



**Registered Electronics Processor  
Incentive Program Requirements  
April 1, 2025 – March 31, 2028**



## **REGISTERED ELECTRONICS PROCESSOR INCENTIVE PROGRAM REQUIREMENTS CERTIFICATE OF APPLICANT**

The undersigned Applicant hereby certifies it agrees to be bound by the terms of the attached Alberta Recycling Management Authority Registered Electronics Processor Incentive Program (the "Program"). The undersigned Applicant agrees that this agreement expires on March 31, 2028, and the undersigned Applicant will only be entitled to continue to be eligible under the Program if the Applicant provides a current certificate to the Alberta Recycling Management Authority (the "Authority").

The undersigned Applicant agrees that where the Authority wishes to make amendments to these terms prior to the agreement expiry date, the Authority will provide thirty (30) days' notice of such amendments to the agreement and provide the Applicant with an amended agreement for the remainder of the term.

Dated at \_\_\_\_\_, Alberta, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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[Name of Applicant]

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[Signature of Authorized Signing Officer of Applicant]

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[Name of Signing Officer – please print]

## Registered Electronics Processor Incentive Program Requirements

### TABLE OF CONTENTS

1. DEFINITIONS .....	4
2. PROGRAM PURPOSE .....	7
3. END-OF-LIFE ELECTRONICS FROM ALBERTA .....	7
4. SCHEDULES .....	7
5. REGISTRATION .....	7
6. INCENTIVES .....	11
7. TRANSPORTATION AND PROCESSING INCENTIVES .....	12
8. APPROVAL REVIEW AND PAYMENT .....	13
9. RESTRICTION ON PROGRAM PAYMENTS .....	15
10. COMPLIANCE .....	16
11. NO LIABILITY .....	18
12. INDEMNITY .....	19
13. INSURANCE .....	21
14. REMEDIES .....	21
15. RECORDS .....	22
16. REPORTING AND AUDIT REQUIREMENTS .....	22
17. TERMINATION .....	24
SCHEDULE "A" ELECTRONICS ELIGIBLE FOR INCENTIVES UNDER THE PROGRAM .....	26
SCHEDULE "B" TRANSPORTATION INCENTIVES .....	27
SCHEDULE "C" PROCESSING INCENTIVES .....	29
SCHEDULE "D" REGISTERED PROCESSOR COMPLIANCE REQUIREMENTS .....	30
SCHEDULE "E" ELIGIBLE PROCESSING GUIDELINES .....	38
SCHEDULE "F" SECURITY TERMS AND CONDITIONS .....	41
SCHEDULE "G" ACCOUNTS PAYABLE SCHEDULE .....	44
SCHEDULE "H" PROGRAM SPONSORED PROJECTS .....	45

## 1. DEFINITIONS

- 1.1. **“Alberta”** means the province of Alberta including all of the City of Lloydminster;
- 1.2. **“Applicant”** means a company, individual or partnership who applies for registration under this Program as a Registered Processor;
- 1.3. **“Authority”** means Alberta Recycling Management Authority;
- 1.4. **“Bylaws”** means the Authority’s bylaws made under section 12 of the Designated Material Regulation, as may be amended from time to time;
- 1.5. **“Closure Plan”** has the meaning set out in section 5.8;
- 1.6. **“Collection Site”** means a site operated or approved by a municipality for the collection of EOL Electronics;
- 1.7. **“Collector”** means a municipality registered with the Authority that has a Collection Site;
- 1.8. **“CRT”** means cathode ray tube;
- 1.9. **“Delay”** has the meaning set out in section 9.4;
- 1.10. **“Designated Material Regulation”** means the Designated Material Recycling and Management Regulation (A.R. 93/2004), as may be amended from time to time;
- 1.11. **“Downstream Processor”** means a company/facility that receives EOL Electronics from a Registered Processor for additional processing, but which is not eligible for Incentives under the Program;
- 1.12. **“Electronics Regulation”** means the Electronics Designation Regulation (A.R. 94/2004), as may be amended from time to time;
- 1.13. **“Eligible Processing Guidelines”** means those activities that are eligible for Processing Incentives as set out in Schedule “E”;
- 1.14. **“End-of-Life Electronics” or “EOL Electronics”** means electronics products, or parts thereof, as defined in the Electronics Regulation which attract a surcharge pursuant to the Electronics Regulation and the Bylaws and which are no longer used for their original purpose, and as further set out in Schedule “A”, as may be amended from time to time;
- 1.15. **“Environmental Law(s)”** shall include, without limitation, all present and future federal, provincial, municipal or other local laws, regulations, standards, rules, guidelines, orders or requirements respecting the environment, environmental protection, pollution, enhancement and enforcement, natural resources, conservation, health, chemical use, land use and occupational safety and health;

- 1.16. **“Environmental Management System”** means a system used to identify and evaluate the impact of the organization’s activities, products, and services on the natural environment and to put controls in place to minimize that impact. The system typically includes an environmental policy to provide guidance to the organization on controlling environmental matters as well as a procedures manual outlining how environmentally significant tasks are to be conducted and how to ensure compliance with applicable Environmental Laws;
- 1.17. **“Final Recycled State”** means the point in the downstream flow of material where the materials generated from the processing of EOL Electronics have been physically or chemically altered into a new product, material, commodity, or state.
- This includes:
- a) metal, energy and other resources recovery (e.g., refining and smelting);
  - b) pelletization of plastics; and
  - c) landfill and incinerator disposal (not eligible for incentives);
  - d) but does not include:
  - e) bulking or blending of materials that are sent for processing further downstream; or
  - f) shredding or separating materials that are sent for processing further downstream;
- 1.18. **“Financial Report”** has the meaning set out in section 16.3(a);
- 1.19. **“Flat Panel Display (or FPD)”** means a television, monitor or other display appliance that uses a thin panel design instead of a traditional cathode ray tube (CRT) design, including, but not limited to, LCD (Liquid Crystal Display), LED (Light Emitting Diode), OLED (Organic Light Emitting Device, Organic Light Emitting Diode), or plasma displays;
- 1.20. **“GIFI”** means the General Index of Financial Information as set out in section 16.3(a);
- 1.21. **“ICI Source”** means a source of EOL Electronics that is from the industrial, commercial, or institutional sector;
- 1.22. **“Incentive”** means any funding payable under the Program, as the context may require, including Processing Incentives and Transportation Incentives;
- 1.23. **“Ineligible Material”** means electronics or other materials or products which are not EOL Electronics;
- 1.24. **“Interim Approval”** has the meaning set out in section 5.11;
- 1.25. **“Manual Processing”** means the dismantling of EOL Electronics primarily by hand, utilizing simple tools (e.g., screwdrivers, electric drills, etc.) into component parts and materials;

- 1.26. **"Mass Balance"** means a record of current inventory for comparison to claims for incoming and outgoing materials, as set out in Schedule "D". Mass Balance is calculated based on the Registered Processor's inventory count and verified during inspections;
- 1.27. **"Mechanical Processing"** means the dismantling of EOL Electronics using machinery such as shredders or other large equipment that breakdown, reduce and separate EOL Electronics into component parts and materials;
- 1.28. **"Non-Arm's Length"** shall have the same meaning as is commonly applied to it under the Income Tax Act of Canada.
- (Note: a non-arm's length transaction involves two or more parties that have some element of ownership or control in common. When a Registered Processor submits for Program funding for material sold or supplied to a non-arm's length party, the Program requirement for independent "third-party" confirmation of the validity and accuracy of the transaction is not available. See section 6.5 for more information.);
- 1.29. **"OECD"** means Organization of Economic Cooperation and Development;
- 1.30. **"Processor Claim Due Date"** has the meaning set out in Schedule "G";
- 1.31. **"Processing Incentive"** means an incentive payable to Registered Processors under the terms of this Program and as set out in Schedule "C";
- 1.32. **"Processor"** means a recycler of EOL Electronics;
- 1.33. **"Program"** means this Registered Electronics Processor Incentive Program Requirements, including the schedules attached hereto;
- 1.34. **"Registered Processor"** means a Processor who has been registered by the Authority and who fully meets the terms and requirements of the Program;
- 1.35. **"Supplier"** means a supplier as defined in the EOL Electronics Recycling Bylaw, as may be amended from time to time;
- 1.36. **"Transportation Incentive"** means an incentive payable to Registered Processors under the terms of this Program and as set out in Schedule "B"; and
- 1.37. **"Transporter"** means a carrier of EOL Electronics working under an arrangement with a Registered Processor.

## **2. PROGRAM PURPOSE**

- 2.1. The purpose of the Program is to encourage waste minimization and recycling of EOL Electronics in Alberta as specified under the Designated Material Regulation and the Electronics Regulation.
- 2.2. The Program will not pay Incentives for any use or disposal of Ineligible Material or EOL Electronics provided to facilities without a documented commitment to environmentally sound management and fair labour practices, or such other uses or materials that from time to time may be prohibited by the Authority, or any applicable legislation, bylaw, regulation or enactment.
- 2.3. The Authority is not a regulatory authority and will not become involved in, own or control collection, processing or recycling facilities, or companies or businesses which are Transporters, Collectors, Suppliers or Processors. The Authority will encourage waste minimization and recycling activity within Alberta through the administration of incentive-based programs as specified in the Designated Material Regulation.

## **3. END-OF-LIFE ELECTRONICS FROM ALBERTA**

- 3.1. Incentives paid under this Program are sourced from Advance Disposal Surcharges (as defined in the Designated Material Regulation) collected on the sale in Alberta of applicable new electronics to fund the end-of-life management of these products when discarded in Alberta. Accordingly, only EOL Electronics originating in Alberta will be considered eligible as EOL Electronics for the purposes of the Program and Incentive payments made under the Program.
- 3.2. Registered Processors are responsible for verifying that EOL Electronics, including any EOL Electronics collected by third party companies, have originated in Alberta as required. Incentives or approvals may be withheld without adequate verification as may be required by the Authority.

