



**INDIANA E-CYCLE  
MANUFACTURER ANNUAL REPORT  
DUE JUNE 1**

State Form 54534 (R3 / 3-16)

**INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT  
OFFICE OF POLLUTION PREVENTION & TECHNICAL ASSISTANCE**

100 North Senate Avenue  
MC 13-36, IGCN 1249  
Indianapolis, Indiana 46204-2251  
Telephone (800) 988-7901  
<http://www.in.gov/idem/recycle/2373.htm>  
Indiana E-Cycle email: [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 13-20.5-3-1) for any manufacturer that sells or offers for sale video display devices (VDDs) to Indiana households.

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

Please submit this annual report to IDEM's Office of Pollution Prevention and Technical Assistance via email 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 ____/____/____
SECTION A: VIDEO DISPLAY DEVICE MANUFACTURER INFORMATION		
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)
Name of primary contact		Job title
Email address	Telephone number (office)	Telephone number (cell)
Mailing address: Street address (if different from above)		Mailing address: City/State/ZIP code (if different from above)
Country (if outside of U.S.)	Foreign state/Province (if applicable)	Foreign postal code (if applicable)
Name of additional contact		Job title
Email address	Telephone number (office)	Telephone number (cell)
Mailing address: Street address (if different from manufacturer's)		Mailing address: City/State/ZIP code (if different from manufacturer's)
Country (if outside of U.S.)	Foreign state/Province (if applicable)	Foreign postal code (if applicable)

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## SECTION B: PROGRAM YEAR RECYCLING RESULTS

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 a laptop computers, netbooks, notebooks, tablet PCs, 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 or output into or from a computer
  - Printer/copier/scanner all-in-ones or projectors 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.**

IDEM notified each registered manufacturer of their recycling obligation for the program year in their registration confirmation letter. If you are unsure or unaware of your recycling obligation for the program year or the number of credits you have available, please contact IDEM's Office of Pollution Prevention and Technical Assistance at (800) 988-7901 or [E-Cycle@idem.IN.gov](mailto:E-Cycle@idem.IN.gov).

**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).

**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.

**Metropolitan Collection and Recycling**

*Include only pounds of CEDs collected from metropolitan counties in Indiana.*

***Please round to the nearest whole number.***

**C1. Recyclers Located in Indiana (list only those recyclers utilized whose recycling facility is physically located in Indiana)**

Recycler Name	Pounds of CEDs Collected from Metropolitan Counties & Recycled at Indiana Recycling Facilities
C1a. Total pounds from metropolitan counties recycled at recycling facilities located in Indiana <i>(total pounds listed in C1)</i>	
C1b. 10% incentive for utilizing recycling facilities located in Indiana <i>(Line C1a * 0.1)</i>	
C1c. Total pounds from metropolitan counties recycled at Indiana recycling facilities including 10% Indiana recycler incentive <i>(Line C1a + Line C1b)</i>	

**SECTION B: PROGRAM YEAR RECYCLING RESULTS (CONTINUED)**

**C2. Recyclers Not Located in Indiana** *(list only those recyclers utilized whose recycling facility is not physically located in Indiana)*

Recycler Name	Pounds of CEDs Collected from Metropolitan Counties & Recycled at Recycling Facilities Not in IN
C2a. Total pounds from metropolitan counties recycled at recycling facilities not located in Indiana <i>(total pounds listed in C2)</i>	
<b>C3. Total pounds of CEDs recycled from metropolitan counties including incentives</b> <i>(Line C1c + Line C2a)</i>	

**Non-Metropolitan Collection and Recycling**

*Include only pounds of CEDs collected from non-metropolitan counties in Indiana.*

***Please round to the nearest whole number.***

**C4. Recyclers Located in Indiana** *(list only those recyclers utilized whose recycling facility is physically located in Indiana)*

