

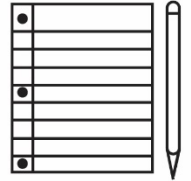
# eCYCLE DC: Manufacturer's Guide

## For 2024 Registration Applications due October 1, 2023

This document provides a brief overview of the requirements for manufacturers in the eCYCLE DC program, established by the Sustainable Solid Waste Management Amendment Act of 2014 as amended ([D.C. Official Code §§ 8-1041.01 to .12](#)) and program regulations ([20 DCMR §§ 4100 to 4199](#)).

## WHO MUST REGISTER?

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. Applications for registration must be submitted to DOEE by October 1, 2023.



## What is Covered Electronic Equipment?



- **Computers**, including desktop computers, portable computers with screens larger than six inches measured diagonally (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 keyboards, computer mice, desktop printers or multi-function printers weighing 100 pounds or less, computer monitors or display devices with screens larger than six inches measured diagonally, and speakers sold with computers.



- **Televisions**, with screens larger than six inches measured diagonally.



- **Television peripherals**, including VCRs, DVRs, DVD players (that are not portable), game consoles that are used with TVs, signal converter boxes, and cable, satellite, and digital media receivers.

## What is Not Covered Electronic Equipment?

- Telephones, including mobile phones
- Motor vehicles or parts of motor vehicles
- Household appliances or equipment in appliances
- Gaming devices that are "handheld"
- Game controllers for game consoles or computers
- Global Positioning System (GPS) devices
- Digital picture frames
- Portable DVD players
- Thumb/flash drives
- External hard drives
- Equipment in a larger piece of industrial, research, or commercial equipment

*This guide was last updated July 27, 2023.*

## De Minimis Exemption

A manufacturer that sold fewer than 100 units of CEE in the District in calendar year 2022 does not need to complete a registration form but must complete the *de minimis* form to request a determination that the manufacturer qualifies for an exemption from the registration requirement. This form is available at <https://doee.dc.gov/service/eCYCLE-DC-Manufacturers> and [ecycleregistration.org](http://ecycleregistration.org).

## What is a Sale of CEE?

CEE sales are made by a manufacturer or retailer to an individual or entity in the District other than the District or federal governments. CEE sales may occur at retail locations in the District or through online or phone sales to District consumers.



## How to Provide CEE Sales Data in the District

- Use actual data for the number and weight of CEE units sold in the District in calendar years 2020, 2021, and 2022; OR
- Estimate the number and weight of CEE units sold in the District by multiplying national data on CEE sales in calendar years 2020, 2021, and 2022 by the District's percentage of the national population (0.21% in 2020 and 2021; 0.20% in 2022).

## REGISTRATION OPTIONS

Manufacturers have three registration options. Each has different requirements for collecting CEE for subsequent recycling or reuse.	
<b>Individual Manufacturer</b>	Manufacturers registered as individual manufacturers must collect and recycle or reuse the manufacturer's minimum collection share of CEE.
<b>Partnership</b>	Manufacturers that join a partnership must jointly collect and recycle or reuse the sum of the individual members' minimum collection shares of CEE.
<b>Representative Organization</b>	Instead of meeting a minimum collection share, an individual or group of manufacturers can join a representative organization (RO) to meet a convenience requirement. The RO must: 1. Establish one permanent, publicly accessible collection site in each of the District's eight wards, but if a permanent site is not

feasible in a particular ward, the RO must hold quarterly collection events (for a minimum of four hours each);

2. Implement specific outreach activities to ensure that District households, small businesses, and small nonprofits, including those in underserved communities, are aware of collection sites and/or events; and

3. Accept and recycle or reuse all CEE that District households, small businesses, and small nonprofits bring to the sites or events for free.

## REQUIREMENTS FOR ALL MANUFACTURERS

- ✓ Submit a completed registration application by October 1, 2023 according to the instructions in the form.

