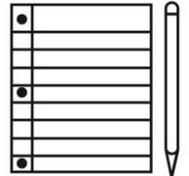


# eCYCLE DC: Manufacturer's Guide

This document provides a brief overview of eCYCLE DC manufacturer's requirements, as established in the Sustainable Solid Waste Management Amendment Act of 2014, as amended, D.C. Official Code § 8-151.01 et seq., and implementing regulations ([63 DCR 14119](#)).

## WHO HAS TO REGISTER?

Manufacturers that sell covered electronic equipment (CEE) in the District of Columbia and do not qualify for the de minimis exemption must register annually with the Department of Energy and Environment by December 31.



## What is Covered Electronic Equipment?



- **Computers** including desktop computers, portable computers with screens larger than six inches (e.g., laptops, tablets, and e-readers), small-scale servers, and portable digital music players.



- **Computer peripherals** sold primarily to be used with a computer, including a keyboard, mouse, printer or scanner weighing less than 100 pounds, computer speaker sold with a computer, and computer monitor or display device.



- **Televisions** with screens larger than six inches.



- **Television peripherals** including VCRs, DVRs, DVD players, game consoles that are used with TVs, and signal converter boxes and receivers.

## What is Not Covered Electronic Equipment?

- Telephones or mobile phones
- Motor vehicle parts
- Household appliances
- GPS receivers
- Handheld gaming devices
- Digital picture frames
- Game controllers
- Thumb drives
- External hard drives
- Covered electronic equipment that is part of a larger piece of industrial, research, or commercial equipment

**Note:** CEE includes all computers, computer peripherals, televisions, and television peripherals sold in the District.

## De Minimis Exemption

Manufacturers that sold fewer than 100 units of CEE in the District in calendar year 2015 qualify for the de minimis exemption and are not required to collect CEE in calendar year 2017. To receive the exemption, the manufacturer **must** complete the de minimis form available at [doee.dc.gov/ecycle](http://doee.dc.gov/ecycle). The eCYCLE DC registration form and fee are not required.

## What is a Sale of CEE?

CEE sales are made by a manufacturer or retailer to an end consumer. CEE sales may occur at retail locations in the District or through online or phone sales to District consumers. Leased equipment, and wholesale transactions between a manufacturer, wholesaler, and retailer are **not** considered sales.



## How to Calculate CEE Sales in the District

- Use actual data on the number of CEE units sold in the District in 2015; or
- Estimate the number of CEE units sold in the District by multiplying your 2015 national sales total by the District's 2015 national population share, which was 0.21% in 2015.

## REGISTRATION OPTIONS

Manufacturers have three registration options. Each type has different collection requirements.

<b>Individual Manufacturer</b>	Must collect and recycle the manufacturer's minimum collection target.
<b>Partnership</b>	A group of manufacturers must collect and recycle a total amount equal to the sum of the individual member's minimum collection targets.
<b>Representative Organization</b>	Instead of meeting the manufacturer's minimum collection target, an individual or group of manufacturers can meet a convenience requirement by establishing one permanent, publicly accessible collection site in each of the District's eight wards. In a ward where no permanent location is feasible, the representative organization must hold quarterly collection events.

## HOW TO CALCULATE THE COLLECTION TARGET

For manufacturers registering individually or in a partnership, the minimum collection target for calendar year 2017 is equal to 40% of the calendar year 2015 sales by weight (in pounds).

For example, if a manufacturer sold 1,000 pounds of CEE in the District in 2015, their 2017 minimum collection target would be 400 pounds.

Please see additional information on calculating collection targets subject to shortfall fees at [doee.dc.gov/ecycle](http://doee.dc.gov/ecycle).

### How to Calculate Sales Weight

- Use actual data on the pounds of CEE sold in the District in 2015; or
- Estimate the District sales weight by multiplying your 2015 national sales weight by the District's 2015 national population share, which was 0.21% (0.0021).



**Remember:** Representative organizations do not have a minimum collection target. They have a convenience requirement.

### Earn Re-Use Credits

When manufacturers donate CEE that is less than three years old to local public or charter schools, or certain nonprofits, they can count twice the weight of these items toward meeting their minimum collection target.

### Shortfall Fees

If a manufacturer or partnership does not achieve its minimum collection target subject to shortfall fees in 2017, it will be required to pay the following shortfall fee:

- **Collected  $\geq 90\%$  of target:** \$0.30 per pound of shortfall weight
- **Collected  $\geq 50\%$  but  $< 90\%$  of target:** \$0.40 per pound of shortfall weight
- **Collected  $< 50\%$  of target:** \$0.50 per pound of shortfall weight

*Note: Sales to Federal and District governments are not included in shortfall fee calculations.*

### Recycling Facility Certification

Collected CEE must be sent to an electronics recycler with either R2 or e-Stewards certification.

## OTHER INFORMATION TO REPORT

**Manufacturers also need to provide the following information in their registration submission:**

- Recycling plan, including information on how CEE will be collected, handled, and recycled or reused.
- Description of the convenient methods by which a District resident will be able to return CEE.
- Description of the methods to inform District residents and businesses about the electronics recycling program.
- List of anticipated recycling facilities and end markets.

### Representative Organizations Only

In addition to the registration requirements already mentioned, Representative Organizations must also provide the following information:

- Locations of anticipated collection sites.
- Description of how responsibility will be allocated among member manufacturers.

## ANNUAL REGISTRATION FEES

Manufacturer Type	Fee
De Minimis (sold <100 CEE units)	No fee
Individual (sold 100–249 CEE units)	\$500
Individual (sold ≥250 CEE units)	\$1,750
Partnership	Sum of each manufacturer's individual registration fee or \$17,500, whichever is less.
Representative Organization	\$10,000

## QUESTIONS?

If you have questions about eCYCLE DC, please contact [productstewardship@dc.gov](mailto:productstewardship@dc.gov) or visit [doee.dc.gov/ecycle](http://doee.dc.gov/ecycle).