

MRM Collector Handbook for Oregon E-Cycles

Updated for 2026 Program year



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What is Oregon E-Cycles?

Oregon E-Cycles is a free, easy and environmentally responsible recycling program for the electronic items listed below. These devices are referred to as “**Covered Electronic Devices**” or **CEDs**. The Oregon E-Cycles program is financed and implemented by electronics manufacturers under a regulatory structure defined by Oregon Department of Environmental Quality (DEQ).

Covered Electronic Devices include the following:

- Computers
- Laptops
- Tablets
- E-Readers
- Small Scale Servers
- Computer Monitors (CRT or flat screen)
- Televisions (CRT or flat screen)
- Keyboards
- Mice
- Printers
- Fax Machines
- Scanners
- Portable Digital Music Player
- Cable Receiver
- Satellite Receiver
- Router
- Modem
- Video Game Console
- VCRs
- DVD Players/Recorders
- Joysticks
- Docking Stations
- Headphones & Earbuds
- Standalone Computer Speakers
- Headset
- External Drive
- Digital/Media Streaming Device
- Power Adapter/Charger
- Web Camera
- Connecting Cables
- Digital Converter Box

Who Participates in Oregon E-Cycles?

Oregonians: *Anyone* can bring seven or fewer CEDs at a time to approved collection sites for free recycling. However, the Oregon E-Cycles program allows households, small businesses and small nonprofits to recycle *more* than seven items at one time free of charge. Oregon E-Cycles defines small businesses and nonprofits as having 10 or fewer employees. The official term for an Oregon household, or small business/nonprofit, is “covered entity”.

→ You can find a helpful flow chart for determining whether or not a customer is a covered entity (and can therefore bring more than 7 items for recycling) in the “Are these electronics part of Oregon E-Cycles?” document in Appendix C.

Collectors, or collection sites, are businesses that accept CEDs from Oregonians under a DEQ-approved electronics Producer Responsibility Organization (PROs). Collectors must be approved by an electronics PRO, e.g. MRM. This handbook is designed for Collectors.

Processors, or recyclers, receive CEDs from collectors and process them for recycling. Processors must be approved by an electronics PRO and must adhere to the Program's strict environmental standards.



MRM is approved by DEQ as an electronics Producer Responsibility Organization (PRO) under the Oregon E-Cycles program. MRM operates a network of 200+ collection sites and works with select local processing companies. MRM represents a group of electronics manufacturers that are committed to sustainable stewardship of their manufactured products.

→ You can find more information about MRM in the “Who is MRM?” document in Appendix E.

MRM Oregon PRO Manager: Ali Briggs-Ungerer is the Oregon PRO Manager for MRM. She oversees compliance, manages data and reporting, and serves as a liaison between collectors, processors, MRM, DEQ, and other relevant parties. Ali has been working with MRM since 2012 and has been active in Oregon’s recycling industry since 2006.

→ For more details about how the stakeholders in Oregon E-Cycles fit together, please review the “Who Makes It All Work?” infographic in Appendix B.

Basic Requirements for Collection Sites

All collectors must abide by a minimum set of criteria. Generally speaking, collectors must:

- Comply with all applicable local, state, and federal requirements, including but not limited to environmental, health, and safety requirements.
- Comply with applicable state and local recordkeeping and reporting requirements, including reporting requirements for the Oregon Material Recovery Survey under OAR 340-090-0100 and any CED reporting and/or CED tracking requirements.
- Be willing to disclose fines received and notices of violation if you receive a fine or notice of violation that is not corrected within 30 days.

On-Site Management and Facility

The following represent the minimum requirements for Collectors related to their facilities and on-site management of CEDs:

- **Signage**
 - Clearly post operating hours of collection site.
 - Post an official Oregon E-Cycles sign (or MRM-approved equivalent) in an easily visible location for customers.
 - *If your facility is a transfer station or landfill*, post a sign indicating that televisions, monitors, and computers are prohibited from being landfilled.



