



2025-2026

Registered Collection Site

Stewardship Program Requirements

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Registered Collection Site Stewardship Program Requirements

Alberta Recycling Management Authority (ARMA) is responsible for managing the province's electronics, paint, tire, and used oil materials recycling programs and reports to the Minister of Environment and Protected Areas. ARMA works with Registered Collectors across the province to ensure Albertans have access to recycle their Stewardship Program materials. The Stewardship Programs include Electronics, Paint, Tires, and Used Oil Materials (used lubricating oil, oil filters, oil containers).

A Registered Collector is a municipality, Indigenous community, regional waste authority, or commission that

- a) has one or more collection sites (i.e., recycling depot, transfer station, drop-off location, etc.) operated by or approved by the Collector,
- b) accepts Stewardship Program materials for recycling, and
- c) is registered with ARMA to participate in the Stewardship Program(s).

Registration as a Collector is important because it:

- ✓ Ensures Albertans have convenient, accessible, and safe areas to recycle their eligible stewardship materials.
- ✓ Allows the Registered Collection Site locations to be posted on our website.
<https://www.albertarecycling.ca/depot-finder/>
- ✓ Provides access to collection site funding and grants, such as:
 - Electronics Collection Funding
 - Paint Collection Funding
 - Used Oil Materials Support Grant
- ✓ Provides access to Registered Processors who will service the sites and ensure the eligible stewardship materials are recycled in compliance with ARMA's requirements.
- ✓ Ensures the Collection Site is included in the ARMA Connect Portal system so the processors can link their pickups to the proper locations.
- ✓ Enables the Collection Site to be considered for the Collection Site Award of Excellence.
- ✓ Allows ARMA to provide supporting materials such as Signage, Best Practice Learning Modules, promotional materials, newsletters, etc.

General Site Requirements

Registered Collection Sites are required to meet the following criteria:

- 1) Complete the *Registered Collection Site Application* indicating which Stewardship Recycling Program materials are accepted at the site.
- 2) Registered collection sites must accept all eligible stewardship materials under the applicable recycling program as outlined in Schedule "A."
 - a) Collection site registration for used lubricating oil, used oil filters, and used oil containers (Used Oil Materials) is based on the three separate material streams. Collection sites accepting any of the three streams should be registered for that material.
- 3) Ensure secure, safe, and proper handling and storage of eligible stewardship materials to prevent salvaging, theft, vandalism, and environmental damage. i.e., provide a well-lit area, ensure easy access to collection containment.

- 4) Install signage provided by ARMA so it is visible to the public and secure at the collection area.
 - a) Collection sites are responsible for the proper use and maintenance of program signs.
 - b) Signs must be securely installed and prominently displayed.
 - c) ARMA may provide a replacement sign due to damage or theft based on budget and availability.
 - d) Negligence or misuse resulting in damage or loss may result in the site bearing replacement costs.
 - e) Requests for additional signs for increased visibility or site expansion may be considered case-by-case, subject to ARMA approval.
- 5) Monitor the collection and storage of eligible stewardship materials and maintain a neat and orderly collection area, while maximizing capacity.
- 6) Contact a Registered Processor directly for the pick-up of eligible stewardship materials.
- 7) Ensure the collection areas are accessible for the Registered Processors to pickup material.
- 8) Ensure the collection areas are well-graded to prevent materials from sitting in standing water.
- 9) Follow Alberta Fire Code standards for the collection and storage of eligible stewardship materials.
- 10) Follow legislation, regulations, and other relevant information for the storage and management of eligible stewardship materials.
- 11) Collection sites are encouraged not to charge the public a tipping fee for dropping off eligible stewardship materials.
 - a) If a fee is charged, please indicate that it is at the discretion of the Registered Collector and is separate from the environmental fee paid by residents when purchasing eligible products.
- 12) Site Inspections
 - a) Collection sites are subject to periodic reviews and site inspections to verify compliance with site requirements.
 - i) Site inspectors will photograph stewardship material collection areas to support their reports.
 - ii) Efforts will be made to prebook the inspections.
 - iii) Site Inspectors use appropriate personal protective equipment and comply with all applicable occupational health and safety requirements.
- 13) Grant Scope and Liability
 - a) The purpose of the registered collection grant (also referred to as collection funding) is to help offset direct costs incurred by the Registered Collector in operating the electronics and paint collection sites. The grants are not payments under a service agreement.
 - b) The scope of ARMA's authority regarding the grant does not extend to:
 - i) Enforcement of requirements or responsibilities that extend beyond the grant terms.
 - ii) Responsibility to ensure the security for materials received at collection sites, including the security of data on electronic devices received.
 - iii) Allowing "reuse" initiatives whereby materials are diverted from the collection site to reuse/resale activities rather than removed by a Registered Processor.
 - iv) Directing or being responsible for the operations of a collection site.
- 14) All applications for funding (Collection Funding Requests) under the Programs are subject to the *Stewardship Registered Collection Site Requirements*.
- 15) Keep copies of all Program forms on file for a minimum of five years.
- 16) Register for the ARMA Electronic Funds Transfer (EFT) for direct deposit of collection funding payments.

