



PRODUCER REGISTRATION PROCEDURE: HAZARDOUS AND SPECIAL PRODUCTS



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INTRODUCTION

Alberta's new Extended Producer Responsibility (EPR) legislation places full responsibility on producers of hazardous and special products (HSP) to collect and manage the materials they supply to Alberta residents. While communities may continue to play an important role in collecting and managing these materials, they are not required to do so.

To facilitate this shift in responsibilities and to ensure a smooth transition, producers need to understand the materials they introduce into the system and meet the material management obligations under the new legislation. This information will also allow Alberta Recycling Management Authority (ARMA) to ensure producer compliance.

PURPOSE AND SCOPE

This document outlines the procedure for registering as a Producer as defined in the EPR Regulation. This procedure focuses on the registration in the HSP program. A separate guide is available for producers looking to register in the Single-use Products, Packaging and Paper Products (PPP) program.

ELIGIBILITY CRITERIA

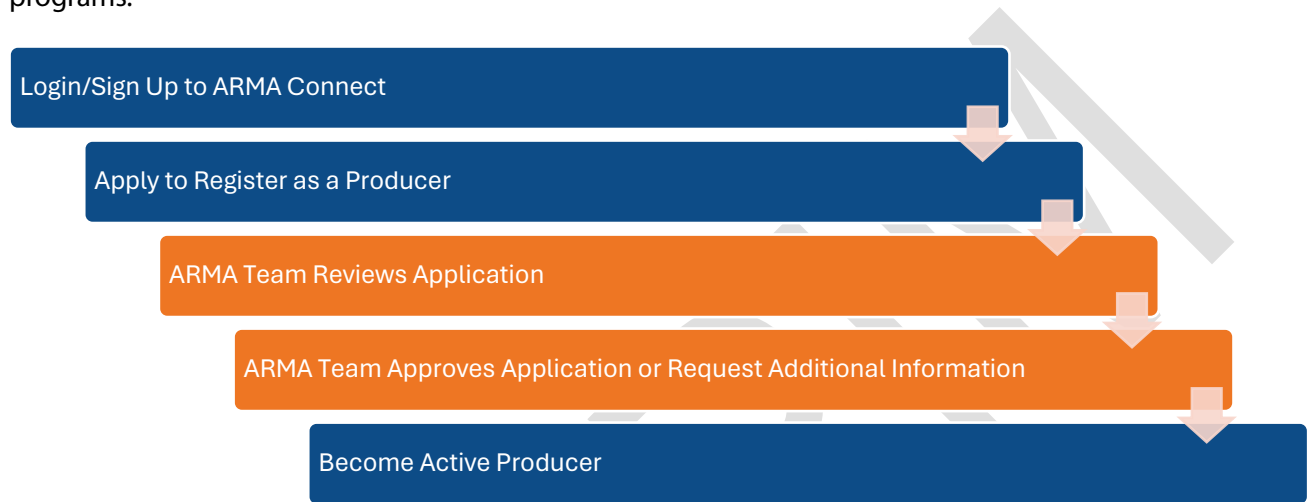
All HSP Producers must register with ARMA, at least thirty (30) calendar days prior to the date the Producer intend to supply HSP Designated Materials into Alberta. HSP Producers are defined within the regulation as:

- (a) The brand holder of the product, if the brand holder is resident in Canada,
- (b) If there is no person described in clause (a), the importer of the product, if the importer is resident in Alberta, or
- (c) If there is no person described in clause (a) or (b), the retailer who supplied the product to the consumer.

Producer Responsibility Organizations (PROs) can report on behalf of the Producers they represent. However, each Producer must be registered separately.

REGISTRATION PROCESS

The figure below outlines the registration process. A detailed guide to create an account in ARMA Connect is available in Appendix A. Registration steps are also available within Appendix B if you are having trouble navigating ARMA Connect. The registration process is the same for both PPP and HSP programs.



