



## Program Guide

### Curbside Battery Collection Program

### Single-Use Dry Cell Batteries



*This manual describes the registration, approval and reporting process for Transporters and Processors of Single-Use Dry Cell Batteries in Ontario.*

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## List of Definitions

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**MHSW- Municipal Hazardous or Special Waste:** Household products that require special care at the end of their useful lives are categorized as MHSW. Stewardship Ontario's objective is to prevent these materials from entering waterways or ending up in landfills, harming our health and our environment, and to reclaim materials from these products for re-use.

MHSW Program was launched in July 2008 and includes five materials:

- Antifreeze and its containers
- Empty lubricating oil containers (30 litres or less)
- Oil filters
- Pressurized containers (includes propane tanks and cylinders, oxygen and helium tanks)
- Single-use dry cell batteries

Consumers are encouraged to participate so that the materials and their packaging can be recycled or disposed of safely.

**Single-Use Dry Cell Batteries:** The following single use (primary) dry cell batteries are eligible for collection from the public (consumers as waste generators):

- Alkaline-Manganese, Zinc-Carbon and Zinc Air, Lithium and Silver-Oxide batteries (cylindrical, rectangular, button cell and coin cell)

For the Material Class definitions as of January 1, 2013, refer to [page 18](#).

In general terms, these are most commonly the batteries which are used in hearing aids, provided within products such as toys, electronics, remote controls, watches, calculators and greeting cards, and those used for flashlights, smoke detectors, radios, phone and emergency kits.

**Note: rechargeable batteries and car batteries are not eligible and are not part of this program.**

**Curbside Battery Recovery Incentive (CBRI):** A payment model that has been established by Stewardship Ontario to achieve collection/ transportation objectives set by Stewardship Ontario to Approved Transporters for the collection, recovery and delivery of batteries to an Approved Battery Processor.

**Battery Processing Incentive (BPI):** A payment model that has been established by Stewardship Ontario to enhance the infrastructure for the sorting, processing and disposition reporting of batteries in accordance with the MHSW Program Processor Standards.

## About the Orange Drop Program

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Orange Drop is the name of the consumer-facing program that collects Municipal Hazardous or Special Waste (MHSW). Launched in July 2008, it provides safe end-of-life support for five materials:

- Single-use batteries
- Pressurized cylinders that held propane, oxygen, helium or other gasses
- Vehicle engine antifreeze/coolant
- Empty lubricating oil containers
- Oil filters

Since 2008, the program has diverted tens of millions of kilograms of hazardous or special waste from our landfills and waterways each year.

As of 2012, Orange Drop operates a network of 87 Municipal Household Hazardous Waste (HHW) depots, which makes disposing of hazardous or special waste easier than ever before. In addition, municipalities host more than

300 collection events across the province each year to ensure that all Ontario residents have access to Orange Drop collection opportunities. Orange Drop has also established over 2,500 single use battery collection sites, nearly 600 automotive waste sites and 30 return-to-retail battery drop off locations.

As an Extended Producer Responsibility (EPR) program, the costs incurred by Stewardship Ontario for the administration, collection, transportation, processing and responsible handling (recycling and safe disposal) of MHSW materials collected through Orange Drop is 100 per cent funded by the stewards that produce the materials and products that are part of the program.

## Curbside Battery Program

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### Objectives

The Curbside Battery Program is designed to effectively and efficiently increase the diversion of obligated single-use dry cell batteries generated in Ontario by making battery recycling as easy as recycling any other material that is managed through the Blue Box.

Utilizing Curbside Pickup as a collection method allows municipalities to leverage their current Blue Box collection processes. This will provide residents a convenient option for the proper disposal of single-use dry cell batteries and encourage greater participation in the Orange Drop program.

