



INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

**Indiana E-Cycle Online Reporting Guidance for
Manufacturers**

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
Manufacturers**

Manufacturers 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 manufacturers 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.

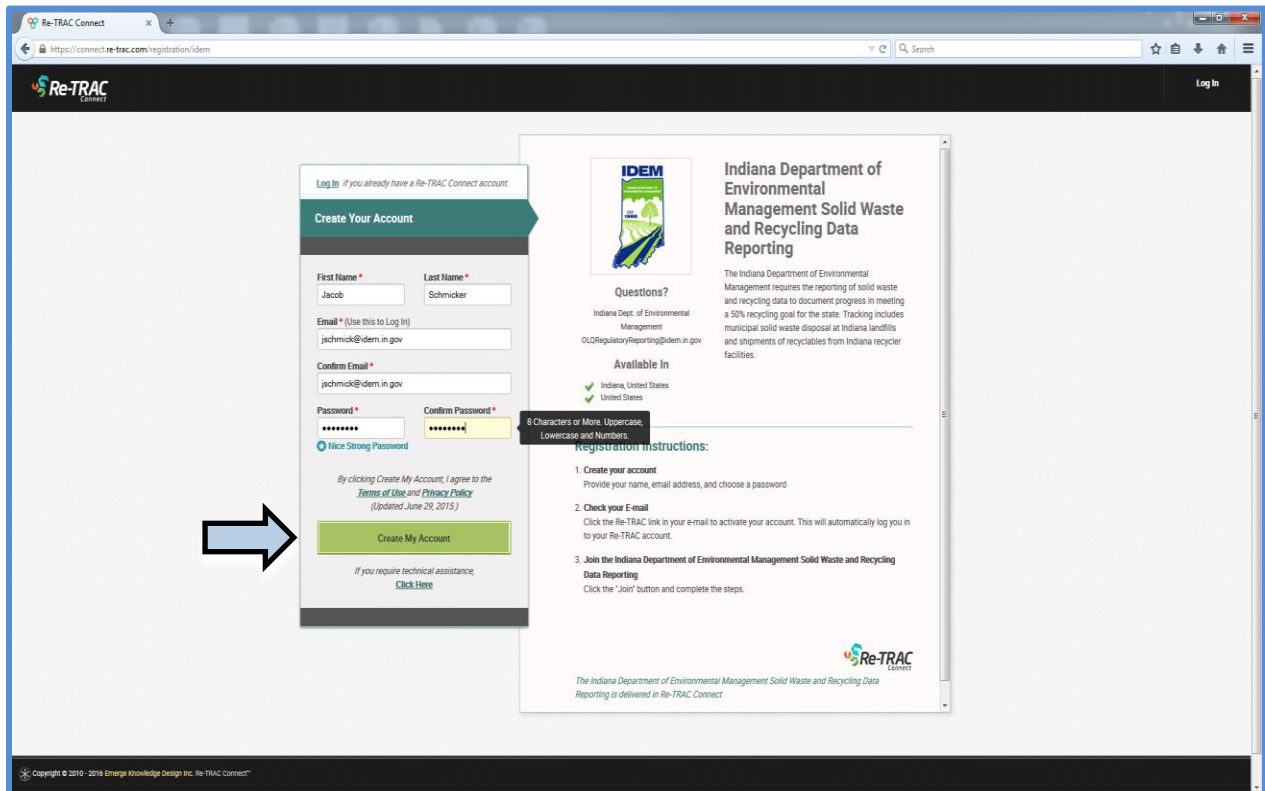
Let's Get Started.

