



## **End-of-Life Electronics Stewardship Program Manitoba**

Submitted: **January 2023**

**Contact:** Dennis Neufeld  
Program Director, Manitoba  
Electronic Products Recycling Association (EPRA)  
Suite 315, 210-1600 Kenaston Blvd.  
Winnipeg Manitoba  
R3P 0Y4  
Dennis.neufeld@epra.ca



## Table of Contents

<b>Section</b>		<b>Page</b>
<b>1</b>	<b>Introduction</b>	<b>4</b>
<b>2</b>	<b>Program Summary</b>	<b>4</b>
<b>3</b>	<b>Program Principles</b>	<b>5</b>
<b>4</b>	<b>Management Structure of the Program</b>	<b>6</b>
	4.1 EPRA Manitoba Advisory Committee	6
<b>5</b>	<b>Program Details</b>	<b>6</b>
	5.1 Collection, Transportation	6
	5.2 Monitoring of the EPRA Collection Network	9
	5.3 Options for Unwanted Electronics	9
	5.4 Standards and Procedures for Recyclers of E-Waste	11
	5.5 Voluntary Return to Retail Program	11
	5.6 Northern and Remote Locations	11
<b>6</b>	<b>Program Funding</b>	<b>12</b>
	6.1 The Environmental Handling Fee	12
	6.2 Setting the Environmental Handling Fee	13
	6.3 Funding Flow	13
<b>7</b>	<b>Communication and Public Awareness</b>	<b>14</b>
	7.1 Communication Goals	15
	7.2 Communication Components	15
	7.3 Stewards Communications	17
	7.4 Responsive Communications Materials	17
<b>8</b>	<b>Audit Systems</b>	<b>18</b>
	8.1 Auditing of Obligated Brand Owners	18
	8.2 Auditing of Recyclers	18
	8.3 Performance Measurements and Continuous Improvement	19



## **Appendix**

Appendix A	EPRA Key Contacts	21
Appendix B	Obligated Products and Definitions	22
Appendix C	Collection Depot Locations	30
Appendix D	Public Consultation	33



## **End-of-Life Electronics Stewardship Program Manitoba**

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### **1. Introduction**

Electronic Products Recycling Association (EPRA) is pleased to submit our End-of-Life Electronics (EOLE) Stewardship Program for Manitoba.

EPRA is a not-for-profit association and is federally incorporated to deliver regulated programs in provinces across Canada. The electronics industry in Canada created EPRA as the national not-for-profit entity, chartered with improving the efficiency and effectiveness of Canada's industry-led and regulated electronics stewardship programs.

Members of Electronics Product Stewardship Canada (EPSC) and the Retail Council of Canada (RCC) established EPRA in 2011. EPRA Manitoba has delivered an approved and regulated program for electronics in the province since August of 2012, with an approved program plan renewal in 2018.

### **2. Program Summary**

This document builds on the original, approved Electronic Stewardship Program Plan designed to divert regulated end-of-life designated electronic products from disposal, as required by the Electrical and Electronic Stewardship Regulation under the auspices of the Waste Reduction and Prevention Act by diverting end-of-life and certain unwanted electronic products from disposal.

EPRA has operated a successful regulated electronics recycling program in Manitoba since August 2012 and has collected over 28,000 metric tonnes of electronic waste in the province.

Under this plan, regulated electronic products that are collected through the EPRA program in Manitoba are not only diverted from landfill, prevented from illegal export, and recovery of repurpose tonnes of valuable materials. These three benefits are emphasized in the communications and public awareness strategy which aims to maximize participation in this stewardship program

The End-of-Life Stewardship Plan for Manitoba is based on a shared responsibility model where brand owners, consumers, and government all have a role to play in diverting products from landfill, recycling resulting materials and protecting the environment.



Brand owners are responsible for providing the collection and recycling program that will manage all electronics waste (e-waste) items identified in the Province's Electrical and Electronic Equipment Stewardship Regulation . "Brand owners" in the regulation refers to the brand manufacturer but also can refer to distributors and resellers or retailers. For the purposes of being inclusive of all parties obligated, depending on how product may be put on market, the term "Stewards" will be referenced throughout this program document.

Brand owners/"stewards" are responsible for ensuring that an Environmental Handling Fee (EHF) is applied to new electronic items designated in the Regulations and remitting the funds to the program administrator. This remittance covers all aspects of the program, including collection, transportation, recycling, public awareness and administration. EPRA audits stewards for compliance with all aspects of the agreements and program requirements.

Parties purchasing electronics pay the designated EHF on these new electronics items at the point-of- purchase. Consumers and businesses are able to drop-off their e-waste items at a designated drop-off location without charge and with assurance that these items will be recycled responsibly. The Industrial, Commercial and Institutional (ICI) sector also have the option of scheduling collection for large quantities of e-waste. Contracted recyclers for the program all meet the Electronics Recycling Standard (ERS).

The Government of Manitoba (Department of Environment, Climate, and Parks) is responsible for enforcing the Regulations and ensuring full program compliance. The Manitoba program is audited annually by an independent external auditor.

An up-to-date listing of products addressed by this plan can be found in Appendix B.

### **3. Program Principles**

EPRA stewardship program in Manitoba is:

- Consistent with industry's guiding principles for stewardship programs, which include harmonization with other jurisdictions where and to the extent possible;
- Open to all obligated stewards;
- Provides a level playing field that ensures fair competition;
- Achieves a high level of compliance and eliminate the potential for free-riders;
- Addresses the issue of orphan and historic products.
- Addresses imported products from companies without a provincial (Manitoba) or Canadian presence;
- Ensures unwanted and end-of-life program materials are recycled in a responsible manner, meeting all occupational health, safety and audit provisions of the Electronics Recycling Standard (ERS).



- Ensures the program is delivered in an environmentally sound and economically efficient manner, and;
- Includes public transparency for financial and environmental reporting.

#### **4. Management Structure of the Program**

All activities associated with the program fall under the auspices of the EPRA Manitoba Director and management team.

##### **4.1 EPRA Manitoba Advisory Committee**

EPRA has established a Local Advisory Committee to foster the exchange of information on the program(s) and as a forum to discuss issues of local concern. This committee has representatives who are all familiar with the electronics and recycling industry. Regulatory staff from Manitoba are invited to attend as observers. The committee meets twice a year.

#### **5. Program Details**

This section of the program proposal details the collection, transport and consolidation services and monitoring activities to be carried out by EPRA and its contracted service providers.

##### **5.1 Collection and Transportation.**

EPRA will:

- Collect all program-covered regulated products, regardless of brand or age of the obligated device, within Manitoba;
- Continue to operate a Large Volume Generator (LVG) Program that will arrange for transportation from any location that meets the minimum number of five stacked and wrapped pallets located and sourced within Manitoba;
- Use a network of drop-off sites to provide adequate, appropriate and convenient drop-off service to Manitobans. Current EPRA authorized locations are outlined in **Appendix C**;
- Collection locations must adhere to the EPRA Collection Site Standard available here: <http://recyclemyelectronics.ca/mb/service-providers/collectors/> ;
- The Program Director will continuously monitor Collection sites for effectiveness and compliance.



- Arrange transportation of the collected materials from collection location to a processing site.

EPRA will strive to maintain current public accessibility level for the duration of the plan. To ensure that the proposed network of drop-off sites is adequate, appropriate and convenient, EPRA has established the following criteria for service:

- EPRA locations shall be strategically located to maximize the number of Manitoba residents served at a reasonable cost.
- All drop-off locations shall have sufficient floor space to accommodate the safe and efficient handling and storage of program materials accepted.
- All drop-off locations shall accommodate scheduled drop-offs of large quantities of program materials. Exceptions must be approved by EPRA.

