



## **Guidebook 1: Are you an obligated Steward?**

Updated: May 17, 2010

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## *Introduction*

Ontario Electronic Stewardship (OES) publishes guidebooks to assist organizations in fulfilling their obligation as “Stewards” under the Revised Phase 1 and 2 Waste Electrical and Electronics (WEEE) Program Plan authorized by the *Waste Diversion Act, 2002* (WDA).

There are three guidebooks available:

- *Guidebook 1: Are you an Obligated Steward?*  
The first guidebook helps you determine if your organization is an obligated Steward. It explains Steward requirements and the Remitter Process.
- *Guidebook 2: How to file an OES Report*  
The second guidebook provides assistance to Stewards and Remitters with filing monthly OES Reports and submitting monthly payments to OES.
- *Guidebook 3: The Remitter’s Process*  
The third guidebook provides Stewards or other organizations with step-by-step instructions on how to enter into Remitter’s and Sub-Remitter’s Agreements.

These Guidebooks are to be used for the Data Periods applicable from April 1 2010 to March 31, 2011 (inclusive). They provide assistance but are not legal documents. Stewards’ legal obligations are established by the [Rules](#) of the program.

Please be aware that the deadline for filing OES Reports and paying fees is 30 days following the preceding Data Period (i.e., April 2010 obligation month is due May 30, 2010). Obligated Stewards will not be able to start entering data into the system until the first day of the next month.

OES reserves the right to change these Guidebooks at any time and it is recommended that Stewards check the website for updates.

## *For More Information*

- Visit our website at: [www.ontarioelectronicstewardship.ca](http://www.ontarioelectronicstewardship.ca)
- Call: 1-888-646-1820, ext. 1
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## 1.0 Background on the Revised Phase 1 and 2 WEEE Program

Ontario's Waste Diversion Act, 2002 (WDA) established an organization called Waste Diversion Ontario (WDO) with a mandate to promote the reduction, reuse and recycling of designated waste and to provide for the development, implementation and operation of waste diversion programs in Ontario.

Waste Electrical and Electronic Equipment (WEEE) was designated under the WDA by Ontario Regulation 393/04. On June 11, 2007, the Minister of the Environment issued a WEEE Program Request Letter directing the WDO in co-operation with an Industry Funding Organization (IFO)—Ontario Electronic Stewardship (OES)—to develop a phased-in province-wide diversion program.

The first phase of WEEE materials included desktop and portable computers; computer peripherals such as keyboards, mice and drives; monitors; televisions; printers and fax machines. It came into effect April 1, 2009.

On June 7, 2009, the Minister requested additional development of the program in a second Program Request Letter. The Revised Phase 1 and 2 WEEE Program expands the list of Phase 1 material categories to include printing, copying and multi-functional devices, display devices, portable computers, and computer peripherals as well as adding new categories for telephones and answering machines, cellular devices and pagers, image, audio and video devices. The Minister approved this Revised Phase 1 and 2 WEEE Program on August 14, 2009 and it commenced April 1, 2010.

The Revised Phase 1 and 2 WEEE Program shifts the cost burden for the management of waste electronics from municipal taxpayers and individual businesses to the organizations that introduce these products into the Ontario market. Under this program, organizations who meet the designation of a Steward are obligated to file reports and make applicable payments to OES. These payments, in turn, fund the collection, reuse, refurbishing and recycling of WEEE in the Ontario program.

To find out if your organization may be obligated under the WEEE Program, please continue.

## 2.0 Is your organization an EEE Steward?

If your organization is a Brand Owner, First Importer, and/or Assembler of Electrical and Electronic Equipment (EEE) that is supplied for sale and use in Ontario, you may be obligated as a Steward. If so, you may have a legal obligation under the [Rules](#) to report and make payments to OES, based on the on the total EEE units (see [designated EEE materials](#)) that were supplied for use in Ontario.

- The Rules designate Stewards as organizations that are resident in Ontario, who are the Brand Owners, First Importers, Franchisors and/or Assemblers of EEE that is supplied for sale and used in Ontario.
- Stewards are obligated to fulfill their responsibilities by reporting on quantities of EEE supplied for use in Ontario and remitting applicable payments to OES. The payments fund the collection, consolidation, and transportation network that channel end-of-life WEEE for proper recycling with OES approved recyclers.

