



INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT
**Indiana E-Cycle Online Reporting Guidance for Collectors
and Recyclers**
Office of Program Support

(317) 234-8710 • (800) 988-7901

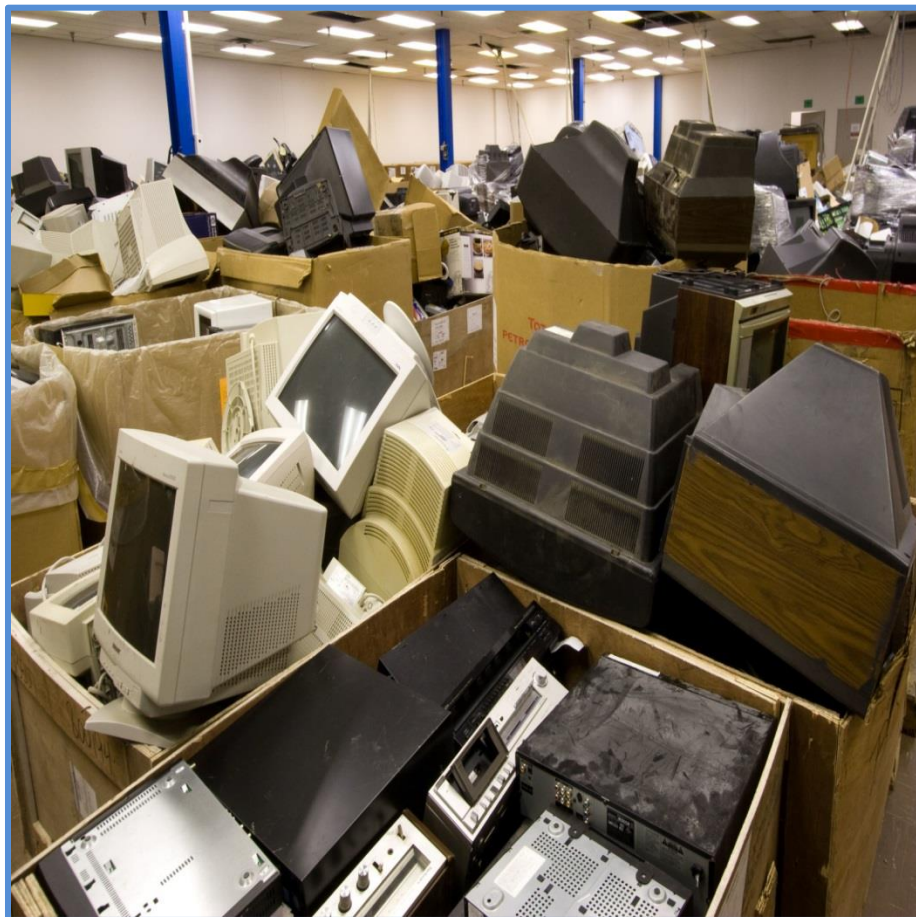
www.idem.IN.gov

100 N. Senate Ave., Indianapolis, IN 46204

Indiana E-Cycle Online Reporting Guidance for Collectors and Recyclers

Collectors and recyclers participating in Indiana's E-Cycle Program are required to submit a registration and an annual report to the Indiana Department of Environmental Management (IDEM).

This guidance document is to walk E-Cycle collectors and recyclers through the new online reporting process for the **Indiana E-Cycle Program**.



If you have any questions or problems accessing this document, please call (800) 988-7901 or (317) 234-8710 or email E-Cycle@idem.IN.gov.

Let's Get Started.



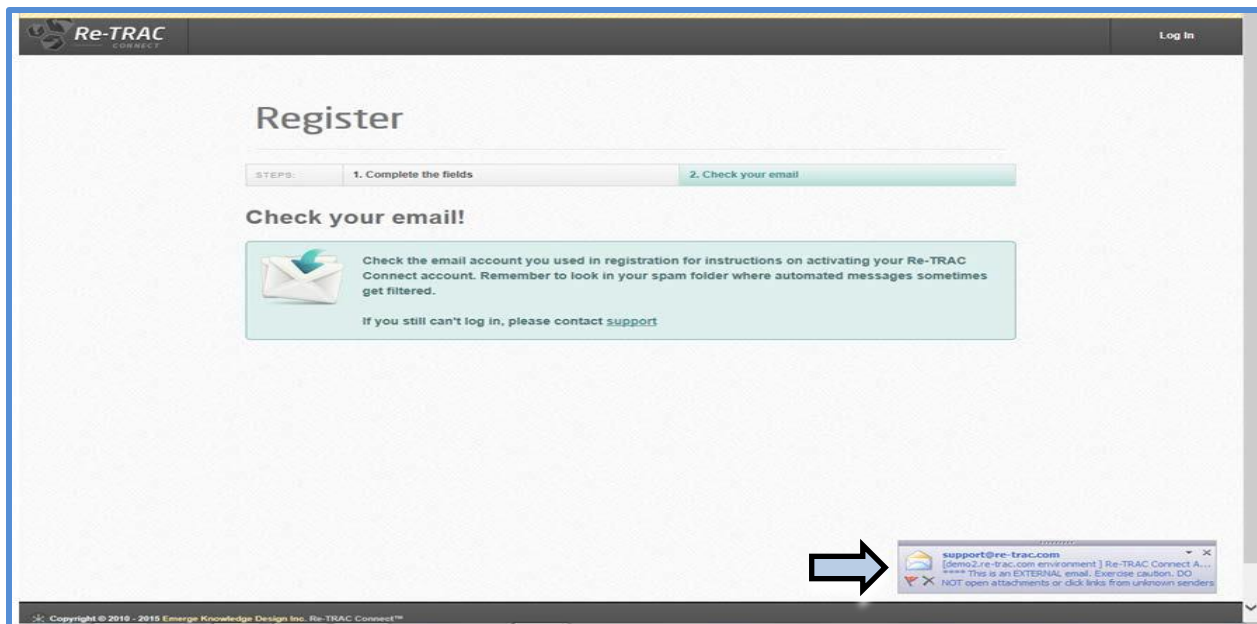
Create an Account

The first step is to create a Re-TRAC Connect™ account (if you have not already been issued a Re-Trac Connect login by IDEM or have a Re-TRAC Connect™ account). Go to <https://connect.re-trac.com/registration/idem> and create an account in Re-TRAC Connect™. After you have filled in your name, email address, and password, click the **Create My Account** button, which is shown below.

