

RQP APPLICATION & REQUEST FORM

Recycler Qualification Office

APPLICANT INFORMATION			
Company Name:			
Processor Type(s):	<input type="checkbox"/> Recycling	<input type="checkbox"/> Reuse & Refurbishing	<input type="checkbox"/> Other:
Address:			
City:		Contact Name:	
Province / State:		Phone:	
Postal / Zip Code:		Email:	
List all other sites/facilities this application applies to:			
Program Contracts, check all that apply. For New Applicants, check all Programs of interest:			

- | | | |
|--|--|---|
| <input type="checkbox"/> EPRA British Columbia | <input type="checkbox"/> Ontario Electronics Stewardship | <input type="checkbox"/> EPRA Nova-Scotia |
| <input type="checkbox"/> EPRA Saskatchewan | <input type="checkbox"/> ARPE Quebec | <input type="checkbox"/> EPRA Prince-Edward-Island |
| <input type="checkbox"/> EPRA Manitoba | <input type="checkbox"/> EPRA New-Brunswick | <input type="checkbox"/> EPRA Newfoundland & Labrador |

APPLICATION TYPE		
<i>Select the type of application and complete the corresponding Appendix to complete your application.</i>		
<u>Appendix A</u>	<u>Appendix B</u>	<u>Appendix C</u>
<input type="checkbox"/> New Primary Application* <input type="checkbox"/> Scope Amendment Request*	<input type="checkbox"/> New Downstream Application* <input type="checkbox"/> Downstream Reactivation Request	<input type="checkbox"/> Trial Load Request
*A non-refundable fee of \$1,500 + tax applies to the submission of this application, or \$1,100 + tax for registered not-for-profit organizations.		

APPLICATION REVIEW & APPLICANT SIGNATURE	
<p><i>I confirm that:</i></p> <input type="checkbox"/> All applicable sections of this Application Form have been completed; <input type="checkbox"/> All required documentation has been attached; and <input type="checkbox"/> All information provided is accurate and current.	
<p><i>I understand that:</i></p> <input type="checkbox"/> Application fees are non-refundable; <input type="checkbox"/> Approval under the RQP does not guarantee a contract with, or allocation of material from, any program; and <input type="checkbox"/> Incomplete information will cause delays in processing, and may result in the rejection of the application.	
<p>Submit completed application package to: info@rqp.ca</p>	<p><i>Payment by EFT or send cheque to:</i></p> <p>Electronic Products Recycling Association 5750 Explorer Drive, Suite 301 Mississauga, ON, L4W 0A9</p>
Signature:	Date:

APPENDIX A: NEW PRIMARY / SCOPE AMENDMENT REQUEST

DEFINE SCOPE OF OPERATIONS / PROPOSED CHANGE IN SCOPE

REQUIRED DOCUMENTATION

<i>New Primary</i>	<i>Scope Amendment Request</i>
<ul style="list-style-type: none"> <input type="checkbox"/> R2 Certificate <input type="checkbox"/> Certificate of General Liability Insurance (min. \$2M) <input type="checkbox"/> Worker's Compensation Coverage <input type="checkbox"/> Policy/statement prohibiting child and prison labour <input type="checkbox"/> Procedure/statement to provide notice of reportable incidents (within 5 business days) <input type="checkbox"/> Maintain closure plan financial assurance <input type="checkbox"/> Permits/Licenses (where applicable) <input type="checkbox"/> Downstream Flow 	<p>Where applicable:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Updated Permits/Licenses <input type="checkbox"/> Updated/New SOPs <input type="checkbox"/> Records of Training <input type="checkbox"/> Risk Assessment <input type="checkbox"/> Air/Surface Sampling Results <input type="checkbox"/> Downstream Flow

APPENDIX B: NEW DOWNSTREAM / DOWNSTREAM REACTIVATION

DOWNSTREAM INFORMATION

Company Name:			
Address:			
City:	Contact Name:		
Province / State:	Phone:		
Postal / Zip Code:	Email:		
Will the Applicant be using a Broker?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If YES, will the Broker be:	<input type="checkbox"/> Receiving/Consolidating <input type="checkbox"/> Managing the Transaction Only
If applicable, include Broker address & contact information below.			
Describe scope of application (materials and processes).			

REQUIRED DOCUMENTATION

<i>Downstream (Focus Materials)</i>	<i>Downstream (Non-Focus Materials)</i>
<input type="checkbox"/> R2 Certificate or Focus Material Management Plan <input type="checkbox"/> Certificate of General Liability Insurance (min. \$1M) <input type="checkbox"/> Worker's Compensation Coverage <input type="checkbox"/> Policy/statement prohibiting child and prison labour <input type="checkbox"/> Procedure/statement to provide notice of reportable incidents (within 30 business days) <input type="checkbox"/> Operating Permits & Licenses (where applicable) <input type="checkbox"/> Export / Import Permit (where applicable)	<input type="checkbox"/> Certificate of General Liability Insurance (min. \$500K) <input type="checkbox"/> Worker's Compensation Coverage <input type="checkbox"/> Policy/statement prohibiting child and prison labour

