

# **Annual Report: Calendar Year 2020 (CY20)**

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

Urban Sustainability Administration  
June 2021  
CY20 Annual Report

Department of Energy and Environment  
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## EXECUTIVE SUMMARY

This fourth annual report provides an update on the status of the District's eCYCLE DC program. Several significant program changes took place in 2020, including changes in operations due to the COVID 19 pandemic, an update to program regulations, and the first reporting of weight collected from representative organization collection events.

In 2020, 25 manufacturers participated in two representative organizations as their registration option up from just one manufacturer in one representative organization in 2019. This registration option, has a convenience requirement rather than a weight-based minimum collection share that must be met. The two representative organizations held quarterly collection events in all eight wards of the District, resulting in 64 scheduled events for residents to recycle their electronics. The events were held outside of public libraries, Department of Parks and Recreation facilities, and in conjunction with the Mayor's Office of the Clean City Roll-Off Days. The collection events were put on hold after the Mayor's stay-at-order went into effect in March. Events resumed in August, and postponed events were rescheduled throughout the remainder of the year with additional safety precautions in place. The Department of Energy and Environment (DOEE) used enforcement discretion in excusing five of the 64 events; thus a total of 59 events were held.

The electronic stewardship program regulations were updated in 2020 and went into effect in November, prior to the 2021 registration period. The most significant changes to the regulations were the manufacturer registration fees and fee structure. Before these changes, revenue generated by the program fees, especially with many manufacturers switching to the representative organization option, did not cover the District's costs of operating the program.

In 2020, manufacturers reported collection weights of covered electronic equipment (CEE) from calendar year 2019. The 2019 minimum collection share requirement reached the highest level set by the Sustainable Solid Waste Management Act of 2014, which is 80 percent of the average of annual sales from the past three years (in this case 2015, 2016, and 2017). In 2019, the manufacturers with a minimum collection share achieved 99.6 percent of the collective target of 3,392,564.5 pounds. The additional weight collected from representative organization events in 2019 was 28,582 pounds, making the total weight of CEE collected and recycled over 3.4 million pounds. Weight collected by representative organization events is not included as part of the minimum collection share because of their convenience requirement rather than a weight-based requirement. Future manufacturer minimum collection shares will

remain at 80 percent of the average of the previous three years of sales, contributing to the District's 80 percent waste diversion goal.

## **INTRODUCTION**

Electronics are part of daily life in the United States. Properly recycling electronics conserves natural resources, ensures appropriate handling of toxic materials, provides a more sustainable source of precious metals, and protects human health and the environment. The Government of the District of Columbia's sustainability plan, Sustainable DC, includes a goal to make DC zero-waste. District law further supports this goal. Specifically, the Sustainable Solid Waste Management Amendment Act of 2014<sup>1</sup> (the Act), which creates an extended producer responsibility program for electronics, sets a goal for the District to achieve an 80 percent diversion rate for electronic waste by 2032.

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

This report fulfills the Act's requirement for DOEE to prepare an annual report detailing the progress the District has made toward achieving the waste diversion goal during the 2020 calendar year.

## **THE LAW**

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

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

<sup>2</sup> Primarily includes computers, televisions, and their peripherals. See D.C. Official Code §8-104.01(4) (definition of Covered Electronic Equipment).

## REGISTRATION AND REPORTING

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

- Provide actual sales data on the number of CEE units sold in the District; or
- Estimate the number of CEE units sold in the District using national sales data and the District's population to determine their minimum collection share.

Manufacturers that sell fewer than 100 units of CEE in the previous year qualify for a *de minimis* exemption and are not required to collect CEE in the subsequent year.

If a manufacturer or partnership does not achieve its minimum collection share, the manufacturer must pay a shortfall fee. Sales to federal and District governments are not included in the minimum collection share or shortfall fee calculations. These government institutions have internal surplus property programs that sufficiently manage the end-of-life processes for electronic equipment.

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

<b>Registration Option</b>	<b>Requirement</b>
1. Individual Manufacturer	Weight-based minimum collection share
2. Partnership	Collective weight-based minimum collection share
3. Representative Organization	Convenience criteria

Manufacturers that form a representative organization must meet a convenience requirement rather than a minimum collection share requirement by establishing one permanent, publicly accessible collection site in each of the District's eight wards. In a ward where no permanent location is feasible, the representative organization must hold quarterly collection events. Notably, District residents, small businesses, and non-profits can drop off unwanted CEE for free at drop-off locations.

## REUSE

eCYCLE DC also encourages reuse of electronics. Manufacturers can earn credits towards their minimum collection share by donating CEE that is less than three years old to a local public or charter school, or a non-profit organization

whose mission is to assist low-income children or families. No manufacturers have made use of this option to date.

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)

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

What is not Covered Electronic Equipment?

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

## **PROGRAM DEVELOPMENT**

A series of amendments to the electronics stewardship regulations went into effect in 2020. The primary goal of the changes to the amendments were to adjust the annual registration fees and fee structure so that revenues cover the cost of operating the program. Particularly with the shift of 24 manufacturers to the representative organization option, it was clear that the financial stability of the program was in jeopardy and the fees needed to be changed. The new fees and fee structure were published in the D.C. Register on November 6, 2020,<sup>3</sup> and were applied to the 2021 calendar program.

Other changes made in the updated amendments include a clarification of the process for the annual increase in fees using the Urban Consumer Price Index published by the United States Bureau of Labor Statistics. Additional requirements were also included for representative organizations to submit data to DOEE on the weight of CEE collected at their events and the number of residents participating in the collection events or drop-off sites. This additional information on resident participation will help DOEE track the effectiveness of the marketing of collection events and drop-off sites. Additionally, an option for DOEE to request a modification of an approved registration application was introduced to make changes in the case of inaccurate information or unforeseen external circumstances such as the pandemic. Finally, the definition of minimum collection shares was altered to clarify that the weight of covered electronic equipment collected and recycled must be met, but may be exceeded.

## **PROGRAM ACTIVITIES**

### ELECTRONICS RECYCLING COORDINATION CLEARINGHOUSE MEMBERSHIP

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

The partnership with ERCC has allowed DOEE to offer a registration portal for manufacturers that is aligned with other state product stewardship programs. Offering one location for manufacturers to complete the registration process makes it easier to come into compliance with the legal requirements of various

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<sup>3</sup> 67 D.C. Reg. 013128 (November 6, 2020), available at <https://www.dcregs.dc.gov/Common/NoticeDetail.aspx?NoticeId=N0099117>.

jurisdictions. The District's eCYCLE program managers can log-in, view, and accept submitted manufacturer registrations through the system.

### INTERAGENCY COOPERATION

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

### **PROGRAM PERFORMANCE AND PARTICIPATION**

Ninety-two manufacturers registered for the 2020 calendar year program. DOEE received applications from 21 individual manufacturers, two partnerships representing 10 companies, and 25 manufacturers under two representative organizations. DOEE received 39 additional *de minimis* applications, exempting the manufacturer from the recycling requirements and registration fees.