TIMELINES:

HSP Registration Timeline

Date	Key Milestone	Activity
November 27, 2023	Registration Opens	All Producers may create an account in ARMA Connect and start the registration process.
November 27, 2023 – March 1, 2024	Registration	Producers who currently supply designated materials into Alberta must register before March 1, 2024, to ensure compliance with the Regulation.
November 27, 2023 – March 1, 2024	Discussions with Producer Responsibility Organizations (PROs)	Producers may choose from a list of registered PROs during the registration process. PROs may be designated to perform registration, supply reporting, and performance reporting on behalf of Producers.
October 1, 2024	Verification Report	Producers (on their own or through their selected PRO) must provide a verification plan to ARMA providing details on the development of the common collection system.

Date	Key Milestone	Activity
April 1, 2025	Service Commencement	Depending on the size of the Community, producers are responsible for HSP depot collection service or HSP collection event service in Communities registered before December 31, 2023.

DESIGNATED MATERIALS & OUT-OF-SCOPE MATERIAL SIZES

Under the EPR Regulation, there are five designated material types for which supply and/or management reporting are required by producers. Each of these designated material types also have size, volume, or weight parameters to determine whether the products are within the scope of the regulation. The designated material types and their size, volume, or weight scope are:

1. Battery
 - a. Single-use batteries
 - b. Rechargeable batteries
 - c. Does not include:
 - i. Lead acid batteries, and
 - ii. Batteries weighing 5kg or more
2. Corrosive Products
 - a. Solid, liquid, or gaseous products displaying the corrosive hazard symbol that is:
 - i. 10 L or less for liquids,
 - ii. 10 kg or less for solids, or
 - iii. 680g or less for pressurized containers
 - b. Also includes any container that are sold with products that meet the volume/mass/size of the above requirements
 - c. Does not include products intended for use down-the-drain during their primary intended use
3. Flammable Products
 - a. Solid, liquid, or gaseous products displaying the flammable hazard symbol and the explosive hazard symbol:
 - i. 10 L or less for liquids,
 - ii. 10 kg or less for solids, or
 - iii. 680g or less for pressurized containers

- b. Containers used to supply flammable products within the above weight are also included with the exception of gasoline, which is for any container that contains 25L or less in volume for gasoline
 - c. Does not include products intended for use down-the-drain during their primary intended use, or products containing less than 50% water miscible flammable liquid
- 4. Pesticide
 - a. Pesticide, fungicide, herbicide or insecticide:
 - i. 10 L or less for liquids,
 - ii. 10 kg or less for solids, or
 - iii. 680g or less for pressurized containers
 - b. Includes containers that are sold with products that meet the volume/mass/size of the above requirements
 - c. Does not include insect repellents intended for personal use, or sanitizers, disinfectants and antimicrobial products
- 5. Toxic Product
 - a. Solid, liquid, or gaseous products displaying the toxic hazard symbol:
 - i. 10 L or less for liquids,
 - ii. 10 kg or less for solids, or
 - iii. 680g or less for pressurized containers
 - b. Includes containers that are sold with products that meet the volume/mass/size of the above requirements
 - c. Does not include products intended for use down-the-drain during their primary intended use

REQUIRED REGISTRATION INFORMATION

The table below outlines the information required from a Producer or, if a PRO is registering a Producer on the Producer's behalf, a PRO at the time of registration. A step-by-step guide to registration is available in Appendix B.

Data Category	Data Field	Expected Response
General Information	Business Start Date	The date of incorporation for the business.
	First Supply Date	The date HSP designated material is first supplied into the province.

Data Category	Data Field	Expected Response
	Designated Materials Supplied into Alberta	Checkboxes to select each PPP designated material that the Producer supplies into the province.
	Franchise Information	Indicate whether the Producer is a franchisee or franchisor.
PRO Delegation Selection	Have you selected a PRO?	Yes/No.
	PRO Selection	<p>If yes, the PRO can be selected from the list of PROs registered with ARMA.</p> <p>In addition to selection a PRO, you can also indicate if the PRO will be reporting Supply and/or Management data on behalf of the Producer.</p>

DATA SECURITY AND PRIVACY

All information related to data security and privacy, including the collection, use, and protection of personal and confidential data, falls under the purview of ARMA's Privacy and Access Policy. This policy outlines principles and practices regarding the handling of sensitive information and your rights as a Registrant.

