



**Connecticut Department of
Energy & Environmental Protection**
Bureau of Materials Management & Compliance Assurance
Engineering & Enforcement Division

Instructions for Completing the Registration Form for Manufacturers of Covered Electronic Devices (CEDs)

Use these instructions to complete the Registration Form for Manufacturers of Covered Electronic Devices (CEDs) (DEEP-EWASTE-REG-001). These instructions are not a substitute for the requirements of any relevant statutes or regulations. You should review all applicable laws prior to completing the registration form. Remember, it is your responsibility to comply with all applicable laws.

Introduction

[Connecticut General Statutes \(CGS\) sections 22a-629 through 640](#) creates a mandatory recycling program for discarded household computers, monitors, televisions and printers (covered electronic devices or CEDs). This recycling program requires manufacturers of CEDs to participate in the statewide program and pay the reasonable costs for the transportation, and recycling of CEDs. In addition to participating in the statewide program, manufacturers also have the ability to conduct a private program.

Each manufacturer of CEDs is required to register with the Department of Energy and Environmental Protection (DEEP or Department) and pay a registration fee for DEEP to administer the program. Pursuant to CGS section 22a-634, any non-compliant manufacturers of CEDs will be prohibited from selling CEDs in the state of Connecticut.

What is a CED?

Pursuant to section 22a-638-1(a) of the Regulations of Connecticut State Agencies (RCSA), CEDs are defined as a desktop or personal computer, computer monitor, portable computer, printer, and a television sold to consumers, but do not include the following:

1. A component or part of a motor vehicle;
2. Functionally or physically part of equipment used in an industrial, commercial, or medical setting;
3. Contained in an appliance;
4. Telephones (unless they have a video display larger than four inches diagonally);
5. Handheld devices used for commercial mobile radio service as defined by federal law (e. g. cell phones and pagers); and
6. Portable handheld calculators, portable digital assistants and similar devices, and automated typewriters and typesetters.

Who Must Register?

Pursuant to CGS section 22a-629, “manufacturer” is defined as any person who: (A) manufactures or manufactured CEDs under a brand that it licenses, owns or owned for sale in this state; (B) manufactures or manufactured CEDs without affixing a brand for sale in this state; (C) resells or has resold in this state under its own brand or label a CED produced by other suppliers, including retail establishments that sell CEDs under their own brand name; (D) imports or imported into the United States or

exports from the United States CEDs for sale in this state; (E) sells at retail CEDs acquired from an importer that is the manufacturer as described in (D), and elects to register in lieu of the importer as the manufacturer for those products; or (F) manufactures or manufactured CEDs, supplies them to any person or persons within a distribution network that includes wholesalers or retailers in this state and benefits from the sale in this state of those CEDs through such distribution network.

Manufacturers are **required to**: (1) sell only CEDs clearly and permanently labeled with their brand, and (2) register annually with DEEP, when DEEP sends an annual invoice, using the [Registration Form for Manufacturer's of Covered Electronic Devices \(CEDs\) \(DEEP-EWASTE-REG-001\)](#), accompanied by the associated registration fee.

If you have any questions regarding the Registration for Manufacturers of CEDs, please contact the Department's E-Waste program at 888-424-4193.

How to Register

To register initially, annually or to revise/modify your existing registration, you must complete the *Registration Form for Manufacturer's of Covered Electronic Devices (CEDs)* by using the Electronics [Recycling Coordination Clearinghouse's \(ERCC\) online e-registration system](#).

The ERCC's online e-registration system can be accessed through the department's website:

- Go to www.ct.gov/deep/e-waste
- Select "Connecticut's E-Waste Recycling Law"
- Select "Manufacturer Information"
- Select "Manufacturer Registration Form"

Through the ERCC online e-registration, a completed *Registration Form for Manufacturer's of Covered Electronic Devices (CEDs)* will be available to print and sign, if applicable.

Your completed registration that is submitted to the Department must be submitted as follows:

For **Initial Registrations Only**:

Submit a completed & signed Registration Form, Fee, and all Supporting Documents by mail to:

CENTRAL PERMIT PROCESSING UNIT
DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION
79 ELM STREET
HARTFORD, CT 06106-5127

For **Annual and Modification Registrations Only**:

- 1) Submit a completed & signed Registration Form and all Supporting Documents electronically to: deep.ewastemfr@ct.gov; and
- 2) Send by mail payment of invoiced fee and top portion of invoice, as applicable, to:

CENTRAL PERMIT PROCESSING UNIT
DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION
79 ELM STREET
HARTFORD, CT 06106-5127

The applicable fee, must be paid either by: 1) certified check or money order, made payable to the "Department of Energy and Environmental Protection"; 2) or by another means approved by the commissioner.

When submitting a registration, label the supporting documents as directed on the registration form and always include, on each document, the registrant's name. When additional space is necessary to answer a question, please insert additional sheets immediately following the appropriate question. Label each sheet with the registrant's name, along with the corresponding part number and question number indicated on the registration form. You should retain a copy of all documents for your files.