### Roles and Responsibilities

**Municipalities** offer the public a program in which eligible batteries can be collected free of charge through their current service provider for Blue Box collection. Unless otherwise agreed to, the municipalities Blue Box program service provider will be responsible for the collection of batteries from the public as well as the promotion of the program. Any funding required for these activities will be the negotiated between the transporter & the municipality. Municipalities are not responsible for debagging, sorting and/or consolidation. The Program Elements and Requirements are outlined on [page 6](#).

**Transporters** are responsible for debagging, consolidating and transporting batteries to the Processor and reporting recovered batteries to Stewardship Ontario. Batteries are to be delivered in a safe manner to an approved Processor. Transporters must be approved by Stewardship Ontario in order to be eligible to receive the Curbside Battery Recovery Incentive. Transporters are responsible for establishing agreements with Municipalities and approved Processors. A municipality may apply to become the Transporter. The Participation Guidelines and Responsibilities for Transporters are explained in detail on [page 8](#).

**Processors** accept eligible batteries for the purpose of recycling to the material-specific end-of-life management requirements. Processors must be approved by Stewardship Ontario in order to be eligible to receive the Curbside Battery Processor Incentive. Processors are responsible for establishing agreements with approved Transporters. The Participation Guidelines and Responsibilities for Processors are explained in detail on [page 10](#).

## Municipalities: Participation Guideline and Responsibilities

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The Municipality is responsible for providing, either directly or by subcontracting its obligation, collection services for the eligible batteries from the public. They will deliver the batteries to an agreed upon location where the batteries will be consolidated and passed on to the Transporter responsible for delivering the batteries to the Processor.

### General Requirements for Municipalities

- Collection must occur within the province of Ontario
- The Municipality must currently manage a curbside Blue Box recycling program
- All reasonable precautions must be taken to ensure that the batteries collected do not enter the Blue Box recycling stream. Material recovery facilities (MRFs) must be notified of the program in advance that there is a risk that some batteries may enter their facility

- Residents must place all batteries in sealed transparent bags
- To easily identify the collection bags, and not allow them to get mixed into the regular recycling, the public should be directed to place battery collection bags on top of or next to the Blue Box in single-stream systems. In dual-stream systems, it is recommended that the collection bags be placed on top of the fiber bin to reduce the risk of the batteries getting lost amongst the containers
- The collection program is public-facing and collects only single-use dry cell batteries
- The program only applies to single-family dwellings; multi-residential buildings can apply to become a collection site under the Battery Incentive Program: <http://www.stewardshipontario.ca/BIP>
- Municipalities must have the ability to collect, consolidate and temporarily store batteries (until pick-up) in accordance with Ministry of Environment and WHMIS regulations, and any other applicable provincial regulations
- Temporarily stored batteries awaiting pick-up must be kept secure and accessible for easy pick-up by the Transporter
- Municipalities must adhere to all applicable Stewardship Ontario Policies, Standards & Guidelines, including Collection Standards: [http://www.stewardshipontario.ca/service\\_providers/vendor\\_standards](http://www.stewardshipontario.ca/service_providers/vendor_standards)
- Title to all single use dry-cell batteries shall transfer to Stewardship Ontario at the point of consolidation for transportation to the Processor
- Municipalities, Transporters and Processors must possess all required licenses, permits, and other approvals required by law to fulfil their obligations under this program.
- Municipalities, Transporters and Processors assume all risk and liability resulting from their operations under this program and should obtain all necessary forms of insurance to protect them from such risks and liabilities
- All Transporters & Processors must be approved by Stewardship Ontario

## Notification & Frequency

- Stewardship Ontario must be notified at least two months prior to each Curbside Collection Event
- Due to the climate in Ontario, Stewardship Ontario does not recommend holding events between November and March
- Stewardship Ontario must be given sufficient time to review and approve all Promotional and Educational materials containing the Stewardship Ontario or Orange Drop logo and branding (see *Promotion & Education* section on [page 7](#))

