



**For More Information:**

e-cycle Missouri: [www.e-cyclemo.org](http://www.e-cyclemo.org)

e-cycle St. Louis: [www.ecyclestlouis.org](http://www.ecyclestlouis.org)

eCycling, U.S. EPA: [www.epa.gov/epaoswer/hazwaste/recycle/ecycling](http://www.epa.gov/epaoswer/hazwaste/recycle/ecycling)

The logo for e-cycle Missouri is positioned at the top of a dark grey banner. Below the banner is a black and white photograph of electronic waste, including a television and various boxes. A thick green line, representing a power cord, starts from the bottom left, curves upwards, and ends as a two-pronged plug that fits into the "y" of the "e-cycle" logo. The word "MISSOURI" is written in white, uppercase, sans-serif font to the right of the "e-cycle" logo.

e-cycle  
MISSOURI

**Tiered Voluntary  
Registration Program  
and  
MOEST -  
Missouri e-Cycle  
Standards for  
Best Management  
Practices**

[www.e-cyclemo.org](http://www.e-cyclemo.org)

## **Missouri e-cycle Standards (MOEST) Best Management Practices**

The Missouri e-cycle Standards-MOEST were developed to identify common sense strategies that define best management practices for collecting, processing and transporting e-scrap in Missouri in an way that protects the environment. E-cycling businesses that adopt these standards are committed to the responsible management of end-of-life electronic equipment, components and materials. As assurance of this commitment, a corporate officer or non-profit board member must sign a certification statement indicating the business uses MOEST as its standard operating procedures.

### **A. General Operations**

1. Follow all applicable environmental laws and regulations. This includes notification, permit and registration requirements, if applicable.
2. Maintain documentation of environmental, safety and security audits by regulatory agencies.
3. Maintain general liability insurance coverage. Make certificate copies available to upstream sources (generators/suppliers).
4. Maintain and document a plan to close the facility.

### **B. Inventory Control**

1. Keep a detailed and complete inventory of all equipment coming in and the components and materials going out. This inventory should document the material that is being processed.
2. Document the transfer of ownership of all electronic equipment, components and materials received.
3. Provide documentation of tax-deductible donations of equipment (non-profit organizations), if applicable.
4. Maintain a level of recycling at or above 90 percent.

### **C. Maximize Value, Minimize Risk**

1. Evaluate electronic equipment and components to determine their functional value, using the following hierarchy of management options, in order of preference:
  - Reuse
  - Repair/Refurbishment/Remanufacturing;
  - Recovery of functional components; and
  - Recycling of constituent materials.



**With a constant supply of newer, faster electronic products on the market, Americans continually replace older models.**

As a result, electronics have become one of the fastest growing waste streams or portions of our trash.

E-cycle Missouri is a program designed to inform the public about the importance of e-cycling and to provide a means and location where electronics may be recycled. This three-prong strategy includes education and outreach, a set of Best Management Practices, and a voluntary tiered registration program. As an e-cycling business, we want to invite you to take part in this program.

Raising public awareness of the environmental impacts associated with discarded electronics is a key part of the e-cycle Missouri program. e-cycle Missouri provides the public with the how and where information to help recycle their electronic waste. A list of e-cycling businesses registered with the Missouri Department of Natural Resources is available on the e-cycle Missouri Web site at [www.e-cyclemo.org](http://www.e-cyclemo.org). What better way to promote your e-cycling business than to take part in the department's tiered registration program.



**For media inquiries or general information on e-cycle Missouri, please contact:**

**e-cycle Missouri at:**

www.e-cyclemo.org  
ecyclemo@yahoo.com

**Missouri Department of Natural Resources at:**

e-cyclemo@dnr.mo.gov  
1-800-361-4827

2. Remove components of concern such as fluorescent tubes, mercury-containing switches and relays, leaded glass and lithium and nickel-cadmium batteries before shredding equipment for recycling, unless excluded by environmental regulation.
3. Audit downstream vendors in the chain of custody, both domestic and international, requiring documentation of regulatory compliance and responsible recycling and disposal of materials.

#### **D. Responsible Export Practices**

1. Follow all applicable environmental laws and regulations, including country-specific import/export regulations.
2. Maintain documentation for exports from the United States of electronic equipment and components, including:
  - Shipping manifests identifying the recipient and showing make, model and condition for all declared reuse items; and
  - Any other information necessary to complete the export.
3. Tested, working cathode ray tubes, electronic equipment and raw materials resulting from demanufacturing can be exported. All other electronic equipment is excluded from export except to countries that meet the following criteria:
  - Members of the Organization for Economic Cooperation and Development;
  - Members of the European community; or
  - Countries that have entered into an agreement with the United States that allow for such exports.

