



Dear Association and members,

Ontario Electronic Stewardship has created this document to assist your organization in communicating the WEEE Program. In order to have a consistent message, we are asking that you use this document when communicating information about the WEEE Program Plan to all your suppliers (vendors, distributors, resellers etc) and customers. Please feel free to use this information about the OES program to your members and associated stakeholders through your e-newsletters, regular print communications or other communication media.

Please direct your members to contact OES for further details at 1 888-646-1820 or via email: [customerservice@ontarioelectronicstewardship.ca](mailto:customerservice@ontarioelectronicstewardship.ca)

Thank you for your cooperation

Regards

OES Customer Service

### **Backgrounder – Waste Diversion Act (WDA) 2002**

In June 2002, the Province of Ontario passed the [Waste Diversion Act](#) (WDA). The Act empowers the Minister of the Environment to designate materials for which waste diversion programs are to be established and promote the reduction, reuse and recycling of such designated waste. The WDA created Waste Diversion Ontario (WDO) a non-crown corporation to develop, implement and operate waste diversion programs for a wide range of materials that the Minister designates. The WDA requires the WDO to develop a waste diversion plan for each designated waste in co-operation with an Industry Funding Organization (IFO). Ontario Electronic Stewardship (OES) is a non-profit corporation established by manufacturers, retailers, and other stakeholders to develop a waste diversion plan for Waste Electrical and Electronic Equipment (WEEE).

### **WEEE Program Plan**

On July 9, 2008, Ontario's Minister of the Environment, the Hon. John Gerretsen approved the waste diversion program plan for [Phase 1 - Waste Electrical and Electronic Equipment](#) commencing April 1, 2009. The Minister's approval initiated work toward implementation of the Phase 1 WEEE Program Plan, as well as the development of a program plan for Phase 2 WEEE materials, as required in the Minister's 2007 "[Program Request Letter](#)."

### **Responsibilities under the WEEE program Plan**

Starting April 1, 2009 Stewards of EEE (Electrical and Electronic Equipment) that is supplied for use in Ontario are obligated to register with OES, remit Steward's Reports on the EEE supplied into Ontario and pay applicable Steward's [EEE Fees](#) to OES. Steward's fees cover the costs of ensuring that Ontario WEEE is recycled in an environmentally sound manner including establishing province wide collection networks, transportation, consolidation, and end-of-life



management of WEEE that cannot be reused or recycled, public education and awareness, research and development, continuous improvements in technology. They also ensure that industry meets the diversion and accessibility targets set out in the WEEE program plan and under the WDA.

**Designation of Stewards:**

Stewards are defined in the [2009 Rules](#) as “Brand Owner, First Importer, Franchisor and/or Assembler (of EEE product that is not branded) with respect to all EEE supplied for use in Ontario in the Data Period.”

**Steward/Remitters Responsibilities:**

Stewards/Remitters are required to submit monthly Steward’s Reports for the total amount of EEE supplied for use in Ontario starting April 1, 2009. Stewards/Remitters will be required to file their first Steward's Report and pay any applicable fees by May 31, 2009. The first Steward's Report will include all EEE supplied for use in Ontario during the April 1 - April 30 2009 data period.

Stewards / Remitters must register their organization online with OES in the *OES Application and Registration System* at <https://mtsreg.oesdatasystem.ca/login.aspx> to declare their obligation or apply to enter Remitter’s Agreements.

**Remitter Agreement:**

Please note, that the legal requirements in Ontario are different for Stewards than requirements for Stewards/Remitters in other provincial WEEE programs.

**Stewards who registered with OES**

Stewards may sign, with OES’ approval, an OES Remitter’s Agreement with their customers which would allow their customers to remit fees directly to OES on behalf of the obligated Steward. A Steward must first register with *OES Application/Registration System* <https://mtsreg.oesdatasystem.ca/login.aspx> and be provided with a Steward number. Once this step is completed the second step is for the Steward to initiate the Remitter Process within the *OES Reporting System* (currently under development). See the steps below for further information on this process.

**Non-Stewards (Remitters)**

Companies who are not obligated stewards and that wish to enter into Remitter’s Agreement must first register within the *OES Application/Registration System*. In the system these types of companies answer “no” to the Obligated Steward questions 1a) and 1b) but “yes” to the Remitter’s Agreement question 1c). The registration will provide them with a Registration Number used to login within the *OES Reporting System*. The second step is to login into the *OES Reporting System* and initiate the Remitter Process and follow the instructions below. The *OES Reporting System* is currently under development.

**Stewards and Remitters**

To enter into a Remitter’s Agreement Stewards and Remitters must do the following:

1. Register within the online *OES Registration System* as a Steward or as a Remitter



2. Login into the **OES Reporting System** using information from **OES Application /Registration system** and answer the Remitter question on the Remitters Tab page:  
Please confirm if your organization wishes to be a:
  - i. Remitter – Remit on behalf of obligated Stewards
  - ii. Obligated Steward – have companies remit on your behalf as you are an obligated Steward of EEE supplied for use in Ontario.
  - iii. A remitter that will be entering into a sub-remitter Agreement
3. Agree to the terms of the OES Remitter’s Agreement as it relates to your type of organization
4. Identify a contact who will be responsible for all Remitter’s Agreements
5. Stewards must provide a list of Brands for which they are obligated
6. Select and initiate a request to other registered Remitters’/ Stewards. This is done within the **OES Reporting System**. The system will generate emails for each request.
7. Other party must go online and agree to enter in the Remitter’s Agreement (Remitter or Steward) with your organization
8. The obligated Steward needs to provide a list of brands that the steward wants the Remitter to remit on
9. After both parties agree online to terms and conditions of the OES Remitter’s Agreement, OES must approve it to become effective.

REMINDERS:

- Only companies that have registered online using the **OES Registration and OES Reporting System** as Remitters and Stewards wishing to enter in an OES Remitter’s Agreement will be accepted.
- The **OES Reporting System** is currently under development and will be available March 18.
- An OES Remitter’s Agreement is only deemed to take effect in the upcoming future month after being approved by OES.
- **For start up purposes only** any OES Remitter’s Agreement approved by OES before May 31, 2009 can have a retroactive effective date of April 1, 2009 to allow the Remitter, not the Steward, to remit for EEE supplied into Ontario in for the following obligation months: April and May 2009

Please Note: OES will be having an information webinar about the Steward reporting and Steward remitting process scheduled for March 11, 2009 –Should you be interested please visit our website to register

<http://www.ontarioelectronicstewardship.ca/consultation/webinars.html#stewards>