



**INDIANA E-CYCLE
COLLECTOR REGISTRATION**

DUE NOVEMBER 1

State Form 54137 (R5 / 12-14)
Indiana Department of Environmental Management

Indiana Department of Environmental Management
Office of Pollution Prevention & Technical Assistance
100 North Senate Avenue
MC 13-36, IGCN 1225
Indianapolis, Indiana 46204-2222
Telephone (800) 988-7901
<http://www.in.gov/idem/recycle/2373.htm>
Indiana E-Cycle e-mail: E-Cycle@idem.IN.gov

This registration is an annual requirement of the Indiana Electronic Waste (E-Waste) Law (IC 13-20.5-1-4) for collector participation in Indiana E-Cycle. A collector in Indiana E-Cycle is defined as any entity (public or private) that receives covered electronic devices (CEDs) from, or collects CEDs directly from, Indiana covered entities (households, small businesses, and public schools) and arranges for the delivery of the CEDs to a recycler. Collectors do not need to be physically located in Indiana in order to participate in Indiana E-Cycle; however, any CEDs collected as part of a manufacturer's recycling plan must be collected from Indiana covered entities by a registered collector.

Collectors cannot conduct any type of demanufacturing, dismantling, processing, or recycling- these activities require registration as a recycler with Indiana E-Cycle by submitting State Form 54139 (Indiana E-Cycle Recycler Registration).

Collector program years are from January 1 – December 31. This registration form is due November 1 for registration as a collector for the following program year.

Please submit this registration to IDEM's Office of Pollution Prevention and Technical Assistance via e-mail or mail, utilizing the addresses listed above. If you have any questions, please call (800) 988-7901.

FOR IDEM USE ONLY

THIS SECTION FOR IDEM USE ONLY

Program Year _____ Date Received ____ / ____ / _____ Confirmation Letter Sent ____ / ____ / _____ E-mail USPS

SECTION A: E-WASTE COLLECTOR INFORMATION

*Please complete this section for the collector's **primary facility** you are registering with Indiana E-Cycle.*

If you would like to register additional collection locations, please proceed to the third page of this registration form after completing all sections on the first and second pages. For each additional collection site, please complete the third page in its entirety and attach to this registration.

Name of Collector		
Street address (number and street)		City/State/ZIP Code
Indiana county (if applicable)		
Telephone number with area code	Website	Social network page
Is this location a collection site? <input type="checkbox"/> Yes <input type="checkbox"/> No		Collector is also registered as a (check all that apply): <input type="checkbox"/> Recycler <input type="checkbox"/> Manufacturer

SECTION B: CONTACT INFORMATION

Please indicate the person responsible for ensuring compliance with the Indiana E-Waste Law (IC 13-20.5). Space is provided to list a second contact person. If you would like an additional person copied on communications from Indiana E-Cycle, please provide their contact information below.

Name of primary contact		Job title	
E-mail address	Telephone number with area code (office)	Telephone number with area code (cell)	
Mailing address: Street address (if different from Section A)		Mailing address: City/State/ZIP Code (if different from Section A)	
Name of additional contact		Job title	
E-mail address	Telephone number with area code (office)	Telephone number with area code (cell)	
Mailing address: Street address (if different from Section A)		Mailing address: City/State/ZIP Code (if different from Section A)	

This area intentionally left blank - form continues below/on back of page.

SECTION C1: COLLECTION SITES

If you wish to register more than one collection site, please complete as many copies as necessary of the third page of this registration and attach to your completed registration. If the address listed in Section A is a collection site, please complete this section for that location.

Name of collection site		Telephone number of site with area code	
Street address of site (if different from Section A)		City/State/ZIP Code of site (if different from Section A)	
Days and hours of site operation		Indiana county (if applicable)	
Days and hours of site operation		Type of site (check only one): <input type="checkbox"/> Manufacturer mail-back program <input type="checkbox"/> Permanent collection site <input type="checkbox"/> Temporary collection site (e.g., special event, bi-annual collection event)	
Covered electronic devices accepted (check all that apply): <input type="checkbox"/> Televisions <input type="checkbox"/> Computer monitors <input type="checkbox"/> Laptop computers <input type="checkbox"/> Netbooks <input type="checkbox"/> Notebooks <input type="checkbox"/> Tablet computers <input type="checkbox"/> E-readers <input type="checkbox"/> Computer towers <input type="checkbox"/> Computer peripherals (keyboards, mice, etc.)		<input type="checkbox"/> Printers <input type="checkbox"/> Fax machines <input type="checkbox"/> DVD players <input type="checkbox"/> Digital photo frames <input type="checkbox"/> iPods/MP3 players <input type="checkbox"/> Camcorders/Cameras <input type="checkbox"/> DVR/TiVo devices <input type="checkbox"/> Portable GPS navigation systems <input type="checkbox"/> Other devices accepted (please specify):	
		Is there a fee charged or a donation requested for accepting certain items? If yes, please provide details:	

SECTION C2: CERTIFICATION OF COMPLIANCE WITH INDIANA'S E-WASTE MANAGEMENT RULES

Collectors must document compliance with Indiana's E-Waste Management Rules (329 IAC 16) for each registered collection site. The E-Waste Management Rules apply to any entity in Indiana that collects, brokers, stores, recycles, resells, dismantles, or demanufactures e-waste. These rules outline the storage, operating, training, disposal, and closure requirements for operating as an e-waste storage and processing facility in Indiana. An entity that does not meet any of the exemptions under 329 IAC 16-3-1 must register as an e-waste storage and processing facility with IDEM. Inspections may be conducted by IDEM to verify exemptions claimed below.

