May 7, 2026

Extended Producer Responsibility Single-Use Products, Packaging and Paper Products Bylaws

1. DEFINITIONS 2
2. APPLICABILITY 3
3. REGISTRATION 3
4. FEES 7
5. BYLAW CONTRAVENTION 8
6. SERVICE STANDARDS AND COMMON COLLECTION 8
7. PROCESSING FACILITIES 10
8. ALTERNATIVE COLLECTION SYSTEM 11
9. EXEMPT MATERIALS 11
10. EXEMPT PPP PRODUCERS 12
11. REPORTING 13
12. INSPECTION 14
13. VERIFICATION 14
14. PROMOTION AND EDUCATION 15
15. DISPUTE RESOLUTION PROCESS 16
16. CONFIDENTIALITY AND PRIVACY 16
17. RECORD RETENTION 16

SCHEDULE A – PPP MATERIAL TYPES 17

Approved September 27, 2023, Amended June 27, 2024, May 27, 2025, and May 7, 2026.

1. Definitions

1.1 In these Bylaws, the following terms shall have the following meanings:

"**Act**" means the *Environmental Protection and Enhancement Act*, RSA 2000, c E-12;

"**Authority**" means the Alberta Recycling Management Authority, as designated by Section 2 of the EPR Regulation to be responsible for the administration and oversight of the matters described in the EPR Regulation;

"**Business Day"** means any day other than a Saturday, Sunday or statutory holiday in the province of Alberta;

"**Bylaws**" means these Single-Use Products, Packaging and Paper Products Bylaws;

"**Disposed**" means taken to landfill that meets the definition in section 1(z) of *the Waste Control Regulation*, AR 192/96;

"**EPR Regulation**" means the *Extended Producer Responsibility Regulation*, AR 194/2022, as amended or replaced from time to time;

"**Flexible Plastic PLP**" means packaging-like products made from flexible plastic that are ordinarily used in residential premises for containing, protecting or handling food, such as cling wrap, sandwich bags or freezer bags.

"**Material Type**" means any of the types of PPP Designated Materials set out in Schedule "A";

"**Minister**" means the Minister responsible for the Act;

"**PPP Designated Material**" means single-use products, packaging, packaging-like products and paper products as designated materials for the purposes of sections 1 to 11 and Part 1 of the EPR Regulation pursuant to section 13 of the EPR Regulation;

"**PPP Producer**" means a person determined to be the producer of a PPP Designated Material under section 14 of the EPR Regulation for the purposes of Part 1 of the EPR Regulation, and excluding persons listed under section 15 of the EPR Regulation;

"**Recycled**" means to have done anything that results in providing a use for a thing that otherwise would be disposed of or dealt with as waste, including collecting, transporting, handling, storing, sorting, separating, and processing the thing, but does not include downcycling, the application of waste to land or the use of a thermal destruction process;

"**Registered**" or "**Registrant**" means with respect to a PPP Producer, Producer Responsibility Organization, Processing Facility, or a Community, any of the foregoing that is registered with the Authority in accordance with these Bylaws;

"Stored" means storage as defined in the Act;

"**Treated**" means treat as defined in the Act.

1.2 Unless otherwise defined or the context otherwise requires, terms defined in the EPR Regulation and the Act have the same meanings when they are used in this Bylaw.

2. Applicability

2.1 These Bylaws shall apply to all applicants for registration, Registrants and individuals and entities who are obligated to register with the Authority pursuant to the EPR Regulation.

3. Registration

3.1 The Authority shall operate and maintain a registry for PPP Producers, Producer Responsibility Organizations, Processing Facilities, and Communities, as set out in the EPR Regulation.

3.2 On application, the payment of fees and provision of all information as required by the Authority, the Authority may register a PPP Producer, Producer Responsibility Organization, Processing Facility, or a Community, if, in the opinion of the Authority, the application is made in accordance with the Act, the EPR Regulation, the Bylaws, and policies and procedures of the Authority, all as updated and amended from time to time.

3.3 The Authority shall provide written confirmation to applicants when their application for registration with the Authority has been completed and accepted.