To help you decide if your organization may have an obligation/is a Steward, please use our "[Steward Obligation Decision Tool](#)."

## 2.1 What is designated EEE?

Designated EEE is any device—requiring an electric current to operate—that has been identified by the Minister as obligated under the program. The Revised Phase 1 and 2 Program includes items such as:

- display devices;
- portable and desktop computers;
- computer peripherals;
- desktop and floor standing printers;
- copiers or multifunctional devices;
- telephones and answering machines;
- cellular devices and pagers;
- image, audio and video devices; and

[Appendix A](#) of the Rules contains a listing of EEE Materials Definitions as well lists included and excluded products.

## 2.1 Program Commencement

Phase 1 of the WEEE Program Plan commenced April 1, 2009. Since then, obligated Stewards or Remitters— organizations that have entered into agreements to report on any Steward's behalf— should have been filing and making payments on Phase 1 designated materials.

The Revised Phase 1 and 2 WEEE Program Plan began April 1, 2010. It has an expanded list of designated materials, new program [Rules](#) and [Fee rates](#). Obligated Stewards or Remitters will need to file monthly OES Reports and make payments on the Revised Phase 1 and 2 EEE materials starting with the first data period April 1-30, 2010 due by May 30, 2010.

## 2.2 Reporting and Payment Timelines

Obligated Stewards are required to submit monthly reports for quantities of Revised Phase 1 and Phase 2 EEE materials as well as make monthly payments in accordance with the [Fee schedule](#).

Organizations may that they are obligated for Phase 1 materials, Revised Phase 1 and 2 materials, or both. If you are unsure about when your obligation date starts, please contact Customer Service at 1-888-646-1820, ext. 1.

Each year, OES will notify organizations of their obligation. For the Revised Phase 1 and 2 Program, the first reporting and payment deadline is 91 days after the notification date as shown in [Table 1](#).

**Table 1.0 Monthly Reporting and Payment Timelines for 2010**

<b>Data Period</b>	<b>Reporting &amp; Payment Deadline</b>	<b>Fee Schedule</b>
April 1 to April 30, 2010	Report is due 91 days after notification date <sup>1</sup>	2010
May 1 to May 31, 2010	Report is due 30 days after first OES Report is filed (or 91 days after notification date for all previously outstanding reports) <sup>2</sup>	2010
June 1 to June 30, 2010	Subsequent OES Reports are due 30 days after previously filed report or (or 91 days after notification date for all previously outstanding reports) <sup>2</sup>	2010
July 1 to July 31, 2010 Until March 1 to 31, 2011	Subsequent OES Reports are due 30 days after previously filed report or (or 91 days after notification date for all previously outstanding reports) <sup>2</sup>	2010

<sup>1</sup>Stewards who were notified by February 26, 2010 must report and remit fees within 91 days by May 30, 2010).

<sup>2</sup>Stewards who were notified after February 26, 2010 must submit their first OES Report within 91 days of the date on the notification letter). After the initial report, Stewards will need to adhere to regular reporting and payment timelines outlined in Section 3 and 4 of the [Rules](#).

### **2.3 Fee Schedule**

Each obligation year (12 months) is associated with a Fee schedule that is based on the net costs to manage each material. The Fee schedule for 2010 is shown in [Table 2.0](#).

### **2.4 Compliance & Penalties for Non-compliance**

Organizations that have registered, reported accurately, and made timely payments are considered to be members in good standing with OES and compliant with the WDA. For additional information, please see the [Rules](#).

Stewards who fail to pay fees as per the [Fee schedule](#) in [Appendix E](#) of the Rules (see bottom of page 7) may be subject to a penalty of 10% of the fees due. Interest may be charged on any outstanding balance and non-complying Stewards may be subject to enforcement actions prescribed under Sections 36-41 of the WDA.