Figure 2: EPRA Collection Network Map







## 5.2 Monitoring of the EPRA Collection Network

The following is a description of the measures that have been implemented with respect to monitoring the EPRA collection network in Manitoba.

The EPRA toll-free helpline is used as a primary tool to monitor public and steward feedback on both geographic/population coverage and customer service levels provided by EPRA drop-off network. All calls relating to these key elements are reviewed regularly by call-center staff then addressed by the Manitoba Director.

With respect to geographic/population coverage, EPRA will continue to conduct regular reviews to ensure the network meets the needs of Manitoba residents. To ensure adherence to the criteria for service, a mapping exercise is commissioned by EPRA, which keeps actual versus targeted reach measurements current and helps identify any service gaps.

Data analysis will also assist in assessing the effectiveness of the existing collection network. Detailed information on volumes collected is recorded by operations staff and is reviewed by the EPRA Manitoba Director.

## 5.3 Options for Unwanted Electronics

**Reduce:** Electronics Product Stewardship Canada (EPSC) represents major electronics and IT equipment Manufacturers in Canada on sustainability issues. EPSC issues its *Design for Environment (DfE) Report* available on their website <https://epsc.ca/>, which highlights the industry's progress related to designing environmentally-conscious products, along with the many technological advances that are creating change in electronics design.

The 2021 edition of the DfE Report has a special focus on how electronics manufacturers in Canada and globally are working towards a future of zero waste,— by reducing the use of plastic in packaging, improving closed-loop collection systems, improving recycling capacity, and incorporating post-consumer plastics into product design.

Figure 3: EPSC DfE Report 2021





The 2021 DfE Report highlights a number of examples leading electronics brand owners:

- A leading electronics manufacturer is mapping the use and supply of priority materials within their product portfolio to better understand how materials are used, how much recycled content is in products and how this Original Equipment Manufacturer (OEM) can shift to more recycled or renewable content. Initial priority materials include plastics, steel, aluminum and copper,
- Packaging is another area where companies are making major changes to enhance sustainability of their products. The amount of packaging is being reduced as products become smaller and lighter. More and more packaging is being made with recycled materials and is being designed for easy recycling to support a circular approach.
- Yet another manufacturer has a target of 100% recyclable packaging by 2030 and elimination of single-use plastics by 2025..

**Reuse:** Reusing unwanted electronic products has been promoted through the communications and public awareness program as the first option where markets and opportunities for reuse in-province exist. For residents of Manitoba considering this option, caution should be exercised and particularly with respect to protection of personal information. EPRA will work with local entities to understand the Electronics Reuse & Refurbishing Program (ERRP) and assist with their qualification. Obligated products that are used or refurbished will not attract an EHF.

EPRA has undertaken measures to support the market for reuse and refurbishment of used electronics. EPRA has developed the Electronics Reuse and Refurbishment Program (ERRP) which is designed to foster responsible reuse and refurbishment of electronics. Under the ERRP, EPRA recognizes reuse entities who meet the strict criteria outlined in the program. This provides donors of electronics with a level of assurance that electronics donated for reuse to these organizations will be handled and distributed in a responsible manner. EPRA has worked closely with Computers for Schools Plus (CFS+) in Manitoba and other affiliates across Canada to attain ERRP certification.

**Recycle:** Recycling or processing of unwanted and end-of-life electronics will be promoted as the final option. Recycling, which diverts electronics waste from landfill and illegal export, is a major focus of this program. Typically, recycling involves some form of “primary” or initial processing, which may include dismantling and sorting of material by hand or by more elaborate mechanical means. Further manual or mechanical separation of materials by another vendor or vendors is considered “downstream” processing. Material flows will be tracked to their “point of final



processing", i.e. where they are altered into a new product or state or, for unrecyclable hazardous materials, to their point of disposal, i.e., where they are disposed of in an environmentally sound manner.

#### **5.4 Standards and Procedures for Recyclers of E-Waste**

To ensure that all materials collected under the program are responsibly recycled, EPRA contractually requires all recyclers to meet the requirements of the Electronic Recycling Standard (ERS) and to have successfully completed the audit and approval process. This process may be updated from time to time in order to ensure they meet the ongoing standards of the programs. Additional information on the ERS and our Recycler Qualification Process can be obtained at [www.rqp.ca](http://www.rqp.ca).

#### **5.5 Voluntary Return to Retail Program**

EPRA offers a voluntary Return to Retail Program that is available to all stewards that meet our requirements.

#### **5.6 Northern and Remote Locations**

EPRA has been active in Northern Manitoba in First Nation and Remote Communities for the past eight years. EPRA is currently a member of the Pathfinders. Pathfinders uses the First Nation community list developed by Indigenous Services Canada to coordinate recycling efforts in those communities. There are unique challenges transporting items from these remote communities. One of the ways to address these issues is to work jointly with other programs and EPRA has been successful in leading a number of these efforts. EPRA will continue to work together with participating Extended Producer Responsible (EPR) Programs to deliver cost effective collection events to remove electronics for responsible recycling.

EPRA has taken a lead in the Backhaul Project started in 2019 transporting recyclable and hazardous materials from remote communities. EPRA has also been present for on-site visits to Northern Communities to view firsthand the challenges facing communities to recycle and offer solutions. EPRA has had the opportunity to share these best practices.

In 2021 EPRA aided the successful addition of removing of non-stewardship material from northern and remote communities with Stewardship material on the winter roads. As each community is unique it brings different needs and challenges accordingly the information gained from previous events help formulate plans to offer guidance and potential solutions.

First Nations and Remote communities are eligible to take part in the EPRA Manitoba Large Volume Generator Program where EPRA will pick up from locations accessible by truck that collects and prepares for transport a minimum of five stacked and wrapped pallets of obligated e-waste.

## 6. Program Funding:

### 6.1 The Environmental Handling Fee

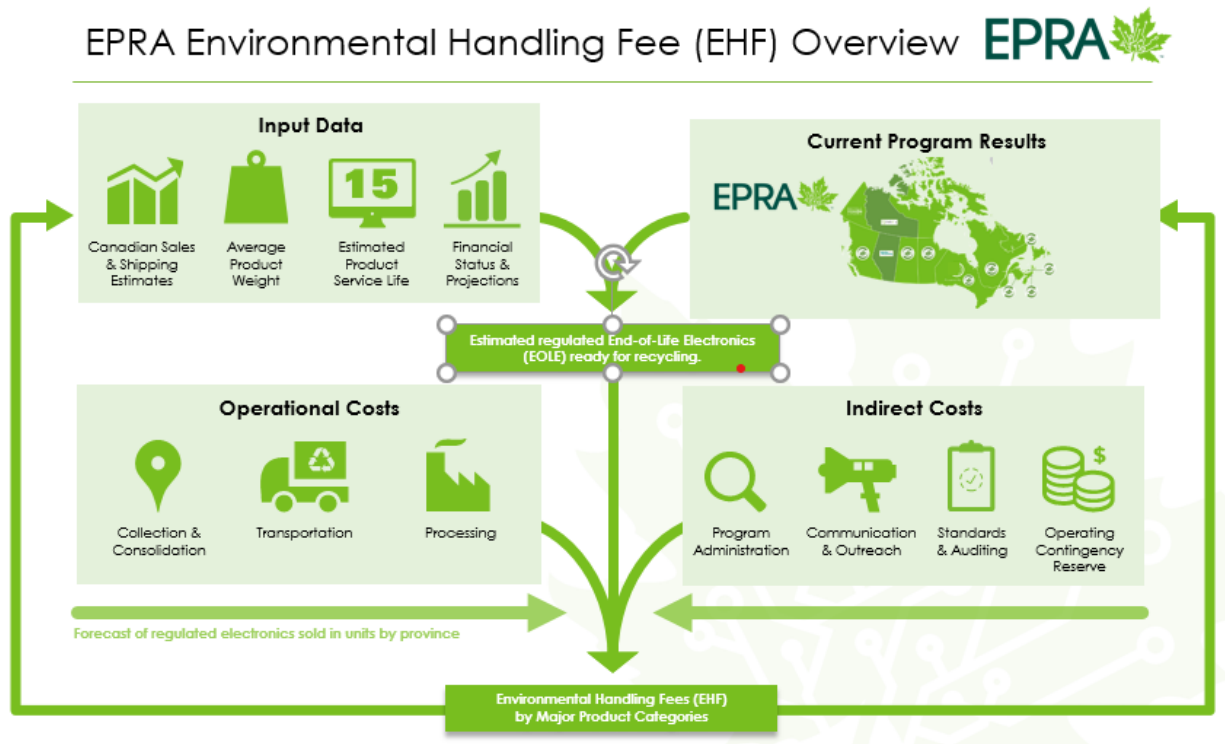
The program is funded by an Environmental Handling Fee (EHF) that is levied on new product sales designated by the Waste Reduction and Prevention Act. The EHF allows consumers and the ICI sector to drop-off end-of-life electronic products to designated drop-off locations at no charge with the assurance that these items will be responsibly recycled. The ICI sector has the option of scheduling drop-offs for large quantities of e-waste.

