Hazardous Waste Self Audit

Section: Waste Electronics

Tips, action steps and resources

For more information

See Managing Electronic Wastes at www.pca.state.mn.us/sites/default/files/w-hw4-15.pdf

See Retailer Collection of Waste Household Electronics at www.pca.state.mn.us/sites/default/files/w-gen2-07.pdf

Cathode Ray Tubes (CRT)

A cathode ray tube (CRT) is the display device used in older TVs and computer monitors. CRTs generally contain 5 to 8 pounds of lead.

1. **Does your business generate electronic waste? (Check all that apply.)**

   ☐ Computers/printers

   ☐ Monitors

   ☐ Hard drives

   ☐ Keyboards/mouse

   ☐ TVs

   ☐ LEDs

   ☐ DVD/Blue-ray players

   ☐ Any equipment with a digital display, keypad, touch screen or USB portals

   ☐ Any equipment with a printed circuit board

   ☐ Any equipment with a cathode ray tube (CRT)

   ☐ Any electronic medical device

   ☐ Other (specify) _____

   ➔ Fill out the Management Plan Form 2 — Waste Electronics on page 2.

   ☐ This business does not generate electronic waste.

2. **Do you take waste electronics from your customers for recycling?**

   ☐ Yes

      ➔ Include the amount you take in from customers on your Management Plan Form 2 — Waste Electronics on page 2.

      ➔ Read through the *Managing Electronic Waste* factsheet and complete the Collector Registration Form if necessary.

   ☐ No, this business does not collect waste electronics from customers for recycling.

Instructions for filling out the Management Plan Form 2

B. Year waste first generated: Estimate if unknown.

C. Shipment or treatment frequency: For example: 2 times per 1 year. Write "to be determined" if you are unsure how often the waste will be disposed.

F. Type of waste storage container: Storage containers must:

- Prevent damage to or breakage of the electronic waste during normal handling.
- Be compatible with the waste being stored in the container.
- Not leak or break during normal handling processes.
- Protect handlers and all other people from physical injury caused through contact with the waste.
- Prevent releases of waste, including components or residues of the waste.

H. Amount generated per year: If you don't have a history of the amount of waste generated, estimate the amount that will be generated in a year.

*J./K. Transporter/Disposer name: See *Hazardous Waste Disposal Companies* factsheet to find a transporter and disposer. The factsheet may be included with the self audit or can be downloaded at Hennepin.us/ hazwastedisposalcompanies

Management Plan Form 2 — Waste Electronics

Report how you manage or will manage your wastes. Call 612-348-3777 for assistance.

← *Refer to the instructions for more information.*

A. **Waste name:** Electronics

B. **Year waste was first generated at the site under current ownership:** _____

C. **Frequency of shipment or treatment:** _____ times per _____ year

D. **Source or process of generation (check all that apply):**
☐ Office equipment   ☐ Other (specify): _____

E. **On-site management of waste (select one):**
☐ Stored for shipment *(You ship or will ship your waste to a disposal or recycling facility)*
☐ Other (specify) _____

F. **Type of waste storage container(s):**
☐ Box   ☐ Drum ☐ Original container
☐ Other (specify) _____

G. **On-site storage location of the waste:** ☐ Indoors   ☐ Outdoors   ☐ N/A

H. **Amount generated per year:** _____ gallons or _____ pounds or _____ count

I. **Check that you understand and follow the requirements for proper labeling and storage:**
☐ If electronics are in a container, the container is labeled with a clear description of the waste (e.g., Waste Electronics or Used Electronics) and the words "for recycling"

J. **Transporter name*:** _____
or   ☐ Self
☐ To be determined*

K. **Disposer name*:** _____
or   ☐ To be determined*