***DE MINIMIS* FORM**

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| ***De Minimis* Form for Calendar Year 2024:**  January 1, 2024 – December 31, 2024 | **Submission deadline: October 1, 2023** |

A manufacturer that sold fewer than 100 units of covered electronic equipment (CEE) in the District in calendar year 2022 is required to complete this form to request a determination that the manufacturer qualifies for an exemption from the registration requirement**.**

**How to Apply:**

Complete this form electronically in Word and email it to [productstewardship@dc.gov](mailto:productstewardship@dc.gov). The information specified in this form can also be submitted online at [ecycleregistration.org](https://www.ecycleregistration.org/).

**Deadline:**

This form is due October 1, 2023.

**Payment, if applicable:**

If your company was registered as an individual manufacturer for the 2022 program year or did not register for 2022 but was required to (note the application for 2022 was due at the end of 2021), your company may owe a shortfall fee to the District. See Section 4 for details.

Payment can be made online, via ACH/eCheck (with no fee) or credit card (with a transaction fee), or by mailing a paper check. For payment instructions, visit <https://doee.dc.gov/service/eCYCLE-DC-Manufacturers>. *Online payments are preferred, but if you pay by paper check, be sure to list the correct payee and mail the check to the correct address as shown on the above webpage.*

**If you need assistance:**

For further guidance, visit [doee.dc.gov/ecycle](http://www.doee.dc.gov/ecycle). If you have questions, email [productstewardship@dc.gov](mailto:productstewardship@dc.gov).

Note: Manufacturers that sold 100 or more units of new CEE in the District in calendar year 2022 are required to complete a registration form (available at<https://doee.dc.gov/service/eCYCLE-DC-Manufacturers> or [ecycleregistration.org](https://www.ecycleregistration.org/)) and submit a registration fee.

**SECTION 1: MANUFACTURER INFORMATION**

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

**SECTION 2: CONTACT INFORMATION**

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

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| --- | --- |
| Additional (Billing) Contact | |
| Name | Title |
| Email | Phone Number |
| Mailing Address | |

**SECTION 3: BRAND INFORMATION**

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

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| **In the manufacturer’s approved application for the 2022 program year (due at the end of 2021):**  Did the manufacturer register as an individual manufacturer, as part of a partnership, as part of a representative organization, or qualify for a *de minimis* exemption? Write the registration type or exemption below. If the manufacturer did not register or qualify for an exemption, explain why. |
| **If the manufacturer registered *as part of a partnership or representative organization* in its approved application for the 2022 program year (due at the end of 2021), provide each of the following:**  The name of the partnership group or representative organization.    An explanation of how, in 2022, the manufacturer was able to accept for recycling or reuse, from people in the District, any brand of the same type of CEE that was purchased from the manufacturer on a one-to-one basis ([D.C. Official Code § 8-1041.05(d)](https://code.dccouncil.us/us/dc/council/code/sections/8-1041.05)). Refer to the “eCYCLE DC Program FAQ” posted at <https://doee.dc.gov/service/eCYCLE-Manufacturers> for details on how DOEE views this requirement.    A description, including examples, of how in 2022 the manufacturer provided information at the point of sale, both online and in-store if applicable, on how a person can return purchased CEE for recycling ([D.C. Official Code § 8-1041.05(e)](https://code.dccouncil.us/us/dc/council/code/sections/8-1041.05)). Refer to the “eCYCLE DC Program FAQ” posted at <https://doee.dc.gov/service/eCYCLE-Manufacturers> for details on how DOEE views this requirement. |
| **If the manufacturer registered *as an* *individual manufacturer* in its approved application for the 2022 program year (due at the end of 2021), provide each of the following:**  The weight (in pounds) of District CEE the manufacturer collected in 2022.    The weight (in pounds) of District CEE the manufacturer recycled in 2022. A certificate of recycling, or equivalent documentation, must be provided to substantiate this weight.    The weight (in pounds) of District CEE the manufacturer reused in 2022.    Does the above weight include any items donated free of charge for reuse to eligible entities as specified in [D.C. Official Code § 8-1041.05(b)(2)](https://code.dccouncil.us/us/dc/council/code/sections/8-1041.05)? If so, additional documentation will be requested.    If the weight (in pounds) of District CEE the manufacturer collected is *not* equal to the sum of (a) the weight of District CEE the manufacturer recycled in 2022 and (b) the weight of District CEE the manufacturer reused in 2022 (if applicable), explain why. If they are equal, write N/A here.    The end markets utilized by the manufacturer in 2022. Review the “eCYCLE DC Program FAQ” posted at <https://doee.dc.gov/service/eCYCLE-Manufacturers> for details on how DOEE views “end markets.”    The name of the electronics recycler(s) utilized by the manufacturer in 2022. Attach a certificate that was valid during 2022 showing that each recycling facility had e-Stewards certification.    Contact information for the electronics recycler(s) used in 2022: address, contact name, and email or phone number for the contact.    An explanation of how, in 2022, the manufacturer was able to accept for recycling or reuse, from people in the District, any brand of the same type of CEE that was purchased from the manufacturer on a one-to-one basis ([D.C. Official Code § 8-1041.05(d)](https://code.dccouncil.us/us/dc/council/code/sections/8-1041.05)). Refer to the “eCYCLE DC Program FAQ” posted at <https://doee.dc.gov/service/eCYCLE-Manufacturers> for details on how DOEE views this requirement.    A description, including examples, of how in 2022 the manufacturer provided information at the point of sale, both online and in-store if applicable, on how a person can return purchased CEE for recycling ([D.C. Official Code § 8-1041.05(e)](https://code.dccouncil.us/us/dc/council/code/sections/8-1041.05)). Refer to the “eCYCLE DC Program FAQ” posted at <https://doee.dc.gov/service/eCYCLE-Manufacturers> for details on how DOEE views this requirement.    The manufacturer’s 2022 minimum collection share (in pounds). This can be found on the manufacturer’s approved registration due at the end of 2021, unless corrections were needed following approval.    The shortfall in pounds, if any, calculated by subtracting the weight collected, and either recycled or reused, from the 2022 minimum collection share.    If the manufacturer did not collect and recycle or reuse its 2022 minimum collection share, calculate the shortfall fee and provide it below. See the “Shortfall Fee” fact sheet at <https://doee.dc.gov/service/eCYCLE-DC-Manufacturers> for instructions. |

