

# IMERC: How To Complete First Notification

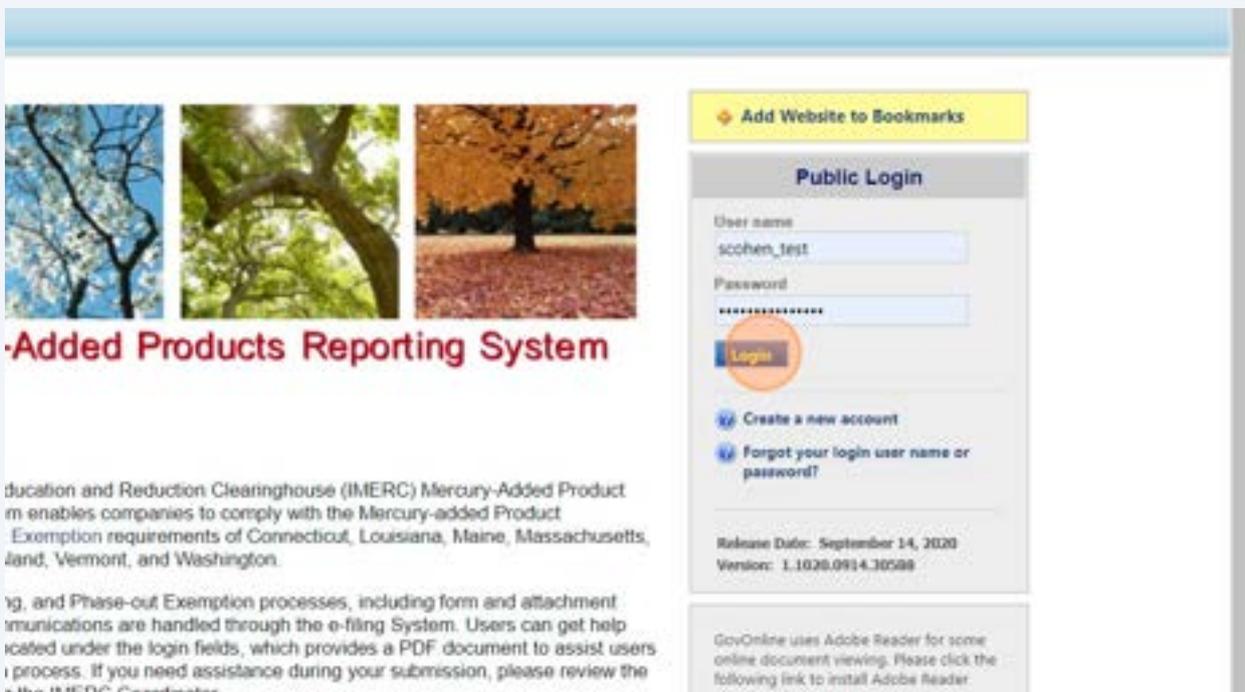
1

Navigate to

<https://imerc.newmoa.org/Public/EnSuite/Shared/Pages/Main/Login.aspx>

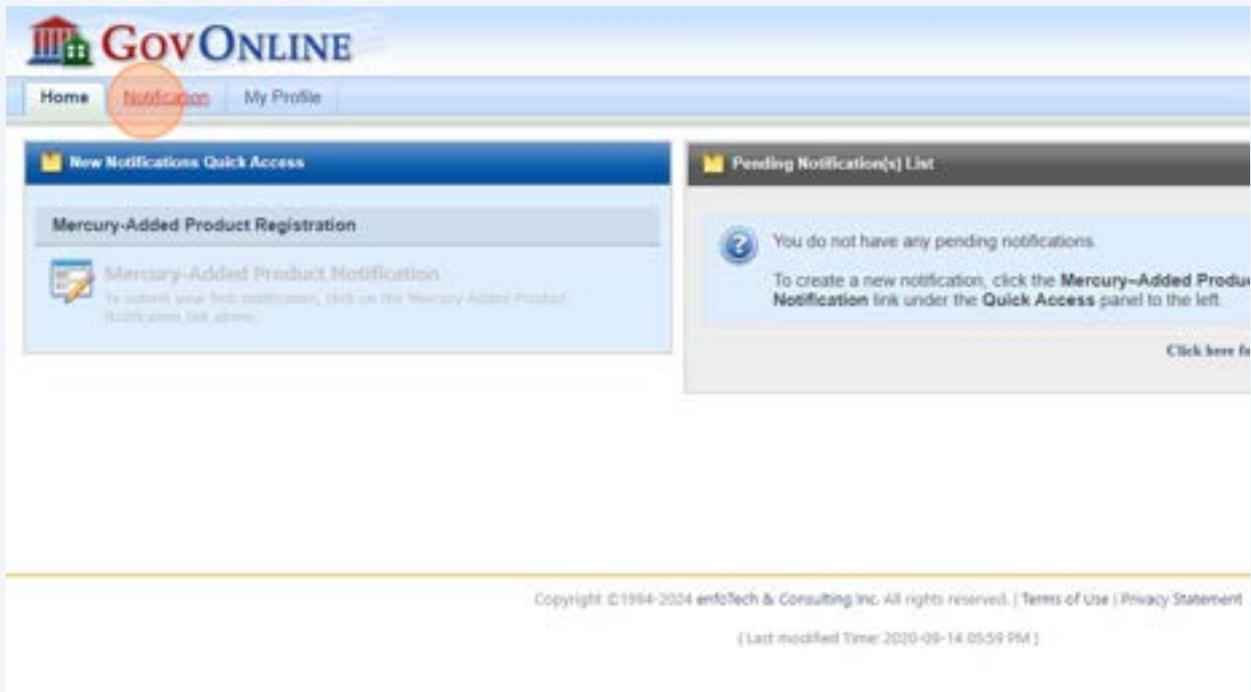
2

Login.

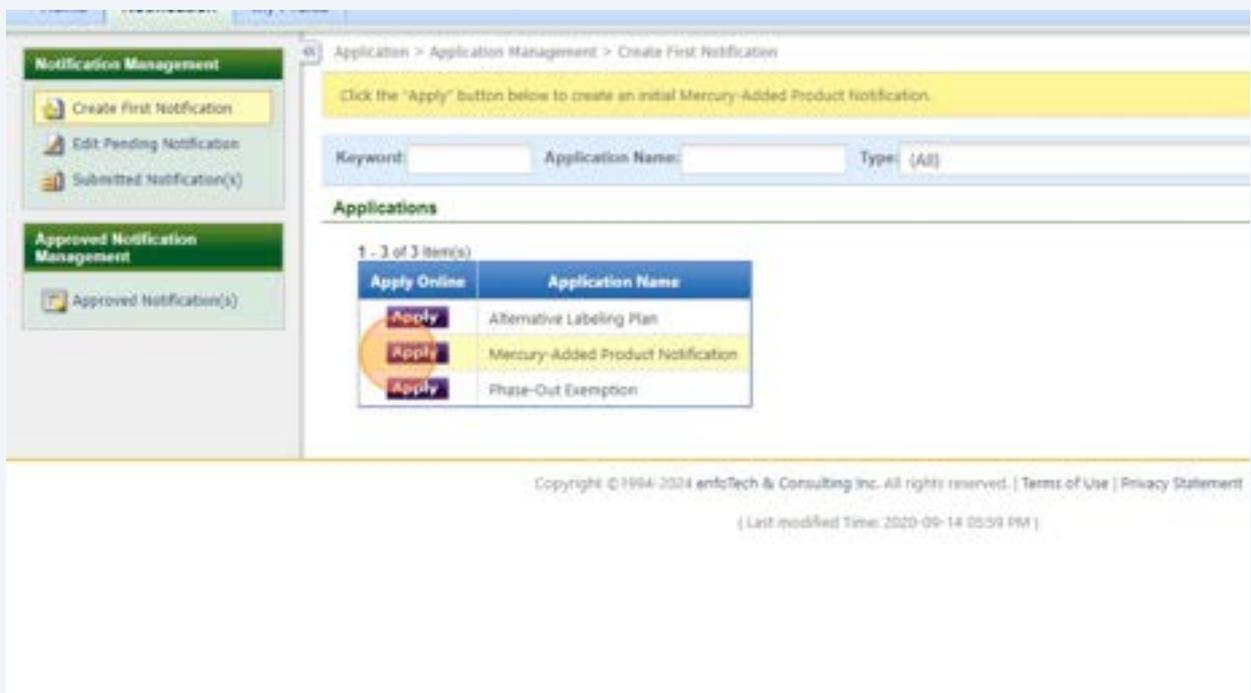


The screenshot shows the IMERC Public Login page. At the top, there are three images: a tree with white blossoms, a tree with green leaves, and a tree with orange autumn leaves. Below the images is the heading "Mercury-Added Products Reporting System". The main content area contains text about the Mercury-Added Product Reporting System, including information about the Mercury-Added Product Reporting System, the Mercury-Added Product Reporting System, and the Mercury-Added Product Reporting System. On the right side, there is a "Public Login" form with fields for "User name" (containing "scohen\_test") and "Password" (masked with dots). Below the password field is a "Login" button. There are also links for "Create a new account" and "Forgot your login user name or password?". At the bottom right, there is a "GovOnline uses Adobe Reader" notice.

