

State of New Jersey

MAIL CODE 401-02C SOLID AND HAZARDOUS WASTE MANAGEMENT PROGRAM ENVIRONMENTAL MANAGEMENT NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION P.O. BOX 420 401 EAST STATE STREET TRENTON, NJ 08625-0420 Telephone: (609) 633-1418 Telecopier: (609) 633-1112 http://www.nj.gov/dep/dshw/

BOB MARTIN Commissioner

Electronics Manufacturer e-Submission Manual

Welcome to the instructions for the new e-submission of Electronics Manufacturer Registration Renewals, Collection Plans and Annual Reports through *NJDEP Online*.

The following is a step-by-step guide to help you create a *NJDEP Online* account and a My New Jersey account to access, complete and submit your registration renewals, collection plans and annual reports.

December 2012

If you have any questions regarding this service please contact us by email at <u>ecycle@dep.state.nj.us</u> or by phone at 609.984.3438

CHRIS CHRISTIE Governor

KIM GUADAGNO Lt. Governor

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NJDEP Online New User Instructions

Submittals required by the Electronics Waste Management Act are now *NJDEP Online* registered services. Electronics manufacturer representatives will need to create a *NJDEP Online* account before these services can be accessed and completed. You will also be required to have a myNewJersey Portal account to access NJDEP's online services. If you do not have a myNewJersey Portal account you can create one during the *NJDEP Online* registration process. You will be able to use this same myNewJersey account to access services provided by other New Jersey Departments.

NJDEP Online can be accessed at <u>http://njdeponline.com</u>. You can also link to *NJDEP Online* from NJDEP's home page.

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njdeponline	your portal to e-government services
	njdep home i about dep i index by topic i programs/units i dep online
Welcome to New Jersey Department of Environmental Protection's (NJDEP) Online Business Portal NJDEP Online can now be accessed via the myNewJersey Portal at <u>http://www.nj.gov</u> or accessed directly from this page by selecting T	og in to NJDEP Online. You will be require
NJDEF's online services. If you do not have a myNewJersey Portal account you will be able to create one during the registration process. Jersey Departments.	You will also be able to use this same myN registered, click other New All easy a registered user.
NIDEP Online New User Registration Instructional Video ("doe will open in a new window. Please make sure your comput NJDEP Online New User Registration Instructions Please read the instructions thoroughly before continuing. Instructions will op preser now modes it negging to voer to read to the instructions.)	en in a new window so you can print them or follow along. If you do not have Adobe's free Acrobat Pdf reader or anale decking sociations required for the constraints and the constraint
NEW USERS Request Access to NJDEP Online Registered and Non-Registered Services:	Note: For use with Notelli Fundation Sole For use with Notelli Fundation Sole Folgierer 5.00 folgierer Euglicerer 5.00 folgierer
NJDEP Online offers two different types of online services, Registered and Non-Registered.	Forget your password?
Registered Services require users to create a NJDEP Online and myNewJersey account:	Non-Registered Services do not require NJDEP Online or myNewJersey account creation and can be accessed without logging in:
<u>View Registered Services</u> (You must be logged in to use these services)	Pay a Paper Invoice (Certain invoice types are not available for online payment) Documents and Forms Pay for a License Pesticide Product Registration Saltwater Angler Registration Request a Walver
We welcome comments and suggestions regarding additional functions. Address your comments and suggestions to us.	
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Copyright © State of New Jersey, 1995-2010 Department of Environmental Probection P. O. Box 402 Trenton, IV 06625-0402	
Last Updated: October 5, 2012	

For help creating your *NJDEP Online* Account the following resources are available on the *NJDEP Online* home page:

- Written instructions with screen shots (Also available at: <u>http://www.nj.gov/dep/online/reg_instructions.pdf</u>.
- New User Registration Instructional Video (Video will open in a new window. Please make sure your computer volume is enabled.)

Once your account is created you will have the option to access NJDEP Online in two different ways:

- To Login at the *NJDEP Online* (<u>http://njdeponline.com</u>) page (see screen above), click on the "Log in to NJDEP Online" button; or
- To Login using the myNewJersey Portal go to the State of New Jersey home page (<u>http://www.nj.gov</u>). Click on "Login."



The myNewJersey Log On screen will open:

hall .

mynewjersey	
	Log On 10 W Here Jersey Log On 10: Step 1: Click "Log On" Forget your logon 07 Forget your logon 07 Forget your logon 07 Forget your logon 07
	Sign up to become a member
	Heb

1. Enter your myNewJersey ID and password and click the "Log On" button.

THE OFFICIAL WER SITE FOR THE STATE OF NEW JERSEY		Services A to Z Departments/Agencies FAQs
mili Home mili Business multerulersev		
Welcome Michael Gerchman		incout I change profile I enter authorization code I choose startingge I content I layout I bein
		CODE STREET FUEL STREET REFERENCE CODE STREET REFERENCE STREET BECKE DOG
Treasury Links	New Jersey Events	
Office of Workforce Initiatives and Development	🚅 Travel Guide	
HRDI eLearning	Locate Events Travel & Tourism Home Add an Event	
DEP Apps IX Dutlook Web Access prefix your ID with dep\ timul Archive Kanaset IX DEB Instance DEB Unitime DEB Unitime Instance Enter a name in the search field: Search	Step 2: Click on "DEP Online Services"	The Powerball Jackpot for Woodnesday, 12/12/2012 \$ 0 million The Hega Hillions Jackpot for Poday, 12/14/2012 Poda Lattice Sudaya for Macrobay, 12/13/2012 \$ 14.4 million Jacesey Cash 5 Jackpot for Woodnesday, 12/12/2012 \$ 30,000
Premier E-Business Services LX If you own a business or represent one in dealings with New Jersey state povermment, Sign up for Premier E-Business Services myNJ.cearthWatch for Xies NWS weather for: 06525		

Below is the page you will see upon logging on to myNewJersey:

2. Click the "NJDEP Online Services" link.

The NJDEP Online message screen will open:

	Skip Navigation
withouse I citizen I business I government I services A to Z I departments	Search
Configuration of the offention mental protection	^{njdep} on <i>line</i>
	njdep home I about dep I index by topic I programs/units I dep online
My Workspace User Profile Certifications Payments Documents and Forms Permit Folder	
Version: 4.12 Currently logged in: Michael Gerchman (MGERCHMA)	Help Logout
MESSAGES	
Please Note: For optimal performance, it is advised to maintain only one Internet Explorer or Firefox browser window or tab when using the NJDEP Online System.	
NJDEP Online requires Microsoft Internet Explorer version 7.0 or later or Mozilla Firefox version 3.5 or later to operate correctly. It will not work with any other upgrade to the correct browser version will cause data to display incorrectly and may disable some functionality.	web browsers such as Google Chrome or Apple Safari. Failure to
To download the required browsers click the appropriate link below:	
Microsoft Internet Explorer Z for Windows XP Microsoft Internet Explorer E for Windows XP or Vista Microsoft Internet Explorer B for Windows Vista or Z Mozilla Prefox 3.0 Mozilla Prefox 4.0	
For users of the E2 component of NJDEP Online, only Internet Explorer may be used at this time.	Step 3: Click "Continue"

3. After you read the messages, click "Continue" to get to the My Workspace screen.

My Workspace

The "My Workspace" page is where you will manage your work in *NJDEP Online*. You will select the types of services you wish to submit (i.e. eWaste Renewal Registrations, eWaste Collection Plans, and eWaste Annual Reports) and the facilities/companies for which you will be submitting services. You can access services that you had partially completed and saved, and also access information about services that you previously completed and submitted.

Upon login to *NJDEP Online*, users will first see a Messages screen where the NJDEP will provide important information about using the system.

nhome I citizen I business I government I services A to Z I departments	search
Contraction of environmental protection	^{njdep} on <i>line</i>
	njdep home I about dep I index by topic I programs units I dep online
My Workspace User Profile Certifications Payments Documents and Forms Permit Folder	
Version: 5.0 Currenty logged in: Michael Gerchman (MGERCHIMA)	Help Logout
MESSAGES	
Please Note: For optimal performance, it is advised to maintain only one Internet Explorer or Firefox browser window or tab when using the NJDEP Online System.	
Requirements:	
1. Only one browser window or tab open. 2. Internet Explorer 7 or higher 3. Mozille Firefox 3.5 or higher	
To download the required browsers click the appropriate link below:	
Microsoft Internet Explorer Z.for.Windows XP Microsoft Internet Explorer & for Windows XP or Vista Microsoft. Internet Explorer 9 for Windows Vista or Z Microsoft. Internet Explorer 9 for Windows Vista or Z Microsoft.	
For users of the E2 component of NJDEP Online, only Internet Explorer may be used at this time.	•
	Click "Continue" Continue

After reading the messages, **click the "Continue" button**.

You will then be directed to the "My Workspace" page.

Configuring Your Services

The "My Workspace" page is divided into 4 sections. The first section is titled "Service Selection." This area lists all of the types of *NJDEP Online* services a user is able to submit. When you logon to *NJDEP Online* for the first time, there will be no services listed. Before you can submit a service you need to add that service to your list of services available.

njhome citizen business government services A to Z departments	search
department of environmental protection	^{njdep} online
njdep home 1 abo	ut dep 1 index by topic 1 programs/units 1 dep online
My Workspace User Profile Certifications Payments Documents and Forms Permit Folder	
Version: 4.11	
Currently logged in: Michael Gerchman (MGERCHMA)	Help Logout
Service Selection	a U
Note: Access to this electronic service selection and submittal area is granted by selecting facilities using the <u>user profile</u> . Some services are shown below.	accessible without selecting facilities as
You do not have access to any services. Step 1: Click "Configure	e Services" Configure Services
My Earlities / Drogram Interests	
Note: You may add facilities by clicking the "Add Facilities" button below.	
Tou do not have any facilities in your prome, You may add facilities by selecting the Add Facility button on the My Workspace screen.	
	Add Facilities
My Services - In Progress	↑ ↓
Note: To edit or resume working on an "In Progress" item, please click on the appropriate number in the ID column.	
You do not have any "In Progress" Services.	
🔊 My Services - Submitted	

To add a service:

1. Click the "Configure Services" button.

A list of the available *NJDEP Online* registered services will display:

My Workspace User Profile Certifications Payments Documents and Forms	Permit Folder
Version: 4.12	
Currently logged in: Michael Gerchman (MGERCHMA)	
MT JERVILES	
Please select the Services that you would like to appear on your Workspace and click	: the OK button.
Services	
Division of Water Quality (j) □ Dental Waste Registration - New	Enforcement (j) □ Facility Submittal
i) 🗖 Dental Waste Registration - Renewal	incident Submittal
(i) □ NJPDES Monitoring Reports (DMRs, WCRs, RTRs)	③□ Self Audit
③ □ Stormwater Construction General Authorization ③ □ MSRP Annual Report	Facility Changes ③ □ Update Mailing Address
NJDEP Staff ③ □ Migration Processor Administration	Office of Dispute Resolution ③ □ Request Alternative Dispute Resolution
RSP Training (j) □ RSP Training	Site Remediation (j) □ Facility Submittal
	🚺 🗆 Facility Submittal - NJDEP Staff
Step 2: Click the	i 🔲 🗆 Incident Submittal - NJDEP Staff
corresponding checkbox	(1) □ LSRP-Related Services
to add a service	(1) 🗆 Remedial Priority System (RPS)
Solid and Hazardous Waste ④□ Vehicle Registration Renewal	Air Program (1) □ RADIUS File Submission
(i) 🗷 Waste Annual Report	i 🗇 🗆 General Permits
(j) 🗹 ₂Waste Collection Plan	(i) □ Permit/Certificate Folder
(i) 🔽 Waste Renewal Registration	(i) □ Excess Emission Monitoring Performance Reports (EEMPR)
	i 🗋 🗖 Periodic Compliance Certification
	i) 🗆 Permit/Certificate Renewals
	Step 3: Scroll down
	and click "OK"

- 2. Under the Solid and Hazardous Waste heading, selections for eWaste Renewal Registration, eWaste Collection Plan, and eWaste Annual Report should be available. To select a service, **click on the checkbox next to it**.
- 3. Click the "OK" button at the bottom right of the screen. You will be returned to the My Workspace screen. The service you selected should now appear listed in the "Service Selection" section.

Note: You can add to or delete the services you selected anytime by clicking the "Configure Services" button and checking or unchecking the applicable boxes.

Add Your Facilities/Companies

The second section of the My Workspace page is titled "My Facilities/Program Interests." This section is used to claim the facilities or companies for which you are authorized to submit services.

njhome citizen business government services A to Z departments	search
pewjersey nidep	njdepo <i>r/ine</i>
department of environmental protection	njdep home I about dep I index by topic I programs/units I dep online
My Workspace User Profile Certifications Payments Documents and Forms Permit Folder	
iteraion: 4.11	
Currently logged in: Michael Gerchman (MGERCHMA)	Help Logout
MY WORKSPACE	
Service Selection	
Note: Access to this electronic service selection and submittal area is granted by selecting facilities using the <u>user pro</u> shown below.	<u>ifile</u> . Some services are accessible without selecting facilities as
You do not have access to any services.	
	Configure Services
My Facilities/Program Interests	A C
Note: You may add facilities by clicking the "Add Eacilities" bytten below	
You do not have any facilities in your profile. You may add facilities by selecting the Add Facility button on the My Wo	rkspace screen.
	Step 1: Click "Add Facilities" Add Facilities
	/
My Services - In Progress	
Note: To edit or resume working on an "In Progress" item, please click on the appropriate number in the ID column.	
You do not have any "In Progress" Services.	
My Services - Submitted	· · · · · · · · · · · · · · · · · · ·

To claim your facility/company:

1. Click the "Add Facilities" button.

The Facility Search page will open:

njhome I citizen I bu	siness I government I services A to Z I departments	search
newjersey nider	nmental protection	^{njdep} online
	njdep home 1 about dep 1 i	ndex by topic I programs/units I dep online
Edit Personal Infol Request	Trolle Certifications Payments Documents and Forms Permit Folder	
Version: 4.11.7		
Currently logged in: Michael	Gerchman (MGERCHMA)	Help Logout
1 - Specify Search	FACILITY SEARCH	
Criteria	In most cases your Program Interest Number is your Facility ID.	
2 - Select Facilities	Users adding NJPDES Permits to their profile should do so by selecting the "Water Quality" value from the NJDEP Progra	m option. The user should then
Please Note You may click on a	The second	
previously visited page (above) to pavigate	ketrieve only those facilities that match the search criteria	
back to that screen.	Retrieve the sites and all of the site's facilities that match the search criteria Retrieve NUDEE Descrit Numbers	
Stop 2. Click	Retrieve the facilities that are associated with an Alternate ID Waste"	
Step 2: Click		
radio button	(Optional) Select NJDEP Program:	
(Enter either a Facility ID or a Facility Name:	
	Facility ID: (For NJPDES Facilities Use The NJPDES Permit Number)	
	Facility Name:	
•	Step 5: Click Searc	h Cancol
	Step 3. Click Start	
Stop 4	Enter BI	
Step 4:	Liner F1	
Num		
Facili	ty Name	

- 2. Under "Pick the Search You Want to Perform," click the radio button associated with "Retrieve only those facilities that match the search criteria."
- 3. In the "Select NJDEP Program" drop down field, select "Solid Waste."
- 4. Then under the "Enter either a Facility ID or a Facility Name" heading please enter the manufacturer's PI Number in the Facility ID field or the name of the manufacturer in the Facility Name field. When searching by name do not use punctuation.

