

COLLECTOR TO PROCESSOR OPERATING PROCEDURES

Detailed within the Authority's Collection Manual

COLLECTION

1. Each Collector will agree to collect CEP's at a mutually agreed upon collection rate.
2. The Authority will provide all collectors with the Collector's Manual (attached).
3. The Authority will provide each collector with posters, signage, and other materials as determined by the Authority for use in the "covered electronics" collection program. All such materials shall have been pre-approved by the Authority for use in the program.
4. Collectors may direct the public to the official WMMFA web site, which will provide detailed information relating to the WMMFA program and the collection process (including, data security tips, processing standards, etc)

SHIPMENT TO PROCESSOR

5. When the collector is ready to ship (either by self transport or an independent transporter) to the processor, the collector must CALL the AUTHORITY prior to shipment at 1-866-779-6632.
6. A WMMFA employee will enter the shipment information provided by the collector into an electronic bill of lading (attached) with the collector's "estimated weights" for the materials to be shipped (most collectors don't have scales).
7. The WMMFA will immediately e-mail a copy of the bill of lading to the collector, and, to the shipper if collector so requests, and to the processor as notice that the shipment is en-route for delivery.
8. After the Authority completes all arrangements for shipper pick up or provides approval to the collector to self haul, the shipper will pick up the CEP's and deliver them to the designated processor with a copy of the signed bill of lading.
9. Payment to collectors will be made upon receipt of an invoice from the collector OR after confirmation of CEP weights as verified by the receiving processor. The BOL also contains ALL information required by the Authority Plan for future reporting: e.g., county or origin, pounds, CEP type, etc.

PROCESSOR

10. The processor weighs all shipments of CEPs as they arrive at the processor's facility. The processor then provides the "actual weights" for every commodity on every bill of lading in written weekly or monthly manifest reports to the authority. These weights will be verified against weights provided by the transporters as provided by their certified scales at cross docking where applicable.
11. The actual weights as reported by the processor are then entered by Authority staff onto the original electronic version of the bill of lading.
12. The bill of lading is electronically converted into a bill pending invoice from the collector.
13. Freight bills from the carriers/transporters are verified per each bill of lading and paid accordingly – based on actual weights shipped. Each shipment provided from a separate collector will be represented by a single bill of lading even though a shipper may have collected materials from several collectors for one truck load.
14. Processors are paid on detailed invoices that itemize each collector's pounds of CEPs processed.