**MANUFACTURER PARTNERSHIP**

**REGISTRATION FORM PART 1**

Partnership Information

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

This is **Part 1** of the registration form for manufacturers of covered electronic equipment (CEE) registering as a **partnership**. A partnership is required to complete one **Part 1** form or submit the same information online at [ecycleregistration.org](http://www.ecycleregistration.org/). Each manufacturer in a partnership is required to complete a separate **Part 2** form or submit the same information online at [ecycleregistration.org](http://www.ecycleregistration.org/).

This form (Part 1) should be completed electronically and emailed, preferably in Word, to [productstewardship@dc.gov](mailto:productstewardship@dc.gov).

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

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

The partnership, as a collective, is responsible for meeting the sum of the minimum collection shares of each individual manufacturer in the partnership.

Registration fees and any shortfall fees should be submitted in one check by the partnership to complete the registration by December 31, 2021. The registration fee for partnerships is $2,479.40 for each manufacturer in the partnership that sold 250 or more units of covered electronic equipment (CEE) in DC in 2020 and $708.40 for each manufacturer in the partnership that sold between 100-249 units of CEE in DC 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: The use of the term “partnership” is limited to how the term is used in D.C. Official Code §§ 8-1041.01 to 8-1041.12 and implementing regulations. The use of “partnership” does not relate to the term found elsewhere in District law or regulation.

*Rev 9.9.21*

**SECTION 1: PARTNERSHIP CONTACT INFORMATION**

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

**SECTION 2: LIST OF MANUFACTURERS IN PARTNERSHIP**

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| **Manufacturer Information**  List every manufacturer in the partnership. If needed, attach more sheets. Each manufacturer needs to complete Part 2 of the registration form individually. | | | |
| Manufacturer Name | Contact Person | Telephone | Email |
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**SECTION 3: 2020 COLLECTION INFORMATION**

Partnership’s 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) by partnership 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 partnership’s 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 partnership plans to attain compliance with future minimum collection shares:

Click here to enter text.

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

Click here to enter text.

**SECTION 4: PARTNERSHIP MINIMUM COLLECTION SHARE FOR 2022**

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| **Total Minimum Collection Share for 2022 for Partnership**  List every manufacturer’s minimum collection share from the Part 2 form, Section 4. | | | |
| Manufacturer Name | Minimum Collection Share | Manufacturer Name | Minimum Collection Share |
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| **Partnership’s Total Minimum Collection Share for Calendar Year 2022**  Sum of above minimum collection share subject to shortfall fees. |  |

**SECTION 5: 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 partnership’s recycling plan for calendar year 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 partnership should offer a mail-back program 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 partnership 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 6: CERTIFICATION**

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| **Certification** | |
| The collection, handling, and recycling or reuse of CEE, as described in Section 5 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 5 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 |