



## State of New Jersey

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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/>

CHRIS CHRISTIE  
*Governor*

KIM GUADAGNO  
*Lt. Governor*

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 [ecycle@dep.state.nj.us](mailto:ecycle@dep.state.nj.us) or by phone at 609.984.3438

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

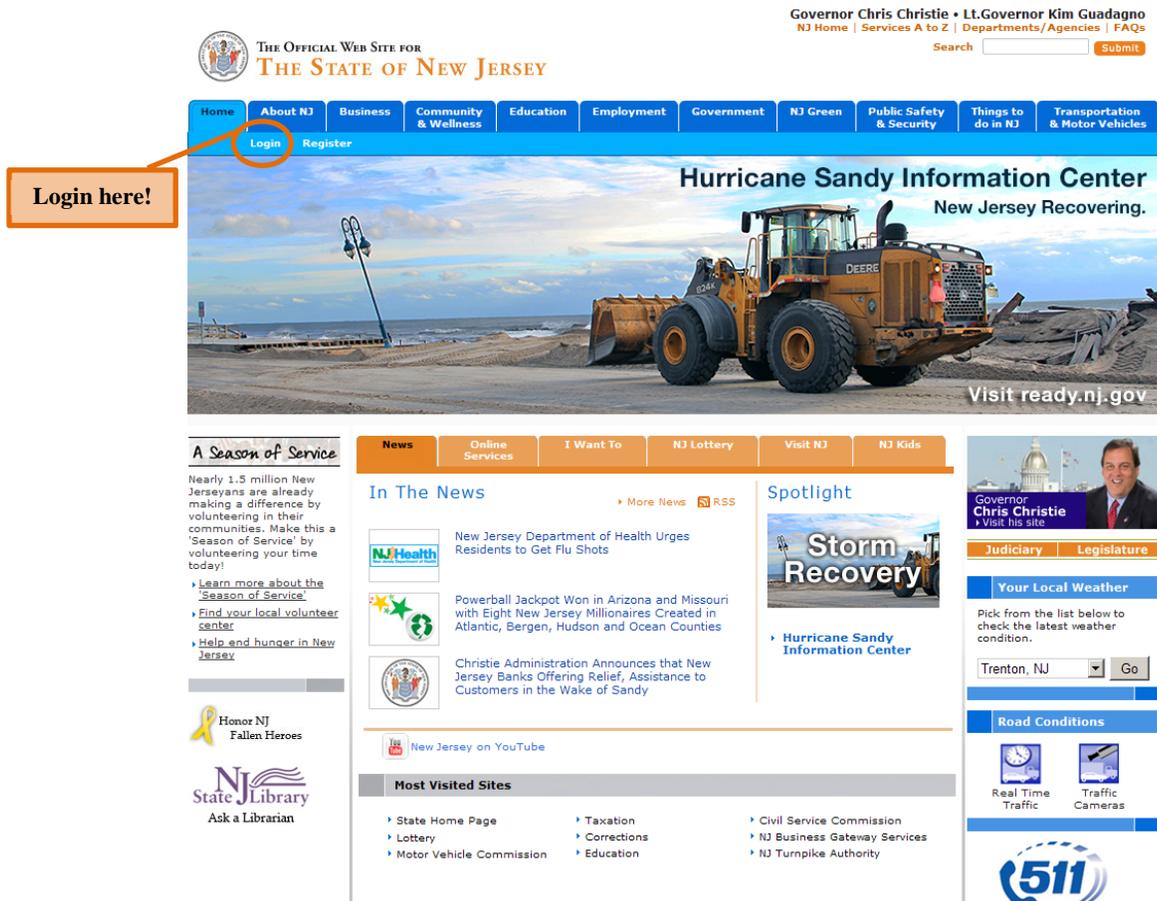
The screenshot shows the NJDEP Online Business Portal homepage. A purple callout bubble points to the 'Log in to NJDEP Online' button, stating: 'If you're already registered, click here to log in!'. A green box highlights the 'NEW User Registration Instructional Video' link. A blue box highlights the 'NEW USERS Request Access to NJDEP Online' button. The page content includes a welcome message, instructions for accessing the portal, and a list of services for registered and non-registered users. The footer contains contact information and a copyright notice for 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: [http://www.nj.gov/dep/online/reg\\_instructions.pdf](http://www.nj.gov/dep/online/reg_instructions.pdf).)
- 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* (<http://njdeponline.com>) 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 (<http://www.nj.gov>). Click on “Login.”

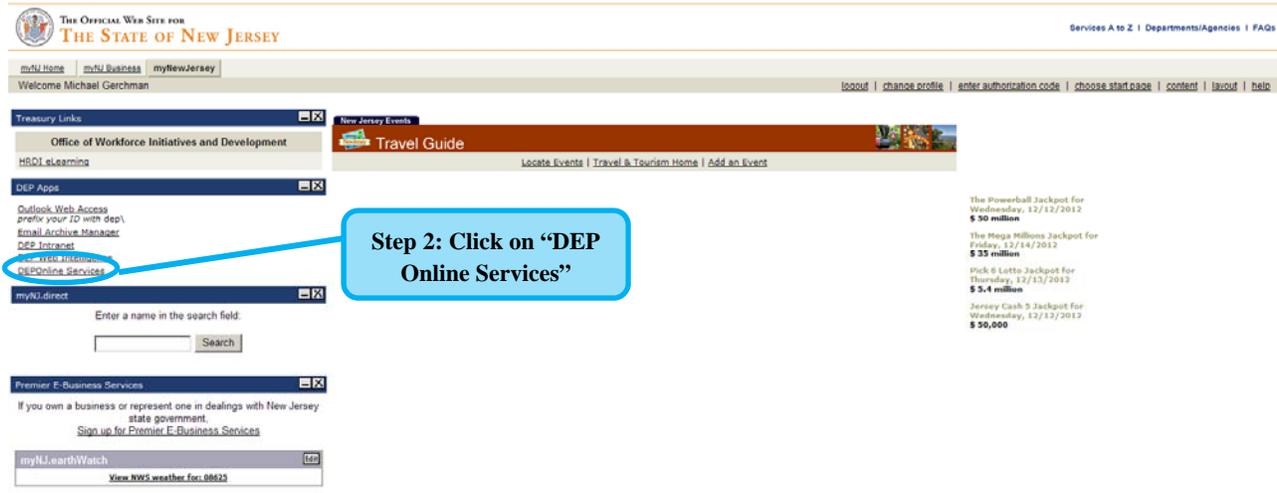


The myNewJersey Log On screen will open:



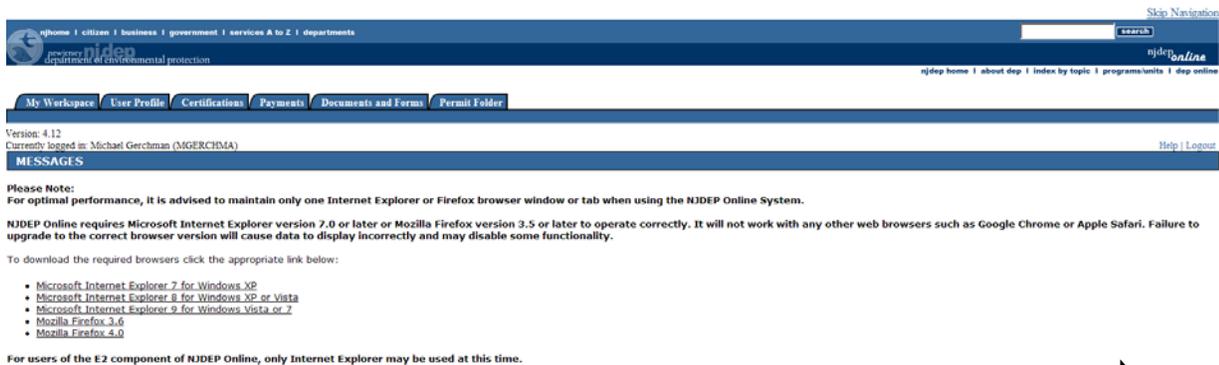
1. Enter your myNewJersey ID and password and click the “Log On” button.

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:



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.

Version: 3.0  
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.

**Requirements:**

1. Only one browser window or tab open.
2. Internet Explorer 7 or higher
3. Mozilla Firefox 3.5 or higher

To download the required browsers click the appropriate link below:

- [Microsoft Internet Explorer 7 for Windows XP](#)
- [Microsoft Internet Explorer 8 for Windows XP or Vista](#)
- [Microsoft Internet Explorer 9 for Windows Vista or 7](#)
- [Mozilla Firefox 3.6](#)
- [Mozilla Firefox 4.0](#)

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.

The screenshot shows the NJDEP Online user interface. At the top, there is a navigation bar with links for 'njhome', 'citizen', 'business', 'government', 'services A to Z', and 'departments'. Below this is a search bar and the NJDEP logo. A secondary navigation bar contains 'njdep home', 'about dep', 'index by topic', 'programs/units', and 'dep online'. The main content area is titled 'MY WORKSPACE' and includes tabs for 'My Workspace', 'User Profile', 'Certifications', 'Payments', 'Documents and Forms', and 'Permit Folder'. The 'Service Selection' section is highlighted, with a note stating: 'Note: Access to this electronic service selection and submittal area is granted by selecting facilities using the user profile. Some services are accessible without selecting facilities as shown below. You do not have access to any services.' A yellow arrow points to a 'Configure Services' button. Below this is the 'My Facilities/Program Interests' section, with a note: 'Note: You may add facilities by clicking the "Add Facilities" button below. You do not have any facilities in your profile. You may add facilities by selecting the Add Facility button on the My Workspace screen.' An 'Add Facilities' button is visible. The 'My Services - In Progress' section has a note: '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.' The 'My Services - Submitted' section is also visible.

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)

**MY SERVICES**

Please select the Services that you would like to appear on your Workspace and click the OK button.