Note: The PI Number, or Program Interest Number, is the ID number for the manufacturer assigned by the NJDEP. If you do not know the manufacturer's PI Number, you can contact the NJDEP by email at <u>ecycle@dep.state.nj.us</u> or call (609) 984-3438.

5. Click the "Search" button.

The "Facility Search Results" page will open and display those facilities that match your search criteria:

njhome I citizen I bus	iness I government I services A to Z I departments					search
newjersey Nicep department of environ	mental protection					^{njdep} online
				njdep home I ab	out dep I index by	/ topic programs/units dep online
My Workspace User I	Profile Certifications Payments Document	s and Forms Permit Folder				
Edit Personal Info Change F	Password Request Cert PIN Edit Facility Selection Fav	orite Contacts Security Administration				
Version: 4.11 Currently logged in: Michael Ge	erchman (MGERCHMA)					Help Logout
	FACILITY SEARCH RESULTS					
1 - Specify Search Criteria	Facility	Facility ID Program	Program Interest	<u>County</u>	Municipality	
2 - Select Facilities	EWASTE TEST MANUF 100	560550 Solid Waste	ELECTRONICS MANUFACTURER	Burlington	Southampton Twp	
You may click on a	Clicking a column title will sort the table by that colum	n.	<u> </u>			
previously visited page (above) to navigate back to that screen	Clear/Check All				Add Se	lected Facilities Cancel
						\wedge
Step 7: Check the box next to your company		Step 6: Check information make sure "Program Int is "Electronics Manufact	on and erest" turer"		Step 8: Selecte	Click "Add d Facilities"

- 6. The page will display the Facility Name, Facility ID (PI Number), Program, Program Interest Type, County, & Municipality. Your company should appear in the list. Check the information in the row to make sure it is the correct company. The Program Interest Type for the company must be "Electronics Manufacturer." If you cannot find your company in the list with the correct PI number and Electronics Manufacturer Program Interest Type, please email ecycle@dep.state.nj.us or call (609) 984-3438.
- 7. If everything looks correct, check the box next to your company,
- 8. Click the "Add Selected Facilities" button.

You will be returned to the My Workspace page:



You do not have any "In Progress" Services.

Changing Your Facility Access

When you first add a facility (manufacturer) to your Workspace, you will automatically be given an Access Type of "Individual with Direct Knowledge." "Individual with Direct Knowledge" is the lowest security level. This access level allows you to enter information into eWaste services for the manufacturer. However, before a service is submitted, it will require certification by a "Responsible Official." If you are a Responsible Official for the manufacturer and intend to sign off as the Responsible Official on Registrations, Collection Plans and/or Annual Reports, you will have to Change Access. A "Responsible Official" is defined as:

- For a corporation, a principal executive officer of at least the level of vice president;
- For a partnership or sole proprietorship, a general partner or the proprietor,
- For a government agency, either a principal executive officer or ranking elected official; or
- For a group of registered Electronics Manufacturers, the person authorized by the group of Electronics Manufactures to act on its behalf in accordance with N.J.A.C. 7:26A-13.4 for submittal of Collection Plans and Annual Reports.

If you are a Responsible Official, as defined above, to change your access type from "Individual with Direct Knowledge" to "Responsible Official:"

1. Click on the "Change Access" icon \ll .

The Change Access screen will open:

njhome I citizen I bus newjersey nice of environ	siness I government I services A to nmental protection	Z I departments		njdep home I about dep I index by to	search njdep <i>online</i> opic I programs/units I dep online
My Workspace User Facility Details Change A	Profile Certifications Paym ccess Type	eents Documents and Forms	Permit Folder		
Currently logged in: Michael G	erchman (MGERCHMA) CHANGE ACCESS TYPE	EWASTI	E TEST MANUF 100		Help Logout
1 - Select Access Type 2 - Change Access					
Type 3 - Access Change Confirmation	Add New Access Level	ASTE TEST MANUF 100		Current Access Type: Individual With Direct Know	vledge
Please Note You may click on a previously visited page (above) to navigate back to that screen.				Change Access Type To:	Continue
	Existing Access Levels				<u> </u>
	Security Role	Access Status	Remove	Step 2: Select	Step 3: Clic "Continue"
	Individual With Direct Knowledg Electronic Waste Registration	e Granted Granted	8 8	"Responsible Official"	
	Electronic Waste Collection Plan Electronic Waste Annual Report	Granted Granted	8 8		
				J	Return

- 2. In the "Change Access Type To" drop down, select "Responsible Official."
- 3. Click the "Continue" button.

The Change Access Type screen opens:

njhome citizen b newjersey department of envir	siness I government I services A to Z I departments	njdep home I about dep I index by topic I programs/units I dep online
My Workspace Use	Profile Certifications Payments Documents and Forms Permit 1	Folder
Version: 4.11 Currently logged in: Michael	56055 erchman (MGERCHMA) EWASTE TEST CHANGE ACCESS TYPE - ONLINE	30 MANUF 100 Help Logout
1 - Select Access Type 2 - Change Access Type Online 3 - Access Change Confirmation Please Note You may click on a previously visited page (above) to navigate back to that screen.	Facility Name: EWASTE TEST MANUF 100 A Responsible Official is defined in as follows: For a corporation: a principal executive officer of at least the l For a partnership: A general partner; For a government agency: Either a principal executive officer of For a group of registered Electronics Manufacturers: the perso with N.J.A.C. 7:26A-13.4 for submittal of Collection Plans and r I agre 2.□ Step 4: If you are the Responsible Official, click "I Agree"	View/Print Language level of vice president; or ranking elected official; n authorized by the group of Electronics Manufactures to act on its behalf in accordance Annual Reports. Step 5: Click "Continue" Continue Cancel

- 4. The screen displays the definition of Responsible Official. If you meet the definition of Responsible Official for the selected manufacturer, **click on the checkbox next to "I Agree."**
- 5. Click the "Continue" button.

The "Change Access Type – Confirmation" screen will open:

njhome I citizen I bu	usiness I government I services A to Z I dep.	rtments			search
apping nider) Inmental protection				^{njdep} online
				njdep home I about dep	I index by topic I programs/units I dep online
My Workspace Usea	r Profile Certifications Payments	Documents and Forms Permit Folder			
Version: 5.0 Currently logged in: Michael G	Gerchman (MGERCHMA)	EWAS	560550 TE TEST MANUF 100		Help Logout
	CHANGE ACCESS TYPE - CON	FIRMATION			
1 - Select Access Type					
2 - Change Access	Your request status is Granted.				
3 - Access Change Confirmation	You have successfully changed your	access type for EWASTE TEST MANUF 100			
Please Note					
You may click on a				Step 6: Click "C	Continue"
(above) to navigate					
back to that screen.					

6. Screen should tell you "Your request status is Granted." Click the "Continue" button.

Note: You will be returned to the "My Workspace" screen. The Access Type for the manufacturer should now be listed as Responsible Official.

SKIP INAVIGADOL

<u>Registration Instructions</u>

On or before January 1st of each calendar year, each manufacturer of covered electronic devices sold for delivery in New Jersey on and after December 1st of the previous year must register with the Department and pay an annual registration fee. The annual registration fee for a television manufacturer is \$5,000.00. The annual registration fee for a manufacturer of other covered electronic devices is also \$5,000.00. A company that manufacturers both televisions and other covered electronic devices must pay an annual registration fee of \$10,000.00.

Initial Registration

Initial Registration Forms **will continue to be processed manually**. The Initial Registration Form (and additional information) is available on the Department's website:

→ <u>http://www.nj.gov/dep/dshw/recycling/EWaste/manufacturers.html</u>

The Department will accept payment of the initial registration fee in the form of a **check or money order**, payable to "**Treasurer**, **State of New Jersey**."

The Initial Registration Form and Fee should be sent to:

Mail Code 401-02C New Jersey Department of Environmental Protection Solid and Hazardous Waste Management Program Bureau of Recycling and Planning P.O. Box 420 Trenton, New Jersey 08625 Attn: Ewaste Registration

Renewal Registration

The NJDEP now requires online renewals of eWaste Registrations. Each registered manufacturer must renew its registration by January 1st of the calendar year immediately subsequent to the calendar year of its initial registration, and by January 1 of each calendar year thereafter.

To renew your company's registration:

1. Logon to *NJDEP Online* via the myNewJersey Portal at <u>http://www.nj.gov</u> or via <u>http://njdeponline.com</u>.

Note: If you haven't already created an *NJDEP Online* account, <u>configured your NJDEP Online</u> <u>services</u> and <u>added your facilities/companies</u>, please see the <u>NJDEP Online New User Instructions</u> earlier in this document.

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Version: 4.11	70.010.445						TT-1 1 T
MY WORKSPACE							Hap Dogoal
Service Selection							
Note: Access to this electronic servic	e selection and submittal ar	ea is granted by selecting facili	ties using the <u>user profi</u>	l <u>e</u> . Some services a	re accessible without	selecting facil	ities as
shown below.			_				
Solid and Hazardous Waste	St	en 2: Click link for					
eWaste Annual Report		Weste Denewal					
eWaste Renewal Registration		e waste Kellewal					
		Registration"				0	- 0
						Configur	e Services
My Facilities/Program Inter	rests						1
Note: You may add facilities by clickin	g the "Add Facilities" buttor	below.					
Facility Name	Facility ID	Program	Access Type	Change Access	Manage Security	View	Remove
EWASTE TEST MANUF 100	560550	Solid Waste	Individual With Direct				8
Clicking a column title will sort the table by t	hat column.		Kilowieuge	-		-	
						Add	Facilities
My Services - In Progress							

Note: To edit or resume working on an "In Progress" item, please click on the appropriate number in the ID column.

2. In the "Service Selection" section of the "My Workspace" screen, click on the link for "eWaste Renewal Registration."

The "Instructions Page" of the service should open:



Note: The "Instruction Page" screen provides a brief description of the items you will need to complete the registration. It also includes a link to this instruction manual.

3. Click the "Continue" button.

The Facility Selection screen will open:

njhome I citizen I bu	isiness I government	I services A to Z I departments				search
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- ucpartment or envire	ninental protection			njdep home I a	bout dep I index by topic I p	orograms/units I dep online
Mu Workspage Usor	Profile Cortificat	tions Barmonts Documents and Forms	Pormit Folder			
ny workspace User	Trome Certaina	dons Taynens Doculients and Torins	I ennut I older			
Version: 4.11						
Currently logged in: Michael (Gerchman (MGERCHIN	MA)				Help Logout
	FACILITY SE	LECTION				
1 - Instructions			\sim	Stop 4. Soloo	t waan wan	
2 - Facility Selection	* Please select th	he year that you would like to make this s	ubmission for: 🚺 💽	Step 4. Selec	t year you	
3 - Registration			2012	are registe	ring for	
Details	The list below sho	ows a list of the facilities that you have lis	sted in your pri 2012 ou would	like to make an electr	onic submittal for one of	the listed facilities.
4 - Contacts	please select the	radio button and hit the Continue button.	2010			
5 - Certification	*Schot	Facility	Eacility ID	Facility Type	Municipality	Address
6 - Payment 7 - Summary	0	EWASTE TEST MANUF 100	560550	ELECTRONICS	Southampton Twp	100 MAIN ST
Please Note	Clic, ang a column tit	tle will sort the table by that column.				
You may click on a						
(above) to navidate	Please use this hy	yperlink to leave this service and add facili	ities to my profile using the <u>Fac</u>	<u>ility Search</u> page.		
back to that screen.	* Required	Step 5: Click the				
		button for the facility				
		button for the facility		Stop	6. Click "Continue	" "
		you are registering		Step	o. Chek Colluliue	Continue

- 4. From the drop down select the calendar year for which you are submitting the registration.
- 5. All of your facilities should appear in a list. **Click the radio button** associated with the manufacturer whose registration you are renewing. If the company you are registering does not appear in the list, see the instructions for <u>adding your facilities</u>.
- 6. Once you have selected the appropriate year and company click the "Continue" button.

Note: Upon clicking "Continue" you will have created a service. If you need to stop the registration renewal process without completing it, you will be able to return at a later time to finish by logging on to *NJDEP Online*. The partially completed service will be saved under the "My Services – In Progress" section of "My Workspace" screen. Click on the Service ID # to return to the same place in the service that you were working on.

The Registration Details screen will open:



- 7. The "Registration Details" screen requires you to enter each and every brand name of covered electronic device that the company manufactures or manufactured. Type in the brand name.
- 8. Use the drop down to **identify the Type of electronic device** (TV, Other, or Both) associated with the brand name.
- 9. Enter only one brand per row in the table. If the company manufacturers or manufactured more than one brand of television or covered electronic device, use the "Add Row" button to add additional rows. If an error is made and you need to delete a row, click on the ∞ icon in the Remove column of the applicable row.
- 10. Once you have entered, selected, and/or edited the Brand Name & Type information and it is accurate, please **click the "Continue" button**.

The "Contacts" screen should open:

Version: 4.12 Currently logged in: Michael G	erchman (MGERCHMA)	560550 EWASTE TEST MA	NUF 100	Help Logout
1 - Instructions	Contacts			
2 - Facility Selection	For International Addresses or phone numbers			
3 - Registration Details	Please use Address Line 2 for the International S the US in this Contacts screen will not allow billin	tate or Province information, the regular Sta of for payment later in this service. Payment	te dropdown for the Country and the Comments fi by eCheck will be required.	eld for phone number. Also, entering an address outside
4 - Contacts				
5 - Certification 6 - Payment				
7 - Summary		S 1.	Responsible Party	
Please Note You may click on a	1. Responsible Party			
previously visited page (above) to navigate	Note: Selecting an option below will replace all in	formation for this contact.		Sive to My Favorite Contacts
back to that screen.	Insert From Existing Contact(s)			
	*First Name:		*Address Line 1:	
	Middle Initial:		Address Line 2:	
Once you save a	Title:	- <	*County: Out Of State	Check this box if you war
contact to your	*E-Mail Address:		*City:	save this contact informat
avorite contacts	*Contirm E-Mail: *Organization Name:	_	*State: *Zin Code:	to your favorite contact
avorite contacts,	*Organization Type: State			
ou will be able to	t the locate t also an another is a series of	_		
find it nere!	- At least 1 phone number is required.		Step 11&12:1	Fill out information
	*Type *Contact Number (must be 10 digi	ts) Extension Comments	Remove for the perso	an the department
	Work Phone Number		should control	of with questions
	Add Number		should conta	un registration
k here to add	* Required		about yo	ur registration
dition phone	N 200 & (1999.)		Note: Please enter co	ntact information on ALL required tabs before clicking Continue.
				A
numbers				Save Continue
				\wedge
				Step 13: Cl

- 11. Enter the Name, address, etc. for your contact person—the person that the Department should contact with questions or other information concerning the electronics manufacturer registration. The fields marked with an asterisk (*) are required.
- 12. Enter at least one phone number. You are required to submit at least one, but you can add more rows to enter different phone number types by clicking "Add Number."

Note: You can save this contact information for use on future services. To save this contact information, **check the box next to "Save to My Favorite Contacts"** (located on the upper right hand side of this screen). Upon going to the next screen, the contact information will be saved as one of your existing contacts. The next time you are completing a Contacts screen in a *NJDEP Online* service, simply click the "Insert from Existing Contacts" drop down and select the name of the Contact. All of the saved fields will fill in.

