OES-Approved Collection Site Guidebook:
Organizing & Operating
Waste Electrical and Electronic
Equipment (WEEE)

Revised: November 2012

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1.0 Program Overview

This guidebook is written for municipalities, companies, and organizations that have applied to take part in Ontario Electronic Stewardship's (OES) Revised (Phase 1 and 2) Waste Electrical and Electronic Equipment (WEEE) collection program. It provides direction on:

- how to set up a Revised (Phase 1 and 2) WEEE collection site,
- receiving, sorting, packaging and shipping WEEE, and
- health and safety issues related to WEEE management.

The Revised (Phase 1 and 2) program started on April 1, 2010 and includes desktop and portable computers; televisions and computer display devices; Printing, Copying and Multi-Function Devices; Telephones and Telephone Answering Machines; Cellular Devices and Pagers; Image, Audio and Video Devices; and computer peripherals.

Not-for-profit organizations, municipalities, waste management and recycling companies, retailers, OES-approved reuse/refurbishment/ processing organizations and other Industrial, Commercial and Institutional (IC&I) sites around the province are invited to participate in the WEEE Program as collection sites.

> OES is the Industry Funding organization (IFO) for WEEE and was formed by leading retail, information technology and consumer electronic companies as a not-for-profit organization responsible for implementing Ontario's waste diversion program plan for WEEE. Under this program brand owners, first importers and assemblers of electronic and electrical goods pay fees to operate a system to recycle and properly dispose of Revised (Phase 1 and 2) Waste Electrical and Electronic Equipment (WEEE).

If, after reading this guidebook, you have unanswered questions, please contact OES' Customer Care team at 1-800-380-4545 or email: customerservice@ontarioelectronicstewardship.ca.

How the program works

With Revised (Phase 1 and 2) WEEE of this program in place, Ontarians are able to bring desktop and portable computers, computer peripherals, monitors, printers, fax machines and televisions to approved collection sites for proper management and diversion.

WEEE collected from your site is transported to regional consolidation locations and then on to OES-approved primary processors. The approved processors are posted on the OES website and their operations and those of their downstream vendors have been audited under the Electronic Recycling Standard, of Electronic Products Recycling Association (EPRA).

Products included as revised (Phase 1 and 2) WEEE

Products accepted in Revised (Phase 1 and 2) of Ontario's WEEE program are separated into four groups that include desktop and portable computers; televisions and computer display devices; and printers and peripherals and floor standing copiers. The list included in Table 1 identifies materials that are included in the program as well as those rejected.

For detailed information about products accepted under the program, please see **Appendix A, Product Definitions or** refer to the OES website: http://www.ontarioelectronicstewardship.ca.

Table 1: Included & Rejected Revised (Phase 1 and 2)

WEEE OES Packaging / BOL Category	Sub-categories
-A- Display Devices	• Televisions • Computer monitors • Professional display devices • All-in-one computers • Includes Cathode Ray Tube (CRT), Rear Projection and all flat panel technologies (e.g. LCD, Plasma, LED)
-B- Computers	• Desktop computers • Portable computers (e.g. laptops, notebooks, net-books, tablets)
-C- Printers & Peripherals	• After market vehicle audio and video devices • AM/FM Radios • Answering machines that utilize cassette-based or digital recording technologies • Cordless telephones requiring an electrical base station/handset cradle for battery charging and wire-line network connection • Desktop multi-function devices • Desktop printers • Desktop printing, copying and multi-functional devices • Digital picture frames • Digital projectors • Digital Video Disk (DVD) players and recorder • Fax machines • Handheld printers such as calculators with printing capabilities or label makers • Hard Drives • Home stereo amplifiers • Home stereo systems • Home theater in a box includes home theater image audio and video equipment and speakers • Keyboards • Mice • Modems • Optical Drives • Point of Sale (POS) receipt printers • Scanners • Speaker systems, including computer speakers • Turntables (Record Players and gramophones) • Typewriters powered by an AC power plug or by internal battery unit • Video cassette players (VCRs) and/or video projectors • VoIP phones • Wire line telephones including rotary and touch-tone technologies
-F- Floor Standing Printers and Photocopiers	• Floor standing printers • Floor standing photocopiers

2.0 Collection Site Set-up

WEEE must be collected and stored in a secure area where patrons are unable to access the material and potentially tamper with the collected material. To that end, OES recommends that you plan your facility to include a central drop-off site and a consolidation area or storage area, both of which are described below.