**Services**

**Division of Water Quality**  
 Dental Waste Registration - New  
 Dental Waste Registration - Renewal  
 NJPDES Monitoring Reports (DMRs, WCRs, RTRs)  
 Stormwater Construction General Authorization  
 MSRP Annual Report

**NJDEP Staff**  
 Migration Processor Administration

**RSP Training**  
 RSP Training

**Enforcement**  
 Facility Submittal  
 Incident Submittal  
 Self Audit

**Facility Changes**  
 Update Mailing Address

**Office of Dispute Resolution**  
 Request Alternative Dispute Resolution

**Site Remediation**  
 Facility Submittal  
 Facility Submittal - NJDEP Staff  
 Incident Submittal - NJDEP Staff  
 LSRP-Related Services  
 Remedial Priority System (RPS)

**Air Program**  
 RADIUS File Submission  
 General Permits  
 Permit/Certificate Folder  
 Excess Emission Monitoring Performance Reports (EEMPR)  
 Periodic Compliance Certification  
 Permit/Certificate Renewals

**Solid and Hazardous Waste**  
 Vehicle Registration Renewal  
 Waste Annual Report  
 Waste Collection Plan  
 Waste Renewal Registration

**Step 2: Click the corresponding checkbox to add a service**

**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.

The screenshot shows the NJDEP online interface. At the top, there is a navigation bar with links for 'njhome', 'citizen', 'business', 'government', 'services A to Z', and 'departments'. Below this is a search bar and the NJDEP logo. A secondary navigation bar contains tabs for 'My Workspace', 'User Profile', 'Certifications', 'Payments', 'Documents and Forms', and 'Permit Folder'. The main content area is titled 'MY WORKSPACE' and includes a 'Service Selection' section with a 'Configure Services' button. The 'My Facilities/Program Interests' section is highlighted, showing a note that the user does not have any facilities and an 'Add Facilities' button. A yellow arrow points to this button with the text 'Step 1: Click "Add Facilities"'. Below this are sections for 'My Services - In Progress' and 'My Services - Submitted', both showing that the user has no services in these categories.

Version: 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 [user profile](#). Some services are accessible without selecting facilities as shown below.

You do not have access to any services.

[Configure Services](#)

**My Facilities/Program Interests**

**Note:** You may add facilities by clicking the "Add Facilities" button below.

You do not have any facilities in your profile. You may add facilities by selecting the Add Facility button on the My Workspace 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:

The screenshot shows the NJDEP Facility Search page. At the top, there is a navigation bar with links for 'njhome', 'citizen', 'business', 'government', 'services A to Z', and 'departments'. Below this is a search bar and the NJDEP logo. A secondary navigation bar contains 'njdep home', 'about dep', 'index by topic', 'programs/units', and 'dep online'. A third navigation bar includes 'My Workspace', 'User Profile', 'Certifications', 'Payments', 'Documents and Forms', and 'Permit Folder'. Below this is a sub-navigation bar with 'Edit Personal Info', 'Request Cert PIN', 'Edit Facility Selection', 'Favorite Contacts', and 'Security Administration'. The main content area is titled 'FACILITY SEARCH' and includes a version number (4.11.7) and the user's name (Michael Gerchman). A sidebar on the left contains a 'Please Note' section and a 'Pick the search you want to perform' section with three radio buttons. The main content area has a heading 'In most cases your Program Interest Number is your Facility ID.' followed by instructions for users adding NJPDES permits. Below this is a section for selecting an NJDEP Program with a dropdown menu. At the bottom, there is a section for entering a Facility ID or Facility Name with two input fields. A 'Search' button and a 'Cancel' button are located at the bottom right. Five numbered steps are overlaid on the page: Step 1 (Specify Search Criteria), Step 2 (Click radio button), Step 3 (Select 'Solid Waste'), Step 4 (Enter PI Number or Facility Name), and Step 5 (Click Search).

1 - Specify Search Criteria

2 - Select Facilities

**Please Note**  
You may click on a previously visited page (above) to navigate back to that screen.

**Pick the search you want to perform:**

- Retrieve only those facilities that match the search criteria
- Retrieve the sites and all of the site's facilities that match the search criteria
- Retrieve NJPDES Permit Numbers
- Retrieve the facilities that are associated with an Alternate ID

(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 2: Click radio button

Step 3: Select "Solid Waste"

Step 4: Enter PI Number or Facility Name

Step 5: Click Search

Search Cancel

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 [ecycle@dep.state.nj.us](mailto:ecycle@dep.state.nj.us) 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:

The screenshot shows the NJDEP online interface. At the top, there is a navigation bar with links like 'njhome', 'citizen', 'business', 'government', 'services A to Z', and 'departments'. Below this is a search bar and the NJDEP logo. A secondary navigation bar contains 'My Workspace', 'User Profile', 'Certifications', 'Payments', 'Documents and Forms', and 'Permit Folder'. The main content area is titled 'FACILITY SEARCH RESULTS' and shows a table with the following data:

Facility	Facility ID	Program	Program Interest	County	Municipality
<input type="checkbox"/> EWASTE TEST MANUF 100	560550	Solid Waste	ELECTRONICS MANUFACTURER	Burlington	Southampton Twp

Below the table are buttons for 'Clear/Check All', 'Add Selected Facilities', and 'Cancel'. Three callout boxes provide instructions: a pink box for Step 7 points to the checkbox; a green box for Step 6 points to the 'Program Interest' column; and a yellow box for Step 8 points to the 'Add Selected Facilities' button.

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](mailto: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:

The screenshot shows the NJDEP My Workspace interface. At the top, there is a navigation bar with links for 'njhome', 'citizen', 'business', 'government', 'services A to Z', and 'departments'. Below this is a search bar and the NJDEP logo. The main navigation menu includes 'My Workspace', 'User Profile', 'Certifications', 'Payments', 'Documents and Forms', and 'Permit Folder'. The user is logged in as Michael Gerchman (MGERCHMA). The page title is 'MY WORKSPACE'.

Under the 'Service Selection' section, there is a note: 'Note: Access to this electronic service selection and submittal area is granted by selecting facilities using the [user profile](#). Some services are accessible without selecting facilities as shown below.' Below this are links for 'Solid and Hazardous Waste', 'eWaste Annual Report', 'eWaste Collection Plan', and 'eWaste Renewal Registration'. A purple callout box points to the 'Access Type' column in the table below, stating: 'The default Access Type is "Individual with Direct Knowledge" if you are the Responsible Official, you will need to change access'.

The 'My Facilities/Program Interests' section contains a table with the following data:

Facility Name	Facility ID	Program	Access Type	Change Access	Manage Security	View	Remove
EWASTE TEST MANUF 100	560550	Solid Waste	Individual With Direct Knowledge				

A green callout box points to the first row of the table, stating: 'Your facility should appear here'. A blue callout box points to the 'Change Access' icon, stating: 'Step 1: If applicable, click "Change Access" Icon'. Below the table is an 'Add Facilities' button.

The 'My Services - In Progress' section contains a note: '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.'

## 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;
- 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 .

## The Change Access screen will open:

The screenshot shows the NJDEN Change Access Type screen. The page header includes navigation links like 'njhome', 'citizen', 'business', 'government', 'services A to Z', and 'departments'. The main navigation bar contains 'My Workspace', 'User Profile', 'Certifications', 'Payments', 'Documents and Forms', and 'Permit Folder'. The current user is Michael Gerchman (MGERCHMA) at facility EWASTE TEST MANUF 100. The 'Change Access Type' section shows the current access type as 'Individual With Direct Knowledge' and a dropdown menu for 'Change Access Type To' with 'Responsible Official' selected. A 'Continue' button is visible. Below this is the 'Existing Access Levels' table.

Security Role	Access Status	Remove
Individual With Direct Knowledge	Granted	✖
Electronic Waste Registration	Granted	✖
Electronic Waste Collection Plan	Granted	✖
Electronic Waste Annual Report	Granted	✖

Annotations on the screenshot include:

- An orange box labeled 'Step 2: Select "Responsible Official"' pointing to the dropdown menu.
- A yellow box labeled 'Step 3: Click "Continue"' with an arrow pointing to the 'Continue' button.

2. In the “Change Access Type To” drop down, select **“Responsible Official.”**
3. Click the **“Continue”** button.

## The Change Access Type screen opens:

Version: 4.11  
Currently logged in: Michael Gerchman (MGERCHMA) 560550  
EWASTE TEST MANUF 100

**CHANGE ACCESS TYPE - ONLINE**

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 level of vice president;
- For a partnership: A general partner;
- For a sole proprietorship: The proprietor;
- For a government agency: Either a principal executive officer or ranking elected official;
- 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.

I agree.

**Step 4: If you are the Responsible Official, click "I Agree"**

**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:

Version: 5.0  
Currently logged in: Michael Gerchman (MGERCHMA) 560550  
EWASTE TEST MANUF 100

**CHANGE ACCESS TYPE - CONFIRMATION**

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.

Your request status is **Granted**.

You have successfully changed your access type for EWASTE TEST MANUF 100

**Step 6: Click "Continue"**

Continue

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.

## **Registration Instructions**

On or before January 1<sup>st</sup> of each calendar year, each manufacturer of covered electronic devices sold for delivery in New Jersey on and after December 1<sup>st</sup> 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 manufactures 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:

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

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 1<sup>st</sup> 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 <http://www.nj.gov> or via <http://njdeponline.com>.

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

Version: 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 [user profile](#). Some services are accessible without selecting facilities as shown below.

**Solid and Hazardous Waste**  
[eWaste Annual Report](#)  
[eWaste Collector's Note](#)  
[eWaste Renewal Registration](#)

**Step 2: Click link for "eWaste Renewal Registration"**

[Configure Services](#)

**My Facilities/Program Interests**

**Note:** You may add facilities by clicking the "Add Facilities" button below.

Facility Name	Facility ID	Program	Access Type	Change Access	Manage Security	View	Remove
EWASTE TEST MANUF 100	560550	Solid Waste	Individual With Direct Knowledge				

Clicking a column title will sort the table by 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.

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:

Version: 4.11  
Currently logged in: Michael Gerchman (MGERCHMA) Help | Logout

**INSTRUCTIONS PAGE**

Initial Electronics Manufacturer Registrations cannot be submitted through NJDEP Online. Visit the [eWaste Page](#) for further information.

To complete this online registration you will need:

1. The name your company registered under or its NJDEP issued Electronics Manufacturer Preferred ID number;
2. All the brand names under which your company manufactures televisions or other covered electronic devices;
3. Your company's eWaste contact information;
4. 2 electronic certifications: Individual with Direct Knowledge & Responsible Official; and
5. Pay via eCheck or request a bill.

View and Print [Detailed Instructions](#)

**This link will open this instruction manual**

**Step 3: Click “Continue”** Continue Return to Workspace

**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:

Version: 4.11  
Currently logged in: Michael Gerchman (MGERCHMA) Help | Logout

**FACILITY SELECTION**

\* Please select the year that you would like to make this submission for:

The list below shows a list of the facilities that you have listed in your profile. You would like to make an electronic submittal for one of the listed facilities, please select the radio button and hit the *Continue* button.

Select	Facility	Facility ID	Facility Type	Municipality	Address
<input checked="" type="radio"/>	EWASTE TEST MANUF 100	560550	ELECTRONICS MANUFACTURER	Southampton Twp	100 MAIN ST

Clicking a column title will sort the table by that column.

Please use this hyperlink to leave this service and add facilities to my profile using the [Facility Search](#) page.