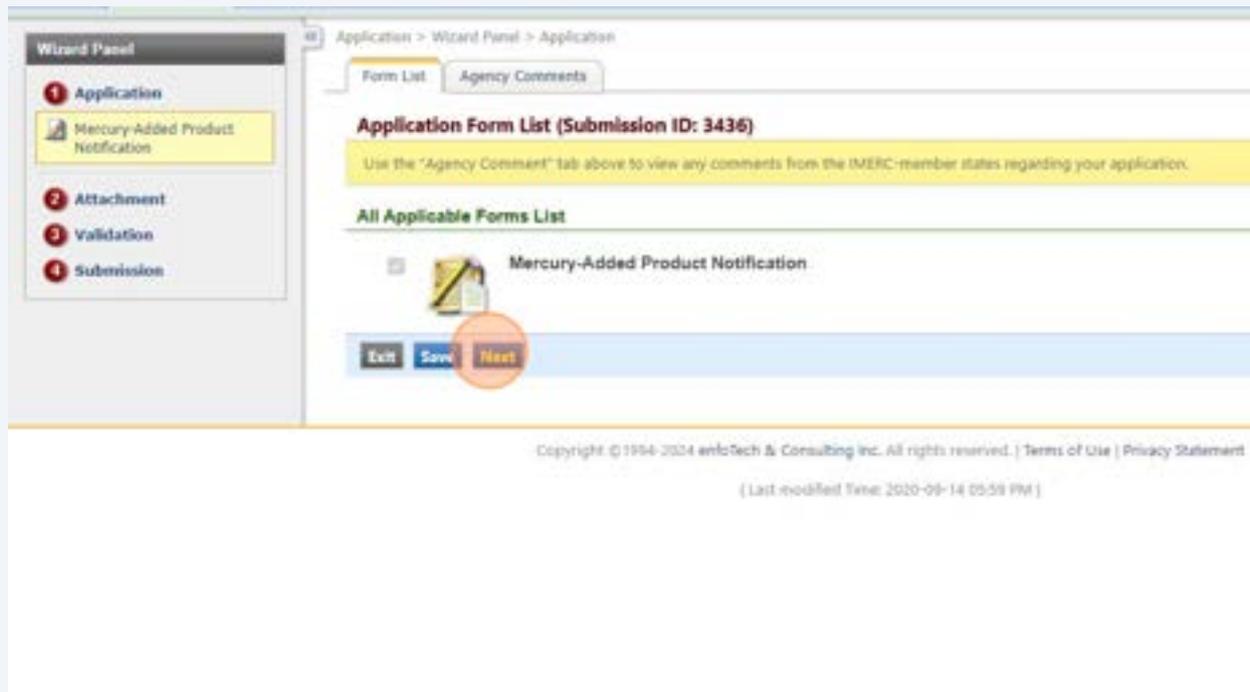
3 Click "Notification"



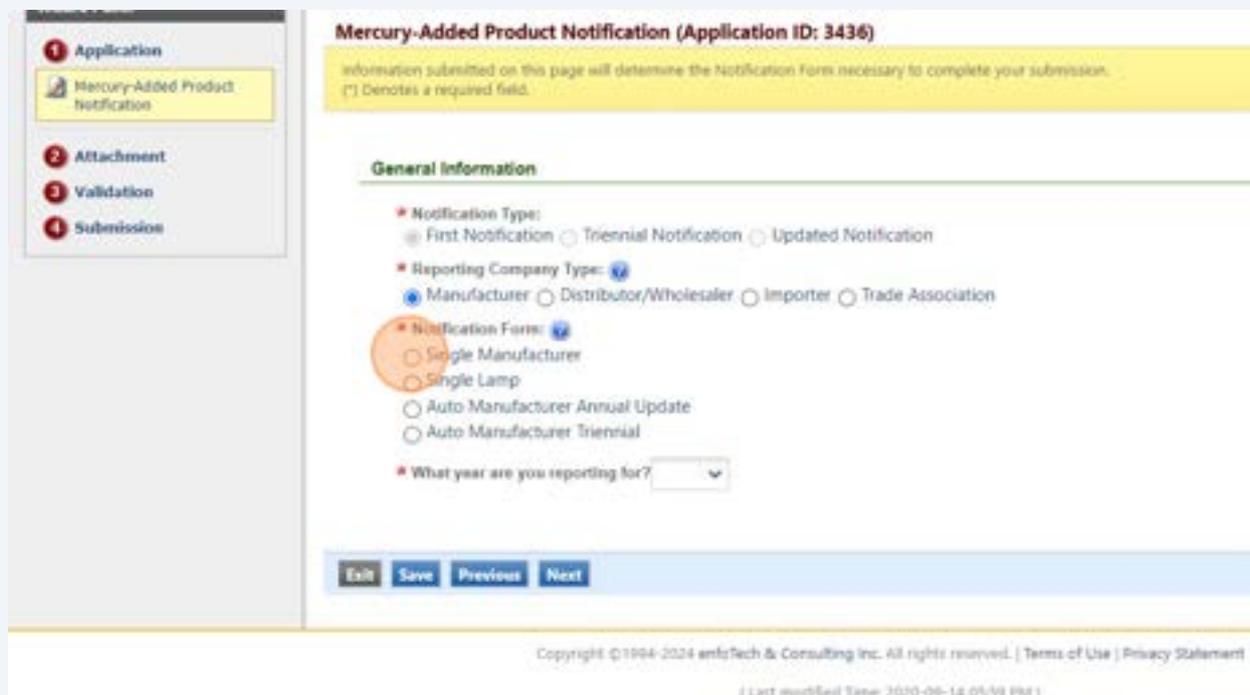
4 Click "Apply" next to Mercury-Added Product Notification.



5 Click "Next"



6 Select your Reporting Company Type and the type of Notification Form you are completing.



7 Select the year that you are reporting for (2018/2021/2024).

The screenshot shows a web form with a sidebar on the left containing 'Attachment', 'Validation', and 'Submission' links. The main content area is titled 'General information' and contains the following fields:

- Notification Type:  First Notification  Triennial Notification  Updated Notification
- Reporting Company Type:  Manufacturer  Distributor/Wholesaler  Importer  Trade Association
- Notification Form:  Single Manufacturer  Single Lamp  Auto Manufacturer Annual Update  Auto Manufacturer Triennial
- What year are you reporting for? 2018 (dropdown menu)

At the bottom of the form are buttons for 'Exit', 'Save', 'Previous', and 'Next'. Below the form, the footer text reads: 'Copyright ©1994-2024 enfoTech & Consulting Inc. All rights reserved. | Terms of Use | Privacy Statement ( Last modified Time: 2020-09-14 03:58 PM )'.

8 Click "Save"

This screenshot is identical to the one above, showing the 'General information' form. The 'Save' button at the bottom of the form is highlighted with a red circle, indicating the next step in the process.

9 Click "Next"

This screenshot shows a web form for configuring a notification. The form includes several sections with radio button options and a dropdown menu. The 'Next' button at the bottom is highlighted with an orange circle.

- Notification Type:**  First Notification  Triennial Notification  Updated Notification
- Reporting Company Type:**  Manufacturer  Distributor/Wholesaler  Importer  Trade Association
- Notification Form:**  Single Manufacturer  Single Lamp  Auto Manufacturer Annual Update  Auto Manufacturer Triennial
- What year are you reporting for?** 2018

Buttons: Exit, Save, Previous, **Next**

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10 Click "Add New"

This screenshot shows the 'Mercury-Added Product Notification' page in the GovOnline system. The page features a wizard panel on the left and a main content area with a table for manufacturer information. The 'Add New' button in the table is highlighted with an orange circle.

