

PROOF OF DESIGNATION

This form may be used as a *Proof of Designation* by a *Designated Approved Collector*, pursuant to 14 CCR 18660.5(a)(34), when secured from a California local government and duly executed by an officer authorized to take action on behalf of that local government, such as, but not limited to, a City Manager, County Administrator or Executive, or a District Manager or Director. If a Designated Approved Collector chooses to use this form as a Proof of Designation, this form must accompany the covered electronic waste (CEW) collection logs associated with CEWs transferred from a designated approved collector to an approved recycler. A copy of this Proof of Designation and associated collection logs must also accompany any recycling payment claim that includes CEWs received from a designated approved collector.

Designating Local Government:		
Designated Approved Collector Name:		CEWID #:
Designation Start Date:	Designation End Date:	<i>Please be aware that a Collector must maintain their approved status for a Designation to be valid.</i>
Geographic Area of Service:		
Location(s) and Description(s) of Collection Activities (attach additional sheets as necessary):		
Type of Collection Activities to be Provided (check all that apply): <input type="checkbox"/> Drop-off <input type="checkbox"/> Curbside <input type="checkbox"/> Special Events <input type="checkbox"/> Illegal Disposal Clean-up <input type="checkbox"/> Other (specify):		
CEW Sources Served (check all that apply): <input type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Government <input type="checkbox"/> Educational / Non-Profit Institutions <input type="checkbox"/> Other (specify):		
Name of Designating Authority (printed):		Title:
Signature:		Date Signed:
Phone:		E-Mail:
Address:		

DIRECTIONS FOR COMPLETING THE PROOF OF DESIGNATION FORM

This form may be completed by a local government to demonstrate that it has designated the identified Approved Collector in the Covered Electronic Waste (CEW) Recovery and Recycling Payment System to act as a Designated Approved Collector for the local government when handling CEWs generated from California sources within the jurisdictional responsibility of the designating local government.

The proof of designation must be duly executed by an officer of the designating California local government with the authority to take official action on behalf of the local government such as, but not limited to, a City Manager, County Administrator or Executive, or a District Manager or Director.

Only CEW recovery activities that fall within the scope of the designation may be handled by the identified Approved Collector while acting as a Designated Approved Collector for the local government. CEW recovery activities conducted by the Approved Collector that fall outside the scope of designation must be logged and recorded according to applicable regulatory requirements.

In general, CEW recovery activities conducted by a Designated Approved Collector will involve CEWs transferred directly to the Designated Approved Collector by California sources. Such activities must be recorded through collection logs as required by regulation. See regulatory citation on the next page for further details.

PARTIAL SUMMARY OF APPLICABLE LAWS AND REGULATIONS

Title 14 CCR

18660.5(a)(19) "Designated Approved Collector" means an approved collector, as defined in subsection (a)(2) of this section, that has been designated by a California local government to provide CEW collection services for or on behalf of the local government and who, in the course of providing the services for the local government, would not be subject to the source documentation requirements pursuant to Section 18660.20(j)(1)(B) of this Chapter.

18660.5(a)(34) "Proof of designation" means a letter or other document that must be secured by a designated approved collector from a California local government that, at a minimum, specifies the following information:

- (A) The beginning and end dates of the designation.
- (B) The geographic area within which the designated approved collector is providing CEW collection services for the local government and the location(s) at which the collection service is provided.
- (C) The customer type to be served by the designated approved collector (i.e. residential, commercial, etc).
- (D) The nature of collections activities to be provided by the designated approved collector (i.e. drop-off receipt, curbside service, illegal disposal clean-up, etc).
- (E) Contact information for the designating authority.
- (F) If the proof of designation secured by the designated approved collector is a document other than a letter from the local government, the proof must also include the designated approved collector's written notification to the local government that such other document has been used. The written notification provided to the local government must be accompanied by a copy of the document being used to demonstrate designation.
- (G) If, after January 1, 2005, and before the effective date of this regulation, a designated approved collector has secured a document from a local government that does not meet the definition of proof of designation as specified in this Section, such document may be used by a designated approved collector to comply with applicable requirements of this Chapter through March 31, 2006.

18660.20(h) An approved collector shall provide to any approved collector or approved recycler to whom it transfers CEWs information on the origin (California or non-California) and cancellation status of CEWs transferred, including but not limited to the following:

- (1) Signed statement listing the sources(s) of the transferred CEWs as recorded pursuant to subsection (j) of this section.
- (2) A copy(ies) of the applicable portions of the collection log specified in subsection (j) of this section that describe the collection activities that resulted in the transferred CEWs.
- (3) Written description of any activity, such as storage, repair, refurbishment, resale, reuse, transfer, packaging and/or consolidation, that explains any discrepancy between the CEWs transferred and the CEWs collected as recorded in the log specified in subsection (j) of this section.
- (4) A copy of any applicable proof of designation specified in subsection (k) of this section associated with CEWs collected while acting as a designated approved collector for a local government.

18660.20(j) In addition to the general record keeping requirements in Section 18660.8 of this Chapter, an approved collector shall maintain the following records:

- (1) A collection log containing:
 - (A) For each collection activity or event that results in CEWs transferred to the approved collector, a brief written description of the collection activity or event, including the type of consumers targeted for collection, the date and location the activity or event occurred, the number of CEWs collected, and an estimate of the weight of CEWs collected.
 - (B) Approved collectors that are not California local governments, nor entities acting as the designated approved collector for a California local government, shall maintain a list of all consumers who discarded the CEWs transferred to the approved collector, including the name and address of the consumer and the number of CEWs discarded by the consumer.
 - (C) When receiving five (5) or more CEWs units discarded from a non-residential consumer, an approved collector shall record the name of the non-residential organization, an address, a contact person and a telephone number.
 - (D) A list of other handlers and approved collectors who transferred CEWs to the approved collector in any month, including the name and address of the other handler and approved collector and the number of CEWs transferred and the sources of those CEWs as recorded pursuant to parts (A) and (B) of this Section.
 - (E) When collecting source-anonymous CEWs, all approved collectors shall:
 - 1. Log the source-anonymous CEW collection activity separately.
 - 2. Provide a brief written description of the activity or incident that resulted in the source-anonymous CEWs.
 - 3. Record the date and location of the activity or incident, the number and an estimate of the weight of source-anonymous CEWs collected from the location of the activity or incident.
 - 4. Record the name, organizational affiliation, address and phone number of a person responsible for the site of the activity or incident.

18660.20(k) An approved collector that is acting as a designated approved collector for a local government shall do the following:

- (1) Secure proof of designation as defined in Section 18660.5(a)(29) of this of this Chapter.
- (2) Provide a copy of the applicable proof of designation to another approved collector or approved recycler at the time CEWs are transferred from the designated approved collector to another approved collector or approved recycler.
- (3) A designated approved collector shall be relieved only of the source documentation requirement specified by Section 18660.20(j)(1)(B) of this Chapter only for those collection activities that occur within the designation as specified in subsection k(1) of this section.