

Extended Producer Responsibility (EPR)

Single-Use Products, Packaging, and Paper Products (PPP) Community Registration Application Form

Introduction

Thank you for pre-registering your Community for PPP and downloading this registration application. By pre-registering, you have indicated your interest in learning more about receiving PPP 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 PPP collection services only.** For collection services related to hazardous and special products (HSP), please visit the ARMA Connect portal (link below) to pre-register your Community in HSP.
<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 '7 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.



Start



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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.

Name:	
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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 (Community Registration)			
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 that 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):



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2. Community and Population Information

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

Population:	<input type="text"/>
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What source did you use for the above population data?

2.2 The number of residential premises in the community at the time of registration.

Residential premise means single-family dwellings and multiple-family dwellings but does not include entities such as institutional accommodations or visitor accommodations.

Number of single-family dwellings:	0
Number of multiple-family dwellings:	0
Total number of residential premises:	0

What source did you use for the above data about residences?

2.3 The number of residential premises that received PPP collection services in the Community at the time of registration.

Residential premise means single-family dwellings and multiple-family dwellings but does not include entities such as institutional accommodations or visitor accommodations.

Number of residential dwellings that are serviced by side or rear loading collection vehicles:	0
Number of residential dwellings that are serviced by front-end loading collection vehicles:	0
Total number of residential dwellings that receive pick-up collection services:	0

Number of residential dwellings that receive depot collection as their primary mode of collection:	0
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3. PPP Services

Residential premise means single-family dwellings and multiple-family dwellings but does not include entities such as institutional accommodations or visitor accommodations.

3.1 Do residential premises receive curbside collection for PPP in your Community?

 <- Type 'Yes' or 'No'

If yes, please complete provide additional information under 3.3.

3.2 Do residential premises receive depot collection for PPP in your Community?

 <- Type 'Yes' or 'No'

If yes, please complete provide additional information under 3.3.



3.3 Provide the location of residential premises and the type of service (curbside, bin collection or depot) for PPP collection in the Community.

Provide a map with the location of all residential premises that receive PPP collection in the Community using rear/side loading vehicles, identify non-residential dwellings in addition to the residential premises if possible. Communities should also include information on these maps about any locations that are only serviced seasonally.

Provide a map with the location of all residential premises that receive PPP collection in the Community using front end loading vehicles, identify non-residential dwellings in addition to the residential premises if possible.

Provide a map with the location of all residential premises that receive depot PPP collection in the Community.

All documents provided in response to this question should be labeled with your **Community name** and "Curbside PPP Collection". If you are providing more than one document, please add a number.

For example: *Local County - Curbside PPP Collection - 1* , *Local County - Depot PPP Collection - 1*

List all the documents that you have provided in response to this question and provide a brief description of the information contained in those maps. Upload the documents along with your completed registration application.

Name of Document:	Description:

If someone required more detailed information about the residences outlined on these maps (such as addresses), what data source could they use?

Enter description below:



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4. Garbage Services

Residential premise means single-family dwellings and multiple-family dwellings but does not include entities such as institutional accommodations or visitor accommodations.

4.1 Do residential premises receive curbside collection for garbage in your Community?

<- Type 'Yes' or 'No'

If yes, please provide additional information under 4.3.

4.2 Do residential premises receive depot collection for garbage in your Community?

<- Type 'Yes' or 'No'

If yes, please provide additional information under 4.3.

4.3 Provide the location of residential premises and the type of service for garbage collection in the Community.

Provide a map with the location of all residential premises that receive garbage collection services in the Community using rear/side loading vehicles, identify non-residential dwellings in addition to the residential premises if possible. Communities should also include information on these maps about any locations that are only serviced seasonally.

Provide a map with the location of all residential premises that receive garbage collection services in the Community using front end loading vehicles, identify non-residential dwellings in addition to the residential premises if possible.

Provide a map with the location of all residential premises that receive depot garbage collection in the Community.

All documents provided in response to this question should be labeled with your **Community name** and "**Curbside Garbage Collection**".

If you are providing more than one document, please add a number.

For example: **Local County - Curbside Garbage Collection - 1, Local County - Depot Garbage Collection - 1**

List all the documents that you have provided in response to this question and provide a brief description of the information contained in those maps. Upload the documents along with your completed registration application.

Name of Document:	Description:

If someone required more detailed information about the residences outlined on these maps (such as addresses), what data source could they use?
Enter description below:



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5. PPP depots.

5.1 Provide the location of every PPP depot collection that residents from 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.

Depot Name:	Depot Type:	Address (include street number, and unit numbers where applicable):	City:	Postal Code (Without spaces):	Operation Details					Designated Materials Accepted by Depot Location					
					Operating Days:	Operating Hours:	Size and Number of Containers:	Is depot staffed?:	Collection Frequency:	Paper:	Rigid Plastics:	Flexible Plastics:	Metals:	Glass:	Others (Please Specify)

*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"



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6. Designated materials.

6.1 Annual quantity of designated materials.

For each type of material, provide the annual quantity of materials collected by the Community in the prior calendar year. Quantity should be entered in metric tonnes.

	Paper:	Rigid Plastics:	Flexible Plastics:	Metals:	Glass:
Annual Quantity:					

6.2 Provide a list of materials further detailing the types of accepted materials.

All documents provided in response to this question should be labeled with your **Community name** and "**List of Accepted PPP Materials**". If you are providing more than one document, please add a number.

For example: **Local County - List of Accepted PPP Materials - 1**

List all the documents that you have provided in response to this question and provide a brief description of the information contained in those maps. Upload the documents along with your completed registration application.

Name of Document:	Description:

6.3. List the languages used for communication about the PPP program in the community.



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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-re706fe5dc5084b10be1bcd289db6420b>

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.

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.