The EHF for each product designated by regulation will reflect the true cost of managing that product. The EHF will fund:

- Collection, handling, transportation and recycling;
- Communications;
- Public Awareness;
- Administration;

To review current Environmental Handling Fees for obligated products in Manitoba, visit: <https://recyclemyelectronics.ca/mb/residential/environmental-handling-fee-ehf/>

**Figure 4: EPRA Environmental Handling Fee Overview**





## **6.2 Setting the Environmental Handling Fee**

Rather than a single flat fee set across all electronics products designated by the Materials Recycling Regulations, the fee is set by product category.

EPRA undertakes regular financial reporting to monitor revenue generated by the program and to ensure that reserves are sufficient to fund all of the program activities identified in Section 6.1.

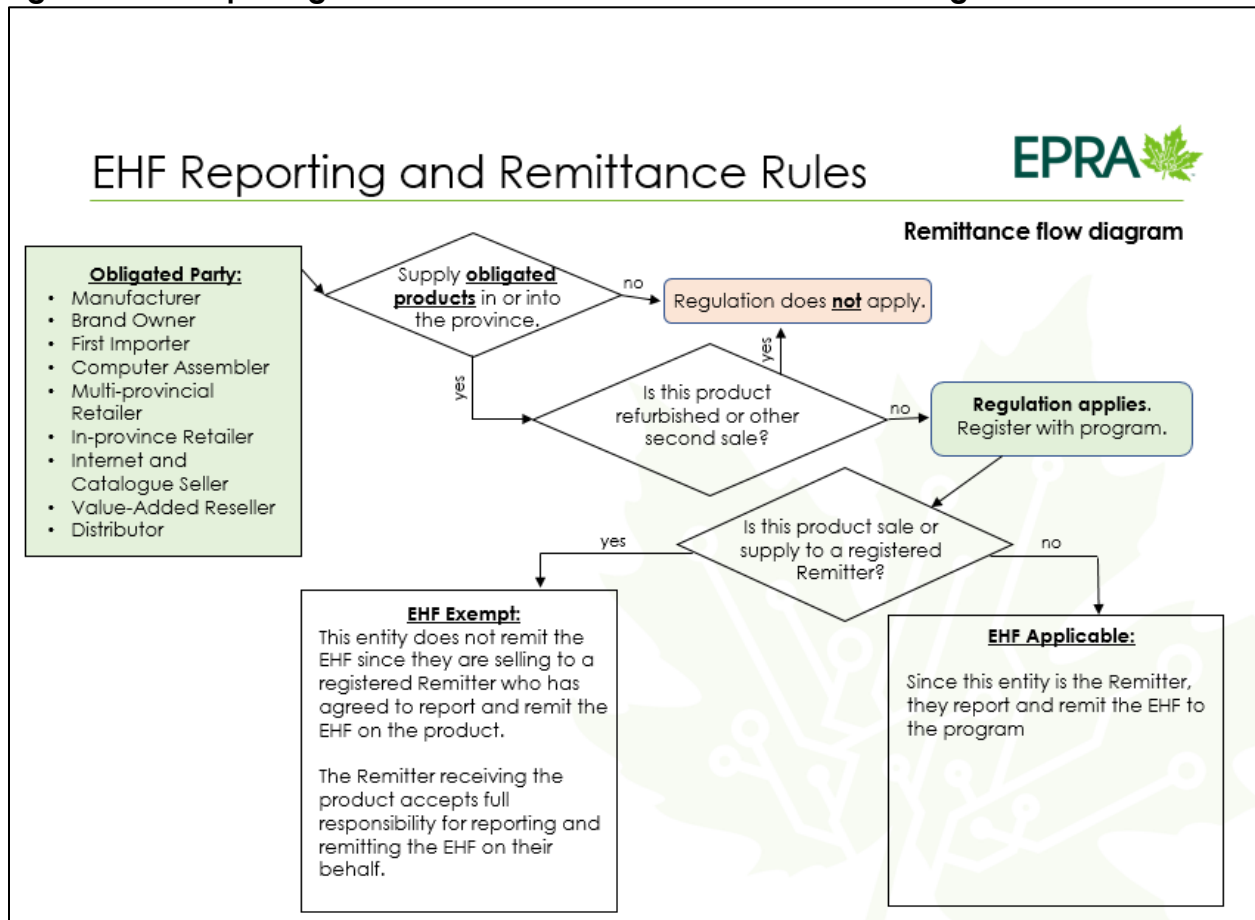
## **6.3 Funding Flow**

Obligated brand owners registered under the EPRA plan shall remit Environmental Handling Fees monthly to EPRA for their previous month's net sales (total sales less returns). For small retailers with minimal sales quarterly and annual remittance can be requested.

Due to complexities in the product supply chain and that electronics are sold through a variety of channels, each registered brand owner will be classified as either a "Remitter" or "Pay-on-Purchase" (POP) member. While a Remitter would usually be a larger entity (e.g. manufacturer, national retailer or distributor), they can also be a small, province-based reseller or retailer. The POP classification was introduced to minimize the administrative burden of monthly reporting on these smaller, local resellers and retailers. However, these smaller, local businesses may choose to be either a Remitter or POP member.

This funding flow is outlined in Figure 5 and ownership of the program fund is retained by EPRA

**Figure 5: EHF Reporting and Remittance Rules: Remittance Flow Diagram**



## 7. Communication and Public Awareness

EPRA/Recycle My Electronics is recognized as a national leader in product stewardship and e-waste diversion. EPRA/Recycle My Electronics' communications strategy promotes the program's promise of integrity, as an organization led by robust standards and strict auditing processes. Through EPRA/Recycle My Electronics, regulated electronic products are not only diverted from landfill and recycled but also prevented from being illegally exported. EPRA/Recycle My Electronics is responsible for safe, secure recycling of electronics.



Recycle My Electronics is EPRA's award-winning, consumer-facing brand. Recycle My Electronics promotes the importance of recycling end-of-life electronics (EOLE), as well as the ease and accessibility of doing so. Recycle My Electronics communicates to national and local audiences the significance of e-waste recycling and the importance of recovering valuable resources in a safe, secure and environmentally sound manner. At the heart of the program messaging is the drive to continually invest in a shared future by ensuring end-of-life electronics are safely and securely recycled. Recycle My Electronics' communication and public awareness activities maximize participation in this stewardship program.

