

PRO DELEGATION PROCEDURE



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INTRODUCTION

Alberta's Extended Producer Responsibility (EPR) framework empowers producers to take on end-of-life management of materials. By facilitating the delegation of responsibilities between Producers and Producer Responsibility Organizations (PROs), the ARMA Connect system streamlines compliance with legislative mandates. This system allows for effective coordination in Supply Reporting, Management Reporting, and the handling of Oversight Fees.

PURPOSE AND SCOPE

This procedure document serves as a guide for Producers to understand and navigate the delegation of EPR responsibilities within the ARMA Connect system. It includes step-by-step instructions for setting up and maintaining these delegations to ensure statutory compliance and efficient program operation.

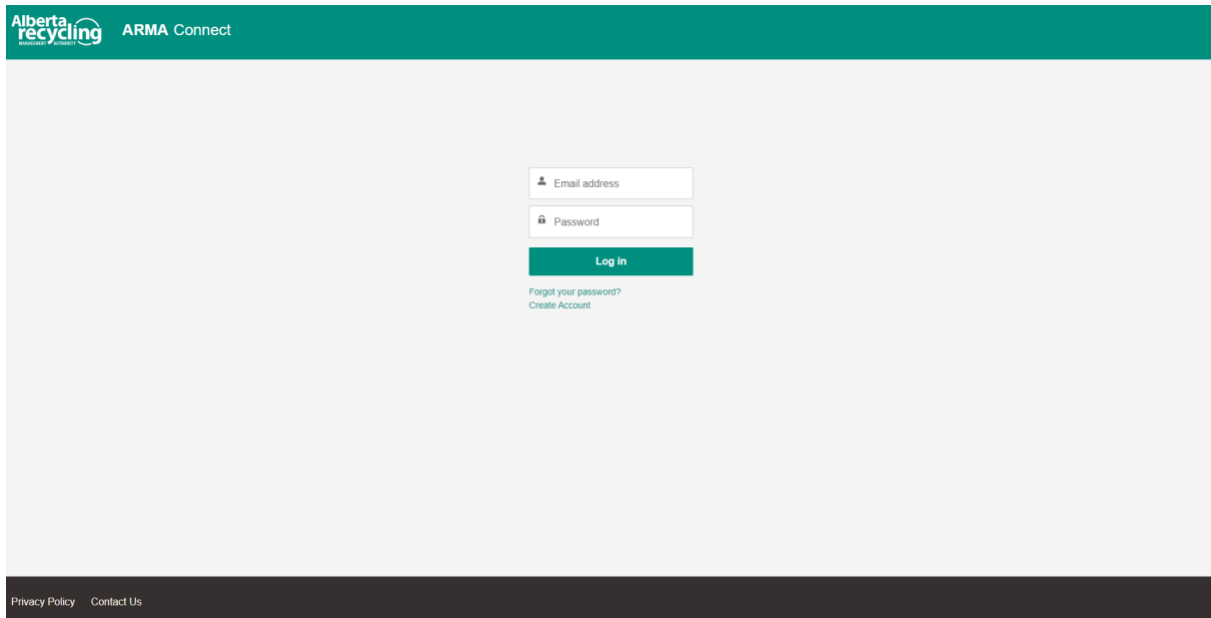
DEFINITIONS AND ACRONYMS

1. **EPR:** Extended Producer Responsibility
2. **PRO:** Producer Responsibility Organization
3. **ARMA Connect:** The designated registry system for Alberta's EPR system
4. **PPP:** Single-use Products, Packaging, and Paper Products
5. **HSP:** Hazardous and Special Products

DELEGATION PROCESS

Managing Producer (Self) Obligation

- **Step 1:**
 - a. Navigate to the ARMA Connect login page.
 - b. Enter your Username and Password to access your account.



- **Step 2:** Once you have logged in, you will be able to view your active Producer registrations (PPP, HSP, or both). Select “Homepage” under the Manage column to view your account.



Extended Producer Responsibility Programs

Extended producer responsibility (EPR) programs refer to programs for designated materials related to the Extended Producer Responsibility Regulation, AR 194/2022 in Alberta.

Your registrations and registration applications			
Program	Role	Status	Manage
Single-use Products, Packaging and Paper Products	Producer	Active	Homepage

- **Step 3:** From the program Homepage, select the “My PRO(s)” tab.

