Annual reports for 2010 are due to DTSC by February 1, 2011 for <u>any</u> facility or location, including collection events, which accepted more than 220lbs of e-waste from offsite sources (i.e., households, businesses) in 2010.

If you have a CEWID #, you are an approved collector or an approved collector/recycler in the electronic waste payment program and must **also** submit an annual CEW Net Cost report to CalRecycle by March 1 using Form 220:
http://www.calrecycle.ca.gov/electronics/Forms/CalRecycle220.xls

Annual Report FAQs:

How do I submit an annual report?
    There are two ways to submit your annual report to DTSC (either/or):

        Option 1. Log in to the Electronic Device Online System
        http://www.dtsc.ca.gov/database/UWED/index.cfm
        • Under "facility information" (towards the bottom of the page), use the drop
          down menu under "add/edit report" to "submit/edit your annual report" for
          each facility
        • Select "2010" for the reporting year, and click "submit new annual report."
        • Next, select the appropriate destination information
        • Complete the required fields in the annual report

    Option 2. Mail in a completed hardcopy of DTSC form 1471 found on our e-waste
    web page: http://www.dtsc.ca.gov/HazardousWaste/ewaste/index.cfm

        NEW - For those that do not use the Electronic Device Online System: If you have
        many Handling facilities/Collection events, you may use DTSC consolidated
        form: http://www.dtsc.ca.gov/HazardousWaste/EWaste/upload/Final-mass-
        annual-report-form.pdf

        This form cannot be used for facilities that treat e-waste.

What if I did not collect e-waste last year?
        • If you would like to keep your account active, please follow the instructions
        above for how to enter your annual report into the online system, but after
        selecting the 2010 reporting year, click "no annual report needed." This will limit
        the number of calls and emails you will receive regarding 2010 annual reporting.
         • If you want to inactivate your account, please email electronicwaste@dtsc.ca.gov
        or call (916) 324-3159

What information must be included when submitting an annual report to DTSC?
    Handlers and Recyclers must provide (for each facility/location):
        • Types of e-waste accepted
            o electronic devices - examples include printers, computers, cellphones

o CRT devices - <u>intact devices</u>, like those found in a home, that have not be dismantled

o CRTs - the glass picture tubes <u>removed from dismantled CRT devices</u>

o CRT glass - after CRTs are <u>broken</u>, they become CRT glass

- Quantities of e-waste accepted and shipped (count or weight)
- The destination(s) of all e-waste shipped

Recyclers must also provide additional information:
- Number of days the facility operated during the year
- Types and quantities of materials treated and treatment methods
- Quantities and destinations of CRT glass, universal wastes, scrap metal, and yokes generated (produced) from your treatment activities

How do I view or edit my annual report in the online system?
- Under "facility information" towards the bottom of the page, use the drop down menu under "add/edit report" to "submit/edit your annual report."
  o To view your annual report, click the reporting year (for example, 2010)
  o To edit your annual report, click "edit" on the far right side of the screen.

For recyclers, what are the differences between the "quantities" for handled, treated, and shipped?
- Quantities handled = quantities of e-waste accepted/received.

- Quantities treated = quantities of e-waste actually processed in reporting year. This may be a fraction of quantities handled if you only treated some of your e-waste.

- Quantities shipped = quantities of e-waste and e-waste residuals generated from processing sent offsite. For example, after dismantling computers, you should indicate the quantities of scrap metal you shipped because of your treatment activity. In this example, you would not "ship" electronic devices.

More questions? Please contact us at <u>electronicwaste@dtsc.ca.gov</u> or call (916)324-3159