



2013 Annual Report for NYS Electronic Waste Consolidation Facilities

(January 1 - December 31, 2013 Reporting Period)

Due: March 1, 2014

DEC USE ONLY

Registration #: _____

Date Received: ____/____/____

Region: _____

In accordance with the New York State Electronic Equipment Recycling and Reuse Act (Environmental Conservation Law, Article 27, Title 26), this annual report form must be completed for each registered electronic waste consolidation facility and submitted to the Department of Environmental Conservation (Department) annually by **March 1st** for the previous calendar year. Failure to submit a complete and timely annual report, including the appropriate signatures, will subject the electronic waste consolidation facility to civil penalties under the Act.

Electronic waste consolidation facilities must also maintain all supporting documentation regarding the management of electronic waste (e.g. registration/reporting forms, shipping invoices, bills of lading, etc.) on-site for a period of three years for data verification purposes.

Any modifications, updates or additional information to what is currently on record with the Department may be included in a cover letter or attached to this annual report with reference in a cover letter. Please direct all questions regarding this form to ewaste@gw.dec.state.ny.us or call (518) 402-8706.

Part I: Consolidation Facility Information

Name of Facility: Department-Issued Registration #¹:

Site Address:

City: NY Postal (ZIP) Code: County:

Please identify the current primary contact and mailing address (if different from above) for the electronic waste consolidation facility:

Name: Title:

Phone Number: E-mail:

Mailing Address:

City: State: Postal (ZIP) Code:

Part II: Electronic Waste Received

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

The guidelines on the following page are provided to assist you and the collection sites in distinguishing between eligible and ineligible program weight. Those weights must be listed in the corresponding columns in the tables on the following page, along with the name, address, and registration number² (if applicable) of each electronic waste collection site from which such electronic waste was received during this reporting period.

If weight was accepted directly from consumers, please simply write "direct from consumers" in the Site Name field and distinguish between eligible and ineligible program weight received from all consumers during the program year. You may attach pages to this report if the facility has received electronic waste from multiple sites/facilities.

Part II: Electronic Waste Received (continued)**Eligible Program Weight**

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

Ineligible Program Weight

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

A "**business consumer**" means a for-profit entity which has fifty or more full time employees or a not-for-profit corporation with seventy-five or more full time employees, but not a not-for-profit corporation designated under section 501(c)(3) of the internal revenue code.

A "**premium service**" means any service above and beyond the reasonably convenient acceptance methods defined in the Act. These include equipment and data security services, refurbishment for reuse by the consumer, and other custom services such as at-home collection (other than mail back programs), data wiping, specialized packing and preparation for collection, etc.

Site Name	Address	Registration #

In-State Quantity Collected (in pounds)

	Eligible Program Weight	Ineligible Program Weight
Computers:		
Computer peripherals:		
Small electronic equipment:		
Small scale servers:		
Televisions:		
Total:		

Site Name	Address	Registration #

In-State Quantity Collected (in pounds)

	Eligible Program Weight	Ineligible Program Weight
Computers:		
Computer peripherals:		
Small electronic equipment:		
Small scale servers:		
Televisions:		
Total:		

Part III: Electronic Waste Shipped Off-site

Please list the name, address, and registration number³ (if applicable), of each in-state and out-of-state electronic waste recycling facility or reuse organization to which electronic waste was **sent** during this reporting period. Please also provide the quantity, again broken down by eligible and ineligible weight, of each type of electronic waste sent to each such person. Please remember to provide records of eligible and ineligible weight with electronic waste shipments sent to recycling facilities.

You may attach pages to this report if the facility has sent electronic waste to additional sites/facilities. If the facility exports CRTs, please also attach to this report a copy of the facility's Federal CRT notification (40 CFR 261.39(a)(5))⁴.

Facility/Organization Name	Address	Registration #

Quantity Shipped Off-site (in pounds)

	Eligible Program Weight	Ineligible Program Weight
Computers:		
Computer peripherals:		
Small electronic equipment:		
Small scale servers:		
Televisions:		
Total:		

Facility/Organization Name	Address	Registration #

Quantity Shipped Off-site (in pounds)

	Eligible Program Weight	Ineligible Program Weight
Computers:		
Computer peripherals:		
Small electronic equipment:		
Small scale servers:		
Televisions:		
Total:		

Part IV: Annual Report Certification

I certify that the information provided on this form is accurate and complete, and that this electronic waste consolidation facility will comply with the requirements of New York State's Electronic Equipment Recycling and Reuse Act. I hereby affirm under penalty or perjury that the information provided in this form and attached statements and exhibits is true to the best of my knowledge and belief. False statements made herein are punishable as a Class A misdemeanor to Section 210.45 of the Penal Law.

Signature: _____
Type or Print Name: _____

Date: _____
Title: _____

Please submit this completed annual report form and any additional documentation by March 1st:

New York State Department of Environmental Conservation
Division of Materials Management
Bureau of Waste Reduction and Recycling
625 Broadway
Albany, NY 12233 - 7253

Please direct all questions regarding this form to ewaste@gw.dec.state.ny.us or call (518) 402-8706.

- 1) Each person who owns or operates an electronic waste consolidation facility as defined in Section 27-2601 of the Electronic Equipment Recycling and Reuse Act, should already be registered with the Department. Any person who commenced the operation of an electronic waste consolidation on or after January 1, 2011, must register with the Department at least 30 days prior to receiving electronic waste at the facility. Registration form CCR-REG is available through the Department's website at: <http://www.dec.ny.gov/chemical/65583.html>. Once registered, a facility is issued a registration number by the Department. Electronic waste consolidation facilities may request their registration numbers via e-mail (ewaste@gw.dec.state.ny.us) or by telephone: (518) 402-8706.
- 2) Each person who owns or operates an electronic waste collection site as defined in Section 27-2601 of the Electronic Equipment Recycling and Reuse Act, should already be registered with the Department. Electronic waste collection site registration numbers are available on the Department's website at: http://www.dec.ny.gov/docs/materials_minerals_pdf/ewcolsites.pdf.
- 3) Each person who owns or operates an electronic waste recycling facility as defined in Section 27-2601 of the Electronic Equipment Recycling and Reuse Act, should already be registered with the Department. Electronic waste recycling facility registration numbers are available on the Department's website at: <http://www.dec.ny.gov/chemical/73670.html>.
- 4) More information on the Federal CRT notification process, as required by 40 CFR 261.39(a)(5), is available on the USEPA's website at: <http://www.epa.gov/osw/hazard/recycling/electron/>.