

Published May 2025

Program Plan Guide

Oregon E-Cycles



This document was prepared by
Oregon Department of Environmental Quality
Materials Management Program
700 NE Multnomah Street, Portland Oregon, 97232

Contact: Oregon E-Cycles Program
Phone: 503-229-5830
www.oregon.gov/deq/ecycles



Translation or other formats

[Español](#) | [한국어](#) | [繁體中文](#) | [Русский](#) | [Tiếng Việt](#) | [العربية](#)

800-452-4011 | TTY: 711 | deqinfo@deq.oregon.gov

Non-discrimination statement

DEQ does not discriminate on the basis of race, color, national origin, disability, age, sex, religion, sexual orientation, gender identity, or marital status in the administration of its programs and activities. Visit DEQ's [Civil Rights and Environmental Justice page](#).



Guidance for Oregon Electronics Producer Responsibility Program Plans

Disclaimer

This document, and its references to Oregon Revised Statutes 459A.305 to 459A.355 and related administrative rules in Oregon Administrative Rules Chapter 340, Division 98 (collectively, the Oregon Electronics Recycling Law), are provided for information and guidance only. This guide does not constitute rulemaking by the Environmental Quality Commission and may not be relied upon to create an enforceable right or benefit, substantive or procedural, enforceable at law or in equity, by any person. This guide also does not supplant, replace, or amend any of the legal requirements of the Oregon Electronics Recycling Law. An omission or truncation of legal requirements in this guidance document does not relieve an electronics producer responsibility organization or other parties of their legal obligations to fully comply with all regulatory requirements. DEQ may revise this guide or provide additional guidance on electronics producer responsibility program submissions periodically as conditions warrant.

Purpose

This guide is intended to assist electronics producer responsibility organizations and manufacturers of covered electronic devices in complying with the Oregon Electronics Recycling Law. The Oregon Electronics Recycling Law requires manufacturers of covered electronic devices sold or offered for sale in Oregon to participate in a statewide electronics producer responsibility program for the collection, transportation, and recycling of covered electronic devices. Such a program is implemented by an electronics producer responsibility organization pursuant to a plan approved by DEQ.

This guide describes the plan format and submission process, as well as suggest plan contents.

Terms used in this guide are defined in the Oregon Electronics Recycling Law, which includes [ORS 459A.305 to 459A.355](#) and related rules in [OAR, Chapter 340, Division 98](#).



Table of contents

Disclaimer	3
Purpose	3
Plan Format and Submission Process	6
Plan Content	6
Background	8
Financing	8
Program Operations	8
Environmentally Sound Management Practices	9
Coordination	9
Education and Public Awareness	10
Collection Service	10
Collection Site Compensation	11
Goals and Continuous Improvement	12
Closure	12
Contact Information and Certification	12
Reporting	13
Appendices	13
Appendix A – Processors	13
Appendix B – Manufacturers	13
Appendix C - Brands	13
Appendix D - Collection Sites	13

Plan Format and Submission Process

The program plan and any accompanying documents must be submitted as an electronic file to ecycle.info@deq.oregon.gov. The producer responsibility organization should submit the document as both a searchable electronic file and a Microsoft Word document. The producer responsibility organization may be required to submit paper copies at DEQ's request.

A producer responsibility organization should also submit a digital file containing collection site locations, in a GIS file format, such as a shapefile (.shp) or geoJSON. If this is not possible, an Excel file with latitude and longitude or X and Y coordinates can be submitted.

Program plans are due no later than July 1 for the implementation of an electronics producer responsibility program in the following calendar year, unless directed otherwise by DEQ.

Plan Content

The producer responsibility organization's plan describes how the electronics producer responsibility organization will implement an electronics producer responsibility program as set forth at Oregon Revised Statutes (ORS) 459A.320 and Oregon Administrative Rules (OAR) 340-098-0240 and does not replace requirements found in those laws and rules. Such information can include information on coordination, public awareness, program financing, the provision of convenient and equitable service throughout the state, environmentally sound management practices, fair financial compensation to collection sites, and measurement and achievement of goals, among other requirements.

