

# Requesting a Universal Waste Shed



Reworld funds contracted communities up to \$5,000 for the purchase and installation of Universal Waste collection sheds for mercury-containing devices and other universal waste including batteries. If a community shed is aging or the community would like to expand the program and site a new shed, they are welcome to request one. CET coordinates the reimbursement process in partnership with Reworld.

The collection shed must be a rigid, weather-proof structure within sight of an attendant and open at least one day per month to accept Universal Waste from the municipality's residents. Small businesses and non-profit organizations may also drop off Universal Waste, at the discretion of the Grantee.

There should be adequate signage identifying the shed as the right place for people to dispose of mercury-containing items. Universal Waste is frequently confused with Hazardous Waste but listing accepted items on the shed and municipal website can raise awareness for both staff and residents of what should be accepted.

Universal waste sheds are for the collection of mercury-containing items, **NOT** the collection of liquid mercury. Mercury is a hazardous material, and people should not transport large quantities or large mercury-containing devices themselves. Contracted community residents can call Complete Recycling Solutions (CRS), a TerraCycle Company, at 1-866-277-9797 x705. CRS may be able to schedule a no-cost pick up of elemental mercury or large mercury devices directly from their home. Pickup subject to verification by CET/Reworld.

When collected and consolidated, Universal Waste must be managed according to the Universal Waste regulations 310 CMR 30.1000.

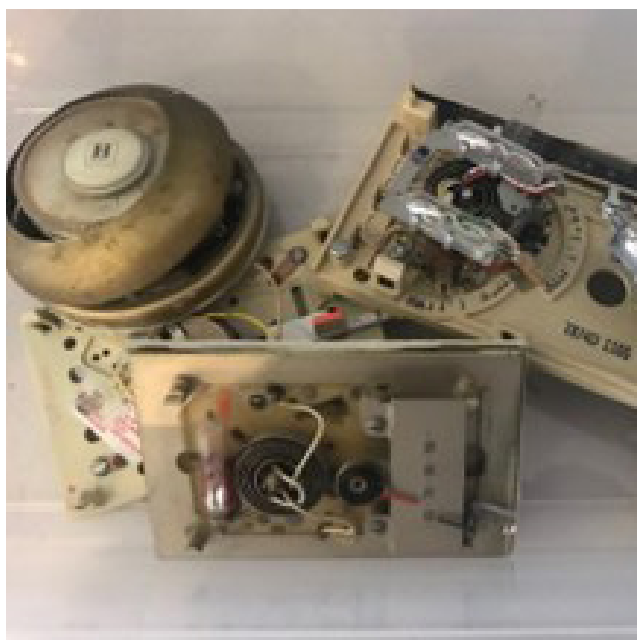
[www.mass.gov/eea/docs/dep/service/regulations/310cmr30.pdf](http://www.mass.gov/eea/docs/dep/service/regulations/310cmr30.pdf)



## Steps for Municipalities to Request a Universal Waste Shed

- **Contact CET/Reworld** for an initial review of the site and current shed conditions. Please send requests to [marissa.major@cetonline.org](mailto:marissa.major@cetonline.org).
- **Obtain a quote from your preferred vendor.** A Universal Waste shed is at minimum 8ft by 10ft with a threshold ramp and a door at least 3ft wide. This is to ensure easy access and movement of materials. Some communities have added built-in desks for collecting and sorting batteries, storing supplies etc. Delivery and installation charges are included; however, total funding is capped at \$5,000. If the quote exceeds this amount, the municipality will be responsible for funding the remaining balance. [MassDEP Recycling Dividend Points](#) (RDP) may be used.

- **Send your quote and current W-9 to CET/Reworld.** Documents should be sent to [marissa.major@cetonline.org](mailto:marissa.major@cetonline.org). Please also include your municipality's mailing address for the check.
- **Agree to the terms of the award letter.** After CET receives your documentation and if there is no further clarification needed, you will receive an award letter by email stating the amount granted. Please have an authorized person from your municipality acknowledge the purpose of the funds and confirm that the shed will be used for Universal Waste collection and storage, by return email to CET.
- **Funding will be issued in the form of a check.** Please allow 2-4 weeks for the check to be issued and sent to the address you provided. Please let CET know if there is a specific way the check should be made out (e.g. Town of XXX, gift fund) so that the funds will go to the correct account.
- **If applicable, file an application for MassDEP certification.** If the Universal Waste shed is placed at an existing municipal solid waste transfer station, the owner/operator of the transfer station must file a certification with their regional MassDEP office 30 days PRIOR to placement of the shed as this is considered a modification in design and operation of the transfer station. Certification is not required for a Universal Waste shed placed at a non-solid waste site, such as a DPW yard. The form is available at:
  - [www.mass.gov/lists/massdep-solid-waste-forms](http://www.mass.gov/lists/massdep-solid-waste-forms)
    - Scroll down to the Facility Construction, Operation & Reporting header, and there is a word document or pdf named Certification: Transfer Station Operation. Click either document and that will bring you to the form to fill out and submit.
- **Shed delivery and installation.** This may take a few weeks and can be scheduled at the same time as the check is being processed. Your municipality may pay for the shed and use the granted funds to reimburse the account or wait until the funds are clear and then schedule the installation.



- **Check out the Universal Waste Shed organizational signage available at [www.cetonline.org/reworld](http://www.cetonline.org/reworld).** All fluorescent bulbs, mercury devices, and battery pdfs are free and available for download under the "Universal Waste Sheds" tab. Many of our most popular resources are also available in Arabic, Chinese, English, French, Haitian Creole, Portuguese, Spanish, and Vietnamese.
- **Be sure to have a mercury spill kit and information on how to use it.** A mercury spill kit should be available in the shed at all times and will be supplied by CET/Reworld. Contact [marissa.major@cetonline.org](mailto:marissa.major@cetonline.org) to request a kit and associated training information. Kits are also available through statewide contract [FAC110/WMR001: Hazardous, Universal, Medical, & Electronic Waste Category 3](#) under Category 3, Section 7.