## Collection Bag Requirements

- Residents must place batteries in sealed transparent bags
  - If residents are required to supply their own collection bags, then safe handling instructions as well as details on what batteries are eligible must be provided through another medium (e.g. newspapers, website, etc.)
- If collection bags are being supplied to the residents:
  - Stewardship Ontario requires that collection bags provided by the Municipality contain the Orange Drop logo and collection instructions with a list of eligible battery types printed on it
  - If the collection bags contain branding, the Orange Drop brand is to be displayed with equal prominence to the municipality's logo and all other logos
  - "Paid for by battery Producers" must appear on the bag
  - The sourcing, and distribution of the collection bags to the public is the responsibility of the municipality, unless an agreement has been made with the Transporter

## Promotion & Education

- Promotion and education activities, including advertising, must communicate that the collection program is part of the Orange Drop Program. Municipalities, Transporters, Processors and any other program participant may be identified as a 'participant' or 'sponsor' in the Orange Drop Curbside Battery Program
- Where space permits, all promotion and education activities, including advertising, should state: "Paid for by

battery Producers”

- Promotion and education activities, including advertising, should emphasize that batteries collected will be and kept separate from the other Blue Box recyclables. They will then be sorted and shipped to an approved processor for proper battery recycling
- Municipalities must communicate to the public instructions on how to participate in the program including collection dates, safe handling instructions and the types of eligible batteries at least three weeks in advance of the collection program
- If possible, the collection program should be included on the municipality's annual waste collection calendar
- The Orange Drop brand is to be displayed in equal prominence to all other brands and logos, on all collateral. This is including but not limited to, advertising, education and collection materials (I.E. bags)
- All artwork for collateral and advertising, including collection bags that bear the Orange Drop logo, must be sent to Stewardship Ontario for approval
- Stewardship Ontario may publish and/or advertise the collection event on [www.makethedrop.ca](http://www.makethedrop.ca) at Stewardship Ontario's expense
- All online advertising, including the municipality website is to include a link to [www.makethedrop.ca](http://www.makethedrop.ca)

## Collection

The Municipality is responsible for:

- Picking up single use dry cell batteries from the public through curbside collection
- Working with the Transporter and Processor to ensure the collection bag is acceptable to all parties and to determine which party is responsible for debagging the batteries
- Managing collections to program standards
- Consolidating and/or storing batteries for a limited amount of time in accordance with Ministry of Environment Environmental Compliance Approval (ECA), and WHMIS regulations, and any other applicable provincial regulations
- Batteries from collection containers can be consolidated into drums by staff who have received training in proper procedures for:
  - identifying battery chemistries
  - handling leaking or corrosive batteries
  - identifying and handling batteries containing mercury, and
  - handling unidentified batteries
- Certifying that the batteries transported originated in Ontario from the public (consumer as waste generator)

## Transporters: Participation Guidelines and Responsibilities

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Approved Stewardship Ontario Battery Transporters will be able to participate in the Curbside Battery Program and will be eligible for the financial incentive for the recovery of designated batteries.

**NOTE: If the Municipality wishes to act as the Transporter, they must first become an approved Transporter with Stewardship Ontario. Upon approval these guidelines become the responsibility of the municipality. For information on how to become an Approved Transporter, visit:**

[http://www.stewardshipontario.ca/service\\_providers/what-we-do/mhsw/transporters-processors](http://www.stewardshipontario.ca/service_providers/what-we-do/mhsw/transporters-processors)

The *Curbside Battery Recovery Incentive rate (CBRI)* found on [page 12](#) includes payment for all activities related to the operation and transportation of batteries within the program (I.E. advertising, bags production and distribution, debagging, etc.). This rate is paid to the Transporter and any payment to the municipality or processor is the responsibility of the Transporter.