**Table 2.0 Fee Schedule for 2010 (April 1, 2010 to March 31, 2011)**

<b>Revised Phase 1 and 2 WEEE Material Category</b>		<b>Fee Rate (\$/unit)</b>	
Display Devices	≤ 29" Screen	Computer Monitors	\$12.25
		Display Devices <18"	\$12.25
		Display Device 18"-29"	\$12.25
		All-in-One (AIO) Computers	\$12.25
	> 29" Screen	Displays 29"-45"	\$26.25
		Displays > 45"	\$26.25
Desktop Computers		\$7.80	
Portable Computers		\$2.75	
Computer Peripherals	Mice	\$0.40	
	Keyboards	\$0.40	
	Hard Drives	\$0.40	
	Optical Drives	\$0.40	
	Modems	\$0.40	
Printing, Copying and Multi-Function Devices	Desktop Printing, Copying and Multi-Function Devices	\$5.40	
	Floor-Standing Printing Devices	\$32.50	
	Floor-Standing Copying and Multi-Function Devices	\$32.50	
Telephones and Telephone Answering Machines		\$1.00	
Cellular Devices and Pagers		\$0.10	
Image, Audio and Video Devices	Personal/Portable	\$0.40	
	Home/Non-Portable	\$2.75	
	Home Theatre in a Box (HTB)	\$9.95	
	Aftermarket Vehicle	\$2.85	

### 3.0 Remitters, Sub-Remitters and the Remitter's Process

OES created a voluntary "Remitter's Process" for organizations—who may or may not be Stewards called Remitters—to enter into a formal agreement with an obligated Steward and OES. This allows Remitters to file monthly reports and make payments on behalf of the Steward. The Remitters can be value added resellers (VARs) or retailers who purchase the EEE materials from the Steward and supply them into the marketplace.

The voluntary 'Remitter's Process' also allows Sub-Remitters, who may or may not be Stewards or Remitters, with the option to enter into a formal agreement with a Remitter and OES. This allows Sub-

Remitters to file monthly reports and make payments on behalf of the Remitter. Sub-Remitters can be value-added resellers (VARs) or retailers who purchase the EEE materials from the Remitter (an organization that has a Remitter's Agreement approved by OES) and supply them into the marketplace.

**Note:** The Steward's obligation under the Rules for all designated EEE they supply for use in Ontario does not transfer to other parties under any agreement. Stewards will be required to file each monthly report for the designated EEE units not Supplied to the Remitter.

If there is no designated EEE supplied for use in Ontario in the data month a Nil Report will be filed. A Nil Report means an OES Report that has zero units and generates zero fees. This ensures compliance with the program and Rules.

To learn more about Remitter's and Sub-Remitters, please review [Guidebook 3: The Remitter's Process](#).

## 4.0 OES Registration & Application System

OES has an online Application and Registration System available for obligated Stewards and organizations who wish to register and participate in the Remitter's Process.

To use the system, Stewards and Remitters will be supplied with an application number, login ID and password, all of which are necessary to file monthly reports and track agreements. The registration system can be accessed at: <https://mtsreg.oesdatasystem.ca/login.aspx>.

### 4.1 Registering for the First-time

This section has step-by-step instructions for organizations who are registering with OES for this first time, or organizations that previously registered and declared they were not obligated. These organizations still need to declare their obligation for the Revised (Phase 1 and 2) WEEE Program. This process is described in [Section 4.2: Confirming your Revised Phase 1 and 2 Obligation](#).

#### ***Before You Start!***

If you have a) been notified, b) reviewed the program Rules and the contents of this guidebook, and c) have decided that your organization is not obligated, nor has interest in participating in the Remitter's Process, we ask that you please register with OES and indicate "No" to the obligation questions. Please note, however, that registering with OES does not result in a Remitter's Agreement or absolve any party from reporting and paying fees.

#### ***Navigational Features***

- When moving from field to field use the TAB key.
- Use a Shift-TAB key combination to move your cursor back a field.
- Remember to click the **<Save>** button to protect your work and save often. You can save and return to complete your work at any time.

- Avoid using the <**Forward /Back**> button on your internet browser; this will discard any unsaved changes.
- Applicants can <**Save**> information and return to complete the application at their convenience.
- Tabs on the toolbar near the top of the page allow users to toggle between screens.
- Roll over the <?> icon to display additional information or navigational tips.

### ➤ Step 1: Access the Online Registration and Application System

Type <https://mtsreg.oesdatasystem.ca/login.aspx> in your browser window address area and then click on enter. This will take you to the home page which illustrates the steps necessary to complete your application.

