



MISSOURI DEPARTMENT OF NATURAL RESOURCES  
 HAZARDOUS WASTE PROGRAM  
**ELECTRONICS MANUFACTURER REGISTRATION**

**E**

Completed forms should be e-mailed to [erecoveryplans@dnr.mo.gov](mailto:erecoveryplans@dnr.mo.gov) or mailed to:

Missouri Department of Natural Resources  
 Hazardous Waste Program  
 P.O. Box 176  
 Jefferson City, MO 65102

or

Missouri Department of Natural Resources  
 Hazardous Waste Program  
 1730 E. Elm  
 Jefferson City, MO 65101

**A. MANUFACTURER INFORMATION**

MANUFACTURER NAME

MANUFACTURER MAILING ADDRESS

CITY

STATE

ZIP CODE

COUNTRY (if outside US)

CONTACT PERSON

CONTACT PERSON TITLE

TELEPHONE NUMBER WITH AREA CODE

MANUFACTURER WEB SITE

http://

**B. COVERED EQUIPMENT**

Mark all equipment that is manufactured. Refer to form instructions for description of covered equipment.

Desktop Computer

Keyboard

Display device

Laptop/Notebook Computer

Mouse

Monitor

Other:

**C. CONSUMER INFORMATION**

Provide a publicly available Internet link that includes collection, recycling and reuse information for all manufacturers brands both in use and no longer used. If there are multiple pages, please provide links to all pages. If there are pages not currently on the Internet, provide an electronic .pdf version of the proposed pages.

http://

http://

http://

These pages will be linked to from the department's website.

MANUFACTURER'S CONTACT NAME FOR CONSUMERS	TITLE	TELEPHONE NUMBER WITH AREA CODE	E-MAIL ADDRESS



**D. COLLECTION METHOD**

A manufacturer may use multiple methods to make collection and recovery convenient for the consumer. Below are examples of collection methods that alone or combined could satisfy the reasonably convenient requirement. Check all methods that have been or will be implemented. See instructions for details and requirements.

Mail Return

Describe plan for mail return of covered electronic equipment. Include how consumers will get shipping labels and boxes for the mail return:

Direct Pick-up

Describe plan for direct pick-up of covered electronic equipment:

Physical Collection Sites.

List where the collection site(s) will be located and their operating schedule (days of the week, hours, etc.):

Collection Events

List where, when and the duration of collection event(s) :

Drop-off Facility

List where the drop off facility(ies) will be located and their operating schedule (days of the week, hours, etc.):

Other Method

Describe:

**D. COLLECTION METHOD (cont.)**

If a collection provider will be used, provide contact information for each authorized collection provider. Include the collector's days and hours of operation.

1. COLLECTION PROVIDER NAME		TELEPHONE NUMBER WITH AREA CODE	
COLLECTION PROVIDER ADDRESS	CITY	STATE	ZIP CODE
DAYS AND HOURS OF OPERATION (EX, MONDAY THROUGH FRIDAY, 8 A.M. TO 5 P.M.)			

2. COLLECTION PROVIDER NAME		TELEPHONE NUMBER WITH AREA CODE	
COLLECTION PROVIDER ADDRESS	CITY	STATE	ZIP CODE
DAYS AND HOURS OF OPERATION (EX, MONDAY THROUGH FRIDAY, 8 A.M. TO 5 P.M.)			

3. COLLECTION PROVIDER NAME		TELEPHONE NUMBER WITH AREA CODE	
COLLECTION PROVIDER ADDRESS	CITY	STATE	ZIP CODE
DAYS AND HOURS OF OPERATION (EX, MONDAY THROUGH FRIDAY, 8 A.M. TO 5 P.M.)			

4. COLLECTION PROVIDER NAME		TELEPHONE NUMBER WITH AREA CODE	
COLLECTION PROVIDER ADDRESS	CITY	STATE	ZIP CODE
DAYS AND HOURS OF OPERATION (EX, MONDAY THROUGH FRIDAY, 8 A.M. TO 5 P.M.)			

Public Information Campaign: A recovery plan must include a public information campaign to make consumers aware of your collection and recovery efforts. This can include advertisements, a website and literature included with equipment. Describe the public information campaign you will be implementing or have implemented.