## **4. SCHEDULES**

- 4.1. The schedules attached form part of this Program, and all terms contained herein shall apply to each of the specific Incentives described in the schedules.

## **5. REGISTRATION**

- 5.1. Applicants must be registered by the Authority under the Program in order to be eligible to receive Incentives under the Program.
- 5.2. An application for registration must be in the form provided by the Authority and must contain the information required by the Authority, including, without limitation:
  - a) evidence the Applicant will carry out its operations in Alberta, British Columbia, Saskatchewan, or Manitoba;

- b) evidence of registration as an Alberta corporation or extra-provincial registration in Alberta;
- c) evidence of a valid and subsisting account with the Alberta Workers' Compensation Board, the British Columbia Workers' Compensation Board, the Saskatchewan Workers' Compensation Board, or the Manitoba Workers Compensation Board, as applicable;
- d) evidence of:
  - i. for work performed in Alberta, a Certificate of Recognition issued by the Government of Alberta under the Occupational Health and Safety Act (Alberta) and the regulations under that Act, or an equivalent document as approved by the Authority;
  - ii. for work performed in British Columbia, a Certificate of Recognition issued by WorkSafe BC under Part 3 of Workers' Compensation Act (British Columbia) and the regulations under that Act;
  - iii. in the event that under The Saskatchewan Employment Act and the regulations under that Act, as such legislation may be amended or substituted in the future (the "Saskatchewan Occupational Health and Safety Legislation"), the Government of Saskatchewan establishes a program or certificate which is similar to or is the equivalent of a Certificate of Recognition as described in section 5.2(d)(i), then and upon the Saskatchewan Occupational Health and Safety Legislation coming into effect (the "Saskatchewan Legislation Effective Date"), for work performed in Saskatchewan on and after the Saskatchewan Legislation Effective Date, a certificate of recognition or equivalent as described in section 5.2(d)(i); or
  - iv. in the event that under The Workplace Safety and Health Act (Manitoba) and the regulations under that Act, as such legislation may be amended or substituted in the future (the "Manitoba Workplace Safety Legislation"), the Government of Manitoba establishes a program or certificate which is similar to or is the equivalent of a Certificate of Recognition as described in section 5.2(d)(i), then and upon the Manitoba Workplace Safety Legislation coming into effect (the "Manitoba Legislation Effective Date"), for work performed in Manitoba on and after the Manitoba Legislation Effective Date, a certificate of recognition or equivalent as described in section 5.2(d)(i);
- e) other licenses, approvals, certificates or clearances as may be requested, including permits to transport, handle or process hazardous or dangerous waste or recyclables; and
- f) evidence of adequate insurance coverage as per section 13.



- 5.3. A business plan is required to be submitted with the application for new Processor registrations.
- 5.4. An application must include a completed Downstream Processor application, in the format required by the Authority, for each Downstream Processor that will be receiving processed EOL Electronics.
- 5.5. In submitting an application for registration, the Applicant grants permission for the Authority to conduct any credit checks or other searches the Authority may require.
- 5.6. Incomplete applications for registration shall not be approved by the Authority.
- 5.7. Each Applicant whose application for registration has been accepted by the Authority shall be advised of the registration number assigned by the Authority.
- 5.8. As a condition of approval for registration, Applicants shall implement and maintain a documented closure plan that identifies, at a minimum, the financial requirements upon closure of the Applicant's site(s) or business and the financial mechanism the Applicant will maintain for ensuring the availability of such funds, such as a security or performance bond or other similar financial instrument (the "Closure Plan").
- 5.9. As a condition of approval for registration, upon the request of the Authority or its agent, Applicants shall provide a copy of the Closure Plan annually to the Authority.
- 5.10. As a condition of approval for registration of an Applicant who is applying to be a Registered Processor, such Applicant must post security in an amount that in the estimation of the Authority shall be no less than the amount required to meet the requirements of Schedule "F".
- 5.11. The Authority may, in its sole discretion, provisionally approve an application for registration (an "Interim Approval") for a minimum of six months until such time as the Applicant can demonstrate to the satisfaction of the Authority, in the Authority's sole discretion, the Applicant's ability to meet the terms and conditions of the Program. Applicants who have obtained Interim Approval must comply with all terms and conditions of the Program, including the requirements for Applicants approved for registration under this section 5. Notwithstanding anything herein to the contrary, final approval of an Applicant for registration is in the sole discretion of the Authority.
- 5.12. Registration may be suspended or revoked at any time by the Authority for any of the following:
  - a) failure of a Registered Processor to meet or abide by, or otherwise fail to perform, for any reason whatsoever, any term, condition or provision of the Program, Bylaws, policies, rules, or procedures of the Authority or any contract or agreement between the Registered Processor and the Authority;
  - b) failure of a Registered Processor to comply with any law, legislation, regulation, judicial order, permit, license or agreement;

- c) failure of a Registered Processor to comply with the Registered Processor Compliance Requirements as set out in Schedule “D” attached to this Program, or as otherwise prescribed by the Authority from time to time;
  - d) false or misleading information being provided by the Registered Processor to the Authority, its agents or employees;
  - e) the Registered Processor ceases to carry on business as such, or ceases to be registered in Alberta;
  - f) bankruptcy or insolvency of the Registered Processor; or
  - g) the Registered Processor ceases to carry on its operations in Alberta, British Columbia, Saskatchewan, or Manitoba.
- 5.13. The Authority may terminate an Interim Approval without cause upon written notice to the Applicant. Upon termination of an Interim Approval, the Applicant:
- a) is entitled to be compensated in accordance with the terms of the Program such that any amounts due under this Program up to the effective date of the termination will remain payable to the Applicant; and
  - b) must provide the Authority with a detailed accounting of the work completed under the Program up to the termination date.
- In the event that the Applicant suffers any damages of any kind whatsoever resulting from the termination of an Interim Approval, the only claim of any kind that the Applicant may make against the Authority is for liquidated damages in the sum of one (\$1.00) dollar.
- 5.14. Registration by the Authority is in no way an approval of the Applicant by the Authority other than for the purpose of becoming eligible to apply for Incentives under this Program.
- 5.15. Registration under the Program as a Registered Processor cannot be transferred upon the sale, assignment or transfer of the business of the Registered Processor. Any change to the ownership structure or control of the Registered Processor may result in a suspension or cancellation of registration unless prior written notice has been received by the Authority and a new application for registration has been submitted and accepted by the Authority.
- 5.16. Where an application for registration is made by a corporation, company, partnership, joint venture, organization or person that is affiliated with or related to any previously approved, Registered Processor the Authority may, in its discretion, refuse the registration where in the opinion of the Authority a purpose of the registration is to obtain funding that would not otherwise be available to the related approved Registered Processor.
- 5.17. Approval of an Applicant for registration is in the sole discretion of the Authority.

## **6. INCENTIVES**

- 6.1. Incentives shall be paid by the Authority to Registered Processors in accordance with the Program.
- 6.2. Incentives are payable only in respect of EOL Electronics as set out in Schedule "A", attached hereto. Incentives shall not be payable by the Authority in respect of Ineligible Material.
- 6.3. Incentives shall only be paid to Registered Processors upon receipt by the Authority of completed Incentive claims as required by the Authority and upon acceptance by the Authority of the claim. Where Incentive claims are calculated utilizing weight-based measurements, the units are to be submitted in metric units. Where scale tickets or other documents used to substantiate a claim utilize imperial pounds (lbs.) as the unit of measure, these units are to be converted into kilograms (kg) using the conversion factor of 0.4536 kg/lbs. (2.2046 lbs./kg) and kilograms (kg) converted into tonnes by dividing by 1000. All Incentive claims are to be entered in metric tonnes to the thousandth decimal place (e.g., 0.123). Further directions on how to complete Incentive claims are available upon request.
- 6.4. Incentives may only be claimed by Registered Processors that are in compliance with the objects of the Authority, its Bylaws, guidelines, policies, procedures and protocols and the provisions of all laws, regulations, codes, and other requirements, including, without limitation, all applicable Environmental Laws, health, safety and fire codes, regulations, legislation, and requirements.
- 6.5. Notwithstanding any other provision of this Program, if a Registered Processor applies for an Incentive for an activity which involves the transportation or supply of EOL Electronics to a Non-Arm's Length party the Authority may, in its discretion, impose additional terms and conditions on the approval of the Incentive including, but not limited to, terms and conditions related to reporting requirements, level of funding, term of approval, and the maximum amount of EOL Electronics for which the Incentive can be claimed. Prior to the approval of the Incentive the Registered Processor must acknowledge and agree to be bound by any additional terms and conditions required by the Authority and, if requested by the Authority, enter into an agreement with the Authority setting out the additional terms and conditions of the Incentive approval.
- 6.6. Incentives shall not be claimed, and shall not be paid by the Authority, in respect of any material directed to landfill for disposal without prior approval.
- 6.7. Incentives shall not be claimed and shall not be paid by the Authority in respect of any material that is shipped to a Downstream Processor that has not been approved by the Authority to receive specified materials from Registered Processors under the Program.
- 6.8. To ensure the objectives of the Program are met, Incentives are only paid when all requirements of the Program have been satisfied.
- 6.9. Incentives payable under this Program shall be Transportation Incentives and Processing Incentives.