Homepage

EPR Single-use Products, Packaging and Paper Products
 Program Registration Number
 Producer: 00015438
[Switch Programs](#)

Account Balance Supply Reporting Management Reporting **My PRO(s)**

Account Balance
\$0.00

The outstanding balance appearing on this page may not include credits, amounts not yet due, adjustments or other charges in progress and payments not yet received or applied.
[Generate Account Statement](#)

Account Statements		
Statement Name	Created Date	Manage
No records to display.		

- **Step 4:**
 - a. The “My PRO(s)” tab features two sections for managing your delegation preferences.
 - b. Under the first section, you can update your preferences for various reporting obligations, detailed as follows:
 - i. Supply Report:
 1. To complete your own supply report (fully or partially), toggle the selection to “Yes”.
 2. A Supply Report will be generated for you when the reporting period opens.
 - ii. Management Report: If you intend to manage your own reporting (effective in 2027), set this to “Yes”.
 - iii. Alternative Collection System: If you are looking to change from the Common Collection System to an approved Alternative Collection System or vice versa, please contact ARMA.

- To make updates, click on the “Update” button located under the Manage column in the respective section.

Account Balance Supply Reporting Management Reporting **My PRO(s)**

Are your PRO relationships up to date? ×
 Add new or update existing PRO relationships below.

My Responsibilities				
My Organization ↑	Supply Report	Management Report	Alternative Collection System	Manage
	No	No	No	Update

- **Step 5:**
 - After clicking the “Update” button, you will be redirected to a page where you can modify your supply and management reporting preferences.
 - You may change these options at any time based on your organizational needs.
 - Once you have completed your selection click the “Confirm” button.
- **Important:** The preferences you select will determine the recipient of the Supply Reports. Confirm your selections are correct and reflect your current reporting strategy.

Producer Responsibilities

Your organization: Victor 6 Test Account 1

Self-Provided Supply and Management Reporting

*You have the flexibility to undertake certain reporting tasks yourself, while your PRO(s) manages others, or you can distribute different reporting obligations between yourself and your PRO(s) as needed.

Supply Report	Management Report
<input type="text" value="No"/>	<input type="text" value="No"/>

Alternative Collection System

If you have ceased operating an Alternative Collection System and will now be integrated into the Common Collection System, please get in touch directly with ARMA at epr@albertarecycling.ca

Cancel
Confirm

Add a New PRO Delegation

- **Step 1:**
 - a. Ensure you're logged into ARMA Connect with your credentials.
 - b. Proceed to the “My PRO(s)” tab on the dashboard.
 - c. Select the “Add New PRO” button to begin.

Account Balance Supply Reporting Management Reporting **My PRO(s)**

⚠ Are your PRO relationships up to date? ×
Add new or update existing PRO relationships below.

My Responsibilities				
My Organization ↑	Supply Report	Management Report	Alternative Collection System	Manage
	No	No	No	Update

The table below displays the partnerships you've established with Producer Responsibility Organizations (PROs) and the corresponding delegation of authority for each PRO. If you notice any inaccuracies or issues with these relationships or delegations, please don't hesitate to contact ARMA immediately.

My PRO(s)								
		View:	Active	Pending	Inactive	Rejected	🔍 Enter search terms here	
PRO Name	Designated Materials Managed	Status	Supply Report	Management Report	Manage Payment of Oversight Fee	Manage		
	Paper, Rigid Plastic, Flexibl...	Pending	Yes	Yes	No	Recall/Update Preferences		

Add New PRO

- **Step 2:**
 - a. Utilize the search box to find a PRO by name.
 - b. Choose from the list of approved and active PROs that handle your types of materials.

My PRO(s)

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.

Search for a PRO

My PRO(s)	Designated Materials
-----------	----------------------

- **Step 3:**
 - a. After selecting a PRO, you can delegate specific responsibilities to them.
 - b. Available Delegation Options:
 - i. Supply Report: Authorize the PRO to complete and submit your supply report.
 - 1. **Important**: A separate supply report will be created for each entity marked “Yes” for Supply Report—both for you and any PROs.
 - ii. Management Report: Allocate management reporting duties to the PRO. This will take effect in 2027.
 - iii. Manage Payment of Oversight Fees: Permit the PRO to handle either partial or full payment of the Oversight Fee.

My PRO Delegations

Delegate responsible to the PROs you selected. If you need to make the change to the PROs selected, navigate to the previous step.