Create an Account

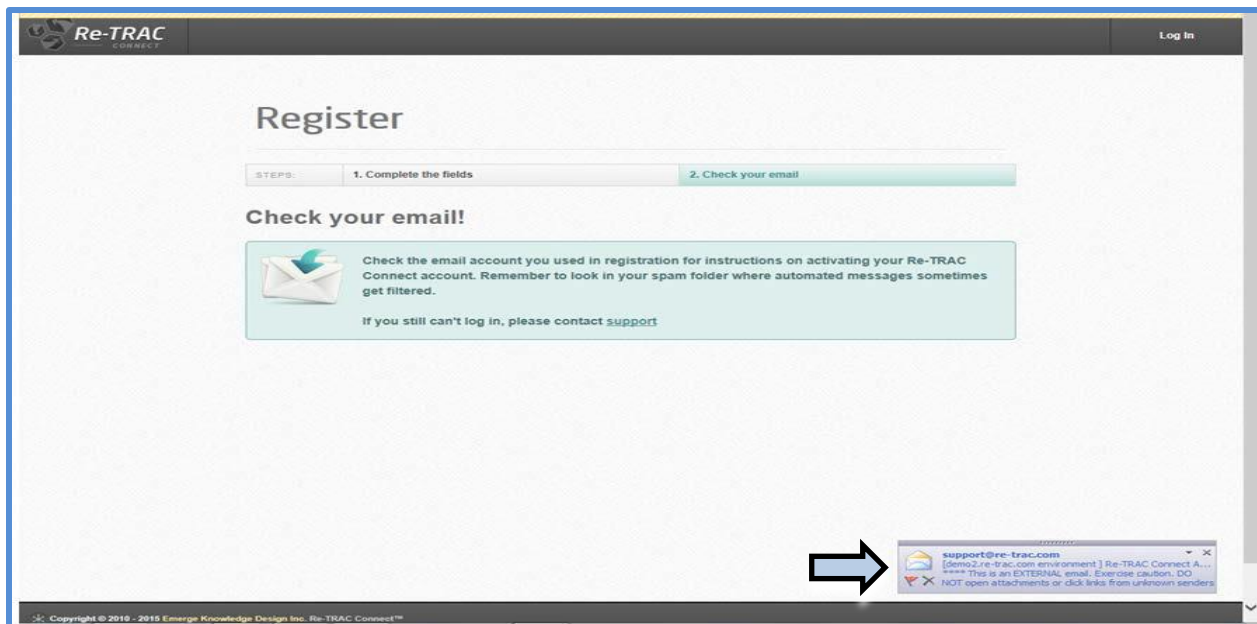
The first step is to create a Re-TRAC Connect™ account (if you have not already been issued a Re-Trac Connect login by IDEM or have a Re-Trac Connect account). Go to

<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.

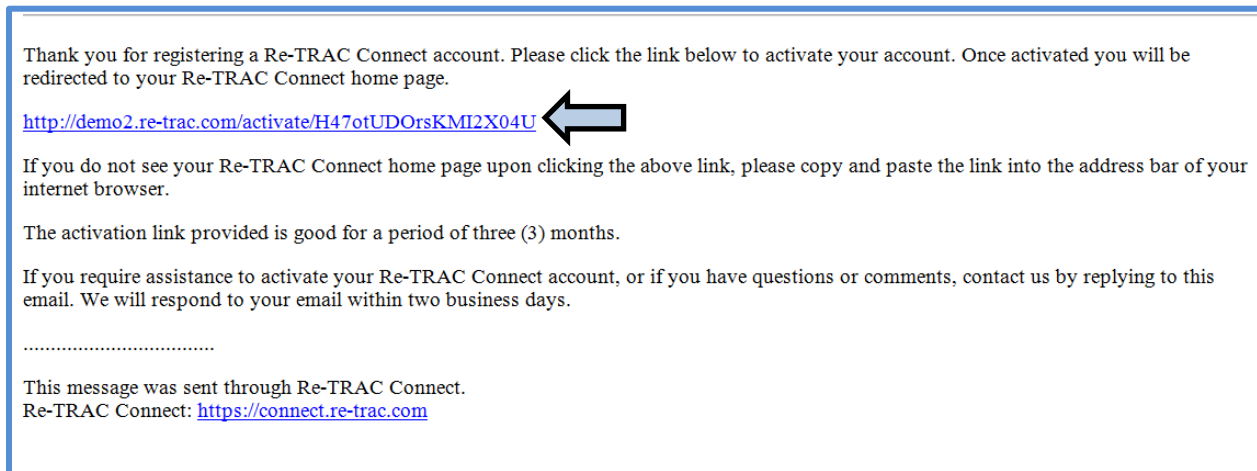
If you already have a Re-TRAC Connect™ account, please click on the following PDF document and follow the steps to join Indiana’s E-Cycle Program.