For the 2020 program year, DOEE received registrations for two representative organizations on behalf of 25 manufacturers. This is a significant shift from one representative organization representing one manufacturer in 2019. The two representative organization held quarterly collection events in all eight wards of the District. While 64 events were planned, 59 were held in the District in 2020 due to disruptions in the schedule caused by the COVID-19 pandemic. Please see Appendix O for a list of the events held. The event recycler worked with the DC Public Libraries, Department of Parks and Recreation, and the Mayor's Office of the Clean City to host events. DOEE believes these event sites are convenient public locations that are well known by the neighboring communities. The partnership with the Mayor's Office of the Clean City was formed based on the recommendation of DOEE and when the canceled Roll-Off Days were unable to be rescheduled in 2020, DOEE used enforcement discretion to excuse five events based on the unusual circumstances.

As future years data on collection weights from representative organizations is reported, DOEE will monitor the residential convenience and educational benefits provided by the events compared to the waste diversion benefits that would have occurred had the manufacturers still had a minimum collection



share. The minimum collection shares for manufacturers registering as individuals or as a partnership have reached their highest level in 2019 at 80 percent of the average of sales from the previous three years. Manufacturers with a minimum collection share (those registered as individuals or partnerships) achieved 99.6 percent of the weight they were responsible for recycling toward the 80 percent diversion goal.

## PROGRAM REVENUE

DOEE uses a dedicated fund (called a special purpose revenue fund) to manage eCYCLE. Manufacturer registration fees go into the fund and DOEE only uses this revenue for product stewardship expenses. Fees were increased slightly from 2019 due to the allowed annual increase based on the Urban Consumer Price Index published by the United States Bureau of Labor Statistics. Below is a chart of registration and revenue raised in 2020.

<b>eCYCLE DC: 2020 Registration and Revenue</b>			
<b>Type of Registration</b>	<b>Registrations</b>	<b>Fee</b>	<b>Revenue</b>
Individual (100-249 Units Sold)	4	\$509	\$2,036
Individual (250+ Units Sold)	14	\$1,780	\$24,920
Partnership I	3 (de minimis)	0	0
	1	\$509	\$509
	6	\$1780	\$10,680
Partnership II	4	\$1780	\$7,120
Representative Organization	2	\$10,170	\$20,340
<b>Subtotal</b>			<b>\$65,605</b>
<b>Enforcement Revenue</b>			
Shortfall Fees			\$2,957.40
<b>Total</b>		-	<b>\$68,562.40</b>

## CONCLUSION

eCYCLE DC is a dynamic program that continues to evolve. In 2020, 25 manufacturers chose to participate in two representative organizations and

hosted 59 events, despite postponing events during the second quarter of the calendar year due to the Mayor's Stay-At-Home order. Five of the scheduled 64 events were unable to be rescheduled as a result of the pandemic and were excused by DOEE. Manufacturers came very close to meeting their minimum collection share, missing it only by 0.4% based on reporting from 2019. Additional weight collected by the representative organization in 2019, that was not part of the minimum collection share, put the total weight of covered electronic equipment collected and recycled over 3.4 million pounds.

The program's regulations were amended to increase and reset the manufacturer registration fees and fee structure. The new fees and fee structure were used for the calendar year 2021 eCYCLE DC registrations. The amendments also tweaked a few other sections of the program. DOEE is confident that the new fees will provide enough revenue to make the eCYCLE program financially sustainable in future years.

## **Appendix A.**

### De Minimis Worksheet



## DE MINIMIS WORKSHEET

De Minimis Worksheet for Calendar Year 2020: January 1, 2020 – December 31, 2020	<b>Registration Due Date: December 31, 2019</b>
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Manufacturers that sold fewer than 100 units of Covered Electronic Equipment (CEE) in the District in calendar year 2018 should complete this **de minimis worksheet**.

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

This form should be completed electronically and emailed, preferably in Word, to [productstewardship@dc.gov](mailto:productstewardship@dc.gov) by December 31, 2019.

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

Note: Manufacturers that sold 100 or more units of CEE in the District to residents, businesses, and non-profits in calendar year 2018 should complete a registration form, available at [doee.dc.gov/ecycle](http://doee.dc.gov/ecycle).

Rev 10.31.18

### 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**

\*If you did not qualify for De Minimis status for the 2018 registration (due 12/31/17) and have a collection target based on 2016 sales please report your collection weights and calculate any shortfall. If you registered part of a partnership in 2018 please contact your partnership to confirm if you met your collection target as a group.

2018 Collection Target (in pounds) subject to shortfall fees:

[Click here to enter text.](#)

Weight (in pounds) of covered electronic equipment collected in 2018:

[Click here to enter text.](#)

Shortfall (in pounds) to 2018 Collection Target:

[Click here to enter text.](#)

\*If you did not meet your 2018 collection target please calculate your shortfall fee. Please see "Collection Target and Shortfall Fee" worksheet for information on how to calculate your shortfall fee.

Shortfall Fee:

[Click here to enter text.](#)

## SECTION 5

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.

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

### Option 2- District Sales Estimated from National Sales

Estimate District sales from national sales data of CEE sold to residents, businesses, and non-profits (sales to the federal or District government are excluded).

2018 Sales: Report sales for calendar year 2018	
Type of CEE	Number of Units Sold Nationally
Computers	
Computer Peripherals	
Televisions	
Television Peripherals	
<b>National Total</b>	0
<b>Estimated District Sales Total</b> National Total from above multiplied	0.0



by 0.21% (0.0021), which was the District's percentage of the national population in 2017	
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## SECTION 6

### Certification

I certify under penalty of law that this de minimus worksheet form was prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person, or persons, who manage the system, or those persons directly responsible for gathering the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for fraudulently submitting information, including the possibility of fine and imprisonment.

You may assert a confidential information claim covering sales data (units sold) that you provide. Indicate this by choosing the "Yes" option below. If the "Yes" option is chosen, the Department will maintain this data as being exempt from disclosure under the District of Columbia's Freedom of Information Act. See D.C. Official Code § 2-534(a)(1). If the "No" option is chosen, the Department will maintain the data as public information.

Select one (select by marking with an "X"):

Yes

No

By typing my name below, I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing this form.

Date:

Name (This is your electronic signature)	Title
Email	Telephone

**Appendix B.**  
Individual Registration Form



## INDIVIDUAL MANUFACTURER REGISTRATION FORM

<b>Registration for Calendar Year 2020:</b> January 1, 2020 – December 31, 2020	<b>Registration Due Date: December 31, 2019</b>
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This is the registration form for manufacturers of Covered Electronic Equipment (CEE) that are registering as an **individual manufacturer**.

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

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

This form should be completed electronically and emailed, preferably in Word, to [productstewardship@dc.gov](mailto:productstewardship@dc.gov) by December 31, 2019.

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

Registration fees will be invoiced after the registration is approved by DOEE. The registration fees are \$509 for manufacturers that sold 100-249 CEE in 2017 and \$1,780 for manufacturers that sold 250 or more in 2017.

Note: Manufacturers that sold fewer than 100 units of CEE in the District to residents, businesses, and non-profits in calendar year 2018 do not need to complete this registration form and do not need to collect CEE in the District in Calendar Year 2020, but these manufacturers need to complete the de minimis worksheet, available at [doee.dc.gov/ecycle](http://doee.dc.gov/ecycle).

