

Three-Year Assessment

eCYCLE DC: Electronics Product Stewardship Program

Urban Sustainability Administration
June 2019

Department of Energy and Environment
1200 First Street NE, Floor 5, Washington, DC 20002
Phone: (202) 535-2600 • doee.dc.gov
[Facebook.com/doee_dc](https://www.facebook.com/doee_dc) • [Twitter: @DOEE_DC](https://twitter.com/DOEE_DC)

CONTENTS

Executive Summary.....	3
Introduction.....	5
The Law.....	6
Program Development.....	8
Program Reporting and Enforcement.....	10
Program Performance.....	11
Recommendations.....	14
Looking Forward.....	17
Conclusion.....	17

Appendix

Registration Forms (2017):

- A. *De Minimis* Worksheet
- B. Individual Registration Form
- C. Partnership Registration Form Part 1
- D. Partnership Registration Form Part 2
- E. Representative Organization Form Part 1
- F. Representative Organization Form Part 2

Compliance Assistance:

- G. Program FAQ
- H. Definitions of Covered Electronic Equipment
- I. Manufacturer Guide
- J. Collection Targets and Shortfall Fees Fact Sheet
- K. Collection Requirements and Third-Party Certification Fact Sheet
- L. Electronics Recycling Options
- M. Registered Manufacturers/Brands
- N. eCYCLE possible one-day event locations
- O. Retailer FAQ

Disposal Ban Outreach:

- P. Disposal Ban Fact Sheet
- Q. Disposal Ban Fact Sheet in Spanish
- R. Disposal Ban Letter to Haulers (with Fact Sheet)
- S. Second Disposal Ban Letter to Haulers and Solid Waste Collectors
- T. Disposal Ban Letter to Private Transfer Station
- U. Disposal Ban Letter to Property Managers (Joint Letter with DPW)
- V. Retailer Point-of-Sale Sign on Disposal
- W. Disposal Ban Household Mailer

EXECUTIVE SUMMARY

This final report provides a comprehensive summary of the District Department of Energy and Environment's (DOEE) three-year analysis of the electronics recycling program also known as eCYCLE DC. Specifically, the report addresses the central provision in the Sustainable Solid Waste Management Act of 2014 of diverting at least 80% of covered electronic equipment waste, from landfill or incineration, through recycling or reuse by 2032. At the time of preparing this report only one year of collection data was available from manufacturers. However, the first milestone of the eCYCLE DC program has been reached: the first collection target set for 2017 to collect and recycle 40 percent of 2015 manufacturer sales weight in the District was achieved.

Program legislation established a progressive collection target of 40%, 50% and then 80% of the average of the previous year's sales weights for calendar year 2017, 2018 and 2019's collection target respectively. As new data is gathered from manufacturers during future registration and reporting periods, potential trends projections and more accurate descriptions will be possible. Based on the information received from program stakeholders and the experience of other state programs, DOEE has provided a series of recommendations to help reach the 80 percent CEE diversion goal as early as possible. The recommendations address the following:

- attaining additional drop-off site options to make electronics recycling more convenient for District residents;
- tracking light-weighting issues in other states to achieve best practices in the District;
- determining a fee structure that would result in a self-sustaining program;
- continuing to evaluate program progress in reaching the diversion goal;
- aligning the eCYCLE DC program electronics disposal ban with DPW's enforcement objectives;
- creating additional verification for collection weights reported by manufacturers through electronics recyclers;
- incentivizing Electronic Product Environmental Assessment Tool (EPEAT) products through reduced collection targets; and
- offering CEE weight collected at Fort Totten to manufacturers to meet their collection goals.

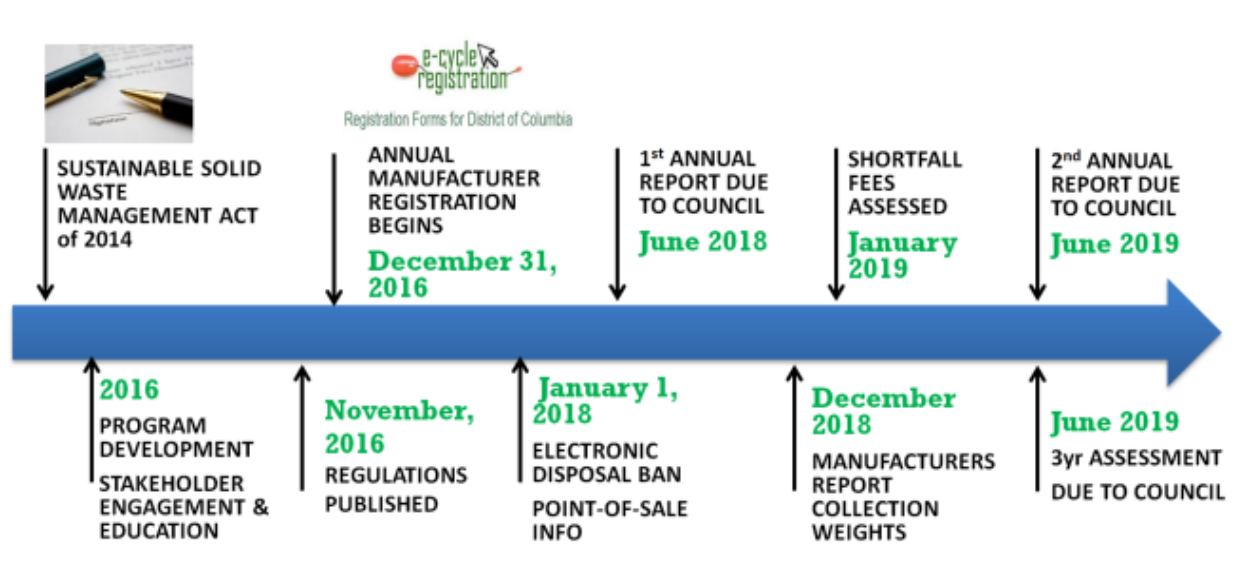
During the first three registration periods DOEE has not had any manufacturers choose the Representative Organization registration option which uses a

convenience criteria rather than a weight-based collection target to meet program obligations. Currently there is interest from a manufacturer in experimenting with meeting the convenience criteria required in the Representative Organization registration, but this manufacturer has not yet been able to solidify their plans. Comparing the per capita collection rates similar to the best performing electronics waste programs in other jurisdictions will need to be addressed in future reports, once there is a full year of data from a manufacturer using the Representative Organization option.

INTRODUCTION

The Government of the District of Columbia has demonstrated its commitment to waste reduction, reuse and recycling of waste through legislative action. The Sustainable Solid Waste Management Amendment Act of 2014 (the Act)¹ established an extended producer responsibility program for electronics (known as eCYCLE DC) as part of a goal to achieve an 80 percent reduction in electronic waste. Extended producer responsibility programs place responsibility of post-consumer management of products on the manufacturers that produce those items. The Act requires manufacturers of “covered electronic equipment” (CEE)² to register with the Department of Energy and Environment (DOEE) and achieve collection and recycling of CEE correspondent to a portion of their sales. The eCYCLE DC program conserves natural resources, ensures proper handling of toxic materials, provides a more sustainable source of precious metals, and protects human health and the environment.

This report fulfills the Act's requirement for DOEE to prepare a three year analysis of the effectiveness of the eCYCLE DC program in meeting the goal of diverting at least 80 percent of covered electronic equipment waste annually generated in the District from landfill or incineration through recycling or reuse by 2032 and recommend any changes necessary to ensure that the goal may be met as early as possible. Please see the timeline of the history of eCYCLE DC below.



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

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

THE LAW

The Sustainable Solid Waste Management Act of 2014, effective February 2015, launched the eCYCLE DC program. The Act sets the goal to divert 80 percent of covered electronic equipment (CEE) from the landfill by 2032 through reuse or recycling. The Act also requires manufacturers to take responsibility for the full life cycle of their products through a system of collection and recycling of CEE equivalent to a portion of their sales in the District. Manufacturers that sell CEE in the District must:

- register with DOEE;
- pay a registration fee;
- submit a collection and recycling plan;
- annually report on collection and recycling activities to show compliance with collection targets; and
- pay any shortfall fees for failure to meet collection targets.

The first three years of the program set a progressive collection target based on an increasing percentage of the manufacturer's sales in the District.

Manufacturers that sell less than 100 units of CEE (*de minimis*) are exempt from registration fees. Rulemaking for the electronic stewardship program further clarified that that *de minimis* manufacturers are exempt from annual registration requirements.

COVERED ELECTRONIC EQUIPMENT (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"> • Desktop computers • Small-scale server • Portable digital music players that have memory capability and are battery-powered • Laptops* • Tablets* • E-readers* <p><i>*Only items with screens larger than 6 inches</i></p>
Computer Peripheral	<ul style="list-style-type: none"> • Computer monitors larger than 6 inches • Keyboard • Computer mouse • Speakers sold with computers • Printers/scanners that are 100 pounds or less

Television	<ul style="list-style-type: none"> • Televisions with screens larger than 6 inches
Television Peripheral	<ul style="list-style-type: none"> • VCRs • DVRs • DVD players • Signal converter boxes • Cable and satellite receivers • Gaming consoles used with TVs

WHAT IS NOT COVERED ELECTRONIC EQUIPMENT?

