**REPRESENTATIVE ORGANIZATION**

**REGISTRATION FORM PART 1**

Representative Organization Information

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| **Registration for Calendar Year 2024:**  January 1, 2024 – December 31, 2024 | **Registration deadline: October 1, 2023** |

A manufacturer that sells, offers for sale, or delivers to a retailer for subsequent sale new covered electronic equipment (CEE) in the District is required to (1) label its CEE with a readily visible brand identifying the manufacturer and (2) register with the Department of Energy & Environment (DOEE), unless the manufacturer qualifies for an exemption.\* There are three options for registration: as an individual manufacturer, as part of a partnership, or as part of a representative organization. For additional background, see the “Manufacturer Guide” posted at <https://doee.dc.gov/service/eCYCLE-DC-Manufacturers>.

A representative organization is 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 organization must hold quarterly collection events in the ward (for a minimum of four hours each).

**How to Apply:**

This is **Part 1** of the registration application for manufacturers registering as part of a **representative organization**. A complete representative organization application includes one Part 1 form submitted by the representative organization lead and a Part 2 form submitted by the lead on behalf of each manufacturer in the representative organization.

Complete this form and email it in Microsoft Word or as a PDF to [productstewardship@dc.gov](mailto:productstewardship@dc.gov), together with the Part 2 forms that were completed in Word. This Part 1 form and all Part 2 forms that were completed in Word must be emailed to [productstewardship@dc.gov](mailto:productstewardship@dc.gov) at the same time.

Registration applications may also be submitted online at [ecycleregistration.org](https://ecycleregistration.org/).

**Deadline:**

District law requires submission of a complete representative organization registration application—including one Part 1 form completed by the representative organization lead and a Part 2 form completed by each manufacturer in the representative organization—by October 1, 2023.

Failure to meet this deadline is an infraction under Title 16, Section 4013.5, of the District of Columbia Municipal Regulations.

**Payment:**

The representative organization registration fee (and all shortfall fees owed by manufacturers that registered as individual manufacturers for the 2022 program year or did not register for 2022 and were required to) must be submitted to complete the representative organization registration by October 1, 2023. **The registration fee and any shortfall fees owed must be submitted by the representative organization lead in** **a single online payment or a single paper check for the total number of manufacturers.** The registration fee is $17,058.22 for a single manufacturer and $2,501.87 for each additional manufacturer. The representative organization may determine how to split costs among manufacturers.

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).

\*Manufacturers that sold fewer than 100 units of CEE in the District in calendar year 2022 do not need to complete a registration form, but these manufacturers are required to complete the *de minimis* form, available at <https://doee.dc.gov/service/eCYCLE-DC-Manufacturers>.

**SECTION 1: REPRESENTATIVE ORGANIZATION CONTACT INFORMATION**

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| Representative Organization Name | |
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| Primary Contact for Representative Organization | |
| Name | Title |
| Email | Phone Number |
| Mailing Address | |
| Billing Contact for Representative Organization | |
| Name | Title |
| Email | Phone Number |
| Mailing Address | |

**SECTION 2: MANUFACTURERS IN REPRESENTATIVE ORGANIZATION**

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| List every manufacturer in the representative organization. If needed, attach more sheets. | | | |
| Manufacturer Name | Contact Person | Phone Number | Email |
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**SECTION 3: REPRESENTATIVE ORGANIZATION 2022 REPORTING**

**Was your organization registered as a representative organization in the eCYCLE DC program for the 2022 program year?** The application for the 2022 program year was due at the end of 2021.

