

# IMERC: How to Renew Triennial Application Scribe

1

Navigate to

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

2

Login.



## -Added Products Reporting System

Education and Reduction Clearinghouse (IMERC) Mercury-Added Product Reporting System enables companies to comply with the Mercury-added Product Reporting Exemption requirements of Connecticut, Louisiana, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont, and Washington.

The system handles reporting, and Phase-out Exemption processes, including form and attachment submissions. Communications are handled through the e-filing System. Users can get help located under the login fields, which provides a PDF document to assist users in the reporting process. If you need assistance during your submission, please review the information on the IMERC Coordinator.

[Add Website to Bookmarks](#)

### Public Login

User name

scohen\_test

Password

.....

Login

[Create a new account](#)

[Forgot your login user name or password?](#)

Release Date: September 14, 2020

Version: 1.1020.0914.30588

GovOnline uses Adobe Reader for some online document viewing. Please click the following link to install Adobe Reader Plug-in software

### 3 Click "Approved Notification(s)"

The screenshot shows the NEWMOA user interface. At the top right, the logo 'NEWMOA' is displayed. Below it, the user is logged in as 'Hello, Shaina' with a 'Logout' link. The main content area is divided into three sections: a left sidebar with navigation links, a central 'Pending Notification(s) List' panel, and a right 'System Quick Access' panel. The 'System Quick Access' panel has two sub-sections: 'Notification' and 'My Profile'. Under 'Notification', there are three links: 'Edit Pending Notification', 'Submitted Notification(s)', and 'Approved Notification(s)'. The 'Approved Notification(s)' link is circled in orange. Under 'My Profile', there are three links: 'Basic Information', 'Password', and 'Security Questions'. At the bottom of the page, there is a copyright notice: 'Copyright ©1994-2024 enfoTech & Consulting Inc. All rights reserved. | Terms of Use | Privacy Statement' and a timestamp: '( Last modified Time: 2020-09-14 05:59 PM )'.

### 4 Click "Renew"

The screenshot shows the GovONLINE user interface. At the top left, the logo 'GovONLINE' is displayed. Below it, there are navigation tabs: 'Home', 'Notification', and 'My Profile'. The 'Notification' tab is selected. The main content area is divided into a left sidebar and a central panel. The sidebar has two sections: 'Notification Management' with links for 'Create First Notification', 'Edit Pending Notification', and 'Submitted Notification(s)'; and 'Approved Notification Management' with a link for 'Approved Notification(s)'. The central panel shows a breadcrumb trail: 'Application > Approved Notification Management > Approved Notification(s)'. Below the breadcrumb, there is a yellow note: 'Note: Previous approval letters sent before the e-filing system was launched are not available for viewing. If you would like PDF copies'. Underneath, there is a 'Search Result' section with a table. The table has one row and six columns. The 'Renew/Update' column contains a 'Renew' button, which is circled in orange. The table data is as follows:

View Approval Letter	Renew/Update	Application ID	Notification Type	Notification Form	Notification Year
	Renew	3436	First Notification	Single Manufacturer	2018

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## 5 Click "Next"

Application > Wizard Panel > Application

Form List Agency Comments

**Application Form List (Submission ID: 3438)**

Use the "Agency Comment" tab above to view any comments from the IMERC-member states regarding your application.

**All Applicable Forms List**

 Mercury-Added Product Notification

Exit Save **Next**

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## 6 Review the General Information and click "Next"

Mercury-Added Product Notification

(\*) Denotes a required field.

**General Information**

\* 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

Exit Save Previous **Next**

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7

Review Company Information and Company Contact Information. Click "Lock" when done.

**Mercury-Added Product Notification (Application ID: 3438)**

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 (\*) Denotes a required field.