#### **E. Transportation Practices**

Follow cathode ray tube regulations listed in the Code of Federal Regulations at 40 CFR 261.39 regarding transport, storage and labeling CRTs in transport. This regulation is not yet listed in the CFR. The regulation can be found in the Federal Register [Federal Register: July 28, 2006 (Volume 71, Number 145)] or at the following Web site [www.epa.gov/fedrgstr/EPA-WASTE/2006/July/Day-28/f6490.htm](http://www.epa.gov/fedrgstr/EPA-WASTE/2006/July/Day-28/f6490.htm).

## TIERED VOLUNTARY REGISTRATION PROGRAM

The Missouri Department of Natural Resources' registration program is voluntary. You can choose from four registration levels. As the tier levels increase, so do the fees and the amount of government regulation your business will need to follow. Each registration level is described in detail in the following pages.

The department will note your registration level on the department's Computer/Electronics Recycling List. The registration level number is emphasized by the number of **S<sup>F</sup>** next to your business name. This will help the public choose a recycler at the registration level that best meets their needs.

### **S<sup>F</sup>** Level 1 - No fees are associated with this level.

1. The business completes the Electronics Recovery Host Site Registration Form and sends it to the Department of Natural Resources. This form is available on the e-cycle Missouri Web site at [www.e-cyclemo.org](http://www.e-cyclemo.org).
2. The department will conduct an Environmental Assistance Visit at the facility with the businesses' representative(s). The visit focuses on the business operators' understanding of Missouri's environmental regulations and provides resources for assistance.
3. The department lists the business on its Computer/Electronics Recycling List with no endorsements. The list is available on the e-cycle Missouri Web site at [www.e-cyclemo.org](http://www.e-cyclemo.org)
4. The business must notify the department of any change in its operation.
5. The business must make every effort to recycle as much of the demanufactured electronic material as possible.

### **S<sup>F</sup>S<sup>F</sup>** Level 2 - No fees are associated with this level.

1. The business must meet all Level 1 requirements.
2. The business completes an Electronics Recovery Host Site Self-Audit Form and sends it to the Department of Natural Resources. This form is available on the e-cycle Missouri Web site at [www.e-cyclemo.org](http://www.e-cyclemo.org). The department will upload this form for public viewing on its Computer/Electronics Recycling List Web site. The business must complete this form every year.
3. The business will adopt the Missouri e-cycle Standards'- MOEST Best Management Practices as its standard operating procedures. A corporate officer or non-profit board member must sign a certification statement that indicates the business is using the MOEST Best Management Practices as its standard operating procedures.

### **S<sup>F</sup>S<sup>F</sup>S<sup>F</sup>** Level 3

1. The business must meet all Level 1 and 2 requirements.
2. The business must provide a financial responsibility for closing cost estimate based on the maximum pounds of inventory reported in the annual Self-Audit Form. A corporate officer or non-profit board member must certify the cost estimate. (Initial costs for financial responsibility will be developed with industry input.) A demonstration of financial responsibility at least equal to the closing cost estimate is required. Businesses have two options for providing financial responsibility:
  - The business may send the cost estimate to the Department of Natural Resources using a closure financial assurance method listed in the Code of Federal Regulations (CFR) at 40 CFR 265, Subpart H; or
  - The business may enter into a legal contract with another registered electronics recycling facility or an environmental company to properly close the facility. In the legal contract, the department must be listed as a third party with enforcement rights.
3. The business may also choose to participate in the Partner level, which is Level 1, of the Missouri Environmental Management Partnership program. The partner level requires an Environmental Management System to be in place, but does not require a third party certification. Information about the department's MEMP program is available at [www.dnr.mo.gov/env/memp/](http://www.dnr.mo.gov/env/memp/)

### **S<sup>F</sup>S<sup>F</sup>S<sup>F</sup>S<sup>F</sup>** Level 4

1. The business must meet all Level 1, 2 and 3 requirements.
2. The business must participate in one of the following certifications:
  - **R2 Resource Recovery Certification.** The business will complete a Certified Resource Recovery Facility Application Form and send it to the department. This form is available on the department's Web site at [www.dnr.mo.gov/forms/index.html](http://www.dnr.mo.gov/forms/index.html). There is a \$1,000 fee required before the Department of Natural Resources can process the application. This certification must be renewed every two years. (There are additional fees associated with this certification, including an estimated \$800 per year for engineering review time and a one time \$100 registration fee. The total estimated cost is \$1,400 a year.)
  - **Third Party Organization Certification.** The business will send to the department documentation that a third party organization has certified its Environmental Management System. The third party organization could include ISO 14001, IERA, ISRI-RIOS, Missouri Environment Management Partnership Levels 2, 3 and/or 4, or other industry accepted organization. Information about the department's MEMP program is available at [www.dnr.mo.gov/env/memp/](http://www.dnr.mo.gov/env/memp/).