



COMMUNITY REGISTRATION PROCEDURE



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INTRODUCTION

Alberta's new Extended Producer Responsibility (EPR) legislation places full responsibility on producers of residential Single-use Products, Packaging and Paper Products (PPP) packaging and paper products to collect and manage the materials they supply to Alberta residents. While communities may continue to play an important role in collecting these materials the recycling system, they are not required to do so.

To facilitate this shift in responsibilities and to ensure a smooth transition, communities need to identify current waste and recycling servicing to ensure producers can meet their obligations under the new legislation. This information will also allow Alberta Recycling Management Authority (ARMA) to ensure producer compliance.

PURPOSE AND SCOPE

This document outlines the procedure for registering as a Community as defined in the EPR Regulation. The registration process includes the steps to pre-register and register within the EPR Program. Registration in the Single-use Products, Packaging and Paper Products (PPP) program and in the Hazardous and Special Products (HSP) program are both discussed within this procedure.

ELIGIBILITY CRITERIA

All Communities within the province of Alberta are eligible to register in the EPR programs. Communities are defined within the regulation as:

"a city, town, village, summer village, municipal district, specialized municipality or improvement district within the meaning of the *Municipal Government Act*, a special area within the meaning of the *Special Areas Act*, a settlement as defined in the *Metis Settlements Act* or an Indian reserve as defined in the *Municipal Government Act*".

Community Authorities with delegation of authority can register on behalf of the Communities they represent. However, each Community must be registered separately.

REGISTRATION PROCESS

The figure below outlines the registration process. A detailed guide to create an account in ARMA Connect is available in Appendix A. Registration steps are also available within Appendix B if you are having trouble navigating ARMA Connect. The registration process is the same for both PPP and HSP.



REQUIRED DOCUMENTATION

To complete registration as a Community, the Registration Application Form needs to be completed and submitted. There are two Registration Application Forms, one for PPP and one for HSP. The tables below walk through each registration form and the information that is required to complete the specific Community registration.

PPP Community Registration Application

Section 1: Contact Information		
Data Field	Data	Required
Primary Contact Information	Contact information for the primary person corresponding with the ARMA related to Community registration.	
Name	The name of the person who is responsible for EPR correspondence for the Community.	Y

Title	The title of the person responsible.	
Community/Organization	The organization with which the person is associated. (The person can be associated with an organization other than the Community.)	Y
Address	The address to reach the person by physical correspondence.	Y
Email Address	Email address to reach the primary contact	Y
Phone Number	Phone number to reach the primary contact.	Y
Waste Management Contact (Name, Title, Email Address, Phone Number)	The contact information for a representative who currently supports the waste management activities for the Community. If this is the same contact as the Primary Contact, this section can be left blank.	Y
Community Contact	Contact information of a signing officer within the Community e.g., someone within the Administration of the Community such as a Chief Administrative Officer or City Manager.	Y

Section 2: Community & Population

Data Field	Data	Required
Total Population	The population of your Community from census or records kept by the Community.	Y
Total number of single-family dwellings	Places where persons reside but does not include multiple-family dwellings.	Y
Total number of multiple-family dwellings	Apartments and condominiums (number of units)	Y
Total number of residential dwellings	The sum of the number of single-family and multiple-family dwellings.	Y
Number of residential dwellings that are serviced by side or rear loading collection vehicles:	The number of dwellings that receive curbside collection. This number could include both single-family and multiple-family dwellings that receive curbside collection.	Y
Number of residential dwellings that are serviced by front-end loading collection vehicles:	The number of dwellings (typically multiple-family dwellings) that share the collection container (such as a front end bin).	Y
Total number of dwellings that receive pick-up collection services:	The sum of residential dwellings that receive collection.	Y
Number of residential dwellings that receive depot collection as their primary mode of collection	The total number of dwellings less the number of dwellings that receive pick-up collection if these dwellings can deliver materials to a depot.	Y

Section 3: PPP Services*

Data Field	Data	Required
Map of dwellings serviced by rear/side loading vehicles	A map of all residential dwellings that are currently receiving curbside collection service using rear/side loading vehicles. If non-residential locations are serviced on the same routes, identify these non-residential locations on the map.	
Map of dwellings serviced by front end loading vehicles	A map of all residential dwellings that are currently receiving collection service using front end loading vehicles. If non-residential locations are serviced on the same routes, identify these non-residential locations on the map.	
Depot Map	A map showing the locations of depots that are receiving PPP materials and the residential dwellings the depots are intended to serve if this is the primary collection method.	