In the last decade of operating in Manitoba, EPRA/Recycle My Electronics in Manitoba has experienced steady growth in consumer participation and engagement. In the past 3 years Program awareness in Manitoba has averaged above 77%. These awareness key performance indicators compare favourably to major brands.

EPRA/Recycle My Electronics attends to various stakeholder audiences, including public/consumers, brand owners and retailers of regulated products as well as government administrative divisions, agencies and departments.

## **7.1 Communication Goals**

- Maintain awareness (key performance indicator) as demonstrated over the last 5 years of the program.
- Communicate to all audiences about the importance of recycling end-of-life electronics (EOLE) and recycling through the EPRA/Recycle My Electronics program. In particular, the ease of recycling and the products accepted in the province of Manitoba.
- Provide EPRA drop-off locations in Manitoba with communication materials that help consumers and business understand what and where to recycle end-of-life electronics.
- Ensure drop-off locations in being well informed regarding electronic products included in the Program and provide accurate information to customers.

## **7.2 Communication Components**

To maintain program awareness performance, EPRA/Recycle My Electronics will continue to deliver an integrated, multi-dimensional communications strategy, supported by a variety of communication mediums and materials.





**7.2(a) Integrated Campaigns.** EPRA/Recycle My Electronics' integrated advertising campaigns take place during strategic campaign frames, such as Earth Week and Waste Reduction Week in Canada. During these timeframes, media interviews and a strong digital strategy will compliment ad-messaging and aim to keep EPRA/Recycle My Electronics top-of-mind.

**Figure 6: Communication Materials**



**7.2(c): Extended Education.** EPRA/Recycle My Electronics will continue to offer an online learning hub, geared to young Canadians and educators. The learning hub is promoted through the EPRA and Recycle My Electronics websites as well as at special collection events. Access here: <https://www.recyclemyelectronics.ca/learning/>

EPRA/Recycle My Electronics has also developed videos on e-recycling that are available for viewing and download on our websites. The first video, titled *"This is EPRA"* provides a clear explanation and illustration of EPRA's program, process and promise. This video is available on EPRA.ca and on the Recycle My Electronics website here: <https://recyclemyelectronics.ca/mb/resources/the-journey-of-end-of-life-electronics/>





**7.3 Stewards.** EPRA maintains and promotes open communication with its stewards through a variety of services. To ensure stewards are kept up-to-date with their regional compliance and able to provide consumers with relevant information, EPRA also provides a series of communication updates via free point-of-sale materials, webinars, company newsletters, product clarification updates and 3R Reporting. EPRA offers a well-serviced, program specific and bilingual Steward Services call-centre. An example of the free EHF brochure, can be found below and at the bottom of the provincial EHF page: <https://www.recyclemyelectronics.ca/mb/residential/environmental-handling-fee-ehf/>

**Figure 7: Steward and Point-of-Sale Materials**

**What's Accepted**  
Electronics accepted at our drop-off locations

- Display Devices**  
Computers and monitors, including various technologies such as CRT, LCD, LED, plasma, flat panel, E-ink, LED and plasma and rear projection.
- Non-Catalytic Neoprene**  
Includes metal and ceramic catalytic converters, as well as neoprene answering machines.
- Home Audio/Video Systems**  
Includes VCR, DVD and CD players, digital cable and satellite receivers, speakers, amplifiers, receivers, data processors and similar audio/visual systems.
- Desktop Computers**  
Desktop computers including those acting as servers and all device components, mice, cables and internal components.
- Portable Computers**  
Includes portable computers such as laptops, netbooks, tablets and e-readers.
- Computer Peripherals**  
Includes both wired and wireless external input devices such as keyboards, mice and trackballs.
- Desktop Peripherals/Small Desktop Devices**  
Printers designed to reside on a work surface, including laser and LED, inkjet, dot matrix, thermal, dot-matrix and "multi-function" copy, scan, fax and print devices. Standalone device systems and fax machines are also included in this category.
- Personal/Portable Audio/Video Systems**  
Includes music players, portable systems, portable CD players, digital music MP3 players, voice recorders, digital voice recorders, digital camcorders, etc.
- Home Theaters In-A-Box (HTIB) Systems**  
Includes pre-packaged disc players/boombox/radio systems for use with optical or standard disc players in home theatre systems.
- Vehicle Audio/Video Systems (In-Car/In-Truck)**  
Includes amplifiers, speakers, speakers and audio/visual components.
- Countertop Microwave Ovens**  
Countertop Microwave Ovens. Typically less than 2.2 cubic feet. May include microwave ovens from hotel rooms or restaurants unless marked as hazardous in household type units.
- Fluorescent Photocopiers/Multi-Function Devices**  
Fluorescent photocopiers and Multi-Function Devices (MFD). The use of mercury in printing and copying devices, along with printing technologies, that are non-halogenating results in a maximum weight of 200 kg.
- Cellular Devices and Parts**  
Cellular phones, including those allowing camera, video recording and audio applications, smartphones, tablet devices, cell-enabled mobile phones, touch-screen technology, cell-enabled handheld devices.

When you bring your electronics to EPRA-Recycle My Electronics authorized locations, you're helping to:

- Ensure the safe and secure destruction of personal data stored on hardware.
- Protect the health and safety of workers and bystanders.
- Divert e-waste from Canadian landfills.
- Prevent e-waste from being illegally exported or handled by irresponsible recyclers, decreasing environmental issues for the planet.
- Recover and recycle resources that can be reprocessed in the manufacturing supply chain, conserving natural resources.

**RECYCLE MY ELECTRONICS**

To find out what and where to recycle, visit [recyclemyelectronics.ca/MB](http://recyclemyelectronics.ca/MB) or Call Toll Free 1-888-527-9382 or email [infoMB@recyclemyelectronics.ca](mailto:infoMB@recyclemyelectronics.ca)

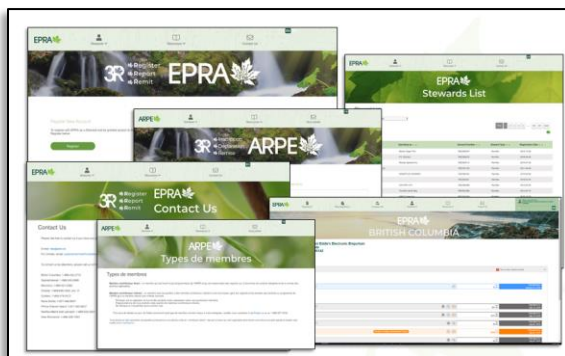
**EPRA**

The EPRA RECYCLE MY ELECTRONICS & Design trademark is the sole property of Electronic Products Recycling Association. The environmental fee is strictly prohibited. Published February 1, 2022

**RECYCLE MY ELECTRONICS**

[recyclemyelectronics.ca/MB](http://recyclemyelectronics.ca/MB)

The future is in your hands. Don't let it go to waste.



**7.4. Responsive Communication Materials.** EPRA will continue to seek feedback, to ensure stakeholders are receiving the communication and materials they require to do their part.

Steward and program awareness polling will continue to be conducted to determine satisfaction in stewardship relations, public perception and awareness of electronics recycling in the province.



The EPRA/Recycle My Electronics toll-free, bilingual call-centre will continue to accommodate inquiries from residents and stakeholders of Manitoba. The call-centre helpline will continue to be an important communication tool. All calls are answered by EPRA call-centre staff who have been trained to answer specific calls for the program/province.

## **8.0 Audit Systems**

EPRA adopted and implemented audit standards and protocols to assist in ensuring that both its registered members and contracted recyclers achieve and maintain compliance with the EPRA program and governing regulation.

### **8.1 Auditing of Obligated Stewards**

#### **Criteria for Audits**

Detailed audits of remitters (brand owners) will be performed on a regular basis to ensure both compliance and completeness in the reporting of revenue. Audit selection is a function of, but not limited to, materiality, any non-standard or unusual behavior, random selection and with the plan that all remitters are audited at some point within a five year period.