## General Requirements for Transporters

- Must adhere to all applicable Stewardship Ontario Policies, Standards & Guidelines, including

Transportation Standards: [http://www.stewardshipontario.ca/service\\_providers/vendor\\_standards](http://www.stewardshipontario.ca/service_providers/vendor_standards)

- Title to all single use dry-cell batteries shall transfer to Stewardship Ontario at the point of consolidation for transportation to the Processor
- Transporters must possess all required licenses, permits, and other approvals required by law to fulfil their obligations under this program
- Municipalities, Transporters and Processors assume all risk and liability resulting from their operations under this program and should obtain all necessary forms of insurance to protect them from such risks and liabilities
- The Transporter must coordinate with the Processor to ensure they have the ability to receive and process the materials in a bag or determine a process to debag the batteries before delivery to the Processor
- All Transporters must be approved by Stewardship Ontario
- Transporters must deliver batteries collected through this program to an approved Stewardship Ontario Processor

## Transportation Services

The Transporter is responsible for the flow of designated batteries from the consolidation site to an approved Stewardship Ontario Processor. All approved Processors will be posted on [www.stewardshipontario.ca](http://www.stewardshipontario.ca)

The Transporter is required to:

- Weigh outbound batteries in Kilograms and report on weight by shipment to the Processor
- Record the originating location (consolidation locations) by shipment to the Processor
- Ensure necessary Ontario Ministry of the Environment approvals for the movement of waste under the Transportation of Dangerous Goods Act (TDGA) if consolidating and/or storing batteries for any amount of time
- Record drop-off location to Processor by shipment
  - Goal is to be able to track and report the entire chain of custody and have this available for Stewardship Ontario auditor verification

## Reporting Services

See *Reporting to Stewardship Ontario* section on **page 17** of this guide.

## Cross Border Movement of Batteries

- It is not Stewardship Ontario's intention to restrict the movement of batteries to approved processing locations which, from an economic perspective, make good business sense. Therefore, Stewardship Ontario will not restrict Transporters from transporting batteries to approved processing facilities in other North American jurisdictions
- Transporters wishing to use an out-of-province Processor must ensure that the Processor is approved by Stewardship Ontario
- The out-of-province Processor must register with Stewardship Ontario by creating an online profile (as described in this manual on **page 14**) and provide a Letter of Compliance verifying that all requirements of their governing jurisdiction have been met and they are subject to a site audit prior to approval

## Processors: Participation Guidelines and Responsibilities

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Approved Stewardship Ontario Battery Processors will be able to participate in the Curbside Battery Program and will be eligible for the financial incentive for the processing of eligible batteries.

### General Requirements for Processors

- Must adhere to all applicable Stewardship Ontario Policies, Standards & Guidelines, including Processor

Standards: [http://www.stewardshipontario.ca/service\\_providers/vendor\\_standards](http://www.stewardshipontario.ca/service_providers/vendor_standards)

- Title to all single use dry-cell batteries shall transfer to Stewardship Ontario at the point of consolidation for transportation to the Processor
- Processors must possess all required licenses, permits, and other approvals required by law to fulfil their obligations under this program
- Municipalities, Transporters and Processors assume all risk and liability resulting from their operations under this program and should obtain all necessary forms of insurance to protect them from such risks and liabilities
- All Processors must be approved by Stewardship Ontario

## Processing Activities

The MHSW Program Processor Standards must be fully adhered to:

- General Requirements
- Occupational Health and Safety
- Environmental Standards
- Material-Specific End-of-Life Management Requirements

The Battery Processing Incentive rate (BPI) of \$1.18/Kg includes a \$0.30 payment for sorting the batteries received from the Transporter.

To properly track and record the flow of batteries in this program, and to receive payment for the processing of batteries, the Processor must:

- Report the weight (in kilograms) by chemistries for all eligible batteries received in each shipment from a Transporter
- Sort the batteries and subtract the weight of the non-eligible batteries (and other contaminants such as the collection bags, recyclables and garbage) from the eligible single-use dry cell batteries
- Report the percentage of each shipment that was comprised of eligible batteries
- The Transporter must coordinate with the Processor to ensure they have the ability to receive and process the materials in a bag or determine a process to debag the batteries before delivery to the Processor

**For example:** 3,000 kg shipment received – 100 kg of “non-eligible batteries” within shipment = 2,900 kg of eligible batteries. 96.7 per cent of this shipment was eligible batteries.