- Telephones or mobile phones (because current market demand provides ample opportunity for reuse and recycling of these devices)
- 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

AMENDMENTS

The Fiscal Year 2018 Budget Support Act of 2017 amended Section 115(4) of Sustainable Solid Waste Management Act, known as the Product Stewardship Amendment Act of 2017, to clarify that covered electronic equipment does not include items sold to the District Government or the Federal Government. Government entities have established procedures for responsibly managing unused electronic equipment therefore they do not need an external system for collection and recycling of these materials.

The Product Stewardship Amendment Act also created a special purpose revenue fund for product stewardship programs, administered by DOEE, to ensure all collected program revenue is dedicated to costs related to product stewardship. Accordingly, all registration and civil fines and penalties are

deposited to the Product Stewardship Fund. The funds are used to cover administrative costs for the management and oversight of the program as well as to purchase sales data to verify District CEE sales as reported by manufacturers.

PROGRAM DEVELOPMENT

eCYCLE DC program development began in 2016. A full-time position was created to manage the product stewardship programs, covering eCYCLE DC and oversight of the paint stewardship program. Additionally, part of another more senior employee's time was dedicated to help administer the program. eCYCLE staff created specific webpages under DOEE's website to provide information regarding the program to stakeholders, including manufacturers, retailers and individuals in the District. In addition to the legislation and regulations, fact sheets and forms were created and posted on the website for manufacturers to register with the District. (Please see appendices for a complete list). DOEE provided retailers with a list of registered manufacturers and brands on the website and point-of-sale signs to inform customers on how to return covered electronic equipment for recycling. DOEE also developed a list of recycling options in the District and information about mail-back programs with links to relevant portions of the manufacturers' websites to help residents understand their new options (see appendix L).

Prior to the first manufacturer registration for the 2017 calendar year, substantial good faith effort was made by DOEE to contact all manufacturers selling covered electronic equipment. Using national sales data for electronics manufacturers, DOEE emailed manufacturers that sold CEE information about the start of the program and the registration requirement. DOEE established a product stewardship email account for correspondence related to the eCYCLE and paint stewardship program to streamline this communication.

REGISTRATION

Manufacturers were offered three registration options:

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

The individual and partnership options use an annual weight-based collection target, while the representative organization uses convenience criteria. The weight-based collection target increased during the first three years of the program: 40 percent, 50 percent and 80 percent of the average of sales from the previous years. The convenience criteria require a permanent drop-off location in each of the District's eight wards or a quarterly collection event in those wards with no permanent drop-off. The majority of manufacturers opted to register as individuals, with a smaller number of manufacturers choosing to register as part of one of two partnerships. During the 2017 and 2018 registration years, no manufacturers chose the representative organization option. As noted earlier, one manufacturer is currently exploring the feasibility of adopting the Representative Organization registration.

Manufacturers also had the option to register via the eCYCLE registration system operated by the Electronics Recycling Coordination Clearinghouse (ERCC), a national non-profit organization that provides a forum for coordination and information exchange among state agencies implementing electronics recycling laws.³ The ERCC system is used across states that have electronics recycling programs and provides a one stop location for manufacturers to register for multiple programs. ERCC membership also provides an opportunity for DOEE to exchange information with other state regulators managing similar electronics recycling programs. The District's eCYCLE program is relatively new compared to other states that have had programs in place for 7 to 13 years, and ERCC's experience has proven very valuable to the design and improvement of the District's program to date.

DISPOSAL BAN

In addition to the legislative, rulemaking and registration process, another important aspect of program development was the CEE disposal ban. The Solid Waste Management Act of 2014 built in a disposal ban for CEE in order to ensure the recycling of these materials.⁴ The eCYCLE program started on January 1, 2017, creating more opportunities for electronics recycling a year prior to the disposal ban. On January 1, 2018, the electronics disposal ban went into effect, prohibiting the disposal of covered electronic equipment as trash. Beginning January 1, 2018 manufacturers and retailers were also required to provide point-of-sale information to customers on how to recycle CEE.

³ <https://www.ecycleclearinghouse.org/> DOEE maintains a membership in ERCC.

⁴ D.C. Law 20-154; D.C. Official Code §§ 8-1041.07

DOEE and DPW conducted significant outreach prior to and following the electronics disposal ban start date. In April of 2017, DOEE sent letters to haulers and solid waste collectors as well as private transfer stations to inform them of the CEE disposal ban and how to direct their customers to recycling options (see appendices R, S, and T). From February 2017 to the end of July 2017, information about the ban was included in 11 webinars presented by the Department of Public Works (DPW), each directed at a different stakeholder group, as well as an in-person meeting with colleges and universities, and a residential Twitter chat. DPW and DOEE sent a joint letter to property managers of multi-family units in late September of 2017 to further spread the word about electronics recycling (see appendix U). DOEE created a flyer, which was translated into the six languages under the Language Access Act for distribution at public events and by the Department of Public Works Solid Waste Education and Enforcement Program (SWEEP) inspectors. Most significantly, in September of 2018, a mailer was sent to over 98,000 households in the District to inform them of the ban and the eCYCLE DC recycling options. Following the distribution of the mailer, program staff fielded more than 40 calls regarding proper disposal of electronics and other materials.

PROGRAM REPORTING AND ENFORCEMENT

PROGRAM ENFORCEMENT

The next step of program development has focused on enforcement. During 2018, a member of staff was badged and trained as an enforcement officer for the product stewardship programs. Standard operating procedures were developed for registration requirements and inspections. The 311 tip line opened to track incidents of electronics being placed in the trash on January 1, 2019. The Schedule of Fines for the eCYCLE program was finalized in May, 2019. Enforcement of registered brands in retail stores is scheduled to begin later in 2019.

2019 was the first registration year in which manufacturers were held liable for their 2017 collection targets. Registration forms and the online eCYCLE registration system were updated to include reporting of weights for covered electronic equipment collected. Manufacturers were also subject to shortfall fees for the first time. DOEE held a webinar in November 2018 and again in December 2018 to provide assistance to manufacturers in reporting their collection weights and any related shortfalls for the first time. Manufacturers met

the collective 2017 collection target for pounds of electronic equipment to be recycled.

FIRST ANNUAL REPORT

In 2018, the first annual report on the eCYCLE DC program was provided to the District Council. The report highlighted data from the first year's registration (2017) as well as information about the development of the program. Eighty-eight manufacturers registered during the first year of the program: 31 Individual Manufacturers; 2 Partnerships representing 24 companies; and 33 De Minimis applications, exempting the manufacturer from the recycling requirements and registration fees. The total collection target for all registered manufacturers in 2017 was 1,940,321 pounds. The amount collected was 1,941,512 pounds.

INTERAGENCY COOPERATION

Cooperation towards creating a zero waste DC falls under the umbrella of the Interagency Waste Reduction Working Group. This group of District Government agency stakeholders includes the Department of Energy and Environment, the Department of Public Works, the Department of General Services, the Department of Parks and Recreation and the Mayor's Office of the Clean City. The group meets quarterly to discuss the shared goal of diverting 80% of waste from the landfill to reuse and recycling, in addition to the Directors-level meeting which is convened twice yearly. Collaboration on zero waste events activities includes webinars, materials collection events, and social media efforts, as well as regular staff coordination across the agencies.

PROGRAM PERFORMANCE

As the 2019 registration is the first year when manufacturers were required to report their collection weights and also the first year that collection targets were enforced, it is difficult to assess the trajectory of the program thus far. However, one clear measure of success is using the first collection target of 40 percent of 2015 CEE sales in the District, which has been met by manufacturers.

Manufacturers had a collective target of 1,940,321 pounds, and a total of 1,941,512 pounds of CEE were collected in 2017. CEE sales in the District were estimated at 4,894,612 pounds resulting in a 40 percent diversion rate. The collection target for 2018 and 2019 registration years increased to 50 percent and 80 percent respectively of CEE sales from the average of previous years. 2020 and future registration years will remain at 80 percent. Collection data from future registration will provide more information about how quickly the diversion

goal of 80 percent by 2032 is being reached, and future reports will be able to address the full program trajectory.

