



2010

**Municipal E-Waste
Roundup Program**

Table of Contents

Municipal E-Waste Roundup Program Guide.....	1
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Schedules

Schedule A: Eligible Advertising Funding.....	3
Schedule B: Eligible Event Expense Funding.....	4
Schedule C: Electronics Collection Funding.....	6
Schedule D: Paint Collection Incentives.....	6
Schedule E: Funding Reimbursement.....	7
Schedule F: Terms & Conditions.....	8
Schedule G: Frequently Asked Questions.....	9

Appendices

Appendix 1: Advertisement Template Sample.....	14
Appendix 2: Municipal E-Waste Roundup Application Form.....	15
Appendix 3: Funding Reimbursement Request Form.....	16

2010 Municipal E-Waste Roundup Program

Working with Alberta municipalities

The Municipal E-Waste Roundup Program is an initiative separate and in addition to the Municipal Electronics Collection Sites under the Electronics Recycling Program. Alberta Recycling has made it a priority to develop an e-waste collection program that is flexible and meets the distinctive needs of municipalities and communities. The primary focus of the Roundup Program is to help make it easier and more convenient for Albertans to recycle their end-of-life electronics (e-waste).

The funding support offered to collect e-waste through various venues has added greater flexibility and convenience for Albertans to safely discard their unwanted TVs and computers. These collection venues can include joint roundups with paint and Household Hazardous Waste (HHW), big bin events, spring and fall community clean-up activities, curb side pickups and e-waste drives.

Through past initiatives, Alberta Recycling has provided funding assistance and support to e-waste collection events, encouraging communities to provide residents with greater accessibility to recycle their unwanted scrap electronics. In the last three years, these initiatives have helped create approximately 200 roundups held across Alberta collecting over 530 metric tonnes of e-waste.

Alberta's newest program - Paint Recycling

In April 2008, Alberta Recycling launched its new Paint Recycling Program. Although waste paint is considered a hazardous material, it is now collected separately from other HHW and recycled. This new program has met with a high level of approval and participation by Albertans. Since the beginning of the program, Albertans have diverted over 4.4 million kg of paint from landfills across the province. This volume is 26% higher than anticipated.

Recycling is important for the environment

The collecting of e-waste, paint, and HHW is an effective method of removing hazardous, bulky, and recyclable components from Alberta's municipal landfills. The collection of e-waste allows for the proper recycling of the major components used in electronic products – plastics, metals and glass. This also helps remove hazardous materials such as lead, mercury, and cadmium from the waste stream, ensuring they do not cause harm to the environment.

Paint can be recycled into new paint or used as a fuel source. The Paint Recycling Program has reduced the amount of paint thermally destroyed at Swan Hills Treatment Centre by as much as 95%.

Electronics Collection Initiative

The Roundup Program is designed to enhance the Municipal Electronics Recycling Program by offering municipalities a flexible option for E-waste recycling. The funding is accessible to all municipalities of Alberta regardless of whether they currently have an electronics recycling program or not. **The roundup registration is separate from the Municipal Collection Site registration and must be applied for yearly.**

Even though the funding support is provided to collect electronics, Alberta Recycling strongly encourages communities to create joint collection events that include paint and HHW.

To facilitate the collection event, Alberta Recycling will provide funding assistance and support to municipalities for the advertising and event expenses related to the e-waste collection. Collection incentives on electronics and paint can also be accessed where applicable.

Eligible Municipal E-Waste Roundup Event

Alberta Recycling will provide funding assistance and support to help offset the costs associated with creating an eligible collection event in your municipality. Funding is available for up to two events per community per year.

Collection Events:

- a) Curb side pickups
- b) E-waste drives or roundups
- c) Joint Roundups (e-waste, paint and HHW)
- d) Big bin events
- e) Spring and fall community clean-up activities

Available Funding:

1. Event advertising and promotion expenses (see Schedule A for eligible activities and funding levels).
2. E-waste collection event expenses (see Schedule B for eligible activities and funding levels).
3. Electronics Collection Incentive (see Schedule C for funding details).
4. Paint Collection Incentive (see Schedule D for funding details).

How to Apply

ELIGIBLE APPLICANTS

Municipalities are the primary designate for the registration and collection of e-waste through the Municipal E-waste Roundup Program, assuming all responsibility for the roundup to operate in adherence to program requirements.

- Municipalities including municipal districts, counties, cities, towns, villages, hamlets, etc.
- Regional Waste Management Authorities and Commissions.

Approved E-waste Roundup Program funding payments will be made directly to the municipality. The municipality can choose to assign the operation of the roundup to an assisting organization and therefore forward the assisting organization the applicable funds. All correspondence and planning will include the municipality.