## Reporting Activities

See *Reporting to Stewardship Ontario* section on [page 17](#) of this guide.

## Diversion Reporting

Diversion reporting is extremely important to Stewardship Ontario to understand how much hazardous or special material Service Providers have been able to divert from landfill. It helps us determine performance to targets, and provides information that is required to be submitted to Waste Diversion Ontario (WDO). Service Providers work with Stewardship Ontario to achieve the MSHW Program Plan’s diversion targets for the five materials covered under the plan, and support Ontario in finding more innovative, cost effective and efficient ways to divert more waste from landfill.

Service Providers must provide diversion reports to Stewardship Ontario no later than 30 days after the end of each quarter. All recycling and disposal activities must be detailed on the diversion reports, and net weights of material directed to each activity must be provided. The total Net Weight of MHSW recorded on diversion reports should match the total Net Weight of MHSW received. These totals will be reviewed by Stewardship Ontario on a regular basis as part of its chain of custody audits

# Incentives and Payment Guidelines

## The Incentive Model

There are two incentive payments for the Curbside Battery Collection Program:

- **A Curbside Battery Recovery Incentive (CBRI)** payable to any Stewardship Ontario approved Transporter for arranging for the collection, recovery and delivery of batteries to an approved Stewardship Ontario battery Processor. **This rate has been set to provide payment for all activities required to be undertaken by the Municipality and the Transporter.** This rate is paid to the Transporter and any payment to the municipality is the responsibility of the Transporter
- **A Battery Processing Incentive (BPI)** payable to any Stewardship Ontario approved Processor for the debagging, sorting, processing and disposition reporting of batteries in accordance with the MHSW Program Processor Standards

**NOTE:** The Curbside Battery Recovery Incentive (CBRI) will be harmonized to a 9 zone rate by 2014

## Incentive Levels

Incentive	Incentive Rate
Curbside Battery Recovery Incentive (CBRI)	\$1.36/kg + Fuel Surcharge

The total CBRI rate includes a base Transportation Incentive Rate of \$1.36/kg, plus a separate floating fuel surcharge, using the current Freight Carriers Association of Canada (FCA) index at the time the service was performed. It is calculated as follows:

**Fuel Surcharge = Base Transportation Incentive (\$1.36) x Current Calculated Cost Increase (%)**

**EXAMPLE:** Transporter A submits a claim to Stewardship Ontario for 100 kilograms of single-use dry cell batteries

Material Description	Reported Quantity	Units of Measure	Net Price per Kg	Net Amount
Single-Use Dry Cell Batteries	100	kg	\$1.36/kg	\$136.00
A Fuel Surcharge of 17.9%* has been added to the above item				\$24.34
<b>TOTAL INCENTIVE</b>				<b>\$160.34</b>

\*The Calculated Cost increase as of March 4, 2013 was 17.9% as per the Freight Carriers Association of Canada

Incentive	Incentive Rate
Battery Processing Incentive (CBPI)	\$1.18/kg*

\*This incentive includes \$0.30 for sorting. If your company chooses to outsource these activities, as the Processor you will still receive \$1.18/kg and are obligated to pay for the outsourced sorting yourself.

**Note:** CBRI & BPI rates are subject to review quarterly.

## Payment Process

The Curbside Battery Program is for single-use dry cell batteries only.

Some non-eligible batteries might end up being transported to Processors as a result of residents incorrectly placing batteries that fall outside of the program into their collection bags. We realize that a small amount of non-recyclable batteries might find their way into the program, and we have built in a small tolerance of 10 per cent with no financial penalty to the Transporter. If more than 10 per cent of any load is discovered when being sorted, a penalty related to the shipment weight will be assessed.

