**INDIVIDUAL MANUFACTURER**

**REGISTRATION FORM**

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| **Registration for Calendar Year 2023:**January 1, 2023 – December 31, 2023 | **Registration Submittal Date: October 7, 2022** |

A manufacturer that sells, offers for sale, or delivers to a retailer for subsequent sale new covered electronic equipment (CEE) in the District is required to (1) label its CEE with a readily visible brand identifying the manufacturer and (2) register with the Department of Energy & Environment (DOEE), unless the manufacturer qualifies for an exemption.\* There are three options for registration: as an individual manufacturer, as part of a partnership, or as part of a representative organization. For additional background, see the “Manufacturer Guide” posted at <https://doee.dc.gov/service/eCYCLE-DC-Manufacturers>.

**How to Apply:**

This is the registration form for a manufacturer registering as an **individual manufacturer**.

Please complete this form electronically in Word and email it to productstewardship@dc.gov. The information specified in this form can also be submitted online at [ecycleregistration.org](https://www.ecycleregistration.org/).

**Deadline:**

Under the law, your registration application is due by December 31, 2022, but **we strongly recommend that you submit this form by October 7, 2022 to provide time for review, as well as correction and resubmittal if necessary**. DOEE will disapprove deficient or incomplete applications. As sale of unregistered CEE is prohibited, an application must be approved by DOEE by January 1, 2023 for a manufacturer to be in compliance at the beginning of the new program year. A manufacturer selling unregistered CEE after January 1 may be subject to enforcement action.

**Payment:**

Registration fees and any shortfall fees must be submitted to complete the registration by no later than December 31, 2022. The registration fee is $828.07 for manufacturers that sold 100-249 units of CEE in DC in 2021 and $2,925.84 for manufacturers that sold 250 or more units of CEE in DC in 2021.

*For payment instructions*, visit <https://doee.dc.gov/service/eCYCLE-DC-Manufacturers>. That webpage contains the most up-to-date instructions for paying fees by check and will soon have information about a new online payment option. When paying by check, please be sure to list the correct payee and mail the check to the correct address as shown on that webpage.

**If you need assistance:**

For further guidance, please visit [doee.dc.gov/ecycle](http://www.doee.dc.gov/ecycle). If you have questions, please email productstewardship@dc.gov.

\*Manufacturers that sold fewer than 100 units of CEE in the District in calendar year 2021 do not need to complete a registration form, but these manufacturers are required to complete the *de minimis* worksheet, available at <https://doee.dc.gov/service/eCYCLE-DC-Manufacturers>.

**SECTION 1: MANUFACTURER INFORMATION**

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| Manufacturer Name      | Website Address      | Phone Number      |
| Mailing Address      |

**SECTION 2: CONTACT INFORMATION**

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| Primary Contact  |
| Name      | Title      |
| Email      | Phone Number       |
| Mailing Address      |
| Billing Contact |
| Name      | Title      |
| Email      | Phone Number      |
| Mailing Address      |
| Additional Contact (Optional) |
| Name      | Title      |
| Email      | Phone Number      |

**SECTION 3: BRAND INFORMATION**

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| List the brands and types of CEE the manufacturer sells in the District.*Please refer to the “Definition of Covered Electronic Equipment” fact sheet posted at* [*https://doee.dc.gov/service/eCYCLE-DC-Manufacturers*](https://doee.dc.gov/service/eCYCLE-DC-Manufacturers) *for additional types of CEE beyond what is listed below. 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 in the District (sales to the federal or District government are excluded).* |
| **Brand Name** | **Type of CEE** *(E.g.: Desktop computer, tablet, keyboard, mouse, TV, DVD player)* | **Sold From-****Sold To (date)** |
|       |       |       |
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**SECTION 4: 2021 COLLECTION INFORMATION**

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| **In the manufacturer’s approved application for the 2021 program year (due at the end of 2020):**Did the manufacturer register as an individual manufacturer, as part of a partnership, as part of a representative organization, or qualify for a *de minimis* exemption? Please write the registration type or exemption below.       |
| **If the manufacturer registered *as part of a partnership or representative organization* in its approved application for the 2021 program year (due at the end of 2020), please provide each of the following:**The name of the partnership group or representative organization.     A description of how, in 2021, the manufacturer provided information at the point of sale on how a person can return purchased CEE for recycling ([D.C. Official Code § 8-1041.05(e)](https://code.dccouncil.us/us/dc/council/code/sections/8-1041.05)).      |
| **If the manufacturer registered *as an* *individual manufacturer* in its approved application for the 2021 program year (due at the end of 2020), please provide each of the following:**The weight (in pounds) of District CEE the manufacturer collected and recycled or reused in 2021.     Does the above weight include any items donated free of charge for reuse to eligible entities as specified in [D.C. Official Code § 8-1041.05(b)(2)](https://code.dccouncil.us/us/dc/council/code/sections/8-1041.05)? If so, additional documentation will be requested.     The end markets and electronics recycler(s) utilized by the manufacturer in 2021, and contact information (name, address, and email or phone number) for the electronics recycler(s).     An explanation of how, in 2021, the manufacturer was able to accept for recycling or reuse, from people in the District, any brand of CEE of the same type as purchased from the manufacturer on a one-to-one basis ([D.C. Official Code § 8-1041.05(d)](https://code.dccouncil.us/us/dc/council/code/sections/8-1041.05)).     A description of how, in 2021, the manufacturer provided information at the point of sale on how a person can return purchased CEE for recycling ([D.C. Official Code § 8-1041.05(e)](https://code.dccouncil.us/us/dc/council/code/sections/8-1041.05)).     The manufacturer’s 2021 minimum collection share (in pounds). This can be found on the manufacturer’s registration due at the end of 2020.     The shortfall in pounds, if any, calculated by subtracting the weight collected (see top line in this section) from the 2021 minimum collection share.     If the manufacturer did not collect its 2021 minimum collection share, calculate the shortfall fee and provide it below. Please see the “Shortfall Fee” factsheet at <https://doee.dc.gov/service/eCYCLE-DC-Manufacturers> for instructions.       |