- **General Storage**
 - Provide covered storage areas so that the collected CEDs are protected from the weather. Do not store collected CEDs outside overnight or in an unsecured area.
 - Adhere to good housekeeping standards, including those specified by your assigned processor, and including keeping all storage areas clean and orderly.
- **Staff Training**
 - Train staff on acceptable electronics and donation limitations, i.e. define CEDs and covered entities. Print and display Appendix C (“Are these electronics part of Oregon E-Cycles?”) in your receiving area.
 - Train staff to handle and store electronics in such a way that both minimizes breakage and also aligns with your assigned processor’s packaging requirements (see Appendix D “Sortation and Packaging Guidance”).
 - Train staff on how to immediately clean up spilled and broken CEDs. See Appendix D for special instructions on CRT handling.
 - Train employees on proper handling and emergency procedures, including proper lifting techniques for heavier devices.
 - Instruct employees not to disassemble, dismantle, shred, or transform CEDs. CEDs must be sent whole to your processor, no parts may be mined or cords cut from CEDs.
- **Access Control**
 - Adequately staff the collection site during operating hours. No unattended or unsecured drop-off of electronics is allowed in order to protect against theft, minimize unauthorized dumping, and provide supervision to prevent mishandling and breakage of CEDs.
 - ➔ While there is no minimum, the operating hours should meet the needs of the community being served – please notify MRM if hours of operation change.
 - Have a system in place to prevent unauthorized entry to your facility, e.g. managing visitors, installing security fencing and/or locking gates as necessary, etc.
 - Take measures to minimize unauthorized dumping.
- **Recordkeeping**
 - Track and maintain documentation where outgoing CEDs are sent.
 - If you have a contract with another DEQ-approved electronics PRO, maintain records of the weight of CEDs collected for each PRO.
 - *If you accept CEDs from noncovered entities such as schools, large businesses or organizations, track CEDs received from covered entities separately from noncovered entities.*



- **Insurance and Compliance**

- Possess adequate comprehensive commercial general liability insurance to cover potential risks and liability associated with the nature and size of your operation.
- Operate your facility in compliance with applicable environmental laws, rules, and local ordinances.
- Notify MRM if your facility receives a fine or notice of violation that is not corrected within 30 days.

Reuse and Refurbishment

Although the Oregon E-Cycles program is focused on the recycling of electronics, reduce and reuse are at the top of the waste hierarchy and MRM supports this in its electronics PRO program. Reused and/or refurbished CEDs are removed from the stream of CEDs bound for your processor. In order to be eligible to engage in these activities you must abide by these requirements:

- Complete MRM's survey on reuse [here](#).
- Post, in a readily visible location, information that informs customers CEDs are screened for reuse or refurbishment.
- Follow the generator's preference if the customers indicate they do not want their CEDs reused or refurbished.
- Triage and screen appropriately for reuse or refurbishment.
- Track separately the number of screened units that are sent for reuse and refurbishment, and report the number of units being diverted for reuse to MRM **on a quarterly basis**
- Ensure that CEDs designated for reuse and refurbishment are packaged in a manner that minimizes damage them during transportation.
- Store whole products, components, and equipment destined for reuse or refurbishment in a manner that:
 - Protects them from adverse atmospheric conditions and floods;
 - Is secure from unauthorized entrance; and
 - Is in clearly labeled containers and/or storage areas.
- Refrain from scavenging parts and components from non-reusable equipment.

→ *If you are currently engaged in any reuse or refurb activities, or if you plan to do so in the future, please let Ali know immediately.* ←

General Packaging Guidelines

- ⇒ Always segregate materials by type when preparing a load. Each gaylord or pallet should contain only one type of material and should be properly labeled prior to shipment. Especially avoid mixing in any non-CED materials.
- ↪ See Appendix D for sortation and packaging guidance
 - ↪ If your gaylord/pallet contains too many non-CEDs items, it may be marked as non-program material.
- ⇒ Pallets should also be adequately stretch-wrapped to prevent loads shifting in transit.
- ⇒ Use proper lifting techniques, as TVs in particular can be quite heavy.
- ⇒ Always prepare an accurate packing list and/or bill of lading to go with the load that indicates number of pieces at minimum, and approximate gross weight (if known).
- ⇒ Take special care to note broken CRTs.

Sortation & Packaging Details

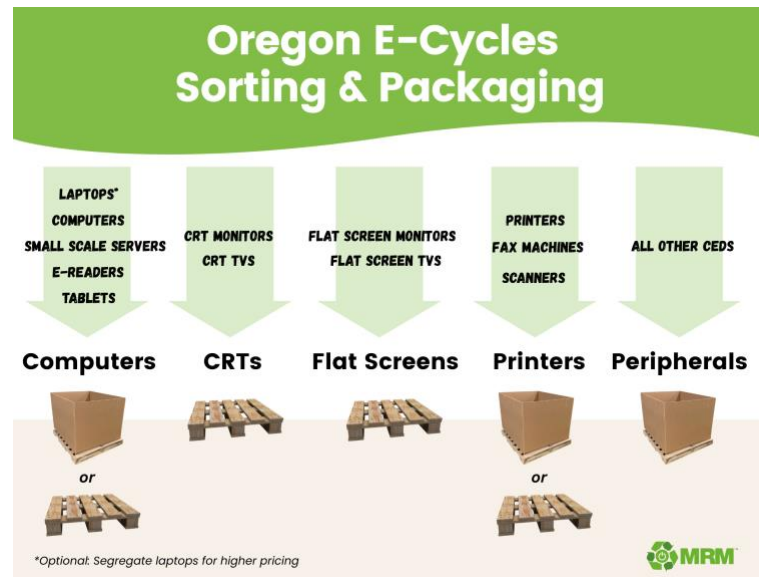
You will sort CEDs into the following five categories:

- Computers
 - OPTIONAL: segregate laptops
- Flat Screen TVs & Monitors
- CRT TVs & Monitors
- Printers
- Peripherals

Find detailed information on how to sort and package CEDs in Appendix D “Sortation and Packaging Guidance”.