GovONLINE

Home Notification My Profile

Wizard Panel

- 1 Application
- Mercury-Added Product Notification
- 2 Attachment
- 3 Validation
- 4 Submission

Application > Wizard Panel > Mercury-Added Product Notification

**Mercury-Added Product Notification (Application ID: 3436)**

Click on "Add New" to select the manufacturer(s) associated with your account that you are reporting for. You will then be directed to edit. (\*) Denotes a required field.

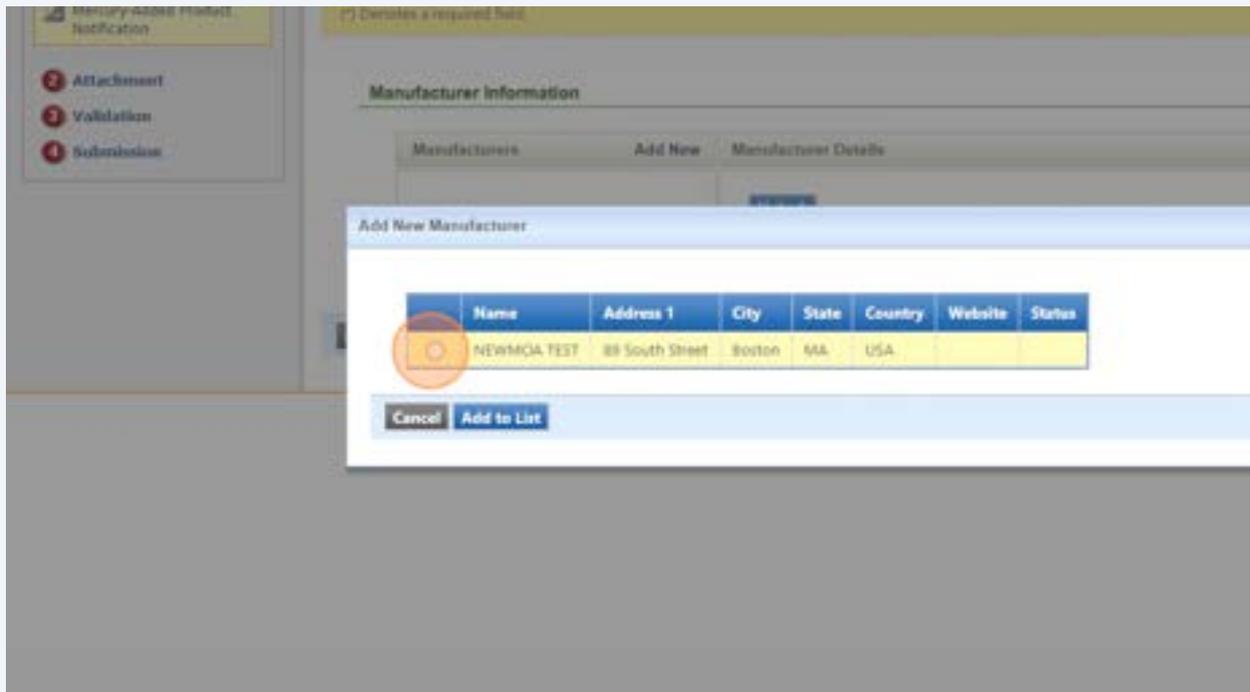
**Manufacturer Information**

Manufacturers	Manufacturer Details
<b>Add New</b>	<b>Unlock</b>

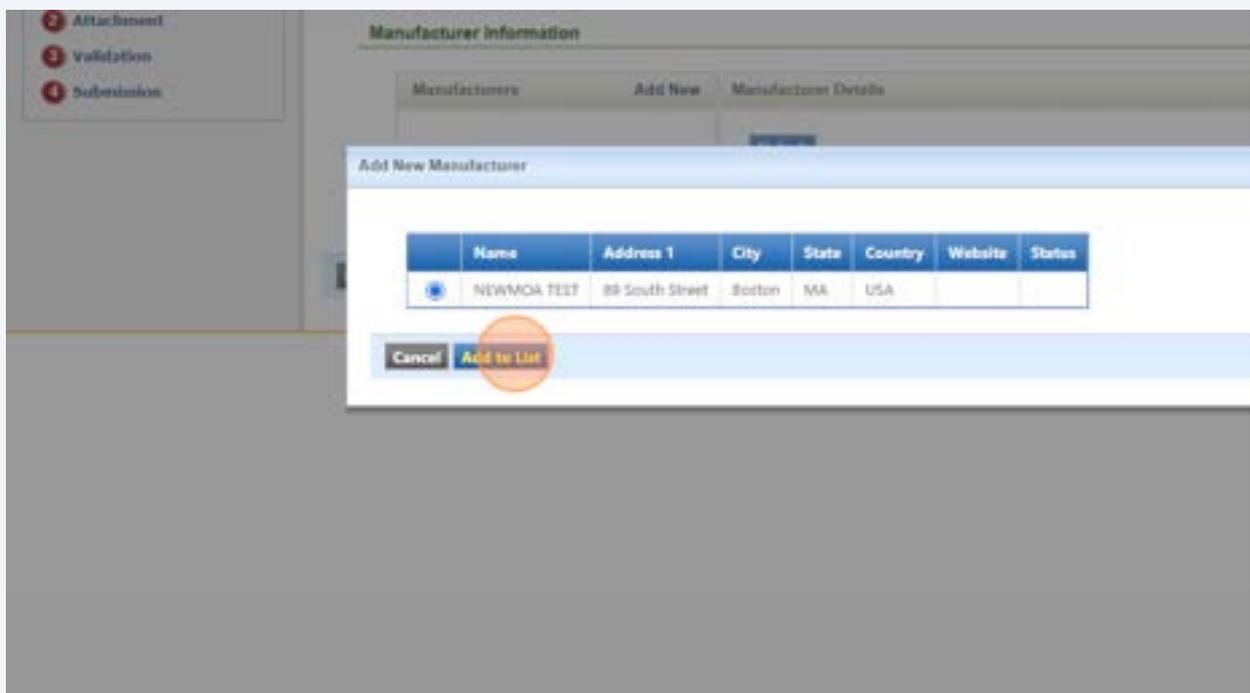
Buttons: Exit, Save, Previous, **Next**

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11 Select the company you are reporting on behalf of.



12 Click "Add to List"



13 Review the Manufacturer Details. Click "Unlock" to make any changes.

**Mercury-Added Product Notification (Application ID: 3436)**

Click on "Add New" to select the manufacturer(s) associated with your account that you are reporting for. You will then be directed to edit any company or product. (\*) Denotes a required field.

### Manufacturer Information

Manufacturers	Add New	Manufacturer Details
NEWMOA TEST		<b>Unlock</b>

#### Company Information

\* Company Name: NEWMOA

\* Street Address 1: 89 South Street Street Address 2: Suite 602

\* City: Boston State: MA Zip: 02111 Country: USA

\* Telephone: 8572621135 Extension: Company Website: www.newmoa.org

#### Company Contact Information

Contact Address is the same as Company Address

14 Be sure to "Lock" the Manufacturer Details when your changes are complete.

**Mercury-Added Product Notification (Application ID: 3436)**

Click on "Add New" to select the manufacturer(s) associated with your account that you are reporting for. You will then be directed to edit any company or product. (\*) Denotes a required field.

