**MANUFACTURER PARTNERSHIP**

**REGISTRATION FORM PART 1**

Partnership Information

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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>.

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

**How to Apply:**

This is **Part 1** of the registration form for manufacturers registering as part of a **partnership**. A complete partnership application includes one Part 1 form submitted by the partnership lead and a Part 2 form submitted for each manufacturer in the partnership.

Please complete this form electronically in Word and email it, preferably with all Part 2 forms, to [productstewardship@dc.gov](mailto: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, a partnership registration application is due by December 31, 2022, **but we strongly recommend submitting this Part 1 form and each Part 2 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 partnership registration by no later than December 31, 2022. **The fees should be submitted by the partnership lead in one check (or in a single payment through the online payment option, once available).** The registration fee for partnerships is $772.86 for each manufacturer in the partnership that sold 100-249 units of CEE in DC in 2021 and $2,705.03 for each manufacturer in the partnership 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](mailto: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>.

\*\*The term “partnership” is defined in D.C. Official Code § 8-1041.01(9) for the eCYCLE program. It does not have the same legal definition as used elsewhere in District law or regulation.

**SECTION 1: PARTNERSHIP CONTACT INFORMATION**

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

**SECTION 2: MANUFACTURERS IN PARTNERSHIP**

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| List every manufacturer in the partnership. If needed, attach more sheets. Each manufacturer must complete Part 2 of the registration form individually. | | | |
| Manufacturer Name | Contact Person | Phone Number | Email |
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**SECTION 3: PARTNERSHIP 2021 COLLECTION INFORMATION**

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| **Was your partnership group approved by DOEE as a partnership in the eCYCLE DC program for the 2021 program year?** The application for that program year was due at the end of 2020. |
| **If the answer to the above question is “yes,” please provide the following information:**  The weight (in pounds) of District CEE the partnership 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 partnership in 2021, and contact information (name, address, and email or phone number) for the electronics recycler(s).    An explanation of how, in 2021, each manufacturer in the partnership 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)).    The partnership’s 2021 minimum collection share (in pounds). This can be found on the partnership’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 partnership’s 2021 minimum collection share.    If the partnership 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 4: PARTNERSHIP MINIMUM COLLECTION SHARE FOR 2023**

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| List the minimum collection share from each manufacturer’s Part 2 form, Section 5. | | | |
| Manufacturer Name | Minimum Collection Share | Manufacturer Name | Minimum Collection Share |
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| **Partnership’s Total Minimum Collection Share for Calendar Year 2023**  Sum of above minimum collection shares. |  |

**SECTION 5: 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 partnership’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 partnership 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 each 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 partnership 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 each manufacturer in the partnership 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 partnership has not attained compliance with its minimum collection share, describe how the partnership 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 6: CERTIFICATION**

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| 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 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 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        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: | |
| First and Last Name (This is your electronic signature) | Title |
| Email | Phone Number |