3.4 The Authority may cancel or suspend a registration:

(a) if the Registrant:

(i) contravenes the Act, the EPR Regulation or these Bylaws;

(ii) ceases to supply a PPP Designated Material in Alberta;

(iii) applies to cancel the registration;

(iv) has an Affiliation which is restricted by the EPR Regulation or these Bylaws;

(v) fails to provide the Authority with updated contact information;

(vi) fails to pay outstanding fees to the Authority;

(vii) requests to have their registration cancelled and upon review by the Authority it is determined that registration was not or is no longer required;

(viii) fails to make or submit reports the Authority as required by these Bylaws or the EPR Regulation;

(ix) provides false or misleading information to the Authority;

(x) has been found guilty of criminal or fraudulent activity; or

(b) for any other reason or reasons that, in the opinion of the Authority, are relevant.

3.5 If the Authority cancels or suspends a registration under section 3.4(a)(i), or reinstates a registration which was cancelled or suspended under section 3.4(a)(i), the Authority must provide notice to the Registrant and to the Minister within ten (10) Business Days.

PPP Producer Registration

3.6 All PPP Producers, unless exempt under section 10.1 of the Bylaws, shall register with the Authority, in the form and manner required by the Authority, at least thirty (30) calendar days prior to the date which they intend to supply PPP Designated Material.

3.7 Each PPP Producer shall provide the Authority with the following information:

(a) The name, contact information, and address of the PPP Producer;

(b) The name and contact information of the person responsible for registering the PPP Producer;

(c) If applicable, the name and contact information of any Producer Responsibility Organization that is retained by the PPP Producer and the services that the Producer Responsibility Organization is retained to provide to the PPP Producer;

(d) The brand name(s), if applicable, of PPP Designated Material that the PPP Producer supplied to consumers for residential use in Alberta in the previous calendar year;

(e) Whether the PPP Producer is a Brand Holder, an importer or a Retailer of PPP Designated Materials;

(f) Whether the PPP Producer is a Franchisor with Franchisees in Alberta;

(g) Weight of the PPP Designated Material in each Material Type, as requested by the Authority, which the PPP Producer supplied to consumers for residential use in Alberta in the previous calendar year;

(h) If the PPP Producer is operating an alternative collection system, a description of the alternative collection system, including each Material Type which is collected in the alternative collection system;

(i) A report prepared by an accredited third party, in the form and manner specified by the Authority, confirming the accuracy of the information submitted under this section 3.7(g); and

(j) Any other information about the PPP Producer required by the Authority.

3.8 If there is any change to the information submitted to the Authority in this section 3, the PPP Producer must submit the updated information to the Authority within thirty (30) calendar days of the change or such other time period as required by the Authority from time to time.

Producer Responsibility Organization Registration

3.9 A Producer Responsibility Organization shall register with the Authority in the form and manner required by the Authority within thirty (30) calendar days of the date on which the Producer Responsibility Organization entered into an agreement with a PPP Producer.

3.10 A Producer Responsibility Organization must provide the Authority with the following information:

(a) The name, contact information and address of the Producer Responsibility Organization;

(b) The name and contact information of the person responsible for registering the Producer Responsibility Organization;

(c) The name and contact information of each PPP Producer that has retained the Producer Responsibility Organization to provide services to the PPP Producer;

(d) The services that the Producer Responsibility Organization has agreed to provide to each PPP Producer under subsection (c);

(e) A verification statement that the Producer Responsibility Organization complies with section 20 (2) of the EPR Regulation; and

(f) Any other information about the Producer Responsibility Organization required by the Authority.

3.11 If there is any change to the information submitted to the Authority in this section, the Producer Responsibility Organization must submit the updated information to the Authority within thirty (30) calendar days of the change or such other time period as required by the Authority from time to time.

3.12 A Registered Producer Responsibility Organization can complete, on behalf of the PPP Producer which retained it, any action required by the EPR Regulation and these Bylaws.

3.13 Notwithstanding section 3.12, a PPP Producer shall always be the obligated party and remains responsible for ensuring and certifying that its obligations under these Bylaws, EPR Regulation and Act are met, even if the PPP Producer has retained a Producer Responsibility Organization.

