



## **Municipal WEEE Roll-off Collection Site Checklist**

Municipal sites that would like to be considered for collection site approval to accept WEEE materials under the Ontario Electronic Stewardship (OES) Roll-off Program are asked to review the checklist below to ensure that all program requirements are met.

OES requires that collection site operators register each collection site location using the online registration system.

### **Material Receiving & Preparation for Pick-up**

- Collected materials will be examined to ensure that they are acceptable program materials and placed carefully in the roll-off. WEEE will be packed in the roll-off so that it is unlikely to shift in transit and so that it does not reach above the top of the roll-off.

### **Site Configuration**

- Site has the ability to ensure that WEEE is sheltered in inclement weather. This includes securing open-top roll-offs with a tarp or other covering so that rain or snow do not accumulate in the container.
- Site has sufficient space to receive WEEE and situate a roll-off(s) or similar shipping container(s).

### **Accessibility**

- Site has an area that is accessible for Transporters to deposit and pick-up a roll-off(s) or similar shipping container(s).

### **Operating Procedures**

- Site is safe for all users
- Material drop off area is located so that users are not endangered by site equipment or other traffic.
- Site is equipped with a hazardous material cleanup kit for use in the event of a broken cathode ray tube (CRT) monitor or television.



## **Training**

- All site staff members and contractors that handle WEEE material have or will review and understand the Collection Site Organizing & Operating Guidebook and if necessary will complete training provided by OES.
- All site staff members that handle WEEE material will be familiar with the list of WEEE material that is accepted in the Program.

## **Security**

- Site has adequate security measures in place to protect material from being tampered with by anyone at the site or using the collection facility.
- Site will secure roll-off doors with padlock when site is closed.
- Site will be equipped with signage to advise users to wipe/remove confidential information from their computers before drop off (visible disclaimer).

## **Documentation\***

- General Liability Coverage (insurance) is in place for site operations and the provisions are inclusive of Revised (Phase 1 and 2) WEEE materials
- Site operator has written permission from the site owner (if different from the operator) to collect WEEE at the site.

\*All documentation must be received by OES within 30 days of receiving approval to operate as an OES Collection Site