2.1 Central drop-off location

This is the public area of your site where patrons will leave their materials. The central drop-off should be:

- convenient for both patrons and employees,

- well planned, with easy access to move WEEE from drop-off to your consolidation/storage location, and with enough space to maneuver a dolly if needed,

- easy for patrons to determine exactly what materials your site accepts and what to do with them,

- secure from theft and tampering (if possible, material drop-off sites should be monitored or material should be placed in a secure cage or bin).

2.2 Consolidation / Storage Location

This is the storage area for collected materials. It is not accessible to the public (i.e. staff only) and can be monitored and safely maintained. It must have adequate room to support at least 6 pallets (non-stacked). At many collection sites, the service receiving area is the ideal consolidation/storage location. In addition to storing collected materials, you will also sort and package WEEE into the three packing groups for transportation at this location. To sort and pack materials, you will need an area:

- of approximately 40"x48" (1.2x1.2 meters) per pallet,

- with a perimeter of 3 feet around the pallets to enable you to shrink-wrap the materials for transport.

The consolidation/storage location must also be equipped with a Clean Up/Spill Kit. Approved Collection Sites receive a one-time Clean Up/Spill Kit provided by OES. Subsequent kits must be purchased by the site.

2.3 Security

When the site is closed, access by people or animals must be prevented to make sure that stored WEEE are protected from improper handling, theft, or damage. Of particular concern are products such as desktop and portable computers and external or replacement hard drives that have memory storage that may contain sensitive or personal information. Make sure that all materials are secured inside a fenced enclosure or inside your facility at all times.

2.4 Public Access

The collection sites must be open for the public to return end-of-life electronics during regular business hours. Should customers abandon products on property while the collection site is closed, take them inside and sort them. If units that are rejected by the program are abandoned on property after hours, they should be disposed according to the recommendations of your local municipality's waste management division. Under no circumstances should WEEE that is not included in the list of designated Revised (Phase 1 and 2) materials knowingly be placed into WEEE package that is sent from your site for processing.

3.0 Receiving WEEE from the Public

3.1 Examining the Product

The first step in the collection process involves identifying the type of unit being collected by visually inspecting the unit or consulting with the customer to find out exactly what it is. Products must be examined to make sure that they are:

- an approved type of electronic (see "Products Included as Revised (Phase 1 and 2) WEEE"),

- are in an acceptable condition to be handled safely by collection site staff.

3.2 Unacceptable Product

If a customer brings in a product that cannot be accepted, it must be refused and given back to the customer. Direct the customer to the posters and brochures provided by the program to explain the types of products that may be returned. For further information, customers may be directed to:

- the public information website at www.recycleyourelectronics.ca or,

- contact customerservice@ontarioelectronicstewardship.ca with enquiries about the approved and rejected products lists.

Under no circumstance should you permit customers to dispose of rejected products at your collection site.

3.3 Signage

Site operators need to take special care to communicate effectively with their patrons and to help make them aware of key information about the program. Posting clear signage is essential, to convey:

- materials that are/are not acceptable

- confidential information disclaimer

- information about illegal dumping fines if applicable (at the discretion of the site)

Once the station or bin at any site has reached capacity the material must be sorted and 'packaged' according to OES standards which are described below.

4.0 Handling, Sorting and Packing WEEE

If the WEEE material is dropped off at a customer service station or front counter, the items should be taken from the customer and moved to a secure area in the collection site for storage. If the material is not physically received by a staff person, it may be placed at a collection station or in a specialized collection bin.