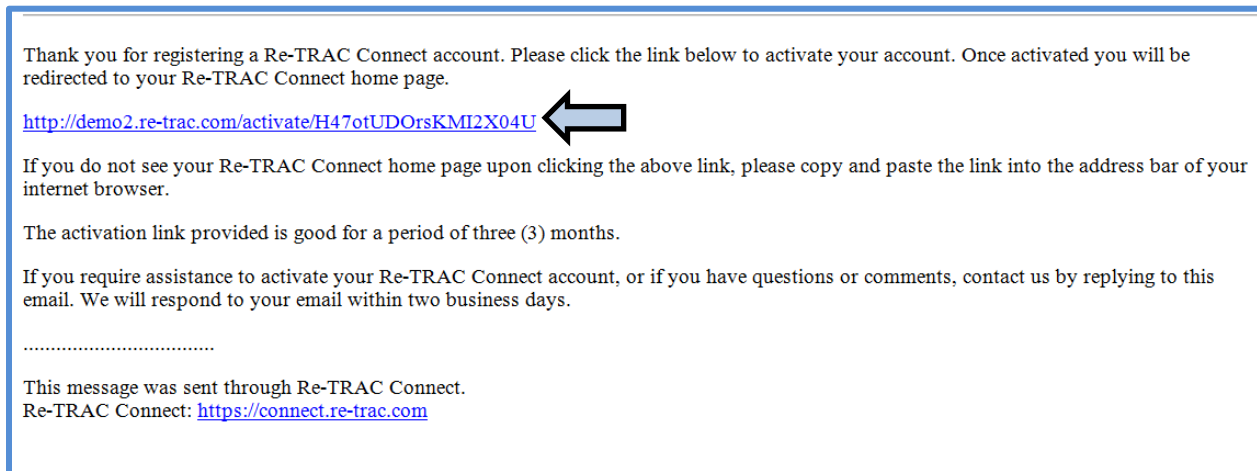
Please note that facilities currently registered with IDEM's Re-TRAC Connect™ Program will automatically receive on their dashboard the Electronics Recycling Annual Report and E-Cycle Collector/Recycler Registration. If you already have a Re-Trac Connect account, but have not joined IDEM's program, please click on the following PDF document and follow the steps to join Indiana's E-Cycle Program.

A screenshot of a web browser showing the registration page for Re-TRAC Connect. The page is titled "Create Your Account" and includes a "Log In" link for existing users. The registration form has fields for "First Name" (filled with "Jacob"), "Last Name" (filled with "Schmicker"), "Email" (filled with "jschmick@idem.in.gov"), "Confirm Email" (filled with "jschmick@idem.in.gov"), "Password" (filled with "*****"), and "Confirm Password" (filled with "*****"). A "Nice Strong Password" indicator is visible. Below the form is a "Create My Account" button. To the right of the form is a sidebar with the IDEM logo, the text "Indiana Department of Environmental Management Solid Waste and Recycling Data Reporting", and "Registration Instructions" which list three steps: 1. Create your account, 2. Check your Email, and 3. Join the Indiana Department of Environmental Management Solid Waste and Recycling Data Reporting. A blue arrow points from the "Create My Account" button to the registration instructions.

Re-TRAC Connect™ will show confirmation of your registration, instructing you to check your email.

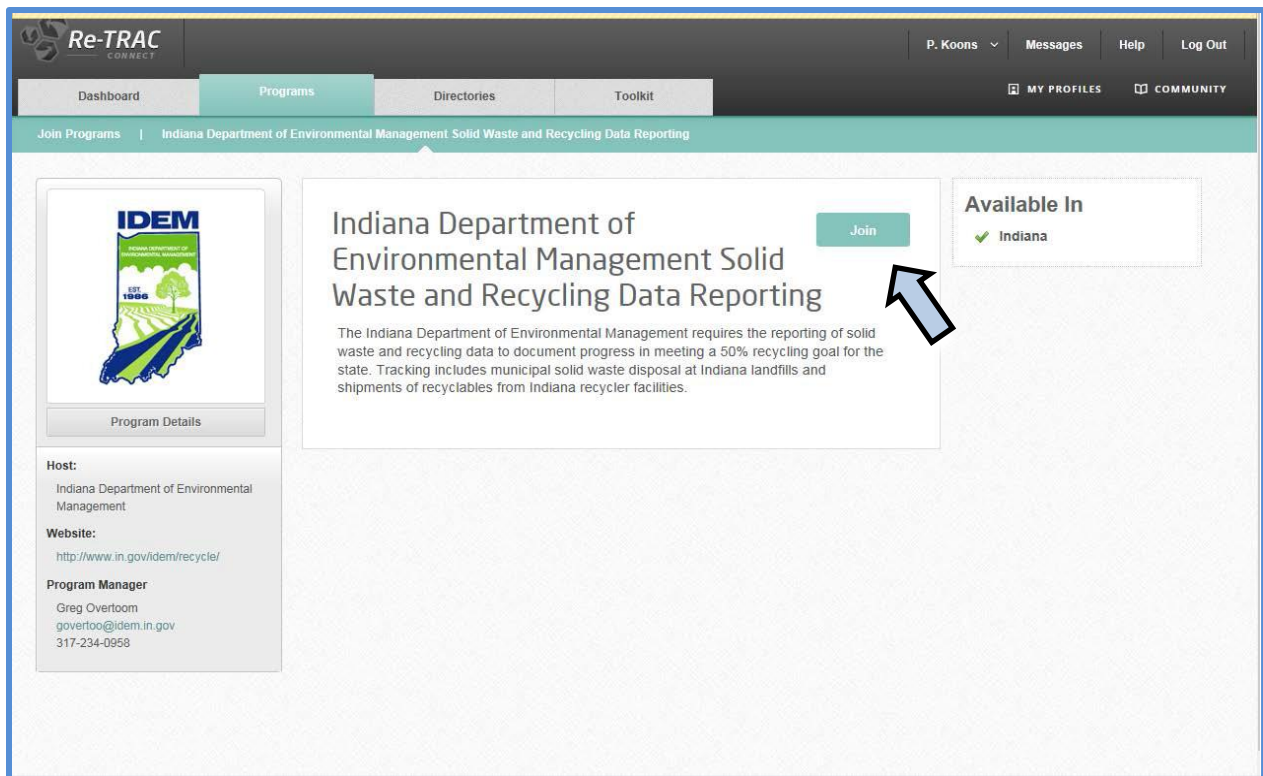


Re-TRAC Connect™ will send you an email notice that your account has been created. Click the link in the email to go to the page where you can register information on the facility and contacts. (Note: You may receive an additional email that will let you know your account has been activated and giving you the direct link to this page; don't panic, this activation link is taking you to that same account page.)