### Manufacturer Information

Manufacturers	Add New	Manufacturer Details
NEWMOA TEST		<b>Lock</b>

#### Company Information

\* Company Name: NEWMOA

\* Street Address 1: 89 South Street Street Address 2: Suite 602

\* City: Boston State: MA Zip: 02111 Country: USA

\* Telephone: 8572621135 Extension: Company Website: www.newmoa.org

#### Company Contact Information

Contact Address is the same as Company Address

15 Click "Save"

A screenshot of a web form with a light blue header and a white background. The form contains several input fields and sections. At the bottom, there is a navigation bar with four buttons: "Exit", "Save", "Previous", and "Next". The "Save" button is highlighted with a red circle. The form fields include:

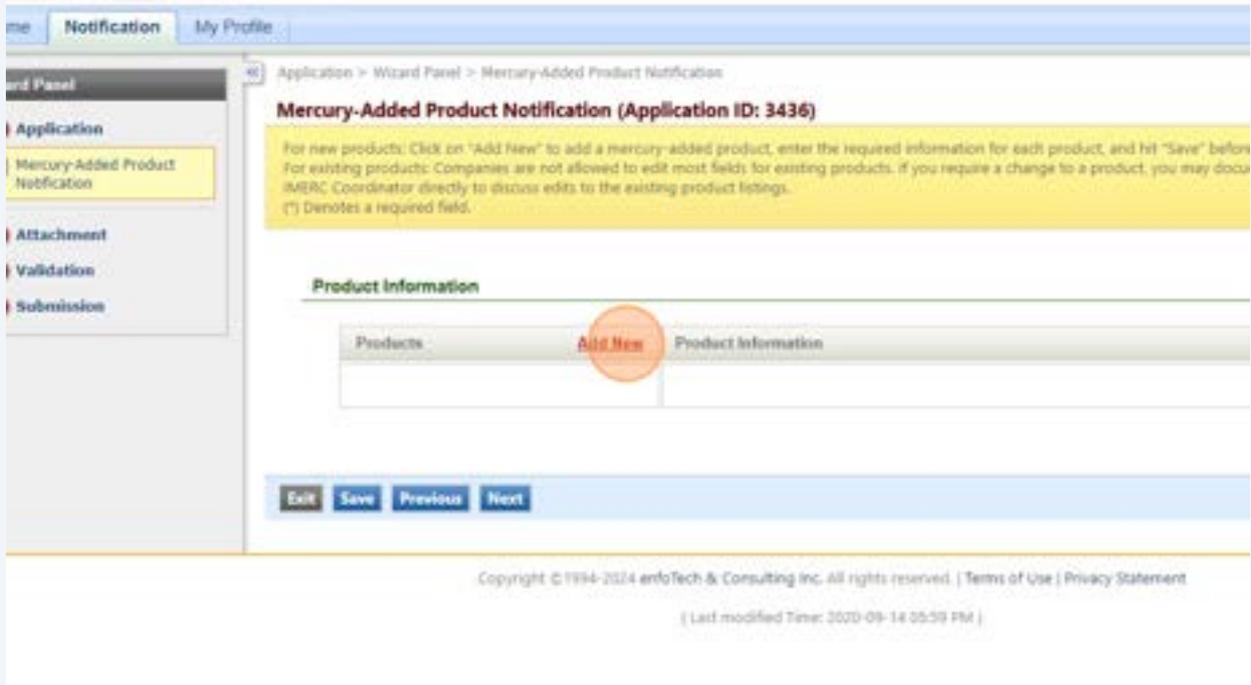
- Address: 89 South Street, Suite 602
- City: Boston, State: MA, Zip: 02111
- Telephone: 8572621135, Extension: [empty], Company Website: www.newmoa.org
- Company Contact Information**
- Contact Address is the same as Company Address
- First Name: Shaina, Last Name: Cohen, Title: IMERC Coordinator
- Street Address 1: 89 South Street, Street Address 2: Suite 602
- City: Boston, State: MA, Zip Code: 02111
- Telephone: 8572621135, Extension: [empty], E-mail: scohen@newmoa

16 Click "Next"

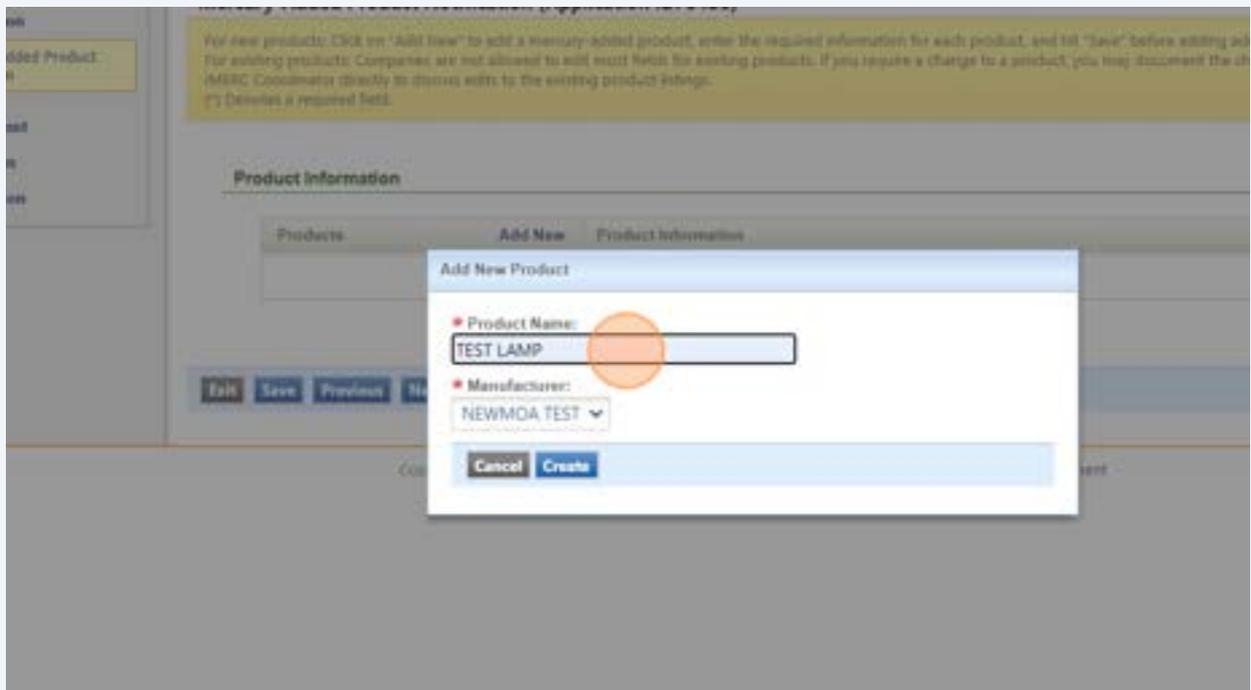
A screenshot of the same web form as in step 15. The "Next" button in the navigation bar is now highlighted with a red circle. The form fields and layout are identical to the previous screenshot.

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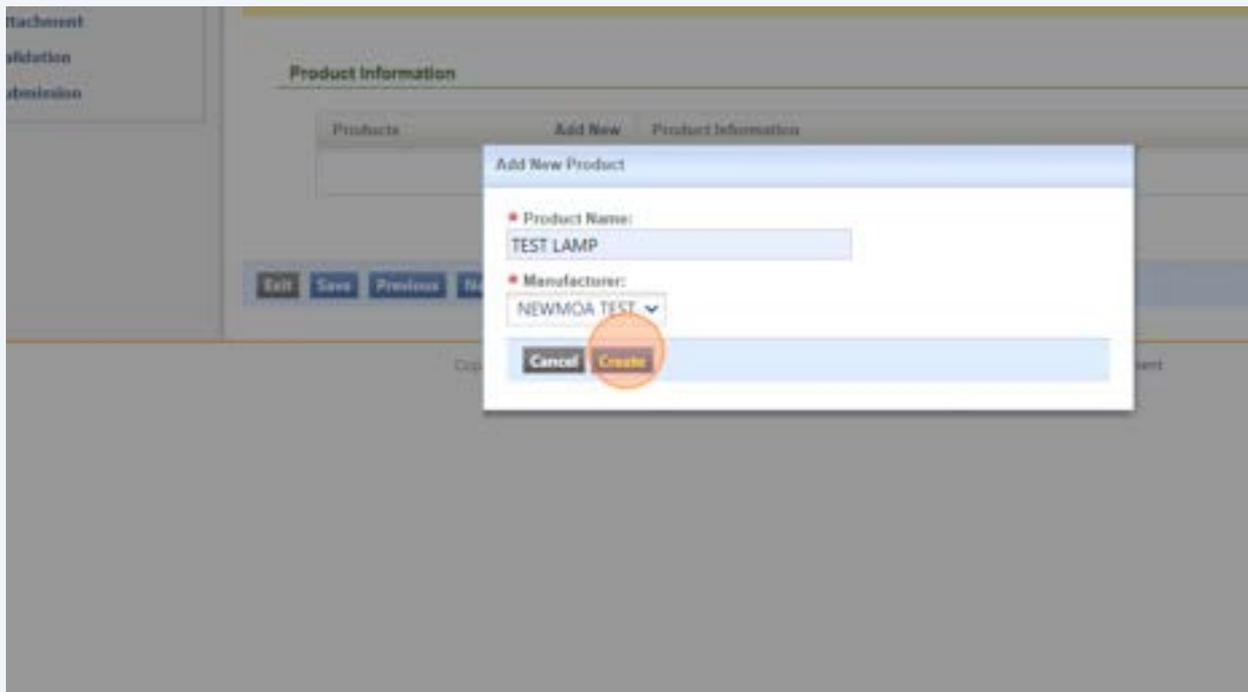
17 Click "Add New" to add your first product.



