



## Registered Collection Site Requirements Fiscal 2023-2024

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## Registered Collection Site Requirements

A Registered Collector is a municipality, Indigenous community, regional waste authority or commission that a) has a Drop-Off location operated or approved by the Collector, b) accepts eligible Stewardship Program materials for recycling, and c) is registered with Alberta Recycling Management Authority (ARMA).

Stewardship Programs include Electronics (and ePilot), Paint, Tires, and Used Oil Materials (Used Lubricating Oil, Oil Filters, Oil Containers).

Registration as a Registered Collector is important because it:

- ✓ Ensures residents know where to recycle their materials; Registered Collection Site locations are posted on our website. <https://www.albertarecycling.ca/depot-finder/>
- ✓ Ensures Albertans have convenient, accessible, and safe areas to recycle their eligible materials.
- ✓ Provides access to Grants and collection site funding, such as:
  - Electronics and ePilot Collection Funding
  - Paint Collection Funding
  - Registered Collection Site Advertising Grants
- ✓ Connects Registered Collection Sites with Registered Processors who will service the sites and ensure the eligible materials are recycled to the highest environmental outcome.
- ✓ Ensures the Collection Site is included in the ARMA Connect Portal system so the processors can link their pickups to the proper locations.
- ✓ Enables the collection site to be considered for the Collection Site Award of Excellence.
- ✓ ARMA will provide supporting materials such as Best Practice Learning Modules, Workshops, promotional materials, newsletters, etc.

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

### General Site Requirements

- 1) Complete the *Registered Collection Site Application* for each of the Stewardship Recycling Programs accepted at the site.
- 2) Registered collection sites must accept all eligible materials under the applicable recycling program as outlined in Schedule “A.”
  - a) Collection site registration for the used lubricating oil, used oil filters, and used oil containers (Used Oil Materials) is based on the three separate material streams. Collection sites accepting any of the three streams should be registered.
- 3) Install signage provided by ARMA so it is visible to the public and secure at the collection area.
- 4) Ensure secure, safe, and proper handling and storage of eligible materials to prevent salvaging, theft, vandalism, and environmental damage. i.e., provide a well-lit area, ensure easy access to collection containment.

- 5) Monitor the collection and storage of eligible materials and maintain a neat and orderly collection area, while maximizing capacity.
- 6) Contact a Registered Processor directly for pick-up of eligible materials.
- 7) Ensure the collection areas are accessible by the Registered Processors for picking up material.
- 8) Ensure the collection areas are well-graded to prevent the materials from sitting in standing water.
- 9) Follow Alberta Fire Code standards for the collection and storage of eligible materials.
- 10) Follow legislation, regulations and other relevant information for the storage and management of eligible materials.
- 11) 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 Registered Collector and is separate from the environmental fee paid by residents when purchasing eligible products.
- 12) Grant Scope and Liability
  - a) The purpose of the registered collection grant (also referred to as collection funding) is to help offset direct costs incurred by the Registered Collector 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 the security for materials received at collection sites, including the 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.
    - 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 *Registered Collection Site Requirements*.
- 14) Keep copies of all Program forms on file for a minimum of five years.
- 15) Register for the ARMA Electronic Funds Transfer (EFT) for direct deposit of collection funding payments.
- 16) Site Inspections
  - a) Collection sites are subject to periodic reviews and site inspections to verify compliance with site requirements.
  - b) 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 and ePilot Collection sites are eligible for funding of \$155/tonne.**

- 1) Program Electronics (TVs, Computers, Monitors, Printers, Laptops) must be collected separately from the Expanded Electronics Pilot Materials (ePilot) for accurate weights and reporting.
- 2) ePilot materials are detailed and collected under a separate ePilot agreement. Until program expansion is officially approved or discontinued the ePilot will continue.
- 3) Collection Funding Requests (Claims) will be based on the **eligible Net** processor scale ticket weights of the program electronics and the ePilot materials collected and shipped to a Registered Electronics Processor for recycling under the Program.
- 4) The processors will provide the completed Shipping Document used to support the collection funding claim. Shipping Documents include Transport Manifests, Bills of Lading, and Pickup Forms.
- 5) Processors will provide separated weights for the Program Electronics and the ePilot materials on the scale tickets.
- 6) Claims must exclude the weights of ineligible materials.

### 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 m<sup>3</sup>) filled with paint containers; or if the bin is less than full, 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. Paint Bins are to be full, and the containers are stacked neatly to maximize space.
- 2) The paint and paint containers must be collected in Paint Bins (1m<sup>3</sup>) supplied by Registered Processors to ensure secondary containment and accurate calculation of collection funding.
  - a) Paint materials collected on pallets or other non-program-approved storage containers do not qualify for funding.
- 3) Ensure Paint Bins are covered to prevent snow and water from getting in the bins.
- 4) Spray paint cans are to be stored in 1m<sup>3</sup> bins or 205L drums separately from non-aerosol paints and paint containers, and separately from HHW or non-paint aerosols.
- 5) Ensure the Paint Bin counts, and Spray Paint details are accurate before signing the shipping document.

