



Complete and submit the required E-Waste Collection Event Application

to obtain a license from DEQ's Solid Waste Program.

The license is FREE, but the application must be received at least 30-days prior to the event. In addition, the license is valid for one year from issue date – and can include more than one event, but the event sponsor must notify the DEQ's Solid Waste Program and submit an updated O&M plan 30-days prior to each event. The application form for E-waste collection events can be found using the following link:

www.deq.mt.gov/SolidWaste/newapplications/houseHazWaste.pdf



Choose a responsible recycler.

Find a reputable recycler that can verify collected materials are handled and processed in compliance with all local, state, federal and international environmental regulations and standards. DEQ Recycling Staff can help and provide resources.



Recruit community partners to planning committee.

Local partnerships are key to success! Seek out support from local solid waste and health departments, water quality districts, nonprofits, and private businesses like disposal companies, recycling firms, computer businesses, retail stores and more.



Seek in-kind donations.

Seek donations of equipment from partners, such as pallet jacks, forklifts, stretch wrap, Gaylord boxes, pallets, directional signs, and traffic cones.



Fundraise to off-set costs.

Community support is essential to successful fundraising, as grants are rarely available. Is fundraising realistic for your community? Brainstorm as a planning committee and set a realistic goal. Then empower specific individuals to seek funds. Local partners in other communities have successfully raised \$1,000 - \$10,000 to help lower recycling costs for residents.



Public education and outreach.

Develop relationships with local radio and TV contacts. Create press releases and gain media coverage beginning in planning stages. Get message out to public as often as possible. Exploit free programming on TV and radio. Seek a radio or TV sponsor. Request a live-remote broadcast from the collection event.



Advertise! Advertise! Advertise!

Start advertising two weeks prior, if possible. If charging recycling fees, include sample prices in Ads. Seek donations from partners to cover advertising costs. Contact DEQ Recycling Staff to request (limited) financial assistance with advertising and education.



Coordinate volunteer staff.

Assign one committee member to organize volunteer workers during the event. Recruit committee members, local nonprofits, school clubs, Montana Conservation Corps, and other service groups. Seek 8-10 volunteers per hour minimum.



Provide food and beverages for volunteers.

Either purchase or seek donations of pizza, sandwiches, donuts, coffee, soda, water, and snacks for hard-working volunteers. Do at least one month in advance.

DAY OF EVENT



Organize volunteers early!

Tell volunteers to show up 30-45 minutes early. Divide responsibilities up: directing traffic, unloading vehicles, transporting collected material to staging site, handling recycling fees, providing educational material, etc.

Organize traffic patterns and signs early.

Get traffic cones set up, explain traffic flow to volunteers, and put up directional signs.

AFTER EVENT



Report results back to the community.

Request TV coverage of event for evening news, include estimates of collection. Have a newspaper article ready, add details from event and submit for newspaper coverage.

Send Thank You notes to community partners!

Pat yourself on the back...
for a job well done!



Quick Check-Off:

- Complete and submit the required E-Waste Collection Event License Application.
- Choose and coordinate the event with a responsible recycler.
- Recruit community partners to planning committee.
- Seek in-kind donations.
- Fundraise to off-set costs.
- Public education and outreach.
- Advertise! Advertise! Advertise!
- Coordinate volunteer staff.
- Send Thank You notes.
- Report results back to the community.

e-erase your e-waste!

Free Templates for e-erase your e-waste posters, brochures, press releases, and more are available from the U.S.D.A. Agricultural Research Station in Sidney, MT www.ars.usda.gov/npa/npa1 (look under Safety Information)

Case studies of community collection events are available on the DEQ website. deq.mt.gov/Recycle/Electronics/index.asp



For more information contact:

Montana Department of Environmental Quality
 Recycling Specialist
 1-800-433-8773

Montana Department of Environmental Quality
 Solid Waste Program
 1-406-444-5300

200 copies of this public document were published in January 2008 at an estimated cost of \$0.625 per copy for a total of \$125.00, which includes \$125.00 for printing and \$0.00 for distribution.



Printed on acid-free 100% post-consumer recycled paper made with windpower.

e-erase your e-waste!

ELECTRONIC WASTE COLLECTION EVENTS

A GUIDE TO SUCCESS