- 6.10. Incentives are made under this Program to Registered Processors who engage in activities that fully meet the terms and requirements of the Program. Incentives are provided to reduce the expenses of Registered Processors in carrying out recycling activities pursuant to the terms of the Program.
- 6.11. Any funds payable under the Program shall be used exclusively by Registered Processors for the purpose it was paid under the Program in accordance with the Program requirements.
- 6.12. Use of funds for any purpose other than that described in the Program creates a right in the Authority to immediately terminate Incentive payments or registration under this Program, and a right to immediate return from a Registered Processor of any amounts so paid and may void the possibility of any future or further payments to Registered Processors in the sole discretion of the Authority.
- 6.13. All funds advanced in respect of work not yet complete or prior to meeting all the terms of the Program, are deemed to be held in trust by Registered Processors until the Authority has acknowledged in writing to the Registered Processor that the work has been completed in accordance with the terms of the Program.
- 6.14. Notwithstanding section 6.13, no funds will be advanced in respect of work not yet complete or prior to meeting all the terms of the Program for Registered Processors conducting such work outside of Alberta.
- 6.15. The Authority's role under the Program is strictly limited to providing the Incentives and not for any work undertaken by any Registered Processor.

## **7. TRANSPORTATION AND PROCESSING INCENTIVES**

- 7.1. Transportation Incentives are payable to Registered Processors at the rates and on the terms set out in Schedule "B" attached hereto.
  - a) Detailed transaction records for each collection and transport of EOL electronics included in the monthly Incentive claim must be submitted by the Processor to the Authority through the ARMA Connect portal. It is the responsibility of the Processor to prepare and submit the data in a format and manner compatible with the requirements of the Authority and the ARMA Connect system.
- 7.2. Processing Incentives are payable to Registered Processors at the rates and on the terms set out in Schedules "C" attached hereto.
  - a) Detailed transaction records for each shipment of outgoing materials included in the monthly Incentive claim must be submitted by the Processor to the Authority through the ARMA Connect portal. It is the responsibility of the Processor to prepare and submit the data in a format and manner compatible with the requirements of the Authority and the ARMA Connect system.

- 7.3. Transportation Incentives or Processing Incentives may not be paid to Registered Processors where the collection of EOL Electronics from Collection Site(s) or ICI Source(s) do not satisfactorily meet the Program goals for collection and processing of EOL Electronics, or where the arrangements are not satisfactorily carried out by the Registered Processor.
- 7.4. Processing Incentives shall only be paid to Registered Processors in respect of EOL Electronics that are sufficiently dismantled either through Manual Processing or Mechanical Processing into component parts or materials and which, in the discretion of the Authority, are processed in a manner that is consistent with the Eligible Processing Guidelines set out in Schedule “E”, attached hereto, prior to shipping to Downstream Processor facilities.
- 7.5. Registered Processors must receive prior approval from the Authority for any proposed changes to the processing and/or reporting methods of the Registered Processor which were previously approved by the Authority (as set out in the information provided by the Registered Processor as part of their application package or in any subsequent changes that were previously approved by the Authority). The Registered Processor must advise the Authority of any proposed changes in writing. Where the processing and/or reporting methods of the Registered Processor are incompatible with the requirements of the Authority and/or the ARMA Connect system, the Registered Processor must adjust to comply with the requirements of the Authority and the ARMA Connect system.

## **8. APPROVAL REVIEW AND PAYMENT**

- 8.1. Registered Processors must apply for payment of Incentives from the Authority in accordance with the terms of the Program. There is no obligation on the Authority to pay Incentives until such time as a complete and error free application for Incentives has been approved by the Authority, including all additional required reporting as identified in section 16.2.
- 8.2. Registered processors must apply for payment of Incentives from the Authority and provide supporting documents using a methodology acceptable to the Authority. The methodology is subject to change by the Authority. There is no obligation on the Authority to pay Incentives on claims where the claim or supporting documentation have been submitted using a methodology other than that indicated as acceptable to the Authority for the month’s claim. Where changes are made by the Authority to the methodology for submitting a claim and back-up documentation, Registered Processors will be responsible to ensure claims are submitted using the new methodology and, if needed, adjust their systems or operations to meet the requirements of the claim process.
- 8.3. Applications for Incentives for all of the eligible activities undertaken must be prepared and submitted for each calendar month.
- 8.4. Registered Processors are encouraged to submit their applications for Incentives as soon as possible after the end of each month and ideally no later than the Processor Claim Due Date specified for each month’s claim in the Accounts Payable Schedule attached as Schedule “G” herein.

- 8.5. Registered Processors unable to submit their completed application for Incentives by the Processor Claim Due Date must notify the authority in writing no later than the Processor Claim Due Date that their application for Incentives will be late. This notification must include an estimate of the claim amount and a reason for the late submission.
- 8.6. Where a Registered Processor is unable to submit their application for Incentives by the Processor Claim Due Date indicated in Schedule “G”, the absolute deadline for applications for Incentives is thirty (30) days past the end of the month of the claim activity. After this deadline, the Program is not obligated to approve nor pay the Incentive claim.
- 8.7. The only exception to the guidelines in 8.3, 8.4 and 8.5 will be for transportation incentives for activity completed within the last three (3) business days of a month, where in the normal course of business activity the required documentation to support the claim was not in order by the time the Incentive claim for that month was submitted by the Registered Processor. For transportation claims only, the activity of the last three business days of the month may be included with the application for Incentives for the immediately following month and will become subject to the deadlines for that following month’s claim.
- 8.8. Registered Processors acknowledge that no payment of Incentives will be made until such time as a complete and accurate claim for payment has been accepted by the Authority. All original records, receipts and/or invoices as required by the Authority must be retained by the Registered Processor for a minimum of five (5) years and must be provided to the Authority upon request in the manner requested. The Authority may require, and the Registered Processor shall provide, verification of any information contained in the application for Incentives prior to the Authority approving payment.
- 8.9. Registered Processors must provide requested back up documentation or additional information on transactions within a claim under review within five (5) business days of the original request for the information from the Authority. Where a Registered Processor is unable to submit documents or information within this timeframe, or where the document or information provided by the Registered Processor is insufficient to support evaluation of the transaction, claim review will be considered delayed and payment of incentive amounts may be delayed as a result.
- 8.10. The Authority’s approval or acceptance of the application for Incentives shall address:
  - a) the total maximum Incentives payable;
  - b) the timing, or a schedule of Incentive payments;
  - c) the terms and conditions of Incentive payments;
  - d) additional terms and conditions on the use or payment of the Incentives;
  - e) any other specific conditions or accountability requirement that are necessary to carry out the activities of the Registered Processor, including audit procedures and reporting requirements; and

- f) any other terms and conditions reasonably required by Authority, given the purpose and intent of the Program.
- 8.11. Any payment made by the Authority where there is a false certificate by a Registered Processor, or false or misleading information provided by the Registered Processor, shall be considered to have been paid in error, and any such payment is held in trust by the Registered Processor for the sole and exclusive benefit of the Authority. Such payments or funds shall be returned forthwith to the Authority upon either the Authority or the Registered Processor's discovery of the error.
- 8.12. Incentives are only payable for transportation and processing EOL Electronics:
  - a) where EOL Electronics are generated in Alberta (Electronics brought into Alberta are ineligible);
  - b) where EOL Electronics are exported from Canada for recycling, they are exported only to facilities that have a documented commitment to environmentally sound management and fair labour practices and that have been approved by the Authority;
  - c) where a Transporter is licensed as required by law, is insured, and if applicable, is permitted to transport hazardous waste, as may be required by law;
  - d) that have been processed or recycled to a Final Recycled State; or
  - e) where EOL Electronics are provided to a Registered Processor in Alberta, British Columbia, Saskatchewan, or Manitoba that is registered to carry on business in Alberta.

## **9. RESTRICTION ON PROGRAM PAYMENTS**

- 9.1. All Incentive payments made under the Program are made in the sole discretion of the Authority and in accordance with this Program. The Authority may suspend, withhold, delay or reduce any particular Incentive payment to a Registered Processor in any of the following circumstances:
  - a) the Registered Processor has not been able to demonstrate that the EOL Electronics have been satisfactorily recycled or processed to a Final Recycled State;
  - b) the Registered Processor has not been able to demonstrate that the EOL Electronics have been satisfactorily delivered for recycling or processing to a Downstream Processor;
  - c) the Registered Processor's processes, premises, equipment, or procedures are unsafe or are potentially unsafe in the discretion of the Authority;
  - d) the Registered Processor is in breach of, or otherwise fails to perform, for any reason whatsoever, any term, condition or provision of the Program, Bylaws, policies, rules or procedures of the Authority, or any contract or agreement between the Registered Processor and the Authority;

- e) there is an unsatisfactory environmental audit, health and safety audit, or deficiencies arising from a Program compliance review or site inspection; or
  - f) the Registered Processor is in breach of, or is not able to verify conformance to, applicable laws, orders, directives, codes or regulations and the Registered Processor Compliance Requirements as set out in Schedule “D”.
- 9.2. The Authority’s approval of a request for Incentives shall be limited to availability of funds for the Program generally.
- 9.3. No Incentive payment shall be approved by the Authority that is in excess of the maximum Incentives set out in the schedules hereto for the particular category of EOL Electronics for the transportation or processing activities described in the schedules.
- 9.4. The Authority may from time to time set a maximum amount payable under this Program and is not required to approve a proposal or project or make any payment that exceeds the maximum set by the Authority. The Authority may, in its sole discretion delay, suspend, withhold or cease (collectively referred to as “Delay”) any or all Incentive payments as a result of funding restrictions or for any other reason whatsoever. Should a Delay occur, the Authority will use reasonable efforts to provide reasonable notice to the Registered Processor of the Delay in the making of Incentive payments.
- 9.5. Registered Processors will notify the Authority in writing immediately upon becoming aware of a month over month change in excess of twenty-five percent (25%) of the Registered Processor’s average monthly Incentive claim.
- 9.6. The Registered Processor hereby acknowledges and agrees that any payment requests, funds, Incentives, payments, or advances paid under this Program are paid subject to verification of any information requested by the Authority, and subject to all required information being correct and sufficient for the purposes of the Authority.
- 9.7. Where an application for Incentives is made by a corporation, company, partnership, joint venture, organization, or person affiliated with or related to any previously approved, Registered Processor, the Authority may, in its discretion, refuse approval of such application where, in the opinion of the Authority, a purpose of the application is to obtain Incentives or Program support that would not otherwise be available to the related approved Registered Processor.
- 9.8. The Authority is not obliged to pay Incentives where the Registered Processor has exceeded the amount or volume of EOL Electronics allowed on or around the Registered Processor’s premises as set forth by the Authority.

