

# **Annual Report: CY18**

## **eCYCLE DC: Electronics Product Stewardship Program Report**

Urban Sustainability Administration  
June 2019  
CY18 Annual Report

Department of Energy and Environment  
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## **EXECUTIVE SUMMARY**

This second annual report provides a summary of the District's Department of Energy and the Environment's eCYCLE DC program. The Sustainable Solid Waste Management Amendment Act of 2014 established the electronics product stewardship program as part of the effort to divert 80 percent of the District's solid waste by 2032. Calendar year 2018 saw a required increase in manufacturer collection targets from 40 percent of District sales in 2015 to 50 percent of the average of District sales in 2015 and 2016.

DOEE strengthened its enforcement and compliance education efforts throughout 2018. The calendar year 2019 registration (due December 31, 2018) required manufacturers to report their collection weights towards their 2017 target and made manufacturers subject to shortfall fees. To assist with this, DOEE updated program registration forms to include a new reporting section. Program staff held two webinars to help manufacturers navigate the reporting requirements and potential shortfall fee calculations. A product stewardship staff person was also badged for inspection of retail stores selling product stewardship program products. Development of standard operating procedures for onsite inspection of the product stewardship programs is now underway.

Collectively, manufacturers met the program's first legislated goal of diverting 40 percent of electronics sales from 2015, collecting over 1,940,321 pounds of material for recycling. As the eCYCLE DC program grows, more information will become available on the impact of the program, specifically on the ability of manufacturers to meet their weight-based collection targets and contribute to the District's 80 percent waste diversion goal.

## INTRODUCTION

Electronics are part of daily life in the United States. Properly 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. The Government of District of Columbia's sustainability plan, Sustainable DC, includes a goal to make DC zero-waste. District law further supports this goal. Specifically, the Sustainable Solid Waste Management Amendment Act of 2014<sup>1</sup> (the Act), which creates an extended producer responsibility program for electronics, sets a goal for the District to achieve an 80 percent diversion rate for electronic waste by 2032.

The District's extended producer responsibility program, eCYCLE DC, ensures that electronic manufacturers take responsibility for the recycling of electronic waste. eCYCLE DC requires manufacturers of "covered electronic equipment"<sup>2</sup> (CEE) to register with DOEE and achieve increasing waste collection and recycling targets, corresponding to their portion of District sales. The Department of Energy and Environment (DOEE) manages and enforces eCYCLE DC as well as provides an annual report on the progress of the program.

This report fulfills the Act's requirement for DOEE to prepare an annual report detailing the progress the District has made toward achieving the waste diversion goal during the 2018 calendar year.

## THE LAW

The Act, which became effective in February 2015, requires manufacturers of CEE sold in the District to collect and recycle electronic waste generated in the city. Manufacturers that sell CEE in the District are required to register with DOEE, pay a registration fee, submit a collection and recycling plan, and annually report on collection and recycling activities. CEE sales that are made by a manufacturer or retailer to an end consumer at retail locations in the District, or through online or phone sales to District consumers, are considered part of the program.

## REGISTRATION AND REPORTING

DOEE reviews and provides oversight of manufacturers' collection and recycling plans and sales data. Manufacturers have two reporting options:

- Actual sales data on the number of CEE units sold in the District; or

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<sup>1</sup> D.C. Law 20-154; D.C. Official Code §§ 8-1041.01 et seq..

<sup>2</sup> Primarily includes computers, televisions, and similar electronic equipment. See D.C. Official Code §8-104.01(4) (definition of covered electronic equipment).

- An estimate of the number of CEE units sold in the District using national sales data and the District’s population to determine their annual minimum collection target.

Manufacturers that sell fewer than 100 units of CEE in the previous year qualify for a *de minimis* exemption and are not required to collect CEE in the subsequent year. If a manufacturer or partnership does not achieve its minimum collection target, then the manufacturer must pay a shortfall fee. Sales to Federal and District governments are not included in shortfall fee calculations. These government institutions have internal surplus property programs that sufficiently manage the end-of-life processes for electronic equipment.

Manufacturers have three registration options: Individual, Partnership, and Representative Organization. Each type of registration has different requirements.

Registration Option	Requirement
1. Individual Manufacturer	Weight-based collection target
2. Partnership	Collective weight-based collection target as a group
3. Representative Organization	Convenience criteria

Manufacturers that form a Representative Organization must meet a convenience requirement rather than a collection requirement by 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 representative organization must hold quarterly collection events. Notably, District residents, small businesses, and non-profits can drop off unwanted CEE for free at drop off locations.

REUSE

eCYCLE DC also encourages reuse of electronics. Manufacturers can earn credits towards their collection targets by donating CEE that is less than three years old to a local public or charter school, or nonprofit whose mission is to assist low-income children or families.

CEE

In annual registration forms, manufacturers report CEE in one of four categories. The chart below illustrates the categorization of common CEE. (see appendix H)

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>*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>

What is Not Covered Electronic Equipment?

- Telephones or mobile phones
- Household appliances
- Handheld gaming devices
- Game controllers
- External hard drives
- Motor vehicle parts
- GPS receivers
- Digital picture frames
- Thumb drives
- Covered electronic equipment that is part of a larger piece of industrial, research, or commercial equipment

**PROGRAM DEVELOPMENT**

Enforcement of the electronics product stewardship program is a key component of DOEE’s role in the eCYCLE DC program. Over the course of 2018, DOEE has worked on developing two types of enforcement. First, enforcement of manufacturer registration began in 2018 as it was the first year that manufacturers were responsible for reporting their collection weights and were subject to shortfall fees if they did not meet their collection target. Two webinars were held by DOEE to assist manufacturers in reporting their collection weights and calculating any shortfall fees. While the overall manufacturer collection targets were met or exceeded, five manufacturers faced shortfall fees. DOEE is

developing standard operating procedures for registration and reporting enforcement as new questions arise.

The second type of enforcement is focused on retailer responsibilities. The development of standard operating procedures for the inspection of retail stores for sales of non-registered brands began in 2018. The Schedule of Fines for the eCYCLE DC Program was finalized in May, 2019 and inspections will begin later in the year.

### **ELECTRONICS RECYCLING COORDINATION CLEARINGHOUSE (ERCC) MEMBERSHIP**

The District joined other states that have passed electronics recycling laws by becoming a member of the ERCC. The ERCC serves as a central clearinghouse of vital information such as covered manufacturer contacts, bankruptcy history, company status changes, collection volumes, market share, and return share by brand. Through ERCC, the District participates in regular meetings and conference calls with member states and stakeholders impacted by electronics recycling laws. As a member, the District has access to acquiring CEE market share data at a shared cost with other states.

The partnership with ERCC has allowed DOEE to offer a registration portal for manufacturers that is linked to other state product stewardship programs. Offering one location for manufacturers to complete the registration process makes it easier to come into compliance with the legal requirements of various jurisdictions. The District's eCYCLE program managers are able to log-in, view, and accept submitted manufacturer registrations through the system.

### **INTERAGENCY COOPERATION**

DOEE staff, represented by product stewardship program staff, is active members of the Interagency Waste Reduction Working Group, a coalition of staff from several District Government agencies that are charged with creating a path to zero waste for the District. Working Group members shape the implementation of waste programs, provide feedback and support for waste diversion operations, design and develop cohesive waste diversion education and outreach materials, and support the continued evolution of the District's waste diversion policies. DOEE program staff works cooperatively with DPW to provide cohesive communication about the electronic waste disposal ban and enforcement and to share options for recycling CEE.

