

Required Contents of Electronic Waste Collection Plans

June 2025

Total Estimated-Market-Share-in-Weight for the Collection Plan: _____ **pounds.**

A collection plan submitted in accordance with N.J.A.C. 7:26J-3.1 and 3.2 must include the following:

1. The Collection Site List

- A. The Collection Site List is an excel spreadsheet that requires detailed information about each type of collection site included in a plan.
- B. The Collection Site List includes a Permanent Sites Tab, a Collection Events Tab, a School District Contracts Tab, and a Miscellaneous Tab (direct pick-up services, mail-back programs, small business pick-ups, etc.) for covered electronic device (CED) pick-up locations.
 - i. Each of the above tabs must include the following information:
 - a. Group Plan Administrator.
 - b. Responsible Manufacturer.
 - c. Authorized Recycler (A.R.).
 - d. Collector/Transporter if different than the A.R. (including any facility where Covered Electronic Devices (CED) are handled).
 - e. Site operator name.
 - f. Location including street address, municipality and county of the proposed collection sites.
 - g. The days and hours of operation for each site.
 - h. Site phone number, website, and site contact person name and email address.
 - i. The limitations imposed on the weight in pounds and the type of material accepted, and which consumer is served by the site.
 - j. Whether the proposed collection sites will accept non-CEDs, and what those devices are.
 - k. The total pounds anticipated to be collected at each site by CED type - TVs, computers & monitors, desktop printers, and desktop fax machines.
 - l. The TOTAL Anticipated CED Collection Amount in pounds.
 - 1) Note – Only include the total amount of CED weight purchased from each collection site that will be specifically allocated to the group plan.
 - ii. Additionally, the Collection Events Tab must include the name and address of the A.R. receiving the CEDs, and the A.R. contact person's name, telephone number, and email address.

2. The Collection Plan Narrative

- A. The narrative must include a detailed explanation of how the manufacturer intends to collect its estimated-market-share-in-weight through its own operations - either individually or with other registrants, or by contract with for-profit or not-for-profit corporations, or local government units. The collection network must provide for the collection of all types and all brands of CEDs, including orphan devices.
- B. The collection plan narrative must include:
 - i. A conveniently located collection site in each county in the State that accepts all types of CEDs and is accessible to all residents of the county.
 - a. A manufacturer or group of manufacturers excluding a county from its collection plan on a claim that the county is adequately covered by the collection plan of another manufacturer, group of manufacturers or other entity, must include documentation with its plan in support of that claim.
 - ii. The following information for a Collection Event:
 - a. How each event will be publicly noticed.
 - b. The date, location, and time each event will take place.
 - c. If the date of an event is known at the time of this submittal, a manufacturer or group of manufacturers must immediately provide notice of the event's location and time to the public.
 - d. If the date of an event is unknown at the time of this submittal, a manufacturer or group of manufacturers must immediately provide notice of the event's date, location, and time to the public once it is scheduled.
 - e. A manufacturer or group of manufacturers must provide evidence of public notice for all events to the Department no later than 30 days prior to the occurrence of the event.
 - f. The types of CEDs that will be collected during the event.
 - g. A description of how the weight of CEDs collected at the event will be calculated.
 - h. A description of the process used during the event to ensure the CEDs being collected are from New Jersey consumers.
 - iii. A description of how each collection site will be staffed and secured.
 - iv. Densely Populated Areas:
 - a. Describe the methods that will be used to provide for the convenient collection of CEDs, especially used televisions, for residents in the most **densely** populated areas and underserved communities in the State.
 - v. A description of the collection methods that will be offered to consumers who are not able to bring a CED to a collection site.

