

**Sample "c7" Notification for Non-Households Participating in  
Electronic Waste Collection Events**

This form may be used by non-households when electronic waste is collected by or brought to an electronic waste collection event or site and subsequently sent to an electronic waste consolidation or recycling facility.

This form should be submitted before participating. An updated form should be resubmitted if information on the form changes. Collection event sponsors may customize the forms by putting in sponsor and recycler information. Customer name and customer contact information is required, but the forms may be submitted by the event sponsor.

Date: \_\_\_\_\_

To: Training and Technical Support Section  
Division of Environmental Remediation  
NYS Department of Environmental Conservation  
625 Broadway, Albany, NY 12233-7020

Re: C7 Notification for Electronic Waste 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 electronic waste items that will be brought from the above address to

\_\_\_\_\_  
(Collection event sponsor's name and address)

There the items will be further packaged and sent to

\_\_\_\_\_  
(Consolidation or recycling facility 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 or name of company representative)

Please email the completed notification form to [SQGINFO@gw.dec.state.ny.us](mailto:SQGINFO@gw.dec.state.ny.us). If you are unable to submit by email, please mail the form to the address listed above or fax to (518) 402-9020.

Please call (518) 402-9553 if you have any questions about how to complete this form.