Rev 10.31.19

### 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 4**

2018 Collection Target (in pounds) subject to shortfall fees:

[Click here to enter text.](#)

Weight (in pounds) of covered electronic equipment collected in 2018:

[Click here to enter text.](#)

Shortfall (in pounds) to 2018 Collection Target:

[Click here to enter text.](#)

\*If you did not meet your 2018 collection target please calculate your shortfall fee. Please see "Collection Target and Shortfall Fee" worksheet for information on how to calculate your shortfall fee.

Shortfall Fee:

[Click here to enter text.](#)

## **SECTION 5**

Manufacturers may report sales of CEE in the District by using actual District sales data (Option 1) or estimating District sales from national sales data (Option 2). Manufacturers should use either Option 1 or Option 2.

Which option is used to complete Section 4 (select by marking with an "X"):

Option 1 (Actual District Sales Data)

Option 2 (District Sales Estimated from National Sales Data)

### **Option 1- Actual District Sales Data**

Report actual District sales data of CEE sold to District residents, businesses, and non-profits (sales to the federal or District government are excluded).

If unavailable, use option 2.

<b>2016 Sales:</b> Report sales for calendar year 2016		
Type of CEE	Number of Units Sold in the District	Total Weight (lbs) of CEE Sold in the District
Computers		
Computer Peripherals		
Televisions		
Television Peripherals		

<b>Actual District Sales Total</b>	0	0
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<b>2017 Sales: Report sales for calendar year 2017</b>		
Type of CEE	Number of Units Sold in the District	Total Weight (lbs) of CEE Sold in the District
Computers		
Computer Peripherals		
Televisions		
Television Peripherals		
<b>Actual District Sales Total</b>	0	0

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

<b>Minimum Collection Target</b>
<p>A manufacturer registering as an individual manufacturer shall collect in <b>Calendar Year 2020</b> <b>80%</b> of the average weight of CEE sold in <b>Calendar Years 2016, 2017 and 2018</b>.</p> <p>If Option 2 is selected, complete Option 2 to calculate minimum collection target.</p> <p>Based on the sales data reported in <b>Section 4- Option 1</b>, the minimum collection target for Calendar Year 2020 is: 0.0</p> <p>Shortfall fees are determined by the formula found in 20 DCMR § 4102.2.</p> <p>Please visit <a href="http://doee.dc.gov/ecycle">doee.dc.gov/ecycle</a> for information on requirements on collecting CEE.</p>

## Option 2- District Sales Estimated from National Sales

Estimate District sales from national sales data of CEE sold to residents, businesses, and non-profits (sales to the federal or District government are excluded).

<b>2016 Sales:</b> Report sales for calendar year 2016		
Type of CEE	Number of Units Sold Nationally	Total Weight (lbs) of CEE Sold Nationally
Computers		
Computer Peripherals		
Televisions		
Television Peripherals		
<b>National Total</b>	0	0
<b>Estimated District Sales Total</b> National Total from above multiplied by 0.21% (0.0021), which was the District's percentage of the national population in 2016	0.0	0.0

<b>2017 Sales:</b> Report sales for calendar year 2017		
Type of CEE	Number of Units Sold Nationally	Total Weight (lbs) of CEE Sold Nationally
Computers		
Computer Peripherals		
Televisions		
Television Peripherals		
<b>National Total</b>	0	0
<b>Estimated District Sales Total</b> National Total from above multiplied by 0.21% (0.0021), which was the District's percentage of the national population in 2017	0.0	0.0



2018 Sales: Report sales for calendar year 2018		
Type of CEE	Number of Units Sold Nationally	Total Weight (lbs) of CEE Sold Nationally
Computers		
Computer Peripherals		
Televisions		
Television Peripherals		
<b>National Total</b>	0	0
<b>Estimated District Sales Total</b> National Total from above multiplied by 0.21% (0.0021), which was the District's percentage of the national population in 2018	0.0	0.0

**Minimum Collection Target**

A manufacturer registering as an individual manufacturer shall collect in **Calendar Year 2020** **80%** of the average weight of CEE sold in the District in **Calendar Year 2016, 2017 and 2018**.

If Option 1 is selected, complete Option 1 to calculate minimum collection target.

Based on the sales data reported in **Section 4- Option 2**, the minimum collection target subject to shortfall fee for Calendar Year 2020 is: **0 pounds**.

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

## **SECTION 5**

### **Recycling Plan for Calendar Year 2020**

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 2020. 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 2020, 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](https://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 2020, 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 2020: January 1, 2020 – December 31, 2020	Registration Due Date: December 31, 2019
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This is **Part 1** of the registration form for manufacturers of Covered Electronic Equipment (CEE) registering as a **manufacturer partnership**. Partnerships should submit one **Part 1** form. Each manufacturer in a partnership should complete a separate **Part 2** form. Manufacturers can complete the Part 2 form available at [doee.dc.gov/ecycle](http://doee.dc.gov/ecycle) or online at [ecycleregistration.org](http://ecycleregistration.org) (preferred method).

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

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

This form should be completed electronically and emailed, preferably in Word, to [productstewardship@dc.gov](mailto:productstewardship@dc.gov) by December 31, 2019.

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 \$17,798, whichever is less.

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

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

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## SECTION 1

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





### **SECTION 3**

2018 Collection Target (in pounds) subject to shortfall fees:

[Click here to enter text.](#)

Weight (in pounds) of covered electronic equipment collected in 2018:

[Click here to enter text.](#)

Shortfall (in pounds) to 2018 Collection Target:

[Click here to enter text.](#)

\*If you did not meet your 2018 collection target please calculate your shortfall fee. Please see "Collection Target and Shortfall Fee" worksheet for information on how to calculate your shortfall fee.

Shortfall Fee:

[Click here to enter text.](#)

### **SECTION 4**

<b>Total Minimum Collection Target for Partnership</b>			
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><b>Partnership's Total Minimum Collection Target for Calendar Year 2020</b> Sum of minimum collection targets subject to shortfall fees from above.</p>	
--	--

**SECTION 5**

**Recycling Plan for Calendar Year 2020**  
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 2020. 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 2020, 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](https://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 2020, 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 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 2020: January 1, 2020 – December 31, 2020	Registration Due Date: December 31, 2019
---	--

This is **Part 2** of the registration form for manufacturers of Covered Electronic Equipment (CEE) registering as a **manufacturer partnership**. Each manufacturer in a partnership should complete a separate **Part 2**. Partnerships should complete one **Part 1** form.

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

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

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

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

This form should be completed electronically and emailed, preferably in Word, to [productstewardship@dc.gov](mailto:productstewardship@dc.gov) by December 31, 2019.

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

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## SECTION 1

Manufacturer Information		
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 4

Manufacturers may report sales of CEE in the District by using actual District sales data (Option 1) or estimating District sales from national sales data (Option 2). Manufacturers should use either Option 1 or Option 2.

Which option is used to complete Section 4 (select by marking with an "X"):

Option 1 (Actual District Sales Data)

Option 2 (District Sales Estimated from National Sales Data)

### Option 1- Actual District Sales Data

Report actual District sales data of CEE sold to District residents, businesses, and non-profits (sales to the federal or District government are excluded). If unavailable, use option 2.