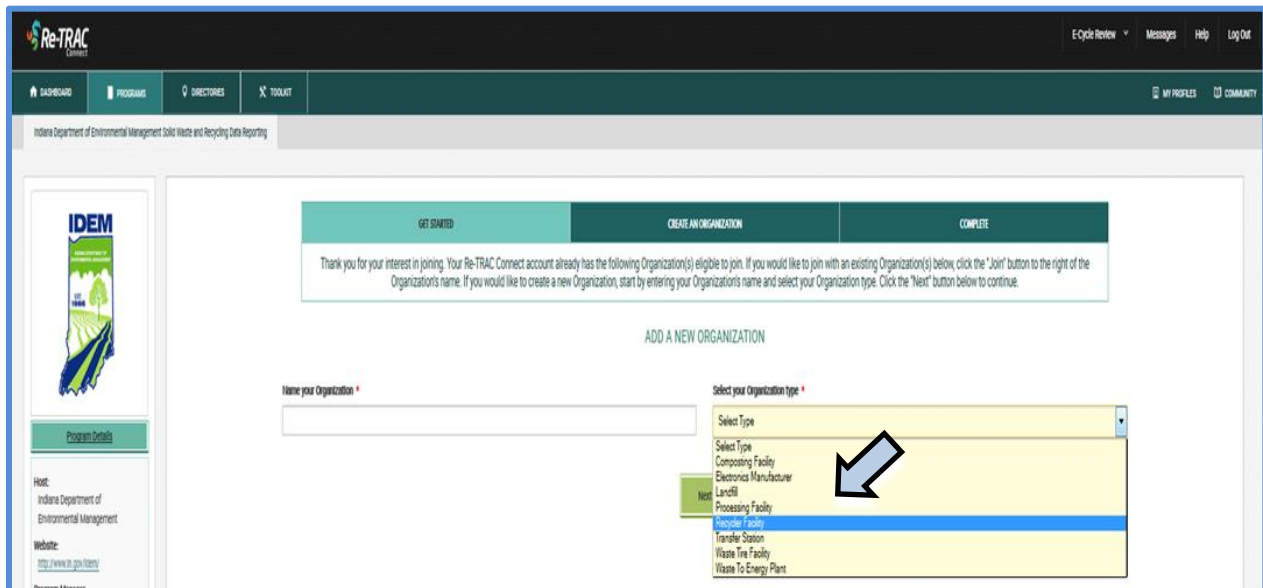


Organization Registration

After you have received an email from Re-TRAC Connect™ that your account is ready or you have an account, log in to Re-TRAC Connect™ and Join the Indiana Department of Environmental Management Solid Waste and Recycling Data Reporting program. Click the **Join** button to begin.



You will then see the registration process for adding an organization. The screen will ask for your organization's name and type. You should select **"Recycler Facility"** as shown below.



Next, the screen will prompt you to create the organization account. Give the name of your facility, the address, and, in the bottom section, who will be responsible for

reporting. Please note that if you are responsible for reporting for more than one facility, you will have the opportunity to add facilities later in the registration process.

GET STARTED **CREATE AN ORGANIZATION** **COMPLETE**

Make sure all required information on this form is complete and accurate. Click "Save" to proceed to the next Step

Location Details

Processing Facility Name *
GO Recycling Indiana

Find your location

Search Google Maps for your Address
100 N Senate Ave, Indianapolis, IN, United States

Official Address
100 N Senate Ave, Indianapolis, IN 46204, USA

Country *
United States

State/Province *
IN

City *
Indianapolis

Zip/Postal Code *
46204

Street Address *
100 North Senate Avenue

Note: To find your location, type your address into the Search Google Maps for your Address box or navigate in the Google Map and click on your location. If the address generated from the geocoding service is incorrect, you can modify the information directly in the address fields provided below. If you require assistance, please let us know.

Available In

- ✓ Indiana, United States
- ✓ United States

Save

Contact Information for this Processing Facility

Contact Name *
Jacob Schmicker

Contact Title
Manager

Contact Email *
jschmick@idem.in.gov

Phone Number *
317-234-8710

Contact Fax
317-233-5970

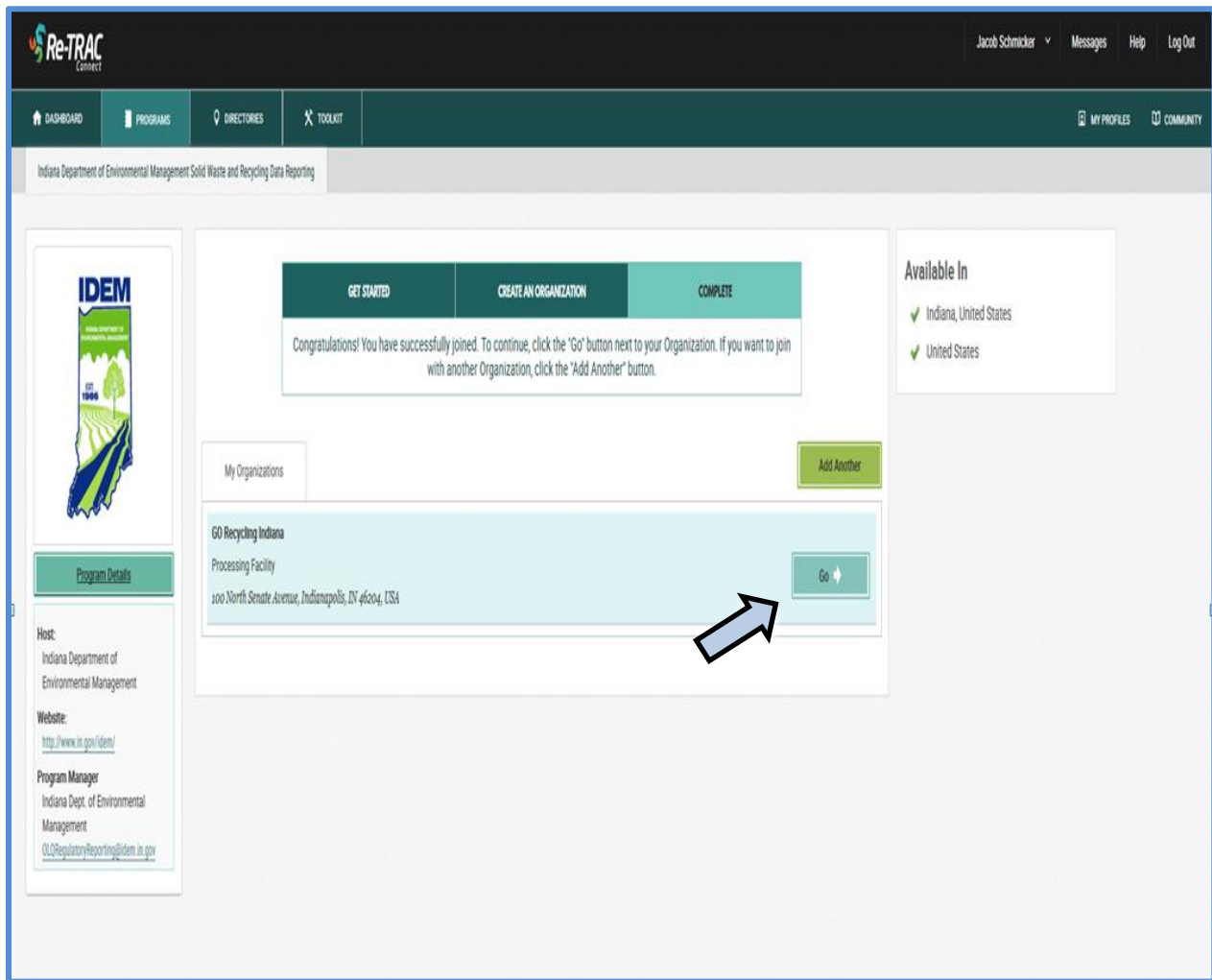
Website
http://www.in.gov/idem/

Note: System messages will be sent to the email address (username) you used to sign-in to Re-TRAC Connect. This contact information is only for program information purposes.