→ Let Ali know if:

- *this sorting system does not work for your site*
- *you have arranged with your processor to do a more detailed sort*





How to Request a Pickup & Supplies

You can request a pickup from your processor by emailing them directly. MRM's Oregon PRO Manager will provide you with the correct email address for your processor.

Compliance

MRM's Oregon PRO Manager will periodically conduct in-person site visits (roughly every 2-3 years), always based on a mutually convenient date and time. The goals of the initial visit include the Oregon PRO Manager getting familiarized with collection site's layout and processes, as well as determining the collector's level of compliance with Environmentally Sound Management Practices. Subsequent site visits are primarily focused on ongoing compliance and serve as an opportunity for the collector to ask questions or express concerns, and for MRM's Oregon PRO Manager to see any updates to processes or physical layout, and/or to meet new staff.

Your processor will maintain a feedback loop with you (as the collector) regarding problematic loads, e.g. improper packaging, suspicious CEDs, etc. MRM's Oregon PRO Manager will become involved as necessary.

We strongly encourage you to contact MRM's Oregon PRO Manager with any questions or concerns that arise.

FAQ

How do I get started? *(For new collectors only)*

In a nutshell, these are the steps to become a collection site in MRM's network as part of the Oregon E-Cycles program:

1. Connect with MRM's Oregon PRO Manager, Ali Briggs-Ungerer.
2. Fill out MRM's Letter of Intent to Participate.
3. Complete MRM's desktop audit.
4. Train your staff on Oregon E-Cycles protocols.
5. Properly display your Oregon E-Cycles poster.
6. Get connected via MRM's Oregon PRO Manager with your assigned processor, who will

Can I send some electronics to a different recycler/vendor?

No. All CEDs must be sent to the processor assigned to you by MRM and you may not remove components to sell off elsewhere. If you are having an issue with your assigned processor, contact MRM's Oregon PRO Manager for help resolving it.



What if someone brings more than 7 CEDs to my location?

See Appendix C for a helpful and easily printable flow chart. Post this chart in your receiving area and train your receiving staff on how to navigate this situation. As long as your facility can handle the material, MRM is happy to compensate you for accepting more than seven CEDs from covered entities. To reiterate, you *must* accept the first seven CEDs from *anyone* free of charge. You *may* accept more than seven CEDs from *covered entities* free of charge. If you have business-to-business (B2B) relationships for CED's from non-covered entities, contact MRM's Oregon PRO Manager to discuss your plan for keeping these streams separate.

What if someone brings items for recycling that are not CEDs?

Customers may come to you with electronics outside the scope of Oregon E-Cycles. If you do not have arrangements made with a recycler to take these items, please educate your staff about alternative locations to which your staff can direct the customer. For example, if you are located in the Portland metropolitan area, you can refer customers to Metro's online search function called "[Find a Recycler](#)" or to Metro's recycling hotline at (503) 234-3000.

Can I charge customers a fee for recycling?

You cannot charge a recycling fee for accepting *any* CEDs from covered entities. However, you can charge a fee for a "premium service" that goes above and beyond what the Oregon E-Cycles program covers. Premium services may include services such as:

- At-location system upgrade services,
- At-home or at-business pickup services provided by a solid waste hauler that is authorized, by license, franchise, or similar authority, to provide curbside collection in that city or county, and
- Mail-in programs.

→ If you offer premium services, please inform Ali. ←

Something has changed about my facility (e.g. address, hours of operation, manager/main point of contact) – who do I inform of this change?

Whether the change impacts the public (for example, if your hours of operation change) or not (for example, the location manager changes), please alert MRM's Oregon PRO Manager at your earliest convenience.

Appendixes

- A. Glossary
- B. Resource document: "Who Makes It All Work?"
- C. Resource document: "Are these electronics part of Oregon E-Cycles?"
- D. Sortation and Packaging Guidance
- E. Resource document: "Who Is MRM?"

Appendix A

Glossary



Glossary of Terms for Oregon E-Cycles

Collection: Means receiving, sorting, screening and preparing for transportation CEDs from covered entities. Collection does not include recycling, reuse, or refurbishment activities.