<b>2016 Sales:</b> Report sales for calendar year 2016		
Type of CEE	Number of Units Sold in the District	Total Weight (lbs) of CEE Sold in the District
Computers		
Computer Peripherals		
Televisions		
Television Peripherals		
<b>Actual District Sales Total</b>	0	0

<b>2017 Sales:</b> Report sales for calendar year 2017		
Type of CEE	Number of Units Sold in the District	Total Weight (lbs) of CEE Sold in the District
Computers		
Computer Peripherals		
Televisions		
Television Peripherals		
<b>Actual District Sales Total</b>	0	0

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

**Minimum Collection Target**

The partnership, as a collective, is responsible for meeting the sum of the minimum collection target of each individual manufacturer in the partnership. An individual manufacturer shall collect in **Calendar Year 2020** 80% of the average weight of CEE sold in **Calendar Years 2016, 2017 and 2018**.

If Option 2 is selected, complete Option 2 to calculate minimum collection target.

Based on the sales data reported in **Section 4- Option 1**, the minimum collection target subject to shortfall fee for Calendar Year 2020 is: **0**

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

## Option 2- District Sales Estimated from National Sales

Estimate District sales from national sales data of CEE sold to residents, businesses, and non-profits (sales to the federal or District government are excluded).

<b>2016 Sales:</b> Report sales for calendar year 2016		
Type of CEE	Number of Units Sold Nationally	Total Weight (lbs) of CEE Sold in Nationally
Computers		
Computer Peripherals		
Televisions		
Television Peripherals		
<b>National Total</b>	0	0
<b>Estimated District Sales Total</b> National Total from above multiplied by 0.21% (0.0021), which was the District's percentage of the national population in 2016	0.0	0.0

<b>2017 Sales:</b> Report sales for calendar year 2017		
Type of CEE	Number of Units Sold Nationally	Total Weight (lbs) of CEE Sold in Nationally
Computers		
Computer Peripherals		
Televisions		
Television Peripherals		
<b>National Total</b>	0	0
<b>Estimated District Sales Total</b> National Total from above multiplied by 0.21% (0.0021), which was the District's percentage of the national population 2017	0.0	0.0

2018 Sales: Report sales for calendar year 2018		
Type of CEE	Number of Units Sold Nationally	Total Weight (lbs) of CEE Sold in Nationally
Computers		
Computer Peripherals		
Televisions		
Television Peripherals		
<b>National Total</b>	0	0
<b>Estimated District Sales Total</b> National Total from above multiplied by 0.21% (0.0021), which was the District's percentage of the national population 2018	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. An individual manufacturer shall collect in <b>Calendar Year 2020</b> 80% of the average weight of CEE sold in <b>Calendar Years 2016, 2017 and 2018</b>.</p> <p>If Option 1 is selected, complete Option 1 to calculate minimum collection target.</p> <p>Based on the sales data reported in <b>Section 4- Option 2</b>, the minimum collection target subject to shortfall fee for Calendar Year 2020 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 2020: January 1, 2020 – December 31, 2020	Registration Due Date: December 31, 2019
---	--

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

Representative organizations are responsible for establishing a convenient and equitable collection system for CEE, with at least one permanent publicly accessible collection site in each of the District's eight wards. If no feasible permanent location exists in a ward, the representative organizations must hold quarterly collection events in the ward.

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

This form should be completed electronically and emailed, preferably in Word, to [productstewardship@dc.gov](mailto:productstewardship@dc.gov) by December 31, 2019. 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 \$10,170.

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

Rev 10.31.18



## 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**

Weight (in pounds) of Covered Electronic Equipment collected in 2018:

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

### **SECTION 4**

#### **Recycling Plan for Calendar Year 2020**

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 2020 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 2020. 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 5

### 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 2020: January 1, 2020 – December 31, 2020	Registration Due Date: December 31, 2019
---	--

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

Representative organizations are responsible for establishing a convenient and equitable collection system for CEE, with at least one permanent publicly accessible collection site in each of the District's eight wards. If no feasible permanent location exists in a ward, the representative organizations must hold quarterly collection events in the ward.

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

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

This form should be completed electronically and emailed, preferably in Word, to [productstewardship@dc.gov](mailto:productstewardship@dc.gov) by December 31, 2019. Both the single **Part 1** and multiple **Part 2** forms should be submitted together.

Rev 10.31.19



## **SECTION 1**

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

## **SECTION 2**

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



## **SECTION 4**

2018 Collection Target if registered as an individual or part of a partnership (in pounds subject to shortfall fees:

[Click here to enter text.](#)

Weight (in pounds) of covered electronic equipment collected in 2018:

[Click here to enter text.](#)

Shortfall (in pounds) to 2018 Collection Target:

[Click here to enter text.](#)

\*If you did not meet your 2018 collection target please calculate your shortfall fee. Please see "Collection Target and Shortfall Fee" worksheet for information on how to calculate your shortfall fee.

Shortfall Fee:

[Click here to enter text.](#)

## **SECTION 5**

Manufacturers may report sales of CEE in the District by using actual District sales data (Option 1) or estimating District sales from national sales data (Option 2). Manufacturers should use either Option 1 or Option 2.

Which option is used to complete Section 4 (select by marking with an "X"):

Option 1 (Actual District Sales Data)

Option 2 (District Sales Estimated from National Sales Data)

### **Option 1- Actual District Sales Data**

Report actual District sales data of CEE sold to District residents, businesses, and non-profits (sales to the federal or District government are excluded).

If unavailable, use option 2.

<b>2016 Sales:</b> Report sales for calendar year 2016		
Type of CEE	Number of Units Sold in the District	Total Weight (lbs) of CEE Sold in the District
Computers		
Computer Peripherals		
Televisions		
Television Peripherals		
<b>Actual District Sales Total</b>	0	0

<b>2017 Sales:</b> Report sales for calendar year 2017		
Type of CEE	Number of Units Sold in the District	Total Weight (lbs) of CEE Sold in the District
Computers		
Computer Peripherals		
Televisions		
Television Peripherals		
<b>Actual District Sales Total</b>	0	0

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

## Option 2- District Sales Estimated from National Sales

Estimate District sales from national sales data of CEE sold to residents, businesses, and non-profits (sales to the federal or District government are excluded).

<b>2016 Sales:</b> Report sales for calendar year 2016		
Type of CEE	Number of Units Sold Nationally	Total Weight (lbs) of CEE Sold Nationally
Computers		
Computer Peripherals		
Televisions		
Television Peripherals		
<b>National Total</b>	0	0
<b>Estimated District Sales Total</b> National Total from above multiplied by 0.21% (0.0021), which was the District's percentage of the national population in 2016	0.0	0.0

<b>2017 Sales:</b> Report sales for calendar year 2017		
Type of CEE	Number of Units Sold Nationally	Total Weight (lbs) of CEE Sold Nationally
Computers		
Computer Peripherals		
Televisions		
Television Peripherals		
<b>National Total</b>	0	0
<b>Estimated District Sales Total</b> National Total from above multiplied by 0.21% (0.0021), which was the District's percentage of the national population in 2017	0.0	0.0

<b>2018 Sales:</b> Report sales for calendar year 2018		
Type of CEE	Number of Units Sold Nationally	Total Weight (lbs) of CEE Sold Nationally
Computers		
Computer Peripherals		
Televisions		
Television Peripherals		
<b>National Total</b>	0	0
<b>Estimated District Sales Total</b> National Total from above multiplied by 0.21% (0.0021), which was the District's percentage of the national population in 2018	0.0	0.0

## SECTION 6

### Certification

I certify under penalty of law that this Part 2 registration form was prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person, or persons, who manage the system, or those persons directly responsible for gathering the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for fraudulently submitting information, including the possibility of fine and imprisonment.