### Tire Collection Requirements and Grant Information

- 1) Ensure the tire storage area is well organized and clean of debris and non-program material.
- 2) 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.
- 3) Collection sites should arrange tire pickups during the summer and winter because at this time there is less demand on the processors from businesses requiring pick-up due to winter tire changeovers. Tire sales, and therefore discards, increase significantly during the Spring and Fall and can delay service times.

### Used Oil Material Collection Requirements

- 1) Prevent spills and groundwater contamination.
- 2) The Used Oil Materials must be collected and stored in accordance with the applicable legislation and codes in the prescribed storage containers that ensure secondary containment.
  - a) Used oil storage tanks need to comply with the Alberta Fire Code and the authority having jurisdiction.
- 3) Registered Collection Sites do not receive funding for the collection of Used Oil Materials.
- 4) Non-program materials such as antifreeze, windshield washer fluid, pesticides, and their containers, which are not part of the Used Oil Program must be collected separately from the Used Oil Materials.

## 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 ARMA's website for the latest updates to the Eligible Products List.

Electronics Materials to Accept ('Eligible Electronics')
<p>Program Electronics</p> <p>a) Visual Display Devices (televisions and monitors)</p> <p>b) Computer equipment including:</p> <ul style="list-style-type: none"><li>• Desktop and all-in-one computers, CPUs, and servers (incl. mouse, keyboard, cables, speakers)</li><li>• Laptop, tablet, and notebook computers</li><li>• Printers, copiers, scanners, and fax machines (stand-alone or combination units up to 1,000 kg.)</li></ul> <p>❖ ePilot materials are detailed and collected under separate ePilot agreement.</p> <ul style="list-style-type: none"><li>○ <a href="https://armaepilot.com/product-list/">https://armaepilot.com/product-list/</a></li></ul>
Tire Materials to Accept ('Eligible Tires')
<p>a) Passenger, Light Truck Tires (PLTT)</p> <ul style="list-style-type: none"><li>• Rim diameter up to 19.5"</li></ul> <p>b) Medium Truck Tires (MTT)</p> <ul style="list-style-type: none"><li>• Rim diameter more than 19.5"</li></ul> <p>c) Off the Road Tires (OTR)</p> <ul style="list-style-type: none"><li>• Rim diameter of 8" up to 39"</li></ul> <p>d) Agricultural Tires</p> <ul style="list-style-type: none"><li>• Rim diameter up to 39"</li></ul>
Used Oil Materials to Accept ('Used Oil')
<p>a) Used lubricating oil</p> <p>b) Oil filters (metal and non-metal)</p> <p>c) Oil containers (metal, plastic)</p>

### Paint Materials to Accept ('Eligible Paint')

- a) Aerosols/Spray Paints:
  - Paint-based aerosols,
  - Blank aerosol cans
- b) Architectural coatings including but not restricted to:
  - Water-based (e.g., latex, acrylic)
  - Oil & solvent based (alkyd)
- c) Interior and exterior paint and stains regardless of finishing type (e.g., eggshell, satin, chalk finish):
  - 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
    - Decorative
    - Rust preventative coatings
  - Milk-based paint
- d) Topcoats (Single Component, waterborne/water-based, or solvent-based)
  - Glazes
  - Lacquers
    - Pre-catalyzed and nitrocellulose
    - Waterborne
  - Polyurethanes
  - Shellac and shellac-based products
  - Urethanes
  - Varnishes
- e) Primers, Sealers and Undercoats
- f) Stains & Finishes
  - Barn & Fence
  - Deck
  - Floor
  - Porch & Patio
  - Wood finishing oils and stains

Continued...

### Paint Materials to Accept ('Eligible Paint') Continued

- g) Sealers (non-tar or non-bitumen based)
  - 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
- h) Solvents, thinners, and mineral spirits
- i) Textured Paint
  - Stone effects coatings
  - Stucco paint
  - Swimming pool coating (single component)
  - Textured paint
  - Truck Bed Coating
- j) Miscellaneous
  - 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)



**Schedule B**

**NOTICE OF ACCOUNTS PAYABLE – 2023-2024  
 QUARTERLY ELECTRONICS, EPILOT, AND PAINT COLLECTION FUNDING PAYMENT SCHEDULE**

ARMA’s 2023-24 fiscal year runs from April 1, 2023, to March 31, 2024.

<b>2023-24 Quarterly Collection Funding Payment Schedule</b>		
<b>Report Period Name</b>	<b>Collection Funding Request Due Date</b>	<b>Collection Funding Payment Date*</b>
<b>April – June 2023</b>	July 11, 2023	August 22, 2023
<b>July – September 2023</b>	October 10, 2023	November 22, 2023
<b>October – December 2023</b>	January 9, 2024	February 22, 2024
<b>January – March 2024</b>	April 9, 2024 (Year End Deadline)	May 22, 2024

\*Collection Funding Payment Dates indicate the date of payment for claims received by the due date, with no errors, and where any requested back-up documentation is submitted in a timely manner and substantiates the claim made. Claims received after the due date, with errors, or with insufficient back-up documentation will be paid only once completed, and on a later ARMA payment date.

All Electronics, ePilot and Paint claims must be submitted through [ARMA Connect](#).

ARMA’s fiscal year end is March 31, 2024, claims are to be submitted no later than April 9, 2024, to be eligible for funding payments.



## Schedule C GALLERY

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