The directions found within the following pictures describe safe and easy means to handle WEEE materials.

1) Any cords attached to the unit should be safely wrapped around its body or removed (if the cord is detachable) to prevent tripping.

2) Ask a co-worker to help carry any units that are too heavy or bulky.

3) Units can be carried to the consolidation/storage location in a plastic crate, by hand, or on a cart/dolly (if available).

4) The units can then be carefully placed on a skid for storage (See "*Storing Electronics*" for more information).

4.1 Sorting & Packaging Collected Products: Roll Off and Sea-Containers

WEEE should ALWAYS be carefully placed in the bin

Materials must be walked into bins or containers and stacked carefully, as WEEE will be handled again by staff at an OES sorting and packing facility. Under NO circumstances should materials be thrown into the bins or compacted with the use of heavy equipment.

1. Pack securely to the marked line of the roll-off. This line should NOT be exceeded under any circumstances.

2. Fill spaces and gaps with small items; alternatively, use a cardboard box for small items to keep them from getting under foot.

All electronics collected at OES-approved sites must be safely placed in a Gaylord box or on a pallet before it is picked up by an OES-approved transporter.

Proper packaging will reduce the potential for accidental breakage and help to optimize the cost and efficiency of transportation. OES-approved collection sites may order packaging materials online through the OES website at: http://www.ontarioelectronicstewardship.ca/collectors/collectors.html.

NO OVERPACKING will be accepted.

No overhang is allowed on any pallets or Gaylord boxes. For stack and wrapped material, care must be taken to avoid overhang and securely attach WEEE to the pallet.

Pack material categories as follows:

A-   Display monitors:

- All display devices less than 25" must be stacked and packed in Gaylord boxes marked **category A**.

- All other display devices must be placed on a pallet and shrink-wrapped marked **category A**.

B-   Computers must be stacked and packed in Gaylord boxes marked **category B**.

C-   Printers, peripherals and phase 2 products should be mixed and placed in a Gaylord box marked **category C**.

F-   Floor-standing printers & photocopiers should be placed on pallet and shrink-wrapped marked **category F**.

OES provides the materials described below at no cost to approved collectors:

Pallets (also known as skids): Flat transport structures designed to be movable by a forklift or hydraulic pallet jack/hand truck, typically measuring 40x48". As a general rule, please be sure to stack materials on each pallet only as high as you and your staff can manage comfortably.

1. Secure the plastic wrap onto the corner of the pallet.
2. Stack electronics in the same direction until a single layer is complete.
3. Secure this first layer of electronics with a layer of shrink wrap before adding a second layer.
4. Start the second layer of electronics; continue to build the second layer of electronics; once completed, secure it with another layer of shrink wrap.
5. Begin a third layer of electronics; complete the third layer and secure it with another layer of shrink wrap.
6. Continue wrapping the electronics in shrink wrap until they are fully secured onto the pallet. In total, approximately half a roll of OES provided shrink wrap should be used to secure the pallet.

Do NOT let pallet height (i.e. pallet and materials) exceed 5' (1.5 meters).

Gaylord boxes: reusable triple wall corrugated cardboard boxes with OES logo on them, typically measuring 47"x 38.5"x 36" (height).

When using Gaylord boxes, materials should be stacked level to the fill line when present. In the event that a fill line is not present materials should be stacked to the top of the Gaylord or slightly below.
1. Place the Gaylord box on a pallet. Gently place all collected electronics into the Gaylord box, one at a time. DO NOT drop, toss, or throw electronics into the Gaylord box.
2. Place larger, heavier units into the bottom of the Gaylord box whenever possible and save small, more compact units (such as mice and keyboards) for placement between or on top of the larger pieces.
3. Store units with glass panels' right side up to make sure that screens are not broken. Do not place heavy objects directly on top of the glass panels on these units.
4. When a Gaylord box is full, make sure the contents are packed tightly so that items shift as little as possible during transport.
5. Make sure that electronics DO NOT peak over the DO NOT FILL ABOVE HERE line or the top ledge or of the Gaylord box.

