**REPRESENTATIVE ORGANIZATION**

**REGISTRATION FORM PART 2**

Manufacturer 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 representative organization is 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 organization must hold quarterly collection events in the ward (for a minimum of four hours each).

**How to Apply:**

This is **Part 2** 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.

Complete this form and email it in Microsoft Word or as a PDF to the representative organization’s lead to submit to [productstewardship@dc.gov](mailto:productstewardship@dc.gov) on your behalf. All Part 2 forms that were completed in Word must be emailed to [productstewardship@dc.gov](mailto:productstewardship@dc.gov) when the Part 1 form is submitted.

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

**Deadline:**

District law requires submission of a complete representative organization registration application—including one Part 1 form completed by the representative organization lead and a Part 2 form completed by each manufacturer in the representative organization—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 representative organization 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 representative organization registration by October 1, 2023. **The registration fee and any shortfall fees owed must be submitted by the representative organization lead in** **a single online payment or a single paper check for the total number of manufacturers.**  For your information, the registration fee is $17,058.22 for a single manufacturer and $2,501.87 for each additional manufacturer. The representative organization may determine how to split costs among manufacturers.

**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>.

**SECTION 1: MANUFACTURER INFORMATION**

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| --- | --- | --- |
| Manufacturer Name | Website Address | Phone Number |
| Mailing Address | | |

**SECTION 2: CONTACT INFORMATION**

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| --- | --- |
| Primary Contact | |
| Name | Title |
| Email | Phone Number |
| Mailing Address | |

**SECTION 3: BRAND INFORMATION**

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| --- | --- | --- | --- |
| List the brands and types of CEE the manufacturer sells in the District.  *Refer to the “Definition of Covered Electronic Equipment” fact sheet posted at* [*https://doee.dc.gov/service/eCYCLE-DC-Manufacturers*](https://doee.dc.gov/service/eCYCLE-DC-Manufacturers) *for additional types of CEE beyond what is listed below. If a brand covers more than one type of CEE, list each type of CEE. If needed, attach additional sheets. List all brands of CEE sold in the District.* | | | |
| **Brand Name** | **Type of CEE** *(E.g.: Desktop computer, tablet, keyboard, mouse, TV, DVD player)* | **Date First Available for Sale in the District** | **Date Last Available for Sale in the District *(If still being sold, write N/A)*** |
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**SECTION 4: MANUFACTURER 2022 COLLECTION INFORMATION**

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| **In the manufacturer’s approved application for the 2022 program year (due at the end of 2021):**  Did the manufacturer register as an individual manufacturer, as part of a partnership, as part of a representative organization, or qualify for a *de minimis* exemption? Write the registration type or exemption below. If the manufacturer did not register or qualify for an exemption, explain why. |
| **If the manufacturer registered *as part of a partnership or representative organization* in its approved application for the 2022 program year (due at the end of 2021), provide each of the following:**  The name of the partnership group or representative organization.    An explanation of how, in 2022, the manufacturer was able to accept for recycling or reuse, from people in the District, any brand of the same type of CEE that was 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)). Refer to the “eCYCLE DC Program FAQ” posted at <https://doee.dc.gov/service/eCYCLE-Manufacturers> for details on how DOEE views this requirement.    A description, including examples, of how in 2022 the manufacturer provided information at the point of sale, both online and in-store if applicable, 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)). Refer to the “eCYCLE DC Program FAQ” posted at <https://doee.dc.gov/service/eCYCLE-Manufacturers> for details on how DOEE views this requirement. |
| **If the manufacturer registered *as an* *individual manufacturer* in its approved application for the 2022 program year (due at the end of 2021), provide each of the following:**  The weight (in pounds) of District CEE the manufacturer collected in 2022.    The weight (in pounds) of District CEE the manufacturer 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 manufacturer 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 manufacturer collected is *not* equal to the sum of (a) the weight of District CEE the manufacturer recycled in 2022 and (b) the weight of District CEE the manufacturer reused in 2022 (if applicable), explain why. If they are equal, write N/A here.    The end markets utilized by the manufacturer 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 manufacturer 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.    An explanation of how, in 2022, the manufacturer was able to accept for recycling or reuse, from people in the District, any brand of the same type of CEE that was 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)). Refer to the “eCYCLE DC Program FAQ” posted at <https://doee.dc.gov/service/eCYCLE-Manufacturers> for details on how DOEE views this requirement.    A description, including examples, of how in 2022 the manufacturer provided information at the point of sale, both online and in-store if applicable, 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)). Refer to the “eCYCLE DC Program FAQ” posted at <https://doee.dc.gov/service/eCYCLE-Manufacturers> for details on how DOEE views this requirement.    The manufacturer’s 2022 minimum collection share (in pounds). This can be found on the manufacturer’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 2022 minimum collection share.    If the manufacturer 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 5: SALES INFORMATION**

Manufacturers must report sales of CEE in the District, either by providing actual District sales data (Option 1) or estimating District sales from national sales data (Option 2).

