

**Florida Department of Environmental Protection**  
**Electronic Products Collection and Recycling Grants Criteria**  
For Grant Period Beginning July 1, 2002

**A. General Requirements and Guidelines**

1. Focus on CRTs (monitors and TVs), computers and peripherals but may collect all products listed below in “C. Acceptable Materials Categories”
2. Must collect from public and private (residential and small businesses)
3. Type of collection (single/multiple day, retail electronics business/charity partnership, mobile, drop-off, curbside/pickup, etc.) and selection of eligible reimbursement categories (listed below in B) up to the county
4. No requirement for a match, except if purchasing buildings or capital equipment (50% cash match for buildings or equipment line items only)
5. Up to 8 counties will be awarded \$50,000-\$75,000 each
6. Funds must be expended within 1 year of contract execution
7. Final invoices will be held until project is complete including recycling of all collected materials

Note: Funding is intended to help counties start an ongoing electronics recycling program. County programs that are planned to continue after funding dollars have expired are more desirable than programs that will not continue after the funding period. Electronic collections can be combined with regular Household Hazardous Waste collections.

**B. Eligible Reimbursement Categories**

1. Storage building (build, buy or lease): build or buy requires 50% cash match
2. Capital equipment including fork lift, truck, trailer, storage rolloff, scales (purchase or rent): purchase requires 50% cash match
3. Supplies, non-capital equipment (shade tent, gaylord containers, shrink wrap, etc.)
4. Contracted labor
5. Contracted transportation costs to collect or deliver to demanufacturer including truck rental
6. Contracted recycling or demanufacturing costs
7. Contracted program publicity (print, radio, TV, Web)
8. Contracted data collection and report writing/printing

**Non-eligible reimbursement categories**

1. County labor
2. County office overhead and any administrative expenses
3. Travel and conferences

Note: Proposals that direct most of the funding to actual recycling/demanufacturing costs are more desirable.

### **C. Acceptable Materials Categories**

Note: At a minimum, the following categories must be used:

1. Monitors/terminals
2. TVs > 19" (consoles or tabletops)
3. TVs ? 19" (tabletops)
4. CPUs (includes laptops)
5. Large computer peripherals (printers, scanners, copiers, fax machines, etc.)
6. Small computer peripherals (keyboards, mice, cables, game hardware, uninterruptible power supplies (UPS), external drives and modems, etc.)
7. Telecommunications devices (desk phones, mobile phones, pagers, hand held devices, etc.)
8. Video and audio equipment (stereos, VCRs, radios, tape players, speakers, etc.)
9. Small household electrical appliances (small kitchen appliances, power tools, health/beauty appliances, etc.)

### **Unacceptable Materials**

White goods (stoves, refrigerators, water heaters, dryers, etc.)

### **D. Data Collection**

Note: At a minimum, the following data must be collected. Follow the model in "End of Life Electronic Equipment Pilot Collection Program Summary Report Alachua County, Florida," October 1999, relevant sections attached, full report at [http://www.dep.state.fl.us/waste/categories/electronics/documents/alach\\_99.pdf](http://www.dep.state.fl.us/waste/categories/electronics/documents/alach_99.pdf) . Grant recipients will be required to input program data into the national database at "NEPSI Electronics Recycling Online Data Form" at <http://www.ergweb.com/nepsi/default.html> as well as report it to the Department.

1. Number of participants
2. Collected end-of -life electronic equipment breakdowns (by type, unit, weight and, for TVs only, manufacturer name): This can be done by the county or by the demanufacturer/recycler. See Alachua County report, pages 3-5.
3. Costs (include breakdown by reimbursement categories above): See Alachua County report, pages 5-6.
4. Written survey of participants (except with a curbside program or another type of collection where surveying would not be practical): See NEPSI Consumer Survey, (attached) for survey questions.

### **E. Additional Grant Requirements**

1. Any demanufacturing/recycling contractor used on a contractual or lot bid basis must meet the following minimum requirements used in the state electronics recycling contract. Relevant sections of the state contract are attached for reference. Full contract is available at [http://fcn.state.fl.us/st\\_contracts/991705001](http://fcn.state.fl.us/st_contracts/991705001).
  - a. Large Quantity Handler of Universal Waste Batteries notification (not necessary for demanufacturers/recyclers that handle only TVs)
  - b. Mercury-Containing Device Handler registration (not necessary for demanufacturers/recyclers that handle only TVs)
  - c. Insurance type (required) and limits (recommended)
    - 1) Workers Compensation - legally required limits
    - 2) Commercial General Liability - \$1,000,000/occurrence, \$1,000,000 aggregate
    - 3) Hold Harmless Endorsement - holds county and state harmless
  - d. Documentation of end markets for equipment (monitors, TVs, CPUs, printers, phones, etc.), recovered components (chips, drives, circuit boards, batteries, etc. ) and recovered materials (ferrous metal, nonferrous metal, cones, leaded glass, plastic, etc.). The list of equipment or materials for which end markets shall be documented will depend on the level of demanufacturing involved. For example, if a TV is being sold as is for repair, documentation of recovered components of materials will not be required. Documentation may be in the form of (1) letters of agreements/contracts on subcontractor letterhead; (2) copies of agreements/contracts indicating scope of agreement, dates and signatures; or (3) sworn affidavit from contractor on contractor letterhead. Such documentation shall specify the specific materials involved, time period for which agreement or affidavit is valid, and a general description of the material disposition (precious metal recovery, sale to repair facility, resale to public, secondary lead smelter, etc.). If materials are being exported, documentation must indicate that the materials are being bought by the importer for a reasonable, commercial value, that is, for more than a token value.
2. Quarterly progress reports submitted to the DEP.
3. Final report describing the project including the number of participants, quantities of materials collected, costs and survey results. Follow the model in “End-of-Life Electronic Equipment Pilot Collection Program Summary Report-Alachua County, Florida,” October 1999, available at [http://www.dep.state.fl.us/waste/categories/electronics/documents/alach\\_99.pdf](http://www.dep.state.fl.us/waste/categories/electronics/documents/alach_99.pdf).

**F. RFP/Contracting Timelines**

1. Approximately 14 counties with HHW programs meeting DEP selection criteria and that have not previously received a DEP grant for electronics will be invited to propose a program.
2. Letter of intent from county HHW coordinator level or above within 2 weeks of invitation.
3. Formal proposed scope of work within 4 weeks of invitation, unless granted extension by DEP project manager
4. Evaluation and award of grants within 6 weeks of invitation (proposed)
5. Grant contract development and execution by target date of 9/1/02

**G. Attachments (3)**

1. "End-of-Life Electronic Equipment Pilot Collection Program Summary Report- Alachua County, Florida," October 1999
2. NEPSI Consumer Survey, National Electronics Product Stewardship Institute, 2001.
3. "Recycling Services, End of Life Electronic Equipment," State Contract # 991-705-00-1, Effective: 6/19/00 through 6/18/03

7/10/02  
electronics/criteria