\* Required

**Step 4: Select year you are registering for**

**Step 5: Click the button for the facility you are registering**

**Step 6: Click “Continue”** 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 [adding your facilities](#).
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:**

The screenshot displays the NJDEP Online interface. At the top, there is a navigation bar with links like 'njhome', 'citizen', 'business', 'government', 'services A to Z', and 'departments'. Below this is a search bar and the NJDEP logo. A secondary navigation bar contains 'My Workspace', 'User Profile', 'Certifications', 'Payments', 'Documents and Forms', and 'Permit Folder'. The main content area is titled 'REGISTRATION DETAILS' and shows a table with columns for '\*Type', '\*Brand Name', and 'Remove'. A note above the table states: 'Note: Please use 'Other' type if you manufacture monitors, portable computers, laptop computers and personal computers.' The 'Add Row' button is highlighted with a blue callout box. The dropdown menu in the '\*Type' column is highlighted with a pink callout box. The 'Remove' button is highlighted with a green callout box. The 'Continue' button is highlighted with a yellow callout box. A 'Please Note' section on the left side of the screen provides instructions on navigating between pages.

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 Gerchman (MGERCHMA) 500550  
 EWASTE TEST MANUF 100 Help | Logout

**Contacts**

For International Addresses or phone numbers  
 Please use Address Line 2 for the International State or Province information, the regular State dropdown for the Country and the Comments field for phone number. Also, entering an address outside the US in this Contacts screen will not allow billing for payment later in this service. Payment by eCheck will be required.

**1. Responsible Party**

**1. Responsible Party**

*Note: Selecting an option below will replace all information for this contact.*  
 Insert From Existing Contact(s)

Save to My Favorite Contacts

\*First Name:   
 \*Middle Initial:   
 \*Last Name:   
 Title:   
 \*E-Mail Address:   
 \*Confirm E-Mail:   
 \*Organization Name:   
 \*Organization Type:

\*Address Line 1:   
 Address Line 2:   
 Address Line 3:   
 \*County:   
 \*City:   
 \*State:   
 \*Zip Code:

\* At least 1 phone number is required.

*Type	*Contact Number (must be 10 digits)	Extension	Comments	Remove
Work Phone Number				

\* Required

*Note: Please enter contact information on ALL required tabs before clicking Continue.*

**Annotations:**

- Once you save a contact to your favorite contacts, you will be able to find it here!
- Click here to add addition phone numbers
- Step 11&12: Fill out information for the person the department should contact with questions about your registration
- Check this box if you want to save this contact information to your favorite contacts
- Step 13: Click “Continue”

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:

Version: 5.0  
Currently logged in: Michael Gerchman (MGERCHMA) 560550  
EWASTE TEST MANUF 100 Help | Logout

**CERTIFICATION - SINGLE SUBMISSION SUMMARY**  
141245 - eWaste: Renewal Registration

To certify electronically, please click on the blue ribbon.

Required	Name	Certifier Type	Certifier Status	Notification Status	Certify Electronically	Certify via Paper	Remove Certifier
✓		Individual With Direct Knowledge	Not Certified	No Notifications Sent			
✓		Responsible Official	Not Certified	No Notifications Sent			

Clicking a column title will sort the table by that column.

**Please Note**  
You may click on a previously visited page (above) to navigate back to that screen.

**Step 14: Click blue ribbon**

Send Notifications Add Certification Type Continue

**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 [Changing Your Facility Access](#) earlier in these instructions).*

One person can make both certifications.

To certify as the Individual with Direct Knowledge:

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

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

The screenshot shows the NJDEP online portal interface. At the top, there is a navigation bar with links for 'njhome', 'citizen', 'business', 'government', 'services A to Z', and 'departments'. Below this is a search bar and the NJDEP logo. A secondary navigation bar contains 'My Workspace', 'User Profile', 'Certifications', 'Payments', 'Documents and Forms', and 'Permit Folder'. The main content area displays the user's current session information: 'Version: 4.11', 'Currently logged in: Michael Gerchman (MGERCHMA)', and 'EWASTE TEST MANUF 120'. A table lists the certification application with columns for 'Service ID', 'Submittal Type', 'Creation Date', and 'View'. The application details include '141248', 'Solid and Hazardous Waste - eWaste Annual Report - eWaste Annual Report RSP service', and '11/04/2011'. The 'Certification of the Individual With Direct Knowledge' section contains a certification statement and a form with the following fields: 'Name of Certifying Party: Michael Gerchman', 'User ID of Certifying Party: MGERCHMA', and '\*Certification PIN: [input field] (Case-Sensitive)'. A green callout box points to the PIN input field with the text 'Step 16: Enter your PIN #'. A blue callout box points to the 'Forgot Certification PIN' button with the text 'Click here if you forget your PIN!'. A yellow callout box points to the 'Certify' button with the text 'Step 17: Click "Certify"'. At the bottom, there are buttons for 'Certify', 'Forgot Certification PIN', 'Send Notifications', and 'Cancel'.

Version: 4.11  
Currently logged in: Michael Gerchman (MGERCHMA) EWASTE TEST MANUF 120 Help | Logout

Service ID	Submittal Type	Creation Date	View
141248	Solid and Hazardous Waste - eWaste Annual Report - eWaste Annual Report RSP service	11/04/2011	

**Certification of the Individual With Direct Knowledge**

I certify under penalty of law that I believe that the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

**Name of Certifying Party:** Michael Gerchman

**User ID of Certifying Party:** MGERCHMA

**\*Certification PIN:**  (Case-Sensitive)

\* Required

Certification of your PIN constitutes an electronic signature of this submittal in accordance with the aforementioned statement.

**Step 16: Enter your PIN #**

**Click here if you forget your PIN!**

**Step 17: Click "Certify"**

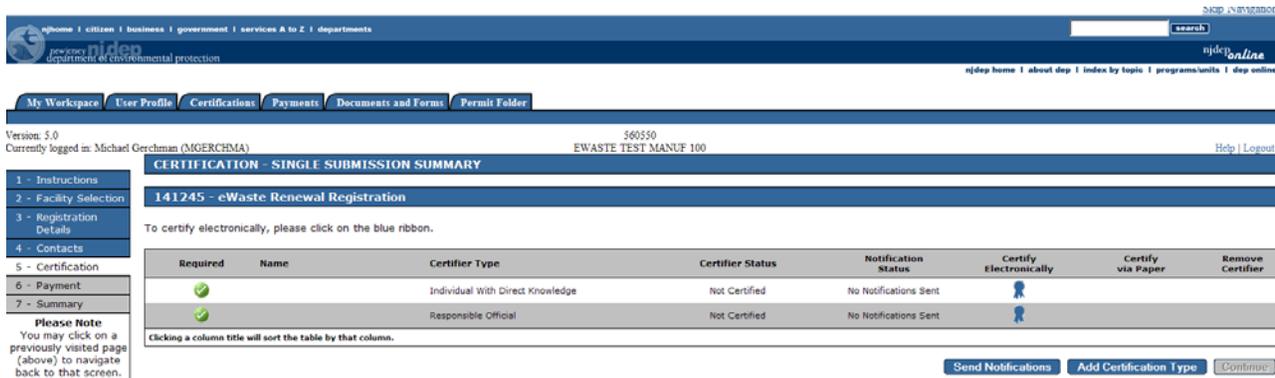
[Certify](#) [Forgot Certification PIN](#) [Send Notifications](#) [Cancel](#)

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:**

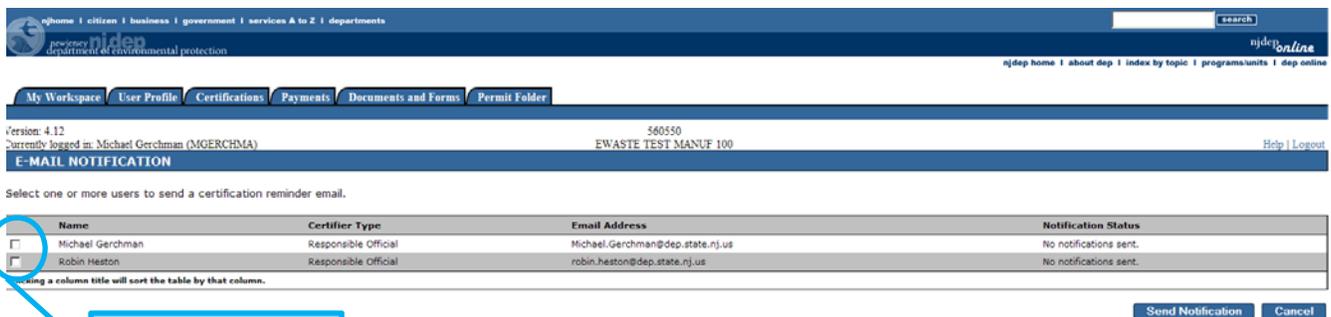


**Step 18: Click “Send Notification” to notify Responsible Official**

**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.

- 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:**



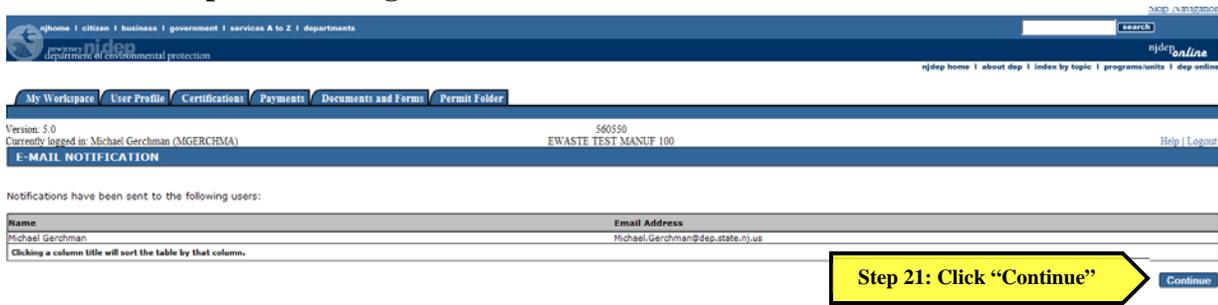
**Step 19: Click the box for the person you want to notify**

**Step 20: Click “Send Notification”**

- Click on the checkbox to the left of the Responsible Official to which you want to send the email**

