



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

## Registration Form for Manufacturers of Covered Electronic Devices (CEDs)

Please complete this registration form in accordance with the [instructions](#) (DEEP-EWASTE-INST-001) to ensure the proper handling of your registration. Print or type unless otherwise noted. You must include the registration fee along with this form. The registration will not be processed without the applicable fee.

Note: If you are not a manufacturer of CEDs and have received this form from the Department or DEEP, please notify DEEP E-Waste program at 888-424-4193 to be removed from the mailing list.

### Part I: Registration Type

Enter the *Year of Registration* and *Name of Registrant* and then check the appropriate box(es) for *Registration Type*.

CPPU USE ONLY	
App #:	_____
Doc #:	_____
Check #:	_____
<b>Program: Electronic Waste</b>	

Year of Registration: 20_____	Name of Registrant (Manufacturer): _____
<b>This application is for (check all that apply):</b>	
<input type="checkbox"/> Initial Registration (see Part IIA) (one-time fee) <input type="checkbox"/> Annual Re-registration (see Part IIB) (annual fee) [#1563] <input type="checkbox"/> No changes in any information from previous registration (complete Parts I, IIB, III & VII <i>only</i> ) <input type="checkbox"/> With changes (complete Parts I, IIB, III, IV, V & VII <i>at a minimum</i> )	<input type="checkbox"/> Modifications/Revisions to an existing registration (no fee) [#1532] <input type="checkbox"/> No longer sells or offers to sell a CED(s) in Connecticut (complete Parts I, III, IV, VII <i>only</i> ) <input type="checkbox"/> Add Private Program <i>only</i> (complete Parts I, III, IV, VI and VII <i>only</i> ) <input type="checkbox"/> Add or Delete Brand(s) of CEDs <i>only</i> (complete Parts I, III, IV, V and VII <i>only</i> )
Please identify any previous or existing registration number in the space provided: _____	

### Part IIA: Initial Registration - Categories and Fee Information

For manufacturers that have not previously submitted an initial registration to DEEP.

Check only **one** category of registration. The application will not be processed without the initial fee. The fee shall be non-refundable and shall be paid by check or money order to the Department of Energy and Environmental Protection, or by such other method as the commissioner may allow.

Initial Registration Categories	Initial Fee (Registration Fee)
<input type="checkbox"/> Manufacturer of CEDs sold before January 1, 2008 (check one below) <input type="checkbox"/> Less than or equal to 100 CEDs sold in calendar year 2007 [#942] <input type="checkbox"/> Greater than 100 CEDs sold in calendar year 2007 [#939]	\$0 \$5,000
<input type="checkbox"/> Manufacturer of CEDs sold or offered for sale between January 1, 2008 and June 1, 2010 [#940]	\$6,000 or \$5,000 + (1%orphan x 0.50)
<input type="checkbox"/> Manufacturer of CEDs sold or offered for sale after June 1, 2010 [#1529]	\$6,000 or \$5,000 + (1%orphan x 0.50)
<input type="checkbox"/> Manufacturer of printers only sold or offered for sale on or before June 1, 2010 [#1530]	Invoiced amount
<input type="checkbox"/> Manufacturer of printers only that sells or offers for sale printers after June 1, 2010 [#1662]	\$6,000 or \$5,000 + (1%orphan x 0.50)

## Part IIB: Annual Registration – Categories and Fee Information

Check only **one** category of registration. The annual fee shown on the invoice you received from DEEP with your notification must be submitted as instructed on page 5 of this form. DEEP will not process the registration unless and until the required annual fees have also been paid, as required.

Annual Registration Categories	Annual Fee (Registration Fee)
<input type="checkbox"/> Manufacturer of CEDs sold before January 1, 2008 (check one below) <input type="checkbox"/> Less than or equal to 100 CEDs sold in calendar year 2007 <input type="checkbox"/> Greater than 100 CEDs sold in calendar year 2007	Invoiced amount
<input type="checkbox"/> Manufacturer of CEDs sold or offered for sale between January 1, 2008 and June 1, 2010	Invoiced amount
<input type="checkbox"/> Manufacturer of CEDs sold or offered for sale after June 1, 2010	Invoiced amount
<input type="checkbox"/> Manufacturer of printers only sold or offered for sale on or before June 1, 2010	Invoiced amount
<input type="checkbox"/> Manufacturer of printers only that sells or offers for sale printers after June 1, 2010	Invoiced amount

## Part III: Registrant Information

### 1. Complete the following information concerning the manufacturer:

Manufacturer's Name\*:

Mailing Address:

City/Town:

State:

Zip Code:

Manufacturer's Contact Name:

Title:

Business Phone:

ext.

