



**MURIEL BOWSER**  
**MAYOR**

June 14, 2023

The Honorable Phil Mendelson  
Chairman  
Council of the District of Columbia  
John A. Wilson Building  
1350 Pennsylvania Avenue NW, Suite 504  
Washington, DC 20004

Dear Chairman Mendelson:

I am pleased to submit to the Council of the District of Columbia the enclosed eCYCLE DC Electronics Product Stewardship Program Annual Report for Calendar Year 2022, prepared by the Department of Energy and Environment ("DOEE") pursuant to section 124 of the Sustainable Solid Waste Management Amendment Act of 2014, effective February 26, 2015 (D.C. Law 20-154; D.C. Official Code § 8-1041.10).

This report details how the eCYCLE DC program has continued to recover valuable electronics and properly manage potentially hazardous materials through manufacturers' collection and recycling plans. In 2022, manufacturer groups held quarterly collection events in each ward of the District, totaling 64 events, where residents, small businesses, and small nonprofits were provided the opportunity to recycle unwanted electronics. Based on manufacturer reporting in 2022, over 1.09 million pounds of electronic waste were collected and recycled or reused in 2021.

My administration is available to discuss any questions you may have regarding this report. In order to facilitate a response to any questions, please contact Richard Jackson, Acting Director, DOEE, at (202) 535-2600 or have your staff contact Jen Dickman, Product Stewardship Program Analyst, DOEE, at (202) 725-5254.

Sincerely,

A handwritten signature in black ink that reads "Muriel Bowser".

Muriel Bowser

Enclosure

**Calendar Year 2022**



# eCYCLE DC

Electronics Product Stewardship Program

## **Annual Report**



\*\*\* DEPARTMENT  
OF ENERGY &  
ENVIRONMENT

\*\*\* WE ARE WASHINGTON  
GOVERNMENT OF THE  
DISTRICT OF COLUMBIA  
DC MURIEL BOWSER, MAYOR

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# Introduction

Electronics are part of daily life in the United States. Properly reusing or recycling electronics conserves natural resources, ensures appropriate handling of toxic materials, provides a more sustainable source of precious metals, and protects human health and the environment. Sustainable DC, the sustainability plan of the District of Columbia government, aims to make DC zero waste. This plan is supported by the Sustainable Solid Waste Management Amendment Act of 2014<sup>1</sup> (the Act) that created eCYCLE DC, an extended producer responsibility program for electronics, and set a goal for the District to achieve an 80% diversion rate for covered electronic waste by 2032.

eCYCLE DC ensures that electronics manufacturers take responsibility for the recycling or reuse of electronic waste. The program requires manufacturers of new covered electronic equipment<sup>2</sup> (CEE) sold in the District to register with the Department of Energy and Environment (DOEE) and collect and recycle or reuse CEE waste according to minimum collection weights or by meeting established convenience criteria. DOEE oversees and enforces eCYCLE DC.

The eCYCLE DC Program's annual reporting obligations can be found under D.C. Official Code § 8-1041.10(a) and require the following:

“On June 1, 2018, and annually thereafter, the Mayor shall submit a report to the Council regarding implementation of the provisions ... and estimating, based on best available information, the progress the District has made toward achieving the goal outlined in § 8-1041.02 [District covered electronics waste diversion goal]. The annual reports shall be posted on the Mayor's website by June 1 of each year.”

This annual report is created pursuant to the Act and details the implementation of the law and the progress the District has made toward achieving the waste diversion goal during the 2022 calendar year.

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1. D.C. Law 20-154, effective February 26, 2015 (D.C. Official Code §§ 8-1041.01 *et seq.*)

2. CEE includes computers, televisions, and their peripherals. See D.C. Official Code § 8-1041.01(4) (definition of CEE). CEE does not include equipment sold to the federal or District government. These institutions have internal surplus property programs that sufficiently manage the end-of-life processes for electronic equipment (see Table 1).

# The Law

The Act, which became effective in February of 2015, requires manufacturers of new CEE sold in the District to collect and recycle or reuse electronic waste generated in the city and annually register with DOEE. To register, manufacturers must submit an application, which includes a registration fee, a collection and recycling plan, and a report on past collection and recycling activities. To help reach the District’s 80% diversion rate and encourage people in the District to use the collection opportunities, the Act bans the disposal of CEE and requires CEE to be recycled.<sup>3</sup>

## Covered Electronic Equipment (CEE)

In annual registration forms, manufacturers report CEE in one of four categories. Table 1 below shows the categories of common CEE types (see also Appendix H).

**Table 1. Categories of common types of CEE in eCYCLE DC**

Category of CEE	Type of CEE
Computer	<ul style="list-style-type: none"> <li>• Desktop computers</li> <li>• Small-scale servers</li> <li>• Portable digital music players that have memory capability and are battery powered</li> <li>• Laptops*</li> <li>• Tablets*</li> <li>• E-readers*</li> </ul> <p>*Only items with screens larger than 6 inches</p>
Computer Peripheral	<ul style="list-style-type: none"> <li>• Computer monitors larger than 6 inches</li> <li>• Keyboards</li> <li>• Computer mice</li> <li>• Speakers sold with computers</li> <li>• Printers/scanners that are 100 pounds or less</li> </ul>
Television	<ul style="list-style-type: none"> <li>• Televisions with screens larger than 6 inches</li> </ul>
Television Peripheral	<ul style="list-style-type: none"> <li>• VCRs</li> <li>• DVRs</li> <li>• DVD players</li> <li>• Signal converter boxes</li> <li>• Cable and satellite receivers</li> <li>• Gaming consoles used with TVs</li> </ul>

3. This requirement became effective as of January 1, 2018.

## What is not CEE?

- 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
- CEE that is part of a larger piece of industrial, research, or commercial equipment

## Registration, Including Reporting

Manufacturers that are required to register have three options: Individual, Partnership, or Representative Organization. A manufacturer that sold fewer than 100 units of CEE in the District in the previous year qualifies for a *de minimis* exemption from the registration requirement.

Each registration category has different requirements for collecting CEE for subsequent recycling or reuse, as shown in Table 2 below.

**Table 2. Requirements associated with registration categories**

Registration Option	Requirement
1. Individual Manufacturer	Weight-based minimum collection share
2. Partnership	Collective weight-based minimum collection share
3. Representative Organization	Convenient collection service

DOEE reviews manufacturers' collection and recycling plans and sales data. Manufacturers have two options for reporting CEE sales that are mainly used to calculate minimum collection shares:

- Provide actual sales data on CEE sold in the District; or
- Estimate CEE sold in the District using national sales data and the District's population as a percentage of the national population.

Manufacturers in a representative organization must meet a convenience requirement rather than a minimum collection share requirement by establishing one permanent, publicly accessible collection site in each of the District's eight wards. Currently, there is no feasible permanent site in any ward, so quarterly collection events are required. The representative organization must also advertise the events as specified in its approved recycling plan and accept and recycle or reuse all CEE that District residents, small businesses, and small nonprofits bring to the events without any cost to the attendee. In 2022, there were 64 collection events across the city where unwanted electronics were brought for recycling or reuse.

## Reuse

In addition to recycling, reuse is an option in eCYCLE DC for manufacturers to properly manage electronic waste. Manufacturers and partnerships can earn credits toward their minimum collection share by donating CEE that is no more than three years old and in full working condition for reuse to a local public or charter school, or to a nonprofit organization whose mission is to assist low-income children or families. As of the most recent reporting period, no manufacturers reported using this option.

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# Program Development

## Registration Timing

For the past several years, the statutory deadline for manufacturers to submit registration applications was December 31. When manufacturers submitted applications close to this deadline, DOEE often did not have enough time to review the applications and seek any corrections needed for approval by the start of the next program year on January 1. A manufacturer must be registered with DOEE (or qualify for an exemption from the registration requirement) to sell CEE in DC and the Act requires registration on an annual basis. If a manufacturer does not have an approved registration by the beginning of each year, it cannot legally sell CEE in DC in that year.

To allow more time for review and corrections, DOEE opened the registration period on August 24, 2022, two weeks earlier than the previous year, and strongly encouraged manufacturers to apply earlier than the December 31 deadline. This effort successfully prompted some manufacturers to submit their applications earlier and achieve compliance at the start of the next program year. In addition to DOEE's changes, the District of Columbia Council passed legislation in December 2022 to change the registration deadline from December 31 to October 1, starting in 2023.<sup>4</sup> This way, manufacturers are required to submit their initial applications earlier and will be more likely to have an approved application by January 1.

To facilitate this earlier start to the registration period, DOEE successfully amended its regulations in the spring of 2022 to change the month of the Urban Consumer Price Index (CPI-U) used to calculate annual fee adjustments. Previously, DOEE was required to adjust fees based on the increase over the past 12 months reported in the October CPI-U. The 2022 amendments changed the month of the CPI-U used to calculate inflation adjustments to June. As a result, DOEE was able to calculate the new fees soon after the June CPI-U was released in mid-July and could open the registration period in August with updated fees listed on the registration forms. The inflation adjustment in 2022 (for the 2023 registration period) was 9.1%, which is significantly higher than in 2021.

## Education And Outreach

Statistics from the 2021 reporting period revealed that representative organizations with a convenience requirement to hold a minimum number of collection events collected less weight than individuals and partnerships that are required to collect a minimum weight of electronics. To meet the District's goal to divert at least 80% of CEE waste by 2032, it will be important for events held by manufacturer groups with a convenience requirement to still push to collect as much weight as possible. Comprehensive outreach and engagement around eCYCLE DC events are crucial to encourage participation from a broad range of residents within the District and maximize the number and weight of electronics collected and diverted from the waste stream.

In May 2022, DOEE staff sent recommendations to representative organizations on how to reach more residents about eCYCLE DC events in Wards 7 and 8, as they are historically underserved and underrepresented areas in the District. Initiatives included creating flyers for DOEE staff to post in

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4. The Battery and Electronic Stewardship Amendment Act of 2022, D.C. Law 24-320 (D.C. Official Code § 8-1041.01 *et seq.*)



grocery stores and contacting community groups and DC Council offices to help advertise the events, with DOEE establishing initial connections. The representative organizations agreed to implement these activities in 2022. (See Appendix P for two of the event flyers.)

In September 2022, DOEE encouraged representative organizations to commit to doing more education and outreach in 2023 and provided suggestions. The agency's suggestions drew on its experience with the successful outreach recommendations in Wards 7 & 8 and the initial results of a public survey the agency created and discussed below. (See section titled "Survey"; see also Appendix Q.) Manufacturers registered as a representative organization for 2023, with applications due in 2022, agreed to vary the times, days, and locations of eCYCLE DC events, conduct new outreach to community associations and business improvement districts (BIDs), and start advertising in print media.

Additionally, in December 2022, the DC Council passed legislation to amend the Act and strengthen the requirements for education and outreach around eCYCLE DC events (and any future permanent collection sites).<sup>5</sup> This legislation supported DOEE's efforts and is set to start with the 2024 program year.

## Survey

DOEE worked with the University of the District of Columbia (UDC) to launch an online survey on the eCYCLE DC program using the Qualtrics platform in August 2022. DOEE disseminated the survey through DOEE's social media channels, newsletters, and a mailer sent to nearly 200,000 residential addresses, which represented all residents in Wards 5, 7, and 8 and a sampling of residents in other wards. DOEE's analysis of the results received during the first five weeks of dissemination were used to develop the recommendations sent to representative organizations in September 2022. The agency kept the survey open until the beginning of January 2023 to provide more opportunities for the public to respond. In addition to assessing how eCYCLE DC events could be more convenient and whether advertising could be improved, the survey also asked if the respondents were aware of eCYCLE DC events and the disposal ban. The survey inquired about where respondents learned of this information, and the ways in which they recycled electronics in the past year. This survey was very enlightening to DOEE, and the results are summarized in Appendix Q.

## Recycler Certification

In 2022, manufacturers continued to question the 2021 statutory amendment related to recycler certifications. Manufacturers, partnerships, and representative organizations were required to certify in registrations, starting with those due in 2021, that their recycling or reuse vendors have e-Stewards certification. This 2021 legislative change removed language that had allowed DOEE to require R2 or e-Stewards certification. The DC Council subsequently amended the electronic stewardship law to require either R2 or e-Stewards certification, returning to the status quo before the 2021 amendment and providing manufacturers with more flexibility. This change became effective in March 2023.

## Online Payment System

For the first time, in December 2022, DOEE began accepting online payments for eCYCLE DC registration and shortfall fees. This option allows payments via eCheck or credit card. Manufacturers must pay a transaction fee if they pay by credit card; eCheck payments do not involve a transaction

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5. *Id.*



fee. This system was created through close coordination with DOEE's IT staff as well as the partnership of the District Office of the Chief Financial Officer with JP Morgan and Paymentus and makes registration more convenient for manufacturers.

## **Reports Of Illegally Abandoned CEE**

Since January 1, 2019, those who are living, working, or visiting the District have been able to submit service requests through the District's 311 system to report illegally abandoned CEE. These tickets assist DOEE in enforcing the ban on disposal of CEE in the trash and the use of this system has increased each year. In 2022, DOEE received 18 unique in-scope service requests (up from 12 in 2021) and successfully addressed each request.



## Program Activities

### Electronics Recycling Coordination Clearinghouse Membership

Since fall of 2015, the District has joined other states with recycling laws for electronics as a member of the Electronics Recycling Coordination Clearinghouse (ERCC). The ERCC serves as a central hub of vital information such as manufacturer contacts, bankruptcy history, company status changes, market shares, and collection volumes in other jurisdictions' programs. Through the ERCC, the District participates in regular meetings with member states and stakeholders impacted by electronics recycling laws.

In 2022, the District acquired 2021 market share data from the ERCC for several significant CEE categories at a shared cost with other states. Where the ERCC data was available for a particular manufacturer or brand, the data provided DOEE with an external source to validate the sales data submitted by manufacturers in their registration applications.

The partnership with the ERCC also allowed DOEE to offer a registration portal for manufacturers that is aligned with other state product stewardship programs. Offering one location for manufacturers to complete the registration process makes it easier for manufacturers to comply with the laws of various jurisdictions. The District's eCYCLE program managers can log in, review, and accept submitted manufacturer registrations through the system. In 2022, for the first time, the form for an exemption from the registration requirement—referred to as a *de minimis* exemption and based on CEE sales being below a certain level—was made available in this multi-state portal maintained by ERCC. Nine manufacturers used this option as an alternative to completing the Microsoft Word version of the form posted on DOEE's website.

