



## STEP THREE: Completing and Submitting Annual Report Forms using the NYSDEC E-waste Online Registration & Reporting System

(Guidance for Electronic Waste Consolidation & Recycling Facilities)

If you've not already done so, the first step in submitting your annual report under the NYS Electronic Equipment Recycling & Reuse Act (Act) is to create a Re-TRAC Connect Account to gain access to the NYSDEC E-waste Online Registration & Reporting System. You are also required to submit an online registration form (STEP TWO) prior to submitting an online annual report. Please refer to the guidance documents below if you have not yet created an account or submitted an online registration form.

### What is in this document?

- Instructions for logging into your existing Re-TRAC Connect Account
- Instructions for accessing and completing your online annual report form
- Instructions for submitting your online annual report form and hard-copy certification

### What other guidance is available for using Re-TRAC Connect?

- Re-TRAC Connect General User Support: <http://re-trac.com/help>.
- Tuesday Training hosted by Emerge Knowledge – join them every two weeks for a free one-hour webinar. The session provides an overview of the system and highlights available features. Register here: <https://attendee.gotowebinar.com/rt/2697460826506056450>.
- [STEP ONE: Creating a Re-TRAC Connect Account and Joining NYSDEC's Program: Instructions for Sites/Facilities](#) (PDF)
- [STEP TWO: Completing and Submitting Registration Forms and Applicable Fee Payments: Guidance for Sites/Facilities](#) (PDF)

### Who do I contact if I have questions?

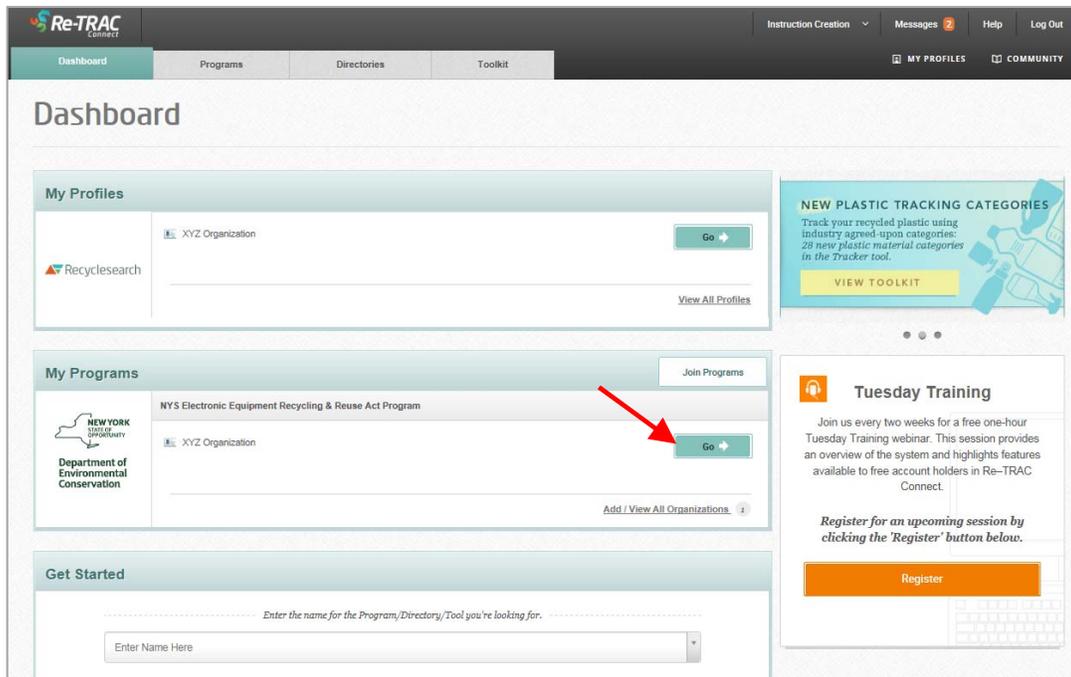
- Technical support questions related to the Re-TRAC Connect online software should be directed to Emerge Knowledge Design Inc. at: [support@re-trac.com](mailto:support@re-trac.com) or (888) 600-3907.
- Questions related to the content of the online registration and reporting forms should be directed to the NYSDEC E-waste Team at: [ReTRAC.Ewaste@dec.ny.gov](mailto:ReTRAC.Ewaste@dec.ny.gov) or (518) 402-8706.