Community Registration

3.14 A Community may register with the Authority in the form and manner required by the Authority.

3.15 The Authority may permit a Community to designate a representative to act for the Community and complete the Community's registration with the Authority.

3.16 A Community must apply to register with the Authority before December 31, 2023 to be considered a Registered Community under Part 1 of the EPR Regulation as of April 1, 2025.

3.17 After December 31, 2023:

(a) The Authority shall establish an intake process that provides for not less than four (4) intake periods per calendar year, during which a Community can apply to register with the Authority.

(b) The Authority shall designate a reasonable preparation period between the date that a Community applies to register with the Authority and the date on which that Community is considered a Registered Community under Part 1 of the EPR Regulation. Unless otherwise specified by the Authority, the reasonable preparation period shall be:
  (i) 12 months from the date of registration for depot collection; and
  (ii) 18 months from the date of registration for curbside collection.

(c) The Authority shall establish a policy that outlines criteria and considerations to guide the intake process and reasonable preparation period.

3.18 Unless otherwise specified by the Authority a Community must provide the Authority with the following information:

(a) The name and contact information of the Community;

(b) The name and contact information of the person responsible for registering the Community;

(c) The contact information of the person(s) responsible for waste management within the Community at the time of the registration (if different than subsection (b));

(d) Different levels of collection service within the Community, if applicable;

(e) The annual quantity of PPP Designated Materials by Material Type collected within the Community during the previous calendar year;

(f) The total number of residential premises including single family and multiple-family dwellings within the Community at the time of the registration;

(g) The locations of all residential premises that received collection services for PPP Designated Material at the time of the registration, including:

  (i) Identifying the location of residential premises receiving collection; and

  (ii) Identifying the location of residential premises receiving depot collection;

(h) The location of all residential premises that received collection services for garbage at the time of registration, including:

  (i) Identifying the location of residential premises receiving collection; and

  (ii) Identifying the location of residential premises receiving depot collection;

(i) The location of every depot collection site accepting PPP Designated Material within the Community including operating days and hours, type, size and number of containers, PPP Designated Materials accepted, frequency of collection and whether the depot is staffed;

(j) The language(s) used for communications;

(k) Service being provided to residential premises as of the date of the registration;

(l) List of materials accepted;

(m) Frequency of collection;

(n) Day of the week on which collection occurs and approach if collection day falls on a statutory holiday;

(o) Type, size and number of containers at the residential premises and whether keys or codes are required to access the premises or containers;

(p) Maps of collection locations;

(q) Collection schedules; and

(r) Any other information about the Community required by the Authority.

3.19 The Authority must provide information regarding a Registered Community to Registered PPP Producers within ten (10) Business Days of the Community's registration with the Authority.

Processing Facility Registration

3.20 Every Processing Facility that processes or plans to process PPP Designated Materials on behalf of PPP Producers must register with the Authority in the form and manner required by the Authority.

3.21 A Processing Facility must provide the Authority with the following information:

(a) The name, contact information and address of the Processing Facility;

(b) The name and contact information of the person responsible for registering the Processing Facility;

(c) The PPP Designated Materials accepted at the Processing Facility;

(d) The type of processing that is undertaken by the Processing Facility; and

(e) Any other information about the Processing Facility required by the Authority.

3.22 If there is any change to the information submitted to the Authority in this section, the Processing Facility must submit the updated information to the Authority within thirty (30) calendar days of the change or such other time period as required by the Authority from time to time.

4. Fees

4.1 The Authority may establish fees to recover costs associated with carrying out its responsibilities under the EPR Regulation. The Authority shall establish a Fee Setting Policy which describes the methodology to establish such fees. The Fee Setting Policy shall be publicly available.

4.2 Registrants shall pay fees to the Authority in accordance with the Fee Setting Policy.

4.3 The Authority shall not require a Community to pay the Authority a fee unless the Community is also a PPP Producer or a Processing Facility.

4.4 The Authority may apply interest on late payment of fees and may apply charges for cheques that are non-negotiable due to insufficient funds.

