

# Checklist of items to include in the common program description

No later than three months before the expected implementation date of a product recovery and reclamation program, targeted enterprises must inform RECYC-QUÉBEC of their intent to implement a common program by submitting a [notice of intent](#) along with a **program description**.

The following checklist allows you to ensure that all of the requested items have been included in your program description. It does not in any way replace the provisions of the Regulation respecting the recovery and reclamation of products by enterprises and is to be used solely as a tool to help targeted enterprises.

The document contains a checklist of items to be included in the common program description that is to be sent to RECYC-QUÉBEC.

Three sources have been used to create this checklist:

- The [Regulation respecting the recovery and reclamation of products by enterprises](#), which will be referred to as “the Regulation.”
- The Regulation to amend the [Regulation respecting the recovery and reclamation of products by enterprises](#).
- The [Guide application du Règlement sur la récupération et la valorisation de produits par les entreprises \(available in French only\)](#), which will be referred to as “the Guide.”

## Tip

Be sure to look at the specific provisions for the covered product categories in Chapter VI of the Regulation, as specific provisions may apply, specifically regarding drop-off centres, waste management, information, awareness, education, and many other specific criteria applicable to existing and new product categories.

# Enterprise's administrative information:

## Information on the enterprise representing the group:

- Enterprise name \_\_\_\_\_
- Enterprise address \_\_\_\_\_
- Enterprise phone and fax numbers \_\_\_\_\_
- Enterprise email address \_\_\_\_\_
- Enterprise number issued pursuant to the Act respecting the legal publicity of enterprises (R.S.Q., c. P-44.1) \_\_\_\_\_
- Name and contact information of the enterprise representative \_\_\_\_\_

## Information on enterprises part of the group:

- Enterprises' names \_\_\_\_\_
- Enterprises' addresses \_\_\_\_\_
- Enterprises' phone and fax numbers \_\_\_\_\_
- Enterprises' email addresses \_\_\_\_\_
- Enterprise numbers issued pursuant to the Act respecting the legal publicity of enterprises (R.S.Q., c. P-44.1) \_\_\_\_\_
- Name and contact information of enterprise representatives \_\_\_\_\_

## Program representative information:

Program representative name \_\_\_\_\_

Program representative phone number \_\_\_\_\_

Program representative email address \_\_\_\_\_

## Confirmation of enterprise enrolment:

A resolution from each enterprise confirming their enrolment in the group \_\_\_\_\_



For more details, see subsections 1 to 3 of paragraph 2, section 6 of the Regulation.

# Marketed products:

Subcategories of marketed products \_\_\_\_\_

Trademarks of marketed products \_\_\_\_\_

Estimated quantity of the marketed products per year according to each subcategory

List of municipalities where each type of product is on the market \_\_\_\_\_

When an enterprise accepts remote orders (online, phone or catalogue orders), the territory served is deemed to cover all of Quebec.

Marketing methods \_\_\_\_\_

Examples: wholesale, retail, online, phone, at home, etc.



For more details, see subsection 4, 5 and 6 of paragraph 2, section 6 of the Regulation. See Chapter VI of the Regulation for the categories and subcategories of targeted products.

# Drop-off centres:

List of drop-off centres, including:

Number \_\_\_\_\_

Address \_\_\_\_\_

Opening hours and days \_\_\_\_\_

Subcategories of products that can be dropped off \_\_\_\_\_

Type of drop-off centre \_\_\_\_\_

Examples: ICI drop-off centres, ecocentres, municipal drop-off centres, etc. To understand your drop-off centre's obligations based on the clientele served, see Chapter V of the Regulation.

Maximum threshold of drop-off centres according to weight, quantity or size for ICI clientele \_\_\_\_\_

Description of other collection services offered \_\_\_\_\_



For more details, see subsection 6 of paragraph 1 of section 5, subsection 7 of paragraph 2 of section 6, Chapter V of the Regulation and page 40 of the Guide.

# Waste management:

Description of waste management methods for each product subcategory \_\_\_\_\_

This concerns the 3Rs disposal hierarchy: reduce at the source, reuse, recycle.