Key aspects covered in our Privacy and Access Policy include:

- The types of information we collect during the registration process.
- The purpose for which we collect and use your data.
- How we protect your data from unauthorized access or disclosure.
- Your rights regarding personal information, including the right to access, correct, or delete your data.

By registering your organization as a Producer, you acknowledge that you have reviewed and agree to the terms and conditions outlined in our Privacy and Access Policy.

Our commitment to data privacy extends to the responsible handling and retention of your information. Our Data Retention Policy provides guidance on how long we retain different types of data collected during the registration process. This policy ensures that we do not keep your data longer than necessary for the purposes outlined in our Privacy and Access Policy.

Key aspects covered in our Records Retention Policy include:

- The categories of data we retain and the specific retention periods for each.
- The criteria we use to determine the appropriate retention period.

- The methods we employ to securely dispose of data when it is no longer needed.

We encourage you to review our Data Retention Policy to understand how long your data will be retained and the measures we take to protect it during that time.

Your data security and privacy are paramount to us. If you have any questions, concerns, or require further information about our Privacy and Access Policy or Records Retention Policy, please contact us using the contact details in the Support and Assistance section below.

SUPPORT AND ASSISTANCE

If you have any questions regarding the information provided in this procedure, please contact our EPR team at epr@albertarecycling.ca

We strive to respond to your questions within 24-48 hours upon receipt of your inquiry.

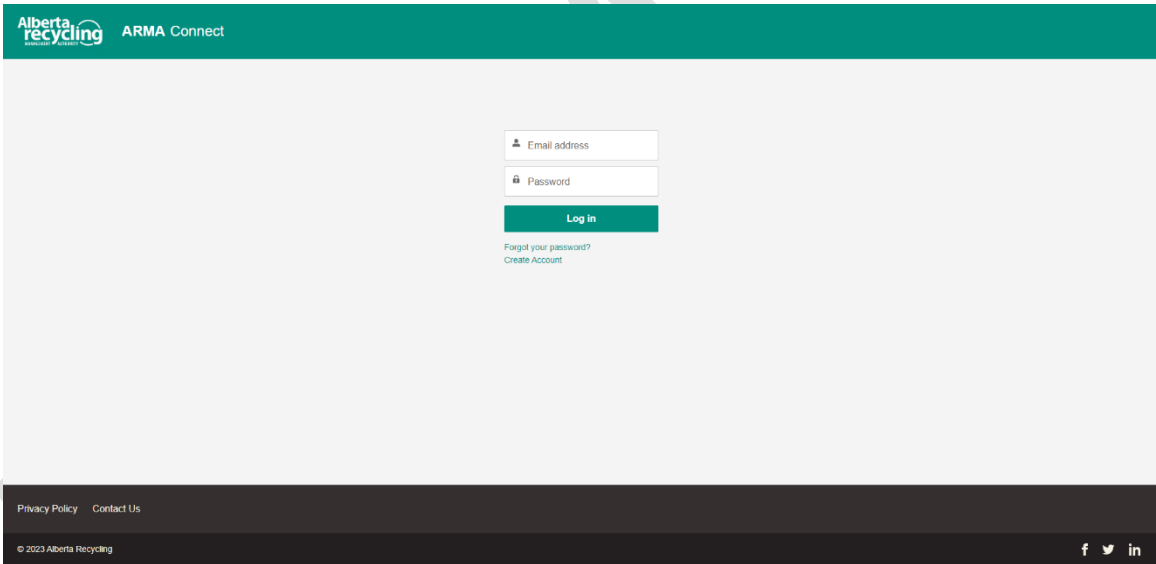
REVISION HISTORY

Version	Date	Author	Description of Changes
1.0	November 21, 2023	Manager, EPR Compliance	Initial draft

