

**IN FOCUS**

# **DOWNSTREAM APPLICATIONS**



**RECYCLER QUALIFICATION OFFICE**

**JUNE 2014**

# SUMMARY OF REQUIREMENT

## *Recycler Qualification Program, Section 37.1:*

- Where a Recycler seeks to amend an approved process, or change a Downstream Recycler, a request must be submitted in writing to the Stewardship Program detailing the proposed process modification or Downstream Recycler change along with the necessary application and supporting information for the requested change.

### Purpose:


- To ensure that any modifications to a recycler's scope of approval are audited and approved prior to use for processing program material.

# PRIOR TO APPLICATION

- Prior to submission of an application for a new downstream recycler, the primary must conduct a downstream assessment as required under Section 12.0 of the Electronics Recycling Standard (ERS).
- The purpose of this evaluation is to determine if the downstream is able to handle the material in a safe and environmentally sound manner, and in accordance with regulatory and ERS requirements.
- The evaluation, as well as the information gathered through this process, will form the basis of the primary recycler's application for approval of the downstream.

# APPLICATION PACKAGE

- After conducting the downstream evaluation, and confirming that the downstream conforms to all ERS requirements, the primary recycler must complete the *Recycler Application Form* and submit it along with all supporting evidence to the RQO for audit.
- The application package must be complete and accompanied by the applicable non-refundable application fee.



Recycler Qualification Program (2010)

### Recycler Application Form

A APPLICATION TYPE	
<input type="checkbox"/>	I am a Primary Recycler seeking approval under the RQP
<input type="checkbox"/>	I am an approved Primary Recycler seeking an amendment to my scope of approval
<input type="checkbox"/>	I am an approved Primary Recycler seeking approval for a Downstream Recycler

B APPLICANT INFORMATION	
Company Name:	Representative:
Address:	Phone:
City:	Email:
Province/State:	Postal/Zip:
Indicate all facilities covered under this application:	Site/Facility Contacts:

G APPLICABLE FEES AND PAYMENT	
A fee of \$1 500 is applicable for the submission of this application. A reduced fee of \$1 100 is applicable if the application is submitted by a registered not-for-profit organization.	
<input type="checkbox"/>	A cheque payable to the <i>Recycler Qualification Office</i> is attached to this application.
<input type="checkbox"/>	A cheque payable to the <i>Recycler Qualification Office</i> has been mailed separately to:  <i>Recycler Qualification Office c/o Electronic Products Recycling Association</i> 5750 Explorer Drive, Suite 301 Mississauga, ON L4W 0A9
The fee submitted applies to this application only and is non-refundable. Re-submission for an incomplete or nonconforming application is subject to an additional application fee.	

H CONFIRMATION OF ACCURACY & COMPLETENESS OF APPLICATION	
The applicant is responsible for ensuring that adequate information is provided. Incomplete applications will not be assessed. Confirm and verify each of the following:	
<input type="checkbox"/>	I verify that all supporting information indicated above has been provided in the application.
<input type="checkbox"/>	I verify that all information submitted is current and valid at the time of submission of the application.
<input type="checkbox"/>	I verify that the facility currently operates in compliance with all applicable regulatory requirements and the requirements of the ERS.
Should it be determined that any false information has been provided or any part of the organization, recycling operations or processes undertaken are misrepresented, the application will immediately be rejected.	
Signature of Applicant:	Date of Submission:

# SUPPORTING INFORMATION

- If for any reason, the recycler is not able to obtain information required on the recycler application form or examples of supporting evidence, the recycler must:
  - Explicitly state the omission on the application form;
  - Indicate why the information was not provided or available; and
  - Provide reasoning/justification for why, in the absence of the indicated information, the downstream recycler was otherwise deemed to have met the requirements of the ERS.

# RQP AUDIT

- Complete applications will be subject to a detailed document audit and where required a site audit will also be conducted.
- The primary recycler is responsible for communicating the RQP audit requirements to the downstream and securing the downstream's support for the audit process.
- Following successful completion of the RQP audit, the downstream may be approved for use and added to the primary's approved downstream flow.
- Where there are multiple levels of downstreams, separate applications and audits are required.

# NONCONFORMING APPLICATIONS

- All nonconforming applications will be closed as 'not approved'.
- Examples of nonconforming applications include, but are not limited to:
  - Incomplete application forms;
  - Omission of supporting evidence; and
  - Where the process or materials do not meet the Material Disposition Hierarchy or the Acceptable Processes and Points of Final Disposition (Table 1).
- In addition, applications will be closed where the downstream is non-responsive or cannot provide evidence of conformance with the ERS.

# CONFORMANCE CHECK

Prior to submission of an application, ensure the following:

- ❑ The *Application Form* has been filled out completely
- ❑ Supporting evidence for each item required in the application has been provided
- ❑ A detailed explanation has been provided where any required information has not been included in the package
- ❑ The application fee has been submitted
- ❑ The *Confirmation of Accuracy & Completeness of Application* section of the form has been completed by an authorized signatory
- ❑ The application package provides sufficient evidence that the downstream meets the requirements of the ERS



# CONTACT US

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