



# Retailer Collection of Waste Household Electronics

## Guidance for Minnesota retailers and collectors

Minnesota Statutes and Rules establish requirements for companies that handle *covered electronic devices* and other electronic wastes. This fact sheet discusses only the requirements that apply to electronics retailers who voluntarily receive covered electronic devices from households for recycling.

For information on electronic wastes from businesses and requirements related to all electronic wastes, including recycling, visit the Minnesota Pollution Control Agency (MPCA) at <http://www.pca.state.mn.us/publications/w-hw4-15.pdf> to view hazardous waste fact sheet #4.15, [Managing Electronic Wastes](#).

*Covered electronic devices* are electronics products sold for use by households, including:

- Computers
- Computer peripherals, such as printers, keyboards, and mice
- Facsimile machines
- Digital video/versatile disc (DVD) players
- Video cassette recorders (VCRs)
- Video display devices – televisions, laptop computers, and computer monitors, including eBook readers, tablet PCs, digital picture frames and portable DVD players with displays measuring more than nine inches (diagonally)

## Retailers and requirements for retailers

Regardless of where you are located, you are a regulated *retailer* if, through sales outlets, catalogs, or the Internet, you sell, rent, or lease a video display device to individuals or households in Minnesota. You are not a retailer if you only sell these items to distributors or retailers.

Retailers must provide information to the buyer describing where and how they may recycle video display devices. You may meet this requirement by providing the MPCA's toll-free number and website address. If you retail through catalogs or the Internet, you may meet this requirement by including the information in a prominent location on your website. See *More information* on the next page.

Although you are not required to collect covered electronic devices from households, you may choose to do so. Collecting these devices creates a convenient collection point for households and ensures proper disposal. It may also increase customer good will and traffic into your store as households bring in the devices.

## Collectors and requirements for collectors

If you receive covered electronic devices from Minnesota households and arrange for them to be recycled, you become a *collector*. Collectors are required to:

1. Obtain a Hazardous Waste Identification Number (HWID) from the MPCA. If you do not have one, you may get one free of charge by completing the [Notification of Regulated Waste Activity](#) form on the MPCA's website at <http://www.pca.state.mn.us/publication/w-hw7-09.pdf>. Collecting waste electronics will not change your hazardous waste generator status.

For more information about HWIDs, see MPCA hazardous waste fact sheet #1.02, [Obtain a Hazardous Waste Identification Number](http://www.pca.state.mn.us/publications/w-hw1-02.pdf) at <http://www.pca.state.mn.us/publications/w-hw1-02.pdf>.

2. Register with the Minnesota Pollution Control Agency as a collector by completing the [Collector Registration Form](http://www.pca.state.mn.us/enzqbdd) located on the MPCA's Electronics Registration: Overview webpage at <http://www.pca.state.mn.us/enzqbdd>. There is no fee for registering. The MPCA will add your store name to the list of registered collectors.

Note: Your county may also require notification of your activities.

3. Store the electronics devices in a way that will prevent breakage, such as in labeled corrugated fiberboard bulk boxes or on shrink-wrapped pallets. Store them indoors or in a location protected from exposure to precipitation, vandalism and inadvertent damage. Ship at least 75 percent of the weight of the electronic waste (e-waste) you collect for recycling each year.
4. Keep records. To fulfill your annual reporting requirement, you will need to track the number of pounds collected from each event or at each location (see Tab B of the [Collector Reporting Form](#)). You will also need to provide the dates and locations of collection events (see Tab B1 of the [Collector Reporting Form](#)) as well as what you did with the collected waste (see other tabs).
5. Annually renew your registration and complete an annual report with the number of pounds of covered electronics devices you collected and shipped for recycling during the reporting year that runs from July 1 – June 30. To report, use the [Collector Reporting Form](http://www.pca.state.mn.us/veizbe0) located at <http://www.pca.state.mn.us/veizbe0>. Your registration renewal and report is due July 15 each year.
6. Check with your county and city to determine whether they have any additional requirements you must meet.

## More information

Guidance and requirements in this fact sheet were compiled from multiple Minnesota Statutes and Rules, including Minn. Stat. §§ 115A.1310 to 115A.1330 and Minn. R. Chapters 7045. Visit the Office of the Revisor of Statutes at <https://www.revisor.mn.gov/pubs> to review Minnesota Statutes and Rules.

For a list of registered collectors and recyclers, visit the MPCA at <http://www.pca.state.mn.us/bkzq753>.

NOTE: For purposes of household electronics collection, the metropolitan area consists of these eleven counties: Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott, Sherburne, Washington, and Wright.

### Metro County Offices

Anoka .....	763-422-7093
Carver .....	952-361-1800
Chisago .....	651-257-1300
Dakota .....	952-891-7557
Hennepin .....	612-348-3777
Isanti .....	763-213-8371
Ramsey .....	651-266-1199
Scott.....	952-496-8475
Sherburne .....	763-765-3000
Washington.....	651-430-6655
Wright .....	763-682-3900
Websites .....	<a href="http://www.co.[county].mn.us">http://www.co.[county].mn.us</a>

### Minnesota Pollution Control Agency

Toll free (all offices).....	1-800-657-3864
Brainerd.....	218-828-2492
Detroit Lakes .....	218-847-1519
Duluth .....	218-723-4660
Mankato .....	507-389-5977
Marshall .....	507-537-7146
Rochester .....	507-285-7343
St. Paul .....	651-296-6300
Willmar .....	320-214-3786
Website .....	<a href="http://www.pca.state.mn.us">http://www.pca.state.mn.us</a>