Annual Reports for e-waste Handling and Recycling Activities for 2011 are due to DTSC by February 1, 2012 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 2011.

This is not the Annual CEW Net Cost Report. 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 which is due to CalRecycle on March 1, 2012. For more information, including access to CEW Net Cost forms:

http://www.calrecycle.ca.gov/Electronics/Act2003/Recovery/NetCost/Default.htm

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DTSC Annual Report FAQs:

How do I submit an annual report?

There are three ways to submit your annual report to DTSC:

Option 1. Online Entry
- 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 Reports**" to "Submit/Edit Annual Report" for each facility
- Select "2011" in the Annual Reporting Year drop down menu, and click "Submit New Annual Report"
- Next, select the appropriate destination information (existing destinations or add new shipping destinations)
- Complete the required fields in the annual report

Please Note: Only answer "Yes" to "Have you generated more than 11,000 pounds of electronic devices, CRTs, and CRT glass?" if your business has "produced", not accepted, that amount of electronic waste by deciding to discard your own electronic devices. <u>Generated electronic waste is not electronic waste that is collected from off site.</u>

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

Option 3. For those who do not use the Electronic Devices Online System and have many Handling facilities/Collection events, you may use the consolidated DTSC form 1493 (This form cannot be used for facilities that treat e-waste): http://www.dtsc.ca.gov/HazardousWaste/EWaste/upload/Final-mass-annual-report-form.pdf

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 2011 reporting year, click "Record No Annual Report." This will limit the number of calls and emails you will receive regarding 2011 annual reporting.
- If you want to inactivate your account, please email electronicwaste@dtsc.ca.gov or call (916) 322-0348

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
  - electronic devices - examples include printers, computers, cellphones
  - CRT devices - <u>intact devices</u>, like those found in a home, that have not be dismantled
  - CRTs - the glass picture tubes <u>removed from dismantled CRT devices</u>
  - 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 Reports**" to "Submit/Edit Annual Report"
- To edit your annual report, click "edit" on the far right side of the screen
- To simply view any of your entered annual reports, click on the reporting year (for example, 2011). Please Note: You will not be able to edit your report from this view.

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 electronicwaste@dtsc.ca.gov or call (916)322-0348