### Interagency Cooperation

DOEE staff members have worked closely with the Department of Public Works (DPW) on the Zero Waste DC Plan, the District's plan to achieve the goal of diverting 80% of solid waste away from landfill and waste-to-energy. DOEE's Product Stewardship Program staff provided feedback to DPW on actions related to the addition of new extended producer responsibility product categories. DOEE program staff has also worked cooperatively with DPW to provide consistent communication about options for recycling CEE as well as electronics that are not covered under the eCYCLE DC program.



# Program Performance And Participation

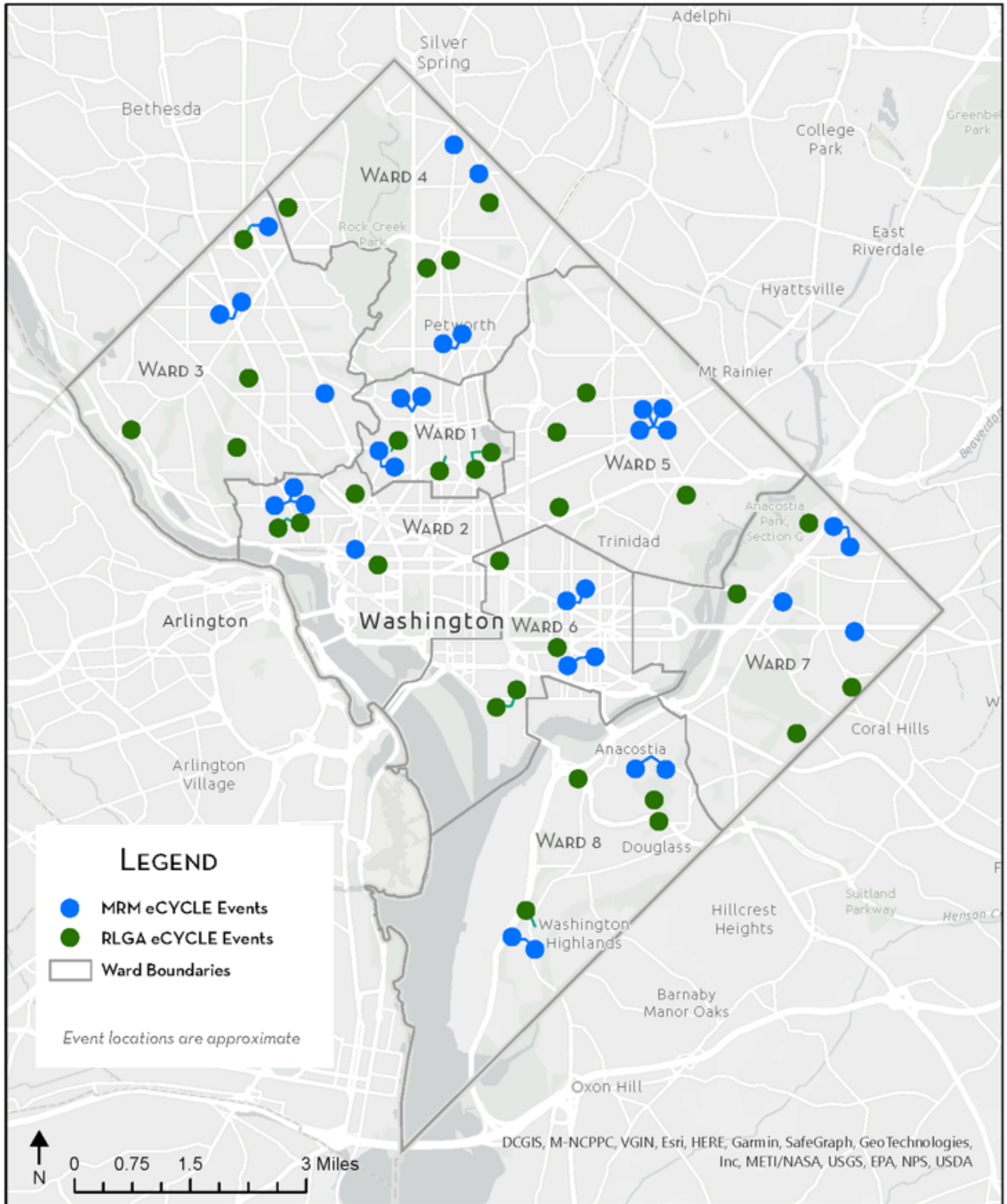
Eighty-eight manufacturers registered with DOEE, or qualified for a *de minimis* exemption, for the 2022 calendar year program. DOEE received and approved applications from nine individual manufacturers, three partnerships representing 20 companies, and 26 manufacturers in two representative organizations. DOEE also received 33 applications for a *de minimis* exemption from the registration requirements, and the agency determined that each of these manufacturers qualified for the exemption.

## 2022 eCYCLE Events

The two representative organizations each held quarterly collection events in all eight District wards in 2022, for a total of 64 events. (See Figure 1 and Appendix O.) One representative organization partnered with the DC Public Library System to host its events near libraries and held two events near Kalorama Recreation Center. The other representative organization held events near recreation centers and parks and coordinated with farmers markets to hold events nearby. DOEE responded promptly and appropriately to resolve any issues regarding eCYCLE DC events held by manufacturer groups throughout the year.

While event sites are generally convenient public locations well known by the neighboring communities, the eCYCLE DC survey distributed in 2022 and discussed in Appendix Q indicated that convenience could be improved. In response, DOEE has encouraged manufacturers interested in registering as a representative organization for the future to vary the locations, days, and times of events to meet the community's needs and make it possible for more residents to participate.

Figure 1. 2022 eCYCLE DC events



## Collection Weights And Waste Diversion Goal

As shown in Table 3, the total weight manufacturers reported to DOEE through eCYCLE DC as collected and recycled dropped from 2019 to 2020 and decreased slightly more in 2021. While some of this decrease may be due to electronics becoming lighter over time, it also coincided with more manufacturers participating in the representative organization category. Table 3 illustrates that manufacturers in a representative organization with a convenience requirement collected less than those with a weight-based requirement, both collectively for the respective categories and on a per-manufacturer basis.

While the differences in collection weights are likely a result of several contributing factors, one primary reason may be varying priorities for representative organizations and individuals; those with a convenience requirement focus on event accessibility and maximizing resident participation, while those with weight-based requirements focus more closely on poundage.

**Table 3. Weight collected by manufacturers and number of registered manufacturers in eCYCLE DC from 2018 to 2021 (weights are rounded)\***

	2018	2019	2020	2021
<b>Weight-based requirement (minimum collection share)</b>				
Percentage in law	50%	80%	80%	80%
Weight required to be collected by partnerships, individuals (thousands of pounds)	2,536	3,393	1,137	998
<b>Collection weights for all registration categories</b>				
Partnerships and individuals (weight-based requirement, thousands of pounds)	2,594	3,379	1,129	996
Representative organizations (convenience requirement, thousands of pounds)**	--	29	42	98
<i>Total</i>	2,594	3,408	1,171	1,094
<b>Number of registered manufacturers</b>				
Partnerships and individuals (weight-based requirement)	53	55	31	26
Representative organizations (convenience requirement)	0	1	25	27
<i>Total</i>	53	56	56	53
<b>Average collection by manufacturer</b>				
Partnerships and individuals (weight-based requirement, thousands of pounds)	49	61	36	38
Representative organizations (convenience requirement, thousands of pounds)**	--	29	2	4

\*Based on previous experience, while the amounts shown in this table are accurate at the time of this report, they may need to be adjusted due to corrections reported in later years.

\*\*The weight in this row, for 2020 and 2021, reflects weight collected by the mailback programs of representative organization members. In 2021, it also reflected weight collected at a retail store on behalf of a representative organization member that collected a limited selection of CEE.

It is important to evaluate the total weight collected by manufacturers in all registration categories against the 80% minimum collection share, as that can be a close comparison to the 80% diversion goal stated in the law. If all manufacturers had been required to collect an 80% minimum collection share in 2021, the total amount actually collected was only approximately 27% of the overall 80% minimum collection share.

While DOEE supports the District's efforts to reach 80% total waste diversion by 2032, DOEE views the Act's 80% diversion goal for covered electronic waste as ambitious. As shown above, there are challenges in reaching this goal, namely that manufacturers in representative organizations with a convenience requirement collect much less weight than those with a weight-based requirement. DOEE appreciates the valuable public service provided by collection events and believes it is important to continue maximizing electronics diverted from the waste stream. It is also important to periodically reexamine the feasibility of establishing one or more permanent publicly accessible collection sites in the future, as this system would make recycling unwanted electronics more convenient for District residents, small businesses, and small nonprofits and improve the eCYCLE DC program.

# Program Revenue

To manage eCYCLE DC, DOEE uses a special purpose revenue fund that allows DOEE to efficiently track program revenue and expenses. Fees collected from manufacturer registration and shortfalls are deposited to the fund and DOEE only uses this revenue for product stewardship expenses.

Table 4 shows the fees and associated revenue collected for the 2022 program year. In accordance with eCYCLE DC regulations, the 2022 program year registration fees were increased from the 2021 program year fees to account for inflation.<sup>6</sup> Despite this small increase, revenue from 2022 program year registration fees dipped slightly from 2021 levels because of changes in registration categories, since fees vary by registration category. Shortfall fees dropped by nearly half from 2021 to 2022. Since a shortfall fee is assessed when a manufacturer does not meet its weight-based minimum collection share, this is a welcome indication that certain manufacturers improved their compliance with this requirement, either by achieving their minimum collection share or moving to a registration category without a minimum collection share.

**Table 4. Fees and revenue received for the 2022 eCYCLE DC program year**

Type of Registration	Registrations	Fee	Revenue
Individual (100-249 Units Sold)	4	\$759.00	\$3,036.00
Individual (250+ Units Sold)	5	\$2,681.80	\$13,409.00
Partnership I	1	\$708.40	\$708.40
	2	\$2,479.40	\$4,958.80
Partnership II	3	\$708.40	\$2,125.20
	4	\$2,479.40	\$9,917.60
Partnership III	1	\$708.40	\$708.40
	9	\$2,479.40	\$22,314.60
Representative Organization I	10		\$35,217.60
Representative Organization II	16		\$48,576.00
<b>Registration Fee Subtotal</b>			<b>\$140,971.60</b>
<b>Enforcement Revenue From Shortfall Fees</b>			<b>\$6,137.73</b>
<b>Total</b>			<b>\$147,109.33</b>

6. 20 DCMR § 4102.3. DOEE multiplied 2021 program year fees by the increase over the previous twelve months as reported in the October 2020 Urban Consumer Price Index (CPI-U). In 2021, the regulations required DOEE to use the increase reported in an October CPI-U. DOEE could not wait until the October 2021 CPI was available because the agency needed to open the registration period in early September 2021 to provide enough time for review, manufacturer corrections, and approval by January 1, 2022.





## Conclusion

eCYCLE DC is a dynamic program that continues to evolve. In 2022, the total number of manufacturers registered with DOEE or exempt from registration remained similar to past years, although some manufacturers switched registration categories between years. In 2022, 26 manufacturers chose to participate in two representative organizations and hosted 64 events.

Overall, based on manufacturer reporting in 2022, 1.09 million pounds of electronic waste were collected and recycled or reused in 2021. This continues the downward trend in lower collection rates that began in the year before. Although some of the drop may be explained by circumstances outside manufacturers' control, it also coincides with an increase in manufacturers participating in the registration category required to hold eCYCLE DC collection events instead of meeting a weight-based requirement, and events take in less weight even on a per-manufacturer basis.

Since it is important to maximize participation and weight collected at eCYCLE DC events, DOEE encouraged manufacturers hosting events to enhance outreach. The manufacturers took some positive steps in 2022 and the weight collected in that year will be reported to DOEE in the future. The DC Council also passed legislation requiring increased outreach that will take effect with the 2024 program year, so DOEE anticipates participation and collection weights at events to increase in 2024.



 **eCYCLE DC**

Electronics Product Stewardship Program

[productstewardship@dc.gov](mailto:productstewardship@dc.gov)

**Department of Energy and Environment**

1200 First Street NE, Floor 5, Washington, DC 20002

Phone: (202) 535-2600 | Website: [doee.dc.gov](http://doee.dc.gov)



**Appendix A.**

*De Minimis Worksheet*



## DE MINIMIS WORKSHEET

**De Minimis Worksheet for Calendar Year 2022:**

January 1, 2022 – December 31, 2022

**Registration Due Date: December 31, 2021**

Manufacturers that sold fewer than 100 units of covered electronic equipment (CEE) in the District in calendar year 2020 are required to complete this **de minimis worksheet**.

For further guidance on the eCYCLE DC Program, please visit [doee.dc.gov/ecycle](https://doee.dc.gov/ecycle).

This form should be completed electronically and emailed, preferably in Word, to [productstewardship@dc.gov](mailto:productstewardship@dc.gov). This form is due December 31, 2021 but we strongly recommend that you submit this form by October 7, 2021. Applications that are not approved by January 1, 2022 may be out of compliance with DC regulations.

Please email [productstewardship@dc.gov](mailto:productstewardship@dc.gov) with any questions.

Note: Manufacturers that sold 100 or more units of CEE in the District to residents, businesses, and non-profits in calendar year 2020 are required to complete a registration form, available at [doee.dc.gov/ecycle](https://doee.dc.gov/ecycle), and submit registration fees.

