**REPRESENTATIVE ORGANIZATION**

**REGISTRATION FORM PART 1**

Representative Organization 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>.

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 each).

**How to Apply:**

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

Please complete this form electronically in Word and email it with all Part 2 forms that were completed in Word to [productstewardship@dc.gov](mailto:productstewardship@dc.gov). *Forms completed in Word must be submitted together by the representative organization lead.* The information specified in this form can also be submitted online at [ecycleregistration.org](https://www.ecycleregistration.org/).

**Deadline:**

Under the law, a representative organization registration application is due by December 31, 2022, **but we strongly recommend submitting the 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 (from manufacturers that registered in a different registration category for 2021) must be submitted by the representative organization in one check (or in a single payment through the online payment option, once available) for the total number of manufacturers by no later than December 31, 2022. The registration fee is $16,561.38 for a single manufacturer and $2,429.00 for each additional manufacturer. The representative organization may determine how to split costs among manufacturers.

*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>.

**SECTION 1: REPRESENTATIVE ORGANIZATION CONTACT INFORMATION**

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| Primary Contact for Representative Organization | |
| Name | Title |
| Email | Phone Number |
| Mailing Address | |
| Billing Contact for Representative Organization | |
| Name | Title |
| Email | Phone Number |
| Mailing Address | |

**SECTION 2: MANUFACTURERS IN REPRESENTATIVE ORGANIZATION**

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| List every manufacturer in the representative organization. If needed, attach more sheets. | | | |
| Manufacturer Name | Contact Person | Phone Number | Email |
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**SECTION 3: REPRESENTATIVE ORGANIZATION 2021 REPORTING**

**Please attach (or type below) a written narrative covering each item below to report on the representative organization’s 2021 program year and the results of its 2021 implementation plan.**

* A list of the manufacturers that participated in the representative organization, including any membership changes during the year.
* The collection system (sites or events) implemented to meet the convenience criteria in [D.C. Official Code § 8-1041.05(a)(3)(A)](https://code.dccouncil.us/us/dc/council/code/sections/8-1041.05).
* The public outreach and awareness activities performed to ensure District residents, small nonprofits, and small businesses were aware of the availability and location of collection sites or events.
* The number of people who brought electronic waste to each collection site and event.
* The total weight of CEE collected and recycled or reused through the representative organization’s electronics recycling program, including separate subtotals for weight collected through collection events and programs to meet the 1:1 requirement in [D.C. Official Code § 8-1041.05(d)](https://code.dccouncil.us/us/dc/council/code/sections/8-1041.05).
* The end markets and electronics recycler(s) utilized by the representative organization, including contact information (name, address, and email or phone number) for the electronics recycler(s).
* An explanation of how each manufacturer in the representative organization 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))

**SECTION 4: IMPLEMENTATION PLAN FOR CALENDAR YEAR 2023**

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| Include as much detail as currently available. You may attach a separate document that covers all elements of the plan. |
| Describe the permanent publicly accessible collection sites for each District ward for calendar year 2023 or, if not feasible in a particular District ward, the quarterly four-hour collection events planned in that ward for calendar year 2023.    If applicable, describe how you determined a permanent publicly accessible collection site was not feasible in a particular ward for calendar year 2023.    Explain how the organization determined where public collection sites or events would be located to meet the convenience requirement for District residents, small nonprofits, and small businesses.    Describe the public outreach and awareness activities the representative organization will undertake to ensure District residents, small nonprofits, and small 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. DOEE may post this information on the eCYCLE DC webpage.  Note that in determining whether to approve a representative organization’s application, DOEE will consider the factors listed in [D.C. Official Code § 8–1041.03(d)(2)](https://code.dccouncil.us/us/dc/council/code/sections/8-1041.03), including the total market share of the representative organization’s members and the pounds per capita of CEE collected by the representative organization in the previous year. |
| 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 (including reporting) * Annual registration fee * Coordination around permanent sites in each District ward or scheduling and coordination for holding quarterly events in each District ward * Collection, transportation, and recycling or reuse of collected CEE and related costs * Public outreach and related costs |
| **Describe the representative organization’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 how each manufacturer in the representative organization will 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, such as through a mailback program or a direct pickup service, and how each manufacturer will inform District residents and businesses about this portion of its electronics recycling program ([D.C. Official Code § 8-1041.05(d)](https://code.dccouncil.us/us/dc/council/code/sections/8-1041.05) and [8-1041.03(b)(5)](https://code.dccouncil.us/us/dc/council/code/sections/8-1041.03)). |
| Describe how each manufacturer in the representative organization 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)) |

**SECTION 5: CERTIFICATION**

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| 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 by marking with an “X:”        True        False | |
| The vendors who will recycle or reuse CEE collected under the implementation plan, as described in Section 4 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 |