- **Tolerance:** 10%
- **Penalty:** cost of non-eligible processing + 3%

Detailed descriptions of the reporting process and submission instructions can be downloaded [here](#).

## Becoming an Approved Transporter or Processor

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### Prospective Transporters and Processors: Who is eligible?

Any organization that deals with the transportation and/or processing of single-use dry cell batteries in the province of Ontario and meets Stewardship Ontario's requirements is eligible.

Please see the detailed definition of MHSW Single-Use Dry Cell Batteries on [page 18](#).

### Becoming an Approved Battery Transporter or Processor

All Transporters and Processors that wish to handle materials under the Stewardship Ontario Curbside Battery Program must be registered and approved by Stewardship Ontario.

- All Transporters and Processors located within the boundaries of Ontario are subject to, and must comply with, all Ontario legislative and regulatory requirements, and with Stewardship Ontario's Vendor Standards
- Transporters and Processors located outside of Ontario must be subject to, and comply with, applicable provincial or state legislative and regulatory requirements. If you are a Transporter delivering batteries to Processors located outside of Ontario, you must also ensure these Processors are registered with Stewardship Ontario

### Registration: Creating an Online Profile

To become an approved Stewardship Ontario Battery Transporter or Processor, an online registration must be completed.

Visit Stewardship Ontario's We Recycle

Portal: <https://wecycle.stewardshipontario.ca/irj/portal>

- Click on "New Registrant"
- Create a User ID and provide an e-mail address

You will receive an e-mail with a temporary password and instructions for logging on to the *We Recycle* Portal.

The portal will then guide you through the registration process.

The following information will be requested:

- Company name



We recommend that you designate an individual in your organization to be a "primary contact" between your company and Stewardship Ontario. The primary contact must have the authority and ability to:

- Legally bind or legally represent your organization;
- Enter into contracts on behalf of your organization;
- Gather information internally and reports for work performed as a battery Transporter or Processor.

- Contact information for a primary and secondary contact as well as an accounting contact
- Whether you would like to offer Transportation or Processing services or both
- Types of material you will be transporting and/or processing
  - For this program, select “single-use dry cell batteries”

You will receive an e-mail acknowledging receipt of your application and will also be supplied with a preliminary vendor number.

Stewardship Ontario will connect with your primary contact.

**After the initial contact and once it is determined there is a need for the services being offered, you will be asked to complete the application process.**

## Application Process

As part of the application process, you will need to supply the following information.

### For Transporters:

- Number of trucks servicing the program
- Capacity of trucks servicing the program
- Type of transportation containers you will be using

### For Processors:

- Storage capacity
- Daily processing capacity
- Description of planned recycling process and disposition reporting
- End markets planned for products

### Both Transporters and Processors must provide proof of:

- Business license
- General Third Party Public Liability Insurance (Stewardship Ontario must be listed on the policy as an additional insured party)
- Ministry of the Environment issued Environmental Compliance Approval (ECA), or equivalent, where applicable

## Application Process: Vendor Standards

All Transporters and Processors are subject to, and must comply with, Stewardship Ontario's Vendor Standards. Facilities located in other provinces or states are subject to, and must comply with, applicable provincial or state legislative and regulatory requirements.

Vendor standards can be found at: [http://www.stewardshipontario.ca/service\\_providers/vendor\\_standards](http://www.stewardshipontario.ca/service_providers/vendor_standards)

## Application Process: Environmental Audit Requirements

To become an approved Transporter or Processor, companies must undergo an environmental audit of their

operations, and submit a letter of compliance that confirms this audit has been performed. The audit ensures that any approved Battery Transporter, Processor or Sub-Processor is in compliance with a detailed set of requirements.