\*If you did not qualify for De Minimis status for the 2020 registration (that was due 12/31/19) and had a minimum collection share in 2020, please report your collection weights and calculate any shortfall in Section 4. Shortfall fee checks are payable to the DC Treasurer and should be mailed to:

DOEE, Urban Sustainability Administration  
c/o Jen Dickman, eCYCLE DC  
1200 1<sup>st</sup> Street NE, 5<sup>th</sup> Floor  
Washington, DC 20002

Rev 9.9.21

## **SECTION 1: MANUFACTURER INFORMATION (Required)**

<b>Manufacturer Information</b>		
Manufacturer Name	Website	Telephone
Mailing Address		

## **SECTION 2: CONTACT INFORMATION (Required)**

<b>Contact Information</b>	
Primary Contact Person	
Name	Title
Email	Telephone
Mailing Address	

<b>Additional (Billing) Contact Person</b>	
Name	Title
Email	Telephone
Mailing Address	



## **SECTION 4: 2020 COLLECTION INFORMATION**

**For 2020, did you register as an individual manufacturer or as part of a partnership or representative organization, or apply for de minimis exemption? If so, which one?**

Click here to enter text.

**If you registered as an individual manufacturer for 2020, please report:**

2020 minimum collection share (in pounds) subject to shortfall fees:

Click here to enter text.

Weight (in pounds) of covered electronic equipment collected and recycled (or reused) in 2020:

Click here to enter text.

Does the above weight include any items donated free of charge for reuse to eligible entities as specified in DC Code 8-1041.05(b)(2)? If so, additional documentation will be requested.

Click here to enter text.

Shortfall (in pounds) to 2020 minimum collection share:

Click here to enter text.

\*If you did not meet your 2020 minimum collection share, please calculate your shortfall fee. Please see the "Minimum Collection Share and Shortfall Fee" factsheet at <https://doee.dc.gov/node/1239556> for information on how to calculate your shortfall fee.

Shortfall Fee:

Click here to enter text.

End markets and electronics recyclers utilized by the manufacturer in 2020, and contact information (name, address, and email or phone number) for the electronic recyclers:

Click here to enter text.



**SECTION 5: SALES INFORMATION FOR 2022 DE MINIMIS EXEMPTION**  
**(Required)**

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 must use either Option 1 or Option 2.

Which option is used to complete Section 5 (select one 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 from the District sales data to be listed below since equipment sold to these government entities is not CEE). If unavailable, use option 2.

<b>2020 Sales:</b> Report sales for calendar year 2020	
<b>Type of CEE</b>	<b>Number of Units Sold in the District</b>
Computers	
Computer Peripherals	
Televisions	
Television Peripherals	
<b>Actual District Sales Total</b>	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 from the national sales data to be listed below since equipment sold to these government entities is not CEE).

<b>2020 Sales:</b> Report sales for calendar year 2020	
<b>Type of CEE</b>	<b>Number of Units Sold Nationally</b>
Computers	
Computer Peripherals	
Televisions	
Television Peripherals	
<b>National Total</b>	0

<b>Estimated District Sales Total</b> National Total from above multiplied by 0.21% (0.0021), which was the District's percentage of the national population in 2020	0.0
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**SECTION 6: CERTIFICATION (Required)**

<b>Certification</b>	
<p>I certify under penalty of law that this de minimis worksheet 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.</p> <p>You may assert a confidential information claim covering sales data (units sold) 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.</p> <p style="text-align: center;">Select one (select by marking with an "X"):</p> <p style="text-align: center;">Yes</p> <p style="text-align: center;">No</p> <p>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.</p> <p>Date:</p>	
Name (This is your electronic signature)	Title
Email	Telephone

**Appendix B.**  
Individual Registration Form



## INDIVIDUAL MANUFACTURER REGISTRATION FORM

**Registration for Calendar Year 2022:**

January 1, 2022 – December 31, 2022

**Registration Due Date: December 31, 2021**

This is the registration form for manufacturers of covered electronic equipment (CEE) that are registering as an **individual manufacturer**. Manufacturers are required to submit the information in this form to DOEE. This information can also be submitted online at [ecycleregistration.org](http://ecycleregistration.org).

This form should be completed electronically in Word and emailed to [productstewardship@dc.gov](mailto:productstewardship@dc.gov).

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

This form is due December 31, 2021, but we strongly recommend that you submit it by October 7, 2021. Please note that manufacturer registrations must be approved by DOEE to be in compliance at the beginning of the calendar year on January 1, 2022.

Registration fees and any shortfall fees must be submitted to complete the registration by December 31, 2021. The registration fees are \$759 for manufacturers that sold 100-249 CEE units in DC in 2020 and \$2,681.80 for manufacturers that sold 250 or more in 2020.

Checks are payable to the DC Treasurer and should be mailed to:

DOEE, Urban Sustainability Administration  
c/o Jen Dickman, eCYCLE DC  
1200 1<sup>st</sup> Street NE, 5<sup>th</sup> Floor  
Washington, DC 20002

Please email [productstewardship@dc.gov](mailto:productstewardship@dc.gov) with any questions.

Note: Manufacturers that sold fewer than 100 units of CEE in the District to residents, businesses, and non-profits in calendar year 2020 do not need to complete this registration form, but these manufacturers are required to complete the de minimis worksheet, available at [doee.dc.gov/ecycle](http://doee.dc.gov/ecycle).

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## **SECTION 1: MANUFACTURER INFORMATION**

<b>Manufacturer Information</b>		
Manufacturer Name	Website	Telephone
Mailing Address		

## **SECTION 2: CONTACT INFORMATION**

<b>Contact Information</b>	
<b>Primary Contact Person</b>	
Name	Title
Email	Telephone
Mailing Address	
<b>Billing Contact Person</b>	
Name	Title
Email	Telephone
Mailing Address	
<b>Additional Contact Person</b>	
Name	Title
Email	Telephone



## **SECTION 4: 2020 COLLECTION INFORMATION**

**For 2020, did you register as an individual manufacturer or as part of a partnership or representative organization? If so, which one?**

Click here to enter text.

**If you registered as an individual manufacturer for 2020, please report:**

2020 minimum collection share (in pounds) subject to shortfall fees:

Click here to enter text.

Weight (in pounds) of covered electronic equipment collected and recycled (or reused) in 2020:

Click here to enter text.

Does the above weight include any items donated free of charge for reuse to eligible entities as specified in DC Code 8-1041.05(b)(2)? If so, additional documentation will be requested.

Click here to enter text.

Shortfall (in pounds) to 2020 minimum collection share:

Click here to enter text.

\*If you did not meet your 2020 minimum collection share, please calculate your shortfall fee and describe how you plan to attain compliance in the future. Please see the "Minimum Collection Share and Shortfall Fee" factsheet at <https://doee.dc.gov/node/1239556> for information on how to calculate your shortfall fee.

Shortfall Fee:

Click here to enter text.

Explanation of how manufacturer plans to attain compliance with future minimum collection shares:

Click here to enter text.

End markets and electronics recyclers utilized by the manufacturer in 2020, and contact information (name, address, and email or phone number) for the electronic recyclers:

Click here to enter text.



## **SECTION 5: SALES INFORMATION TO CALCULATE 2022 MINIMUM COLLECTION SHARE**

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 must use either Option 1 or Option 2.

Which option is used to complete Section 5 (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 from the District sales data to be listed below since equipment sold to these government entities is not CEE). If unavailable, use option 2.

<b>2018 Sales:</b> Report sales for calendar year 2018		
<b>Type of CEE</b>	<b>Number of Units of CEE Sold in the District</b>	<b>Total Weight (lbs) of CEE Sold in the District</b>
Computers		
Computer Peripherals		
Televisions		
Television Peripherals		
<b>Actual District Sales Total</b>	0	0

<b>2019 Sales:</b> Report sales for calendar year 2019		
<b>Type of CEE</b>	<b>Number of Units of CEE Sold in the District</b>	<b>Total Weight (lbs) of CEE Sold in the District</b>
Computers		
Computer Peripherals		
Televisions		
Television Peripherals		
<b>Actual District Sales Total</b>	0	0

<b>2020 Sales:</b> Report sales for calendar year 2020		
Type of CEE	Number of Units of CEE Sold in the District	Total Weight (lbs) of CEE Sold in the District
Computers		
Computer Peripherals		
Televisions		
Television Peripherals		
<b>Actual District Sales Total</b>	0	0

**Minimum Collection Share (Option 1)**

A manufacturer registering as an individual manufacturer shall collect in **calendar year 2022: 80% of the average weight of CEE sold in calendar years 2018, 2019 and 2020.**

Based on the sales data reported in **Section 5 - Option 1**, the minimum collection share for calendar year 2022 is: **0.0 pounds**

Shortfall fees are determined by the formula found in 20 DCMR § 4102.2.

Please visit [doee.dc.gov/ecycle](https://doee.dc.gov/ecycle) for information on requirements to collect CEE.

## 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 DC government or federal government are excluded from the national sales data to be listed below since equipment sold to these government entities is not CEE.

<b>2018 Sales:</b> Report sales for calendar year 2018		
Type of CEE	Number of Units of CEE Sold Nationally	Total Weight (lbs) of CEE Sold Nationally
Computers		
Computer Peripherals		
Televisions		
Television Peripherals		
<b>National Total</b>	0	0
<b>Estimated District Sales Total</b> 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

<b>2019 Sales:</b> Report sales for calendar year 2019		
Type of CEE	Number of Units of CEE Sold Nationally	Total Weight (lbs) of CEE Sold Nationally
Computers		
Computer Peripherals		
Televisions		
Television Peripherals		
<b>National Total</b>	0	0
<b>Estimated District Sales Total</b> National Total from above multiplied by 0.21% (0.0021), which was the District's percentage of the national population in 2019	0.0	0.0

<b>2020 Sales:</b> Report sales for calendar year 2020		
Type of CEE	Number of Units of CEE Sold Nationally	Total Weight (lbs) of CEE Sold Nationally
Computers		
Computer Peripherals		
Televisions		
Television Peripherals		
<b>National Total</b>	0	0
<b>Estimated District Sales Total</b> 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

**Minimum Collection Share (Option 2)**

A manufacturer registering as an individual manufacturer shall collect in **calendar year 2022: 80% of the average weight of CEE sold in the District in calendar years 2018, 2019 and 2020.**

Based on the sales data reported in **Section 5 - Option 2**, the minimum collection share subject to shortfall fee for calendar year 2022 is: **0.0 pounds.**

Shortfall fees are determined by the formula found in 20 DCMR § 4102.2.

Please visit [doee.dc.gov/ecycle](https://doee.dc.gov/ecycle) for information on requirements to collect CEE.

## SECTION 6: RECYCLING PLAN

### Recycling Plan for Calendar Year 2022

Include as much detail as currently available. You may also attach a separate document that covers all elements of the recycling plan.

Describe the manufacturer's recycling plan for 2022. Include information on how CEE will be collected, handled, and recycled or reused, such as names and business addresses of anticipated collectors and recyclers, and the methods used to handle and process CEE (including CRTs). **All recyclers must be e-Stewards certified.**

Describe anticipated end markets for raw materials or products created by the recycling of collected CEE (including CRTs).

Describe the convenient methods by which a District resident will be able to return CEE in calendar year 2022. The manufacturer should offer a mail-back service to meet the one-to-one take-back requirement ([D.C. Code § 8-1041.05\(d\)](#)), and can provide permanent drop-off locations, retail drop-offs, direct pickups, and/or one-day events. If known, list relevant locations, dates, and times.

Describe the methods the manufacturer will use to inform District residents and businesses about its electronics recycling program in calendar year 2022, such as how to utilize the mail-back service and maintaining a website and/or toll-free number. DOEE may also post this information on the eCYCLE DC webpage.

## SECTION 7: CERTIFICATION

### Certification

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 (select by marking with an "X"):

True

False

The vendors who will recycle or reuse CEE collected under the recycling plan, as described in Section 6 of this registration form, **will have a valid e-Stewards certification.**

Select one (select 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, 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

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:

Name (This is your electronic signature)

Title

Email

Telephone



**Appendix C.**

Partnership Registration Form Part 1



## MANUFACTURER PARTNERSHIP REGISTRATION FORM PART 1

Partnership Information

**Registration for Calendar Year 2022:**  
January 1, 2022 – December 31, 2022

**Registration Due Date: December 31, 2021**

This is **Part 1** of the registration form for manufacturers of covered electronic equipment (CEE) registering as a **partnership**. A partnership is required to complete one **Part 1** form or submit the same information online at [ecycleregistration.org](http://ecycleregistration.org). Each manufacturer in a partnership is required to complete a separate **Part 2** form or submit the same information online at [ecycleregistration.org](http://ecycleregistration.org).

This form (Part 1) should be completed electronically and emailed, preferably in Word, to [productstewardship@dc.gov](mailto:productstewardship@dc.gov).

This form is due December 31, 2021, but we strongly recommend that you submit it by October 7, 2021. Please note that registrations must be approved by DOEE to be in compliance at the beginning of the calendar year on January 1, 2022.

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

The partnership, as a collective, is responsible for meeting the sum of the minimum collection shares of each individual manufacturer in the partnership.

Registration fees and any shortfall fees should be submitted in one check by the partnership to complete the registration by December 31, 2021. The registration fee for partnerships is \$2,479.40 for each manufacturer in the partnership that sold 250 or more units of covered electronic equipment (CEE) in DC in 2020 and \$708.40 for each manufacturer in the partnership that sold between 100-249 units of CEE in DC in 2020.

Checks are payable to the DC Treasurer and should be mailed to:

DOEE, Urban Sustainability Administration  
c/o Jen Dickman, eCYCLE DC  
1200 1<sup>st</sup> Street NE, 5<sup>th</sup> Floor  
Washington, DC 20002

Please email [productstewardship@dc.gov](mailto:productstewardship@dc.gov) with any questions.

Note: The use of the term "partnership" is limited to how the term is used in D.C. Official Code §§ 8-1041.01 to 8-1041.12 and implementing regulations. The use of "partnership" does not relate to the term found elsewhere in District law or regulation.

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## **SECTION 1: PARTNERSHIP CONTACT INFORMATION**

<b>Partnership Contact Information</b>	
<b>Primary Contact Person for the Partnership</b>	
Name	Title
Email	Telephone
Mailing Address	
<b>Billing Contact Person for the Partnership</b>	
Name	Title
Email	Telephone
Mailing Address	
<b>Additional Contact Person for the Partnership</b>	
Name	Title
Email	Telephone



### **SECTION 3: 2020 COLLECTION INFORMATION**

Partnership's 2020 minimum collection share (in pounds) subject to shortfall fees:  
Click here to enter text.

Weight (in pounds) of covered electronic equipment collected and recycled (or reused) by partnership in 2020:  
Click here to enter text.