Collector: Means an entity that conducts and is responsible for collection activities. Collectors must be approved by MRM.

Covered Electronic Devices (CEDs): Includes the following devices:

- Computers
- Laptops
- Tablets
- E-Readers
- Small Scale Servers
- Computer Monitors (CRT or flat screen)
- Televisions (CRT or flat screen)
- Keyboards
- Mice
- Printers
- Fax Machines
- Scanners
- Portable Digital Music Player
- Cable Receiver
- Satellite Receiver
- Router
- Modem
- Video Game Console
- VCRs
- DVD Players/Recorders
- Joysticks
- Docking Stations
- Headphones & Earbuds
- Standalone Computer Speakers (intended for use with CEDs)
- Headset
- External Drive
- Digital/Media Streaming Device
- Power Adapter/Charger
- Web Camera
- Connecting Cables
- Digital Converter Box

Does *not* include:

- A device used to make reproductions that:
 - Is floor-standing;
 - Is a point of sale receipt printer;
 - Is also a calculator;
 - Can also make labels; or
 - Is embedded in something other than a covered electronic device.
- Speakers intended for amplifiers or sound systems
- Any part of a motor vehicle.
- Any part of a larger piece of equipment designed and intended for use in an industrial, commercial, or medical setting, such as diagnostic, monitoring, or control equipment.
- Telephones of any type.
- Any part of a clothes washer, clothes dryer, refrigerator, freezer, microwave oven, conventional oven or range, dishwasher, room air conditioner, dehumidifier, or air purifier.

Covered Entity: Households, small businesses and nonprofits with less than 10 employees, and anyone with 7 or fewer CEDs.



Downstream Vendor: A person, including a collector, processor, refurbisher, or broker, receiving a CED or CED materials from the time the CED is collected by an electronics producer responsibility program through final disposition of the covered electronic device materials in that CED.

Materials of Concern: Includes each of the following, and any CEDs or component, or any aggregate material(s) derived from end-of-life CEDs or components (e.g. shredded, granulated, or mixed materials) containing:

- Any devices, including fluorescent tubes, containing mercury or polychlorinated biphenyls (PCBs)
- Batteries
- Cathode Ray Tubes (CRTs) and leaded glass
- Circuit boards

Processor: Also known as a recycler, means someone who is conducting recycling activities for the Oregon E-Cycles Program. Processors must be approved by MRM.

Recycling: Means processing through disassembling, dismantling, shredding, transforming, or remanufacturing CEDs, components, and by-products into usable or marketable raw materials or products in a manner such that the original products may lose their identity. Recycling does not include collection, direct reuse of CEDs, refurbishing, energy recovery, or disposal.

Refurbish: Means to repair a used CED in order to restore or improve it so that it may be used for the same purpose for which it was originally designed.

Reuse: Means any operation by which a CED or component of a CED changes ownership and is used, as is, for the same purpose for which it was originally purchased.

