

April 2012



About the E-filing System

In November 2011, the Interstate Mercury Education and Reduction Clearinghouse (IMERC) launched its new e-filing system for mercury-added product notification reporting. IMERC's online e-filing system replaces the paper Mercury-added Product Notification Forms used during prior reporting periods and will enable companies to comply with the Mercury-added Product Notification requirements of Connecticut, Louisiana, Maine, Massachusetts, New Hampshire, New York, Rhode Island, and Vermont. Specifically, companies will be able to file their 2010 Triennial Notification Form through the new system.

At launch, IMERC released system user credentials to approximately 150 companies to allow the IMERC-member states to test the live functionality of the system. With this initial phase now complete, IMERC will continue emailing user credentials to all remaining companies, with instructions about how to access the online reporting system. **Once receiving this initial email, companies will have one month to update their user profile and submit a notification.**

IMERC E-filing Information Webpage

IMERC has created a webpage to provide general information and background documents and materials to accompany the notification process at:

<http://www.newmoa.org/prevention/mercury/imerc/efiling.cfm>

NOTE: The webpage above is NOT the website for the new Mercury-Added Product Reporting System.

E-filing Training Webinars

To assist companies with the notification process, IMERC is presenting a second series of online training webinars to educate system users on basic functionality and features of the new product reporting system. The trainings will walk companies through a sample submission and identify key steps to completing the Notification Form. To register, visit the IMERC e-filing information webpage noted above and click on the time you wish to participate. These trainings will run in late April and early May.

E-filing User Guide and Frequent Asked Questions Document

IMERC has prepared a system user guide and frequently asked questions (FAQ) document to help companies navigate the e-filing system. These documents provide screenshots and step-by-step instructions for the submissions process. Companies are encouraged to download and reference these materials as they complete their Notification Forms. These documents are available at the IMERC e-filing information webpage noted above.

Contact Information

If your company has not yet received user credentials for the new IMERC e-filing system and you believe this may be due to a change in personnel, please contact the IMERC Coordinator at imerc@newmoa.org.