

Municipal Collection Site Requirements

Alberta Recycling Management Authority (ARMA) is a not-for-profit association responsible for managing Alberta's Tire, Electronics, Paint, and Used Oil Materials Recycling Programs (the Programs). We work with municipalities, waste authorities and commissions, and Indigenous communities (collectively referred to as Municipalities) across the province to register their collection sites for the acceptance of eligible materials under the Programs. Eligible materials include scrap tires, end-of-life computer equipment and televisions, leftover paint and empty paint containers, used lubricating oil, filters, and oil containers. See Schedule "A" for Eligible material details.

Registration as a Municipal Collection Site is important because it:

- ✓ Ensures residents know where to recycle their materials; site locations are posted on our website.
- ✓ Ensures residents and businesses (exceptions may apply) have convenient, accessible and safe areas to recycle their eligible materials.
- ✓ Provides access to Grants and collection site funding:
 - Municipal Electronics Collection Funding
 - Municipal Paint Collection Funding
 - Tire Marshalling Area Construction Grant
 - Registered Collection Site Advertising Grant
- ✓ Connects municipalities with Registered Processors who will service the collection sites and ensure the eligible materials are recycled to the highest environmental outcome.
- ✓ Enables the collection site to be considered for the Collection Site Award of Excellence
- ✓ ARMA will provide supporting materials such as Best Practice Workshops, promotional materials, newsletters etc.

Registered Municipal Collection Sites are required to meet the following criteria in their operations to be eligible for Tires, Electronics, Paint, and Used Oil collection pick-up as well as the funding opportunities.

The Collection Site Requirements defer to government guidelines and requirements, and supports industry best practices. Site managers are expected to adhere to all requirements in relevant regulations, including Occupational Health and Safety Regulation, Transportation of Dangerous Goods Regulation, Alberta Fire Code, Waste Control Regulation, Release Reporting Regulations and Hazardous Waste Storage Guidelines.

Once registered, Municipalities may claim funding on the eligible electronics and paint/paint containers transported to a Registered Processor for recycling also when. The Electronics and Paint Collection Funding forms are provided via email upon site registration and when the forms are periodically updated. Updated funding forms supersede previous versions.

General Requirements

1. Complete the *Municipal Collection Site Registration Application* for the applicable Tire, Electronics, Paint, and Used Oil Materials Recycling Program.
2. Registered collection sites must accept all eligible materials under the recycling program as outlined in Schedule "A".

3. Install signage provided by ARMA at the collection area.
4. Ensure secure, safe and proper handling and storage of eligible materials to prevent theft, scavenging, vandalism, and environmental damage.
5. Monitor the collection and storage of eligible materials and maintain a neat and orderly collection area, while maximizing capacity.
6. Follow Alberta Fire Code standards and the authority having jurisdiction under the fire code for the collection and storage of eligible materials.
7. Follow legislation, regulations and other relevant information for the storage and management of eligible materials.
8. Collection sites are encouraged not to charge the public a tipping fee for dropping off eligible materials.
 - a) If a fee is charged, please indicate that it is at the discretion of the municipality and is separate from the environmental fee paid by residents when purchasing eligible products.
9. Contact a Registered Processor directly for pick-up of eligible materials, their contact information is on our website at: [Registered Recycling Processors | ARMA](#).
10. Keep copies of all Electronics, Paint, Tires, and Used Oil Materials forms on file for a minimum of five years.
11. Collection sites are subject to periodic reviews and site inspections to verify compliance with site requirements.
12. All applications for funding (Collection Funding Requests) under the Programs are subject to the *Municipal Collection Site Requirements*.
13. Grant Scope and Liability
 - a) The purpose of the Municipal collection grant (also referred to as municipal collection funding) is to help offset direct costs incurred by the Municipalities in operating the electronics and paint collection sites. The grants are not payments under a service agreement.
 - b) The scope of ARMA's authority regarding the grant does not extend to:
 - i. Enforcement of requirements or responsibilities that extend beyond the grant terms;
 - ii. Responsibility to ensure security for materials received at collection sites, including security of data on electronic devices received;
 - iii. Allowing "reuse" initiatives whereby materials are diverted from the collection site to reuse/resale activities rather than removed by a Registered Processor; and
 - iv. Directing or being responsible for the operations of a collection site.

