

Checklist of items to include in the individual 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 an individual 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 individual program description that is to be sent to RECYC-QUÉBEC.

Two 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 [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.”

It should be noted that the Regulation is currently being amended. The amended Regulation may be published in the coming months; certain provisions may therefore be changed or added. This document will be updated when published.

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, etc.

ENTERPRISE'S ADMINISTRATIVE INFORMATION

Enterprise information:

- 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 _____

Program representative information:

- Program representative name _____
- Program representative phone number _____
- Program representative email address _____



For more details, see subsection 1 and 3 of paragraph 1, section 6 of the Regulation.

MARKETED PRODUCTS

- Subcategories and types 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 1, 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 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)¹ confirmation must be provided to the Minister along with the annual report for the year in which this situation occurred.



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

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, subsection 9 and 10 of paragraph 1 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.
- Final destination for recovered products and materials _____
The final destination is the place where a component is ready to be reused in a new product. For example, in the case of an enterprise x that sells an alloy to an enterprise that makes golf clubs, the final destination is enterprise x. Information about the enterprise that manufactures golf clubs does not need to be submitted.
- Names and addresses of recipients _____
- 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, subsection 11 and 12 of paragraph 1 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.

 For more details, see subsection 8 of section 5, subsection 13 of paragraph 1 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 _____
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 1 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