Section 4: Garbage Services

Data Field	Data	Required
Map of dwellings serviced by rear/side loading vehicles	A map of all residential dwellings that are currently receiving curbside garbage collection service using rear/side loading vehicles.	
Bin Collection Map of dwellings serviced by front end loading vehicle	A map of all residential dwellings that are currently receiving collection service using front end loading vehicles.	
Transfer Stations and Landfill Map	A map showing the locations of transfer stations and landfills that are receiving garbage and the residential dwellings those locations are meant to serve if this is the primary collection method.	

Section 5: Depot PPP

Data Field	Data	Required
Depot Name	The name of the depot that residents would use to find the depot location.	Y
Depot Type	Staffed or unstaffed	
Address (Street, City, Postal Code)	The address of the depot	Y
Operating Details	For each staffed depot, provide operating details including days and hours of operation (by season if different), type of collection containers, number of lifts per month, etc., on separate lines.	Y

Section 6: Designated Materials

Data Field	Data	Required
Annual Quantity	For each designated material type (as defined in the regulation), enter the annual quantity of the material that was collected in the Community in the calendar year 2022.	Y
Materials Accepted	Provide a list of materials currently accepted in your recycling program (if applicable). Material list does not need to match the PPP designated definition.	Y

HSP Community Registration Application

Section 1: Contact Information		
Data Field	Data	Required
Primary Contact Information	Contact information for the primary person corresponding with the ARMA related to Community registration.	Y
Name	The name of the person who is responsible for EPR correspondence for the Community.	Y
Title	The title of the person responsible.	Y
Community/Organization	with which the person is associated. (The person can be associated with an organization other than the Community.)	Y
Address	The address to reach the person by physical correspondence.	Y
Email Address	Email address to reach the primary contact	Y
Phone Number	Phone number to reach the primary contact.	Y
Waste Management Contact (Name, Title, Email Address, Phone Number)	The contact information for a representative who currently supports the waste management activities for the Community. If this is the same contact as the Primary Contact, this section can be left blank.	Y
Community Contact	Contact information of a signing officer within the Community e.g., someone within the Administration of the Community such as a Chief Administrative Officer or City Manager.	Y

Section 2: Communities & Population

Data Field	Data	Required
Total Population	The population of the Community from census or records kept by the Community.	Y

Section 3: Depots & Round Ups

Data Field	Data	Required
Depot Name	The name of the depot that residents would use to find the depot for each depot	Y
Depot Type	Staffed or unstaffed	
Address (Street, City, Postal Code)	The address of each depot	Y
Designated Materials Accepted	For each designated material type, indicate if that material type is currently collected.	Y

Section 4: Designated Materials

Data Field	Data	Required
Annual Quantity	For each material type, enter the annual quantity of the material that was collected in calendar year 2022.	Y
Materials Collection Process	Indicate for each HSP material, how it is being collected, stored, hauled and processed. Please attach operating procedure documents if available.	Y

TIMELINES

PPP Registration Timeline

For the PPP portion of the EPR program, there are two (2) phases of collection service delivery in Registered Communities. The timeline below outlines the key dates for each phase and what Communities can expect.

Date	Key Milestone	Activity
October 2, 2023	Pre-Registration Opens	All Communities may sign into ARMA Connect and download the Registration Application for PPP.
Phase I		
October 2, 2023 – December 31, 2023	Registration	Communities with existing recycling service that submit their registration forms within this period will be eligible for Phase I service delivery. Eligibility Criteria: Only Communities with existing recycling service who register before December 31, 2023 will be eligible for Phase I service delivery.
January 1, 2024 – January 31, 2024	ARMA review of Registrations	ARMA will review the Registrations for completeness and accuracy and to identify the Communities with existing recycling service. Once this process is complete, ARMA will provide the list of Registered Communities in Phase I to registered producer responsibility organizations.
February 1, 2024 – April 1, 2025	Discussions with producer representatives	Registered Communities in Phase I should expect to be contacted by producers/producer responsibility

		organizations to discuss how services will be delivered in their Community.
April 1, 2025	Service Commencement	Producers are responsible for delivering PPP collection services in Phase 1 Communities.
Phase II		
After December 31, 2023	Registration	Communities that submit their registration forms after December 31 will be eligible for Phase II service delivery. Note: Communities who currently do not have recycling service will be automatically put into Phase II service delivery even if they register before December 31, 2023.
After January 1, 2024	ARMA review of Registrations	ARMA will review the Registrations for completeness and accuracy. Once this process is complete, ARMA will provide the list of Registered Communities in Phase II to registered producer responsibility organizations.
After April 1, 2024 to October 1, 2026	Discussions with producer representatives	Registered Communities in Phase I should expect to be contacted by producers/producer responsibility organizations to discuss how services will be delivered in their Community.
October 1, 2026	Service Commencement	Producers are responsible for delivering PPP collection services in Phase II Communities.