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

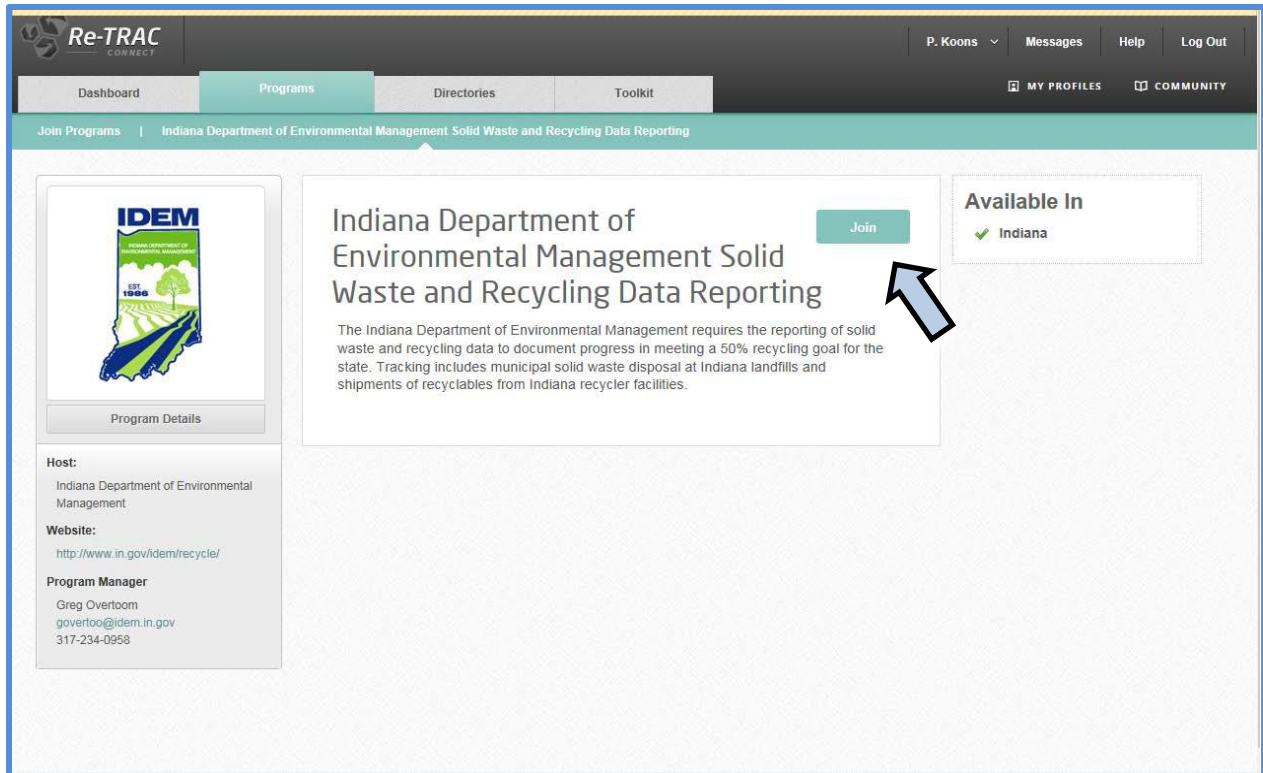


Re-TRAC Connect™ will send you an email notice that your account has been created. Click the link in the email to go to the page where you can register information on the facility and contacts. (Note: You may receive an additional email that will let you know your account has been activated and giving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