Stack as neatly as possible to maximize amount of material that can go into the Gaylord box and use <u>separate</u> Gaylord boxes for categories A, B and C.

Shrink wrap: polymer plastic film, generally available in rolls for packaging purposes.

Sufficient shrink wrap must be used to secure items to the pallet. WEEE on pallets must be securely attached to pallets with shrink wrap as these pallets will be stacked upon others and will shift in transit if not properly secured.

In total, approximately half a roll of OES provided shrink wrap should be used to secure the pallet.

5.0 Reuse & Refurbish Sites

Patrons may have searched the RecycleYourElectronics.ca website to find a location where they may drop material in good working condition to be reused or refurbished. On the website, a list of acceptable materials that your facility will reuse and refurbish is posted.

Note: It is your responsibility to update the acceptable list for the site, if changes are needed please send the request to your regional representative or to <u>customerservice@ontarioelectronicstewardship.ca</u>.

It is at the discretion of the approved reuse/refurbish operator to determine what materials may be reused or refurbished. Any materials that are discarded (i.e. not adequate for reuse or refurbish) may then be placed into the appropriate collection group and shipped to consolidation for processing through the program.

Note: it is important that discarded material be maintained accordingly as to ensure no hazardous material is exposed.

As an approved OES Reuse/Refurbish establishment you are also expected to report on material received at your facility including material reused/refurbished and material discarded. For more information see the <u>WEEE Reuse and Refurbishment Standard</u>.

6.0 Health & Safety

IMPORTANT: The Health & Safety section of this manual is a supplement to your facility's existing Occupational Health and Safety Manual. The section only includes health and safety issues as they pertain to the WEEE Program and NOT the other services offered or activities conducted at your facility.

For further information on general health and safety issues, including accident prevention and procedures, please consult the Occupational Health and Safety manual at your facility, or consult the Ontario Ministry of Labour.

6.1 Tripping Hazards

The main cause of trip and fall accidents associated with electronics is hanging or dragging cords. If units are returned with cords still attached, they should be removed before storage if possible (i.e. the cords are attached to an external port or socket). Once removed, the cords can be placed in Group C Gaylords.

If cords are securely attached they should be wrapped around and secured to the body of the unit. This must be done at the collection area before they are taken to the back of the depot for storage. It is also recommended that a cart or buggy be used to carry any electronics whenever possible.

6.2 Lifting Hazards

Moving electronics requires bending and lifting which can cause injury if done incorrectly. Simple precautions should be used as a means of prevention.

- When lifting, bring objects near to the body; do not try to lift at arm's length.

- Bend your knees and keep the back straight.

- Only lift what you can manage safely; ask for assistance if it is needed.

If a returned unit is too heavy or bulky for your staff to manage, ask the customer to take it to a specified Gaylord box or pallet. For more information on proper lifting techniques, please consult your facility's Occupational Health and Safety Manual.

6.3 Lead Hazards

On average, CRT monitors contain 4 lbs. of lead in the glass tube. Breaking a CRT can result in the introduction of lead dust and glass fragments, so CRTs must be handled with the greatest care. Long-term exposure to lead can lead to serious health problems. Lead can cause damage to the nervous system, blood system, and kidneys. Indicators of lead poisoning from long-term exposure to, or chronic ingestion of, lead include chronic stomach aches, muscle aches, headaches, sizeable change in the attitude of the worker (i.e. becoming overly aggressive), or other flu-like symptoms.

If a CRT breaks, clean up the fragments immediately to limit the spread of lead dust using a small broom and pail (Do NOT use a vacuum as this will disperse the lead into the atmosphere).

In the event of an accident involving a CRT, refer to detailed instructions in your site's health and safety manual.

If you do not have a health and safety manual: If direct contact is made with lead dust, please immediately adhere to the following steps in order to limit your exposure to it. You can also contact the Ontario Poison Centre (1-800-268-9017) for further instruction.