APPENDIX A – ARMA CONNECT ACCOUNT CREATION GUIDE

Appendix A provides a step-by-step guide to register on ARMA Connect (the EPR Registry System) for users who do not currently have an account. **For Producers that are registered as a supplier in ARMA’s stewardship programs, your organization is likely already registered in ARMA Connect and you can use the same account. Please confirm within your organization prior to creating a new account.**

Step	Action	Expected Result	Reference
1	Navigate to the ARMA Connect home page on your web browser. ARMA Connect Address	The ARMA Connect home page loads. You can enter email and password to log-in, or create new account.	

Step	Action	Expected Result	Reference
2	Click on the "Create Account" link.	You are taken to the first screen of the "Create Account" page.	

Step	Action	Expected Result	Reference
3	Enter your Business Registration information and click on "Submit"	You are taken to the "Create an Account" screen after you click on "Submit"	



Step	Action	Expected Result	Reference
4	Fill in your business information. All required fields will need to be completed in order to move on to the next step.	When you click on "Next", you will be taken to the next screen assuming you have provided all required information. If not, the system will ask you to fill out the missing required information. You will need to click "Next" again to proceed.	<p>Create an Account</p> <p>Business Contact Review</p> <p>This function is not to be utilized to create a new account for ARMA Registered Collection Sites, ARMA Registered Processors, or parties interested in becoming registered for collection or processing. Please contact ARMA using the contact information below for questions or support related to collection and processing.</p> <p>This 'Create an Account' function should be utilized if you fit into one of the below criteria:</p> <ol style="list-style-type: none"> You are currently working with Designated Materials as defined in the Extended Producer Responsibility Regulation, or will be in the future, and are not already registered with Alberta Recycling Management Authority (ARMA). <p>Registrants can include a producer, a producer responsibility organization, a processing facility or a community authority. The registration process can be used to determine if a potential registrant is exempt based on the Extended Producer Responsibility Regulation.</p> <ol style="list-style-type: none"> You are currently supplying eligible material (see definition below), or will be in the future, and are not already registered with Alberta Recycling Management Authority (ARMA). <p>An applicant is defined as 'supplying eligible material' if they are:</p> <ul style="list-style-type: none"> Anyone who sells, distributes, manufactures, supplies or imports designated material in, or into Alberta and/or; Anyone manufacturing, selling or distributing designated electronics in or into the NWT and/or; Anyone who supplies designated tires in Yukon <p>Unsure if you are required to register or have questions?</p> <p>Please contact us at info@albertarecycling.ca, (780) 990-1111 or toll free 1-888-999-8762 and we will be pleased to assist you.</p> <p>Business Information</p> <p>The applicant is the business or organization that will be registered with Alberta Recycling Management Authority as per the obligations outlined in the Alberta Designated Material Recycling and Management Regulation and its resulting Bylaws.</p> <p>Business Name</p> <p>* Legal Business Name of Applicant</p> <p>* Operating As</p> <p>Franchise Name (if applicable)</p> <p>Business Contact information</p> <p>* Business Phone</p> <p>Business Website</p> <p>Business Address</p> <p>* Street Address</p> <p>* City</p> <p>* Country</p> <p>Canada</p> <p>* Province / State</p> <p>-- none selected --</p> <p>* Postal / Zip Code</p> <p><input type="checkbox"/> Add Mailing Address (if different from business address)</p> <p>Next</p>

Step	Action	Expected Result	Reference
5	<p>Fill in the Contact Information for the primary user that will be using the system.</p> <p>Note: you can add subsequent users to the system. However, the user you put in here will be the "Administrator" for your Producer Account in ARMA Connect.</p>	<p>If all required information is filled out, you will move on to the final stage of account creation which is to review the information provided.</p>	<p>Create an Account</p> <p>Business > Contact > Review</p> <p>Profile and Contact Information</p> <p>Please provide the contact information for the primary individual that will be responsible for submitting reports.</p> <p>Name</p> <p>* First Name <input type="text"/></p> <p>* Last Name <input type="text"/></p> <p>Title/Position <input type="text"/></p> <p>Contact Information</p> <p>A link will be sent to the email you provide to complete your registration</p> <p>* Email (This will be your username) <input type="text"/></p> <p>* Phone Number <input type="text"/></p> <p>Extension <input type="text"/></p> <p>Secondary Phone Number <input type="text"/></p> <p>Previous Step Next</p>