#### **Audit Procedures**

Audits will follow established procedures and may involve a review of, but not limited to, the following records: sales records, purchase records, inventory counts and bank statements. All brand owners selected for audit will receive a letter detailing the time and place of audit and a request for records to review.

### **8.2 Auditing of Recyclers**

EPRA requires that all primary recyclers and each of their respective downstream processors providing services to the program be first qualified through, the Electronics Recycling Standard (ERS) in order to receive and process program materials.

Where a processor changes its processing technology and/or downstream processors, they are also subject to re-audit to ensure any and all changes conform to the ERS.



### 8.3 Performance Measurements and Continuous Improvement

EPRA has committed to annually report these recommended core set of measurements:

#### Indicator

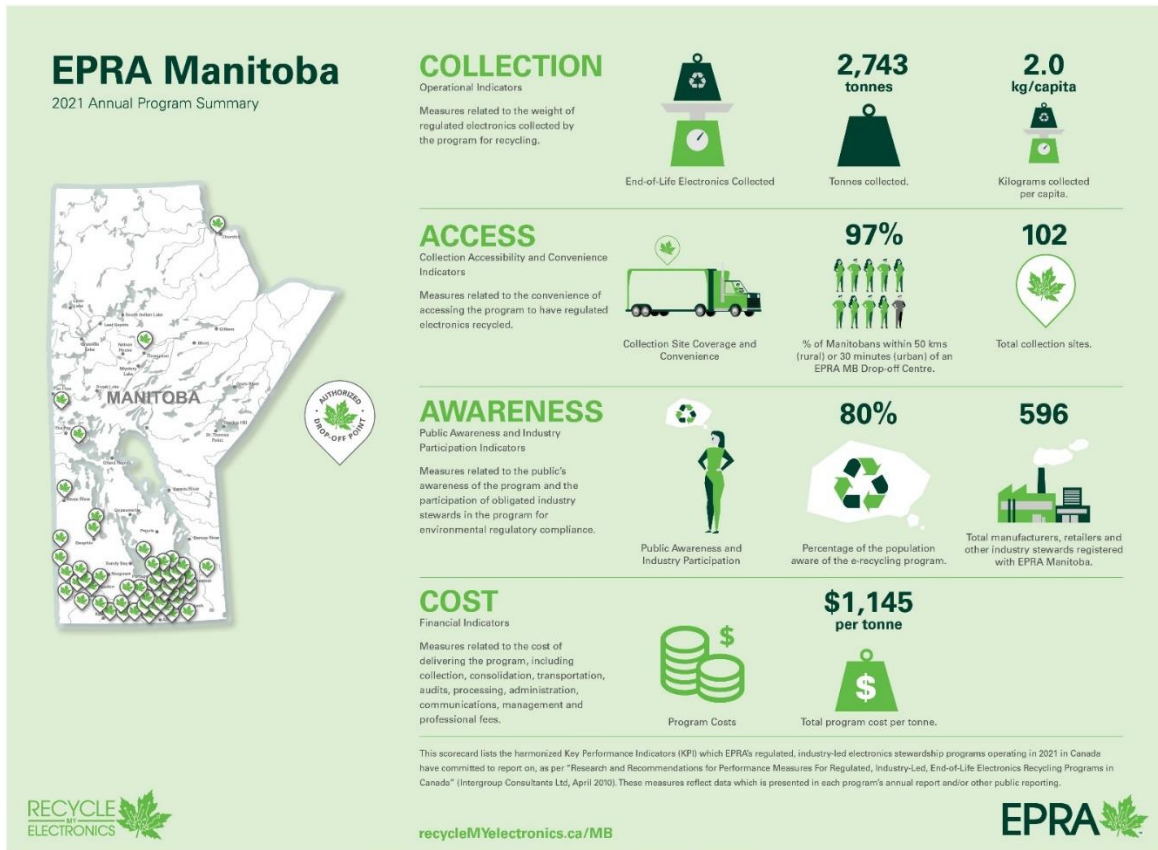
Operational	✓ Total WEEE Collected (tonnes) ✓ Total WEEE Collected per Capita (tonnes)
Financial	✓ Total Program Costs per Tonne
Accessibility	✓ Percent of Population Covered by Collection Sites ✓ Total Collection Sites
Awareness	✓ Percentage of Population Aware of the Program

With respect to program "Awareness" above, an evaluation of the communication and public awareness tools used may also be conducted to determine the strategy's effectiveness in getting the message out to the public. The program will be continuously monitored for opportunities to make improvements, both from an operational and strategic perspective.

Other issues to be reviewed on an ongoing basis include:

- The definition of obligated products to ensure the industry is current with changes in the marketplace and the end-of-life stream.
- Electronics waste management developments in other jurisdictions.

**Figure 8: 2021 Performance of EPRA Manitoba**





## **APPENDIX A**

### **EPRA Key Contacts**

Dennis Neufeld, Manitoba Program Director

Craig Wisehart, Executive Director, Western Canada

Cliff Hacking, President and CEO

Annie Holmes, CFO and VP Operations

Jay Illingworth, Director Harmonization

Amy Victoria, Marketing and Communications Director



## Appendix B

### Obligated Products and Definitions

OBLIGATED PRODUCTS	PRODUCT DEFINITION		Examples of PRODUCTS INCLUDED in the designated category	Examples of PRODUCTS NOT INCLUDED in the designated category
<b>DESKTOP COMPUTERS</b>	<p>A computer terminal designated to reside on a desk or similar work surface.</p> <p>May be packaged with a mouse, keyboard, cables, speakers, webcam and other peripherals in a single Original Equipment Manufacturer (OEM) package carrying a single SKU, subject to a single desktop computer EHF.</p> <p>Includes desktop computers and desktop computers acting as servers.</p>		<p><b>Standalone:</b></p> <ul style="list-style-type: none"> <li>• Computer terminal</li> <li>• Desktop computer used as a server</li> <li>• Thin client</li> </ul>	<ul style="list-style-type: none"> <li>• Non-standalone computer terminal that is embedded into a non-regulated product</li> <li>• Rack mounted and floor-standing server</li> <li>• Uninterruptible Power Supply (UPS)</li> <li>• Cash registers / POS</li> </ul>
<b>PORTABLE COMPUTERS</b>	<p>A personal computer designed for portable use.</p>		<ul style="list-style-type: none"> <li>• Laptop computer</li> <li>• Notebook computer</li> <li>• Tablet computer</li> <li>• Netbook computer</li> </ul>	<ul style="list-style-type: none"> <li>• PDA (non-cellular enabled) – <b>SEE PERSONAL/PORTABLE category: PRODUCTS INCLUDED</b></li> <li>• Calculator</li> <li>• Other handheld computing devices</li> </ul>
<b>DISPLAY DEVICES</b>	<p>A non-portable video display device that typically resides on a table, floor or wall and requires AC power to operate</p> <p>May contain an imbedded television tuner, or may be used for displaying images from computers or other digital or analog sources</p>		<p><b>Standalone:</b></p> <ul style="list-style-type: none"> <li>• Television</li> <li>• Computer monitor</li> <li>• Professional display</li> <li>• Closed circuit monitor screen</li> <li>• TV with built-in DVD and/or VCR player/recorder</li> <li>• All-in-one computer</li> </ul>	<ul style="list-style-type: none"> <li>• Non-standalone displays that are embedded into a non-regulated product</li> <li>• Digital photo frames – <b>SEE HOME A/V category: PRODUCTS INCLUDED</b></li> <li>• POS Pole Display</li> <li>• Electronic whiteboards</li> <li>• 3D Glasses</li> </ul>