HSP Registration Timeline

Date	Key Milestone	Activity
October 2, 2023	Pre-Registration Opens	All Communities can sign into ARMA Connect and download the Registration Application for HSP.
October 2, 2023 – December 31, 2023	Registration	Communities that submit their registration forms will be eligible for initial service delivery. Eligibility Criteria: Only Communities with existing depot service will be eligible for initial service delivery.
After December 31, 2023	Registration	Communities that register after December 31 will have a wait time of up to 2 years before a permanent depot is available for their Community. For collection events, it is up to a 1 year wait time.
January 1, 2024 – January 31, 2024	ARMA review of Registrations	ARMA will review the Registrations for completeness and accuracy. Once this process is complete, ARMA will provide the list of Registered Communities to registered producer responsibility organizations.
December 31, 2023 – April 1, 2025	Discussions with producer representatives	Communities that register by December 31, 2023 should expect to be contacted by producers/producer responsibility organizations to discuss how services will be delivered in their Community.
After April 1, 2025	Discussions with producer representatives	Communities that register after December 31, 2023 should expect to be contacted by producers/producer responsibility organizations to discuss how services will be delivered in their Community.

April 1, 2025	Service Commencement	Depending on size of Community, producers are responsible for HSP depot collection service or HSP collection event service in Communities registered before December 31, 2023.
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DATA SECURITY AND PRIVACY

All information related to data security and privacy, including the collection, use, and protection of personal and confidential data, falls under the purview of ARMA's Privacy and Access Policy. This policy outlines principles and practices regarding the handling of sensitive information and your rights as a Registrant.

Key aspects covered in our Privacy and Access Policy include:

- The types of information we collect during the registration process.
- The purpose for which we collect and use your data.
- How we protect your data from unauthorized access or disclosure.
- Your rights regarding personal information, including the right to access, correct, or delete your data.

By registering your Community, you acknowledge that you have reviewed and agree to the terms and conditions outlined in our Privacy and Access Policy.

Our commitment to data privacy extends to the responsible handling and retention of your information. Our Data Retention Policy provides guidance on how long we retain different types of data collected during the registration process. This policy ensures that we do not keep your data longer than necessary for the purposes outlined in our Privacy and Access Policy.

Key aspects covered in our Records Retention Policy include:

- The categories of data we retain and the specific retention periods for each.
- The criteria we use to determine the appropriate retention period.
- The methods we employ to securely dispose of data when it is no longer needed.

We encourage you to review our Data Retention Policy to understand how long your data will be retained and the measures we take to protect it during that time.

Your data security and privacy are paramount to us. If you have any questions, concerns, or require further information about our Privacy and Access Policy or Records Retention Policy, please contact us using the contact details in the Support and Assistance section below.

SUPPORT AND ASSISTANCE

If you have any questions regarding the information provided in this procedure, please contact our EPR team at epr@albertarecycling.ca