### **PROGRAM PERFORMANCE & PARTICIPATION**

Eighty-three manufacturers registered during the second year of the program. DOEE received applications from 28 *Individual Manufacturers* and two *Partnerships* representing 25 companies. DOEE received 30 *De Minimis*

applications, exempting the manufacturer from the recycling requirements and registration fees. The total collection target for all registered manufacturers in 2018 was 2,482,664 pounds. Collection weights for the 2018 calendar year will be reported in the 2020 eCYCLE DC Registration.

**PROGRAM REVENUE**

DOEE uses a dedicated fund (special purpose revenue fund) to manage eCYCLE. Manufacturer registration fees go into the fund and DOEE only uses this revenue for product stewardship expenses. The fund allows DOEE to efficiently track program revenue and expenses. Below is a chart of registration and revenue raised in 2018.

<b>eCYCLE DC: 2018 Registration and Revenue</b>			
<b>Type of Registration</b>	<b>Registrations</b>	<b>Fee</b>	<b>Revenue</b>
Individual (100-249 Units Sold)	4	\$500	\$2,000
Individual (250+ Units Sold)	24	\$1,750	\$42,000
Partnership I			
	1	\$500	\$500
	5	\$1750	\$8,750
Partnership II	1	\$17,500	\$17,500
Representative Organization	0		\$0
<b>Total</b>		-	<b>\$70,750</b>

**ELECTRONICS BAN**

On January 1, 2018, an electronic disposal ban took effect making it illegal to dispose of CEE except through a recycling program. Retailers also became required to provide information to customers at point-of-sale about the ban and how to find recycling opportunities in the District. DOEE designed and provided signage on its website regarding the ban and the eCYCLE program, to be used by the retailers (see appendix V). As an alternative, DOEE also allowed retailers that recycle every type of CEE they sell to provide information about their recycling program instead of using the eCYCLE branded program materials (see appendix N). DPW’s Solid Waste Education and Enforcement Program (SWEEP) also incorporated outreach about the ban at community meetings. In September 2018, DOEE sent a mailer to over 98,000 households in the District to inform them of the ban and eCYCLE DC recycling options (see appendix O). Following the distribution of the mailer, program staff fielded more than 40 calls regarding proper disposal of electronics and other materials.



## **LOOKING FORWARD**

In June of 2019, along with the 2018 annual report, the eCYCLE Three Year Assessment is due to the Council of the District of Columbia to analyze progress made towards reaching of goal of 80 percent diversion of CEE by 2032. The three year report was intended to advise the Council on whether the convenient collection service alternative (representative organization option) to the minimum collection share has generated per capita collection rates similar to the best performing electronics waste programs in other jurisdictions, considering relevant differences in covered electronic equipment and the electronics waste stream. However, only in calendar year 2019 registration did a manufacturer express interest in pursuing the representative organization option. 2019 will see the outcome for the pilot representative organization option, as well as and fleshing out and documenting procedures for the enforcement program to ensure that manufacturers and retailers are in compliance with the Sustainable Solid Waste Management Amendment Act of 2014.

**Appendix A.**  
De Minimis Worksheet



## DE MINIMIS WORKSHEET

De Minimis Worksheet for Calendar Year 2018: January 1, 2018 – December 31, 2018	Registration Due Date: December 31, 2017
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Manufacturers that sold fewer than 100 units of Covered Electronic Equipment (CEE) in the District in calendar year 2016 should complete this **de minimis worksheet**.

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

This form should be completed electronically and emailed, preferably in Word, to [productstewardship@dc.gov](mailto:productstewardship@dc.gov) by December 31, 2017.

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 2016 should complete a registration form, available at [doee.dc.gov/ecycle](http://doee.dc.gov/ecycle).

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### SECTION 1

Manufacturer Information		
Manufacturer Name	Website	Telephone
Mailing Address		

## SECTION 2

Contact Information	
Primary Contact Person	
Name	Title
Email	Telephone
Mailing Address	

Additional Contact Person	
Name	Title
Email	Telephone
Mailing Address	

### SECTION 3

**Brand Information:** List the brands sold in the District

Please see [doee.dc.gov/ecycle](http://doee.dc.gov/ecycle) for instructions on how to classify CEE by type. If a brand covers more than one type of CEE, please list each type of CEE. If needed, please attach additional sheets. List all brands of CEE sold to District residents, businesses, and non-profits (sales to the federal or District government are excluded)

Brand Name	Type of CEE <small>(computer, computer peripheral, TV, and/or TV peripheral)</small>

## SECTION 4

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 should use either Option 1 or Option 2.

Which option is used to complete Section 4 (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). If unavailable, use option 2.

2016 Sales: Report sales for calendar year 2016	
Type of CEE	Number of Units Sold in the District
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).

2016 Sales: Report sales for calendar year 2016	
Type of CEE	Number of Units Sold Nationally
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 2016	0.0

## SECTION 5

### Certification

I certify under penalty of law that this de minimus 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 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 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.

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 B.**  
Individual Registration Form





## INDIVIDUAL MANUFACTURER REGISTRATION FORM

<b>Registration for Calendar Year 2018:</b> January 1, 2018 – December 31, 2018	<b>Registration Due Date: December 31, 2017</b>
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This is the registration form for manufacturers of Covered Electronic Equipment (CEE) that are registering as an **individual manufacturer**.

Individual Manufacturer registration is also available online at [ecycleregistration.org](http://ecycleregistration.org) (preferred method).

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 [productstewardship@dc.gov](mailto:productstewardship@dc.gov) by December 31, 2017.

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

Registration fees will be invoiced after the registration is approved by DOEE. The registration fees are \$500 for manufacturers that sold 100-249 CEE in 2016 and \$1,750 for manufacturers that sold 250 or more in 2016.

Note: Manufacturers that sold fewer than 100 units of CEE in the District to residents, businesses, and non-profits in calendar year 2016 do not need to complete this registration form and do not need to collect CEE in the District in Calendar Year 2018, but these manufacturers need 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		
Manufacturer Name	Website	Telephone
Mailing Address		

## SECTION 2

Contact Information	
Primary Contact Person	
Name	Title
Email	Telephone
Mailing Address	
Billing Contact Person- This person will be sent an electronic invoice for the registration fee after the registration is approved by DOEE.	
Name	Title
Email	Telephone
Mailing Address	
Additional Contact Person	
Name	Title
Email	Telephone

### SECTION 3

**Brand Information:** List the brands sold in the District  
 Please see [doee.dc.gov/ecycle](https://doee.dc.gov/ecycle) for instructions on how to classify CEE by type. If a brand covers more than one type of CEE, please list each type of CEE. If needed, please attach additional sheets. List all brands of CEE sold to District residents, businesses, and non-profits (sales to the federal or District government are excluded).

Brand Name	Type of CEE <i>(computer, computer peripheral, TV, and/or TV peripheral)</i>

## **SECTION 4**

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 should use either Option 1 or Option 2.

Note: While sales data from calendar years 2014-2016 are required to be reported, the minimum collection target is based on the average of 2015 and 2016 sales.