Does the above weight include any items donated free of charge for reuse to eligible entities as specified in DC Code 8-1041.05(b)(2)? If so, additional documentation will be requested.  
Click here to enter text.

Shortfall (in pounds) to partnership's 2020 minimum collection share:  
Click here to enter text.

\*If you did not meet your 2020 minimum collection share, please calculate your shortfall fee and describe how you plan to attain compliance in the future. Please see the "Minimum Collection Share and Shortfall Fee" factsheet at <https://doee.dc.gov/node/1239556> for information on how to calculate your shortfall fee.

Shortfall Fee:  
Click here to enter text.

Explanation of how partnership plans to attain compliance with future minimum collection shares:  
Click here to enter text.

End markets and electronics recyclers utilized by the partnership in 2020, and contact information (name, address, and email or phone number) for the electronic recyclers:  
Click here to enter text.



## SECTION 5: RECYCLING PLAN

### Recycling Plan for Calendar Year 2022

Include as much detail as currently available. You may also attach a separate document that covers all elements of the recycling plan.

Describe the partnership's recycling plan for calendar year 2022. Include information on how CEE will be collected, handled, and recycled or reused, such as names and business addresses of anticipated collectors and recyclers, and the methods used to handle and process CEE (including CRTs). **All recyclers must be e-Stewards certified.**

Describe anticipated end markets for raw materials or products created by the recycling of collected CEE (including CRTs).

Describe the convenient methods by which a District resident will be able to return CEE in calendar year 2022. The partnership should offer a mail-back program to meet the one-to-one take-back requirement ([D.C. Code § 8-1041.05\(d\)](#)), and can provide permanent drop-off locations, retail drop-offs, direct pickups, and/or one-day events. If known, list relevant locations, dates, and times.

Describe the methods the partnership will use to inform District residents and businesses about its electronics recycling program in calendar year 2022, such as how to utilize the mail-back service and maintaining a website and/or toll-free number. DOEE may also post this information on the eCYCLE DC webpage.



## SECTION 6: CERTIFICATION

### Certification

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 (select by marking with an "X"):

True

False

The vendors who will recycle or reuse CEE collected under the recycling plan, as described in Section 5 of this registration form, **will have a valid e-Stewards certification.**

Select one (select 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, 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

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:

Name (This is your electronic signature)

Title

Email

Telephone

**Appendix D.**

Partnership Registration Form Part 2



## MANUFACTURER PARTNERSHIP REGISTRATION FORM PART 2

Manufacturer Information

**Registration for Calendar Year 2022:**  
January 1, 2022 – December 31, 2022

**Registration Due Date: December 31, 2021**

This is **Part 2** of the registration form for manufacturers of covered electronic equipment (CEE) registering as a **partnership**. Each manufacturer in a partnership is required to complete a separate **Part 2** form or submit the same information online at [ecycleregistration.org](http://ecycleregistration.org). A partnership is required to complete one **Part 1** form or submit the same information online at [ecycleregistration.org](http://ecycleregistration.org).

This form (Part 2) should be completed electronically and emailed, preferably in Word, to [productstewardship@dc.gov](mailto:productstewardship@dc.gov).

This form is due December 31, 2021, but we strongly recommend that you submit it by October 7, 2021. Please note that manufacturer registrations must be approved by DOEE to be in compliance at the beginning of the calendar year on January 1, 2022.

The partnership, as a collective, is responsible for meeting the sum of the minimum collection share of each individual manufacturer in the partnership.

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

Please email [productstewardship@dc.gov](mailto:productstewardship@dc.gov) with any questions.

Registration fees and any shortfall fees should be submitted in one check by the partnership to complete the registration by December 31, 2021. The registration fee for partnerships is \$2,479.40 for each manufacturer in the partnership that sold 250 or more units of covered electronic equipment (CEE) in DC in 2020 and \$708.40 for each manufacturer in the partnership that sold between 100-249 units of CEE in DC in 2020.

Note: The use of the term “partnership” is limited to how the term is used in D.C. Official Code §§ 8-1041.01 to 8-1041.12 and implementing regulations. The use

of "partnership" does not relate to the term found elsewhere in District law or regulation.

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### **SECTION 1: MANUFACTURER INFORMATION**

<b>Manufacturer Information</b>		
Manufacturer Name	Website	Telephone
Mailing Address		

### **SECTION 2: CONTACT INFORMATION**

<b>Contact Information</b>	
Primary Contact Person	
Name	Title
Email	Telephone
Mailing Address	

<b>Partnership Contact Information</b>	
Primary Contact Person	
Contact Name	Partnership Group
Email	Telephone



## **SECTION 4: 2020 COLLECTION INFORMATION**

**For 2020, did you register as an individual manufacturer or as part of a partnership or representative organization? If so, which one?**

Click here to enter text.

**If you registered as an individual manufacturer for 2020, please report:**

2020 minimum collection share (in pounds) subject to shortfall fees:

Click here to enter text.

Weight (in pounds) of covered electronic equipment collected and recycled (or reused) in 2020:

Click here to enter text.

Does the above weight include any items donated free of charge for reuse to eligible entities as specified in DC Code 8-1041.05(b)(2)? If so, additional documentation will be requested.

Click here to enter text.

Shortfall (in pounds) to 2020 minimum collection share:

Click here to enter text.

\*If you did not meet your 2020 minimum collection share, please calculate your shortfall fee. Please see the "Minimum Collection Share and Shortfall Fee" factsheet at <https://doee.dc.gov/node/1239556> for information on how to calculate your shortfall fee.

Shortfall Fee:

Click here to enter text.

End markets and electronics recyclers utilized by the manufacturer in 2020, and contact information (name, address, and email or phone number) for the electronic recyclers:

Click here to enter text.

## **SECTION 5: SALES INFORMATION TO CALCULATE 2022 MINIMUM COLLECTION SHARE**

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 must use either Option 1 or Option 2.

Which option is used to complete Section 5 (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 from the District sales data to be listed below since equipment sold to these government entities is not CEE). If unavailable, use option 2.

<b>2018 Sales:</b> Report sales for calendar year 2018		
<b>Type of CEE</b>	<b>Number of Units of CEE Sold in the District</b>	<b>Total Weight (lbs) of CEE Sold in the District</b>
Computers		
Computer Peripherals		
Televisions		
Television Peripherals		
<b>Actual District Sales Total</b>	0	0

<b>2019 Sales:</b> Report sales for calendar year 2019		
<b>Type of CEE</b>	<b>Number of Units of CEE Sold in the District</b>	<b>Total Weight (lbs) of CEE Sold in the District</b>
Computers		
Computer Peripherals		
Televisions		
Television Peripherals		
<b>Actual District Sales Total</b>	0	0

<b>2020 Sales:</b> Report sales for calendar year 2020		
Type of CEE	Number of Units of CEE Sold in the District	Total Weight (lbs) of CEE Sold in the District
Computers		
Computer Peripherals		
Televisions		
Television Peripherals		
<b>Actual District Sales Total</b>	0	0

**Minimum Collection Share (Option 1)**

The partnership, as a collective, is responsible for meeting the sum of the minimum collection share of each individual manufacturer in the partnership. An individual manufacturer shall collect in **calendar year 2022: 80% of the average weight of CEE sold in calendar years 2018, 2019 and 2020.**

Based on the sales data reported in **Section 5 - Option 1**, the minimum collection share subject to shortfall fee for calendar year 2022 is: **0 pounds**

Shortfall fees are determined by the formula found in 20 DCMR § 4102.2.

Please visit [doee.dc.gov/ecycle](https://doee.dc.gov/ecycle) for information on requirements to collect CEE.



## 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 DC government or federal government are excluded from the national sales data to be listed below since equipment sold to these government entities is not CEE.

<b>2018 Sales:</b> Report sales for calendar year 2018		
Type of CEE	Number of Units Sold Nationally	Total Weight (lbs) of CEE Sold in Nationally
Computers		
Computer Peripherals		
Televisions		
Television Peripherals		
<b>National Total</b>	0	0
<b>Estimated District Sales Total</b> 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

<b>2019 Sales:</b> Report sales for calendar year 2019		
Type of CEE	Number of Units Sold Nationally	Total Weight (lbs) of CEE Sold in Nationally
Computers		
Computer Peripherals		
Televisions		
Television Peripherals		
<b>National Total</b>	0	0
<b>Estimated District Sales Total</b> National Total from above multiplied by 0.21% (0.0021), which was the District's percentage of the national population in 2019	0.0	0.0

<b>2020 Sales:</b> Report sales for calendar year 2020		
<b>Type of CEE</b>	<b>Number of Units Sold Nationally</b>	<b>Total Weight (lbs) of CEE Sold in Nationally</b>
Computers		
Computer Peripherals		
Televisions		
Television Peripherals		
<b>National Total</b>	0	0
<b>Estimated District Sales Total</b> 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

**Minimum Collection Share (Option 2)**

The partnership, as a collective, is responsible for meeting the sum of the minimum collection share of each individual manufacturer in the partnership. An individual manufacturer shall collect in **calendar year 2022: 80% of the average weight of CEE sold in calendar years 2018, 2019 and 2020.**

Based on the sales data reported in **Section 5 - Option 2**, the minimum collection share subject to shortfall fee for calendar year 2022 is: **0 pounds**

Shortfall fees are determined by the formula found in 20 DCMR § 4102.2.

Please visit [doee.dc.gov/ecycle](https://doee.dc.gov/ecycle) for information on requirements to collect CEE.

## SECTION 6: CERTIFICATION

### Certification

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, 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

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:

Name (This is your electronic signature)	Title
Email	Telephone

**Appendix E.**

Representative Organization Form Part 1



## REPRESENTATIVE ORGANIZATION REGISTRATION FORM PART 1

Representative Organization Information

**Registration for Calendar Year 2022:**  
January 1, 2022 – December 31, 2022

**Registration Due Date: December 31, 2021**

This is **Part 1** of the registration form for manufacturers of covered electronic equipment (CEE) registering as a **representative organization**. Representative organizations are required to complete one **Part 1** form or submit the same information online at [ecycleregistration.org](http://ecycleregistration.org). Each manufacturer in a representative organization is required to either complete a separate **Part 2** form and submit it to the representative organization lead, or submit the same information online at [ecycleregistration.org](http://ecycleregistration.org). *Forms completed in Word must be submitted together by the representative organization.*

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 a minimum of four hours).

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

This form should be completed electronically and emailed, preferably in Word (along with all Part 2 forms that were completed in Word), to [productstewardship@dc.gov](mailto:productstewardship@dc.gov).

This form is due December 31, 2021, but we strongly recommend that you submit it by October 7, 2021. Please note that registrations must be approved by DOEE to be in compliance at the beginning of the calendar year on January 1, 2022.

Registration fees and any shortfall fees (from manufacturers registering under a different registration type for 2020) must be submitted by the representative organization in a single check for the total number of manufacturers by December 31, 2021. The registration fee is \$15,180 for a single manufacturer and \$2,226.40 for each additional manufacturer. The representative organization may determine how to split costs among manufacturers.

Checks are payable to the DC Treasurer and should be mailed to:

DOEE, Urban Sustainability Administration  
c/o Jen Dickman, eCYCLE DC  
1200 1<sup>st</sup> Street NE, 5<sup>th</sup> Floor  
Washington, DC 20002

Please email [productstewardship@dc.gov](mailto:productstewardship@dc.gov) with any questions.

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## **SECTION 1: CONTACT INFORMATION**

<b>Representative Organization Contact Information</b>	
Primary Contact Person for the Representative Organization	
Name	Title
Email	Telephone
Mailing Address	
Billing Contact Person for the Representative Organization	
Name	Title
Email	Telephone
Mailing Address	



### **SECTION 3: 2020 COLLECTION INFORMATION**

Weight (in pounds) of covered electronic equipment collected and recycled by the representative organization in 2020:

\*Representative organizations are not subject to shortfall fees as they are not required to meet a weight-based minimum collection share; they only need to comply with the convenience criteria.

**Please attach a written narrative, reporting on the results of the 2020 program year in accordance with the 2020 implementation plan. Please address each of the areas below from the plan.**

- A list of the manufacturers that participated in the representative organization.
- The convenient and equitable collection system established (sites or events) to meet the convenience criteria.
- The public outreach performed to ensure District residents were aware of the availability and location of collection sites or events.
- The number of attendees at the collection events.
- The total weight of covered electronic equipment collected and recycled through the representative organization's electronics recycling program in the previous year.
- The end markets and electronics recyclers utilized by the representative organization in the previous year, including contact information (name, address, and email or phone number) for the electronics recyclers.



## **SECTION 4: RECYCLING PLAN**

### **Recycling Plan for Calendar Year 2022**

Include as much detail as currently available. You may also attach a separate document that covers all elements of the recycling plan.

Please provide a description of the permanent publicly accessible collection sites or, if not feasible, quarterly four-hour collection events in each ward of the District for calendar year 2022 and how the organization determined where public collection sites would be located to meet the needs of District residents. Please also describe public outreach the representative organization will perform to ensure District residents and businesses are aware of the availability and location of free collection sites and events. Include information such as maintaining a website and/or toll-free number and how to utilize the mail-back service. DOEE may also post this information on the eCYCLE DC webpage.

Please provide the market share percentage of each manufacturer in the representative organization and a description of how the representative organization will allocate responsibility across its manufacturers to ensure compliance under at least the following categories.

- Registration and Reporting
- Annual Registration Fee
- Event Scheduling and Coordination
- Collection, transportation & recycling of collection materials and related costs
- Public Outreach and related costs

Describe the representative organization's recycling plan in the District for Calendar Year 2022. Include information on how CEE will be collected, handled, and recycled or reused, such as names and business addresses of anticipated collectors and recyclers, and the methods used to process CEE (including CRTs). **All recyclers must be e-Stewards certified.**

Describe anticipated end markets for raw materials or products created by the recycling of collected CEE (including CRTs).