13. When you have filled in all the applicable fields, click the "Continue" button.

The Certification screen will open:

							skip ivavigation
njhome I citizen I bu	siness I government I services A to Z I departments					seard	3
department of enviro	nmental protection						^{njdep} online
					njdep home 1 about dep	I index by topic programs/	mits I dep online
My Workspace User	Profile Certifications Payments Documen	ts and Forms Permit Folder					
Version: 5.0			560550				
Currently logged in: Michael G	Ferchman (MGERCHMA)	EWAS	TE TEST MANUF 100				Help Logout
1 - Instructions	CERTIFICATION - SINGLE SUBMISS	ION SUMMARY					
2 - Facility Selection	141245 - eWaste Renewal Registra	tion					
3 - Registration Details	To certify electronically, please click on the bi	ue ribbon.					
4 - Contacts 5 - Certification	Required Name	Certifier Type	Certifier Status	Notification Status	Certify Electron ally	Certify via Paper	Remove
6 - Payment	3	Individual With Direct Knowledge	Not Certified	No Notifications Sent			
7 - Summary	3	Responsible Omcial	Not Certified	No Notifications Sent			
You may click on a	Clicking a column title will sort the table by that colu	/					
(above) to navigate back to that screen.			Step 14: Click blue	e ribbon	Send Notifications	Add Certification Type	Gontinue
	Look for the line that says "Individual with Direct Knowledge!						

Note: The Registration requires two certifications:

- One from an Individual with Direct Knowledge
- One from a Responsible Official.

The Responsible Official must meet certain requirements and must have upgraded his/her Access/Type (See the section entitled <u>Changing Your Facility Access</u> earlier in these instructions).

One person can make both certifications.

To certify as the Individual with Direct Knowledge:

14. Click the **Blue Ribbon icon x** in the row associated with the Individual with Direct Knowledge.

njhome I citizen I bu	usiness government services A to Z departments	search	ו
pewjersey nider	0	njdep	nline
department of enviro	njdep home 1 about dep 1 index	by topic programs/units	dep online
My Workspace / User	r Profile 🖊 Certifications 🖊 Payments 🖊 Documents and Forms 🖊 Permit Folder		
Version: 4.11 Currently logged in: Michael (Solossa - makener (MCEPCHNA) PULACE FOR MANUE 100	Uste	. I Torrout
Currently togged in Michael (CEDITERATION - SINGLE ADDITATION - INDIVIDUAL WITH DIDECT KNOWLEDGE	ricip	Dogout
1 - Instructions	CENTIFICATION SINGLE APPLICATION INDIVIDUAL WITH DIRECT NUOWELDGE		
2 - Eacility Selection			
2 - Appual Bapart	Service ID Submittal Type	Creation Date	View
Details	141248 Solid and Hazardous Waste - eWaste Annual Report - eWaste Annual Report RSP service	11/04/2011	$\langle \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \!$
4 - Contacts	Certification of the Individual With Direct Knowledge		
5 - Attachment			
Upload	I certify under penalty of law that I believe that the information is true, accurate, and complete. I am aware that there are sig false information, isoludien the poscibility of fine and imprisonment	nificant penalties for sub	mitting
6 - Certification	raise information, including the possibility of the and improviment.		
7 - Summary	Name of Certifying Michael Gerchman		
Please Note	Step 10. Enter		
You may click on a previously visited page	User ID of Certifying MGERCHMA your PIN #		
(above) to navigate	Click her	е п уои	
back to that screen.	*Certification PIN: Case-Sensitive) forget you	ır PIN!	
	* Required		
	Certification of your PIN constitutes an electronic signature of this submittal in accordance with the aforement ned statement.		
	Stop 17: Click "Contifu"		
	Step 17: Click Certify Certify Forgot Certification PIN S	end Notifications	Cancel

The Individual with Direct Knowledge Certification screen will open:

- 15. Read the certification statement.
- 16. If you agree with the statement, **enter your PIN number.** *If you forgot your certification PIN you can click the Forgot Certification PIN button to get an email with a new PIN.*
- 17. Click the "Certify" button.

You will be returned to the "Certification" screen:

								Skip Ivavigation
njhome I citizen I bus	siness I government I s	services A to Z I departments					sear	aha)
department of environ	mental protection							^{njdep} online
						njdep home 1 about dep 1 ind	lex by topic 1 programs	Junits I dep online
My Workspace User	Profile Certificatio	ons Payments Documents and	Forms Permit Folder					
Version: 5.0			5	50550				
Currently logged in: Michael G	erchman (MGERCHMA) ON - SINGLE SUBMISSION	EWASTE TH	ST MANUF 100				Help Logout
1 - Instructions	CERTITIONT	JIN STRUCT SOUMISSION						
2 - Facility Selection	141245 - eWa	aste Renewal Registration						
3 - Registration Details	To certify electroni	cally, please click on the blue rit	obon.					
4 - Contacts 5 - Certification	Required	Name	Certifier Type	Certifier Status	Notification Status	Certify Electronically	Certify via Paper	Remove Certifier
6 - Payment	0		Individual With Direct Knowledge	Not Certified	No Notifications Sent	*		
7 - Summary Please Note	3		Responsible Official	Not Certified	No Notifications Sent	*		
You may click on a previously visited page	Clicking a column title	will sort the table by that column.						
(above) to navigate back to that screen.					s	end Notifications Ad	d Certification Type	Gontinue
						\wedge		
						<u> </u>		
					Step 1	8. Click "Ser	d	
					Step 1	o. Chek bei	u a	
					Notific	ation" to not	ify	
					Respo	onsible Officia	al	

Note: If the Individual with Direct Knowledge is also the Responsible Official, you can skip the Send Notifications steps and simply certify as the Responsible Official using the same procedure as described above. Then Go To Step 22.

18. If the Individual with Direct Knowledge is not also the Responsible Official, the Individual with Direct Knowledge can send an email to the Responsible Official that the Registration is ready for certification **by clicking on the "Send Notifications" button**.

The Email Notification screen will open displaying a list of the Responsible Officials associated with the facility:

	njhome i citizen i business i government	I services A to Z I departments		search
A.	department of environmental protection			^{njdep} on <i>line</i>
				njdep home I about dep I index by topic I programs/units I dep online
M	y Workspace User Profile Certific	ations Payments Documents and Forms	Permit Følder	
Version	r: 4.12 Ily logged in: Michael Gerchman (MGERCH	MA)	560550 EWASTE TEST MANUF 100	Help Logout
E-M	IAIL NOTIFICATION			
Select	t one or more users to send a certific	ation reminder email.		
	Name	Certifier Type	Email Address	Notification Status
	Michael Gerchman	Responsible Official	Michael.Gerchman@dep.state.nj.us	No notifications sent.
	Robin Heston	Responsible Official	robin.heston@dep.state.nj.us	No notifications sent.
	ng a column title will sort the table by that c	olumn.		
	Step 19: C	lick the		Send Notification Cancel
	box for the	person		

- 19. Click on the checkbox to the left of the Responsible Official to which you want to send the email
- 20. Click the "Send Notification" button.

A screen will open indicating that the Email Notification was sent:

njhome I citizen I business I government I services A to Z I departments		search
evence nideo		^{njde} Pon <i>line</i>
		njdep home I about dep I index by topic I programs/units I dep online
My Workspace User Profile Certifications Payments Documents and Forms Permit Folder		
Version: 5.0 Currently logged in: Michael Gerchman (MGERCHMA)	560550 EWASTE TEST MANUF 100	Help Logout
E-MAIL NOTIFICATION		
Notifications have been sent to the following users:		
Name	Email Address	
Michael Gerchman	Michael.Gerchman@dep.state.nj.us	
Clicking a column title will sort the table by that column.		
		Step 21: Click "Continue"

21. Click the "Continue" button. The Certification screen will open.

Note: You will not be able to continue to the next step until a Responsible Official certifies the service. (*Please see <u>Responsible Official Certification Instructions</u> for directions on certifying as the <i>Responsible Official*). You can exit the service at this time. If you are responsible to complete the service after the Responsible Official certification, you can return to the service at a later time. Simply log on to *NJDEP Online* and find the service listed in the My Services – In Progress section of the My Workspace page and click on the Service ID number.

You should be returned to the "Certification": screen:

						510	p INavigation
njhome I citizen I bu	usiness I government I services A to Z I dep	artments				search	
Dewetter nicet	0 Inmental protection					njd	^{lep} online
					njdep home I about dep I	index by topic 1 programs/units	s I dep online
My Workspace User	r Profile Certifications Payments	Documents and Forms Permit Folder					
sion: 5.0 rently logged in: Michael G	Gerchman (MGERCHMA)	5603 EWASTE TEST	550 F MANUF 100			,	Help Logout
	CERTIFICATION - SINGLE S	UBMISSION SUMMARY					
- Instructions	141245 - eWaste Densual I	Locistantion					
- Facility Selection	141245 - ewaste Renewal i	registration					
Details	To certify electronically, please click	on the blue ribbon.					
4 - Contacts 5 - Certification	Required Name	Certifier Type	Certifier Status	Notification Status	Certify Electronically	Certify via Paper	Remove Certifier
- Payment	Ø	Individual With Direct Knowledge	Not Certified	No Notifications Sent	*		
- Summary Please Note	3	Responsible Official	Not Certified	No Notifications Sent			
You may click on a	Clicking a column title will sort the table b	y that column.					
above) to navigate				s	end Notifications A	dd Certification Type	Continue
back to that screen.				_			
							ሩ እ
						54	. 22. CH-L
						Step	5 22: Click
						"C	Continue"

Note: Both the Individual with Direct Knowledge and the Responsible Official must certify the service before proceeding to the next step.

22. Once both certifications are completed, from the Certification Screen, **click the** "Continue" button.

The Payment Summary screen will open:

njhome I citizen I be pewiener Didee	usiness I gove Domental prote	nment I servic	ees A to Z I departments			njdep home 1 about dep 1 i	search index by topic 1 programs/u	njdep _{orline} nits I deponline
My Workspace User	r Profile 🖉 C	ertifications	Payments Documents and	Forms Permit Folder				
Version: 4.12 Duranthy logged in: Michael C	Secolution (M	EPCUN(A)		EWACTE	560550			Halo I Logout
oureany wgges in suchaets	PAYME	NT SUMM/	ARY	EWASIE I	EST MANOP 100			Help Logout
1 - Payment	For Interr	ational Add	resses:					
2 - Davement Details	The Bill M	e option is n	ot available for addresses	outside the US. To use the Bill Me opti	on, click the Return button to go b	back to the Registration service and enter a US a	ddress on the Contact	ts screen.
2 - Payment Decais				,-				
Information	Charge	e .						
4 - Payment	charge							
Please Note	ID Facility ID Facili	Facility Name	Program	Service	Туре	Creation Date	Amount	
You may click on a	145109	560550	EWASTE TEST MANUF 1	00 Solid and Hazardous Waste	eWaste Renewal Registration	eWaste Renewal Registration RSP service	08/18/2012 Total:	\$10,000.00
(above) to navigate	Clicking a c	slumn title will (sort the table by that column.					
				Step 23: Click eCheck" if you was eCheck. Proceed	"Pay via nt to pay by to Step 24.	Pay v	a eCheck U Bill Me	Return
						be billed, click "Bill and go to Step 2	Me" 9.	

23. The payment screen displays an invoice for the registration fee. This screen provides two options for making payment, "Payment via eCheck" or "Bill Me." Click on the button of your choice.

Note: The annual fees are:

- \$5,000 for a TV Manufacturer
- \$5,000 for a manufacturer of Other Electronic Devices
- \$10,000 for a manufacturer of both TVs and Other Electronic Devices

Note: When using the Bill Me payment option, the eWaste Registration is not complete when you submit the service. The bill must be paid in full before the Registration is valid.

If you selected "Bill Me," skip to Step 29.

If you selected "Payment via eCheck," the "Make Payment by eCheck" screen will open:

evicency i department of environ	ess I government I services A to Z I departments Jental protection	njdep home i	sourch njderp _{online} about dep 1 index by topic 1 programs units 1 dep enline
My Workspace User I	rofile Certifications Payments Documents and Forms Permit Folder		
Version: 4.12 Currently logged in: Michael Ge	chman (MGERCHMA) EWASTE	560550 TEST MANUF 100	Help Logout
	MAKE PAYMENT - BY CCHECK		
1 - Payment Summary	In order to comply with new banking rules, please answer the following question:		
2 - Payment Details 3 - Review Payment Information 4 - Payment Confirmation	Will the funds for the payment come from an account outside the Unite discuss (Yes/No)2 C Ye 0)2	Step 24: Select "No" if the funds will come from a US account. Bank account fields will appear when "No" is selected	
Please Note You may click on a previously visited page (above) to navigate	Total: \$10,000.00 Bank Routing No.*:	Contact Name*:	
back to that screen.	Account Number*: Account Type*: Name on Account*: Michael Gerchman	Contact Phone No. *: Contact Phone No. Ext: Contact E-Mail*:	
	Step 25: Fill in account details and contact information.	Step 26: Click "Continue"	Continue Clear Cancel

- 24. On the Pay by eCheck screen, you will be asked if the funds are coming from a foreign account. *NJDEP Online* will only accept funds from a U.S. account. If you check "yes," you will be notified that use of a foreign account is not acceptable. Payments via foreign accounts must use the "Bill Me" option. If the funds will come from a U.S. account, check the "No" box.
- 25. Once "No" is selected, additional fields will display to enter account information. **Complete the fields on the screen** by entering the Routing #, Account #, Type of Account, and Name of Account fields. You must also enter a name, email address and phone number for an individual to contact about the payment.
- 26. When the information is correctly entered. Click the "Continue" button.

The "Review Payment Information" screen opens:

njhome I citizen I bu projency Dide	usiness I government I service Onmental protection	ns A to Z I departments			njdep home i about de	r i index by topic i programs/a) 1jdep _{on<i>line</i> sits I depension}
My Workspace User Version: 4.12 Currently logged in: Michael O	r Profile Certifications	Payments / Documents and Forms	Permit Folder St EWASTE TE	50550 ST MANUF 100			Help Logout
1 - Payment Summary 2 - Payment Details 3 - Review Payment Information	REVIEW PAYMENT In the event of an Authon NOTE: Please do not pre	Dirization error, please select Payments button in a select Payment button	ent Details from the Progress Indicat more than one time. Payment confirm	tor on the left to correct any errors. mation sometimes can take a few min	utes.		
4 - Payment Confirmation	Payment Summar	v					
You may click on a	ID Facility ID	Facility Name	Program	Service	Туре	Creation Date	Amount
(above) to navigate	145109 560550	EWASTE TEST MANUF 100	Solid and Hazardous Waste	eWaste Renewal Registration	eWaste Renewal Registration RSP service	08/18/2012 Total:	\$10,000.00
back to that screen.	Clicking a column title will se	ort the table by that column.				rotai.	\$10,000.00
	Payment Type						
	Bank Routing Number: Account Number:	1360 67890		Contact Name: Contact Phone #: Contact Email:	Mike Gerchman 6099846985 michael.gerchman@dep.state.nj.us		
	Account Type:	Checking		Step 27: is c "Autho	If all information orrect, click orize Payment"	Authorize Payment	Cancel

- 27. Review the information on the screen. If it's correct, **click the "Authorize Payment" button**. Sometimes it may take a minute or two for this process to complete. Please click the "Authorize Payment" button only once.
- 28. When the payment processes, you will receive a message stating that the submission was successful. **Click the "Continue" button.**

Note: After you click the Continue button, the "Summary" screen will open. The next few steps cover the "Bill Me" Option. **If you paid via eCheck, go to Step 33 to continue**.

