



Municipal Collection Site Requirements

Alberta Recycling Management Authority (Alberta Recycling) is a not-for-profit association responsible for managing Alberta's Electronics, Paint, and Tire 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 scrap tires, end-of-life computer equipment and televisions, leftover paint and empty paint containers.

Registration as a Municipal Collection Site is important because it:

- Helps ensure that residents and businesses have convenient, accessible and safe areas to take their electronics, paint and paint containers, and tires for recycling;
- Provides access to grants for Municipal Collection Sites. The intent of Municipal collection grants (also referred to as collection site funding) is to help offset direct costs incurred by the Municipalities in operating the collection sites.
 - Electronics Collection Site Funding
 - Paint Collection Site Funding
 - Tire Marshalling Area Construction Grant
- Connects Municipalities with Registered Processors who will pick up and recycle the eligible materials.

Registered Municipal Collection Sites (Collectors) are required to meet the following criteria in their operations to be eligible for electronics, paint, and/or tire collection pick-up as well as the funding opportunities noted above.

General Collector Requirements

- 1) Complete registration application for an Electronics, Paint, and/or Tire Collection Site.
- 2) Install signage provided by Alberta Recycling, at the collection area.
- 3) Ensure secure, safe and proper handling and storage of eligible materials to prevent theft, scavenging, vandalism, and environmental damage.
- 4) Accept all eligible materials as outlined in Schedule "A".
- 5) Collectors are encouraged not to charge the public a tipping fee for dropping off eligible electronics, tires or paint. If a fee is charged please indicate that it is at the discretion of the collection site and is separate from the surcharge paid by residents when purchasing eligible products.
- 6) Monitor the collection and storage of electronics, paint and paint containers, and/or tires and maintain a neat and orderly collection space, while maximizing capacity.
- 7) Contact a Registered Processor directly for pick-up of electronics, paint, or tires. List of Registered Processors can be found at <http://www.albertarecycling.ca/collection-sites>.
- 8) Keep a copy of all electronics, paint, and tires forms on file for a minimum five years.
- 9) Collectors are subject to periodic reviews and site inspections to verify compliance of site requirements.



electronics



paint



tires

10) All applications for funding under the Programs and are subject to the *Municipal Collection Site Requirements*.

11) Grant Scope and Liability

- a. The purpose of the Municipal collection grant is to help offset direct costs incurred by the Municipalities in operating the collection sites. The grants are not payments under a service agreement.
- b. The scope of Alberta Recycling'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

Registered Electronics Collectors are eligible for Electronics Collection Site funding of \$130/tonne for end-of-life Electronics collected 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 form at the time of shipment.
- 4) Complete the Electronics Collection Funding form and submit it to Alberta Recycling. Forms can be emailed to collection.sites@albertarecycling.ca.

Paint Collection Requirements and Funding

Registered Paint Collectors are eligible for Paint Collection Site 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 collected and stored (in 1m³ bins or 205L drums) separately from HHW aerosols.
- 3) Spray paint cans are to be collected and stored (in 1m³ bins or 205L drums) separately from paints and paint containers.
- 4) Complete the Paint Collection Funding form and submit it to Alberta Recycling with a copy of the Processors Shipping Document (Bill of Lading or Manifest) attached. Forms can be emailed to collection.sites@albertarecycling.ca.

Tire Collection Requirements and Grant

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) When shipping tires to a registered processor or receiving tires from the 4H Foundation (through the rural tire collection program in partnership with Alberta Recycling), a Tire Collection Form (TCF) must be signed.
 - 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) Tire sales, and therefore discards, increase significantly during the spring and fall. Please plan tire storage accordingly and schedule pickups in the off-peak seasons when Processors are busy servicing local tire and vehicle dealers.



Schedule “A”

Eligible Electronics, Paint, and Tire Material

Once registered, the Municipality may claim for eligible electronics and paint/paint containers that have been transported to a Registered Processor. The Electronics and Paint Collection Funding forms are provided via email upon site registration and as the forms are updated periodically.

Find more information on eligible products at www.albertarecycling.ca.