### Manufacturer Information

Manufacturers	Add New	Manufacturer Details
NEWMOA TEST		<p><b>Company Information</b></p> <p>* Company Name: NEWMOA</p> <p>* Street Address 1: 89 South Street      Street Address 2: Suite 602</p> <p>* City: Boston      State: MA      * Zip: 02111      Country: USA</p> <p>* Telephone: 8572621135      Extension:      Company Website: www.newmoa.org</p> <p><b>Company Contact Information</b></p> <p><input type="checkbox"/> Contact Address is the same as Company Address</p>

8

Click "Save"

89 South Street      Suite 602

\* City: Boston      State: MA      \* Zip: 02111      Co U

\* Telephone: 8572621135      Extension:      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 Add: Suite 602

\* City: Boston      State: MA      \* Zip Code: 02111      Co U

\* Telephone: 8572621135      Extension:      \* E-mail: scohen@newmoa.

Exit Save Previous Next

## 9 Click "Next"

A screenshot of a web form. The form contains several input fields for contact information, including City (Boston), State (MA), Zip (02111), Telephone (8572621135), Extension, Company Website (www.newmoa.org), and Company Contact Information (First Name: Shaina, Last Name: Cohen, Title: IMERC Coordinator, Street Address 1: 89 South Street, Suite 602, City: Boston, State: MA, Zip Code: 02111, Telephone: 8572621135, Extension, E-mail: scohen@newmoa.org). At the bottom of the form, there is a navigation bar with buttons for Exit, Save, Previous, and Next. The 'Next' button is highlighted with a red circle.

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## 10

Click the red "X" to Phase-Out an existing product that is no longer sold.

NOTE: This cannot be undone. If you accidentally delete a product, you will have to delete your submission and start over.

A screenshot of a product management interface. The left sidebar contains navigation links: Application, Mercury-Added Product Notification, Attachment, Validation, and Submission. The main content area has a yellow header with instructions: "For new products: Click on 'Add New' to add a mercury-added product, enter the required information for each product, and hit 'Save' before a... For existing products: Companies are not allowed to edit most fields for existing products. If you require a change to a product, you may docume IMERC Coordinator directly to discuss edits to the existing product listings. (\*) Denotes a required field." Below the header is a "Product Information" section. It features a table with two columns: "Products" and "Add New". The "Products" column lists two items: "TEST LAMP" (Component: HID Lamp, Location: Mercury: > 10 mg and ≤ 50 mg) and "TEST LAMP 2" (Component: CFL, Location: Mercury: > 5 mg and ≤ 10 mg). A red "X" button is highlighted next to the "TEST LAMP 2" entry. To the right of the table is a "Product Information" form with sections for "Product Detail" (Product Name: TEST LAMP), "Manufacturer Information" (Manufacturer: NEWMOA TEST), and "Product Category" (Super Category: Lamps, Category: Lamp-HID). A "Description" field contains the text "TEST LAMP".

11 Provide the Phase-Out Date and Phase-Out Reason.

3 Validation  
4 Submission

**Product Information**

Products

- TEST LAMP  
Component: HID  
Location:  
Mercury: > 10 m
- TEST LAMP 2  
Component: CFL  
Location:  
Mercury: > 5 mg

Please confirm to phase out selected product

\* Phase Out Date:  
12/31/2019

\* Phase Out Reason:  
TEST

Phase Out Cancel

\* Super Category: Lamps  
\* Category: Lamp-HID

Description:  
TEST LAMP

**Component**

Component Name:  
HID Lamp

12 Complete the "Total Mercury" section for any existing products.

**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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13 Click "Save"

The screenshot shows a form with three main sections: "Purpose of Mercury", "Mercury Content", and "Total Mercury". The "Purpose of Mercury" section has a text input field containing "TEST". The "Mercury Content" section has a "Select One" dropdown menu with "Range" selected and a value of "> 10 mg and ≤ 50 mg". The "Total Mercury" section has a checkbox for "This product is part of a combined 'Group Total'" which is unchecked, and an "Exact Total" input field with the value "0" and the unit "grams". At the bottom, a navigation bar contains four buttons: "Exit", "Save", "Previous", and "Next". The "Save" button is highlighted with an orange circle.

**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: 0 grams

Exit Save Previous Next

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14 Click "Next"

The screenshot shows the same form as in step 13. The "Save" button is no longer highlighted, and the "Next" button is highlighted with an orange circle.

