**MANUFACTURER PARTNERSHIP**

**REGISTRATION FORM PART 1**

Partnership Information

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| **Registration for Calendar Year 2024:**  January 1, 2024 – December 31, 2024 | **Registration deadline: October 1, 2023** |

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>.

A partnership, as a collective, is responsible for meeting the sum of the minimum collection share of each 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 completed by the partnership lead and a Part 2 form completed by each manufacturer in the partnership.

Complete this form and email it in Microsoft Word or as a PDF to [productstewardship@dc.gov](mailto:productstewardship@dc.gov), together with the Part 2 forms that were completed in Word. This Part 1 form and all Part 2 forms that were completed in Word must be emailed to [productstewardship@dc.gov](mailto:productstewardship@dc.gov) at the same time.

Registration applications may also be submitted online at [ecycleregistration.org](https://ecycleregistration.org/).

**Deadline:**

District law requires submission of a complete partnership registration application—with one Part 1 form completed by the partnership lead and a Part 2 form completed by each manufacturer in the partnership—by October 1, 2023.

Failure to meet this deadline is an infraction under Title 16, Section 4013.5, of the District of Columbia Municipal Regulations.

**Payment:**

The partnership registration fee (and all shortfall fees owed by manufacturers that registered as individual manufacturers for the 2022 program year or did not register for 2022 and were required to) must be submitted to complete the partnership registration by October 1, 2023. **The registration fee and any shortfall fees owed must be submitted by the partnership lead in a single online payment or in a single paper check.** The registration fee for partnerships is $796.05 for each manufacturer in the partnership that sold 100-249 units of CEE in DC in 2022 and $2,786.18 for each manufacturer in the partnership that sold 250 or more units of CEE in DC in 2022.

Payment can be made online, via ACH/eCheck (with no fee) or credit card (with a transaction fee), or by mailing a paper check. For payment instructions, visit <https://doee.dc.gov/service/eCYCLE-DC-Manufacturers>. *Online payments are preferred, but if you pay by paper check, be sure to list the correct payee and mail the check to the correct address as shown on the above webpage.*

**If you need assistance:**

For further guidance, visit [doee.dc.gov/ecycle](http://www.doee.dc.gov/ecycle). If you have questions, email [productstewardship@dc.gov](mailto:productstewardship@dc.gov).

\*Manufacturers that sold fewer than 100 units of CEE in the District in calendar year 2022 do not need to complete a registration form, but these manufacturers are required to complete the *de minimis* form, 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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| Partnership Name | |
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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 2022 COLLECTION INFORMATION**

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| **Was your partnership group approved by DOEE as a partnership in the eCYCLE DC program for the 2022 program year?** The application for that program year was due at the end of 2021. |
| **If the answer to the first question in this section is “no,” provide an explanation.**    **If the majority of manufacturers were part of a representative organization that was registered in the eCYCLE DC program for the 2022 program year and led by the same entity leading the currently proposed partnership, complete Section 3 of the 2024 Representative Organization Part 1 registration form and attach it to this application.** |
| **If the answer to the first question in this section is “yes,” provide the following information:**  The weight (in pounds) of District CEE the partnership collected in 2022.    The weight (in pounds) of District CEE the partnership recycled in 2022. A certificate of recycling, or equivalent documentation, must be provided to substantiate this weight.    The weight (in pounds) of District CEE the partnership reused in 2022.    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.    If the weight (in pounds) of District CEE the partnership collected is *not* equal to the sum of (a) the weight of District CEE the partnership recycled in 2022 and (b) the weight of District CEE the partnership reused in 2022 (if applicable), explain why. If they are equal, write N/A here.    The end markets utilized by the partnership in 2022. Review the “eCYCLE DC Program FAQ” posted at <https://doee.dc.gov/service/eCYCLE-Manufacturers> for details on how DOEE views “end markets.”    The name of the electronics recycler(s) utilized by the partnership in 2022. Attach a certificate that was valid during 2022 showing that each recycling facility had e-Stewards certification.    Contact information for the electronics recycler(s) used in 2022: address, contact name, and email or phone number for the contact.    The partnership’s 2022 minimum collection share (in pounds). This can be found on the partnership’s approved registration due at the end of 2021, unless corrections were needed following approval.    The shortfall in pounds, if any, calculated by subtracting the weight collected, and either recycled or reused, from the partnership’s 2022 minimum collection share.    If the partnership did not collect and recycle or reuse its 2022 minimum collection share, calculate the shortfall fee and provide it below. See the “Shortfall Fee” fact sheet at <https://doee.dc.gov/service/eCYCLE-DC-Manufacturers> for instructions. |

**SECTION 4: PARTNERSHIP MINIMUM COLLECTION SHARE FOR 2024**

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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 2024**  Sum of above minimum collection shares. | | |  | |

**SECTION 5: RECYCLING AND REUSE PLAN FOR CALENDAR YEAR 2024**

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| Include as much detail as currently available. You may instead attach a separate document that provides all of the information specified below. |
| **Describe the partnership’s plan for recycling or reusing CEE collected in the District in calendar year 2024.** ***All vendors recycling or reusing CEE must have e-Stewards or R2 certification.***  Describe plans for collecting and handling CEE (including cathode-ray tubes (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. This includes any CEE that the partnership collects on behalf of its manufacturers for the manufacturers to comply with the one-to-one requirement in [D.C. Official Code § 8-1041.05(d)](https://code.dccouncil.us/us/dc/council/code/sections/8-1041.05). Include the names and business addresses of anticipated recycling facilities. Review the “eCYCLE DC Program FAQ” posted at <https://doee.dc.gov/service/eCYCLE-Manufacturers> for details on the information to be reported for anticipated recycling processes.  Additionally, attach a current and valid certificate showing that each anticipated recycling facility has e-Stewards certification or R2 certification.    Describe planned end markets for raw materials or products created by the recycling of collected CEE (including CRTs) *and* the location of each end market. Review the “eCYCLE DC Program FAQ” posted at <https://doee.dc.gov/service/eCYCLE-Manufacturers> for details on how DOEE views “end markets.”    If applicable, describe the anticipated process for reusing CEE (including CRTs) collected in the District. This includes any CEE that the partnership collects on behalf of its manufacturers for the manufacturers to comply with the one-to-one requirement in [D.C. Official Code § 8-1041.05(d)](https://code.dccouncil.us/us/dc/council/code/sections/8-1041.05). Include the names and business addresses of anticipated reuse facilities.  Additionally, attach a current and valid certificate showing that each reuse facility has e-Stewards certification or R2 certification.    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 2024. 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)) |
| Describe the methods the partnership will use to inform District residents and businesses about its calendar year 2024 electronics recycling program described above ([D.C. Official Code § 8-1041.03(b)(5)](https://code.dccouncil.us/us/dc/council/code/sections/8-1041.03)). DOEE may post this information on the eCYCLE DC webpage. |
| 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 and reuse plan, as described in Section 5 of this registration form, **will have a valid e-Stewards or R2 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 |