Which option is used to complete Section 4 (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).

If unavailable, use option 2.

<b>2014 Sales:</b> Report sales for calendar year 2014		
Type of CEE	Number of Units 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>2015 Sales:</b> Report sales for calendar year 2015		
Type of CEE	Number of Units 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>2016 Sales:</b> Report sales for calendar year 2016		
Type of CEE	Number of Units 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>Minimum Collection Target</b>
<p>A manufacturer registering as an individual manufacturer shall collect in <b>Calendar Year 2018</b> 50% of the average weight of CEE sold in <b>Calendar Years 2015 and 2016</b>.</p> <p>If Option 2 is selected, complete Option 2 to calculate minimum collection target.</p> <p>Based on the sales data reported in <b>Section 4- Option 1</b>, the minimum collection target for Calendar Year 2018 is: 0.0</p> <p>Shortfall fees are determined by the formula found in 20 DCMR § 4102.2.</p> <p>Please visit <a href="http://doee.dc.gov/ecycle">doee.dc.gov/ecycle</a> for information on requirements on collecting CEE.</p>

## 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).

<b>2014 Sales:</b> Report sales for calendar year 2014		
Type of CEE	Number of Units 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 2014	0.0	0.0

<b>2015 Sales:</b> Report sales for calendar year 2015		
Type of CEE	Number of Units 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 2015	0.0	0.0

<b>2016 Sales:</b> Report sales for calendar year 2016		
Type of CEE	Number of Units 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 2016	0.0	0.0

<b>Minimum Collection Target</b>
<p>A manufacturer registering as an individual manufacturer shall collect in <b>Calendar Year 2018</b> 50% of the average weight of CEE sold in the District in <b>Calendar Year 2015 and 2016</b>.</p> <p>If Option 1 is selected, complete Option 1 to calculate minimum collection target.</p> <p>Based on the sales data reported in <b>Section 4- Option 2</b>, the minimum collection target subject to shortfall fee for Calendar Year 2018 is: <b>0 pounds</b>.</p> <p>Shortfall fees are determined by the formula found in 20 DCMR § 4102.2.</p>

## **SECTION 5**

### **Recycling Plan for Calendar Year 2018**

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 2018. 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 either R2 or 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 2018, such as if the manufacturer will utilize mail back programs, permanent drop off locations, retail drop offs, direct pickups, and/or one day events. If known, list relevant locations, dates, and times. (Note: a list of possible locations for one day events is available at [doee.dc.gov/ecycle](http://doee.dc.gov/ecycle))

Describe the methods the manufacturer will use to inform District residents and businesses about its electronics recycling program in Calendar Year 2018, such as maintaining a website and/or toll free number. DOEE may also post this information on the eCYCLE DC webpage.

## SECTION 6

### 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 R2 or 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 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 2018: January 1, 2018 – December 31, 2018	Registration Due Date: December 31, 2017
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This is **Part 1** of the registration form for manufacturers of Covered Electronic Equipment (CEE) registering as a **manufacturer partnership**. Partnerships should submit one **Part 1** form. Each manufacturer in a partnership should complete a separate **Part 2** form. Manufacturers can complete the Part 2 form available at [doee.dc.gov/ecycle](http://doee.dc.gov/ecycle) or online at [ecycleregistration.org](http://ecycleregistration.org) (preferred method).

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).

This form should be completed electronically and emailed, preferably in Word, to [productstewardship@dc.gov](mailto:productstewardship@dc.gov) by December 31, 2017.

The registration fee will be invoiced after the registration is approved by DOEE. The registration fee for partnerships is the sum of each manufacturer's individual registration fee or \$17,500, whichever is less.

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	
Primary Contact Person for the Partnership	
Name	Title
Email	Telephone
Mailing Address	
Billing Contact Person for the Partnership This person will be sent an electronic invoice for the registration fee after the registration is approved by DOEE.	
Name	Title
Email	Telephone
Mailing Address	
Additional Contact Person for the Partnership	
Name	Title
Email	Telephone









## **SECTION 4**

### **Recycling Plan for Calendar Year 2018**

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 2018. 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 either R2 or 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 2018, such as if the partnership will utilize mail back programs, permanent drop off locations, retail drop offs, direct pickups, and/or one day events. If known, list relevant locations, dates, and times. (Note: a list of possible locations for one day events is available at [doee.dc.gov/ecycle](http://doee.dc.gov/ecycle).)

Describe the methods the partnership will use to inform District residents and businesses about its electronics recycling program in Calendar Year 2018, such as maintaining a website and/or toll free number. DOEE may also post this information on the eCYCLE DC webpage.

## SECTION 5

### Certification

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.

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 4 of this registration form, will have a valid R2 or 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 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 2018: January 1, 2018 – December 31, 2018	Registration Due Date: December 31, 2017
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This is **Part 2** of the registration form for manufacturers of Covered Electronic Equipment (CEE) registering as a **manufacturer partnership**. Each manufacturer in a partnership should complete a separate **Part 2**. Partnerships should complete one **Part 1** form.

The Part 2 form may also be completed online at [ecycleregistration.org](http://ecycleregistration.org) (preferred method).

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.

This form should be completed electronically and emailed, preferably in Word, to [productstewardship@dc.gov](mailto:productstewardship@dc.gov) by December 31, 2017.

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.

Rev 8.2.17

## SECTION 1

Manufacturer Information		
Manufacturer Name	Website	Telephone
Mailing Address		

## SECTION 2

Contact Information	
Primary Contact Person	
Name	Title
Email	Telephone
Mailing Address	

Partnership Contact Information	
Primary Contact Person	
Contact Name	Partnership Name
Email	Telephone

# SECTION 3

**Brand Information:** List the brands sold in the District  
*Please see [doee.dc.gov/ecycle](http://doee.dc.gov/ecycle) for instructions on how to classify CEE by type. If a brand covers more than one type of CEE, please list each type of CEE. If needed, please attach additional sheets. List all brands of CEE sold to District residents, businesses, and non-profits (sales to the federal or District government are excluded).*

Brand Name	Type of CEE <i>(computer, computer peripheral, TV, and/or TV peripheral)</i>

## **SECTION 4**

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 should use either Option 1 or Option 2.

Note: While sales data from calendar years 2014-2016 are required to be reported, the minimum collection target is based on the average of 2015 and 2016 sales.

Which option is used to complete Section 4 (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). If unavailable, use option 2.