If you selected the "Bill Me" option, you will pick up from Step 23 here:

	niless gevernment services & to Z departments explore f about dep index by topic explore f about dep explore f about dep	nydePonUne programmanists I dep online
/ersion: 5.0 Currently logged in: Michael 1 - Billing Message		Click here to go back to pay via eCheck
Address 3 - Payment Billing Confirmation Please Note You may click on a previously visited page (above) to navigate back to that screen.	electronically. Note For Air General Permits and Tidelands License Renewals Only: The service will be submitted but will not be approved until the payment is received. If you continue you will no longer be service electronically. Step 29: Click "Continue"	able to pay Continue Cancel

29. After clicking the "Bill Me" button, you will be warned that by going further, you will not be allowed to pay by eCheck and you will be given the option to go back and pay by eCheck. At this point, you can opt to go back and pay by eCheck or confirm that you would like to be billed. To confirm that you would like to be billed, **click the "Continue" button**.

The Payment Mailing Address Option screen will open:

Step 30: Select this button if you want the bill mailed to the address entered in the Contacts screen for this registration. Edits here will also change the Contacts screen. Description of the association of the bill mailed to the association of the bill mailed to a different address. Description of the bill mailed to the association of the bill mailed to a different address the screen of the bill mailed to a different address the screen of the bill mailed to a different address. Description of the bill mailed to a different address the screen of the bill mailed to a different address the screen of the bill mailed to a different address. Description of the bill mailed to a different address the screen of the bill mailed to a different address. Description of the bill mailed to a different address the screen of the bill mailed to a different address. Description of the bill mailed to a different address the screen of the bill mailed to a different address. OR: Select this button if you want the bill mailed to a different address. Description of the date before address the screen of the bill mailed to a different address. Description of the bill mailed to a different address the screen of the bill mailed to a different address. Description of the bill mailed to a different address the screen of the bill mailed to a different address. Description of the bill mailed to a different address the screen of the bill mailed to a different address the screen of the bill mailed to a different address the screen of the bill mailed to a different address the screen of the bill mailed to a different address the screen of the bill mailed to a different address the screen of the bill mailed to a different address the screen of the bill mailed to addresscreen addrescreen of the bill mailed to address the screen of the				
 button if you want the bill mailed to the address entered in the contacts screen for this gestration. Edits here will also change the contacts screen. OR: Select this button if you want the bill mailed to a different address from the the bill mailed to a different address. OR: Select this button if you want the bill mailed to a different address from the the bill mailed to a different address. OR: Select this button if you want the bill mailed to a different address from the bill mailed to a different address. OR: Select this button if you want the bill mailed to a different address. OR: Select this button if you want the bill mailed to a different address. OR: Select this button if you want the bill mailed to a different address. OR: Select this button if you want the bill mailed to a different address. OR: Select this button if you want the bill mailed to a different address. OR: Select this button if you want the bill mailed to a different address. OR: Select this button if you want the bill mailed to a different address. OR: Select this button if you want the bill mailed to a different address. OR: Select this button if you want the bill mailed to a different address. OR: Select this button if you want the bill mailed to a different address. OR: Select this button if you want the bill mailed to a different address. OR: Select this button if you want the bill mailed to a different address. OR: Select this button if you want the bill mailed to a different address. OR: Select this button if you want the bill mailed to a different address. OR: Select this button if you want the bill mailed to a different address. OR: Select this button if you want the bill mailed to a different address. OR: Select this button if you want the bill mailed to a different address. OR: Select this button if you want the bill mailed to a	Step 30: Select this	PAYMENT MAILING ADDRESS OPTION - SELECT ONE		
 Build on the follower of the second address of the second	button if you want the	Please select the mailing address to be used to send the bill for this serv	ice.	
 Built mailed to the database anderse anderse anderse and and address anderse and address and		Note: Any address information listed in Address Lines 2 and 3 will NOT ap	opear on the bill, so to ensure proper delivery, you will need to include all necessary address info	
address entered in the Contacts screen for this Registration. Edits here will also change the Contacts screen.	bill malled to the	revised name and address information entered for a service contact or fo so you may wish to use the last option ['Other (manually enter address)'	in the user will save back over the information currently included in the permit application for the "] to prevent this from happening.	
Contacts screen for this Registration. Edits here will also change the Contacts screen. NCR: Select this button if you want the bill mailed to your mailing address. Edits here will also change your personal User Profile information. OR: Select this button if you want the bill mailed to a different address. Mailed install ************************************	address entered in the	C esponsible Party		
Registration. Edits here will also change the Contacts screen. OR: Select this button if you want the bill mailed to a different address. OR: Select this button if you want the bill mailed to a different address in the fields below will qdate billing address. OR: Select this button if you want the bill mailed to a different address image in the fields below will qdate billing address image in the fields below will qdate billi	Contacts screen for this	Data changes in the fields below will update the service contacts addres	is information.	
will also change the Contacts screen. OR: Select this button if you want the bill mailed to your mailing address. Edits here will also change your personal User Profile information. OR: Select this button if you want the bill mailed to a different address in the fields below wil update the user profile information. OR: Select this button if you want the bill mailed to a different address. Michael Gerchman@dep.state OR: Select this button if you want the bill mailed to a different address.	Registration. Edits here			
Will also change the Contacts screen. OR: Select this button if you want the bill mailed to a different address. OR: Select this button if you want the bill mailed to a different address. OR: Select this button if you want the bill mailed to a different address.		* First Name: Michael	* Address Line 1: 401 E. State St.	
Contacts screen. OR: Select this button if you want the bill mailed to your mailing address. Edits here will also change your personal User Profile information. OR: Select this button if you want the bill mailed to a different address. If you want the bill mailed to a different address. OR: Select this button if you want the bill mailed address. Edits here will also change your personal User Profile information. OR: Select this button if you want the bill mailed to a different address. OR: Select this button if you want the bill mailed to a different address. Middle Initial:	will also change the	Middle Initial:	Address Line 2: Mail Code 401-02C	
OR: Select this button if you want the bill mailed to your mailing address. Edits here will also change your personal User Profile information. Image: here heids below will update the user profile OR: Select this button if you want the bill mailed to a different address. Image: here heids below will update the user profile OR: Select this button if you want the bill mailed to a different address. Image: here heids below will update billing address information for this bill only. It will neither update address information for service contacts nor user profile	Contacts screen.	Last Name: Gerchman	Address Line 3:	
OR: Select this button if you want the bill mailed to your mailing address. Edits here will also change your personal User Profile information. OR: Select this button if you want the bill mailed to a different address. OR: Select this button if you want the bill mailed to a different address.	Conducts serven	* E-Mail Address: Michael Combrast@dae state	State:	
OR: Select this button if you want the bill mailed to your mailing address. Edits here will also change your personal User Profile information. • Definition Name: Name: Definition Name: Name: Definition Name: Naddress Information for service contacts nor user profile Name: Na		* Confirm E-Mail: Michael Gerchman@dep.state	* Zip: Insept	
OR: Select this button if you want the bill mailed to your mailing address. Edits here will also change your personal User Profile information. • • • • • • • • • • • • • • • • • • •		Organization Name: NJDEP		
you want the bill mailed to a different address.	OR: Select this button if	Organization Type: State	as notes Any information edited here will	
to your mailing address. Edits here will also change your personal User Profile information. OR: Select this button if you want the bill mailed to a different address.	you want the bill mailed	Che mailing address in your user profile	she note: Any mormation enter here win	
Edits here will also change your personal User Profile information. * First Name: Michael Gerchman@dep state itel: * Address Line 1: Address Line 2: * Address Line 1: Address Line 2: Confirm E* Mail Code 401 02C OR: Select this button if you want the bill mailed to a different address. * Confirm E* mail: Confirm E* Mail Michael Gerchman@dep state Nichael Gerchman@dep state Nichael Gerchman@dep state Nichael Gerchman@dep state * Address Line 2: Nichael Gerchman@dep state * Michael Gerchman@dep state * Chy: * State: Nichael Gerchman@dep state * State: Nichael Gerchman@dep state * Chy: * State: Nichael Gerchman@dep state * State: Nichael Gerchman@dep state * Confirm E* Mail: Michael Gerchman@dep state * State: Nichael Gerchman@dep state * State: * Organization Nome: Nichael Gerchman@dep state * State: Nichael Gerchman@dep state * State: * Confirm E* Mail: Nichael Gerchman@dep state * Nichael Gerchman@dep state * State: Nichael Gerchman@dep state * State: * Gordina Type: State * State: * State: Nichael Gerchman@dep state * State: Nichael Gerchman@dep state * First Name: Nichael Gerchman@dep state * Address Line 2: * Continue" * Continue"	to your mailing address.	Data changes in the fields below will update the user profile	change the record previously entered	
 * First Name: * Kickael Gerchman@dep state * Confirm E-Mail: Michael Gerchman@dep state * Confirm E-Mail: Michael Gerchman@dep state * City: * Tereton (Mercer) * State: New Jersey © ther (manually enter address) Data changes in the fields below will update biling address information for thes bill only. It will neither update address line 1: * Address Line 2: 	Edits here will also	7		
change your personal User Profile information. Middle Initial: R Address Line 2: Middress Line 2: Address Line 2: Viser Profile information. * Last Name: 'tite: R Address Line 3: Middress Line 3: Continue * Continue'' * Continue'' * State: New Jorsey P OR: Select this button if you want the bill mailed to a different address. * Continue * Continue * State State: New Jorsey State State: * First Name: Michael Gerchman@dep state * JDEP State New Jorsey State State: New Jorsey<		* First Name: Michael	* Address Line 1: 401 E. State St.	
User Profile information. ¹ Last Name: ¹ Last Name:	change your personal	Middle Initial:	Address Line 2: Mail Code 401-02C	
OSET Frome information. Intel:	Usor Profile	* Last Name: Gerchman	Address Line 3:	
information. In the second states information in the second state in the fields below will update billing address information for this bill only. It will neither update address information for service contacts nor user pre- down and click "Continue" address. In the fields below will update billing address information for this bill only. It will neither update address information for service contacts nor user pre- * Interview definition of the service contacts nor user pre- * Address Line 1: * Address Line 2: * Continue"	User i rome	Ittle:	City: Trenton (Mercer)	
OR: Select this button if you want the bill mailed to a different address. Image: State i	information.	Confirm E-Mail: Michael Gerchman@dep.state	Zin: New Jersey	
OR: Select this button if you want the bill mailed to a different address.		Organization Name: Numero	10025	
OR: Select this button if you want the bill mailed to a different address. Address Line 2:		Organization Type: State		
OR: Select this button if you want the bill mailed to a different address. C ther (manually enter address) Data changes in the fields below will update billing address information for this bill only. It will neither update address information for service contacts nor user pre- down and click "First Name: Middle Initial: Step 31: Scroll down and click "Continue"				
if you want the bill Data changes in the fields below will update billing address information for this bill only. It will neither update address information for service contacts nor user pro- Step 51: St	OR: Select this button	ther (manually enter address)	S.	ton 31. Scroll
mailed to a different address. * First Name: * Address Line 1: * Continue? Middle Initial: Address Line 2: * Continue?	if you want the bill	Data changes in the fields below will update billing address information fo	r this bill only. It will neither update address information for service contacts nor user pro	own and aliak
address. Middle Initial: Address Line 2: Continue?	mailed to a different			Swii allu click
address. Address Life 2:		* First Name:	* Address Line 1:	"Continue"
	address.		num sa cille 2.	
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- 30. You will have three options for entering a billing address. Select the option you wish to use by clicking on the radio button associated with the desired option:
 - **Responsible Party Option:** Selecting this option will use the data from the Contacts screen of the current service. You can make changes to the data. Please note, if you change any of the data at this point, the changes *will* update the service contacts address information that you previously entered.
 - Mailing Address In Your User Profile Option: Selecting this option will use the data in your User Profile. You can make changes to the data. Please note, if you change any of the data, your User Profile *will* be updated with the changes permanently.
 - **Other Option:** Selecting this option requires the entry of billing information specific for the current service. It *will not* update any Contact or User Profile information.
- 31. After you select the desired option, make any needed changes or enter the billing information, as applicable, and **click the "Continue" button**.

The "Review Paper Payment Billing Confirmation" screen will open:

Deviency n	idep	nental protection			njdep home 1 abou	t dep 1 index by topic 1 programs/u	njdep <i>online</i> mits I deponline
My Workspace Version: 4.12 Durrently logged in: M REVIEW PAPE Please print a copy Note for Air Gene	User P lichael Ger ER PAY y of this ral Perm	rafile Certifications Payments Decu chman (MGERCHMA) MENT BILLING CONFIRMATION page for your records. ilts only: The service has been submitted	ments and Forms Permit Folder,	560550 EWASTE TEST MANUF 100 ayment is received.			Help Logout
Payment Iter Charges: 10 Faci 145109 50 Clicking a column titl	ns ility ID i0550	Facility Name EWASTE TEST MANUF 100 the table by that column.	Program Solid and Hazardous Waste	Service eWaste Renewal Registration	Type eWaste Renewal Registration RSP service	Creation Date 00/10/2012 Total:	Amount \$10,000.00 \$10,000.00
Billing Inform First Name: Middle Initial: Last Name: Title: E-Mail Addres Organization Organization	ation ss: Name: Type:	Michael R Gerchman Michael,Gerchman@dep.state.nj.us NDEP State		Address Line 1: Address Line 2: Address Line 3: City: State: Zip:	401 E. State St. Mail Code 401-02C Trenton (Mercer) New Jarsey 08625 Step 32: Click "Cont	tinue" c	ontinue

32. Click the "Continue" button.

After you click "Continue" on the "Review Payment" screen (step 28) *OR* "Review Paper Payment Billing Confirmation" screen (step 32), the "Summary" screen opens displaying all of the information provided in the registration:

njhome I citizen I b	business I government I services & to Z I departments	(reach)
department of envir	onmental protection	njdep home I about dep I index by topic I programs/units I dep online
My Workspace Use	er Profile Certifications Payments Documents and Forms Permit Folder	
/ersion: 4.12 Jurrently logged in: Michael SUMMARY	Gerchman (MGERCHMA)	500550 WASTE TEST MANUF 100 Help Logost
Facility Profile		Printer Friendly Version
Facility ID: Facility Name	560550 EWASTE TEST MANUF 100	
County:	Burlington	
Facility Location:	100 MAIN ST Southampton Twp, NJ 088888688	
Mailing Address:	100 MAIN ST Southampton Twp, NJ 088888888	
Registration Detai	is	
Application Name: Registration Year: Service ID: Submission Date:	eWaste Renewal Registration 2013 145109 08/18/2012	
ту	ype Brand Name	
Other Elect	TV Test Brand tranic Device Test Computer	
Contacts		
tame:	Michael Gerchman	
itle: Contact Type:	Responsible Party	
Organization Name: Organization Type:	NJDEP State	
i-Mall:	Michael.Gerchman@dep.state.nj.us (609) 984-6985 (Work Phone Number)	
Contact Address:	401 E. State St.	
	Trenton, NJ 08625	
Certification		
certify under penalty of	f law that I believe that the information is true, accurate, and complete. I am aware t	nat there are significant penalties for submitting false information, including the possibility of fine and imprisonment.
Certifier: Michael Gerch	man Certifier ID: MGERCHMA Date: 08/18/2012	
certify under penalty of formation, I believe tha lectronic device manufa- tore heavy metals in the 005-618-EC), or as spe-	If buy that I have personally examined and am familar with the information submitted is at the information is true, accurates, and completes. I am aware that there are significan accurate under the above-listed brands that are offered for sale in New Jersey are proh- a covered electronic device enceeding its maximum concentration value, as specified in (field in a subsequent) amendment to the Directive, except as otherwise provided at N	this document and all attachments and that, based on my inquiry of those individuals immediately responsible for obtaining the I penalities for submitting fails information, including the possibility of fina and improment. I cartify further that no covered sited from being sold or offered for sale in the European Union on or after its date of manufacture due to the concentration of one or the Commission of European Communities Decision of August 18, 2005, amending Directive 2002-95-EC (European Union document J.A.C. 7:26A-13.7(d).
:ertifier: Michael Gerch	man Certifier ID: MGERCHMA Date: 08/18/2012	
Payment Informat	tion	
ayment Amount:	\$10,000	
Payment Date:	08/18/2012	
Payment Method:	Bill Me	
		Step 33: Click "Return"