OBLIGATED PRODUCTS	PRODUCT DEFINITION		Examples of PRODUCTS INCLUDED in the designated category	Examples of PRODUCTS NOT INCLUDED in the designated category
	<p>such as an external TV tuner or cable/satellite receiver.</p> <p>Includes various display technologies, such as CRT, flat panel (LCD, Plasma, LED, OLED, etc.) or rear projection.</p>			
<p><b>PRINTERS, SCANNERS AND FAX MACHINES</b></p>	<p>A printing, scanning or facsimile device designed to reside on a desktop or similar work surface.</p> <p>May be a "multi-function" or "all in one" device that performs different tasks such as copy, scan, fax, print, etc., in which case the integrated product is subject to a single EHF.</p> <p>Fax machines packaged with cordless telephone handsets in a single OEM packaged under a single SKU are subject to one EHF.</p> <p>Includes various printing technologies, such as Laser &amp; LED (electrophotographic), ink jet, dot matrix, thermal, dye sublimation, etc.</p>		<p><b>Standalone:</b></p> <ul style="list-style-type: none"> <li>• Desktop printers including: Camera dock printers; and label, barcode, card printers</li> <li>• Desktop fax machines</li> <li>• Desktop scanners including: Business card scanners; Cheque scanners; and Photo negative scanners</li> </ul>	<ul style="list-style-type: none"> <li>• Point of sale (POS) receipt printers</li> <li>• Handheld printers such as calculators with printing capability or label-makers</li> <li>• Non-standalone printers that are embedded into non-regulated products</li> <li>• Floor standing Photocopiers, fax and printers see Floor standing Multi-Function devices</li> </ul>
<p><b>COMPUTER PERIPHERALS</b></p>	<p>A manual input keying or pointing device, such as a mouse, a keyboard, or a similar device, designed for use with a desktop or portable computer.</p> <p>A combination of a single mouse and a single keyboard packaged in one</p>		<ul style="list-style-type: none"> <li>• Mouse</li> <li>• Trackball</li> <li>• Keyboard</li> <li>• Keypad</li> </ul>	<ul style="list-style-type: none"> <li>• Joysticks and other game controllers</li> <li>• Graphic tablets</li> <li>• Stylus</li> <li>• Magnetic stripe readers</li> <li>• Modems, Hubs, Switches and Routers</li> <li>• Mobile internet sticks</li> </ul>



<b>OBLIGATED PRODUCTS</b>	<b>PRODUCT DEFINITION</b>		<b>Examples of PRODUCTS INCLUDED in the designated category</b>	<b>Examples of PRODUCTS NOT INCLUDED in the designated category</b>
	OEM box under a single SKU is subject to one EHF.			



<p><b>PERSONAL/ PORTABLE AUDIO/ VIDEO PLAYBACK AND/OR RECORDING SYSTEMS</b></p>	<p>A portable device used primarily for personal use, that operates on battery power or is powered directly from the device it is connected to (i.e. computer), including:</p> <ul style="list-style-type: none"> <li>• Clock radios</li> <li>• Computer or docking speakers</li> <li>• Compact/folding speakers</li> <li>• Portable stereos/ tape players/ radios</li> <li>• Personal CD players</li> <li>• Portable audio recorders</li> <li>• Headphones</li> <li>• Computer / phone and/or voice recorder microphones</li> <li>• MP3 players</li> <li>• Voice recorders</li> <li>• Analog and digital cameras and video cameras/ camcorders</li> <li>• Non-cellular enabled PDAs</li> <li>• Portable printers</li> <li>• Portable scanners</li> <li>• Webcams</li> <li>• Digital frames</li> <li>• Portable displays</li> </ul> <p>Portable audio/video players supplied with accessory headphones in a single OEM package under a single SKU are subject to one EHF.</p> <p>Multiple speakers supplied in a single OEM package and sold under a single SKU are subject to one EHF.</p>		<ul style="list-style-type: none"> <li>• Portable AM/FM radios</li> <li>• Clock radios</li> <li>• Portable stereos</li> <li>• Portable tape players/recorders</li> <li>• Portable Disc (CD, DVD, Blu-ray, etc.) players/ recorders</li> <li>• MP3 players</li> <li>• Portable docking/compact speakers (wired and wireless including Wi-Fi or Bluetooth)</li> <li>• Portable cassette or digital audio/voice recorders</li> <li>• Headphones</li> <li>• Mini earphones and microphones</li> <li>• Headsets (wired and wireless, including Bluetooth)</li> <li>• Microphones for use with an obligated product</li> <li>• Digital and non-digital cameras</li> <li>• Digital photo key chains</li> <li>• Video cameras/ camcorders</li> <li>• Personal Digital Assistants (PDAs) which are not enabled to connect to cellular networks</li> <li>• Multi-function satellite radios that include CD, MP3, FM radio or other audio functions</li> <li>• Portable scanners (Business card scanners; Photo negative scanners)</li> <li>• Portable printers</li> <li>• Web cameras</li> <li>• Digital frames</li> <li>• Portable displays – screen size up to 10"</li> <li>• Baby video monitor&amp; camera system</li> </ul>	<ul style="list-style-type: none"> <li>• Single-use or one-time use cameras</li> <li>• Children’s toy cameras</li> <li>• Discs (CDs, DVDs, Blu-ray, HDDVD, etc.)</li> <li>• Commercial, Professional or industrial video cameras and/or microphones</li> <li>• Industrial/commercial quality microphones used for musical recording, performances and/or public address</li> <li>• Cables or other accessories</li> <li>• Cellular-enabled PDAs</li> <li>• Industrial or commercial handheld or mobile computing devices</li> <li>• Global Positioning System (GPS) receivers and components</li> <li>• Satellite radio receivers and components (used exclusively for satellite audio)</li> <li>• E-readers / electronic Books</li> <li>• Electronic Dictionaries</li> <li>• 3D Glasses</li> <li>• Two-way radios (walkie-talkies)</li> <li>• Personal FM transmitters</li> </ul>
<p><b>HOME AUDIO/</b></p>	<p>Audio and video playback and/or recording systems (mini/mid/full size) or</p>		<ul style="list-style-type: none"> <li>• AM/FM Radios</li> <li>• Video Cassette Recorders (VCRs)</li> </ul>	<ul style="list-style-type: none"> <li>• Industrial/commercial quality amplifiers, speakers and related</li> </ul>

OBLIGATED PRODUCTS	PRODUCT DEFINITION		Examples of PRODUCTS INCLUDED in the designated category	Examples of PRODUCTS NOT INCLUDED in the designated category
<b>VIDEO SYSTEMS</b>	<p>system components for residential use but may also be used for institutional, commercial or industrial applications, including:</p> <ul style="list-style-type: none"> <li>• Audio equipment:</li> <li>• Amplifiers, Receivers ,</li> <li>• Speakers, CD players (single and multi-disc units), Radios, Turntables, Cassette and other tape players</li> </ul> <p>Video equipment:</p> <ul style="list-style-type: none"> <li>• Data/multi-media projectors, VCRs, DVRs</li> <li>• PVRs, DVD players</li> <li>• Blu-ray players</li> <li>• Laser Disc players</li> <li>• Security cameras</li> </ul> <p>Cable and Satellite TV Equipment</p> <p>Multiple speakers supplied in a single OEM package and sold under a single SKU are subject to one EHF.</p> <p>Multiple security cameras supplied in a single OEM package and sold under a single SKU are subject to one EHF.</p>		<ul style="list-style-type: none"> <li>• Digital Video Recorders (DVRs)</li> <li>• Personal Video Recorders (PVRs)</li> <li>• Disc players/ recorders (DVD, Blu-ray, etc.)</li> <li>• Laser Disc players/recorders</li> <li>• Cable &amp; satellite receivers</li> <li>• Set-top boxes Including digital TV</li> </ul> <p>Home stereo systems or components, including:</p> <ul style="list-style-type: none"> <li>• Amplifiers</li> <li>• Receivers</li> <li>• CD or tape decks</li> <li>• Turntables/record players</li> <li>• Home speaker systems such as 5.1 and 7.1 speaker packages supplied without amplifier or video player, including computer (multi-media) speakers</li> <li>• Other digital music recorders/players</li> <li>• Audio docking stations</li> <li>• Analog &amp; digital video cameras for home security or other closed circuit home use</li> <li>• Video monitor and camera systems</li> </ul>	<p>equipment used for musical recording, performances and/or public address</p> <ul style="list-style-type: none"> <li>• Video gaming equipment, including those that can also play DVDs, etc.</li> <li>• Satellite dishes</li> <li>• Cables or other accessories</li> <li>• Karaoke machines</li> <li>• Alarm clocks and wall clocks</li> <li>• Audio baby monitors and receivers</li> <li>• Intercoms</li> <li>• 3D Glasses</li> <li>• Overhead projectors</li> </ul>