Step	Action	Expected Result	Reference
6	Click on "Confirm & Create Account" once all information has been verified.	Your account will be created and an email will be sent to the contact email address for confirmation of the account.	<p>Create an Account</p> <p>Business Contact Review</p> <p>Please review the information below before submitting.</p> <p>Business Information</p> <p>Business Name</p> <p>Legal Business Name of Applicant: Guide Operating As: Guide Franchise Name (if applicable): No information provided</p> <p>Business Contact information</p> <p>Business Phone: 123456789 Business Website: Guide</p> <p>Business Address</p> <p>Street Address: 123 City: calgary Province / State: Alberta Postal / Zip Code: T1Y7A3 Country: Canada</p> <p>Profile and Contact Information</p> <p>Name</p> <p>First Name: John Last Name: Doe Title/Position: No information provided</p> <p>Contact Information</p> <p>Email (This will be your username): john.doe@domain.com Phone Number: (123) 456-7890 Extension: No information provided Secondary Phone Number: No information provided</p> <p><input checked="" type="checkbox"/> I accept and agree to be bound by these Terms with respect to the Services being offered and have read and understand the Privacy Policy</p> <p>Previous Step Confirm & Create Account</p>

Step	Action	Expected Result	Reference
7	Check your email for the Account Activation email	You should have received an email from ARMA Connect, asking you to set up your password.	
8	Set up your password for your ARMA Connect account.	Once you have set up your password, you can now log-in to ARMA Connect with your email and password.	

APPENDIX B – REGISTRATION GUIDE

Appendix B provides the user with step-by-step instructions for registering as a Producer of HSP program under EPR.

Step	Action	Expected Result	Reference
1	Log-in to ARMA Connect ARMA Connect Address	You should arrive on the ARMA Connect home page.	<p>The screenshot shows two sections: 'Programs' and 'EPR'. Each section has a table for 'Your registrations and registration applications' and a table for 'Other program registration options'. The 'Programs' section lists Paint, Electronics, Northwest Territories Electronics, Tires, and Yukon Tires. The 'EPR' section lists Single-use Products, Packaging and Paper, and Hazardous and Special Products.</p>

Step	Action	Expected Result	Reference								
2	<p>Click on the “Register/Register in new role” link that is under “Other program registration options” within the Extended Producer Responsibility Programs section of the home page.</p> <p>Select the corresponding link for the program you are registering in (PPP or HSP)</p>	<p>You will be taken to the role selection page of the program registration.</p>	<table border="1"> <thead> <tr> <th colspan="2" data-bbox="716 370 1751 435">Other program registration options</th> </tr> <tr> <th data-bbox="716 440 1482 472">Program</th> <th data-bbox="1482 440 1751 472">Manage</th> </tr> </thead> <tbody> <tr> <td data-bbox="716 472 1482 532">Single-use Products, Packaging and Paper Products</td> <td data-bbox="1482 472 1751 532">Register/Register in new role</td> </tr> <tr> <td data-bbox="716 532 1482 592">Hazardous and Special Products</td> <td data-bbox="1482 532 1751 592">Register/Register in new role</td> </tr> </tbody> </table>	Other program registration options		Program	Manage	Single-use Products, Packaging and Paper Products	Register/Register in new role	Hazardous and Special Products	Register/Register in new role
Other program registration options											
Program	Manage										
Single-use Products, Packaging and Paper Products	Register/Register in new role										
Hazardous and Special Products	Register/Register in new role										