Program Revenue

eCYCLE DC is a new type of program for the District so staff are still adjusting revenue projections based on registration type (see more information about registration options on page six). It is worth noting that the number of manufacturers required to register varies each year based on whether they surpass the 100 unit de minimis threshold. Collected revenue for FY17 and FY18, along with projected revenue for FY19, is summarized below.

eCYCLE DC: 2017 Registration and Revenue			
Type of Registration	Registrations	Fee	Revenue
Individual (100-249 Units Sold)	7	\$500	\$3,500
Individual (250+ Units Sold)	24	\$1,750	\$42,000
Partnership I			
	1	\$500	\$500
	6	\$1,750	\$10,500
Partnership II	1	\$17,500	\$17,500
Representative Organization	0		\$0
Total		-	\$74,000
eCYCLE DC: 2018 Registration and Revenue			
Individual (100-249 Units Sold)	4	\$500	\$2,000
Individual (250+ Units Sold)	24	\$1,750	\$42,000
Partnership I			
	1	\$500	\$500
	5	\$1,750	\$8,750
Partnership II	1	\$17,500	\$17,500
Representative Organization	0		\$0
Total		-	\$70,750
eCYCLE DC: Anticipated 2019 Registration and Revenue			
Individual (100-249 Units Sold)	3	\$500	\$1,500
Individual (250+ Units Sold)	24	\$1,750	\$42,000
Partnership I			
	8	\$1,750	\$14,000
Partnership II	1	\$17,500	\$17,500
Representative Organization	0		\$0
Shortfall Fees			\$14,719.30
Total			\$89,719.30

EXPENSES

eCYCLE DC is one of two product stewardship programs in the District. The second program is a paint stewardship program for which DOEE receives an additional \$26,000 annually to provide program oversight. All program revenue for both programs is put into a special purpose revenue fund to ensure collected funds are only spent on product stewardship-related expenses. It is important to note that while revenue is collected separately for the two programs, expenses are shared between the two programs, particularly in the form of personnel, so revenue and expenses are not directly comparable. Currently, program expenses are higher than program revenue therefore the program is not financially self-sustaining. This has been addressed by using initial program set-up funds, but it is not sustainable moving forward. To accommodate this, fewer staff will charge their time to the program in the future while continuing to support the program at the same level.

In FY 2017, the program did not have budget authority to spend program revenue until late in the fiscal year, so spent only \$3,999 (on printing and membership charges). The program did not charge employee time to the program in FY 2017.

FY 2018 was the first year the product stewardship programs had budget authority for the full fiscal year. 1.35 full time equivalent employees charged their time to the product stewardship special purpose revenue fund (including one fulltime program analyst and .35 of other staff time for program oversight). The programs also spent \$216 on supplies, \$7,517 on training (consisting of enforcement trainings and a product stewardship conference for program establishment), \$35,970 on national sales data for verification and enforcement purposes, and \$33,978 on communications (largely for a citywide mailer alerting residents about the electronics disposal ban). In total, FY 2018 expenses were \$156,547, while program revenue was \$70,750. Program revenue has been lower than anticipated but the program was able to meet necessary expenses by using remaining FY 2017 program funds.

In FY 2019, 1.35 full time equivalent employees are assigned to the program, including program administration and oversight (the same as FY 2018) at a cost of \$112,916. Additionally, \$6,000 is allocated for memberships (in national membership organizations such as the Product Stewardship Institute and the Electronics Recycling Coordinating Clearinghouse, which provide access to best practices and meetings of program staff from other state product stewardship programs), \$2,000 is allocated for staff training, and \$3,093 for advertising and other program costs. Total budget for product stewardship in FY 2019 is \$124,009.

Again, there are two product stewardship programs in the District. With \$26,000 in revenue from the paint stewardship program and \$89,719.30 in revenue from the eCYCLE DC, there is anticipated to be a total of \$115,719.30 in revenue in FY 2019. Expenses are anticipated to be \$124,009 leaving an \$8,289.70 gap in funds. This will be covered by other local funds in FY 2019, but will need to be addressed in FY 2020. As a preliminary step, FTEs were reduced from 1.35 to 1.18 in the FY 2020 budget.

RECOMMENDATIONS

Based on stakeholder feedback and the experience with the first three years of eCYCLE DC, DOEE is presenting several recommendations for the future of the program. These recommendations aim to expand, reevaluate, verify and enforce the various goals of the program.

1. Attain more CEE drop-off options for District residents

A primary goal of this program is to increase electronics recycling, and one way to achieve this is to increase the number of convenient options residents have for recycling their electronics. As online sales have reduced the number of brick and mortar electronics retail stores, two of the four primary retail drop-off sites have closed in the District. An additional retail site is no longer accepting electronics due to space constraints.

Encouraging manufacturers to host collection events would increase accessibility for District residents to recycle CEE. DOEE could incentivize manufacturers to register using the representative organization option by reducing the convenience criteria from one permanent drop-off site in every ward or a quarterly collection event to one permanent drop-off site in each ward or an annual collection event per ward. This would be more in line with collection events required in the District's paint stewardship program.

2. Track the impact of light-weighting of electronics in other states with more mature programs to adopt best practices for the District.

As electronics become lighter, the weight of CEE collected in the District will also decrease. By using dynamic targets based on the average of the previous calendar year's sales the District's eCYCLE manufacturer targets should be able to stay in line with collection weights. However, if the change is too rapid, it may impact manufacturers' ability to meet their weight-based collection target. It is a major concern in the industry that should be closely monitored.

- 3. Determine fee structures that would result in self-sustaining product stewardship programs.** As noted earlier, operating costs for the eCYCLE DC program are currently exceeding the revenue collected. If this trend continues, the program will be unable to be maintained at its current level of service. One option to increase revenue is to raise registration fees for program participants. Out of 11 other states with electronics recycling programs that had registration fees that were not based on manufacturer market share, all had higher registration fees than the eCYCLE DC program. While the District's registration fee is set at \$1750 for an individual manufacturer the majority of other states fees ranged from \$2000-\$5000. Before increasing the registration fee, however, program staff needs to better understand the amount of revenue from enforcement action that is likely to be collected. With additional years of program data, staff will be in a better position to make this determination. Staff will continue calibrating program cost with other jurisdictions that run similar programs. One thing to note is most programs are at the state level, which makes the comparison less directly applicable, but with several years of program data, staff will soon be in a good position to reassess registration fees.
- 4. Continue to evaluate program efficacy, with a particular emphasis on conclusions drawn from the three full years of program collection data.** Despite it being three years from the official eCYCLE program start, calendar year 2019 registration is the first time DOEE has received CEE collection data. This is because there is a lag between the current year and when data is reported by manufacturers by design. DOEE will continue to evaluate the program in annual reports, and will perform a more comprehensive analysis as part of the 2020 report (issued in 2021), which will provide three years of manufacturer collection data. More accurate conclusions can be drawn on the progress eCYCLE DC is making in reaching the 80% diversion goal by 2032 in future reports.
- 5. Align DOEE's eCYCLE DC program, including the electronics disposal ban, with DPW's enforcement objectives.** As enforcement of the eCYCLE DC Program begins, both agencies seek to clarify the responsibilities and procedures to ensure coordinated and streamlined enforcement of the electronics disposal ban. Strategies for identifying offenders and holding

them responsible are shared between the agencies. DOEE and DPW are collaborating to craft solutions to achieve common enforcement objections.

- 6. Look into additional methods to verify reported manufacturer collection weights. Currently manufacturers self-verify their collection weights.** Following the example of other states such as Connecticut and Wisconsin, the District will investigate requiring additional documentation of the weight that manufacturers report to DOEE annually. DOEE currently uses market share data from ERCC to verify manufacturer collection sales/targets. DOEE believes that it would be beneficial to the program to verify the collected/recycled pounds of covered electronic equipment reported by manufacturers through the recyclers that they use. The verification process would ensure that weight collected was actually meeting the diversion goals of the program.
- 7. Increase sustainability of design of covered electronic equipment by reducing manufacturers' collection weights that qualify for the Electronic Product Environmental Assessment Tool (EPEAT) standards.** Following the example of Maine, manufacturers could reduce their collection targets by subtracting a percentage of their covered electronic equipment that meets EPEAT's bronze, silver and gold standards. EPEAT registered products examine sustainability impacts during the full lifecycle from raw material extraction to end-of-life.⁵ This EPEAT credit would incentivize the important design improvement aspect that most electronics-waste laws have been unable to address. Products that meet higher standards would receive a greater reduction in their collection target.
- 8. Offer CEE weight collected at the Fort Totten Transfer Station to manufacturers to meet their collection targets.** Electronics are collected for recycling at the household hazardous waste days offered five times a month at the Fort Totten Transfer station. Until recently the material was not made available to manufacturers to meet their collection targets. By allowing manufacturers to access this weight-based on their market share, the District could help cover their recycling costs and ensure that CEE weight collected inside of the District is contributing towards collection targets. Due to the lack of collection sites in the District, DOEE suspects that the majority of the collection weight

⁵ <https://greenelectronicscouncil.org/epeat/epeat-overview/>

counted towards the eCYCLE DC collection targets is collected and purchased by manufacturers in other jurisdictions in order to be able to meet their collection goals.