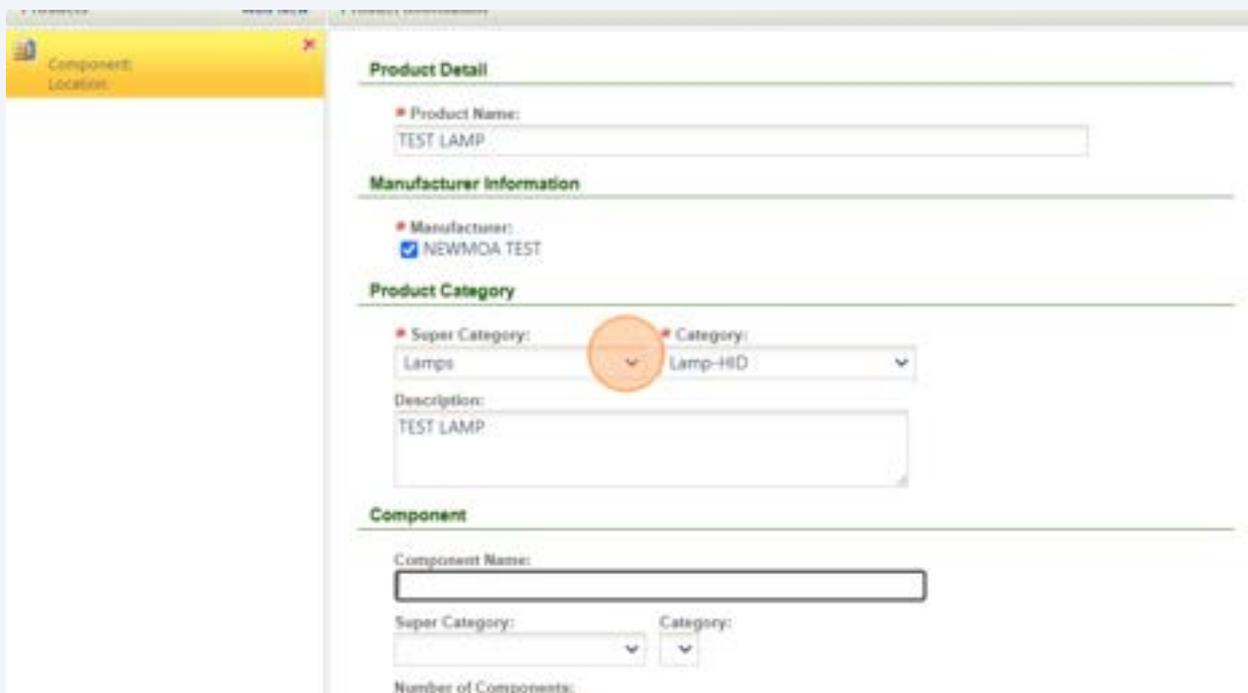
18 Complete the "Product Name" field.



19 Click "Create"



20 Complete the "Product Category" section.



21 Complete the "Component" section.

The screenshot shows a form with several sections. At the top, there are two dropdown menus: 'Super Category:' with 'Lamps' selected and 'Category:' with 'Lamp-HID' selected. Below these is a text area for 'Description:' containing 'TEST LAMP'. The 'Component' section is highlighted with a green border and contains a 'Component Name:' text field with 'HID Lamp' entered. Below this are two more dropdown menus: 'Super Category:' with 'Lamps' and 'Category:' with 'Lamp-HID'. A 'Number of Components:' text field contains the number '1'. The 'Component Location' section is below, with a 'Component Location Name:' text field and two dropdown menus for 'Super Category:' and 'Category:'. The 'Purpose of Mercury' section is at the bottom with a 'Purpose:' text area.

22 Complete the "Component Location" section (if applicable).

The screenshot shows the same form as in step 21, but with the 'Component Location' section highlighted with a green border. The 'Component Name:' field still contains 'HID Lamp'. The 'Component Location Name:' text field is now empty and has an orange circle around it, indicating it is the focus of the step. The 'Super Category:' dropdown is 'Lamps' and the 'Category:' dropdown is 'Lamp-HID'. The 'Number of Components:' field is '1'. The 'Purpose of Mercury' section is still visible below, with the 'Purpose:' text area empty. At the bottom, there is a 'Mercury Content' section with a 'Select One:' label and radio buttons for 'Range' (selected) and 'Exact'.

23 Complete the "Purpose of Mercury" section.

1

---

**Component Location**

Component Location Name:

Super Category:  Category:

---

**Purpose of Mercury**

Purpose:

---

**Mercury Content**

Select One:  Range  Exact

> 10 mg and ≤ 50 mg

---

**Total Mercury**

This product is part of a combined "Group Total"

Exact Total: 1.0  grams

24 Complete the "Mercury Content" section.

**Component Location**

Component Location Name:

Super Category:  Category:

---

**Purpose of Mercury**

Purpose: TEST

---

**Mercury Content**

Select One:  Range  Exact

> 10 mg and ≤ 50 mg

---

**Total Mercury**

This product is part of a combined "Group Total"

Exact Total: 1.0  grams

25 Complete the "Total Mercury" section.

**Purpose of Mercury**

Purpose:  
TEST

**Mercury Content**

Select One:  Range  Exact

> 10 mg and ≤ 50 mg

**Total Mercury**

This product is part of a combined "Group Total"

Exact Total:  grams

Exit Save Previous Next

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26 Click "Save"

Component Location Name:

Super Category:  Category:

**Purpose of Mercury**

Purpose:

**Mercury Content**

Select One:  Range  Exact

> 5 mg and ≤ 10 mg

**Total Mercury**

This product is part of a combined "Group Total"

Exact Total:  grams

Exit Save Previous Next

27 Repeat Steps 17 through 26 for each product you are reporting.

Application > Wizard Panel > Mercury-Added Product Notification

### Mercury-Added Product Notification (Application ID: 3436)

For new products: Click on "Add New" to add a mercury-added product, enter the required information for each product, and hit "Save" before for existing products: Companies are not allowed to edit most fields for existing products. If you require a change to a product, you may do so IMERC Coordinator directly to discuss edits to the existing product listings. (\*) Denotes a required field.

#### Product Information

Products	Product Information
TEST LAMP Component: HID Lamp Location: Mercury: > 10 mg and ≤ 50 mg	<b>Product Detail</b> * Product Name: TEST LAMP

**Manufacturer Information**  
\* Manufacturer:  
 NEWMOA TEST

**Product Category**  
\* Super Category:      \* Category:

28 Click "Next"

**Purpose of Mercury**  
Purpose:

**Mercury Content**  
\* Select One:  Range  Exact  
\* > 5 mg and ≤ 10 mg

**Total Mercury**  
 This product is part of a combined "Group Total"  
\* Exact Total: 0 grams

Exit Save Previous **Next**

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29 Complete the Federal Data Reporting section (mandatory starting in 2024).

Home Notification My Profile

Application > Wizard Panel > Mercury-Added Product Notification

**Mercury-Added Product Notification (Application ID: 3436)**

Indicate below whether or not the reported products meet the states' labeling requirements.  
(\*) Denotes a required field.

**Federal Data Reporting**

Amount of elemental mercury in manufactured products (\*)

Amount of mercury compounds in manufactured products (\*)

Total pounds of elemental mercury imported in elementary mercury-added products (\*)

Total pounds of mercury compounds imported in mercury compound-added products (\*)

Countries of origin of imported elemental mercury added products (\*)

Countries of origin of imported mercury compound added products (\*)

30 Click "Save" and then "Next"

Amount of mercury compounds in manufactured products (\*)

0

Total pounds of elemental mercury imported in elementary mercury-added products (\*)

0

Total pounds of mercury compounds imported in mercury compound-added products (\*)

0

Countries of origin of imported elemental mercury added products (\*)

N/A

Countries of origin of imported mercury compound added products (\*)

N/A

NAICS code(s) for products distributed in commerce (\*)

325

NAICS Classification System

Exit Save Previous Next

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31 Complete the "Labeling Information" tab. READ CAREFULLY.

Application > Wizard Panel > Mercury-Added Product Notification

**Mercury-Added Product Notification (Application ID: 3436)**

DynamicFormWizard\_MERCDGT\_MERCDGT\_6 not found.