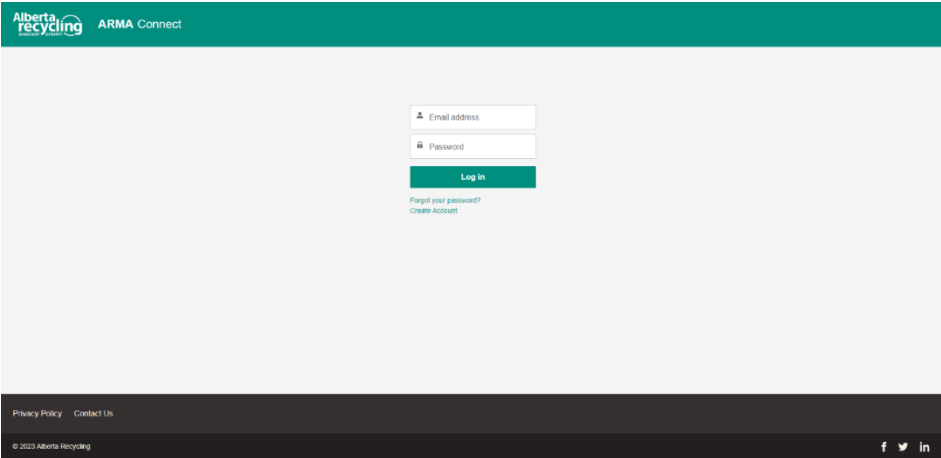
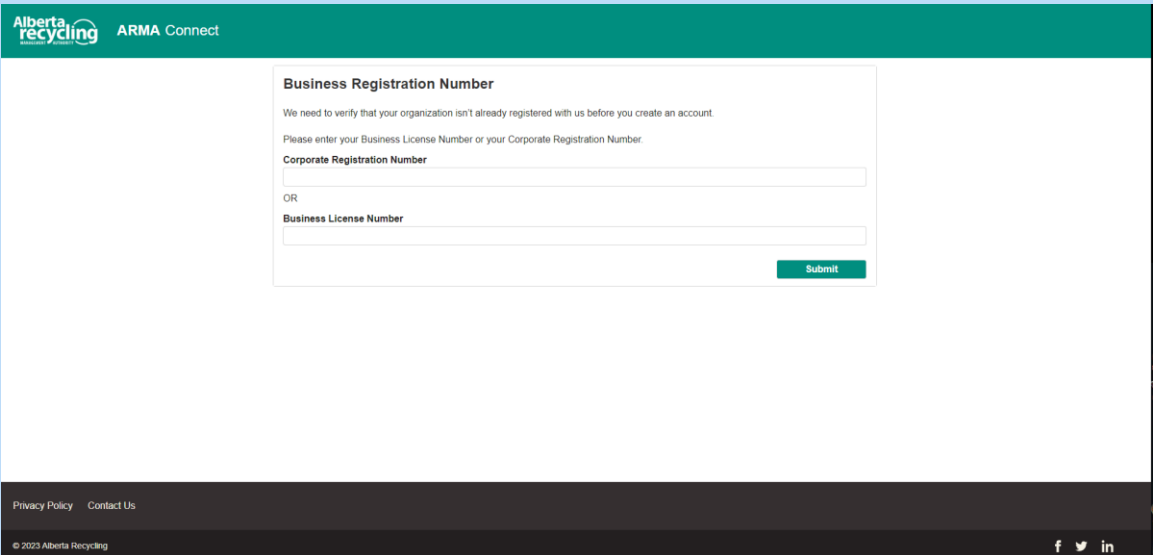
REVISION HISTORY

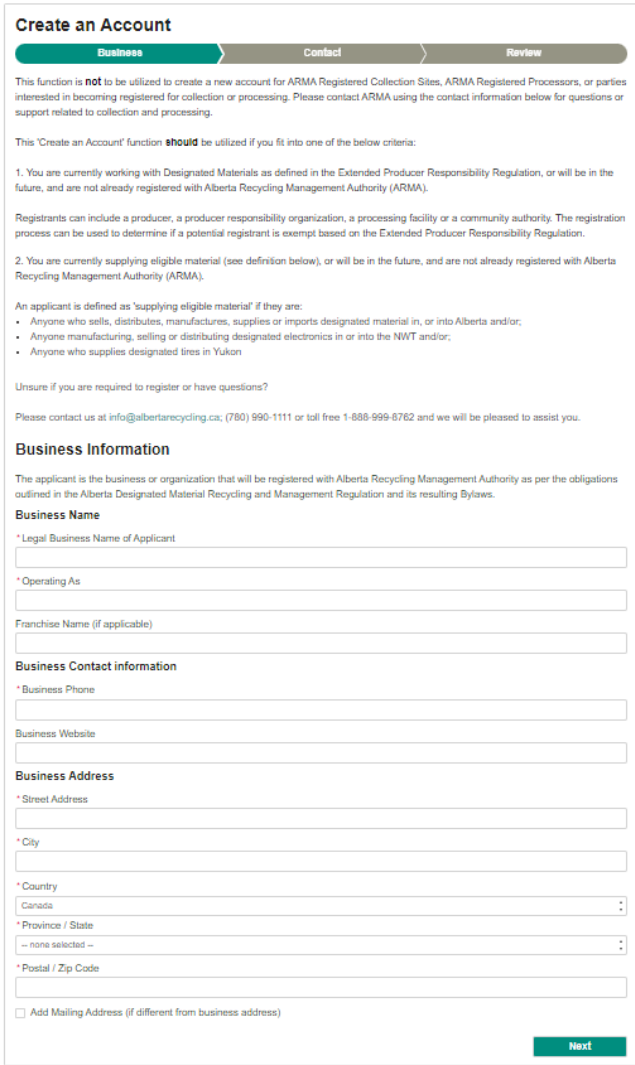
Version	Date	Author	Description of Changes
1.0	September 28, 2023	Director, EPR Operations & Change Optimization	Initial draft