LOOKING FORWARD

As specified by the legislation, this report was created to advise the Council of the District of Columbia on the effectiveness of the convenient collection service alternative to the minimum collection share. During the 2017 and 2018 registrations, no manufacturers chose the representative organization option with a convenience criteria rather than a weight-based collection target as an individual or partnership. One manufacturer expressed interest in testing the feasibility of the representative organization option during the 2019 registration. However, it is too soon in the process to report on any results as it is yet to be seen if the convenience criterion is achieved. DOEE will return to address the representative organization option in the 2019 eCYCLE DC Annual Report.

CONCLUSION

After three years from the start of the eCYCLE DC program, the program has held three successful registration periods and reached the first major milestone of diverting 40% of covered electronic equipment from the waste stream. Yet, much work remains to improve the program and make it more convenient for residents to recycle their old electronics. DOEE has presented a series of recommendations that fall under the categories of expansion, reevaluation, verification and enforcement of the program. DOEE must ensure that it has the proper funds to operate the program, and therefore, must reevaluate the fee structure. In order to confirm that the diversion targets are actually being met and that electronics are being properly recycled, DOEE is seeking to verify collection weights reported by manufacturers through the recyclers that recycle material collected in the District. Currently underway, eCYCLE enforcement touches on various aspects of the program such as registration, collection target shortfalls, retail sales of electronics and the disposal ban. DOEE will continue coordinating with DPW to align enforcement efforts on the electronics disposal ban. Finally, DOEE is hopeful that through manufacturers following the representative organization option more convenient drop-off locations will be created for District residents.

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
---	---

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.

This form should be completed electronically and emailed, preferably in Word, to productstewardship@dc.gov by December 31, 2017.

Please email 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.

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	

Additional 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 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	
Actual District Sales Total	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	
National Total	0
Estimated District Sales Total National Total from above multiplied by 0.21% (0.0021), which was the District's percentage of the national population in 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

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

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 (preferred method).

For further guidance on completing this form, please visit doee.dc.gov/ecycle.

This form should be completed electronically and emailed, preferably in Word, to productstewardship@dc.gov by December 31, 2017.

Please email 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.

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	
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 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 (computer, computer peripheral, TV, and/or TV peripheral)

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.

2014 Sales: 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		
Actual District Sales Total	0	0

2015 Sales: 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		
Actual District Sales Total	0	0

2016 Sales: 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		
Actual District Sales Total	0	0

Minimum Collection Target
<p>A manufacturer registering as an individual manufacturer shall collect in Calendar Year 2018 50% of the average weight of CEE sold in Calendar Years 2015 and 2016.</p> <p>If Option 2 is selected, complete Option 2 to calculate minimum collection target.</p> <p>Based on the sales data reported in Section 4- Option 1, 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 doee.dc.gov/ecycle 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).

2014 Sales: 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		
National Total	0	0
Estimated District Sales Total National Total from above multiplied by 0.21% (0.0021), which was the District's percentage of the national population in 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 Nationally
Computers		
Computer Peripherals		
Televisions		
Television Peripherals		
National Total	0	0
Estimated District Sales Total National Total from above multiplied by 0.21% (0.0021), which was the District's percentage of the national population in 2015	0.0	0.0

2016 Sales: 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		
National Total	0	0
Estimated District Sales Total National Total from above multiplied by 0.21% (0.0021), which was the District's percentage of the national population in 2016	0.0	0.0

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

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
--	---

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 or online at 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.

This form should be completed electronically and emailed, preferably in Word, to 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 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.

Rev 8.2.17

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 2

Manufacturer Information

List every manufacturer in the partnership. If needed, attach more sheets. Each manufacturer needs to complete Part 2 of the registration form individually.

Manufacturer Name	Contact Person	Telephone	Email

SECTION 3

Total Minimum Collection Target for Partnership List every manufacturer's minimum collection share from the Part 2 form, Section 4.			
Manufacturer Name	Minimum Collection Target	Manufacturer Name	Minimum Collection Target

<p>Partnership's Total Minimum Collection Target for Calendar Year 2018 Sum of minimum collection targets subject to shortfall fees from above.</p>	
---	--

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.)

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
---	--

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 (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.

Please email productstewardship@dc.gov with any questions.

This form should be completed electronically and emailed, preferably in Word, to 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 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.

2014 Sales: 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		
Actual District Sales Total	0	0

2015 Sales: 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		
Actual District Sales Total	0	0

2016 Sales: 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		
Actual District Sales Total	0	0

Minimum Collection Target
<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 Section 4- Option 1, the minimum collection target subject to shortfall fee for Calendar Year 2018 is: 0</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		
National Total	0	0
Estimated District Sales Total National Total from above multiplied by 0.21% (0.0021), which was the District's percentage of the national population in 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		
National Total	0	0
Estimated District Sales Total National Total from above multiplied by 0.21% (0.0021), which was the District's percentage of the national population 2015	0.0	0.0

2016 Sales: 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		
National Total	0	0
Estimated District Sales Total National Total from above multiplied by 0.21% (0.0021), which was the District's percentage of the national population 2016	0.0	0.0

Minimum Collection Target
<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 Section 4- Option 2, the minimum collection target subject to shortfall fee for Calendar Year 2018 is: 0</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

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

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.

This form should be completed electronically and emailed, preferably in Word, to 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 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 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.

Please email productstewardship@dc.gov with any questions.

This form should be completed electronically and emailed, preferably in Word, to 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 3

Brand Information: List the brands sold in the District
Please see 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.

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.

2014 Sales: 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		
Actual District Sales Total	0	0

2015 Sales: 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		
Actual District Sales Total	0	0

2016 Sales: 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		
Actual District Sales Total	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).

2014 Sales: 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		
National Total	0	0
Estimated District Sales Total National Total from above multiplied by 0.21% (0.0021), which was the District's percentage of the national population in 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 Nationally
Computers		
Computer Peripherals		
Televisions		
Television Peripherals		
National Total	0	0
Estimated District Sales Total National Total from above multiplied by 0.21% (0.0021), which was the District's percentage of the national population in 2015	0.0	0.0

2016 Sales: 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		
National Total	0	0
Estimated District Sales Total National Total from above multiplied by 0.21% (0.0021), which was the District's percentage of the national population in 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

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Energy and Environment

December 14, 2016

eCYCLE DC Program FAQ

This FAQ document provides additional information to assist manufacturers as they work to meet the requirements of the eCYCLE DC Program. For more information, please see 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

The regulations for the program can be found here:

<http://dcregs.dc.gov/Notice/Download.aspx?noticeid=6278342>

2. What if a manufacturer is unable to meet the December 31, 2016 registration deadline, when will the Department of Energy and Environment (DOEE) begin enforcement action against unregistered manufacturers?

DOEE is committed to offering compliance assistance to manufacturers working to meet their regulatory requirements. Manufacturers that are working in good faith to complete registration forms (due December 31, 2016) will not have enforcement action taken against them until January 1, 2018. During this period of compliance assistance, if DOEE finds that a manufacturer is not working in good faith to meet their registration requirements, DOEE will first provide a warning to the manufacturer before taking an enforcement action.

Though late registrations will be accepted, DOEE will not pro-rate or reduce collection targets for manufacturers that register as an Individual or in a Partnership. For manufacturers registering as a Representative Organization, DOEE will work with any Representative Organization that is working in good faith to complete their registration. DOEE will waive first quarter convenience requirements, but the Representative Organization will need to have permanent collection sites open beginning April 1, 2017, and/or hold quarterly events beginning in the 2nd quarter of 2017.

3. 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.

4. What if a manufacturer is unable to determine past sales in 2013 and 2014?

Manufacturers should, to the best of their ability, provide sales data for 2013 and 2014. If a manufacturer, acting in good faith, is unable to provide sales data for those years, it may leave them blank provided the manufacturer includes an explanation as to why it was unable to retrieve data for Calendar Year 2013 and 2014. Data for Calendar Year 2015 must be provided without exception as it is needed to calculate the collection target subject to a shortfall fee for manufacturers that register as Individuals or in a Partnership.

5. 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.

6. What if a manufacturer is unable to determine exact sales to the federal government in the District of Columbia, how should it proceed?

If a manufacturer is unable to determine their exact sales to the federal government in the District, DOEE will accept reasonable and good faith estimates, such as using national sales to the federal government and multiplying that number by the population percentage of the District compared to the nation's population (0.21%). If an estimate is used, the manufacturer should describe the methodology used to calculate federal government sales in the District.

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

For purposes of reporting District Government sales, 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/DC-Govt-Org-Chart11-03-2015.pdf>

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

The registration forms for a Representative Organization include sales data as required by [D.C. Official Code § 8-1041.03\(b\)\(3\)](#). DOEE is waiving additional data reporting requirements found in [D.C. Official Code § 8-1041.03\(b\)\(9\)\(C\)](#), but the Representative Organization will need to explain how it will allocate responsibility across member manufacturers. If a manufacturer, acting in good faith, finds it impossible to provide sales data for 2013 or 2014, it may leave their response blank provided the manufacturer includes an explanation as to why the information was impossible to retrieve.

