

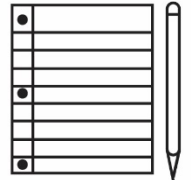
eCYCLE DC: Manufacturer's Guide

For the 2023 registration application due December 31, 2022, with a strongly preferred deadline of October 7, 2022





This document provides a brief overview of the requirements for manufacturers in the eCYCLE DC program, established by the Sustainable Solid Waste Management Amendment Act of 2014 as amended ([D.C. Official Code § 8-1041.01 et seq.](#)) and associated regulations ([20 DCMR 4100 et seq.](#)).

WHO MUST REGISTER?

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. Applications for registration must be submitted to DOEE and approved before January 1, 2023 for manufacturers to be in compliance at the beginning of the new program year.



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 keyboards, computer mice, desktop printers or multi-function printers weighing 100 pounds or less, computer monitors or display devices with screens larger than six inches measured diagonally, and speakers sold with computers.
-  **Televisions**, with screens larger than six inches measured diagonally.
-  **Television peripherals**, including VCRs, DVRs, DVD players (that are not portable), 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
- Gaming devices that are “handheld”
- Game controllers
- Digital picture frames
- Controllers for game consoles
- Portable DVD players
- Thumb/flash drives
- External hard drives
- CEE that is part of a larger piece of industrial, research, or commercial equipment

This guide was last updated November 29, 2022.

Note: Computers, computer peripherals, televisions, and television peripherals sold to the federal and District governments are not CEE. ***

De Minimis Exemption

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

What is a Sale of CEE?

CEE sales are made by a manufacturer or retailer to an individual or entity in the District other than the District or federal governments. 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 Provide CEE Sales Data in the District

- Use actual data for the number and weight of CEE units sold in the District in calendar years 2019, 2020, and 2021; OR
- Estimate the number and weight of CEE units sold in the District by multiplying national data on CEE sales in calendar years 2019, 2020, and 2021 by the District's national population share, which was 0.21% in each of those years.

REGISTRATION OPTIONS

Manufacturers have three registration options. Each has different requirements for collecting CEE for subsequent recycling or reuse.

Individual Manufacturer	Manufacturers registered as individual manufacturers must collect and recycle or reuse the manufacturer's minimum collection share of CEE.
Partnership	Manufacturers that join a partnership must jointly collect and recycle or reuse the sum of the individual members' minimum collection shares of CEE.

Representative Organization	<p>Instead of meeting a minimum collection share, an individual or group of manufacturers can join a representative organization (RO) to meet a convenience requirement. The RO must:</p> <ol style="list-style-type: none"> 1. Establish one permanent, publicly accessible collection site in each of the District's eight wards, but if a permanent site is not feasible in a particular ward, the RO must hold quarterly collection events (for a minimum of four hours each); 2. Advertise the collection sites and/or events as specified in an approved recycling plan; and 3. Accept and recycle or reuse all CEE that District households, small businesses, and small nonprofits bring to the sites or events for free.
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MINIMUM COLLECTION SHARE

This is the minimum amount that must be collected and recycled or reused, calculated by weight. If the minimum is not met, the manufacturer or partnership must pay a shortfall fee.

How to calculate

For manufacturers registering individually or as part of a partnership, the minimum collection share for calendar year 2023 is equal to 80% of the average of the weight (in pounds) of CEE sold (or estimated to be sold) in the District in calendar years 2019, 2020, and 2021.



Representative organizations do not have a minimum collection share. They have a requirement to provide a convenient collection service.

Get Rewarded For Reuse

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. The recipient must also acknowledge the donation in writing.

[D.C. Code § 8-1041.05\(b\)\(2\)](#)

Shortfall Fees

If a manufacturer or partnership did not achieve its 2021 minimum collection share in 2021, it is required to pay the following shortfall fee by December 31, 2022 as part of its registration application for 2023:

- **Collected 90% or greater of minimum collection share:** \$0.33 per pound of shortfall weight
- **Collected 50% or greater but less than 90% of minimum collection share:** \$0.44 per pound of shortfall weight
- **Collected less than 50% of minimum collection share:** \$0.55 per pound of shortfall weight

Shortfall fees that result from the minimum collection share for calendar year 2023 will be submitted with the registration for calendar year 2025 (due in 2024).

For additional information on calculating shortfall fees, visit <https://doee.dc.gov/service/eCYCLE-DC-Manufacturers>.

REQUIREMENTS FOR ALL MANUFACTURERS

- ✓ Accept, for recycling or reuse from a person in the District, any brand of the type of the manufacturer's CEE that the person purchased in the District, on a one-to-one basis ([D.C. Official Code § 8-1041.05\(d\)](#));
- ✓ If the manufacturer sells CEE directly to people in the District, provide information at the point of sale on how a person can return purchased CEE for recycling ([D.C. Official Code § 8-1041.05\(e\)](#)); and

- ✓ **Recycling Facility Certification** - Vendors recycling or reusing CEE collected under a manufacturer's waste management program must have e-Stewards certification ([D.C. Official Code § 8-1041.03\(b\)\(8\)](#)). Learn about this certification and find certified recyclers at [e-stewards.org](https://www.e-stewards.org).

OTHER INFORMATION TO REPORT

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

- Contact information and brands sold
- Collection details for calendar year 2021
- A recycling (implementation) plan for calendar year 2023

Representative Organizations Only

In addition to the information above, representative organizations must 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, small nonprofits, and small businesses.
- A description of public outreach and awareness activities undertaken to ensure District residents, small nonprofits, and small businesses are aware of the availability and location of collection sites and events.
- A description of how the RO will allocate responsibilities among member manufacturers and the market share percentage of each manufacturer.
- Collection data from sites and/or events in calendar year 2021, including the weight of CEE collected and the number of participants.

Recommended Outreach to Meet the Convenience Criteria

- Signage at each event to clearly show the purpose of the event and direct residents to the correct location.
- Ads in local online and print newspapers, including those serving underserved populations, on at least a quarterly basis.
- Social media posts before each event and targeted advertisements, to IP addresses neighboring the events, at the beginning of each quarter.
- Public service announcements or other radio and television ads.
- Quarterly mailers to residents, small nonprofits, and small businesses in the zip codes neighboring each event.

ANNUAL REGISTRATION FEES (due December 31, 2022)

Manufacturer Type	Fee
<i>De Minimis</i> (sold <100 CEE units)	No fee
Individual (sold 100–249 CEE units)	\$828.07

Individual (sold \geq 250 CEE units)	\$2,925.84
Partnership	\$772.86 (for partnership participants that sold 100–249 CEE units) \$2,705.03 (for partnership participants that sold \geq 250 CEE units)
Representative Organization	\$16,561.38 for one manufacturer and \$2,429.00 for each additional manufacturer

*Fees are based on CEE sold in calendar year 2021

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