

Electronics Distributor Responsibilities Overview

Under the *Electronics Recycling Regulations* any person manufacturing, selling or distributing electronics in or into the NWT is an electronics distributor. Beginning Feb 1, 2016, all distributors will be required to:

1. Register as a distributor;
2. Collect environmental handling fees on designated electronics sold/distributed;
3. Report and remit fees, where applicable; and
4. Maintain accurate books and records.

Each of the responsibilities above is outlined in further detail below and is summarized in Table 2 at the end of this document.

The Alberta Recycling Management Authority (Alberta Recycling) has been contracted by the Government of the Northwest Territories to administer the revenue portion of the Electronics Recycling Program (the Program) and will be the main point of contact for distributors.

1. Register as a distributor

Any person manufacturing, selling or distributing designated electronics (see Table 1 on the following page) in or into the Northwest Territories (NWT) must register as a distributor. To register, distributors will send a completed two-page form to Alberta Recycling and there is no cost to register. Required information will include the types and estimated quantities of designated electronics distributed/sold in or into the NWT and a list of suppliers and customers (e.g., resellers they supply to, not including end users). This information will help determine distributor status and reporting requirements (see #3 below).

Distributors will receive a package from Alberta Recycling with registration application forms and information about online reporting and remitting fees.

2. Collect environmental handling fees on designated electronics sold/distributed

Beginning Feb 1, 2016, the environmental handling fees outlined in Table 1 must be charged on all designated electronics. Fees will only be charged on new electronics sold/supplied in or into the NWT, including but not limited to online sales and fees must be clearly identified on customer receipts.

Outreach materials and resources are being developed to help inform the public of new fees and the overall program. Materials such as posters and handouts will be available and distributed to retailers.

Table 1. Electronics Categories and Fees.

Category of Electronics	Examples of Electronic Devices	Fee
Computers (CPU) and servers	Desktop computers; blade (rack mount), desktop and floor standing servers	\$ 10.50
Portable computers	Laptop, tablet and notebook computers	\$ 3.00
Display devices (less than 30")	Computer monitors, television screens and all-in-one computers (CPU and display device)	\$ 12.25
Display devices (30" to 45")	Computer monitors, television screens and all-in-one computers (CPU and display device)	\$ 24.50
Display devices (greater than 45")	Computer monitors, television screens and all-in-one computers (CPU and display device)	\$ 40.00
Desktop printing, copying, scanning and faxing devices, whether stand-alone or multifunction	Desktop printers, photocopiers, scanners and facsimile machines; label, bar-code and card printers (other than handheld) and desktop photo printers, including dock printers	\$ 8.00
Floor standing printing, copying, scanning and faxing devices, whether stand-alone or multifunction (less than 1,000 kg.)	Floor standing printers, photocopiers, scanners, facsimile machines and document centres	\$ 40.00

3. Report and remit fees as applicable

There will be two types of distributors as described below and outlined in Figure 1. While both must register as distributors they will have different reporting and remitting responsibilities.