A program plan may be organized to include information in the following order, as described below:

Background

Financing

Program Operations

Environmentally Sound Management Practices

Coordination

Education and Public Awareness

Collection Service

Collection Site Compensation

Goals and Continuous Improvement

Closure

Contact Information and Certification

Reporting

Appendices

Appendix A - Processors

Appendix B - Manufacturers

Appendix C - Brands

Appendix D - Collection Sites

Background

The background section provides information about the producer responsibility organization. Describe any relevant information about the producer responsibility organization, including but not limited to, how the organization meets the definition of “electronics producer responsibility organization” under the law, its organizational structure, and its history and success with electronics recycling programs in other jurisdictions and relevant program experience.

Financing

The financing section details how the electronics producer responsibility organization will finance, manage and conduct a statewide program to collect covered electronic devices from covered entities in this state.

Include an estimated annual budget for providing the statewide program, broken down by administrative costs, collection and disposal costs, and communication costs.

Describe how the program will cover all costs associated with the program, with the costs apportioned among each participating covered manufacturer.

Describe whether the producer responsibility organization uses generally accepted accounting principles for operations, including for the producer responsibility organization’s collection process and for apportioning all Oregon program costs on an annual basis among each participating covered manufacturer.

Describe whether the producer responsibility organization will maintain a reserve or, minimum ending fund balance from manufacturers for unexpected expenses.

Describe how the producer responsibility organization communicates with manufacturers to ensure they are in compliance with financial obligations and steps the producer responsibility organization will take when a manufacturer is out of compliance.

Program Operations

The program operations section describes how the program will provide for collection, transportation and recycling of covered electronic devices for covered entities free of charge, except that an electronics producer responsibility program that provides premium service for a covered entity may charge for the additional cost of that premium service. This could include:

- How a collection site arranges a pick-up of covered devices;

- How a producer responsibility organization determines and evaluates the entities who transport and process devices as part of the program;
- How the producer responsibility organization identifies and corrects issues in the collection, transporting or recycling process

Environmentally Sound Management Practices

The environmentally sound management practices section describes how the organization will provide for environmentally sound management practices to collect, transport and recycle covered electronic devices. These practices are described at ORS 459A.305(6) and OAR 340-098-0245 and include but are not limited to adequate record keeping, tracking the fate of recycled materials, performance audits and inspections, provisions for reuse and refurbishment, compliance with worker health and safety requirements, maintaining liability insurance and financial assurances and practices.

Coordination

In this section, include the name of the coordinating body that the producer responsibility organization would designate if multiple plans are approved.

Describe how the producer responsibility organization will:

- Coordinate with all other electronics producer responsibility organizations through a coordinating body in accordance with ORS 459A.323, if applicable, including coordination about:
 - Public education and outreach activities to advertise and promote, on a regular basis, recycling of covered electronic devices and collection opportunities statewide;
 - Program goals, including collection goals and public awareness goals;
 - The conducting of surveys or other measurements of public awareness about the electronics producer responsibility programs and electronics recycling opportunities.
 - The reconciliation of financial obligations between all electronics producer responsibility organizations based on manufacturer obligations of the manufacturers participating in the electronics producer responsibility organizations.
- Coordinate activities with recycling and reuse programs, including nonprofit organizations that refurbish technology, to further the environmentally sound management of recycling of electronics.

Education and Public Awareness

A producer responsibility organization provides for advertising and promotion of collection opportunities statewide and on a regular basis, as described in ORS 459A.327. In this section, describe:

The types of educational resources and public awareness activities it will develop, to advertise and promote, on a regular basis recycling of covered electronic devices and collection opportunities statewide. In addition, describe how materials will be distributed, at what frequency and to which audiences.

At a minimum, an electronics producer responsibility organization must:

- Promote recycling of covered electronic devices through the electronics producer responsibility program;
- Establish a toll-free telephone number and a website address that a covered entity may use to contact the electronics producer responsibility organization about the electronics producer responsibility program;
- Publicize information on the location of collection sites and all other collections services offered by the electronics producer responsibility program; and
- Engage with and work to sustain high awareness of the program in minority, lower-income, rural and other historically underserved communities.

Collection Service

Describe how the producer responsibility organization will provide convenient and equitable service throughout the state, including to rural areas and minority, lower-income and other historically underserved populations. At a minimum, as set forth at ORS 459A.320(2)(D), convenient service must include a network of collection sites distributed to ensure that 95 percent of the residents of this state are within 15 miles of a collection site, and must also include:

- At least one collection site in each county;
- In each city with a population of at least 10,000 but less than 200,000, at least one collection site, plus one additional collection site for every additional 20,000 residents of the city over 10,000; and
- In each city with a population of 200,000 or greater, at least 10 collection sites, plus one additional collection site for every additional 50,000 residents of the city over 200,000.