<b>2014 Sales:</b> Report sales for calendar year 2014		
Type of CEE	Number of Units 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>2015 Sales:</b> Report sales for calendar year 2015		
Type of CEE	Number of Units 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>2016 Sales:</b> Report sales for calendar year 2016		
Type of CEE	Number of Units 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>Minimum Collection Target</b>
<p>The partnership, as a collective, is responsible for meeting the sum of the minimum collection target of each individual manufacturer in the partnership.</p> <p>If Option 2 is selected, complete Option 2 to calculate minimum collection target.</p> <p>Based on the sales data reported in <b>Section 4- Option 1</b>, the minimum collection target subject to shortfall fee for Calendar Year 2018 is: <b>0</b></p> <p>Shortfall fees are determined by the formula found in 20 DCMR § 4102.2.</p>

## 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).

2014 Sales: Report sales for calendar year 2014		
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 2014	0.0	0.0

2015 Sales: Report sales for calendar year 2015		
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 2015	0.0	0.0

<b>2016 Sales:</b> Report sales for calendar year 2016		
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 2016	0.0	0.0

<b>Minimum Collection Target</b>
<p>The partnership, as a collective, is responsible for meeting the sum of the minimum collection target of each individual manufacturer in the partnership.</p> <p>If Option 1 is selected, complete Option 1 to calculate minimum collection target.</p> <p>Based on the sales data reported in <b>Section 4- Option 2</b>, the minimum collection target subject to shortfall fee for Calendar Year 2018 is: <b>0</b></p> <p>Shortfall fees are determined by the formula found in 20 DCMR § 4102.2.</p>

## SECTION 5

### Certification

I certify under penalty of law that this Part 2 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 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 Registration Form Part 1



## REPRESENTATIVE ORGANIZATION REGISTRATION FORM PART 1

Representative Organization Information

<b>Registration for Calendar Year 2018:</b> January 1, 2018 – December 31, 2018	<b>Registration Due Date: December 31, 2017</b>
--	---

This is **Part 1** of the registration form for manufacturers of Covered Electronic Equipment (CEE) registering as a **representative organization**. Representative organizations should submit one **Part 1** form. Each manufacturer in a representative organization should complete a separate **Part 2**. Both the single **Part 1** and multiple **Part 2** forms should be submitted together.

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

This form should be completed electronically and emailed, preferably in Word, to [productstewardship@dc.gov](mailto:productstewardship@dc.gov) by December 31, 2017. Both the single **Part 1** and multiple **Part 2** forms should be submitted together.

The registration fee will be invoiced after the registration is approved by DOEE. The registration fee for a representative organization is \$10,000.

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

Rev 8.2.17

## SECTION 1

Representative Organization Contact Information	
Primary Contact Person for the Representative Organization	
Name	Title
Email	Telephone
Mailing Address	
Billing Contact Person for the Representative Organization- This person will be sent an electronic invoice for the registration fee after the registration is approved by DOEE.	
Name	Title
Email	Telephone
Mailing Address	

**SECTION 2**

<b>Manufacturer Information</b>			
List every manufacturer in the representative organization. If needed, attach more sheets.			
Manufacturer Name	Contact Person	Telephone	Email




## **SECTION 3**

### **Recycling Plan for Calendar Year 2018**

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 convenient and equitable collection system that will be established in 2018 by the representative organization. This includes the collection sites at which the representative organization will ensure continuous service of one permanent publicly accessible collection site in each ward, or if no feasible location exists in a ward, quarterly collection events held in the ward. These sites or collection events shall accept CEE brought to the sites or events by households, small nonprofits, and small businesses free of charge.

Please provide a description of the public outreach the representative organization will perform to ensure District residents and businesses are aware of the availability and location of collection sites and events. Include information such as maintaining a website and/or toll free number. DOEE may also post this information on the eCYCLE DC webpage.

Please provide a description of how the representative organization will allocate responsibility across member manufactures to ensure compliance.

Describe the representative organization's recycling plan for Calendar Year 2018. 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 either R2 or e-Stewards certified.

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

## SECTION 4

### Certification

The collection, handling, and recycling or reuse of CEE, as described in Section 3 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 3 of this registration form, will have a valid R2 or 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 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 F.**

Representative Registration Form Part 2



## REPRESENTATIVE ORGANIZATION REGISTRATION FORM PART 2

Manufacturer Information

Registration for Calendar Year 2018: January 1, 2018 – December 31, 2018	Registration Due Date: December 31, 2017
---	--

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 should complete a separate **Part 2** form. Representative organizations should complete one **Part 1** form. Both the single **Part 1** and multiple **Part 2** forms should be submitted together.

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 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.

This form should be completed electronically and emailed, preferably in Word, to [productstewardship@dc.gov](mailto:productstewardship@dc.gov) by December 31, 2017. Both the single **Part 1** and multiple **Part 2** forms should be submitted together.

Rev 8.2.17

## SECTION 1

Manufacturer Information		
Manufacturer Name	Website	Telephone
Mailing Address		

## SECTION 2

Contact Information	
Primary Contact Person	
Name	Title
Email	Telephone
Mailing Address	





## **SECTION 4**

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 should use either Option 1 or Option 2.

Which option is used to complete Section 4 (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).

If unavailable, use option 2.

<b>2014 Sales:</b> Report sales for calendar year 2014		
Type of CEE	Number of Units 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>2015 Sales:</b> Report sales for calendar year 2015		
Type of CEE	Number of Units 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>2016 Sales:</b> Report sales for calendar year 2016		
<b>Type of CEE</b>	<b>Number of Units 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

## 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).

<b>2014 Sales:</b> Report sales for calendar year 2014		
Type of CEE	Number of Units 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 2014	0.0	0.0

<b>2015 Sales:</b> Report sales for calendar year 2015		
Type of CEE	Number of Units 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 2015	0.0	0.0

<b>2016 Sales:</b> Report sales for calendar year 2016		
Type of CEE	Number of Units 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 2016	0.0	0.0

## SECTION 5

### Certification

I certify under penalty of law that this Part 2 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 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

October 1, 2017

**eCYCLE DC Program FAQ- 2018**

This FAQ document provides additional information to assist manufacturers registering for the eCYCLE DC Program for 2018 (due December 31, 2017). For more information, please see [doee.dc.gov/ecycle](http://doee.dc.gov/ecycle).

**1. Where are the sections of the D.C. Official Code and regulations that govern the eCYCLE DC program?**

The associated sections of the D.C. Official Code can be found here: [http://doee.dc.gov/sites/default/files/dc/sites/ddoe/page\\_content/attachments/DC%20E-Waste%20Statute%20%28in%20DC%20Code%3B%20Amended%29.pdf](http://doee.dc.gov/sites/default/files/dc/sites/ddoe/page_content/attachments/DC%20E-Waste%20Statute%20%28in%20DC%20Code%3B%20Amended%29.pdf)

Amendments to the program in the FY18 Budget Support Act can be found here: <http://lims.dccouncil.us/Legislation/B22-0244>

The regulations for the program can be found here: <http://dcregs.dc.gov/Notice/Download.aspx?noticeid=6278342>

**2. When should manufacturers remit registration fees to DOEE?**

The amount of the registration fee is determined by annual sales and registration type. To avoid checks that are mistakenly issued for the wrong amount, DOEE will electronically invoice the billing contact for the registration fee once DOEE has reviewed and approved the registration. The invoice will include payment instructions and the Department's W-9 form. If the manufacturer has additional forms that DOEE needs to complete, they may contact [productstewardship@dc.gov](mailto:productstewardship@dc.gov).

**3. What if a manufacturer is unable to determine past sales for Calendar Year 2014?**

Manufacturers should, to the best of their ability, provide sales data for 2014. If a manufacturer, acting in good faith, is unable to provide sales data for 2014, it may leave them blank provided the manufacturer includes an explanation as to why it was unable to retrieve data for 2014. Data for Calendar Year 2015 and 2016 must be provided without exception as it is needed to calculate the collection target for manufacturers that register as Individuals or in a Partnership.



**4. How does the term “covered entities” 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 requirements of Representative Organizations (see [D.C. Official Code § 8-1041.05\(a\)\(3\)\(C\)](#)). Representative Organizations have to accept, for free, covered electronic equipment from covered entities. Sales calculations, as reported in the registration forms, include all sales, not just those to covered entities.