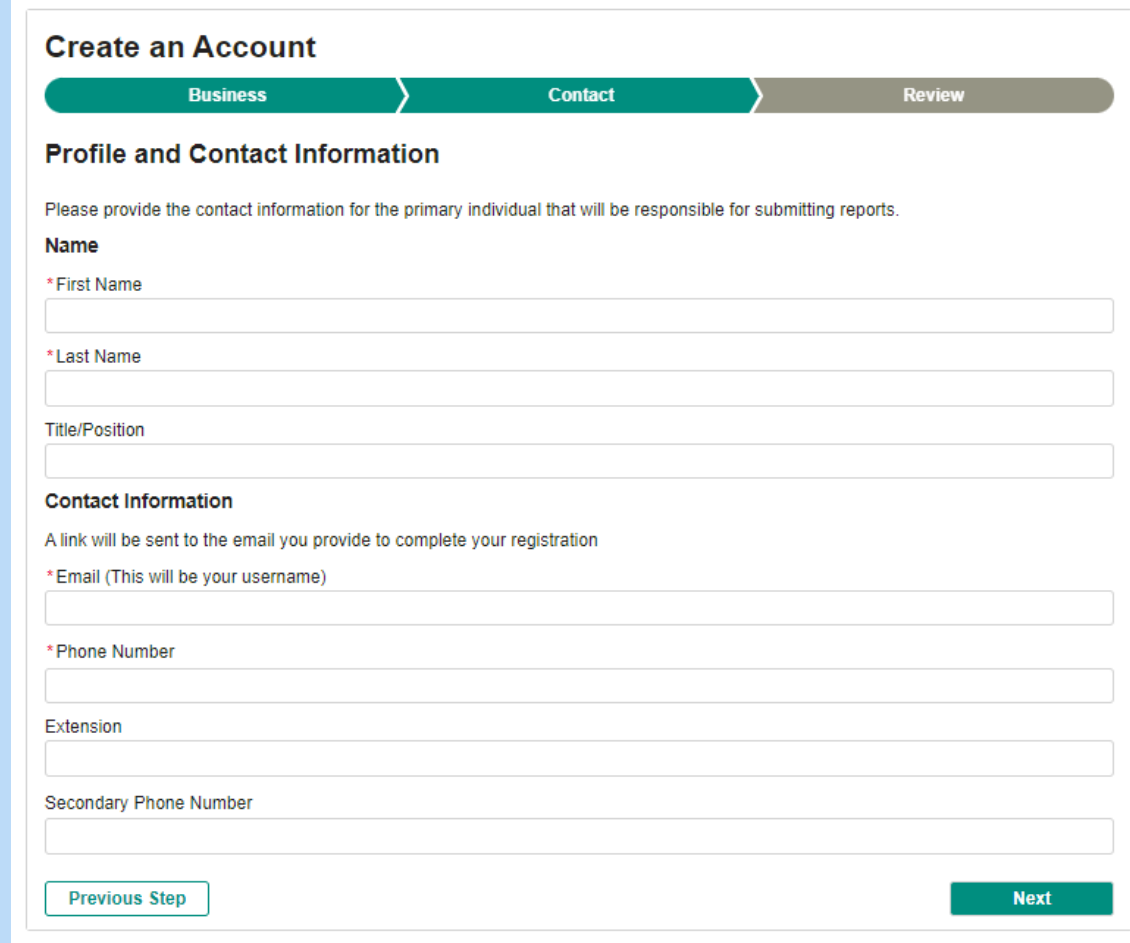
APPENDIX A – ARMA CONNECT ACCOUNT CREATION GUIDE

Appendix A provides a step-by-step guide to register on ARMA Connect (the EPR Registry System) for users who do not currently have an account. **For communities that are registered as a collection site in ARMA's stewardship programs (tire, electronics, used oil and paint), your Community is likely to already be registered in ARMA Connect and you can use the same account. Please confirm within your Community prior to creating a new account.**

