



# INDIANA E-CYCLE COLLECTOR REGISTRATION

**DUE NOVEMBER 1**

State Form 54137 (R5 / 12-14)

Indiana Department of Environmental Management

## Indiana Department of Environmental Management Office of Pollution Prevention & Technical Assistance

100 North Senate Avenue

MC 13-36, IGCN 1225

Indianapolis, Indiana 46204-2222

Telephone (800) 988-7901

<http://www.in.gov/idem/recycle/2373.htm>

Indiana E-Cycle e-mail: [E-Cycle@idem.IN.gov](mailto:E-Cycle@idem.IN.gov)

This registration is an annual requirement of the Indiana Electronic Waste (E-Waste) Law (IC 13-20.5-1-4) for collector participation in Indiana E-Cycle. A collector in Indiana E-Cycle is defined as any entity (public or private) that receives covered electronic devices (CEDs) from, or collects CEDs directly from, Indiana covered entities (households, small businesses, and public schools) and arranges for the delivery of the CEDs to a recycler. Collectors do not need to be physically located in Indiana in order to participate in Indiana E-Cycle; however, any CEDs collected as part of a manufacturer's recycling plan must be collected from Indiana covered entities by a registered collector.

Collectors cannot conduct any type of demanufacturing, dismantling, processing, or recycling- these activities require registration as a recycler with Indiana E-Cycle by submitting State Form 54139 (Indiana E-Cycle Recycler Registration).

Collector program years are from January 1 – December 31. This registration form is due November 1 for registration as a collector for the following program year.

Please submit this registration to IDEM's Office of Pollution Prevention and Technical Assistance via e-mail or mail, utilizing the addresses listed above. If you have any questions, please call (800) 988-7901.

### FOR IDEM USE ONLY

THIS SECTION FOR IDEM USE ONLY

Program Year \_\_\_\_\_ Date Received \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Confirmation Letter Sent \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ ☐ E-mail ☐ USPS

### SECTION A: E-WASTE COLLECTOR INFORMATION

Please complete this section for the collector's **primary facility** you are registering with Indiana E-Cycle.

If you would like to register additional collection locations, please proceed to the third page of this registration form after completing all sections on the first and second pages. For each additional collection site, please complete the third page in its entirety and attach to this registration.

Name of Collector

Street address (number and street)

City/State/ZIP Code

Indiana county (if applicable)

Telephone number with area code

Website

Social network page

Is this location a collection site?

☐ Yes ☐ No

Collector is also registered as a (check all that apply):

☐ Recycler ☐ Manufacturer

### SECTION B: CONTACT INFORMATION

Please indicate the person responsible for ensuring compliance with the Indiana E-Waste Law (IC 13-20.5). Space is provided to list a second contact person. If you would like an additional person copied on communications from Indiana E-Cycle, please provide their contact information below.

Name of primary contact

Job title

E-mail address

Telephone number with area code (office)

Telephone number with area code (cell)

Mailing address: Street address (if different from Section A)

Mailing address: City/State/ZIP Code (if different from Section A)

Name of additional contact

Job title

E-mail address

Telephone number with area code (office)

Telephone number with area code (cell)

Mailing address: Street address (if different from Section A)

Mailing address: City/State/ZIP Code (if different from Section A)

This area intentionally left blank - form continues below/on back of page.

## SECTION C1: COLLECTION SITES

If you wish to register more than one collection site, please complete as many copies as necessary of the third page of this registration and attach to your completed registration. If the address listed in Section A is a collection site, please complete this section for that location.

Name of collection site		Telephone number of site with area code																					
Street address of site (if different from Section A)		City/State/ZIP Code of site (if different from Section A)																					
Days and hours of site operation		Indiana county (if applicable)																					
Type of site (check only one): <input type="checkbox"/> Manufacturer mail-back program <input type="checkbox"/> Permanent collection site <input type="checkbox"/> Temporary collection site (e.g., special event, bi-annual collection event)																							
Covered electronic devices accepted (check all that apply):																							
<table border="0"><tr><td><input type="checkbox"/> Televisions</td><td><input type="checkbox"/> Printers</td><td rowspan="2">Is there a fee charged or a donation requested for accepting certain items?</td></tr><tr><td><input type="checkbox"/> Computer monitors</td><td><input type="checkbox"/> Fax machines</td></tr><tr><td><input type="checkbox"/> Laptop computers</td><td><input type="checkbox"/> DVD players</td><td rowspan="7">If yes, please provide details:</td></tr><tr><td><input type="checkbox"/> Netbooks</td><td><input type="checkbox"/> Digital photo frames</td></tr><tr><td><input type="checkbox"/> Notebooks</td><td><input type="checkbox"/> iPods/MP3 players</td></tr><tr><td><input type="checkbox"/> Tablet computers</td><td><input type="checkbox"/> Camcorders/Cameras</td></tr><tr><td><input type="checkbox"/> E-readers</td><td><input type="checkbox"/> DVR/TiVo devices</td></tr><tr><td><input type="checkbox"/> Computer towers</td><td><input type="checkbox"/> Portable GPS navigation systems</td></tr><tr><td><input type="checkbox"/> Computer peripherals (keyboards, mice, etc.)</td><td><input type="checkbox"/> Other devices accepted (please specify):</td></tr></table>				<input type="checkbox"/> Televisions	<input type="checkbox"/> Printers	Is there a fee charged or a donation requested for accepting certain items?	<input type="checkbox"/> Computer monitors	<input type="checkbox"/> Fax machines	<input type="checkbox"/> Laptop computers	<input type="checkbox"/> DVD players	If yes, please provide details:	<input type="checkbox"/> Netbooks	<input type="checkbox"/> Digital photo frames	<input type="checkbox"/> Notebooks	<input type="checkbox"/> iPods/MP3 players	<input type="checkbox"/> Tablet computers	<input type="checkbox"/> Camcorders/Cameras	<input type="checkbox"/> E-readers	<input type="checkbox"/> DVR/TiVo devices	<input type="checkbox"/> Computer towers	<input type="checkbox"/> Portable GPS navigation systems	<input type="checkbox"/> Computer peripherals (keyboards, mice, etc.)	<input type="checkbox"/> Other devices accepted (please specify):
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## SECTION C2: CERTIFICATION OF COMPLIANCE WITH INDIANA'S E-WASTE MANAGEMENT RULES