PRO Name:

Designated Materials Managed by the PRO's Organization:

Paper, Rigid Plastic, Flexible Plastic, Metal, Glass, Biodegradable Plastics

Supply and Management Reporting

*Indicate all reporting responsibilities that this PRO will be completing on your behalf for each of the reports.

Supply Report	Management Report
<input type="text"/>	<input type="text"/>

Manage Payment of Oversight Fee

By selecting "Yes", you authorize ARMA to disclose specific information on your account with ARMA to the specified PRO to enable them to manage the payment of invoices on your account.

Choosing "No" signifies your decision to personally manage and fulfill oversight fee payments directly to ARMA.

Manage Payment of Oversight Fee

*I confirm my intent to contract with the specified PRO(s) and authorize them to manage the reporting and / or payment of oversight fees functions as specified above.

[Previous Step](#) [Submit Request](#)

- **Step 4:**
 - a. Review your delegation choices and click "Submit Request" to send your delegation request to the PRO.
 - b. The PRO will be notified of your request via email, prompting them to engage with you to finalize the delegation.
 - c. You will receive a confirmation email once the PRO has accepted your delegation request.

Update/Recall an Existing PRO Delegation

- **Step 1:**
 - a. Ensure you're logged into ARMA Connect with your credentials.
 - b. Proceed to the "My PRO(s)" tab on the dashboard.
 - c. Look for an existing PRO delegation to update.

- i. **Important:** Only pending Delegation Requests can be updated. You cannot make changes to requests that have been recalled, rejected, or have expired.

Account Balance Supply Reporting Management Reporting **My PRO(s)**

Are your PRO relationships up to date? ×
Add new or update existing PRO relationships below.

My Responsibilities				
My Organization ↑	Supply Report	Management Report	Alternative Collection System	Manage
	No	No	No	Update

The table below displays the partnerships you've established with Producer Responsibility Organizations (PROs) and the corresponding delegation of authority for each PRO. If you notice any inaccuracies or issues with these relationships or delegations, please don't hesitate to contact ARMA immediately.

My PRO(s)						
View: Active Pending Inactive Rejected <input type="text" value="Enter search terms here"/>						
PRO Name	Designated Materials Managed	Status	Supply Report	Management Report	Manage Payment of Oversight Fee	Manage
	Paper, Rigid Plastic, Flexibl...	Pending	Yes	Yes	No	Recall/Update Preferences

[Add New PRO](#)

- **Step 2:**
 - a. Updates to any pending Delegation request follows a process similar to adding a new PRO delegation.
 - b. Available Delegation Options to Update:
 - i. Supply Report: Confirm or change the authorization for the PRO to submit supply reports on your behalf.
 - ii. Management Report: Allocate management reporting duties to the PRO., This will take effect in 2027.
 - iii. Manage Payment of Oversight Fees: Grant permission for the PRO to manage the payment of your Oversight Fee, in full or in part.
 - c. If you no longer wish to continue a relationship with the selected PRO, click on the “Recall” button to cancel the Delegation Request.

PRO Relationship

To review and possibly recall your delegation request, this page displays the current status with the selected PRO. If a change of PRO is required, use the recall function provided. For any updates to your request, please apply the necessary changes and resubmit it to the PRO by selecting 'Update'.

PRO Name:
Victor's EPR Inc.

Status:
Pending

Designated Materials Managed by the PRO's Organization:
Paper, Rigid Plastic, Flexible Plastic, Metal, Glass, Biodegradable Plastics

Supply and Management Reporting preference by the Producer

Supply Report	Management Report
---------------	-------------------

Yes No

Payment of Oversight fee preference selected by the Producer

By selecting “Yes”, you authorize ARMA to disclose specific information on your account with ARMA to the specified PRO to enable them to manage the payment of invoices on your account.

Choosing “No” signifies your decision to personally manage and fulfill oversight fee payments directly to ARMA.

Manage Payment of Oversight Fee

Yes

*I have reviewed and consent to the specified [invoice sharing agreement](#), authorizing ARMA to share invoice and other financial information with my chosen PRO to enable them to manage the payment of oversight fees for my account with ARMA.

- **Step 3:**
 - a. After reviewing your updates, click “Update” to submit your modified Delegation Obligation preferences to the PRO.
 - b. The PRO will receive an email alert regarding the updated delegation.

SUPPORT AND ASSISTANCE

For any questions regarding the delegation process, contact ARMA support at epr@albertarecycling.ca