You may assert a confidential information claim covering sales data (units and weights) and recycler processes/end markets reported under D.C. Official Code § 8-1041.03(b)(3)(F) and § 8-1041.03(b)(4) that you provide. Indicate this by choosing the "Yes" option below. If the "Yes" option is chosen, the Department will maintain this data as being exempt from disclosure under the District of Columbia's Freedom of Information Act. See D.C. Official Code § 2-534(a)(1). If the "No" option is chosen, the Department will maintain the data as public information.

Select one (select by marking with an "X"):

Yes

No

By typing my name below, I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing this form.

Date:

Name (This is your electronic signature)	Title
Email	Telephone

**Appendix G.**  
Program FAQ



October 31, 2019

**eCYCLE DC Program FAQ- 2020**

This FAQ document provides additional information to assist manufacturers registering for the eCYCLE DC Program for 2020 (due December 31, 2019). For more information, please see [doee.dc.gov/ecycle](http://doee.dc.gov/ecycle).

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

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

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

The regulations for the program can be found here: [https://doee.dc.gov/sites/default/files/dc/sites/ddoe/service\\_content/attachments/Final%20Electronics%20Stewardship%20Rulemaking.11.18.16.pdf](https://doee.dc.gov/sites/default/files/dc/sites/ddoe/service_content/attachments/Final%20Electronics%20Stewardship%20Rulemaking.11.18.16.pdf)

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

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

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

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

**4. How does the term “covered entities” as defined in the statute affect reporting and collection requirements?**

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

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

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

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

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

**7. A manufacturer collected CEE from the federal or District government in 2018. Can it count this weight towards its collection target for 2018?**

No, starting in 2018, manufacturers will no longer be able to count collections from the federal and District governments towards collection targets because this equipment is no longer considered CEE.

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

Manufacturers should consider sales to any of the entities, other than Regional Bodies and Residents, listed in the Government of the District of Columbia’s Organizational Chart as part of the District Government. This includes Executive, Legislative, and Judicial Branches, as well as Independent Agencies and Charter Independent Agencies. The current organizational chart can be found

here: <http://mayor.dc.gov/sites/default/files/dc/sites/mayormb/publication/attachments/D-C-Govt-Org-Chart11-03-2015.pdf>

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

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

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

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

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

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

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

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

When a person (either an individual, business, or non-profit) purchases a piece of covered electronic equipment, a manufacturer needs to make a process available for the return

(whether at the point of sale or by some other means) of the same type of covered electronic equipment. There is not a prohibition on charging for this service. De minimis manufacturers are exempted from D.C. Official Code § 8-1041.05(d).

**13. How and when will manufacturers need to report their 2018 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). 2018 collections will be reported on the annual registration form due December 31, 2019.

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

## **Appendix H.**

### Definition of Covered Electronic Equipment



## Definition Fact Sheet

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

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

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

### How is CEE Defined?

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

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

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

**Computer peripherals:**

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

**Printers:**

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

**Televisions:**

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

**Television peripherals:**

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

**Appendix I.**  
Manufacturer Guide



# eCYCLE DC: Manufacturer's Guide

For 2020 Registration (due December 31, 2019)

This document provides a brief overview of eCYCLE DC manufacturer's requirements, as established in the Sustainable Solid Waste Management Amendment Act of 2014, as amended, D.C. Official Code § 8-151.01 et seq., and implementing regulations ([63 DCR 14119](#)).

## WHO HAS TO REGISTER?

Manufacturers that sell covered electronic equipment (CEE) in the District of Columbia and do not qualify for the de minimis exemption must register annually with the Department of Energy and Environment by December 31.



## What is Covered Electronic Equipment?



- **Computers** including desktop computers, portable computers with screens larger than six inches (e.g., laptops, tablets, and e-readers), small-scale servers, and portable digital music players.



- **Computer peripherals** sold primarily to be used with a computer, including a keyboard, mouse, printer or multi-function printer weighing less than 100 pounds, computer speaker sold with a computer, and computer monitor or display device.



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



- **Television peripherals** including VCRs, DVRs, DVD players, game consoles that are used with TVs, and signal converter boxes and receivers.

## What is Not Covered Electronic Equipment?

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

**Note:** CEE includes all computers, computer peripherals, televisions, and television peripherals sold in the District to residents, businesses, and non-profits.

\*\*\*Items sold to the federal and District government are not CEE. \*\*\*

*This guide was last updated October 31, 2019.*

## De Minimis Exemption

Manufacturers that sold fewer than 100 units of CEE in the District in calendar year 2018 qualify for the de minimis exemption and are not required to collect CEE in calendar year 2020. To receive the exemption, the manufacturer **must** complete the de minimis form available at [doee.dc.gov/ecycle](https://doee.dc.gov/ecycle). The eCYCLE DC registration form and fee are not required.

## What is a Sale of CEE?

CEE sales are made by a manufacturer or retailer to residents, businesses, or non-profits. CEE sales may occur at retail locations in the District or through online or phone sales to District consumers. Leased equipment, and wholesale transactions between a manufacturer, wholesaler, and retailer are **not** considered sales.



## How to Calculate CEE Sales in the District

- Use actual data on the number of CEE units sold in the District in 2016, 2017 & 2018; or
- Estimate the number of CEE units sold in the District by multiplying 2016, 2017 & 2018 national sales by the District's national population share, which was 0.21% in 2018.

## REGISTRATION OPTIONS

Manufacturers have three registration options. Each type has different collection requirements.	
<b>Individual Manufacturer</b>	Must collect and recycle the manufacturer's minimum collection target.
<b>Partnership</b>	A group of manufacturers must collect and recycle a total amount equal to the sum of the individual member's minimum collection targets.
<b>Representative Organization</b>	Instead of meeting the manufacturer's minimum collection target, an individual or group of manufacturers can meet a convenience requirement by establishing one permanent, publicly accessible collection site in each of the District's eight wards. In a ward where no permanent location is feasible, the representative organization must hold quarterly collection events (for a minimum of four hours each).

## HOW TO CALCULATE THE COLLECTION TARGET

For manufacturers registering individually or in a partnership, the minimum collection target for calendar year 2020 is equal to 80% of the average weight of CEE sold in calendar year 2016, 2017 and 2018 by weight (in pounds).

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

### How to Calculate Sales Weight

- Use actual data on the pounds of CEE sold in the District in 2016, 2017 & 2018; or
- Estimate the District sales weight by multiplying the 2016, 2017 & 2018 national sales weight by the District's 2018 national population share, which was 0.21% (0.0021).