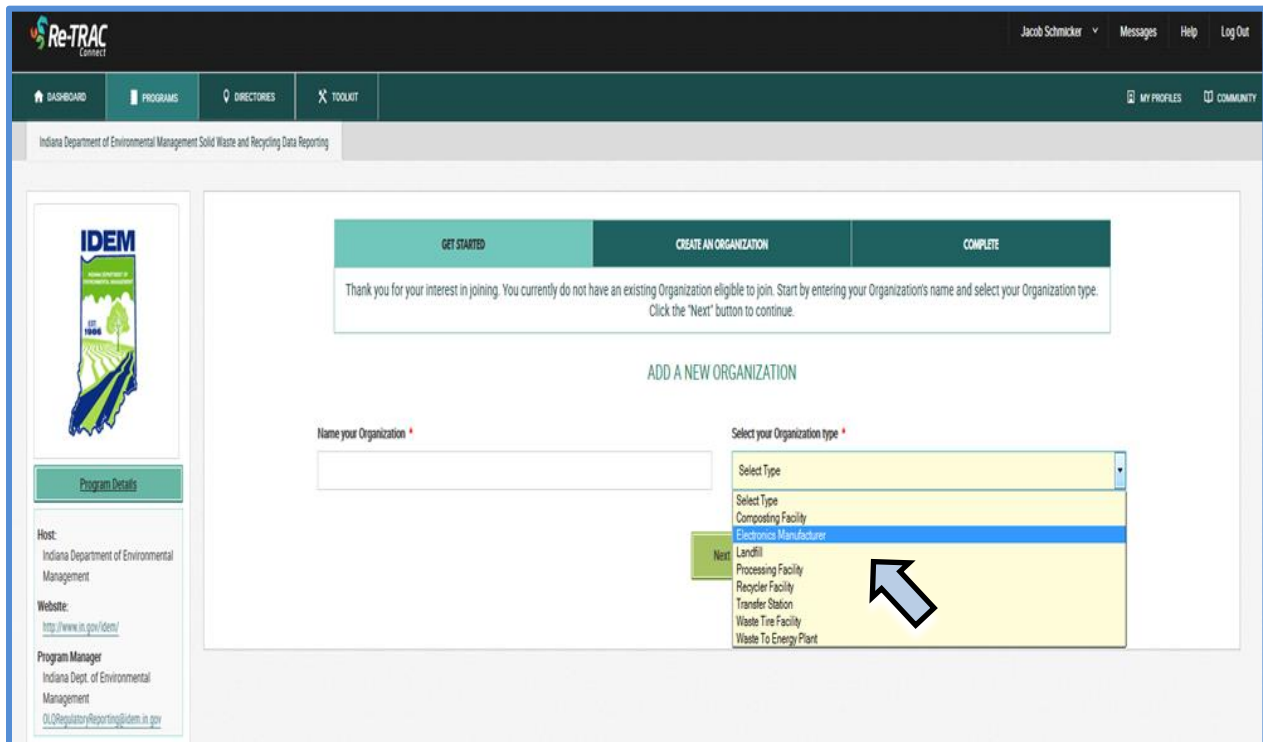


Organization Registration

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 **“Electronics Manufacturer”** as shown below.



Next, the screen will prompt you to create the organization account. Give the name of your facility and the address information. 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.



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 the E-Cycle Report and Registration for Manufacturers to be completed. To fill out the report, please click the plus sign  to take you to the report and the year needed 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 interface. At the top, there is a navigation bar with 'DASHBOARD', 'PROGRAMS', 'DIRECTORIES', and 'TOOLKIT'. The user is logged in as 'Jacob Schmicker'. The main heading is 'INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT SOLID WASTE AND RECYCLING DATA REPORTING STATUS' with the member type 'MEMBER: MANUFACTURER'. A sidebar on the left contains the IDEM logo and account details. The main content area provides instructions on how to report and includes a table with the following data:

	2016
E-Cycle Report and Registration for Manufacturers	

A blue arrow points to the plus sign icon in the table. Below the table, there is a link: [Unsubscribe from this reporting.](#)

E-Cycle Report and Registration for Manufacturers

The below screen will be displayed after clicking on the E-Cycle Report and Registration for Manufacturers. At this point, the report will ask if you will be submitting an E-Cycle Manufacturer Annual Report and/or if you will be registering as an E-Cycle Manufacturer for the year.