- Click the “Send Notification” button.**

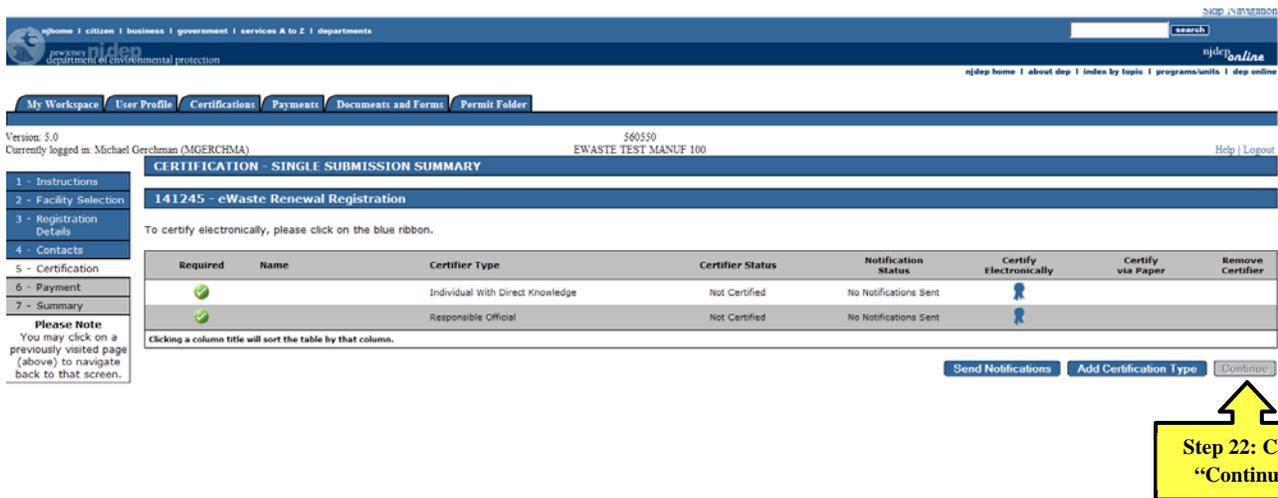
**A screen will open indicating that the Email Notification was sent:**



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 [Responsible Official Certification Instructions](#) for directions on certifying as the 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:**



**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:**

Version: 4.12  
 Currently logged in: Michael Gerchman (MGERCHMA) 560550  
 EWASTE TEST MANUF 100 Help | Logout

**PAYMENT SUMMARY**  
 For International Addresses:  
 The Bill Me option is not available for addresses outside the US. To use the Bill Me option, click the Return button to go back to the Registration service and enter a US address on the Contacts screen.

**Charges**

ID	Facility ID	Facility Name	Program	Service	Type	Creation Date	Amount
145109	560550	EWASTE TEST MANUF 100	Solid and Hazardous Waste	eWaste Renewal Registration	eWaste Renewal Registration RSP service	08/18/2012	\$10,000.00
<b>Total:</b>							\$10,000.00

Clicking a column title will sort the table by that column.

Buttons: Pay via eCheck, Bill Me, Return

Step 23: Click “Pay via eCheck” if you want to pay by eCheck. Proceed to Step 24.

Step 23: If you’d prefer to be billed, click “Bill Me” and go to Step 29.

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.**

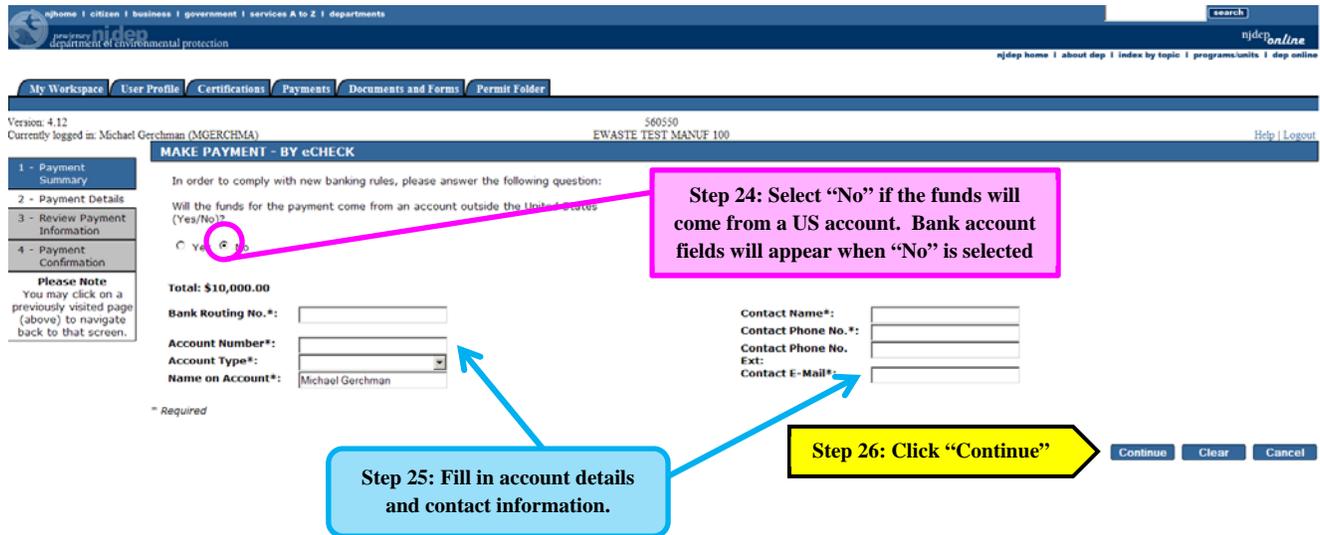
**Note:** The annual fees are:

- \$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:



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:

Version: 4.12  
Currently logged in: Michael Gerchman (MGERCHMA) 560550  
EWASTE TEST MANUF 100

**REVIEW PAYMENT INFORMATION**

In the event of an Authorization error, please select Payment Details from the Progress Indicator on the left to correct any errors.  
**NOTE: Please do not press the Authorize Payment button more than one time. Payment confirmation sometimes can take a few minutes.**

**Payment Summary**

**Charges:**

ID	Facility ID	Facility Name	Program	Service	Type	Creation Date	Amount	
145109	560550	EWASTE TEST MANUF 100	Solid and Hazardous Waste	eWaste Renewal Registration	eWaste Renewal Registration RSP service	08/18/2012	\$10,000.00	
							<b>Total:</b>	\$10,000.00

Clicking a column title will sort the table by that column.

**Payment Type**

Bank Routing Number: \*\*\*\*\*1360  
Account Number: \*\*\*\*\*67890  
Account Type: Checking

Contact Name: Mike Gerchman  
Contact Phone #: 6099846985  
Contact Email: michael.gerschman@dep.state.nj.us

**Step 27: If all information is correct, click “Authorize 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:**

Version: 5.0  
Currently logged in: Michael Gerchman (MGERCHMA) 560550  
EWASTE TEST MANUF 100

**PAPER PAYMENT BILLING MESSAGE**

If you wish to pay for this service electronically please click the 'Cancel' button and choose the appropriate payment method. If you click on the 'Continue' button you will no longer be able to pay electronically.

**Note For Air General Permits and Tideland 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 able to pay electronically.

**Click here to go back to pay via eCheck**

**Step 29: Click “Continue”**

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:**

The screenshot shows a web form titled "PAYMENT MAILING ADDRESS OPTION - SELECT ONE". It contains three radio button options, each with a corresponding form for entering address information. A central blue callout box contains the text: "Please note: Any information edited here will change the record previously entered".

**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.**

**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.**

**Step 31: Scroll down and click "Continue"**

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:

Version: 4.12  
 Currently logged in: Michael Gerchman (MGERCHMA) 560550  
 EWASTE TEST MANUF 100

**REVIEW PAPER PAYMENT BILLING CONFIRMATION**

Please print a copy of this page for your records.

**Note for Air General Permits only:** The service has been submitted but will not be approved until the payment is received.

**Payment Items**

**Charges:**

ID	Facility ID	Facility Name	Program	Service	Type	Creation Date	Amount
145109	560550	EWASTE TEST MANUF 100	Solid and Hazardous Waste	eWaste Renewal Registration	eWaste Renewal Registration RSP service	08/18/2012	\$10,000.00
<b>Total:</b>							\$10,000.00

Clicking a column title will sort the table by that column.

**Billing Information**

<b>First Name:</b>	Michael	<b>Address Line 1:</b>	401 E. State St.
<b>Middle Initial:</b>	R	<b>Address Line 2:</b>	Mail Code 401-02C
<b>Last Name:</b>	Gerchman	<b>Address Line 3:</b>	
<b>Title:</b>		<b>City:</b>	Trenton (Mercer)
<b>E-Mail Address:</b>	Michael.Gerchman@dep.state.nj.us	<b>State:</b>	New Jersey
<b>Organization Name:</b>	NJDEP	<b>Zip:</b>	08625
<b>Organization Type:</b>	State		

Step 32: Click “Continue”
Continue

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:

The screenshot displays the NJDEP online registration summary page. At the top, there is a navigation bar with links for home, citizen, business, government, services A to Z, and departments. Below this is a search bar and the NJDEP logo. A secondary navigation bar contains tabs for My Workspace, User Profile, Certifications, Payments, Documents and Forms, and Permit Folder. The main content area is titled 'SUMMARY' and includes the following sections:

- Facility Profile:** Facility ID: 560550, Facility Name: EWASTE TEST MANUF 100, County: Burlington, Facility Location: 100 MAIN ST, Southampton Twp, NJ 088888888, Mailing Address: 100 MAIN ST, Southampton Twp, NJ 088888888.
- Registration Details:** Application Name: eWaste Renewal Registration, Registration Year: 2013, Service ID: 145109, Submission Date: 08/18/2012.
- Table of Electronic Devices:**

Type	Brand Name
TV	Test Brand
Other Electronic Device	Test Computer
- Contacts:** Name: Michael Gerchman, Title: Responsible Party, Organization Name: NJDEP, Organization Type: State, i-Mail: Michael.Gerschman@dep.state.nj.us, Phone: (609) 984-6985 (Work Phone Number), Contact Address: 401 E. State St., Mail Code 403-02C, Trenton, NJ 08625.
- Certification:** certify under penalty of law that I believe that the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment. Certifier: Michael Gerchman, Certifier ID: MGERCHMA, Date: 08/18/2012.
- Payment Information:** Payment Amount: \$10,000, Payment Date: 08/18/2012, Payment Method: Bill Me.

A yellow arrow points to a 'Return' button located at the bottom right of the page.

33. Click the “Return” button.

You will return to the “My Workspace” tab:

Version: 4.12  
Currently logged in: Michael Gerchman (MGERCHMA) [Help](#) [Logout](#)

**MY WORKSPACE**

Service Selection

My Facilities/Program Interests

My Services - In Progress

My Services - Submitted

Note: If the status of your service is "Submission Failed - Please contact DEP," please send an e-mail to [Portalcomments@dep.state.nj.us](mailto:Portalcomments@dep.state.nj.us) for assistance. Please include the Service ID number of the failed submittal in the message.