**Which option is used to complete Section 5? Select one option 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 CEE sales data.

If actual District sales data are unavailable, use Option 2.

For details on how to classify types of CEE by category, refer to the “Definition of Covered Electronic Equipment” fact sheet at <https://doee.dc.gov/service/eCYCLE-DC-Manufacturers>. Ensure that the sales data reported in prior years are consistent with the data reported this year or explain any deviation.

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| **2020 Sales:** Report sales for calendar year 2020 | | |
| **Category of CEE** | **Number of Units of CEE Sold in the District** | **Weight (lbs) of CEE Sold in the District** |
| Computers |  |  |
| Computer Peripherals |  |  |
| Televisions |  |  |
| Television Peripherals |  |  |
| **Actual District Sales Total** | 0 | 0 |
| **2021 Sales:** Report sales for calendar year 2021 | | |
| **Category of CEE** | **Number of Units of CEE Sold in the District** | **Weight (lbs) of CEE Sold in the District** |
| Computers |  |  |
| Computer Peripherals |  |  |
| Televisions |  |  |
| Television Peripherals |  |  |
| **Actual District Sales Total** | 0 | 0 |
| **2022 Sales:** Report sales for calendar year 2022 | | |
| **Category of CEE** | **Number of Units of CEE Sold in the District** | **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 CEE sales data.

For details on how to classify types of CEE by category, refer to the “Definition of Covered Electronic Equipment” fact sheet at <https://doee.dc.gov/service/eCYCLE-DC-Manufacturers>. Ensure that the sales data reported in prior years are consistent with the data reported this year or explain any deviation.

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| **2020 Sales:** Report sales for calendar year 2020 | | |
| **Category of CEE** | **Number of Units of CEE Sold Nationally** | **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 2020 | 0.0 | 0.0 |
| **2021 Sales:** Report sales for calendar year 2021 | | |
| **Category of CEE** | **Number of Units of CEE Sold Nationally** | **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 2021 | 0.0 | 0.0 |
| **2022 Sales:** Report sales for calendar year 2022 | | |
| **Category of CEE** | **Number of Units of CEE Sold Nationally** | **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 0.20% (0.0020), which was the District’s percentage of the national population in 2022 | 0.0 | 0.0 |

**SECTION 6: MANUFACTURER COMPLIANCE PLAN FOR 2024**

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| Describe, with examples, how the manufacturer will provide information at the point of sale, both online and in-store if applicable, 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)).  Refer to the “eCYCLE DC Program FAQ” posted at <https://doee.dc.gov/service/eCYCLE-Manufacturers> for details on how DOEE views this requirement and what information is required to be included in this application. |
| Describe how the manufacturer will accept for recycling or reuse, on a one-to-one basis, a return from any person in the District of any brand of the type of the manufacturer’s CEE that was purchased from the manufacturer in the District. This can be accomplished through a mailback program or direct pickup service ([D.C. Official Code § 8-1041.05(d)](https://code.dccouncil.us/us/dc/council/code/sections/8-1041.05)).  Refer to the “eCYCLE DC Program FAQ” posted at <https://doee.dc.gov/service/eCYCLE-Manufacturers> for details on how DOEE views this requirement and what information is required to be included in this application. |
| Describe the methods the manufacturer will use to inform District residents and businesses about its program created to comply with the one-to-one requirement that was 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.  Review the “eCYCLE DC Program FAQ” posted at <https://doee.dc.gov/service/eCYCLE-Manufacturers> for details on how DOEE views the requirement to inform District residents and businesses about compliance 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) and what information is required to be included in this application. |
| **Will the manufacturer’s representative organization recycle or reuse the CEE that the manufacturer accepts to comply with the one-to-one requirement above?**    **If not, provide the following information:**  Describe the anticipated process for recycling CEE (including cathode-ray tubes (CRTs)) collected in the District 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) described above *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 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? |

**SECTION 7: CERTIFICATION**

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| The collection, handling, and recycling or reuse of CEE, as described in Section 6 of this registration form, will comply with local, state, federal, and international laws and regulations.  Select one by marking with an “X:”        True        False        N/A, representative org. will recycle or reuse CEE from one-to-one program | |
| The vendors who will recycle or reuse CEE collected as described in Section 6 of this registration form **will have a valid e-Stewards or R2 certification**.  Select one by marking with an “X:”        True        False        N/A, representative org. will process CEE from one-to-one program | |
| 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 |