The screenshot shows the Re-TRAC Connect web application interface. At the top, there is a navigation menu with options: DASHBOARD, PROGRAMS, DIRECTORIES, TOOLKIT, MY PROFILES, and COMMUNITY. The header includes the user name 'Jacob Schmicker' and links for Messages, Help, and Log Out. The main content area is titled 'E-CYCLE REPORT AND REGISTRATION FOR MANUFACTURERS' and includes the following information:

- Member: MANUFACTURER | Year: 2016 | Cycle: ANNUAL
- Text: "This report is an annual requirement of the Indiana Electronic Waste (E-Waste) Law (IC 13-20.5) for any manufacturer that sells or offers for sale video display devices (VDDs) to Indiana households. The law holds manufacturers of VDDs responsible for collecting and recycling, or arranging for the collection and recycling of, 60% by weight of the VDDs they manufacture and sell to Indiana households. Only e-waste collected from covered entities (households, small businesses, and public schools) in Indiana, by an Indiana E-Cycle registered collector and recycled by an Indiana E-Cycle registered recycler can be counted toward a manufacturer's recycling obligation."
- Text: "This report covers the previous calendar year ending on December 31 and serves as both the registration for the current year and the annual report for the previous calendar year. A registration fee of \$5,000 for the initial year of registration for which the fee applies and \$2,500 each year thereafter is due with the report."
- Text: "The report must be submitted each year before March 1. For assistance contact Jacob Schmicker (OLORegulatoryReporting@idem.in.gov 317-234-8710)
- Question: "Will you be submitting an E-Cycle Manufacturer Annual Report for 2016?*" with radio buttons for Yes and No. A black arrow points to the No option.
- Question: "Will you be registering as an E-Cycle Manufacturer for 2017?*" with radio buttons for Yes and No. A black arrow points to the No option.

If **Yes** is selected for the question asking “Will you be submitting an E-Cycle Manufacturer Annual Report for 2016?” Sections A, B, F, G, H, and I will be displayed. Each of these sections is explained below.

If **Yes** is selected for the question asking “Will you be registering as an E-Cycle Manufacturer for 2017?” Sections A, B, C, D, E, and I will be displayed. Each of these sections is also explained below.

Please note, when answering yes to both questions, as shown below, all sections (A through I) of the reporting process will be displayed. Fields marked with an asterisk * must be filled in before moving on with the reporting process.

The screenshot shows the Re-TRAC Connect interface. At the top, there is a navigation bar with 'DASHBOARD', 'PROGRAMS', 'DIRECTORIES', and 'TOOLKIT'. The user's name 'Jacob Schmicker' is visible in the top right. Below the navigation bar, there is a header for 'Indiana Department of Environmental Management Solid Waste and Recycling Data Reporting'. A light blue banner contains a message about data completeness. The main content area is titled 'E-CYCLE REPORT AND REGISTRATION FOR MANUFACTURERS'. It includes a sub-header with 'Member: MANUFACTURER', 'Year: 2016', and 'Cycle: ANNUAL'. The text explains the annual requirement of the Indiana Electronic Waste (E-Waste) Law (IC 13-20.5) for manufacturers selling video display devices (VDDs) to Indiana households. It also states that the report covers the previous calendar year and serves as both registration for the current year and an annual report for the previous year. A registration fee of \$5,000 is mentioned for the initial year, and \$2,500 for subsequent years. The report must be submitted before March 1. Contact information for Jacob Schmicker is provided. At the bottom, there are two questions with radio buttons: 'Will you be submitting an E-Cycle Manufacturer Annual Report for 2016?' and 'Will you be registering as an E-Cycle Manufacturer for 2017?'. Both questions have 'Yes' and 'No' options. Two blue arrows point to the 'No' options for both questions.

Section A: Video Display Device Manufacturer Information

Complete Section A before moving onto the next section of the reporting process. Please note that a manufacturer is a person that:

- Manufacturers video display devices (VDDs) to be sold under the person's own brand or a brand the person licenses as identified by the person's own brand label or the brand label the person licenses;
- Sells VDDs manufactured by others under the person's own brand or a brand the person licenses as identified by the person's own brand label or the brand label the person licenses; or
- Assumes the responsibilities and obligations of a manufacturer under the Indiana E-Waste Law (IC 13-20.5).

