**DE MINIMIS WORKSHEET**

|  |  |
| --- | --- |
| **De Minimis Worksheet for Calendar Year 2022:**January 1, 2022 – December 31, 2022 | **Registration Due Date: December 31, 2021** |

Manufacturers that sold fewer than 100 units of covered electronic equipment (CEE) in the District in calendar year 2020 are required to complete this **de minimis worksheet.**

For further guidance on the eCYCLE DC Program, 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. This form is due December 31, 2021 but we strongly recommend that you submit this form by October 7, 2021. Applications that are not approved by January 1, 2022 may be out of compliance with DC regulations.

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 2020 are required to complete a registration form, available at [doee.dc.gov/ecycle](http://www.doee.dc.gov/ecycle), and submit registration fees.

\*If you did not qualify for De Minimis status for the 2020 registration (that was due 12/31/19) and had a minimum collection share in 2020, 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 Jen Dickman, eCYCLE DC

1200 1st Street NE, 5th Floor

Washington, DC 20002

*Rev 9.9.21*

**SECTION 1: MANUFACTURER INFORMATION (Required)**

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

**SECTION 2: CONTACT INFORMATION (Required)**

|  |
| --- |
| **Contact Information** |
| Primary Contact Person |
| Name      | Title      |
| Email      | Telephone      |
| Mailing Address      |

|  |
| --- |
| Additional (Billing) Contact Person |
| Name      | Title      |
| Email      | Telephone      |
| Mailing Address      |

**SECTION 3: BRAND INFORMATION** **(Required)**

|  |
| --- |
| **Brand Information:** List the brands of CEE sold by the manufacturer 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)** |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |

**SECTION 4: 2020 COLLECTION INFORMATION**

**For 2020, did you register as an individual manufacturer or as part of a partnership or representative organization, or apply for de minimis exemption? If so, which one?**

Click here to enter text.

**If you registered as an individual manufacturer for 2020, please report:**

2020 minimum collection share (in pounds) subject to shortfall fees:

Click here to enter text.

Weight (in pounds) of covered electronic equipment collected and recycled (or reused) in 2020:

Click here to enter text.

Does the above weight include any items donated free of charge for reuse to eligible entities as specified in DC Code 8-1041.05(b)(2)? If so, additional documentation will be requested.

Click here to enter text.

Shortfall (in pounds) to 2020 minimum collection share:

Click here to enter text.

\*If you did not meet your 2020 minimum collection share, please calculate your shortfall fee. Please see the “Minimum Collection Share and Shortfall Fee” factsheet at <https://doee.dc.gov/node/1239556> for information on how to calculate your shortfall fee.

Shortfall Fee:

Click here to enter text.

End markets and electronics recyclers utilized by the manufacturer in 2020, and contact information (name, address, and email or phone number) for the electronic recyclers:

Click here to enter text.

**SECTION 5: SALES INFORMATION FOR 2022 DE MINIMIS EXEMPTION (Required)**

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 must use either Option 1 or Option 2.

Which option is used to complete Section 5 (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 from the District sales data to be listed below since equipment sold to these government entities is not CEE). If unavailable, use option 2.

|  |
| --- |
| **2020 Sales:** Report sales for calendar year 2020 |
| **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 from the national sales data to be listed below since equipment sold to these government entities is not CEE).

|  |
| --- |
| **2020 Sales:** Report sales for calendar year 2020 |
| **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 2020 | 0.0 |

**SECTION 6: CERTIFICATION (Required)**

|  |
| --- |
| **Certification** |
| I certify under penalty of law that this de minimis 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, 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      |