- vi. A description of the collection methods to be employed for consumers who are not able to lift and move bulky CEDs (50 pounds in weight or heavier) or unwieldy CEDs, including, but not limited to, flat screen televisions with screens greater than 40 inches measured diagonally and projection televisions.
- vii. The total weight in pounds of CEDs that are anticipated to be collected for the collection plan.
- viii. The amount of collected CED weight in pounds that will be allocated to each of the manufacturers in the plan.
- ix. A description of how the collected CEDs will be stored prior to transport to an A.R.
- x. Coordination with local governments:
 - a. An explanation of the coordination with county and municipal government recycling programs, if any.
- xi. A description of the methods to be used to ensure that personal information contained on hard drives or similar data storage devices is not disclosed to the general public or to any unauthorized persons or employees.
- xii. Premium Service:
 - a. Include a detailed description of the proposed service to be provided and the amount of the proposed fee.
- xiii. Authorized Recycler Information:
 - a. Provide the name and street address for each A.R.
 - b. Provide the name, mailing address, email address, and telephone number of the contact person.
 - c. Provide the name and street address of each person involved with the collection and transport of CEDs to an A.R., including, without limitation, transporters.
 - d. For an authorized recycler located outside the State, the collection plan must also include:
 - 1) A copy of the operating permit or approval issued by the state where the A.R. is located.
 - 2) Documentation that the facility is operating in accordance with all applicable rules and regulations of the state the A.R. is located in.
 - 3) An Out-of-State Authorized Recycler Certification executed by the recycler stating that the recycler is aware of and has agreed to comply with the requirements of the Law. See attached Out-of-State Authorized Recycler Certification Template.
 - 4) Please note that any A.R. located in a state other than NJ that accepts CEDs from a consumer in NJ must register with the Department and pay a registration fee of \$15,000 by January 1 of any program year.
 - e. A description of the recycling processes and methods that will be used by each A.R. identified in a. above, to recycle CEDs.

- f. Vendor to business:
 - 1) A description of the processes and methods that will be used to recycle collected CEDs that are the subject of any vendor-to-business purchaser recycling arrangements into which the manufacturer has entered, if any.
- xiv. A description of the means that will be used to publicize all manufacturers' collection services, including:
 - a. A website link or a toll-free telephone number/email address that provides information about the manufacturer's recycling program in sufficient detail to inform a consumer how to return CEDs for recycling.
 - b. A reference link to the Department's list of collection site locations found at <https://www.state.nj.us/dep/dshw/ewaste/collectionsites.pdf>.
 - c. A reference link on the manufacturer's webpage that is entitled "How to Recycle Electronic Devices in New Jersey," which shall include, but not be limited to, the following information:
 - 1) A statement that the Act requires that costs to recycle CEDs shall not be passed on to NJ consumers.
 - 2) The definitions of "covered electronic device" and "consumer" set forth at N.J.A.C. 7:26J-1.3.
 - 3) An up-to-date and accurate description of the collection sites and collection events sponsored by the manufacturer, including any limitations placed by collectors on the number of CEDs permitted for drop-off by consumers.
 - 4) The services available for the collection, transportation, and recycling of bulky covered electronic devices.
 - 5) The services available for the collection, transportation, and recycling of CEDs from consumers who are not able to bring a CED to a collection site.
- xv. CERTIFICATIONS:
 - a. The attached document entitled: "Out-of-State Authorized Recycler Certification Template" shall be executed and returned as part of the plan.
 - b. The attached document entitled: "Manufacturer Collection Plan Certification Template" shall be executed and returned as part of the plan.

Out-of-State Authorized Recycler Certification Template

June 2025

I certify that [company name_____] is compliant with all federal, state and local requirements applicable to the company's recycling operations in the [name of state or commonwealth_____] and that the company is compliant, and in good standing, with its R2 or eSteward certification, as applicable.

Signature:

Print Name:

Title:

Company Name:

Date:

