

**Sample "c7" Notification for Non-Households Participating in
Municipal Used Electronics Collections**

This form may be used by non-households when used electronics are collected or brought to a municipal used electronics collection event or location and subsequently sent to a used electronics recycler or dismantler. This form should be submitted before participating. An updated form should be resubmitted if information on the form changes. Municipalities may customize the forms by putting in municipal and recycler information. Original customer signature and customer contact information is required, but the forms may be submitted by the municipality.

Date: _____

To: Waste Determinations and Analysis Section
Division of Solid & Hazardous Materials
NYS Department of Environmental Conservation
625 Broadway, Albany, NY 12233-7251

Re: C7 Notification for Used Electronics Recycling

Please be advised that _____
(Company or institution name)

(Address)

intends to use the scrap metal exemption of 6 NYCRR 371.1(g)(1)(iii)(b) for certain used computer monitors, peripherals, central processing units, or other used electronics items that will be brought from the above address to

(Municipal agency name and address)

There the items will be further packaged and sent to

(Recycler name and address)

where they will be dismantled for recycling.

Please contact _____
(Print name and title of company representative)

at _____ if you have any questions.

(Phone number)

Sincerely,

(Signature of company representative)

Mail or fax the completed notification form to the address listed above, or fax to (518) 402-9024 Attn: Waste Determination and Analysis Section.

Please call (518) 402-8633 if you have any questions about how to complete this form.