**5. 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 are no longer considered CEE and do not need to be reported.

**6. Can manufacturers purchase pounds from other manufacturers or recyclers during the year to meet their collection targets? Can manufacturers purchase pounds after the end of the year?**

Manufacturers must collect or arrange for the collection of CEE (see [D.C. Official Code § 8-1041.05\(a\)\(1\)](#)). Accordingly, manufacturers may purchase pounds of CEE from other manufactures or recyclers during the year. Once the calendar year is complete, manufacturers may not purchase pounds to meet the previous year’s collection requirement.

**7. A manufacturer collected CEE from the federal or District government in 2017. Can it count this weight towards its collection target for 2017?**

Yes, all CEE collected in 2017 can be counted towards collection targets for 2017. This will be reported on the registration forms due December 31, 2018. Starting in 2018, manufacturers will no longer be able to count collections from the federal and District governments towards collection targets because this equipment is no longer considered CEE.

**8. 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, listed 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: <http://mayor.dc.gov/sites/default/files/dc/sites/mayoromb/publication/attachments/D-C-Govt-Org-Chart11-03-2015.pdf>

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

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

DOEE is waiving the reporting requirement that Representative Organizations need to report on market share. See [D.C. Official Code § 8-1041.03\(b\)\(9\)\(C\)](#). However, the Representative Organization will need to explain how it will allocate responsibility across member manufacturers. While market share information need not be included on a registration form, Representative Organizations must report on their member manufacturers' sales data. If a manufacturer, acting in good faith, finds it impossible to provide sales data for 2014, it may leave their response blank provided the manufacturer includes an explanation as to why the information was impossible to retrieve.

**10. 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.

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

[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.

- 12. 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) purchases a piece of covered electronic equipment, a manufacturer needs to 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. There is not a prohibition on charging for this service. De minimis manufacturers are exempted from D.C. Official Code § 8-1041.05(d).

- 13. How and when will manufacturers need to report their 2017 collection of covered electronic equipment?**

The weight of covered electronic equipment collected to meet a manufacturer’s obligation under eCYCLE DC should be reported with a breakdown by category of covered electronic equipment (TV, TV peripheral, computer, computer peripheral). 2017 collections will be reported on the annual registration form due December 31, 2018.

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

## **Appendix H.**

### Definition of Covered Electronic Equipment



## Definition Fact Sheet for 2018

### Changes in Definition

The Fiscal Year 2018 Budget Support Act of 2017 amended the definition of Covered Electronic Equipment (CEE). Equipment sold to the federal and District government is no longer CEE. Please see the FAQ posted at [doee.dc.gov/ecycle](http://doee.dc.gov/ecycle) on how this will affect reporting requirements.

### 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-top: 0;">*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 ([63 DCR 14119](#)) 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 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.

**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.

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

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

*Last Updated on 9/6/2017*

**Appendix I.**  
Manufacturer Guide

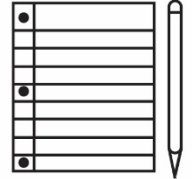
# eCYCLE DC: Manufacturer's Guide

For 2018 Registration (due December 31, 2017)

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, D.C. Official Code § 8-151.01 et seq., and implementing regulations ([63 DCR 14119](#)).

## 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 by December 31.



## What is Covered Electronic Equipment?



- **Computers** including desktop computers, portable computers with screens larger than six inches (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 less than 100 pounds, computer speaker sold with a computer, and computer monitor or display device.



- **Televisions** with screens larger than six inches.



- **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
- Household appliances
- GPS receivers
- Handheld gaming devices
- Digital picture frames
- Game controllers
- Thumb 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. \*\*\*

*This guide was last updated August 31, 2017.*



## De Minimis Exemption

Manufacturers that sold fewer than 100 units of CEE in the District in calendar year 2016 qualify for the de minimis exemption and are not required to collect CEE in calendar year 2018. To receive the exemption, the manufacturer **must** complete the de minimis form available at [doee.dc.gov/ecycle](http://doee.dc.gov/ecycle). The eCYCLE DC registration form and 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. Leased equipment, and wholesale transactions between a manufacturer, wholesaler, and retailer are **not** considered sales.



## How to Calculate CEE Sales in the District

- Use actual data on the number of CEE units sold in the District in 2016; or
- Estimate the number of CEE units sold in the District by multiplying your 2016 national sales total by the District's 2016 national population share, which was 0.21% in 2016.

## REGISTRATION OPTIONS

Manufacturers have three registration options. Each type has different collection requirements.	
<b>Individual Manufacturer</b>	Must collect and recycle the manufacturer's minimum collection target.
<b>Partnership</b>	A group of manufacturers must collect and recycle a total amount equal to the sum of the individual member's minimum collection targets.
<b>Representative Organization</b>	Instead of meeting the manufacturer's minimum collection target, an individual or group of manufacturers can meet a convenience requirement by 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 representative organization must hold quarterly collection events.

## HOW TO CALCULATE THE COLLECTION TARGET

For manufacturers registering individually or in a partnership, the minimum collection target for calendar year 2018 is equal to 50% of the average weight of CEE sold in calendar year 2015 and 2016 by weight (in pounds).

Please see additional information on calculating collection targets at [doee.dc.gov/ecycle](http://doee.dc.gov/ecycle).

### How to Calculate Sales Weight

- Use actual data on the pounds of CEE sold in the District in 2016; or
- Estimate the District sales weight by multiplying your 2016 national sales weight by the District's 2016 national population share, which was 0.21% (0.0021).



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

### Earn Re-Use Credits

When manufacturers donate CEE that is less than three years old to local public or charter schools, or certain nonprofits, they can count twice the weight of these items toward meeting their minimum collection target.

### Shortfall Fees

If a manufacturer or partnership does not achieve its minimum collection target in 2018, it will be required to pay the following shortfall fee:

- **Collected  $\geq 90\%$  of target:** \$0.30 per pound of shortfall weight
- **Collected  $\geq 50\%$  but  $< 90\%$  of target:** \$0.40 per pound of shortfall weight
- **Collected  $< 50\%$  of target:** \$0.50 per pound of shortfall weight

### Recycling Facility Certification

Collected CEE must be sent to an electronics recycler with either R2 or e-Stewards certification.

## OTHER INFORMATION TO REPORT

Manufacturers also need to provide the following information in their registration submission:

- Recycling plan, including information on how CEE will be collected, handled, and recycled or reused.
- Description of the convenient methods by which a District resident will be able to return CEE.
- Description of the methods to inform District residents and businesses about the electronics recycling program.
- List of anticipated recycling facilities and end markets.

### Representative Organizations Only

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

- Locations of anticipated collection sites.
- Description of how responsibility will be allocated among member manufacturers.

## ANNUAL REGISTRATION FEES

Manufacturer Type	Fee
De Minimis (sold <100 CEE units)	No fee
Individual (sold 100–249 CEE units)	\$500
Individual (sold ≥250 CEE units)	\$1,750
Partnership	Sum of each manufacturer's individual registration fee or \$17,500, whichever is less.
Representative Organization	\$10,000

## 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.**

Collection Targets and Shortfall Fees Fact Sheet



## Manufacturer Collection Target for 2018

For manufacturers registering as individual manufacturers or in a partnership, the collection target for calendar year 2018 is 50% of the average weight of sales of Covered Electronic Equipment (CEE) in 2015 and 2016 to residents, businesses, and non-profits. Sales to the federal and District governments are excluded.