Save

Then click **Save**.

You have now registered your organization and have the option to add another one. Otherwise, click **Go**.



Reports

Now that the account is set up with Re-TRAC Connect™, the site will prompt for both the Recycling Facility General Information and Electronics Recycling Annual Report and E-Cycle Collector/Recycler Registration to be completed. To fill out the reports, please click the plus sign  to take you to the report and the year needed. **Please only fill out the Recycling Facility General Information section if your facility is processing other material besides e-waste such as: glass, paper, plastic, ferrous metal, or non-ferrous metal.** To fill out this section, please follow these steps provided by the [Recycling Activity Reporting Guidance \[PDF\]](#), which provides an overview and step-by-step instructions.

If your facility is only registering as an E-Cycle collector and/or recycler, please proceed to the Electronics Recycling Annual Report and E-Cycle Collector/Recycler Registration

as shown below. You will then have the opportunity to complete both the annual report and registration for the Indiana E-Cycle Program.

The screenshot shows the Re-TRAC Connect web application interface. At the top, there is a navigation bar with 'Re-TRAC Connect' logo, user name 'Jacob Schmicker', and links for 'Messages', 'Help', and 'Log Out'. Below the navigation bar, there are tabs for 'DASHBOARD', 'PROGRAMS', 'DIRECTORIES', and 'TOOLKIT'. The main content area displays a message: 'Survey Response has been successfully deleted'. Below this, the title is 'INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT SOLID WASTE AND RECYCLING DATA REPORTING STATUS'. The user is identified as 'MEMBER: GO RECYCLING INDIANA'. A legend is visible in the top right. The main content area contains instructions: 'To report, please click on the blue plus sign corresponding to the applicable reporting form.' Below the instructions, there is a table with columns for '2016' and '2015'. The table has two rows: 'Recycling Facility General Information' and 'Electronics Recycling Annual Report and E-Cycle Collector/Recycler Registration'. The '2016' column for the second row has a blue plus sign icon, which is highlighted by a blue arrow. There is also a 'Show' button and an 'Unsubscribe from this reporting' link.

Section 1: E-Waste Shipment Information

Please report in **pounds** the amount of e-waste that was sent to recycler facilities, transported through a broker, and the amount of e-waste sent to manufacturers/end users. Click **Save** when completed and continue to page 2 of the reporting process. *Please note, even if no data has been entered, the **Save** button still needs to be clicked to complete the reporting process.*

Re-TRAC
Connect

Jacob Schrickler Messages Help Log Out

HOME PROGRAMS DIRECTORIES TOOLKIT MY PROFILES COMMUNITY

Indiana Department of Environmental Management Solid Waste and Recycling Data Reporting

Your data may not be considered complete by the Program Manager(s) of Indiana Department of Environmental Management Solid Waste and Recycling Data Reporting until you click on the 'Submit to Program' button. In addition, the status of this form and the associated data may be edited at any time by the Program Manager(s) of Indiana Department of Environmental Management Solid Waste and Recycling Data Reporting.

ELECTRONICS RECYCLING ANNUAL REPORT AND E-CYCLE COLLECTOR/RECYCLER REGISTRATION

Member: GO RECYCLING INDIANA Year: 2016 Cycle: ANNUAL

The report must be submitted each year before March 1. For assistance contact Jacob Schrickler (OLCRegulatoryReporting@idem.in.gov 317-234-6710)

PAGES: 1 2 3 4

This section must be completed before proceeding.

Report the pounds of e-waste sent to each recycler facility. A **recycler facility** demanufactures e-waste and conducts intermediate consolidating, sorting, shredding, or baling operations.

Report the pounds of e-waste transported through a broker. A **broker** arranges the shipments of recyclables to final destinations.

Report the pounds of e-waste sent to manufacturers / end users by destination. A **manufacturer / end user** is a production facility of basic products that uses the recyclables as a raw material without further offsite recycling. Please report the amount of e-waste from Indiana sources and do not break out into constituent commodities such as plastics and metals.

Section A: Shipments (LBS)

| TYPE OF OPERATING | TOTAL E-WASTE (LBS) | IN-STATE DESTROYED PERCENT OF TOTAL E-WASTE |
|--------------------------------------|---------------------|---|
| Shipments to Recycler Facilities | 0 | 0 |
| Shipments arranged through brokers | 0 | |
| Shipments to Manufacturers/End Users | 0 | 0 |
| Total | 0 | |

Save

Section 2: Collector Annual Report

Below is section 2 of the reporting process, which is the Collector Annual Report. Please only complete this section if you are participating as a collector in the Indiana E-Cycle Program. Clicking **Yes** to the question asking “Will you be submitting a 2016 annual report as an E-Cycle Collector for the Indiana E-Cycle Program?” will prompt the below screen to be displayed. To add E-Cycle Recycler Facilities, please click the **Add** button. If needed, multiple E-Cycle Recycler Facilities can be added by clicking the **Add** button for each additional facility needed.

Re-TRAC
Jacob Schrickler Messages Help Log Out

HOME PROGRAMS DIRECTORIES TOOLKIT MY PROFILES COMMUNITY

Indiana Department of Environmental Management Solid Waste and Recycling Data Reporting

Your data may not be considered complete by the Program Manager(s) of Indiana Department of Environmental Management Solid Waste and Recycling Data Reporting until you click on the 'Submit to Program' button. In addition, the status of this form and the associated data may be edited at any time by the Program Manager(s) of Indiana Department of Environmental Management Solid Waste and Recycling Data Reporting.

ELECTRONICS RECYCLING ANNUAL REPORT AND E-CYCLE COLLECTOR/RECYCLER REGISTRATION

Member: GO RECYCLING INDIANA Year: 2016 Cycle: ANNUAL

The report must be submitted each year before March 1. For assistance contact Jacob Schrickler (OLRegulationReporting@idem.in.gov 317-234-8710)

PAGES: 1 2 3 4

Section B: E-Cycle Program

Will you be submitting a 2016 annual report as an E-Cycle Collector for the Indiana E-Cycle Program?

Yes No

Collector Annual Report

Collectors participating in Indiana E-Cycle are required under IC 13-20.5-9-3 to report the total pounds of covered electronic devices (CEDs) they collected during the program year and to list all recyclers to which they delivered CEDs. Only CEDs collected from Indiana covered entities (Indiana households, small businesses, and public schools) should be reported.

Total CEDs (LBS) collected for the program year:

List CEDs (LBS) delivered to Recycler Facilities

| E-CYCLE RECYCLER FACILITY* | STATE* | CITY* | NON-METRO CEDs (LBS)* | METRO CEDs (LBS)* | TOTAL CEDs (LBS) |
|----------------------------|--------|-------|-----------------------|-------------------|------------------|
| Add | | | | | |

Please click "Add" button above to enter information into table.