## **10. COMPLIANCE**

- 10.1. By applying for Incentives under the Program, Registered Processors agree to be bound by all applicable Authority Bylaws, programs, policies, and procedures.



- 10.2. Registered Processors acknowledge the Authority's authority to create Bylaws, policies and procedures that may affect Registered Processors and the Program. Registered Processors agree to be bound by all applicable Bylaws, programs, policies, and procedures hereafter adopted by the Authority.
- 10.3. Unless specifically waived by the Authority, Registered Processors shall comply with the Workers' Compensation Act of Alberta, or the equivalent legislation in British Columbia, Saskatchewan, or Manitoba as applicable to the jurisdiction where the Registered Processor is carrying on its operations, and shall provide annually to the Authority a certification from the corresponding Workers' Compensation Board in that jurisdiction certifying that:
- a) the Registered Processor is registered and in good standing with the applicable Workers' Compensation Board; or
  - b) the Registered Processor is not required by the applicable Workers' Compensation Act or legislation and the regulations under such legislation to have coverage thereunder for the work; and
  - c) the Authority will not have current or future liability to the applicable Workers' Compensation Board for that work of the Registered Processor as a consequence of these terms and conditions.
- 10.4. Each Registered Processor agrees and acknowledges for itself that:
- a) it is an "employer" as defined in the Occupational Health and Safety Act of Alberta, Part III of The Saskatchewan Employment Act, The Workplace Safety and Health Act of Manitoba, or Part 3 of Workers' Compensation Act of British Columbia, as applicable to the jurisdiction or jurisdictions where it is carrying on business;
  - b) it has overall responsibility for the health and safety of all of its workers;
  - c) that it will, as a condition of these terms and conditions, comply with the Occupational Health and Safety Act of Alberta, Part III of The Saskatchewan Employment Act, The Workplace Safety and Health Act of Manitoba or Part 3 of Workers' Compensation Act of British Columbia, as applicable, and regulations enacted thereunder; and
  - d) the Authority is not an "employer" or "owner" as defined in the Occupational Health and Safety Act of Alberta, Part III of The Saskatchewan Employment Act, The Workplace Safety and Health Act of Manitoba or Part 3 of Workers' Compensation Act of British Columbia, as applicable to the jurisdiction or jurisdictions where it is carrying on business, in respect of any activity that may be undertaken in direct or indirect connection with this Program, and the Authority is not responsible for health and safety on a Registered Processor's site.

- 10.5. Each Registered Processor acknowledges they are familiar with their obligations under relevant privacy legislation, including the Protection of Personal Information Act (PIPA) of Alberta or the equivalent provincial legislation in British Columbia, Saskatchewan or Manitoba as applicable to the jurisdiction where the Applicant is carrying on its operations, and the federal Personal Information Protection and Electronic Documents Act (PIPEDA), and will remain in compliance with such legislation. In addition to any legislated disclosure requirement, Registered Processors shall advise the Authority of all discoveries, unauthorized disclosure or use of personal information arising in the context of any collection or processing of EOL Electronics.
- 10.6. Each Registered Processor agrees to remain in compliance with all relevant laws, regulations, municipal bylaws, codes and other requirements, including, without limitation, all applicable Environmental Laws, health, safety and fire codes, privacy, regulations, legislation and requirements, the Environmental Protection and Enhancement Act (Alberta), Waste Control Regulation (Alberta), the Activities Designation Regulation (Alberta), the Transportation of Dangerous Goods Regulations (Canada), and the Interprovincial Movement of Hazardous Wastes Regulation (Canada). Registered Processors understand that the Authority may suspend or cancel funding under this Program if the Registered Processor is not fully compliant.
- 10.7. A Registered Processor shall promptly advise the Authority in writing and, in any event, within a recommended eight (8) hours and no later than twenty-four (24) hours of:
- a) any breach of any part of the Program;
  - b) any reasonable belief on the part of the Registered Processor that it is not in compliance with any aspect of the Program or any Environmental Laws;
  - c) any change to the processing methods used to process EOL Electronics; or
  - d) any municipal, provincial or federal government department, agency or authority commencing an investigation, or issuing an order, notice, amendment, charge, violation, ticket or other document with respect to non-compliance with any applicable Environmental Law or requirement.

## **11. NO LIABILITY**

- 11.1. The Authority shall not be liable for any loss, damage, claim, liability, charge, cost or expense whatsoever that may arise, directly or indirectly, as a result of:
- a) any payment or non-payment by the Authority;
  - b) registration or non-registration of an Applicant;
  - c) non-acceptance of a claim for an Incentive by the Authority; and/or
  - d) any causes attributable to Registered Processors, Collectors, Suppliers, Transporters, or Downstream Processors in relation to any EOL Electronics including, without limitation, the collection, storage, transportation, processing, sale, or supply, or use thereof.

- 11.2. The Authority does not direct, prohibit, discourage, or encourage any particular method or manner of generation, storage, transportation, processing or use of EOL Electronics by Registered Processors or Transporters. The Authority's role under this Program is restricted to determining whether Incentives are payable under this Program. The Authority does not own or control any Registered Processor, Collector, Supplier, or Transporter.
- 11.3. While the Authority does not generally prohibit the export of EOL Electronics from Alberta, the Authority neither encourages nor discourages such export. Where such export is contemplated, any references to laws, legislation, or regulations in this Program shall be construed to refer to the laws, legislation or regulation of any applicable jurisdiction.
- 11.4. The Authority shall not be liable for any Registered Processor's collection, use or disclosure of personal or sensitive information or data of any party whatsoever, or the contravention of any privacy legislation.
- 11.5. All matters of administration of, and accountability for any work conducted pursuant to this Program shall be the sole responsibility of the Registered Processor.

## **12. INDEMNITY**

- 12.1. In consideration of receiving Incentives under this Program, each Registered Processor is and shall be liable for, and does hereby release, indemnify and hold harmless the Authority, the Authority's employees, officers, directors, members, agents, contractors and subcontractors of, from and against any and all liabilities, losses, costs, damages, solicitor's fees and disbursements (on a solicitor-and-his-own-client basis with right of full indemnity), claims, demands, actions, obligations, proceedings, and expenses or costs whatsoever that may arise, directly or indirectly:
  - a) that are attributable to the negligence, misconduct or any act or omission of the Registered Processor, its employees, agents, contractors or sub-contractors, in connection with the execution or delivery of the work under the Program or any matter relating to EOL Electronics or end products;
  - b) in respect of the use or misuse of any EOL Electronics or end products, whether or not such EOL Electronics or end products are eligible for Incentives under this Program;
  - c) attributable to the failure of the Registered Processor or the Registered Processor's employees, agents, contractors, or sub-contractors, to comply with any laws, rules, regulations, ordinances, standards, bylaws, orders, certificates, permits, approvals, guidelines, policies, consents or directions in any way connected with EOL Electronics, end products, or the Program;
  - d) attributable to any injury, harm, damage, impairment or death arising out of the use or misuse of EOL Electronics or end products, to any person whatsoever, including without limitation, any of the Registered Processor's employees, agents, contractors, sub-contractors, or any licensees or invitees, or any person for whom they are responsible at law;

- e) attributable to any environmental damages, contamination, order, direction, claim, reclamation, or cleanup effort in relation to the Registered Processor's land, premises, business or activities;
  - f) arising out of the death or bodily injury of any agent, employee, customer, business invitee or business visitor of the Registered Processor;
  - g) arising out of the damage, loss or destruction of any real or personal property owned or leased by the Registered Processor;
  - h) arising out of the violation by the Registered Processor of any laws, legislation or regulations;
  - i) arising out of any error, act or omission, or conduct or misconduct (whether negligent or otherwise) which is in breach of this Program by the Registered Processor;
  - j) arising out of any legal or administrative action, proceeding, investigation, demand, claim, or notice of any third party, including without limitation any governmental authority, against any Registered Processor pursuant to or under Environmental Laws;
  - k) arising out of any release or alleged or potential release of any hazardous substance, or contaminant into the environment; and/or
  - l) arising out of any infringement of any patent, trademark, trade secret or copyright registered or recognized in North America.
- 12.2. The release and indemnification set out in this section 12 shall survive termination or expiry of these terms and conditions or registration under the Program.
- 12.3. The Authority shall not be liable or responsible for, and the Registered Processor shall release the Authority from any liability in respect of, any bodily or personal injury or property damage of any nature whatsoever that may be suffered or sustained by a Registered Processor, its employees, agents, contractors or sub-contractors, any licensees or invitees, or any person for whom the Registered Processor is responsible for at law:
- a) in the performance of any work performed under the Program or these terms and conditions;
  - b) by the use or misuse of any EOL Electronics or end products, whether or not such end products are eligible for Incentives under this Program; and/or
  - c) in respect of any matter or circumstance for which the Authority is indemnified, under this section 12.

