

1.0 DEFINITIONS

Compliance Firm: A person or legal entity with whom the Steward has executed an agreement to act on behalf of the Steward with respect to their compliance obligations under the provincial Stewardship programs.

Environmental Handling Fee (EHF): The fee remitted on the supply of each obligated product.

Obligated Product: A new product, covered by the provincial program under any of the designated categories that is supplied in or into the province. Note that refurbished or other ‘second sale’ products, replacement parts or components are not EHF applicable. Obligated products may also be referred to as ‘designated products’.

Pay-on-Purchase (POP) Steward: A Steward that is based, operates in, and supplies obligated product within a single province only; sources all obligated products from Remitters; does not assemble or manufacture obligated products; and has applied into the program and been approved to have suppliers report and remit the EHF on their supply to the POP. The POP is not required to report or remit the EHF on any subsequent transactions.

Product Return: When the consumer takes back an obligated product to the supplier within the established return/warranty period and the consumer is reimbursed the total cost of the product including the EHF.

Recovery and Reclamation: Any and all activities related to the collection, refurbishment, reuse, processing and/or recycling of obligated product.

Remitter Steward: A Steward with the provincial program that is responsible for submitting regular reports on the supply of obligated products in or into the province, and remitting the appropriate EHF.

Supply: Any sale, distribution or other supply of obligated products in or into the province (including rental, lease, donation, internal company use, etc.)

2.0 PROGRAMS

Program	Phase	Date of Obligation	Obligated Products	Notes
EPRA British Columbia	PI	August 1, 2007	Obligated Products & EHF	*Expansion of covered electronic toy categories **Expansion of E-Bike and E-Scooters categories
	PII	July 1, 2010		
	PV	July 1, 2012 & August 1, 2013*		
		May 1, 2022**		
EPRA Saskatchewan	PI	February 1, 2007	Obligated Products & EHF	*Expansion of microwave and floor standing printer Categories
	PII	April 1, 2010		
	PIII	May 1, 2018*		
EPRA Manitoba	PI & PII	August 1, 2012	Obligated Products & EHF	Includes microwaves

EPRA-Québec	PI	October 1, 2012*	Obligated Products & EHF's	*Some variances in typical phase I & II products **Expansion of existing desktop printers, computer peripherals and personal portable categories
	PII	August 1, 2013*		
	PIII	January 1, 2023**		
EPRA Nova Scotia	PI	February 1, 2008	Obligated Products & EHF's	*Expansion of microwave ovens category
	PII	February 1, 2009		
	PIII	January 1, 2020*		
EPRA Prince Edward Island	PI & PII	July 1, 2010	Obligated Products & EHF's	*Expansion of microwave and floor standing printer categories **Expansion of small electrical appliances
	PIII	August 1, 2019*		
	PIV	August 1, 2021**		
EPRA Newfoundland and Labrador	PI & PII	August 1, 2013	Obligated Products & EHF's	*Expansion of microwave ovens category and existing categories
	PIII	August 1, 2021*		
EPRA New Brunswick	PI & PII	June 1, 2017	Obligated Products & EHF's	

**Typical obligated product categories by implementation phase – consult detailed program for official listing*

PI = Phase I products: computers, monitors, televisions, printers, keyboards, mice

PII = Phase II products: portable/home/vehicle audio video, selected telecommunication products

PIII = Phase III products: microwave ovens

PIV = Phase IV: products: small electrical appliances

PV = Phase V products: medical/laboratory products, gaming devices, toys, GPS, floor-standing printers/photocopiers, musical instruments, e-bike and e-scooters etc.

3.0 STEWARD OBLIGATION

At the time of registration, the Steward must indicate which provincial programs the Steward operates under.

The Steward is responsible for maintaining records of all transactions regarding:

- (i) obligated products, and
- (ii) if required by applicable law, any product recovery and reclamation.

In addition, the Steward is required to:

- (i) submit reports of obligated product supplied in or into the province, and
- (ii) if required by applicable law, submit reports of product recovery and reclamation activities, and
- (iii) remit the appropriate EHF to EPRA.

When the Steward:

- Is based, operates in, and supplies obligated product within a single province only;
- Sources all obligated products from Remitters; and
- Does not assemble or manufacture obligated products;

the Steward may apply to the program for **Pay on Purchase (POP)** Steward status to be exempt from obligated product reporting and EHF remittance responsibilities. The POP will be required to maintain records of all transactions regarding obligated products and annually confirm their registration with the program. POP Status does not exempt the Steward from reporting obligations pertaining to product recovery and reclamation activities in accordance with established guidelines, if required by applicable law.

4.0 APPROVED THIRD PARTY COMPLIANCE FIRM

Only approved Compliance Firms may have access to EPRA's system(s). Stewards who work with a Compliance Firm and elect to have the Compliance Firm interact with EPRA on such Steward's behalf must notify EPRA in writing 30 days in advance:

- i. regarding which Compliance Firm they have nominated; and/or
- ii. in the event the Steward ceased working with a Compliance Firm and/or changed the scope of the Compliance Firm's engagement as it pertains to the provincial programs.

EPRA, at its sole discretion, will determine which third party compliance firms will be designated as approved Compliance Firms and EPRA will only grant certain approved third party compliance firms access to EPRA's system(s).

5.0 STEWARD KEY CONTACT

The Steward may only name an employee of their organization as the Main Contact on EPRA accounts. A Compliance Firm employee, agent and/or contact may not be listed as the Main Contact for any Steward.