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

### Earn Re-Use Credits

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

### Shortfall Fees

If a manufacturer or partnership does not achieve its minimum collection target in 2020, it will be required to pay the following shortfall fee:

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

### Recycling Facility Certification

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

## OTHER INFORMATION TO REPORT

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

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

### Representative Organizations Only

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

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

Recommended Outreach to Meet the Convenience Criteria

- A-frames at events to advertise and direct residents.
- Mailers send out to residents in zip codes neighboring the event.
- Boosted social media ads to IP addresses neighboring the event.
- Digital ads in local media outlets.

## ANNUAL REGISTRATION FEES

Manufacturer Type	Fee
De Minimis (sold <100 CEE units)	No fee
Individual (sold 100–249 CEE units)	<u>\$509</u>
Individual (sold ≥250 CEE units)	<u>\$1,780</u>
Partnership	Sum of each manufacturer's individual registration fee or <u>\$17,798</u> , whichever is less.
Representative Organization	<u>\$10,170</u>

**QUESTIONS?** If you have questions about eCYCLE DC, please contact [productstewardship@dc.gov](mailto:productstewardship@dc.gov) or visit [doee.dc.gov/ecycle](http://doee.dc.gov/ecycle).

## **Appendix J.**

### Collection Targets and Shortfall Fees Fact Sheet



## Manufacturer Collection Target for 2020

For manufacturers registering as individual manufacturers or in a partnership, the collection target for calendar year 2020 is 80% of the average weight of sales of Covered Electronic Equipment (CEE) in 2016, 2017 and 2018 to residents, businesses, and non-profits. Sales to the federal and District governments are excluded.

## Manufacturer Shortfall Fees for 2020

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

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

Shortfall fees that result from calendar year 2020 collection target will be due when the registration form, which is due by December 31, 2021, is approved and invoiced.

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

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

*Last Updated on 10/31/2019*

**Appendix K.**

Collection Requirements and Third-Party  
Certification Fact Sheet



## Manufacturer Collection Requirements for 2020

These are the 2020 calendar year collection requirements for manufacturers of Covered Electronic Equipment (CEE) that sold 100 or more items of CEE in the District of Columbia in 2018.

### **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 80% of the average sales weight from 2016, 2017 and 2018.

### **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 (for a minimum of four hours each).
- Accept CEE from Covered Entities (households, small nonprofits, or small businesses) for free at collection sites or events.

## Third-party Certifications

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

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

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

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

*Last Updated on 8/30/2017*



**Appendix L.**  
Electronics Recycling Options



## Electronics Recycling Programs

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

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

## Permanent Locations

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

- **Best Buy Stores**
  - *Program:* Locations may have limitation on products accepted and may charge a fee for TVs and monitors (\$25/item). Learn more [here](#).
  - *Locations:*
    - 3100 14<sup>th</sup> St NW, Washington, DC 20010 (T: 202-387-6150)
  
- **Goodwill of Greater Washington**
  - *Program:* Takeback is through the Dell Reconnect program. Location only accepts computers and computer peripherals. Learn more [here](#).
  - *Location:*
    - 2200 South Dakota Ave NE, Washington, DC 20018 (T: 202-715-2658)
  
- **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)
    - 1529 14<sup>th</sup> St NW, Washington, DC 20005 (T:202-313-7000)
    - Union Station, 40 Massachusetts Ave NE, Washington, DC 20002 (T: 202-682-9475)

## Limited Permanent Locations

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

- Apple
  - *Program:* Any Apple-branded product can be returned for free recycling at the Apple Retail Store. Trade in eligible Apple products for store gift card or refund on your purchase. Computer trade-in is currently only available online.
  - *Locations:*
    - Apple Store, 1229 Wisconsin Ave NW, Washington, DC 20007 (T: 202-572-1460)
    - State Liquors, 2159 P St NW, Washington, DC 20037 (T: 202-659-8888)

## Mailback Programs

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

- **Acer America Corporation**
  - Brands: Acer, 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, Echo, Fire, Kindle Fire
  - Website: <https://www.amazon.com/gp/help/customer/display.html?nodeId=200197550>
- **Apple Inc.**
  - Brands: Apple
  - Website: <https://www.apple.com/shop/trade-in>
- **ASUS**
  - Brands: ASUS, Nexus ASUS
  - Website: <http://csr.asus.com/english/article.aspx?id=112>
- **Canon U.S.A, Inc.**
  - Brands: Canon
  - Website: <https://www.usa.canon.com/internet/portal/us/home/about/environment-sustainability-initiatives/state-e-waste-laws/>
  - Phone: 866-337-1078
- **Curtis International Ltd**
  - Brands: Proscan, RCA
  - Website: <http://www.dnagroup.us/takeback/>
  - Phone: 800-362-9608

- **Dell Marking LP**
  - Brands: Alienware, Dell
  - Website: <http://www.dell.com/learn/us/en/uscorp1/corp-comm/getfreeat-homepickup?c=us&l=en&s=corp&cs=uscorp1>
  
- **DPI, Inc.**
  - Brands: GPX, iLive, Memorex, Zeki
  - Website: <https://www.dpiinc.com/recycling>
  - Phone: 866-337-1078
  
- **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 Pixelbook, Google Project Tango
  - Website: <https://support.google.com/store/answer/3036017?hl=en>
  - Phone: 866-337-1078
  
- **HP Inc.**
  - Brands: Hewlett-Packard, Samsung
  - Website: <http://h30248.www3.hp.com/recycle/hardware/cbb.html>;  
<http://www8.hp.com/us/en/hp-information/environment/us-computer-hardware-recycling.html>
  - Phone: 866-337-1078
  
- **Intel**
  - Brands: Intel
  - Website: <http://portal.rlgamericas.com/TRCS/RequestMailback.aspx?f=180346>
  - Phone: 480-552-3527
  
- **Lenovo (United States) Inc.**
  - Brands: Lenovo, Medion
    - Website: [https://www.lenovo.com/us/en/social\\_responsibility/usconsumerrecycling/](https://www.lenovo.com/us/en/social_responsibility/usconsumerrecycling/)
  - Phone: 866-337-1078
  
- **Lexmark**

- Brands: Lexmark
- Website: [https://www.lexmark.com/en\\_us/products/supplies-and-accessories/collection-and-recycling-program/lecp/lecp-washingtondc.html](https://www.lexmark.com/en_us/products/supplies-and-accessories/collection-and-recycling-program/lecp/lecp-washingtondc.html)
- **LG Electronics USA, Inc.**
  - Brands: LG
  - Website: <http://mailback.eridirect.com/lg>
  - Phone: 866-372-2928
- **Mattel, Inc.**
  - Brands: Nabi
  - Website: <http://citizenship.mattel.com/news-resources/>
  - Phone: 866-337-1078
- **Microsoft**
  - Brands: Microsoft Accessories, Microsoft Surface, Microsoft Xbox
  - Website: <https://www.microsoft.com/en-us/environment/product/lifecycle>
  - Phone: 866-217-7329
- **Nintendo of America Inc.**
  - Brands: Nintendo Switch, Nintendo Wii U
  - Website: <http://www.dnagroup.us/takeback/>
  - Phone: 800-362-9608
- **Planar Systems, Inc.**
  - Brands: Planar
  - Website: <https://www.planar.com/about/green/us/>
  - Phone: 866-204-3966
- **Ricoh USA, Inc.**
  - Brands: Lanier, Ricoh, Savin
  - Website: <https://www.ricoh-usa.com/en/about-us/corporate-responsibility-and-environmental-sustainability/product-stewardship-and-recycling>
- **Samsung**
  - Brands: Samsung
  - Website: <https://www.oemtakeback.com/>
  - Phone: 800-696-8042
- **Sceptre**
  - Brands: oCosmo, Sceptre
  - Website: <http://www.sceptre.com/recycling.html>
  - Phone: 626-369-3698, 626-217-1002

