**REPRESENTATIVE ORGANIZATION**

**REGISTRATION FORM PART 2**

Manufacturer Information

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

This is **Part 2** of the registration form for manufacturers of covered electronic equipment (CEE) registering as a **representative organization**. Each manufacturer in a representative organization is required to either complete a **Part 2** form and submit it to the representative organization lead, or submit the same information online at [ecycleregistration.org](http://www.ecycleregistration.org/).

Representative organizations are required to complete one **Part 1** form or submit the same information online. *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, to the representative organization lead so the package of Part 1 and Part 2 forms can be emailed by the representative organization 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. For your information, the registration fee for a representative organization 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.

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

*Rev 9.9.21*

**SECTION 1: MANUFACTURER INFORMATION**

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

**SECTION 2: CONTACT INFORMATION**

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

**SECTION 3: BRAND INFORMATION**

|  |  |  |
| --- | --- | --- |
| **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. 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**

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 |

**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 |

**SECTION 6: CERTIFICATION**

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| **Certification** | |
| 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 |