**SECTION 5: SALES INFORMATION FOR 2024 *DE MINIMIS* EXEMPTION**

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

**Which option is used to complete Section 5? Select one option by marking with an “X.”**

      Option 1 (Actual District Sales Data)

      Option 2 (District Sales Estimated from National Sales Data)

**Option 1- Actual District Sales Data**

Report actual District CEE sales data.

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

For details on how to classify types of CEE by category, refer to the “Definition of Covered Electronic Equipment” fact sheet at <https://doee.dc.gov/service/eCYCLE-DC-Manufacturers>.

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| **2022 Sales:** Report sales for calendar year 2022 | |
| **Category of CEE** | **Number of Units Sold in the District** |
| Computers |  |
| Computer Peripherals |  |
| Televisions |  |
| Television Peripherals |  |
| **Actual District Sales Total** | 0 |

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

Estimate District sales from national CEE sales data.

For details on how to classify types of CEE by category, refer to the “Definition of Covered Electronic Equipment” fact sheet at <https://doee.dc.gov/service/eCYCLE-DC-Manufacturers>.

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| --- | --- |
| **2022 Sales:** Report sales for calendar year 2022 | |
| **Category of CEE** | **Number of Units Sold Nationally** |
| Computers |  |
| Computer Peripherals |  |
| Televisions |  |
| Television Peripherals |  |
| **National Total** | 0 |
| **Estimated District Sales Total**  National Total from above multiplied by 0.20% (0.0020), which was the District’s percentage of the national population in 2022 | 0.0 |

**SECTION 6: CERTIFICATION**

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| **Certification** | |
| I certify under penalty of law that this *de minimis* form was prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person, or persons, who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for fraudulently submitting information, including the possibility of fine and imprisonment.  You may assert a confidential information claim covering sales data (units sold) that you provide. Indicate this by choosing the “Yes” option below. If the “Yes” option is chosen, DOEE will maintain this data as being exempt from disclosure under the District of Columbia’s Freedom of Information Act. See D.C. Official Code § 2-534(a)(1). If the “No” option is chosen, DOEE will maintain the data as public information.  Select one by marking with an “X:”        Yes        No  By typing my name below, I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing this form.  Date: | |
| First and Last Name (This is your electronic signature) | Title |
| Email | Phone Number |