- **Sony**
  - Brands: Sony
  - Website: <https://mailback.eridirect.com/sony>
  
- **TongFang Global**
  - Brands: Westinghouse
  - Website: <http://www.dnagroup.us/takeback/>
  - Phone: 800-362-9608
  
- **ViewSonic Corporation**
  - Brands: ViewSonic
  - Website: <http://www.dnagroup.us/takeback/>
  - Phone: 800-362-9608
  
- **VIZIO, Inc.**
  - Brands: VIZIO
  - Website: <http://mailback.eridirect.com/vizio>
  
- **VTech Electronics North America LLC**
  - Brands: LeapFrog
  - Website: <http://portal.rlgamericas.com/TRCS/RequestMailback.aspx?f=180328>
  - Phone: 866-337-1078
  
- **Xerox Corp**
  - Brands: Xerox
  - Website: <https://www.xerox.com/en-us/about/ehs/equipment-recycling>
  
- **ZTE USA**
  - Brands: ZTE
  - Website: <https://zteusa.hobi.com/>

### Questions?

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

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

*Last Updated: 6/14/2019*

## **Appendix M.**

Registered Manufacturers/Brands



# eCYCLE DC Registered Manufacturer/Brands List

Last Updated 4/22/2020

Manufacturer Name	Brand	Product Type
3M Company		
	3M™ Ergonomic Mice	Computer Peripheral
Acer America Corporation		
	Acer	Computer; Computer Peripheral;
	AOPEN	Computer; Computer Peripheral
	Gateway	Computer; Computer Peripheral;
	Grandpad	Computer
Amazon		
	AmazonBasics	Computer Peripheral
	Echo	Computer
	Fire	Computer
	Kindle Fire	Computer
Aleph Objects		
	Lulzbot	Computer Peripheral
Apple Inc.		
	Apple	Computer; Computer Peripheral
ASUS Computer International		
	ASUS	Computer; Computer Peripheral
	Nexus ASUS	Computer
Atyme Corporation		
	Atyme	Television
BenQ America Corp		
	BenQ	Computer Peripheral
	Zowie	Computer Peripheral
Best Buy		
	Dynex	Computer Peripheral
	Insignia	Computer; Computer Peripheral; Television; Television Peripheral
	Sharp	Television
	Toshiba	Television
Brother International Corporation		
	Brother	Computer Peripheral
Canon USA		
	Canon	Computer Peripheral
Cellco Partnership		
	Verizon Ellipsis	Computer
	Verizon Gizmo Tab	Computer
Craig		
	Craig	Computer, Television
Creative Labs		
	Creative	Computer Peripheral
Curtis International Ltd		



Manufacturer Name	Brand	Product Type
	Proscan	Computer; Television;
	RCA	Television
Dell Marketing LP		
	Alienware	Computer; Computer Peripheral
	Dell	Computer; Computer Peripheral
DPI, Inc		
	GPX	Television; Television Peripheral
	iLive	Television
	Memorex	Television
	WeatherX	Television
	Zeki	Computer
Durabook		
	Durabook	Computer
Dynabook		
	Dynabook	Computer
	Dynabook Portege	Computer
	Dynabook TECRA	Computer
Eizo		
	Eizo	Computer Peripheral
	Nanano	Computer Peripheral
Element		
	Element	Computer Peripheral; Television
Eluktronics Inc		
	Eluktro	Computer
	Eluktro Pro	Computer
Elitegroup Computer Systems		
	Elitegroup	Computers, Computer Peripherals
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
Facebook Technologies		
	Portal	Computer
Fujitsu America, Inc		
	Fujitsu LIFEBOOK	Computer

Manufacturer Name	Brand	Product Type
	Fujitsu STYLISTIC	Computer
Funai		
	Funai	Television; Television Peripheral
	Kodak	Computer Peripheral
	Magnavox	Television; Television Peripheral
	Phillips	Television; Television Peripheral
	Sanyo	Television; Television Peripheral
Google		
	Google	Computer, Computer Peripheral; Television Peripheral
Hisense USA		
	Hisense	Television
	Sharp	Television
Hitachi America Ltd.		
	Hitachi	Television
HP Inc. (Hewlett-Packard)		
	Hewlett Packard	Computer; Computer Peripheral
	Samsung	Computer Peripheral
IBM		
	IBM	Computer, Computer Peripheral
	Ambra	Computer, Computer Peripheral
iBUYPOWER		
	iBUYPOWER	Computer
Igel		
	Igel	Computer
Ingram		
	V7	Computer Peripherals
Intel Corporation		
	Intel	Computer
JVCKenwood		
	JVC	Television
Kensington		
	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.		

Manufacturer Name	Brand	Product Type
	Lenovo	Computer; Computer Peripheral
	Medion	Computer; Computer Peripheral;
	Lavie	Computer
Lexmark International, Inc.		
	Lexmark	Computer Peripheral
LG Electronics USA, Inc.		
	LG	Computer; Computer Peripheral; Television; Television Peripheral
Logitech		
	Logi	Computer Peripheral
	Logitech	Computer Peripheral; Television Peripheral
	Logitech G	Computer Peripheral
Majestic Global USA		
	Majestic	Television
Mattel, Inc.		
	Nabi	Computer
Microsoft Corporation		
	Microsoft	Computer; Computer Peripheral
	Xbox	Television Peripheral
Mortorola		
	Mortorola	Computer
MSI		
	MSI	Computer; Computer Peripheral
Naxa		
	Clear Tunes	Television
	Naxa	Television, Television Peripheral, Computer
NCS		
	NCS	Computer, Computer Peripheral
Nintendo of America Inc.		
	Nintendo Switch	Television Peripheral
Nook		
	Nook	Computer
Nvidia Corporation		
	Shield TV	Television Peripheral
	Shield Tablet	Computer
Oki Data Americas, Inc.		
	Oki	Computer Peripheral
	Okidata	Computer Peripheral
	Oki Data	Computer Peripheral
	OkiLaser	Computer Peripheral

<b>Manufacturer Name</b>	<b>Brand</b>	<b>Product Type</b>
	Oki Printing Solutions	Computer Peripheral
Onkyo USA Corporation		
	Esoteric	Television Peripheral
	Intergra	Television Peripheral
	Onkyo	Television Peripheral
	Pioneer	Television Peripheral
	TEAC	Television Peripheral
Optoma Tech		
	Optoma	Computer Peripheral
Panasonic		
	Panasonic	Computer Peripheral; Television
	Panasonic ToughBook	Computer
Planar Systems, Inc.		
	Planar	Computer Peripheral
PLR IP Holdings, LLC		
	Polaroid	Computer Peripheral; Television
Prostar		
	Prostar	Computer
Rakuten Kobo Inc.		
	Ratuken Kobo	Computer
Razer		
	Razer	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		
	Sceptre	Computer Peripheral; Television
Seiki		
	Seiki	Television
Seura, Inc.		
	Seura	Television
Shaghal		
	Ematic	Computer
	PBS Kids	Computer
Sharp		
	Sharp	Computer Peripheral
Sony Electronics Inc.		

