E-waste Annual Report Frequently Asked Questions (FAQs)

1. *How do I submit an Annual Report?*
There are two ways to submit your Annual Report to DTSC (either/or):

Option 1. Log in to the [Universal Waste Electronic Device (UWED) database](#)

- Under "Facility Information" (towards the bottom of the page), use the drop-down menu under "Add/Edit Reports" to "Submit/Edit Annual Report" for each facility;
- Select "2017" for the reporting year, and click "Submit New Annual Report";
- Next, select the appropriate destination information;
- Complete the required fields in the Annual Report.

Option 2. Mail in a completed hardcopy of [DTSC form 1471](#) found on our e-waste web page.

> If you are receiving this email, it means that you have already created an account in the UWED database. To retrieve a forgotten user name or password, click [here](#).

2. *What if I did not collect e-waste last year?*
- <u>If your facility collected none or less than 220 pounds of electronic waste:</u>
  If you would like to keep your account active, follow the instructions above on how to enter an Annual Report, but after selecting a reporting year, click on the "Record No Annual Report" button. This allows you to indicate that you do not require an Annual Report.

- <u>If you want to inactivate your account:</u> Please bring the Annual Reports up-to-date and email electronicwaste@dtsc.ca.gov your request.

3. *What if I collected e-waste last year, but did not ship it?*
<u>If you collected e-waste last year but did not ship it out:</u>

If you collect a minimum of 220 pounds of e-waste, regardless of whether you ship to a recycler or not, you must file an Annual Report. Select the "Submit/Edit Annual Report" option in the drop-down task menu. Select a reporting year, and then click on "Submit New Annual Report". From here you may indicate which shipping destinations were used or you may click on the "No Shipping Destination" button. This inserts text into your report indicating that nothing was shipped from the facility during that calendar year.

4. *What information must be included when submitting an Annual Report to DTSC?*
<u>Handlers must provide (for each facility/location):</u>

Types of e-waste accepted or handled:
- Electronic devices - examples include liquid crystal display (LCD) monitors, printers, computers, cellphones, etc.
- Cathode Ray Tube (CRT) devices - **intact devices only**, like those found in a home, which have not been dismantled, such as old TVs and monitors.

<u>Recyclers must provide (for each facility/location):</u>

Types of e-waste accepted/treated:
- Electronic devices - examples include LCD monitors, printers, computers, cellphones, etc.
- CRT devices - intact devices only, like those found in a home, that have not been dismantled, such as old TVs, computer monitors, oscilloscopes, etc.
- CRTs - the number or weight of glass picture tubes removed from dismantled CRT devices as well as the number of partially dismantled CRT devices sent out for further processing (bare picture tubes or partially dismantled CRT devices).

- CRT glass - the weight of all broken CRT glass handled onsite and shipped off site. This is the weight of CRTs when broken, they become CRT glass.

Quantities of e-waste accepted and shipped (count OR weight*).
* When including the weight, note that the conversion rate is also required. The conversion rate is the average weight of a single unit.
DTSC defaults to
CRT Devices: 50 lbs
CRTs: 25 lbs

The destination(s) of all e-waste shipped**
** Select all the shipping destinations that you used for the year and then click on "Continue." If you do not see your shipping destination (the handler or recycler that you work with), then click on "Add New Shipping Destination," enter the required fields, and go back to submitting your Annual Report via the add/edit reports in the maintenance menu.

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

5. ***How do I view or edit my Annual Report in the online system?***
Under "Facility Information" towards the bottom of the page, use the drop-down menu under "Add/Edit Reports" to "Submit/Edit Annual Report."
- To view your Annual Report, click the reporting year (for example, 2017).
- To edit your Annual Report, click "Edit" on the far-right side of the screen.

6. ***For handlers, what are the differences between the "quantities" for handled and shipped?***
- Quantities handled = quantities of e-waste received (Electronic Devices, CRT Devices, etc.) at the facility within the calendar year;
- Quantities shipped = quantities of all e-waste (Electronic Devices, CRT Devices, etc.) sent offsite.

7. ***For recyclers, what are the differences between the "quantities" for handled, treated, and shipped?***
- Quantities handled = quantities of e-waste (Electronic Devices, CRT Devices, etc.) received at the facility whether generated directly on the site or if other handlers sent materials to you within the calendar year.
- Quantities treated = quantities of e-waste actually processed in reporting year. This may be a fraction of quantities handled as identified above. If you only treated part of your e-waste then this quantity will probably be smaller than the quantities handled unless you had significant carry over from the previous year.
- Quantities shipped = quantities of e-waste and e-waste residuals generated from processing sent offsite. As an example: During 2016, you only collect 10,000 computers (Electronic devices). You were able to dismantle all 10,000 computers; you should indicate the quantities of scrap metal you shipped offsite because of your treatment (dismantling) activity. In this example, you would not have "shipped" any electronic devices.