5. Bylaw Contravention

5.1 Registrants must comply with the Bylaws and all policies established by the Authority pursuant to the Bylaws.

5.2 The Authority shall establish a Procedural Fairness Policy that includes guidance on the processes and requirements to identify:

(a) Bylaw contraventions for which the Authority can assess an amount payable by the Registrant;

(b) a Registrant's level of knowledge and understanding of the issue, their capacity to comply, and their history of contravention;

(c) the reason for a contravention.

5.3 The Authority may issue a fee payable by a Registrant for a contravention of the Bylaws in accordance with the Procedural Fairness Policy.

5.4 The amount payable by a Registrant to the Authority for each incident of the Registrant's non-compliance with the Bylaws shall be determined in accordance with the Procedural Fairness Policy.

5.5 The Authority shall, when assessing a fee payable by a Registrant for a contravention of the Bylaws, provide written notice of contravention to that Registrant which contains the following information:

(a) the name of the Registrant;

(b) the particulars of the contravention and the Authority's assessment for the fee payable by the Registrant;

(c) the bylaw, including the relevant section, under which the contravention occurred; and

(d) the date by which the Registrant must pay the fee to the Authority.

5.6 The Fee Setting Policy may include fees on a Registrant to recover costs incurred by the Authority in relation to that Registrant's contravention of the Bylaws.

6. Service Standards and Common Collection

6.1 The Authority shall maintain and publish service standards for a common collection system for PPP Designated Materials in accordance with the requirements of Part 1 of the EPR Regulation.

6.2 Unless the Authority authorizes the PPP Producer to operate an alternative collection system, PPP Producers must establish and operate a common collection system for PPP Designated

Materials, at no charge to Registered Communities, in accordance with the common collection system service standards.

6.3 PPP Designated Materials collected through the common collection system referred to in section 6.2 must be processed at Registered Processing Facilities.

6.4 The common collection system service standards referred in section 6.1 may include, but are not limited to:

(a) household service standards that address:

(i) single-family collection containers;

(ii) multi-family collection containers;

(iii) timelines for the supply of collection containers to residents;

(iv) PPP Designated Materials collected;

(v) frequency of collection; and

(vi) repair and replacement of collection containers;

(b) depot service standards that address:

(i) days and hours of operation; and

(ii) accessibility by residents without household collection.

Service Standards

6.5 A PPP Producer must provide, by April 1, 2025, to single-family dwellings in Registered Communities that are receiving recycling service from a Community Authority as November 30, 2022, a common collection system with the following minimum services:

(a) curbside collection every 2 weeks to single-family dwellings that have curbside recycling from a Community Authority as of November 30, 2022;

(b) depot access and collection for Registered Communities that have depot recycling service from a Community Authority as of November 30, 2022.

6.6 Where single-family dwellings are constructed after November 30, 2022 in a Registered Community which is receiving curbside recycling services from a Community, a PPP Producer must provide, at a minimum, curbside collection every 2 weeks as of the date that the Community begins providing waste services to the single-family dwellings, or April 1, 2025, whichever is later.

6.7 A PPP Producer must provide, by October 1, 2026, to single-family dwellings in Registered Communities that were not receiving recycling service from a Community Authority as of November 30, 2022, a common collection system with the following minimum services:

(a) curbside collection every 2 weeks to single-family dwellings that have curbside waste collection service from a Community Authority; and

(b) depot access and collection to single-family dwellings that do not have curbside waste collection service from a Community Authority.

6.8 A PPP Producer must provide, by April 1, 2025, to multiple family dwellings in Registered Communities that are receiving recycling service from a Community Authority as of November 30, 2022, a common collection system which provides collection at a frequency appropriate for the provided collection containers.

6.9 A PPP Producer must provide, by October 1, 2026, to multiple-family dwellings in Registered Communities that are not receiving recycling service that have waste collection service from a Community Authority as of November 30, 2022, a common collection system which provides collection at a frequency appropriate for the provided collection containers.

6.10 Where multiple-family dwellings are constructed after November 30, 2022 in a Registered Community which is receiving recycling services from a Community Authority, a PPP Producer must provide, at a minimum, collection at a frequency appropriate for the provided collection containers as of the date that the Community Authority begins providing waste services to the multiple-family dwellings, or April 1, 2025, whichever is later.