### **13. INSURANCE**

- 13.1. The Authority may require any Transporter or Registered Processor to provide proof of adequate liability, "all risk", and appropriate environmental insurance, which insurance shall be maintained by the Transporter or Registered Processor at its own cost and expense.
- 13.2. For the purposes of this Program and section 13.1, above, Registered Processors shall maintain, at their own expense, comprehensive general liability insurance covering the Registered Processor, its officers, servants, agents, subcontractors and employees for any claim for damage or injury to persons or for loss of life including products liability, liability assumed under this Program, any agreement or document contemplated hereby, or liability arising in the course of the Registered Processor's business, with limits of not less than Five Million (\$5,000,000.00) Dollars inclusive of any one loss. Such insurance shall contain environmental liability coverage or an environmental damage endorsement.
- 13.3. Each Registered Processors shall maintain, at its own expense, pollution legal liability insurance with limits of not less than Two Million (\$2,000,000.00) Dollars, unless: (i) the Registered Processor provides an independent third-party assessment indicating that such insurance is not required; and (ii) the Authority determines, in its sole discretion, that such insurance is not required. Such insurance shall contain environmental liability coverage or an environmental damage endorsement.
- 13.4. Registered Processors shall maintain, at their own expense, automobile liability insurance on all vehicles owned, operated, contracted by or licensed in the name of the Registered Processor and used in carrying out the obligations under this Agreement with limits of not less than Two Million (\$2,000,000.00) Dollars.
- 13.5. Registered Processors shall maintain at their own expense, as applicable to their operations, professional liability insurance with limits of not less than Two Million (\$2,000,000.00) dollars per claim and in the aggregate. This insurance is required to remain in place for a period of 36 months following the termination or expiry of this Agreement.
- 13.6. Registered Processors shall maintain at their own expense, as applicable to their operations, Directors' and officers' insurance in an amount not less than Two Million (\$2,000,000) dollars per claim insuring its liability for any wrongful acts by its directors and officers made in the performance of their duties.

### **14. REMEDIES**

- 14.1. The Authority reserves all rights and remedies provided to it under law that may be in addition to any terms contained herein.
- 14.2. In the event that a Registered Processor is in breach of, or otherwise fails to perform, for any reason whatsoever, any term, condition or provision of the Program, Bylaws, policies, procedures, or rules of the Authority or any contract or agreement between the Registered Processor and the Authority, the Authority may, in its sole discretion, do one or more of the following in addition to any other rights it may have at law or otherwise:

- a) terminate any and all agreements with the Registered Processor;
  - b) suspend, withhold, delay, or reduce any Incentive payment to the Registered Processor;
  - c) demand, and be entitled to receive, from the Registered Processor any and all paid, disbursed, and undisbursed Incentives advanced by the Authority;
  - d) suspend or revoke approval or registration at any time; and/or
  - e) commence any action or take any steps that the Authority may consider just or appropriate in the circumstances.
- 14.3. In the event of the appointment of a receiver over the assets and affairs of a Registered Processor, the Authority may allow, in its sole discretion, the receiver to carry out the terms of an approval for an Incentive under the Program prior to receivership, provided always the receiver be obligated to the same extent and in the same manner as the Registered Processor. Further, the Authority may, in its sole discretion, allow the Authority's funds to be utilized by the receiver of a Registered Processor in a manner that is in accordance with the Bylaws, rules and policies of the Authority, as well as any applicable agreement, all as if the receiver were the original Applicant for the funds.
- 14.4. The Program in its entirety shall be governed by the laws of the Province of Alberta. Registered Processors attorn to the exclusive jurisdiction of the courts of the Province of Alberta.

## **15. RECORDS**

- 15.1. The Authority maintains the right to require further or more complete information from any Registered Processor claiming an Incentive under the Program or from an Applicant applying for registration under the Program.
- 15.2. Registered Processors shall maintain all records relating to the Program for five (5) years. All such records shall be made available to the Authority upon request of the Authority.
- 15.3. Without limiting the generality of the forgoing, Registered Processors shall provide reports of volumes of EOL Electronics recycled, processed, disposed of, and collected, at least annually to the Authority, in a form acceptable to the Authority.

## **16. REPORTING AND AUDIT REQUIREMENTS**

- 16.1. Registered Processors shall provide all information the Authority requests relating to the Program, Incentives, EOL Electronics, or any other related matter or request for an Incentive, both before and after approval and this provision shall be a requirement of the approval or payment of Incentives.
- 16.2. Incentive reporting shall be submitted monthly. If no eligible incentives are payable, the Processor must notify the Authority that no Incentives are being claimed for the reporting period. As part of monthly incentive reporting in ARMA Connect, the Registered Processor must submit information including, but not limited to:

- a) Incoming materials including eligible, out of province, and ineligible materials;
  - b) Outgoing processed materials from program eligible and ineligible materials;
  - c) Outgoing component parts (as approved by the Authority) diverted to reuse and/or resale;
  - d) Outgoing materials to safe/approved disposal from program eligible and ineligible materials; and
  - e) Estimated closing inventory of processed and unprocessed materials from program eligible and ineligible materials.
- 16.3. Without limiting the generality of the foregoing, the Authority or its agent may request and shall receive from any Registered Processor:
- a) a report including a statement of income and expenses and a statement of financial position for the time period requested by the Authority (the “Financial Report”), together with an “attest statement” signed by the Chief Financial Officer of the Registered Processor or, if the Registered Processor does not have a Chief Financial Officer, the key financial decision maker of the Registered Processor, attesting that all information in the Financial Report is complete and accurate. A template for the Financial Report will be provided by the Authority to the Registered Processor for the purposes of the Financial Report and attest statement. The Registered Processor will also provide a copy of the Registered Processor’s GIFI filed with the Canada Revenue Agency for the time period of the Financial Report requested by the Authority will verify that the Financial Report received is in agreement with the reported GIFI;
  - b) an audit report provided by an independent, qualified accountant;
  - c) complete and prompt responses to any financial or compliance audit inquiries or requests by the Authority or its agent;
  - d) financial reports detailing costs for each category of EOL Electronics processed;
  - e) the submission of technical reports in respect of processing of EOL Electronics;
  - f) the submission of technical reports for total volumes of EOL Electronics collected and processed annually;
  - g) an annual scale certification and/or calibration report provided by an independent, qualified inspector;
  - h) a fire inspection report that shows the Registered Processor is in compliance with all relevant laws, regulations, municipal bylaws, codes, and other requirements;
  - i) the submission of reports on a monthly basis for total volumes of EOL Electronics sent to a landfill;

- j) the submission of a current business plan for the Processor's operations as they relate to the Program;
  - k) receipts, invoices, accounts, or other documents relating to any part of EOL Electronics processing, including waste collection records, scale tickets, proof of delivery of product, and other such required or requested documentation;
  - l) a certificate of an individual Registered Processor, or an officer or principal of a corporate Registered Processor, certifying all accounts with Suppliers are current and paid; and
  - m) any other reasonable information relating to applications for Incentives or any matter that relates to this Program or procedure of the Authority.
- 16.4. The Authority or its agent reserves the right at all times to conduct audits, site inspections or reviews of the books and records of all Applicants, Registered Processors, Transporters, or Downstream Processors as it may relate to the Program, Incentives, EOL Electronics, or any other related matter.

## **17. TERMINATION**

- 17.1. The Authority may, in the Authority's sole discretion and upon written notice to the Registered Processor, suspend, withhold, delay or reduce any Incentive payment, and suspend or revoke registration under the Program in accordance with the terms of the Program. The Authority may lift such suspension, withholding, delay or reduction of Incentive payments or suspension or revocation of a Registered Processor's registration at any time in the Authority's sole discretion.
- 17.2. The Authority may cease funding to a Registered Processor without cause by giving six (6) months' notice to the Registered Processor, and, upon termination, the Registered Processor is entitled to be compensated in accordance with the terms of this Program such that any amounts due under this Program up to the effective date of the termination will remain payable to the Registered Processor.
- 17.3. A Registered Processor's participation in the Program may be terminated by mutual consent of the parties evidenced in writing.
- 17.4. Upon termination of its participation in the Program, a Registered Processor must provide the Authority with a detailed accounting of the work completed under the Program up to the termination date.
- 17.5. In the event that the Registered Processor suffers any damages of any kind whatsoever resulting from termination under this Program, the only claim of any kind that the Registered Processor may make against the Authority is for liquidated damages in the sum of One (\$1.00) Dollar.



- 17.6. In the event that the Program is terminated for any reason whatsoever, the unexpended funds allocated to the Program remain the exclusive property of the Authority and if held by the Registered Processor, must be returned forthwith to the Authority.

**SCHEDULE "A"**  
**ELECTRONICS ELIGIBLE FOR INCENTIVES UNDER THE PROGRAM**

Subject to the terms and conditions of the Program, the following electronics are specifically eligible for payment of Incentives:

1. Audio visual devices
2. Computers, laptops and notebooks, including CPUs, keyboards, mouse, cables and other components in the computer
3. Computer monitors
4. Computer printers, including printers that have scanning or fax capabilities, or both
5. Electronic musical instruments
6. Electronic toys
7. Lawn and garden care equipment
8. Power tools
9. Scanners
10. Small appliances
11. Telecommunications devices
12. Televisions
13. Video game equipment

Subject to the terms and conditions of the Program, the following electronics may be added as eligible for payment of incentive with notice provided to Processors:

1. Renewable Energy Products
  - a) Solar Panels
  - b) Wind Turbines
  - c) Electric Vehicle (EV) Batteries

The list of products above is provided for reference purposes and may be amended from time to time.

Refer to the ARMA website for the current list of eligible products

## **SCHEDULE "B"**

### **TRANSPORTATION INCENTIVES**

The following Incentives may be payable to Registered Processors under the Program for transportation of EOL Electronics from Collection Sites, ICI Sources, and other generators to a Registered Processor's facility.

The level of funding and categories of Transportation Incentives may be adjusted from time to time by the Authority upon thirty (30) days' notice to Registered Processors having regard to expenses of Registered Processors generally and contingent on the Authority's budget.

