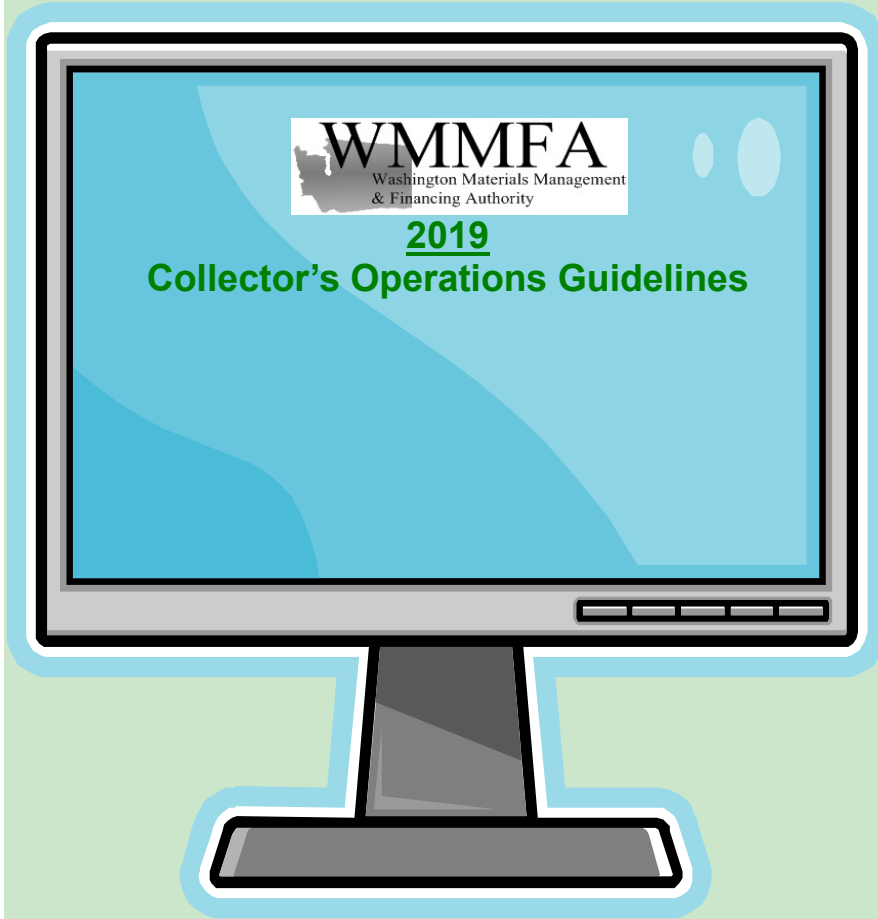


WMMFA

**Washington Materials Management &
Financing Authority**



WMMFA

116 N. Oakes Ave. Ste. B
Cle Elum, WA 98922
509-674-5871 Office/ 509-674-5350 Fax
1-855-674-5871 TOLL FREE
info@wmmfa.net



Questions

Please contact us directly for clarification

Or additional information

WMMFA

509-674-5871 Office

509-674-5350 Fax

1-855-674-5871 TOLL FREE

Or email:

info@wmmfa.net

Website information:

www.wmmfa.net



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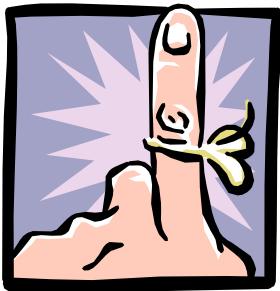
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Customer Service

- Explain acceptable and unacceptable items (if customer presents non covered items for drop off) and allow only those items for collection that are “covered”. You may always accept other items as a part of your own operations. Acceptable items listed on the next page.
- You may also refer customers to the 1-800recycle.wa.gov website for disposition of non-covered products. You may collect peripherals and other items. If you chose to do so, you must handle these items outside of the Authority Plan.
- Help the customer unload the item(s) to the designated receiving area.
- Offer customer the reuse /recycling and data security handout.
- Thank the customer for responsibly recycling.
- You should advise the customer that electronics manufacturers selling products in Washington finance the plan.
- For large volumes you are not able to accept, due to space or receiving constraints, have the customer call the WMMFA at: **1-855-674-5871**
- You may accept volumes up to a daily maximum of (10 units) from customers who are “Covered Entities”. You may not accept items from large businesses (50+ employees) or large government entities including state universities. These larger entities are not covered by this plan. If you are unsure call the WMMFA for clarification.