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

If a manufacturer only sold covered electronic equipment to the federal or District government in 2015, it then has a collection target subject to shortfall fees of zero pounds in 2017. The manufacturer still needs to complete the appropriate registration form, but in the Recycling Plan section of the registration form, it can list "N/A," as they are not required to collect covered electronic equipment in 2017. DOEE will not need to review the manufacturer's recycling plan or provide oversight of the plan, and because of this, DOEE will waive the registration fee for 2017.

10. What if a manufacturer sold to both non-government and government entities in the District in 2015, but the government sales raise the manufacturer above the de minimis threshold? How should the manufacturer register?

The manufacturer needs to register, as it has a collection target subject to shortfall fees in 2017. DOEE will need to review and approve the manufacturer's recycling plan and provide oversight of the implementation of the plan. DOEE will collect registration fees as established in [20 DCMR 4102](#), which are calculated based on all sales in the District in 2015.

11. What if a manufacturer sold to both non-government and government entities in the District in 2015, but the government sales raise the manufacturer above the 250 unit sold threshold for purposes of determining the annual fee?

DOEE will need to review and approve the manufacturer's recycling plan and provide oversight of the implementation of the plan. DOEE will collect registration fees as established in [20 DCMR 4102](#), which are calculated based on all sales in the District in 2015.

12. 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.

13. [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 or business) 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).

14. 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

Appendix H.

Definition of Covered Electronic Equipment



Definition Fact Sheet

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

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

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

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. [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

Questions? Email productstewardship@dc.gov.

Last Updated on 2/28/2017

Appendix I.

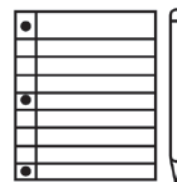
Manufacturer Guide

eCYCLE DC: Manufacturer's Guide

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.

De Minimis Exemption

Manufacturers that sold fewer than 100 units of CEE in the District in calendar year 2015 qualify for the de minimis exemption and are not required to collect CEE in calendar year 2017. To receive the exemption, the manufacturer **must** complete the de minimis form available at 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 an end consumer. 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 2015; or
- Estimate the number of CEE units sold in the District by multiplying your 2015 national sales total by the District's 2015 national population share, which was 0.21% in 2015.

REGISTRATION OPTIONS

Manufacturers have three registration options. Each type has different collection requirements.	
Individual Manufacturer	Must collect and recycle the manufacturer's minimum collection target.
Partnership	A group of manufacturers must collect and recycle a total amount equal to the sum of the individual member's minimum collection targets.
Representative Organization	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 2017 is equal to 40% of the calendar year 2015 sales by weight (in pounds).

For example, if a manufacturer sold 1,000 pounds of CEE in the District in 2015, their 2017 minimum collection target would be 400 pounds.

Please see additional information on calculating collection targets subject to shortfall fees at doee.dc.gov/ecycle.

How to Calculate Sales Weight

- Use actual data on the pounds of CEE sold in the District in 2015; or
- Estimate the District sales weight by multiplying your 2015 national sales weight by the District's 2015 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 subject to shortfall fees in 2017, 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

Note: Sales to Federal and District governments are not included in shortfall fee calculations.

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 or visit doee.dc.gov/ecycle.

Appendix J.

Collection Targets and Shortfall Fees Fact Sheet



Manufacturer Collection Target

For manufacturers registering as individual manufacturers or in a partnership, the collection target for calendar year 2017 is 40% of Covered Electronic Equipment (CEE) sales weight in 2015. The shortfall fees for sales to the federal and District governments are set at \$0.00/lbs.

Calculating collection targets subject to shortfall fees follows the following formula:

$$((\text{Total Sales Weight of CEE in 2015}) - (\text{Total Sales Weight of CEE Sold to Federal and District Govt in 2015})) * 40\%$$

Manufacturer Shortfall Fees

The formula to calculate shortfall fees that a manufacturer will owe if the collection target is not met can be found at 20 DCMR § 4102.2. The amount of the shortfall fee owed is determined by the amount of collected CEE as a percentage of the collection total subject to shortfall fees.

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

How to calculate shortfall fee:

20 DCMR § 4102.2 lists the following formula for calculating shortfall fees:

$$(A-B)*C=D$$

$$E/D=F$$

where:

A= Total sales in pounds of the manufacturer's covered electronic equipment in calendar year 2015 in the District;

B= Total sales in pounds of the manufacturer's covered electronic equipment to the District and federal government in calendar year 2015 in the District;

C= 40%

E= The amount of covered electronic equipment in pounds the manufacturer or partnership collected in the District in calendar year 2017;

F= The percent that a manufacturer has exceeded or fallen short of its minimum collection share, which is subject to shortfall fees

- (a) If F is greater than or equal to 90% but less than 100%, the shortfall fee is (D-E)*\$0.30;
- (b) If F is greater than or equal to 50% but less than 90%, the shortfall fee is (D-E)*\$0.40; and
- (c) If F is less than 50%, the shortfall fee is (D-E)*\$0.50.

Shortfall fees that result from calendar year 2017 collections will be due when the registration form that is due by December 31, 2018, is approved and invoiced.

Example of shortfall fee calculation:

Manufacturer A registered as an individual manufacturer. Manufacturer A's total weight of CEE sold in the District in 2015 was 1,000,000 pounds. Of the 1,000,000 pounds, 200,000 pounds were sold to the federal and District governments. The manufacturer's collection target subject to shortfall in 2017 would be:

$$(1,000,000 - 200,000) * 40\% = 320,000$$

Manufacturer A's collection target subject to shortfall fees for 2017 is 320,000 pounds.

For more information, please visit doee.dc.gov/ecycle

Questions? Email productstewardship@dc.gov.

Last Updated on 11/18/2016

Appendix K.

Collection Requirements and Third-Party Certification Fact Sheet



Manufacturer Collection Requirements

These requirements begin January 1, 2017, for manufacturers of Covered Electronic Equipment (CEE) that sold 100 or more items of CEE in the District of Columbia in 2015.

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 40% of 2015 sales weight.

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
- e-Stewards – Learn more at e-stewards.org

For more information, please visit doee.dc.gov/ecycle

Questions? Email productstewardship@dc.gov.

Last Updated on 11/18/2016

Appendix L.

Electronics Recycling Options



Electronics Recycling Programs

As of January 1, 2017, manufacturers of certain electronics (televisions, computers, and related equipment) are required to collect and properly manage electronic waste. These new 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:*
 - 4500 Wisconsin Ave NW, Washington, DC 20016 (T: 202-895-1580)
 - 3100 14th 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:*
 - 1901 L Street NW, Washington, DC 20036 (T: 202-293-4415)
 - 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.
 - *Location:* 1229 Wisconsin Avenue NW, Washington, DC 20007

One Day Events Open to the Public

This document will be updated as more details become available and additional events are planned. Email productstewardship@dc.gov with questions about planned events.

- October 24, 2017
 - Ross Elementary School; 1730 R St NW, Washington, DC 20009
 - Hours TBD
- November 4, 2017
 - Hearst Elementary School; 3950 37th St NW, Washington, DC 20008
 - 9 a.m. to 1 p.m.

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, Gateway
 - 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, Fire, Kindle Fire
 - Website: <https://www.amazon.com/gp/help/customer/display.html?nodeId=200197550>

- **Apple Inc.**
 - Brands: Apple
 - Website: <http://www.apple.com/recycling/>

- **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

- **CRAIG ELECTRONICS INC**
 - Brands: CRAIG
 - Website: <http://www.dnagroup.us/takeback/>
 - Phone: 800-362-9608

- **Curtis International Ltd**
 - Brands: Curtis, Klu, Proscan
 - 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/uscorp1/corp-comm/getfreeat-homepickup?c=us&l=en&s=corp&cs=uscop1>

- **DPI, Inc.**
 - Brands: GPX, iLive, Memorex, WeatherX, Zeki
 - Website: <http://www.dpi-global.com/httpdocs/recycle.html>

- **Envision Peripherals, Inc.**
 - Brands: AOC, 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 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: Hewlett-Packard, HP
 - Website: <http://h30248.www3.hp.com/recycle/hardware/cbb.html>
 - Phone: 888-285-2009; 866-337-1078

- **Lenovo (United States) Inc.**
 - Brands: Lenovo, Medion
 - Website: http://www.lenovo.com/social_responsibility/us/en/usconsumerrecycling/

- **LG Electronics USA, Inc.**
 - Brands: LG
 - 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

- **Nintendo of America Inc.**
 - Brands: Nintendo
 - Website: <http://www.dnagroup.us/takeback/>
 - Phone: 800-362-9608

- **Onkyo USA Corporation**
 - Brands: Esoteric, Intergra, 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>

- **Sceptre**
 - Brands: oCosmo, Sceptre
 - Website: <http://www.sceptre.com/recycling.html>
 - Phone: 626-369-3698

- **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>

- **YIFANG USA INC.**
 - Brands: NEXTBOOK
 - Website: <http://www.nextbookusa.com/green1/>
 - Phone: 888-415-5177

- **ZTE USA**
 - Brands: ZTE
 - Website: <https://zteusa.hobi.com/>

Questions?