Section A: Video Display Device Manufacturer Information

Manufacturer - a person that:

- Manufactures VDDs to be sold under the person's own brand or a brand the person licenses as identified by the person's own brand label or the brand label the person licenses;
- Sells VDDs manufactured by others under the person's own brand or a brand the person licenses as identified by the person's own brand label or the brand label the person licenses; or
- Assumes the responsibilities and obligations of a manufacturer under the Indiana E-Waste Law (IC 13-20.5).

Name of Manufacturer *	Federal Identification Number *		
<input type="text"/>	<input type="text"/>		
Street Address *	City *	State/Foreign Country *	ZIP Code/Postal Code *
<input type="text"/>	<input type="text"/>	<input type="text" value="- Select -"/>	<input type="text"/>
Country (if outside of U.S.)	Foreign State/Province (if applicable)		
<input type="text"/>	<input type="text"/>		
Telephone Number *	Website *		
<input type="text"/>	<input type="text"/>		

Section B: General Contact Information

Complete Section B before moving onto the next section of the reporting process. Section B asks that you indicate the person responsible for ensuring compliance with the Indiana E-Waste Law (IC 13-20.5), as well as listing a billing contact.

Section B: General Contact Information

Indicate the person responsible for ensuring compliance with the Indiana E-Waste Law (IC 13-20.5). Also, list a second contact person responsible for billing with regard to payment of any E-Cycle registration and variable recycling fees.

Name of Primary Contact *	Job Title *		
<input type="text"/>	<input type="text"/>		
Email Address *	Telephone Number (Office) *	Telephone Number (Cell)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Street Address *	City *	State/Foreign Country *	ZIP Code/Postal Code *
<input type="text"/>	<input type="text"/>	<input type="text" value="- Select -"/>	<input type="text"/>
Country (if outside of U.S.)	Foreign State/Province (if applicable)		
<input type="text"/>	<input type="text"/>		
<hr/>			
Name of Billing Contact *	Job Title *		
<input type="text"/>	<input type="text"/>		
Email Address *	Telephone Number (Office) *	Telephone Number (Cell)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Street Address *	City *	State/Foreign Country *	ZIP Code/Postal Code *
<input type="text"/>	<input type="text"/>	<input type="text" value="- Select -"/>	<input type="text"/>
Country (if outside of U.S.)	Foreign State/Province (if applicable)		
<input type="text"/>	<input type="text"/>		

Section C: Manufacturer Brands of Video Display Devices and Estimated Sales Data for Recycling Obligation

This section asks that you indicate all brands of VDDs sold or offered for sale and estimate the total units sold and total weight in pounds for each type of VDD sold to Indiana households during the calendar year. Please note, you may choose to report the total weight based upon national sales data or actual sales to Indiana households.

To add brands of VDDs, please click the **Add** button. If needed, multiple brands of VDDs can be added by clicking the **Add** button for each additional brand needed. If a brand of VDDs is not listed, select **Other** in the dropdown list and then type in the brand information as prompted by the **“Please Specify”** box that will appear.

Section C: Manufacturer Brands of Video Display Devices and Estimated Sales Data for Recycling Obligation

Please indicate all brands of VDDs sold or offered for sale and estimate the total units sold and total weight in pounds for each type of VDD sold to Indiana households during the program calendar year. You may choose to report the total weight based upon national sales data or actual sales to Indiana households (check the box that applies). *

National sales data
 Actual sales to Indiana households

Brand of VDDs: * ✖ Remove

Fields must have a numerical value entered for both units and pounds.

TV (Units) *	TV (LBS) *	Computer Monitors (Units) *	Computer Monitors (LBS) *	Laptops / Notebook (Units) *	Laptops / Notebook (LBS) *
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Netbook (Units) *	Netbook (LBS) *	Tablet (Units) *	Tablet (LBS) *	E-Reader (Units) *	E-Reader (LBS) *
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

+ Add

Total weight (in pounds) of VDDs sold in the U.S.: *LBS (Only applicable if you selected National Sales Data above)*

Total weight (in pounds) of VDDs sold to Indiana households: *LBS*

Recycling Obligation (60% by weight of VDDs sold to Indiana households): *LBS*

Total VDD units sold in Indiana: *Units*

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

Section D: Disclosure of Status with RoHS Directive

This section asks that the manufacturer provide their status regarding RoHS Directive. Please note, if approved exemptions have been indicated, the report will prompt you to provide additional information on these approved exemptions.

