**REPRESENTATIVE ORGANIZATION**

**REGISTRATION FORM PART 2**

Manufacturer Information

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| **Registration for Calendar Year 2020:**January 1, 2020 – December 31, 2020 | **Registration Due Date: December 31, 2019** |

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 should complete a separate **Part 2** form. Representative organizations should complete one **Part 1** form. Both the single **Part 1** andmultiple **Part 2** forms should be submitted together.

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

Please email productstewardship@dc.gov with any questions.

This form should be completed electronically and emailed, preferably in Word, to productstewardship@dc.gov by December 31, 2019. Both the single **Part 1** and multiple **Part 2** forms should be submitted together.

*Rev 10.31.19*

**SECTION 1**

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

**SECTION 2**

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

**SECTION 3**

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| **Brand Information:** List the brands sold 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 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)* |
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**SECTION 4**

2018 Collection Target if registered as an individual or part of a partnership (in pounds subject to shortfall fees:

Click here to enter text.

Weight (in pounds) of covered electronic equipment collected in 2018:

Click here to enter text.

Shortfall (in pounds) to 2018 Collection Target:

Click here to enter text.

\*If you did not meet your 2018 collection target please calculate your shortfall fee. Please see “Collection Target and Shortfall Fee” worksheet for information on how to calculate your shortfall fee.

Shortfall Fee:

Click here to enter text.

**SECTION 5**

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 should use either Option 1 or Option 2.

Which option is used to complete Section 4 (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).

If unavailable, use option 2.

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| **2016 Sales:** Report sales for calendar year 2016 |
| **Type of CEE** | **Number of Units 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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| **2017 Sales:** Report sales for calendar year 2017 |
| **Type of CEE** | **Number of Units 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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| **2018 Sales:** Report sales for calendar year 2018 |
| **Type of CEE** | **Number of Units 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 federal or District government are excluded).

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| **2016 Sales:** Report sales for calendar year 2016 |
| **Type of CEE** | **Number of Units 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 2016 | 0.0 | 0.0 |

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| **2017 Sales:** Report sales for calendar year 2017 |
| **Type of CEE** | **Number of Units 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 2017 | 0.0 | 0.0 |

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| **2018 Sales:** Report sales for calendar year 2018 |
| **Type of CEE** | **Number of Units 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 |

**SECTION 6**

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| **Certification** |
| I certify under penalty of law that this Part 2 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 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      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:       |
| Name (This is your electronic signature)      | Title      |
| Email      | Telephone      |