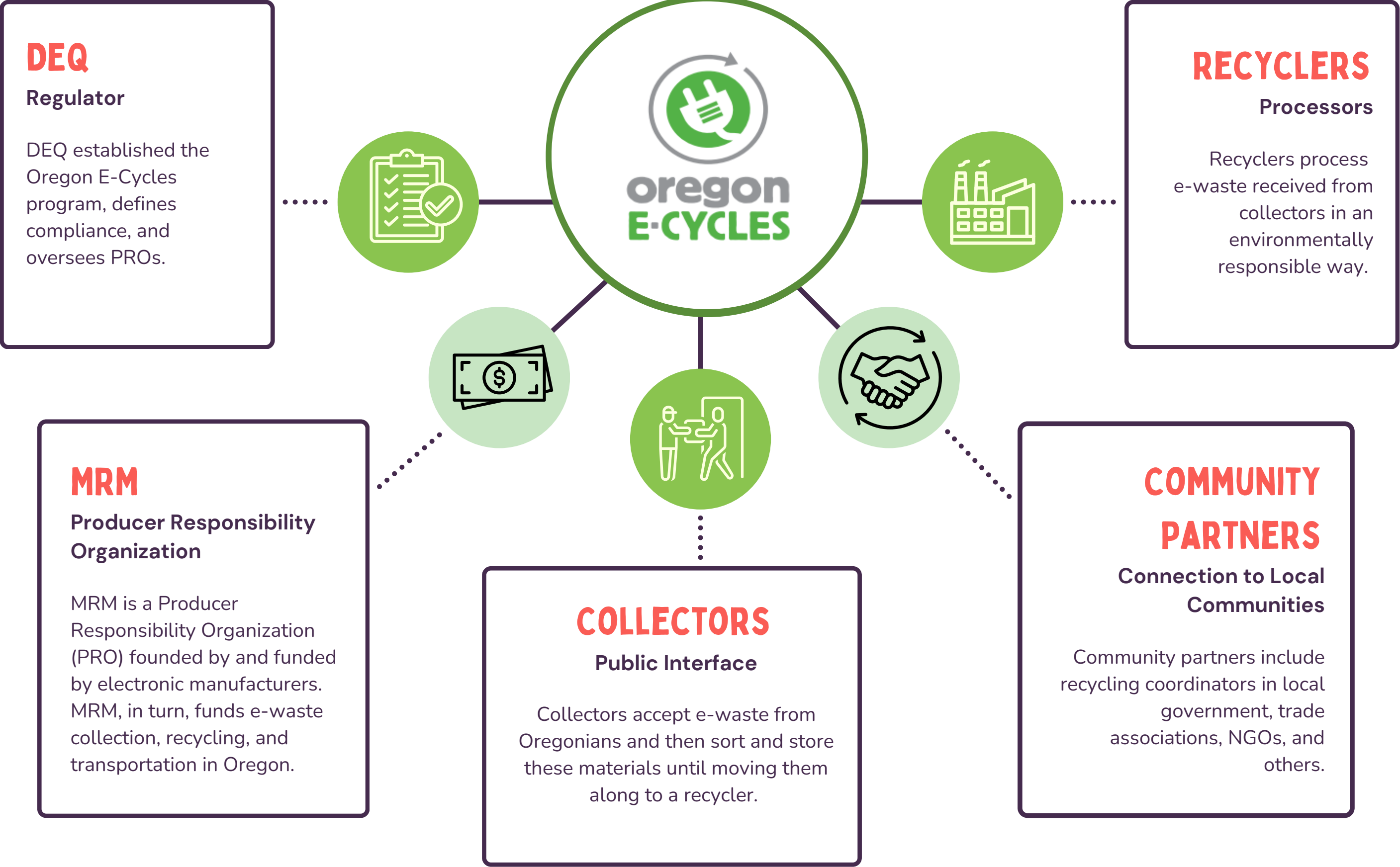


Appendix B

Who Makes It All Work?



WHO
MAKES IT
ALL WORK?