Electronics Collection Requirements and Funding Information

Registered Electronics Collection sites are eligible for Electronics Collection Site funding of \$155/tonne, for end-of-life electronics collected and shipped for recycling under the Program.

1. Unit counts of eligible electronics collected must be generated and provided by the collection site personnel (not the transporter or processor) regardless of the method used to calculate funding payment.
2. There are two methods for calculating the Electronics Collection Site funding amount for the eligible electronics collected:
 - a) Average Weights: Unit counts are multiplied by the average weights to get the total tonnage.
 - b) Actual Weight: A scale ticket must be provided that is digitally printed indicating date and weight, including only eligible electronics, and may not be a Processor-generated scale ticket.
3. Ensure that the transporter signs and dates the *Certification of Shipment* section of the *Electronics Collection Funding Request* form at the time of shipment.
4. Complete the *Electronics Collection Funding Request* form and submit it to ARMA via email: collection.sites@albertarecycling.ca or fax: 1-866-990-1122.

Paint Collection Requirements and Funding Information

Registered Paint Collection sites are eligible for funding under the Program, based on the following rates:

- ***Paint containers (empty or containing leftover paint): \$50.00 for a standard bin (no less than 1 m³) filled to capacity with paint containers; or if the bin is not filled, count the containers and claim \$0.22 per container.***
- ***Spray paints: \$10.00 per full 45 gallon/205-litre drum of spray paint cans; or \$0.05 per spray paint can if counted.***

1. The paint and paint containers must be collected in the paint bins (1m³) supplied by Registered Processors to ensure secondary containment and accurate calculation of collection funding.
 - a) Paint collected on pallets or other non-program approved storage containers does not qualify for funding.
2. Spray paint cans are to be stored (in 1m³ bins or 205L drums) separately from HHW aerosols.
3. Spray paint cans are to be stored (in 1m³ bins or 205L drums) separately from non-aerosol paints and paint containers.
4. Complete the *Paint Collection Funding Request* form and submit it to ARMA with a copy of the Processors Shipping Document (Bill of Lading or Manifest) attached. Email forms to collection.sites@albertarecycling.ca or fax to 1-866-990-1122.

Tire Collection Requirements and Grant Information

A Municipality may be eligible for a grant for the construction of a Tire Marshalling Area at a municipal landfill or transfer station. For more information contact grants@albertarecycling.ca

1. A Tire Collection Form (TCF) must be signed when shipping tires to a registered processor or receiving tires from the 4-H Foundation (through the Rural Tire Collection Program in partnership with ARMA).
 - a) Before signing the TCF, ensure the tire breakdown for Passenger, Light Truck Tires (PLTT), Medium Truck Tires (MTT), Off-the-Road Tires (OTR) is accurate.
2. Collection sites should arrange tire pickups during the summer and winter when there is less demand on the processors from businesses requiring pick-up due to winter tire change overs. Tire sales, and therefore discards, increase significantly during the spring and fall and can delay service times.
3. Ensure the tire storage area is well organized and clean of debris and non-program material.