ID	Application Name	Facility Name	Description	Status	Created Date	Last Modified Date	Summary History PDF
199490	eWaste Annual Report	EWASTE TEST MANUFACTURER 8	eWaste Annual Report RSP service	Submission Successful	05/23/2012	05/23/2012	
199338	eWaste Annual Report	EWASTE TEST MANUFACTURER 9	eWaste Annual Report RSP service	Submission Successful	05/24/2012	05/24/2012	
199337	eWaste Annual Report	EWASTE TEST MANUFACTURER 8	eWaste Annual Report RSP service	Submission Successful	05/24/2012	05/24/2012	
199336	eWaste Annual Report	EWASTE TEST MANUFACTURER 9	eWaste Annual Report RSP service	Submission Successful	05/24/2012	05/24/2012	
199324	eWaste Collection Plan	EWASTE TEST MANUFACTURER 8	eWaste Collection Plan RSP service	Submission Successful	05/24/2012	05/24/2012	
199333	eWaste Collection Plan	EWASTE TEST MANUFACTURER 9	eWaste Collection Plan RSP service	Submission Successful	05/24/2012	05/24/2012	
199331	eWaste Collection Plan	EWASTE TEST MANUFACTURER 10	eWaste Collection Plan RSP service	Submission Successful	05/24/2012	05/24/2012	
199330	eWaste Renewal Registration	EWASTE TEST MANUFACTURER 10	eWaste Renewal Registration RSP service	Submission Successful	05/24/2012	05/24/2012	
199329	eWaste Renewal Registration	EWASTE TEST MANUFACTURER 9	eWaste Renewal Registration RSP service	Submission Successful	05/24/2012	05/24/2012	
199328	eWaste Renewal Registration	EWASTE TEST MANUFACTURER 8	eWaste Renewal Registration RSP service	Submission Successful	05/24/2012	05/24/2012	

Clicking a column title will sort the table by that column.

**Click on the PDF icon to bring up your Certificate of Registration**

**NJDEP Solid and Hazardous Waste Management Program**  
 Mail Code 401-002  
 Bureau of Recycling and Planning  
 700 Park Ave.  
 Trenton, NJ 08646-0002  
 Phone: (609) 984-2428  
 Fax: (609) 624-1112

Registration #: 11021 - 04/03/2012  
 RSP Service #: 10201  
 Payment Arrangement: Check Payment  
 Paid Date: NA  
 Paid On: 05/24/2012  
 Paid Amt: \$1,000.00

**ELECTRONICS MANUFACTURE REGISTRATION**  
 Electronic Device & TV Manufacturer Registration

**Manufacturer Name & Location**  
 EWASTE TEST MANUFACTURER 10  
 1010 Market St  
 Trenton, NJ 08638

Electrically certified under by the responsible party Michael Gerchman on 05/24/2012

Renewal Date: 05/24/2012  
 Effective Date of Authorization: 05/24/2012  
 Expiration Date: 05/24/2013

Your request for annual registration as an Electronic Manufacturer for the calendar year above has been approved by the New Jersey Department of Environmental Protection. Renewal of your registration is due on or before January 1 of each calendar year.

Guy Watson, Chief  
 Bureau of Recycling and Planning  
 New Jersey Department of Environmental Protection  
 Date: 05/24/2012

Solid and Hazardous Waste Management Program RSP Service #: 10201  
 1 of 1

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 [New Users](#), [My Workspace](#), [Configuring Your Services](#), and [Adding Your Facilities/Companies](#) earlier in this document.

To submit a Collection Plan,

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

Version: 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 [user profile](#). Some services are accessible without selecting facilities as shown below.

**Solid and Hazardous Waste**  
[Solid and Hazardous Waste](#)  
**eWaste Collection Plan**  
[eWaste Renewal Registration](#)

**Step 2: Click on eWaste Collection Plan**

[Configure Services](#)

**My Facilities/Program Interests**

**Note:** You may add facilities by clicking the "Add Facilities" button below.

Facility Name	Facility ID	Program	Access Type	Change Access	Manage Security	View	Remove
EWASTE TEST MANUF 100	560550	Solid Waste	Individual With Direct Knowledge				

Clicking a column title will sort the table by 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 Collection Plan" link.**

**Note:** If the eWaste Collection Plan service is not available in your list of Services, see the instructions for [Configuring Your Services](#) earlier in this document.

## The “Instructions Page” screen will open:

njhome | citizen | business | government | services A to Z | departments

new jersey njdep department of environmental protection njdep online

njdep home | about dep | index by topic | programs/units | dep online

My Workspace | User Profile | Certifications | Payments | Documents and Forms | Permit Folder

Version: 4.11  
Currently logged in: Michael Gerchman (MGERCHMA) Help | Logout

### INSTRUCTIONS PAGE

To complete this online eWaste Collection Plan you will need:

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, the company/Preferred ID number used must be that of the company designated by NJDEP to file for the group;
2. The Collection Plan year. This is generally the year following the current year. For example, Collection Plans for 2013 are due to be submitted June 1, 2012.
3. The names, addresses and operating details of all Collection Centers in your plan;
4. The names, addresses, permit numbers of all authorized recycling centers in your plan;
5. Your company's/group's contact information for the Plan;
6. An electronic file containing the narrative portion of the Plan to upload; and
7. 2 electronic certifications: Individual with Direct Knowledge & Responsible Official.

View and Print [Detailed Instructions](#)

**Please Note**  
You may click on a previously visited page (above) to navigate back to that screen.

**This link will open this instruction manual**

**Step 3: 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:

The screenshot shows the NJDEP website interface. At the top, there is a navigation bar with links for home, citizen, business, government, services A to Z, and departments. Below this is a search bar and the NJDEP logo. A secondary navigation bar contains links for My Workspace, User Profile, Certifications, Payments, Documents and Forms, and Permit Folder. The main content area is titled 'FACILITY SELECTION' and includes a sidebar with numbered steps (1-7), a 'Please Note' section, and a table of facilities. Annotations highlight three steps: Step 4 points to a year selection dropdown, Step 5 points to a radio button next to a facility, and Step 6 points to a 'Continue' button.

**Step 4: Select year you are submitting your plans for. Normally, the year following the current calendar year**

**Step 5: Select the button next to the facility you are submitting a plan for**

**Step 6: Click "Continue"**

**Facility Selection Table:**

* Select	Facility	Facility ID	Facility Type	Municipality	Address
<input type="radio"/>	EWASTE TEST MANUF 100	560550	ELECTRONICS MANUFACTURER	Southampton Twp	100 MAIN ST

*Clicking a column title will sort the table by that column.*

*Please Note: You may click on a previously visited page (above) to navigate back to that screen.*

*Please use this hyperlink to leave this service and add facilities to my profile using the Facility Search page.*

*\* Required*

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 [Adding Your Facilities/Companies](#) 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 is available on the Department's website 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:

The screenshot shows the NJDEP Online interface for the 'COLLECTION PLAN DETAILS' screen. At the top, there is a navigation bar with links for 'njhome', 'citizen', 'business', 'government', 'services A to Z', and 'departments'. Below this is a user profile section showing 'Currently logged in: Michael Gerchman (MGERCHMA)' and 'EWASTE TEST MANUF1'. The main content area is titled 'COLLECTION PLAN DETAILS' and contains two tables. The first table is for 'Collection Centers' and the second is for 'Authorized Recyclers'. Both tables have columns for Name, Address, City, State, Zipcode, and County. There are 'Add Row' buttons for both tables. A 'Save' button and a 'Continue' button are at the bottom. A 'Notice' at the top of the screen states: 'Notice: Before leaving this screen, please click either the "Save" or "Continue" button. Failure to do so will result in the loss of entered data.' There are six callout boxes with arrows pointing to specific elements: a green box pointing to the 'Add Row' button for Collection Centers; an orange box pointing to the 'Add Row' button for Authorized Recyclers; a blue box pointing to the first row of the Collection Centers table; a pink box pointing to the right side of the Collection Centers table; a purple box pointing to the first row of the Authorized Recyclers table; and a yellow box pointing to the 'Continue' button.

Version: 4.11  
Currently logged in: Michael Gerchman (MGERCHMA) 560224  
EWASTE TEST MANUF1 Help | Logout

**COLLECTION PLAN DETAILS**

1 - Instructions  
2 - Facility Selection  
3 - Collection Plan Details  
4 - Contacts  
5 - Attachment Upload  
6 - Certification

**Collection Center**

**Notice: Before leaving this screen, please click either the "Save" or "Continue" button. Failure to do so will result in the loss of entered data.**

*Name	*Address Line 1	Address Line2	*City	*State	*Zipcode	*County
				New Jersey		none

**Add Row**

**Authorized Recyclers**

*Name	*Address	Permit Number	*Permit State	Remove
			New Jersey	

**Add Row**

\* Required

**Save** **Continue**

**Click here to add additional Collection Centers!**

**Click here to add additional Authorized Recyclers!**

**Step 7: Fill in each field for a Collection Center**

**Scroll right for more fields!**

**Step 8: Fill in each field for all Authorized Recycling Centers**

**Step 9: Click "Continue"**

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.

- 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  at the far right of each row can be used to delete an entire row from the table.
- 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  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.

- 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:

The screenshot shows the 'Contacts' screen with a navigation menu on the left and a main form area. The main form is titled '1. Responsible Party' and contains several input fields for contact information. A table at the bottom allows for adding multiple phone numbers. Callouts provide instructions on how to use these features.

**Callouts:**

- Yellow callout:** "If you have saved contacts to your favorite contacts, you will be able to find them here!" (points to the 'Insert From Existing Contact(s)...' dropdown)
- Blue callout:** "Check this box if you want to save this contact information to your favorite contacts" (points to the 'Save to My Favorite Contacts' checkbox)
- Purple callout:** "Step 10-11: Fill out information for the person the department should contact with questions about your collection plan" (points to the name and address fields)
- Green callout:** "Click here to add addition phone numbers" (points to the 'Add Number' button)
- Yellow callout:** "Step 12: Click 'Continue'" (points to the bottom right of the screen)

This screen will be used to provide Collection Plan Coordinator Contact Information.

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:

The screenshot shows the 'ATTACHMENT UPLOAD' interface. At the top, there are navigation tabs: My Workspace, User Profile, Certifications, Payments, Documents and Forms, and Permit Folder. Below this, the user is logged in as Michael Gerchman (MGERCHMA) for 'EWASTE TEST MANUF1'. The main section is titled 'Upload New Attachments' and includes a table with columns for Attachment Name, Description, and File. Each File column has a 'Browse...' button. A green callout box points to one of these buttons with the text: 'Step 13: Click browse to select document to upload'. A purple callout box points to the first two columns of the table with the text: 'Step 14: Give each attached file a name and description!'. A yellow callout box points to the 'Upload' button at the bottom right with the text: 'Step 15: Click “Upload”'. A 'Please Note' section explains that the maximum file size is 5 Mb and the maximum number of files is 10. A red note at the bottom states: 'Note that if the total size of all attachments to be uploaded exceeds 5Mb, all files will fail to upload when clicking the Upload button. Please verify the desired files are listed in the Uploaded Attachments section below before attempting to Continue.'