*Remember: The Authority will only compensate for computers, laptops, monitors, and TV's received from households, charities, school districts, small business, and small governments.

If a collector submits non-covered devices, the WMMFA will charge the collector for the expenses of processing and shipping the non-covered devices at cost.

Covered Items

Acceptable Items:

CEP's

Computers

Towers

Laptops

Monitors

Television

E-readers

Tablets

Portable DVD players

For a listing of "Approved" e-waste drop off locations visit the website at:

wmmfa.net



Unacceptable Items:

Any peripherals

Keyboards

Mouse

Printers

Copiers

Scanners

And other electrical devices including APPLIANCES

Any items from large business, large city or county governments, large motel chains and universities. Call us if you are unsure. The WMMFA will charge back if we process uncovered devices or entities on your behalf

Acceptable items are to be taken free of charge and may be put into REUSE and sold or donated for that purpose as whole units or subject to minor repair by exchanging a whole or working part with a whole non- working part. The part used may be a new part or gleaned from another computer on a part for part exchange. Acceptable items that are RECYCLED will be processed by the WMMFA approved processors who meet established standards and who must account for all materials and residuals to end of life. The cost of this program is financed by manufactures that sell electronics in the state of Washington.

To find out the fate of the materials recovered through processing check our website at: wmmfa.net go to: Processors/Preferred Performance Standards



Materials Handling

Prior to shipping you will need to palletize and shrink wrap in 3 separate groups:
No sorting by brand name is required

			
<p>COMPUTERS</p> <p>Stack CPU's on pallets 5' to 6' high, tightly shrink wrap</p>	<p>LAPTOPS, E-RADERS, TABLETS, PORTABLE DVD PLAYERS</p> <p>Place in cardboard boxes, put items with the computers</p>	<p>MONITORS</p> <p>Face screen down on pallets with cardboard in between the layers. Flat screen: Side by side up right</p>	<p>TELEVISIONS</p> <p>Palletize uniform sized TV's together.</p> <p>Large consoles ship loose.</p>
			

You may receive large quantities from 1 entity.

- Accommodations need to be made for quantities too large to accept. Customers must be referred to WMMFA @: 1-855-674-5871 to make alternate arrangements if the volume exceeds your capacity to handle it.
- Place commodities, (separated by type) on pallets, and shrink wrap them at a height of between 5 or 6 feet. *If you choose to use gaylords or boxes as shipping containers it will be at your expense as we will not return them to you.*
- The WMMFA does not provide shipping supplies, you must supply shrink wrap, pallets, or cardboard boxes for laptops as necessary.
- The public may dump electronic devices and commodities not covered under the Plan after hours. You will need to provide disposition for products received that are not covered by the Plan.
- If you do not have a dock or fork lift from which to ship pallets a lift gate service will be provided at pickup. You must request a lift gate when arranging for transport.

Handling CRT's

Handling Intact CRT's



Use proper lifting techniques – Monitors and TV's can be heavy.

Stack monitors face down with a cardboard sheet between the layers.

Stack TV's with the largest on the bottom and interlocking if possible.

Use enough shrink/stretch wrap to secure each pallet for proper and safe transit.

A pallet 5' to 6' tall is adequate and should remain secure.

Label each pallet with your name (Shipper) and processor name as provided on the WMMFA *Bill of Lading* by making copies of the bill of lading provided by us and attaching at least 1 each to each pallet. **Improper or no labeling may delay or cause underpayment to you.**



Handling Broken CRT's



Never place broken or intact CRT's in the trash.

Wear proper safety equipment when handling intact or broken CRTs.

Recommended safety equipment includes gloves, mask, safety glasses and steel toe boots.

Use broom and dustpan to collect broken glass and materials.

Place glass and materials in a sealable container (box or plastic pail).

Label the container: Shipper (your business name)
Consignee (destination processor)
Description: Broken Monitor glass – Universal waste
(always label broken CRT tubes with the term “Universal waste”)

Palletize box or bucket with other CEP's being shipped. Do not store broken CRT's on site. Reference the broken items on the *Bill of Lading*. Example: “1 box 10 lbs. universal waste – monitor glass.”



Rules.....

As a collector for the Plan:

- You **cannot** dismantle, process, or recycle the CEP's you receive for the Plan for salvageable parts. You may refurbish computers by exchanging a part for part exchange. Computers submitted for recycling must be whole units – working or not.
 - You **can** find re-use opportunities for whole units of working CEP's.
 - If you accept items other than what the Plan compensates you for, *it is your responsibility* to recycle or find disposition for those materials, at your expense.
 - The plan only accepts computers, monitors, TV's, E-readers, tablets and portable DVD players from covered entities.
- “Covered Entities”** include households, charities, school districts, small businesses, and small governments.

