

This document outlines the participants and supporting procedures for the EPRA ICIRP for end-of-life electronics collection and processing of product originating at industrial, commercial or institutional businesses who have consumed electronics in the course of their daily operations and now have a need to responsibly and securely recycle those products.

Definitions:

- **“Covered Products”:** Those regulated electronic products which are part of the provincially-approved EPRA Program for collection and reuse/recycling
- **“EOLE”:** End-of-life Electronics
- **“EPRA”:** Electronic Products Recycling Association
- **“ERS”:** Current version of the Electronic Recycling Standard (ERS) implemented by the Recycler Qualification Office (RQO), also known as the Recycling Qualification Standard available at rqp.ca.
- **“Generator”:** An ICI-based business or organization generating the EOLE and supplying the same to a Processor for recycling
- **“ICI”:** Industrial, Commercial or Institutional sector
- **“Processor”:** An organization verified and approved by the RQO to provide value-added EOLE processing services (the complete list is available by clicking on the “APPROVED RECYCLERS” menu at rqp.ca) and whose ICIRP application has been approved by EPRA.
- **“Program Director”:** The EPRA Director responsible for the Provincial Program for which the ICIRP is contracted.

1.0 BACKGROUND

Selected generators of program covered EOLE have chosen not to use their local EPRA program for the responsible management of these products, as they require additional value-added services for the processing, such as asset tracking, video-recorded destruction, pre-processing data wiping, etc. In addition, generators from the ICI sector may not always fit well into the current depot-based collection model. Finally, EPRA wants to work with a variety of entities in their jurisdictions to encourage innovative approaches to collect increased volumes of covered EOLE.

The ICIRP is intended to provide an in-program solution for qualified generators (outlined below) to work with RQO-verified processors (the complete list is available by clicking on the “APPROVED RECYCLERS” menu at rqp.ca) to securely and responsibly recycle program-covered products and to:

1. Allow the reporting of the volumes of these products to the EPRA program
2. Provide the Generator of the covered EOLE an avenue for recycling that would be funded by the EPRA program.
3. Allow the Generator and the Processor to negotiate for other services not provided within the EPRA program such as asset tracking and data wiping.

Under the ICIRP, generators and processors who have been approved by the program may contract to provide transport and recycling of covered products. The processor will be paid by the program as outlined in Appendix C.

2.0 APPLICABILITY

The EPRA ICI Recovery Program applies only to EPRA pre-approved generators and processors. For the purposes of this program, generators will be limited to:

1. Covered products (often requiring data destruction or other additional processing. Costs for data destruction and any additional processing to be paid by the generator)
2. Industrial, Commercial or Institutional (ICI) organizations approved by EPRA
3. Generators who are the actual originators of the covered products

The ICIRP program is not available to any public-facing collectors such as municipalities, existing EPRA collection depots or R2R (return-to-retail) participants or any other retailer or any other organization that is not the originator of the EOLE product. These collection sources are already serviced under the core EPRA service provider program. In addition, those generators already working with reusers & refurbishers or wishing to do so should work with their EPRA Program Director to see if the Reuse program offering may be a better fit. For more information, refer to the EPRA Program Director.

All ICIRP-eligible products must have been generated as an EOLE within the EPRA program province and are covered products under that program. Under the ICIRP, EPRA will not reimburse for volume that was generated outside of the province and shipped into the province for EOLE management, and also does not include volumes intended for refurbishment or other remarketing.

3.0 APPLICATION PROCESS

The Generator Application Form (Appendix A) must be completed by a potential generator outlining the estimated annual volume and approved by the Program Director before any shipment can be made. The generator also must include a list of the RQO-verified processors they will be working with. Each of those processors must be pre-approved using the form provided in Appendix E.

Once the application is approved, the Generator will be assigned a Generator Code that will have to be used by the Generator in all documents accompanying the ICIRP products shipped.

4.0 OPERATIONAL PROCEDURES

The process to initiate a Request for ICIRP Shipment is described in Appendix D.