E-mail:

Website:

\*Note: For changes to a manufacturer's name, you must complete [DEEP's Name Change form](#).

By providing this e-mail address you are agreeing to receive official correspondence from the department, at this electronic address, concerning the subject application. Please remember to check your security settings to be sure you can receive e-mails from "ct.gov" addresses. Also, please notify the department if your e-mail address changes.

Check here if interested in being added to the state e-waste listserv for unofficial correspondence.

a) Check type of business entity:

- corporation   
  limited liability company   
  limited partnership   
  limited liability partnership  
 statutory trust   
 other: \_\_\_\_\_

b) Provide Secretary of the State business ID#: \_\_\_\_\_ This information can be accessed at [CONCORD](#)

c)  Check here if your business is **NOT** registered with the SOTS.

### 2. List billing contact, if different than the manufacturer's contact.

Billing Contact Name:

Mailing Address:

City/Town:

State:

Zip Code:

Contact Person:

Title:

Business Phone:

ext.

E-mail:

Check here if interested in being added to the state e-waste listserv for unofficial correspondence.

**Part III: Registrant Information (continued)**

**3. Primary contact for departmental correspondence and inquiries, if different than the manufacturer's contact.**

Primary Contact Name:

Mailing Address:

City/Town:

State:

Zip Code:

Contact Person:

Title:

Business Phone:

ext.

E-mail:

By providing this e-mail address you are agreeing to receive official correspondence from the department, at this electronic address, concerning the subject application. Please remember to check your security settings to be sure you can receive e-mails from "ct.gov" addresses. Also, please notify the department if your e-mail address changes.

Check here if interested in being added to the state e-waste listserv for unofficial correspondence.

**Part IV: Modifications/Revisions to Existing Registration Information**

Describe in detail the modification/revision to the existing registration (For changes in responsibility of brand(s), you must specify the name of the new company and effective date of such change, at a minimum):

**Part V: CED Information**

Complete the following concerning each CED for which the manufacturer has legal responsibility, and mark the appropriate category of CEDs.

Manufacturer's Brands	Computer	Monitor	Television	Printer
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Check the box if additional sheets are necessary, and label and attach them to this sheet.

Please note *all CEDs shall be labeled with the manufacturer's brand. All labels shall be permanently affixed to the CED and readily visible.*

## Part VI: Private Collection Programs

- Check here, if you are planning to conduct a private collection program for the first time. The supporting documents and information outlined in the text box below must be submitted as an attachment to this registration.
- Check here, if you have already established a private collection program. Do not resubmit the documentation listed in the text box below, although you must complete and submit Attachment A to this registration each year.