33. Click the "Return" button.

You will return to the "My Workspace" tab:

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My W	orkspace User Profil	le Certifications Payments	Documents and Forms Permit Fo	older								
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n: 4.1 itly lo	2 gged in: Michael Gerchmar	n (MGERCHMA)										Help
wo	ORKSPACE											
Serv	rice Selection											1
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iy i	-acilities/Program	Interests										3
ly S	Services - In Progr	ess										1
		-4										
iy s	services - Submitte	ed										6
If t	he status of your servi	ice is "Submission Failed - Please	contact DEP," please send an e-	mail to Portalc	omments@dep.sl	tate.nj.us for a	ssistance.	Please inclu	de the Service	ID number o	of the failed submitta	l in the message.
		<	123450			2		>>				
	Application Name	Facility Name	Description	Status	Created Date	Last Modified Date	Summar	History PDF				
0	eWaste Annual Report	EWASTE TEST MANUFACTURER 8	eWaste Annual Report RSP service	Submission Successful	05/25/2012	05/25/2012	\sim	🧼 🔁		/ —	NJDEP Solid and Hazardoon Wa	ute Management Program
38	eWaste Annual Report	EWASTE TEST MANUFACTURER 9	eWaste Annual Report RSP service	Submission Successful	05/24/2012	05/24/2012	- 😔	- 🧼 🔁			Mail Code 401-02C Bureau of Recycling and Planning PO Box 420	Registration #: 578823 - ELMI20002 RSP Service ID#: 100330 Payment Anangement: cCheck Payment
37	eWaste Annual Report	EWASTE TEST MANUFACTURER 8	eWaste Annual Report RSP service	Submission Successful	05/24/2012	05/24/2012	$\langle \! \! \! \! \rangle$	🗇 🧇		$\mathbf{\nabla}$	Trenton, NJ 08625-0420 Phone: (509) 984-3438 Fax: (609) 633-1112	Paid Online: Yes Paid On: 05242012 Paid Amt. \$10,000.00
36	eWaste Annual Report	EWASTE TEST MANUFACTURER 9	eWaste Annual Report R5P service	Submission Successful	05/24/2012	05/24/2012	- 😔	🔶 🔁				
34	eWaste Collection Plan	EWASTE TEST MANUFACTURER 8	eWaste Collection Plan RSP service	Submission Successful	05/24/2012	05/24/2012	\sim	🧼 🔁			ELECTRONICS MANUFACT	URER REGISTRATION
33	eWaste Collection Plan	EWASTE TEST MANUFACTURER 9	eWaste Collection Plan RSP service	Submission Successful	05/24/2012	05/24/2012	-	😔 😒	/	Manufacture	n Marra & Langelon	and regression
01	eWaste Collection Plan	EWASTE TEST MANUFACTURER 10	eWaste Collection Plan RSP service	Submission Successful	05/24/2012	05/24/2012	$\langle \rangle$	🗇 ち		EWASTE TE	ST MANUFACTURER 10	
30	eWaste Renewal Registration	EWASTE TEST MANUFACTURER 10	eWaste Renewal Registration RSP service	Submission Successful	05/24/2012	05/24/2012	- 🔶	- 🧼 💋		Trenton, NJ	00625	
29	eWaste Renewal Registration	EWASTE TEST MANUFACTURER 9	eWaste Renewal Registration RSP service	Submission Successful	05/24/2012	05/24/2012	\sim	- 🔶 🖻		Electronically of	ertified online by the responsible party Mic	hael Gerchman on 05/24/2012.
28	eWaste Renewal Registration	EWASTE TEST MANUFACTURER 8	eWaste Renewal Registration RSP service	Submission Successful	05/24/2012	05/24/2012	- 🔶 -	- 🍕 🔁		Issue	nce Date Effective Date of	Authorization Expiration Date
ng a	column title will sort the ta	able by that column.								Your request 8	or annual registration as an Electronics Ma	nufacturer for the calendar year above has been
		<	123456			2		/ 🔖		approved by th on or before Ja	e New Jensey Department of Environment muary 1 of each calendar year.	al Protection. Renewal of your registration is due
							- /	' \		An nue	later.	
				\frown			-		\	Guy Watson, Dureau of Re	Chief cuting and Planning	Date: 05/24/2012
				Cli	ck on th	e PDF i	con t	0		New Jersey D	lepartment of Environmental Protection	
								-				
				bru	ng up yo	ur Cert	ificat	e				
					of Reg	istratio	n		· \			
					or neg	isti atio				Self and	Hanrdoo Wars Mangement Peopan	R5P Service IDE: 100330

A row representing the completed Renewal Registration should now appear in the list of "My Services – Submitted" section of the "My Workspace" screen. If the fee was paid by eCheck, the far right column (titled "Permit") should display an icon for a PDF file which is your Certificate of Registration. The Certificate may take several minutes to be available. Upon submittal of the registration, the Contact will receive an email confirming the receipt of the registration. A PDF file of the Summary screen will be attached to the email. Upon payment of the applicable registration fee, the Contact will receive a second email attaching a PDF file of the Certificate of Registration.

Collection Plan Instructions

Electronics Manufacturers (either individually or as part of a group) are required to submit Collection Plans each year for the Department's review and approval. Generally, Collection Plans are required to be submitted by June 1 to describe the Manufacturer's (or group's) collection of electronics waste for the following calendar year (Example: 2014 Collection Plans are due June 1, 2013). These Plans are now required to be submitted electronically via *NJDEP Online*.

Note: If you have not already used *NJDEP Online*, please see the instructions for <u>New Users</u>, <u>My</u> <u>Workspace</u>, <u>Configuring Your Services</u>, and <u>Adding Your Facilities/Companies</u> earlier in this document.

To submit a Collection Plan,

1. Log on to NJDEP Online and proceed to the My Workspace screen

njhome i citizen i business i gov	ernment I services A to Z I departr	nents				504	iren
newjersey department of environmental proj	rection					nj	dep online
				njdep home I a	about dep I index by topic	l programs/unit	ts I dep onlin
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wiy workspace Voiser Prome	Cerunications Payments 1	Documents and Forms Per	nut rolder				
Version: 4.11							
Currently logged in: Michael Gerchman (N	IGERCHIMA)						Help Logou
MY WORKSPACE							
Service Selection							▲ 🗸
Note: Access to this electronic serves below	vice selection and submittal are	ea is granted by selecting f	acilities using the <u>user profil</u>	e. Some services a	re accessible without :	selecting faci	lities as
SHOWIT DEIDW.							
Solid and Hazardous Waste	Stor 2. Cli	ala an aWasta					
ellecte Annael Report	Step 2: Ch	ick on ewaste					
eWaste Collection Plan	Collec	ction Plan					
ewaste Kellewal Keyistration							
						Configur	e Services
🔊 My Facilities/Program Int	erests						▲ 🗸
Note: You may add facilities by clicl	king the "Add Facilities" button	below.					
Facility Name	Facility ID	Program	Access Type	Change Access	Manage Security	View	Remov
EWASTE TEST MANUF 100	560550	Solid Waste	Individual With Direct	<i>i</i>			8
Clicking a column title will sort the table b	y that column.		Knowledge				
L						_	
						Add	l Facilities
My Services - In Progress	3						\uparrow \downarrow

Note: To edit or resume working on an "In Progress" item, please click on the appropriate number in the ID column. You do not have any "In Progress" Services.

2. In the "Service Selection" section of the "My Workspace" page, click on the "eWaste Collection Plan" link.

Note: If the eWaste Collection Plan service is not available in your list of Services, see the instructions for <u>Configuring Your Services</u> earlier in this document.

The "Instructions Page" screen will open:

njhome I citizen I business I government I services A to Z I departments	search
59 pewiersy nidep	njdeponline
Contraction of the second seco	njdep home I about dep I index by topic I programs/units I dep online
My Workspace User Profile Certifications Payments Documents and Forms Permit Folder	
Jersion: 4.11	
Jurrently logged in: Michael Gerchman (MGERCHMA)	Help Logout
INSTRUCTIONS PAGE	
2 - Facility Selection 3 - Collection Plan Details 4 - Contacts 5 - Attachment Upload 6 - Certification 7 - Summary To complete this online eWaste Collection Plan you will need: 1. The name your company registered under or its NJDEP issued Electronics Manufacturer the company/Preferred ID number used must be that of the company designated by N. 2 - Facility Selection 3 - Attachment Upload To names, addresses and operating details of all Collection Centers in your plan; S. Your company's/group's contact information for the Plan; An electronic file containing the narrative portion of the Plan to upload; and 7. 2 electronic certifications: Individual with Direct Knowledge & Responsible Official.	r Preferred ID number. If you are filing for a group of manufacturers, JDEP to file for the group; .mple, Collection Plans for 2013 are due to be submitted June 1, 2012. ;;
Please Note You may click on a previously visited page (above) to navigate back to that screen. This link will open this instruction manual	Click "Continue" Continue Return to Workspace

Note: The Instructions screen provides a list of items you will need to complete the Collection Plan submittal. It also includes a link to this instruction manual.

3. Click the "Continue" button.

The Facility Selection screen will open:

njhome citizen bu newjersey department of enviro	siness I government I service	is A to Z I departments		njdep home i a	bout dep I index by topic I p	njdep online rograms/units I dep online
My Workspace User	Profile Certifications	Payments Documents and Forms	Permit Folder			
/ersion: 4.11 Jurrently logged in: Michael G	erchman (MGERCHMA)					Help Logout
1 - Instructions 2 - Facility Selection 3 - Collection Plan Details 4 - Contacts 5 - Attachment	* Please select the year The list below shows a liplease select the radio b	that you would like to make this s st of the facilities that you have li utton and hit the <i>Continue</i> button	ubmission for:	Step 4: Se your pla following	lect year you are ns for. Normally g the current cale	submitting , the year ndar year
Upload	*Select	Facility	Facility ID	Facility Type	Municipality	Address
6 - Certification	(o)	EWASTE TEST MANUF 100	560550	ELECTRONICS MANUFACTURER	Southampton Twp	100 MAIN ST
7 - Summary Please Note You may click on a previously visited page (above) to navigate back to that screen.	Clicing a column title will so Please use bis hyperlink * <i>Required</i>	to leave this service and add faci Step 5: Select the b	ities to my profile using the	Facility Search page.	6 Olish "Continued	
		submitting a plan	ou are	Step	o: Chck "Continue"	Continue

- 4. **Select the Collection Plan year** from the drop down field. The year selected must be the year the Collection Plan is for, not necessarily the year it is being submitted.
- 5. Next, **select the Electronics Manufacturer** you wish to submit the Collection Plan for by clicking on its associated radio button.

Note: If the desired Electronics Manufacturer does not appear in the list, see the instructions for <u>Adding Your Facilities/Companies</u> earlier in this document.

For Group Collection Plans: One registered manufacturer must be designated as the lead. Only the designated manufacturer will be able to submit a Collection Plan. A manufacturer that chooses to submit a collection plan as part of a group, shall, at least 30 days prior to the submittal of each group collection plan, participate in the preparation and submission to the Department of a Group Designation Form. This form available the Department's website is on at http://www.state.nj.us/dep/dshw/recycling/EWaste/manufacturers.html. When submitting a Group Collection Plan, select the manufacturer that has been designated as the lead.

6. Once you have selected the appropriate year and manufacturer, click the "Continue" button.

The Collection Plan Details screen will open:



This screen is comprised of two separate tables where the manufacturer must list and provide data for all of the Collection Centers and Recycling Centers that are part of the manufacturer's plan.

- 7. In the upper table, enter the Name, Address, City, State, Zip Code, County, Limitations, Hours of Operation, Web Site and Phone Number for each Collection Center. Each Collection Center must be entered on a separate row of the table. Use the Add Row button to create new rows. The Remove icon 3 at the far right of each row can be used to delete an entire row from the table.
- 8. All Recycling Centers to be used must be entered in the lower table. Enter the Name, Address, Permit Number and Permit State for each Recycling Center to be used. Each Recycling Center must be entered on a separate row of the table. Use the Add Row button to create new rows. The Remove icon 3 at the far right of each row can be used to delete an entire row from the table.

Note: If the manufacturer has previously submitted a Collection Plan using *NJDEP Online*, the information from the previous submittal should pre-populate this screen. If this is the case, simply update, add, or delete the information in the table as needed before you continue.

9. If you need to leave the service before you have completed entering data in this screen, **click the "Save" button to save your data**. Failure to do so may result in losing the data on this screen, resulting in the need to re-enter it. When all the information in the screen is complete and correct, **click the "Continue" button**.

The "Contact" screen will open:



- 10. Enter the Name, address, etc. for your contact person—the person that the Department should contact with questions or other information concerning the electronics manufacturer collection plan. The fields marked with an asterisk (*) are required.
- 11. Enter at least one phone number. You are required to submit at least one, but you can add more rows to enter different phone number types by clicking "Add Number."

Note: You can save this contact information for use on future services. To save this contact information, **check the box next to "Save to My Favorite Contacts"** (located on the upper right hand side of this screen). Upon going to the next screen, the contact information will be saved as one of your existing contacts. The next time you are completing a Contacts screen in a *NJDEP Online* service, simply click the "Insert from Existing Contacts" drop down and select the name of the Contact. All of the saved fields will fill in.