MISSOURI DEPARTMENT OF NATURAL RESOURCES  
HAZARDOUS WASTE PROGRAM  
**ELECTRONICS MANUFACTURER REGISTRATION -  
RECYCLING FACILITIES**

**E-RF**

**E. RECYCLING FACILITIES**

For each recycling facility used to process equipment bearing the manufacturer's brand, provide the following information.  
**Note:** If more than five recycling facilities are used, please submit additional Electronic - Recycling Facilities (E-RF) forms.

1. RECYCLING FACILITY NAME		TELEPHONE NUMBER WITH AREA CODE	
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RECYCLING FACILITY ADDRESS	CITY	STATE	ZIP CODE
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WHICH RECYCLING STANDARD DOES THIS FACILITY USE? <input type="checkbox"/> Institute of Scrap Recycling Industries <input type="checkbox"/> EPA's "Responsible Recycling (R2) Practices"	WHAT COVERED EQUIPMENT WILL/DOES THIS FACILITY HANDLE?
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WHAT BRANDS WILL BE SENT TO THIS FACILITY?

2. RECYCLING FACILITY NAME		TELEPHONE NUMBER WITH AREA CODE	
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RECYCLING FACILITY ADDRESS	CITY	STATE	ZIP CODE
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WHICH RECYCLING STANDARD DOES THIS FACILITY USE? <input type="checkbox"/> Institute of Scrap Recycling Industries <input type="checkbox"/> EPA's "Responsible Recycling (R2) Practices"	WHAT COVERED EQUIPMENT WILL/DOES THIS FACILITY HANDLE?
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WHAT BRANDS WILL BE SENT TO THIS FACILITY?

3. RECYCLING FACILITY NAME		TELEPHONE NUMBER WITH AREA CODE	
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RECYCLING FACILITY ADDRESS	CITY	STATE	ZIP CODE
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WHICH RECYCLING STANDARD DOES THIS FACILITY USE? <input type="checkbox"/> Institute of Scrap Recycling Industries <input type="checkbox"/> EPA's "Responsible Recycling (R2) Practices"	WHAT COVERED EQUIPMENT WILL/DOES THIS FACILITY HANDLE?
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WHAT BRANDS WILL BE SENT TO THIS FACILITY?



MISSOURI DEPARTMENT OF NATURAL RESOURCES  
HAZARDOUS WASTE PROGRAM  
**ELECTRONICS MANUFACTURER REGISTRATION - BRAND**

**E-B**

**F. MANUFACTURER'S BRAND**

List all brands, either former or current, that are owned or licensed to own and sold in Missouri. Submit a graphical representation of all manufacturers brand logos that identify covered equipment. **For each brand listed below, send an electronic file of the brand logo in \*.jpg format at a minimum of 300 dpi to [erecoveryplans@dnr.mo.gov](mailto:erecoveryplans@dnr.mo.gov).**

BRAND	TYPE OF COVERED ELECTRONIC EQUIPMENT MANUFACTURED, SOLD OR OFFERED FOR SALE UNDER THAT BRAND
BRAND	TYPE OF COVERED ELECTRONIC EQUIPMENT MANUFACTURED, SOLD OR OFFERED FOR SALE UNDER THAT BRAND
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BRAND	TYPE OF COVERED ELECTRONIC EQUIPMENT MANUFACTURED, SOLD OR OFFERED FOR SALE UNDER THAT BRAND

**G. SIGNATURE**

I certify under penalty of law I have personally examined and am familiar with the information submitted in this document and based on my inquiry of those individuals immediately responsible for obtaining the information. I believe the submitted information is true, accurate and complete. I am aware there are significant penalties for submitting false information, including the possibility of fine and imprisonment. I am aware I am responsible for updating this information in a timely manner and will operate within the constraints of Missouri environmental law and regulations.

SIGNATURE	DATE
PRINTED NAME	TITLE

# ELECTRONICS MANUFACTURER REGISTRATION INSTRUCTIONS

## A. MANUFACTURER INFORMATION

Enter the business name for the manufacturer registering with the department. Also include mailing address, contact person, title of contact person, phone number and manufacturer's phone number.

## B. COVERED EQUIPMENT

Mark all covered equipment manufactured by manufacturer registering with the department. Covered equipment refers to equipment that falls under the scope of the law and must be recovered by manufacturer. Covered equipment includes electronic, magnetic, optical, electrochemical or other high-speed processing device performing logical, arithmetic or storage functions. Equipment includes a desktop, notebook or laptop computer, including a computer monitor or other display device that does not contain a tuner and the accompanying keyboard and mouse associated with the computer of the same manufacturing brand.