Please note that the population for each area serviced can only be accounted for by one applicant. For example, if a town is holding a roundup event than the county in which that town is situated cannot include that town's population again in its roundup application.

All municipal roundups must be preregistered with Alberta Recycling at least four to six weeks in advance to be eligible for the funding reimbursement.

Complete the 2010 Municipal E-Waste Roundup Program Application Form (Appendix 2) to register your community's event with Alberta Recycling at least four to six weeks prior to your event date. Funding is available for up to two separate events (i.e. spring and fall) per applicant through the program period of April 1 to March 31; each separate event must have its own application.

Some applicants, in particular counties or waste commissions/authorities may choose to use their funding to cover multiple municipal collection events (weeklong or multi site roundups); if so please provide details of each roundup under the one applicant name.

Schedule A: Eligible Advertising Funding

Alberta Recycling understands the importance of using a targeted, community-based approach to advertising and sharing important information about Municipal E-Waste Roundup events with local residents and other key audiences. **Advertising and pre-promotion will play a critical role in the success of these initiatives and is therefore a mandatory component of the roundup.**

In order to qualify for the Municipal Ewaste Roundup Program funding, municipalities must use the 2010 advertising templates for all print advertisements. It is important that the advertising remains consistent with Alberta Recycling's electronics recycling program messages. See Appendix 1 for a sample of the advertising. The template has an adjustable area to accommodate all the details of your event, you may wish to include other information such as accepting HHW or other wastes, but the ad should focus on the waste electronics.

Please review the Terms and Conditions (Schedule F) for additional advertising guidelines.

Eligible Advertising Options

1. Print advertising –including costs to develop and purchase print ad space in local newspapers, costs to develop and print bill stuffers, community flyers, etc.
2. Radio advertising –including the cost to purchase airtime on local radio stations. Please ensure that radio ads recognise the support provided by Alberta Recycling. **Note:** Radio stations often participate with 'live feeds' to help support local activities. Speak with your local broadcaster.
3. Signage advertising – including the cost to rent roadside signage. Please ensure the sign mentions electronics collection.

Advertising can include newspaper advertising, bill stuffers, print advertising, community flyers, radio spots, signage etc. If you are unsure whether your advertising qualifies, please contact the Electronics Program Administrator at 1-888-999-8762.

Advertising Funding Levels

Registered municipalities participating in 2010 Municipal E-Waste Roundup Program will be eligible for advertising funding based on municipal population. Please refer to the table below to determine the maximum amount of advertising funding your municipality is eligible to receive:

Advertising Funding Available

Advertising Funding Level	Municipality Size (population)
\$2,000	Small (<5,000)
\$5,000	Medium (5,001 – 10,000)
\$7,500	Intermediate (10,001- 25,000)
\$10,000	Large (25,001 – 100,000)
\$50,000	Metro Urban (100,001+ Edmonton/Calgary)

Schedule B: Eligible Event Expense Funding

The expenses eligible for funding assistance and support when hosting an e-waste roundup event include:

- ✓ Registered Processors or Transporters charges for handling and transporting collected e-waste
- ✓ Safety supplies, personal protective equipment
- ✓ Volunteer group honorariums - **Note: up to a maximum of \$500:** The honorarium will be eligible for 100% funding reimbursement up to 1/3 of the event expenses or to a max of \$500.
- ✓ Equipment rental (i.e. tent, BBQ, propane, forklift, truck rental)
- ✓ Portable toilets
- ✓ Bin rental & delivery (for ineligible materials that may be received during the Roundup) Transportation and tipping fees resulting from the collection and disposal of ineligible materials will not be covered.
- ✓ Draw Prizes - **Note: up to a maximum of \$250:** The draw prizes will be eligible for reimbursement on a 50/50 matching basis (applicant must contribute an amount equal to or exceeding the reimbursement requested) up to a maximum amount of \$250.

Please note: The following expenses will not be covered:

- ✗ Food or beverages
- ✗ The cost of HHW collection
- ✗ Staff costs
- ✗ GST charged for services and materials
- ✗ Purchases for items not exclusively related to the roundup
- ✗ Facility/land rental

Eligible Event Expense Funding Levels

Registered municipalities participating in the 2010 Municipal E-Waste Roundup Program will be eligible for funding based on municipal population. Please refer to the table below to determine the maximum amount of expense funding your municipality is eligible to receive:

Eligible Event Expense Funding Available

Eligible Expense Funding Level	Municipality Size (population)
\$1,000	Small (<5, 000)
\$1,500	Medium (5,001 – 10,000)
\$2,500	Intermediate (10,001 – 25,000)
\$5,000	Large (25,001 – 100,000)
\$25,000	Metro Urban (100,001+ Edmonton/Calgary)

Schedule C: Electronics Collection Funding

Available Electronics Collection Funding

Alberta Recycling will pay municipalities a collection incentive of \$100 per tonne for eligible electronics collected. The Electronics Collection Incentive form (emailed upon registration) must be submitted with the Funding Request Package after the event. See FAQ for list of eligible electronics.