OBLIGATED PRODUCTS	PRODUCT DEFINITION		Examples of PRODUCTS INCLUDED in the designated category	Examples of PRODUCTS NOT INCLUDED in the designated category
<b>HOME THEATRE IN A BOX (HTB) SYSTEMS</b>	<p>Audio and/or video equipment packaged by an OEM as a complete system intended to provide an “in-home” theatre experience.</p> <p>Bundled combinations must be supplied from one OEM and sold under one SKU</p>		<p>HTB audio and video equipment packaged as a complete unit, including: amplifiers, disc players, speakers, sub-woofers and all associated cables, etc.</p>	<p>Home speaker systems – <b>SEE HOME A/V category: PRODUCTS INCLUDED</b></p>
<b>VEHICLE AUDIO &amp; VIDEO SYSTEMS</b>	<p>Aftermarket audio and video systems or system components intended to replace or supplement OEM factory-installed systems or system components.</p> <p>Multiple speakers supplied in a single OEM package and sold under a single SKU are subject to one EHF.</p>		<p>Aftermarket vehicle audio &amp; video components, including:</p> <ul style="list-style-type: none"> <li>• In-dash CD and/or cassette players</li> <li>• In -dash radio, DVD, CD and/or cassette players (including those with integrated satellite radio and/or GPS/navigation functions)</li> <li>• Amplifiers</li> <li>• Equalizers</li> <li>• Speakers</li> <li>• Video player systems</li> <li>• Video displays (including those with built-in tuners)</li> </ul>	<ul style="list-style-type: none"> <li>• Factory-installed audio and video equipment developed for imbedded use in motor vehicles of any type (includes marine-craft radios and intercom systems)</li> <li>• Navigation systems (e.g. GPS receivers and components)</li> <li>• Satellite radio receivers and components</li> <li>• Back-up camera systems</li> <li>• Related cables or other accessories</li> </ul>



OBLIGATED PRODUCTS	PRODUCT DEFINITION		Examples of PRODUCTS INCLUDED in the designated category	Examples of PRODUCTS NOT INCLUDED in the designated category
<p><b>NON-CELLULAR TELEPHONES AND ANSWERING MACHINES</b></p>	<p>A telecommunication device with a handset, multiple handsets or microphone and speaker systems that is used to transmit and receive sound (most commonly speech).</p> <p>A device that is designed to record sound from incoming calls over a telephone line or VOIP line.</p> <p>Accessory handsets packaged with a telephone in a single OEM package under a single SKU are subject to one EHF.</p> <p>Accessory speakers/microphones packaged with speakers/conference phone in a single OEM package under a single SKU are subject to one EHF.</p>		<ul style="list-style-type: none"> <li>• Telephones (corded and cordless, VoIP, satellite phones)</li> <li>• Telephone line answering machines (cassette and digital)</li> <li>• Speaker/Conference phone</li> </ul>	<ul style="list-style-type: none"> <li>• Telecommunications equipment developed for imbedded use in motor vehicles of any type</li> <li>• Two-way radios (walkie-talkies)</li> <li>• Commercial-grade “pay phones”</li> <li>• Audio baby monitors and receivers</li> <li>• Fax machines – <b>SEE PRINTERS category: PRODUCTS INCLUDED</b></li> </ul>



OBLIGATED PRODUCTS	PRODUCT DEFINITION		Examples of PRODUCTS INCLUDED in the designated category	Examples of PRODUCTS NOT INCLUDED in the designated category
<b>COUNTERTOP MICROWAVE OVENS</b>	A self-contained cooking appliance, designed to sit (non-enclosed) on a countertop, table, or shelf, that uses electromagnetic energy to perform the cooking function,		<p>Countertop Microwave Oven: Typically less than 2.2 cubic feet.</p> <p>May include microwave ovens from hotel rooms or restaurant units similar in chassis type to household type units.</p>	<p>OTR/MHC: built-in or over-the-range microwave ovens and microwave/range hood combinations; microwaves that are built into a wall assembly or combined with a thermal wall oven; microwave ovens that are installed under a counter, in a wall cabinet, or attached to the wall of a cabinet.</p> <p>Large industrial or commercial kitchen microwave ovens.</p>
<b>Floor Standing Multi-Function Devices</b>	<p>Printing and copying devices utilizing all printing technologies that are floor standing models and that can print on media with dimensions up to 48" wide.</p> <p>Effective May 1, 2014</p>		Floor standing photocopiers and Multi-Function Devices (MFDs). This will include all printing and copying devices, utilizing all printing technologies that are floor-standing models and can print on media with dimensions up to 48" wide, and are up to a maximum weight of 200 kg.	Printing, Copying and Multi-Function Devices weighing more than 200 Kg's or the ability to print on media larger than 48". Industrial Printers.

The list of Product Definitions and Clarifications may be revised periodically by the Program.



## APPENDIX C

### Collection Depot Locations

<u>Depot Name</u>	<u>Street</u>	<u>City</u>
Manitou Landfill	360 PTH 3	Manitou
Carman Waste Transfer	1mile south Jct 3 & 13, and 1 mile South	Carman
Louise Station	4 miles north of jct 3 & 34	Pilot Mound-Crystal City
Portage & Dist. Recycling	700 Phillips St	Portage La Prairie
Gateway Resources	1582 Pembina Ave W	Winkler
Penner Waste	160 Grant Ave	Morden
Steinbach Eastman Recycling	60 Industrial Rd	Steinbach
St. Francois Recycling & nuisance grds	Rosser road & Two mile Rd	St Francois Xavier
Swan River , Valley Lions Recycling	1 mile south of Hydro Station and turn east	Swan River
Town of Roblin Recycling	113 1st Ave NW	Roblin
City of Brandon	3000 Victoria Ave E	Brandon
Brandon Computers	1229 Richmond Ave	Brandon
Virde n & District Recycling	1185 5th Ave S	Virde n
RM of Riverside	Nuisance Grounds SE 31-5-17	Dunrea
Shoal Lake & District Recycling Center	Shoal Lake landfill N10-17-23	Shoal Lake
Evergreen Environmental Tech.	3miles S Hwy 16 between Minnedosa & Neepawa	Minnedosa
Waste and Transfer Station	1 mile west of Carberry P.R.351	Carberry
Flin Flon Recycling Center	9 Timber Lane	Flin Flon
The Pas Area Recycling	Lot 18 Meadows Road	The Pas
City of Thompson Public Works	Hwy 6 Thompson Landfill	Thompson
RM of Rockwood/Stonewall	Winfield Road	Stonewall
Town of Teulon	6066E Road 94N	Teulon
RM of Argyle/Baldur	SW 11-5-14W	Baldur
Franks Computer Sales and Service	1535 Pacific Ave	Brandon
Town of Birtle	Birtle Landfill Main St.	Birtle
RM of North Norfolk/MacGregor	MacGregor Landfill	MacGregor
Boissevain Recycling	William ave	Boissevain
Gimli Public Works	292 Anson Dr.	Gimli
RM of Tache Landfill (Lorrette)	Gendron Rd (MUN 25E) 1.5 Km's south of P.R.	Lorrette
RM of Tache Landfill (Monominto)	38111 PR 501	Monominto



