**DE MINIMIS WORKSHEET**

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| **De Minimis Worksheet for Calendar Year 2021:**January 1, 2021 – December 31, 2021 | **Registration Due Date: December 31, 2020** |

Manufacturers that sold fewer than 100 units of Covered Electronic Equipment (CEE) in the District in calendar year 2019 should complete this **de minimis worksheet.**

For further guidance on completing this worksheet, 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 by December 31, 2020.

Please email productstewardship@dc.gov with any questions.

Note: Manufacturers that sold 100 or more units of CEE in the District to residents, businesses, and non-profits in calendar year 2019 should complete a registration form, available at [doee.dc.gov/ecycle](http://www.doee.dc.gov/ecycle).

Registration fees must be submitted to complete the registration by December 31, 2020. The registration fees are $750 for manufacturers that sold 100-249 CEE in 2019 and $2,650 for manufacturers that sold 250 or more in 2019.

\*If you did not qualify for De Minimis status for the 2019 registration (due 12/31/18) and have a collection target, please report your collection weights and calculate any shortfall in Section 4. Shortfall fee checks are payable to the DC Treasurer and should be mailed to:

DOEE, Urban Sustainability Administration

c/o Ida Arabshahi, eCYCLE DC

1200 1st Street NE, 5th Floor

Washington, DC 20002

*Rev 12.15..20*

**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      |

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| Additional Contact Person |
| 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. List all brands of CEE sold to District residents, businesses, and non-profits (sales to the federal or District government are excluded)* |  |
| **Brand Name** | **Type of CEE***(computer, computer peripheral, TV, and/or TV peripheral)* | **Sold From-****Sold To (date)** |
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**SECTION 4**

\*If you did not qualify for De Minimis status for the 2019 registration (due 12/31/18) and have a collection target, please report your collection weights and calculate any shortfall.

If you registered part of a partnership in 2019 please contact your partnership to confirm if you met your collection target as a group.

2019 Collection Target (in pounds) subject to shortfall fees:

Click here to enter text.

Weight (in pounds) of covered electronic equipment collected in 2019:

Click here to enter text.

Shortfall (in pounds) to 2019 Collection Target:

Click here to enter text.

\*If you did not meet your 2019 collection target please calculate your shortfall fee. Please see “Collection Target and Shortfall Fee” worksheet for information on how to calculate your shortfall fee.

Shortfall Fee:

Click here to enter text.

**SECTION 5**

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.

Which option is used to complete Section 4 (select one 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 of CEE sold to District residents, businesses, and non-profits (sales to the federal or District government are excluded). If unavailable, use option 2.

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| **2019 Sales:** Report sales for calendar year 2019 |
| **Type of CEE** | **Number of Units Sold in the District** |
| Computers |       |
| Computer Peripherals  |       |
| Televisions |       |
| Television Peripherals |       |
| **Actual District Sales Total** | 0 |

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

Estimate District sales from national sales data of CEE sold to residents, businesses, and non-profits (sales to the federal or District government are excluded).

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| **2019 Sales:** Report sales for calendar year 2019 |
| **Type of CEE** | **Number of Units Sold Nationally** |
| Computers |       |
| Computer Peripherals  |       |
| Televisions |       |
| Television Peripherals |       |
| **National Total** | 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 2019 | 0.0 |

**SECTION 6**

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| **Certification** |
| I certify under penalty of law that this de minimus worksheet 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 sold) 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      NoBy 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      |