6.0 ACCOUNT INFORMATION

The Steward shall ensure that all company information provided to EPRA is kept up-to-date, which shall include but is not limited to, conducting a regular review of all of the Steward's users with access to any EPRA system(s).

Sharing any EPRA system information, data and/or account login credentials outside of Steward's organization is strictly prohibited. If a Steward breaches this requirement, EPRA reserves the right to suspend and/or terminate such Steward's EPRA system(s) access.

7.0 RULES FOR APPLYING THE ENVIRONMENTAL HANDLING FEE (EHF)

By default, as the first supply of obligated product in or into the province is subject to reporting and EHF remittance, the EHF is only remitted once per obligated product.

In the instance the supply of an obligated product is to another Remitter in the applicable province, the supplying Remitter is exempt from reporting the supply or remitting the EHF. Instead, the Remitter receiving the product accepts full responsibility for reporting and remitting the EHF on their subsequent supply of the product.

In order to exempt a Remitter from the EHF, the supplier must maintain evidence of the receiving Remitter's status (i.e. Remitter number) at the time of supply and the amount of the EHF exempted. The list of Remitters subject to this exemption is maintained by program; refer to Section 2.0 above for the link to each program.

The Remitter and POP may choose to recover the EHF by charging it to their customer.

See Appendix A: Remittance Flow Diagram

8.0 FEE COMMUNICATION

For any supply of obligated product, the Steward may choose to charge the EHF or build the EHF into the cost of the product**; however, the Steward must:

- indicate the EHF on the invoice, or
- provide other means of notification to the customer of the EHF, or
- for sales to a Remitter, indicate the supply is “EHF exempt”.

**In Québec, as per the [Regulation](#), section 7, the cost related to the recovery and reclamation of a product must be internalized in the price of the product as soon as it is put on the market. Those internalized costs may be rendered visible only on the initiative of the regulated enterprise that markets the product; in such case, that information must be disclosed as soon as the product is put on the market.

**In New Brunswick, as per the [Regulation](#), “50.44(2) a brand owner or a retailer who recovers costs under subsection (1) shall integrate those costs into a total advertised sales price of the electronic product, and into the sales price of the electronic product on the receipt of sale.

50.44(3) A brand owner or a retailer is not prohibited from informing the public that the price of an electronic product includes costs recovered under subsection (1) and communicating those costs to the public.”

9.0 REPORTING

Obligated Products

Remitters are required to submit regular reports indicating:

- all obligated products supplied during the reporting period; and
- any returns of obligated product in that period.

Remitter shall remit payment on net quantity supplied (total supply less product returns) within 30 days following the close of the reporting period.

Nil or \$0 reports must also be filed.

Frequency of reporting and remitting is determined by the annual remittance amount due as follows:

Annual EHF Remittance Due	Reporting Frequency	Reporting Periods	Reporting and Remittance Due
Greater than \$6 000	Monthly	Monthly	Within 30 days of the close of the reporting period
\$2 000 to \$6 000	Quarterly	January 1 – March 31 April 1 – June 30 July 1 – September 30 October 1 – December 31	Within 30 days of the close of the reporting period
Less than \$2 000	Annually	January 1 – December 31	Within 30 days of the close of the reporting period

Should annual or quarterly accounts not remain in good standing with reporting/remitting requirements they will be placed on a monthly reporting frequency at EPRA’s discretion.

Recovery and Reclamation

If required by applicable law, Stewards are required to submit reports indicating product recovery and reclamation activities in accordance with the guidelines.

Should annual or quarterly accounts not remain in good standing with reporting requirements, Stewards will be placed on a monthly reporting frequency at EPRA's discretion.

10.0 APPLICABLE TAXES

As the tax situation for each province and Steward may differ, Remitters should seek professional tax advice to ensure applicable taxes are correctly applied.

11.0 FAILURE TO REPORT AND REMIT

Failure to report and remit EHF and any applicable taxes may result in any or all of the following actions:

- the application of interest on overdue amounts;
- the application of administrative fees;
- legal proceedings to collect amounts owed;
- audit of the Steward;
- cancellation of Steward's National Stewardship Agreement and notification to provincial enforcement.

At its option, EPRA may charge the following interest and/or administrative fees on late EHF remittances or reports:

- overdue remittances may bear interest at the rate of 1% per month (12% per annum)
- administration fees on overdue reports may be charged as follows:
 - a) Initial reminders will have no charge – up to 30 days overdue
 - b) Written, formal reminder issued 30 days after the due date: \$100
 - c) Next reminder for same report issued 10 or more days after b): \$200
 - d) Next reminder for same report issued 10 or more days after c): \$625

12.0 STEWARD AUDITS

As per section 2.1(d) of the National Stewardship Agreement, Stewards must permit EPRA, from time to time, to audit the records of the Steward, with respect to:

- (i) Supplied Obligated Products;
- (ii) if required by applicable law, any product recovery and reclamation activities; and
- (iii) the remittance to EPRA of the Steward Fees pursuant to the EPRA Policies.

The Steward shall make available to EPRA all records and information relating to Supplied Obligated Products, product recovery and reclamation activities (if required by applicable law), and remittances to EPRA of Steward Fees provided the records and information are reasonably required to perform an accurate audit.

Stewards must keep records of obligated product supply, product recovery and reclamation (if required by applicable law) and EHF remittances for audit purposes for 5 years plus the current year.

If the Steward has under-remitted fees, administrative fees and interest may apply. In the case of over-remittances as determined by audit, EPRA will credit the Steward for the overpaid amount.

**APPENDIX A: REMITTANCE
FLOW DIAGRAM**