Step	Action	Expected Result	Reference
			<div data-bbox="716 347 1759 423"> <h3>Single-use Products, Packaging and Paper Products Registration.</h3> </div> <div data-bbox="716 423 1759 505"> <p> Complete the registration application process for all roles relevant to your business. Each role requires a separate registration application. ✕</p> </div> <div data-bbox="716 505 1759 586"> <p>To begin your registration application, review the following role descriptions below and determine which role you are completing the application for.</p> </div> <div data-bbox="716 586 1759 667"> <p>As a reminder, if you are participating in the same role in another EPR program (a different designated material stream), you will complete a separate registration application under that program (e.g. HSP).</p> </div> <div data-bbox="716 667 1759 732"> <p>If you have any questions about what role is applicable to you, please refer to the EPR resources on our website to learn more or contact ARMA if you require assistance.</p> </div> <div data-bbox="716 732 1759 813"> <p>Producer A producer supplies designated materials to consumers intended for residential use, where supply means to manufacture, distribute, sell or otherwise transfer designated materials in or into Alberta.</p> </div> <div data-bbox="716 813 1759 894"> <p>Producer Responsibility Organization (PRO) A producer responsibility organization (PRO) is an organization appointed by a producer to act as an agent on behalf of the producer.</p> </div> <div data-bbox="716 894 1759 976"> <p>Processor A processor or processing facility is a facility that receives designated materials for recycling, downcycling, treatment or disposal or that is an exporter of designated materials to a jurisdiction outside Alberta for recycling, downcycling, treatment or disposal.</p> </div> <div data-bbox="716 976 1759 1057"> <p>Community A community is a corporation controlled by a municipality within the meaning of section 1(2) of the <i>Municipal Government Act</i>, RSA 2000, M-26 or a regional services commission as defined in the <i>Municipal Government Act</i>.</p> </div> <div data-bbox="716 1057 1759 1219"> <p>*What role are you registering as? <input checked="" type="radio"/> Producer <input type="radio"/> Producer Responsibility Organization (PRO) <input type="radio"/> Processor <input type="radio"/> Community</p> </div> <div data-bbox="716 1219 1759 1299"> <p style="text-align: center;"> Previous Step Next </p> </div>

Step	Action	Expected Result	Reference
3	Select "Producer" as the role you are registering as and click on "Next"	You will be taken to the General Information page.	

Step	Action	Expected Result	Reference
4	Fill out the information on the page and click "Save & Next"	You will be taken to the "Select A PRO" Page	

Step	Action	Expected Result	Reference
5a	Answer "No" to the question	You will be taken to the application review page.	<div data-bbox="722 363 1944 1182"> <p>Victor 5b Producer Test Account 8</p> <h3>Hazardous & Special Products Registration.</h3> <p>Producer</p> <p>Review.</p> <p>Please review the information below before submitting.</p> <p>General Information.</p> <hr/> <p>Business Start Date: Nov 20, 2023</p> <p>First Supply Date: Nov 20, 2023</p> <p>Designated Materials supplied in/into Alberta: Single-use Batteries</p> <p>Please indicate if you are part of a franchise: Franchisor</p> <p>PRO Delegation.</p> <hr/> <p>Will you be working with one or more Producer Responsibility Organization (PRO)?: No</p> <p>Alternative Collection System: Yes</p> <p><input type="checkbox"/> *I agree with the terms & conditions.</p> <p>Previous Step Submit</p> </div>
5b	Answer "Yes" to the question	You will be taken to the "Select PROs" page.	

