**REPRESENTATIVE ORGANIZATION**

**REGISTRATION FORM PART 1**

Representative Organization 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 **representative organization**. Representative organizations are required to complete one **Part 1** form or submit the same information online at [ecycleregistration.org](http://www.ecycleregistration.org/). Each manufacturer in a representative organization is required to either complete a separate **Part 2** form and submit it to the representative organization lead, or submit the same information online at [ecycleregistration.org](http://www.ecycleregistration.org/). *Forms completed in Word must be submitted together by the representative organization.*

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 a minimum of four hours).

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

This form should be completed electronically and emailed, preferably in Word (along with all Part 2 forms that were completed 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.

Registration fees and any shortfall fees (from manufacturers registering under a different registration type for 2020) must be submitted by the representative organization in a single check for the total number of manufacturers by December 31, 2021. The registration fee is $15,180 for a single manufacturer and $2,226.40 for each additional manufacturer. The representative organization may determine how to split costs among manufacturers.

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.

*Rev 9.9.21*

**SECTION 1: CONTACT INFORMATION**

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| **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: LIST OF MANUFACTURERS**

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| **Manufacturer Information**  List every manufacturer in the representative organization. If needed, attach more sheets. | | | |
| Manufacturer Name | Contact Person | Telephone | Email |
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**SECTION 3: 2020 COLLECTION INFORMATION**

Weight (in pounds) of covered electronic equipment collected and recycled by the representative organization in 2020:

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

**Please attach a written narrative, reporting on the results of the 2020 program year in accordance with the 2020 implementation 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 number of attendees at the collection events.

-The total weight of covered electronic equipment collected and recycled through the representative organization’s electronics recycling program in the previous year.

-The end markets and electronics recyclers utilized by the representative organization in the previous year, including contact information (name, address, and email or phone number) for the electronics recyclers.

**SECTION 4: 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. |
| Please provide a description of the permanent publicly accessible collection sites or, if not feasible, quarterly four-hour collection events in each ward of the District for calendar year 2022 and how the organization determined where public collection sites would be located to meet the needs of District residents. Please also describe public outreach the representative organization will perform to ensure District residents and businesses are aware of the availability and location of free collection sites and events. Include information such as maintaining a website and/or toll-free number and how to utilize the mail-back service. DOEE may also post this information on the eCYCLE DC webpage. |
| Please provide the market share percentage of each manufacturer in the representative organization and a description of how the representative organization will allocate responsibility across its manufacturers to ensure compliance under at least the following categories.   * Registration and Reporting * Annual Registration Fee * Event Scheduling and Coordination * Collection, transportation & recycling of collection materials and related costs * Public Outreach and related costs |
| Describe the representative organization’s recycling plan in the District 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 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). |

**SECTION 5: CERTIFICATION**

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| **Certification** | |
| The collection, handling, and recycling or reuse of CEE, as described in Section 4 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 4 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 |