## C. CONSUMER INFORMATION

Manufacturers must maintain a publicly available website that includes collection, recycling and reuse information for all manufacturers' brands both in use and no longer used. Include links to these pages. If a page has not been published to the Internet at the time of registration, provide a copy of the page as an Adobe® Acrobat® PDF with your registration.

## RECOVERY PLAN

### D. COLLECTION METHOD

Mark which collection method(s) you will be using and describe the method. If using a collection provider, provide contact information for each authorized collection provider and the days and hours the collection provider is in operation. Also, describe public information campaign that will be or has already been implemented to inform the public of your recovery plan.

### E. RECYCLING FACILITIES

Provide contact and recycling information for each recycling facility used to process equipment bearing the manufacturer's brand.

## BRAND

### F. MANUFACTURER'S BRAND

Include all brands, former and current, that are owned or licensed to own and sold in Missouri. Send a JPG image of the brand, at a minimum of 300 dots per inch, to [erecoveryplans@dnr.mo.gov](mailto:erecoveryplans@dnr.mo.gov).

### G. SIGNATURE

An authorized representative of the manufacturer registering with the department needs to sign and date the form. The completed and signed form should be mailed to:

Missouri Department of Natural Resources  
Hazardous Waste Program  
P.O. Box 176  
Jefferson City, MO 65102

or

Missouri Department of Natural Resources  
Hazardous Waste Program  
1730 E. Elm  
Jefferson City, MO 65101

## Definitions

**Note:** The complete, legal definitions, as well as the full text of the Electronics Scrap Management Rule, are available on the Secretary of State's website at [www.sos.mo.gov/adrules/csr/current/10csr/10c25-19.pdf](http://www.sos.mo.gov/adrules/csr/current/10csr/10c25-19.pdf).

**Brand** - The name, symbol, logo, trademark or other information that identifies a whole product rather than the components of the product.

**Consumer** - An individual who uses computer equipment purchased primarily for personal or home business use.

**Covered equipment** - Electronic, magnetic, optical, electrochemical or other high-speed data processing device performing logical, arithmetic or storage functions. Equipment includes a desktop, notebook or laptop computer, including a computer monitor or other display device that does not contain a tuner, and the accompanying keyboard and mouse associated with the computer of the same manufacturing brand.

**Desktop computer** - A computer with a main unit intended to be located in a permanent location, often on a desk or on the floor.

**Notebook or laptop computer** - A computer with an incorporated video display greater than four inches in size measured diagonally and can be carried as one unit by an individual. A notebook computer is sometimes referred to as laptop computer or tablet computer.

**Manufacturer** - A person, partnership, co-partnership, firm, company, public or private corporation, association, joint stock company, trust, estate or any other legal entity, which is recognized by law as the subject of rights and duties:

1. Who manufactures or manufactured covered equipment under a brand that the person owns or owned or the person is or was licensed to use, other than under a license to manufacture covered equipment for delivery exclusively to or at the order of the licensor.
2. Who sells or sold covered equipment manufactured by others under a brand that the person owns or owned or was licensed to use, other than under a license to manufacture covered equipment for delivery exclusively to or at the order of the licensor.
3. Who manufactures or manufactured covered equipment without affixing a label with a brand.
4. Who manufactures or manufactured covered equipment to which the person affixes or affixed a label with a brand that the person does not or has not owned or the person is not or was not licensed to use or who imports or imported covered equipment manufactured outside the United States into the United States, unless at the time of importation the company or licensee that sells or sold the covered equipment to the importer has or had assets or a presence in the United States sufficient to be considered the manufacturer.

**Recycler** - A person or group engaging in recycling of covered equipment.

**Recycling** - The transforming or remanufacturing of unwanted covered equipment into usable or marketable materials for use other than landfill disposal or incineration. Recycling does not include energy recovery or energy generation by means of combusting of unwanted covered equipment with or without other waste.

**Retailer** - A person who owns or operates a business that sells new computer equipment, including sales through a sales outlet, the Internet, or a catalog, whether or not the seller has a physical presence in this state.

**Reuse** - The use of a used product or part of a used product, which has been recovered or diverted from the solid waste stream, for its original intended purpose.

**Tuner** - An electronic device or circuit used to select signals at a specific frequency for amplification and conversion to pictures or sound.