5.0 TRACKING, REPORTING AND VERIFICATION

The Processor will obtain the necessary information when the request is initiated, and will also be responsible for providing a copy of the Bill of Lading as well as program authorized shipping documents to the EPRA Program Director at the time of invoicing. *NOTE: Invoicing will be done on separate documents from other program invoicing and will not be combined with other batch shipment invoicing.*

Invoicing should provide weight in kilograms for each of the three following categories:

- Display Devices (televisions, monitors, etc.)
- CPU or Computers (tablets, notebooks, desktops, cellular phones, etc.)
- All other covered products

There may also be other audit or reporting requirements for product composition reasons (i.e. recycler audits that are carried out by the recyclers for the EPRA program).

Processors must be RQO-verified in order to participate in the program. It will be solely the responsibility of those Processors to ensure that ONLY covered products are invoiced to the program and that all such products meet the requirements outlined in Section 2.0. Processors are subject to removal as an approved processor should it be determined that EPRA is invoiced for non-program products either through abuse or neglect by the Processor.

The EPRA Program Director will track all reported data and assess the data for any inconsistencies. The Program Director will look to confirm:

- The number of pallets, cages and bags approved for shipment, transported and received;
- The net weight in kilograms of the pallets and quantities of covered products contained on each pallet; and
- That all products have been processed.

The EPRA Program Director will also assess:

- The total pallet weights to program averages;
- The amount of non-program products included in the pallets; and
- The amount of packaging and other materials included in the pallets.

6.0 APPLICABLE DOCUMENTS

The following documents will be made available to the ICIRP applicants.

- Generator Application Form (Appendix A)
- Generator Direct Pickup Request (Appendix B)
- ICIRP Rates (Appendix C) – *Only available to processors*
- ICIRP Operational Procedures (Appendix D)
- Processor Application Form (Appendix E)

7.0 VERIFICATION PROCESSES

By participating in the ICIRP, both Processors and Generators confirm that all information provided is accurate and agrees to permit auditing by EPRA to verify compliance with the program. On-site audits to observe the business processes may occur without notice and will occur during normal business hours. Audit requests for supporting documentation will include a statement of reasonable turnaround time for the required documentation.

At the Program Director's discretion or where EPRA is unable to verify data reported or identifies inconsistencies in reporting, EPRA may initiate a detailed audit of the shipment. EPRA reserves the right to audit the Generator and Processor for program compliance, including but not limited to confirming the process for:

- Identifying the origin of the products
- Tracking and separating covered products
- Reporting volumes to the Program

8.0 CONDITIONS AND CONSIDERATIONS

In the event that the verification process is unable to clarify earlier identified inconsistencies, or identifies further inconsistencies in product originator tracking or reporting, EPRA will notify the Processor of the issues and provide the Processor with 15 days to provide satisfactory resolution to the outstanding issues. If the outstanding issues remain unresolved, the Processor's approval to the ICIRP may be revoked.

In addition, any amounts already paid to the Processor for material claimed on shipments lacking documentation, or from generator sites that have failed to meet the standards, must be reimbursed to EPRA.

Processors must include the following documents to receive the compensation for their recycling and transport costs:

1. Full Completed Generator Direct Pickup Request (Appendix B)
2. Way bill signed by the Generator
3. Invoice including EPRA reference number

If documents are missing and/or the documents are not completed fully, the request for payment will be refused and returned to the Processor.

The Processor is responsible for all costs associated with the covered products, including shipping and logistics costs as well as all processing and supplies. Other value-added service costs are strictly between the Processor and the Generator.

Only after confirmation of shipment and processing of the covered products, and verification of volumes, will EPRA provide the Processor with a transportation and processing incentive (per metric tonne) for the covered products processed, as outlined in Appendix C. *Note: No incentive will be paid on claims containing inconsistent data, data lacking supporting documentation, , on the weight of packaging, product sourced outside of the originator or the province and non-eligible WEEE per the respective provincial program.*