



Electronics Reuse and Recycling Program Development Toolkit

The County of San Mateo’s Office of Sustainability (OOS) created this toolkit as a resource to capture and document efforts completed to develop the County’s existing electronics reuse and recycling program. This toolkit is intended to be shared with other local governments that may also be interested in undertaking similar initiatives to address their electronics waste stream. The toolkit includes various resources (listed and summarized below) that were developed and utilized by the OOS as well as other nearby local governments to successfully design and implement their electronics programs.

Please note: Numbers to the resources listed below correspond to supporting documents saved in the accompanying toolkit folder.

Electronics Recycling Certification Standards
<p>1. Overview of Electronics Recycling Certification Standards (E-Stewards and R2)</p> <p>There are two third-party certification programs for electronics recycling, E-Stewards and R2 Standards, that are approved by the County of San Mateo’s Office of Sustainability (OOS). This document provides an overview of each program along with their similarities and differences. It also provides testimonials from local governments, electronics recyclers, and collectors who participate/have participated in these programs.</p>
Resources from Local Governments
<p>2. County of San Mateo’s “Responsible Recycling of Electronic Waste” Ordinance</p> <p>In October 2017, the County of San Mateo adopted the “Responsible Recycling of Electronic Waste Ordinance” (Ordinance No. 4785). The Ordinance requires all electronics recyclers located in unincorporated San Mateo County (SMC) to be certified by a third-party certifier approved by the County. It also requires electronics collectors in the unincorporated areas of SMC to deliver their electronics to recyclers that are certified by a County-approved third-party certifier.</p>
<p>3. County of San Mateo’s “Responsible Recycling of Electronic Waste Ordinance” Presentation</p> <p>Jim Eggemeyer, Director of OOS, presented to the County of San Mateo’s Board of Supervisors on the state of affairs of electronics waste as a growing problem if not managed properly. The presentation provides information on how electronic materials are processed and the potential consequences of improperly managed electronic waste. It also highlights the need for adopting a “Responsible Recycling of Electronic Waste Ordinance” for unincorporated San Mateo County.</p>

4. The County of Santa Cruz’s “Recycling of Electronic Waste” Ordinance

The County of Santa Cruz passed the “Recycling of Electronic Waste” Ordinance in 2012. The County is one of the early adopters for establishing proper electronic device recycling standards. The electronic devices collected in unincorporated Santa Cruz County must be recycled with an electronics recycler that is certified by e-Stewards.

5. County of Santa Cruz’s “Electronic Waste Problem and Solutions” Presentation

Tim Goncharoff, County of Santa Cruz’s Integrated Waste Management Programs Coordinator, presented to the County’s Board of Supervisors information on the problems and solutions for electronic waste. The presentation provides background on electronic waste, the current problem of mismanagement of electronic waste, and what can be done. The presentation includes information on the market for recycled e-scrap and how it will directly benefit the health of the community, the environment, and the economy.

6. City of Santa Cruz’s “Establishing Minimum Standards for the Recycling of Electronics Waste”

The City of Santa Cruz passed the “Establishing Minimum Standards for the Recycling of Electronics Waste” Ordinance in 2012. Electronic devices collected in the City of Santa Cruz must be recycled with an electronics recycler that is certified by e-Stewards or R2 Standards.

Local Electronics Recycler and Collector Database

7. Local Electronics Recyclers and Collectors

Database for electronics collectors and recyclers in the San Francisco Bay Area. Information includes the names of recyclers, collectors, their addresses, contact information, and whether they are certified by e-Stewards or R2 Standards.

Education and Program Implementation

8. County of San Mateo’s “Responsible Recycling of Electronic Waste” Flyer

The “Responsible Recycling of Electronic Waste” flyer was produced by the OOS to inform San Mateo County residents and businesses about the ordinance that was adopted by the County. It provides an overview of the ordinance and a list of electronics collectors in the county that are recycling with a County-approved certified recycler.

9. Unincorporated San Mateo County Electronics Recycling Collection Notification Form

County of San Mateo’s “Responsible Recycling of Electronics Waste” Ordinance requires all electronics collectors holding one-time collection events in unincorporated areas of the county to notify and submit to the OOS this Notification Form at least 10 days before any electronics recycling collection event. The information below is requested in the Notification Form:

- Contact information including name, address, telephone number, and website.
- The date and location of the electronics recycling collection event.
The certified electronics recycler(s) where all collected electronics will be delivered to.

10. A Guide for Electronics Recycling Collectors and Recyclers in Unincorporated San Mateo County

This guide was created specifically for the electronics collectors and recyclers operating in unincorporated areas of San Mateo County. It provides information on the County’s “Responsible Recycling of Electronics Waste” Ordinance and the two third-party certification programs approved by the County’s Office of Sustainability, e-Stewards and the R2 Standards. The guide also includes step-by-step instructions for electronics recyclers and collectors (both permanent and one-time

event collectors) to comply with the County's Ordinance. An overview of CalRecycle requirements for hosting one-time collection events is also included in the guide.

11. Official Notification Letter to Permanent Collectors

This letter serves as an Official Notification alerting businesses or institutions that have been identified as an electronics collector/recycler located in unincorporated areas of San Mateo County that they must comply with the County's "Responsible Recycling of Electronics Waste" Ordinance.

12. Request for Quotes for Electronics Recycling Collection Events

Sample request for quotes for electronics recyclers and collectors for quarterly electronics recycling events. This is useful for jurisdictions considering hiring a vendor to do regular electronics collection events.

13. Request for Quotes for Electronics Recycling and Reuse Collection Events

Sample request for quotes for electronics recyclers and collectors for quarterly electronics reuse and recycling events. This is useful for jurisdictions considering hiring a vendor to do regular electronics collection events.

14. "Countywide Electronics Reuse and Recycling Event" Flyer

In partnership with Goodwill, the County of San Mateo hosts quarterly electronics reuse and recycling collection events throughout the county. The OOS developed a flyer for marketing the events.

15. Electronics Recycling Event Drop Off Onsite Signage

This signage is used for the countywide electronics reuse and recycling events hosted by the County of San Mateo's OOS. The County's "Responsible Recycling of Electronics Waste" Ordinance requires event hosts to display information about their electronics collector and recycler at the collection site.

Specifications on signage:

- Material: Metal
- Size: 3ft wide x 2ft high