### Quick Tips

- **Internet Browser Recommendation:** Re-TRAC Connect is accessible in all modern browsers. For the best user experience, we recommend that you update to the newest version of your preferred internet browser. In older versions of some browsers (ex. Internet Explorer 8) users might experience issues in presentation, such as content spacing, alignment of labels, and rounded corners. Internet Explorer 6 and Internet Explorer 7 are outdated and are no longer supported by Re-TRAC Connect due to security concerns and lack of support for modern web standards.
- **Zoom Feature:** Some text within the tables in the annual report forms may appear too large/small for your screen. You'll want to adjust the zoom on your browser in either case, which will not affect data entry.

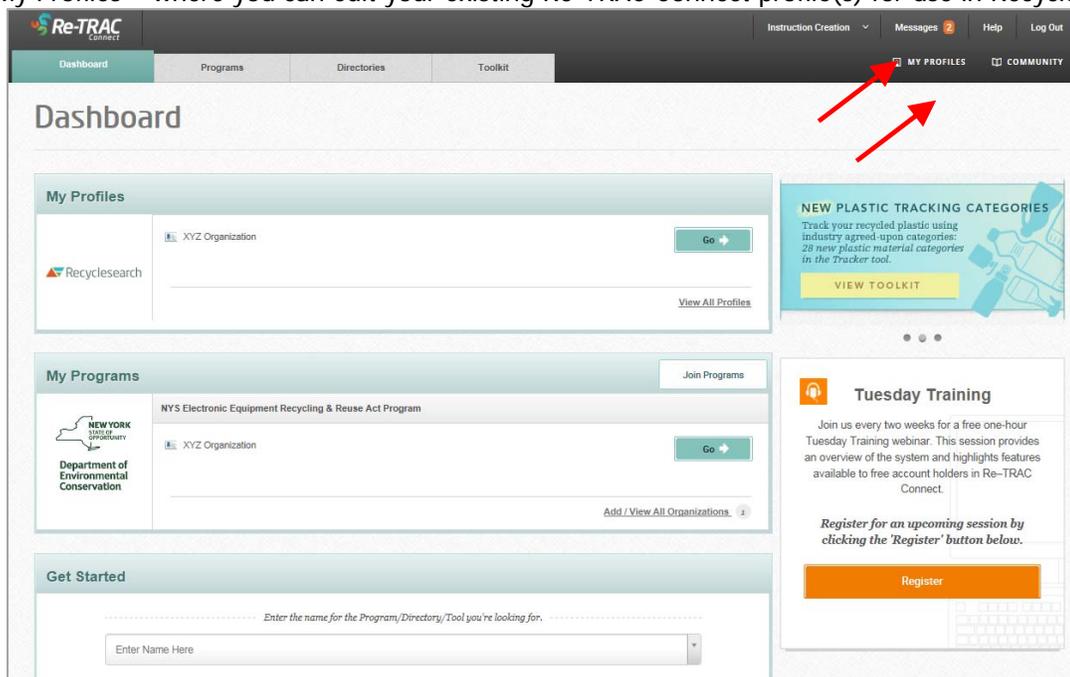
## Logging Into and Navigating Re-TRAC Connect

1. Visit <https://connect.re-trac.com/login>, and enter the log-in credentials submitted during the account creation process to access the online system.
2. Once logged-in, you will be brought to your organization's Dashboard. From here, you must click the "Go" button next to the NYSDEC logo under "My Programs" to access the applicable annual report form(s) available to you.



**NOTE:** Also available in your Dashboard are:

- Messages – notifications from the NYSDEC and Re-TRAC Connect. These will also be delivered to the e-mail address associated with your account.
- My Profiles – where you can edit your existing Re-TRAC Connect profile(s) for use in Recyclesearch.com.



## Accessing and Completing the Online Annual Report Form

After clicking the "Go" button next to the NYSDEC logo under "My Programs" on your Dashboard (as described in Step 2 of the previous section), you are brought to the Program Status page. Here is where you will find the current online forms available to you. Click on the + icon to the right of the "Annual Report for NYS Consolidation Facilities" or "Annual Report for NYS Recycling Facilities" form, as applicable.

**Re-TRAC Connect** | Recycler Test | Messages 1 | Help | Log Out

Dashboard | **Programs** | Directories | Toolkit

Join Programs | NYS Electronic Equipment Recycling & Reuse Act Program

### NYS Electronic Equipment Recycling & Reuse Act Program Status

Member: RECYCLER TEST

Re-TRAC Connect serves as the NYS Department of Environmental Conservation's (Department) online registration and annual reporting system for the NYS Electronic Equipment Recycling and Reuse Act (Environmental Conservation Law, Article 27, Title 26). Manufacturers of covered electronic equipment (CEE), collective electronic waste acceptance programs, electronic waste collection sites, consolidation and recycling facilities, are required to use this system for their registration and annual reporting purposes. To view more instructions, click "Show". To hide instructions, click "Hide"

**Registration** – One-time submittal.

- Manufacturers of Covered Electronic Equipment:** submit at least thirty (30) days prior to the manufacturer offering CEE for sale in NYS. Manufacturers are also required to submit a **\$5,000** registration fee if registering as operating an individual electronic waste acceptance program. The registration fee is waived if the manufacturer is registering as participating in a collective electronic waste acceptance program.
- Collective Electronic Waste Acceptance Programs:** submit at least thirty (30) days prior to the collective's participating manufacturer(s) offering CEE for sale in NYS. Collectives are also required to submit a **\$10,000** registration fee.
- Electronic Waste Consolidation & Recycling Facilities:** submit at least thirty (30) days prior to receiving any electronic waste. Consolidation and recycling facilities are also required to submit a **\$250** registration fee. A recycling facility that is also operating as a consolidation facility, or vice versa, must comply with the requirements of the Act that are applicable to each type of facility; however, only one registration fee must be paid.
- Electronic Waste Collection Sites:** submit at least thirty (30) days prior to receiving any electronic waste. No fee required. Multiple retail collection sites under the same ownership may upload a list of each individual collection site's name, address, and telephone number, in addition to which types of CEE each site accepts to a single registration form.

**Reporting** – Must be submitted annually by **March 1st**, for the previous calendar year.

- Manufacturers of Covered Electronic Equipment:** required to submit a **\$3,000** annual reporting fee.
- Collective Electronic Waste Acceptance Programs, Electronic Waste Consolidation & Recycling Facilities:** No fee required.
- Electronic Waste Collection Sites:** No fee required. Retail collection sites which have registered under one registration number may submit one combined annual report, provided they report all required information collectively and upload a list of retail site names and addresses for each location represented.

**Updates** – Regulated entities must notify the Department of any material change to information previously provided to the Department within thirty (30) days of such change.

Failure to submit a complete and timely registration, annual report, notifications of material changes, and/or applicable fee payments, will subject the regulated entity to civil penalties under the Act.

	2015
Registration for Electronic Waste Collection Sites, Consolidation & Recycling Facilities	+ -
Annual Report for NYS Electronic Waste Recycling Facilities	+ -
Electronic Waste Received by Recycling Facility	+ -

The annual report form itself is fairly self-explanatory, with instructional and hover-over text to assist you along the way. Nevertheless, should you have any questions regarding the content of the form, please contact the NYSDEC E-waste Team at [ReTRAC.Ewaste@dec.ny.gov](mailto:ReTRAC.Ewaste@dec.ny.gov) or (518) 402-8706 and a team member will be happy to assist you in filling out the form.

### Helpful Tips:

- As you begin filling out your organization's annual report form, you'll notice fields that have a \* beside them. These are required fields which must be completed before submittal.

**Electronic Waste Site/Facility Information**

Name of Site or Facility: \*

Location Address: \*

City: \*

Postal (ZIP) Code: \*

County: \*

When did this site/facility commence operations (or when does it intend to do so)? \*

- If you do not intend to complete the annual report form all in one sitting, you may click the "Save" button at the bottom of the annual report form and come back to it at your convenience.



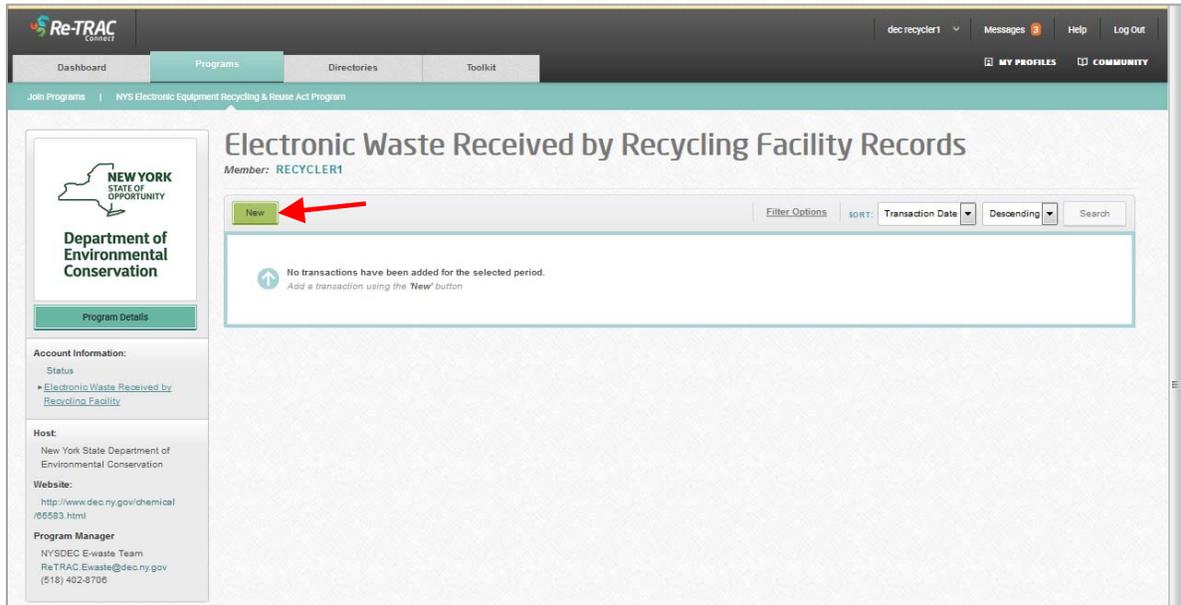
- You may print your online annual report form at any time by clicking on the icon at the top of the annual report form.

# Accessing and Completing the “Electronic Waste Received by Recycling (or Consolidation) Facility” Form

1. The “Electronic Waste Received by Recycling (or Consolidation) Facility” form is a required supplement to a recycling and consolidation facility’s annual report. The recycling or consolidation facility’s annual report is considered **incomplete** without the submission of this supplemental form. In this form you will enter each individual source of covered electronic equipment (CEE) received at your facility, as well as the weight, in pounds, broken down by type of CEE. From the Program Status page, click on the + icon to the right of “Electronic Waste Received by Recycling Facility” to access the form.



2. Next, click on the “New” button.



- Here you will enter the source information, including type of source, name, address and weight received (in-state eligible, ineligible and out-of-state), in pounds, broken down by type of CEE.

**Electronic Waste Received by Recycling Facility**  
Member: RECYCLER1 | Year: 2015 | Cycle: ANNUAL

**Electronic Waste Received**

Recycling facilities must separately report the weight of covered electronic equipment (CEE) received from electronic waste collection sites, consolidation facilities, collection events or directly from consumers (if applicable) that is eligible to be credited to manufacturers towards their acceptance standard goals from any ineligible weight. Electronic waste collection sites and consolidation facilities are required to maintain and report this information and should provide it with electronic waste shipments sent to recycling facilities.

The guidelines below are provided to assist you, the consolidation facilities and the collection sites in distinguishing between eligible and ineligible program weight. Those weights must be listed in the corresponding columns in the table(s) below, along with the name, address, and registration number\* (if applicable) of each electronic waste collection site or consolidation facility from which such electronic waste was received during this reporting period.

If weight was accepted directly from consumers, please simply select "direct from consumers" in the Site Name field and distinguish between eligible and ineligible program weight received from all consumers during the program year.

Any weight collected via on-site generator pick-ups should be reported on Page 2 of the Annual Report for NYS Electronic Waste Recycling Facilities.

**Eligible Program Weight**  
\*All CEE weight accepted from any NYS consumer at no charge.  
\*All CEE weight accepted from any business consumer at a charge.  
\*All CEE weight accepted from any NYS consumer at a charge, for which the consumer has been provided a premium service only.

**Ineligible Program Weight**  
\*All CEE weight accepted from any NYS consumer other than a business consumer at a charge, for which the entity has not been provided a premium service.

**TO ADD MULTIPLE ENTRIES:** Make sure to check the "Create a new response after saving/submitting" box below the table before saving.

\*Each person who owns or operates an electronic waste collection site, consolidation facility or recycling facility as defined in Section 27-2001 of the Electronic Equipment Recycling and Reuse Act, should already be registered with the Department. Electronic waste recycling facility registration numbers are available on the Department's website at: <http://www.dec.ny.gov/chemical/73670.html>. Electronic waste consolidation facility registration numbers may be requested via e-mail ([ReTRAC.EWaste@dec.ny.gov](mailto:ReTRAC.EWaste@dec.ny.gov)) or by telephone: (518) 402-8708. Electronic waste collection site registration numbers are available on the Department's website at: [http://www.dec.ny.gov/docs/materials\\_minerals\\_pdf/ewcolsites.pdf](http://www.dec.ny.gov/docs/materials_minerals_pdf/ewcolsites.pdf).

**Source Information:**

Source Information:  Name:  Registration # (if applicable):

Address:  City:  State:  Postal (ZIP) Code:

Program Weight in pounds (of Computers, Computer peripherals, Small electronic equipment, Small scale servers, Televisions, Bare CRTs) (if none, enter "0")

COVERED ELECTRONIC EQUIPMENT RECEIVED	IN-STATE QUANTITY COLLECTED - ELIGIBLE PROGRAM WEIGHT (IN POUNDS) *	IN-STATE QUANTITY COLLECTED - INELIGIBLE PROGRAM WEIGHT (IN POUNDS) *	OUT-OF-STATE QUANTITY *
Computers	<input type="text"/>	<input type="text"/>	<input type="text"/>
Computer peripherals	<input type="text"/>	<input type="text"/>	<input type="text"/>
Small electronic equipment	<input type="text"/>	<input type="text"/>	<input type="text"/>
Small scale servers	<input type="text"/>	<input type="text"/>	<input type="text"/>
Televisions	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bare CRTs (separated from housing)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>

Create a new response after saving/submitting.

- Select the drop-down menu under "Source Information" and select the origin for the CEE received. Then enter the name of the source followed by its address and NYSDEC E-waste Program Registration number (if any). Once the source information, name and address is completed, you can begin to enter the quantities of CEE received from that particular entity.

**NOTES:**

- All fields of the table must be completed. If no weight was collected for a particular field, enter "0".

- If you have only one entry to submit, you may click the “Save” button to save your entry so that you can edit it later if needed, or you can click on the “Submit to Program” button to lock your response and submit it to the NYSDEC for review.
- If you have more than one entry to submit, check the box above the “Save” button, “Create a new response after saving/submitting” and after each save or submit, a new blank form will reappear. When you enter your final entry, uncheck the “Create a new response after saving/submitting” box before saving or submitting so as to avoid generating a new form.

**IMPORTANT:** At this time, each entry that is saved will need to be individually submitted to the program. Beginning March 1, 2016, all saved entries can be submitted as a group rather than individually. You may choose to wait until after March 1<sup>st</sup> to submit all entries as a group or submit individually.

The screenshot shows a web browser window with the URL [https://connect.re-trac.com/nodes/53748/surveys/494/survey\\_responses/new?period=1&year=2015](https://connect.re-trac.com/nodes/53748/surveys/494/survey_responses/new?period=1&year=2015). The page title is "ReTRAC".

**Source Information:**

Each person who owns or operates an electronic waste collection site, consolidation facility or recycling facility as defined in Section 27-2001 of the Electronic Equipment Recycling and Reuse Act, should already be registered with the Department. Electronic waste recycling facility registration numbers are available on the Department's website at: <http://www.dec.ny.gov/chemical/73670.html>. Electronic waste consolidation facility registration numbers may be requested via e-mail (ReTRAC.Ewaste@dec.ny.gov) or by telephone: (518) 402-8706. Electronic waste collection site registration numbers are available on the Department's website at [http://www.dec.ny.gov/docs/materials\\_minerals\\_pdf/ewcoltsites.pdf](http://www.dec.ny.gov/docs/materials_minerals_pdf/ewcoltsites.pdf).

Source Information:  Name:  Registration # (if applicable):

City:  State:  Postal (ZIP) Code:

**Program Weight in pounds (of Computers; Computer peripherals; Small electronic equipment; Small scale servers; Televisions; Bare CRTs) (if none, enter "0")**

COVERED ELECTRONIC EQUIPMENT RECEIVED	IN-STATE QUANTITY COLLECTED - ELIGIBLE PROGRAM WEIGHT (IN POUNDS) *	IN-STATE QUANTITY COLLECTED - INELIGIBLE PROGRAM WEIGHT (IN POUNDS) *	OUT-OF-STATE QUANTITY *
Computers			
Computer peripherals			
Small electronic equipment			
Small scale servers			
Televisions			
Bare CRTs (separated from housing)			
Total			

Create a new response after saving/submitting.

Save Submit to Program

- If you have saved your entries and go back into the Electronic Waste Received by Recycling Facility form, you will see a listing of your saved entries, up to 25 entries per page. To submit each entry, right-click on the status icon. This will open up your entry.

**Re-TRAC Connect**

Dashboard | Programs | Directories | Toolkit

Join Programs | NYS Electronic Equipment Recycling & Reuse Act Program

## Electronic Waste Received by Recycling Facility Records

Member: RECYCLER1

Filter Options | SORT: Transaction Date | Descending | Search

Export as: XLS

> Results | Displaying 25 per page

ID	TRANSACTION DATE	TIME CREATED	NAME	REGISTRATION # (IF APPLICABLE)	TOTAL ELIGIBLE WEIGHT	STATUS	EDIT	DELETE
405622	01/01/2015	Jan 20, 2016 at 07:48 AM CST	Collector 1	12345	2,720	✓	[Edit]	[Delete]
405624	01/01/2015	Jan 20, 2016 at 07:49 AM CST	Consolidator1	54321	13,000	✓	[Edit]	[Delete]

**Account Information:**

Status: Electronic Waste Received by Recycling Facility

**Host:** New York State Department of Environmental Conservation

**Website:** <http://www.dec.ny.gov/chemical/65563.html>

**Program Manager:** NYSDEC E-waste Team, ReTRAC.Ewaste@dec.ny.gov (518) 402-8706

- Click on the "Submit to Program" button to lock your response and submit to the NYSDEC. This needs to be done for each entry.

Program Weight in pounds (of Computers; Computer peripherals; Small electronic equipment; Small scale servers; Televisions; Bare CRTs) (if none, enter "0")

COVERED ELECTRONIC EQUIPMENT RECEIVED	IN-STATE QUANTITY COLLECTED - ELIGIBLE PROGRAM WEIGHT (IN POUNDS) *	IN-STATE QUANTITY COLLECTED - INELIGIBLE PROGRAM WEIGHT (IN POUNDS) *	OUT-OF-STATE QUANTITY *
Computers	1,000	0	0
Computer peripherals	500	0	0
Small electronic equipment	120	0	0
Small scale servers	100	0	0
Televisions	1,000	0	0
Bare CRTs (separated from housing)	0	0	0
<b>Total</b>	<b>2,720</b>	<b>0</b>	<b>0</b>

Create a new response after saving/submittin

Save | Submit to Program | Delete Response

7. If you find that you need to delete a saved response, simply click the Delete Response button. A box will ask if you are sure you want to delete this response; if you are, click OK. You cannot delete a response that has been submitted to the program. If you find that you need to delete a response that has been submitted, please contact the NYSDEC E-waste Team at [ReTRAC.Ewaste@dec.ny.gov](mailto:ReTRAC.Ewaste@dec.ny.gov) or (518) 402-8706 and ask that the response be unlocked.

Program Weight in pounds (of [Computers](#); [Computer peripherals](#); [Small electronic equipment](#); [Small scale servers](#); [Televisions](#); [Bare CRTs](#)) (if none, enter "0")

COVERED ELECTRONIC EQUIPMENT RECEIVED	IN-STATE QUANTITY COLLECTED - ELIGIBLE PROGRAM WEIGHT (IN POUNDS) *	IN-STATE QUANTITY COLLECTED - INELIGIBLE PROGRAM WEIGHT (IN POUNDS) *	OUT-OF-STATE QUANTITY *
Computers	1,000	0	0
Computer peripherals	500	0	0
Small electronic equipment	120	0	0
Small scale servers	100	0	0
Televisions	1,000	0	0
Bare CRTs (separated from housing)	0	0	0
Total	2,720	0	0

Create a new response after saving/submitted.



8. Once all your saved entries have been submitted to the program, or you have submitted all your sources of received CEE for the program year, please return to the "Program Status" page, and click on the annual report form to complete the certification and submittal process.

## Certification and Submittal

1. Once you've completed filling out your online annual report form (including the supplemental *Electronic Waste Received by Recycling Facility* form), you must then print out the [NYS Electronic Equipment Recycling & Reuse Act Certification & Fee Form](#) (130 KB PDF). The form is available at the very end of the annual report form under "Certification".

**Electronic Waste Recycling Facility Annual Report Certification**

This online annual report form shall be considered incomplete unless the waste recycling facility prints out and mails a hard copy of the following signed certification form to the Department at:

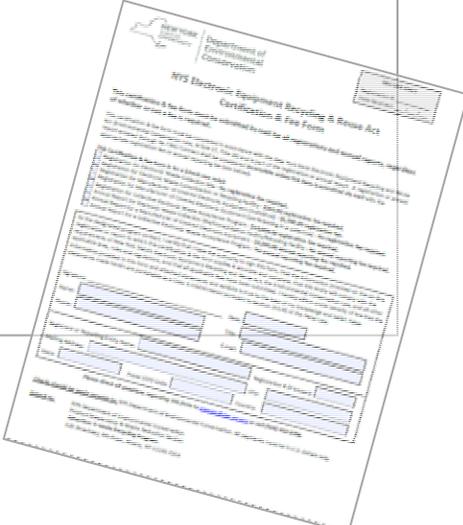
NYS Department of Environmental Conservation  
Product Stewardship & Waste Reduction Section  
Attention: E-waste Recycling Program  
625 Broadway, 9th Floor, Albany, NY 12233-7253

[NYS Electronic Equipment Recycling & Reuse Act Certification & Fee Form, click to download \(130 kb PDF\)](#)

The certification form must be received by the Department no later than March 1, 2016.

Please check this box, to acknowledge that the certification and fee form is required. \*

I acknowledge that the certification and fee form is required.



**IMPORTANT:** The NYS Electronic Equipment Recycling & Reuse Act Certification & Fee Form must be completed, signed and submitted for all annual reports, regardless of whether or not a fee is required.

2. Mail the hard copy of the certification and fee form with **original** signature to:

NYS Department of Environmental Conservation  
Product Stewardship & Waste Reduction Section  
**Attention: E-waste Recycling Program**  
625 Broadway, 9th Floor, Albany, NY 12233-7253

3. After you have printed out the NYS Electronic Equipment Recycling & Reuse Act Certification & Fee Form, you must check the box on the annual report form to acknowledge that the form is required as part of the annual reporting process.

Check this box to indicate you acknowledge that the certification form is required. \*

I acknowledge that the certification and fee form is required.

4. To complete the annual reporting process, you must click the "Submit to Program" button at the bottom of the annual report form.

**Electronic Waste Recycling Facility Annual Report Certification**

This online annual report form shall be considered incomplete unless the waste recycling facility prints out and mails a hard copy of the following signed certification form to the Department at:

NYS Department of Environmental Conservation  
Product Stewardship & Waste Reduction Section  
Attention: E-waste Recycling Program  
625 Broadway, 9th Floor, Albany, NY 12233-7253

NYS Electronic Equipment Recycling & Reuse Act Certification & Fee Form, [click to download \(130 kb PDF\)](#)

The certification form must be received by the Department no later than March 1, 2016.

Please check this box, to acknowledge that the certification and fee form is required. \*

I acknowledge that the certification and fee form is required.



**NOTE:** Submitting the annual report form will lock the data. If edits are required, you will need to notify the E-waste Team that a change is necessary. You will then be granted access to edit previously submitted information.

5. Back on the Program Status page, you will see that the icon next to your annual report form has changed to a lock symbol , meaning your annual report is awaiting verification by the E-waste Team. Your annual report will be "verified" only when the information submitted has been reviewed and accepted, and the required certification and fee form has been received. In the meantime, you will be contacted should there be any issues with the information submitted.
6. Once verified by the E-waste Team, you will receive an e-mail notifying you that your annual report has been verified.

**You have now completed the annual reporting process as required under the NYS Electronic Equipment Recycling & Reuse Act. Thank you.**