

2015-2016

Product Care's Interim Lamp Program Guide



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1 Program Overview

Product Care Association (PCA) is implementing a voluntary Interim Lamp Program (ILP) to support Ontario municipalities following the end of “MHSW Phase 2” funding for lamps. The PCA ILP covers post collection services for lamps collected at municipal and retail collection sites. This guide provides detailed program information, outlines the actions required by municipalities and service providers to participate in the program and explains reporting procedures and requirements.

1.1 Program Funding and Periods

In addition to funding post-collection costs, the program will pay the municipality 10% of the post collection costs on account of administration and other costs. PCA’s funding for the PCA ILP is limited to \$1 million or 12 months whichever comes first.

The PCA ILP will commence June 1, 2015 and will end May 31, 2016, subject to funding limits. Since the ILP will accept claims made by the municipality starting from June 1, 2015, there will be a “retroactive period” and an “active period” of the program.

1.1.1 Retroactive Period

The retroactive period starts from June 1, 2015 and continues until the PCA-Municipal Interim Lamp Program Agreement is executed. Each municipality will be responsible for tracking, reporting, and providing supporting documentation for lamp post collection service claims made to PCA during the retroactive period.

A municipality may submit lamp post collection service claims to PCA using the ILP claims spreadsheet throughout the retroactive period (see Reporting for details); however, claims will not be processed and/or paid until the PCA-Municipal Interim Lamp Program Agreement is executed.

1.1.2 Active Period

Once the PCA-Municipal Interim Lamp Program Agreement is executed and all program on-boarding activities are complete, then post-collection service claims will be made to PCA either by the service provider contracted by the municipality (option 3.2 a. of the agreement) or by the municipality directly (option 3.2 b. of the agreement). During the active period, claims should be submitted monthly using the ILP claims spreadsheet (see Reporting for details).

2 Program Products

Acceptable Lights
The Interim Ontario Lamp Program accepts residential use mercury containing light bulbs and tubes. Small quantities of mercury-containing light bulbs and tubes will be also accepted from small quantity Industrial, Commercial and Institutional sector provided they do not exceed five kilograms (approximately 20 tubes) per generator, per month.
Non Acceptable Lights
Light quantities in excess of five kilograms (approximately 20 tubes) per generator, per month
All light bulbs that are not CFLs or fluorescent tubes such as incandescent, halogen, or LED.
Not accepted are compact fluorescent lights (CFLs) and fluorescent tubes that have been intentionally crushed or broken. For example, CFL or fluorescent tubes that have been processed by a bulb eater or drum top crusher.

Accepted lamps can be reported to Product Care for funding under the Interim Lamp program.

Material Type	Accepted Lamps	Not Accepted Lamps
CFL bulbs	X	
2' Tube Florescent Units	X	
4' Tube Florescent Units	X	
8' Tube Florescent Units	X	
6' Tube Florescent Units	X	
5' Tube Florescent Units	X	
3' Tube Florescent Units	X	
1' Tube Florescent Units	X	
U Tube Florescent Units	X	
O Tube Florescent Units	X	
HID Bulb Units (Metal Halide)	X	
Incandescent bulbs		X
HPS Bulb Units		X
Sodium Bulb Units		X
UV light Units		X
Spot Light Units		X
LED Units		X
Halogen Bulb Units		X
Christmas Lights		X
Projector Lamps		X
Solar Light		X

3 How to Participate: As a Municipality

There are a few actions that the municipality must complete before participating in the ILP. All of the required actions and information requirements must be completed by the specified dates.

3.1 Complete the PCA-Municipal Interim Lamp Program Agreement

PCA has worked in consultation with the Municipal Waste Association (MWA), Regional Public Works Commissioners of Ontario (RPWCO), Association of Municipalities of Ontario (AMO) and municipal representatives to develop a PCA-Municipal Interim Lamp Program Agreement with a program period of June 1, 2015 to May 31, 2016, subject to funding limits.