Total CEDs (LBS) delivered to Recycler Facilities:

Save

This field will auto-populate based on data provided above.

Please note that many recycler facilities have been pre-populated in the drop-down menu. To view, click **Select**. As shown below, if a recycler facility is not listed, select **Other** in the drop-down list and then type in the recycler's information as prompted by the **Please Specify** box that will appear.

Re-TRAC
Center

Jacob Schrickler Messages Help Log Out

HOMEBOARD PROGRAMS DIRECTORIES TICKETS MY PROFILES COMMUNITY

Indiana Department of Environmental Management Solid Waste and Recycling Data Reporting

Your data may not be considered complete by the Program Manager(s) of Indiana Department of Environmental Management Solid Waste and Recycling Data Reporting until you click on the "Submit to Program" button. In addition, the status of this form and the associated data may be edited at any time by the Program Manager(s) of Indiana Department of Environmental Management Solid Waste and Recycling Data Reporting.

ELECTRONICS RECYCLING ANNUAL REPORT AND E-CYCLE COLLECTOR/RECYCLER REGISTRATION

Member: GO RECYCLING INDIANA Year: 2016 Cycle: ANNUAL

The report must be submitted each year before March 1. For assistance contact: Jacob Schrickler (J.Schrickler@reporting.idem.in.gov 317-234-6716)

PAGES: 1 2 3 4

Section B: E-Cycle Program

Will you be submitting a 2016 annual report as an E-Cycle Collector for the Indiana E-Cycle Program?*

Yes No

Collector Annual Report

Collectors participating in Indiana E-Cycle are required under IC 13-30-5-9-9 to report the total pounds of covered electronic devices (CEDs) they collected during the program year and to list all recyclers to which they delivered CEDs. Only CEDs collected from Indiana covered entities (Indiana households, small businesses, and public schools) should be reported.

Total CEDs (LBS) collected for the program year:

List CEDs (LBS) delivered to Recycler Facilities

| E-CYCLE RECYCLER FACILITY* | STATE* | CITY* | NON-METRO CEDS (LBS)* | METRO CEDS (LBS)* | TOTAL CEDS (LBS) | |
|--|------------|-------|-----------------------|-------------------|------------------|-------------------------------------|
| - Select - | - Select - | | 0 | 0 | | <input type="button" value="Save"/> |
| <ul style="list-style-type: none"> Nuvoro Recycling, LLC NuGenesis, Inc. OmniSource Electronics Recycling, LLC (OER) Oscar Winick Company, Inc. RDREX, LLC Rebulo, LLC RecycleForce, Inc. Regency Technologies Select Recovery Services Sima Recycling Solutions Sycamore Services, Inc. TBF Computing Technology Conservation Group, Inc. Tradellinda Services, Inc. Tinny Metals, LLC Universal Recycling Technologies, LLC (URT) Vintage Tech Recyclers, Inc. WI Enterprises, LLC Wisnor GreenTech (Texas) Corporation | | | | | | |

Continue to each column, filling in the state, city, and the total amount of pounds of non-metro CEDs and/or metro CEDs collected for the year. The fields labeled "Total CEDs (LBS)" and "Total CEDs (LBS) delivered to Recycler Facilities:" will auto-populate and will include all necessary incentives. Please note: amounts are to be given in pounds and in whole numbers. As shown below, click **Save** when completed and continue to page 3 of the reporting process. *Please note, even if no data has been entered, the **Save** button still needs to be clicked to complete the reporting process.*

Re-TRAC Connect

Jacob Schmirer Messages Help Log Out

HOME PROGRAMS DIRECTORIES TOOLKIT MY PROFILES COMMUNITY

Indiana Department of Environmental Management Solid Waste and Recycling Data Reporting

Your data may not be considered complete by the Program Manager(s) of Indiana Department of Environmental Management Solid Waste and Recycling Data Reporting until you click on the 'Submit to Program' button. In addition, the status of this form and the associated data may be edited at any time by the Program Manager(s) of Indiana Department of Environmental Management Solid Waste and Recycling Data Reporting.

ELECTRONICS RECYCLING ANNUAL REPORT AND E-CYCLE COLLECTOR/RECYCLER REGISTRATION

Member: GO RECYCLING INDIANA Year: 2016 Cycle: ANNUAL

The report must be submitted each year before March 1. For assistance contact Jacob Schmirer (j.schmirer@epd.in.gov; 317-234-6710)

PAGES: 1 2 3 4

Section B: E-Cycle Program

Will you be submitting a 2016 annual report as an E-Cycle Collector for the Indiana E-Cycle Program?*

Yes No

Collector Annual Report

Collectors participating in Indiana E-Cycle are required under IC 13-20-5-9-3 to report the total pounds of covered electronic devices (CEDs) they collected during the program year and to list all recyclers to which they delivered CEDs. Only CEDs collected from Indiana covered entities (Indiana households, small businesses, and public schools) should be reported.

Total CEDs (LBS) collected for the program year:*

List CEDs (LBS) delivered to Recycler Facilities

| E-CYCLE RECYCLER FACILITY* | STATE* | CITY* | NON-METRO CEDs (LBS)* | METRO CEDs (LBS)* | TOTAL CEDs (LBS) |
|----------------------------|------------|-------|-----------------------|-------------------|------------------|
| - Select - | - Select - | | 0 | 0 | 0 |

Add

Please click "Add" button above to enter information into table.

Total CEDs (LBS) delivered to Recycler Facilities: 0.0

Save

This field will auto-populate based on data provided above.

Section 3: Recycler Annual Report

Below is section 3 of the report, which is the Recycler Annual Report. Please only complete this section if you are participating as a recycler in the Indiana E-Cycle Program. By clicking yes to the question asking “Will you be submitting a 2016 annual report as an E-Cycle Recycler for the Indiana E-Cycle Program?” will prompt the below screen to be displayed. To add E-Cycle Collector facilities, please click the **Add** button. If needed, multiple E-Cycle Collector facilities can be added by clicking the **Add** button for each additional facility needed. Please note that many collector facilities have been pre-populated in the drop-down menu. To view, click **Select**. When reporting the amount of CEDs received and recycled; please correctly identify these pounds as either metro or non-metro.

ELECTRONICS RECYCLING ANNUAL REPORT AND E-CYCLE COLLECTOR/RECYCLER REGISTRATION

Member: GO RECYCLING INDIANA Year: 2016 Cycle: ANNUAL

The report must be submitted each year before March 1. For assistance contact Jacob Schmitzer (J.Schmitzer@reporting@idem.in.gov 317-234-4711)

PAGES: 1 2 3 4

Section B: E-Cycle Program (Continued)

Will you be submitting a 2016 annual report as an E-Cycle Recycler for the Indiana E-Cycle Program?*

Yes No

Recycler Annual Report

Recyclers participating in Indiana E-Cycle are required under IC 15-30.5-9-2 to report the total pounds of covered electronic devices (CEDs) they recycled during the program year and to list all collectors from which they received CEDs. Only CEDs collected from Indiana covered entities (Indiana households, small businesses, and public schools) should be reported.

