



2019-20 Electronics Recycling Roundup Pilot for Schools and Non-Profit Groups

Box 189
Edmonton AB
T5J 2J1

Tel: 780-990-1111
Toll-free: 1-888-999-8762
Fax: 780-990-1122
Toll-free fax: 1-866-990-1122
Email: grants@albertarecycling.ca

2019-20 Electronics Roundup Pilot for Schools and Non-Profit Groups

1. Purpose

Alberta Recycling Management Authority¹ (Alberta Recycling) has made tremendous progress in generating awareness for Albertans to ‘dig out’ their end-of-life (EOL) computer equipment and TVs for recycling. Since 2004, 9.7 million electronics have been recycled. However, according to a 2019 poll, roughly 20% of Albertans are not recycling their old computers or TVs and the primary reason is because they are too busy to do so.

The purpose of this pilot project is to encourage schools and community groups (participants) to hold an electronics roundup to raise awareness of electronics recycling and make it more convenient for Albertans to recycle. Working with Registered Electronics Processors (Processors), participants can bring in their old computer equipment and TVs and, at the same time, raise funds for their organization by receiving money per item from Alberta Recycling.

2. Eligible Applicants

- a) Schools (K-12; post-secondary); non-profit organizations including community leagues/associations, amateur sports associations/teams, Scouts and Girl Guides.

3. Timetable for 2019-20

- a) April 1, 2019 – March 15, 2020.
- b) Deadline for submission of applications is **four weeks** prior to the event.

4. Project Scope

- a) A single event cannot exceed 30 days. If the participant wants to hold multiple events between April 1/19 – March 15/20, a new application must be submitted per event.
- b) The participant must secure the services of a Registered Electronics Processor to complete this application. The Processor will work with the participant to set up a temporary roundup (drop-off) site where the items will be stored e.g. school, arena, community league hall and then will transport and recycle the material collected. A list of Processors to choose from is provided on page 4.
- c) Funding is applicable for eligible electronics only (see 4.a below).
 - i. The items must be stored in a safe, lockable container (provided by the Processor), whether outdoors or indoors, or kept indoors until they are hauled away. The point is to ensure that the material is always secure, particularly after-hours and that no scavenging takes place at any time. The purpose of this pilot is to collect EOL electronics for recycling and not to operate as a take-it-or-leave it program.

5. Maximum Funding

- a) Following is the funding that the participant will receive per item of computer equipment and TVs brought in:

| Eligible Electronics | Funding per item |
|---|------------------|
| Visual Display Devices (TVs and Monitors) and All-in-One Computers: Less than 30-inch screen | \$ 4.00 |
| Visual Display Devices (TVs and Monitors) and All-in-One Computers: 30-inch screen and larger | \$10.00 |
| Computers (CPU) and Servers | \$ 4.00 |
| Laptop, Notebook and Tablet Computers | \$ 1.00 |
| Printers, Copiers, Scanners, Fax Machines (stand-alone and combination units up to 1,000 kg) | \$ 4.00 |

¹ Alberta Recycling is responsible for managing the province’s electronics, paint, tire and used oil recycling programs and reports to the Minister of Environment and Parks.

- b) Electronic peripherals including keyboard, mouse, cables, speakers and docking stations can be collected, but there is no funding for these items.
- c) Processors must ensure that each item is counted and totalled by product category using the **ICI End- of-Life Electronics Pick-up Forms** (Alberta Recycling will provide this form to the Processors). This information will be used to verify the unit count for grant funding.

6. Application and Confirmation of Project Approval

- a) The application form can be found on page 5.
 - i. Participants must reach out to one of the Processors (listed on page 4) to co-ordinate a roundup date. Both parties need to sign the first page of the application form before it is submitted.
 - ii. Page 6 is where you are required to detail your project management plan. This should include but not be limited to:
 - Roles and responsibilities
 - Collection method and schedule
 - Communications plan
- b) The participant and Processor will receive a letter of approval within three weeks of receipt of the application.

7. Communications Material

- a) An advertising template will be provided with space for the participant's information.
- b) If participants develop their own advertising, please adhere to the following guidelines, noting that approval of the redesign is required by Alberta Recycling prior to use:
 - i. Reference for event "Electronics Recycling Roundup" (shortened version of the complete name for the pilot).
 - ii. Eligible products and fees per item.
 - iii. Alberta Recycling's logo as a sponsor for this project.

8. Payment for Approved Projects

- a) Payment to the participant is based on units of eligible electronics collected:
 - i. The participant must submit the *Participant Payment Calculation Sheet* to Alberta Recycling, sample on Page 7.
 - ii. The Processor must submit the completed **ICI End of Life Electronics Pick-up Form and Eligible Electronics Worksheet** to Alberta Recycling for verification of the event and number of units collected.
 - iii. Alberta Recycling will issue a cheque directly to the participant.
- b) The funding request paperwork must be submitted within 4 weeks after the event.
- c) **The last eligible date to complete roundups is March 15, 2020 and the Funding Requests for the event must be received at Alberta Recycling's office no later than April 15, 2020. Anything submitted after this date is unable to be honored for payment.**

Select One of the Following Registered Electronics Processors to Assist in Your Roundup:

eCycle Solutions Inc.

