**INDIVIDUAL MANUFACTURER**

**REGISTRATION FORM**

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| **Registration for Calendar Year 2017:**  January 1, 2017 – December 31, 2017 | **Registration Due Date: December 31, 2016** |

This is the registration form for manufacturers of Covered Electronic Equipment (CEE) that are registering as an **individual manufacturer**.

Individual Manufacturer registration is also available online at [ecycleregistration.org](http://www.ecycleregistration.org/) (preferred method).

For further guidance on completing this form, please visit [**doee.dc.gov/ecycle**](http://www.doee.dc.gov/ecycle).

This form should be completed electronically and emailed, preferably in Word, to [productstewardship@dc.gov](mailto:productstewardship@dc.gov) by December 31, 2016.

Please email [productstewardship@dc.gov](mailto:productstewardship@dc.gov) with any questions.

Registration fees will be invoiced after the registration is approved by DOEE. The registration fees are $500 for manufacturers that sold 100-249 CEE in 2015 and $1,750 for manufacturers that sold 250 or more in 2015.

Note: Manufacturers that sold fewer than 100 units of CEE in the District in calendar year 2015 do not need to complete this registration form and do not need to collect CEE in the District in Calendar Year 2017, but these manufacturers need to complete the de minimis worksheet.

*Rev 11.18.16*

**SECTION 1**

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| **Manufacturer Information** | | |
| Manufacturer Name | Website | Telephone |
| Mailing Address | | |

**SECTION 2**

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| **Contact Information** | |
| Primary Contact Person | |
| Name | Title |
| Email | Telephone |
| Mailing Address | |
| Billing Contact Person- This person will be sent an electronic invoice for the registration fee after the registration is approved by DOEE. | |
| Name | Title |
| Email | Telephone |
| Mailing Address | |

**SECTION 3**

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| **Brand Information:** List the brands sold in the District  *Please see* [*doee.dc.gov/ecycle*](http://www.doee.dc.gov/ecycle)*for instructions on how to classify CEE by type. If a brand covers more than one type of CEE, please list each type of CEE. If needed, please attach additional sheets.* | |
| **Brand Name** | **Type of CEE**  *(computer, computer peripheral, TV, and/or TV peripheral)* |
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**SECTION 4**

Manufacturers may report sales of CEE in the District by using actual District sales data (Option 1) or estimating District sales from national sales data (Option 2). Manufacturers should use either Option 1 or Option 2.

Note: While sales data from 2013-2015 are required to be reported, the minimum collection target is based only on 2015 sales.

Which option is used to complete Section 4 (select by marking with an “X”):

      Option 1 (Actual District Sales Data)

      Option 2 (District Sales Estimated from National Sales Data)

**Option 1- Actual District Sales Data**

Report actual District sales data. If unavailable, use option 2.

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| **2013 Sales:** Report sales for calendar year 2013 | | |
| **Type of CEE** | **Number of Units Sold in the District** | **Total Weight (lbs) of CEE Sold in the District** |
| Computers |  |  |
| Computer Peripherals |  |  |
| Televisions |  |  |
| Television Peripherals |  |  |
| **Actual District Sales Total** | 0 | 0 |

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| **2014 Sales:** Report sales for calendar year 2014 | | |
| **Type of CEE** | **Number of Units Sold in the District** | **Total Weight (lbs) of CEE Sold in the District** |
| Computers |  |  |
| Computer Peripherals |  |  |
| Televisions |  |  |
| Television Peripherals |  |  |
| **Actual District Sales Total** | 0 | 0 |

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| **2015 Sales:** Report sales for calendar year 2015 | | |
| **Type of CEE** | **Number of Units Sold in the District** | **Total Weight (lbs) of CEE Sold in the District** |
| Computers |  |  |
| Computer Peripherals |  |  |
| Televisions |  |  |
| Television Peripherals |  |  |
| **Actual District Sales Total** | 0 | 0 |

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| **2015 Sales to Federal and District Governments:** Report sales for calendar year 2015 sold to federal and District governments in the District.  Sales to the federal and District governments are not included in the calculation of minimum collection target that is subject to shortfall fees. Government sales reported in this box will reduce the minimum collection target subject to shortfall fees, which is calculated further below. | | |
| **Type of CEE** | **Number of Units Sold in the District** | **Total Weight (lbs) of CEE Sold in the District** |
| Computers |  |  |
| Computer Peripherals |  |  |
| Televisions |  |  |
| Television Peripherals |  |  |
| **Actual District Sales Total** | 0 | 0 |

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| **Minimum Collection Target Subject to Shortfall Fees** |
| A manufacturer registering as an individual manufacturer shall collect in **Calendar Year 2017** 40% of the weight of CEE sold in **Calendar Year 2015.** Sales to the federal and District governments are not included in the calculation of minimum collection target that is subject to shortfall fees.  If Option 2 is selected, complete Option 2 to calculate minimum collection target.  Based on the sales data reported in **Section 4- Option 1**, the minimum collection target subject to shortfall fee for Calendar Year 2017 is:**0.0**  Shortfall fees are determined by the formula found in 20 DCMR § 4102.2.  Please visit [doee.dc.gov/ecycle](http://www.doee.dc.gov/ecycle) for information on requirements on collecting CEE. |

**Option 2- District Sales Estimated from National Sales**

Estimate District sales from national sales data.