CEDs received and recycled from Metro Counties

| E-CYCLE COLLECTOR (METRO)* | COUNTY* | CEOs (LBS)* | INCENTIVE #1 | INCENTIVE #2 | TOTAL CEOs WITH INCENTIVES (LBS) |
|----------------------------|---------|-------------|--------------|--------------|----------------------------------|
| | | | | | |

Please click "Add" button above to enter information into table.

CEDs received and recycled from Non-Metro Counties

| E-CYCLE COLLECTOR (NON-METRO)* | COUNTY* | CEOs (LBS)* | INCENTIVE #1 | INCENTIVE #2 | TOTAL CEOs WITH INCENTIVES (LBS) |
|--------------------------------|---------|-------------|--------------|--------------|----------------------------------|
| | | | | | |

Please click "Add" button above to enter information into table.

Total CEOs (LBS):

Total CEOs (LBS) Metro:

Total CEOs (LBS) Non-Metro:

Total CEOs (LBS) Incentives:

Total CEOs (LBS) with Incentives:

These fields will auto-populate based on data provided above.

As shown below, if a collector facility is not listed in the drop-down list, select “Other” and then type in the collector’s information as prompted by the “Please Specify” box that will appear.

ELECTRONICS RECYCLING ANNUAL REPORT AND E-CYCLE COLLECTOR/RECYCLER REGISTRATION
 Member: GO RECYCLING INDIANA Year: 2016 Cycle: ANNUAL

The report must be submitted each year before March 1. For assistance contact Jacob Schrickler (JCS@RegisrReporing@idem.in.gov 317-234-6710)

PAGES: 1 2 3 4

Section B: E-Cycle Program (Continued)

Will you be submitting a 2016 annual report as an E-Cycle Recycler for the Indiana E-Cycle Program? Yes No

Recycler Annual Report

Recyclers participating in Indiana E-Cycle are required under IC 13-28-5-2 to report the total pounds of covered electronic devices (CEDs) they recycled during the program year and to list all collectors from which they received CEDs. Only CEDs collected from Indiana covered entities (Indiana households, small businesses, and public schools) should be reported.

CEDs received and recycled from Metro Counties

| E-CYCLE COLLECTOR (METRO) * | COUNTY * | CEDS (LBS) * | INCENTIVE P1 | INCENTIVE P2 | TOTAL CEDS WITH INCENTIVES (LBS) |
|-----------------------------|------------|--------------|--------------|--------------|----------------------------------|
| - Select - | - Select - | 0 | 0.0 | 0.0 | 0.0 |

Dropdown menu items: Sycamore Services, Inc.; TBF Computing Technology Conservation Group, Inc.; TecSens Environmental, Inc.; The Salvation Army ARC Fort Wayne, Indiana; Tipton County Solid Waste Management District; TradeWinds Services, Inc.; Triny Metals, LLC; Universal Recycling Technologies, LLC (URT); Vintage Tech Recycles, Inc.; W Enterprises, LLC; Wabash County Solid Waste Management District; Wabash Valley Goodwill Industries, Inc.; Wampler Services, Inc.; Warren County Solid Waste Management District; Warrick County Recycling & Resource Management District; Whitley County Solid Waste Management District; Wild Cat Solid Waste Management District; WIM Recycle America, LLC; Other

As shown below, continue to each column, filling in the county and amount of CEDs (LBS) that were received and recycled from non-metro and/or metro counties. Incentives 1 and 2, along with the Total CEDs with Incentives (LBS) will auto-populate and include all necessary incentives. Please note: amounts are to be given in pounds and in whole numbers.

Re-TRAC Connect Jacob Schrickler Messages Help Log Out

[DASHBOARD](#)
[PROGRAMS](#)
[DIRECTORIES](#)
[TOOLKIT](#)

[MY PROFILES](#)
[COMMUNITY](#)

Indiana Department of Environmental Management Solid Waste and Recycling Data Reporting

Your data may not be considered complete by the Program Manager(s) of Indiana Department of Environmental Management Solid Waste and Recycling Data Reporting until you click on the "Submit to Program" button. In addition, the status of this form and the associated data may be edited at any time by the Program Manager(s) of Indiana Department of Environmental Management Solid Waste and Recycling Data Reporting.

ELECTRONICS RECYCLING ANNUAL REPORT AND E-CYCLE COLLECTOR/RECYCLER REGISTRATION

Member: GO RECYCLING INDIANA | Year: 2016 | Cycle: ANNUAL

The report must be submitted each year before March 1. For assistance contact Jacob Schrickler (O.RegulatorReporting@idem.in.gov, 317-234-8710)

PAGES: 1 2 3 4

Section B: E-Cycle Program (Continued)


Will you be submitting a 2016 annual report as an E-Cycle recycler for the Indiana E-Cycle Program? *

Yes No

Recycler Annual Report


Recyclers participating in Indiana E-Cycle are required under IC 13-20.5-9-2 to report the total pounds of covered electronic devices (CEDs) they recycled during the program year and to list all collectors from which they received CEDs. Only CEDs collected from Indiana covered entities (Indiana households, small businesses, and public schools) should be reported.

CEDs received and recycled from Metro Counties

| E-CYCLE COLLECTOR (METRO) * | COUNTY * | CEDs (LBS) * | INCENTIVE P1 | INCENTIVE P2 | TOTAL CEDs WITH INCENTIVES (LBS) |
|---|----------|--------------|--------------|--------------|----------------------------------|
|  | | | | | |

Please click "Add" button above to enter information into table.

CEDs received and recycled from Non-Metro Counties

| E-CYCLE COLLECTOR (NON-METRO) * | COUNTY * | CEDs (LBS) * | INCENTIVE P1 | INCENTIVE P2 | TOTAL CEDs WITH INCENTIVES (LBS) |
|---|----------|--------------|--------------|--------------|----------------------------------|
|  | | | | | |

Please click "Add" button above to enter information into table.

The below section of the recycler annual report will automatically populate based on information provided above.

| | |
|-----------------------------------|----------------------------------|
| Total CEDs (LBS): | <input type="text" value="0.0"/> |
| Total CEDs (LBS) Metro: | <input type="text" value="0.0"/> |
| Total CEDs (LBS) Non-Metro: | <input type="text" value="0.0"/> |
| Total CEDs (LBS) Incentives: | <input type="text" value="0.0"/> |
| Total CEDs (LBS) with Incentives: | <input type="text" value="0.0"/> |

← These fields will auto-populate based on data provided above.

