

# Recycle My Cell



## Terms and Conditions

On behalf of the wireless telecommunications industry, the Canadian Wireless Telecommunications Association (CWTA) has developed Recycle My Cell (RMC), a national cell phone recovery program.

RMC recovers all used, unwanted or discarded mobile devices which connect to a cellular or paging network, including cell phones, smartphones, wireless PDAs, external aircards and pagers. In addition, cell phone rechargeable batteries, headsets, chargers and other cell phone accessories are also accepted by the program. Participation in the RMC program is subject to approval by CWTA, and at its discretion at all times.

By becoming one of RMC's national collection sites, you have agreed to abide by the following terms and conditions of participation.

## Terms of the Agreement

### *Definitions*

**Approved Site:** A site which has been approved by CWTA as being part of the RMC collection network. All organizations interested in becoming an Approved Site must register with CWTA in advance of collecting Program Material(s).

**Promotional Materials:** The RMC promotional, marketing and advertising materials provided to you by CWTA.

**Program Material(s):** Used, unwanted or discarded mobile devices which connect to a cellular or paging network, including cell phones, smartphones, wireless PDAs, external aircards and pagers. In addition, cell phone rechargeable batteries (NO single use or other batteries are permitted), headsets, chargers and other cell phone accessories are also accepted by the program.

**Public Drop-off Location:** The physical address of the Approved Site to be listed on the RMC Web site as a location for the public to drop off their Program Material(s).

**Stored Collections:** Any Program Material(s) collected on behalf of the RMC program that is packaged and stored prior to drop-off at a Canada Post location.

## ***CWTA Responsibility***

CWTA will provide the following services:

- Ensure provision of pre-addressed postage-paid return labels, and RMC Promotional Material per Approved Site.
- Ensure replenishment of pre-addressed postage-paid return labels and Promotional Material as identified by the Approved Site.
- Ensure pick-up of stored Program Material(s) for Approved Sites that collect larger volumes of material.
- Ensure customer service to customers of the Approved Site looking for further information concerning the RMC program.

## ***Approved Site Responsibility***

Approved Sites will provide the following services:

- Ensure that any Program Material(s) be accepted during regular business hours at no charge to the person returning it.
- Ensure Drop-off Location at the Approved Site is accessible by the public (if listed as a Public Drop-off Location).
- Ensure that Promotional Materials are displayed at the Public Drop-off Location(s) in accordance with any instructions that are provided.
- Ensure that Program Material(s) are handled in a manner which is careful, and which minimizes any risk of damage or hazard to persons or property arising from their handling.
- Ensure that Stored Collections are prepared for transportation following the defined process and shipped only to the authorized processor.
- Ensure that larger volumes of Program Material(s) are identified in advance of shipment so that special shipping arrangements can be made. This is applicable to recycling depots that may handle larger volumes of approved Program Material(s)<sup>1</sup>.
- Ensure that questions concerning the RMC program (either from consumers or media) are directed to CWTA (info@recyclemycell.ca or 1-888-797-1740).

In addition to the requirements noted above, Approved Sites that operate within jurisdictions with specific reporting and auditing requirements (for example, BC) must take part in these activities as identified. In general terms this is limited to confirming the Approved Sites participation in the RMC program and its understanding of how the program operates.

## ***Ownership of Program Material(s)***

- All Program Material(s) that are collected become the property of CWTA's RMC program.
- Approved Sites must not collect Program Material(s) for any purpose other than recycling them through the RMC program.
- Approved Sites must not reuse or resell any Program Material(s) collected in the course of being a registered Approved Site.

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<sup>1</sup> Via info@recyclemycell.ca, contact a RMC program representative for additional instructions.

- Approved Sites must adequately secure all Program Material(s) to ensure unauthorized access does not occur, including unauthorized access by staff.

### ***Transportation of Program Material(s)***

- Approved Sites must NOT send any material that is not explicitly designated as Program Material(s) to the authorized processor.
- The RMC program uses Canada Post for the shipment of Program Material(s). Approved Sites must use this authorized means for transporting Program Material(s). Program Material(s) must be taken to the Canada Post outlet.
- Approved Sites must ensure that Program Material(s) are appropriately packaged:
  - Boxes may weigh no more than 30 kg (66 lb.).
  - Boxes must be properly sealed to keep material in.
  - Label must be affixed to top of box in visible location.
- Approved Sites must contact CWTA for instructions for shipping larger volumes of Program Material(s)<sup>2</sup>.
- Approved Sites must use only authorized processor(s) as designated by CWTA.

### ***Promotional Materials***

All Promotional Materials provided to Approved Sites by CWTA for the purposes of this Agreement remain the property of CWTA. All such materials must be returned to CWTA on the termination of this Agreement.

### ***Duration and Termination of this Agreement***

Participation in the RMC program is at the discretion of CWTA and will be ongoing until either party chooses to terminate.

Either party may terminate this agreement at any time by giving not less than one-week written notice.

Breach of any of the conditions noted above will result in a termination of this agreement.

### ***Agreement with Terms and Conditions as Outlined***

By agreeing to serve as an RMC Approved Site, you agree to:

- Adhere to the terms and conditions as outlined within this document.
- Give ownership of Program Material(s) collected for recycling through your Approved Site to CWTA's RMC program.
- Not re-use or re-sell any Program Material(s) collected on behalf of the RMC program.

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<sup>2</sup> Via [info@recyclemycell.ca](mailto:info@recyclemycell.ca), contact a RMC program representative for additional instructions.