**Note:** Attachments are mandatory for a Collection Plan. See [Appendix A](#) 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.

This screenshot shows the 'Uploaded Attachments' section at the bottom of the page. A table lists one uploaded file: Attachment 1, with the description 'Collection Plan Narrative' and the file name 'collection plan cert language.doc'. A red 'X' icon and a 'Remove' button are next to the file name. A blue callout bubble on the left says: 'Your uploaded documents will appear here!'. A yellow callout box points to the 'Continue' button at the bottom right with the text: 'Step 16: Click “Continue”'. The 'Upload' button is also visible above the table.

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

The “Certification” screen will open:

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 Currently logged in: Michael Gerchman (MGERCHMA) 560224 EWASTE TEST MANUF1 Help | Logout

**CERTIFICATION - SINGLE SUBMISSION SUMMARY**

141246 - eWaste Collection Plan

To certify electronically, please click on the blue ribbon.

Required	Name	Certifier Type	Certifier Status	Notification Status	Certify Electronically	Certify via Paper	Remove Certification
✓		Individual With Direct Knowledge	Not Certified	No Notifications Sent			
✓		Responsible Official	Not Certified	No Notifications Sent			

Clicking a column title will sort the table by that column.

**Step 17: Click the Blue Ribbon icon for Individual with Direct Knowledge**

Send Notifications Add Certification Type Continue

**Please Note**  
 You may click on a previously visited page (above) to navigate back to that screen.

**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 [Change Your Facility Access](#) 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:

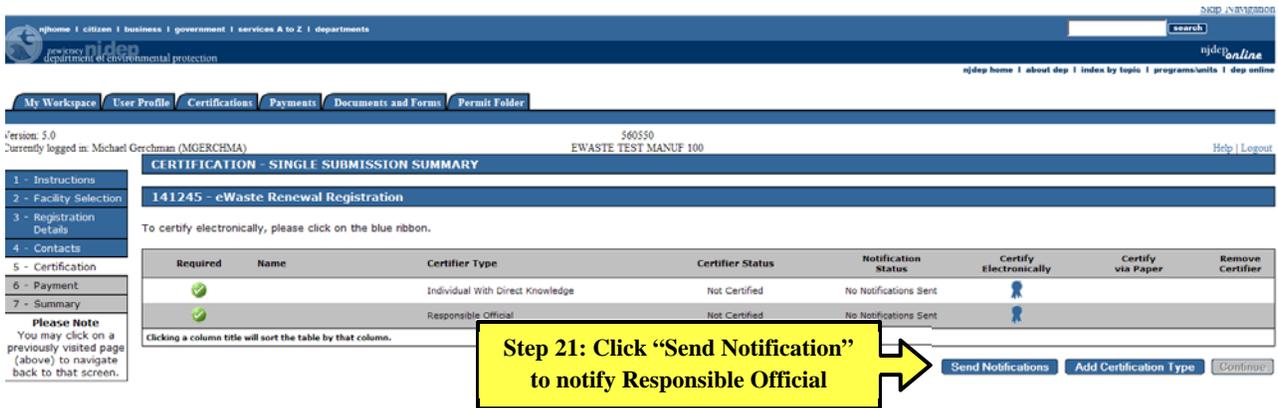


18. Read the certification statement.

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:



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:

The screenshot shows the 'E-MAIL NOTIFICATION' screen. At the top, there is a navigation bar with 'My Workspace', 'User Profile', 'Certifications', 'Payments', 'Documents and Forms', and 'Permit Folder'. Below this, the user is logged in as Michael Gerchman (MGERCHMA) for facility EWASTE TEST MANUF 100. The main content area has the heading 'E-MAIL NOTIFICATION' and a sub-heading 'Select one or more users to send a certification reminder email.' Below this is a table with columns: Name, Certifier Type, Email Address, and Notification Status. Two rows are visible: Michael Gerchman (Responsible Official, Michael.Gerchman@dep.state.nj.us, No notifications sent) and Robin Heston (Responsible Official, robin.heston@dep.state.nj.us, No notifications sent). A blue callout box labeled 'Step 22: Click the box for the person you want to notify' points to the checkbox next to Michael Gerchman. A yellow callout box labeled 'Step 23: Click "Send Notification"' points to the 'Send Notification' button at the bottom right of the table.

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:

The screenshot shows the 'E-MAIL NOTIFICATION' screen after the notification has been sent. The heading is 'E-MAIL NOTIFICATION' and the sub-heading is 'Notifications have been sent to the following users:'. Below this is a table with columns: Name and Email Address. One row is visible: Michael Gerchman (Michael.Gerchman@dep.state.nj.us). A yellow callout box labeled 'Step 24: Click "Continue"' points to the 'Continue' button at the bottom right of the table.

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 [Responsible Official Certification Instructions](#) for directions on certifying as the 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:

The screenshot shows the NJ DEP online certification system interface. At the top, there is a navigation bar with links for 'njhome', 'citizen', 'business', 'government', 'services A to Z', and 'departments'. Below this is a search bar and a 'njdep online' logo. The main navigation menu includes 'My Workspace', 'User Profile', 'Certifications', 'Payments', 'Documents and Forms', and 'Permit Folder'. The current user is logged in as Michael Gerchman (MGERCHMA) for 'EWASTE TEST MANUFACTURER'. The page title is 'CERTIFICATION - SINGLE SUBMISSION SUMMARY' for submission '256424 - eWaste Collection Plan'. A table lists two certifiers, both of whom are certified on 12/14/2012. At the bottom right, a yellow arrow points to the 'Continue' button.

Required	Name	Certifier Type	Certifier Status	Notification Status	Certify Electronically	Certify via Paper	Remove Certifier
✔	Michael Gerchman	Individual With Direct Knowledge	Certified on 12/14/2012	Notifications last sent on 12/14/2012.			
✔	Michael Gerchman	Responsible Official	Certified on 12/14/2012	Notifications last sent on 12/14/2012.			

Step 25: Click  
“Continue”

25. After both certifications are completed, **click the “Continue”** button on the Certification screen.

The Summary screen will open:

My Workspace | User Profile | Certifications | Payments | Documents and Forms | Permit Folder

Version 4.11  
 Currently Logged in: Michael Gerchman (MGERCHMA) 560224 EWASTE TEST MANUF1 Help | Logout

**SUMMARY** [Printer Friendly Version](#)

**Facility Profile**

Facility ID: 560224  
 Facility Name: EWASTE TEST MANUF1  
 County: Out Of State  
 Facility Location: 123 ANYSTREET  
 NEW YORK, NY 90210  
 Mailing Address: 123 ANYSTREET  
 NEW YORK, NY 90210

**Service Information**

Application Name: eWaste Collection Plan  
 Collection Plan Year: 2012  
 Service ID: 141246  
 Submission Date:

**Collection Center Specific Information**

Name	Address Line 1	Address Line 2	County	City	State	Zipcode	Limitation	Hours of Operation	Web Site	Phone
Collection Center Name	111 Main Street		Sussex	Abertown (Sussex)	New Jersey	08808	none	9am to 5pm		6099846985

**Authorized Recycler Specific Information**

Name	Address	Permit Number	Permit State
Recycler Name	222 Broad Street	111111111	New Jersey

**Contacts**

Name: Michael Gerchman  
 Title:  
 Contact Type: Responsible Party  
 Organization Name: NJDEP  
 Organization Type: State  
 E-Mail: Michael.Gerchman@dep.state.nj.us  
 Phone: (609) 994-6985 (Work Phone Number)  
 Contact Address: 401 E. State St.  
 Mail Code 401-02C  
 Trenton, NJ 08625

**Certification**

I certify under penalty of law that I believe that the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

Certifier: Michael Gerchman Certifier ID: MGERCHMA Date: 11/04/2011

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments thereto, and that, based on my knowledge and belief, the information is true, accurate, complete, and complies with all regulatory requirements for the collection plan. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

Certifier: Michael Gerchman Certifier ID: MGERCHMA Date: 11/04/2011

**Uploaded Attachments**

Attachment Name	Attachment Description	File Name
Attachment 1	Collection Plan Narrative	collection plan cert language.doc

[Return](#) [Submit](#)

Click "Return" if you need to change anything!

Step 27: Click "Submit"

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.

Version: 4.12  
Currently logged in: Michael Gerchman (MGERCHMA)

**MY WORKSPACE**

- Service Selection
- My Facilities/Program Interests
- My Services - In Progress
- My Services - Submitted**

**Note:** If the status of your service is "Submission Failed - Please contact DEP," please send an e-mail to Portalcomments@dep.state.nj.us for assistance. Please include the Service ID number of the failed submittal in the message.

ID	Application Name	Facility Name	Description	Status	Created Date	Last Modified Date	Summary	History	PDF
199490	eWaste Annual Report	EWASTE TEST MANUFACTURER 8	eWaste Annual Report RSP service	Submission Successful	05/25/2012	05/25/2012			
199338	eWaste Annual Report	EWASTE TEST MANUFACTURER 9	eWaste Annual Report RSP service	Submission Successful	05/24/2012	05/24/2012			
199337	eWaste Annual Report	EWASTE TEST MANUFACTURER 8	eWaste Annual Report RSP service	Submission Successful	05/24/2012	05/24/2012			
199336	eWaste Annual Report	EWASTE TEST MANUFACTURER 9	eWaste Annual Report RSP service	Submission Successful	05/24/2012	05/24/2012			
199334	eWaste Collection Plan	EWASTE TEST MANUFACTURER 8	eWaste Collection Plan RSP service	Submission Successful	05/24/2012	05/24/2012			
199333	eWaste Collection Plan	EWASTE TEST MANUFACTURER 9	eWaste Collection Plan RSP service	Submission Successful	05/24/2012	05/24/2012			
199331	eWaste Collection Plan	EWASTE TEST MANUFACTURER 10	eWaste Collection Plan RSP service	Submission Successful	05/24/2012	05/24/2012			
199330	eWaste Renewal Registration	EWASTE TEST MANUFACTURER 10	eWaste Renewal Registration RSP service	Submission Successful	08/24/2012	08/24/2012			
199329	eWaste Renewal Registration	EWASTE TEST MANUFACTURER 9	eWaste Renewal Registration RSP service	Submission Successful	05/24/2012	05/24/2012			
199328	eWaste Renewal Registration	EWASTE TEST MANUFACTURER 8	eWaste Renewal Registration RSP service	Submission Successful	05/24/2012	05/24/2012			

Clicking a column title will sort the table by that column.