Schedule D: Paint Collection Incentives

Available Paint Collection Funding

If paint is collected at the collection event Alberta Recycling will pay municipalities, through the Paint Recycling Program, a paint collection incentive.

Paint is considered a hazardous material it must be handled and transported appropriately. Please contact a registered Paint Processor to arrange paint collection. See FAQ for a list of the Paint Processors.

The Incentive, based on the following rates, is dependent upon how the municipality chooses to handle paint in the collection process:

Non-aerosol containers (empty or containing waste paint):

- a) \$50 for each full Bin of waste paint containers (non-aerosol), and provided the Bin has a capacity of not less than 1 m³.
- b) \$100 for each full Drum of “bulked” paint provided the latex paint and oil-based paint are not poured in the same Drum and the Drum has a capacity of not less than 205 litres. If paint cans are simply set into a Drum, the incentive will be based on the container counts.
- c) \$0.22 for each waste paint container (other than aerosol containers) based on an actual count of containers.

Paint aerosol containers:

- a) \$50 for each full Bin of waste paint aerosol containers, and provided the Bin has a capacity of not less than 1 m³ (approx. 1000 cans).
- b) \$10 for each full Drum of waste paint aerosol containers, and provided the Drum has a capacity of not less than 205 litres (approx. 190 cans).
- c) \$0.05 for each waste paint aerosol container based on an actual count of containers if less than a full Drum.

The Municipal Paint Collection Incentive form (emailed upon registration) must be submitted with the Funding Request Package.

Schedule E: Accessing Funding

Municipalities are required to pay the advertising and event expenses up front and then submit their Funding Request Package to Alberta Recycling within 60 days after the Municipal E-Waste Roundup Event.

The Funding Request Package:

- ✓ A summary of the details and highlights of the collection event
- ✓ News stories or pictures of the event (if available)
- ✓ Advertising details (i.e. print, radio, flyers, other promotions, etc.)
- ✓ Copies of all print advertising and scripts of radio ads
- ✓ All related advertising and event expense receipts
- ✓ Total cost of advertising and promotions (see Schedule A)
- ✓ E-waste collection event expenses (see Schedule B)
- ✓ Ewaste and paint volumes collected (attach the collection incentive forms)
 - ❖ If the e-waste or paint collected at the roundup event is added to the municipalities current inventory please track and submit the event volumes with the Funding Request Package. Alberta Recycling reports the volumes collected to measure the success of the Roundup Program.

Incomplete and incorrect forms may delay processing of funding.

Send a copy of your completed Funding Request Package for reimbursement to:

Alberta Recycling Management Authority
Electronics Program Administrator
P.O. Box 189
Edmonton, Alberta
T5J 2J1

Schedule F: Municipal E-Waste Roundup Program Terms & Conditions

Municipal Responsibilities

Prior to the Event

1. Contact a Registered Processor of electronics and/or paint to arrange for transportation of e-waste and paint collected at the event.
2. Submit a completed application form to Alberta Recycling for approval at least four to six weeks prior to the collection event. Please allow ample time for advertising deadlines.
- 3. Advertise the event using the 2010 Advertising Templates.**
4. Prearrange a suitable site to temporarily store extra e-waste and paint bins in the event it cannot be transported to a processor the day of the event.

At the Event

1. Ensure the public will not be charged to drop off eligible waste electronics and paint.
2. Count the units of electronics collected or verify the counts performed by the processors. Municipalities will only be paid collection incentives on eligible electronics shipped to Registered Processors.
3. Verify the number of Standard paint bins or drums filled; incomplete bins or drums must have a unit count of the containers inside (See schedule D). Municipalities will only be paid collection incentives on eligible paint shipped to Registered Processors.
4. Ensure the paint bin or drum capacity is maximized.
5. Ensure collection and storage of e-waste and paint is done in a secure and safe manner ensuring proper handling of all materials.

After the Event

1. Complete and submit the Funding Request Package with all supporting documents.
2. Complete and submit the Electronics Collection Incentive Form, (Schedule C) including all unit counts.
3. Complete and submit the Paint Collection Incentive Form (Schedule D).