Email productstewardship@dc.gov.

Learn more at doee.dc.gov/ecycle.

Last Updated: 6/12/2017

Appendix M.

Registered Manufacturers/Brands



eCYCLE DC Registered Manufacturer/Brands List

Last Updated 9/22/2017

Manufacturer Name	Brand	Product Type
3M Company		
	3M™ Ergonomic Mice	Computer Peripheral
Acer America Corporation		
	Acer	Computer; Computer Peripheral
	Gateway	Computer; Computer Peripheral
Aleph Objects Inc.		
	LulzBot	Computer Peripheral
Amazon Fulfillment Services, Inc.		
	AmazonBasics	Computer Peripheral
	Fire	Computer
	Kindle Fire	Computer
Apple Inc.		
	Apple	Computer; Computer Peripheral
ASUS Computer International		
	ASUS	Computer; Computer Peripheral
	Nexus ASUS	Computer
Atyme Corporation, Inc.		
	ATYME	Television
BenQ America Corp.		
	BenQ	Computer Peripheral
	Zowie	Computer Peripheral
Best Buy		
	Dynex	Computer Peripheral; Television
	Insignia	Computer; Computer Peripheral; Television; Television Peripheral
	Sharp	Television
	Toshiba	Television
	UB	Computer; Computer Peripheral
Brother International Corporation		
	Brother	Computer Peripheral
Canon USA		
	Canon	Computer Peripheral
Cellco Partnership		
	Verizon Ellipsis	Computer
Changhong Trading Corp, USA		
	Changhong	Television
CRAIG ELECTRONICS INC		
	CRAIG	Computer; Television; Television Peripheral

Manufacturer Name	Brand	Product Type
Curtis International Ltd		
	Klu	Computer
	Curtis	Television; Television Peripheral
	Proscan	Computer; Television; Television Peripheral
	Sylvania	Television Peripheral
Cyberpower Inc.		
	CYBERPOWERPC	Computer
	SYBER	Computer
D&M Holdings Inc		
	Denon	Television Peripheral
	Marantz	Television Peripheral
Dell Marketing LP		
	Alienware	Computer; Computer Peripheral; Television Peripheral
	Dell	Computer; Computer Peripheral
	Wyse	Computer
DoubleSight Displays		
	DoubleSight Displays	Computer Peripheral
DPI, Inc		
	GPX	Television; Television Peripheral
	iLive	Television
	Memorex	Television
	WeatherX	Television
	Zeki	Computer
Elitegroup Computer Systems, Inc.		
	Elitegroup	Computer; Computer Peripheral
EliteLux Technologies		
	Sansui	Television
Elo Touch Solutions, Inc.		
	Elo	Computer; Computer Peripheral
	Elo Touch Solutions	Computer Peripheral
	Elo TouchSystems	Computer Peripheral
Envision Peripherals, Inc.		
	AOC	Computer Peripheral
	Philips	Computer Peripheral
Epson America, Inc.		
	Epson	Computer Peripheral

Manufacturer Name	Brand	Product Type
Fujitsu America, Inc		
	Fujitsu LIFEBOOK	Computer
	Fujitsu STYLISTIC	Computer
Funai		
	Funai	Television; Television Peripheral
	Kodak	Computer Peripheral
	Magnavox	Television; Television Peripheral
	Philips	Television; Television Peripheral
	Sanyo	Television
GammaTech Computer Corp.		
	DURABOOK	Computer
General Wireless Operations Inc., dba RadioShack		
	Gigaware	Computer Peripheral
	RadioShack	Computer Peripheral
Google Inc.		
	Google Chromecast	Television Peripheral
	Google Pixel Chromebook	Computer
	Google Pixel Tablet	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/HP	Computer; Computer Peripheral
HTC America Inc.		
	Nexus 9	Computer
Innovative DTV Solutions		
	RCA	Television

Manufacturer Name	Brand	Product Type
Intel Corporation		
	Intel	Computer
International Business Machines Corporation		
	Ambra	Computer; Computer Peripheral
	IBM	Computer; Computer Peripheral
IPSG/Micro Electronics		
	Powespec	Computer
	Winbook	Computer
JVCKENWOOD USA Corp.		
	JVC	Television
Kensington Computer Products Group		
	Kensington	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.		
	Lenovo	Computer; Computer Peripheral
	Medion	Computer
Lexmark International, Inc.		
	Lexmark	Computer Peripheral
LG Electronics USA, Inc.		
	LG	Computer; Computer Peripheral; Television; Television Peripheral
Logitech		
	Logitech	Computer Peripheral
	Logitech G	Computer Peripheral
Mattel, Inc.		
	Nabi	Computer
Microsoft Corporation		
	Microsoft	Computer Peripheral; Television Peropheral
	Microsoft Surface	Computer
	Microsoft Xbox	Television Peripheral
MSI Computer Corp.		

Manufacturer Name	Brand	Product Type
	MSI	Computer; Computer Peripheral
NCS Technologies, Incorporated		
	NCS	Computer; Computer Peripheral
Nintendo of America Inc.		
	Nintendo Switch	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
	Oki Printing Solutions	Computer Peripheral
	OkiLaser	Computer Peripheral
Onkyo USA Corporation		
	Esoteric	Television Peripheral
	Intergra	Television Peripheral
	Onkyo	Television Peripheral
	Pioneer	Television Peripheral
Panasonic Corporation of North America		
	Panasonic	Computer Peripheral; Television Peripheral
	Panasonic Toughbook	Computer
PDI Communication Systems, Inc.		
	PDI	Television; Television Peripheral
	TeleHealth	Television
Planar Systems, Inc.		
	Planar	Computer Peripheral
PLR IP Holdings, LLC		
	Polaroid	Computer; Television; Television Peripheral
Proexpress Distributor LLC (dba TabletExpress)		
	Dragon Touch	Computer
	KingPad	Computer
Rakuten Kobo Inc.		

Manufacturer Name	Brand	Product Type
	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 Peropheral; Television
Seura, Inc.		
	Seura	Television
Shaghal LTD		
	Ematic	Computer
Sony Electronics Inc.		
	SONY	Computer; Television; Television Peripheral
SOUND AROUND INC		
	PYLE	Television
Stratasys, Inc.		
	MakerBot	Computer Peripheral
	Stratasys	Computer Peripheral
SUNBRITETV, LLC		
	CHIEF	Television Peripheral
	SUNBRITETV	Television
TCT Mobile, Inc.		
	Alcatel	Computer
	Alcatel onetouch	Computer
	TCL	Computer
TongFang Global		
	Element	Television
	Seiki	Computer Peripheral; Television
	Westinghouse	Computer Peripheral; Television
Toshiba America Information Systems, Inc.		
	Toshiba	Computer; Computer Peripheral; Television Peripheral

Manufacturer Name	Brand	Product Type
TTE Technology, Inc.		
	TCL	Television
VAIO		
	VAIO	Computer
Venturer Electronics Inc.		
	Pro12	Computer
	RCA	Computer
ViewSonic Corporation		
	ViewSonic	Computer Peripheral; Television
VIZIO, Inc.		
	VIZIO	Computer; Computer Peripheral; Television
Vox International Corp.		
	Audiovox	Computer
VTech Electronics North America LLC		
	LeapFrog	Computer; Television Peripheral
Xerox Corporation		
	Xerox	Computer Peripheral
Xplore Technologies Corporation of America		
	Motion	Computer; Computer Peripheral
	Xplore	Computer; Computer Peripheral
Yamaha Corporation of America		
	Yamaha	Television Peripheral
YIFANG USA INC		
	NEXTBOOK	Computer
ZTE USA		
	ZTE	Computer

Appendix N.

eCYCLE Possible One-Day Event Locations

Potential Locations for One Day E-cycle Collection Events

Beginning in 2017, manufacturers of covered electronic equipment are required to collect electronic waste in the District, such as old televisions and computers. Collection targets are determined through annual registration, which is due by December 31, 2016. Manufacturers must design and implement plans to meet their collection targets. Manufacturers may decide to utilize one day collection events to meet their collection targets.

Below are a few properties that could be utilized for collection events. Manufacturers interested in utilizing a property listed below should contact the property's point of contact. Manufacturers are responsible for working with the point of contact to obtain appropriate permits and pay any rental fees.