**Your Collection Plan will appear here. Click on the PDF icon to view your submission**

## 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 [New Users](#), [My Workspace](#), [Configuring Your Services](#), and [Adding Your Facilities/Companies](#) earlier in this document.

To submit an Annual Report:

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

Version: 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 [user profile](#). Some services are accessible without selecting facilities as shown below.

**Solid and Hazardous Waste**

- [eWaste Annual Report](#)
- [eWaste Collection Plan](#)
- [eWaste Renewal Registration](#)

**Step 2: Click the link for eWaste Annual Report**

[Configure Services](#)

**My Facilities/Program Interests**

**Note:** You may add facilities by clicking the "Add Facilities" button below.

Facility Name	Facility ID	Program	Access Type	Change Access	Manage Security	View	Remove
EWASTE TEST MANUF 100	560550	Solid Waste	Individual With Direct Knowledge				

Clicking a column title will sort the table by 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 [Configuring Your Services](#) earlier in this document.

## The Instructions screen will open:

The screenshot shows the NJDEP online interface. At the top, there is a navigation bar with links for 'njhome', 'citizen', 'business', 'government', 'services A to Z', and 'departments'. A search box is located on the right. Below this, a secondary navigation bar contains 'My Workspace', 'User Profile', 'Certifications', 'Payments', 'Documents and Forms', and 'Permit Folder'. The main content area is titled 'INSTRUCTIONS PAGE' and includes a sidebar with a table of contents, a 'Please Note' section, a list of requirements, and navigation buttons.

Version: 4.11  
Currently logged in: Michael Gerchman (MGERCHMA) Help | Logout

1 - Instructions
2 - Facility Selection
3 - Annual Report Details
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.

To complete this online eWaste Annual Report you will need:

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, the company/Preferred ID number used must be that of the company designated by NJDEP to file for the group;
2. 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;
3. The number of TV's sold during the Report year for each manufacturer;
4. The weight of covered electronic waste collected during the Report year by each manufacturer;
5. Your company's/group's contact information for the Report;
6. An electronic file of any additional information to support the Report can be uploaded (not required); and
7. 2 electronic certifications: Individual with Direct Knowledge & Responsible Official.

[View and Print Detailed Instructions](#)

**This link will bring up these directions!**

**Step 3: Click "Continue"**

[Continue](#) [Return to Workspace](#)

**Note:** The "Instructions" screen provides a list of items you will need to complete the Annual Report submittal. This list is also available in [Appendix B](#). You can also find a link to this instruction manual.

3. Click the "Continue" button.

The “Facility Selection” screen will open:

The screenshot shows the NJDEP 'Facility Selection' screen. At the top, there is a navigation bar with 'njhome | citizen | business | government | services A to Z | departments' and a search box. Below this is a secondary navigation bar with 'njdep online' and 'njdep home | about dep | index by topic | programs/units | dep online'. A third navigation bar contains 'My Workspace', 'User Profile', 'Certifications', 'Payments', 'Documents and Forms', and 'Permit Folder'. The main content area shows 'Version: 4.11' and 'Currently logged in: Michael Gerchman (MGERCHMA)'. The title is 'FACILITY SELECTION'. A left sidebar lists steps 1-7, with '2 - Facility Selection' highlighted. A dropdown menu for selecting a year is annotated with a purple box: 'Step 4: Select the year your Annual Report is for'. Below this is a table of facilities with columns: Select, Facility, Facility ID, Facility Type, Municipality, and Address. The first row is 'EWASTE TEST MANUF 100' with Facility ID '560550' and Facility Type 'ELECTRONICS MANUFACTURER'. The second row is 'EWASTE TEST MANUF1' with Facility ID '560224' and Facility Type 'ELECTRONICS MANUFACTURER'. A green box points to the radio button in the 'Select' column of the first row: 'Step 5: Select the facility who's Annual Report you are submitting'. A yellow arrow points to the 'Continue' button: 'Step 6: Click "Continue"'. A 'Please Note' box states: 'You may click on a previously visited page (above) to navigate back to that screen.' A note below the table says: 'Please use this hyperlink to leave this service and add facilities to my profile using the Facility Search page.' A '\* Required' note is at the bottom left.

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 [Adding Your Facilities/Companies](#) 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:

The screenshot shows the 'ANNUAL REPORT DETAILS' screen. At the top, there is a navigation bar with links like 'njhome', 'citizen', 'business', 'government', 'services A to Z', and 'departments'. Below this is a search bar and 'njdep online' logo. A secondary navigation bar contains 'My Workspace', 'User Profile', 'Certifications', 'Payments', 'Documents and Forms', and 'Permit Folder'. The main content area includes a sidebar with steps 1-7, a table for reporting data, and a 'Continue' button. Three callout boxes provide instructions: a pink box for Step 7 (Weight Collected), a yellow box for Step 8 (Number of TVs Sold), and a yellow arrow pointing to the 'Continue' button for Step 9.

Version: 4.11  
Currently logged in: Michael Gerchman (MGERCHMA) 560587 EWASTE TEST MANUF 120 Help | Logout

**ANNUAL REPORT DETAILS**

*Facility	*Manufacturer Type	Number of TV Sold	*Weight Collected (lbs)
560587 - EWASTE TEST MANUF 120	TV	<input type="text"/>	<input type="text"/>

TOTAL WEIGHT COLLECTED (lbs):

\* Required

**Step 7: Enter the weight of eWaste collected during the year this Annual Report covers**

**Step 8: Enter number of TVs sold during the year this Annual Report covers**

**Step 9: Click “Continue”**

**Continue**

**Please Note**  
You may click on a previously visited page (above) to navigate back to that screen.

**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:

The screenshot shows the 'Contacts' screen with the following elements and callouts:

- Navigation Menu:** 1 - Instructions, 2 - Facility Selection, 3 - Annual Report Details, 4 - Contacts, 5 - Attachment Upload, 6 - Certification, 7 - Summary.
- Page Header:** My Workspace, User Profile, Certifications, Payments, Documents and Forms, Permit Folder. Version: 4.11, Currently logged in: Michael Gerchman (MGERCHMA), 560597, EWASTE TEST MANUF 120, Help | Logout.
- Section Header:** 1. Responsible Party.
- Form Fields:**
  - \*First Name, Middle Initial, \*Last Name, Title, \*E-Mail Address, \*Confirm E-Mail, \*Organization Name, \*Organization Type.
  - \*Address Line 1, Address Line 2, Address Line 3, \*County, \*City, \*State (New Jersey), \*Zip Code.
  - \*At least 1 phone number is required.
- Table:**

*Type	*Contact Number (must be 10 digits)	Extension	Comments	Remove
- Buttons:** Add Number, Save to My Favorite Contacts.
- Callouts:**
  - Yellow: Once you save a contact to your favorite contacts, you will be able to find it here!
  - Green: Click here to add addition phone numbers.
  - Blue: Click here if you want to save this contact information to your favorite contacts.
  - Purple: Step 10&11: Fill out information for the person the department should contact with questions about your Annual Report.

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:

The screenshot shows the NJDEP 'Attachment Upload' interface. At the top, there is a navigation bar with 'njhome | citizen | business | government | services A to Z | departments' and a search box. Below this is a secondary navigation bar with 'njdep home | about dep | index by topic | programs/units | dep online'. A third navigation bar contains 'My Workspace | User Profile | Certifications | Payments | Documents and Forms | Permit Folder'. The main content area is titled 'ATTACHMENT UPLOAD' and includes a sidebar with a navigation menu (1 - Instructions, 2 - Facility Selection, 3 - Annual Report Details, 4 - Contacts, 5 - Attachment Upload, 6 - Certification, 7 - Summary) and a 'Please Note' box. The main area displays 'Upload New Attachments' with file size and type limits, a table for adding attachments, and 'Upload' and 'Continue' buttons. Instructional callouts are present: a purple box for Step 15 points to the table headers; a blue box for Step 14 points to a 'Browse...' button; a yellow arrow for Step 16 points to the 'Upload' button; and another yellow arrow for Step 13/17 points to the 'Continue' button. A green arrow at the bottom left points to the 'Uploaded Attachments' section, which currently shows 'There are no attachments for uploading at this time.'

**Step 15: Give each file a name and description**

**Step 14: Click Browse to select document**

**Step 16: Click “Upload”**

**Step 13/17: Click “Continue”**

**Uploaded documents will appear here!**

**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,

- Simply click the “Continue” button and skip to Step 18.

If you have attachments to upload,

- Click on the “Browse” button and select the desired document from within the ‘Browse’ window.
- Provide a Name and Description for each attached file.
- 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.
- Once you have uploaded all of your attachments, please click the “Continue” button.

## The Certification screen will open:

Version: 4.11      560587  
 Currently logged in: Michael Gerchman (MGERCHMA)      EWASTE TEST MANUF 120      Help | Logout

**CERTIFICATION - SINGLE SUBMISSION SUMMARY**

141248 - eWaste Annual Report

To certify electronically, please click on the blue ribbon.

Required	Name	Certifier Type	Certifier Status	Notification Status	Certify Electronically	Certify via Paper	Remove Certifier
✓		Individual With Direct Knowledge	Not Certified	No Notifications Sent			
✓		Responsible Official	Not Certified	No Notifications Sent			

Clicking a column title will sort the table by that column.

**Step 18: Click the blue ribbon for Individual with Direct Knowledge**

Send Notifications    Add Certification Type    Continue

**Please Note**  
 You may click on a previously visited page (above) to navigate back to that screen.

**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 [Change Your Facility Access](#) 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 Direct Knowledge Certification screen will open:**

Version: 4.11  
Currently logged in: Michael Gerchman (MGERCHMA) 560587  
EWASTE TEST MANUF 120

**CERTIFICATION - SINGLE APPLICATION - INDIVIDUAL WITH DIRECT KNOWLEDGE**

Service ID	Submittal Type	Creation Date	View
141248	Solid and Hazardous Waste - eWaste Annual Report - eWaste Annual Report RSP service	11/04/2011	

**Certification of the Individual With Direct Knowledge**

I certify under penalty of law that I believe that the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

Name of Certifying Party: Michael Gerchman  
User ID of Certifying Party: MGERCHMA  
\*Certification PIN:  (Case-Sensitive)

\* Required  
Certification of your PIN constitutes an electronic signature of this submittal in accordance with the aforementioned statement.