The level of Transportation Incentives is based on the zone where the EOL Electronics originate as identified on the map appended to this Schedule "B". The level of Transportation Incentives for pick up and Transportation to a Registered Processor in each of the zones is:

Zone 1A	Within the corporate boundaries of the City of Calgary and City of Edmonton.	\$118.00/tonne
Zone 1	Within a 100 km radius around the Calgary - Edmonton corridor	\$118.00/tonne
Zone 2	All areas of the province outside Zone 1 and Zone 3	\$254.00/tonne
Zone 3	Within the northern zone, delineated by the northern boundary of Township line 70	\$322.00/tonne
Drop-off	Dropped off at the Processor site where there is no third-party agreement in place for the delivery of the EOL electronics.	\$0.00/tonne

Payment for transportation may only be claimed by a Registered Processor after delivery of EOL Electronics to the Registered Processor's facility.

When servicing Collection Sites, processors must collect all eligible electronics providing that the collection area is accessible and free from obstructions and debris.

EOL electronics that have been damaged by fire, chemical, or other means that cause them to be unrecyclable should not be accepted and are not eligible for incentives.

ELECTRONICS TRANSPORTATION INCENTIVE ZONES

(ILLUSTRATIVE MAP)



The Electronics Transportation Incentive Zone map is for illustration purposes only.

**SCHEDULE "C"****PROCESSING INCENTIVES**

Incentives of \$700.00/tonne may be payable to Registered Processors under the Program for EOL Electronics processed in accordance with Program terms and conditions. Processed EOL Electronics must be reported in ARMA Connect according to the following categories:

Commodity Category	Description
1. Batteries	Batteries, excluding lead acid batteries and batteries weighing over 5kg, that are removed from EOL Electronics and sorted by chemistry.
2. Circuit Board Material	Contains primarily printed circuit boards extracted from EOL Electronics.
3. CRT Glass (Non-Broken)	Cathode Ray Tubes separated from the plastic housing and circuit boards. The glass is intact.
4. Glass Mixed (Non-CRT)	Glass from a non-CRT device. Includes glass from EOL Electronics including but not limited to microwaves and printers.
5. Hazardous Materials – CRT Glass (Broken)	Cathode Ray Tubes in which the glass has been broken, creating an exposure to lead.
6. Hazardous Materials – Glycol	Includes both the rear projection TV tubes with ethylene glycol, and the extracted ethylene glycol liquid.
7. Hazardous Materials – Mercury	Includes both the mercury containing glass tubes extracted from Flat Panel Displays , and the extracted mercury liquid.
8. Hazardous Materials – Other	All other hazardous materials from EOL electronics.
9. Mixed Metals – Ferrous	Processed metals containing iron such as steel and stainless steel.
10. Mixed Metals – Non-Ferrous	Processed metals containing no iron. Such as, but not limited to aluminum, copper, and gold.
11. Mixed Plastic	Processed plastics from EOL electronics not contaminated with other materials.
12. Plastic / Metal Mix (Intact FPD)	Contains both processed plastic and metal that can be identified upon inspection and is not the result of contamination. Contains no intact Flat Panel Screens.
13. Plastic / Metal Mix (No Intact FPD)	Contains both processed plastic and metal that can be identified upon inspection and is not the result of contamination. Contains intact Flat Panel Screens such as tablets, phones, or other visual display devices.
14. Toners and Inks	Ink, toner, and their cartridges extracted from printers.
15. Wires and Cables	Includes wires and cables required to power electronics. Does not include extension cords or electrical wiring from buildings.
16. Wood	Wood extracted from EOL Electronics such as televisions and speakers.

The level of funding and categories of Processing Incentives for EOL Electronics may be adjusted from time to time by the Authority upon thirty (30) days' notice to Registered Processors having regard to expenses of Registered Processors generally and contingent on the Authority's budget.

Component parts diverted for the purpose of reuse or resale must be reported to the Authority, but no Processing Incentives may be applied.

## **SCHEDULE “D”**

### **REGISTERED PROCESSOR COMPLIANCE REQUIREMENTS**

These compliance requirements outline the Authority’s requirements for Registered Processors providing processing or recycling services for EOL Electronics collected through the Program. All Registered Processors must meet these compliance requirements in order to be registered as a Registered Processor under the Program.

#### **Requirements for Compliance of Registered Processors**

All Registered Processors and all subcontractors used by a Registered Processor must assure that all EOL Electronics are processed in an environmentally sound manner at facilities that are licensed by all appropriate governing authorities.

All Registered Processors must ensure that all activities (transportation, storage, processing, etc.), including activities relating to Ineligible Materials, that are conducted at the Registered Processor’s facility are conducted in an environmentally sound manner and in a manner that safeguards the health and safety of employees working at the facility.

All Registered Processors must continually seek to reduce costs, improve services provided, ensure regulatory compliance, exceed industry standards and achieve the highest environmental outcomes in respect of EOL Electronics.

If a Registered Processor relocates their processing facility, they must notify the Authority in writing prior to the relocation. Registered Processors may be required to have an environmental, health and safety audit conducted at their expense by a qualified third-party to verify the new location complies with all relevant environmental and occupational health, and safety legislation.

Upon request of the Authority, Processors must provide a copy of the terms and conditions associated with any third-party contract for the end-of-life management of EOL Electronics to demonstrate to the satisfaction of the Authority, at its sole discretion, that the contractual arrangements are in compliance with the Program Requirements.

All Program Material collected and transported by Registered Processors must be weighed and recorded to ensure accurate mass balance to confirm no material is lost from the recycling activities. Once received at the Registered Processor facility, EOL Electronics must be stored in a manner that keeps it separate from Ineligible Material.

All Registered Processors shall demonstrate the expertise, knowledge, and technical capability to process each type of equipment, component, and material it accepts in a manner that is legal and protective of worker safety, public health, and the environment. All Registered Processors must have both the ability and the capacity to ensure that EOL Electronics are processed to a Final Recycled State, and must accept full responsibility for EOL Electronics once they leave a Collection Site or ICI Source and until they have reached a Final Recycled State at the Registered Processor’s facility, or have been directed to a facility or facilities further downstream for the purpose of the EOL Electronics being recycled or processed to a Final Recycled State.

All Registered Processors must provide objective evidence that the following requirements have been satisfied:

**1. Environmental Management**

All Registered Processors shall:

- 1.1 Develop, implement, maintain, update as needed (e.g., as operations, products and/or technologies change), and make available to the Authority upon request, an Environmental Management System (“EMS”) to ensure adequate control over the Registered Processor’s impact on the environment. The EMS must include a commitment to take corrective action to address any issues of non-compliance;
- 1.2 Identify and comply with all applicable Environmental Laws, orders or directives (international, federal, provincial/state, and municipal) and disclose any related legal infractions within five (5) years prior to the date of application;
- 1.3 Possess and adhere to all applicable provincial/state waste and air emissions permits or certifications, and have processes in place to ensure continued compliance to the requirements of such authorization(s);
- 1.4 Analyze, plan, regularly review, and update, as necessary, how the hazardous materials that pass through its facility or control will be properly managed. Ensure the proper and legal handling of all hazardous materials, hazardous recyclables and hazardous waste generated, collected, or processed through the Registered Processor’s facility by:
  - a) implementing and maintaining a documented procedure to manage hazardous materials that provides guidance on how materials are stored and registered in accordance with federal and provincial regulations; and
  - b) maintaining an active inventory of all hazardous materials onsite that includes guidance to how the materials are controlled;
- 1.5 Store items removed pursuant to requirements related to hazardous materials (see Schedule “E”), in a manner that:
  - a) protects them from reasonably foreseeable adverse atmospheric conditions and floods, and as warranted, includes a catchment system;
  - b) is in full legal compliance;
  - c) is secure from unauthorized access; and
  - d) is in clearly labeled containers and/or storage areas;
- 1.6 Implement and maintain a documented procedure for responding to and reporting pollutant spills and emergency situations, including a plan to mitigate any environmental damage caused;

- 1.7 Provide upon the request of the Authority or its agent and maintain records of and make available to the Authority or its agent certificates of recycling/destruction or other evidence of processing/recycling/destruction of all EOL Electronics received at the Registered Processors' facility; and
- 1.8 Designate one or more qualified employees or consultants to coordinate its efforts to promote environmental protection. The designated individual(s) shall be identified to all employees and two-way communication shall be encouraged between employees and the designated individual(s) regarding potential environmental impacts and how best to address them.
- 1.9 Report monthly on the total tonnage of all Program materials diverted to landfill / approved disposal.

## **2. Occupational Health and Safety**

All Registered Processors shall:

- 2.1 Develop, document, fully implement, maintain, update as needed (e.g., as operations, products and/or technologies change), and make available to the Authority upon request, a Health and Safety Management System ("HSMS"). The HSMS must include a commitment to take corrective action to address any issues of non-conformance;
- 2.2 Maintain a current Certificate of Recognition ("COR"), and in the event that a COR certification expires, the Processor must provide the Authority with written notification from their auditor confirming that the recertification process is underway;
- 2.3 Identify and comply with all applicable health and safety regulations (federal, provincial/state, municipal, and industry standards) and disclose any legal infractions within five years prior to the date of application;
- 2.4 Conduct on an ongoing basis (e.g., as new types of materials are processed, or new processes are used) a hazards identification and assessment of occupational health and safety risks that exist or could reasonably be expected to develop at the facility. Such risks could result from any sources, including but not limited to emissions of and/or exposure to substances, noise, ergonomic factors, thermal stress, substandard machine guarding, cuts and abrasions, etc. The hazards identification and assessment shall be captured in writing and incorporated as a component of the Registered Processor's HSMS;
- 2.5 Manage health and safety hazards, minimize the risks it identifies, and prioritize the use of appropriate strategies to implement and maintain controls (e.g., engineering controls, administrative and work practice controls, and personal protective equipment).  
The Registered Processor shall treat its entire workforce, including volunteer workers, consultants, contractors, visitors, temporary workers, and anyone else performing activities under the Registered Processor's direction at their facility using this standard of care;
- 2.6 Adhere to good housekeeping standards, including keeping all work and storage areas clean and orderly. Housekeeping for all areas of the facility shall be planned, regularly implemented, and monitored;



- 2.7 Use monitoring and sampling protocols as applicable to provide assurances that the practices and HSMS controls employed effectively and continuously manage the risks it has identified. This includes complying with all applicable health and safety legislation and permissible exposure limits for sampling and/or monitoring;
- 2.8 Possess current workers' compensation coverage.
- 2.9 Designate one or more qualified employees or consultants to coordinate its efforts to promote worker health and safety. The designated individual(s) shall be identified to all employees and two-way communication shall be encouraged between employees and the individual(s) regarding potential hazards and how best to address them; and
- 2.10 Without limiting the requirements above, ensure occupational health and safety of employees working at the facility by:
  - e) providing continual health and safety training of personnel;
  - f) making available and enforcing the use of personal protective equipment;
  - g) labeling of all hazardous materials;
  - h) safeguarding dangerous mechanical processes; and
  - i) Protecting personal information and data.

