

CHANGE NOTICE—PROCESSOR INCENTIVE AGREEMENT

TO:

FROM: Ontario Electronic Stewardship (“OES”)

RE: Change Notice Pursuant to Processor Incentive Agreement

DATE: March 7th, 2013

We refer to the Processor Incentive Agreement between Processor and OES made as of 1 October 2012 (the “**Agreement**”). All capitalised terms used in this notice which are not defined herein have the meanings given to such terms in the Agreement.

Please be advised that, in accordance with Section 11.2 of the Agreement, OES intends to amend the Agreement as described in this notice, which is a Change Notice as described in Section 11.2 of the Agreement. The amendments described in this Change Notice will take effect on **date+60**, unless Processor gives a Rejection Notice to OES within the next 30 days, in which case the Agreement will be terminated on **date +60**.

The amendments are as follows:

1. Section 1.1(a) of the Agreement is deleted in its entirety and replaced by the following:
 - (a) “**Acceptable WEEE**” means Ontario-Sourced material listed in Schedule A of the Rules, as amended by OES from time to time, but excluding any materials in the Floor Standing Printing Device or Floor-standing Copying Device or Floor Standing Multi-Function Device sub-categories within the Printing, Copying and Multifunction Devices category;
2. Schedule A of the Agreement is deleted in its entirety and replaced by the version of Schedule A attached to this Change Notice.
3. Schedule C of the Agreement is deleted in its entirety and replaced by the version of Schedule C attached to this Change Notice.

ONTARIO ELECTRONIC STEWARDSHIP

Per:

Jonathan Spencer
Executive Director

SCHEDULE A

GENERATOR SITE CHECKLIST AND GENERATOR STANDARD

Generator Site Checklist



Date		Generator Name	
Gen #		Address	

This checklist is to be used in verifying compliance of public-facing generator sites with the OES generator standards.

Site Approval	Y/N	Assessment Notes
Accessibility		
1. Area for loading WEEE directly onto trucks		
2. Adequate access for a tractor trailer / straight truck / roll-off		
Site Configuration		
3. Indoor Storage/Shelter for WEEE		
4. Sufficient area for preparing and storage of WEEE		
5. Handling equipment to move WEEE		
6. Collection method Bulk / Palletized		
Safety, Security & Ops Procedures		
7. Safe for all users to enter & drop-off material.		
8. Dedicated public drop-off		
9. Adequate security to protect from tampering/alternate use		
10. Privacy protection signage/disclaimer		
Trainer		
11. Evidence of adequate PPE & material handling training		
12. Protocol to ensure eligibility of material		
Documentation		
13. Documentation from Site Owner (if different than Operator)		
14. General liability coverage inclusive of accepted WEEE		
15. RYE information (hours, restrictions, etc)		

Site Approval Comments (Include item #)

Processor Representative

Generator Site Representative

COPY 1: Generator Site Representative COPY 2: Processor COPY 3: OES

Generator Standard

Requirements for Public-Facing Generator Sites Collecting Acceptable WEEE Materials under the Processor Incentive Program

All public-facing generator sites—businesses that intend to collect or receive Acceptable WEEE materials from the general public under the Processor Incentive Program (“PI Program”), in preparation for final disposal at an approved processor’s facility—must meet the requirements outlined in this document.

Eligible generator sites must be registered with OES. Prior to registration with OES, a Generator Site Checklist must be completed and provided to OES. Material collected prior to registration with OES as a generator is not eligible under the PI Program. Once approved, a generator will be issued an OES Generator ID number.

Site operators must confirm that each location which is registered with OES as a generator site meets the requirements set out below.

OES reserves the right to audit and inspect public-facing generator sites upon one business day’s notice to generator sites to ensure compliance and material eligibility.