**Step 20: Enter your PIN #**

**Click here if you forget your PIN!**

**Step 21: Click "Certify"**

[Certify](#) [Forgot Certification PIN](#) [Send Notifications](#) [Cancel](#)

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:**

Version: 4.11  
Currently logged in: Michael Gerchman (MGERCHMA) 560587  
EWASTE TEST MANUF 120

**CERTIFICATION - SINGLE SUBMISSION SUMMARY**

141248 - eWaste Annual Report

To certify electronically, please click on the blue ribbon.

Required	Name	Certifier Type	Certifier Status	Notification Status	Certify Electronically	Certify via Paper	Remove Certifier
		Individual With Direct Knowledge	Not Certified	No Notifications Sent			
		Responsible Official	Not Certified	No Notifications Sent			

Clicking a column title will sort the table by that column.

[Send Notifications](#) [Add Certification Type](#) [Continue](#)

**Step 22: Click "Send Notification" to notify Responsible Official**

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:**

Version: 4.11  
Currently logged in: Michael Gerchman (MGERCHMA) 560224 EWASTE TEST MANUF1 Help | Logout

**E-MAIL NOTIFICATION**

Select one or more users to send a certification reminder email.

Name	Certifier Type	Email Address	Notification Status
<input type="checkbox"/> Marty Bendorf	Individual With Direct Knowledge	martin.bendorf@dep.state.nj.us	No notifications sent.
<input type="checkbox"/> Michael Gerchman	Responsible Official	Michael.Gerchman@dep.state.nj.us	No notifications sent.

Clicking a column title will sort the table by that column.

Send Notification Cancel

**Step 23: Click the box for the person you want to notify**

**Step 24: Click “Send Notification”**

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:**

Version: 4.11  
Currently logged in: Michael Gerchman (MGERCHMA) 560224 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.

Continue

**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 [Responsible Official Certification Instructions](#) for directions on certifying as the 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:

Version: 4.12  
Currently logged in: Michael Gerchman (MGERCHMA) 568569  
EWASTE TEST MANUFACTURER

**CERTIFICATION - SINGLE SUBMISSION SUMMARY**  
252608 - eWaste Annual Report

To certify electronically, please click on the blue ribbon.

Required	Name	Certifier Type	Certifier Status	Notification Status	Certify Electronically	Certify via Paper	Remove Certifier
	Michael Gerchman	Individual With Direct Knowledge	Certified on 12/04/2012	No Notifications Sent			
	Michael Gerchman	Responsible Official	Certified on 12/04/2012	No Notifications Sent			

Clicking a column title will sort the table by that column.

[Send Notifications](#) [Add Certification Type](#) [Continue](#)

**Step 26: Click  
“Continue”**

**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 environmental protection online  
 njdep home | about dep | index by topic | programs/units | dep online

My Workspace | User Profile | **Certifications** | Payments | Documents and Forms | Permit Folder

Version: 4.11 560587  
 Currently logged in: Michael Gerchman (MGERCHMA) EWASTE TEST MANUF 120 [Help](#) | [Logout](#)

**SUMMARY** [Printer Friendly Version](#)

**Facility Profile**

Facility ID: 560587  
 Facility Name: EWASTE TEST MANUF 120  
 County: Out Of State  
 Facility Location: 123 THAT ST  
 MAGONG, TA 12345  
 Mailing Address: 123 THAT ST  
 MAGONG, TA 12345

**Annual Report Specific Information**

Application Name: eWaste Annual Report  
 Annual Report Year: 2010  
 Service ID: 141248  
 Submission Date:

Facility	Manufacturer Type	Number of TV Sold	Weight Collected (lbs)
560587 - EWASTE TEST MANUF 120	TV	60000	100000

TOTAL WEIGHT COLLECTED (lbs):100000

**Contacts**

Name: Michael Gerchman  
 Title:  
 Contact Type: Responsible Party  
 Organization Name: NJDEP  
 Organization Type: State  
 E-Mail: Michael.Gerschman@dep.state.nj.us  
 Phone: (609) 984-6985 (Work Phone Number)  
 Contact Address: 401 E. State St.  
 Mail Code 401-02C  
 Trenton, NJ 08625

**Certification**

I certify under penalty of law that I believe that the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

Certifier: Michael Gerchman Certifier ID: MGERCHMA Date: 11/04/2011

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments and that, based on my knowledge, the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

Certifier: Michael Gerchman Certifier ID: MGERCHMA Date: 11/04/2011

**Uploaded Attachments**

No attachments have been uploaded for this submittal.

Return Submit Step 27: Click "Submit"

Click "Return" if you need to change anything!

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.

Version: 4.12  
Currently logged in: Michael Gerchman (MGERCHMA)

**MY WORKSPACE**

- Service Selection
- My Facilities/Program Interests
- My Services - In Progress
- My Services - Submitted**

**Note:** If the status of your service is "Submission Failed - Please contact DEP," please send an e-mail to Portalscomments@dep.state.nj.us for assistance. Please include the Service ID number of the failed submittal in the message.

ID	Application Name	Facility Name	Description	Status	Created Date	Last Modified Date	Summary	History	PDF
199490	eWaste Annual Report	EWASTE TEST MANUFACTURER 8	eWaste Annual Report RSP service	Submission Successful	05/25/2012	05/25/2012			
199535	eWaste Annual Report	EWASTE TEST MANUFACTURER 9	eWaste Annual Report RSP service	Submission Successful	05/24/2012	05/24/2012			
199537	eWaste Annual Report	EWASTE TEST MANUFACTURER 8	eWaste Annual Report RSP service	Submission Successful	05/24/2012	05/24/2012			
199536	eWaste Annual Report	EWASTE TEST MANUFACTURER 9	eWaste Annual Report RSP service	Submission Successful	05/24/2012	05/24/2012			
199524	eWaste Collection Plan	EWASTE TEST MANUFACTURER 8	eWaste Collection Plan RSP service	Submission Successful	05/24/2012	05/24/2012			
199533	eWaste Collection Plan	EWASTE TEST MANUFACTURER 9	eWaste Collection Plan RSP service	Submission Successful	05/24/2012	05/24/2012			
199531	eWaste Collection Plan	EWASTE TEST MANUFACTURER 10	eWaste Collection Plan RSP service	Submission Successful	05/24/2012	05/24/2012			
199530	eWaste Renewal Registration	EWASTE TEST MANUFACTURER 10	eWaste Renewal Registration RSP service	Submission Successful	05/24/2012	05/24/2012			
199529	eWaste Renewal Registration	EWASTE TEST MANUFACTURER 9	eWaste Renewal Registration RSP service	Submission Successful	05/24/2012	05/24/2012			
199528	eWaste Renewal Registration	EWASTE TEST MANUFACTURER 8	eWaste Renewal Registration RSP service	Submission Successful	05/24/2012	05/24/2012			

Clicking a column title will sort the table by that column.

**Your Annual Report will appear here. Click on the PDF icon to view your submission**

## Responsible Official Certification Instruction

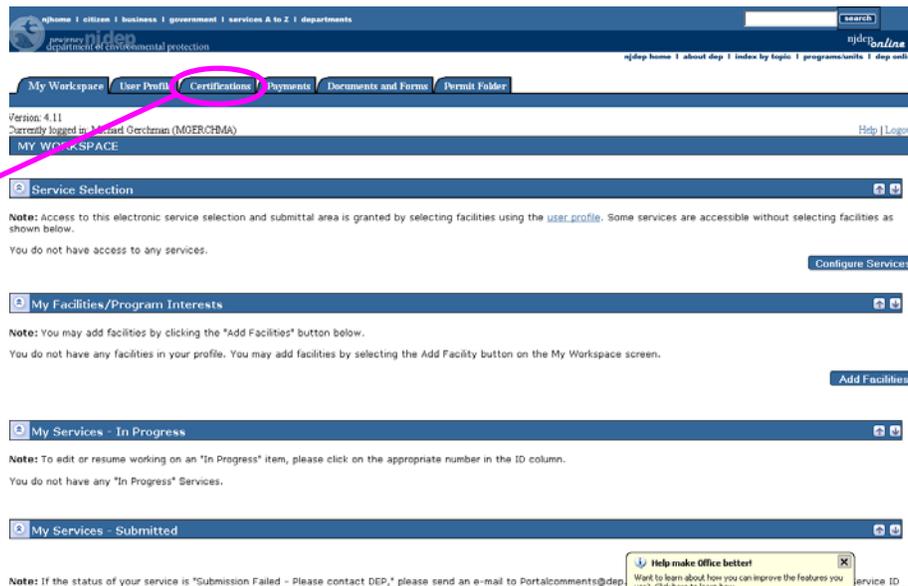
The following instructions are designed to walk the Responsible Official through the steps necessary to certify any service. Use these directions if the following applies:

- 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 <http://www.nj.gov> or via <http://njdeponline.com>.

**Note:** If you haven’t already created an *NJDEP Online* account, configured your *NJDEP Online* services and added your facilities/companies, please see the [NJDEP Online New User Instructions](#) and [My Workspace Instructions](#) 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:**

Version: 4.12  
Currently logged in: Michael Gerchman (MGERCHM)

**CERTIFICATION - MULTIPLE APPLICATIONS SUMMARY**

The following permit(s)/application(s)/submission(s) require certification and must be completed prior to submission of these permit(s)/application(s)/submission(s). Please click on the certification icon to certify individually.

**Solid and Hazardous Waste**

**eWaste Renewal Registration - Individual With Direct Knowledge**

Service ID	Facility Name	Submittal Name	Submittal Type	Created On	Certify
141160	EWASTE TEST MANUF 100	eWaste Renewal Registration	eWaste Renewal 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	

Clicking a column title will sort the table by that column.

**eWaste Renewal Registration - Responsible Official**

Service ID	Facility Name	Submittal Name	Submittal Type	Created On	Certify
141160	EWASTE TEST MANUF 120	eWaste Renewal Registration	eWaste Renewal 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	

Clicking a column title will sort the table by that column.

**Certifications History**

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:**

Version: 5.0  
Currently logged in: Michael Gerchman (MGERCHM)

**CERTIFICATION - SINGLE SUBMISSION SUMMARY**

**141160 - eWaste Renewal Registration**

To certify electronically, please click on the blue ribbon.

Required	Name	Certifier Type	Certifier Status	Notification Status	Certify Electronically	Certify via Paper	Remove Certifier
	Michael Gerchman	Individual With Direct Knowledge	Certified on 12/09/2012	No Notifications Sent			
		Responsible Official	Not Certified	No Notifications Sent			

Clicking a column title will sort the table by that column.

**Send Notifications** **Add Certification Type** **Continue**

4. **Click on the blue ribbon icon** in the row associated with “Responsible Official.”

**The Responsible Official Certification screen will open.**



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](#)