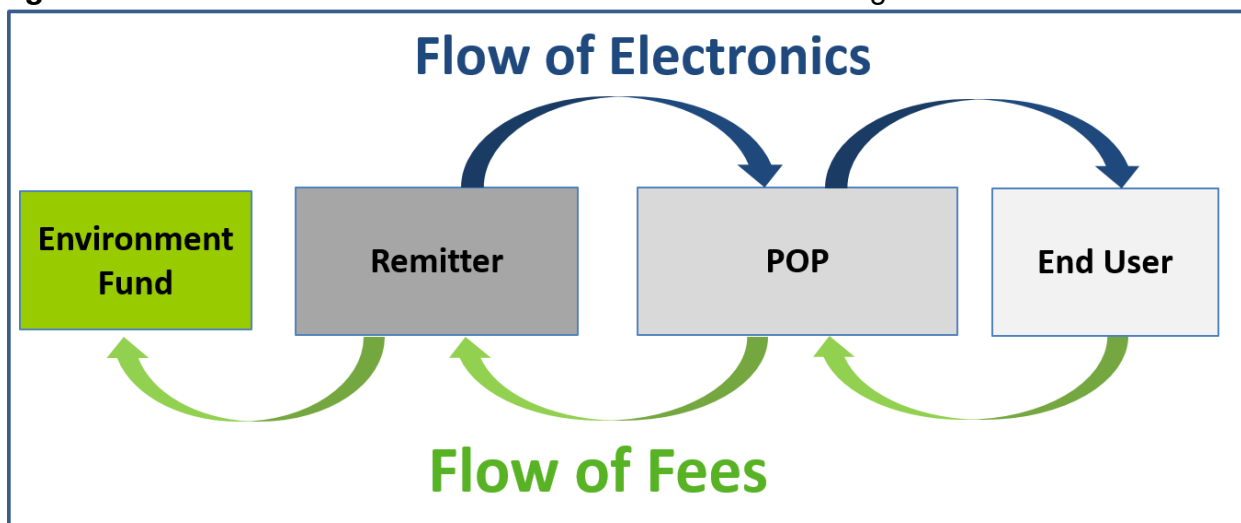
- i. **Remitters** – Remitters are the first to distribute or sell electronics in or into the NWT. Remitters will be responsible for reporting the number of devices of designated electronics they have distributed or sold in the NWT and for remitting environmental handling fees for these.
- ii. **Pay-on-Purchase distributors (POPs)** – POPs are distributors who are supplied electronics from remitters. They are not required to report on or remit fees because they have already paid fees to their suppliers at the time of purchase (and their suppliers are remitting these fees), although some exceptions may apply.

All distributors will be required to report annually on to whom they supply to and/or who their suppliers are. This information will be used to determine POP and Remitter status.

Remitters will complete monthly reports that are due within 30 days of the end of each month. Reports will be submitted online to Alberta Recycling in a system similar to one used under Alberta's electronics recycling program. Alberta Recycling will collect fees from Remitters and all fees will be transferred directly to the Government of the Northwest Territories' Environment Fund.

Figure 1 shows a typical example of how electronics are sold in the NWT. There will be other variations of this supply chain, including sales with more than one POP and sales with no POPs (e.g., online sales).

Figure 1. Flow of NWT electronics and environmental handling fees.



4. Maintain accurate books and records

All distributors must maintain accurate books and records regarding the collection and payment of fees. Alberta Recycling, on behalf of the GNWT, will be conducting compliance reviews and may ask to see these records. In the case of POPs who are not remitting fees, receipts showing that they have already paid fees to their suppliers must be kept and available upon request.

Summary

Table 2 (see next page) provides an overview of responsibilities for remitters and pay on purchase distributors.

Table 2. Summary of distributor responsibilities.

	TYPE OF DISTRIBUTOR	
	Remitter	Pay on Purchase (POP)
Who falls in this category?	Remitters are the first to distribute or sell electronics in or into the NWT.	POPs are distributors who are supplied electronics from remitters.
Required to register as a distributor?	Yes.	Yes.
Required to collect Environmental Handling Fees from customers and to display these on receipts?	Yes.	Yes.
Required to report?	Yes. Report annually on NWT businesses they supply to and/or who their suppliers are. Report monthly on sales and fees owed.	Yes. Report annually on NWT businesses they supply to and/or who their suppliers are. No monthly reporting.
Required to remit fees?	Yes. Fees are remitted monthly, with reporting.	No. Fees are paid to suppliers at the time of purchases (suppliers remit monthly) and do not need to be remitted.
Required to maintain accurate books and records?	Yes. Records may be asked for during compliance reviews.	Yes. Records may be asked for during compliance reviews. Receipts showing fees have been paid to suppliers at the time of purchase must be available upon request.