

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. The list of acceptable material can be found here, in Appendix A: http://www.ontarioelectronicstewardship.ca/sites/all/files/pdf/rules/2011_rules.pdf

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.