The below section of the recycler annual report only pertains to recyclers that contracted with a manufacturer(s) to recycle CEDs on their behalf. Please indicate the number of pounds of CEDs, including both metro and non-metro that was recycled for each manufacturer. To add an E-Cycle Manufacturer facility, please click the **Add** button. If needed, multiple E-Cycle Manufacturer facilities can be added by clicking the **Add** button for each additional facility needed. Please note that many manufacturers have been pre-populated in the drop-down menu. To view, click **Select**.

Total CEDs Recycled for Manufacturers

Provide the names of all manufacturers with which you contracted to recycle CEDs on their behalf. Indicate the number of pounds of CEDs from metro and non-metro counties that were recycled for each manufacturer.

| MANUFACTURER NAME * | CEDS COLLECTED FROM METRO COUNTIES (LBS) * | CEDS COLLECTED FROM NON-METRO COUNTIES (LBS) * | TOTAL CEDS (LBS) | INCENTIVE 1 | INCENTIVE 2 | TOTAL CEDS WITH INCENTIVES (LBS) |
|---------------------|--|--|------------------|-------------|-------------|----------------------------------|
|---------------------|--|--|------------------|-------------|-------------|----------------------------------|

Please click "Add" button above to enter information into table.

Total CEDs (LBS):

Total CEDs (LBS) Metro:

Total CEDs (LBS) Non-Metro:

Total CEDs (LBS) with Incentives:

Total amount of CEDs sent to final disposal (LBS): *


These fields will auto-populate based on data provided above.


This field needs to be filled in.

As shown below, if a manufacturer is not listed in the drop-down list, select “**Other**” and then type in the information as prompted by the “**Please Specify**” box that will appear.

Total CEDs Recycled for Manufacturers

Provide the names of all manufacturers with which you contracted to recycle CEDs on their behalf. Indicate the number of pounds of CEDs from metro and non-metro counties that were recycled for each manufacturer.

| MANUFACTURER NAME * | CEDS COLLECTED FROM METRO COUNTIES (LBS) * | CEDS COLLECTED FROM NON-METRO COUNTIES (LBS) * | TOTAL CEDS (LBS) | INCENTIVE 1 | INCENTIVE 2 | TOTAL CEDS WITH INCENTIVES (LBS) | |
|---|--|--|------------------|-------------|-------------|----------------------------------|--|
| - Select - | 0 | 0 | 0 | 0.0 | 0.0 | 0.0 |  Remove |
| <div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> TCT Mobile, (U.S.) Inc. DBA Alcatel Tmax Digital, Inc. Tongfang Global, Inc. Tohiba America Information Systems, Inc. Trans Cosmos America, Inc. TTE Technology, Inc. UpStar USA Group USA, Inc. ValueChain, LLC Venturer Electronics, Inc. ViewSonic Corporation Visual Land, Inc. VIZIO, Inc. Voxz International Corporation VTech Electronics, LLC Wacom Technology Corporation Wintec Industries, Inc. Yifang USA, Inc. ZT Systems Other </div> | | | | | | | |
| Total amount of CEDs sent to final disposal (LBS): * | | <input type="text" value="0"/> | | | | | |

 Save

Finally, a majority of the fields below will auto-populate based on data provided above. Please do not forget to click the **Save** button before proceeding to section 4 of the report. *Please note, even if no data has been entered, the **Save** button still needs to be clicked to complete the reporting process.*

Total CEDs Recycled for Manufacturers

Provide the names of all manufacturers with which you contracted to recycle CEDs on their behalf. Indicate the number of pounds of CEDs from metro and non-metro counties that were recycled for each manufacturer.

| MANUFACTURER NAME * | CEDS COLLECTED FROM METRO COUNTIES (LBS) * | CEDS COLLECTED FROM NON-METRO COUNTIES (LBS) * | TOTAL CEDS (LBS) | INCENTIVE 1 | INCENTIVE 2 | TOTAL CEDS WITH INCENTIVES (LBS) | |
|---------------------|--|--|------------------|-------------|-------------|----------------------------------|--------|
| -Select- | 0 | 0 | 0 | 0.0 | 0.0 | 0.0 | Remove |

Add

Please click 'Add' button above to enter information into table.

Total CEDs (LBS):

Total CEDs (LBS) Metro:

Total CEDs (LBS) Non-Metro:

Total CEDs (LBS) with Incentives:

These fields will auto-populate based on previously provided data.

Total amount of CEDs sent to final disposal (LBS):*

This field needs to be filled in.

Save

Section 4: Collector and Recycler Registration

Below is section 4 of the reporting process, which is the Collector and/or Recycler Registration. Clicking **Yes** to the question asking “Will you be registering for the 2017 Indiana E-Cycle Program?” will prompt the below registration screen to be displayed.

Re-TRAC
 Dashboard | PROGRAMS | DIRECTORIES | TOOLS | My Profile | Community

Indiana Department of Environmental Management Solid Waste and Recycling Data Reporting

Your data may not be considered complete by the Program Manager(s) of Indiana Department of Environmental Management Solid Waste and Recycling Data Reporting until you click on the 'Submit to Program' button. In addition, the status of this form and the associated data may be edited at any time by the Program Manager(s) of Indiana Department of Environmental Management Solid Waste and Recycling Data Reporting.

ELECTRONICS RECYCLING ANNUAL REPORT AND E-CYCLE COLLECTOR/RECYCLER REGISTRATION

Member: GO RECYCLING INDIANA | Year: 2016 | Cycle: ANNUAL

The report must be submitted each year before March 1. For assistance contact Jacob Schriber (0202@epa.gov) or 317-234-4710

PAGES: 1 2 3 4

Will you be registering for the 2017 Indiana E-Cycle Program? *
 Yes No

How will this facility be registering for the Indiana E-Cycle Program? Check all that apply. *
 E-Cycle Collector E-Cycle Recycler

What type of covered electronic devices are collected and/or recycled? *

| | | |
|--|---|--|
| <input type="checkbox"/> Televisions | <input type="checkbox"/> Printers | <input type="checkbox"/> Computer Monitors |
| <input type="checkbox"/> Fax Machines | <input type="checkbox"/> Laptop Computers | <input type="checkbox"/> Digital Photo Frames |
| <input type="checkbox"/> DVD Players | <input type="checkbox"/> Webcams | <input type="checkbox"/> Photo MP3 Players |
| <input type="checkbox"/> Webbooks | <input type="checkbox"/> Camcorders/Cameras | <input type="checkbox"/> Tablet Computers |
| <input type="checkbox"/> DVR/TVG devices | <input type="checkbox"/> E-readers | <input type="checkbox"/> Portable GPS/navigation systems |
| <input type="checkbox"/> Computer towers | <input type="checkbox"/> Computer peripherals (keyboards, mice, etc.) | <input type="checkbox"/> Other devices accepted |

Certification of Compliance with Indiana's E-waste Management Rules

The facility must demonstrate compliance with Indiana's E-Waste Management Rules (29 IAC 16). The E-Waste Management Rules apply to any entity in Indiana that collects, brokers, stores, recycles, resells, dismantles, or deconstructs e-waste. These rules outline the storage, operating, training, disposal, and closure requirements for operating an e-waste storage and processing facility in Indiana. An entity that does not meet any of the exemptions under 29 IAC 16-5 must register as an e-waste storage and processing facility with IDEM. Inspections may be conducted by IDEM to verify exemptions claimed below.