Program-Specific Site Requirements

Electronics Collection Requirements and Funding Information

Registered Electronics Collection sites are eligible for funding of \$155/tonne.

- 1) Funding is based on eligible Program Electronics materials collected and shipped to a Registered Electronics Processor for recycling under the Program.
- 2) Collection Funding Requests (Claims) will be based on the processor scale ticket **net** weights of eligible electronics.
- 3) Upon request, the processors will provide documentation (i.e., scale tickets, shipping documents, pick-up forms) to collection sites to confirm the net weight of eligible electronics collected.
- 4) Claims must exclude the weights of ineligible/non-program materials.
- 5) Claims must be submitted using the ARMA Connect portal.

Paint Collection Requirements and Funding Information

Registered Paint Collection sites are eligible for funding based on the following rates:

- *Paint containers (empty or containing leftover paint): \$60.00 for a standard bin (no less than 1 m³) filled with paint containers; or if the bin is less than full, count the containers and claim \$0.26 per container.*
- *Paint Aerosols/Spray Paints: \$0.06 per spray paint can, \$12.00 per full 205-litre drum (approximately 200 cans); or \$60.00 per full 1m³ standard bin (approximately 1,000 cans).*

- 1) Paint and paint containers must be collected in 1m³ Standard Paint Bins (supplied by a Registered Processor) to ensure secondary containment and accurate calculation of collection funding.
 - a) Paint materials collected on pallets or other non-program-approved storage containers do not qualify for funding.
- 2) Collection Funding Requests (Claims) are based on eligible paint materials collected and shipped to a Registered Paint Processor for recycling under the Program. Paint Bins are to be full, with containers stacked neatly to maximize space.
- 3) Claims must be submitted using the ARMA Connect portal.
- 4) Spray paint cans/paint aerosols are to be stored in 205L drums or 1m³ bins separately from non-aerosol paints and paint containers, and separately from non-paint materials.
- 5) Ensure Paint Bins are covered to prevent snow and rainwater from getting in the bins.
- 6) Ensure the shipping documents have accurate Paint Bin counts and Spray Paint details.
- 7) Household Hazardous Waste (HHW)/ Hazardous & Special Products (HSP) must be collected and stored separately from the paint bins.
 - a) Processors may charge a contamination fee if they find non-paint materials in the paint bins. This fee is outside of ARMA's authority and is a business decision by the processor.

More information on Extended Producer Responsibility (EPR) Hazardous & Special Products (HSP) can be found in the EPR section of our website [at albertarecycling.ca](https://albertarecycling.ca).

Any inquiries related to the HSP program can be emailed to epr@albertarecycling.ca.

Tire Collection Requirements

- 1) Ensure the tire storage area is well organized and clean of debris and non-program material.
- 2) Collection sites are encouraged to advise residents to remove rims from tires prior to bringing them in for recycling, but tires with rims can be accepted at the collection area.
- 3) A Tire Collection Form (TCF) must be signed when shipping tires to a Registered Processor or receiving tires from the 4-H Foundation (through the Rural Tire Collection Program in partnership with ARMA).
 - a) Before signing the TCF, ensure the tire breakdown for Passenger, Light Truck Tires (PLTT), Medium Truck Tires (MTT), Off-the-Road Tires (OTR) which includes Agriculture Tires (AG) is accurate.
- 4) Collection sites should arrange tire pickups during the summer and winter when there is less demand on the processors from businesses requiring during tire changeover season.
- 5) Registered Collection Sites do not receive funding for the collection of tires.

Used Oil Materials Collection Requirements

- 1) The Used Oil Materials must be collected and stored in storage containers that ensure secondary containment in accordance with the applicable legislation and codes.
 - i) Used oil storage tanks must comply with the Alberta Fire Code and the authority having jurisdiction such as Alberta Safety Codes Authority.
- 2) Prevent spills and groundwater contamination.
- 3) Non-program materials such as antifreeze, windshield washer fluid, pesticides, and their containers, which are not part of the Used Oil Program must be collected separately from the used oil materials.
- 4) Registered Collection Sites do not receive funding for the collection of used oil materials.

Schedule A

ACCEPTABLE PROGRAM MATERIALS

The following tables detail the eligible stewardship materials and limitations under the Stewardship Programs, this is not considered an exhaustive list, products identified are examples. Please refer to ARMA's website for Eligible Products List updates.