<ul style="list-style-type: none"><li><input type="checkbox"/> A detailed description of how the activities performed under the program are in compliance with the requirements of the <a href="#">Connecticut General Statutes ("CGS") Chapter 446n</a> and the <a href="#">Regulations of Connecticut State Agencies ("RCSA") section 22a-638-1(b)(3)</a>.</li><li><input type="checkbox"/> A detailed description of the process flow regarding the recycling of CEDs, that includes the following:<ul style="list-style-type: none"><li><input type="checkbox"/> The processes and methods that will be used to recycle recovered CEDs, including a description of the disassembly and physical recovery operation such as crushing, shredding, grinding, glass-to-glass recycling or other operations that will be used. Such description shall begin at the point in which possession of the CEDs is taken until the CEDs are processed into raw materials or products and the residue from the recycling of CEDs is disposed of.</li><li><input type="checkbox"/> Description of the methods that will be used to collect the CEDs, including, but not limited to, the name and locations of all collection and consolidation points.</li><li><input type="checkbox"/> A description of the means that will be utilized to publicize the collection opportunities.</li></ul></li><li><input type="checkbox"/> Information, pursuant to CGS section 22a-6m, that the program is in compliance with environmental protection laws of Connecticut, all other states, the federal government and in addition, the environmental protection laws of any of country. This shall include information regarding the manufacturer and all persons proposed to be or used including the transporters and recycling, storage or disposal facilities.</li><li><input type="checkbox"/> A list of all transporters, storage facilities, recycling facilities and disposal facilities, including addresses, to be utilized under the program. If multiple transporters or facilities are to be utilized for the same activity, describe the circumstances in which each will be used. For each transporter, storage facility, recycling facility and disposal facility provide the following:<ul style="list-style-type: none"><li><input type="checkbox"/> A description of the transportation storage, dismantling and processing capacity.</li><li><input type="checkbox"/> A list of all applicable permits, licenses and approvals, if any, issued by a state or federal government or any other country that are required and have or will be obtained to authorize the activities undertaken in the program.</li><li><input type="checkbox"/> A description of the environmentally preferred practices, if any, that will be used in implementing the program.</li><li><input type="checkbox"/> For each recycling and disposal facility:<ul style="list-style-type: none"><li><input type="checkbox"/> A certification signed by the responsible official from such facility in accordance with the requirements of RCSA section 22a-638-1(b)(3)(G)(iv).</li><li><input type="checkbox"/> A list of plans in effect at the facility to ensure worker safety, emergency preparedness and prevention in accordance with requirements of RCSA section 22a-638-1(b)(3)(G)(v).</li><li><input type="checkbox"/> Evidence that the insurance required under RCSA section 22a-638-1(e)(6), if applicable.</li><li><input type="checkbox"/> Evidence that financial assurance or other guarantee required under RCSA section 22a-638-1(e)(7), if applicable.</li></ul></li><li><input type="checkbox"/> Documentation of audits for each processor used in the program is in compliance with the processing standards established in <a href="#">CGS section 22a-632</a>.</li><li><input type="checkbox"/> The total weight of CEDs collected, transported and recycled the previous year under the program.</li></ul></li><li><input type="checkbox"/> For CEDs to be reused or refurbished, a description of how the CEDs will be reused or refurbished and how the program will comply with the requirements of RCSA section 22a-638-1. Such description shall include information regarding: the pre-screening of CEDs; erasure or destruction of data; labeling, packing storing, and transporting CEDs; ensuring that the CEDs meet legitimate reuse and refurbishment specifications; and the disposition of off-specification CEDs or CEDs that may break in-transit.</li><li><input type="checkbox"/> The following certification statement: "I certify that all CEDs in the private program will be recycled or reused or refurbished in accordance with Chapter 446n of the Connecticut General Statutes and section 22a-638-1 of the Regulations of Connecticut State Agencies."</li></ul>
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## Part VII: Registrant Certification

The manufacturer must sign this certification. An application will be considered incomplete unless the required signature is provided **and is the proper signatory authority as specified under Part VII in the instructions.**

<p>"I have personally examined and am familiar with the information submitted in this document and all attachments thereto, and I certify that based on reasonable investigation, including my inquiry of the individuals responsible for obtaining the information, the submitted information is true, accurate and complete to the best of my knowledge and belief.</p> <p>I understand that a false statement in the submitted information may be punishable as a criminal offense, in accordance with section 22a-6 of the General Statutes, pursuant to section 53a-157b of the General Statutes, and in accordance with any other applicable statute.</p> <p>I certify that this registration is on complete and accurate forms as prescribed by the commissioner without alteration of the text."</p> <p>"By entering my name below, I agree that I am providing my legal signature, and am legally bound by the certifications above."</p>	
/s/	
Signature of Manufacturer	Date
Name of Manufacturer (print or type)	Title (if applicable)

Note:

For **Initial Registrations Only**: Submit completed & signed Registration Form, Fee, and all Supporting Documents in the mail by postal service 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 completed & signed Registration Form and all Supporting Documents electronically to [deep.ewastemfr@ct.gov](mailto:deep.ewastemfr@ct.gov)

Note: If submitting through ERCC's e-cycle online registration system, pressing the "Submit to State" button will automatically send the completed form to CT DEEP.

- 2) Send invoiced fee and top portion of invoice, if applicable, in the mail by postal service to:

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

## Attachment A: Electronic Manufacturer's Private Program Annual Report

This attachment must be completed and submitted with the annual registration by Manufacturers who have already established a private collection program. **Private collection program information is required to be reported to DEEP per RCSA section 22a-638-1(p)(3).**

<b>Electronic Manufacturer's Private Program Annual Report</b>		
<b>CEDs Category</b>	<b>July 1 to December 31 Previous Year: _____</b>	<b>January 1 to June 30 Current Year: _____</b>
<b>Computer</b>	(lbs.)	(lbs.)
<b>Television</b>	(lbs.)	(lbs.)
<b>Monitor</b>	(lbs.)	(lbs.)
<b>Printer</b>	(lbs.)	(lbs.)
<b>Grand Total</b>	(lbs.)	(lbs.)