



**INDIANA E-CYCLE**  
**RECYCLER ANNUAL REPORT**  
**DUE APRIL 1**

State Form 54482 (R4 / 2-15)  
 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 annual report is a requirement of the Indiana Electronic Waste (E-Waste) Law (IC 13-20.5-3-2) for recyclers participating in Indiana E-Cycle. All recyclers registered with Indiana E-Cycle must complete an annual report, even if they did not recycle any covered electronic devices (CEDs) during the program year. A recycler in Indiana E-Cycle is defined as any entity (public or private) that accepts CEDs from Indiana covered entities (households, small businesses, and public schools) and collectors for the purpose of recycling.

Recycler program years are from January 1 – December 31. This report covers the previous program year and is due April 1.

Please submit this annual report 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 LINE FOR IDEM USE ONLY

Program Year \_\_\_\_\_ Date Received \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**SECTION A: E-WASTE RECYCLER INFORMATION**

Name of Recycler		Recycler is also registered as a (check all that apply): <input type="checkbox"/> Collector <input type="checkbox"/> Manufacturer	
Street address (number and street)		City/State/ZIP Code	Indiana county (if applicable)
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 above)		Mailing address: City/State/ZIP code (if different from above)	
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 recycler's)		Mailing address: City/State/ZIP code (if different from recycler's)	

**SECTION B: RECYCLING EFFORTS**

Recyclers participating in Indiana E-Cycle are required under IC 13-20.5-3-2 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. In order to accurately track CEDs claimed by manufacturers as collected and recycled on their behalf, IDEM asks that recyclers break down their reporting into quarters of the calendar year.

The term CED includes the following items:

- Video display devices (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.

## SECTION B: RECYCLING EFFORTS (CONTINUED)

If your organization has multiple recycling facilities registered with Indiana E-Cycle, combine the totals from all registered facilities. Please do not submit a separate report for each location.

**Pounds of CEDs recycled from Indiana covered entities only. Please round to the nearest whole number.**

	First Quarter January, February & March	Second Quarter April, May & June	Third Quarter July, August & September	Fourth Quarter October, November & December	Total
1. Pounds of CEDs recycled at recycling facilities physically located in Indiana					
2. Pounds of CEDs recycled at recycling facilities not physically located in Indiana					
3. Total pounds of CEDs recycled during the program year without recycling facility incentive ( <i>Line 1 Total + Line 2 Total</i> )					
4. 10% incentive for utilizing recycling facilities located in Indiana ( <i>Line 1 Total * 0.1</i> )					
<b>5. Total pounds of CEDs recycled including 10% incentive (<i>Line 3 + Line 4</i>)</b>					

6. Provide the names of all collectors from which you received CEDs for recycling (this may include yourself) and the number of pounds of CEDs received from each collector. The pounds listed should not include the 10% incentive for utilizing recycling facilities located in Indiana. Attach additional pages if necessary. **Please round to the nearest whole number.**

Name of Collector	Pounds Received from Collector (not including non-metropolitan incentive)	50% Incentive for Collecting from Non-Metropolitan Counties ( <i>Pounds Received * 0.5</i> )	Pounds (including non- metropolitan incentive) Received from Collector ( <i>Column 2 + Column 3</i> )
6a. Total pounds received from collectors without incentives ( <i>total pounds listed in column 2; should match Line 3</i> )			
6b. Total 50% incentive for collecting from non-metropolitan counties ( <i>total pounds listed in column 3</i> )			
6c. Total pounds (including non-metropolitan incentive) received ( <i>total pounds listed in column 4; should equal Line 6a + Line 6b</i> )			
<b>7. Total pounds recycled including both 10% Indiana recycler and 50% non-metropolitan incentives (<i>Line 5 + Line 6b</i>)</b>			

8. Provide the names of all manufacturers with which you contracted to recycle CEDs on their behalf and the number of pounds of CEDs, including both incentives, recycled for each manufacturer. Attach additional pages if necessary. **Please round to the nearest whole number.**

Name of Manufacturer	Pounds ( <i>including both incentives</i> ) Recycled for Manufacturer
8a. Total pounds recycled on behalf of manufacturers ( <i>total pounds listed in 8</i> )	

## SECTION C: ADDITIONAL INDIANA RECYCLING EFFORTS - OPTIONAL

Reporting in this section is entirely optional and voluntary.

As Indiana E-Cycle progresses, IDEM would like to track the total amount of e-waste being collected from Indiana entities. This includes electronics that do not qualify as covered electronic devices and e-waste from sources that don't meet the definition of covered entities such as large businesses, not-for-profit organizations, and government entities.

IDEM would also like to gain a better understanding of additional collection and recycling opportunities in Indiana. Please be forthcoming in your responses. Information provided in this section will be used to develop a general overview of the impact of Indiana E-Cycle, including the financial impact of the program on e-waste collection and recycling.

1. Total weight (in pounds) of e-waste recycled during the program year in Indiana that was not reported in Section B. This includes items that do not meet the definition of CEDs and/or were not collected from covered entities.

2. Indiana entities, other than covered entities, that e-waste was recycled from.

3. How do you separate CEDs collected from Indiana covered entities from other e-waste?

## SECTION D: CERTIFICATION OF COMPLIANCE WITH INDIANA E-WASTE MANAGEMENT RULES

Recyclers must document compliance with Indiana's E-Waste Management Rules (329 IAC 16) for each registered recycling facility. 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:

- Recycling facility is a registered Indiana e-waste storage and processing facility.
- Recycling facility is exempt from registration requirements under 329 IAC 16.
- Recycling facility is not physically located in Indiana.

Check the box that certifies your compliance with Indiana's electronic waste management rules (329 IAC 16):

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

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

Recycler is exempt from registering under 329 IAC 16.

Please indicate which of the following exemptions applies to your facility:

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

Recycler is not physically located in Indiana.

## SECTION E: SIGNATURE AND CERTIFICATION STATEMENT

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

Name (typed or printed)

Title (typed or printed)

Signature

Date signed (month, day, year)

Please submit the completed and signed Indiana E-Cycle recycler annual report by April 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