Electronic Materials Accepted ('Electronics')
a) Visual Display and All-In-One Devices b) Computers and Servers c) Laptops / Tablets / Notebooks (Portable Computers) d) Printers / Copiers / Scanners / Fax e) Home Small Appliances f) AV / Telecom / Toys / Music g) Tools / Lawn / Garden <i>Regarding batteries:</i> • The electronics program includes single-use and rechargeable batteries that are embedded or received within an eligible electronic device. • Loose household batteries not eligible under the electronics program.
Tire Materials Accepted ('Tires')
a) Passenger, Light Truck Tires (PLTT) b) Medium Truck Tires (MTT) c) Off the Road Tires (OTR)/Agricultural Tires (AG)
Used Oil Materials Accepted ('Used Oil')
a) Used lubricating oil b) Oil filters (metal and non-metal) c) Oil containers (metal, plastic)

Paint Materials Accepted ('Paint')

- a) Aerosols/Spray Paints:
 - Paint-based aerosols
 - Blank aerosol cans
- b) Architectural coatings including but not restricted to:
 - Water-based (e.g., latex, acrylic)
 - Oil & solvent based (alkyd)
- c) Interior and exterior paint and stains regardless of finishing type (e.g., eggshell, satin, chalk finish):
 - Chalk based paint
 - Craft and artist paints (e.g., tempera paint)
 - Drywall paint
 - Enamels (standard single component)
 - Epoxies (pre-catalyzed)
 - Ink based paint
 - Metal paints
 - Decorative
 - Rust preventative coatings
 - Milk-based paint
- d) Topcoats (Single Component, waterborne/water-based, or solvent-based)
 - Glazes
 - Lacquers
 - Pre-catalyzed and nitrocellulose
 - Waterborne
 - Polyurethanes
 - Shellac and shellac-based products
 - Urethanes
 - Varnishes
- e) Primers, Sealers and Undercoats
- f) Stains & Finishes
 - Barn & Fence
 - Deck
 - Floor
 - Porch & Patio
 - Wood finishing oils and stains

Continued...

Paint Materials Accepted ('Paint') Continued

- g) Sealers (non-tar or non-bitumen based)
 - Concrete Sealer
 - Driveway Paints or sealers
 - Elastomeric coatings (water-based only)
 - Encapsulant coatings
 - Liquid block filler
 - Masonry Sealer
 - Stain Blocking paint
 - Undercoat
 - Water repellent sealers
- h) Solvents, thinners, and mineral spirits
- i) Textured Paint
 - Stone effects coatings
 - Stucco paint
 - Swimming pool coating (single component)
 - Textured paint
 - Truck Bed Coating
- j) Miscellaneous
 - Deck cleaners
 - Dry fog coating
 - Fire-retardant/resistive coating (e.g., Pink Shield)
 - Marine paint and enamel (non-anti-fouling)
 - Scenic, movie set paint
 - Strippers for paint, coatings, and wallpaper removal
 - Traffic marking paint
 - Tree marking paint
 - Wood preservatives (non-creosote)

Schedule B

ELECTRONICS AND PAINT QUARTERLY COLLECTION FUNDING SCHEDULE

ARMA's 2025-2026 fiscal year runs from April 1, 2025, to March 31, 2026.

All Electronics and Paint claims should be submitted through [ARMA Connect](#) on a quarterly basis within six (6) business days of the end of each quarter.

2025-2026 Quarterly Collection Funding Schedule	
<i>Report Period Name</i>	<i>Collection Funding Request Submission Due Date</i>
<i>April – June 2025</i>	July 9, 2025
<i>July – September 2025</i>	October 8, 2025
<i>October – December 2025</i>	January 9, 2026
<i>January – March 2026</i>	April 10, 2026 (Year End Deadline)

If/when backup documentation or additional information is requested, it should be submitted within five (5) business days of the request.

Payments for the approved Electronics and Paint claims will be made approximately six (6) weeks after the final claim submission (corrections completed and requested backup documents provided). The Collection Funding Payment Dates are twice monthly (mid-month and end-of-month).

Reach out to collection.sites@albertarecycling.ca with any questions about payments.

Schedule C
BEST PRACTICES GALLERY

Examples of electronics, paint, tire, and used oil material collection areas that are well-organized, secure, easily accessible, and have applicable program signage on display.



The Stewardship Program Training Modules are posted on our website under the Learn section.

- ✓ Ensure all program signage is properly installed to avoid loss or damage of signs
- ✓ Follow fire code regulations in the collection and storage of all materials
- ✓ Use proper storage containers to prevent leaks and contamination
- ✓ Collect non program (ineligible) materials separate from the program materials
- ✓ Collection areas should be secure, free of safety hazards, and easily accessible