RM of Hamiota	Disposal site jct hwy 21&24 1 mile east & 1/2	Hamiota
Town of Killarney	Killarney Landfill	Killarney
Town of Morris	459 Boyne W.	Morris
Cartwright	Cartwright Landfill	Cartwright
Town of Letelier	Letelier Landfill	Letelier
RM of Stuartburn	Vita Landfill	Vita
Glenboro	Glenboro landfill	Glenboro
Hartney	Hartney Landfill	Hartney
Eriksdale (Coldwell Eriksdale W.D.G)	Eriksdale Landfill	Eriksdale
Oak River	Oak River Landfill	Oak River
Rapid City	Rapid City Landfill	Rapid City
RM of Mossey River	Winnipegosis Landfill	Winnipegosis
RM of St. Laurent	St Laurent Waste Trns	St Laurent
RM Lac Du Bonnet	PR 520 just south of PR 313	Lac Du Bonnet
Gilbert Plains Municipality	Hwy #5	Gilbert Plains
RM of Victoria	River Rd. Landfill	Holland
Bristol Hauling	405 Kuzenko	Niverville
RM of Pipestone- Reston Landfill	Reston Landfill	Reston
RM of Russell-Binscarth-Binscarth Landfill	Binscarth Landfill	Binscarth
RM of Russell-Binscarth-Russell Landfill	Russel Landfill	Russell
Peguis First Nation	Landfill	Peguis
Oak Lake transfer Station	1 St Ave South	Oak Lake
Libau Landfill RM of St Clements	Hwy 59 & 7km east on Rd. 88N	St Clements
Clarke Rd Trns. Stn. RM of St Clements	434 Clarke Rd	St Clements
Dunning Rd Trns Stn RM of St Clements	4570 Raleigh Rd	St Clements
City of Selkirk	Walker Rd & Hwy #4	Selkirk
RM of St Andrews	500 Railway Ave	Clandeboyne
Pinawa Landfill	PR 520 4Km North of PR 211	Pinawa
Ashern Landfill	6 Km north of Ashern on Hwy 6	Ashern
B.A.R. Waste	Third Ave	Arborg
RM of Alexander	1 Bpuvier Trail	St Georges
Village of Dunnottar	Landfill	Matlock
Town of Churchill	L5	Churchill
Grandview	Landfill	Grandview
RM of Souris-Glenborow	Landfill	Souris
Bloodvein	Landfill	Bloodvein
Fisher River	Landfill	Fisher River
Coca Cola Falls	Landfill	Coca Cola Falls
Traverse Bay	Landfill	Traverse Bay
City of Dauphin	Hwy 5 Landfill	Dauphin







## Appendix D

### Public Consultation

#### Part 1: Overview;

As part of the Program Plan Renewal process Electronic Products Recycling Association (EPRA) undertook a consultation process to provide opportunities for Public consultation and comment. Key aspects of the consultation included:

- In December 2022 posting the draft plan on the EPRA Manitoba website <https://recyclemyelectronics.ca/mb/planrenewal/> .
- Informing via email key stakeholders of the public consultation and the method for feedback to share with their membership. Email were sent to the following stakeholders;
  - Retail Council of Canada (RCC) Manitoba.
  - Association of Manitoba Municipalities (AMM).
  - Manitoba Association of Regional Recyclers (MARR).
- Advertisement placed in Saturday editions of the Winnipeg Free Press on both December 10 and 17<sup>th</sup>.

#### Part 11: Written Submissions Received:

- Mark Kinsley, City of Winnipeg (December 29 2022)

#### Part 11: Questions and EPRA Responses:

<b>Depot Compensation:</b>	
Submitted by Mark Kinsley, City of Winnipeg	
<i>Question/Comment</i>	<i>EPRA Response</i>
1. Details related to depot compensation rates and calculations	While the Program plan renewal is not a suitable location for contract negotiation we can say that the products that EPRA collects update and evolve over time and the weight of most items is declining. EPRA monitors its compensation to depots and will continue to do so in the future.

<b>Future Expansion of Obligated items:</b>	
Submitted by Mark Kinsley, City of Winnipeg	
We do not see any direct reference to the introduction of new electronic products to the program such as gaming consoles & accessories and small appliances	The regulatory expansion of additional electronic devices is solely within the purview of the Provincial Department of Environment, Climate and Parks. EPRA would be able to provide compliance for retailers and manufactures of these items and could include these in the list of accepted materials at by collection depots once fully regulated.



Part 11: Questions and EPRA Responses: (cont.)

<b>Refurbishment:</b>	
Submitted by Mark Kinsley, City of Winnipeg	
<p>We want to know how can it be known at the time of sale if an item can be refurbished? For example, a laptop with severe water damage is unlikely to be refurbished. So, without an EHF there is a reduction of financial resources to deal with its unknown end-of-life. Regardless, there are still costs to collect and prepare a product for its next stage; recycling or refurbishment.</p>	<p>EPRA only collects an EHF on the sale of new products. That initial fee pays for the cost of recycling those product once they reach their end of life.</p> <p>EPRA encourages the reuse and refurbishment of those products to prolong their usefulness until they reach their end of life and are ultimately recycled</p> <p>Regulated devices that have been refurbished do NOT attract an EHF under our program.</p>

## Appendix D (cont.)

Part 111: Sample of Notice of Consultation:

### Winnipeg Free Press

[Winnipeg](#) | [Page E008](#)

Saturday, 10 December 2022

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**EPRA** 

**INVITATION TO REVIEW DRAFT OF THE MANITOBA  
END-OF-LIFE ELECTRONICS STEWARDSHIP  
PLAN RENEWAL**

The Electronic Products Recycling Association (EPRA) invites you to participate in reviewing a draft of the Manitoba End-of-Life Electronics Stewardship Program Renewal which is scheduled to renew in 2023. EPRA is inviting comments on the renewal and your participation is encouraged. The draft document is posted for review on the program website at [recycleMYelectronics.ca/MB/planrenewal](https://recycleMYelectronics.ca/MB/planrenewal). To participate and provide feedback on the EPRA End-of-Life Stewardship Program renewal, please send your comments to [renewalcomments@epra.ca](mailto:renewalcomments@epra.ca) on or before December 30, 2022.

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## Appendix D (cont.)

Part 111: Sample of Notice of Consultation (cont.)

**EPRA website:** <https://recyclemyelectronics.ca/mb/planrenewal/>

recyclemyelectronics.ca/mb/planrenewal/

Not In This Province? Contact Us

RECYCLE MY ELECTRONICS

MANITOBA

Residential Businesses What Can I Recycle? Where Can I Recycle? Resources Stewards Service Providers

HOME :: PROGRAM PLAN RENEWAL

### Program Plan Renewal

**EPRA**

**End-of-Life Electronics Stewardship Program  
Manitoba**

Submitted: January 2023

The Electronic Products Recycling Association (EPRA) invites you to participate in reviewing a draft of the Manitoba End-of-Life Electronics Stewardship Program Renewal which is scheduled to renew in 2023. EPRA is inviting comments on the renewal and your participation is encouraged. To participate and provide feedback on the EPRA End-of-Life Stewardship Program renewal, please send your comments to [renewalcomments@epra.ca](mailto:renewalcomments@epra.ca) on or before December 30, 2022.