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| **2013 Sales:** Report sales for calendar year 2013 | | |
| **Type of CEE** | **Number of Units Sold Nationally** | **Total Weight (lbs) of CEE Sold Nationally** |
| Computers |  |  |
| Computer Peripherals |  |  |
| Televisions |  |  |
| Television Peripherals |  |  |
| **National Total** | 0 | 0 |
| **Estimated District Sales Total**  National Total from above multiplied by 0.21% (0.0021), which was the District’s percentage of the national population in 2013 | 0.0 | 0.0 |

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| **2014 Sales:** Report sales for calendar year 2014 | | |
| **Type of CEE** | **Number of Units Sold Nationally** | **Total Weight (lbs) of CEE Sold Nationally** |
| Computers |  |  |
| Computer Peripherals |  |  |
| Televisions |  |  |
| Television Peripherals |  |  |
| **National Total** | 0 | 0 |
| **Estimated District Sales Total**  National Total from above multiplied by 0.21% (0.0021), which was the District’s percentage of the national population in 2014 | 0.0 | 0.0 |

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| **2015 Sales:** Report sales for calendar year 2015 | | |
| **Type of CEE** | **Number of Units Sold Nationally** | **Total Weight (lbs) of CEE Sold Nationally** |
| Computers |  |  |
| Computer Peripherals |  |  |
| Televisions |  |  |
| Television Peripherals |  |  |
| **National Total** | 0 | 0 |
| **Estimated District Sales Total**  National Total from above multiplied by 0.21% (0.0021), which was the District’s percentage of the national population in 2015 | 0.0 | 0.0 |

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| **2015 Sales to Federal and District Governments:** Report sales for calendar year 2015 sold to federal and District governments in the District. When reporting sales to the federal and District governments, estimates from national sales are not allowed.  Sales to the federal and District governments are not included in the calculation of minimum collection target that is subject to shortfall fees. Government sales reported in this box will reduce the minimum collection target subject to shortfall fees, which is calculated further below. | | |
| **Type of CEE** | **Number of Units Sold in the District** | **Total Weight (lbs) of CEE Sold in the District** |
| Computers |  |  |
| Computer Peripherals |  |  |
| Televisions |  |  |
| Television Peripherals |  |  |
| **Actual District Sales Total** | 0 | 0 |

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| **Minimum Collection Target Subject to Shortfall Fees** |
| A manufacturer registering as an individual manufacturer shall collect in **Calendar Year 2017** 40% of the weight of CEE sold in the District in **Calendar Year 2015.** Sales to the federal and District governments are not included in the calculation of minimum collection target that is subject to shortfall fees.  If Option 1 is selected, complete Option 1 to calculate minimum collection target.  Based on the sales data reported in **Section 4- Option 2**, the minimum collection target subject to shortfall fee for Calendar Year 2017 is:**0.0 pounds**.  Shortfall fees are determined by the formula found in 20 DCMR § 4102.2. |

**SECTION 5**

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| **Recycling Plan for Calendar Year 2017**  Include as much detail as currently available. You may also attach a separate document that covers all elements of the recycling plan. |
| Describe the manufacturer’s recycling plan for 2017. Include information on how CEE will be collected, handled, and recycled or reused, such as names and business addresses of anticipated collectors and recyclers, and the methods used to handle and process CEE (including CRTs). All recyclers must be either R2 or e-Stewards certified. |
| Describe anticipated end markets for raw materials or products created by the recycling of collected CEE (including CRTs). |
| Describe the convenient methods by which a District resident will be able to return CEE in Calendar Year 2017, such as if the manufacturer will utilize mail back programs, permanent drop off locations, retail drop offs, direct pickups, and/or one day events. If known, list relevant locations, dates, and times. (Note: a list of possible locations for one day events is available at [doee.dc.gov/ecycle](http://www.doee.dc.gov/ecycle).) |
| Describe the methods the manufacturer will use to inform District residents and businesses about its electronics recycling program in Calendar Year 2017, such as maintaining a website and/or toll free number. DOEE may also post this information on the eCYCLE DC webpage. |

**SECTION 6**

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| **Certification** | |
| The collection, handling, and recycling or reuse of CEE, as described in Section 5 of this registration form, will comply with local, state, federal, and international laws and regulations.  Select one (select by marking with an “X”):        True        False | |
| The vendors who will recycle or reuse CEE collected under the recycling plan, as described in Section 5 of this registration form, will have a valid R2 or e-Stewards certification*.*  Select one (select by marking with an “X”):        True        False | |
| I certify under penalty of law that this registration form was prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person, or persons, who manage the system, or those persons directly responsible for gathering the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for fraudulently submitting information, including the possibility of fine and imprisonment.  You may assert a confidential information claim covering sales data (units and weights) and recycler processes/end markets reported under D.C. Official Code § 8-1041.03(b)(3)(F) and § 8-1041.03(b)(4) that you provide. Indicate this by choosing the “Yes” option below. If the “Yes” option is chosen, the Department will maintain this data as being exempt from disclosure under the District of Columbia’s Freedom of Information Act. See D.C. Official Code § 2-534(a)(1). If the “No” option is chosen, the Department will maintain the data as public information.  Select one (select by marking with an “X”):        Yes        No  By typing my name below, I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing this form.  Date: | |
| Name (This is your electronic signature) | Title |
| Email | Telephone |