1. If your eyes and/or skin come in contact with lead dust, immediately rinse the area with water for 15 minutes without interruption and consult a physician, advising him/her that you have come in contact with lead.

2. If breathing difficulties result from exposure to lead dust, take the affected person to the nearest medical centre for treatment.
3. Immediately remove and thoroughly wash any clothing that may have been contaminated with lead to prevent further irritation and long-term exposure to hazardous chemicals.

6.4 Mercury Hazards

Scanners, laptops, and LCD monitors use mercury bulbs to light their screens. Mercury is characterized by its silvery, metallic appearance while in a liquid form. It is a very toxic and environmentally degrading substance and should not be thrown into the garbage. While not a threat to human health within a sealed container, due to the clear, odorless gas it can emit mercury is considered detrimental to health if freed from its container. To prevent exposure to mercury, all scanners, laptops, and LCD monitors must be handled with great care and attention.

In the Event of an Accident involving Mercury: If direct contact is made with mercury, please immediately adhere to the following steps in order to limit your exposure to it and consult the instructions provided with your spill kit. You can also contact the Ontario Poison Centre (1-800-238-9017) for further instruction.

1. If your eyes and/or skin come in contact with mercury, immediately rinse the area with water for 15 minutes without interruption and consult a physician, advising him/her that you have come in contact with mercury.
2. If breathing difficulties result from exposure to mercury emissions, take the affected person to the nearest medical center for treatment.
3. Dispose of any contaminated clothing immediately to prevent further irritation and long-term exposure to hazardous chemicals.

6.5 Fire Hazards

In addition, certain components of electronics products (i.e. batteries) are combustible. This means that they can burn and may act as fuel in a fire, but do not burst into flame explosively like other flammable materials (e.g. gasoline).

There is a very low probability of such a fire starting as a result of the WEEE Program, but collection staff must be made aware that it is possible. All units must therefore be handled properly and depot staff should not accept badly damaged or otherwise unacceptable units from patrons.

7.0 Training

All collection site workers must understand the information provided in this manual and provide a clear understanding of the program. Newly hired employees must also be instructed on the information in this manual before they are permitted to handle electronics.

Collection Site Operators should schedule regular training sessions with staff members who have emergency response responsibilities. This will help staff to regularly practice the correct response actions and be informed up to date on recommended response measures. Contact your local fire departments to find out about handling fire-fighting equipment and to be prepared to manage effectively in the case of fire.

Inspection records and records of employee training should be kept in a secure location on site so they can be produced if requested by an OES representative.

Appendix A: EEE Material Definitions

EEE Material Category for Reporting Purposes		Phase 1 and 2 Materials Definition	Includes	Excludes
Category	**Sub-Category**			
Display Devices	**<25" Screen**	A device that displays an image, using a variety of technologies including CRT, LCD, plasma and rear-projection.	• Computer monitors • Professional display monitors • Closed circuit monitor screens • Televisions • Dual television and computer monitors • All-in-One (AIO) computers: a display device with an embedded computer	• Displays that are embedded into non-Phase 1 and 2 products where the display is not the primary product
	<25" Screen			
Desktop Computers		Desktop models refer to those computers that are designed to be utilized on a work surface and require standard alternating current (AC) power plug for a primary source of power.	• Desktops • Computers • Computer terminals • Desktops acting as servers • Thin clients • Microcomputers • Minicomputers	• Computer terminals that are embedded into non-Phase 1 and 2 products • Portable computers • Products classified as Computer Peripherals under this Plan • All-in-One (AIO) computers: a display device with an embedded computer
Portable Computers		Portable models refer to a portable computer that contains a Central Processing Unit (CPU) and then can operate using a self-contained battery or using an external AC/DC adaptor.	• Laptops • Notebooks • Notepads • Tablet PCs	• Computer terminals that are embedded into non-Phase 1 and 2 products • Personal handheld computers (included in Image, Audio and Video category) • Personal digital assistance (PDAs) (cell-enabled included in Cellular Devices category; non-cell-enabled included in Personal/Portable Image, Audio and Video Devices category) • Products classified as Computer Peripherals • Other handheld electronic devices