**SECTION 5: SALES INFORMATION TO CALCULATE 2023 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 CEE sales data.

Sales to the federal government and District government are excluded from the District sales data to be listed below, as equipment sold to these government entities is not CEE. If actual District sales data are unavailable, use Option 2. For details on how to classify CEE by category, refer to the “Definition of Covered Electronic Equipment” fact sheet at <https://doee.dc.gov/service/eCYCLE-DC-Manufacturers>. Please ensure that the sales data reported in prior years are consistent with the data reported this year, or explain any deviation.

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| **2019 Sales:** Report sales for calendar year 2019 |
| **Category 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 |
| **2020 Sales:** Report sales for calendar year 2020 |
| **Category 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 |
| **2021 Sales:** Report sales for calendar year 2021 |
| **Category 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 2023:** **80% of the average of the weight** **of CEE sold in the District in calendar years 2019, 2020, and 2021.** Based on the sales data reported in **Section 5 - Option 1**, the minimum collection share for calendar year 2023 is: **0.0 pounds**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 CEE sales data.

Sales to the federal government and District government are excluded from the national sales data to be listed below, as equipment sold to these government entities is not CEE. For details on how to classify CEE by category, refer to the “Definition of Covered Electronic Equipment” fact sheet at <https://doee.dc.gov/service/eCYCLE-DC-Manufacturers>. Please ensure that the sales data reported in prior years are consistent with the data reported this year, or explain any deviation.

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| **2019 Sales:** Report sales for calendar year 2019 |
| **Category 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 |
| **2020 Sales:** Report sales for calendar year 2020 |
| **Category 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 |
| **2021 Sales:** Report sales for calendar year 2021 |
| **Category 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 2021 | 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 2023:** **80% of the average of the weight** **of CEE estimated to be sold in the District in calendar years 2019, 2020, and 2021.**Based on the sales data reported in **Section 5 - Option 2**, the minimum collection share for calendar year 2023 is:**0.0 pounds**.Please visit [doee.dc.gov/ecycle](http://www.doee.dc.gov/ecycle) for information on requirements to collect CEE.   |

**SECTION 6: RECYCLING PLAN FOR CALENDAR YEAR 2023**

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| Include as much detail as currently available. You may also attach a separate document that provides all of the information specified below. |
| **Describe the manufacturer’s plan for recycling CEE collected in the District in calendar year 2023.** ***All recyclers must be e-Stewards certified.***Describe the anticipated process for collecting and handling CEE (including CRTs) in the District. Include the names and business addresses of anticipated collectors.     Describe the anticipated process for recycling CEE (including CRTs) collected in the District. Include the names and business addresses of anticipated recycling facilities.     Describe anticipated end markets for raw materials or products created by the recycling of collected CEE (including CRTs) and the location of each end market.      If applicable, describe the anticipated process for reusing CEE (including CRTs) collected in the District. Include the names and business addresses of anticipated reuse facilities.     For any portion of CEE (including CRTs) that will not be recycled or reused, how will this portion be disposed of?      |
| Describe the convenient methods by which a District resident will be able to return CEE for recycling or reuse in calendar year 2023. The manufacturer can provide permanent drop-off locations, retail drop-off locations, direct pickups, and/or a mailback program. If known, list relevant locations, dates, and times. ([D.C. Official Code § 8-1041.03(b)(5)](https://code.dccouncil.us/us/dc/council/code/sections/8-1041.03))Please note that District law specifically requires that a manufacturer accept, on a one-to-one basis, a return from any person in the District of any brand of the type of the manufacturer’s CEE that was purchased from the manufacturer in the District. This can be accomplished through a mailback program or direct pickup service. ([D.C. Official Code § 8-1041.05(d)](https://code.dccouncil.us/us/dc/council/code/sections/8-1041.05))      |
| Describe the methods the manufacturer will use to inform District residents and businesses about its calendar year 2023 electronics recycling program described above. DOEE may post this information on the eCYCLE DC webpage. ([D.C. Official Code § 8-1041.03(b)(5)](https://code.dccouncil.us/us/dc/council/code/sections/8-1041.03))      |
| Describe how the manufacturer will provide information at the point of sale on how a person can return purchased CEE for recycling. ([D.C. Official Code § 8-1041.05(e)](https://code.dccouncil.us/us/dc/council/code/sections/8-1041.05))      |
| If the manufacturer has not attained compliance with its minimum collection share, describe how the manufacturer will meet future minimum collection shares. ([D.C. Official Code § 8-1041.03(b)(6)](https://code.dccouncil.us/us/dc/council/code/sections/8-1041.03))      |

**SECTION 7: CERTIFICATION**

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| 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 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 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, DOEE 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, DOEE will maintain the data as public information. Select one 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:       |
| First and Last Name (This is your electronic signature)      | Title      |
| Email      | Phone Number      |