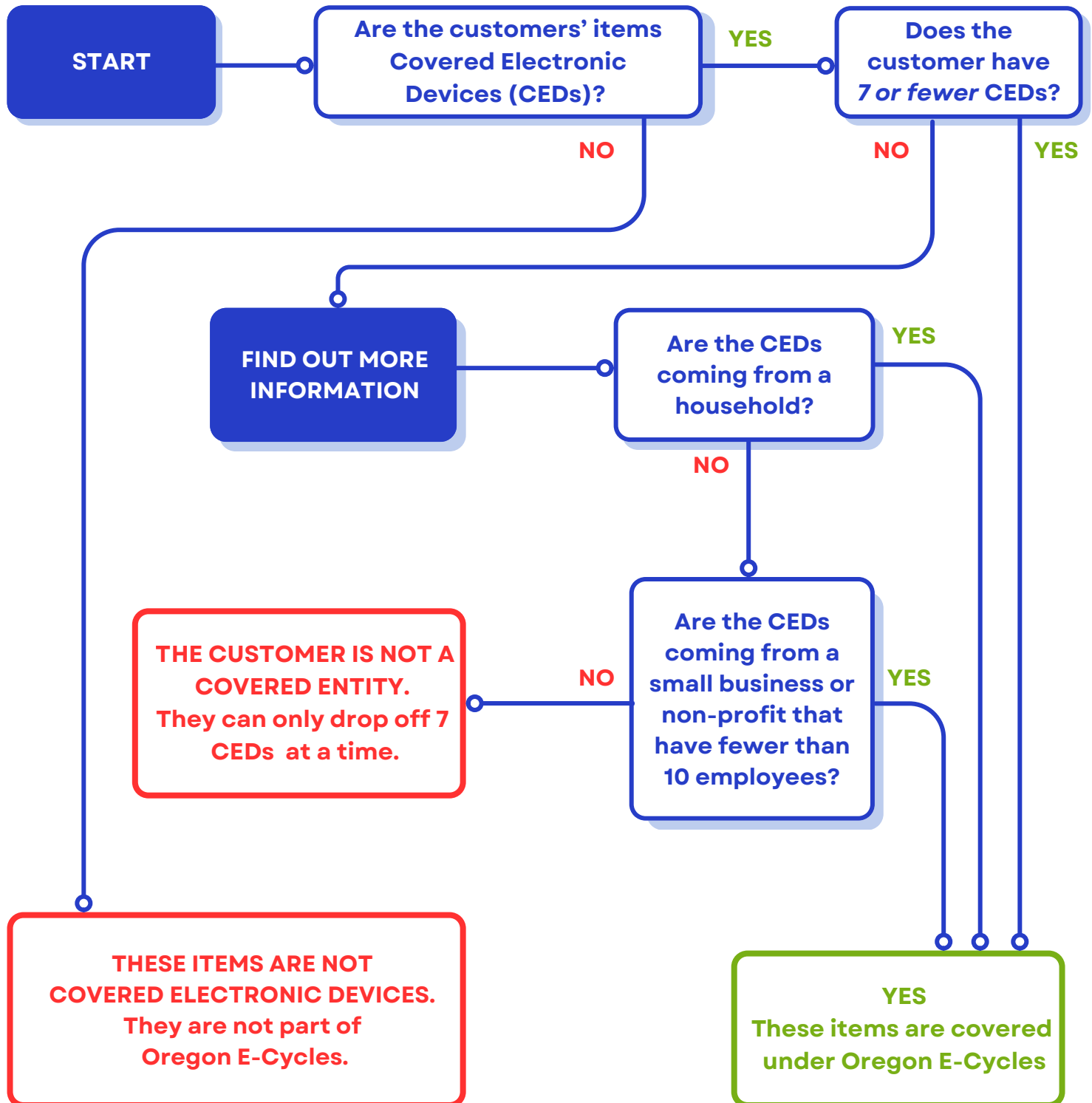
Ali Briggs-Ungerer, MRM Oregon Plan Manager
e: ali@mrmmrecycling.com c: 917-319-0619