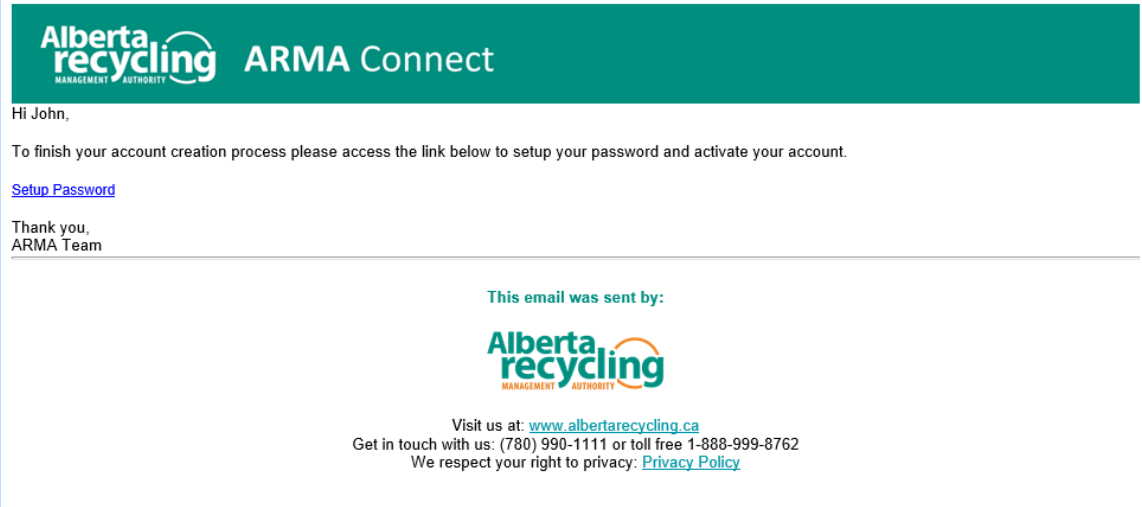
Step	Action	Expected Result	Reference
1	Navigate to the ARMA Connect home page on your web browser. ARMA Connect Address	The ARMA Connect home page loads. You can enter email and password to log-in or create new account.	

Step	Action	Expected Result	Reference
2	Click on the "Create Account" link.	You are taken to the first screen of the "Create Account" page.	
3	Enter your Business Registration information and click on "Submit"	You are taken to the "Create an Account" screen after you click on "Submit"	

Step	Action	Expected Result	Reference
4	Fill in your business information. All required fields will need to be completed in order to move on to the next step.	When you click on "Next", you will be taken to the next screen assuming you have provided all required information. If not, the system will ask you to fill out the missing required information. You will need to click "Next" again to proceed.	 Create an Account Business Contact Review This function is not to be utilized to create a new account for ARMA Registered Collection Sites, ARMA Registered Processors, or parties interested in becoming registered for collection or processing. Please contact ARMA using the contact information below for questions or support related to collection and processing. This "Create an Account" function should be utilized if you fit into one of the below criteria: - You are currently working with Designated Materials as defined in the Extended Producer Responsibility Regulation, or will be in the future, and are not already registered with Alberta Recycling Management Authority (ARMA). - You are currently supplying eligible material (see definition below), or will be in the future, and are not already registered with Alberta Recycling Management Authority (ARMA). An applicant is defined as "supplying eligible material" if they are: - Anyone who sells, distributes, manufactures, supplies or imports designated material in, or into Alberta and/or; - Anyone manufacturing, selling or distributing designated electronics in or into the NWT and/or; - Anyone who supplies designated tires in Yukon Unsure if you are required to register or have questions? Please contact us at info@albertarecycling.ca; (780) 990-1111 or toll free 1-888-999-6762 and we will be pleased to assist you. Business Information The applicant is the business or organization that will be registered with Alberta Recycling Management Authority as per the obligations outlined in the Alberta Designated Material Recycling and Management Regulation and its resulting Bylaws. Business Name * Legal Business Name of Applicant * Operating As Franchise Name (if applicable) Business Contact information * Business Phone Business Website Business Address * Street Address * City * Country * Province / State * Postal / Zip Code ☐ Add Mailing Address (if different from business address) Next

Step	Action	Expected Result	Reference
5	Fill in the Contact Information for the primary user that will be using the system. Note: you can add subsequent users to the system. However, the user you put in here will be the “Administrator” for your Producer Account in ARMA Connect.	If all required information is filled out, you will move on to the final stage of account creation which is to review the information provided.	

Step	Action	Expected Result	Reference
6	Click on "Confirm & Create Account" once all information has been verified.	Your account will be created, and an email will be sent to the contact email address for confirmation of the account.	Create an Account Business Contact Review Please review the information below before submitting. Business Information Business Name Legal Business Name of Applicant: Guide Operating As: Guide Franchise Name (if applicable): No information provided Business Contact information Business Phone: 123456789 Business Website: Guide Business Address Street Address: 123 City: calgary Province / State: Alberta Postal / Zip Code: T1Y7A3 Country: Canada Profile and Contact Information Name First Name: John Last Name: Doe Title/Position: No information provided Contact Information Email (This will be your username): john.doe@domain.com Phone Number: (123) 456-7890 Extension: No information provided Secondary Phone Number: No information provided ☒ I accept and agree to be bound by these Terms with respect to the Services being offered and have read and understand the Privacy Policy Previous Step Confirm & Create Account

Step	Action	Expected Result	Reference
7	Check your email for the Account Activation email	You should have received an email from ARMA Connect, asking you to set up your password.	
8	Set up your password for your ARMA Connect account.	Once you have set up your password, you can now log-in to ARMA Connect with your email and password.	

