



Addendum to Reuser/Refurbisher Service Provider OES Application

Purpose

Under the WEEE Program Plan, the organization seeking approval through the assessment process is asked to complete the online OES registration process and apply to be considered an OES approved reuse/refurbisher under the Program. This requires the organization to demonstrate that they can meet the [OES Reuse and Refurbishment Standard](#).

Through this addendum OES intends to communicate a number of changes to the Reuser/Refurbisher application process.

There are four key changes that you need to be aware of:

- 1) Streamline of application process
 - a. No longer need to complete the “Service Provider page –Refurbisher tab **Material Flow** and
 - b. ” Recycling Standard page – **Refurbisher** - questions on the OES Reuse/Refurbisher Standard
- 2) Clarification that refurbishment organizations that choose to disassemble to remove revenue generating material for sale to OES approved processors can only use approved PRIMARY PROCESSORS as they are the only organizations the OES is contracting with and who will complete the required data tracking requirements.

Further details on these key changes are presented below.



Changes to the OES Application and Registration Process:

Please note two screens are no longer necessary when completing the online application.

Before you start: Please open your internet browser. Type <https://mtsreg.oesdatasystem.ca/login.aspx> and follow the instructions provided onscreen. Please use your application number, login and password to log into the system.

All applicants must complete the following within the OES Application and Registration System:

- Home page
- Contact page
- Service Provider page –Refurbisher tab
 - Products
 - Downstream Recyclers
- Submission page

Please Note: OES has made procedural changes and applicants no longer need to complete the following pages within the online application system. Applicants will be required to demonstrate they meet the OES WEEE Reuse and Refurbisher Standard during the initial assessment by an OES Enforcement Representative

All applicants will not longer need to complete the following two pages:

- 1) Service Provider page –Refurbisher tab **Material Flow**. The screen shot is available on the next page.

Please fill out the applicable forms:

Collection Site Operator Transporter Primary Recycler Refurbisher
 Products Downstream Recyclers Material Flow

Registrant ID: 15 [Log Out](#)

Phase I WEEE Material Flow for Site - Refurbishment Site - London

The materials that you have requested approval for recycling are displayed below. Please select a material from the list. The subcomponents of the WEEE material will be displayed. Please identify downstream recyclers for the displayed residual materials.

WEEE SubComponent	Downstream Recycler #1	Downstream Recycler #2	Downstream Recycler #3
Notebook Computers			
Desktop Computers			
Plastic (non-hazardous)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ferrous metal (non-hazardous)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Non-ferrous metal (non-hazardous)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Precious metal (non-hazardous)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Plastic/metal laminates (electronic scrap)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Plastic (non-hazardous)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Metal (non-hazardous)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Circuit boards (electronics scrap)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Batteries (substances of concern)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Metals (non-hazardous)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Electrolyte (substances of concern)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cables (electronics scrap)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Plastic (non-hazardous)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Copper (non-hazardous)	<input type="text"/>	<input type="text"/>	<input type="text"/>
LCD display (electronic scrap)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Optical/hard drives (electronics scrap)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ferrous metal (non-hazardous)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Non-ferrous metal (non-hazardous)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Precious metal (non-hazardous)	<input type="text"/>	<input type="text"/>	<input type="text"/>



2) Recycling Standard page – **Refurbisher** - questions on the OES Reuse/Refurbisher Standard Please ensure that all the documents requested on page the Recycling Standard page- Refurbisher will now be responded to and verified by the auditor during the 1 day onsite document audit.

Corrective Action Request (CAR)

Any issue identified during the assessment will be classified by the Enforcement Officer as being either **major** or **minor**. Major CARs are determined by the following criteria

1. Regulatory compliance: Issues related to regulatory compliance are considered major.
2. Level of hazard: Issues related to materials defined as hazardous under provincial regulations are considered major.
3. Responsiveness: Issues that the Organization appears unresponsive to resolve are considered major. This includes the escalation of minor issues in the event that they are not adequately addressed with the specified time frame.

Major CARs must be addressed prior to approval being granted. The Organization must prepare an action plan that is approved by the Enforcement Officer for addressing minor CARs within 90 days in order to attain a conditional approval. After the 90 day period, any unresolved minor CARs will be escalated to major CARs and approval will be revoked until written confirmation from the OES Enforcement Officer is indicating they have been closed.



Confirmation of conformance

When the OES Enforcement Officer provides written confirmation to OES that the Organization has satisfied the requirements for approval or conditional approval, the Organization will be considered approved under the OES program. If a conditional approval has been granted, the OES Enforcement Officer is required to provide follow up written confirmation as to the status of the minor CARs within 90 days to maintain the approval status of the Organization.

ASSESSMENT TERMS AND CONDITIONS

Approval validity and term: A conditional approval is valid for a period of 90 days. If minor CARs are not addressed within that timeframe, the minor CARs will be escalated to major CARs and conditional approval revoked. If all minor CARs are addressed, through written confirmation from the OES Enforcement Officer, the Organization will be considered approved for a period of 2 years. After the two year period, the Organization must seek approval under the most current version of the Standard that OES has approved for the purpose of assessing reuse and refurbishing organizations.

Changes to the process: If the Organization makes changes to their processes, they must provide written confirmation from their OES Enforcement Officer that the revised process is in conformance to the Standard. Conditions for approval validity and term apply to the changed process.

Reuse/Refurbisher Applicants as OES Collectors

OES approved reuse/refurbishment sites must also be OES approved collection sites under the WEEE program. Becoming an approved collection site will ensure that all unused/discarded material is recycled by an OES approved processor. All expenses for packaging, transporting and processing the material at an OES approved processor will be covered by the OES. Furthermore, as an OES approved collection site you may be eligible to receive \$165 per tonne incentive for material collected from the public. For more information about becoming an OES approved collection site go to <http://www.ontarioelectronicstewardship.ca/collectors/system.html>

Questions

Questions can be addressed to customerservice@ontarioelectronistewardship.ca