Registration Instructions (DEEP-EWASTE-APP-001)

Please read the registration form instructions

carefully. They have been designed to obtain specific information and any information that is missing or unclear will cause delays in the review process. If any questions are not applicable to your specific activity, please enter “N/A” in the space provided. If a question or supporting documentation is only required for specific activities it will be noted on the registration form and in the instructions.

Part I: Registration Type

Please indicate the calendar year in which you are registering under the “*Year of Registration*” and also indicate the Registrant’s (Manufacturer’s) name.

Please indicate whether you are applying for an initial registration, annual registration, or a modification of an existing registration as defined below, by checking the appropriate box.

Initial Registration – Applicable to manufacturers of CEDs that have not previously submitted a registration to the DEEP. A manufacturer is only required to pay one initial registration fee for CEDs sold in Connecticut.

Annual Registration – Applicable to manufacturers of CEDs that have previously submitted an initial registration to the DEEP and have been issued a registration number. Identify the registration number under the space provided for “*existing registration*”.

Modification/Revision of an Existing Registration– Pursuant to RCSA section 22a-638-1(o)(3), manufacturers of CEDs are required to submit a modification/revision of an existing registration whenever:

- A manufacturer of CEDs sells or offers for sale by any means in the state of Connecticut, a type of CED that was not indicated on an existing registration. Such modification shall be submitted to the DEEP prior to selling or offering such CED for sale by any means in Connecticut.
- A manufacturer of CEDs intends to sell or offer for sale by any means in Connecticut, a new brand of CED that was not indicated on

an existing registration. Such modification shall be submitted prior to selling or offering such brand for sale by any means in the state of Connecticut.

- A manufacturer of CEDs no longer sells or offers for sale by any means in the state of Connecticut, a type of CED or brand of CED that the manufacturer has indicated as selling or offering for sale in the state of Connecticut on an existing registration. Such modification shall be submitted not later than thirty (30) days after the manufacturer no longer sells or offers for sale the type or brand of CED by any means in the state of Connecticut.
- Any other information in a registration submitted to the DEEP is no longer accurate, or relevant information was omitted. Such modification shall be submitted not later than thirty (30) days after the information is no longer accurate or the manufacturer knows or should have known that relevant information was omitted.

Note: There are no registration fees for modifications/revisions. If you are applying for a modification of an existing registration, Complete Parts I, III, IV and V and VI, if applicable, and Part VII. Identify the registration number under the space provided for “*existing registration*”.

When submitting a modification, please check the appropriate category in Part I of the form.

Part IIA: Initial Registration - Categories and Fee Information

1. Please check only one box to identify the category of registration and the corresponding fees that apply. The following are explanations of the categories listed:
 - *Manufacturer of CEDs Sold Before January 1, 2008*
Applicable to manufacturers of computers, monitors and televisions that

have either: sold less than or equal to 100 CEDs in the year 2007; or greater than 100 CEDs in calendar year 2007.

Note: Manufacturers that have previously submitted an initial registration and also manufacture printers are included in this category. The annual registration shall include the required information on the printer brands manufactured in addition to the computers, monitors and televisions.

- *Manufacturer of CEDs Sold or Offered for Sale between January 1, 2008 and June 1, 2010*
Applicable to manufacturers of any CEDs that have sold or began to offer CEDs for sale by any means in the state of Connecticut on or after January 1, 2008 but on or before June 1, 2010.
- *Manufacturer of CEDs Sold or Offered for Sale After June 1, 2010*
Applicable to manufacturers of CEDs that have sold or began to offer CEDs for sale or intend to sell CEDs by any means in the state of Connecticut on or after June 1, 2010.
- *Manufacturer of Printers Only Sold or Offered for Sale on or Before June 1, 2010*
Applicable to printer only manufacturers that have sold or began to offer printers for sale by any means in the state of Connecticut on or before June 1, 2010.
- *Manufacturer of Printers Only that Sells or Offers for Sale Printers After June 1, 2010*
Applicable to printer only manufacturers that sell or offer for sale printers by any means in the state of Connecticut after June 1, 2010.

Initial Fee: The initial registration fee shown on the registration form must be submitted with the registration. DEEP will

not process the registration unless the required initial fees have been paid.

- *Manufacturer of CEDs Sold Before January 1, 2008*
If the manufacturer sold less than or equal to 100 CEDs in calendar year 2007 there is no initial fee.

If the manufacturer sold greater than 100 CEDs in calendar year 2007 the initial fee is five thousand (\$5,000) dollars.
- *Manufacturer of CEDs Sold or Offered for Sale between January 1, 2008 and June 1, 2010*
The initial fee is the greater calculated value of:
\$5,000 + \$1,000; or
\$5,000 + One percent (1%) of the *orphan share for the previous year x fifty cents (\$0.50)
- *Manufacturer of CEDs Sold or Offered for Sale After June 1, 2010*
The initial fee is the greater calculated value of:
\$5,000 + \$1,000; or
\$5,000 + One percent (1%) of the *orphan share for the previous year x fifty cents (\$0.50)

