



SWEEP

Saskatchewan Waste Electronic Equipment Program
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Program Manager: Product Care Association
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APPLICATION PROCESS FOR RECYCLERS

SWEEP is committed to encouraging the participation of all sectors in the responsible recycling of end of life electronics in Saskatchewan. We are now offering the opportunity for additional suppliers to apply for qualification as recyclers. Approved recyclers who successfully complete the application process will be eligible to provide primary recycling services as required, through a contract with SWEEP. Source materials to be processed will be provided or directed by SWEEP.

The application process requires that the applicant be responsible for gathering and providing all the necessary corporate and process information as the primary recycler and all of its downstream recyclers to SWEEP's program manager for review. In addition, it is the responsibility of the applicant to follow up with the downstream recyclers with respect to the requirements of the ERS.

The information that must be provided as a part of the application includes:

1. Company, site and contact information
2. Types of material currently received, generated and managed
3. Identify the type of electronics waste material which is the subject to the application
4. Processing methods, downstream processors and material destinations
5. Copies of permits, insurance and regulatory compliance records
6. Documentation evidencing compliance with the EPSC Electronic Recycling Standard (ERS)
7. Supply all of the above information for each downstream recycler

The recycler information form (below) will assist the applicant in providing the above information for primary recycler and for each downstream recycler through the recycling chain up until the point that the material is remanufactured into a new commodity for sale. As part of the audit process, additional information may be required.

The program manager will review the submitted documentation to determine if the applicant is already an approved recycler for the SWEEP program, and to ensure the application is complete prior to engaging the auditor, but will not assess whether the supporting documentation meets the ERS.

An applicant that meets the initial screening will be forwarded to SWEEP's environmental auditor SGS Canada Inc. for auditing. Applications with significant deficiencies will be rejected such as:

- Non management of mercury bulbs and batteries before shredding
- Shipping of hazardous materials and electronic scrap to non-OECD or non-EU member countries
- Landfilling of electronic scrap
- Use of prison labour
- Incomplete applications and supporting documentation

Following successful completion of the audit, the applicant will be requested to provide a formal bid to SWEEP providing details based on the scoring criteria which include processing capacity, distance from consolidation facility, material recovery rate and pricing.

This qualification process is strictly for recycling/dismantling processes and excludes applicants that utilize reuse or refurbishing processes. Applicants may apply for qualification as a reuse service provider or as a recycler/dismantler, but not both.

Only one application per organization or company, including affiliates, will be accepted.

Ranking of Applicants

The following criteria will be used by SWEEP in evaluating bids received:

(i) Capacity to process EOLEs. Capacity will be measured as the average total in-bound and waiting volume for processing, divided by the average daily processing capacity. A recycling facility that can demonstrate capacity to process EOLEs within 30 (or fewer) days of delivery to the recycling facility shall receive a higher score than a recycling facility that cannot demonstrate equal capacity.

(ii) Distance. Distance from SWEEP's/SARCAN's consolidation facility to the bidder's recycling facility according to the following increments of distance:

- (a) 100 km or less;
- (b) within 250 km;
- (c) within 500 km;
- (d) greater than 500 km.

(iii) Material recovery. Bidders with a higher percentage of recovery of materials from EOLE shall receive a higher score.

(iv) Pricing. The recycling facility presenting the lowest cost, including freight, to the Program for recycling services shall receive a higher score.

The criteria in (i) to (iv) will be weighted equally. Ranking of recycling facilities will be based on the overall highest score received. A facility that receives a higher ranking may expect to receive a higher volume of available EOLEs than a lower ranked facility. If all recycling facilities have an equal overall ranking, available EOLEs will be distributed at the discretion of SWEEP. There is no guarantee of volume commitments to any successful applicants. Only those applicants that receive material from SWEEP will be identified on the SWEEP website.

The ranking may be re-scored on a semi-annual basis at the discretion of SWEEP to ensure accuracy of information and relevance of criteria or upon approval of a new applicant. SWEEP will provide the Contractor with sixty (60) days written notice of changes to the criteria. SWEEP will notify the Contractor in writing of the results of re-scoring.

The actual scoring of the proposals will be conducted by the program manager and the executive director in their absolute discretion. Applicants considered having business practices that may negatively impact the reputation of the SWEEP program may be eliminated from consideration or subject to reduced scores.

Auditing Costs:

SWEEP will be responsible for the cost of the audits for all applicants that meet the initial screening.

Complete applications can be emailed to mannie@productcare.org or mailed to the following address:

Attn: Mannie Cheung
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