APPENDIX B – PRE-REGISTRATION GUIDE

Appendix B provides the user with step-by-step instructions for pre-registering as a Community for either the HSP or PPP program under EPR. The PPP program registration is shown below for your reference. Please repeat the same steps but select HSP registration instead for HSP registration.

Step	Action	Expected Result	Reference																																		
1	Log-in to ARMA Connect ARMA Connect Address	You should arrive on the ARMA Connect home page.	Guide Programs Stewardship Programs Stewardship programs refer to programs for designated materials related to the Designated Material Recycling and Management Regulation, AR 93/2004 in Alberta or other similar programs ARMA administers on behalf of other jurisdictions. Your registrations and registration applications <table><tr><th>Program</th><th>Role</th><th>Status</th><th>Manage</th></tr><tr><td colspan="4"></td></tr></table> Other program registration options <table><tr><th>Program</th><th>Manage</th></tr><tr><td>Paint</td><td>Register</td></tr><tr><td>Electronics</td><td>Register</td></tr><tr><td>Northwest Territories Electronics</td><td>Register</td></tr><tr><td>Tires</td><td>Register</td></tr><tr><td>Yukon Tires</td><td>Register</td></tr></table> EPR Extended Producer Responsibility Programs Extended producer responsibility (EPR) programs refer to programs for designated materials related to the Extended Producer Responsibility Regulation, AR 194/2022 in Alberta. Your registrations and registration applications <table><tr><th>Program</th><th>Role</th><th>Status</th><th>Manage</th></tr><tr><td colspan="4"></td></tr></table> Other program registration options <table><tr><th>Program</th><th>Manage</th></tr><tr><td>Single-use Products, Packaging and Paper</td><td>Register/Register in new role</td></tr><tr><td>Hazardous and Special Products</td><td>Register/Register in new role</td></tr></table>	Program	Role	Status	Manage					Program	Manage	Paint	Register	Electronics	Register	Northwest Territories Electronics	Register	Tires	Register	Yukon Tires	Register	Program	Role	Status	Manage					Program	Manage	Single-use Products, Packaging and Paper	Register/Register in new role	Hazardous and Special Products	Register/Register in new role
Program	Role	Status	Manage																																		
Program	Manage																																				
Paint	Register																																				
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Single-use Products, Packaging and Paper	Register/Register in new role																																				
Hazardous and Special Products	Register/Register in new role																																				

2	Click on the “Register/Register in new role” link that is under “Other program registration options” within the Extended Producer Responsibility Programs section of the home page. Select the corresponding link for the program you are registering in (PPP or HSP)	You will be taken to the role selection page of the program registration.	Single-use Products, Packaging and Paper Products Registration.  Complete the registration application process for all roles relevant to your business. Each role requires a separate registration application. To begin your registration application, review the following role descriptions below and determine which role you are completing the application for. As a reminder, if you are participating in the same role in another EPR program (a different designated material stream), you will complete a separate registration application under that program (e.g. HSP). If you have any questions about what role is applicable to you, please refer to the EPR resources on our website to learn more or contact ARMA if you require assistance. <u>Producer</u> A producer supplies designated materials to consumers intended for residential use, where supply means to manufacture, distribute, sell or otherwise transfer designated materials in or into Alberta. <u>Producer Responsibility Organization (PRO)</u> A producer responsibility organization (PRO) is an organization appointed by a producer to act as an agent on behalf of the producer. <u>Processor</u> A processor or processing facility is a facility that receives designated materials for recycling, downcycling, treatment or disposal or that is an exporter of designated materials to a jurisdiction outside Alberta for recycling, downcycling, treatment or disposal. <u>Community</u> A community is a corporation controlled by a municipality within the meaning of section 1(2) of the <i>Municipal Government Act</i>, RSA 2000, M-26 or a regional services commission as defined in the <i>Municipal Government Act</i>. *What role are you registering as? ☐ Producer ☐ Producer Responsibility Organization (PRO) ☐ Processor ☒ Community Previous Step Next
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3

Select
"Community" as
the role you are
registering as and
click on "Next"

You will be taken
to the "Pre-
Register" page.

Guide

Single-use Products, Packaging and Paper Products Registration.

Community



Please read before proceeding.

By clicking the "Pre-register" button below, you are pre-registering in the EPR framework. **Pre-registration lets us know that you are interested in learning more about receiving services under the EPR framework as a community.** After you pre-register, ARMA will follow up with you to see if you have any questions.