Computer Peripherals	Computer peripherals refers to external, as well as integrated modems, disk drives, optical drives, computer mouse and keyboards that are added, or attached, to a computer in order to expand its functionality. A modem refers to a devices that encodes digital computer signals into analog/analogue telephone signals and vice versa and allows computers to communicate over a phone line or cable connection.	• Replacement computer component and standalone products that are sold to the end user • CD-ROM, DVD, HD-DVD and Blu-ray drives • Floppy-disk drives • Computer mouse • Computer keyboards • Wired cable, DSL, and ADSL modems • Wireless modems	• Computer peripherals that are supplied as replacement parts under a warranty and non-warranty service repair arrangement • Internal components contained within the original desktop or portable computer at the time of supply • Components that are supplied as replacement parts under a warranty • Components for non-warranty service repair arrangements • Speakers, cameras, microphone and other non-Phase 1 and 2 products • Internal components contained within the original desktop or portable computer at the time of supply • Routers • Network hubs • Satellite networking devices • Telephony devices (i.e. VoIP devices)

Appendix A: EEE Material Definitions (cont'd…)

EEE Material Category for Reporting Purposes		Phase 1 and 2 Materials Definition	Includes	Excludes
Category	**Sub-Category**			
Printing, Copying and Multi-Function Devices	**Desktop and Portable Printing, Copying and Multi-Function Devices**	Printing, copying and multi-function devices, utilizing all printing technologies, designed to be handheld or to reside on a work surface and that can print on media with dimensions up to 48" wide. Copiers and/or multi-function devices classified as Segment 1 or Segment 2; Copier and/or multi-function devices that are designed to reside on a work surface that are not classified as Segment 1 or Segment 2. Includes models that are able to utilize an optional floor-stand.	• Desktop or portable computer scanners • Desktop printers • Portable PC-free photo printers • Typewriters powered by AC power plug or by internal battery unit • Camera dock printers • Desktop label, barcode, card printers • Point of Sale (POS) receipt printers • Handheld printers such as calculators with printing capabilities or label makers • Desktop multi-function or "all-in-one" devices • Desktop copiers or copy & print devices • Models which are able to utilize and optional floor-stand	• Desktop printing devices capable of performing additional non-printing functions such as copying or faxing • Printing devices that are embedded into non-Phase 1 and 2 products, where the printing devices are not the primary product • Non-electronic typewriters • Printing devices capable of printing on media with dimensions greater than 48" wide

	Floor-Standing Printing Devices	Printing devices, utilizing all printing technologies that are floor-standing models and that can print on media with dimensions up to 48" wide.	• Floor-standing office printers • Floor-standing graphics printers • Floor-standing wide-format printers	• Floor-standing printing devices capable of performing additional non-printing functions such as copying or faxing • Printing devices that are embedded into non-Phase 1 and 2 products, where the printing device is not the primary product • Newspaper and industrial printing devices • Printing devices capable of printing on media with dimensions greater than 48" wide • Models which are able to utilize an optional floor-stand
	Floor-Standing Copying Devices	**Copier and/or multi-function devices classified as Segment 3, Segment 4 or Segment 5 Copier and/or multi-function devices that are floor-standing models that are not classified as Segment 3,**	• Floor-standing multi-function or "all-in-one" devices that perform different tasks such as copy, scan, fax, print Floor-standing photocopiers • Floor-standing copy and print devices • Floor-standing wide-format copiers and/or multi-function devices	• Floor-standing devices that only perform printing functions • Newspaper and industrial copying and/or multi-function devices • Copying and/or multi-function devices capable of printing on media with dimensions greater than 48" wide • Models which are able to utilize an optional floor-stand