***This includes a signed statement that vendors recycling or reusing CEE collected under the waste management program have e-Stewards OR R2 certification (D.C. Official Code § 8-1041.03(b)(8)).*** Learn about these certifications and find certified recyclers at <https://e-stewards.org/> and <https://sustainableelectronics.org/r2/>. Starting this year, manufacturers will be required to include documentation of the certification with the application.

- ✓ Pay a registration fee by October 1, 2023, according to the chart below and following the instructions posted on <https://doee.dc.gov/service/eCYCLE-Manufacturers>.

Manufacturer Type	Fee
<i>De Minimis</i> (sold <100 CEE units)	No fee
Individual (sold 100–249 CEE units)	\$852.91
Individual (sold ≥250 CEE units)	\$3,013.62
Partnership	\$796.05 (for partnership participants that sold 100–249 CEE units) \$2,786.18 (for partnership participants that sold ≥250 CEE units)
Representative Organization	\$17,058.22 for one manufacturer; \$2,501.87 for each additional manufacturer

\*Fees are based on CEE sold in calendar year 2022

- ✓ Accept, for recycling or reuse, on a one-to-one basis, a return from any person in the District of any brand of the type of the manufacturer's CEE that was purchased from the manufacturer in the District ([D.C. Official Code § 8-1041.05\(d\)](#)); and
- ✓ Provide 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\(e\)](#)).

Refer to the [eCYCLE DC Program FAQ](#) for guidance on how to comply with the above requirements.

## ADDITIONAL INFORMATION FOR INDIVIDUAL MANUFACTURERS AND PARTNERSHIPS

### Minimum Collection Share

This is the minimum weight of CEE that must be collected and recycled or reused by individual manufacturers and partnerships. If the minimum is not met, a shortfall fee is due.



The minimum collection share for calendar year 2023 is equal to 80% of the average of the weight (in pounds) of CEE sold (or estimated to be sold) in the District in calendar years 2020, 2021, and 2022.

Representative organizations do not have a minimum collection share. They have a requirement to provide a convenient collection service.

### Get Rewarded For Reuse

When individual manufacturers or partnerships donate CEE that is no more than three years old and in full working condition to local public or charter schools or certain nonprofits, they can count twice the weight of these items toward meeting their minimum collection share. The recipient must also acknowledge the donation in writing. [D.C. Code § 8-1041.05\(b\)\(2\)](#)

### Shortfall Fees

If a manufacturer or partnership did not achieve its 2022 minimum collection share in 2022, it is required to pay the following shortfall fee by October 1, 2023 as part of its registration application for 2024:

- **Collected 90% or greater of minimum collection share:** \$0.34 per pound of shortfall weight

- **Collected 50% or greater but less than 90% of minimum collection share:** \$0.45 per pound of shortfall weight
- **Collected less than 50% of minimum collection share:** \$0.56 per pound of shortfall weight

If the minimum collection share for calendar year 2024 is not achieved, shortfall fees will be submitted with the registration for calendar year 2026 (due in 2025). For more information, see <https://doee.dc.gov/service/eCYCLE-DC-Manufacturers>.

## REQUIREMENTS FOR REPRESENTATIVE ORGANIZATIONS (ROs)

**Collection sites & events:** Establish one permanent, publicly accessible collection site in each of the District's eight wards. If a permanent site is not feasible in a particular ward, hold quarterly four-hour events.

- DOEE strongly recommends varying event locations, days, and times across quarters to enhance convenience.

**Outreach:** Implement at least the following outreach and awareness activities to (a) maximize the amount of CEE collected and (b) ensure that District residents, small nonprofits, and small businesses, including those in underserved communities, are aware of the availability and location of collection sites and events, unless the representative organization demonstrates that another outreach method will serve these purposes:

- 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.

[D.C. Official Code § 8-1041.03\(b\)\(9\)\(B\)\(iii\)](#)

**Best practices:** 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\(b\)\(9\)\(B\)\(ii\)](#)

**QUESTIONS?** Visit [doee.dc.gov/ecycle](https://doee.dc.gov/ecycle) or contact [productstewardship@dc.gov](mailto:productstewardship@dc.gov).