The audit takes the form of a checklist, and focuses on regulatory compliance and operating standards and procedures, with additional material-specific requirements.

- New Transporters and Processors must perform the audit before they are approved
- Existing Transporters and Processors must perform the audit by March 1 of each calendar year in order to remain an approved Stewardship Ontario service provider

Existing and prospective service providers have the option of conducting the audit in one of two ways:

- a) conducting the environmental audit internally, or
- b) engaging external third party auditors.

Stewardship Ontario does not have a preference of whether the audit is conducted internally or externally, and the chosen method will have no bearing on the outcome of the approval process.

The Audit Checklist can be downloaded

here: [http://www.stewardshipontario.ca/service\\_providers/what-we-do/mhsw/transporters-processors](http://www.stewardshipontario.ca/service_providers/what-we-do/mhsw/transporters-processors)

## Application Process: Letter of Compliance

After the audit is performed, Transporters and Processors must prepare and submit a Letter of Compliance that contains the following elements:

- Certifies that the company meets Stewardship Ontario's terms and conditions, including applicable Vendor Standards
- Indicates that the company meets all applicable legislation
- Outlines the methodology used to perform the environmental audit and assess compliance
- Signed by an officer of the company and may be co-signed by the company's environmental compliance officer

## Letter of Compliance: Submission Procedure

Please forward your letter by Canada Post, e-mail or upload to We Recycle, addressed to:

Program Administrator  
Stewardship Ontario  
1 St. Clair Ave. W., 7th Floor,  
Toronto, ON M4V 1K6

A sample of this letter is shown on [page 19](#).

## Review of Application and Approval

Upon submission of all requested documentation, Stewardship Ontario will confirm receipt within five (5) business days. Following this, your company's information will be reviewed and a site visit and meeting will be scheduled to complete the review process. After the site visit and meeting you will be notified of the approval decision within five (5) business days.

Stewardship Ontario maintains a list of registered and approved Transporters and Processors. This list is updated regularly, and posted on Stewardship Ontario's website so that collectors of batteries may contact you for business purposes.



## Program Confidentiality

Under the Curbside Battery Program, information with respect to specific generators and/or collection facilities, Transporters and Processors will be kept confidential. The volume of batteries collected and diverted and the financial reimbursement to individual Transporters and Processors will not be disclosed. Aggregated results will be reported.

Only the company name and contact information of service providers will be shared online.

## Reporting to Stewardship Ontario

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Transporters and Processors of Single-use Dry Cell Batteries must report to Stewardship Ontario about the quantities they manage, after which they will receive payment from Stewardship Ontario.

As a general overview, Transporters must complete a Bill of Lading (BOL) to record pickups. A BOL must be used each time Single-use Dry Cell Batteries are transported from a collection site to a Stewardship Ontario approved Processor or interim bulking facility (if your organization is a Transporter) or from your facility (should you be an approved Processor) to a downstream Processor.

Reports are submitted online for payment of Transportation and Processor incentives via the We Recycle portal. Submissions must be accompanied by the hard-copy BOLs associated with the submission (Transporters) or other tracking or “control” documents (Processors). These “other tracking or control documents” must be preapproved by Stewardship Ontario, to ensure they satisfy our reporting requirements. These documents are mailed or couriered to Stewardship Ontario.

***Transporters and Processors must report their activities no less than every two weeks, but are encouraged to report as frequently as possible.***

Detailed descriptions of the reporting process and submission instructions can be downloaded **here**.