Section D: Disclosure of Status with RoHS Directive

Check the box that applies: *

- VDDs sold by this manufacturer to households comply with RoHS Directive 2002/95/EC, and any amendments thereto, of the European Parliament and Council restricting the use of certain hazardous substances in electrical and electronic equipment, and do not exceed the maximum concentration values established for lead, mercury, cadmium, hexavalent chromium, polybrominated biphenyls (pbbs), and polybrominated diphenyl ethers (pbdes).
- VDDs sold by this manufacturer to households comply with RoHS Directive 2002/95/EC as stated above, with approved and published exemptions from the European Commission.
- VDDs sold by this manufacturer to households are not in compliance with RoHS Directive 2002/95/EC as stated above.

Section E: Manufacturer Recycling Plan

This section asks that the manufacturer briefly explain how they will achieve their recycling obligation.

Section E: Manufacturer Recycling Plan

Briefly explain how the manufacturers recycling obligation is achieved. Discuss the type of collection programs for covered electronic devices (CEDs) from metro and non-metro areas as well as arrangements with registered recyclers. Only CEDs recycled by registered recyclers and collected from Indiana households, small businesses, and public schools are eligible for meeting the recycling obligation. *

500 character limit

Section F: Annual Report

This section of the reporting process focuses on the annual report. As shown below, please report the recycler name, location of recycler, covered electronic devices (CEDs) collected and recycled from metro counties, and CEDs collected and recycled from non-metro counties. These figures should be reported in pounds (LBS).

Please note, manufacturers can only use recyclers and collectors that are registered with Indiana's E-Cycle Program.

To add recyclers, please click the **Add** button. If needed, multiple recyclers can be added by clicking the **Add** button for each additional facility needed. If a recycler is not listed, select “**Other**” in the dropdown list and then type in the recycler’s information as prompted by the “**Please Specify**” box that will appear.

The grey shaded out fields will automatically be populated based on previous data provided.

Section F: Annual Report

Manufacturers can only use recyclers and collectors registered with Indiana's E-Cycle program. Report the pounds of CEDs recycled as arranged with each recycler during the program calendar year.

RECYCLER NAME *	LOCATION OF RECYCLER FACILITY (STATE/FOREIGN COUNTRY) *	CEDS COLLECTED AND RECYCLED FROM METRO COUNTIES (LBS) *	CEDS COLLECTED AND RECYCLED FROM NON-METRO COUNTIES (LBS) *	TOTAL CEDS (LBS)	INCENTIVE #1 (50% OF CEDS COLLECTED FROM NON-METRO COUNTIES)	INCENTIVE #2 (10% OF CEDS FROM METRO AND NON-METRO COUNTIES, IF RECYCLER FACILITY IS LOCATED IN INDIANA (LBS))	TOTAL CEDS WITH INCENTIVES (LBS)	
- Select -	- Select -	0	0	0	0.0	0.0	0.0	Remove

Total CEDs (LBS): LBS

Total CEDs (LBS) Metro: LBS

Total CEDs (LBS) Non-Metro: LBS

Total CEDs (LBS) incentives: LBS

Total CEDs (LBS) with incentives: LBS

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

Section G: Recycling Credits

This section of the reporting process focuses on the manufacturer recycling credits. As shown below, please report credits earned over the previous three program years. Please note that manufacturers are able to earn recycling credits. Twenty-five percent of the total pounds collected beyond the 60 percent recycling obligation each program year will be converted to credits. Credits may be used or sold during any of the three program years immediately succeeding the program year in which they were earned.

