

## Requirements for Non-Municipal Sites Collecting WEEE Materials

All non-municipal sites that would like to be considered for collection site approval to accept WEEE materials under the Ontario Electronic Stewardship (OES) are asked to review the checklist below to ensure that all program requirements are met in advance of submitting your application.

OES requires that collection site operators register each physical location using the [online registration system](#).

### Collection Site Checklist

#### Material Sorting & Preparation for Pick-up

Collected materials will be/are sorted into three groups:

Group A – Desktop and portable computers

Group B – Display devices (including monitors and televisions)

Group C – Computer peripherals (mice, keyboards, external drives), Telephones and Telephone Answering Machines, Cellular Devices and Pagers and : Image, Audio and Video Devices

Group E - Printing, Copying and Multi-Function Devices

Once sorted, materials are placed into gaylord boxes or shrink wrapped onto pallets supplied by OES.

#### Site Configuration

Site has adequate infrastructure to shelter material in inclement weather.

Site has sufficient space to receive, sort, store and prepare pallets and/or gaylord boxes for shipment. The minimum shipping quantity for a non-municipal site is: 6 pallets.

Site has a work area to prepare the containers or pallets in accordance with OES collection standards.

#### Accessibility

Site has an area that is accessible for lifting WEEE material directly onto OES trucks.



Site has adequate vehicle room for a tractor trailer or straight truck.

### **Safety, Security and Operating Procedures**

Site is safe for all users.

Site drop off area is located so that users are not endangered by site equipment or other traffic.

Site has adequate security measures in place to protect material from being tampered with by anyone at the site or using the collection facility.

Site is equipped with a hazardous material cleanup kit for use in the event of a broken cathode ray tube (CRT) monitor or television (supplied by OES).

### **Training**

All site staff members and contractors that handle WEEE material have or will review and understand the Collection Site Organizing & Operating Guidebook and if necessary will complete training provided by OES.

### **Documentation\***

General Liability Coverage (insurance) is in place for site operations and the provisions are inclusive of Revised (Phase 1 and 2) WEEE materials

Insurance is in place to protect against confidential information fraud.

Site operator has written permission from the site owner to collect WEEE at the site.

***\*All documentation must be received by OES within 30 days or receiving approval to operate as an OES Collection Site***

### **Declaration**

Site operators will be asked to confirm that each location they would like to register as an OES collection site meets all the above requirements.

Operators that are unable to meet the requirements are encouraged to complete the site registration when all requirements are in place.

*For more information contact:*

*Operational Support*

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