American University

4400 Massachusetts Avenue NW

Point of Contact: Helen Lee; helenlee@american.edu; 202-885-2351

Chevy Chase Community Center

5625 Connecticut Avenue NW

Point of Contact: Seth Shapiro; seth.shapiro@dc.gov; 202-286-8575

Gateway DC

2700 Martin Luther King Jr. Avenue SE

Point of Contact: Shiron Pratt; spratt@eventsdc.com; 202-299-3845

Howard University

Main Campus

2345 Sherman Avenue NW

2312 Georgia Avenue NW

Law School

2900 Van Ness St NW

Point of Contact: Alfonzye Chisholm; achisholm@Howard.edu; 202-806-1139

RFK Stadium Festival Grounds

2400 East Capitol Street SE

Point of Contact: Derrick Mays; dmays@eventsdc.com; 202-608-1167

For more information, please see: doee.dc.gov/ecycle.

Questions? Email productstewardship@dc.gov.

This list will be updated as more properties are identified.

Know of a property that might work? Email us at productstewardship@dc.gov

Updated 4/13/2016.

Appendix O.

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.

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) and emailed to the eCYCLE DC listserv. To join the listserv, please email 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.

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.”

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.

Appendix P.

Disposal Ban Fact Sheet

ELECTRONICS DISPOSAL BAN: JANUARY 1, 2018

The Sustainable Solid Waste Management Amendment Act (D.C. Official Code § 8-1041.01 et seq.) (20 DCMR § 4100-4199) states that as of January 1, 2018, "no person in the District shall knowingly dispose of covered electronic equipment or subassemblies of covered electronic equipment as solid waste in the District except through recycling programs or other methods approved by the Mayor."

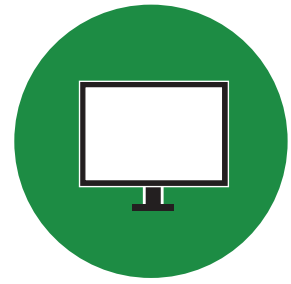
The following electronics will be banned from the trash:



**DESKTOP COMPUTERS
AND LAPTOPS**



**TABLETS AND
e-READERS**



**COMPUTER
MONITORS**



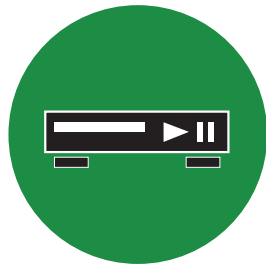
**COMPUTER MICE
AND KEYBOARDS**



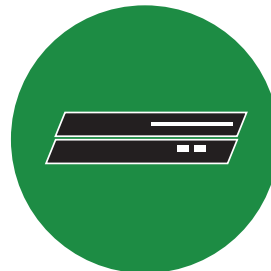
PRINTERS



TELEVISIONS



**VCRs AND DVD
PLAYERS**



**TV GAME
CONSOLES**



**PORTABLE DIGITAL
MUSIC PLAYERS**

For more information about how to properly recycle electronics, visit doee.dc.gov/ecycle.

Appendix Q.

Disposal Ban Fact Sheet in Spanish

PROHIBICIÓN DE DESECHO DE APARATOS ELECTRÓNICOS: 1ero DE ENERO DE 2018

La Enmienda a la Ley de Manejo de Desechos Sólidos (Código Oficial de D.C. § 8-1041.01 et seq.) (20 DCMR § 4100-4199) establece que desde el 1ero de enero de 2018 “ninguna persona en el distrito deberá deliberadamente desechar equipos electrónicos cubiertos o submódulos de equipos electrónicos cubiertos como desecho sólido en el distrito, excepto a través de programas de reciclaje u otros métodos aprobados por el alcalde.”

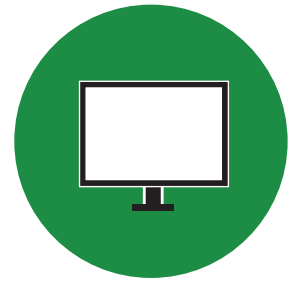
Será prohibido desechar los siguientes aparatos electrónicos en la basura:



**COMPUTADORAS DE
ESCRITORIO Y LAPTOPS**



**TABLETAS Y LECTORES DE
LIBROS ELECTRÓNICOS**



**MONITORES DE
COMPUTADORA**



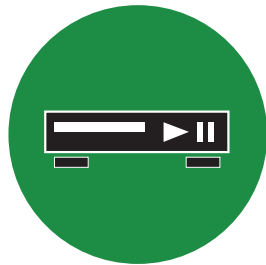
**RATONES Y TECLADOS DE
COMPUTADORA**



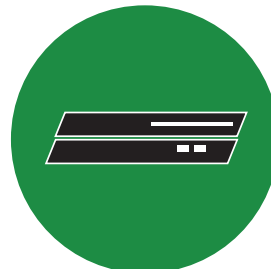
IMPRESORAS



TELEVISORES



**VIDEOCASETERAS (VCR) Y
REPRODUCTORES DE DVD**



**CONSOLAS DE
VIDEOJUEGOS**



**REPRODUCTORES PORTÁTILES
DE MÚSICA**

Para más información sobre cómo reciclar aparatos electrónicos adecuadamente, visite doee.dc.gov/ecycle.

Appendix R.

Disposal Ban Letter to Haulers (with Fact Sheet)

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Energy and Environment

April 13, 2017

Re: District of Columbia Electronic Waste Disposal Restrictions

To whom it may concern:

The Sustainable Solid Waste Management Amendment Act of 2014 (D.C. Official Code § 8-1041.01 et seq.) created the eCYCLE DC program to increase electronics recycling in the District of Columbia. Under the Act, beginning on January 1, 2018, “no person in the District shall knowingly dispose of covered electronic equipment or subassemblies of covered electronic equipment as solid waste in the District except through recycling programs or other methods approved by the Mayor.”

This means that as of January 1, 2018, no person may throw covered electronic equipment into the trash.

Covered Electronic Equipment

The disposal restrictions apply to covered electronic equipment, as defined in the statute and implementing regulations (20 DCMR § 4100-4199), which includes:

- Desktop computers
- Laptops
- Tablets
- E-readers
- Portable digital music players
- Computer monitors
- Printers
- Computer mice
- Keyboards
- Televisions
- VCRs and DVD players
- TV game consoles

Recycling Options

Beginning January 1, 2018, individuals must properly recycle their unwanted covered electronic equipment. A list of electronics recycling options is available at doee.dc.gov/ecycle. Individuals and businesses can also contract directly with recyclers.

Responsibility of Haulers and Waste Collectors

In the coming months, the Department of Energy and Environment will develop guidance material on the responsibility of haulers and waste collectors under the disposal ban.

In the meantime, to help inform the public of the new disposal ban, please pass along the attached Disposal Ban fact sheet.

Questions

If you have question, please email productstewardship@dc.gov or call Stefan Roha at 202-741-0832. Visit doee.dc.gov/ecycle for more information.

ELECTRONICS DISPOSAL BAN: JANUARY 1, 2018

The Sustainable Solid Waste Management Amendment Act (D.C. Official Code § 8-1041.01 et seq.) (20 DCMR § 4100-4199) states that as of January 1, 2018, "no person in the District shall knowingly dispose of covered electronic equipment or subassemblies of covered electronic equipment as solid waste in the District except through recycling programs or other methods approved by the Mayor."

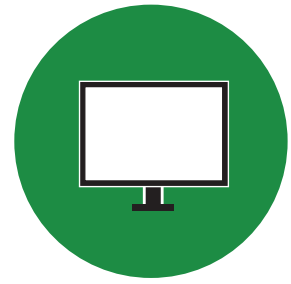
The following electronics will be banned from the trash:



**DESKTOP COMPUTERS
AND LAPTOPS**



**TABLETS AND
e-READERS**



**COMPUTER
MONITORS**



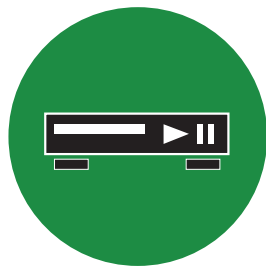
**COMPUTER MICE
AND KEYBOARDS**



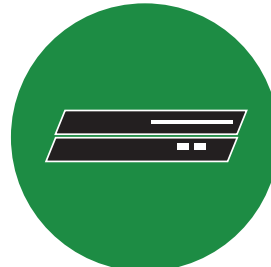
PRINTERS



TELEVISIONS



**VCRs AND DVD
PLAYERS**



**TV GAME
CONSOLES**



**PORTABLE DIGITAL
MUSIC PLAYERS**

For more information about how to properly recycle electronics, visit doee.dc.gov/ecycle.

Appendix S.

Second Disposal Ban Letter to Haulers and Solid
Waste Collectors

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Energy and Environment

September 8, 2017

Re: District of Columbia Electronic Waste Disposal Restrictions

To whom it may concern:

There are new responsibilities for electronic waste in the District of Columbia, which relate to haulers and waste collectors. Please read this letter carefully.