### ➤ Step 2: Create a New Application for Registration

This step applies to new organizations who wish to register as a Steward, participate in the Remitter’s process or for organizations who are not obligated.

**NOTE:** If your organization previously registered and stated “No” to the designation of a Steward of Phase 1, nor wanted to participate in the Remitter’s Process, you will need to contact OES Customer Service to UNLOCK your registration in order to continue.

- Click on <**New Application for Registration**>.
- Complete the required fields and answer the questions related to the Steward/Remitter’s Process self-declaration.
- Make a copy of the application number, login email and password for your records.
- Click on the <**Create application**> button (bottom right-hand corner) to ‘Save and Submit.’
- Review the instructions on the application process and click on <**Continue**> button. You are now ready to begin the registration process.

### ➤ Step 3: Enter Primary and Billing Contact Information

- Enter your email, password and newly created application number and click on the <**Login**> button.
- Fill-out the “Application for Registration” and “Main Contact” pages. Required information is marked with an asterisk.
- Once completed, click on <**Save and Continue**> button.

### ➤ Step 4: Declare your Obligation

- As you proceed, the toolbar at the top of the screen will display all pages that are required to be completed in order to declare your organization’s obligation status. Users can toggle between each section by clicking on the toolbar.
- On the Steward’s page, newly registered organizations will be asked to declare their obligation for the following obligation periods:

- Phase 1 materials supplied into Ontario market from April 1, 2009 to March 31, 2010; AND
- Revised Phase 1 and 2 materials supplied into the Ontario marketplace beginning with April 1, 2010 to March 31, 2011.
- The system will show the material lists. In addition you will be asked about your interest in participating in the Remitter's Process. This option will only be available for the Revised Phase 1 and 2 WEEE Program obligation year, April 1, 2010 to May 31, 2010. Depending on your answers, you may have an obligation as a Steward for one or both years.
  - If your organization is not a Steward but you ARE interested in the Remitter's process you will answer "Yes" to the Remitter's Process questions. Please remember this is not an exemption and you will need to enter into online agreements with Steward(s) or Remitter(s) and OES in order to report and pay fees.
  - If your organization is not a Steward and you are not interested in the Remitter's process please note that you can declare "No" to these questions.
- Please click on the **<Save and Continue>** button to continue.
- Until you submit your application, all fields can be edited and saved. To submit, click on the submission button located on navigation toolbar and read the Terms and Conditions carefully. Then, click the **<Submit Application>** to signify your agreement and finish.
  - If you are an obligated Steward, you can now proceed to file your OES Report via the OES Online Reporting System. Please review [Guidebook 2: How to file an OES Report](#).
  - If you are not an obligated Steward and you want to enter into a Remitter's Agreement, please review [Guidebook 3: The Remitter's Process](#).

[Register and/or Declare Your Revised Phase 1 and 2 Program Now!](#)

## 4.2 Confirming your Revised (Phase 1 and 2) Program Obligation

### ➤ Step 1: Access the Online Reporting System

- If your organization already registered with OES as a Phase 1 Steward, Remitter and/or Sub-Remitter, you will not need to register again. Please proceed to the OES [Online Reporting System](#) (<https://mtsreport.oesdatasystem.ca/login.aspx>) where you can confirm your obligation for the Revised Phase 1 and 2 WEEE Program.
  - A message, to that end, will appear only to the Primary Contact.
  - Until you have confirmed your obligation, you will not be able to file any outstanding reports or access any other screen within the system.
- Every year, your organization will need to declare its obligation status as well as indicate interest in participating in the Remitter's Process. The system will show your answer from the previous obligation year, however, you will have the option to change your response. If you are currently participating in this process as a voluntary Remitter or Sub-Remitter and no longer wish to do so, you will need to follow the cancellation process.

## ➔ Step 2: Submit Confirmation of your Obligation Status

- Click on the <**Save and Continue**> button to move forward. In order to learn more about how to file monthly reports and remit payments to OES please review [Guidebook 2: How to file an OES Report](#).

## 5.0 Next Steps!

Please read the next two guidebooks to learn more how to file OES Reports and learn about the Remitter's Process..

### *For More Information*

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