

# 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*<br><input type="checkbox"/> Scope Amendment Request*  | <input type="checkbox"/> New Downstream Application*<br><input type="checkbox"/> Downstream Reactivation Request | <input type="checkbox"/> Trial Load Request |
| *A non-refundable fee of <b>\$1,500 + tax</b> applies to the submission of this application, or <b>\$1,100 + tax</b> 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;<br><input type="checkbox"/> All required documentation has been attached; and<br><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;<br><input type="checkbox"/> Approval under the RQP does not guarantee a contract with, or allocation of material from, any program; and<br><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: <a href="mailto:info@rqp.ca">info@rqp.ca</a></p>   | <p><i>Payment by EFT or send cheque to:</i></p> <p>Electronic Products Recycling Association<br/>           5750 Explorer Drive, Suite 301<br/>           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"> <li><input type="checkbox"/> R2 Certificate</li> <li><input type="checkbox"/> Certificate of General Liability Insurance (min. \$2M)</li> <li><input type="checkbox"/> Worker's Compensation Coverage</li> <li><input type="checkbox"/> Policy/statement prohibiting child and prison labour</li> <li><input type="checkbox"/> Procedure/statement to provide notice of reportable incidents (within 5 business days)</li> <li><input type="checkbox"/> Maintain closure plan financial assurance</li> <li><input type="checkbox"/> Permits/Licenses (where applicable)</li> <li><input type="checkbox"/> Downstream Flow</li> </ul> | <p>Where applicable:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Updated Permits/Licenses</li> <li><input type="checkbox"/> Updated/New SOPs</li> <li><input type="checkbox"/> Records of Training</li> <li><input type="checkbox"/> Risk Assessment</li> <li><input type="checkbox"/> Air/Surface Sampling Results</li> <li><input type="checkbox"/> Downstream Flow</li> </ul> |

## 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<br><input type="checkbox"/> NO | If YES, will the Broker be: | <input type="checkbox"/> Receiving/Consolidating<br><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<br><input type="checkbox"/> Certificate of General Liability Insurance (min. \$1M)<br><input type="checkbox"/> Worker's Compensation Coverage<br><input type="checkbox"/> Policy/statement prohibiting child and prison labour<br><input type="checkbox"/> Procedure/statement to provide notice of reportable incidents (within 30 business days)<br><input type="checkbox"/> Operating Permits & Licenses (where applicable)<br><input type="checkbox"/> Export / Import Permit (where applicable) | <input type="checkbox"/> Certificate of General Liability Insurance (min. \$500K)<br><input type="checkbox"/> Worker's Compensation Coverage<br><input type="checkbox"/> Policy/statement prohibiting child and prison labour |

# RQP APPLICATION & REQUEST FORM

| 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<br><input type="checkbox"/> Broken  | <input type="checkbox"/> Consolidation<br><input type="checkbox"/> Manual Dismantling<br><input type="checkbox"/> Mechanical Processing<br><input type="checkbox"/> Other         | <input type="checkbox"/> Final Point of Disposition<br><input type="checkbox"/> Sold to Market<br><input type="checkbox"/> Sent for Further Processing |
| <input type="checkbox"/> Leaded Glass<br><input type="checkbox"/> Non-Leaded Glass  | <input type="checkbox"/> Crushed<br><input type="checkbox"/> Other:  | <input type="checkbox"/> Consolidation<br><input type="checkbox"/> Mechanical Processing<br><input type="checkbox"/> Smelting/Refining<br><input type="checkbox"/> Other          | <input type="checkbox"/> Final Point of Disposition<br><input type="checkbox"/> Sold to Market<br><input type="checkbox"/> Sent for Further Processing |
| <input type="checkbox"/> Batteries  | <input type="checkbox"/> Li-ion<br><input type="checkbox"/> Ni-Cad<br><input type="checkbox"/> Ni-MH<br><input type="checkbox"/> Other:      | <input type="checkbox"/> Consolidation<br><input type="checkbox"/> Mechanical Processing<br><input type="checkbox"/> Smelting/Refining<br><input type="checkbox"/> Other          | <input type="checkbox"/> Final Point of Disposition<br><input type="checkbox"/> Sold to Market<br><input type="checkbox"/> Sent for Further Processing |
| <input type="checkbox"/> Circuit Boards<br><input type="checkbox"/> Components<br><input type="checkbox"/> PM Bearing Material<br><input type="checkbox"/> Wires & Cables | <input type="checkbox"/> Whole<br><input type="checkbox"/> Shredded<br><input type="checkbox"/> Dust/Fines<br><input type="checkbox"/> Other | <input type="checkbox"/> Consolidation<br><input type="checkbox"/> Mechanical Processing<br><input type="checkbox"/> Smelting/Refining<br><input type="checkbox"/> Other          | <input type="checkbox"/> Final Point of Disposition<br><input type="checkbox"/> Sold to Market<br><input type="checkbox"/> Sent for Further Processing |
| <input type="checkbox"/> Mercury Bulbs  |  | <input type="checkbox"/> Consolidation<br><input type="checkbox"/> Mechanical Processing<br><input type="checkbox"/> Heat Treatment<br><input type="checkbox"/> Smelting/Refining | <input type="checkbox"/> Final Point of Disposition<br><input type="checkbox"/> Sent for Further Processing  |
| <input type="checkbox"/> Ink & Toner Cartridges   |  | <input type="checkbox"/> Reuse<br><input type="checkbox"/> WTE<br><input type="checkbox"/> Other:   | <input type="checkbox"/> Final Point of Disposition<br><input type="checkbox"/> Sold to Market<br><input type="checkbox"/> Sent for Further Processing |
| <input type="checkbox"/> Steel<br><input type="checkbox"/> Aluminium<br><input type="checkbox"/> Copper<br><input type="checkbox"/> Mixed Metals                          | <input type="checkbox"/> Baled<br><input type="checkbox"/> Shredded<br><input type="checkbox"/> Other:                                       | <input type="checkbox"/> Consolidation<br><input type="checkbox"/> Mechanical Processing<br><input type="checkbox"/> Smelting/Refining<br><input type="checkbox"/> Other          | <input type="checkbox"/> Final Point of Disposition<br><input type="checkbox"/> Sold to Market<br><input type="checkbox"/> Sent for Further Processing |
| <input type="checkbox"/> Plastic (HIPS)<br><input type="checkbox"/> Plastic (ABS)<br><input type="checkbox"/> Plastic (Acrylic)<br><input type="checkbox"/> Other:        | <input type="checkbox"/> Baled<br><input type="checkbox"/> Shredded<br><input type="checkbox"/> Other:                                       | <input type="checkbox"/> Consolidation<br><input type="checkbox"/> Mechanical Processing<br><input type="checkbox"/> Other  | <input type="checkbox"/> Final Point of Disposition<br><input type="checkbox"/> Sold to Market<br><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<br><input type="checkbox"/> NO | If YES, will the Broker be: | <input type="checkbox"/> Receiving/Consolidating<br><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)<br><input type="checkbox"/> Worker's Compensation Coverage<br><input type="checkbox"/> Policy/statement prohibiting child and prison labour<br><input type="checkbox"/> Export / Import Permit (where applicable) | <input type="checkbox"/> Certificate of General Liability Insurance (min. \$500K)<br><input type="checkbox"/> Worker's Compensation Coverage<br><input type="checkbox"/> Policy/statement prohibiting child and prison labour |