## SECTION 5: CERTIFICATION

Certification	
<p>The collection, handling, and recycling or reuse of CEE, as described in Section 4 of this registration form, will comply with local, state, federal, and international laws and regulations.</p> <p>Select one (select by marking with an "X"):</p> <p style="text-align: center;">True</p> <p style="text-align: center;">False</p>	
<p>The vendors who will recycle or reuse CEE collected under the recycling plan, as described in Section 4 of this registration form, <b>will have a valid e-Stewards certification.</b></p> <p>Select one (select by marking with an "X"):</p> <p style="text-align: center;">True</p> <p style="text-align: center;">False</p>	
<p>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.</p> <p>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.</p> <p>Select one (select by marking with an "X"):</p> <p style="text-align: center;">Yes</p> <p style="text-align: center;">No</p> <p>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.</p> <p>Date:</p>	
Name (This is your electronic signature)	Title
Email	Telephone

**Appendix F.**

Representative Organization Form Part 2



## REPRESENTATIVE ORGANIZATION REGISTRATION FORM PART 2

Manufacturer Information

**Registration for Calendar Year 2022:**  
January 1, 2022 – December 31, 2022

**Registration Due Date: December 31, 2021**

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 is required to either complete a **Part 2** form and submit it to the representative organization lead, or submit the same information online at [ecycleregistration.org](http://ecycleregistration.org).

Representative organizations are required to complete one **Part 1** form or submit the same information online. Forms completed in Word must be submitted together by the representative organization.

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 a minimum of four hours).

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

This form should be completed electronically and emailed, preferably in Word, to the representative organization lead so the package of Part 1 and Part 2 forms can be emailed by the representative organization to [productstewardship@dc.gov](mailto:productstewardship@dc.gov).

This form is due December 31, 2021, but we strongly recommend that you submit it by October 7, 2021. Please note that registrations must be approved by DOEE to be in compliance at the beginning of the calendar year on January 1, 2022.

Registration fees and any shortfall fees (from manufacturers registering under a different registration type for 2020) must be submitted by the representative organization in a single check for the total number of manufacturers by December 31, 2021. For your information, the registration fee for a representative organization is \$15,180 for a single manufacturer and \$2,226.40

for each additional manufacturer. The representative organization may determine how to split costs among manufacturers.

Please email [productstewardship@dc.gov](mailto:productstewardship@dc.gov) with any questions.

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## **SECTION 1: MANUFACTURER INFORMATION**

<b>Manufacturer Information</b>		
Manufacturer Name	Website	Telephone
Mailing Address		

## **SECTION 2: CONTACT INFORMATION**

<b>Contact Information</b>	
Primary Contact Person	
Name	Title
Email	Telephone
Mailing Address	





## **SECTION 4: 2020 COLLECTION INFORMATION**

**For 2020, did you register as an individual manufacturer or as part of a partnership or representative organization? If so, which one?**

Click here to enter text.

**If you registered as an individual manufacturer for 2020, please report:**

2020 minimum collection share (in pounds) subject to shortfall fees:

Click here to enter text.

Weight (in pounds) of covered electronic equipment collected and recycled (or reused) in 2020:

Click here to enter text.

Does the above weight include any items donated free of charge for reuse to eligible entities as specified in DC Code 8-1041.05(b)(2)? If so, additional documentation will be requested.

Click here to enter text.

Shortfall (in pounds) to 2020 minimum collection share:

Click here to enter text.

\*If you did not meet your 2020 minimum collection share, please calculate your shortfall fee. Please see the "Minimum Collection Share and Shortfall Fee" factsheet at <https://doee.dc.gov/node/1239556> for information on how to calculate your shortfall fee.

Shortfall Fee:

Click here to enter text.

End markets and electronics recyclers utilized by the manufacturer in 2020, and contact information (name, address, and email or phone number) for the electronic recyclers:

Click here to enter text.

## **SECTION 5: SALES INFORMATION**

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 must use either Option 1 or Option 2.

Which option is used to complete Section 5 (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 from the District sales data to be listed below since equipment sold to these government entities is not CEE). If unavailable, use option 2.

<b>2018 Sales:</b> Report sales for calendar year 2018		
Type of CEE	Number of Units of CEE Sold in the District	Total Weight (lbs) of CEE Sold in the District
Computers		
Computer Peripherals		
Televisions		
Television Peripherals		
<b>Actual District Sales Total</b>	0	0

<b>2019 Sales:</b> Report sales for calendar year 2019		
Type of CEE	Number of Units of CEE Sold in the District	Total Weight (lbs) of CEE Sold in the District
Computers		
Computer Peripherals		
Televisions		
Television Peripherals		
<b>Actual District Sales Total</b>	0	0

<b>2020 Sales:</b> Report sales for calendar year 2020		
Type of CEE	Number of Units of CEE Sold in the District	Total Weight (lbs) of CEE Sold in the District
Computers		
Computer Peripherals		
Televisions		
Television Peripherals		
<b>Actual District Sales Total</b>	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 DC government or federal government are excluded from the national sales data to be listed below since equipment sold to these government entities is not CEE.

<b>2018 Sales:</b> Report sales for calendar year 2018		
Type of CEE	Number of Units of CEE Sold Nationally	Total Weight (lbs) of CEE Sold Nationally
Computers		
Computer Peripherals		
Televisions		
Television Peripherals		
<b>National Total</b>	0	0
<b>Estimated District Sales Total</b> 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

<b>2019 Sales:</b> Report sales for calendar year 2019		
Type of CEE	Number of Units of CEE Sold Nationally	Total Weight (lbs) of CEE Sold Nationally
Computers		
Computer Peripherals		
Televisions		
Television Peripherals		
<b>National Total</b>	0	0
<b>Estimated District Sales Total</b> National Total from above multiplied by 0.21% (0.0021), which was the District's percentage of the national population in 2019	0.0	0.0

<b>2020 Sales:</b> Report sales for calendar year 2020		
<b>Type of CEE</b>	<b>Number of Units of CEE Sold Nationally</b>	<b>Total Weight (lbs) of CEE Sold Nationally</b>
Computers		
Computer Peripherals		
Televisions		
Television Peripherals		
<b>National Total</b>	0	0
<b>Estimated District Sales Total</b> 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

## SECTION 6: CERTIFICATION

### Certification

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, 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

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:

Name (This is your electronic signature)	Title
Email	Telephone

**Appendix G.**  
Program FAQ

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
Department of Energy and Environment

**eCYCLE DC Program FAQ - 2022**

This FAQ document provides additional information to assist manufacturers registering for the eCYCLE DC Program for 2022 (due December 31, 2021). For more information, please see [doee.dc.gov/ecycle](https://doee.dc.gov/ecycle).

**General:**

- 1. Which sections of the D.C. Official Code and regulations govern the eCYCLE DC program?**

D.C. Official Code: <https://code.dccouncil.us/dc/council/code/titles/8/chapters/10B/>

DC Municipal Regulations:

<https://www.dcregs.dc.gov/Common/DCMR/RuleList.aspx?ChapterNum=20-41>

**Registration Applications:**

- 2. What is needed to be in compliance with the registration deadline?**

A complete and accurate registration application (including registration fees) must be approved by the Department of Energy & Environment (DOEE) by December 31, 2021 to be in compliance for the start of the program year on January 1.

The amount of the registration fee is determined by annual sales and registration type. See the Manufacturer's Guide at <https://doee.dc.gov/node/1239556> for more details.

- 3. What sales data do manufacturers in a Representative Organization need to report regarding market share?**

DOEE is no longer waiving the requirement that Representative Organizations need to report on market share. See [D.C. Official Code § 8-1041.03\(b\)\(9\)\(C\)](#). Representative Organizations must report on their member manufacturers' units and weight of sales of covered electronic equipment (CEE) in the District.

- 4. What should manufacturers report in their registration forms with regard to end markets?**

*Last updated 9.1.21*

[D.C. Official Code § 8-1041.03\(b\)\(4\)](#) requires manufacturers to report the location of anticipated recycling facilities and end markets. In their registration, manufacturers should provide the addresses of anticipated recycling facilities and, to the extent possible, an overview of the anticipated process flow of collected materials and/or downstream vendors.

[DC Official Code § 8-1041.03\(b\)\(3\)\(F\)](#) requires manufacturers to report on the end markets and electronics recyclers that they used in the previous calendar year. [20 DCMR § 4100.9](#) also requires contact information (name, address, and email or phone number) for these electronics recyclers to be reported.

**5. How does the term “covered entity,” as defined in the statute, affect reporting and collection requirements?**

A covered entity is defined as “a District household or small nonprofit or small business entity that procures covered electronic equipment through retail channels.” The term “covered entities” is used to describe the responsibilities of Representative Organizations (see [D.C. Official Code § 8-1041.05\(a\)\(3\)\(C\)](#)). Representative Organizations are required to accept, for free, covered electronic equipment from covered entities. Sales reported in the registration forms include all sales, not just those to covered entities.

**6. [D.C. Official Code § 8-1041.05\(d\)](#) states, “Beginning January 1, 2017, a manufacturer shall accept, on a one-to-one basis with the purchase of the same type of covered electronic equipment, covered electronic equipment that is offered for return by a person in the District.” What does a manufacturer need to do to be in compliance with this requirement?**

When a person (either an individual, business, or non-profit organization) purchases a piece of covered electronic equipment, a manufacturer must make a process available for the return (whether at the point of sale or by some other means) of the same type of covered electronic equipment. A mail-back service would satisfy this requirement. There is no prohibition on charging for this service. De minimis manufacturers are exempted from D.C. Official Code § 8-1041.05(d).

**Sales to Federal or District Government:**

**7. Do manufacturers need to report sales to the federal and District governments?**

Due to amendments to the program in the FY18 Budget Support Act, equipment sold to the federal and District governments is no longer considered CEE and does not need to be reported.



**8. What if a manufacturer only sells covered electronic equipment to the federal or District Government?**

Equipment sold to the federal and District government is no longer considered CEE. Manufacturers that sell to only these entities do not need to register with the eCYCLE DC program.

**9. A manufacturer collected electronic equipment from the federal or District government. Can it count this weight towards its minimum collection share?**

No, as of 2018, manufacturers are no longer able to count collections from the federal and District governments towards minimum collection shares because this equipment is no longer considered CEE.

**10. What entities are considered part of the Government of the District of Columbia?**

Manufacturers should consider sales to any of the entities, other than regional bodies and residents, shown in the Government of the District of Columbia's Organizational Chart as part of the District Government. This includes executive, legislative, and judicial branches, as well as independent agencies and charter independent agencies. The current organizational chart can be found here:

<https://mayor.dc.gov/sites/default/files/dc/sites/mayormb/publication/attachments/DCGovtOrgChart2019.pdf>

Equipment sold to these entities is not considered CEE, per the FY18 Budget Support Act.

**11. Can manufacturers purchase pounds from other manufacturers or recyclers to meet their minimum collection shares?**

Manufacturers must collect or arrange for the collection of CEE (see [D.C. Official Code § 8-1041.05\(a\)\(1\)-\(2\)](#)). Accordingly, manufacturers (either individually or as part of a partnership) may purchase pounds of CEE from other manufacturers or recyclers. Pounds purchased must be collected and recycled or reused in the calendar year in which they are being applied to the minimum collection share.

Have additional questions? E-mail [productstewardship@dc.gov](mailto:productstewardship@dc.gov).

## **Appendix H.**

### Definition of Covered Electronic Equipment



## Definition Fact Sheet

### How is Covered Electronic Equipment (CEE) Categorized in Annual Registration?

In the annual registration forms, CEE will be reported and categorized in four categories. The chart below illustrates the categorization of common CEE.

Category	Items
Computer	<ul style="list-style-type: none"> <li>• Desktop computers</li> <li>• Small-scale server</li> <li>• Portable digital music players that have memory capability and are battery-powered</li> <li>• Laptops*</li> <li>• Tablets*</li> <li>• E-readers*</li> </ul> <p style="text-align: right; margin-right: 20px;">*Only items with screens larger than 6 inches</p>
Computer peripheral	<ul style="list-style-type: none"> <li>• Computer monitors larger than 6 inches</li> <li>• Keyboard</li> <li>• Computer mouse</li> <li>• Speakers sold with computers</li> <li>• Printers/scanners that are 100 pounds or less</li> </ul>
Television	<ul style="list-style-type: none"> <li>• Televisions with screens larger than 6 inches</li> </ul>
Television peripheral	<ul style="list-style-type: none"> <li>• VCRs</li> <li>• DVRs</li> <li>• DVD players</li> <li>• Signal converter boxes</li> <li>• Cable and satellite receivers</li> <li>• Gaming consoles used with TVs</li> </ul>

### How is CEE Defined?

District of Columbia law (D.C. Official Code § 8-1041.01) defines CEE as:

**Computers** and **computer peripherals**, including keyboards, electronic pointing devices, printers, computer monitors and display devices, **laptops or other portable computers**, and portable digital music players that have memory capability and are battery-powered, **televisions**, and **television peripherals**. The term “covered electronic equipment” does not include a motor vehicle, part of a motor vehicle, or a component part of a motor vehicle assembled by, or for, a vehicle manufacturer or franchised dealer, including replacement parts for use in a motor vehicle; telephones of any type, including mobile telephones, a personal digital assistant, a global positioning system, or a hand-held gaming device, household appliances, or covered electronic equipment that is contained within a clothes washer, clothes dryer, refrigerator, refrigerator and freezer, microwave oven, conventional oven or range, dishwasher, room air conditioner, dehumidifier, air purifier, water heater, or exercise equipment, equipment that is functionally or physically part of a larger piece of equipment intended for use in an industrial, research and development or commercial setting, security or anti-terrorism equipment, monitoring and control instrument or system, thermostat, hand-held transceiver, server other than a small-scale server, cash register or retail self-checkout system, stand-alone storage product intended for use in industrial, research and development, or commercial settings, medical equipment that contains a cathode ray tube, a flat panel display or similar video display device, and that is not separate from the larger piece of medical equipment, or other medical devices as defined under the Federal Food, Drug, and Cosmetic Act. The term "covered electronic equipment" also does not include equipment that is sold to the District government or the federal government. [emphasis added]

The Department of Energy and Environment's [implementing regulations](#) for the eCYCLE DC program include the following definitions:

**Computers:**

An electronic, magnetic, optical, electrochemical, or other high-speed data processing device performing a logical, arithmetic, or storage function, including a laptop computer or other portable computer, desktop computer, and includes any cable, cord, or wiring permanently affixed to or incorporated into such product, and may include a computer central processing unit; but such term shall not include an automated typewriter or typesetter, a portable hand-held calculator, server other than a small-scale server, or other similar device. Computer also means a small-scale server, portable digital music players that have memory capability and are battery-powered, or other similar devices.