Acceptable WEEE Material

Acceptable WEEE material is defined as electrical and electronic equipment which are supplied in Ontario that result in the generation of WEEE, being all goods and products set out in the relevant Table of Appendix A of the Rules for Stewards in effect from time to time, with the exception of floor-standing copiers, printers and multifunction devices. The list of acceptable material can be found here, in Appendix A of the current version of the Rules: <http://www.ontarioelectronicstewardship.ca/program/program-rules>

Materials collected must be whole units and have no evidence of tampering, dismantling or recovery of high value materials. All material collected at the site must be reported under the PI Program and provided to the processor. No materials may be resold, re-used or refurbished. Sites that undertake commercial refurbishing, re-use or re-sale of electronics must provide evidence of policies and procedures that ensure all material collected under the PI Program is segregated and controlled.

Material must be received at no charge to the public.

Site Requirements

- 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 and/or bulk bags for shipment.
- Site has a work area to prepare the containers or pallets in accordance with OES collection standards.
- Site has adequate vehicle room for a tractor trailer or straight truck.
- Site has sufficient dock space or equivalent area for loading WEEE onto trucks

Safety, Security and Operating Procedures

- Site meets Ministry of Labour and Ministry of Environment requirements as well as general health and safety regulations required by governing jurisdictions
- Material 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 as agreed to during the site assessment.
- Site is equipped with signage to advise users to wipe/remove confidential information from their computers before drop-off (signage to include visible disclaimer).

Training

- Staff will receive training from their affiliated processor to ensure proper material handling procedures are in place

Documentation

- General Liability Coverage (insurance) is in place for site operations to a minimum value of \$1,000,000 and the provisions are inclusive of Acceptable WEEE materials.
- Site operator has written permission from the site owner (if different from the operator) to collect WEEE at the site.
- Site operator agrees to provide copies of documentation evidencing required business licences upon request.

Declaration

TO: ONTARIO ELECTRONIC STEWARDSHIP

AND TO: [PROCESSOR]

I, name of signatory have the appropriate signing authority to bind name of organisation (the “Generator”).

The Generator accepts and agrees to the standards set out under the above Generator Standard. The Generator agrees to allow OES or its agents or representatives access to the Generator’s premises and locations for the purposes of approval and assessment as required.

The Generator hereby confirms that it conducts and that it will conduct its operations in full compliance with applicable national, federal, provincial, regional and municipal laws, by-laws, regulations, ordinances and other similar provisions, including without limitation all environmental laws, standards, policies or codes of practice of government which apply to any aspect of the handling of WEEE, and in accordance with such policies and/or rules OES or the RQO may reasonably establish from time to time in accordance with industry standards, including the Plan.

The Generator agrees to indemnify and hold harmless OES, its directors, officers and employees from and against all costs, expenses, claims, demands, actions, or any loss suffered or incurred by OES arising out of the performance or non-performance by the Generator of its obligations.

Signature _____

Print name _____

Date _____

- **SCHEDULE “C”
Incentive Rates**

Incentive Description

Table 1.0 describes three distinct material categories and the respective incentive payment levels for Acceptable WEEE materials, as defined in Section 0. Materials that were used outside of Ontario and transported into the province for recycling or refurbishment, or which are not within the definition of Acceptable WEEE, are not eligible for incentives. Each material category has two distinct payment levels based on a range of recycling efficiency rates.

OES will not provide packaging materials such as pallets, gaylords or bulk bags to Processors accessing the Processor Incentive Program.

OES will provide Processors with a per tonne incentive comprised of processing and transport components:

Distance is measured from Generator pick up address to processing plant. Waybills must include pick up location to be eligible for Incentive. Invoices must include km count to be eligible for Incentive.

Processors will be subject to the completion of OES waybill for tracking purposes. The waybill process will verify and track program materials from the point of collection at the Generator through to the approved Processor.

Table 1

Material Categories	Level 1 Recycling Efficiency Rate	Level 1 \$/Tonne	Level 2 Recycling Efficiency Rate	Level 2 \$/Tonne	Collection Incentive
A) Display Devices	50% to 75%	\$400	>75%	\$600	\$150
B) Desktop & Portable Computers	60% to 85%	\$150	>85%	\$300	\$150
C) Other Program WEEE	60% to 85%	\$350	>85%	\$550	\$150

Table 2.0 as follows:

Shipping distance from generator to processor facility	Transportation Incentive/tonne
0-50 kms	50.00
51-100 kms	70.00
101-250 kms	100.00
250+ kms	120.00