**Labeling Information**

Do the reported products have labels, in accordance with local, state, or federal regulations, indicating that they contain mercury, and proper disposal, as outlined below? Please check all boxes that apply.

- 1. Is visible to the product user;
- 2. Is printed in English using 10 point font or larger;
- 3. Is mounted, engraved, molded, embossed, or otherwise affixed to the product using materials that are sufficient to remain on the product;
- 4. Bears the wording "contains mercury" (in addition, CT requires the symbol Hg in a circle for lamps);
- 5. States that the product cannot be placed in trash and must be recycled or disposed of as a hazardous waste (e.g., "do not place in trash, dispose as a hazardous waste" or some equivalent wording or symbol);
- 6. If the product incorporates a mercury-added component that is not visibly labeled in accordance with this standard, identify the internal component (e.g., "the lamp in this product contains mercury");
- 7. If the product is sold in packaging that obscures the label, the packaging also must be labeled as described above;
- 8. If the product is offered for sale by catalog, telephone, or internet such that the label on the product or packaging is not visible to the consumer, the consumer must be made aware prior to purchase that there is intentionally-added mercury in the product by placing literature, webpages, etc.

32 Note: If ANY checkboxes (#1-8) are left blank, you MUST have an approved Alternative Label (#9) or contact IMERC to request compliance assistance (#10).

1. Is visible to the product user;

2. Is printed in English using 10 point font or larger;

3. Is mounted, engraved, molded, embossed, or otherwise affixed to the product using materials that are sufficient to remain on the product;

4. Bears the wording "contains mercury" (in addition, CT requires the symbol Hg in a circle for lamps);

5. States that the product cannot be placed in trash and must be recycled or disposed of as a hazardous waste (e.g., "do not place in trash, dispose as a hazardous waste" or some equivalent wording or symbol);

6. If the product incorporates a mercury-added component that is not visibly labeled in accordance with this standard, identify the internal component (e.g., "the lamp in this product contains mercury");

7. If the product is sold in packaging that obscures the label, the packaging also must be labeled as described above;

8. If the product is offered for sale by catalog, telephone, or internet such that the label on the product or packaging is not visible to the consumer, the consumer must be made aware prior to purchase that there is intentionally-added mercury in the product by placing literature, webpages, etc.

If any of your products DO NOT meet the standard labeling requirements noted above AND use an Alternative Label approved by the IMERC states, check the box below.

9. My products use an Alternative Label approved by the IMERC states

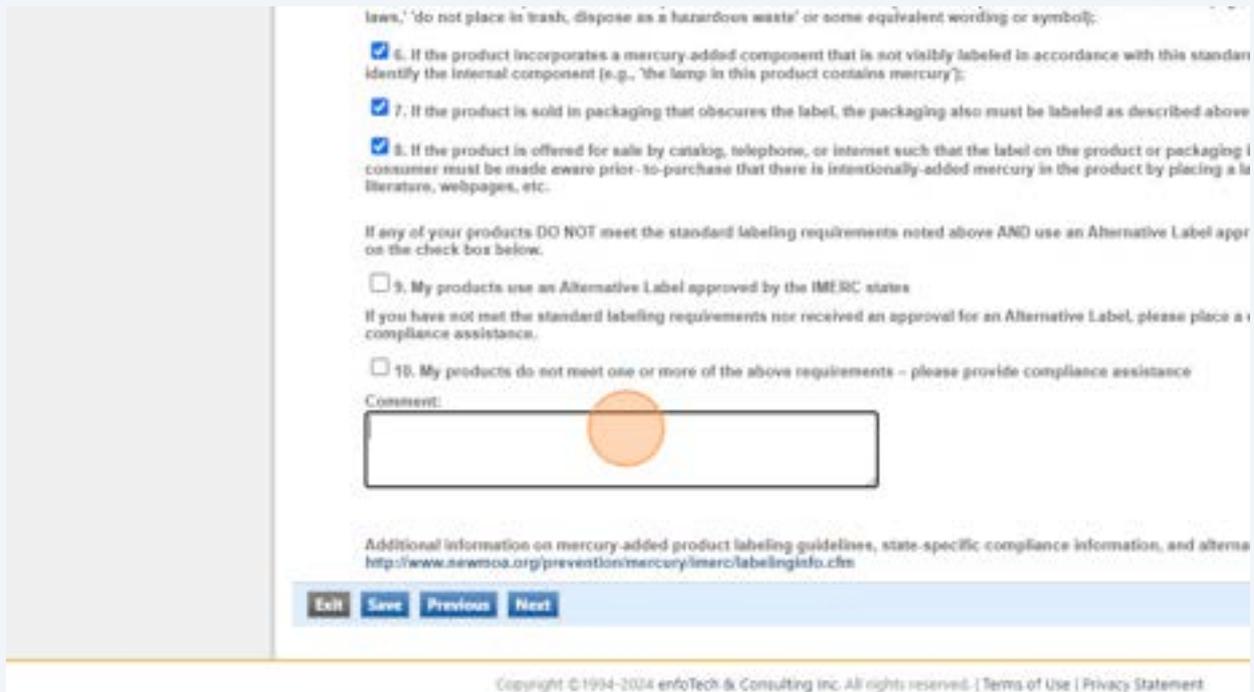
If you have not met the standard labeling requirements nor received an approval for an Alternative Label, please place a checkmark in the box below.

10. My products do not meet one or more of the above requirements -- please provide compliance assistance

Comment:

33

Use this field to provide your approved Alternative Label Plan #, or describe what you need assistance with.



laws, 'do not place in trash, dispose as a hazardous waste' or some equivalent wording or symbol);

- 6. If the product incorporates a mercury-added component that is not visibly labeled in accordance with this standard identify the internal component (e.g., 'the lamp in this product contains mercury');
- 7. If the product is sold in packaging that obscures the label, the packaging also must be labeled as described above
- 8. If the product is offered for sale by catalog, telephone, or internet such that the label on the product or packaging is not visible to the consumer must be made aware prior-to-purchase that there is intentionally-added mercury in the product by placing a label on literature, webpages, etc.

If any of your products DO NOT meet the standard labeling requirements noted above AND use an Alternative Label approach on the check box below.

9. My products use an Alternative Label approved by the IMERC states

If you have not met the standard labeling requirements nor received an approval for an Alternative Label, please place a comment in the comment box below to describe the compliance assistance you need.

10. My products do not meet one or more of the above requirements - please provide compliance assistance

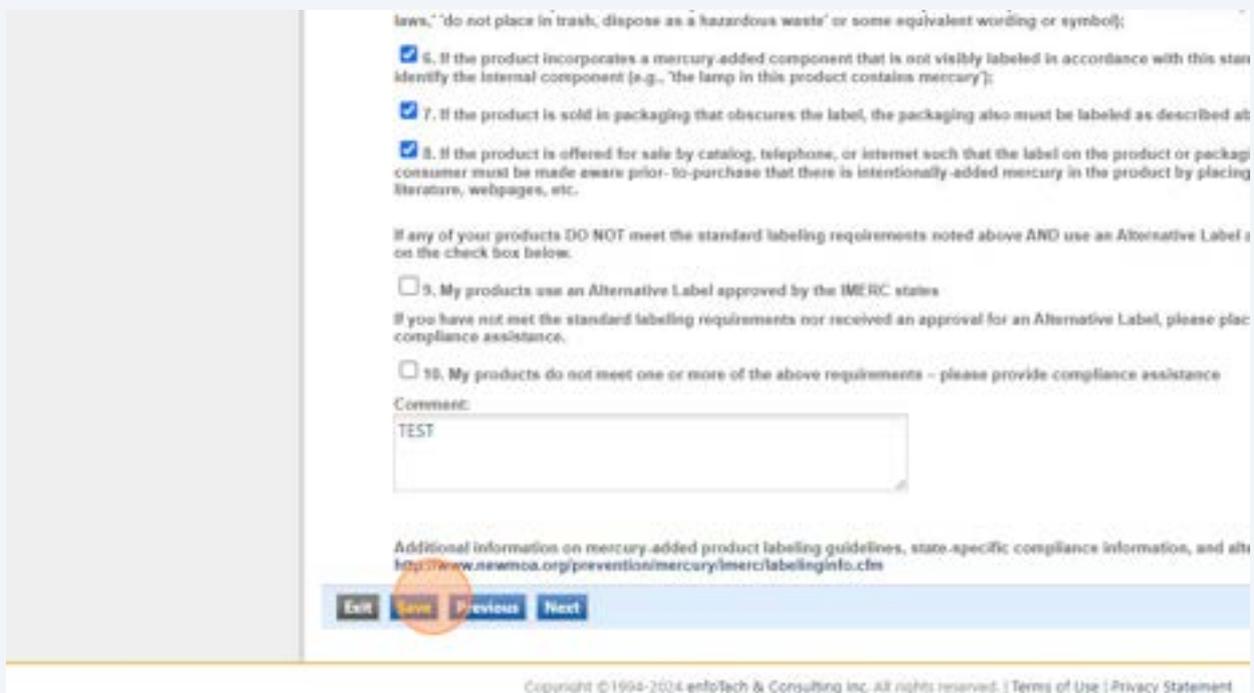
Comment:

Additional information on mercury-added product labeling guidelines, state-specific compliance information, and alternatives is available at <http://www.sewmoa.org/prevention/mercury/imerc/labelinginfo.cfm>

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34

Click "Save"



laws, 'do not place in trash, dispose as a hazardous waste' or some equivalent wording or symbol);

- 6. If the product incorporates a mercury-added component that is not visibly labeled in accordance with this standard identify the internal component (e.g., 'the lamp in this product contains mercury');
- 7. If the product is sold in packaging that obscures the label, the packaging also must be labeled as described above
- 8. If the product is offered for sale by catalog, telephone, or internet such that the label on the product or packaging is not visible to the consumer must be made aware prior-to-purchase that there is intentionally-added mercury in the product by placing a label on literature, webpages, etc.

If any of your products DO NOT meet the standard labeling requirements noted above AND use an Alternative Label approach on the check box below.

9. My products use an Alternative Label approved by the IMERC states

If you have not met the standard labeling requirements nor received an approval for an Alternative Label, please place a comment in the comment box below to describe the compliance assistance you need.

10. My products do not meet one or more of the above requirements - please provide compliance assistance

Comment:

TEST

Additional information on mercury-added product labeling guidelines, state-specific compliance information, and alternatives is available at <http://www.sewmoa.org/prevention/mercury/imerc/labelinginfo.cfm>

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35 Click "Next"

6. If the product incorporates a mercury-added component that is not visibly labeled as allowable with this part, identify the internal component (e.g., "the lamp in this product contains mercury");

7. If the product is sold in packaging that obscures the label, the packaging also must be labeled as described at

8. If the product is offered for sale by catalog, telephone, or internet such that the label on the product or packaging consumer must be made aware prior-to-purchase that there is intentionally-added mercury in the product by placing literature, webpages, etc.

If any of your products DO NOT meet the standard labeling requirements noted above AND use an Alternative Label, check the check box below.

9. My products use an Alternative Label approved by the IMERC states

If you have not met the standard labeling requirements nor received an approval for an Alternative Label, please place compliance assistance.

10. My products do not meet one or more of the above requirements – please provide compliance assistance

Comment:

TEST

Additional information on mercury-added product labeling guidelines, state-specific compliance information, and at <http://www.nemco.org/prevention/mercury/merc-labelinfo.cfm>

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[ Last modified Time: 2020-09-14 05:39 PM ]

36 Click the "Online" toggle next to "Additional Information"

LINE

Profile

Applications > Wizard Panel > Attachment

To include attachments, such as cover letters or supporting information, click the "Online" radio button and then "Add files". You may attach multiple files under each category, exceed 4 MB in size. If your files exceed the maximum limit, contact the IMERC Coordinator to discuss alternative submission options.

**Application Attachment**

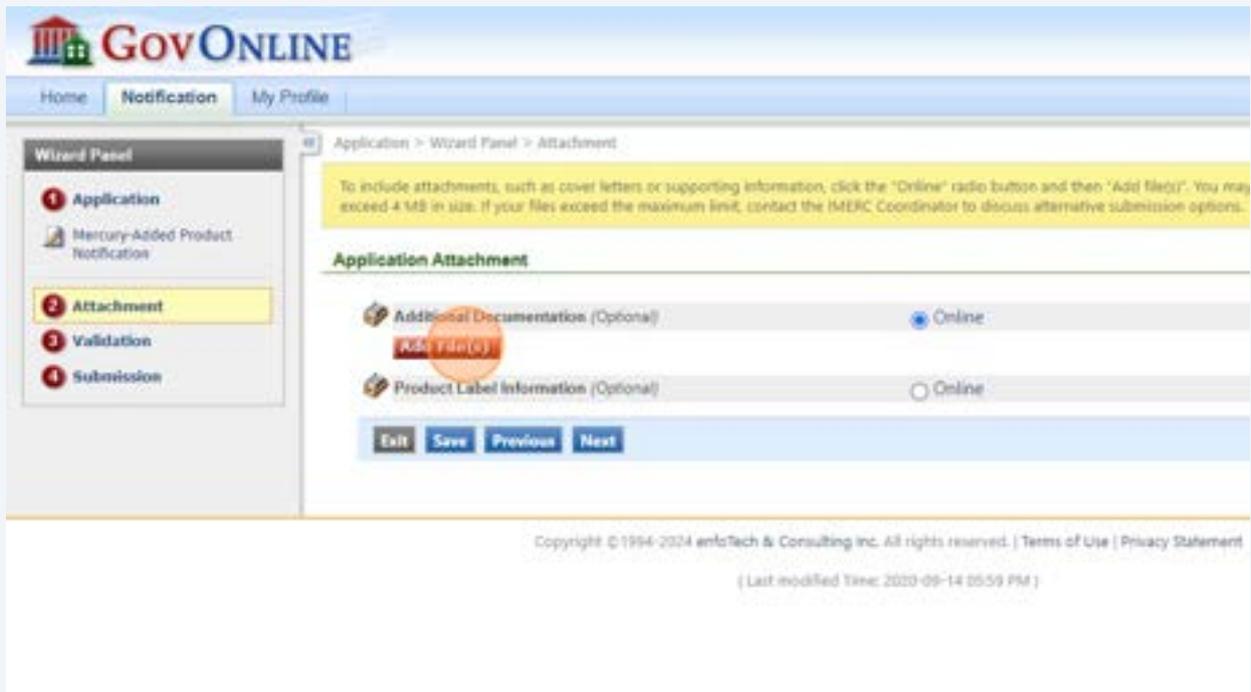
Additional Documentation (Optional)  Online