On August 31, 2015 each municipality collecting lamps was sent the PCA - Municipal Interim Lamp Program Agreement which contained the municipality's details. Each municipality must complete, sign and return this agreement to PCA before claims can be processed and paid. After the agreement is fully executed, PCA will accept reimbursement claims and/or enter into payment arrangements directly with the service provider for post collection lamp services occurring on or after June 1, 2015.

3.1.1 Completing the Agreement

1. Carefully read through the agreement
2. Review options a. and b. in section 3.2 of the agreement and determine which option will be possible at your municipality (see below). You will need to inform PCA of your choice when you complete the online survey.
3. Check that the contact information is correct in section 10 on page 6
4. Sign page 10
5. Fill in Schedule A with your municipality's collection services
6. Initial Schedule A
7. Initial Appendix A
8. Send the completed and signed agreement to PCA as soon as possible but no later than **November 30, 2015**
 - a. Via Email to ontario@productcare.org
 - b. Via Mail to

Attn: Holly Lafontaine
Product Care Association
109 West 3rd Avenue
Vancouver, BC, V5Y 1E6

3.1.2 Choosing Option a. or b. in section 3.2

The intention of section 3.2 is to enable PCA to work directly with the service provider, contracted by the municipality, for claim submission and reimbursement (option a.); however, if a municipality cannot permit PCA to work directly with the service provider, then PCA will work directly with the municipality (option b.). Please consult with your service provider(s) and your municipality as soon as possible to decide which option may be implemented at your municipality.

PCA requests that you provide your selection of option a. or b. through the PCA Lamp Program Survey, due September 7, 2015, so that we can expedite the implementation of the program once the agreement is fully executed.

Options a. and b. are available at any time throughout the ILP but we encourage you to give PCA advance notice if you intend to switch from one option to the other.

3.2 Submit the PCA Lamp Program Survey

The online PCA Lamp Program survey will enable each municipality to provide required information to PCA in a quick and easy way. Through the survey PCA will confirm/acquire collection site details, contact information and confirm program details specific to each municipality.

Note: If you are already partnering with PCA for paints and coatings and completed the paint online survey at that time, this survey will likely be much quicker and shorter!

To access the survey, copy the following link into your browser. This survey must be submitted by **September 7, 2015**.

url: <http://goo.gl/forms/vW3n9mNC6i>

3.3 Provide Contract Pricing and Post Collection Service Information

PCA requires the municipality to submit its current service contract pricing for lamp post collection services as well as any other lamp specific contract terms. In addition, the municipality must provide a copy of its most recent BOL/manifest and invoice for lamps post collection services to confirm contract pricing and terms.

Please submit the required information and supporting documentation to ontario@productcare.org by **September 7, 2015**.

3.4 Provide Certificate of Insurance

If the Certificate of Insurance (COI) that was submitted to PCA for the PCA paint program is the most current COI and also applies to all of the municipality's lamp collection services, then there is no need for the municipality to provide an additional copy.

However, if the municipality has not yet submitted the COI for the PCA paint program or if there is an additional/different COI for lamp collection services, then the municipality must submit the COI with PCA added as an additional insured to PCA by **September 30, 2015**.

3.5 Submit the PCA EFT/cheque Form

If you have not yet submitted an EFT/cheque form to PCA, please complete this form and submit it to PCA by **September 7, 2015**.

4 How to Participate: As a Service Provider

Where permitted by the municipality, PCA will work directly with the service providers contracted by the municipality for lamp claims submission and post-collection service reimbursement. In this case, the service provider will provide:

1. Company contact and payment information to PCA. Contact cherith@productcare.org to set up your account. Note that if your company is already an approved transporter for paint, you do not need to re-submit this information to PCA.

It is the responsibility of the municipality to inform PCA if a service provider will be submitting lamp claims on their behalf. If you will be submitting claims to PCA, please see the [ON Lamp Claim Submission Guide](#) for details.

5 PCA Contacts

Our team is here to help. If you have any questions about the PCA Ontario Interim Lamp Program, feel free to contact us. If you are looking for information about submitting claims to PCA for lamp post-collection services, please see the [ON Lamp Claim Submission Guide](#).

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