**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: 0 grams

Exit Save Previous Next

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## 15 Complete the Federal Data Reporting and click "Save"

(\*) 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 ⓘ

NAICS code(s) for products distributed in commerce ⓘ

NAICS Classification System

[Exit](#) [Save](#) [Previous](#) [Next](#)

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## 16 Click "Next"

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 ⓘ

NAICS code(s) for products distributed in commerce ⓘ

NAICS Classification System

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# 17

## Review the Labeling Information and click "Save"

1 Application

Mercury-Added Product Notification

2 Attachment

3 Validation

4 Submission

### Mercury-Added Product Notification (Application ID: 3438)

DynamicFormWizard\_IMERC001\_IMERC001\_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 include information concerning 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 sufficiently durable to remain legible throughout the life of 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., 'dispose according to local, state, or federal 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, the label on the larger product must clearly 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 at the time of purchase, the consumer must be made aware prior- to-purchase that there is intentionally-added mercury in the product by placing a label or other information provided in sales 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, please place a check 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 check on the check box below to request 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 alternative labeling plans is available at: <http://www.newmoa.org/prevention/mercury/imerc/labelinginfo.cfm>

Exit Save Previous Next

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# 18

## Click "Next"

- 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 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, please place a check 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 check on the check box below to request 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 alternative labeling plans is available at: <http://www.newmoa.org/prevention/mercury/imerc/labelinginfo.cfm>

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19 Click the "Online" toggle next to Additional Documentation.

ofile

Application > Wizard Panel > Attachment

To include attachments, such as cover letters or supporting information, click the "Online" radio button and then "Add file(s)". You may attach multiple files under each category. 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

Exit Save Previous Next

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20 Click "Add File(s)"

GovONLINE

Home Notification My Profile

Application > Wizard Panel > Attachment

To include attachments, such as cover letters or supporting information, click the "Online" radio button and then "Add file(s)". You may 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

**Add File(s)**

Product Label Information (Optional) Online

Exit Save Previous Next

**Wizard Panel**

- 1 Application
- 2 Attachment**
- 3 Validation
- 4 Submission

Mercury-Added Product Notification

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21 Upload the signed Senior Management Certification form and click "Save"

Upload Attachment

**Upload Attachment**

★ File:  
Choose File ManagementCertification.pdf

Comment:  
TEST

Cancel Save

22 Click "Save"

Application Attachment

✓ Saved successfully.

Additional Documentation (Optional)  Online

ManagementCertification.pdf  TEST

Add File(s)

Product Label Information (Optional)  Online

Exit Save Previous Next

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## 23 Click "Next"

1 Application  
Mercury-Added Product Notification

2 Attachment  
3 Validation  
4 Submission

exceed 4 MB in size. If your files exceed the maximum limit, contact the IMERC Coordinator to discuss alternative submission options.

### Application Attachment

✓ Saved successfully.

Additional Documentation (Optional)  Online  
ManagementCertification.pdf  TEST  
[Add File\(s\)](#)

Product Label Information (Optional)  Online

[Exit](#) [Save](#) [Previous](#) [Next](#)

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## 24 Click "Next"

1 Application  
Mercury-Added Product Notification

2 Attachment  
3 Validation  
4 Submission

To review your submission from the beginning, click the link in the Application Form(s) Summary below – make sure to save any changes to your submission, click the icon next to the link.

To review any attachments, click the "Attachment" link.

To proceed to the Certification page, click "Next".

### Application Form(s) Summary

✓ Mercury-Added Product Notification  (Click icon to view form.)

### Attachment(s) Summary

✓ Attachment

[Exit](#) [Previous](#) [Next](#)

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25 Click this checkbox.

Application > Wizard Panel > Submit

**Submit Application (Application ID: 3438)**

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 operation 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 your favorite book?  
Answer:

**Disclaimer**

Your privacy with respect to the use of this website results from a partnership between IMERC and you, the user. We atten

26 Verify your identity.

**Submission**

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 your favorite book?  
Answer:

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

## 27 Click "Submit"

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

### Security Precautions

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

Question: What is your favorite book?  
Answer:

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## 28 Click this button to view your list of submitted applications.

**Form Detail**

- Mercury-Added Product Notification

**Attachment Detail**

**Additional Documentation (Optional) -- Online**

- ManagementCertification.pdf

[Go to Submitted List](#)

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