



**Electronics Scrap Recycling for Municipal Governments Contracting  
Webinar September 16, 2015**

Key points to consider for your contracting:

- Basics such as contact information, date, signatures, etc.
- Keep material dry – are there surcharges for wet material?
- Prevent pilfering – if not part of CDRA commitment, is there a specific mix in contract?
- Consider permanent collection sites versus one day events – either under CDRA or not, you may need to consider a system which is less expensive to manage for vendor and OEM.
- If recycler offers to pay for E-Scrap, ask to see proof of OEM contract.
- Prevent skimming – when there is no charge allowed under CDRA, and combined with markets depression, your “shared responsibility is to help preserve commodity value for the vendor.
- Overage – define responsibilities. What happens to non-committed OEM pounds?
- “Shared responsibility” & “commodities are down” are two used phrases – what does each mean, and what do you accept?
- Set hours of operation and definition for material which is left after hours
- Be clear and in agreement on what is not accepted, e.g. smoke detectors, air conditioners, etc.
- Have you verified proof of required recycler certifications and valid permit?
- Have you verified proof of recycler insurances, bonds, and/or financial guarantees?
- Do you have limits on timely payment, if applicable, timely removal of material from your site?
- Do you have knowledge if whole or broken units are accepted, and if so, how?
- Are there clauses to be in compliance with all other applicable laws, regulations, local codes, and/or ordinances?
- Does the vendor provide ancillary site materials, and if so, is there a limit, such as but not limited to pallets, shrink wrap, labeling, duration of forklift use?
- Are there any hold harmless clauses recommended of your solicitor? Has your solicitor reviewed the contract?
- Also reference technical assistance grant report, City of Allentown, PA DEP website.

Note: This list of Key Points is available on the PA RMC website. The technical assistance grant report, City of Allentown is available on the PA DEP and PA RMC websites.