Collectors must document compliance with Indiana's E-Waste Management Rules (329 IAC 16) for each registered collection site. 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:

- Collection site is a registered Indiana e-waste storage and processing facility.
- Collection site is exempt from registering under 329 IAC 16.
- Collection 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) for the location listed above in C1. If you are registering multiple collection sites, please indicate the compliance status of each additional facility on the additional pages you are attaching (see the third page of this registration).

- ☐ Collection site is a registered Indiana e-waste storage and processing facility under 329 IAC 16.  
E-waste storage and processing facility registration number: \_\_\_\_\_
- ☐ Registration under 329 IAC 16 for this collection site is pending; a registration form has been submitted to IDEM.
- ☐ Collection site is exempt from registration requirements under 329 IAC 16.  
Please indicate which of the following exemptions applies to the collection site:
- ☐ The facility is storing less than twenty-three (23) tons of e-waste on-site at any given time.
- ☐ The facility is storing e-waste for less than five (5) days at a time.
- ☐ The facility holds a valid permit under Indiana's hazardous waste management facility rules (329 IAC 3.1), solid waste land disposal facility rules (329 IAC 10), or solid waste processing facility rules (329 IAC 11).
- ☐ Collection site is not physically located in Indiana.

## SECTION D: SIGNATURE AND CERTIFICATION STATEMENT

By submitting this document, I hereby certify that the collector listed on this registration form has complied and will continue to comply with the requirements of the Indiana E-Waste Law (IC 13-20-5).

Name (typed or printed)	Title (typed or printed)
Signature	Date signed (month, day, year)

Please submit the **completed and signed** Indiana E-Cycle collector registration by **November 1** via e-mail: [E-Cycle@idem.IN.gov](mailto:E-Cycle@idem.IN.gov) -OR- mail to:

IDEM – OPPTA  
Indiana E-Cycle  
100 North Senate Ave.  
MC 13-36, IGCN 1225  
Indianapolis, IN 46204-2222

## SECTION C1: COLLECTION SITES (ADDITIONAL SITES)

If you wish to register more than one site, please complete as many copies as necessary of this page and attach to your completed registration.

Name of additional collection site	Telephone number of site with area code
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Street address of site (number and street)	City/State/ZIP Code of site	Indiana county (if applicable)
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Days and hours of site operation	Type of site (check only one): <input type="checkbox"/> Manufacturer mail-back program <input type="checkbox"/> Permanent collection site <input type="checkbox"/> Temporary collection site (e.g., special event, bi-annual collection event)
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Covered electronic devices accepted (check all that apply):

- ☐ Televisions
- ☐ Computer monitors
- ☐ Laptop computers
- ☐ Netbooks
- ☐ Notebooks
- ☐ Tablet computers
- ☐ E-readers
- ☐ Computer towers
- ☐ Computer peripherals (keyboards, mice, etc.)

- ☐ Printers
- ☐ Fax machines
- ☐ DVD players
- ☐ Digital photo frames
- ☐ iPods/MP3 players
- ☐ Camcorders/Cameras
- ☐ DVR/TiVo devices
- ☐ Portable GPS navigation systems
- ☐ Other devices accepted (please specify):

Is there a fee charged or a donation requested for accepting certain items?

If yes, please provide details:

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

E-waste storage and processing facility registration number: \_\_\_\_\_

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

- ☐ Collection site is exempt from registration requirements under 329 IAC 16.

Please indicate which of the following exemptions applies to the collection site:

- ☐ The facility is storing less than twenty-three (23) tons of e-waste on-site at any given time.

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