## Manufacturer Shortfall Fees for 2018

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

- **Collected  $\geq$ 90% of collection target:** \$0.30 per pound
- **Collected  $\geq$ 50% but  $<$ 90% of collection target:** \$0.40 per pound
- **Collected  $<$ 50% of collection target:** \$0.50 per pound

Shortfall fees that result from calendar year 2018 collections will be due when the registration form, which is due by December 31, 2019, is approved and invoiced.

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

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

*Last Updated on 9/6/2017*

**Appendix K.**

Collection Requirements and Third-Party  
Certification Fact Sheet



## Manufacturer Collection Requirements for 2018

These are the 2018 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 2016.

### **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 dispose of CEE at facilities that are certified by the organizations e-Stewards or R2.

### **Manufacturers Registering as an Individual Manufacturer or a Partnership**

- Collect 50% of the average sales weight from 2015 and 2016.

### **Manufacturers Registering as a Representative Organization**

- Establish one permanent collection site in each ward or, if a permanent site is not feasible in a ward, hold quarterly collection events in that ward.
- Accept CEE from Covered Entities (households, small nonprofits, or small businesses) for free at collection sites or events.

## Third-party Certifications

The Department of Energy and Environment is requiring that CEE collected to meet a manufacturer's collection target to be recycled or reused at facilities that are third-party certified. The Department is recognizes the following third-party certifications:

- R2 – Learn more at [sustainableelectronics.org](http://sustainableelectronics.org)
- e-Stewards – Learn more at [e-stewards.org](http://e-stewards.org)

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

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

*Last Updated on 8/30/2017*

**Appendix L.**  
Electronics Recycling Options





## Electronics Recycling Programs

As of January 1, 2018, electronics are banned from the landfill. Manufacturers of certain electronics (televisions, computers, and related equipment) are required to collect and properly manage electronic waste. These electronics recycling options are part of the District's electronics stewardship program, [eCYCLE DC](#), and are listed below.

Note that some manufacturer stewardship programs may charge a fee or have limitations on the types of products they accept. In addition to eCYCLE DC programs, the Department of Public Works also runs a [residential electronics recycling program](#) at Ft. Totten.

## Permanent Locations

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

- **Best Buy Stores**
  - *Program:* Locations may have limitation on products accepted and may charge a fee for TVs and monitors (\$25/item). Learn more [here](#).
  - *Locations:*
    - 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)
  
- **Staples Stores**
  - *Program:* Locations accept computers, computer peripherals and TV peripherals, but do not accept TVs. Learn more [here](#).
  - *Locations:*
    - 1250 H Street NW, Suite 100, 20005 (T: 202-638-3907)

- **Verizon Wireless Stores**
  - *Program:* Consumers may recycle devices of any make or model from any wireless service provider, not limited to Verizon Wireless devices. Learn more [here](#).
  - *Locations:*
    - 1314 F St NW, Washington, DC 20004 (T: 202-624-0072)
    - 1736 L St NW, Washington, DC 20036 (T: 202-296-4400)
    - Union Station, 40 Massachusetts Ave NE, Washington, DC 20002 (T: 202-682-9475)

### 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. Trade in eligible Apple products for store gift card or refund on your purchase. Computer trade-in is currently only available online.
  - *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

*Some manufacturers' recycling plans include a mailback program. Please visit the mailback program's website for complete information.*

- **Acer America Corporation**
  - Brands: Acer, Emachines, Gateway, Gateway 2000
  - Website: <https://www.acer.com/ac/en/US/content/recycling-pc#dc>
  - Website: <http://www.gateway.com/gw/en/US/content/recycling-pc#dc>
  - Phone: 866-337-1078
- **Amazon Fulfillment Services, Inc.**
  - Brands: AmazonBasics, Echo, Fire, Kindle Fire
  - Website: <https://www.amazon.com/gp/help/customer/display.html?nodeId=200197550>
- **Apple Inc.**
  - Brands: Apple, Next
  - Website: <http://www.apple.com/recycling/>
- **ASUS**
  - Brands: ASUS, EEE, EEE PC, Nexus ASUS
  - Website: <http://csr.asus.com/english/Takeback.htm>
- **Canon U.S.A, Inc.**
  - Brands: 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: Curtis, Klu, Proscan, RCA
  - Website: <http://www.dnagroup.us/takeback/>
  - Phone: 800-362-9608
  
- **Dell Marking LP**
  - Brands: Alienware, Dell, Wyse
  - Website: <http://www.dell.com/learn/us/en/uscop1/corp-comm/getfreeat-homepickup?c=us&l=en&s=corp&cs=uscop1>
  
- **DPI, Inc.**
  - Brands: GPX, iLive, Memorex, WeatherX, Zeki
  - Website: <https://www.dpiinc.com/recycling>
  - Phone: 866-337-1078
  
- **Envision Peripherals, Inc.**
  - Brands: AOC, Envision, Philips
  - Website: <http://www.dnagroup.us/takeback/>
  - Phone: 800-362-9608
  
- **Epson America, Inc.**
  - Brands: Epson
  - Website: <https://epson.com/recycle-program>
  - Phone: 866-917-5033
  
- **Google Inc.**
  - Brands: Google Chromecast, Google Pixel Chromebook, Google Pixel Tablet, Google Pixelbook, Google Project Tango
  - Website: <https://support.google.com/store/answer/3036017?hl=en>
  - Phone: 866-337-1078
  
- **Grand Electronics, INC**
  - Brands: kuvest, neutab
  - Website: <http://neutab.com/info-detail.php?Infold=21>
  - Phone: 240-912-5244
  
- **HP Inc.**
  - Brands: Apollo Computer, Compaq, Digital Equipment Corporation, Hewlett-Packard, Neoware, Netpliance, Samsung, Tandum, VooDoo Computer

- Website: <http://h30248.www3.hp.com/recycle/hardware/cbb.html>;  
<http://www8.hp.com/us/en/hp-information/environment/us-computer-hardware-recycling.html>
- Phone: 888-285-2009; 866-337-1078
  
- **Intel**
  - Brands: Intel
  - Website: <http://portal.rlgamericas.com/TRCS/RequestMailback.aspx?f=180346>
  - Phone: 480-552-3527
  
- **Lenovo (United States) Inc.**
  - Brands: 1723-8BX, 1723-8EX, Lenovo, Medion
  - Website: [https://www.lenovo.com/us/en/social\\_responsibility/product\\_recycling\\_program/](https://www.lenovo.com/us/en/social_responsibility/product_recycling_program/)
  - Phone: 866-337-1078
  
- **Lexmark**
  - Brands: Lexmark
  - Website: [https://www.lexmark.com/en\\_us/products/supplies-and-accessories/collection-and-recycling-program/lecp/lecp-washingtondc.html](https://www.lexmark.com/en_us/products/supplies-and-accessories/collection-and-recycling-program/lecp/lecp-washingtondc.html)
  
- **LG Electronics USA, Inc.**
  - Brands: LG, GoldStar, Zenith
  - Website: <http://mailback.eridirect.com/lg>
  - Phone: 866-372-2928
  