**If the answer to the above question is “no,” provide an explanation. If the majority of manufacturers were part of a partnership that was registered in the eCYCLE DC program for the 2022 program year and led by the same entity leading the currently proposed representative organization, complete Section 3 of the 2024 Partnership Part 1 registration form and attach it to this application.**

**If the answer to the above question is “yes,” provide a written narrative covering each item below to report on the representative organization’s 2022 program year activities, including the results of its 2022 implementation plan.**

* A list of the manufacturers that participated in the representative organization, including any membership changes during the year.
* The collection system (sites or events) implemented to meet the convenience criteria in [D.C. Official Code § 8-1041.05(a)(3)(A)](https://code.dccouncil.us/us/dc/council/code/sections/8-1041.05).
* A description of the public outreach and awareness activities performed to ensure District residents, small nonprofits, and small businesses, including those in underserved communities, were aware of the availability and location of collection sites or events, in line with [D.C. Official Code § 8-1041.05(a)(3)(B)](https://code.dccouncil.us/us/dc/council/code/sections/8-1041.05).

[D.C. Official Code § 8-1041.03(b)(9)(B)(i)](https://code.dccouncil.gov/us/dc/council/code/sections/8-1041.03) requires this description to include:

* + A description of the general outreach and awareness activities undertaken;
  + The outreach undertaken for specific collection sites and events;
  + The numbers of individuals, small nonprofits, and small businesses that brought waste to each collection site or event;
  + The weight of CEE collected at each site or event;
  + The results of surveys about how individuals, small nonprofits, and small businesses learned of each site or event; and
  + Factors that may have positively or negatively affected collection participation.
* With respect to the representative organization’s electronics recycling program, including separate subtotals for collection events and programs to meet the one-to-one requirement in [D.C. Official Code § 8-1041.05(d)](https://code.dccouncil.us/us/dc/council/code/sections/8-1041.05), provide:
  + The total weight (in pounds) of District CEE collected;
  + The total weight (in pounds) of District CEE recycled, along with a certificate of recycling or equivalent documentation to substantiate the weight; and
  + The total weight (in pounds) of District CEE reused.
  + If the weight (in pounds) of District CEE the representative organization collected is not equal to the sum of (a) the weight of District CEE the representative organization recycled in 2022 and (b) the weight of District CEE the representative organization reused in 2022 (if applicable), explain why. If they are equal, write N/A.
* The end markets utilized by the representative organization. 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 representative organization. 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: address, contact name, and email or phone number for the contact.