### **3. Protection of Personal Information and Data**

All Registered Processors shall:

- 3.1 Ensure all EOL Electronics capable of storing data or personal information including computer hard drives, servers, external storage devices, CDs and DVDs, memory sticks, and hand-held devices such as personal digital assistants (PDAs) and smart phones, digital cameras, photocopiers and printers (collectively "Storage Media") are physically destroyed through shredding, complete processing or disintegration;
- 3.2 Not sell, transfer, or transport Storage Media in a state where it has not been shredded or processed so as to be physically destroyed as Storage Media at the registered processor site prior to being shipped to an approved Downstream Processor without exception;
- 3.3 In any event, not sell, transfer, or transport Storage Media where it is reasonably believed such storage media maybe reused; and
- 3.4 Have written procedures covering, and requiring the facility to systematically manage, data security matters.

#### **4. Operations**

All Registered Processors shall:

- 4.1 Maintain a monitoring program to track key processes, compliance with applicable legislation, and any emissions or effluents being generated;
- 4.2 Maintain all records for a period of five (5) years, including manifests, bills of lading, scale tickets and chain of custody in respect of all materials destined for downstream markets;
- 4.3 Maximize EOL Electronics recycling and ensure that EOL Electronics are not directed to landfill;
- 4.4 Ensure that no EOL Electronics are shipped directly to developing and non-OECD nations;
- 4.5 Ensure that prison labour is not used in the recycling of EOL Electronics;
- 4.6 Ensure that storage of any EOL Electronics is done in a secure and environmentally safe fashion and in compliance with all applicable legislation;
- 4.7 Maintain a security program that controls access to all or parts of the facility in a manner and to a degree appropriate given the type of equipment handled, sensitivity of media containing data, and the needs of the customers served, and consider and include necessary controls to secure electronic equipment upon acceptance of the equipment;
- 4.8 Work with the Authority quarterly or as required to review and re-set, as necessary, mass balance volumes at the Registered Processor site;
- 4.9 Ensure that scale tickets are automatically printed from the scale reading, and that scale tickets include time, date, weight, and are legible and not manually altered;
- 4.10 Scale tickets are required to substantiate the weight claimed, and acceptable formats include original scale tickets, electronic copies of scale tickets, and reports that are automatically generated by the certified scale;
- 4.11 Submit an annual scale calibration provided by an independent, qualified inspector;
- 4.12 Identify probable emergency situations and exceptional circumstances; prepare, periodically test, and update, as appropriate and necessary, an emergency plan(s) for responding to the identified emergency situations and exceptional circumstances to protect workers, the public, and the environment;
- 4.13 Provide prompt written notice to the Authority and, in any event, within a recommended eight (8) hours and no later than twenty-four (24) hours of any incident that is reportable to any government, regulatory or other authority or under any contract (e.g., Alberta Environment and Protected Areas, Fire Department, EMS/ambulance, RCMP/municipal police). The occurrence of emergency events, including exceptional releases, accidents, spills, fires, and explosions, shall be reported to the required authorities;

- 4.14 Provide the Authority or its agent with access to their facility to conduct scheduled or unannounced visits and inspections (including the taking of photographs) of the recycling process, inventory, or general site for the Authority's internal purposes; and
- 4.15 Inform the Authority of personnel changes to management and other personnel regularly in contact with the Authority and inform the Authority of any changes to accounts payable information within five (5) business days of such changes being made.
- 4.16 Provide for review to the Authority, five (5) days prior to distribution, any formal communications from the Processor to Collectors, Suppliers, and other Program stakeholders where reference is made to the Authority, Program changes, funding, results, or other data.

## **5. Mass Balance Inventory Counts and Inspections**

- 5.1 The Registered Processor shall provide the Authority with Mass Balance Inventory information upon request. At a minimum, Mass Balance Inventory will record all:
  - a) eligible material (tonnes);
  - b) commodities (categorized by material); and
  - c) Ineligible Material (categorized by province of origin).
- 5.2 Mass Balance Inventory may be verified onsite by the Authority. Mass Balance Inventory inspections will be conducted by the Authority as needed for the purposes of verifying that inventory held at the Processor site aligns with the information submitted on monthly Incentive claims.
- 5.3 Incentive payments may be delayed pursuant to section 9, if:
  - a) a Registered Processor is unable or unwilling to provide Mass Balance Inventory information;
  - b) the record of current inventory does not align with the processing and collection claims; or
  - c) there is a negative mass balance reflected on the incentive claims.

## **6. Downstream Processors**

All Registered Processors shall:

- 6.1 Identify all Downstream Processors that are used to process EOL Electronics under the Program through to a Final Recycled State.
- 6.2 Have a process to ensure that all Downstream Processors that are used to process EOL Electronics under the Program through to a Final Recycled State:
  - a) possess all appropriate business, waste, and air emissions permits or certifications;

- b) have and provide evidence of current liability insurance of no less than One Million (\$1,000,000.00) Dollars;
- c) process materials in an environmentally sound manner;
- d) safeguard the health and safety of employees working at the facility; and
- e) do not send materials from EOL Electronics to landfill or developing and non-OECD countries for disposal,

as evidenced by current supporting documentation.

6.3 Receive approval from the Authority prior to shipping any material to Downstream Processors to ensure shipment is eligible for Incentives;

- a) Submission of a completed Downstream Processor application with detailed information on how the EOL Electronics are managed by the Downstream Processor is required for approval by the Authority. If the Downstream Processor changes their procedures as they relate to EOL Electronics, written notification must be provided to the Authority.
- b) The Authority wishes to encourage using local markets wherever possible. Therefore, Downstream Processor approval will be prioritized based on processing facility location. Alberta-based downstream processors will receive highest priority approvals, followed by facilities located within Canada, followed by other North American-based options. Prior to receiving approval for a Downstream Processor located outside of North America, the Registered Processor must demonstrate no other higher priority options are viable for processing the material.

6.4 Inform all Downstream Processors that they may be required to participate in an environmental, health and safety audit of their facilities that receive processed EOL electronics;

6.5 Conduct and maintain a record of the Downstream Processor evaluation that is acceptable to the Authority or its agent, and is available at the request of the Authority or its agent, including records or other evidence in respect of the items described above in section 6.2;

6.6 Maintain supporting documentation to demonstrate that the Final Recycled State of all EOL Electronics shipped to an approved Downstream Processor has been verified annually, at a minimum;

6.7 Submit on an ongoing basis to the Authority all supporting documentation (as described above in section 6.2) to ensure the continued approval of a Downstream Processor and

6.8 Submit written notification to the Authority of any incident that is required to be reported to a regulatory body which occurs at a Downstream Processor facility.

## **7. Transportation**

All Registered Processors shall:

- 7.1 Ensure that all Transporters used to transport EOL Electronics from Registered Processors to Downstream Processors for further processing are:
- a) fully licensed and insured;
  - b) possess the appropriate federal and provincial/state permits or certifications to transport hazardous materials;
  - c) place the proper placards on transportation vehicles prior to transport;
  - d) adhere to all federal and provincial/state transportation of hazardous materials requirements; and
  - e) able to provide the Registered Processor with proper waste manifests.
- 7.2 Maintain records of such transportation insurance and permits obtained from the Transporters and make them available at the request of the Authority.

## **SCHEDULE “E”**

### **ELIGIBLE PROCESSING GUIDELINES**

The processing of whole electronic components must take place at the Registered Processor facility. Downstream processing facilities are not permitted to receive whole electronic components under the Program.

If commercial arrangements with Downstream Processors dictate that processing of eligible EOL Electronics should take place in a manner other than what is described in these Eligible Processing Guidelines, the Registered Processor is required to obtain prior approval from the Authority in regard to the eligibility of such processing for Processing Incentives. Registered Processors can request, in writing, for the Authority to confirm that a processing activity complies with the Eligible Processing Guidelines set out in this Schedule “E”.

Processing of EOL Electronics must be conducted in accordance with the following guidelines:

#### **1. General**

- 1.1 Prior to shredding or materials recovery of equipment or components, hazardous materials and substances of concern (including ink/toner cartridges) shall be removed using safe and effective mechanical processing or manual dismantling.

Hazardous materials and/or substances of concern, including the following, must be separated, handled, stored, packaged, and transported in accordance with hazardous waste and transportation of dangerous goods regulations, as required:

- a) leaded glass from CRT and leaded plasma glass (if broken);
- b) components containing mercury bearing lamps and switches (e.g., LCD screens);
- c) components containing PCBs;
- d) circuit boards, insulated wire (if shredded);
- e) batteries; and
- f) glycol.

- 1.2 Removed hazardous materials and substances of concern must be sent to processing, recovery, or treatment facilities that meet all applicable regulatory requirements to receive these materials/substances, and that use technology designed and operated to safely and effectively manage these materials/substances.

Component parts, when processed, must be collected in a suitable container and/or appropriately packaged for shipment to Downstream Processors, in accordance with applicable provincial, inter-provincial (federal) and international shipping requirements.

