**INDIVIDUAL MANUFACTURER**

**REGISTRATION FORM**

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

This is the registration form for manufacturers of covered electronic equipment (CEE) that are registering as an **individual manufacturer**. Manufacturers are required to submit the information in this form to DOEE. This information can also be submitted online at [ecycleregistration.org](http://www.ecycleregistration.org/).

This form should be completed electronically in Word and emailed to [productstewardship@dc.gov](mailto:productstewardship@dc.gov).

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

This form is due December 31, 2021, but we strongly recommend that you submit it by October 7, 2021. Please note that manufacturer registrations must be approved by DOEE to be in compliance at the beginning of the calendar year on January 1, 2022.

Registration fees and any shortfall fees must be submitted to complete the registration by December 31, 2021. The registration fees are $759 for manufacturers that sold 100-249 CEE units in DC in 2020 and $2,681.80 for manufacturers that sold 250 or more in 2020.

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

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

Note: Manufacturers that sold fewer than 100 units of CEE in the District to residents, businesses, and non-profits in calendar year 2020 do not need to complete this registration form, but these manufacturers are required to complete the de minimis worksheet, available at [doee.dc.gov/ecycle](https://www.doee.dc.gov/ecycle).

*Rev 9.9.21*

**SECTION 1: MANUFACTURER INFORMATION**

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

**SECTION 2: CONTACT INFORMATION**

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

**SECTION 3: BRAND INFORMATION**

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| **Brand Information:** List the brands of CEE the manufacturer sells 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: 2020 COLLECTION INFORMATION**

**For 2020, did you register as an individual manufacturer or as part of a partnership or representative organization? 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 and describe how you plan to attain compliance in the future. 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.

Explanation of how manufacturer plans to attain compliance with future minimum collection shares:

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 TO CALCULATE 2022 MINIMUM COLLECTION SHARE**

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 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.

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| **2018 Sales:** Report sales for calendar year 2018 | | |
| **Type of CEE** | **Number of Units of CEE 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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| **2019 Sales:** Report sales for calendar year 2019 | | |
| **Type of CEE** | **Number of Units of CEE 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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| **2020 Sales:** Report sales for calendar year 2020 | | |
| **Type of CEE** | **Number of Units of CEE 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 Share (Option 1)** |
| A manufacturer registering as an individual manufacturer shall collect in **calendar year 2022:** **80% of the average weight** **of CEE sold in calendar years 2018, 2019 and 2020.**  Based on the sales data reported in **Section 5 - Option 1**, the minimum collection share for calendar year 2022 is: **0.0 pounds**  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 to collect CEE. |

**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 DC government or federal government are excluded from the national sales data to be listed below since equipment sold to these government entities is not CEE.

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| **2018 Sales:** Report sales for calendar year 2018 | | |
| **Type of CEE** | **Number of Units of CEE 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 2018 | 0.0 | 0.0 |

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| **2019 Sales:** Report sales for calendar year 2019 | | |
| **Type of CEE** | **Number of Units of CEE 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 2019 | 0.0 | 0.0 |

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| **2020 Sales:** Report sales for calendar year 2020 | | |
| **Type of CEE** | **Number of Units of CEE 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 2020 | 0.0 | 0.0 |

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| **Minimum Collection Share (Option 2)** |
| A manufacturer registering as an individual manufacturer shall collect in **calendar year 2022:** **80% of the average weight** **of CEE sold in the District in calendar years 2018, 2019 and 2020.**  Based on the sales data reported in **Section 5 - Option 2**, the minimum collection share subject to shortfall fee for calendar year 2022 is:**0.0 pounds**.  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 to collect CEE. |

**SECTION 6: RECYCLING PLAN**

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| **Recycling Plan for Calendar Year 2022**  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 2022. 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 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 2022. The manufacturer should offer a mail-back service to meet the one-to-one take-back requirement [(D.C. Code § 8–1041.05(d))](https://code.dccouncil.us/dc/council/code/sections/8-1041.05.html), and can provide permanent drop-off locations, retail drop-offs, direct pickups, and/or one-day events. If known, list relevant locations, dates, and times. |
| Describe the methods the manufacturer will use to inform District residents and businesses about its electronics recycling program in calendar year 2022, such as how to utilize the mail-back service and maintaining a website and/or toll-free number. DOEE may also post this information on the eCYCLE DC webpage. |

**SECTION 7: CERTIFICATION**

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| **Certification** | |
| The collection, handling, and recycling or reuse of CEE, as described in Section 6 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 6 of this registration form, **will have a valid 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, 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 |