Used Oil Material Collection Requirements

1. Prevent spills and ground water contamination.
2. Used lubricating oil (used oil) shall be stored in accordance to the applicable legislation and codes in the prescribed storage containers that are:
 - In good condition and not leaking;
 - Protected from the weather;
 - Compatible with oil to avoid corrosion or chemical reactions that could result in fire;
 - Kept closed except when adding used oil;
 - Not opened, handled or stored in ways that could cause leaks or ruptures;
 - Clearly marked and labelled to identify used oil is being stored in the containers.
3. Storage Containers (drums or tanks) must:
 - Meet the requirements of the Alberta Fire Code and the authority having jurisdiction;
 - Ensure secondary containment;
 - Have applicable permits and registrations.
4. Used oil filters must be collected and stored in drums or bins to ensure secondary containment.
5. Empty used oil containers must be collected and stored in a leak free storage receptacle separately from non-program materials (antifreeze, windshield washer, pesticides, etc.).

Schedule 'A' PROGRAM MATERIALS AND ASSOCIATED COLLECTION FUNDING

The following tables detail the eligible materials, limitations and applicable funding for under the Programs.

The following tables do not include changes made after the date published. Please refer to Alberta Recycling's website for updates to the latest Eligible Products List:

[Recycling Resources & Workshops for Municipalities | Alberta Recycling](#)

Electronics Products to be Accepted ('Eligible Electronics')	Funding and Instructions
<ul style="list-style-type: none"> a) Visual Display Devices (televisions and monitors) b) Computer equipment including <ul style="list-style-type: none"> • Desktop and all-in-one computers, CPUs and servers (incl. mouse, keyboard, cables, speakers) • Laptop, tablet and notebook computers • Printers, copiers, scanners, and fax machines (stand-alone or combination units up to 1,000 kg.) 	<ul style="list-style-type: none"> a) Flat rate of \$155.00 per tonne <p>Tracking of the number of units collected is required, e.g. 27 computers, 31 printers. (details included in the collection funding form that will be sent after approval of your application)</p>
Tire Products to be Accepted ('Eligible Tires')	Funding and Instructions
<ul style="list-style-type: none"> a) Passenger, Light Truck Tires (PLTT) <ul style="list-style-type: none"> • Rim diameter up to 19.5" b) Medium Truck Tires (MTT) <ul style="list-style-type: none"> • Rim diameter more than 19.5" c) Off the Road Tires (OTR) <ul style="list-style-type: none"> • Rim diameter of 8" up to 39" d) Agricultural Tires <ul style="list-style-type: none"> • Rim diameter up to 39" 	<p>Tire Marshalling Area Grant funding may be available for construction of temporary tire storage for residents and small-business owners to recycle their scrap tires. For more information contact grants@albertarecycling.ca</p>
Used Oil Products to be Accepted ('Used Oil')	Funding and Instructions
<ul style="list-style-type: none"> a) Used lubricating oil b) Oil filters (metal and non-metal) c) Oil containers (metal, plastic) 	<p>Although the municipality does not receive funding on the collection of the used oil materials, it is important that only eligible materials be collected.</p> <p>Antifreeze, windshield washer fluid, pesticides and their containers are not to be collected with the Used Oil Materials.</p>

Paint Products to be Accepted ('Eligible Paint')	Funding and Instructions
<p>a) Aerosols/Spray Paints:</p> <ul style="list-style-type: none"> ◆ Paint-based aerosols, ◆ Blank aerosol cans <p>b) Architectural coatings including but not restricted to:</p> <ul style="list-style-type: none"> ◆ Water-based (e.g. latex, acrylic) ◆ Oil & solvent based (alkyd) <p>c) Interior and exterior paint and stains regardless of finishing type (e.g. eggshell, satin, chalk finish):</p> <ul style="list-style-type: none"> ◆ Chalk based paint ◆ Craft and artist paints (e.g. tempera paint) ◆ Drywall paint ◆ Enamels (standard single component) ◆ Epoxies (pre-catalyzed) ◆ Ink based paint ◆ Metal paints <ul style="list-style-type: none"> ○ Decorative ○ Rust preventative coatings ◆ Milk-based paint <p>d) Top Coats (Single Component, waterborne/water based, or solvent based)</p> <ul style="list-style-type: none"> ◆ Glazes ◆ Lacquers <ul style="list-style-type: none"> ○ Pre-catalyzed and nitrocellulose ○ Water borne ◆ Polyurethanes ◆ Shellac and shellac-based products ◆ Urethanes ◆ Varnishes <p>e) Primers, Sealers and Undercoats</p> <p>f) Stains & Finishes</p> <ul style="list-style-type: none"> ◆ Barn & Fence ◆ Deck ◆ Floor ◆ Porch & Patio ◆ Wood finishing oils and stains 	<p>Paint containers (empty or containing leftover paint)</p> <p>a) \$50.00 for a standard bin (no less than 1 m³) filled to capacity with paint containers; or</p> <p>b) If the bin is not filled, count the containers and claim \$0.22 per container.</p> <p>Spray paints</p> <p>a) \$10.00 per full 45 gallon/205 litre drum of spray paint cans; or</p> <p>b) \$0.05 per spray paint can if counted.</p>