To officially register as a community, you will need to upload a completed Registration Application Form.

Following registration, if you would like to de-register the community, please contact ARMA directly by phone at 1-888-999-8762, or email at epn@albertarecycling.ca.

Your role as a Community.

Communities can participate in the EPR framework to receive collection services related to designated materials. Follow the steps below.

Step 1: Review Information

- Review information on this page.

Step 2: Pre-register

- By clicking the "Pre-register" button below, you are pre-registering. This indicates your interest in learning more about receiving services under EPR as a community.

Step 3: Download Registration Application Form

- On the next page, you will be able to download the Registration Application Form (in Excel format), complete the Registration Application Form, and submit the form (using the link within the form) to ARMA. Once ARMA processes the application, you will be formally registered as a community.

Following registration, if you would like to de-register the community, please contact ARMA directly by phone at 1-888-999-8762, or email at epn@albertarecycling.ca.

Legal Business Name:

Guide

Operating As:

Guide

Website:

Guide

Business Phone:

123456789

Business Address:

123
calgary, Alberta
T1Y7A3
Canada

All business information provided above can be viewed on the **Business Information** page. Please contact us at support@albertarecycling.ca to update any of your business information.

Community Pre-registration

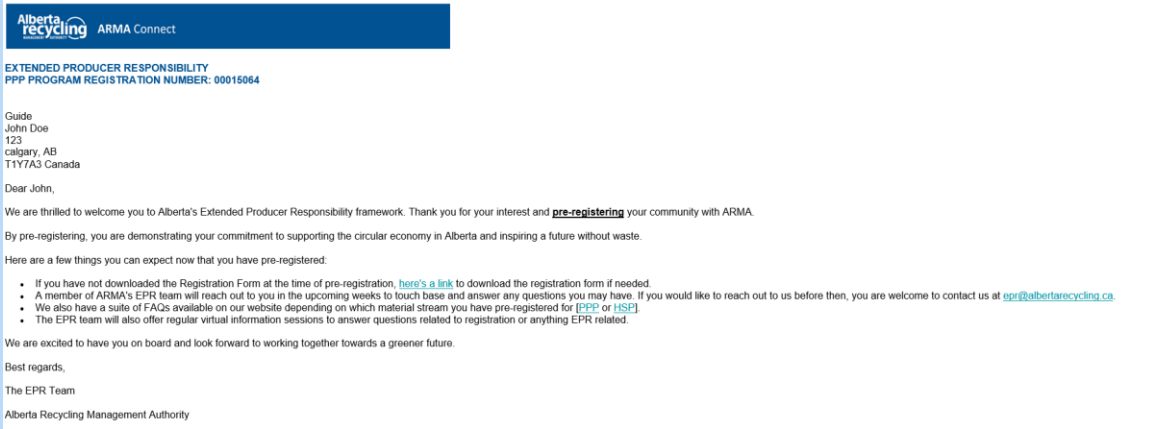
By clicking the "Pre-register" button below, you are pre-registering. This indicates your interest in learning more about receiving services under EPR as a community and allows ARMA to reach out and offer support to you for registration process.

☒ I agree with the [terms & conditions](#).

[Previous Step](#)

[Pre-Register](#)

4	Read your role as a Community for EPR registration carefully. Once complete, please click on “I agree with the terms & conditions” and then click on the “Pre-Register button.	You will be taken to the Thank You screen.	Thank you for pre-registering. Please download the registration form below. Registration Application Download. Reminder: this registration is for a community to join the EPR framework to receive services. Communities may be also be registering as a Producer or Processing Facility. Each is a separate registration. The application will ask for information regarding: • Your community and the contact person primarily responsible for the registration as well as the person responsible for waste management within the community; • Materials accepted, annual quantity of designated materials collected; and • Details related to your current collection service operations and service levels. Producers are responsible for the development and implementation of a collection system for designated materials that meets targets and collection standards set out in the EPR regulation, bylaws and policies. The information provided in your registration will be shared with producers (or PROs hired by producers) so that they can develop their collection system plan. Communities can expect to contract with producers/PROs to receive collection services. ARMA will follow up with you to see if you have any questions related to the application. You will receive a welcome email with further information related to the EPR framework. If you have any questions, please contact ARMA at 1-888-999-8762 or epr@albertarecycling.ca. Back to Program Selection
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5	Download the "Registration Application" by clicking on the Registration Application Download link.	The corresponding Application Form (PPP or HSP) will be downloaded locally on your computer. You will also receive an email with information and a link to download the form again if necessary.	
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