Recycler Name	Pounds of CEDs Collected from Non-Metropolitan Counties & Recycled at Indiana Recycling Facilities
C4a. Total pounds from non-metropolitan counties recycled at recycling facilities located in Indiana <i>(total pounds listed in C4)</i>	
C4b. 50% incentive for collecting CEDs from non-metropolitan counties <i>(Line C4a * 0.5)</i>	
C4c. 10% incentive for utilizing recycling facilities located in Indiana <i>(Line C4a * 0.1)</i>	
C4d. Total pounds from non-metropolitan counties recycled at Indiana recycling facilities including 50% non-metropolitan & 10% Indiana recycler incentives <i>(Line C4a + Line C4b + Line C4c)</i>	

**C5. Recyclers Not Located in Indiana** *(list only those recyclers utilized whose recycling facility is not physically located in Indiana)*

Recycler Name	Pounds of CEDs Collected from Non-Metropolitan Counties & Recycled at Recycling Facilities Not in IN
C5a. Total pounds from non-metropolitan counties recycled at recycling facilities not located in Indiana <i>(total pounds listed in C5)</i>	
C5b. 50% incentive for collecting CEDs from non-metropolitan counties <i>(Line C5a * 0.5)</i>	
C5c. Total pounds from non-metropolitan counties recycled at recycling facilities not located in Indiana including 50% non-metropolitan incentive <i>(Line C5a + Line C5b)</i>	
<b>C6. Total pounds of CEDs recycled from non-metropolitan counties including incentives</b> <i>(Line C4d + Line C5c)</i>	
<b>C7. Total pounds of CEDs recycled including incentives</b> <i>(Line C3 + Line C6)</i>	

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## SECTION C: RECYCLING CREDITS

Manufacturers are able to earn recycling credits. Twenty-five percent (25%) of the total pounds collected beyond the 60% recycling obligation each program year will be converted to credits. Credits may be used or sold during any of the three (3) program years immediately succeeding the program year in which they were earned. All selling and purchasing of credits must be reported on the manufacturer's annual report for the program year in which those credits were sold or purchased. **Please round to the nearest whole number.**

### D1. Recycling Credits Earned During Previous Program Years

D1a. Recycling credits earned three (3) program years ago ( <i>expire if not used this year</i> )	
D1b. Recycling credits earned program year before last	
D1c. Recycling credits earned last program year	
<b>D1d. Total recycling credits available at beginning of program year (Line D1a + Line D1b + Line D1c)</b>	

### D2. Credits Purchased During Program Year

Name of Manufacturer Credits Were Purchased From	Amount of Credits Purchased ( <i>in pounds</i> )
<b>D2a. Total pounds of recycling credits purchased during program year (total pounds listed in D2)</b>	

### D3. Credits Sold During Program Year

Name of Manufacturer Credits Were Sold To	Amount of Credits Sold ( <i>in pounds</i> )
<b>D3a. Total pounds of recycling credits sold during program year (total pounds listed in D3)</b>	

<b>D4. Total recycling credits available (Line D1d + Line D2a – Line D3a)</b>	
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## SECTION D: RECYCLING EFFORTS & CREDITS SUMMARY

**Please round to the nearest whole number.**

E1. Total pounds of CEDs recycled including incentives ( <i>copy value from Line C7</i> )	
E2. Credits used ( <i>must be less than or equal to Line D4</i> )	
E3. Total pounds of CEDs recycled including incentives + Credits used ( <i>Line E1 + Line E2</i> )	
E4. Recycling obligation for program year for which you are reporting ( <i>contact IDEM if unsure of obligation</i> )	
<b>E5. Difference between number of pounds recycled (including incentives earned &amp; credits used) and recycling obligation (Line E3 – Line E4; value will be positive if the recycling obligation was exceeded or negative if it was not met)</b>	
E6. New credits earned ( <i>only applicable if the value in Line E5 is positive; Line E5 * 0.25</i> )	
E7. Credits expired ( <i>Line D1a – Line E2; report value if positive, if value is negative- enter a zero</i> )	
<b>E8. Credits retained (Line D4 – Line E2 + Line E6 – Line E7)</b>	

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## SECTION E: SIGNATURE AND CERTIFICATION STATEMENT

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

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 annual report **by June 1** via email: [E-Cycle@idem.IN.gov](mailto:E-Cycle@idem.IN.gov) -OR- mail to:

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