

## Extended Producer Responsibility (EPR) Hazardous and Special Products (HSP) Community Registration Application Form

### Introduction

Thank you for pre-registering your Community for HSP and downloading this registration application. By pre-registering, you have indicated your interest in learning more about receiving HSP services under EPR as a Community, and allows ARMA to reach out and offer support to you for the registration process.

A couple reminders to keep in mind:

- **This application for your Community is for HSP collection services only.** For collection services related to single-use products, packaging, and paper products (PPP), please visit the ARMA Connect portal (link below) to pre-register your Community in PPP.  
<https://armaconnect.albertarecycling.ca/s/login/>
- Communities may also be registering in the role of a Producer or Processing Facility for either or both the PPP and HSP material streams. Each is a separate registration by role and designated material on ARMA Connect.

Once you have completed your registration application, upload your file through the link on the '5 File Upload' tab. After ARMA processes the application, you will be notified of your formal registration as a Community in PPP.

Producers are responsible for the development and implementation of a collection system for designated materials that meets targets and collection standards set out in the EPR regulation, bylaws and policies. The information provided in your registration will be shared with producers (or Producer Responsibility Organizations (PROs) hired by producers) so that they can develop their collection system plan. Communities can expect to have discussions with producers/PROs about collection services.

If you have any questions, please contact ARMA at 1-888-999-8762 or [epr@albertarecycling.ca](mailto:epr@albertarecycling.ca).



Start



**Extended Producer Responsibility (EPR)  
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**1.1 Name of the Community**

Please provide the name of the Community or Indigenous Community for which this form is being completed.

<b>Name:</b>	
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**1.2 Primary Contact Information**

Contact information for the primary person corresponding with the ARMA related to Community registration. While there may be different people responsible for different aspects of your waste management services, please include a primary contact who can direct inquiries to the appropriate person as needed.

Primary Contact		
First Name:		Last Name:
Job Title/Role:		Community/Organization:
Street Number:	Street Name:	City/Town:
Postal Code:	PO Box:	Email Address:
Telephone Number (with area code):	Ext.:	Mobile (optional):

**1.3 Waste Management Contact**

If different from the primary contact, the waste management contact should be the person who currently supports waste management activities for the Community. This can be a contact outside of the Community but has delegated authority to act on behalf of the Community.

Waste Management Contact		
First Name:		Last Name:
Job Title/Role:		Email Address:
Telephone Number (with area code):	Ext.:	Mobile (optional):

**1.4 Community Contact (Chief Administrative Officer or Equivalent)**

Contact information of a signing officer within the Community e.g., someone within the Administration of the Community such as a Chief Administrative Officer or City Manager.

Community Contact		
First Name:		Last Name:
Job Title/Role:		Email Address:
Telephone Number (with area code):	Ext.:	Mobile (optional):



SAMPLE

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**2. Population Information**

**2.1 Total population in the Community at the time of registration.**

Population:

What source did you use for the above population data?



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**3. HSP Depots and Roundup Events**

**3.1 Provide the location of every collection depot that residents in your Community have access to and details for each location.**

Note: Street, Avenue, Road, etc., should be written out as full words.

For the designated materials accepted by the depot location for each row, please type 'Yes' or 'No' to confirm acceptance of each material type.

Address (include street number, and unit numbers where applicable):	City:	Postal Code (Without spaces):	Designated Materials Accepted by Depot Location								
			Batteries:	Corrosive Products:	Corrosive Product Containers:	Flammable Products:	Flammable Product Containers:	Toxic Products:	Toxic Product Containers:	Pesticides:	Pesticide Containers:

\*Add more rows as needed. To do this, select a row in the table above by clicking on the row number on the left hand side, right click and select "insert"

3.2 Are HSP roundup events held in your Community?

 <- Type 'Yes' or 'No'

3.3 If yes, how many HSP roundup events were held in your Community in the past calendar year?

 <- Enter the number of roundups

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**4. Designated Materials**

**4.1 Annual quantity of designated materials.**

For each type of material, provide the annual quantity of materials collected through depot collection and/or roundup collection in the prior calendar year.

Quantity should be entered in metric tonnes.

Source:	Quantity of Material Collected the Prior Calendar Year (metric tonnes):				
	Batteries:	Corrosive Products:	Flammable Products:	Toxic Products:	Pesticides:
Depot					
Roundup					
<b>TOTAL</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>

**4.2 Describe how designated materials are currently collected, stored, hauled, and processed.**





## **Extended Producer Responsibility (EPR) Hazardous and Special Products (HSP) Community Registration Application Form**

### **File Upload**

Upload your completed Registration Application and attachments to the ARMA folder linked below:

**FILE UPLOAD LINK**

Alternatively, copy the following link into your web browser:

<https://albertarecycling.sharefile.com/r-rdd8e53dba442434e82f6b525e0d611bd>

Notes about the link:

- You may be asked for some basic information (name, email and company/Community name) which helps ARMA monitor security of the data files.
- Tip: Check off the 'Remember Me' option before clicking 'Continue' so that your details can be pre-filled if you access the folder link again in the future.

If you have any questions, please contact ARMA at 1-888-999-8762 or [epr@albertarecycling.ca](mailto:epr@albertarecycling.ca).

Producers are responsible for the development and implementation of a collection system for designated materials that meets targets and collection standards set out in the EPR regulation, bylaws and policies. The information provided in your registration will be shared with producers (or Producer Responsibility Organizations (PROs) hired by producers) so that they can develop their collection system plan. Communities can expect to have discussions with producers/PROs about collection services.

Following registration, if you would like to de-register your community, please contact ARMA directly at 1-888-999-8762 or [epr@albertarecycling.ca](mailto:epr@albertarecycling.ca).