

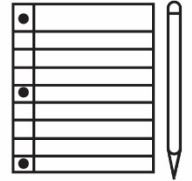
eCYCLE DC: Manufacturer's Guide

For 2022 Registration (due December 31, 2021)

This document provides a brief overview of eCYCLE DC manufacturer's requirements, as established in the Sustainable Solid Waste Management Amendment Act of 2014, as amended, codified at D.C. Official Code § 8-1041.01 et seq.; and in the implementing regulations ([20 DCMR 4100](#) et seq.).

WHO HAS TO REGISTER?

Manufacturers that sell covered electronic equipment (CEE) in the District of Columbia and do not qualify for the de minimis exemption must register annually with the Department of Energy and Environment (DOEE). Manufacturers must have their complete and correct registration approved by DOEE by December 31.



What is Covered Electronic Equipment?



- **Computers**, including desktop computers, portable computers with screens larger than six inches measured diagonally (e.g., laptops, tablets, and e-readers), small-scale servers, and portable digital music players.



- **Computer peripherals**, sold primarily to be used with a computer, including a keyboard, mouse, printer or multi-function printer weighing 100 pounds or less, speaker sold with a computer, and computer monitor or display device.



- **Televisions**, with screens larger than six inches measured diagonally.



- **Television peripherals**, including VCRs, DVRs, DVD players, game consoles that are used with TVs, and signal converter boxes and receivers.

What is Not Covered Electronic Equipment?

- Telephones or mobile phones
- Motor vehicle parts
- CEE in household appliances
- Global Positioning System (GPS) units
- Handheld gaming devices
- Digital picture frames
- Game console controllers
- Thumb/flash drives
- External hard drives
- Covered electronic equipment that is part of a larger piece of industrial, research, or commercial equipment

Note: CEE includes all computers, computer peripherals, televisions, and television peripherals sold in the District to residents, businesses, and non-profits.

***Items sold to the federal and District government are not CEE. ***

De Minimis Exemption

Manufacturers that sold fewer than 100 units of CEE in the District in calendar year 2020 qualify for the de minimis exemption. To receive the exemption, the manufacturer **must** complete the de minimis worksheet available at doee.dc.gov/ecycle. The eCYCLE DC registration form and registration fee are not required.

What is a Sale of CEE?

CEE sales are made by a manufacturer or retailer to residents, businesses, or non-profits. CEE sales may occur at retail locations in the District or through online or phone sales to District consumers. Leasing of equipment, and wholesale transactions between a manufacturer, wholesaler, and retailer, are **not** considered sales.



How to Calculate CEE Sales Data in the District

- Use actual data on the number and weight of CEE units sold in the District in 2018, 2019 & 2020; or
- Estimate the number and weight of CEE units sold in the District by multiplying 2018, 2019 & 2020 national sales by the District's national population share, which was 0.21% in 2020.

REGISTRATION OPTIONS

Manufacturers have three registration options. Each type has different collection requirements.

Individual Manufacturer	Must collect and recycle or reuse the manufacturer's minimum collection share.
Partnership	A group of manufacturers must join a partnership to collect and recycle or reuse a total amount equal to the sum of the individual members' minimum collection shares.
Representative Organization	Instead of meeting a minimum collection share, an individual or group of manufacturers can meet a convenience requirement by joining a representative organization (RO) and establishing

one permanent, publicly accessible collection site in each of the District's eight wards. In a ward where no permanent location is feasible, the RO must hold quarterly collection events (for a minimum of four hours each). The collection sites and/or events must be advertised as specified and the RO must accept and recycle or arrange for the recycling or reuse of all CEE brought to the sites.

HOW TO CALCULATE THE MINIMUM COLLECTION SHARE

For manufacturers registering individually or in a partnership, the minimum collection share for calendar year 2022 is equal to 80% of the average of the weight (in pounds) of CEE sold in calendar years 2018, 2019 and 2020.



Please see additional information on calculating minimum collection shares at doee.dc.gov/ecycle.

Remember: Representative organizations do not have a minimum collection share. They have a convenience requirement.

Earn Reuse Credits

When manufacturers donate CEE that is no more than three years old and in full working condition to local public or charter schools or certain nonprofits, they can count twice the weight of these items toward meeting their minimum collection share.

Shortfall Fees

If a manufacturer or partnership does not achieve its minimum collection share in 2022, it will be required to pay the following shortfall fee:

- **Collected 90% or greater of minimum collection share:** \$0.30 per pound of shortfall weight
- **Collected 50% or greater but less than 90% of minimum collection share:** \$0.40 per pound of shortfall weight
- **Collected less than 50% of minimum collection share:** \$0.50 per pound of shortfall weight

Recycling Facility Certification

Collected CEE must be sent to an electronics recycler with e-Stewards certification.

OTHER INFORMATION TO REPORT

Manufacturers also need to provide other information in their registration submissions, including:

- Contact and brand Information
- Collection reporting
- A recycling plan

Representative Organizations Only

In addition to the registration requirements already mentioned, Representative Organizations must also provide the following information:

- Locations of anticipated collection sites or events and how the organization determined where they would be located to meet the needs of District residents.
- A description of public outreach and awareness activities undertaken to ensure District residents are aware of the availability and location of collection sites and events.
- Description of how responsibilities will be allocated among member manufacturers and the market share percentage of each manufacturer.
- Collection data from sites and/or events, including the weight of CEE collected and the number of participants.

Recommended Outreach to Meet the Convenience Criteria

- Display signage for event promotion and to direct residents to the correct location.
- Send out mailers to residents in zip codes neighboring the event.
- Boost social media ads to IP addresses neighboring the event.
- Place digital ads in local media outlets.

ANNUAL REGISTRATION FEES (due December 31, 2021)

Manufacturer Type	Fee
De Minimis (sold <100 CEE units)	No fee
Individual (sold 100–249 CEE units)	<u>\$759.00</u>
Individual (sold ≥250 CEE units)	<u>\$2,681.80</u>

Partnership	\$708.40 (for partnership participants that sold 100–249 CEE units) \$2,479.40 (for partnership participants that sold \geq 250 CEE units)
Representative Organization	<u>\$15,180.00 for one manufacturer and</u> <u>\$2,226.40 for each additional</u> <u>manufacturer</u>

*Fees are based on CEE sold in calendar year 2020

QUESTIONS? If you have questions about eCYCLE DC, please contact productstewardship@dc.gov or visit doee.dc.gov/ecycle.