Product Label Information (Optional)  Online

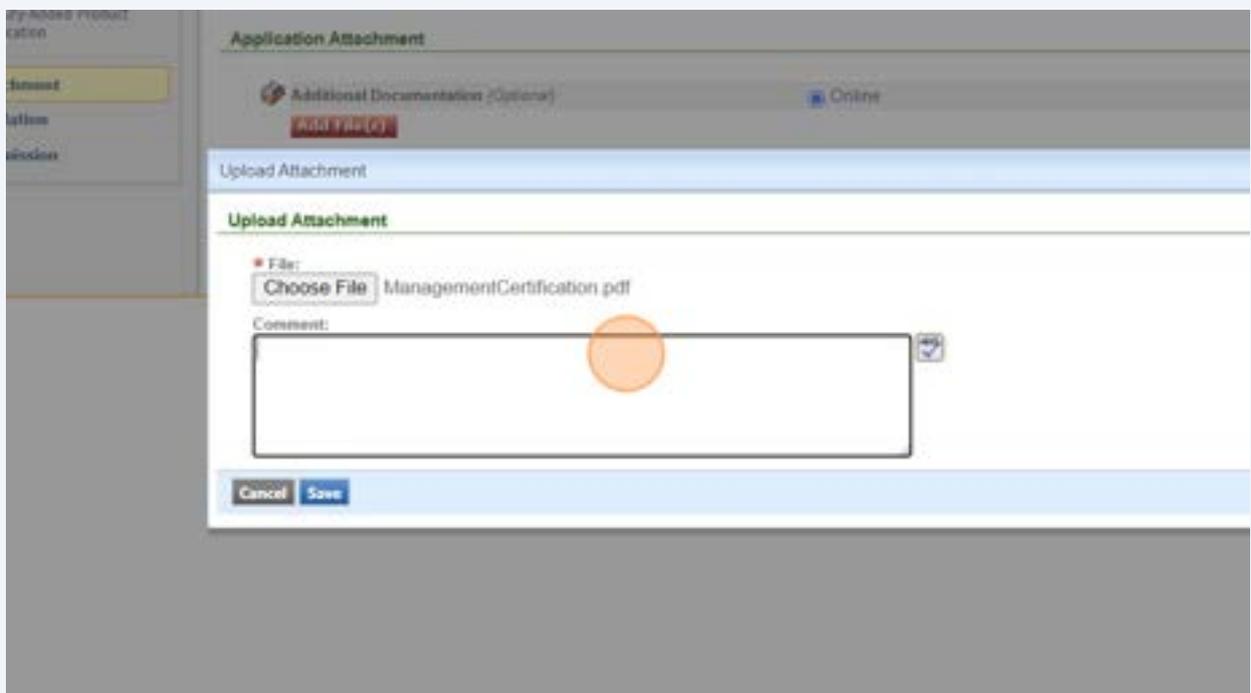
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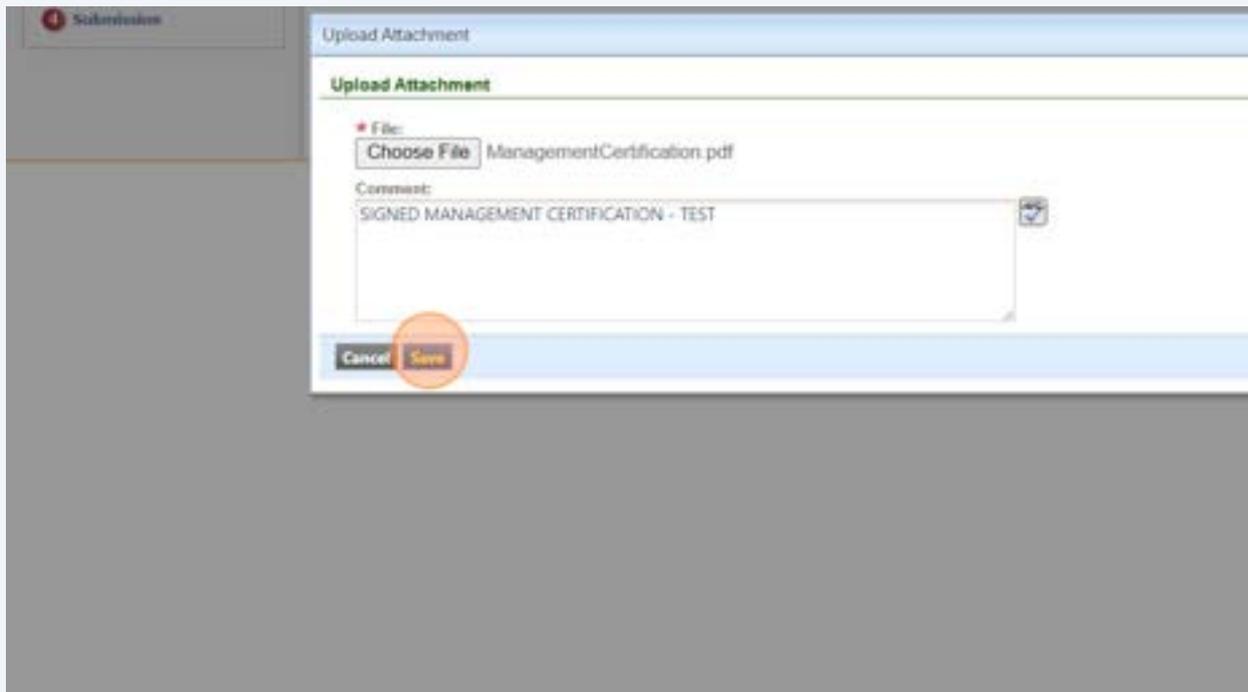
37 Click "Add File(s)"



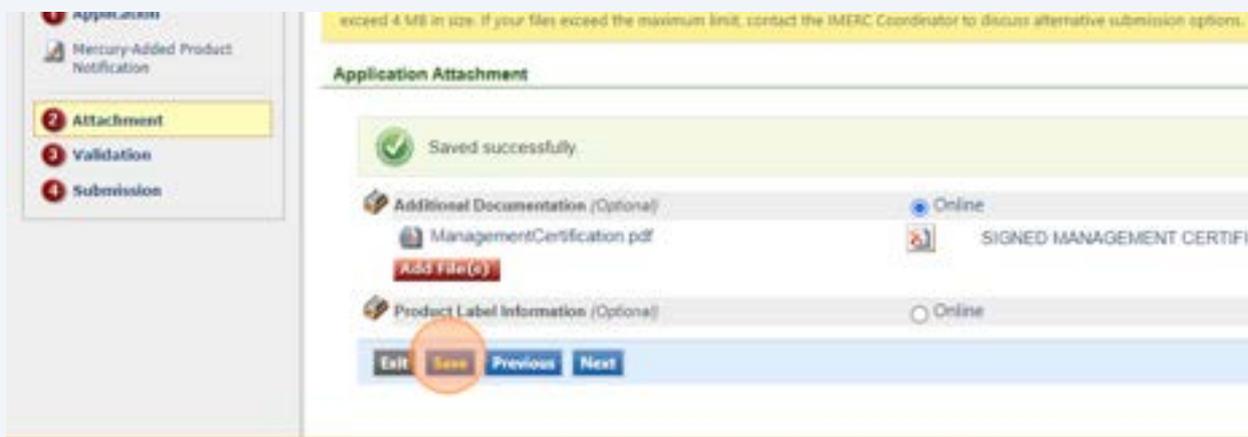
38 Upload the signed senior management certification form (mandatory).



39 Click "Save"



40 Click "Save"



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41 Click "Next"

42 Click "Next"

43

You must click this checkbox IN ADDITION TO uploading the signed form in Steps 38/39.

Application > Wizard Panel > Submit

### Submit Application (Application ID: 3436)

To complete your submission, check the Certification of Submission box and click "Submit." By clicking "Submit," you agree with the fo

#### Certification of Submission

The IMERC member states require certification of the information in this submission by an authorized senior management management official - a corporate officer or the individual responsible for the overall operation of a facility or an operator manager of environmental programs, or person of equivalent responsibility - you must visit the IMERC website, download official, attach a copy of the signed form to this submission, and proceed by checking the Certification of Submission box

If the owner of this online account is a senior management official as defined above, you may certify this submission by c certification form is not required.

\* I have personally examined and am familiar with the information in this submission and all attachments thereto, an my inquiry of the individuals responsible for obtaining the information, the submitted information is true, accurate, and cc that a false statement in the submitted information may be punishable as a criminal offense, in accordance with the applic

#### Security Precautions

To prevent your information from being used inappropriately, we maintain stringent electronic safeguards as well as phys The security safeguards are powered by VeriSign's Secure Certificates and Authorize.NET's PCI compliant processes. On maintaining the confidentiality of the password. Please note that access to this system, irrespective of the issuance of the at any time.

Question: What is the first and middle name of your oldest sibling?  
Answer:

#### Disclaimer

Your privacy with respect to the use of this website results from a partnership between IMERC and you, the user. We atten this website. However, because some of the information that we receive through the website is subject to public records a information that you provide to us through this site, even personally identifiable information contained in a public record, laws, IMERC and its GovOnline system development company specifically disclaim any and all liability from damages whi upon any information found herein.

44

Verify your identity by answering the Security Precaution question.

Application > Wizard Panel > Submit

### Submit Application (Application ID: 3436)

To complete your submission, check the Certification of Submission box and click "Submit." By clicking "Submit," you agree with the fo

#### Certification of Submission

The IMERC member states require certification of the information in this submission by an authorized senior management management official - a corporate officer or the individual responsible for the overall operation of a facility or an operator manager of environmental programs, or person of equivalent responsibility - you must visit the IMERC website, download official, attach a copy of the signed form to this submission, and proceed by checking the Certification of Submission box

If the owner of this online account is a senior management official as defined above, you may certify this submission by c certification form is not required.

\* I have personally examined and am familiar with the information in this submission and all attachments thereto, an my inquiry of the individuals responsible for obtaining the information, the submitted information is true, accurate, and cc that a false statement in the submitted information may be punishable as a criminal offense, in accordance with the applic

#### Security Precautions

To prevent your information from being used inappropriately, we maintain stringent electronic safeguards as well as phys The security safeguards are powered by VeriSign's Secure Certificates and Authorize.NET's PCI compliant processes. On maintaining the confidentiality of the password. Please note that access to this system, irrespective of the issuance of the at any time.

Question: What is the first and middle name of your oldest sibling?  
Answer:

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[Exit](#) [Previous](#) [Submit](#)

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45 Click "Submit"



46 Click "Go to Submitted List" to see the status of your application.