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| <p>g) Sealers (non-tar or non-bitumen based)</p> <ul style="list-style-type: none">◆ Concrete Sealer◆ Driveway Paints or sealers◆ Elastomeric coatings (water-based only)◆ Encapsulant coatings◆ Liquid block filler◆ Masonry Sealer◆ Stain Blocking paint◆ Undercoat◆ Water repellent sealers <p>h) Solvents, thinners, and mineral spirits</p> <p>i) Textured Paint</p> <ul style="list-style-type: none">◆ Stone effects coatings◆ Stucco paint◆ Swimming pool coating (single component)◆ Textured paint<ul style="list-style-type: none">○ Truck Bed Coating <p>j) Miscellaneous</p> <ul style="list-style-type: none">◆ Deck cleaners◆ Dry fog coating◆ Fire-retardant/resistive coating (e.g. Pink Shield)◆ Marine paint and enamel (non anti-fouling)◆ Scenic, movie set paint◆ Strippers for paint, coatings and wallpaper removal◆ Traffic marking paint◆ Tree marking paint◆ Wood preservatives (non-creosote) | |
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Schedule “B”
NOTICE OF ACCOUNTS PAYABLE – 2020-2021
QUARTERLY ELECTRONICS AND PAINT COLLECTION FUNDING PAYMENT SCHEDULE

ARMA’s 2020-21 fiscal year runs from April 1, 2020 to March 31, 2021.

<i>2020-2021 Quarterly Collection Funding Payment Schedule</i>		
<i>Collection Period</i>	<i>Collector Funding Request Due Date</i>	<i>Collection Funding Payment Date</i>
<i>Quarter One Apr. 1, 2020 to Jun. 30, 2020</i>	July 15, 2020	August 21, 2020
<i>Quarter Two Jul. 1, 2020 to Sep. 30, 2020</i>	October 15, 2020	November 20, 2020
<i>Quarter Three Oct. 1, 2020 to Dec. 31, 2020</i>	January 15, 2021	February 22, 2021
<i>Quarter Four Jan. 1, 2021 to Mar. 31, 2021</i>	April 15, 2021	May 21, 2021

Please note that if you miss a quarterly *Collector Funding Request Due Date*, the Funding Request can still be submitted as part of the next quarter prior to yearend.

All funding requests for electronics or paint shipments up to the fiscal year end, March 31, 2021 are to be submitted no later than April 15, 2021 in order to be eligible for funding payments.

Schedule "C" - GALLERY

Examples of tire, electronics, paint, and used oil material collection areas that are well-organized, secure, easily-accessible, and have program signage on display.





electronics



paint



tires



used oil



Ensure storage tanks have proper permits by authority having jurisdiction under the fire code



Spill kit and Emergency Contacts near oil collection area



Ensure collection area has signage proper safety measures in place



Separate oil containers from non-program containers

Ensure proper storage and containment to prevent leaks and ground contamination



Provide safe, contained drop off area

