

Municipal WEEE Collection Site Checklist

All 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.

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

Collection Site Checklist

Material Sorting

Collected materials will be/are sorted into:

- 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

Material Preparation

Material groups will be/are properly contained:

- 🍏 Group 1–desktop and portable computers contained on shrink-wrapped pallets, in gaylord boxes, or in approved shipping containers.
- 🍏 Group 2 –display devices contained on shrink-wrapped pallets, in gaylord boxes, or in approved shipping containers.
- 🍏 Group 3 –printing devices and peripherals contained in gaylord boxes, or in approved shipping containers.

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 gaylords and/or approved shipping containers for shipment.



Accessibility

- 🍏 Site has material handling equipment with the ability to move pallets or approved shipping containers so that they are accessible to OES trucks, and/or;
- 🍏 Site has sorted and packaged WEEE ready for pickup in an area that is accessible for lifting directly onto OES trucks.

Operating Procedures

- 🍏 Site is safe for all users
- 🍏 Material drop off area is located so that users are not endangered by site equipment or other traffic.
- 🍏 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.

Security

- 🍏 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 will be equipped with signage to advise users to wipe/remove confidential information from their computers before drop off (visible disclaimer).

Documentation*

- 🍏 General Liability Coverage (insurance) is in place for site operations and the provisions are inclusive of Revised (Phase 1 and 2) WEEE materials
- 🍏 Site operator has written permission from the site owner (if different from the operator) to collect WEEE at the site.

****All documentation must be received by OES within 30 days of 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. Following this, applicants will gain access to the remainder of the OES registration system.

Operators that are unable to meet the requirements are encouraged to postpone the site pre-registration until all requirements are in place.

For more information contact:

Operational Support

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