**REPRESENTATIVE ORGANIZATION**

**REGISTRATION FORM PART 1**

Representative Organization Information

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

This is **Part 1** of the registration form for manufacturers of Covered Electronic Equipment (CEE) registering as a **representative organization**. Representative organizations should submit one **Part 1** form. Each manufacturer in a representative organization should complete a separate **Part 2**. Both the single **Part 1** and multiple **Part 2** forms should be submitted together.

Representative organizations are responsible for establishing a convenient and equitable collection system for CEE, with at least one permanent publicly accessible collection site in each of the District’s eight wards. If no feasible permanent location exists in a ward, the representative organizations must hold quarterly collection events in the ward.

For further guidance on completing this registration, 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, 2020. Both the single **Part 1** and multiple **Part 2** forms should be submitted together.

Registration fees must be submitted to complete the registration by December 31, 2020. The registration fee for a representative organization is $15,000 for one

manufacturer and $2,200 for each additional manufacturer.

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

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

*Rev 12.28.20*

**SECTION 1**

|  |  |
| --- | --- |
| **Representative Organization Contact Information** | |
| Primary Contact Person for the Representative Organization | |
| Name | Title |
| Email | Telephone |
| Mailing Address | |
| Billing Contact Person for the Representative Organization | |
| Name | Title |
| Email | Telephone |
| Mailing Address | |

**SECTION 2**

|  |  |  |  |
| --- | --- | --- | --- |
| **Manufacturer Information**  List every manufacturer in the representative organization. If needed, attach more sheets. | | | |
| Manufacturer Name | Contact Person | Telephone | Email |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**SECTION 3**

Weight (in pounds) of Covered Electronic Equipment collected in 2019:

Click here to enter text.

\*Representative organizations are not subject to shortfall fees as they are not required to need to meet a weight-based collection target only the convenience criteria.

**Please attach a written narrative, reporting on the results of the previous program year in accordance with the 2019 recycling performance plan. Please address each of the areas below from the plan.**

**-A list of the manufacturers that participated in the representative organization.**

**-The convenient and equitable collection system established (sites or events) to meet the convenience criteria.**

**-The public outreach performed to ensure District residents were aware of the availability and location of collection sites or events.**

**-The total weight of covered electronic equipment collected and recycled through the manufacturer's electronics recycling program in the previous year.**

**-The end markets and electronics recyclers utilized by the manufacturer in the previous year.**

**SECTION 4**

|  |
| --- |
| **Recycling Plan for Calendar Year 2021**  Include as much detail as currently available. You may also attach a separate document that covers all elements of the recycling plan. |
| Please provide a description of the public outreach the representative organization will perform to ensure District residents and businesses are aware of the availability and location of collection sites and events. Include information such as how to utilize the mail back service, maintaining a website and/or toll free number. DOEE may also post this information on the eCYCLE DC webpage. |
| Please provide a description of how the representative organization will allocate responsibility across member manufactures to ensure compliance. |
| Describe the representative organization’s recycling plan for Calendar Year 2021. 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). |

**SECTION 5**

|  |  |
| --- | --- |
| **Certification** | |
| The collection, handling, and recycling or reuse of CEE, as described in Section 3 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 3 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 |