- **Mattel, Inc.**
  - Brands: Nabi
  - Website: <http://citizenship.mattel.com/news-resources/>
  - Phone: 866-337-1078
  
- **Microsoft**
  - Brands: Microsoft Accessories, Microsoft Surface, Microsoft Xbox, Nokia Lumia, Zune
  - Website: <https://www.microsoft.com/en-us/environment/product/lifecycle>
  - Phone: 866-217-7329
  
- **Nintendo of America Inc.**
  - Brands: Nintendo Switch, Nintendo Wii, Nintendo Wii Mini, Nintendo Wii U
  - Website: <http://www.dnagroup.us/takeback/>
  - Phone: 800-362-9608
  
- **Onkyo USA Corporation**
  - Brands: Esoteric, Integra, Pioneer, Onkyo
  - Website: <http://www.dnagroup.us/takeback/>
  - Phone: 800-362-9608

- **Planar Systems, Inc.**
  - Brands: Planar
  - Website: <http://www.planar.com/about/green/us/form/>
  
- **Ricoh USA, Inc.**
  - Brands: Lanier, Ricoh, Savin
  - Website: <https://www.ricoh-usa.com/en/about-us/corporate-responsibility-and-environmental-sustainability/product-stewardship-and-recycling>
  
- **Samsung**
  - Brands: Samsung
  - Website: [www.recyclingdc.com](http://www.recyclingdc.com)
  - Phone: 800-696-8042
  
- **Sceptre**
  - Brands: oCosmo, Sceptre
  - Website: <http://www.sceptre.com/recycling.html>
  - Phone: 626-369-3698, 626-217-1002
  
- **Sony**
  - Brands: AIWA, Sony
  - Website: [https://www.sony.net/SonyInfo/csr\\_report/environment/recycle/northamerica.html](https://www.sony.net/SonyInfo/csr_report/environment/recycle/northamerica.html)
  
- **TongFang Global**
  - Brands: Element, Seiki, Westinghouse
  - Website: <http://www.dnagroup.us/takeback/>
  - Phone: 800-362-9608
  
- **ViewSonic Corporation**
  - Brands: ViewSonic
  - Website: <http://www.dnagroup.us/takeback/>
  - Phone: 800-362-9608
  
- **VIZIO, Inc.**
  - Brands: VIZIO
  - Website: <http://mailback.eridirect.com/vizio>
  
- **VTech Electronics North America LLC**
  - Brands: LeapFrog, Vtech
  - Website: <http://portal.rlgamericas.com/TRCS/RequestMailback.aspx?f=180328>
  - Phone: 866-337-1078

- **Xerox Corp**
  - Brands: PTI/Xerox, Xerox
  - Website: <https://www.xerox.com/en-us/about/ehs/equipment-recycling>
- **ZTE USA**
  - Brands: ZTE
  - Website: <https://zteusa.hobi.com/>

### Questions?

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

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

*Last Updated: 11/15/2018*

## **Appendix M.**

Registered Manufacturers/Brands



# eCYCLE DC Registered Manufacturer/Brands List

Last Updated 7/19/2018

Manufacturer Name	Brand	Product Type
3M Company		
	3M™ Ergonomic Mice	Computer Peripheral
Accerio		
	LulzBot	Computer Peripheral
Acer America Corporation		
	Acer	Computer; Computer Peripheral; Television
	ALR	Computer
	Emachines	Computer; Computer Peripheral
	Gateway	Computer; Computer Peripheral; Television
	Gateway 2000	Computer; Computer Peripheral
Apple Inc.		
	Apple	Computer; Computer Peripheral
	Next	Computer; Computer Peripheral
ASUS Computer International		
	ASUS	Computer; Computer Peripheral
	EEE	Computer
	EEE PC	Computer
	Nexus ASUS	Computer
Best Buy		
	Dynex	Computer Peripheral; Television
	Insignia	Computer; Computer Peripheral; Television; Television Peripheral
	Rocketfish	Computer Peripheral
	Sharp	Television
	Toshiba	Television
	UB	Computer; Computer Peripheral
	VPR Matrix	Computer
Canon USA		
	Canon	Computer; Computer Peripheral
	Imagistics	Computer Peripheral
	Oce	Computer Peripheral
Cellco Partnership		
	Verizon Ellipsis	Computer
	Verizon Gizmo Tab	Computer
CRAIG ELECTRONICS INC		
	CRAIG	Computer; Television; Television Peripheral
Curtis International Ltd		
	Curtis	Television



Manufacturer Name	Brand	Product Type
	Klu	Computer
	Proscan	Computer; Television;
	RCA	Television
Dell Marketing LP		
	Alienware	Computer; Computer Peripheral; Television Peripheral
	Amdek	Computer
	Data General	Computer
	Dell	Computer; Computer Peripheral; Television
	Link	Computer
	Netier Technologies	Computer
	QUME	Computer; Computer Peripherals
	Wyse	Computer
DPI, Inc		
	GPX	Television; Television Peripheral
	iLive	Television
	Memorex	Television
	WeatherX	Television
	Zeki	Computer
Elitegroup Computer Systems, Inc.		
	Elitegroup	Computer; Computer Peripheral
Elo Touch Solutions, Inc.		
	Elo	Computer; Computer Peripheral
	Elo Touch Solutions	Computer Peripheral
	Elo TouchSystems	Computer Peripheral
Envision Peripherals, Inc.		
	AOC	Computer; Television
	Envision	Computer; Television
	Philips	Computer; Television
Epson America, Inc.		
	Epson	Computer Peripheral
Fujitsu America, Inc		
	Fujitsu LIFEBOOK	Computer
	Fujitsu STYLISTIC	Computer
GammaTech Computer Corp.		
	DURABOOK	Computer
Google Inc.		

Manufacturer Name	Brand	Product Type
	Google Chromecast	Television Peripheral
	Google Pixel Chromebook	Computer
	Google Pixel Tablet	Computer
	Google Pixelbook	Computer
	Google Project Tango	Computer
Grand Electronics, INC		
	kuvest	Computer Peripheral
	neutab	Computer; Computer Peripheral
Haier America Trading, LLC		
	Haier	Television
Hewlett Packard Enterprise Company		
	Hewlett Packard Enterprise	Computer Peripheral
Hisense USA		
	Hisense	Television
	Sharp	Television
Hitachi America Ltd.		
	Hitachi	Television
HP Inc. (Hewlett-Packard)		
	Apollo Computer	Computer; Computer Peripheral
	Compaq	Computer; Computer Peripheral
	DEC (Digital Equipment Corporation)	
HTC America Inc.		
	Nexus 9	Computer
Huawei		
	Huawei	Computer
	Honor	Computer
Intel Corporation		
	Intel	Computer
International Business Machines Corporation		
	Ambra	Computer; Computer Peripheral
	IBM	Computer; Computer Peripheral
Konica Minolta Business Solutions U.S.A., Inc.		
	Bizhub	Computer Peripheral
	Magicolor	Computer Peripheral
	Pagepro	Computer Peripheral
KYOCERA Document Solutions America, Inc.		
	Kyocera	Computer Peripheral
Lenovo (United States) Inc.		

