



2021-22 Hard-To-Get Electronics Recycling Roundup

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2021-22 Hard-To-Get Electronics Recycling Roundup

1. Purpose

Alberta Recycling Management Authority¹ (ARMA) has made tremendous progress in generating awareness for Albertans to 'dig out' their end-of-life (EOL) computer equipment, TVs and ePilot material for recycling. Since 2004, 10.4 million electronics have been recycled. New for this year, we are introducing ePilot material into this program, follow the [link](#) for more information.

The purpose of this roundup 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, TVs, and ePilot material and, at the same time, raise funds for their organization by receiving money per item and by weight from ARMA.

2. Eligible Applicants

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

3. Timetable for 2021-22

- a) April 1, 2021 – March 1, 2022.
- 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, 2021 – March 1, 2022, 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 link to the list of Processors is provided in section 9.
 - i. Ensure secure, safe, and proper handling and storage of electronics collected for recycling to prevent theft, scavenging, vandalism, and environmental damage.
- c) Funding is applicable for eligible electronics and ePilot electronics only (see 5.a and 5.c below).

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






5. Maximum Funding

- a) Current Program Electronics: Following is the funding 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

Note: Electronic peripherals including keyboard, mouse, cables, speakers and docking stations can be collected, these do not need to be counted.

- b) ePilot Electronics: Following is the funding the participant will receive per Metric Tonne (MT) of ePilot material brought in:

Eligible ePilot Electronics					Funding per Metric Tonne (MT)
Small Appliances	Audio Visual	Telecom Devices	Power & Air Tools	Games, Toys & Music	
					\$300.00/MT

- i. Processors must provide a scale ticket for ePilot material collected. This information will be used to verify the weight and determine the funding amount.

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 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
 - Safety Plan/Covid-19 Protocols
- 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 ARMA prior to use:
 - i. Reference for event "Electronics Recycling Roundup" (shortened version of the complete name for the roundup).
 - ii. ARMA's logo as a sponsor for this project.

8. Payment for Approved Projects

- a) Payment to the participant (by the processor) is based on:
 - i. Units of Program electronics
 - a. The participant must submit the *Payment Calculation Sheet* to ARMA, sample on Page 7.
 - b. The Processor must submit the completed *pick-up form* to ARMA for verification of the event and number of units collected.
 - c. Upon verification of the units collected during the event, the Processor will provide payment to the participant, and submit proof of payment to ARMA.
 - d. ARMA will provide payment to the processor once the unit counts are verified and proof of payment to the participant is received.
 - ii. Weight of ePilot electronics
 - a. The participant must submit the *Payment Calculation Sheet* to ARMA, sample on Page 8.
 - b. The Processor must submit the completed *pick-up form* and a copy of the scale ticket to ARMA for verification of the event and weight of material collected.
 - c. Upon verification of the weight collected during the event, the Processor will provide payment to the participant, and submit proof of payment to ARMA.
 - d. ARMA will provide payment to the processor once the weights are verified and proof of payment to the participant is received.
- b) The funding request paperwork must be submitted within 4 weeks after the event.
- c) **Roundup events must be completed no later than March 1, 2022 and the Funding Requests for the event must be received at ARMA's office no later than March 31, 2022 to be eligible for payment.**

9. Choosing a Registered Electronics Processor

- a) Engage a Registered Processor for the event. The list of Registered Electronics Processors is available on our website: [Registered Electronics Processors](#)

2021-22 Hard-To-Get Electronics Recycling Roundup Application

ELECTRONICS RECYCLING ROUNDUP INFORMATION

Participant (if school, include school division):		Roundup Date:
Address:		Phone Number:
Authorized Contact Name:	Title:	Email:
Registered Processor:		Phone Number:
Processor Contact Name:	Title:	Email:

LOCATIONS PARTICIPATING IN ROUNDUP

Please list all individual locations participating in roundup below. If space is insufficient, please attach a full listing separately.

Location/School	Address	(for Schools) # of Students
1.		
2.		
3.		
4.		
5.		
6.		
7.		

PROJECT MANAGEMENT PLAN

On page 6 please detail your project management plans including collection methods, promotional plans, milestone reporting etc. and submit the proposal with this application form.

CERTIFICATION

I have read and understand the application requirements for the 2021-22 Hard-To-Get Electronics Recycling Roundup. I certify that I will ensure these requirements will be met. I understand the information I provide to ARMA is subject to review and audit.

Participant

Signature: _____ Date: _____

Name: _____ Title: _____

Registered Processor

Signature: _____ Date: _____

Name: _____ Title: _____

PROJECT MANAGEMENT PLAN

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

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

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

2021-22 Hard-To-Get Electronics Recycling Roundup

Program Electronics Funding Request Form: Payment Calculation

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 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)		\$10.00	
Computers (CPU) & Servers		\$4.00	
Laptop, Notebook & Tablet Computers		\$1.00	
Printers, Copiers, Scanners, Faxes (stand-alone & combination units up to 1,000 kg)		\$4.00	
Total Unit Count		Total Funding	

I certify that the above unit counts and grant funding amounts are correct. I acknowledge that the total funding amount is the total amount of funding I am eligible to receive under the 2021-22 Hard to Get Electronics Recycling Roundup. 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: _____

2021-22 Hard-To-Get Electronics Recycling Roundup

ePilot Electronics Funding Request Form: Payment Calculation

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:	
WEIGHT AND FUNDING INFORMATION			
Fill out the below chart to estimate the % by category of ePilot material and calculate the grant funding. The Processor will need to provide a scale ticket for ePilot material. The information provided below will be compared with the ePilot Non-Registered Collection Site (NRCS)/ICI Electronics Pick-up Forms.			
Eligible ePilot Electronics	% of material from each category	Funding \$300.00/MT	Total Weight (MT)
Small Appliances		\$300.00	
Audio Visual			
Telecom			
Power & Air Tools			
Games, Toys and Music			
Total % (must total 100%)		Total Funding	

I certify that the above weight/grant funding amount is correct. I acknowledge the funding amount for ePilot material is the total funding I am eligible to receive for ePilot material under the 2021-22 Hard to Get Electronics Recycling Roundup. I understand that this weight/scale ticket is 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: _____