Compliance with the rules is satisfied by one of the following:

- Site is a registered Indiana e-waste storage and processing facility
- Site is exempt from registering under 29 IAC 16
- Site is not physically located in Indiana

Check the box that certifies the compliance status with Indiana's E-Waste Management Rules (29 IAC 16): *

Facility is a registered Indiana e-waste storage and processing facility under 29 IAC 16.

Registration under 29 IAC 16 for this site is pending a registration form has been submitted to IDEM.

Facility is exempt from registration requirements under 29 IAC 16.

Facility is not physically located in Indiana.

The below screen asks that you indicate whether you are registering as a collector, recycler, or both, and to list what types of electronic devices are collected and/or recycled at your facility.

How will this facility be registering for the Indiana E-Cycle Program? Check all that apply. *

E-Cycle Collector E-Cycle Recycler

What type of covered electronic devices are collected and/or recycled? *

| | | |
|---|---|---|
| <input type="checkbox"/> Televisions | <input type="checkbox"/> Printers | <input type="checkbox"/> Computer Monitors |
| <input type="checkbox"/> Fax Machines | <input type="checkbox"/> Laptop Computers | <input type="checkbox"/> Digital Photo Frames |
| <input type="checkbox"/> DVD Players | <input type="checkbox"/> Netbooks | <input type="checkbox"/> iPods/MP3 Players |
| <input type="checkbox"/> Notebooks | <input type="checkbox"/> Camcorders/Cameras | <input type="checkbox"/> Tablet Computers |
| <input type="checkbox"/> DVR/TIVO devices | <input type="checkbox"/> E-readers | <input type="checkbox"/> Potable GPS navigation systems |
| <input type="checkbox"/> Computer towers | <input type="checkbox"/> Computer peripherals (keyboards, mice, etc.) | <input type="checkbox"/> Other devices accepted |

Next, please indicate the facility's certification of compliance with Indiana's E-Waste Management Rules as well as if the facility has obtained any certifications. Please feel free to list any additional comments in the comment box.

Certification of Compliance with Indiana's E-waste Management Rules

The facility must document compliance with Indiana's E-Waste Management Rules (329 IAC 16). The E-Waste Management Rules apply to any entity in Indiana that collects, brokers, stores, recycles, resells, dismantles, or demanufactures e-waste. These rules outline the storage, operating, training, disposal, and closure requirements for operating as an e-waste storage and processing facility in Indiana. An entity that does not meet any of the exemptions under 329 IAC 16-3-1 must register as an e-waste storage and processing facility with IDEM. Inspections may be conducted by IDEM to verify exemptions claimed below.

Compliance with the rules is satisfied by one of the following:

- Site is a registered Indiana e-waste storage and processing facility
- Site is exempt from registering under 329 IAC 16
- Site is not physically located in Indiana

Check the box that certifies the compliance status with Indiana's E-Waste Management Rules (329 IAC 16): *

Facility is a registered Indiana e-waste storage and processing facility under 329 IAC 16.

Registration under 329 IAC 16 for this site is pending; a registration form has been submitted to IDEM.

Facility is exempt from registration requirements under 329 IAC 16.

Facility is not physically located in Indiana.

Certifications

Please check all the certifications that this facility has obtained. Only check the box if you have completed the certification by the date the form is submitted. If you are in the process of completing a certification, please note that under 'Other/Pending'. *

e-Stewards

e-Stewards Pledge

R2

ISO 14001

ISO 9001

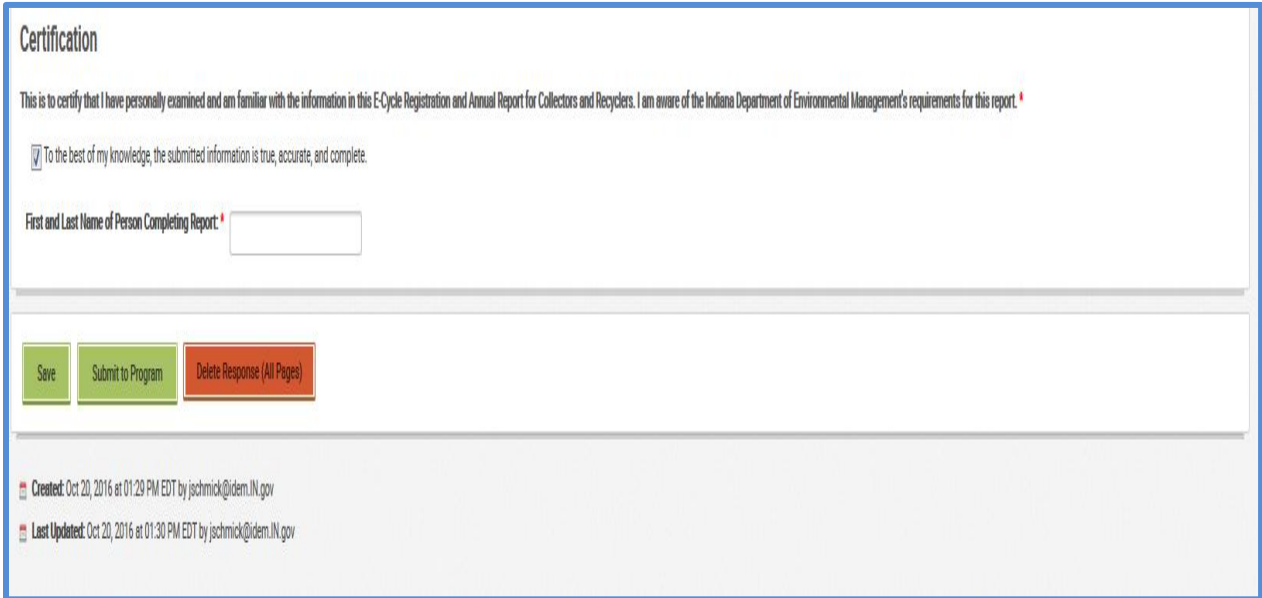
Other/Pending

Not Applicable

Additional Comments:

500 Character Limit

The final step, as shown below, is to certify that you have personally examined and are familiar with the information in this E-Cycle Registration and Annual Report. After this final step is done, the reports are complete and the **Submit to Program** button should be clicked.



Certification

This is to certify that I have personally examined and am familiar with the information in this E-Cycle Registration and Annual Report for Collectors and Recyclers. I am aware of the Indiana Department of Environmental Management's requirements for this report.*

To the best of my knowledge, the submitted information is true, accurate, and complete.

First and Last Name of Person Completing Report: *

Created: Oct 20, 2016 at 01:29 PM EDT by jschmick@idem.IN.gov

Last Updated: Oct 20, 2016 at 01:30 PM EDT by jschmick@idem.IN.gov