7. Processing Facilities

7.1 Registered Processing Facilities may accept PPP Designated Material for the purpose of meeting the material management requirements in section 19 of the EPR Regulation.

7.2 Registered Processing Facilities must, on an annual basis, submit a report to the Authority. This report shall include the quantity of PPP Designated Material for the reporting cycle as specified by the Authority:

(a) received;

(b) processed, including details on final disposition:

(i) Recycled,

(ii) processed using Advanced Chemical Recycling,

(iii) Downcycled,

(iv) Treated,

(v) Disposed,

(vi) Stored;

(c) received materials not processed;

(d) exported for the purposes of (b(i)) through (b(iv));

(e) exported for the purposes of (b(v)) and (b(vi)).

The quantity of PPP Designated Material shall be reported per Material Type for subsections (b) through (e).

7.3 Subject to subsection 7.2(b), materials processed shall be assigned to a processing category and no material shall be assigned to more than one processing category.

8. Alternative Collection System

8.1 A PPP Producer may establish an alternative collection system. On application, the payment of fees and provision of all information as required by the Authority, the Authority may authorize the PPP Producer to operate the alternative collection system if, in the opinion of the Authority, the alternative collection system meets the requirements established by the Authority, including:

(a) similar accessibility as the common collection system through the same or other means;

(b) similar levels of promotion and education as the common collection system;

(c) data which substantiates that the alternative collection system will meet or exceed the material management requirements;

(d) collection is provided at no additional cost to Albertans; and

(e) any other requirement or requirements that, in the opinion of the Authority, are relevant.

8.2 If authorized, the PPP Producer shall register the authorized alternative collection system in the form and manner required by the Authority.

8.3 A PPP Producer that has registered an alternative collection system is exempt from the common collection system standards.

8.4 The Authority may revoke the authorization of an alternative collection system if the alternative collection system does not meet the requirements outlined in section 8.1, or as otherwise established by the Authority, in two or more consecutive years.

8.5 A PPP Producer that has an alternative collection system authorized by the Authority is not exempt from fees established by the Authority.

9. Exempt Materials

9.1 The following materials are exempt from requirements under Part 1 of the EPR Regulation:

(a) PPP Designated Material that is not supplied to a consumer and is not intended for residential use;

(b) any designated material subject to Part 2 of the EPR Regulation or any other regulation made under the Act other than the EPR Regulation;

(c) Flexible Plastic PLP;

(d) pressurized containers;

(e) products used for containment of waste or compost;

(f) packaging intended to be used for long-term storage or protection of a durable product for at least five years;

(g) packaging intended to be reused or refilled for at least five years;

(h) packaging not made primarily from glass, plastic, metal, paper or any combination therein;

(i) costume wear or other comparable items that might contaminate the recycling stream;

(j) ribbons;

(k) bows; and

(l) balloons.

10. Exempt PPP Producers

10.1 A PPP Producer is exempt from the requirements of Part 1 of the EPR Regulation and is not obligated to pay program fees or participate in the common collection system if that PPP Producer has an annual gross revenue in Alberta less than one million and five hundred thousand dollars $1,500,000.

10.2 A PPP Producer described in section 10.1 is required to maintain financial records and make them available for audit or inspection by the Authority. Such financial records shall include fiscal information based on the most recent corporate financial statements that demonstrate the PPP Producer's annual gross revenue in Alberta.

10.3 A PPP Producer is exempt from the requirements of Part 1 of the EPR Regulation and is not obligated to pay program fees or participate in the common collection system if that PPP Producer has an annual gross revenue in Alberta greater than one million and five hundred thousand dollars ($1,500,000) but supplies for residential use in Alberta less than each of the amounts listed for the following materials:

(a) 9 tonnes of paper per calendar year;

(b) 2 tonnes of rigid plastic per calendar year;

(c) 2 tonnes of flexible plastic per calendar year other than Flexible Plastic PLP;

(d) 1 tonne of glass per calendar year;

(e) 1 tonne of metal per calendar year.

10.4 A PPP Producer described in section 10.3 of these Bylaws must register with the Authority and submit an annual report to the Authority, notwithstanding their exempt status. The annual report must include information requested by the Authority and as required in section 11.5 (a) and (b) unless otherwise determined by the Authority.