- 1.3 Electrical cables/cords should be removed from products.
- 1.4 Plastic components should be free of metal and baled appropriately.
- 1.5 Hard drives must be destroyed to ensure security of information.
- 1.6 Batteries should be removed from all products, and rechargeable and non-rechargeable batteries should be further separated. All batteries, including lithium based, should be stored in accordance with the fire code and other applicable requirements.
- 1.7 Ink and toner cartridges must be removed and separated from other materials.
- 1.8 The acceptable level of contaminants or foreign materials in processed materials will be determined through the business arrangements between Registered Processors and Downstream Processors. However, these levels may be monitored under the Program and limits imposed by the Authority if necessary.

## **2. Televisions**

- 2.1 The CRT, housing, and circuit boards must be removed and separated from each other.
- 2.2 Crushed or broken leaded glass must be stored, packaged, and transported in accordance with applicable hazardous waste and transportation of dangerous goods regulations.
- 2.3 FPD televisions must be separated and securely/safely stored for further processing. The housing is typically manufactured with plastic and metal pieces, the plastic must be separated from metal. In some cases, the degree of separation carried out by the Registered Processor will be based on commercial arrangements made with the Downstream Processor, with written approval from the Authority.

## **3. Computer Monitors (CRT and FPD)**

- 3.1 The CRT/FPD, the housing, and the circuit boards must be removed and separated from each other.
- 3.2 Crushed/broken leaded glass must be stored, packaged, and transported in accordance with applicable hazardous waste and transportation of dangerous goods regulations.
- 3.3 The housing is typically manufactured with plastic and metal pieces. Plastic must be separated from metal. In some cases, the degree of separation carried out by the Registered Processor would be based on commercial arrangements made with the Downstream Processor.

## **4. Laptop and Notebook Computers**

- 4.1 The battery, the FPD, other plastic, and metal parts must be removed and separated from each other.

## **5. CPUs and Servers**

5.1 The circuit boards, metals, and plastic parts must be removed and separated from each other.

**6. Printers**

6.1 The ink/toner cartridges must be removed, and the housing must be separated from other metal and plastic parts.

**7. Combination Units (specialty items)**

7.1 The CRT, the circuit boards, metal, and plastic parts must be removed and separated from each other.

**8. Computer Accessories**

8.1 Computer accessories include external speakers, mice, and keyboards. The processing carried out by the Registered Processor would be based on commercial arrangements made with the Downstream Processor.

**9. Component Parts and Materials**

9.1 Examples of component parts resulting from processing include circuit boards, wire, and cables, and FPDs.

9.2 Examples of component materials resulting from processing include ferrous and non-ferrous metal, plastic, and CRT glass.

- a) Component parts must be harvested from whole units and processed into component materials for shipment to an approved Downstream Processor for EOL management; or
- b) Specific non-data bearing component parts may be harvested from whole units for reuse or resale purposes for which no Processing Incentives may be claimed. The list of items eligible for reuse or resale includes but is not limited to expansion cards, media drives, RAM, flat screen panels (removed from bezels), and power supplies. Processors must receive approval from the Authority prior to removing component parts for reuse or resale and must report to the Authority on a monthly basis the volume and types of component parts diverted for reuse or resale.



## **SCHEDULE “F”**

### **SECURITY TERMS AND CONDITIONS**

#### **1. Security Required**

- 1.1. Where a Registered Processor applies for registration under this Program, as a condition to registration, the Authority may require the Registered Processor to provide security before any processing of EOL Electronics commences.

#### **2. Amount of Security**

- 2.1 For the purpose of this Schedule “F”, security for post closure associated expenses shall be in an amount which is determined by the management of the Authority annually and which is calculated based on the following:
- a) \$10,000.00 to be assigned to potential future post closure associated expenses incurred by the Authority associated with the closure of the Registered Processor’s site; plus
  - b) A minimum of \$10,000 for each processing site operated by a Registered Processor under the program (amount to be calculated and confirmed annually by the Authority).
- 2.2 Within thirty (30) days of any changes to the Registered Processor’s Closure Plan, the Registered Processor may be required to, and shall, submit security in an adjusted amount prescribed by the Authority and which is based on the changed Closure Plan unless waived by the Authority in writing.

#### **3. Adjustment of Security**

- 3.1 The Authority shall notify a Registered Processor of any proposed adjustment to the amount of the security. The Registered Processor shall submit the security in the required adjusted amount within 30 days of notification by the Authority.

#### **4. Form of Security**

- 4.1 Security must be in one or more of the following forms as required by the Authority, or such other form as may be acceptable to the Authority:
- a) cash on deposit with the Authority;
  - b) Government guaranteed bond, debentures, term deposits, certificates of deposit, trust certificates or investment certificates assigned to the Authority;
  - c) irrevocable letters of credit in a form acceptable to the Authority, irrevocable letters of guarantee in a form acceptable to the Authority, performance bonds or surety bonds in a form acceptable to the Authority; and/or
  - d) any other form that is acceptable to the Authority.

- 4.2 Environmental Insurance is not considered an acceptable form of security for the purpose of this Program requirement.

**5. Return of Security**

- 5.1 The Authority may determine that all or part of the security provided by the Registered Processor be returned to the Registered Processor if:
- a) a Registered Processor ceases to be in business as a Registered Processor, and the site(s) and all EOL Electronics have been wholly reclaimed, remediated, restored or removed, as the case may be; or
  - b) reclamation, remediation or restoration of the site(s) has been partially complete, in which case the Authority may, on application by the Registered Processor, return a part of the security as determined by the Authority; or
  - c) the Authority decreases the amount of security required under these terms, in which case the Authority shall return the portion of the security no longer required; or
  - d) an application for registration or Incentives is submitted by a Registered Processor but no approval is issued by the Authority; and
  - e) all other Program requirements of the Authority have been met by the Registered Processor.

**6. Forfeiture of Security**

- 6.1 The Authority may determine that all or part of the security provided by the Registered Processor be forfeited if:
- a) the Registered Processor fails to commence and complete reclamation, remediation, or restoration of a site where a Registered Processor abandons the site or abandons EOL Electronics or operations on the site;
  - b) the Registered Processor fails to meet any requirement relating to inventory levels, maintaining the site(s), or environmental requirements as a condition of the Authority approval;
  - c) the Registered Processor fails to comply with any applicable law, regulation, code, approval or the Program;
  - d) the Registered Processor fails to renew existing security before its expiry date;
  - e) the Registered Processor fails to adjust the amount of security as required by the Authority under this Program;
  - f) the Registered Processor fails to comply with an order issued by a government authority;

- g) a receiver, receiver-manager or trustee has been appointed in respect of the operations of the Registered Processor;
- h) there are any amounts owing by the Registered Processor to the Authority under the Program, and the Registered Processor has failed or otherwise has neglected to pay;
- i) the Authority has suffered any losses, costs, expenses, or damages as a result of the Registered Processor's registration with the Authority, its participation in the Program, or the acts or omissions of the Registered Processor generally;
- j) the Authority requires the Registered Processor to indemnify it under this Program.
- k) the Registered Processor fails to maintain insurance required under this Program; or
- l) the Authority determines the Registered Processor is unable to liquidate its inventory of EOL Electronics.

6.2 Where the Authority requires security to be forfeited, the Authority shall give written notice of the decision to the Registered Processor.

6.3 Prior to allowing continuing participation under this Program by a Registered Processor after security has been forfeited, the Registered Processor will be required to provide the Authority new security in an amount required under this Program.

## **7. Failure to Comply**

7.1 Failure to comply with the posting of security requirement will result in no further payments being made to the Registered Processor under the Program.

## SCHEDULE “G”

### ACCOUNTS PAYABLE SCHEDULE

ARMA Connect must be used for all applications for Incentives. This schedule identifies the processor claim Incentive Payment dates, and the corresponding deadlines for submission by Registered Processors of their application for Incentives (the “Processor Claim Due Date”).

Payment for claim submissions received later than these deadlines, incomplete, and/or with errors, or where requests for backup documentation are not responded to within five (5) business days, will be delayed.

- The **Processor Claim Due Date** is the sixth (6<sup>th</sup>) business day of the following month (e.g., the April claim is due on the sixth business day of May).
- The **Incentive Payment Date** is the 15<sup>th</sup> of the month (e.g., the April claim Incentive Payment Date is the 15<sup>th</sup> of June).

Registered Processors are not required to wait until the Processor Claim Due Date to submit Incentive claims. The Authority recommends that Registered Processors submit their Incentive claims to the Authority for review and approval as early as they are able to submit a complete and accurate claim.

If processors are not submitting a claim for a particular month, they must notify the Authority by the corresponding Processor Claim Due Date.

Payments are subject to the Authority’s right to withhold, delay or reduce any particular Incentive payment.

If an Incentive Payment Date falls on a weekend or statutory holiday in the Province of Alberta, the Incentive Payment Date will be the previous business day.

The Authority requires that all claim submissions for the fiscal year (ending March 31<sup>st</sup>) must be submitted by the following Processor Claim Due Date in order to receive Incentive payments.

## **SCHEDULE “H”**

### **PROGRAM SPONSORED PROJECTS**

The Authority, from time to time, may require the participation of the Registered Processor in various Program sponsored projects. These projects may be developed in support of the Authority’s strategic business plan or in order to meet the key goals and annual performance measures of the Program.

The following list identifies the projects identified for Registered Processor participation. Registered Processors will be informed by the Authority of the specific requirements and timelines associated with the project(s). The Authority may engage a third party to conduct the project on its behalf. Projects may include, but are not limited to:

1. Processor Compliance (Environmental, Health and Safety) Audits (Processors and/or Downstream Processors)
2. Annual Average Weights Study
3. Sustainability Review of Registered Electronics Processors

The list of Program sponsored projects may change at the discretion of the Authority. Registered Processors will be advised of any changes to their required participation.