Processors Responsibilities

1. If contracted by the municipality to perform the e-waste collection and or paint at the roundup, the processor must perform unit counts of eligible e-waste and paint. (counts to be verified by the municipality)
2. Maximize the paint bin or drum capacity.
3. Transport the e-waste and or paint from the event site. Remove excess e-waste and paint that require extended temporary storage within five days of the event.
4. Provide the municipality with a copy of the collected products volume.

Advertising Funding Requirements

- Print advertising must use the 2010 templates provided by Alberta Recycling.
- Develop and conduct local advertising and promotions for the collection events.
- The information contained in the advertising must be consistent with Alberta Recycling's electronics recycling program messages (the advertising may contain other information pertaining to the event but the primary focus must be on the waste electronics). For more information, please contact the Electronics Program Administrator at 1-888-999-8762 toll free or info@albertarecycling.ca.
- In addition to incorporating the event and municipal contact information (including the phone number), the Alberta Recycling logo and website must appear on or within all additional advertising and promotional materials.
- Advertising other than print ads must acknowledge the support provided by Alberta Recycling.
- Advertising must occur between April 1 and March 31.
- Copies of the advertisements must be provided in the Funding Request package.

Schedule G: Frequently Asked Questions

Contact an Electronics Program Administrator at 1-888-999-8762 toll free or email info@albertarecycling.ca with any questions.

1. What is a Municipal E-Waste Collection Event?

A municipal e-waste collection event is an event held on a specific day and time that provides community residents with an accessible and convenient location to drop off their unwanted, end-of-life electronics. The event may include e-waste drives, big bin events, spring and fall community clean-up activities, curbside pickups, and joint roundups that accept paint and HHW.

2. What does my community need to do to participate in a Municipal E-Waste Collection Event?

1. Arrange with a registered electronics processor and/or paint processor to pick up the material collected at the event.
2. **Submit the completed 2010 Municipal E-Waste Roundup Application Form to Alberta Recycling at least four to six weeks prior to the event.**
3. Advertise and profile the event to the public through the local media.
4. After the event, complete the Funding Request Package and applicable Collection Incentive forms and submit them to Alberta Recycling for reimbursement of the eligible event expenses associated with the Municipal E-Waste Roundup within 60 days of the event.

3. How do I know if our Municipal E-Waste Collection Event is approved and registered?

Upon approval, a registration confirmation with copies of the collection incentive forms will be emailed. An approval letter and the advertising CD will be mailed through Canada Post.

Contact the Electronics Program Administrator at 1-888-999-8762 if you do not receive this package within two weeks of submitting the application.

4. What happens to the materials collected at the Municipal E-Waste Collection Event?

The electronics collected at the e-waste collection event are transported to a registered electronics processor, where the e-waste is reduced to commodity state (plastics, metals, glass), which is then used by manufacturers to create new products. None of the products processed in Alberta's electronics recycling program are sent to, or 'dumped' into developing countries.

Waste paints are collected and separated into recyclable products, reusable products such as oils for fuel blending, and hazardous products, which are specially handled and processed.

5. What are some examples of what our community can do to advertise the Municipal E-Waste Collection Event?

Communities who extensively advertise the Municipal E-Waste Collection Event see the best results; therefore it is now mandatory that Municipalities advertise the Roundup Event using the provided advertising templates. Some ideas which are eligible for funding reimbursement (Schedule A) are:

- ✓ Use the radio or news papers to promote the event
- ✓ Hang door knockers and posters around town
- ✓ Include inserts in utility bills
- ✓ Advertise using road side signage

6. Which products are eligible for collection at a Municipal E-Waste Collection Event?

Eligible Electronics

- ✓ Televisions
- ✓ Computer monitors
- ✓ CPUs and servers (including mouse, keyboard, cables, speakers)
- ✓ Laptops and notebook computers
- ✓ Printers including multi-function printers

Ineligible Electronics

- ✗ All other electronics

Eligible paints:

- ✓ Paint must be in original containers
- ✓ Container Size: 100 ml to 24 litres
- ✓ Interior & exterior latex (water based) & alkyd (oil-based) paints
- ✓ Porch, floor & deck paints
- ✓ Interior & exterior varnishes & urethanes
- ✓ Primers, undercoats & water repellent sealers
- ✓ Enamels
- ✓ Wood finishing oils & stains
- ✓ Non-catalyzed & non-nitrocellulose lacquers
- ✓ Shellac
- ✓ Rust & decorative metal paints
- ✓ Concrete & driveway (non-tar based) paints
- ✓ Tree marking paint
- ✓ Deck & floor paints
- ✓ Fence & barn paints
- ✓ Empty paint cans & pails
- ✓ Paint Aerosols
- ✓ Marine paint (must not contain pesticides)

