

Municipal Collection Site Requirements

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
 - 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.

Registered electronics and paint collection sites may claim funding on the eligible materials transported to a Registered Processor for recycling.

General Site 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 applicable 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. i.e. provide well lit collection area
- 5) Monitor the collection and storage of eligible materials and maintain a neat and orderly collection area, while maximizing capacity.
- 6) Ensure the collection areas are accessible by the registered processors for picking up material.
- 7) Follow Alberta Fire Code standards for the collection and storage of eligible materials.
- 8) Follow legislation, regulations and other relevant information for the storage and management of eligible materials.
- 9) 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.
- 10) Contact a Registered Processor directly for pick-up of eligible materials, their contact information is on our website at: [Registered Recycling Processors | ARMA](#).

- 11) Keep copies of all Program forms on file for a minimum of five years.
- 12) 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.
- 13) All applications for funding (Collection Funding Requests) under the Programs are subject to the *Municipal Collection Site Requirements*.
- 14) Register for Electronic Funds Transfer (EFT) for direct deposit of collection funding payments.
- 15) Site Inspections
 - a) Collection sites are subject to periodic reviews and site inspections to verify compliance with site requirements.
 - b) All collection sites are inspected annually
 - i) Site inspectors will photograph the collection areas to support their reports.
 - ii) Efforts will be made to prebook the inspections
 - iii) Site Inspectors use appropriate personal protective equipment and comply with all applicable occupational health and safety requirements.

Program Specific Site Requirements

Electronics Collection Requirements and Funding Information

Registered Electronics Collection sites are eligible for funding of \$155/tonne.

- 1) Funding is based on eligible electronics collected and shipped to a Registered Electronics Processor for recycling under the Program.
- 2) 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.
- 3) 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 their average weights to get the total tonnage.
 - b) Actual Weight: A scale ticket including only eligible electronics weight must be provided. Valid scale ticket must be digitally printed indicating date and weight and may not be a Processor-generated scale ticket.
- 4) Ensure that the transporter signs and dates the Transportation Manifest at the time of pickup.

Paint Collection Requirements and Funding Information

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

- **Paint containers (empty or containing leftover paint): \$60.00 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 \$0.26 per container.**
- **Spray paints: \$12.00 per full 45 gallon/205-litre drum of spray paint cans; or if the drum is not filled count the containers and claim \$0.06 per spray paint can.**

- 1) Funding is based on eligible paint materials collected and shipped to a Registered Paint Processor for recycling under the Program.
- 2) 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.
- 3) Spray paint cans are to be stored (in 1m³ bins or 205L drums) separately from non-aerosol paints and paint containers and HHW Aerosols.
- 4) Ensure the Paint Bin counts and Spray Paint details are accurate before signing the shipping document.

Tire Collection Requirements and Grant Information

- 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.
- 4) Collection sites are encouraged to not accept tires with rims.

Used Oil Material Collection Requirements

- 1) Although the municipality does not receive funding on the collection of the used oil materials, it is important that only eligible materials be collected.
- 2) Materials such as antifreeze, windshield washer fluid, pesticides, and their containers, etc. are not part of the Used Oil Program and need to be collected separately from the Used Oil Materials.
- 3) Prevent spills and ground water contamination.
- 4) The Used Oil Materials must be collected and stored in accordance to the applicable legislation and codes in the prescribed storage containers that ensure secondary containment.
 - a) Used oil storage tanks need to be in compliance with the Alberta Fire Code and the authority having jurisdiction.

Schedule 'A' ACCEPTABLE PROGRAM MATERIALS

The following tables detail the eligible materials and limitations under the Programs. The 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')
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.) ❖ ePilot materials are detailed and collected under separate ePilot agreement
Tire Products to be Accepted ('Eligible Tires')
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"
Used Oil Products to be Accepted ('Used Oil')
a) Used lubricating oil b) Oil filters (metal and non-metal) c) Oil containers (metal, plastic)

Paint Products to be Accepted ('Eligible Paint')

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| <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>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 – 2021-2022
QUARTERLY ELECTRONICS AND PAINT COLLECTION FUNDING PAYMENT SCHEDULE

ARMA's 2021-22 fiscal year runs from April 1, 2021 to March 31, 2022.

<i>2021-22 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, 2021 to Jun. 30, 2021</i>	July 15, 2021	August 20, 2021
<i>Quarter Two Jul. 1, 2021 to Sep. 30, 2021</i>	October 15, 2021	November 22, 2021
<i>Quarter Three Oct. 1, 2021 to Dec. 31, 2021</i>	January 14, 2022	February 22, 2022
<i>Quarter Four Jan. 1, 2022 to Mar. 31, 2022</i>	April 14, 2022	May 20, 2022

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, 2022 are to be submitted no later than April 15, 2022 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 applicable program signage on display.





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