The Sustainable Solid Waste Management Amendment Act of 2014 (D.C. Official Code § 8-1041.01 et seq.) created the eCYCLE DC program to increase electronics recycling in the District of Columbia. Under the Act, beginning on **January 1, 2018**, “no person in the District shall knowingly dispose of covered electronic equipment or subassemblies of covered electronic equipment as solid waste in the District except through recycling programs or other methods approved by the Mayor.”

This means that as of January 1, 2018, no person may throw covered electronic equipment into the trash.

Covered Electronic Equipment

The disposal restrictions apply to covered electronic equipment, as defined in the statute and implementing regulations (20 DCMR § 4100-4199), which includes:

- Desktop computers
- Laptops
- Tablets
- E-readers
- Portable digital music players
- Computer monitors
- Printers
- Computer mice
- Keyboards
- Televisions
- VCRs and DVD players
- TV game consoles

Notification by Haulers and Waste Collectors

Haulers and waste collectors should notify their clients that covered electronic equipment may no longer be included with solid waste and should be properly recycling with an electronics recycler.

Recycling Options

Beginning January 1, 2018, individuals must properly recycle their unwanted covered electronic equipment. A list of electronics recycling options is available at doee.dc.gov/ecycle. Individuals and businesses can also contract directly with recyclers. A list of third-party certified recyclers can be found at sustainableelectronics.org/recyclers or e-stewards.org/find-a-recycler.

Questions

If you have question, please email productstewardship@dc.gov or call 202-535-2600.

Visit doee.dc.gov/ecycle for more information.

ELECTRONICS DISPOSAL BAN: JANUARY 1, 2018

The Sustainable Solid Waste Management Amendment Act (D.C. Official Code § 8-1041.01 et seq.) (20 DCMR § 4100-4199) states that as of January 1, 2018, "no person in the District shall knowingly dispose of covered electronic equipment or subassemblies of covered electronic equipment as solid waste in the District except through recycling programs or other methods approved by the Mayor."

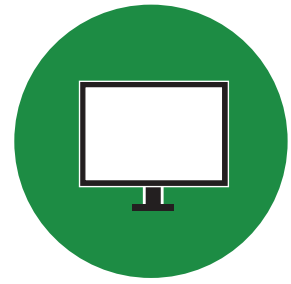
The following electronics will be banned from the trash:



**DESKTOP COMPUTERS
AND LAPTOPS**



**TABLETS AND
e-READERS**



**COMPUTER
MONITORS**



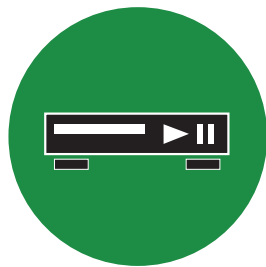
**COMPUTER MICE
AND KEYBOARDS**



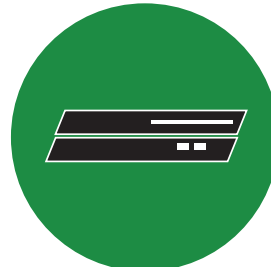
PRINTERS



TELEVISIONS



**VCRs AND DVD
PLAYERS**



**TV GAME
CONSOLES**



**PORTABLE DIGITAL
MUSIC PLAYERS**

For more information about how to properly recycle electronics, visit doee.dc.gov/ecycle.

Appendix T.

Disposal Ban Letter to Private Transfer Station

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Energy and Environment

September 7, 2017

Re: District of Columbia Electronic Waste Disposal Restrictions

To whom it may concern:

There are new responsibilities for electronic waste in the District of Columbia, which relate to private transfer stations. Please read this letter carefully.

The Sustainable Solid Waste Management Amendment Act of 2014 (D.C. Official Code § 8-1041.01 et seq.) created the eCYCLE DC program to increase electronics recycling in the District of Columbia. Under the Act, beginning on **January 1, 2018**, “no person in the District shall knowingly dispose of covered electronic equipment or subassemblies of covered electronic equipment as solid waste in the District except through recycling programs or other methods approved by the Mayor.”

This means that as of January 1, 2018, no person may throw covered electronic equipment into the trash.

Covered Electronic Equipment

The disposal restrictions apply to covered electronic equipment, as defined in the statute and implementing regulations (20 DCMR § 4100-4199), which includes:

- Desktop computers
- Laptops
- Tablets
- E-readers
- Portable digital music players
- Computer monitors
- Printers
- Computer mice
- Keyboards
- Televisions
- VCRs and DVD players
- TV game consoles

Notifications by Private Transfer Stations

Private transfer stations should inform their clients of the disposal ban. Attached is a flyer that should be given to your clients.

Recycling Options

Beginning January 1, 2018, individuals must properly recycle their unwanted covered electronic equipment. A list of electronics recycling options is available at doee.dc.gov/ecycle. Individuals and businesses can also contract directly with recyclers. A list of third-party certified recyclers can be found at sustainableelectronics.org/recyclers or e-stewards.org/find-a-recycler.

Questions

If you have question, please email productstewardship@dc.gov or call 202-535-2600. Visit doee.dc.gov/ecycle for more information.

ELECTRONICS DISPOSAL BAN: JANUARY 1, 2018

The Sustainable Solid Waste Management Amendment Act (D.C. Official Code § 8-1041.01 et seq.) (20 DCMR § 4100-4199) states that as of January 1, 2018, "no person in the District shall knowingly dispose of covered electronic equipment or subassemblies of covered electronic equipment as solid waste in the District except through recycling programs or other methods approved by the Mayor."

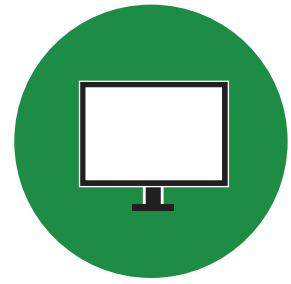
The following electronics will be banned from the trash:



**DESKTOP COMPUTERS
AND LAPTOPS**



**TABLETS AND
e-READERS**



**COMPUTER
MONITORS**



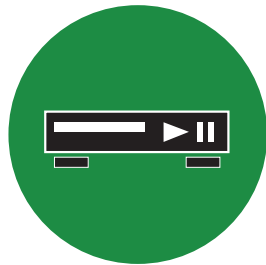
**COMPUTER MICE
AND KEYBOARDS**



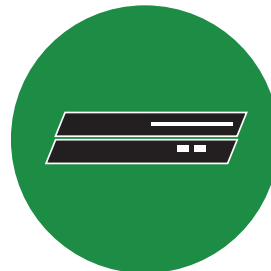
PRINTERS



TELEVISIONS



**VCRs AND DVD
PLAYERS**



**TV GAME
CONSOLES**



**PORTABLE DIGITAL
MUSIC PLAYERS**

For more information about how to properly recycle electronics, visit doee.dc.gov/ecycle.

Appendix U.

Disposal Ban Letter to Property Managers

(Joint Letter with DPW)



Dear Property Manager,

Like you, the District Government cares about our city's environmental health and the impact waste can have on our communities, green spaces, air, and waterways. That's why we've partnered on a series of new zero waste initiatives aimed at helping the District reach its goal of 80% waste diversion.

For the first time, the District has one master list for materials that can be recycled. **Effective January 1, 2018, businesses and residents must recycle according to the Mayor's List of Recyclables and Compostables.** The new Mayor's List of Recyclables and Compostables simplifies recycling by unifying requirements for residential and commercial properties. The list of recyclable items in DC has also expanded to reflect the current recycling market and to also help the District become a cleaner, greener city. Review the **District Recycling Guidelines** flyer in this packet for more information on what can and cannot be recycled.

Effective January 1, 2018, covered electronic equipment such as computers, printers, televisions, and tablets must be properly recycled or reused. Recycling electronics will help conserve valuable natural resources and protect human health and the environment. To inform your tenants of the disposal ban, please distribute the **eCYCLE DC** flyer in this packet to tenants of your building. Additionally, property managers shall ensure covered electronics that are left in common areas are properly recycled.

Together, these new recycling requirements reflect the District's commitment to reducing waste and improving our environmental footprint. The Department of Public Works and the Department of Energy and Environment are committed to working together to make the transition to these new requirements straightforward and simple.

To help businesses successfully transition to these requirements, we have developed a one-stop zero waste website with tools and resources for businesses including downloadable signs, fact sheets, and more: zerowaste.dc.gov. Please help us get the word out about these new initiatives, and don't hesitate to reach out with questions, comments, or concerns.



To find more information and stay up-to-date on the new recycling rules, please visit our new website, zerowaste.dc.gov.

Email: Zero.Waste@dc.gov

Appendix V.

Retailer Point-of Sale Sign on Disposal Ban

Learn how to recycle your electronics at doee.dc.gov/ecycle

As of January 1, 2018
Electronics Are Banned from the Trash



Appendix W.

Disposal Ban Household Mailer

Electronics Are Banned from the Trash



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.

Questions?

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

 **eCYCLE DC**

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



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