EEE Material Category for Reporting Purposes		Phase 1 and 2 Materials Definition	Includes	Excludes
Category	**Sub-Category**			
Telephones and Telephone Answering Machines		A telecommunication device with a handset or headset that is used for the transmission of sound (most commonly speech) between two or more locations using a variety of technologies including wire-line telephones and Voice over Internet Protocol (VoIP). Also includes telephone answering machines that are installed alongside, or incorporated within a wire-line telephone.	• Wire line telephones including rotary and touch-tone technologies • Cordless telephones requiring an electrical base station/handset cradle for battery charging and wire-line network connection. • VoIP phones • Answering machines that utilize cassette-based or digital recording technologies	• Telecommunication equipment developed for embedded use in motor vehicles of any type • Commercial-grade "pay phones" • Voicemail/answering machine devices that utilize a centralized networked system • Telephone accessories including headsets and hands-free accessories
Cellular Devices and Pagers		A handheld communication device that utilizes cellular networks to transmit voice or data signals. Includes cell-enabled Personal Digital Assistants (PDAs).	• Cellular phones • Cellular phones offering camera, video recording and/or audio functions • Smart phones (cell-enabled) • Palmtop computers (cell-enabled) • Cell-enabled PDAs utilizing touch-screen technology • Cell-enabled handheld devices • Pagers	• Satellite phones • Wireless devices that do not utilize cellular networks to operate • Non-cell-enabled PDAs (Included in Personal/Portable Image, Audio, and Video Devices category)
Image, Audio and Video Devices	**Personal/ Portable**	Personal and/or portable devices that can transmit, record and/or playback an image, audio or video using a variety of technologies including mechanical, optical and digital technologies. Personal and/or portable peripheral audio devices that enable audio	• Audio cassette players and/or recorders • Combination cassette recorders and players • CD players and/or recorders • Digital Video Disk (DVD) players and recorders • MP3 Players • Other Digital Audio Players/ Recorders (DAP) • Video cassette players (VCRs) and/or video projectors • Analog and digital video	• CD-writing drives contained within, or replacements parts for Desktop and Portable Computers • DVD-writing drives contained within, or replacement parts for Desktop and Portable Computers • Non-audio optical disk-players • Optical disk drives included in the Computer Peripherals materials category • Webcams embedded in Desktop Computers and Portable Computers • Cameras embedded in devices for which the primary function is not to

		Home/Non-Portable	Home and/or non-portable devices that can transmit, record and/or playback an image, audio or video using a variety of technologies including mechanical, optical and digital technologies. Home and/or non-portable peripheral audio devices that enable audio playback.	playback. - cameras and recorders - Turntables (Record Players and gramophones) - AM/FM Radios - Digital and non-digital cameras, including webcams - Digital picture frames - Digital projectors - Home stereo amplifiers - Speaker systems, including computer speakers - Home stereo systems - Handheld personal computers - Devices commonly called Ultra Mobile PCs (UMPC) that utilize a touch-sensitive screen between 4" and 7", and that can operate the same software as a standard computer (i.e. Windows) - PDAs that are not communication-enabled or cellular compatible	record an image/ video - Cell-enabled PDAs - Devices for which the primary design and function are for video-gaming purposes (As designated in Section 5 of O. Reg. 393/04) - Global Positioning Systems (GPS) for both portable and aftermarket vehicle installation - Home/ Non-Portable video-gaming devices - Satellite, Cable, and Digital transmitters and receivers - Headphones and ear-buds
		Home Theatre in a Box (HTB)	Bundled combinations or devices that can transmit, record and/or playback an image, audio or video using a variety of technologies.	Home theatre image, audio and video equipment sold as a package/bundle with a single point-of-sale SKU. Includes peripheral audio devices.	- Home theatre image, audio and video equipment sold as a package/ bundle with more than a single point-of-sale SKU (report separately). - Home theatre bundles that include televisions
		Aftermarket Vehicle	Audio and video devices for installation in motor vehicles aftermarket.	- Vehicle speakers - Vehicle radios - Vehicle CD players - Vehicle DVD/Blu-ray players	Audio and video equipment embedded in original equipment manufacturer (OEM) supplied motor vehicles of any type