Manufacturer Name	Brand	Product Type
	1723-8BX	Computer Peripheral
	Lenovo	Computer; Computer Peripheral
	Medion	Computer; Computer Peripheral; Television
Lexmark International, Inc.		
	Lexmark	Computer Peripheral
LG Electronics USA, Inc.		
	GoldStar	Computer Peripheral; Television
	LG	Computer; Computer Peripheral; Television; Television Peripheral
	Zenith	Computer Peripheral; Television
Linsay		
	Linsay	Computer, Computer Peripheral
Mattel, Inc.		
	Nabi	Computer
Microsoft Corporation		
	Microsoft Accessories	Computer Peripheral;
	Microsoft Surface	Computer; Computer Peripheral
	Microsoft Xbox	Television Peripheral
	Nokia	Computer
	Zune	Computer
Mortorola		
	Mortorola	Computer
Nintendo of America Inc.		
	Nintendo Switch	Television Peripheral
	Nintendo Wii	Television Peripheral
	Nintendo Wii Mini	Television Peripheral
	Nintendo Wii U	Television Peripheral
Nook Digital		
	Nook Tablet 7	Computer
Nvidia Corporation		
	Android TV Box	Television Peripheral
	Shield Tablet	Computer
Oki Data Americas, Inc.		
	Oki	Computer Peripheral
	Okidata	Computer Peripheral
	Oki Data	Computer Peripheral
	OkiLaser	Computer Peripheral
	Oki Printing Solutions	Computer Peripheral
Onkyo USA Corporation		
	Esoteric	Television Peripheral

Manufacturer Name	Brand	Product Type
	Intergra	Television Peripheral
	Onkyo	Television Peripheral
	Pioneer	Television Peripheral
PDI Communication Systems, Inc.		
	PDI	Television; Television Peripheral
	TeleHealth	Television
Planar Systems, Inc.		
	Planar	Computer Peripheral
Proexpress Distributor LLC (dba TabletExpress)		
	Dragon Touch	Computer
	KingPad	Computer
Rakuten Kobo Inc.		
	Ratuken Kobo	Computer
Ricoh USA, Inc.		
	Lanier	Computer Peripheral
	Ricoh	Computer Peripheral
	Savin	Computer Peripheral
Samsung Electronics America, Inc.		
	SAMSUNG	Computer; Computer Peripheral; Television; Television Peripheral
Sceptre		
	oCosmo	Television
	Sceptre	Computer Peripheral; Television
Seura, Inc.		
	Seura	Television
Sony Electronics Inc.		
	AIWA	Television
	SONY	Computer; Computer Peripheral; Television; Television Peripheral
SOUND AROUND INC		
	PYLE	Television
Stratasys, Inc.		
	MakerBot	Computer Peripheral
	Stratasys	Computer Peripheral
SUNBRITETV, LLC		
	SUNBRITETV	Television

Manufacturer Name	Brand	Product Type
Tmax Digital		
	NuVision	Computer
Transcosmos		
	VAIO	Computer
TongFang Global		
	Element	Computer Peripheral; Television
	Seiki	Computer Peripheral; Television
	Westinghouse	Computer Peripheral; Television
Venturer Electronics Inc.		
	Pro12	Computer
	RCA	Computer
	Venturer	Television
Visioneer		
	Visioneer	Computer Peripheral
VIZIO, Inc.		
	VIZIO	Computer; Computer Peripheral; Television
VTech Electronics North America LLC		
	LeapFrog	Computer; Television Peripheral
	Vtech	Computer Peripheral
Wacom		
		Computer; Computer Peripheral
Xerox Corporation		
	Xerox	Computer Peripheral
ZTE USA		
	ZTE	Computer

**Appendix N.**  
Retailer FAQ



May 24, 2017

## **eCYCLE DC Retailer FAQ**

This FAQ document provides additional information to assist retailers as they work to meet their requirements under the eCYCLE DC Program. For more information, please see [doee.dc.gov/ecycle](http://doee.dc.gov/ecycle).

### **Sales Restrictions on Nonregistered Manufacturers**

**1. Where are the retail sales restrictions found in the statute?**

The sales restrictions can be found in [D.C. Official Code § 8-1041.03\(a\)](#).

**2. How will the sales restrictions be implemented?**

On June 1, 2017, DOEE will publish a *Nonregistered Manufacturer List*. After being placed on the list, retailers may continue to sell Covered Electronic Equipment (CEE) from nonregistered manufacturers on the list for six months. After six months, the manufacturer will be moved to the *Do Not Sell List* and retailers can face enforcement action for selling CEE from manufacturers on the *Do Not Sell List*. Once a manufacturer has properly registered with DOEE, it will be removed from the *Nonregistered Manufacturer List* and the *Do Not Sell List*.

**3. How will the Nonregistered and Do Not Sell Lists be circulated?**

The lists will be posted online ([doee.dc.gov/ecycle](http://doee.dc.gov/ecycle)) and emailed to the eCYCLE DC listserv. To join the listserv, please email [productstewardship@dc.gov](mailto:productstewardship@dc.gov). As manufacturers are added or removed from the lists, updated lists will be posted and emailed. The initial *Nonregistered Manufacturer List* will also be mailed to every known retailer of CEE located in the District.

### **Point of Sale Requirement**

**1. Where is the point of sale requirement found in the statute?**

The point of sale (POS) requirement can be found in [D.C. Official Code § 8-1041.05\(e\)](#).

**2. What POS materials fulfill this requirement?**

Retailers have a variety of ways they can provide POS materials. The information can be provided on a large poster, small sign, business card, or similar display. The information can be at checkout or on the shelf. Information can also be provided on the receipt.

**3. Will DOEE design POS material for stores to print?**

DOEE will assist retailers in meeting their POS requirements by designing materials that retailers can print. Retailers are asked to provide feedback to DOEE on what material would be most useful by emailing [productstewardship@dc.gov](mailto:productstewardship@dc.gov).

**4. What language fulfills requirements?**

Retailers can also design their own POS materials. The following is an example of language that would be considered compliant with the POS requirement.

“Learn how to recycle your electronics at [doee.dc.gov/ecycle](http://doee.dc.gov/ecycle).”

**5. Can retailers provide information about their own electronics recycling program only, instead of providing information about the whole eCYCLE DC Program?**

If a retailer has an electronics recycling program that collects every type of CEE sold by that retailer, then the retailer can provide POS information on its electronics recycling program only, instead of providing information about the whole eCYCLE DC Program.

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



**Appendix O.**

Disposal Ban Household Mailer

# Electronics Are Banned from the Trash



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# Recycle Your Electronics

## Fort Totten Transfer Station - Residential Drop-off\*

4900 John F. McCormack Dr., NE  
Washington, DC 20011

## Every Saturday 8am - 3pm

(except holidays) & Thursday preceding  
the first Saturday of the month (1 - 5pm)

\*Proof of District residency required

Find other convenient drop-off  
locations and a list of banned  
electronics at [doee.dc.gov/ecycle](https://doee.dc.gov/ecycle).

## Questions?

email: [productstewardship@dc.gov](mailto:productstewardship@dc.gov)  
or call (202) 535-2600

 **eCYCLE DC**

1200 1st St. NE, 5th flr.  
Washington, DC 20002



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If you need information about electronics recycling in Spanish, Chinese, Vietnamese, Korean, Amharic or French, please call (202) 535-2600.