Appendix C

Are these electronics part of Oregon E-Cycles?



Are these electronics part of Oregon E-Cycles?



Ali Briggs-Ungerer, Oregon PRO Manager
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Appendix D

Sortation and Packaging Guidance



Packaging Guide

Updated Oregon E-Cycles

Starting January 1, 2026 the Oregon E-Cycles program will include more covered electronics devices (CEDs) that Oregonians can recycle, free of charge, at collection sites like yours.

This guide offers details on how to sort and package CEDs for each of these categories.

The new sorting categories are:



Computers (optional - separate laptops)



CRT TVs and Monitors



Flat Screen TVs and Monitors



Printers



Peripherals

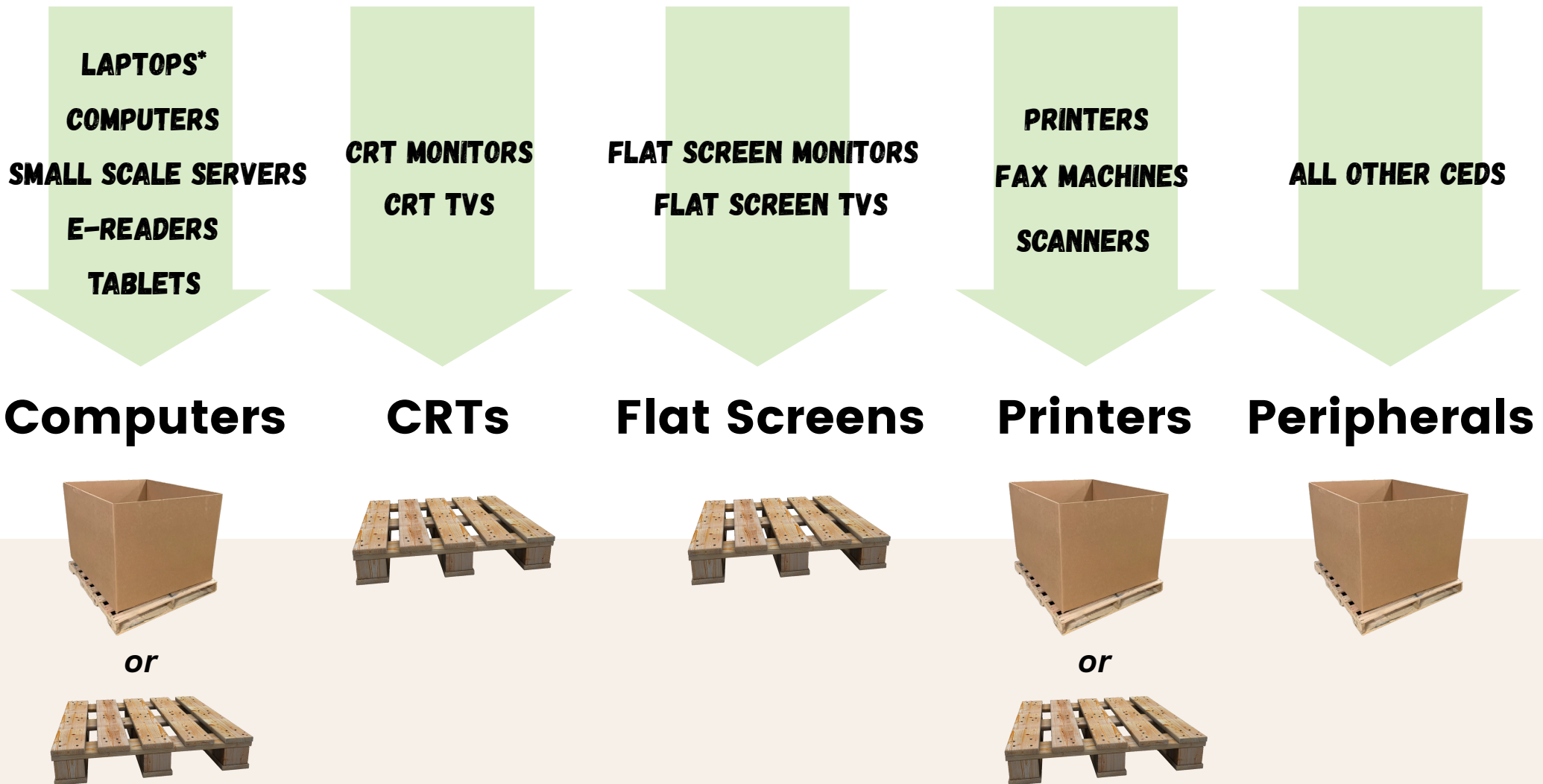


Questions?

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Oregon E-Cycles Sorting & Packaging



**Optional: Segregate laptops for higher pricing*

Packaging Guide:

Computers

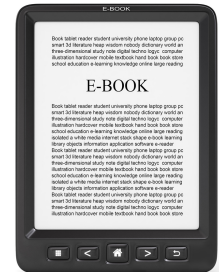
Which items are included?



Desktop
Computers



Small Scale
Servers



E-Readers



Laptops*



Tablets

Packaging Guide:

Computers

Packaging Instructions

 Put desktop computers, e-readers, and small scale servers in a gaylord or pallet

 Put laptops in a smaller cardboard box, and stack on top of gaylord or pallet.

 *This step is optional, but you will get better pricing for segregated laptops.

Packaging Guide:

Computers

If using a PALLET

- Place computer towers on pallets, and shrink-wrap them at a height between 5 to 6 feet.
- Place the smaller box of laptops on top (if segregating these).
- Apply enough layers of shrink wrap to ensure the CEDs will not topple over when transported.
- Label appropriately.

Packaging Guide:

Computers

If using a GAYLORD



Place CEDs carefully into the box, stacking as efficiently as possible.



Place the smaller box of laptops on top (if segregating these).



Reinforce with shrink-wrap as needed.



Label appropriately.

Packaging Guide:

CRT TVs & Monitors

Which items are included?



CRT
Televisions



CRT
Monitors

Packaging Guide:

CRT TVs & Monitors

Packaging Instructions



Palletize uniform sized devices together, with CRT screens facing down on pallets with cardboard between layers. Aim for an even weight distribution.



Very large console television sets may ship as the lowest level of a stacked CED pallet with other units stacked on or around them as possible.



Secure the pallet with enough layers of shrink wrap to ensure the CEDs will not topple over when transported.



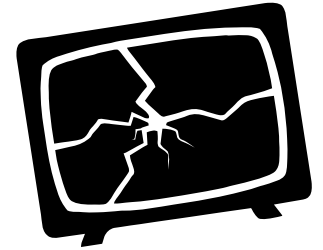
Label appropriately.



Packaging Guide:

CRT TVs & Monitors

Handling Broken CRTs



Particular attention must be given to proper packaging and disposal of all CRT-containing devices. CRT televisions and monitors contain lead in the glass and, by law, cannot be disposed in a landfill.

Do not attempt to remove any portion of the CRT from its housing or television cabinet.

If a CRT is broken or cracked, take precautions to limit airborne dust and skin contact when cleaning up broken glass from monitors and television sets that contain cathode ray tubes and when preparing them for disposal.



Packaging Guide:

CRT TVs & Monitors

How to clean up a broken CRT



Wear personal protective equipment



Personal protective equipment helps prevent injury when cleaning up broken CRT glass and debris. Recommended attire includes: safety glasses; puncture-resistant gloves (for example, leather or other heavy duty work gloves); protective clothing such as a long-sleeved shirt; long pants; and closed-toe shoes.