Paint Products to be Accepted (‘Eligible Paint’) (paint in original containers sized 100 ml to 23 litres)	Funding and Instructions
<ul style="list-style-type: none"> ▪ Blank aerosol cans ▪ Concrete sealers, driveway paints or sealers, masonry sealers (non-tar or non-bitumen based) ▪ Dry fog coating ▪ Drywall paint ▪ Empty paint cans & pails of eligible product ▪ Enamels (including standard single component enamels) ▪ Encapsulant coating ▪ Fire retardant/resistive coating e.g. Pink Shield ▪ Interior & exterior paints and stains regardless of finishing type e.g. eggshell, satin, chalk finish; water-based e.g. latex, acrylic; oil and solvent-based (alkyd) ▪ Marine paint and enamel (non anti-fouling) ▪ Paint-based aerosols ▪ Porch, floor, fence, barn and deck paints and stains ▪ Pre-catalyzed and nitrocellulose lacquers ▪ Pre-catalyzed epoxies ▪ Primers, undercoats and water repellent sealers ▪ Rust and decorative metal paints ▪ Scenic, movie set paint ▪ Sealers, glazes (water-based and oil-based) ▪ Shellac and shellac-based products ▪ Stain blocking paint ▪ Stone effects coatings ▪ Stucco paint ▪ Swimming pool coating (single-component) ▪ Textured paint ▪ Traffic marking paints ▪ Tree marking paint ▪ Truck bed coating ▪ Varnishes & single component urethanes - interior & exterior ▪ Water borne lacquers ▪ Water-based elastomeric coatings ▪ Wood finishing oils & stains 	<p><u>Paint containers (empty or containing leftover paint)</u></p> <ul style="list-style-type: none"> a) \$50.00 for a standard bin (no less than 1 m³) filled to capacity with paint containers; or b) If the bin is not filled, count the containers and claim \$0.22 per container. <p><u>Spray paints</u></p> <ul style="list-style-type: none"> a) \$10.00 per full 45 gallon/205 litre drum of spray paint cans; or b) \$0.05 per spray paint can if counted.



Electronics Products to be Accepted ('Eligible Electronics')	Funding and Instructions
<ul style="list-style-type: none"> ▪ Visual Display Devices (televisions and monitors) ▪ 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.) 	<p>Flat rate of \$130.00 per tonne</p> <p>Tracking of the number of units collected is required, e.g. 27 computers, 31 printers.</p>
Tire Products to be Accepted ('Eligible Tires')	Funding and Instructions
<ul style="list-style-type: none"> ▪ Passenger, Light Truck Tires (PLTT) <ul style="list-style-type: none"> – Rim diameter up to 19.5" ▪ Medium Truck Tires (MTT) <ul style="list-style-type: none"> – Rim diameter more than 19.5" ▪ Off the Road Tires (OTR) <ul style="list-style-type: none"> – Rim diameter up to 39" ▪ Agricultural Tires 	<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>



Schedule “B”

Notice of Accounts Payable – Quarterly Schedule 2018-19

Alberta Recycling’s 2018-19 fiscal year runs from April 1, 2018 to March 31, 2019.

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.

<i>2018-19 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, 2018 to Jun. 30, 2018</i>	July 16, 2018	August 22, 2018
<i>Quarter Two Jul. 1, 2018 to Sep. 30, 2018</i>	October 15, 2018	November 22, 2018
<i>Quarter Three Oct. 1, 2018 to Dec. 31, 2018</i>	January 15, 2019	February 22, 2019
<i>Quarter Four Jan. 1, 2019 to Mar. 31, 2019</i>	April 15, 2019	May 22, 2019

If the 15th falls on a weekend or statutory holiday for either the collector funding request due dates or funding payment dates:

- a) the funding requests are to be submitted on the next business day.
- b) the payment date will be the next business day.

All funding requests for shipments up to March 31, 2019 are to be submitted no later than April 15, 2019 in order to be eligible for funding payments.

Schedule "C"

Below are examples of tire, electronics, and paint collection areas that are well-organized, secure, easily-accessible, and have program signage on display.

