



Roll-off Collection Site Operator Program Procedures

Bill of Lading

Bin Pick-up & Supply Requests

Invoicing Process

'Recycle Your Electronics' Listings

March 18, 2010

V1.0

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About this Guide

This guide is intended to assist Registered and Approved Roll-off Collection Site Operators with use and completion of OES Bills of Lading (BoLs), Bin Pick-up and Supply Requests, the Invoicing process and listing Roll-off Collection Sites on the *Recycle Your Electronics* website.

Confidential Disclaimer

The *OES Roll-off Collection Site Operator Program Procedures* guidebook provides guidance for service providers (Collectors, Transporters, Re-packing Facility Operators) but does not supersede any legal documents or any legal obligations that are set out in the agreement with Ontario Electronic Stewardship. OES reserves the right to change the guidebook at any time.

Contact Information

For any questions regarding the OES WEEE recycling program please contact:

Ontario Electronic Stewardship
P.O. Box 17022
69 Yonge St.
Toronto, ON, M5E 1Y2

Fax: 416-594-3463
Phone: 1-888-646-1820 EXT. 2

For inquiries regarding transportation (pick ups or supplies), email:
rolloffs@ontarioelectronicstewardship.ca

For inquiries regarding payment and collection fee summaries, email:
collectionfees@ontarioelectronicstewardship.ca

For all other inquiries please contact your Regional Operations Coordinator.

1.0 Completing a Bill of Lading (BoL)


Bills of Lading (BoLs) are supplied by OES for registered and approved Roll-off Collection Sites and must be used for all WEEE shipments to track the transportation of acceptable WEEE between two locations (e.g., a collection site and a re-packing facility). An example of a BoL is shown in Figure 1.

The **Collection Site Operator, Transporter, and Re-packing facility Operator** are responsible for completing the fields on the Bill of Lading as indicated in **Table 1 Required Fields**.

- The Collection Site is responsible for the secure storage of BoLs.
- BoLs are 4-part forms:
 - **White Copy** - kept by the Collection Site Operator
 - **Yellow copy** - kept by the Driver of the transportation company
 - **Green copy** - sent by the Re-packing Facility (Re-packer) to OES within 15 days of being completed
 - **Blue copy** - kept by the Re-packing Facility after all the information is completed and signed
- BoLs are pre-numbered
 - The 7-digit Bill of Lading Number is located at the top right side of the BoL
 - Use BoLs in sequential order (e.g., #3004475 before #3004476)
- All fields are numbered and defined on the back of the BoL as shown in **Table 1: Required Fields**.
- Ensure that all information entered on the BoL is **accurate** and that **all fields are complete**. **Please write clearly, press firmly on a hard surface and use ink!**
- BoLs **MUST** be **signed** by **all parties** to be considered complete. Incomplete BoLs will be considered invalid.
- The **Collection Site Operator** must sign the BoLs **ONSITE** prior to the vehicle leaving the collection site.
- OES is not responsible for any lost, missing, illegible or unsigned BoLs.

Important Note: OES may accept other forms as proof of movement in lieu of an OES Bill of Lading. This is solely subject to OES approval. **This must be approved in advance.**