Dampen while cleaning



Thoroughly dampen all of the broken CRT material and then carefully scoop up and place the material into a secure container. Use a wet mister to dampen the broken material before you start any cleanup work. Keep the residual glass damp throughout the cleanup process. Pick up small glass fragments using powder sticky tape or duct tape. Wet mop and clean up the area to prevent residual lead and cadmium particles from becoming airborne.



Packaging Guide:

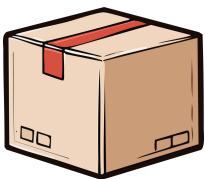
CRT TVs & Monitors

How to package a broken CRT

Use a secure container



Use a sturdy box to contain all parts, especially the glass. If possible, use double plastic bags to hold the CRT and all broken glass before placing in box. If the CRT is broken and cannot be removed immediately, then move the unit to a secure area where it is unlikely to be disturbed. Position the broken CRT or protect it to avoid spills.



Secure and seal the cleanup box

Close the box securely and seal it with tape to securely contain all parts. If possible, use double plastic bags to hold all broken glass before placing in the box. Label the box "Broken Cathode Ray Tubes-CRT's" with the date the box was sealed.

Packaging Guide:

Flat Screen TVs & Monitors

Which items are included?



Flatscreen
Televisions



Flatscreen
Monitors

Packaging Guide:

Flat Screen TVs & Monitors

Packaging Instructions



Place flat screen units upright on a pallet, with the screen facing inward, to avoid breakage



Secure the pallet with enough layers of shrink wrap to ensure the CEDs will not topple over when transported.



Label appropriately.

Packaging Guide:

Printers

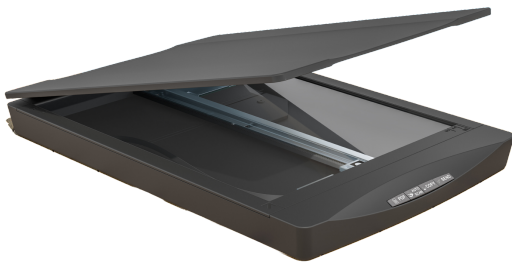
Which items are included?



Printers



All-In-One
Printer/Fax/Scanner



Scanners



Fax Machines

Packaging Guide:

Printers

Packaging Instructions If using a PALLET

- Palletize uniform sized printers together, with cardboard between layers.
- Larger units may ship as the lowest level of a stacked pallet with other units stacked on or around them, as possible.
- Apply enough layers of shrink wrap to ensure the devices will not topple when transported.
- Label appropriately.



Packaging Guide:

Printers

Packaging Instructions If using a **GAYLORD**

- Place carefully into the gaylord, stacking as efficiently as possible.
- Reinforce with shrink wrap as needed.
- Label appropriately.

Packaging Guide:

Peripherals

Which items are included? (1 of 2)



Keyboards



VCRs



Docking Stations



Mice



DVD players



Computer Speakers



Headphones



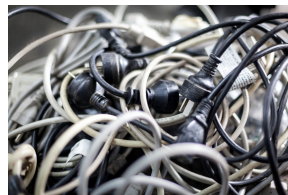
Ear buds



Headsets



Joysticks



Computer Cables



Packaging Guide:

Peripherals

Which items are included? (2 of 2)



Web Camera



External Drives



Digital
Converter Boxes



Video Game
Consoles



Satellite
Receivers



Digital or media
streaming devices



Portable Digital
Music Players



Cable Receivers



Power Adapters



Modems



Routers



Packaging Guide:

Peripherals

Packaging Instructions



Put all peripherals in a gaylord.



Label appropriately.

Appendix E

Who Is MRM?



WHO IS MRM?

OVERVIEW

MRM is a company founded by and working on behalf of electronics manufacturers and has maintained continuous operations since 2007.

MRM's mission is to bring manufacturers together to help provide convenient, environmentally responsible recycling opportunities to consumers nationwide.



BY THE NUMBERS

- **1,700,000,000+**
Pounds of e-waste recycled through MRM operations
- **175,000,000+**
Pounds of e-waste recycled in Oregon through MRM operations.
- **150**
Oregon sites currently supported by MRM.
- **50**
Manufacturers working with MRM.
- **20**
States where MRM operates successful regulatory compliance electronics programs.
 - + District of Columbia
 - + National Mail Back Program
 - + Canada

ON THE GROUND OPERATIONS

MRM has operated a **strong and stable** electronics recycling program in Oregon for 17 years.

An **Oregonian** has been managing MRM's program since day one. We are invested in a stable collection network because we are active in Oregon's recycling industry.

MRM is committed to only doing business with **environmentally responsible recyclers** and MRM regularly monitors downstream material flow. The electronics that flow through Oregon collection sites are processed by third-party certified recyclers.

Contact

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