Step	Action	Expected Result	Reference
			<p>Hazardous & Special Products Registration.</p> <p>Producer</p> <p>Producer Responsibilities</p> <p>Your organization: Victor 5b Producer Test Account 8</p> <p>Self-Provided Supply and Management Reporting</p> <p>*Your PRO(s) will indicate the reporting delegations they will be responsible for on your behalf. In addition to any reporting completed by your PRO(s), will you be completing Supply Reporting or Management Reporting?</p> <p> <input type="button" value="Supply Report"/> <input type="button" value="Management Report"/> </p> <p> <input type="text"/> <input type="text"/> </p> <p>My PRO(s)</p> <p>Search for and select from the list of ARMA registered PROs below that you will be working with. After this submission process, the PRO(s) will be notified of your delegation request.</p> <p><input type="checkbox"/> I intend to work with PRO(s) but undecided on what PRO(s).</p> <p>Search for a PRO</p> <p><input type="text"/></p> <p> <input type="button" value="My PRO(s)"/> <input type="button" value="Designated Materials Managed"/> </p> <p><input type="checkbox"/> *I confirm that I intend to have a contract with the PRO(s) identified and authorize them to have access to report supply, collection and management data on my behalf.</p> <p> <input type="button" value="Previous Step"/> <input type="button" value="Save & Next"/> </p>

Step	Action	Expected Result	Reference																		
6	<p>Enter information for Producer Responsibility and select the PROs you would like to work with.</p> <p>You can select “I intend to work with PRO(s) but undecided on what PRO(s) to select your PRO(s) later.</p> <p>Once complete, click on “Save & Next”</p>	You are taken to the application review page.	<div style="border: 1px solid #ccc; padding: 10px;"> <p>Victor 5b Producer Test Account 8</p> <h3>Hazardous & Special Products Registration.</h3> <p>Producer</p> <p>Review.</p> <p>Please review the information below before submitting.</p> <p>General Information.</p> <hr/> <table> <tr> <td>Business Start Date:</td> <td>Nov 20, 2023</td> </tr> <tr> <td>First Supply Date:</td> <td>Nov 20, 2023</td> </tr> <tr> <td>Designated Materials supplied in/into Alberta:</td> <td>Single-use Batteries</td> </tr> <tr> <td>Please indicate if you are part of a franchise:</td> <td>Franchisor</td> </tr> </table> <p>PRO Delegation.</p> <hr/> <table> <tr> <td>Will you be working with one or more Producer Responsibility Organization (PRO)?:</td> <td>Yes</td> </tr> <tr> <td>Alternative Collection System:</td> <td>No</td> </tr> <tr> <td>Self-Provided Supply Reporting:</td> <td>No</td> </tr> <tr> <td>Self-Provided Management Reporting:</td> <td>No</td> </tr> <tr> <td>My PRO(s):</td> <td>Victor 5b PRO Account</td> </tr> </table> <p><input type="checkbox"/> *I agree with the terms & conditions.</p> <p style="text-align: center;"> Previous Step Submit </p> </div>	Business Start Date:	Nov 20, 2023	First Supply Date:	Nov 20, 2023	Designated Materials supplied in/into Alberta:	Single-use Batteries	Please indicate if you are part of a franchise:	Franchisor	Will you be working with one or more Producer Responsibility Organization (PRO)?:	Yes	Alternative Collection System:	No	Self-Provided Supply Reporting:	No	Self-Provided Management Reporting:	No	My PRO(s):	Victor 5b PRO Account
Business Start Date:	Nov 20, 2023																				
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Self-Provided Supply Reporting:	No																				
Self-Provided Management Reporting:	No																				
My PRO(s):	Victor 5b PRO Account																				

Step	Action	Expected Result	Reference
7	Click on "Submit"	Your application has been submitted and will now undergo review.	<div data-bbox="724 370 1934 833" style="border: 1px solid #ccc; padding: 10px;"> <h3 data-bbox="760 418 961 462">Next Step</h3> <p data-bbox="760 511 1690 544">Your registration application will now undergo review and approval.</p> <p data-bbox="760 584 1465 609">You may also be contacted by ARMA for further information about your application.</p> <p data-bbox="760 646 1381 670">You will receive an email notifying of your approval status after its review.</p> <p data-bbox="760 706 1579 730">If you have any questions, please contact ARMA at 1-888-999-8762 or epr@albertarecycling.ca.</p> <p data-bbox="766 760 1045 797" style="text-align: center;">Back to Program Selection</p> </div>