Figure 1: Sample Bill of Lading

		PO Box 17022, 69 Yonge Street Toronto, Ontario M5E 1Y2 Tel: 1-888-646-1820 ext 2 email: rolloffs@ontarioelectronicstewardship.ca			
		Date ¹ : March 3 2011 OES Re-Packer Bill of Lading Number: W 000001			
Collection Site²		Transporter³		Re-Packing Facility⁴	
OES Site # CS0000		OES Site # TR0000		OES Site # RP0000	
Site Name OES		Site Name Transporter 1		Site Name Repacker 1	
Address PO Box 17022		Address 123 Vantage St		Address 4576 Vantage St	
City Toronto		City Toronto		City Toronto	
Province Ontario		Province Ontario		Province Ontario	
Postal Code M5E 1Y2		Postal Code M5E 1S2		Postal Code M5E 1S2	
Amount of Eligible WEEE Collected⁵					
To be completed by Collection site			To be completed by Re-Packing Facility		
Roll-Off Bin(s)	Size (20 YD, 30 YD, 40 YD etc.) ⁶	Gross Weight (in KGs) ⁷	Net Weight (in KGs) ⁸	Scale Ticket Number ⁹	
Container 1	20 YD	1000 KGs	900 KGs	A0123	
Container 2	20 YD	1000 KGs	900 KGs	B0456	
Collection Site¹⁰ Declaration: I declare 1) the information that is provided on the Collection Site part of this Re-Packer Bill of Lading is accurate and complete; 2) that the material on this form is eligible under the current WEEE Program Plan; 3) I have authority to complete this form on behalf of the organization identified above as the Collection Site.					
ORIGIN OF Material (est.%)¹¹: Residential <input type="text" value="50"/> % Commercial <input type="text" value="50"/> %					
Date March 3 2011					
Name and Title of Authorized Person Miss A. Mazy - Operations.					
Signature of Authorized Person <i>AM</i>					
Re-Packing Facility¹² Declaration: I declare 1) the information that I have provided on the Re-Packing Facility part of this Re-Packer Bill of Lading is accurate and complete; 2) I have authority to bind the organization identified above as the Re-Packing Facility.					
Date March 8 2011					
Name and Title of Authorized Person Ross O'Callaghan					
Signature of Authorized Person <i>ROSSD.</i>					

4-part OES Repacking Waybill White Copy - Collection Site, Yellow Copy - Transport, Green Copy - OES, Blue Copy - Re-Packing Facility

Table 1: Required Fields

Field	Who Should Enter the Information
1	Collection Site Operator <u>Date</u> that WEEE material is picked up from the collection site in MM-DDD-YYY format
2	Collection Site Operator <u>Collection Site OES Registration #, Name and Address</u> in which the Collection site is located
3	Collection Site Operator <u>Transportation Company OES Registration #, Name and Address</u> responsible for picking up WEEE from the Collection Site. Each Collection Site is provided with Transportation Company information in their initial shipment of BoLs. If this information changes, OES will notify you. If you do not have your Transportation Company information, please call 1-888-646-1820 ext. 2 or email: rolloffs@ontarioelectronicstewardship.ca
4	Collection Site Operator <u>Re-packing Facility OES Registration #, Name and Address</u> , responsible for receiving WEEE from the Transportation Company. Each collection site is provided with their Re-packing Facility information in their initial shipment of BoLs. If this information changes, OES will notify you. If you do not have your Re-packing Facility information, please call: 1-888-646-1820 ext. 2 or email: rolloffs@ontarioelectronicstewardship.ca
5	Do not write anything here.
6	Collection Site Operator <u>Size of roll-off bins/shipping containers</u> - Enter the container size. If there are more than two containers, use a separate BoL.
7	Transporter <u>Gross Weight of roll-off bin (or shipping container) in kilograms</u> – this information is to be completed by the Transporter when the bin is weighed. This weight should match the associated Scale Ticket .
8	Transporter <u>Net Weight of roll-off bin (or shipping container) in kilograms</u> - this information is to be completed by the Transporter when the bin is weighed (subtract tare weight of bin).
9	Field # 9 - Transporter <u>Scale Ticket Number</u> - Enter the ticket number from the document issued to the Transporter for the gross weight of each bin. This scale ticket must be attached to the Transporter's copy (yellow) of the BoL for invoicing purposes.
10	Field # 10 – Collection Site Operator <u>Collection Site Declaration - Date, Name, Title and Signature</u> of authorized person confirming that the material on this BoL is eligible under the WEEE Program.
11	Field # 11 – Collection Site Operator <u>Origin of Material</u> - Enter the Percentage (%) estimate of residential (single and multi-residential) source and non-residential source WEEE.
12	Re-Packing Facility Operator <u>Repacking Facility Declaration - Date, Name, Title and Signature</u> of authorized person confirming that the Re-packing Facility information on the BoL is complete and accurate.

2.0 Roll-off Pickup and Promotional Material Requests

Roll-off Collection Site Operators can use the [On-line Request Form for Roll-off Pick-up and Promotional Material Supplies](#) to advise OES that WEEE Material is ready for pick up and/or to order promotional materials. A link to this form is available on the OES website in the Collectors area.

NOTE: The OES collection site # is required on the request form. If you are unsure of your OES site #, please contact your Regional Operations Coordinator.

