

## COLLECTOR TO PROCESSOR OPERATING PROCEDURES - 2015

Detailed within the Authority's Collection Manual

### COLLECTION

1. Each collector will agree to collect CEP's at a mutually agreed upon collection rate.
2. The Authority will provide all collectors with the Collector's Manual (attached).
3. The Authority will provide each collector with posters, signage, and other materials as determined by the Authority for use in the "covered electronics" collection program. All such materials shall have been pre-approved by the Authority for use in the program.
4. Collectors may direct the public to the official WMMFA web site, which will provide detailed information relating to the WMMFA program and the collection process (including, data security tips, processing standards, etc)

### SHIPMENT TO PROCESSOR

5. When the collector is ready to ship (either by self transport or an independent transporter) to the processor, the collector must CALL THE AUTHORITY prior to shipment at 1-855-674-5871
6. Collector needs to have the pallet count by product type (TV, Monitor, Computer) ready when calling.
7. A WMMFA employee will enter the shipment information provided by the collector into an electronic bill of lading template with the collector's estimated or actual weights for the materials to be shipped (most collectors don't have scales).
8. The WMMFA will immediately e-mail a copy of the bill of lading to the collector, the processor, and transporter (as necessary) as notice that the shipment is en-route for delivery. IT IS THE RESPONSIBILITY OF THE COLLECTOR TO CALL THE TRANSPORTER INDICTED ON THE BILL OF LADING FOR PICK UP.
9. Have the transporter (carrier) sign the bill of lading at pick up and keep one copy for your records. Use a bill of lading 1 time for 1 shipment. Do not reuse bills of lading's.
10. Payment to collectors will be made upon receipt of an invoice from the collector OR after confirmation of CEP weights as verified by the receiving processor. Collectors are not required to invoice the WMMFA for payment. We will pay the collector based on the ACTUAL net weights of the CEP's provided as provided by the processor.

### PROCESSOR

11. The processor weighs all shipments of CEPs as they arrive at the processor's facility. The processor then provides the "actual weights" for every commodity on every bill of lading in written weekly or monthly manifest reports to the authority. These weights will be verified against weights provided by the transporters as provided by their certified scales at cross docking where applicable.
12. The actual weights as reported by the processor are then entered by Authority staff onto the original electronic version of the bill of lading.
13. The bill of lading is electronically converted into a bill pending invoice from the collector.
14. Freight bills from the carriers/transporters are verified per each bill of lading and paid accordingly – based on actual weights shipped. Each shipment provided from a collector will be represented by a single bill of lading. The CEP's on each bill of lading should fit on one truck. Therefore call before quantities saved up reach 10 pallets.
15. Processors are paid on detailed invoices that itemize each collector's pounds of CEPs processed.