



**INDIANA E-CYCLE
MANUFACTURER REGISTRATION
DUE JANUARY 1**

State Form 54198 (R5 / 1-17)
Approved by State Board of Accounts, 2017
Indiana Department of Environmental Management

**Indiana Department of Environmental Management
Finance Division**
100 North Senate Avenue, Suite 1340
Indianapolis, Indiana 46204
Telephone (800) 988-7901
<http://www.in.gov/idem/recycle/2373.htm>
Indiana E-Cycle e-mail: E-Cycle@idem.IN.gov

This registration 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.

Manufacturer program years are from January 1 – December 31. This registration form is due January 1. A registration fee of \$5000 for the initial year of registration for which the fee applies and \$2500 each year thereafter is due with the annual registration.

Please submit this registration to IDEM's Finance Division office at the above address. If you have any questions, please contact IDEM's Office of Program Support at (800) 988-7901 or E-Cycle@idem.IN.gov.

FOR IDEM USE ONLY

THIS SECTION FOR IDEM USE ONLY

Program Year _____ Date Received ____/____/____ Confirmation Letter Sent ____/____/____ Email USPS

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		Manufacturer is also registered as a (check all that apply): <input type="checkbox"/> Collector <input type="checkbox"/> Recycler	
Street address (number and street)		City/State/ZIP code	
Country (if outside of U.S.)	Foreign state/Province (if applicable)	Foreign postal code (if applicable)	
Telephone number	Website	Social network page	

SECTION B1: GENERAL CONTACT INFORMATION

Indicate the person responsible for ensuring compliance with the Indiana E-Waste Law (IC 13-20.5). Space is provided to list a second general 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 (office)	Telephone number (cell)	
Mailing address: Street address (if different from Section A)		Mailing address: City/State/ZIP code (if different from Section A)	
Country (if outside of U.S.)	Foreign state/Province (if applicable)	Foreign postal code (if applicable)	
Name of additional contact		Job title	
E-mail address	Telephone number (office)	Telephone number (cell)	
Mailing address: Street address (if different from Section A)		Mailing address: City/State/ZIP code (if different from Section A)	
Country (if outside of U.S.)	Foreign state/Province (if applicable)	Foreign postal code (if applicable)	

SECTION B2: BILLING CONTACT INFORMATION

Include the billing information for the company listed in Section A and the contact information for the person responsible for billing. IDEM will invoice manufacturers for their annual registration fee each year after the initial year of participation for which it is expected that a registration fee is due. It is important for IDEM to have accurate billing information for each manufacturer; therefore, even if you are not required to pay the registration fee at this time, please fill out this section in case your company's status changes and a registration fee is required in the future.

Bill to (<i>this should be a company name; not an individual person</i>)		Federal Identification Number	
Name of billing contact	E-mail address	Telephone number	
Mailing address: Street address (<i>if different from Section A</i>)		Mailing address: City/State/ZIP Code (<i>if different from Section A</i>)	
Country (<i>if outside of U.S.</i>)	Foreign state/Province (<i>if applicable</i>)	Foreign postal code (<i>if applicable</i>)	

SECTION C: REGISTRATION FEE

Manufacturers that sold 100 or more VDDs to Indiana households during the most recent calendar year (or during the most recent twelve (12) months that precede the date of registration and for which data is available) must pay an annual registration fee. The registration fee is \$5000 for the initial year of registration for which the fee applies and \$2500 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 twelve (12) months that precede the date of registration 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.**

IDEM will invoice each manufacturer accordingly after the registration form has been received. Please note that IDEM is now accepting invoice payments online by e-Check, Master Card, or Visa. When making an online payment, please visit www.IN.gov/IDEM and Under Online Services, click Online Invoice Payment Options and follow the prompts.

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 2% will be charged for credit card payments. A processing fee of \$1.00 will be charged for e-Check payments.

Payments can still be made by check. When making a payment by check, an invoice will be generated after the check has been received.

Check the box that applies:

Registration fee enclosed. Registration fee amount: \$ _____

Please make the check payable to: IDEM

Please enter the following code into the Memo portion of the check: EWAST

Please notify E-Cycle coordinator prior to making online payment.

Registration fee not required: manufacturer sold less than 100 VDDs to Indiana households during the most recent calendar year (or during the most recent twelve (12) months that precede the date of registration and for which data is available).

SECTION D: BRANDS OF VIDEO DISPLAY DEVICES

List all brands of VDDs sold or offered for sale to Indiana households, regardless of whether the manufacturer owns or licenses the brand. A VDD is a television or computer monitor with a cathode ray tube or flat panel screen with a screen size that is greater than four inches measured diagonally. The term VDD includes laptops, netbooks, notebooks, tablets, and e-readers.

Indicate the brand(s) of each type of VDD that the manufacturer sells. Include all-in-one PCs with computer monitors.

Video Display Device (VDD) Type	Brand Name(s)	Not Applicable
Television		<input type="checkbox"/>
Computer monitor		<input type="checkbox"/>
Laptop		<input type="checkbox"/>
Netbook		<input type="checkbox"/>
Notebook		<input type="checkbox"/>
Tablet		<input type="checkbox"/>
E-reader		<input type="checkbox"/>

SECTION E: 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 the following 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 F: NATIONAL SALES DATA

An estimate of the total weight (in pounds) of VDDs sold to Indiana households during the most recent calendar year (or the most recent twelve (12) months that precede the date of registration and for which data is available) is required. You may choose to report the total weight based on actual sales (direct sales to Indiana households) or to report the total weight based on national sales adjusted for Indiana's population.