Please complete the form with all required information. If done correctly, you should receive an automated email shortly after submission. If you do not receive the email, please contact OES at 1-888-646-1820 ext. 2.

Pick-ups occur within five business days of confirmed submission of your form.

Preparation for Shipment

- BoL completed
- Load prepared
- Collection Site Operator signs BoL
- Collection Site Operator keeps White copy of BoL
- Driver receives Scale Ticket

3.0 Invoicing Process

Collection Fee Summaries are sent via email at the end of the month that follows a WEEE shipment(s). The email will come from: collectionfees@ontarioelectronicstewardship.ca and it will detail the itemized shipment(s) by BoL number and weights.

Example of timing: The Collection Fee Summary will be sent to the Collection Site Operator towards the end of July for WEEE shipped on June 2 and 21.

Check the summary against the Collection Site copy of the appropriate BoL(s). The collection incentive payment rate is as outlined in the Collection Site Agreement. The total collection incentive may be subject to deductions for non-Program material or other contamination. Deductions will be noted on the Collection Fee Summary.

If the Collection Fees Summary is correct:

- Reply to the email received from collectionfees@ontarioelectronicstewardship.ca confirming that the correct number and size of roll-offs/shipping containers.
- OES will then email a Purchase Order (PO) number.
- Invoice OES for the total amount. Include the PO number on the invoice and attach a copy of the Collection Fee Summary.

If the Collection Fees Summary is incorrect

- Reply to the email received from collectionfees@ontarioelectronicstewardship.ca that the Collection Fee Summary is incorrect and state clearly what is wrong.
- OES will investigate and, if appropriate, issue and email a new Collection Fee Summary.
- If the amended Collection Fee Summary is correct, follow the steps above.

Note: Each invoice must reference one PO number only. If you charge HST, clearly state your HST Registration Number on the invoice; otherwise the HST will not be paid.

4.0 Recycle Your Electronics (RYE) Listings

Registered and Approved Collection Site can indicate to the Regional Operations Coordinator if they would like to be listed on the interactive consumer website www.recycleyourelectronics.ca (RYE). RYE helps consumers find nearby OES-approved collection locations to drop off WEEE.

NO LISTING: Let your Regional Operators Coordinator know if you don't want to include the Collection Site on the RYE website.

INCLUDE LISTING: Supply the following information to your Regional Operators Coordinator to include your Collection Site on the RYE website:

- Name of collection site (if different from legal name)
- Address
- Closest intersection
- Hours of Operation
- Website
- Phone number the public can call
- Material(s) collected
- IC&I material collected (if any)
- Residency restrictions and/or communities allowed to drop off WEEE material
- Any other comments/key information or restrictions

NOTE: You will need to check that the information is accurate on the RYE website for the Collection Site. Email: services@ontarioelectronicstewardship.ca with any corrections.

5.0 Glossary of Terms

Approved Collection Site

An OES approved facility/location that receives acceptable WEEE. Approved collection sites are issued an OES collection site # that must be included on all Bills of Lading.

Bill of Lading (BoL)

A numbered document provided to Collectors by OES and used to track the transportation of Acceptable WEEE between two locations (e.g., the Collection Site and the Re-packing Facility).

Collection Fee Summary

A summary of the WEEE picked up by OES at each Collection Site and sent at the end of the next month following collection. It includes the date the material was picked up, the number of roll-off bins collected, tonnage and Bill of Lading numbers.

Transporter

An entity that is registered with OES, who transports designated WEEE from a Collection site to a Re-Packer in a Roll-off bin or similar bulk shipping container. Each Transporter has an OES transporter number that must be used on the Bill of Lading.

Re-packing Facility

An entity that is registered with OES and re-packs WEEE from roll-off bins onto pallets in order to prepare the WEEE for the OES approved collection process. The Re-packing facility has an OES registration number that must be used on the Bill of Lading.

Recycle Your Electronics (RYE)

A consumer website that provides information on WEEE Collection Sites for WEEE drop off.

IC&I

Industrial, Commercial & Institutional

OES

Ontario Electronic Stewardship

Processor

A facility/location approved by OES to process Acceptable WEEE collected by Registered Collection Sites.

WEEE

Waste Electrical and Electronic Equipment