



E-Cycle Wisconsin

Instructions for Recycler Registration and Annual Report (Form 4400-258)

Who needs to complete this form?

You must be a registered recycler to process electronics from households and schools on behalf of a manufacturer under E-Cycle Wisconsin. Recyclers must re-register and provide information on activities during the previous program year by Aug. 1 each year.

Under E-Cycle Wisconsin, a **recycler** is defined as a person/entity who accepts eligible electronic devices (EEDs)¹ from Wisconsin households, K-12 public schools or Parental Choice Program schools for the purpose of recycling. Under E-Cycle Wisconsin, **recycling** means preparing EEDs for use in manufacturing processes or for recovery of useable materials by other processors (i.e., demanufacturing, shredding, baling).

This form **ONLY** covers your locations and operations that are part of E-Cycle Wisconsin. If you have other recycling operations, you should not include information about them on this form.

For more details, see [Guidance on Reporting and Recordkeeping for Recyclers and Collectors Working with Other Collectors](#).

SECTION 1: FACILITY AND CONTACT INFO

Answer the question at the beginning of this section to indicate whether you want to re-register as a recycler. If you do **NOT** wish to re-register as a recycler for the next program year, you will be able to skip the rest of sections 1 and 2.

The contact information in this section is no longer editable. Please contact us at DNRWAcycling@wisconsin.gov if you need to update any of this information.

SECTION 2: RECYCLING PROGRAM INFO

A. Recycling Sites

Review and update the list of sites at which you recycled EEDs under E-Cycle Wisconsin during the previous program year (if not already listed) and at which you plan to recycle EEDs during the current.

- For phone number, list the number most appropriate for customers to call to get more information (it can be the number for the contact person or someone else not physically located at the site).
- If adding a new site, enter the date you started or will start recycling at that site under E-Cycle Wisconsin.
- If you are no longer using a site or know you will stop using a site, enter an end date for that site.

B. Materials Accepted

The DNR includes this information on our list of registered recyclers to help collectors find the services they need. Check the materials you accept and the groups from which you accept them.

C. Certifications

Review and update this section with any third-party certifications relevant to your electronics recycling work you **currently** hold. This information is displayed on the DNR's list of registered recyclers.

¹ EEDs include: TVs, monitors and e-readers with a screen at least 7" in the longest diagonal direction; desktop, laptop, netbook and tablet computers; desktop printers (including 3-D printers and printer-fax-copier combos); computer peripherals such as mice and keyboards; DVD players; VCRs; DVRs; and fax machines. For complete definitions, refer to the DNR's [Guidance on Definitions of Covered Devices \(WA-1474\)](#).

SECTION 3: ANNUAL RECYCLING DATA

If you registered as an E-Cycle Wisconsin recycler during the previous program year but did not end up recycling EEDs under the program, check the box at the top of this section. You will then be able to save and validate section 3 and go on to section 4.

Use this option ONLY if you did not receive EEDs from registered E-Cycle Wisconsin collectors.

A. Weights of EEDs Received from Registered Collectors

If you received EEDs from one or more registered E-Cycle Wisconsin collectors, enter the pounds of EEDs you received from each collector. If you are also registered as a collector, be sure to include pounds you collected under E-Cycle Wisconsin.

- If you received EEDs collected from households and schools in both urban and rural counties, break the pounds out by these two categories. If you did not track this, enter all pounds as urban.
- Map of urban and rural counties under E-Cycle Wisconsin:
<http://dnr.wi.gov/topic/Ecycle/documents/countiesmap.pdf>

Enter a brief description of how you ensure that only EEDs from Wisconsin households and covered schools are counted under E-Cycle Wisconsin. If you accept electronics from businesses or accept devices not counted as EEDs, describe how you keep the eligible and non-eligible devices separate.

If you sent CRT glass to a solid or hazardous waste landfill (including for alternate daily cover or to a retrievable storage cell), or if you stored CRTs instead of sending them to a downstream recycler, that weight is not eligible for manufacturer credit. Please list the weight of CRTs sent to a landfill or put into storage, so they can be subtracted from the pounds available for manufacturers. If you have questions, see the DNR's guidance document on CRT glass and E-Cycle Wisconsin eligibility:
<http://dnr.wi.gov/files/PDF/pubs/wa/WA1681.pdf>

Finally, we encourage you to enter the optional breakdown by product type of electronics you received and processed. We would like to track five main categories of material:

- Televisions
- Desktop printers/printer combos
- Computer monitors
- Computers (all, including desktop, laptop and tablet)
- Other EEDs

This will help us compare electronics recycling in Wisconsin with other states and track changes in the electronics waste stream. If you don't have this information, leave this section blank. If you know it for some, but not all, of the categories, enter the information you do have.

B. Weights of EEDs Bought from or Sold to Registered Recyclers

If you recycled EEDs under the program and sold the credits for the processed pounds to another registered recycler, rather than a manufacturer, or bought credits for recycled pounds from another registered recycler, enter the information in this section. Both parties should have notified the DNR of the transaction prior to reporting. For more information, see *Guidance on Sale of EED Pounds Among Registered Recyclers* (<http://dnr.wi.gov/org/files/PDF/pubs/wa/wa1476.pdf>).

Enter pounds from urban and rural counties using the same guidelines as those in part 3A.

This only covers EEDs that were **processed**. If the transfer involved whole devices, it should be treated as a collector sending EEDs to a recycler.

C. Summary of EEDs Available for Recycling

Four of the five lines in this section will be filled in automatically.

The first line shows the total from part A, the pounds of EEDs you received from collectors, including the extra credit for rural pounds.

If you diverted any of these materials for reuse or refurbishment, enter the weight diverted on the second line.

If you indicated in Section 3A that any of the CRT glass you received under E-Cycle Wisconsin was sent to a landfill or into long-term storage, it will be subtracted from your available weight on the third line.

If you bought or sold recycled pounds, those totals from part B will be displayed on the fourth and fifth lines.

The sixth line displays the total weight of EEDs eligible to be attributed to a manufacturer. This is equal to:
(Total weight received from collectors + total weight bought from recyclers)
- (Total weight diverted for reuse/refurbishment + total weight sold to other recyclers)

D. Weights of EEDs Recycled on Behalf of Registered Manufacturers

Enter weights of EEDs recycled during the previous program year on behalf of registered manufacturers or manufacturer groups (such as MRM or RLGA). Enter pounds from urban and rural counties using the same guidelines as those in part 3A.

E. Remaining Recycled EED Pounds Available

The system will display the number of EED pounds you still have available to sell to manufacturers or recyclers for the most recent program year. These pounds may not be carried over to the next program year, but occasionally there are requests from manufacturers or recyclers to purchase additional pounds during the reporting process. This will show you whether you have any available to sell.

SECTION 4: CERTIFICATIONS

You must be able to truthfully check all of the certifications boxes to be a registered recycler. If you have questions about the requirements for electronics recyclers, you can refer to <http://dnr.wi.gov/topic/ecycle/recyclers.html> or contact us at DNRWae-cycling@wisconsin.gov.

If the person listed as your contact in section 1 is not the person signing the form, enter the name and title of the person who will be signing.

After submitting your report online, be sure to print a hard copy and mail the last page with the appropriate signature to the address provided. You will receive an email confirming you have submitted your report.

In addition to the signature page, you must provide current proof of the liability insurance. You may submit this either electronically or with the hard copy signature page.