**SECTION 4: IMPLEMENTATION PLAN FOR CALENDAR YEAR 2024**

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| Include as much detail as currently available. You may attach a separate document that covers all elements of the plan. |
| Describe the permanent publicly accessible collection sites, or how you determined that a permanent site was not feasible, in each District ward for calendar year 2024. If you determined a permanent site was not feasible in a particular ward, list the names of the sites you contacted, by ward, and provide an explanation for why each site is not feasible as a permanent, publicly accessible collection site.    If a permanent site is not feasible in a particular District ward, describe the quarterly four-hour collection events planned in that ward for calendar year 2024.    Explain how the organization determined where public collection sites or events would be located to meet the convenience requirement for District residents, small nonprofits, and small businesses.    Provide an assessment of how to increase participation based on surveys or research on how to effectively reach individuals, small nonprofits, and small businesses in the District, including underserved populations and areas of the District with low event participation. ([D.C. Official Code § 8-1041.03(b)(9)(B)(ii)](https://code.dccouncil.gov/us/dc/council/code/sections/8-1041.03))    Describe outreach and awareness activities that will be undertaken to maximize the amount of CEE collected and ensure District residents, small nonprofits, and small businesses, including those in underserved communities, are aware of the availability and location of collection sites or events. ([D.C. Official Code § 8-1041.05(a)(3)(B)](https://code.dccouncil.us/us/dc/council/code/sections/8-1041.05))  [D.C. Official Code § 8-1041.03(b)(9)(B)(iii)](https://code.dccouncil.gov/us/dc/council/code/sections/8-1041.03) requires the following activities to be included at a minimum, unless the representative organization demonstrates that another outreach method will ensure that covered entities, including underserved populations, are aware of the availability and location of collection sites and events:   * Content on the representative organization’s website; * Advertisements in local online and print newspapers, including those serving underserved populations, on at least a quarterly basis; * Social media posts before each event and targeted advertisements at the beginning of each quarter; * Mailers to residents, small nonprofits, and small businesses near collection events; and * Signage at each event clearly showing the purpose of the event.   DOEE may post this information on the eCYCLE DC webpage.  Note that in determining whether to approve a representative organization’s application, DOEE will consider the factors listed in [D.C. Official Code § 8–1041.03(d)(2)](https://code.dccouncil.us/us/dc/council/code/sections/8-1041.03), including the total market share of the representative organization’s members and the pounds per capita of CEE collected by the representative organization in the previous year. |
| Provide the market share percentage of each manufacturer in the representative organization and a description of how the representative organization will allocate responsibility across its manufacturers to ensure compliance under at least the following categories.   * Registration (including reporting) * Annual registration fee * Coordination around permanent sites in each District ward or scheduling and coordination for holding quarterly events in each District ward * Collection, transportation, and recycling or reuse of collected CEE and related costs * Public outreach and related costs     Provide the total pounds of CEE sold, or estimated to be sold, in the District in 2022 by all manufacturers in the currently proposed representative organization. |
| **Describe the representative organization’s plan for recycling or reusing CEE collected in the District in calendar year 2024. *All vendors recycling or reusing CEE must have e-Stewards or R2 certification.***  Describe plans for collecting and handling CEE (including cathode-ray tubes (CRTs)) in the District. Include the names and business addresses of anticipated collectors.    Describe the anticipated process for recycling CEE (including CRTs) collected in the District. This includes CEE collected at sites and events described above, any CEE that the representative organization collects on behalf of its manufacturers for the manufacturers to comply with the one-to-one requirement in [D.C. Official Code § 8-1041.05(d)](https://code.dccouncil.us/us/dc/council/code/sections/8-1041.05), or for any other part of the representative organization’s collection program. Include the names and business addresses of anticipated recycling facilities. Review the “eCYCLE DC Program FAQ” posted at <https://doee.dc.gov/service/eCYCLE-Manufacturers> for details on the information to be reported for anticipated recycling processes.  Additionally, attach a current and valid certificate showing that each anticipated recycling facility has e-Stewards certification or R2 certification.    Describe planned end markets for raw materials or products created by the recycling of collected CEE (including CRTs) *and* the location of each end market. Review the “eCYCLE DC Program FAQ” posted at <https://doee.dc.gov/service/eCYCLE-Manufacturers> for details on how DOEE views “end markets.”    If applicable, describe plans for reusing CEE (including CRTs) collected in the District. This includes CEE collected at sites and events described above, any CEE that the representative organization collects on behalf of its manufacturers for the manufacturers to comply with the one-to-one requirement in [D.C. Official Code § 8-1041.05(d)](https://code.dccouncil.us/us/dc/council/code/sections/8-1041.05), or for any other part of the representative organization’s collection program. Include the names and business addresses of anticipated reuse facilities.  Additionally, attach a current and valid certificate showing that each reuse facility has e-Stewards certification or R2 certification.    For any portion of CEE (including CRTs) that will not be recycled or reused, how will this portion be disposed of? |

**SECTION 5: CERTIFICATION**

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| 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 by marking with an “X:”        True        False | |
| The vendors who will recycle or reuse CEE collected under the implementation plan, as described in Section 4 of this registration form, **will have a valid e-Stewards or R2 certification***.*  Select one by marking with an “X:”        True        False | |
| I certify under penalty of law that this registration form was prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person, or persons, who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for fraudulently submitting information, including the possibility of fine and imprisonment.  You may assert a confidential information claim covering sales data (units and weights) and recycler processes/end markets reported under D.C. Official Code § 8-1041.03(b)(3)(F) and § 8-1041.03(b)(4) that you provide. Indicate this by choosing the “Yes” option below. If the “Yes” option is chosen, 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 |