**Laptop computer or other portable computer:**

A computer and display greater than six inches when measured diagonally that can be carried as one unit by an individual, including a laptop computer, tablet, e-reader, or other similar devices.

**Computer monitors and display devices:**

A separate visual display component that can be used with a computer, whether sold separately or together with a computer central processing unit, and includes a cathode ray tube, liquid crystal display, gas plasma, digital light processing or other image projection technology, or other similar device, with a display greater than six inches when measured diagonally, and its case, interior wires and circuitry, and any cable cord or wiring permanently affixed thereto or incorporated into such product.

**Computer peripherals:**

Any device that is sold primarily for external use with a computer and that provides input into or output from a computer, including: electronic keyboards; electronic mouse or other pointing device; printers; multi-function imaging equipment containing printers, which does not weigh more than one hundred (100) pounds; speakers sold with computers; computer monitors and display devices; or other similar devices; and any cable, cord, or wiring permanently affixed to or incorporated into any such product.

**Printers:**

A device using laser and LED (electrographic), ink jet, dot matrix, thermal, digital sublimation, or other print technologies that is designed to be placed on a desk or other work surface. This includes a multifunction or "all-in-one" device that, in addition to printing, performs one or more other operations such as copying, scanning, or faxing. Printer does not include a floor-standing printer, a printer with an optional floor stand, a point of sale (POS) receipt printer, a household calculator with printing capabilities or a label maker, a non-stand-alone printer that is embedded into a product other than a covered electronic equipment, or a device that weighs more than 100 pounds.

**Televisions:**

A display system containing a cathode ray tube, flat panel, or any other type of display primarily intended to receive video programming via broadcast, cable, or satellite transmission, and which has a display greater than six inches when measured diagonally.

**Television peripherals:**

Devices attached to and used in conjunction with televisions, including video cassette recorders (VCR), digital video recorders (DVR), digital video disc players (DVD), electronic or video game systems, signal converter boxes, cable receivers, satellite receivers, digital media receivers or set top boxes, or other similar devices, and includes any cable, cord, or wiring permanently affixed to or incorporated into any such product.

**Appendix I.**  
Manufacturer Guide

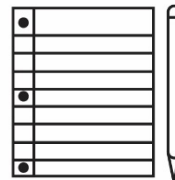
# eCYCLE DC: Manufacturer's Guide

## 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](https://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.

<b>Individual Manufacturer</b>	Must collect and recycle or reuse the manufacturer's minimum collection share.
<b>Partnership</b>	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.
<b>Representative Organization</b>	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](https://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)	\$759.00
Individual (sold ≥250 CEE units)	\$2,681.80

Partnership	\$708.40 (for partnership participants that sold 100–249 CEE units) \$2,479.40 (for partnership participants that sold ≥250 CEE units)
Representative Organization	<u>\$15,180.00 for one manufacturer and</u> <u>\$2,226.40 for each additional 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](mailto:productstewardship@dc.gov) or visit [doee.dc.gov/ecycle](http://doee.dc.gov/ecycle).

## **Appendix J.**

### Manufacturer Minimum Collection Share and Shortfall Fees Fact Sheet



## Manufacturer Minimum Collection Share for 2022

For manufacturers registering as individual manufacturers or in a partnership, the minimum collection share for calendar year 2022 is 80% of the average weight of sales of covered electronic equipment (CEE) in the District in 2018, 2019 and 2020 to residents, businesses, and non-profits. Sales to the federal and District governments are excluded.

## Manufacturer Shortfall Fees for 2020

The formula to calculate shortfall fees that a manufacturer will owe if the minimum collection share is not met is determined by the amount of collected CEE as a percentage of the minimum collection share.

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

Shortfall fees that result from the calendar year 2022 minimum collection share will be due in 2023 to complete registration for calendar year 2024.

For more information, please visit [doee.dc.gov/ecycle](https://doee.dc.gov/ecycle)

Questions? Email [productstewardship@dc.gov](mailto:productstewardship@dc.gov).

*Last updated on 9/1/2021*

**Appendix K.**

Collection Requirements and Third-Party  
Certification Fact Sheet



## Manufacturer Collection Requirements for 2022

Below are the 2022 calendar year collection requirements for manufacturers of covered electronic equipment (CEE) that sold 100 or more items of CEE in the District of Columbia in 2020.

### **All Manufacturers:**

- A manufacturer shall accept, on a one-to-one basis with the purchase of the same type of CEE, CEE that is offered for return by a person in the District.
- Manufacturers shall only recycle CEE at facilities that are certified by e-Stewards.
- As applicable: manufacturers shall provide at the point-of-sale information on how a person can return purchased covered electronic equipment for recycling

### **Individual Manufacturer or Partnership:**

- Collect and recycle, or arrange for the collection and recycling or reuse of, 80% of the average of sales weight from 2018, 2019 and 2020.

### **Representative Organization:**

- Establish one permanent, publicly accessible collection site in each ward or, if not feasible, hold quarterly collection events in that ward (for a minimum of four hours each).
- Conduct public outreach to ensure District residents are aware of sites and/or events.
- Accept and recycle, or arrange for the recycling and reuse of, all CEE from covered entities (households, small nonprofit organizations, or small businesses) for free at collection sites or events.

## Third-party Certifications

[The Fiscal Year 2022 Budget Support Emergency Act of 2021](#), which will apply starting October 1, 2021, amends the eCYCLE law to require manufacturers to certify in their registration applications for calendar year 2022 that vendors who recycle or reuse CEE collected under the manufacturer's waste management program have **e-Stewards certification**.

Learn about e-Stewards certification at [e-stewards.org](https://e-stewards.org).

For more information, please visit [doee.dc.gov/ecycle](https://doee.dc.gov/ecycle) Questions? Email [productstewardship@dc.gov](mailto:productstewardship@dc.gov).

*Last updated on 9/1/2021*

**Appendix L.**  
Electronics Recycling Options



## Electronics Recycling Programs

As of January 1, 2018, covered electronics are banned from the trash. Manufacturers of these electronics (televisions, computers, and [related equipment](#)) are required to collect and recycle or reuse electronic waste. Below are some of the electronics recycling options that are part of the District's electronics stewardship program, [eCYCLE DC](#).

Note that some manufacturer stewardship programs may charge a fee or have limitations on accepted products.

### eCYCLE Events

- District residents, small businesses and small nonprofits can recycle covered electronic equipment for free at eCYCLE DC events hosted by manufacturer groups. Event times and locations are posted here: <https://doee.dc.gov/ecycle>.

### Transfer Station

- The Department of Public Works runs a free [residential electronics recycling program](#) at Benning Road Transfer Station.

### Permanent Locations

*Please contact stores for the most up-to-date information.*

- **Best Buy Store**
  - *Program:* Accepted products may be limited. There may be a fee for TVs and monitors (\$29.99/item) and a limit of two TVs and two monitors per household per day. Learn more [here](#).
  - *Location:*
    - 3100 14<sup>th</sup> St NW, Washington, DC 20010 (T: 202-387-6150)
- **Goodwill of Greater Washington**
  - *Program:* Takeback is through the Dell Reconnect program. Location only accepts computers and computer peripherals. Learn more [here](#).
  - *Location:*
    - 2200 South Dakota Ave NE, Washington, DC 20018 (T: 202-715-2658)



- **Verizon Wireless Stores**

- *Program:* Consumers may recycle devices from a variety of brands, not only Verizon Wireless. Learn more [here](#).
- *Locations:*
  - 1318 F St NW, Washington, DC 20004 (T: 800-880-1077)
  - 1529 14<sup>th</sup> St NW, Washington, DC 20005 (T: 800-880-1077)
  - 1001 Connecticut Ave NW, R1011, Washington, DC 20036 (T: 800-880-1077)

### Limited Permanent Locations

*These locations have limitations on the brands they will accept for recycling.*

- **Apple**

- *Program:* Any Apple-branded product can be returned for free recycling at the Apple Retail Store or shipped back to Apple as noted below in the “Mailback Programs” section. Trade in eligible Apple products for a store gift card or refund on your purchase. [Click here](#) for more information.
- *Locations:*
  - Apple Store, 1229 Wisconsin Ave NW, Washington, DC 20007 (T: 202-572-1460)
  - State Liquors, 2159 P St NW, Washington, DC 20037 (T: 202-659-8888)

### Mailback Programs

*Manufacturers’ recycling plans include a mailback program that accepts any brand of a particular type of covered electronic equipment that a DC consumer has purchased from the manufacturer in the District. Please visit the mailback program’s website for details, including the types of covered electronic equipment accepted.*

- **Acer America Corporation** (Brands: Acer, AOPEN, Gateway, GrandPad)
  - Website: <https://www.acer.com/ac/en/US/content/recycling-pc#dc>
  - Phone: 866-337-1078
- **Amazon.com Services LLC** (Brands: AmazonBasics, Echo, Fire, Kindle E-reader, Kindle Fire)
  - Website: <https://mailback.eridirect.com/mrm>
  - Phone: 888-769-0149
- **American Future Technology Corp. dba: ibuypower** (Brand: iBUYPOWER)
  - Website: <http://www.dnagroup.us/takeback/>
  - Phone: 800-362-9608
- **Apple Inc.** (Brand: Apple)
  - Website: <https://www.apple.com/shop/trade-in>
- **ASUS Computer International** (Brands: ASUS, Nexus ASUS, REPUBLIC OF GAMERS)
  - Website: <https://mailback.eridirect.com/asus>
- **Best Buy** (Brands: Best Buy Essentials, Insignia, Toshiba, Pioneer)
  - Website: <https://mailback.eridirect.com/mrm>
  - Phone: 888-769-0149

- **Brother International Corporation** (Brand: Brother)
  - Website: <https://mailback.eridirect.com/mrm>
  - Phone: 888-769-0149
- **Canon U.S.A, Inc.** (Brand: Canon)
  - Website: <https://www.usa.canon.com/internet/portal/us/home/about/environment-sustainability-initiatives/state-e-waste-laws>
  - Phone: 866-337-1078
- **Curtis International LTD** (Brands: Proscan, RCA, SYLVANIA)
  - Website: <http://www.dnagroup.us/takeback/>
  - Phone: 800-362-9608
- **Dell Marking LP** (Brands: Alienware, Dell)
  - Website: <https://corporate.delltechnologies.com/en-us/social-impact/advancing-sustainability/how-to-recycle.htm#/cdt/home/pcs-and-laptops/pc-return-to-dell>
- **DP Audio Video LLC** (Brand: Core Innovations)
  - Website: <https://mailback.eridirect.com/coreinnovations>
- **Dynabook** (Brands: dynabook Portege, dynabook Satellite, dynabook Satellite Pro, dynabook Tecra)
  - Website: <https://mailback.eridirect.com/mrm>
  - Phone: 888-769-0149
- **Element TV Company, LP** (Brand: Element)
  - Website: <https://www2.thinkdynamic.com/ElementMailBack>
  - Phone: 877-781-4030
- **EliteLux Technologies, Inc** (Brand: Sansui)
  - Website: <https://mailback.eridirect.com/mrm>
  - Phone: 888-769-0149
- **Elo Touch Solutions, Inc.** (Brands: Elo, Elo Touch Solutions, Elo Touch Systems)
  - Website: <https://www.elotouch.com/e-waste-recycling-program-usa>
  - Phone: 866-337-1078
- **Envision Peripherals, Inc.** (Brands: AOC, Philips)
  - Website: <http://www.dnagroup.us/takeback/>
  - Phone: 800-362-9608
- **Epson America, Inc** (Brand: Epson)
  - Website: <http://oem.srsapp.com/StateInformation/default.aspx?oem=epson&statecode=dc>
- **Fujitsu America, Inc.** (Brand: Fujitsu)

- Website: <https://www.fujitsu.com/us/about/local/corporate/subsidiaries/fai/environment/recycling/index.html>
- Phone: 866-337-1078
- **Funai Corporation, Inc.** (Brands: Funai, Magnavox)
  - Website: <https://mailback.eridirect.com/mrm>
  - Phone: 888-769-0149
- **Google LLC** (Brand: Google)
  - Website: <https://support.google.com/store/answer/3036017?hl=en>
  - Phone: 866-337-1078
- **Hisense USA** (Brands: Hisense, Toshiba)
  - Website: <https://mailback.eridirect.com/mrm>
  - Phone: 888-769-0149
- **HP Inc.** (Brands: HP, Hyper X)
  - Website: <https://portal.rlgamericas.com/TRCS/RequestMailback.aspx?f=179729>
  - Phone: 866-337-1078
- **IGEL Technology Corporation** (Brands: IGEL)
  - Website: <https://www2.thinkdynamic.com/l/366421/2021-09-17/n8cx6>
  - Phone: 877-781-4030
- **Ingram Micro Private Label – V7** (Brand: V7)
  - Website: <https://mailback.eridirect.com/ingrammicro>
- **Intel Corporation** (Brand: Intel)
  - Website: <http://www.intel.com/content/www/us/en/nuc/nuc-compute-stick-recycling-program.html>
  - Phone: 866-337-1078
- **JVCKENWOOD USA Corporation** (Brand: JVC)
  - Website: <https://mailback.eridirect.com/mrm>
  - Phone: 888-769-0149
- **Kensington Computer Products Group** (Brand: Kensington)
  - Website: <https://mailback.eridirect.com/mrm>
  - Phone: 888-769-0149
- **Lenovo (United States), Inc.** (Brands: LAVIE, Lenovo, Medion)
  - Website: [https://www.lenovo.com/us/en/social\\_responsibility/sustainability/ptb\\_us/](https://www.lenovo.com/us/en/social_responsibility/sustainability/ptb_us/)
  - Phone: 866-337-1078
- **Lexmark International, Inc.** (Brand: Lexmark)