Drop offs from “others” are not accepted.

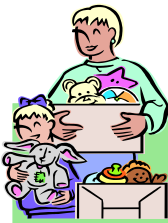
NO DISMANTLING FOR SALVAGE OF VALUABLE NON-WORKING PARTS!



Public Outreach

Please explain the benefits of
REUSE and RECYCLING to the public.

Use the e-cycle brochure available at the WMMFA website



The WMMFA will provide the following marketing tools in 1 or more formats:

- *Standardized signage with hours, benefits of recycling, items accepted, etc (poster for window display)
- *Handout for the public: Explain what happens to their electronic items once they are dropped off. (call or e-mail us @ info@wmmfa.net to order brochures)
- *Liability disclaimer for any data left on the donated computer. Included within our printed and electronically available brochure.
- *Tips for erasing data from the computer drives (web referral)

- *Use posters & sandwich boards as provided
- *To refer large quantities of covered product-
Call 1-855-674-5871 (Handout)
- *Explain RE-USE/RECYCLE (Handout)
- *Refer customer with non-covered product to
180orecycle.wa.gov

- *Discuss data security disclaimer verbally & offer information by handout on clearing hard drive information



Arranging Transportation

A copy of the bill of lading as provided by the WMMFA needs to be attached to each pallet of the shipment. Failure to do so could result in a delay of payment as the processor may have difficulty distinguishing your materials from others as they travel through receiving and processing.

Contact WMMFA 24-48 hours *prior* to your anticipated ship date (when you have reached the maximum quantity of devices – you can stage for shipping)

PLEASE DO NOT STAGE/SAVE MORE THAN 10 PALLETS AT ONE TIME – FOR SHIPMENT BY COMMON CARRIER – UNLESS OTHER QUANTITIES HAVE BEEN AGREED UPON WITH WMMFA.

FAILURE TO USE THE BILL OF LADING PROVIDED TO YOU BY THE WMMFA MAY RESULT IN NON-PAYMENT OR REDUCED PAYMENT TO YOU



Call WMMFA at: **1-855-674-5871** for shipping info

When calling be prepared with the following information:

- Pick-up location
- Number of pallets by product type
- Estimated weight per pallet, per type

Once you have contacted us for shipping instructions, we will email or fax a **bill of lading** to you. The **bill of lading** will provide the transporters phone number for you to call to arrange for pick up.

CALL THE TRANSPORTER LISTED AT THE PHONE # ON THE BILL OF LADING FOR PICK UP

AT PICK UP BY THE TRANSPORTER, HAVE THE TRANSPORTER SIGN THE BILL OF LADING AND KEEP ONE COPY FOR YOUR RECORDS.

All BILL'S OF LADING will be provided by the WMMFA . If you are self transporting devices you have collected you must also call WMMFA before transporting. **We must record your shipment before transport takes place regardless of who transports so we may process payment to you.** You do not need to invoice the WMMFA – payment will be made at the weights recorded by the processor – generally within 30 days unless of processing delay or errors

If you make any changes to the shipment **before or after it ships** please notify the WMMFA of changes. A revised bill of lading will be issued.

DO NOT USE A BILL OF LADING MORE THAN ONCE

Once the processor receives your products they will weigh each commodity by pallet and provide the WMMFA with actual net shipping weights. The actual shipping weights provided by the processor's certified scales will be the used to determine the collector compensation per your original bill of lading or invoice.



Collectors/Transporters

Billing & Payment

Collections:

The WMMFA will pay collectors by the net pound for all CEP's (computers, laptops, monitors, TV's) collected and shipped to the processor.

- Once a copy of the signed delivery receipt, as provided to WMMFA from the processor, indicating receipt of the products and the “certified weights” of each, each collector invoice will be processed and paid. If no invoice is received the Authority will pay net weights (pallet weight will be deducted) once delivery and weights are confirmed.
- Payment weights will be based on actual weights as measured by the scales at each destination processor.

Non-covered devices or devices collected from uncovered entities (defined earlier) will be charged back to the collector at the cost of transport and processing (do not send non-covered devices)

- Collectors may transport their CEP's if registered with the Department of Ecology as a transporter. (check with the dept. of ecology for details)

Always call WMMFA before transporting to obtain a bill of lading – required for payment to you