108-34 Highland Parkway NE,
Airdrie, AB T4A 0R1
Phone: 1-888-945-2611 ext. 200
Fax: 403-945-1241
Email:
contact@ecyclesolutions.com
www.ecyclesolutions.com

GEEP Alberta Inc.

Contact: Ian Bone
Phone: 403-827-4739
Email: geepalberta@geepglobal.com
www.geepglobal.com

Site 700 - 250 Aurum Road NE
Edmonton, AB T6S 1G9
Phone: 780-475-6545
Fax: 780-473-8344

#9, 5505 72 Avenue SE
Calgary, AB T2C 3C4
Phone: 403-219-3137
Fax: 403-219-3138

Shanked Computer Recycling Inc.

11602-257 Street
Acheson, AB T7X 6C3
Phone: 780-486-7837
Cell: 780-934-0413
Fax: 780-628-2285
Email: admin@scri.ca
www.scri.ca

Hi Tech Recyclers

14976 - 114 Avenue
Edmonton, AB T5M 4G4
Phone: 587-523-6110
Cell: 780-441-1229
Fax: 587-523-6109
Email: bob@hitechrecyclers.ca
www.hitechrecyclers.ca

Technotrash Alberta

5814 - 64 Street
Taber, AB
Phone: 403-265-2332
Fax: 403-265-2331
Email: chase@technotrash.ca
www.technotrash.ca

CPE Plastic Recycling Ltd.

16041 - 132 Avenue
Edmonton, AB T5V 1H8
Phone: 780-451-2696
Email: allpetdg@hotmail.com

2019-20 Electronics Roundup Pilot Application

| ROUNDUP EVENT INFORMATION | | | |
|--|----------------------|-------------------------|--|
| Participant: | | Roundup Period: | Phone Number: |
| City: | Municipality: | School Division: | # of Students or Group Members: |
| Authorized Contact Name: | Title: | Email: | |
| Registered Processor: | | | Phone Number: |
| Processor Contact Name: | Title: | Email: | |
| PROJECT MANAGEMENT PLAN | | | |
| <p>On page 6 please detail your project management plans including collection methods, promotional plans etc. and submit the proposal with this application form.</p> | | | |
| CERTIFICATION | | | |
| <p>I have read and understand the application requirements for the 2019-20 Electronics Roundup Pilot for Schools and Non-Profit Groups. I certify that I will ensure these requirements, including the End-of-Life Electronics Program Requirements 2019-20 will be met. I understand the information I provide to Alberta Recycling is subject to review and audit.</p> | | | |
| Participant | | | |
| Signature: _____ | | Date: _____ | |
| Name: _____ | | Title: _____ | |
| Registered Processor | | | |
| Signature: _____ | | Date: _____ | |
| Name: _____ | | Title: _____ | |

Email completed form including your project management plan to grants@albertarecycling.ca

PROJECT MANAGEMENT PLAN

Please detail your project management plan, it should include the following:

- Roles and responsibilities
- Collection method and schedule
- Communications plan

2019-20 Electronics Roundup Pilot for Schools and Non-Profit Groups

Funding Request Form: Payment Calculation

| | |
|---|--|
|   | Mailing Address: P.O. Box 189 Edmonton, AB T5J 2J1 Toll Free Telephone: 1-888-999-8762 Toll Free Fax: 1-866-990-1122 |
|---|--|

PARTICIPANT PAYMENT CALCULATION SHEET:

Fill out the Participant name, the date of the round up and the Processor that collected the material. Each Participant will need their own calculation sheet.

| | | | |
|---------------------|--|----------------------|--|
| Participant: | | | |
| Processor: | | Roundup Date: | |

UNIT AND FUNDING INFORMATION

Fill out the below chart to calculate the per unit rate for grant funding.
 Participants must ensure that each item is counted and totalled by product category. The information provided below will be compared with the Program **ICI Waste Electronics Pick-up Forms**.

| Eligible Electronics | Total Units | Funding per unit | Total |
|---|--------------------|----------------------|-------|
| Visual Display Device (TV's & MONITORS Less than 30" screen) | | \$4.00 | |
| Visual Display Device (TV's & MONITORS 30" screen and Larger) | | \$4.00 | |
| Computers (CPU) & Servers | | \$4.00 | |
| Laptop, Notebook & Tablet Computers | | \$1.00 | |
| Printers, Copiers, Scanners, Faxes (stand-alone & combination units up to 1200) | | \$4.00 | |
| | Total Units | Total Funding | |

I certify that the above unit counts and grant funding amounts are correct. I acknowledge that the total funding amount is the amount of funding I am eligible to receive under the 2019-20 Hard to Get Pilot Project. I understand that these unit counts are only a part of the supporting documentation required for funding and that the information I provide to Alberta Recycling is subject to review and audit.

| | |
|------------------|--------------|
| Signature: _____ | Date: _____ |
| Name: _____ | Title: _____ |