*Note: **At this time, the initial registration fee will be \$6,000.**
- *Manufacturer of Printers Only Sold or Offered for Sale on or Before June 1, 2010*
The initial fee is the [manufacturer's market share](#) for the CEDs sold or offered for sale multiplied by the [Department's Annual Budget](#) for administering this program and adjusted to account for manufacturers that need to register but have a de minimis market share
- *Manufacturer of Printers Only that Sells or Offers for Sale Printers After June 1,*

2010

The initial fee is the greater calculated value of:

\$5,000 + \$1,000; or

\$5,000 + One percent (1%) of the

*orphan share for the previous year x fifty cents (\$0.50)

Part IIB: Annual Registration - Categories and Fee Information

1. Please check only one box to identify the registration category and the corresponding fees that apply. Refer to Part IIA for an explanation of each category listed.
Note: The category of the annual registration shall be the same category that was indicated on the initial registration, unless a modification of registration has been submitted indicating a change in the category.
2. **Annual Fee:** The annual registration renewal fee for each category is approximately equivalent to the [manufacturer's market share](#) for the CEDs sold or offered for sale multiplied by the [Department's Annual Budget](#) for administering this program.
The annual fee shown on the invoice you received from DEEP with your notification must be submitted as indicated under "How to Register" in these instructions. DEEP will not process the registration unless the required annual fees have been paid.

Part III: Registrant Information

When completing this part, please use the following standards:

- *Name* - Provide the full, legal *company/firm* name. (If identifying an entity registered with the Secretary of the State, fill in the name exactly as it is shown on the registration. This information can be accessed at [CONCORD](#)).
- *Phone* - Unless otherwise indicated, the phone number provided should be the number where the registrant correspondent

can be contacted during daytime business hours.

- *Contact Person* - Provide the name of the specific individual within the company whom DEEP may contact.
 - *E-Mail* – Registrants must provide an accurate company e-mail address when completing their registration form. The e-mail address may be used for future correspondence from the DEEP to your business.
1. *Registrant* - Complete the information concerning the registrant.
 2. *Billing Contact* – Complete the information concerning the registrant's billing contact, if different than the registrant.
 3. *Primary Contact* - If you have authorized a consultant, engineer, attorney or other individual to act for *you* during the processing of the registration, complete this section. DEEP will direct copies of all correspondence and inquiries to this primary contact.

Part IV: Modification/Revision to Registration

If you are modifying/revising the existing registration, describe in detail the type of modification/revision (see Part I).

Part V: CED Information

In the table provided, list all of the manufacturer's brands for which the manufacturer has legal responsibility. Also mark the corresponding type of CED for each manufacturer's brand listed.

"Manufacturer's Brands" is defined as a manufacturer's name, brand name or brand label, and all manufacturers' names, brand names and brand labels for which the manufacturer has legal responsibility, including those names, brand names and brand labels of companies that have been acquired by the

manufacturer.

Part VI: Private Collection Program

As described in CGS section 22a-629-640, manufacturers must participate in the statewide program to implement and finance the transportation and recycling of CEDs. In addition, manufacturers may conduct a private program. If a manufacturer is planning to conduct a private program, they must check the appropriate box on the form to indicate that they intend to establish a private program and will submit a written description of such private program with their completed registration. Manufacturers shall complete the checklist provided to ensure that their written description includes the elements required by Connecticut law. In subsequent years, manufacturers shall check the appropriate box indicating that it has already established a private program, and will complete all of the data fields contained in *Attachment A: Electronic Manufacturer's Private Program Annual Report*. Attachment A of the registration form seeks CED collection data on a state fiscal year basis (July 1 – June 30th). Do not re-submit a written description of the private program each year after the initial submission, unless and until changes/revisions are needed. See [RCSA section 22a-638-1\(p\)\(2\)](#) for more information on the need to report to DEEP within 30 days any changes/revisions, or when information becomes inaccurate, misleading or is found to be omitted from an established private programs.

Part VII: Registration Certification

After the registration has been completed it must be signed by the registrant. By their signature, they certify that, to the best of their knowledge and belief, the information contained in the registration, including all attachments, is true, accurate and complete.

The certification of the registration package shall be signed as follows:

1. For an individual(s) or sole proprietorship: by the individual(s) or proprietor, respectively;
2. For a corporation: by a principal executive officer of at least the level of vice president;
3. For a limited liability company (LLC): a manager, if management of the LLC is vested in a manager(s) in accordance with the company's "Articles of Organization", or a member of the LLC if no authority is vested in a manager(s);
4. For a partnership: by a general partner;
5. For a municipal, state, or federal agency or department: by either a principal executive officer, a ranking elected official, or by other representatives of such applicant authorized by law.

A registration will be considered insufficient unless all required signatures are provided.

Affirmative Action, Equal Employment Opportunity and Americans with Disabilities

The Connecticut Department of Energy and Environmental Protection is an Affirmative Action/Equal Opportunity Employer that is committed to complying with the requirements of the Americans with Disabilities Act (ADA). Please contact us at (860) 418-5910 or deep.accommodations@ct.gov if you: have a disability and need a communication aid or service; have limited proficiency in English and may need information in another language; or if you wish to file an ADA or Title VI discrimination complaint.