12. When you have completed entries in the applicable fields, click the "Continue" button.

The "Attachment Upload" screen will open:

	My Workspace User	onmental protection	Payments Documents :	and Forms Permit Folder		njden _{onLine} dep home 1 about dep 1 index by topic 1 programs/units 1 dep enline
	Version: 4.11 Correctly logged in: Michael (Gerchman (MCER (HMA)		560224	1 F 1	Help II operat
	Contrang wigget in indicate (1 - Instructions: 2 - Facility Selection 3 - Collection Plan Details 4 - Contacts 5 - Attachment Upload 6 - Certification 7 - Summary Please Note	ATTACHMENT UPL Upload New Attack Maximum Files Size: Maximum Files to Uplo Allowed Attachment Ty Note: The maximum files a maximum of 10 files. Ti next step in the submitt. *Attachment Nome:	OAD sments S Mb size that can be uploade he "Upload" butten must al process. Qescription:	if,ppt,jpg,gif,png,tif d is: Smb. You can upload be pressed after the files	d any roquired attachments for uploading are specified	using this page. You may upload up to 5 files at a time, to before the "Continue" button is pressed to advance to the
	You may click on a		7		Browse_	Step 13: Click browse to
	(above) to navigate				Browse	coloct document to unload
	back to that screen.		_		Browse_	select document to upload
					Browse.	
Step 14: (attached fi and desc	Give each ile a name cription!	Note that if the total siz files are listed in the Uple	e of all attachments to i oaded Attachments sect	be uploaded exceeds SMb, ion below before attempti	all files will fail to upload will fail to upload will fail to upload will fail to upload will be added a set of the set	hen clicking the Upload button. Please verify the desired p 15: Click "Upload" Upload

Note: Attachments are mandatory for a Collection Plan. See <u>Appendix A</u> for a checklist of what must be included in attached documents.

- 13. To upload an attachment, **click on the "Browse" button**. You will then be able to navigate to and select the desired document from within the Browse window.
- 14. Provide an Attachment Name and Description for each attached file.
- 15. Upload documents by **clicking "Upload" button**. The document(s) will then be uploaded and displayed in the 'Uploaded Attachments' section of the screen. Up to 5 MB of files can be uploaded.

	fe Sa	My Workspace User rsion: 4.11 rrently logged in: Michael O 1 - Instructions	Intertual protection Profile Certifications Payment interchman (MOERCHMA) ATTACHMENT UPLOAD	s Documents and Forms P EWASTI	njó rmili Földer 500224 TEST MARJFI	ep home I about dep I index by topi	e I programsunits I dep enline Hdp Logout
		P - Facility Gelection Collection Film Details Collection Film Details Contracts Contracts Contribution Contrel Contribution Contribution Contrel Contrel	Upload New Attachments Maximum Files Store Maximum Files Sto Upload: More Attachment Types: Note: The maximum file size that a maximum of lofes. The 'Uplo ned step in the submittal proces *Attachment Name: Dess *Attachment Name: Dess * Required	5 Mb 10 III. can be uploaded is: mei, 'vou d' button must be presed af s. crighton: •File:	ng.tif can upload any required attachments u er the files for uploading are specified b Browse. Browse. Browse. Browse.	sing this page. You may uploas efore the "Continue" button is i	d up to 5 files at a time, to pressed to advance to the
Y	our uploaded ocuments will		Note that if the total size of all a files are listed in the Uploaded At Uploaded Attachments Attachment Name	ttachments to be uploaded ex tachments section below befo Description	ceeds SMo, all files will fail to upload wh re attempting to Continue.	en clicking the Upload button.	Please venfy the desired
2	nddear here!		Attachment 1	Collection Plan Narrative	collection plan cert language.doc Step 16: (©	" Continue

16. Once you have uploaded all of your attachments, please click the "Continue" button.

The "Certification" screen will open:



Note: The Collection Plan requires two certifications:

- One from an Individual with Direct Knowledge
- One from a Responsible Official

The Responsible Official must meet certain requirements and must have upgraded his/her Access/Type (See the section entitled <u>Change Your Facility Access</u> earlier in these instructions).

One Person can make both certifications.

To certify as the Individual with Direct Knowledge:

17. Click the Blue Ribbon icon 🕈 in the row associated with the Individual with Direct Knowledge.

The "Individual with Direct Knowledge Certification" screen will open:

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arigement extended and arigement extended and arigements and Fermis Permit Folder My Workspace User Profile Certifications: Payments Documents and Fermis Permit Folder Persion: 5.0 CERTIFICATION - SINGLE APPLICATION - INDIVIDUAL WITH DIRECT KNOWLEDGE 1 - Instructions	dep online
My Workspace Viser Profile Certifications Payments Documents and Forms Permit Folder	Logout
CERTIFICATION - SINGLE APPLICATION - INDIVIDUAL WITH DIRECT KNOWLEDGE	> Logout
resson: 3.0 200017 Zerrently legged in: Michael Gerchman (MGERCHMA) EWASTE TEST MANUE 200 CERTIFICATION - SINGLE APPLICATION - INDIVIDUAL WITH DIRECT KNOWLEDGE Hot 1 - Instructions 1	Dogout
CERTIFICATION - SINGLE APPLICATION - INDIVIDUAL WITH DIRECT KNOWLEDGE 1 - Instructions	
1 - Instructions	
2 - Facility Selection	
3 - Collection Plan Service ID Submittal Type Creation Date	View
Details 142021 Solid and Hazardous Waste - eWaste Collection Plan - eWaste Collection Plan RSP service 04/03/2012	$\langle \! \! \! \! \! \rangle$
Source of the second seco	d

- 18. Read the certification statement.
- 19. If you agree with the statement, **enter your PIN number**. *If you forgot your certification PIN you can click the Forgot Certification PIN button to get an email with a new PIN.*
- 20. Click the "Certify" button.

You will be returned to the "Certification: screen:

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2 - Facility Selection	141245 - eWas	ste Renewal Regi	stration					
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4 - Contacts 5 - Certification	Required	Name	Certifier Type	Certifier Status	Notification Status	Certify Electronically	Certify via Paper	Remove Certifier
6 - Payment	Ø		Individual With Direct Knowledge	Not Certified	No Notifications Sent	*		
7 - Summary Please Note	۵		Responsible Official	Not Certified	No Notifications Sent	*		
You may click on a	Clicking a column title	will sort the table by that	column.	- 66Can J NoAlfrad	·			
(above) to navigate			Step 21: Click	s "Send Noullicat				
back to that screen.			to notify R	esponsible Offici		Send Notifications	Add Certification Type	Gontinue
			to notify h	opensione office				

21. If the Individual with Direct Knowledge is not the Responsible Official, the Individual with Direct Knowledge can send an email to the Responsible Official that the Registration is ready for certification **by clicking on the "Send Notifications" button**.

Note: If the Individual with Direct Knowledge is also the Responsible Official, you can skip the Send Notifications steps and simply certify as the Responsible Official using the same procedure as described above. Then Go To Step 25.

The Email Notification screen will open displaying a list of the Responsible Officials associated with the facility:

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Select one of	or more users to send a	a certification reminder email.		
Ne	ame	Certifier Type	Email Address	Notification Status
Mi	chael Gerchman	Responsible Official	Michael.Gerchman@dep.state.nj.us	No notifications sent.
F Ro	bin Heston	Responsible Official	robin.heston@dep.state.nj.us	No notifications sent.
Chef nig a col	umn title will sort the table	by that column. Step 22: Click the box for the person you want to notify		Step 23: Click "Send Notification" Send Notification Cancel

- 22. Click on the checkbox to the left of the Responsible Official to which you want to send the email.
- 23. Click the "Send Notification" button.

A screen will open indicating that the Email Notification was sent:

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E-MAIL NOTIFICATION		
Notifications have been sent to the following users:		
Name	Email Address	
Michael Gerchman	Michael.Gerchman@dep.state.nj.us	
Clicking a column title will sort the table by that column.		
		Step 24: Click "Continue"

24. Click the "Continue" button. The Certification screen will open.

Note: You will not be able to continue to the next step until a Responsible Official certifies the service. (*Please see <u>Responsible Official Certification Instructions</u> for directions on certifying as the <i>Responsible Official*). You can exit the service at this time. If you are responsible to complete the service after the Responsible Official certification, you can return to the service at a later time. Simply log on to *NJDEP Online* and find the service listed in the My Services – In Progress section of the My Workspace page and click on the Service ID number.

You should be returned to the "Certification" screen:

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4 - Contacts 5 - Attachment	Required	Name	Certifier Type	Certifier Status	Notification Status	Certify Electronically	Certify via Paper	Remove Certifier
Upload	Ø	Michael Gerchman	Individual With Direct Knowledge	Certified on 12/14/2012	Notifications last sent on 12/14/2012.			
- Summary	2	Michael Gerchman	Responsible Official	Certified on 12/14/2012	Notifications last sent on 12/14/2012.			
Please Note	Clicking a column title	will sort the table by that colu	ma.					
You may click on a					Send	Notifications Add	Certification Type	Continue
above) to navigate							o erane a a on Type	
back to that screen.								
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25. After both certifications are completed, **click the "Continue"** button on the Certification screen.

The Summary screen will open:

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under penalty individuals imr 7:264-13.665	of law that I have indiately responsible	personally exa to for obtaining	mined an g the info	d am fam mation, 1 7:264-19	liar with believe	the informat	ion submittee rmation is tru -13.6/a/6	d in this docum ue, accurate, o	complete, and all att	chments then omplies with a ficant negative	eto, and that, bas all regulatory requires for submitting for	ed on my ements fourie lse informatio
n: Michael Gen	hman Certifier	ID: MGERCHM	1A Dat	e: 11/04	/2011							
fy under penalty ossibility of fine a	of law that I believ nd imprisonment.	e that the infi	ormation	is true, a	curate,	and complet	e. I am awan	e that there ar	re significant pe	nalties for sub	mitting false infor	
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26. The Summary screen will display a non-editable summary of the information that you entered during the course of preparing the Collection Plan. Review the Collection Plan information entered.

For a group collection plan: the summary screen will display a list of all manufacturers that are part of the group and list the Manufacturer Name, Facility ID and Manufacturer Type.

27. If everything is correct, **click the 'Submit' button** to submit the Collection Plan to the DEP. **Click the "Return" button if you wish to make changes**.

Note: Upon submittal of the Plan, a row representing the Collection Plan service will display in the "My Services – Submitted" section of the "My Workspace" page. The Contact will receive an email confirming the receipt of the plan. A PDF file of the Summary screen will be attached to the email.

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Annual Report Instructions

Electronics Manufacturers (either individually or as part of a group) must submit an annual report to the Department by February 1 of the year following a calendar year in which it had a collection obligation. Annual Reports are now required to be submitted electronically via *NJDEP Online*.

Note: If you have not already used *NJDEP Online*, please see the instructions for <u>New Users</u>, <u>My</u> <u>Workspace</u>, <u>Configuring Your Services</u>, and <u>Adding Your Facilities/Companies</u> earlier in this document.

To submit an Annual Report:

1. Log on to NJDEP Online and proceed to the My Workspace screen.

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Note: You may add facilities by clickin	ng the "Add Facilities" buttor	ı below.					
Facility Name	Facility ID	Program	Access Type	Change Access	Manage Security	View	Remove
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Clicking a column title will sort the table by t	that column.						
						Add	Facilities
🛞 My Services - In Progress							•

Note: To edit or resume working on an "In Progress" item, please click on the appropriate number in the ID column. You do not have any "In Progress" Services.

2. In the "Service Selection" section of the "My Workspace" page, click on the "eWaste Annual Report" service link.

Note: If the eWaste Annual Report service is not available in your list of Services, see the instructions for <u>Configuring Your Services</u> earlier in this document.

The Instructions screen will open:

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Version: 4.11		
Currently logged in: Michael (I Gerchman (MGERCHMA)	Help Logout
	INSTRUCTIONS PAGE	
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2 - Eacility Selection		
	To complete this online eWaste Annual Report you will need:	
3 - Annual Report	1. The name your company registered under or its NJDEP issued Electronics Manufacturer Preferred	ID number. If you are filing for a group of manufacturers,
A Contrate	 the company/Preferred ID number used must be that of the company designated by NJDEP to fil 	e for the group;
4 - Contacts	 The Annual Report year. This is generally the year prior to the current year. For example, Annua 	I Reports for 2011 are due to be submitted by February 1,
5 - Attachment	3. The number of TV's sold during the Report year for each manufacturer:	
Upioad	 4. The weight of covered electronic waste collected during the Report year by each manufacturer; 	
6 - Certification	5. Your company's/group's contact information for the Report;	
7 - Summary	 An electronic file of any additional information to support the Report can be uploaded (not requir 2 electronic certifications: Individual with Direct Knowledge & Responsible Official 	red); and
Please Note	- 7. 2 electronic certifications, individual with birect knowledge & kesponsible official.	
You may click on a	View and Print Detailed Instructions	
previously visited page		
hack to that screen.		
	This link will bring up	
	Step 3: Click "Cor	Itinue Return to Workspace
	these directions!	

Note: The "Instructions" screen provides a list of items you will need to complete the Annual Report submittal. This list is also available in <u>Appendix B</u>. You can also find a link to this instruction manual.

3. Click the "Continue" button.

The "Facility Selection" screen will open:

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3 - Annual Report Details			$\mathbf{\bigcirc}$	Annua	l Report is for					
4 - Contacts	The list below show	vs a list of the facilities that you have listed in adio button and bit the <i>Continue</i> button.	n your profile. If you woul	d lik <mark>e to make an elect</mark>	ronic submittal for one of i	ne listed facilities,				
5 - Attachment										
Upioad	*Select	Facility	Facility ID	Facility Type	Municipality	Address				
6 - Certification	()	EWASTE TEST MANUF 100	560550	ELECTRONICS MANUFACTURER	Southampton Twp	100 MAIN ST				
7 - Summary	\mathbf{X}	EWASTE TEST MANUF1	560224	ELECTRONICS MANUFACTURER	Out Of State	123 ANYSTREET				
You may click on a	Clicking column title	e will sort the table by that column.								
previously visited page (above) to pavigate	Please use this hvr	Diasce use this hyperlink to leave this service and add facilities to my profile using the Eacility Search, page								
back to that screen.										
	Neguneu	Step 5: Select the facility								
		who's Annual Report you				_				
		ore submitting		Step	6: Click "Continue"	Continue				
		are submitting								

- 4. Select the year covered in the Annual Report you are submitting from the drop down menu.
- 5. Select the Electronics Manufacturer by clicking on its associated radio button.

Note: If the desired Electronics Manufacturer does not appear in the list, see the instructions for <u>Adding Your Facilities/Companies</u> earlier in this document.

Group of Electronic Manufacturers: One registered manufacturer was previously designated as the lead for the reporting year. Only the designated manufacturer will be able to submit the Annual Report. When submitting a Group Annual Report, select the manufacturer that had been designated as the lead.

6. Click the "Continue" button.

The "Annual Report Details" screen will open:

njhome I citizen I bu pewietsey department of enviro My Workspace User	nmental protection	ent I services A to Z I departments n fications Payments Documents and Forms Perm	nit Folder	njdep <i>home</i> I about dep I index by topic I programs/units I dep online
Version: 4.11 Currently logged in: Michael (Gerchman (MGER ANNUAL	CHMA) 5 CHMA) EWASTE T REPORT DETAILS	60587 EST MANUF 120	Help Logout
1 - Instructions 2 - Facility Selection 3 - Annual Report Details 4 - Contacts 5 - Attachment Upload 6 - Certification	*Fac 560587 - EV MANU TOTAL WEIG	ility *Manufacturer Number of TV Sold VASTE TEST TV HT COLLECTED (lbs): 0	*Weight Collected (lbs)	Step 7: Enter the weight of eWaste collected during the year this Annual Report covers
7 - Summary Please Note You may click on a previously visited page (above) to navigate back to that screen.	* kequirea	Step 8: Enter number of TVs sold during the year this Annual Report covers		Step 9: Click "Continue"

Note: The selected manufacturer and its associated manufacturer type will display. For Group Annual Reports, all the manufacturers included in the group will display.