Manufacturer/Group Plan Representative Collection Plan Certification Template

New Jersey Electronic Waste Management Act

N.J.S.A. 13:1E-99.94 *et seq.*

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1. “I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments thereto, and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate, and complete. I am aware that there are significant penalties for willfully submitting false information, including the possibility of fines and imprisonment.” **(N.J.A.C 7:26J-3.2(a)5i)**
2. “I certify that none of the new covered electronic devices, manufactured by the company or the companies participating in this collection plan that are sold or offered for sale in New Jersey are prohibited from being sold or offered for sale in the European Union on or after its date of manufacture because it contains one or more heavy metals in a concentration that exceeds the maximum concentration value specified in the Annex to the European Union Directive 2002/95/EC, as supplemented or amended.” **(N.J.A.C 7:26J-3.2(a)5ii)**
3. “I certify except for a fee for a premium service approved by the Department in this collection plan, no fee shall be charged to a consumer, including a consumer who is not able to bring a covered electronic device to a collection site, or to a municipality or county that collects covered electronic devices from consumers, for the collection, transportation or recycling of any covered electronic device, including a ‘bulky covered electronic device’ as defined in the Electronic Waste Management Rules at N.J.A.C. 7:26J-1.3, dropped off at any of the collection sites listed in this collection plan.” **(N.J.A.C 7:26J-3.2(a)5iii(1))**
4. “I certify except for a fee for a premium service approved by the Department in this collection plan, all agreements between the undersigned company and any party participating in this collection plan, including without limitation, the operator of a collection site, a transporter, an authorized recycler and a group plan administrator, all agreements between any of the foregoing parties and a subcontractor, and all third-party agreements, expressly prohibit charging a fee to a consumer, including a consumer who is not able to bring a covered electronic device to a collection site, or to a municipality or county that collects covered electronic devices from consumers, for the cost of collecting, transporting or recycling a covered electronic device, including a ‘bulky covered electronic device’ as defined in the Electronic Waste Management Rules at N.J.A.C. 7:26J –1.3.” **(N.J.A.C 7:26J-3.2(a)5iii(2))**
5. “I certify that I have exercised due diligence, and to the best of my knowledge, the parties providing collection and recycling services under this collection plan, including without limitation, transporters, operators of collection sites and recyclers, are compliant with the performance standards set forth at N.J.A.C. 7:26J-7.1 **(N.J.A.C 7:26J-3.2(a)5iv)**

6. "I certify that no covered electronic devices collected under this plan shall be exported for disposal in a manner that poses a significant threat to the public health or the environment and that no covered electronic devices shall be handled in a manner that would violate N.J.A.C. 7:26J-5.1" **(N.J.A.C 7:26J-3.2(a)5v)**
7. I certify that to the best of my knowledge, all collection sites identified in this collection plan are adequately staffed and secured, that all collected electronic devices will be adequately stored prior to transport to an authorized recycler, and that all personal information contained on hard drives or similar data storage devices will be secured from access by the general public and any unauthorized persons or employees." **(N.J.A.C 7:26J-3.2(a)5vi)**

Signature:

Print Name:

Title:

Manufacturer:

Date:

Pursuant to N.J.A.C. 7:26J-1.4, the above certification shall be signed as follows:

The following individuals, on behalf of a manufacturer, group plan administrator, authorized recycler, or an operator of a collection site, as applicable, shall sign and certify each document or form submitted to the Department under this chapter:

1. For a corporation, a responsible corporate official. For purposes of this section, a responsible corporate official means a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation.

2. For a limited liability company, a responsible company official. For purposes of this section, a responsible company official means an individual who has the authority to bind the limited liability company to the provisions of this chapter, including, without limitation, an officer, member, or manager of the limited liability company.

3. For a partnership, a general partner.

4. For a sole proprietorship, the proprietor; or

5. For a local government unit, a duly authorized certified recycling professional or other duly authorized representative of a local government unit if the authorization is made, in writing, in accordance with the procedures of the governing body, and the written authorization is submitted to the Department.

Information About Confidentiality

- As per N.J.A.C 7:26J-3.2(f) The Department will hold confidential any information obtained in connection with a collection plan submitted pursuant to N.J.A.C 7:26J-3.2(a) if the manufacturer asserts a claim of confidentiality and the Department determines, based upon a showing by the manufacturer, that the information, if made public, would divulge competitive business information, methods, or processes entitled to protection as trade secrets of the registered manufacturer. A manufacturer asserting confidentiality shall submit its claim by following the procedures at N.J.A.C. 7:26J-3.2(g).

Note: This provision is in addition to, and shall not be deemed to limit, any claims of confidentiality under the Open Public Records Act, N.J.S.A. 47:1A-1.1 et seq., or common law.

- As per N.J.A.C 7:26J-3.2(g) If a manufacturer asserts a claim of confidentiality pursuant to N.J.A.C. 7:26-17.3 for any part of a collection plan, it must submit two copies of its collection plan - one with the information required for the collection plan, except the information for which a claim of confidentiality is being made, and a second that includes the required information, including the information for which a claim of confidentiality is being made. The manufacturer shall include the certification found at N.J.A.C 7:26J-3.2 (a)5i above on both copies. The manufacturer shall submit the public copy to the Department at <https://www.dep.nj.gov> or <http://njdeponline.com> and the confidential copy to ecycle@dep.nj.gov.

For additional information, questions or comments, please contact the E-Waste Unit at ecycle@dep.nj.gov.