



## MANUFACTURER REGISTRATION WORKSHEET

Registration **MUST BE COMPLETED ONLINE** annually by July 1 in order to be in compliance.

You may use this worksheet to gather the information that will be needed to complete the online registration. Note that all fields will need to be completed, and the Registrant should be the person authorized to complete the online form and certify the information that was submitted. **DO NOT submit this worksheet.** If you have previously registered with our program, you may log in here to update your information: <http://www.anr.state.vt.us/eWaste/Login.aspx> . If you are a first time registrant, please log in here: <http://www.anr.state.vt.us/eWaste/>.

If you have questions about this worksheet or the registration process, contact Kimberli Lutchko of the VT DEC Waste Management & Prevention Division E-Cycles Program at [kimberli.lutchko@state.vt.us](mailto:kimberli.lutchko@state.vt.us) or (802) 241-4638.

<b>Registrant Information</b>	
Name—person authorized to complete & certify data	
Title	
Email Address	
Phone Number	
<b>Manufacturer Information</b>	
Manufacturer Name	
Street Address 1—use U.S. headquarters if applicable	
Street Address 2	
City	
State	
Zip Code	
Country	
Website	
<b>Compliance Contact Information</b>	
Name	
Phone	
Email Address	
Street Address 1—if different from address above	
Street Address 2	
City	
State	
Zip Code	
Country	
<b>Billing (Accounts Payable) Contact Information</b>	
Name	
Phone	
Email Address	
Street Address 1—if different from address above	
Street Address 2	
City	
State	
Zip Code	
Country	





**PROVIDE AN EXPLANATION OF HOW YOU CALCULATED THE NUMBER OF COVERED ELECTRONIC DEVICES SOLD TO COVERED ENTITIES.**

Provide an explanation of how you calculated the number of covered electronic devices sold to covered entities. Explain what data you started with, any limitations of that data, and any adjustments that were made before completing the above table(s), and why. *If you sold less than 20 covered electronic devices to covered entities, please provide detailed information to support that determination.*

**PLAN SELECTION**

(Please see the **note** under REGISTRATION below.)

I am participating in:

- State Standard Plan
- Individual/Group Manufacturer Opt-out Plan

Please identify the name of the opt-out plan: \_\_\_\_\_

**CERTIFICATION**

I certify under penalty of law that I have personally examined and am familiar with the information submitted herein. Based on information and belief formed after reasonable inquiry, the submitted information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment. I also certify that covered electronics devices sold in Vermont by this manufacturer are labeled with the manufacturer's brand or registered trademark and the label or trademark is permanently affixed and readily visible as required by 10 V.S.A. §7553(a)(3). I am authorized by this manufacturer to complete this form.

## PROGRAM INFORMATION

### REGISTRATION

Manufacturers will have to register annually by July 1 to report their market sales data and to certify as to whether they are seeking coverage under the State Standard Plan or an approved opt-out plan (**please note** that if the Agency does not receive any opt-out plans for a particular program year, by default all manufacturers will be required to participate in the State Standard Plan for that program year). Manufacturers are also required to update their registration information if there are changes to the previously reported information, and to register new devices prior to sale in or into the state.

Unique ID numbers and pass codes will be provided to manufacturers that previously registered, for re-entry into our system. New registrants can enter the site as such, and will be provided with those credentials once they have completed and submitted their registration for the first time.

### MARKET SALES DATA

National market sales data for program year:	Must be reported and registered by:	For program year:
7/1/08-6/30/09	7/1/10	7/1/10-6/30/11
7/1/09-6/30/10	7/1/11	7/1/11-6/30/12
10/1/10-9/30/11*	7/1/12	10/1/12-9/30/13*
10/1/11-9/30/12*	7/1/13	10/1/13-9/30/14*

\*Please note change in program year.

### FEES

Manufacturers will be invoiced for two fees. The first will be our Registration fee, which will cover the actual Agency administrative costs of the Vermont program. This invoice will be sent out in August, and will be billed annually. The second fee will be the Implementation fee, and this will cover the actual costs to implement the collection and recycling of the electronics. This fee will be billed quarterly to those manufacturers participating in the State Standard Plan. Both fees will be based on the manufacturer's market share (see definition below) by weight of devices sold during the prior program year. **No fees will be assessed or due at the time of registration.** Manufacturers that sell less than 20 covered electronic devices in Vermont during the prior program year are exempt, and will not be assessed any fees.

### DEFINITIONS

“Covered electronic device” means a: computer; computer monitor; device containing a cathode ray tube; printer; or television sold to a covered entity. “Covered electronic device” does not include: any motor vehicle or any part thereof; a camera or video camera; a portable or stationary radio; a wireless telephone; a household appliance, such as a clothes washer, clothes dryer, water heater, refrigerator, freezer, microwave oven, oven, range, or dishwasher; 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 instruments or systems; thermostats; hand-held transceivers; a telephone of any type; a portable digital assistant or similar device; a calculator; a global positioning system receiver or similar navigation device; commercial medical equipment that contains a cathode ray tube, a cathode ray tube device, a flat panel display, or similar video display that is not separate from the larger piece of equipment; or other medical devices, as the term “device” is defined under 21 U.S.C. § 321(h) of the Federal Food, Drug, and Cosmetic Act, as that section is amended from time to time.

“Covered entity” means any: household, charity, or school district in the state; or a business in the state that employs ten or fewer individuals. If seven or fewer covered electronic devices are delivered to a collector at any given time, those devices shall be presumed to be from a covered entity.

“Manufacturer” means a person who:

- (A) Manufactures or manufactured a covered electronic device under its own brand or label for sale in the state;
- (B) Sells in the state under its own brand or label covered electronic devices produced by another supplier;
- (C) Owns a brand that it licenses or licensed to another person for use on a covered electronic device sold in the state;
- (D) Imports into the United States for sale in the state a covered electronic device manufactured by a person without a presence in the United States;
- (E) Manufactures covered electronic devices for sale in the state without affixing a brand name; or
- (F) Assumes the responsibilities, obligations, and liabilities of a manufacturer as defined under subdivisions (A) through (E) above, provided that the secretary may enforce the requirements of this chapter against a manufacturer if a person who assumes the manufacturer’s responsibilities fails to comply with the requirements of this chapter.

“Market share” means a: “manufacturer’s market share”, which shall be the manufacturer’s percentage share of the total weight of covered electronic devices sold in the state as determined by an estimate of the aggregate total weight of the manufacturer’s covered electronic devices sold in the state during the previous program year based on national sales data, unless the secretary approves a manufacturer to use actual sales data.