Compliance with the rules is satisfied by one of the following:

- Collection site is a registered Indiana e-waste storage and processing facility.
- Collection site is exempt from registering under 329 IAC 16.
- Collection site is not physically located in Indiana.

Check the box that certifies the compliance status with Indiana's E-Waste Management Rules (329 IAC 16) for the location listed above in C1. If you are registering multiple collection sites, please indicate the compliance status of each additional facility on the additional pages you are attaching (see the third page of this registration).

- Collection site is a registered Indiana e-waste storage and processing facility under 329 IAC 16.
 E-waste storage and processing facility registration number: _____
- Registration under 329 IAC 16 for this collection site is pending; a registration form has been submitted to IDEM.
- Collection site is exempt from registration requirements under 329 IAC 16.
 Please indicate which of the following exemptions applies to the collection site:
- The facility is storing less than twenty-three (23) tons of e-waste on-site at any given time.
 - The facility is storing e-waste for less than five (5) days at a time.
 - The facility holds a valid permit under Indiana's hazardous waste management facility rules (329 IAC 3.1), solid waste land disposal facility rules (329 IAC 10), or solid waste processing facility rules (329 IAC 11).
- Collection site is not physically located in Indiana.

SECTION D: SIGNATURE AND CERTIFICATION STATEMENT

By submitting this document, I hereby certify that the collector listed on this registration form has complied and will continue to comply with the requirements of the Indiana E-Waste Law (IC 13-20-5).

Name (typed or printed)	Title (typed or printed)
Signature	Date signed (month, day, year)

Please submit the **completed and signed** Indiana E-Cycle collector registration by **November 1** via e-mail: E-Cycle@idem.IN.gov -OR- mail to:

IDEM – OPPTA
 Indiana E-Cycle
 100 North Senate Ave.
 MC 13-36, IGCN 1225
 Indianapolis, IN 46204-2222

SECTION C1: COLLECTION SITES (ADDITIONAL SITES)

If you wish to register more than one site, please complete as many copies as necessary of this page and attach to your completed registration.

Name of additional collection site	Telephone number of site with area code
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Street address of site (number and street)	City/State/ZIP Code of site	Indiana county (if applicable)
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Days and hours of site operation	Type of site (check only one): <input type="checkbox"/> Manufacturer mail-back program <input type="checkbox"/> Permanent collection site <input type="checkbox"/> Temporary collection site (e.g., special event, bi-annual collection event)
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Covered electronic devices accepted (check all that apply): <input type="checkbox"/> Televisions <input type="checkbox"/> Computer monitors <input type="checkbox"/> Laptop computers <input type="checkbox"/> Netbooks <input type="checkbox"/> Notebooks <input type="checkbox"/> Tablet computers <input type="checkbox"/> E-readers <input type="checkbox"/> Computer towers <input type="checkbox"/> Computer peripherals (keyboards, mice, etc.)	<input type="checkbox"/> Printers <input type="checkbox"/> Fax machines <input type="checkbox"/> DVD players <input type="checkbox"/> Digital photo frames <input type="checkbox"/> iPods/MP3 players <input type="checkbox"/> Camcorders/Cameras <input type="checkbox"/> DVR/TiVo devices <input type="checkbox"/> Portable GPS navigation systems <input type="checkbox"/> Other devices accepted (please specify):	Is there a fee charged or a donation requested for accepting certain items? If yes, please provide details:
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SECTION C2: CERTIFICATION OF COMPLIANCE WITH INDIANA'S E-WASTE MANAGEMENT RULES

Collectors must document compliance with Indiana's E-Waste Management Rules (329 IAC 16) for each registered collection site. The E-Waste Management Rules apply to any entity in Indiana that collects, brokers, stores, recycles, resells, dismantles, or demanufactures e-waste. These rules outline the storage, operating, training, disposal, and closure requirements for operating as an e-waste storage and processing facility in Indiana. An entity that does not meet any of the exemptions under 329 IAC 16-3-1 must register as an e-waste storage and processing facility with IDEM. Inspections may be conducted by IDEM to verify exemptions claimed below.

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Check the box that certifies the compliance status with Indiana's E-Waste Management Rules (329 IAC 16) for the location listed above in C1. If you are registering multiple collection sites in Indiana, please indicate the compliance status of each additional facility.

<input type="checkbox"/> Collection site is a registered Indiana e-waste storage and processing facility under 329 IAC 16. E-waste storage and processing facility registration number: _____
<input type="checkbox"/> Registration under 329 IAC 16 for this collection site is pending; a registration form has been submitted to IDEM.
<input type="checkbox"/> Collection site is exempt from registration requirements under 329 IAC 16. Please indicate which of the following exemptions applies to the collection site: <input type="checkbox"/> The facility is storing less than twenty-three (23) tons of e-waste on-site at any given time. <input type="checkbox"/> The facility is storing e-waste for less than five (5) days at a time. <input type="checkbox"/> The facility holds a valid permit under Indiana's hazardous waste management facility rules (329 IAC 3.1), solid waste land disposal facility rules (329 IAC 10), or solid waste processing facility rules (329 IAC 11).
<input type="checkbox"/> Collection site is not physically located in Indiana.