Manufacturer Name	Brand	Product Type
	SONY	Computer; Television; Television Peripheral
Stratasys, Inc.		
	MarkerBot	Computer Peripheral
	Stratasys	Computer Peripheral
SUNBRITETV, LLC		
	SUNBRITETV	Television
TCT Mobil, Inc		
	Alcatel	Computer
	Alcatel onetouch	Computer
	TCL	Computer
Transcosmos		
	VAIO	Computer
TongFang Global		
	Westinghouse	Computer Peripheral; Television
Toshiba		
	Toshiba	Computer; Computer Peripheral
TTE Technology, Inc		
	TCL	Television
Venturer Electronics Inc.		
	Avita	Computer
	RCA	Computer
ViewSonic Corporation		
	ViewSonic	Computer Peripheral
VIZIO, Inc.		
	VIZIO	Computer Peripheral; Television
Venturer Electronics Inc.		
	Avita	Computer
	Pro12	Computer
	RCA	Computer
VTech Electronics North America LLC		
	LeapFrog	Computer
	Vtech	Computer
Wacom		
	Wacom	Computer; Computer Peripheral
Xerox Corporation		
	Xerox	Computer Peripheral
ZTE USA		
	ZTE	Computer

**Appendix N.**  
Retailer FAQ



May 24, 2017

## **eCYCLE DC Retailer FAQ**

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

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

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

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

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

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

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

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

### **Point of Sale Requirement**

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

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

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

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

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

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

**4. What language fulfills requirements?**

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

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

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

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

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



**Appendix O.**  
2020 Collection Events

### 2020 Representative Organization Collection Events

Event Date	Location	Address	Ward
1/11/2020	Stoddard Elementary School	4001 Calvert Street, NW	3
2/1/2020	Anacostia Library	1800 Good Hope Road, SE	8
2/1/2020	Chevy Chase Community Center	5601 Connecticut Avenue, NW	3
2/8/2020	Emery Heights Community Center	5801 Georgia Avenue, NW	4
2/8/2020	Shaw Roll-Off Event-Office of the Clean City	1503 10th Street, NW	6
2/15/2020	Banneker Community Center	2500 Georgia Avenue, NW	1
2/15/2020	Georgetown Library	3260 R Street, NW	2
2/22/2020	Arboretum Community Center	2412 Rand Place, NE	5
2/22/2020	Petworth Library	4200 Kansas Avenue, NW	4
3/7/2020	Arthur Capper Community Center	1000 5th Street, SE	6
3/14/2020	Trinidad Roll-Off Event-Office of the Clean City	1299 Neal Street, NE	5
6/20/2020	Bald Eagle Recreation Center	100 Joliet Street, SW	8
6/20/2020	West End Library	2301 L Street, NW	2
7/11/2020	Glover Park Community Center	4001 Calvert Street, NW	3
7/11/2020	William O. Lockridge Bellevue Library	115 Atlantic Street SW	8
7/12/2020	Benning Park Community Center	Southern Avenue & Fable Street, SE	7
7/12/2020	Mount Pleasant Library	3160 16th Street, NW	1
7/18/2020	Lafayette Recreation Center	5900 33rd Street, NW	4
7/18/2020	Capitol View Library	5001 Central Avenue, SE	7
7/25/2020	Jelleff Recreation Center	3265 S Street, NW	2
7/25/2020	Anacostia Recreation Center	1800 Anacostia Drive, SE	8
8/1/2020	Benning Road Library	3935 Benning Road, NE	7
8/2/2020	Mitchell Park Recreation Center	1801 23rd Street, NW	2
8/2/2020	Shaw (Watha T. Daniel) Library	1630 7th Street, NW	6
8/8/2020	Edgewood Recreation Center	301 Franklin Street, NE	5
8/8/2020	Northeast Library	330 7th Street, NE	6
8/9/2020	Friendship Recreation Center	4500 Van Ness Street, NW	3
8/9/2020	Tenley-Friendship Library	4450 Wisconsin Avenue, NW	3
8/15/2020	Randall Recreation Center	South Capitol & I Streets, SW (700 Delaware Avenue SW)	6
8/15/2020	Woodridge Library	1801 Hamlin Street, NE	5
8/16/2020	Fort Stevens Senior & Recreation Center	1327 Van Buren Street, NW	4
8/16/2020	Lamond Riggs Library	5401 South Dakota Avenue, NE	5
8/22/2020	Hillcrest Recreation Center	3100 Denver Street, SE	7
8/23/2020	Kennedy Recreation Center	1401 7th Street, NW,	6
8/29/2020	Juanita Thornton Library	7420 Georgia Avenue, NW	4
8/30/2020	Deanwood Recreation Center	1350 49th Street, NE	7
8/30/2020	Bald Eagle Recreation Center	100 Joliet Street, SW	8

9/5/2020	Columbia Heights Community Center	1480 Girard Street, NW	1
9/12/2020	Fort Greble Recreation Center	Martin Luther King Jr. Avenue & Elmira Street, SE	8
9/19/2020	Rose Park Recreation Center	2609 Dumbarton Street, NW	2
9/19/2020	Chevy Chase Library	5625 Connecticut Avenue NW	3
9/26/2020	Kalorama Recreation Center	1875 Columbia Road, NW	1
10/10/2020	Takoma Community Center	300 Van Buren Street, NW	4
10/10/2020	Anacostia Library	1800 Good Hope Road, SE	8
10/17/2020	New York Ave Recreation Center	100 N Street, NW	5
10/17/2020	Deanwood Library	1350 49th Street, NE	7
10/24/2020	Rosedale Community Center	1701 Gales Street, NE	6
10/24/2020	Southeast Library	403 7th Street, SE	6
11/1/2020	Mount Pleasant Library	3150 16th Street, NW	1
11/7/2020	Marvin Gaye Recreation Center	15 61st Street, NE	7
11/7/2020	Lamond Riggs Library	5401 South Dakota Avenue, NE	5
11/21/2020	Brentwood Recreation Center	2311 14th Street, NE	5
11/21/2020	Takoma Park Library	416 Cedar Street, NW	4
12/5/2020	Palisades Community Center	5200 Sherier Place, NW	3
12/5/2020	Cleveland Park Library	3310 Connecticut Avenue, NW	3
12/12/2020	Stead Recreation Center	1625 P Street, NW	2
12/12/2020	Georgetown Library	3260 R Street, NW	2
12/19/2020	Banneker Community Center	2500 Georgia Avenue, NW	1
12/19/2020	Mount Pleasant Library	3150 16th Street, NW	1