- 7. Enter the weight of electronic waste collected in the reporting year by each manufacturer.
- 8. For Television manufacturers, you are also required to **input the number of televisions sold** during the year.
- 9. After all data is entered, click the "Continue" button.

The "Contacts" screen will open:



- 10. Enter the Name, address, etc. for the person that should be contacted by the **Department with questions** or other information concerning the electronics manufacturer annual report. Note the fields marked with an asterisk (*) are required.
- 11. Enter at least one phone number. You are required to submit at least one, but you can add more rows to enter different phone number types by clicking "Add Row."

Note: You can save this contact information for use on future services. To save this contact information, **check the box next to "Save to My Favorite Contacts"** (located on the upper right hand side of this screen). Upon going to the next screen, the contact information will be saved as one of your existing contacts. The next time you are completing a Contacts screen in a *NJDEP Online* service, simply click the "Insert from Existing Contacts" drop down and select the name of the Contact. All of the saved fields will fill in.

12. When you have completed entries in the applicable fields, click the "Continue" button.

The "Attachment Upload" screen will open:

njhome i citizen i bu newierscy department of enviro	siness I government I services A nmental protection	to Z I departments			njdep home I about dep I index by topic I prog	njdep online grams/units I dep online
My Workspace User	Profile Certifications Pa	yments Occuments and	l Forms 🖊 Permit Folder			
Version: 4.11 Currently logged in: Michael G	erchman (MGERCHMA) ATTACHMENT UPLO	AD	560587 EWASTE TEST MANU	F 120		Help Logout
1 - Instructions 2 - Facility Selection 3 - Annual Report Details	Upload New Attachn Maximum File Size:	5 Mb				
5 - Attachment Upload 6 - Certification 7 - Summary	Allowed Attachment Typ Note: The maximum file siz a maximum of 10 files. The next step in the submittal	iii 10 es: xls,txt,doc,rtf,pdf,p e that can be uploaded i "Upload" button must be process.	opt,jpg,gif,png,tif s: 5mb. You can uploac pressed after the files	l any required attachm for uploading are spec	ents using this page. You may upload up to ified before the "Continue" button is presser	5 files at a time, to d to advance to the
Please Note You may click on a previously visited page (above) to navigate back to that screen	*Attachment Name:	Description:	*File:	Browse Browse Browse Prowse	Step 14: Click Browse to select document	
Step 15: Give each file a name and description	Required Note that if the total size of files are listed in the Uploa	of all attachments to be ded Attachments section	uploaded exceeds SMb, i below before attempti	Browse	ad when clicking the Upload button. Please Step 16: Click "Upload"	verify the desired
	Uploaded Attachmer	nts				
Uploaded docu will appear b	There are no attachments	for uploading at this time	9.	[Step 13/17: Click "Continue"	Continue

Note: Attachments are not required for an Annual Report. However, the screen is made available in case the manufacturer wishes to provide further information and/or explanations regarding the annual report details.

If you have no attachments to upload,

13. Simply click the "Continue" button and skip to Step 18.

If you have attachments to upload,

- 14. Click on the "Browse" button and select the desired document from within the 'Browse' window.
- 15. Provide a Name and Description for each attached file.
- 16. **Click the "Upload" button**. The document(s) will be uploaded and displayed in the 'Uploaded Attachments' section of the screen. Up to 5 MB of files can be uploaded.
- 17. Once you have uploaded all of your attachments, please click the "Continue" button.

The Certification screen will open:

njhome I citizen I be	usiness I government I services A to Z	l departments				sear	ch
newjersey Nice department of enviro	onmental protection					njd	ep online
				njdep home I abo	ut dep I index by top	ic programs/units	I dep online
My Workspace Use:	r Profile Certifications Paymen	ts Documents and Forms Permit Folde	er				
Version: 4.11 Currently logged in: Michael (Gerchman (MGERCHMA)	560587 EWASTE TEST MA	NUF 120]	Help Logout
1 - Instructions	CERTIFICATION - SINGL	E SUBMISSION SUMMARY					
2 - Facility Selection	141248 - eWaste Annua	l Report					
3 - Annual Report Details	To certify electronically, please	click on the blue ribbon.					
4 - Contacts	Required Name	Certifier Type	Certifier Status	Notification Status	Certify Electronically	Certify via Paper	Remove Certifier
5 - Attachment Upload	0	Individual With Direct Knowledge	Not Certified	No Notifications Sent			
6 - Certification	3	Responsible Official	Not Certified	No Notifications sent	*		
7 - Summary	Clicking a column title will sort the ta	ble by that column.					
Please Note You may click on a previously visited page (above) to navigate back to that screen.		Step 18: Cli ribbon for with Direct	ick the blue Individual Knowledge	Send Notification	s Add Certifi	cation Type	Continue

Note: The Annual Report requires two certifications:

- One from an Individual with Direct Knowledge
- One from a Responsible Official

The Responsible Official must meet certain requirements and must have upgraded his/her Access/Type (See the section entitled <u>Change Your Facility Access</u> earlier in these instructions).

One person can make both certifications.

To certify as the Individual with Direct Knowledge:

18. Click the Blue Ribbon icon 🕈 in the row associated with the Individual with Direct Knowledge.

The	Individual	with Direc	t Knowledge	Certification	screen will open•
INC	muiviuuai		i Knowieuge	Certification	screen win open.

Approximation of a second seco	siness I government I services A to Z I de nmental protection Profile Certifications Payments	partments Documents and Forms Permit Folder	sarch njdcp njdep home i about dep i index by topic i programs/units i d	<i>nline</i> dep online
Version: 4.11 Currently logged in: Michael G	erchman (MGFR (HMA)	200287 FWASTE TEST MANTE 120	Heln	LLogout
Currently togged in twiching of	CERTIFICATION - SINGLE		I EDGE	Dogoda
1 - Instructions	SERVICION DINGEL			
2 - Facility Selection	Service ID	Submittal Type	Creation Date	View
3 - Annual Report Details	141248 Solid and Hazardous V	Waste - eWaste Annual Report - eWaste Annual Report RSP service	11/04/2011	$\langle \! \! \rangle$
4 - Contacts 5 - Attachment Upload 6 - Certification 7 - Summary Please Note You may click on a previously visited page (above) to navigate back to that screen.	Certification of the Individual I certify under penalty of law that I false information, including the poss Name of Certifying Michael Ger Party: *Certification PIN: * Required	With Direct Knowledge I believe that the information is true, accurate, and complete. sibility of fine and imprisonment. The Step 20: Enter your PIN # (Case-Sensitive)	I am aware that there are significant penalties for subn Click here if you forget your PIN!	nitting
	Certification of your PIN constitutes	s an electronic signature of this submittal in accordance with t Step 21: Click "Certify" Certify	the aforement destatement. Forgot Certification PIN Send Notifications C	ancel

- 19. Read the certification statement.
- 20. If you agree with the statement, **enter your PIN number**. *If you forgot your certification PIN you can click the Forgot Certification PIN button to get an email with a new PIN.*
- 21. Click the "Certify" button.

You will be returned to the "Certification" screen:

njhome I citizen I bu	siness I governme	nt I services A to Z I	departments				503	arch
active niden	nmental protection						nj	deponline
					njdep home I abo	ut dep I index by topi	: I programs/uni	its I dep online
My Workspace User	Profile Certifi	ications Payments	Documents and Forms Permit Folder					
Version: 4.11 Currently logged in: Michael G	erchman (MGERC	(AMA)	560587 EWASTE TEST MAN	JUF 120				Help I Logout
our any regeo in manual o	CERTIFICA	ATION - SINGLE	SUBMISSION SUMMARY					THE DECO
1 - Instructions								
2 - Facility Selection	141248 - 6	eWaste Annual	Report					
3 - Annual Report Details	To certify elect	tronically, please c	lick on the blue ribbon.					
4 - Contacts	Required	Name	Certifier Type	Certifier Status	Notification Status	Certify Electronically	Certify via Paper	Remove Certifier
5 - Attachment Upload	0		Individual With Direct Knowledge	Not Certified	No Notifications Sent	*		
6 - Certification	3		Responsible Official	Not Certified	No Notifications Sent	*		
7 - Summary	Clicking a column	n title will sort the tabl	e by that column.					
Please Note You may click on a					Send Notification	a Add Certifin	ation Type	Continue
previously visited page (above) to pavigate					\land			
back to that screen.					<u> </u>			
				GL 00		NT (10 (1		
				Step 22: 0	Ulick "Send	Notificatio	n″	
				to noti	fy Responsil	ole Officia	1	

22. If the Individual with Direct Knowledge is not the Responsible Official, the Individual with Direct Knowledge can send an email to the Responsible Official that the Registration is ready for certification simply by **clicking on the "Send Notifications" button**.

Note: If the Individual with Direct Knowledge is also the Responsible Official, you can skip the Send Notifications steps and simply certify as the Responsible Official using the same procedure as described above. Then Go To Step 26.

The "Email Notification" screen will open displaying a list of the Responsible Officials associated with the facility:

njhome pewjen departi	I citizen I business I government I services A to : wient of environmental protection space / User Profile / Certifications / Payme	: I departments nts Documents and Forms Permit Folder	search) njdep <i>online</i> njdep home I about dep I index by topic I programsjunits I dep online
Version: 4.11		560224	
Currently logged	i in: Michael Gerchman (MGERCHMA)	EWASTE TEST MANUF1	Help Logout
Select one or	more users to send a certification reminder	email.	
Name	Certifier Type	Email Address	Notification Status
Marty B	endorf Individual With Direct	Knowledge martin.bendorf@dep.state.nj.us	No notifications sent.
Michael	Gerchman Responsible Official	Michael.Gerchman@dep.state.nj.us	No notifications sent.
icking a colur	nn title will sort the table by that column.		
	Step 23: Click the box for the person you want to notify		Send Notification Cancel

- 23. Click on the checkbox to the left of the Responsible Official to whom you want to send the email.
- 24. Click the "Send Notification" button.

The Email Confirmation screen will open:

njhome I citizen I business I government I services A to Z	I departments	search
newjersey department of environmental protection		^{njdep} online
		njdep home I about dep I index by topic I programs/units I dep online
My Workspace User Profile Certifications Paymen	nts Documents and Forms Permit Folder	
Version: 4.11	560224	
Currently logged in: Michael Gerchman (MGERCHMA)	EWASTE TEST MANUF1	Help Logout
E-MAIL NOTIFICATION		
Notifications have been sent to the following users:		
Name	Email Address	
Michael Gerchman	Michael.Gerchman@dep.state.nj.us	
Clicking a column title will sort the table by that column.		
		Step 25: Click "Continue"

25. Click the "Continue" button. The Certification screen will open.

Note: You will not be able to continue to the next step until a Responsible Official certifies the service. (*Please see <u>Responsible Official Certification Instructions</u> for directions on certifying as the <i>Responsible Official*). You can exit the service at this time. If you are responsible to complete the service after the Responsible Official certification, you can return to the service at a later time. Simply log on to *NJDEP Online* and find the service listed in the My Services – In Progress section of the My Workspace page and click on the Service ID number.

You should be returned to the Certification screen:

Sibone I citizen I bu Jewister Nideri	niness I government I a numental protection	ervices A to Z departments				njdep home I about dep I	Index by topic 1 program	njdep _{online} sunita i deponine
My Workspace User	Profile Certificatio	ns Payments Documer	nts and Forms Permit Folder					
ersion: 4.12 urrently logged in: Michael G	erchman (MGERCHMA) DN - SINGLE SUBMIS	50 EWASTE TEST SION SUMMARY	S8569 MANUFACTURER				Help Logout
1 - Instructions 2 - Facility Selection	252608 - eWa	ste Annual Report						
3 - Annual Report Details	To certify electronic	cally, please click on the b	lue ribbon.					
4 - Contacts 5 - Attachment	Required	Name	Certifier Type	Certifier Status	Notification Status	Certify Electronically	Certify via Paper	Remove Certifier
Opload 6 - Certification	a	Michael Gerchman	Individual With Direct Knowledge	Certified on 12/04/2012	No Notifications Sent			
- Summary	3	Michael Gerchman	Responsible Official	Certified on 12/04/2012	No Notifications Sent			
Please Note	Clicking a column title	will sort the table by that colu	mn.					
You may click on a eviously visited page (above) to pavigate						Send Notifications	Add Certification Type	Continue
								\triangle
							St	ep 26: C
							••	Continu

Note: Both the Individual with Direct Knowledge and the Responsible Official must certify the service before proceeding to the next step.

26. Once both certifications are completed, **click the "Continue" button** on the Certification screen.

The Summary screen will open displaying a non-editable version of the information entered into the Annual Report service:

department of env	fronmental protection			njdep home I about dep I index by topic I programs/units	' <i>online</i> I dep online
					-
My Workspace Us	er Profile / Certifications / Paym	ents / Documents and F	Forms / Permit Folder		
Version: 4.11 Currently logged in: Michael	(MGER CHMA)		560587 EWASTE TEST MANUE 120	н	lein II ogout
SUMMARY	(WOEKCHINK)		EWASTE TEST MANOF 120	1.	telb rogour
				Printer Frier	ndly Versio
Facility Profile					
Facility ID: Facility Name	560587 EWASTE TEST MANUE 120				
County:	Out Of State				
Facility Location:	123 THAT ST MAGONG, TA 12345				
Mailing Address:	123 THAT ST MAGONG, TA 12345				
Annual Report Sp	ecific Information				
Application Name: Annual Report Year: Service ID: Submission Date:	eWaste Annual Report 2010 141248				
	Facility	Manufacturer Type	Number of TV Weight Collected		
560587 - E	WASTE TEST MANUF 120	TV	60000 100000		
TOTAL WEIGHT COLL	CTED (lbs):100000				
Contacts					
Name:	Michael Gerchman				
Title: Contact Type:	Pernonsible Party				
Organization Name:	NJDEP				
Organization Type: E-Mail:	State Michael.Gerchman@dep.stat	.e.nj.us			
Phone: Contact Address:	(609) 984-6985 (Work Phon 401 E. State St. Mail Code 401-02C Trenton, NJ 08625	e Number)			
Certification					
I certify under penalty the possibility of fine a	of law that I believe that the info nd imprisonment.	rmation is true, accura	ite, and complete. I am aware that there	are significant penalties for submitting false information,	including
Certifier: Michael Gero	hman Certifier ID: MGERCHMA	Date: 11/04/2011	L		C
I certify under penalty individuals immediately submitting false informa	of law that I have personally exar responsible for obtaining the infon ation, including the possibility of fi	nined and am familiar w mation, I believe that t ne and imprisonment.	vith the information submitted in this docu the information is true, accurate, and com	ment and all attachments and that, based on m plete. I am aware that there are significant per	if
Certifier: Michael Gero	hman Certifier ID: MGERCHMA	Date: 11/04/2011	L		cha
Uploaded Attachr	nents				7
No attachments have b	een uploaded for this submittal.				
				Return	Subm <u>it</u>

27. You will be able to review the Annual Report information entered before clicking the "Submit" button to submit the Annual Report to the DEP. Click the "Return" button if you wish to make changes.

Note: Upon submittal to DEP, a row representing the Annual Report will display in the My Services – Submitted section of the My Workspace page. The Contact will receive an email confirming the receipt of the annual report. A PDF file of the Summary screen will be attached to the email.