A plan should describe how staffing, location and operating hours of the collection sites will meet the needs of the area served. Please also provide the name of any producer responsibility organizations that the producer responsibility organization will share sites with. If sites are shared, describe how shared logistics will be managed, including who will be responsible for:

- collection site compensation, training and support
- collection and transportation of covered devices
- collection site audits or site visits
- holding contract agreements with sites

If the producer responsibility organization intends to provide substantially equivalent collection convenience, as described at ORS 459A.320(2)(d)(D), please describe how the proposed actions to provide convenience are substantially equivalent to convenience parameters described above. If collection events are used, describe how far in advance and what tools will be used to advertise events.

Collection Site Compensation

Describe how the electronics producer responsibility organization will comply with OAR 340-098-0250 by providing fair financial compensation to collection sites calculated to cover the costs of collecting, storing, managing and transporting covered electronic devices, such as by offering:

(A) Compensation rates necessary to ensure that a collection site can operate in an area where a collection site is required to meet convenient service under statute, with consideration for how the collection site can support the area being served and provide environmentally sound management practices;

(B) Comparable compensation rates for collection sites that operate in similar geographic areas;

(C) Compensation to cover costs for conducting sorting according to the product categories in OAR 340-098-0265 and to provide for environmentally sound management practices, although an electronics producer responsibility organization may offer incentives to conduct additional sorting or to improve program efficiency; and

(D) Compensation informed by recommendations or results of collection site compensation studies conducted under OAR 340-098-0250.

Goals and Continuous Improvement

In this section, a producer responsibility organization describes the goals it will establish, and how it will work to achieve these goals. Include goals for:

- Collection, such as amount collected or usage rates of collection services; and
- Maintaining high public awareness of the program

A producer responsibility organization should also describe how they evaluate every four years whether additional electronic devices should be included in, or existing devices be removed from, the program.

For any year in which a program goal was not met, describe, with supporting data, what changes or steps the program will undertake that can ensure the program achieves its goals in the upcoming year.

Closure

In this section, describe the producer responsibility organization's closure plan in the event that a producer responsibility organization chooses to leave the Oregon E-Cycles Program due to bankruptcy, lack of market share or some other reason. This could be a scenario where the producer responsibility organization is the only producer responsibility organization with an approved plan, or where the producer responsibility organization is one of multiple producer responsibility organizations with an approved plan.

This information could include how the following would be properly closed and finalized: collection sites, manufacturer requirements, financial obligations and notifications to program partners, collection sites, members, and DEQ.

Contact Information and Certification

Please provide contact information for the prospective producer responsibility organization's authorized representative, including name, address, phone number, and email address;

a statement that the producer responsibility organization retains legal responsibility for ensuring the program complies with the Oregon electronics recycling law;

a statement that the producer responsibility organization will retain all records related to the implementation and administration of the electronics producer responsibility program for not less than three years from the time the record was created and make the records available for inspection and audit by the department upon request electronically or at DEQ's office;

the following certifying statement with the signature of the prospective producer responsibility organization's authorized representative: "I/We hereby declare under penalty of false swearing (Oregon Revised Statute 162.075 and ORS 162.085) that the above information and all of the statements, documents and attachments submitted with this plan are true and correct."

Reporting

Describe how the producer responsibility organization will report program changes to DEQ, which don't require a plan amendment. Such changes could include a change in collections sites, transporters, processors, a change to the primary contact for the producer responsibility organization, etc.

Appendices

Appendix A – Processors

Include a list of all processors that will be used by the producer responsibility program.

Appendix B – Manufacturers

Include a list of all manufacturers participating in the producer responsibility program.

An electronics producer responsibility program plan should demonstrate that it represents at least five percent of manufacturer obligations for the upcoming year.

Appendix C - Brands

Include a list of all brands of covered electronic devices manufactured, sold or imported by each participating manufacturer, including:

- Those brands being offered for sale in this state by each manufacturer; and
- Those brands that were offered for sale in this state by each manufacturer during the previous year.

Appendix D - Collection Sites

Include a list of collection sites that have committed in writing to collect covered electronic devices under the electronics producer responsibility program. Include site name, location and hours of operation, contact name and phone number or email address.