- Website: [https://www.lexmark.com/en\\_us/products/supplies-and-accessories/reuse-and-recycling-program/equipment-collection-program.html](https://www.lexmark.com/en_us/products/supplies-and-accessories/reuse-and-recycling-program/equipment-collection-program.html)
- **LG Electronics USA, Inc.** (Brand: LG)
  - Website: <http://mailback.eridirect.com/lg>
- **Logitech:** (Brands: Logi, Logitech, Logitech G)
  - Website: <https://mailback.eridirect.com/mrm>
  - Phone: 888-769-0149
- **Meta Platforms Technologies, LLC. (formerly Facebook Technologies, LLC.)** (Brand: Portal)
  - Website: [https://store.facebook.com/legal/portal/compliance/?CMS\\_BRANCH\\_ID=7756222601117507](https://store.facebook.com/legal/portal/compliance/?CMS_BRANCH_ID=7756222601117507)
- **Microsoft Corporation** (Brands: Microsoft, Xbox)
  - Website: <https://www.microsoft.com/en-us/legal/compliance/recycling>
  - Phone: 866-337-1078
- **MSI Computer Corp.** (Brand: MSI)
  - Website: <https://mailback.eridirect.com/mrm>
  - Phone: 888-769-0149
- **Nintendo of America Inc.** (Brand: Nintendo Switch)
  - Website: <http://www.dnagroup.us/takeback/>
  - Phone: 800-362-9608
- **Nvidia Corporation** (Brand: NVIDIA Shield TV)
  - Website: <https://www.nvidia.com/en-us/csr/product-recycling/>
  - Phone: 866-922-8252
- **Panasonic Corporation of North America** (Brands: Panasonic, Panasonic ToughBook)
  - Website: <https://mailback.eridirect.com/mrm>
  - Phone: 888-769-0149
- **Planar Systems, Inc.** (Brand: Planar)
  - Website: <https://www.planar.com/about/green/us/>
- **Razer Inc.** (Brand: Razer)
  - Website: <http://www.dnagroup.us/takeback/>
  - Phone: 800-362-9608
- **Ricoh USA, Inc.** (Brands: Lanier, Ricoh, Savin)
  - Website: <https://mailback.eridirect.com/mrm>
  - Phone: 888-769-0149
- **Russell Distribution Company, LLC (RDC)** (Brands: EPIK Learning, EVOO)

- Websites: <https://mailback.eridirect.com/epik>; <https://mailback.eridirect.com/EVOO>
- **Samsung Electronics America, Inc.** (Brand: Samsung)
  - Website: <https://www.samsung.com/us/aboutsamsung/sustainability/environment/responsible-recycling/programs/>
- **Sceptre** (Brand: Sceptre)
  - Website: <https://www2.thinkdynamic.com/l/366421/2021-12-13/nhZR6>
  - Phone: 877-781-4030
- **Skyworth USA Corporation** (Brand: Skyworth USA)
  - Website: <http://www.dnagroup.us/takeback/>
- **Sony Electronics Inc.** (Brand: SONY)
  - Website: <https://mailback.eridirect.com/sony>
- **Staples** (Brand: Staples)
  - Website: <https://mailback.eridirect.com/staples>
- **Targus** (Brand: Targus)
  - Website: <https://mailback.eridirect.com/targus>
- **TCT Mobile Inc.** (Brands: Alcatel, Alcatel One Touch, TCL)
  - Website: <https://mailback.eridirect.com/mrm>
  - Phone: 888-769-0149
- **TongFang Global** (Brand: Westinghouse)
  - Website: <https://mailback.eridirect.com/tongfang>
- **TTE Technology, Inc. dba TCL North America** (Brands: TCL)
  - Website: <https://mailback.eridirect.com/mrm>
  - Phone: 888-769-0149
- **ViewSonic Corporation** (Brand: ViewSonic)
  - Website: <http://www.dnagroup.us/takeback/>
  - Phone: 800-362-9608
- **VIZIO, Inc.** (Brand: VIZIO)
  - Website: <http://mailback.eridirect.com/vizio>
- **VTech Electronics North America LLC** (Brands: LeapFrog, VTech)
  - Website: <https://www.vtechkids.com/support/ecycle/details>
  - Phone: 866-337-1078
- **Walmart Inc.** (Brands: Motile, Onn)
  - Website: <https://mailback.eridirect.com/mrm>

- Phone: 888-769-0149
- **Xerox Corporation** (Brand: Xerox)
  - Website: [https://www.xerox.com/downloads/usa/en/e/ehs\\_recycle\\_state\\_reqs.pdf](https://www.xerox.com/downloads/usa/en/e/ehs_recycle_state_reqs.pdf)

### Questions?

Email [productstewardship@dc.gov](mailto:productstewardship@dc.gov)

Learn more at [doee.dc.gov/ecycle](https://doee.dc.gov/ecycle).

*Last Updated: 7/22/2022*

## **Appendix M.**

Registered or Exempt Manufacturers/Brands



# eCYCLE DC Registered or Exempt\* Manufacturers/Brands List (2022)

Manufacturer Name	Brand	Product Category
3M Company		
	3M™ Ergonomic Mouse	Computer Peripheral
Acer America Corporation		
	Acer	Computer; Computer Peripheral
	AOPEN	Computer; Computer Peripheral
	Gateway	Computer; Computer Peripheral
	GrandPad	Computer
Amazon.com Services LLC		
	Amazon Basics	Computer Peripheral
	Echo	Computer
	Fire	Computer
	Kindle E-reader	Computer
	Kindle Fire	Computer
American Future Technology Corp. dba: ibuypower		
	iBUYPOWER	Computer
Apple Inc.		
	Apple	Computer; Computer Peripheral
ASUS Computer International		
	ASUS	Computer; Computer Peripheral
	Nexus ASUS	Computer
	REPUBLIC OF GAMERS	Computer
Atyme Corporation, Inc.		
	Atyme	Television
BenQ America Corp.		
	BenQ	Computer Peripheral
	ZOWIE	Computer Peripheral
Best Buy		
	Best Buy essentials	Computer Peripheral
	Insignia	Computer Peripheral; Television
	Toshiba	Television
	Pioneer	Television
Brother International Corporation		
	Brother	Computer Peripheral
Canon U.S.A., Inc.		
	Canon	Computer Peripheral
Cellco Partnership dba Verizon Wireless		
	Ellipsis	Computer
	GizmoTab	Computer
Craig Electronics		
	Craig	Computer; Television; Television Peripheral



Manufacturer Name	Brand	Product Category
CTL		
	CTL	Computer; Computer Peripheral
Curtis International LTD		
	Proscan	Television
	RCA	Television
	SYLVANIA	Television
Dell Marketing LP		
	Alienware	Computer; Computer Peripheral
	Dell	Computer; Computer Peripheral
Digital Products International, Inc. (DPI)		
	GPX	Computer; Television; Television Peripheral Computer
	iLive	Computer Peripheral; Television
	Memorex	Television
	Zeki	Computer
DP Audio Video LLC		
	Core Innovations	Computer; Television Peripheral
Durabook Americas		
	Durabook	Computer
Dynabook		
	dynabook Portege	Computer
	dynabook Satellite	Computer
	dynabook Satellite Pro	Computer
	dynabook Tecra	Computer
EIZO Inc.		
	EIZO	Computer Peripheral
Element TV Company, LP		
	Element	Computer Peripheral; Television
Elitegroup Computer Systems, Inc		
	Elitegroup	Computer; Computer Peripheral
EliteLux Technologies, Inc		
	Sansui	Television
Elo Touch Solutions, Inc.		
	Elo	Computer; Computer Peripheral
	Elo Touch Systems	Computer; Computer Peripheral
	Elo Touch Solutions	Computer Peripheral
Envision Peripherals, Inc.		
	AOC	Computer Peripheral
	Philips	Computer Peripheral
Epson America, Inc.		
	Epson	Computer Peripheral
Fujitsu America, Inc.		

Manufacturer Name	Brand	Product Category
	Fujitsu	Computer; Computer Peripheral
Funai Corporation, Inc.		
	Funai	Television; Television Peripheral
	Magnavox	Television; Television Peripheral
	Philips	Television; Television Peripheral
	Sanyo	Television; Television Peripheral
Google LLC		
	Google	Computer; Computer Peripheral; Television Peripheral
Hisense USA		
	Hisense	Television
	Toshiba	Television
HMD America, Inc.		
	NOKIA	Computer
HP Inc.		
	HP	Computer; Computer Peripheral
	Hyper X	Computer Peripheral
Hyundai Technology		
	Hyundai Technology	Computer
International Business Machines Corporation (IBM)		
	IBM	Computer; Computer Peripheral
	Ambra	Computer; Computer Peripheral
IGEL Technology Corporation		
	IGEL	Computer
Ingram Micro Private Label - V7		
	V7	Computer Peripheral
Intel Corporation		
	Intel	Computer
JVCKENWOOD USA Corporation		
	JVC	Television
Kensington Computer Products Group		
	Kensington	Computer Peripheral
Konica Minolta Business Solutions USA, Inc.		
	bizhub	Computer Peripheral
KYOCERA Document Solutions America, Inc.		
	KYOCERA	Computer Peripheral
Lenovo (United States), Inc.		
	LAVIE	Computer
	Lenovo	Computer; Computer Peripheral
	Medion	Computer; Computer Peripheral

Manufacturer Name	Brand	Product Category
Lexmark International, Inc.		
	Lexmark	Computer Peripheral
LG Electronics USA, Inc.		
	LG	Computer; Computer Peripheral; Television; Television Peripheral
Logitech		
	Logi	Computer Peripheral
	Logitech	Computer Peripheral
	Logitech G	Computer Peripheral
Meta Platforms Technologies, LLC. (formerly Facebook Technologies, LLC.)		
	Portal	Computer
Microsoft Corporation		
	Microsoft	Computer; Computer Peripheral
	Xbox	Television Peripheral
Monster		
	Monster	Computer peripheral
Motorola Mobility LLC		
	Motorola	Computer
MSI Computer Corp.		
	MSI	Computer; Computer Peripheral
Naxa		
	Naxa	Computer; Television; Television Peripheral
NCS Technologies Incorporated		
	NCS	Computer; Computer Peripheral
Nintendo of America Inc.		
	Nintendo Switch	Television Peripheral
Nook Digital		
	Nook Tablet	Computer
	Nook Glowlight	Computer
Nvidia Corporation		
	NVIDIA Shield TV	Television Peripheral
Optoma Technology Inc.		
	Optoma	Computer peripheral
Panasonic Corporation of North America		
	Panasonic	Computer Peripheral; Television Peripheral
	Panasonic ToughBook	Computer
Planar Systems, Inc.		
	Planar	Computer Peripheral

Manufacturer Name	Brand	Product Category
PLR IP IB dba Polaroid		
	Polaroid	Television
Promethean Inc.		
	Promethean	Computer; Computer Peripheral
Prostar Computer, Inc.		
	Prostar	Computer
Rakuten Kobo Inc		
	Rakuten Kobo Inc	Computer
Razer Inc.		
	Razer	Computer; Computer Peripheral
Ricoh USA, Inc.		
	Lanier	Computer Peripheral
	Ricoh	Computer Peripheral
	Savin	Computer Peripheral
Russell Distribution Company, LLC		
	EPIK Learning	Computer
	EVOO	Computer
Robert Bosch Tool Corp.		
	Dremel	Computer Peripheral
Samsung Electronics America Inc.		
	Samsung	Computer; Computer Peripheral; Television; Television Peripheral
Sceptre		
	Sceptre	Computer Peripheral; Television
Seura, Inc.		
	Seura, Inc.	Television
Sharp Electronics Corporation		
	Sharp	Computer Peripheral
Skyworth USA Corporation		
	Skyworth USA	Television
Sony Electronics Inc.		
	SONY	Computer; Television; Television Peripheral
Staples		
	Staples	Computer Peripheral
Stratasys, Inc.		
	MarkerBot	Computer Peripheral
	Stratasys	Computer Peripheral
SunBriteTV LLC		
	SunBriteTV	Television
Targus		
	Targus	Computer Peripheral
TCT Mobile Inc.		

Manufacturer Name	Brand	Product Category
	Alcatel	Computer
	Alcatel One Touch	Computer
	TCL	Computer
TongFang Global		
	Westinghouse	Computer Peripheral; Television
TTE Technology, Inc. dba TCL North America		
	TCL	Television
VAIO		
	VAIO	Computer
ViewSonic Corporation		
	ViewSonic	Computer Peripheral
VIZIO, Inc.		
	VIZIO	Television
VTech Electronics North America LLC		
	LeapFrog	Computer
	VTech	Computer
Wacom Technology Corporation		
	Wacom	Computer; Computer Peripheral
Walmart Inc.		
	Motile	Computer; Computer Peripheral
	Onn	Computer; Computer Peripheral; Television; Television Peripheral
Xerox Corporation		
	Xerox	Computer Peripheral
ZTE (USA), Inc.		
	ZTE	Computer

\*"Exempt" refers to manufacturers that submitted a completed application form for exemption from the registration (and labeling) requirements of the eCYCLE DC law. 20 DCMR 4100.2

**Appendix N.**

Representative Organization Registration Fee



## Representative Organization Registration Fee for 2022

Fees due from the representative organization (RO) vary by the number of manufacturers that are participating. Representative organizations (RO) have a base registration fee of **\$15,180** for one manufacturer plus **\$2,226.40** for each additional manufacturer participating in the RO. The RO can decide how to allocate the fee among the participants. Registration fees must be submitted by the RO to complete the registration by December 31, 2021.

Number of Manufacturers in the Representative Organization	Registration Fee
One manufacturer	\$15,180.00
Two manufacturers	\$17,406.40
Three manufacturers	\$19,632.80
Four manufacturers	\$21,859.20
Five manufacturers	\$24,085.60
Six manufacturers	\$26,312.00
Seven manufacturers	\$28,538.40
Eight manufacturers	\$30,764.80
Nine manufacturers	\$32,991.20
Ten manufacturers	\$35,217.60
Eleven manufacturers	\$37,444.00
Twelve manufacturers	\$39,670.40
Thirteen manufacturers	\$41,896.80
Fourteen manufacturers	\$44,123.20
Fifteen manufacturers	\$46,349.60

**\*There is no limit to the number of manufacturers that can participate in the representative organization. Add \$2,226.40 for each additional manufacturer over fifteen as represented in the chart above.**

For more information, please visit [doee.dc.gov/ecycle](https://doee.dc.gov/ecycle)

Questions? Email [productstewardship@dc.gov](mailto:productstewardship@dc.gov).

