



RQP APPLICATION & REQUEST FORM

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 a cheque to:</i></p> <p>Electronic Products Recycling Association 5750 Explorer Drive, Suite 301 Mississauga, ON, L4W 0A9</p>
Signature:	Date:



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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>
<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	Where applicable: <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



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Please Note: The material listed in this application must be tracked to the point of final disposition. If the below listed downstream is not the point of final disposition, a copy of Appendix B and the Required Documentation must be completed for each downstream recycler to handle the material. If multiple downstreams are involved in the application, please include an illustration or explanation of the sequence of recyclers to handle this material.

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"/> Aluminum <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:			
<input type="checkbox"/> Other:			



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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