

1. First, the generator and the processor must define and agree on logistical details (frequency of pickups, quantities to stock, containers used, etc.). Once an agreement has been reached, the generator must fill out the **Appendix A – Generator Application Form**, which is available on EPRA-Québec’s website.

Simply go to www.recyclemyelectronics.ca/qc, mouse over the **Service Providers** menu, then **Processors**, and finally click **ICI Recovery Program (ICIRP)**.

2. Upon reception of the application form, EPRA-Québec will review the request. Following approval of the application, EPRA-Québec will send an email containing the Site ID number (e.g. GE1234 or QCDE1234) and a link for submitting pickup requests (see point 3). The generator must keep this link and Site ID number in their records. The Site ID number is required for all Generator Direct Pickup Requests.
3. Once the generator has accumulated the agreed-upon quantity of EOLE, they must fill out the online form titled **Appendix B – Generator Direct Pickup Request** available using the link provided when their application was approved (see point 2). The following information is required for all requests:
 - Site ID number
 - Quantity (real or estimated) of containers
 - Type of container (pallet, cage, super bag or other)
 - Preferred pickup date
4. If the request meets all requirements, the Program Director will transfer the details of the request and the necessary documents to the selected processor, who in turn will schedule the pickup according to the requested date.
5. The processor will coordinate the pickup and processing of materials. After which, the processor will upload to EPRA-Québec’s portal:
 - A signed copy of the Generator Direct Pickup Request
 - A signed copy of the bill of lading
 - The request invoice, making sure the Site ID number is clearly indicated

NOTE: No payment will be made to the processor if they have not obtained a pickup request number from EPRA-Québec PRIOR to pickup.