## Related User Guides and Reference Materials

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### Related User Guides

#### Approved MHSW Rules

<http://www.stewardshipontario.ca/stewards/mhsw/rules>

#### Stewardship Ontario Vendor Standards

[http://www.stewardshipontario.ca/service\\_providers/vendor\\_standards](http://www.stewardshipontario.ca/service_providers/vendor_standards)

#### Environmental Audit Checklist

[http://www.stewardshipontario.ca/service\\_providers/what-we-do/mhsw/transporters-processors](http://www.stewardshipontario.ca/service_providers/what-we-do/mhsw/transporters-processors)

#### List of Approved Transporters and Processors

<http://www.stewardshipontario.ca/ODServiceProviders>

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### Material Definition – As of January 1, 2013

#### Single Use Dry Cell Batteries

Means batteries that are one or more cells, including case, terminals and markings. The source of electrical energy is obtained by the direct conversion of chemical energy that is not designed to be charged by any other electrical source.

Examples	Exclusions
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<ul style="list-style-type: none"> <li>• All Single Use Dry Cell Batteries including but not limited to the following chemistries: <ul style="list-style-type: none"> <li>○ Alkaline-Manganese</li> <li>○ Lithium</li> <li>○ Silver Oxide</li> <li>○ Zinc Air</li> <li>○ Zinc-Carbon</li> </ul> </li> <li>• Includes batteries Supplied with products</li> <li>• Includes batteries within and/or embedded in products: <ul style="list-style-type: none"> <li>○ Supplied to the residential sector where the products are designed so that the batteries are removable and replaceable (such as toys, electronics, watches, hearing aids)</li> <li>○ Supplied to the IC&amp;I sector where the products are designed so that the batteries are removable by those providing service for the products</li> <li>○ Supplied to the residential and/or IC&amp;I sector that can be removed by those providing end of life management of products captured under the WEEE Program</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Secondary batteries that are designed to be recharged</li> </ul>

## Sample Letter of Compliance

### Company Logo & Letterhead

MM/DD/YYYY

Program Administrator  
Stewardship Ontario  
1 St. Clair Ave. W., 7th Floor  
Toronto, Ontario  
M4V 1K6

RE: Compliance with Environmental Standards

To Whom It May Concern:

Company X certifies that it meets Stewardship Ontario's operating policies and protocols set out in the MHSW Interim Vendor Standards (as outlined in the Audit Checklist for Transporters and Processors).

Company X additionally certifies that it is in accordance with all applicable federal and provincial environmental regulations.

Company representatives conducted a site examination of the facility at address on date. The site examination activities included, for example, an opening meeting, site tour, observations, interviews, documentation review and a closing meeting. Findings and the supporting evidence from the onsite activities were documented on the MHSW Audit checklist and reviewed by x.

Sincerely

Environmental Compliance Officer

Officer of the Company

## Who is Stewardship Ontario?

Stewardship Ontario is a not-for-profit organization that is funded and governed by the industries (our stewards) that make and market the products and packaging materials managed under our recycling programs:

- Blue Box – the curbside recycling program for printed paper and packaging
- Orange Drop – the recycling and safe disposal for hazardous or special waste

We touch the lives of Ontarians every day – whether they are putting something in their Blue Box or returning dead batteries to a depot or recycling partner. We work to keep all types of materials out of landfill and to recover as much value as possible from them at the end of their useful life. We strive to find new ways to turn today's waste into tomorrow's consumer products.

## Waste Diversion Act, 2002

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Stewardship Ontario operates its programs under the Waste Diversion Act, 2002. The organization receives no funding from government or taxpayers. Stewardship Ontario is designated in legislation as an "Industry Funded Organization" in order to make it clear that it is the responsibility of the industry to fund and manage stewardship programs for various wastes.

Stewardship Ontario is accountable to Waste Diversion Ontario, our regulator. Industry is obligated to meet a series of targets from waste diversion to financial performance. An annual report provides detailed performance results along with an audited financial statement for public review.

Stewardship Ontario is governed by a 16-member board of directors and includes a staff of over 40.

For more information visit [www.stewardshipontario.ca](http://www.stewardshipontario.ca)

### Need Help? Have comments or feedback?

Please contact Stewardship Ontario [serviceprovider@stewardshipontario.ca](mailto:serviceprovider@stewardshipontario.ca) or call 1-888-288-3360