9.	nome I citizen I business I rewiency Dicep repairtment of environmental	government I services A to Z I depar protection	rtments							njdep home 1 about	njd dep 1 index by topic 1 programslunits
My V	Vorkspace User Profi	lle Certifications Payments	Documents and Forms Permit Fo	older							
rently k	ogged in: Michael Gerchma ORKSPACE	n (MGERCHMA)									Н
Ser	vice Selection										(
му	Facilities/Program	Interests									
My	Services - In Progr	ress									
		60									
te: If (the status of your servi	ice is "Bubmission Pailed - Please	contact DEP," please send an e- 1 <u>2 3 4 5 6</u>	mail to Portaic	.omments@dep.s	tate.nj.us for as ≥	isistance. P	llease ir	clude the Service	e ID number of the faile	rd submittal in the message.
e: If c ID	the status of your servi	ice is "Submission Pailed - Please < Facility Name	e contact DEP,* please send an e- 1 2 3 4 5 <u>6</u> Description	mail to Portalc Status	Created Date	tate.nj.us for as ≥ Last Modified Date	ssistance. P Summary H	Hease in	clude the Service >> OF	e ID number of the faile	rd submittal in the message.
te: If < ID 99490	the status of your servi Application Name eWaste Annual Report	ccu :: "Submission Failed - Please C Facility Name EWASTE TEST MANUFACTURER 8	e contact DEP," please send an e- 1 2 3 4 5 6 Description eWatte Annual Report RSP service	mail to Portalc Status Submission Successful	Created Date 05/25/2012	Last Modified Date 0\$/25/2012	ssistance. P Summary P	Hease in History	clude the Servici	e ID number of the faile	rd submittal in the message.
te: If < ID 99490 9338	the status of your servi Application Name eWaste Annual Report eWaste Annual Report	ice is "Bubmission Pailed - Please C Facility Name EWASTE TEST MANUFACTURER 8 EWASTE TEST MANUFACTURER 9	contact DEP," please send an e- 1 2 3 4 5 6 Description eWaste Annual Report RSP service eWaste Annual Report RSP service	mail to Portalc Status Submission Successful Submission	comments@dep.s Created Date 05/25/2012 05/24/2012	Last Modified Date 05/25/2012 05/24/2012	ssistance. P Summary F ŵ	Hease in History I	clude the Service	e 10 number of the fail You	nd submitted in the message.
te: 11 < 10 99490 99338 99337	the status of your servi Application Name eWaste Annual Report eWaste Annual Report eWaste Annual Report	ce is "Submission Palled - Please < Pacility Name EWASTE TEST MANUFACTURER 8 EWASTE TEST MANUFACTURER 9 EWASTE TEST MANUFACTURER 9 EWASTE TEST MANUFACTURER 9	contact. DEP,* please send an e 1 2 3 4 5 6 Description eWate Annual Report RSP service eWate Annual Report RSP service eWate Annual Report RSP service	mail to Portalc Status Submission Successful Submission Successful Successful	Created Date 05/25/2012 05/24/2012 05/24/2012	Late.nj.us for as Last Modified Date 05/25/2012 05/24/2012 05/24/2012	Summary P	Hease in History I	clude the Service	e ID number of the fail You	nd submitted in the message.
te: If 10 99490 99338 99337 99336	the status of your servi Application Name eWaste Annual Report eWaste Annual Report eWaste Annual Report	Construction of the second of	e contact. DEP,* please send an e <u>1 2 3 4 5 6</u> Description eWaste Annual Report RSP service eWaste Annual Report RSP service eWaste Annual Report RSP service eWaste Annual Report RSP service	mail to Portak Status Submission Successful Submission Successful Submission Successful	Created Date 05/25/2012 05/24/2012 05/24/2012 05/24/2012	Late.nj.us for as Last Modified Date 05/23/2012 05/24/2012 05/24/2012 05/24/2012	Summary F	Hease in History Q Q Q Q	clude the Service	e ID number of the fail You will a	rd sudmittal in the message. r Annual Report ppear here. Clic
ete: 1f i< 10 99490 99338 99337 99336 99334	the status of your servi Application Name eWaste Annual Report eWaste Annual Report eWaste Annual Report eWaste Collection Plan	cut state is "Submission Pailed - Please c racitity Name EWASTE TEST MANUFACTURER & EWASTE TEST MANUFACTURER & EWASTE TEST MANUFACTURER & EWASTE TEST MANUFACTURER & EWASTE TEST MANUFACTURER &	e contact. DEP,* please send an e- 1 2 3 4 5 5 Description eWaste Annual Report RSP service eWaste Annual Report RSP service eWaste Annual Report RSP service eWaste Collection Plan RSP service	mail to Portalo Submission Successful Successful Successful Successful Successful Successful Successful	Created Date 05/25/2012 05/24/2012 05/24/2012 05/24/2012 05/24/2012	Late.nj.us for as Last Modified Date 05/25/2012 05/24/2012 05/24/2012 05/24/2012 05/24/2012	Summary P	Hease in History (clude the Service	TO number of the fail You will a on the	r Annual Report ppear here. Clic
 4 10 99490 99338 99337 99336 99334 99333 	Application Name eWaste Annual Report eWaste Annual Report eWaste Annual Report eWaste Annual Report eWaste Collection Plan eWaste Collection Plan	Construction Failed - Please Construction Failed - Please Construction Failed - Please EWASTE TEST MANUFACTURER & EWASTE TEST MANUFACTURER & EWASTE TEST MANUFACTURER & EWASTE TEST MANUFACTURER & EWASTE TEST MANUFACTURER &	e contact. DEP,* please send an e- 1 2 3 4 5 6 Description eWaste Annual Report RSP service eWaste Annual Report RSP service eWaste Annual Report RSP service eWaste Collection Plan RSP service eWaste Collection Plan RSP service	mail to Portalo Submission Successful Successful Successful Successful Successful Successful Successful Successful Successful	Created Date 05/25/2012 05/24/2012 05/24/2012 05/24/2012 05/24/2012 05/24/2012	Last Last 65/23/2012 05/24/2012 05/24/2012 05/24/2012 05/24/2012 05/24/2012	ssistance. P Summary I So So So So So So	Hease in History I So So So So So So So So	clude the Service	e ID number of the fail You will a on the	r Annual Report ppear here. Clic PDF icon to vie
te: 1f 1D 99490 99338 99337 99336 99334 99333 99331	Application Name Waste Annual Report eWaste Annual Report eWaste Annual Report eWaste Collection Plan eWaste Collection Plan eWaste Collection Plan	Control Contr	e contact. DEP," please send an e- 1 2 3 4 5 6 Description eWaste Annual Report RSP service eWaste Annual Report RSP service eWaste Annual Report RSP service eWaste Collection Plan RSP service eWaste Collection Plan RSP service eWaste Collection Plan RSP service	mail to Portalc Status Submission Successful Submission Successful Submission Successful Submission Successful Submission Successful	Created Date 05/25/2012 05/24/2012 05/24/2012 05/24/2012 05/24/2012 05/24/2012	Late-rij.us for as Lat Modified Date 05/23/2012 05/24/2012 05/24/2012 05/24/2012 05/24/2012	Summary P	Hease in History Q Q Q Q Q Q Q Q Q Q Q	clude the Service	to number of the fail You will a on the yo	r Annual Report ppear here. Clic PDF icon to vie pur submission
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Responsible Official Certification Instruction

The following instructions are designed to walk the Responsible Official through the steps necessary to certify any service. Use these directions if the following applies:

- You are the Responsible Official. A "Responsible Official" is defined as:
 - > For a corporation, a principal executive officer of at least the level of vice president;
 - > For a partnership or sole proprietorship, a general partner or the proprietor,
 - > For a government agency, either a principal executive officer or ranking elected official; or
 - For a group of registered Electronics Manufacturers, the person authorized by the group of Electronics Manufactures to act on its behalf in accordance with N.J.A.C. 7:26A-13.4 for submittal of Collection Plans and Annual Reports.
- The Individual with Direct Knowledge has already created and certified the service you intend on certifying

To certify as the Responsible Official:

1. Logon to *NJDEP Online* via the *myNewJersey Portal* at <u>http://www.nj.gov</u> or via <u>http://njdeponline.com</u>.

Note: If you haven't already created an *NJDEP Online* account, configured your *NJDEP Online* services and added your facilities/companies, please see the <u>NJDEP Online New User Instructions</u> and <u>My Workspace Instructions</u> earlier in this document.



2. Upon logging on, the Responsible Official can click on the "Certification" tab.

The Certification tab will display a list of all the services available for the official's certification:

v logged in: Mich	aad Gerchman (MGERCHMA) N - MULTIPLE APPLICATIONS SUMMA	RY		Hatpi
llowing permit(d and Hazar	s)/application(s)/submission(s) require certifica dous Waste	ation and must be completed prior to submission of these	permit(s)/application(s)/submission(s). Please click on the certification	tion icon to certify individually.
te Renewal	Registration - Individual With Direct K	nowledge		
141160	EWASTE TEST MANUE 120	eWaste Renewal Registration	eWaste Receival Registration RSP service	10/21/2011
141245	EWASTE TEST MANUF 100	eWaste Renewal Registration	eWaste Renewal Registration RSP service	11/04/2011
145109	EWASTE TEST MANUF 100	eWaste Renewal Registration	eWaste Renewal Registration RSP service	08/18/2012
141332	EWASTE TEST MANUF 11	eWaste Renewal Registration	eWaste Renewal Registration RSP service	11/21/2011
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141245	EWASTE TEST MANUF 100	eWaste Renewal Registration	eWaste Renewal Registration RSP service	11/04/2011
145109	EWASTE TEST MANUF 100	eWaste Renewal Registration	eWaste Renewal Registration RSP service	08/18/2012
141332	EWASTE TEST MANUF 11	eWaste Renewal Registration	eWaste Renewal Registration RSP service	11/21/2011

3. In the list, find the service that you wish to certify, select the service by **clicking the blue ribbon icon** associated with that service.

The Certification screen for the service will open:

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njdep hon	se I about dep I index by topic I programs/units I dep online
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141160 - eWaste Renewal Registration	
To certify electronically, please click on the blue ribbon.	
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🕜 Responsible Official Not Certified No Notifications Sent 🖊 🏌	
Clicking a column title will sort the table by that column.	
Send Noti	fications Add Certification Type Continue
Step 4: Click on the	

4. Click on the blue ribbon icon in the row associated with "Responsible Official."

The Responsible Official Certification screen will open.

	zen 1 business 1 government 1 services A to Z 1 departm Reneficientennental protection	nte	(marent) anjder home 1 about dap 1 inder by topic 1 programmanis 1 day an	
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- 5. The row at the top of the page identifies the service you are certifying. If you do **not** wish to review the information contained in the service, skip to Step 6. If you wish to review the information in the service prior to certifying, **click the** *⇒***icon under "View"** in the table. If you choose to do this, the Summary screen will open displaying a non-editable version of the information in the service. To then certify the service, **click the "Certification" tab and go back to Step 3 of these instructions**.
- 6. Read the certification statement.
- 7. If you agree with the statement, **enter your PIN number.** *If you forgot your certification PIN you can click the Forgot Certification PIN button to get an email with a new PIN.*
- **IMPORTANT:** Please note that certification with your PIN constitutes an electronic signature of this submittal. Inputting your certification PIN holds you to penalties for submitting false information, including the possibility of fines and imprisonment.

8. Click the "Certify" button.

If the Individual with Direct Knowledge will be completing the service you have just certified, you are now done. The Individual with Direct Knowledge will be able to complete the service. If you will be completing this service, use the links below to continue with the directions in the corresponding section of this document.

Return to: Registration Renewal Instructions

Return to: Collection Plan Instructions

Return to: Annual Report Instructions

Appendix A – Collection Plan Attachments

Attached documents for Collection Plans should include the following:

- A description of how each collection site will be staffed and secured;
- A description of how or if any additional equipment, not required to be collected under the Electronics Waste Management Act, will be accepted (i.e. dvd players, scanners, printers, VCRs, etc);
- A description of the collection methods to be utilized for consumers who are not physically able to travel to a collection site without assistance;
- A description of the collection methods to be employed for heavy (50 pounds in weight or heavier) or unwieldy covered electronic devices, including, but not limited to, flat screen televisions with screens greater than 40 inches measured diagonally and projection televisions;
- A description of how the collected covered electronic devices will be stored prior to transport to an authorized recycler;
- Certification that there will be no fee or cost charged a consumer for the collection, transportation or recycling of any covered electronic device other than a fee for a premium service provided for in an approved collection plan;
- An explanation of the extent to which, if any, there is coordination with county and municipal government recycling programs;
- A description of the methods to be used to ensure that personal information contained on hard drives or similar data storage devices is secured from access by the general public and any untrained persons or employees;
- Certification that each collector, transporter, or authorized recycler of covered electronic devices who is participating in a manufacturer's or group of manufacturers' approved collection plan is compliant with all applicable requirements of N.J.A.C. 7:26A-13.11;
 - A copy of the operating permit or approval issued by the state where the authorized recycler is located;
 - Documentation that the facility is operating in accordance with all applicable rules and regulations; and
 - A certification executed by the recycler stating that the recycler is aware of and has agreed to comply with the requirements of this subchapter;
- A description of the recycling processes that will be used by each authorized recycler identified above;

- The processes and methods that will be used, if any, to recycle collected covered electronic devices, other than televisions, that are the subject of any vendor-to-business purchaser recycling arrangements into which the manufacturer has entered;
- Certification that no collected covered electronic device has been handled in a manner that would violate N.J.A.C. 7:26A-13.7(f);
- A description of the means that will be utilized to publicize the collection services, including a website or toll-free telephone number that provides information about the manufacturer's recycling program in sufficient detail to inform a consumer how to return covered electronic devices for recycling, including any limitations placed by collectors on the number of covered electronic devices permitted for drop-off by consumers; and
- A detailed explanation of how the manufacturer intends to fulfill its obligation, through its own operations, either individually or with other registered covered electronic device manufacturers, or by contract with for-profit or not-for-profit corporations, or local government units, including a commitment to provide for the collection of all types and all brands of covered electronic devices, including orphan devices. This explanation shall include, at a minimum, the anticipated collection amounts for each collection site.

*If a manufacturer asserts a claim of confidentiality pursuant to N.J.A.C. 7:26-17.3 for any part of a collection plan, it must submit two copies of its collection plan – one that omits the confidential information, and includes only the information for which no claim of confidentiality is being made, and a second that includes all the required collection plan information, including the information for which a claim of confidentiality is being made. The manufacturer shall certify both of these submittals.

Return to Collection Plan Instructions

Appendix B - Annual Report Information

The annual report shall include the following:

- The name your company registered under or its NJDEP issued PI Number. If you are filing for a group of manufacturers, the company/PI Number used must be the company previously designated by the group as reported to the NJDEP to file for the group*;
- The Annual Report Year. This is generally the year prior to the current year. For example, Annual Reports for 2011 are due to be submitted by February 1, 2012.
- The type of CED the manufacturer/s produce.
- The number of TVs (new units) sold in New Jersey during the Report year for each manufacturer.
- The weight of televisions and covered electronic devices collected for recycling, for each manufacturer, in the previous year pursuant to the collection plan.
- Recyclers used, Recycler's name, address, contact person and contact person's phone number and email address.
- Your company's/group's contact information for the report
- An electronic file of any additional information to support the report can be uploaded (not required); and
- 2 electronic certifications; Individual with Direct Knowledge and Responsible Official

Return to Annual Report Instructions