*Last updated on 9/1/2021*

**Appendix O.**  
2022 Collection Events List



<b>Event date</b>	<b>Nearby Landmark</b>	<b>Address of Nearby Landmark</b>	<b>Ward</b>
1/22/2022	Tenley-Friendship Library	4450 Wisconsin Ave NW	3
1/29/2022	Banneker Community Center	2500 Georgia Ave NW	1
2/5/2022	Petworth Library	4200 Kansas Ave NW	4
2/5/2022	Volta Park Recreation Center	1555 34th St NW	2
2/12/2022	Northeast Library	330 7th St NE	6
2/12/2022	Newark Park	39th St NW & Newark St NW	3
2/19/2022	Mt. Pleasant Library	3160 16th St NW	1
2/19/2022	Takoma Community Center	300 Van Buren St NW	4
2/26/2022	Woodridge Library	1801 Hamlin St NE	5
2/26/2022	Arboretum Community Center	2412 Rand Pl NE	5
3/5/2022	Benning (Dorothy I. Height) Library	3935 Benning Rd NE	7
3/5/2022	King Greenleaf Recreation Center	201 N St SW	6
3/12/2022	Georgetown Library	3260 R St NW	2
3/12/2022	Woody Ward Recreation Center	Near Fitch St SE & 53rd St SE	7
3/19/2022	Anacostia Library	1800 Good Hope Rd SE	8
3/19/2022	Fort Greble Park	Martin Luther King Jr. Ave SW & Elmira St SW	8
4/2/2022	Deanwood Library	1350 49th St NE	7
4/9/2022	Shepherd Park (Juanita E. Thornton) Library	7420 Georgia Ave NW	4
4/9/2022	Harrison Playground	1330 V St NW	1
4/16/2022	Bellevue (William O. Lockridge) Library	115 Atlantic St SW	8
4/23/2022	West End Library	2301 L St NW	2
4/30/2022	Kalorama Recreation Center	1875 Columbia Road NW	1
4/30/2022	Mitchell Park	1801 23rd Street NW	2
5/7/2022	Palisades Recreation Center	5200 Sherier Pl NW	3
5/14/2022	Uptown Farmer's Market	5500 Colorado Ave NW	4
5/21/2022	Northeast Library	330 7th St NE	6
5/21/2022	Alethia Tanner Park	227 Harry Thomas Way NE	5
5/28/2022	Woodridge Library	1801 Hamlin St NE	5
6/4/2022	Tenley Friendship Library	4450 Wisconsin Ave NW	3
6/11/2022	King Greenleaf Recreation Center	201 N St SW	6
6/18/2022	Fort Davis Recreation Center	1400 41st St SE	7
6/25/2022	Barry Farm Recreation Center	1230 Sumner Rd SE	8
7/9/2022	Deanwood Library	1350 49th St NE	7
7/9/2022	Unity Park	Champlain St NW & Columbia Rd NW	1
7/16/2022	Southeast Library	403 7th St SE	6
7/16/2022	Volta Park Recreation Center	1555 34th St NW	2
7/23/2022	Woodridge Library	1801 Hamlin St NE	5
7/23/2022	Chevy Chase Community Center	5601 Connecticut Ave NW	3
7/30/2022	Takoma Park Library	416 Cedar St NW	4
7/30/2022	Emery Heights Community Center	5701 Georgia Ave NW	4
8/6/2022	Cleveland Park Library	3310 Connecticut Ave NW	3
8/6/2022	Brookland Monroe St Farmers Market	716 Monroe St NE	5
8/13/2022	Georgetown Library	3260 R St NW	2
8/20/2022	Mt. Pleasant library	3160 16th St NW	1

8/20/2022	Anacostia Park Baseball Fields	Anacostia Ave NE between Dix St NE & Benning Rd NE	7
8/27/2022	Anacostia Library	1800 Good Hope Rd SE	8
9/10/2022	Mount Vernon Triangle Farmers Market	Near I St NW & 4th St NW	6
9/17/2022	Douglass Community Center	1922 Frederick Douglass Ct SE	8
10/8/2022	Kalorama Recreation Center	1875 Columbia Road NW	1
10/8/2022	James Monroe Park	Pennsylvania Ave NW & 20th St NW	2
10/15/2022	Georgetown Library	3260 R St NW	2
10/15/2022	Kenilworth Rec Center Farmers Market	4321 Ord St NE	7
10/22/2022	Chevy Chase Library	5625 Connecticut Ave NW	3
10/22/2022	Stoddert Recreation Center	4001 Calvert St NW	3
10/29/2022	Petworth Library	4200 Kansas Ave NW	4
10/29/2022	Lafayette-Pointer Recreation Center	5900 33rd St NW	4
11/5/2022	Woodridge Library	1801 Hamlin St NE	5
11/5/2022	Edgewood Recreation Center	301 Franklin St NE	5
11/12/2022	Southeast Library	403 7th St SE	6
11/12/2022	Folger Park	D St SE & 3rd St SE	6
11/19/2022	Capitol View Library	5001 Central Ave SE	7
11/19/2022	Fort Stanton Recreation Center	1812 Erie St SE	8
12/3/2022	Banneker Community Center	2500 Georgia Ave NW	1
12/3/2022	Bellevue (William O. Lockridge) Library	115 Atlantic St SW	8

## **Appendix P.**

### Representative Organization Event Flyer Examples

# FREE ELECTRONICS RECYCLING in WARD 7 for DC Residents, Small Businesses and Small Non-Profits



**SATURDAY, August 20, 2022**

10am to 2pm, Rain or Shine



**Meet our Collection Vehicle and  
drop off your old items.**

Collection vehicle on Anacostia Ave NE  
between Dix St NE & Benning Rd NE  
(near Anacostia Baseball Fields)

See <https://rev-log.com/dcecyling>  
for list of items we can accept.



POWERED BY



REVERSE LOGISTICS GROUP

OVERSEEN BY



GOVERNMENT OF THE DISTRICT OF COLUMBIA



*Free electronics drop-off event open to every DC resident, small business, or small nonprofit*

# **Electronics Recycling Event**

## **Date:**

8/27/2022

*Rain or shine*

## **Time:**

10:00am–2:00pm

## **Location:**

1800 Good Hope Rd.  
Washington DC

For updates and more information, follow us on Twitter



@MRMrecycling

For a list of acceptable items, scan the QR code



Visit: [www.mrmrecycling.com](http://www.mrmrecycling.com)

<https://bit.ly/3NXBDzJ>

## **Appendix Q.**

Summary of Responses to eCYCLE Survey

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# Summary of Responses to eCYCLE Survey

## Introduction

DOEE conducted an online survey to learn more about participation, interest, and areas for improvement in electronics recycling in the District, with a focus on eCYCLE DC events in the city's electronic stewardship program. The survey received over 400 responses from across the city. The survey was distributed through DOEE's social media channels and newsletters. A QR code to the survey was also included on a mailer about DOEE's sustainable materials management programs to nearly 200,000 residential addresses in the District in Fall 2022. For respondents who were unable to complete the survey online, DOEE provided contact information on the mailer for people to provide responses by calling DOEE staff. DOEE staff launched the survey around August 3, 2022, and closed on January 4, 2023.

## Demographics

Most survey respondents identified themselves as white, primarily English speakers aged 40 or and older. Most respondents were residents of Wards 1 and 3. Residents who did not know what ward they resided in were able to use the [ward lookup tool](#) to provide a response.

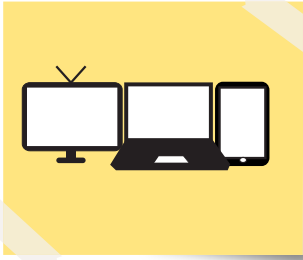
The survey included questions that allowed DOEE to understand motivations for recycling. Most respondents who completed the survey identify as environmentalists who engage in recycling behaviors because recycling reduces pollution and reuses valuable resources, and they believe it is the right thing to do.

## Key takeaways and responses:

1. Better and adequate advertising will be key to increasing participation at representative organization eCYCLE events and any future permanent collection sites. DC government channels are currently the most common ways respondents learn about eCYCLE events, but when looking at how they learn about all types of events and programs in DC, social media is the most popular source, closely followed by DC government websites, online ads, community networks and news stories.
2. More education on the District covered electronics disposal ban is important as there is a sizable portion of respondents who indicated that knowing about the ban would make them more likely to use eCYCLE events.
3. While some respondents are resorting to storing electronics instead of disposal or recycling, others continue to utilize drop-off sites or events.

**50%** of respondents heard about eCYCLE events prior to the survey

(42% had not heard before; 8% were unsure)



Respondents most commonly heard about eCYCLE events from DC government sources, including websites or social media<sup>1</sup>

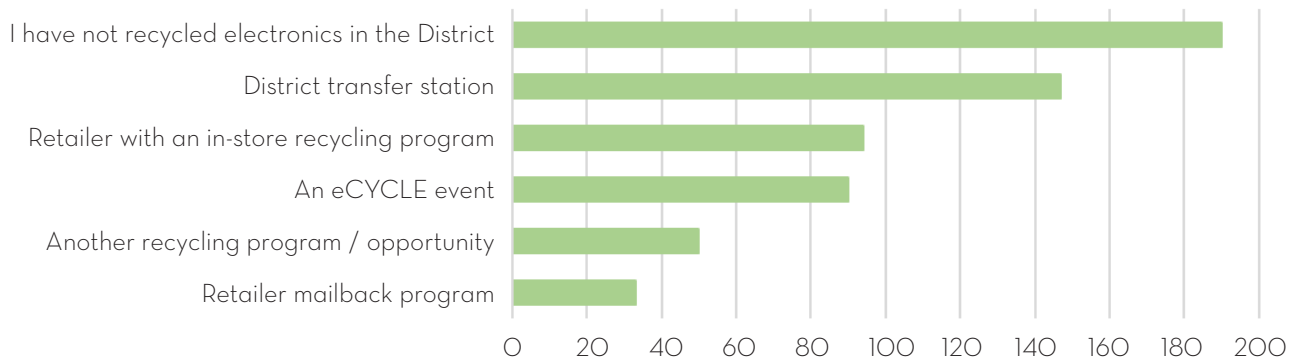
**42%** of respondents knew about the covered electronics disposal ban prior to the survey

(48% did not know; -10% were unsure)

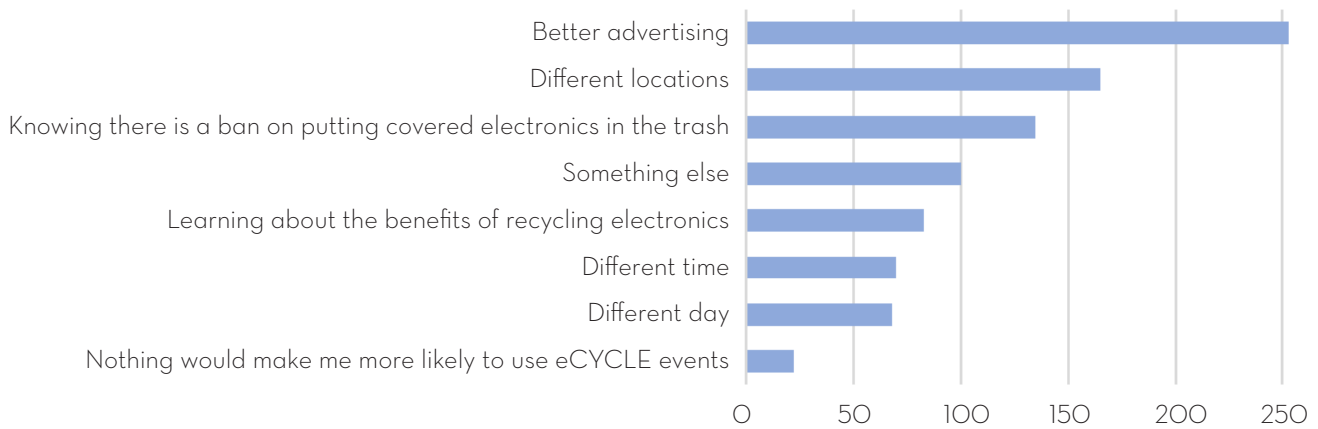


Respondents most commonly heard about the ban from DC Government website(s)<sup>2</sup>

**In the past 12 months, had respondents recycled electronics in the city using any of the following programs?<sup>3</sup> (Respondents could select all that applied.)**



**What would make respondents more likely to use eCYCLE events to dispose of unwanted electronics?**



1. "A District Government website" and "Social media (DC Government)" were pre-set responses for how people heard about eCYCLE events; the most common write-in response for this question was DC government emails, including those from DC Public Library or Sustainable DC.  
 2. The most common write-in response for how people learned about the disposal ban was District mailers.  
 3. Respondents choosing "retailer with an in-store recycling program" favored Best Buy. The "retailer mailback" option was the least used with 33 respondents who selected this option; Apple was the most popular choice for the mailback program.



Additional details were provided in write-in responses:

- Better advertising: Respondents stated that a flyer or mailer is the best advertising strategy to encourage people to utilize the eCYCLE events more.
- Different locations: Respondents desire different locations for eCYCLE events with a focus near transportation and community hubs such as Metro stations, schools, farmers markets and grocery stores that have parking and are accessible.
- Different day & time: Respondents requested that eCYCLE events be scheduled during evenings or for longer hours on different days outside of the standard Saturday 10 am to 2 pm timeframe for holding events in 2022. The standard Saturday collection events can be limiting for respondents who observe religious holidays and practices on this day. DOEE is limited in the changes it can make to the timing of events. Under the current electronic stewardship law, DOEE does not have the authority to require manufacturer groups to change the hours of eCYCLE events and cannot require the events to be longer than four hours without a statutory amendment. Additionally, collection events are **required** to be during normal daylight hours. Some respondents asked for a scheduled pickup of these items to work around the drop-off constraints.
- “Something else”: Respondents voiced that more electronics be accepted at eCYCLE events. The CEE definition **in the law** can be expanded to include other electronics but only through an update to the regulations after providing a justification to the DC Council. Appliances cannot be included in this update.