Section G: Recycling Credits

Credits earned three (3) program years ago: * *expire if not used this year*

Credits earned program year before last: *

Credits earned last program year: *

Total credits retained at beginning of program year:

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

Section G (cont.): Credits Purchased/Sold During Program Year

This section of the reporting process focuses on the amount of credits that were purchased and sold during the program year. As shown below, please report the amount of credits that were either purchased or sold during the program year. **Please only fill out this section if credits were purchased or sold during the program year.**

If needed, multiple manufacturers can be added by clicking the **Add** button for each additional facility needed. If a manufacturer is not listed, select “**Other**” in the dropdown list and then type in the manufacturer’s information as prompted by the “**Please Specify**” box that will appear.

Credits Purchased During Program Year

NAME OF MANUFACTURER CREDITS WERE PURCHASED FROM	AMOUNT OF CREDITS PURCHASED (LBS)	
- Select -		

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

Credits Purchased (LBS): ← **This field will auto-populate based on the data provided above.**

Credits Sold During Program Year

NAME OF MANUFACTURER CREDITS WERE SOLD TO	AMOUNT OF CREDITS SOLD (LBS)	
- Select -		

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

Credits Sold (LBS):

Total credits available (LBS): ← **These two fields will auto-populate based on data provided above.**

Section H: Recycling Efforts & Credits Summary for Program Year

This section of the reporting process focuses on the amount of CEDs that were recycled as well as a summary of the manufacturer's credits. Under the Indiana E-Waste Law, manufacturers are responsible for collecting and recycling, or arranging for the collection and recycling of 60 percent by weight of the VDDs they sold to Indiana households. Only CEDs collected from Indiana households, small businesses, and public schools can count toward a manufacturer's recycling obligation.

Section H: Recycling Efforts & Credits Summary for Program Year

CEDs recycled with incentives (LBS):	<input type="text" value="0"/>	
Previous Year Recycling Obligation (LBS):*	<input type="text" value="0"/>	<i>This field needs to be filled in. The other fields will automatically populate based on data provided above.</i>
Difference between CEDs recycled with incentives and recycling obligation:	<input type="text" value="0"/>	<i>Value will be positive if the recycling obligation was exceeded or negative if it was not met</i>
New credits:	<input type="text" value="0"/>	
You do not need to use credits, please do not enter a value below.		
Credits Used: *	<input type="text" value="0"/>	<i>Please only fill in this field if you are using credits. Otherwise, leave as 0.</i>
CEDs recycled with incentives + credits used (LBS):	<input type="text" value="0.0"/>	
Credits expired	<input type="text" value="0"/>	
Credits retained:	<input type="text" value="0"/>	
Recycling Obligation Shortfall (LBS)	<input type="text" value="0.0"/>	

Section I: Fees

Manufacturers that sold 100 or more VDDs to Indiana households during the most recent calendar year (or during the most recent 12 months that precede the date of this report and for which data is available) must pay an annual registration fee. The registration fee is \$5,000 for the initial year of registration and \$2,500 for each year thereafter.

The registration fee is waived for manufacturers that sold less than 100 VDDs to Indiana households in the most recent calendar year (or during the most recent 12 months that precede the date of the report and for which data is available). **If it is discovered that the manufacturer did sell 100 or more VDDs to Indiana households, IDEM will ask that the manufacturer automatically pay the registration fee for the next program year.**

Please note that this section auto-populates the variable recycling fee if it is needed. The variable recycling fee is for failure to meet the recycling goal under IC 13-20.5-4-1.

If making an online payment, please notify the Indiana E-Cycle coordinator so that an invoice can be generated to encumber the funds. A processing fee of \$1.00 plus two percent will be charged for credit card payments. A processing fee of \$1.00 will be charged for eCheck payments.

Payments can still be made by check. When making a payment by check, please notify the Indiana E-Cycle coordinator so that an invoice can be generated to encumber the funds.

Please note, if the manufacturer sold less than 100 VDDs, text will be displayed notifying the reporting entity that the registration fee and variable recycling fee are exempt. Additional comments can be provided if needed.

Section I: Fees

Registration Fee (Check the box that applies): *

Initial Registration Fee = \$5,000

Renewal Registration Fee = \$2,500

Variable Recycling Fee (\$):

Total Fees Due (\$):

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

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 has been completed, 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 Manufacturers. 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: