STEP THREE: Completing and Submitting Annual Reports & Fee Payments using the NYSDEC E-waste Online Registration & Reporting System

(Guidance for Manufacturers & Collective Electronic Waste Acceptance Programs)

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, hard-copy certification, and any applicable annual reporting fee payment

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 Manufacturers/Collectives (PDF)
- STEP TWO: Completing and Submitting Registration Forms and Applicable Fee Payments: Guidance for Manufacturers/Collectives (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 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 or (518) 402-8706.

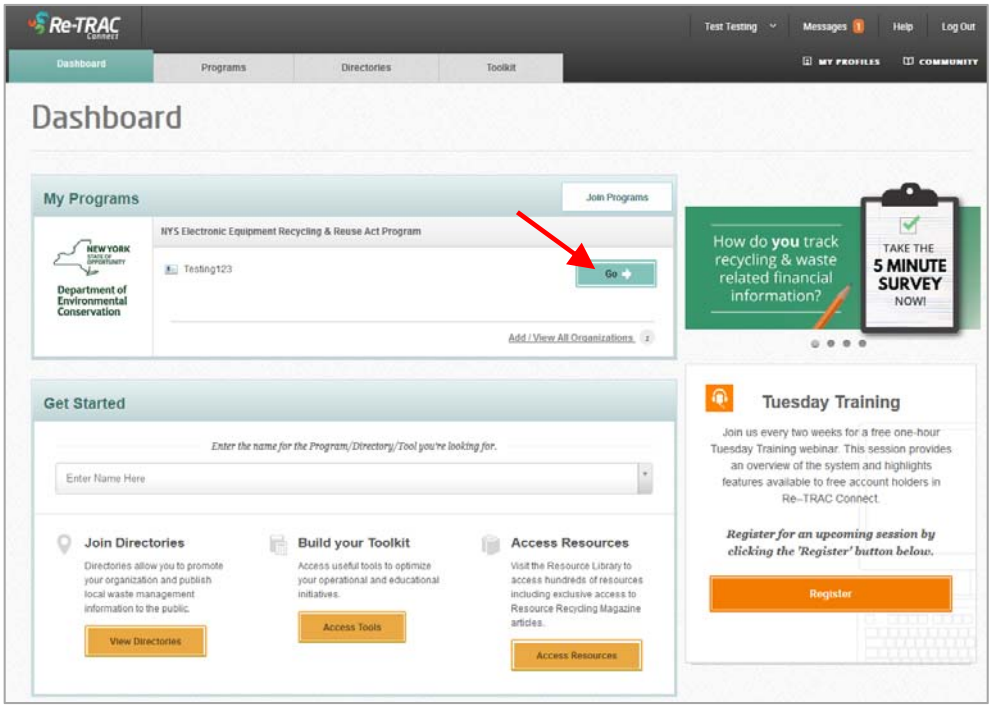
Quick Tips

- **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.

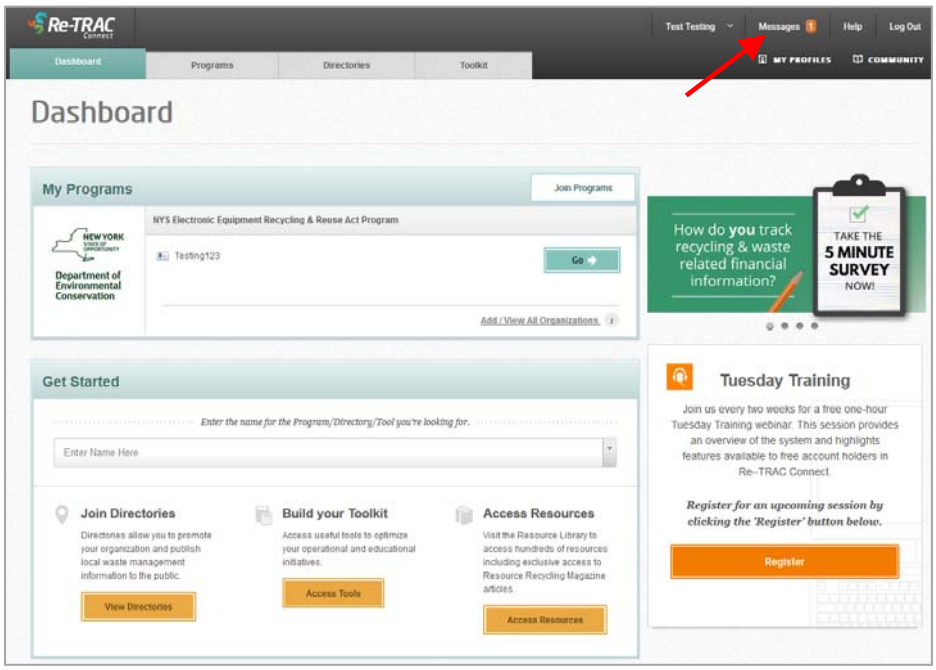
Logging Into and Navigating Re-TRAC Connect

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.

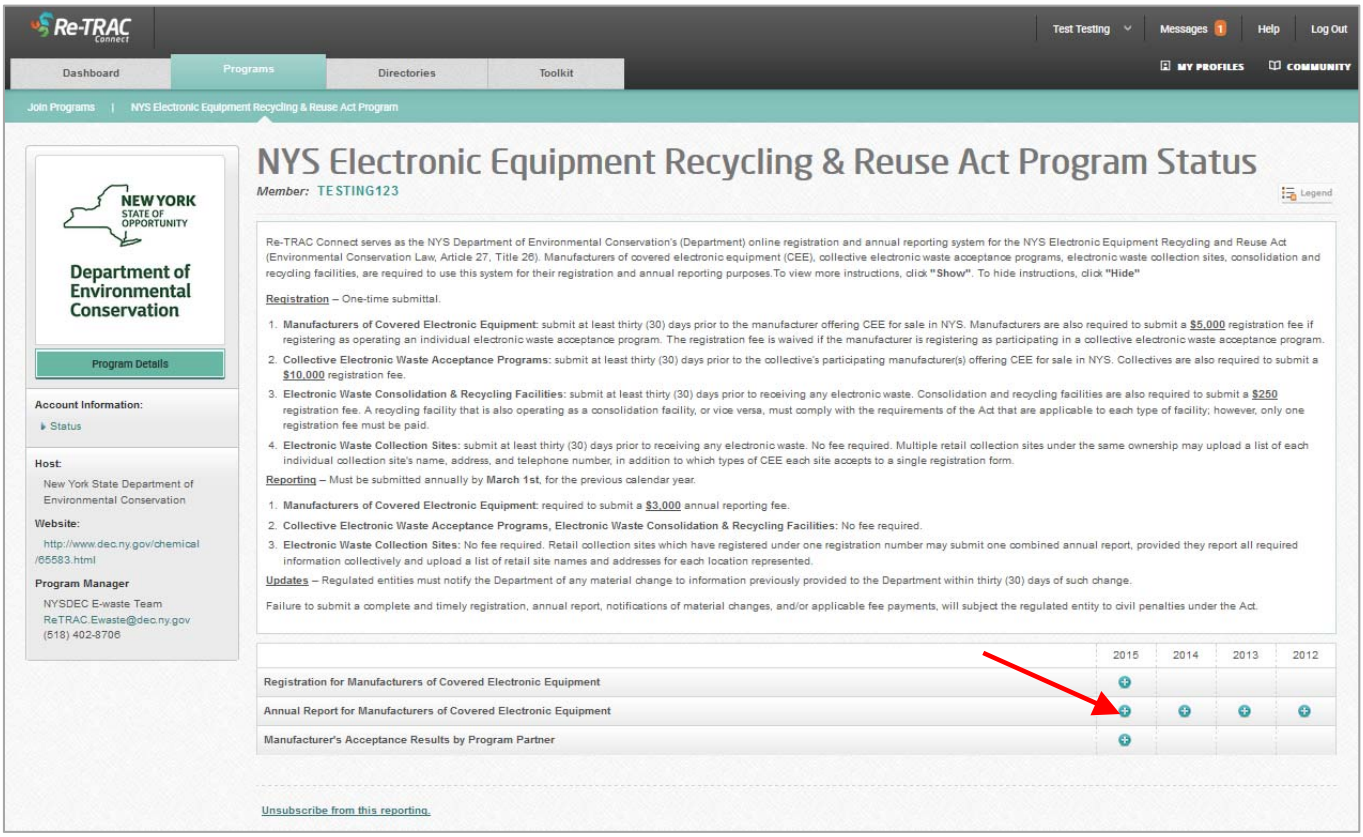


NOTE: Also available in your Dashboard is the Messages feature – notifications from the NYSDEC and Re-TRAC Connect. These will also be delivered to the e-mail address associated with your account.



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 Manufacturers of Covered Electronic Equipment" or "Annual Report for Collective Electronic Waste Acceptance Programs" form, as applicable.

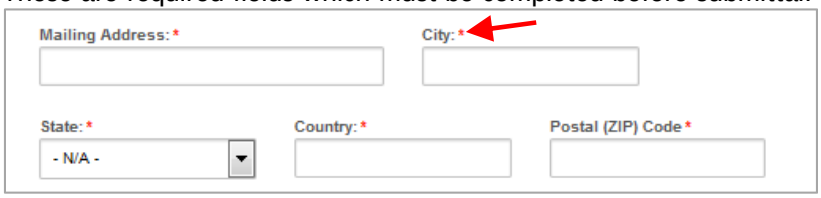


The annual report form itself is fairly self-explanatory, with instructional and hover-over text to assist you along the way. Nevertheless, should you have any questions regarding the content of the form, please contact the NYSDEC E-waste Team at ReTRAC.Ewaste@dec.ny.gov or (518) 402-8706 and a team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

Important: Manufacturers will see annual reports available to them for program years prior to 2015.
DO NOT ENTER INFORMATION INTO ANY OTHER ANNUAL REPORT FORM OTHER THAN 2015!

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.



- 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 Acceptance Results by Program Partner Form

Guidance for Manufacturers:

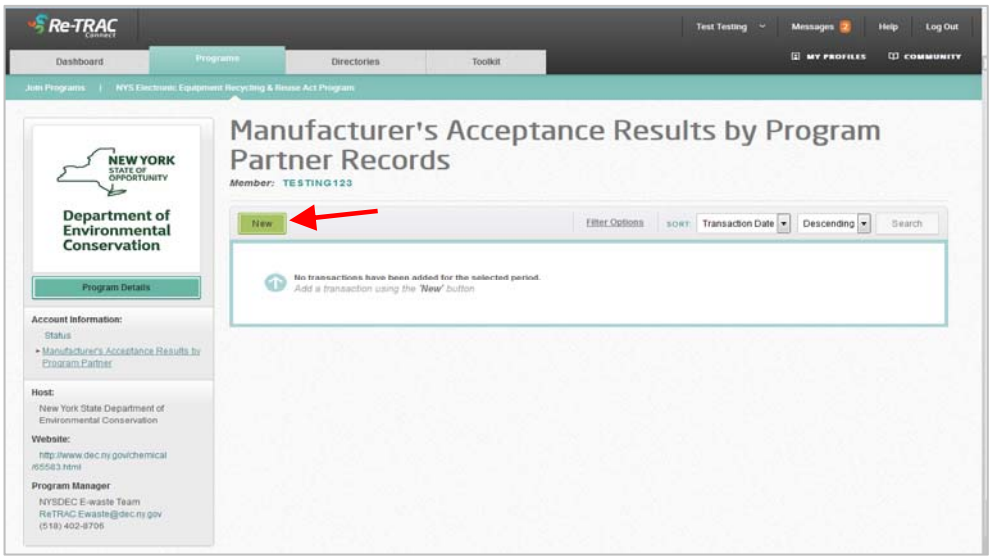
- Manufacturers that operated individual electronic waste acceptance programs during the previous program year must complete the separate and supplemental ***Manufacturer's Acceptance Results by Program Partner*** form, located back on the Program Status page.
- Manufacturers that participated in a collective during the previous program year, however, do not need to fill out the separate and supplemental form, as the collective will be providing that level of detail on behalf of its participating manufacturers.

Guidance for Collectives:

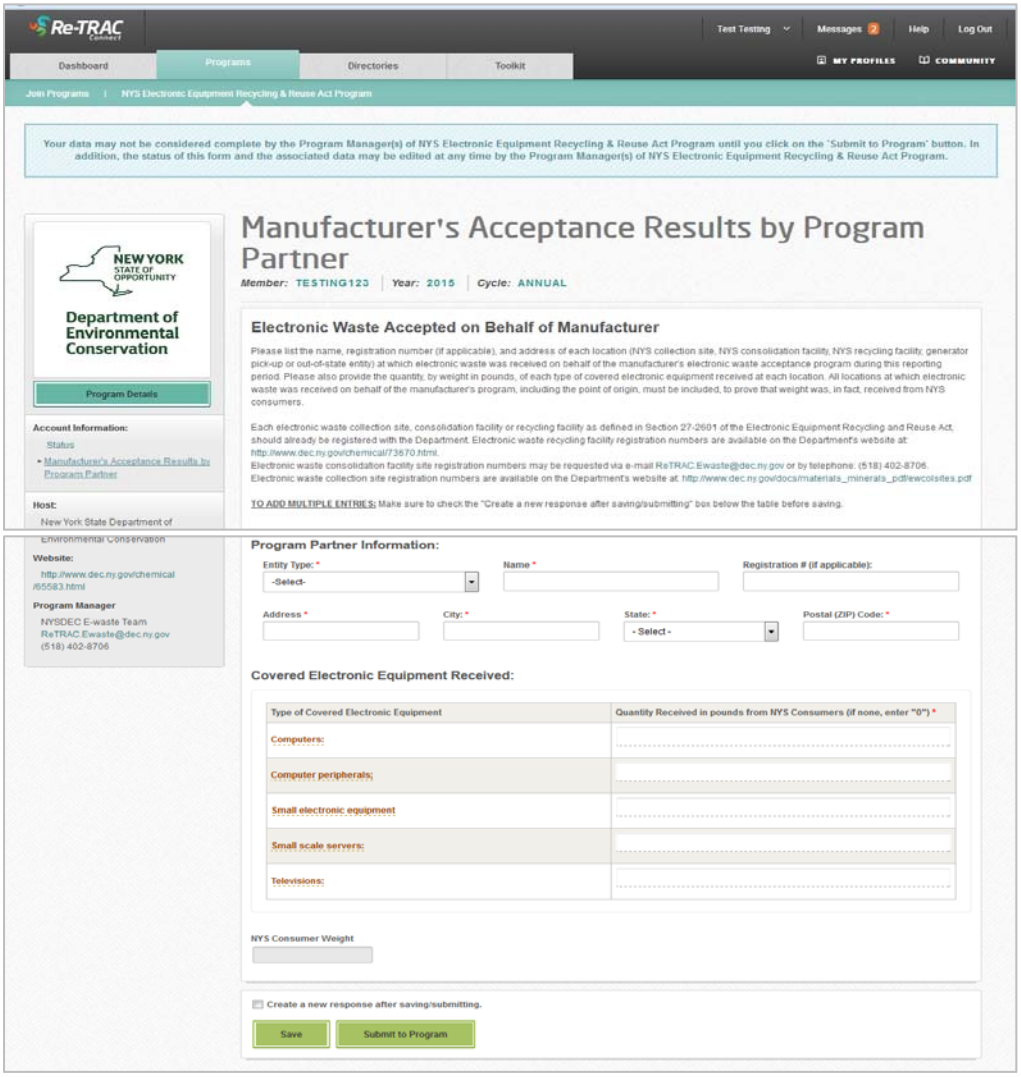
- A collective **must** report information on behalf of its participating manufacturer(s) in **aggregate** in the separate and supplemental ***Collective's Acceptance Results by Program Partner*** form, located back on the Program Status page.

1. The "Manufacturer's (or Collective's) Acceptance Results by Program Partner" form is a required supplement to a manufacturer's (or collective's) annual report. The manufacturer's or collective'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 by your program, 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 "Manufacturer's (or Collective's) Acceptance Results by Program Partner" to access the form.

2. Next, click on the “New” button.



3. Here you will enter the source information, including type of source, name, address and weight received, in pounds, broken down by type of CEE.

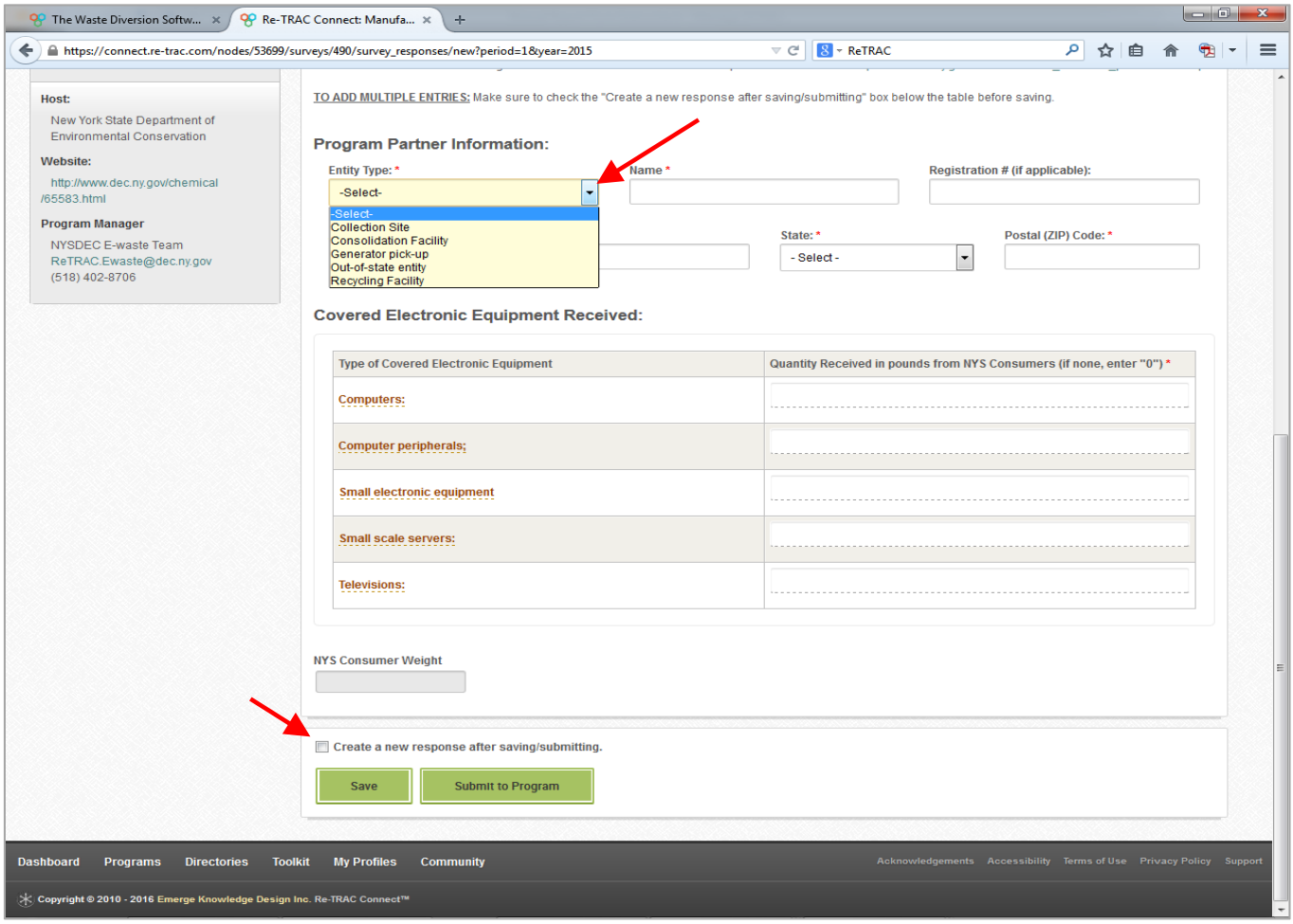


4. Select the drop-down menu under “Entity Type” and select the origin for the CEE received. Then enter the name of the program partner followed by its address and NYSDEC E-waste Program Registration number (if any). Once the entity type information, name and address is completed, you can begin to enter the quantities of CEE received from that particular entity.

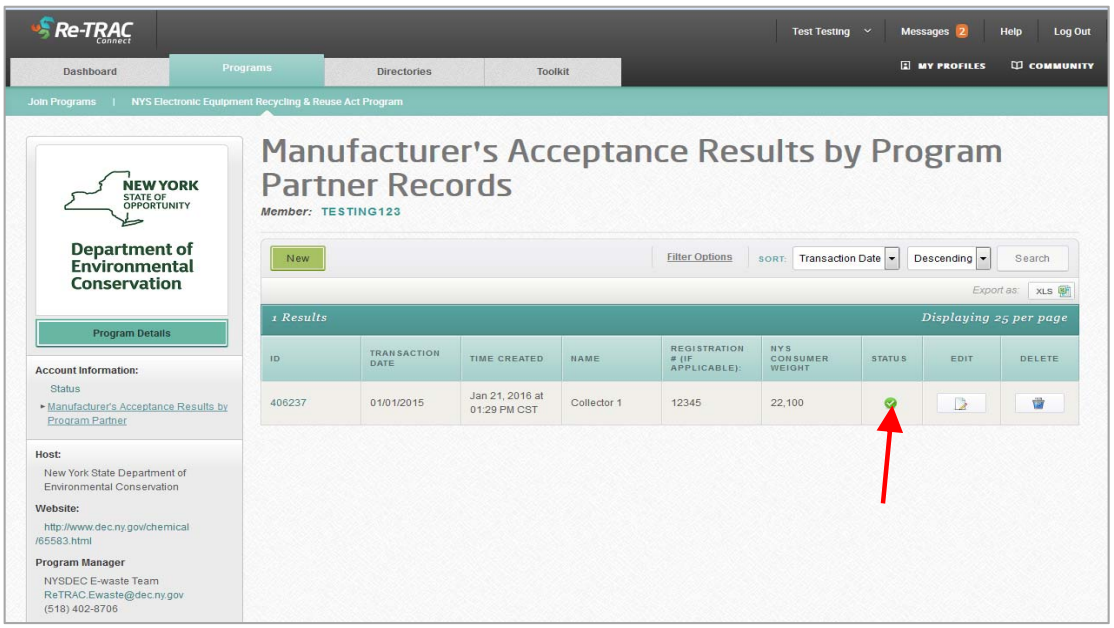
NOTES:

- 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.

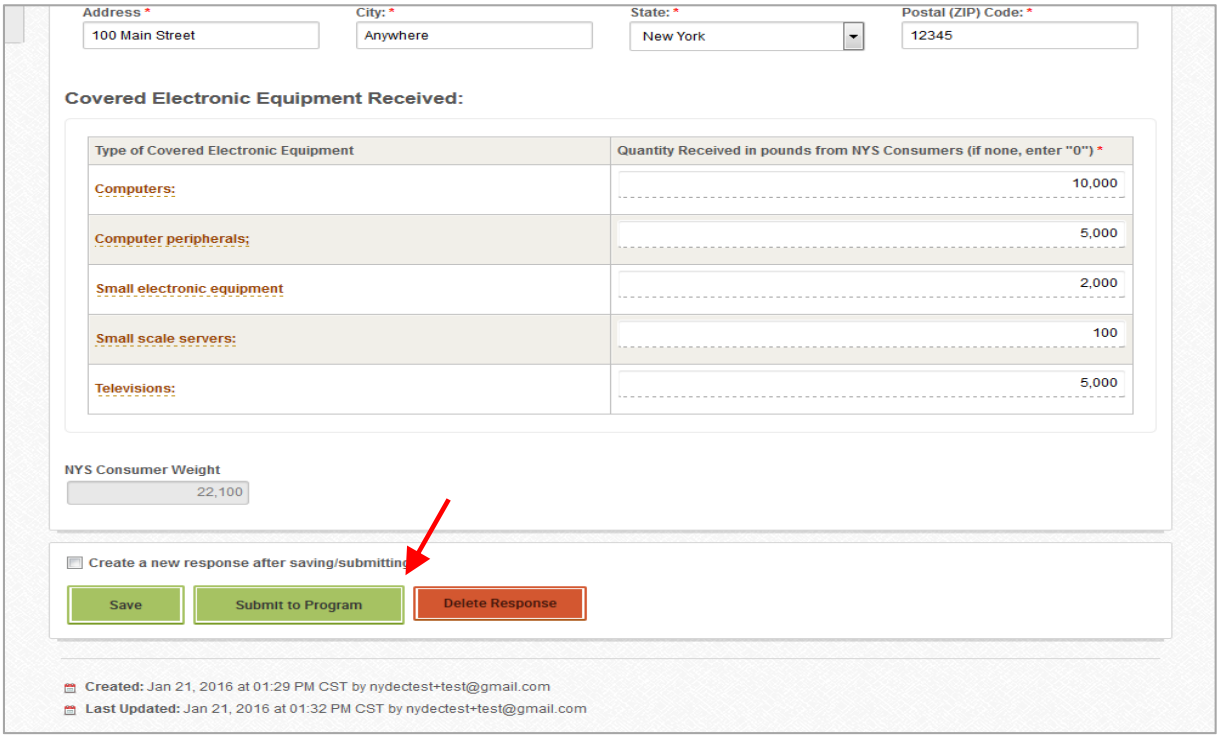
IMPORTANT: At this time, each entry that is saved will need to be individually submitted to the program. Beginning March 1, 2016, all saved entries can be submitted as a group rather than individually. You may choose to wait until after March 1st to submit all entries as a group or submit individually.



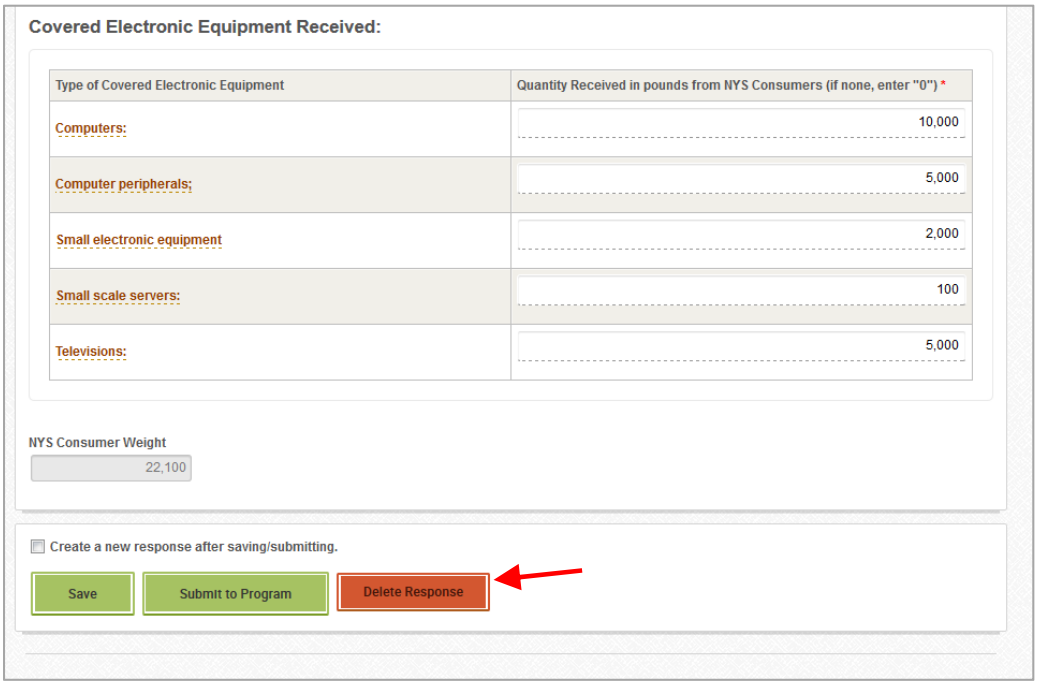
5. If you have saved your entries and go back into the “Manufacturer’s (or Collective’s) Acceptance Results by Program Partner” survey, you will see a listing of your saved entries, up to 25 entries per page. To submit each entry, right-click on the status icon. This will open up your entry.



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



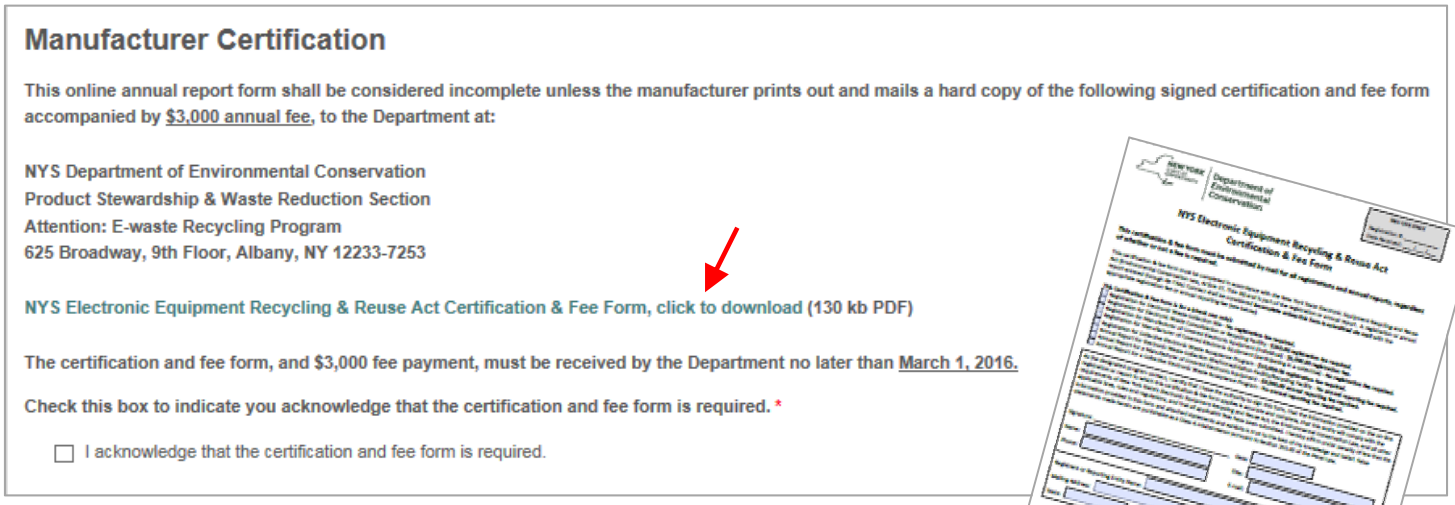
7. If you find that you need to delete a saved response, simply click the Delete Response button. A box will ask if you are sure you want to delete this response; if you are, click OK. You cannot delete a response that has been submitted to the program. If you find that you need to delete a response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



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, Submittal and Fee Payment

1. Once you've completed filling out your online annual report form (including the supplemental *Manufacturer's/Collective's Acceptance Results by Program Partner* 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 "Manufacturer Certification" or "Collective Certification", as applicable.



Manufacturer Certification

This online annual report form shall be considered incomplete unless the manufacturer prints out and mails a hard copy of the following signed certification and fee form accompanied by $3,000 annual fee, to the Department at:

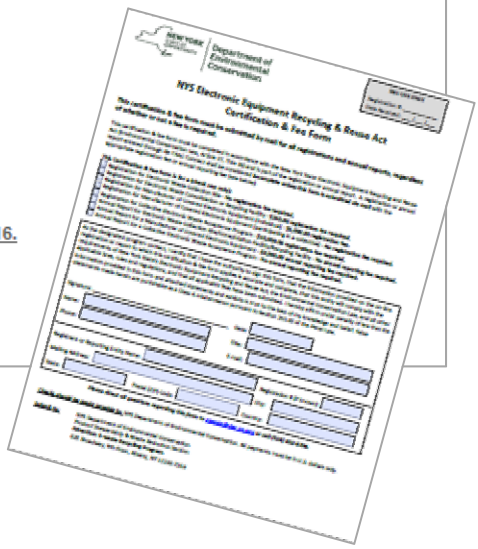
NYS Department of Environmental Conservation
Product Stewardship & Waste Reduction Section
Attention: E-waste Recycling Program
625 Broadway, 9th Floor, Albany, NY 12233-7253

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

The certification and fee form, and $3,000 fee payment, must be received by the Department no later than March 1, 2016.

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

☐ I acknowledge that the certification and fee form is required.



2. All manufacturers must submit an annual reporting fee as detailed in the chart below. Collectives are not required to submit an annual report fee. Checks must be made payable to the NYS Department of Environmental Conservation. All payments must be in U.S. dollars only.

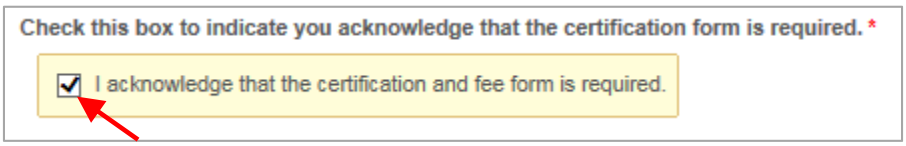
   IMPORTANT: The NYS Electronic Equipment Recycling & Reuse Act Certification & Fee Form must be completed, signed and submitted for all annual reports, regardless of whether or not a fee is required.

Regulated Entity Type	Annual Reporting Fee Due
Covered Electronic Equipment Manufacturer (Providing an **Individual electronic waste acceptance program**)	$3,000
Covered Electronic Equipment Manufacturer (Participating in a **Collective Electronic Waste Acceptance Program**)	$3,000
Collective Electronic Waste Acceptance Program	No Annual Reporting Fee Required.

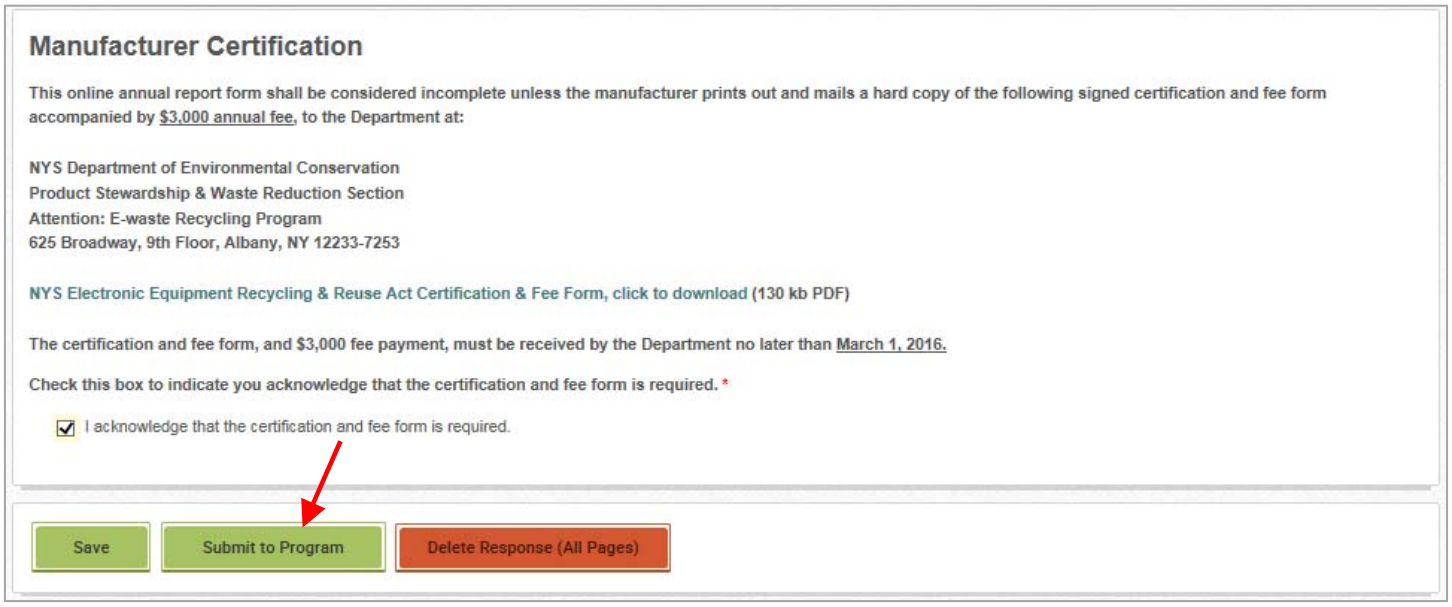
3. Mail the hard copy of the certification and fee form with **original** signature, accompanied by any applicable annual reporting fee payment to:

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

4. 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.



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



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.

6. 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 and annual report fee payment (if applicable) has been received. In the meantime, you will be contacted should there be any issues with the information submitted.

7. 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.