

Properly-handled electronic waste can and should be recycled. This means valuable resources can be re-used and not left to waste in the landfill. Removing electronic waste from your landfill helps protect the environment and community health from dangerous materials contained in the e-waste.

The **Electronics Products Recycling Association (EPRA)** is Manitoba's industry steward for electronic waste. They provide instructions on how to collect, store and transport electronic waste safely.

General categories of materials accepted include:

- desktop computers
- portable computers
- computer peripherals (such as keyboards, mouse, cables, etc.)
- desktop printers
- personal or portable audio/video systems
- vehicle audio/video systems
- home theatre in-a-box systems
- non-cellular telephones
- countertop microwave ovens
- floor standing multi-function devices (such as printers/copiers)

A full list can be found on the EPRA website: <https://www.recyclemyelectronics.ca/mb/what-can-i-recycle/>

## 1. REGISTRATION

There are two standard options for electronic waste. If your community generates enough e-waste to warrant a year-round collection depot, you will want to register with EPRA Manitoba to receive a rebate for the electronic waste shipped out. The second option is to hold a collection event in the community once or twice a year, in which case no rebate is provided by EPRA but you are able to remove the e-waste from your community and keep it out of the landfill.

### Option 1: Collection Depot

Contact the EPRA office and they will provide a standard collection site document.

There is no charge to become a depot and EPRA will pay for the materials collected based on weight as long as collection standards are met, which will be confirmed by an on-site visit.

### Option 2: Collection Event

EPRA will pick up electronic waste from any location that has a minimum of 5 pallets. Pallets must be stacked with electronics to a height of 3-4 feet tall and the community must have equipment to load pallets onto a transport trailer.

EPRA will not provide a rebate for the tonnage collected but will cover the costs of transporting the electronic waste out of your community.

## 2. COLLECTION & TRAINING

Electronic waste and associated products are not appropriate for “curbside” pick up at residences and, as a best management practice, community members should deliver them to a collection site.

**Program specific training is provided by EPRA Manitoba.** This training includes basic instruction on stacking e-waste products during storage and requirements for securing a load properly for shipment.

## 3. STORAGE & EQUIPMENT

Storage must be weatherproof and secure from unauthorized access. Heated storage is not required.

Electronics should be stacked on pallets and shrink-wrapped to ensure stability during storage and transport. A standard pallet is 48”x 40”. A properly stacked pallet should be approximately 60” high. For communities with all-weather road access the storage footprint may be less than one-year storage.

To maximize transportation efficiency, a full 53-foot semi-trailer load is preferred. This equals 20-24 pallets or a storage footprint of approximately 450 square feet.

Required equipment at your landfill includes:

- Pallets to stack the e-waste on (either wood or plastic pallets will work). Pallets must be in good shape and be able to support loads up to 230 kg. A standard pallet is 48” x 40”.
- Pallet jack, forklift or skid steer to move and load pallets onto truck (provided by site operator)
- Shrink wrap for wrapping electronic waste materials. Shrink wrap can be purchased from any shipping supply company, such as Shippers Supply Inc or Staples.

## 4. TRANSPORT / REMOVAL

Material must be shipped in accordance with EPRA requirements that ensure load security. A standard shipping document (supplied by transporter) is required.

## 5. RECORD KEEPING

EPRA does not require records documenting amounts of e-waste diverted. However, site operators should retain the shipping document for the load of e-waste removed from the community to reconcile with program compensation payments.

## 6. CONTACT INFORMATION

Electronic Products Recycling Association (EPRA) Manitoba  
Telephone: (204) 415-5947 | Toll free: 1-888-567-4535  
Email: [info@recyclemyelectronics.ca](mailto:info@recyclemyelectronics.ca)  
Website: [www.recyclemyelectronics.ca/mb](http://www.recyclemyelectronics.ca/mb)

Cell phones and accessories are a common form of electronic waste. **Recycle My Cell** is the provincially approved stewardship organization for used mobile devices, such as cell phones, in Manitoba. Recycle My Cell is a national industry initiative organized by the Canadian Wireless Telecommunications Association (CWTA) and participating wireless service providers.

All used, unwanted or discarded mobile devices and their accessories are included:

- cell phones
- smart phones
- wireless personal digital assistants (PDAs)
- pagers
- wireless air cards
- chargers
- rechargeable cell phone batteries
- headsets

Find more information at: <https://www.recyclemycell.ca/>

## 1. REGISTRATION

To host a drop-off box at a convenient location in your community, the first step is to register with Recycle My Cell. Promotional materials, such as a poster, are available upon request.

Find more details here: <https://www.recyclemycell.ca/host-a-drop-off-location/>

## 2. COLLECTION & TRAINING

Collection sites for used mobile devices are not regulated under provincial or federal regulations. You can use any generic corrugated cardboard box to collect the phones and accessories.

Recycle My Cell provides program-specific information on safe and proper packaging of used mobile devices and rechargeable cell phone batteries, during storage and for shipment.

## 3. STORAGE & EQUIPMENT

The cardboard collection box should be stored in a cool, dry location where it can be monitored.

Loose, rechargeable batteries should be properly packaged in individual bags or with terminals taped for protection. Unprotected terminals on lithium-ion batteries can overheat causing them to catch fire.

**Signage** - It is helpful to post signage at the collection box location so that community members know they can drop off their used cell phones and accessories there. Signs are available upon request through Recycle My Cell.

## 4. TRANSPORT / REMOVAL

Communities with access to Canada Post services can send the collection box of mobile devices and accessories to Recycle My Cell.

When your collection box is full, contact Recycle My Cell for a pre-paid mailing label and battery label. You can request labels by emailing: [info@recyclemycell.ca](mailto:info@recyclemycell.ca) or calling: 1-888-797-1740.

Seal up your box and tape both labels in plain view on the box. Take care to ensure that no materials are able to fall out and that the loose cell phone batteries are packaged as per instructions (<https://www.recyclemycell.ca/wp-content/uploads/Battery-Document-EN.pdf>). The shipping label is pre-filled with information about your specific site(s), so there is nothing for you to fill out. **Boxes must not exceed 30 kg (66 lbs) per pre-paid label.** Then drop off the box at any Canada Post location for free shipping.

Winter road access communities will need to use an authorized means for transport and should contact Recycle My Cell for direction.

## 5. RECORD KEEPING

Recycle My Cell does not require the collection site to maintain any formal record or tracking of the volume of used mobile devices shipped out. This will be recorded at the processing facility.

## 6. CONTACT INFORMATION

### **Recycle My Cell**

Telephone (toll free): 1-888-797-1740

Email: [info@recyclemycell.ca](mailto:info@recyclemycell.ca)

Website: <https://www.recyclemycell.ca/>

## E-WASTE COMMUNITY EXAMPLE - PEGUIS FIRST NATION

In the spring of 2018, staff at the Peguis First Nation landfill took training to manage electronic waste for recycling.

They registered as a collection depot with the Electronic Products Recycling Association.

A year later, in the summer of 2019, the first full semi load of e-waste stacked and wrapped on pallets was shipped to Exner E-waste Processing in Elie, Manitoba, for recycling.

By spring 2020, Peguis had shipped out 11,440 kg of electronic waste to be recycled.



Loading e-waste



Packing e-waste



Registered as an e-waste depot