You can access Indiana's percentage of the national population based on the most recent population estimates at the U.S. Census Bureau's website: <https://www.census.gov/quickfacts/table/PST045215/18.00>.

Time period for which sales are being reported:

Option 1: Total weight based on actual Indiana sales. This information must be based on actual sales data. **Please round to the nearest whole number.**

1. Total weight (in pounds) of VDDs sold to Indiana households	
2. 60% by weight recycling obligation for the program year (<i>Line 1 * 0.6</i>)	

Option 2: Estimate based on national sales adjusted for Indiana's population. **Please round to the nearest whole number.**

3. Total weight (in pounds) of VDDs sold in the U.S.	
4. Percent of U.S. population that lives in Indiana (<i>must come from the U.S. Census Bureau- see https://www.census.gov/quickfacts/table/PST045215/18.00</i>)	
5. Total weight (in pounds) of VDDs sold to Indiana households (<i>Line 3 * Line 4</i>)	
6. 60% by weight recycling obligation for the program year (<i>Line 5 * 0.6</i>)	

SECTION G: MANUFACTURER RECYCLING PLAN

An explanation of how the manufacturer listed in Section A plans to meet their recycling obligation is required. **At a minimum, the name of the recycler(s) utilized by the manufacturer must be provided.** Attached additional pages if necessary. Please contact IDEM's Office of Program Support at (800) 988-7901 or E-Cycle@idem.IN.gov if you would need to verify a recycler's registration status.

Name of Recycler 1

Name of Recycler 2

Incentives:

- Manufacturers receive a 50% incentive (each pound counts as 1.5 pounds) for covered electronic devices (CEDs) collected from non-metropolitan counties in Indiana.
- Manufacturers receive a 10% incentive (each pound counts as 1.1 pounds) for CEDs recycled at a recycling facility located in Indiana.

These incentives can be combined; manufacturers receive a 60% incentive (each pound counts as 1.6 pounds) for CEDs collected in non-metropolitan counties in Indiana and recycled at a recycling facility located in Indiana. See <http://www.in.gov/idem/recycle/2380.htm> for a list of the metropolitan and non-metropolitan counties in Indiana.

SECTION G: MANUFACTURER RECYCLING PLAN (CONTINUED)

Under the Indiana E-Waste Law, manufacturers are responsible for collecting and recycling, or arranging for the collection and recycling of, 60% by weight of the VDDs they sold to Indiana households as reported on the registration form. Only CEDs collected from Indiana households, small businesses, and public schools can count toward a manufacturer's recycling obligation.

The term CED includes the following items:

- VDDs (televisions or computer monitors, including laptops, netbooks, notebooks, tablets, and e-readers, that contain a cathode ray tube or flat panel screen with a screen size that is greater than four inches measured diagonally)
- Computers (i.e., computer towers)
- Fax machines
- Peripherals including keyboards, external hard drives, printers, mice, and any other device that is sold exclusively for external use with a computer and provides input into or output from a computer
 - An all-in-one printer/copier/scanner or a projector can be considered a peripheral provided that item is designed to be used exclusively with a computer.
- DVD players (including gaming systems that are able to play DVDs)
- Video cassette recorders
- Digital photo frames
- Digital media players
- iPods/MP3 players
- Camcorders/Cameras
- DVR/TiVo devices (including cable boxes and satellite boxes but not satellite dishes)
- Portable GPS navigation systems

The term CED does not include cell phones, white goods, typewriters, calculators, or stereo equipment. It also does not include any electronics accepted from entities other than Indiana households, small businesses, and public schools.

Manufacturers can only utilize collectors and recyclers registered with Indiana E-Cycle to meet their recycling obligation, regardless of where the collectors and recyclers are located. Any pounds of CEDs collected by a collector not registered with the program and/or recycled by a recycler not registered with the program cannot be counted toward a manufacturer's recycling obligation. For a list of registered participants, please visit <http://www.in.gov/idem/recycle/2373.htm>. Please note that recycling does not include reuse, repair, or refurbishment; destruction by incineration; or land disposal of recyclable materials.

A manufacturer shall conduct and document due diligence assessments of collectors and recyclers with which the manufacturer contracts to meet their recycling obligation. **A manufacturer shall maintain three years of documentation showing that all CEDs recycled, partially recycled, or sent to downstream recycling operations by the manufacturer are recycled in compliance with IC 13-20.5.**

Please note:

Manufacturers that fail to meet their recycling obligation will be subject to a variable recycling fee (VRF). IDEM will calculate a manufacturer's VRF using the formula provided in IC 13-20.5-2-1(d).

SECTION H: SIGNATURES AND CERTIFICATION STATEMENT

By submitting this document, I hereby certify that the manufacturer listed on this form has complied and will continue to comply with the requirements of the Indiana E-Waste Law (IC 13-20.5).

Name <i>(typed or printed)</i>	Title <i>(typed or printed)</i>
Signature	Date signed <i>(month, day, year)</i>

Please submit the completed and signed Indiana E-Cycle manufacturer registration **by January 1** via email: E-Cycle@idem.IN.gov -OR- mail to:

**Indiana Department of Environmental Management
Finance Division**

100 North Senate Avenue, Suite 1340
Indianapolis, Indiana 46204
Telephone (800) 988-7901

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