Description of transportation, storage, sorting, consolidation and any other processing methods for recovered products \_\_\_\_\_

If reuse is the chosen management method, description of methods and criteria for sorting, identifying and transferring products for this purpose \_\_\_\_\_

When a method cannot be used according to the 3Rs disposal hierarchy because of the existing technology or applicable laws and regulations, a demonstration to this effect must be provided to the Minister. When this situation is justified because a method offers an environmental advantage, a life cycle analysis (LCA: analysis to define the environmental impacts of a product, process or service throughout its life cycle, from raw material extraction to end of life)<sup>1</sup> confirmation must be provided to the Minister along with the annual report for the year in which this situation occurred.



For more details, see subsections 1 and 12 of section 5, subsection 8 of paragraph 2 of section 6 of the Regulation and pages 27 to 31 of the Guide.

<sup>1</sup> [Source](#): RECYC-QUÉBEC website glossary [in French]

# Suppliers and operating rules:

**Information on suppliers whose waste management services have been selected or are soon to be selected.**

This includes haulers, reuse enterprises, recyclers, etc.

Enterprise name \_\_\_\_\_

Enterprise address \_\_\_\_\_

Enterprise phone and fax numbers \_\_\_\_\_

Name and contact information of the enterprise representative \_\_\_\_\_

## Operating rules, criteria and requirements

Operating rules, criteria and requirements that suppliers and subcontractors must follow for the program \_\_\_\_\_

These rules, criteria and requirements will be referred to as “the operating rules.”

Description of the measures in place to verify service providers’ and subcontractors’ compliance with the operating rules \_\_\_\_\_

Environmental audits and operating rule audits must be carried out by an independent third party certified for this purpose by an organization accredited by the Standards Council of Canada.



For more details, see subsection 2, 3 and 11 of section 5, subsections 9 and 10 of paragraph 2 of section 6 of the Regulation and pages 32 to 36 and 46 to 48 of the Guide.

# Final destinations of products:

Description of management methods for containers and other packaging not covered by this Regulation used to bring products to drop off centres and bring them to processing centres. \_\_\_\_\_

Examples: cardboard boxes, wooden pallets, plastic film, etc.

The name and address of the enterprises that intervene in the reclamation process for those products or materials and a description of their intervention \_\_\_\_\_

The name and address of the enterprises that treat those products or materials at the place of their final destination \_\_\_\_\_

Is considered to be the place of final destination, the place where these products and materials:

(a) are made available for reuse

(b) undergo the final stage of their treatment so that they can be used as substitutes for raw materials, in particular in a product manufacturing process;

(c) are used for purposes of energy recovery;

(d) are disposed of;

In the case of disposal planned for a product type or material, the disposal method and site according to each product type or material as well as the name and contact information of the person in charge of this location \_\_\_\_\_



For more details, see subsection 4, 5, and 7 of section 5, subsections 11 and 12 of paragraph 2 of section 6 of the Regulation and pages 37 to 39 and 41 of the Guide.



# Information, awareness and education (IAE) measures:

Description and timetable of planned IAE activities \_\_\_\_\_

IAE activities must inform consumers about drop-off centres and the benefits of recycling the targeted products. The objective is to encourage their participation in collection programs, such as publications on social networks and print media, holding information kiosks at events, TV advertising, etc.

Description of the planned means of communication allowing information concerning the program to be made public annually \_\_\_\_\_

The information must be accessible for 5 years.



For more details, see subsections 8 and 8.1 of section 5, subsection 13 of paragraph 2 of section 6 of the Regulation and page 42 of the Guide.

# Research and development (R&D) activities:

Description of planned research and development activities pertaining to the recovery and reclamation techniques and market development \_\_\_\_\_

Examples: funding of a study on reuse of a product, development of technologies enabling a higher reclamation rate of reclamation, research best IAE tools to increase product recycling, etc.



For more details, see subsection 9 of section 5, subsection 13 of paragraph 2 of section 6 of the Regulation and page 42 of the Guide.

## Contact information

For more information, contact our dedicated EPR team:

By email: [REP@recyc-quebec.gouv.qc.ca](mailto:REP@recyc-quebec.gouv.qc.ca)