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APPENDIX B: NEW DOWNSTREAM / DOWNSTREAM REACTIVATION (CONTINUED)			
DOWNSTREAM APPLICATION DETAILS: MATERIALS & PROCESSING METHODS			
Material Type	Description	Processing Method	Downstream Flow
<input type="checkbox"/> CRT Tubes	<input type="checkbox"/> Whole <input type="checkbox"/> Broken	<input type="checkbox"/> Consolidation <input type="checkbox"/> Manual Dismantling <input type="checkbox"/> Mechanical Processing <input type="checkbox"/> Other	<input type="checkbox"/> Final Point of Disposition <input type="checkbox"/> Sold to Market <input type="checkbox"/> Sent for Further Processing
<input type="checkbox"/> Leaded Glass <input type="checkbox"/> Non-Leaded Glass	<input type="checkbox"/> Crushed <input type="checkbox"/> Other:	<input type="checkbox"/> Consolidation <input type="checkbox"/> Mechanical Processing <input type="checkbox"/> Smelting/Refining <input type="checkbox"/> Other	<input type="checkbox"/> Final Point of Disposition <input type="checkbox"/> Sold to Market <input type="checkbox"/> Sent for Further Processing
<input type="checkbox"/> Batteries	<input type="checkbox"/> Li-ion <input type="checkbox"/> Ni-Cad <input type="checkbox"/> Ni-MH <input type="checkbox"/> Other:	<input type="checkbox"/> Consolidation <input type="checkbox"/> Mechanical Processing <input type="checkbox"/> Smelting/Refining <input type="checkbox"/> Other	<input type="checkbox"/> Final Point of Disposition <input type="checkbox"/> Sold to Market <input type="checkbox"/> Sent for Further Processing
<input type="checkbox"/> Circuit Boards <input type="checkbox"/> Components <input type="checkbox"/> PM Bearing Material <input type="checkbox"/> Wires & Cables	<input type="checkbox"/> Whole <input type="checkbox"/> Shredded <input type="checkbox"/> Dust/Fines <input type="checkbox"/> Other	<input type="checkbox"/> Consolidation <input type="checkbox"/> Mechanical Processing <input type="checkbox"/> Smelting/Refining <input type="checkbox"/> Other	<input type="checkbox"/> Final Point of Disposition <input type="checkbox"/> Sold to Market <input type="checkbox"/> Sent for Further Processing
<input type="checkbox"/> Mercury Bulbs		<input type="checkbox"/> Consolidation <input type="checkbox"/> Mechanical Processing <input type="checkbox"/> Heat Treatment <input type="checkbox"/> Smelting/Refining	<input type="checkbox"/> Final Point of Disposition <input type="checkbox"/> Sent for Further Processing
<input type="checkbox"/> Ink & Toner Cartridges		<input type="checkbox"/> Reuse <input type="checkbox"/> WTE <input type="checkbox"/> Other:	<input type="checkbox"/> Final Point of Disposition <input type="checkbox"/> Sold to Market <input type="checkbox"/> Sent for Further Processing
<input type="checkbox"/> Steel <input type="checkbox"/> Aluminium <input type="checkbox"/> Copper <input type="checkbox"/> Mixed Metals	<input type="checkbox"/> Baled <input type="checkbox"/> Shredded <input type="checkbox"/> Other:	<input type="checkbox"/> Consolidation <input type="checkbox"/> Mechanical Processing <input type="checkbox"/> Smelting/Refining <input type="checkbox"/> Other	<input type="checkbox"/> Final Point of Disposition <input type="checkbox"/> Sold to Market <input type="checkbox"/> Sent for Further Processing
<input type="checkbox"/> Plastic (HIPS) <input type="checkbox"/> Plastic (ABS) <input type="checkbox"/> Plastic (Acrylic) <input type="checkbox"/> Other:	<input type="checkbox"/> Baled <input type="checkbox"/> Shredded <input type="checkbox"/> Other:	<input type="checkbox"/> Consolidation <input type="checkbox"/> Mechanical Processing <input type="checkbox"/> Other	<input type="checkbox"/> Final Point of Disposition <input type="checkbox"/> Sold to Market <input type="checkbox"/> Sent for Further Processing
<input type="checkbox"/> Other:			
<input type="checkbox"/> Other:			
<input type="checkbox"/> Other:			

APPENDIX C: TRIAL LOAD REQUEST

DOWNSTREAM INFORMATION

Company Name:			
Address:			
City:	Contact Name:		
Province / State:	Phone:		
Postal / Zip Code:	Email:		
Will the Applicant be using a Broker?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If YES, will the Broker be:	<input type="checkbox"/> Receiving/Consolidating <input type="checkbox"/> Managing the Transaction Only
If applicable, include Broker address & contact information below.			

TRIAL LOAD DETAILS

Material Description	Weight	Estimated/Desired Ship Date

REQUIRED DOCUMENTATION

Downstream (Focus Materials)	Downstream (Non-Focus Materials)
<input type="checkbox"/> Certificate of General Liability Insurance (min. \$1M) <input type="checkbox"/> Worker's Compensation Coverage <input type="checkbox"/> Policy/statement prohibiting child and prison labour <input type="checkbox"/> Export / Import Permit (where applicable)	<input type="checkbox"/> Certificate of General Liability Insurance (min. \$500K) <input type="checkbox"/> Worker's Compensation Coverage <input type="checkbox"/> Policy/statement prohibiting child and prison labour