Ineligible paint items and materials*

- ✗ Paint in bulging paint cans
- ✗ Paint in unidentified or unlabelled containers
- ✗ Non-aerosol automotive paints
- ✗ Non-aerosol craft & artist paints
- ✗ Traffic marking paint
- ✗ Colorants and tints
- ✗ Paint or wood preservatives containing pesticides
- ✗ Nitrocellulose lacquer and paint
- ✗ Glues, adhesives, caulking compounds
- ✗ Spray adhesives
- ✗ Deck cleaners
- ✗ Epoxies
- ✗ Fibreglass resins
- ✗ Corrosive products
- ✗ Roof patch, tars & grease
- ✗ Solvents, thinners and mineral spirits
- ✗ Brushes, rags & rollers

*Material that cannot be identified as eligible paint should be disposed of as hazardous waste.

Please visit Alberta Recycling's website www.albertarecycling.ca for more information on eligible electronics and paint product definitions.

Household Hazardous Waste

For information on Household Hazardous Waste, please visit the Alberta Environment website <http://www3.gov.ab.ca/env/waste/aow/hhw/index.html>.

7. Who do I call to pick up the e-waste at our Municipal E-Waste Collection event?

Registered E-waste Processors in Alberta: Please contact any of the following registered Electronics Processors.

ECycle Solutions Inc. Airdrie

143 East Lake Blvd.,

Airdrie, AB T4B 2G1

P403-945-2611

F403-945-1241

E contact@ecyclesolutions.com

www.ecyclesolutions.com

Recycle-Logic Inc.

4645 – 62nd Street

Red Deer, AB T4N 2R4

P403-348-0770

F403-348-0760

E lparsons@recycle-logic.com

www.recycle-logic.com

Technotrash Alberta

4915-77th Avenue SE

Calgary, Alberta T2C 2X4

P403-265-2332

F403-265-2331

E chase@technotrash.ca

www.technotrash.ca

GEEP Alberta Inc.

Clover Bar Landfill Site

700, 13111 Meridian St. NE

Edmonton, AB T6S 1G9

P 780-475-6545

F 780-473-8344

E vroth@geep-ab.com

www.geep-ab.com

Shanked Computer Recycling Inc.

11428 Winterburn Road

Edmonton, Alberta T5S 1Y3

P780-486-7837

F780-628-2285

E mone@scri.ca

www.albertacomputerrecycling.ca

R4 Office Technologies

7, 2220 32 Ave. NE

Calgary, AB, T2G 6T4

P403-291-1100

F403-291-0040

E R4office@telus.net

Please note that some of the Paint Processors provide the service of managing the electronics collections at the roundup. Speak to your electronics processor to discuss arrangements.

8. Who do I call to pick up the paint collected at our Municipal E-Waste Collection event?

Registered Paint Processors in Alberta: Paint is considered a hazardous material and must be handled and transported appropriately. Please contact any of Alberta Recycling's Registered Paint Processors

Calibre Environmental Ltd.

6224 - 29 Street SE

Calgary, AB T2C 1W3

P 403-287-7726

F 403-287-7792

E feedback@recyclepaint.com

www.recyclepaint.com

EnviroSORT

4415 - 39139 Highway 2A

Red Deer County, AB T4S 2A8

P 403-342-7823

F 403-343-6287

E reddeer@envirosort.com

www.envirosort.com

Sumas Environmental Services Inc.

1402 - 8 Street

Nisku, AB T9E 7M1

P 780-955-2390

F 780-955-2070

E perrys@sumas.net

www.sumas.net

DBS Environmental

1430 - 33 Street North

Lethbridge, AB T1H 5H3

P 403-328-4833

F 403-328-4729

E info@dbsenvironmental.com

www.dbsenvironmental.com

The Recycle Systems Company Inc.

1508 - 10 Street

Nisku, AB T9E 7S4

P 780-955-2508

F 780-955-2509

E recycle@recyclesystems.com

www.recyclesystems.com

Appendix 1: Advertising Template Sample



It's time!
The recycling roundup is on!

Your unwanted computers, TVs and old paint aren't doing any good hanging around, but they will if you recycle them.
Bring your old computers, TVs and paint to:

Alberta recycling
MANAGEMENT AUTHORITY

Alberta paint

Visit www.albertarecycling.ca or call 1.888.999.8762 for more information on electronics and paint recycling in your area.