11. Reporting

11.1 The Authority shall maintain and publish a Reporting Policy.

11.2 A Registered PPP Producer shall prepare and submit reports to the Authority in the form and manner required by the Authority.

11.3 PPP Producers shall submit an annual report to the Authority no later than June 30th each year.

11.4 If a PPP Producer charges a fee in respect of the supply of a PPP Designated Material, the PPP Producer shall include an audited financial statement of the receipt and disbursement of the visible fees prepared by an accredited third party in the form and manner required by the Authority with their annual report.

11.5 A PPP Producer must provide the Authority with the following information in its annual report:

(a) The annual weight of PPP Designated Material by Material Type that was supplied to consumers in Alberta for residential use in the previous calendar year during which the person was a PPP Producer;

(b) The weight of the PPP Designated Material in each Material Type in subsection (a) that was,

(i) deposited into a receptacle at a location that is,

A. not a residential premise, and

B. where the product related to the blue box material was supplied and used or consumed, and

(ii) collected from an eligible source at the time a related product was installed or delivered;

(c) The weight of PPP Designated Material in each Material Type reported in subsection (a) minus the weight of PPP Designated Material in that Material Type reported in subsection (b);

(d) A description of the actions taken by the PPP Producer in the previous calendar year to satisfy the PPP Producer's requirements under Part 1 of the EPR Regulation;

(e) A description of the actions taken by Producer Responsibility Organization(s), with whom the PPP Producer had an agreement in the previous calendar year, to satisfy the PPP Producer and Producer Responsibility Organization's requirements under Part 1 of the EPR Regulation;

(f) The Registered Processing Facility(s) that received PPP Designated Materials on behalf of the PPP Producer and the weight by PPP Material Type processed by each;

(g) The weight of PPP Designated Material by Material Type:

(i) processed using mechanical methods at a Registered Processing Facility;

(ii) processed using Advanced Chemical Recycling at a Registered Processing Facility;

(iii) Downcycled at a Registered Processing Facility;

(iv) otherwise Treated or Disposed of at a Registered Processing Facility;

(h) A statement to indicate if the PPP Producer is in compliance with section 19 of the EPR Regulation;

(i) A report prepared by an accredited third party, in the form and manner required by the Authority, confirming the accuracy of the information submitted under this section; and

(j) Any other information required by the Authority.

12. Inspection

12.1 The Authority may conduct audits, inspections, reviews, or investigations ("Inspections") to ensure compliance with the Bylaws and the Authority's policies, in accordance with the Procedural Fairness Policy.

12.2 The Authority shall undertake Inspections of annual reports submitted by PPP Producers, Producer Responsibility Organizations and Processing Facilities. The costs associated with routine Inspections shall be allocated amongst all Producers and not the PPP Producer which is subject to the Inspection.

12.3 The Authority may require a PPP Producer or a Producer Responsibility Organization to undertake a third-party Inspection. The Authority shall establish guidelines outlining the process and cost allocation of third-party Inspections.

13. Verification

13.1 A Registered PPP Producer must submit a verification to the Authority by April 1, 2024, which demonstrates that the PPP Producer has arrangements in place to meet its obligations to collect and manage PPP Designated Materials under Part 1 of the EPR Regulation.

13.2 When a PPP Producer uses a common collection system, their verification must include the following information:

(a) confirmation that Registered Communities are to be serviced through the common collection system;

(b) a description of how PPP Designated Material will be collected in the common collection system;

(c) a description of how the common collection system will adhere to the common collection system standards;

(d) a description of how collected material will be processed to meet the material management requirements identified in section 19 of the EPR Regulation;

(e) evidence the PPP Producer has agreements, or a workplan with key milestones to establish agreements, to fulfill its obligations under Part 1 of the EPR Regulation, including, but not limited to:

(i) its undertakings and commitments identified in subsection (a) through (c);

(ii) agreements with service providers to collect PPP Designated Material from residents with household collection;

(iii) agreements with service providers to collect PPP Designated Material from residents with depot collection;

(iv) agreements with Registered Processing Facilities to manage collected material;

(f) a plan for promotion and education which includes consideration of the appropriate method for providing promotion and education material to residential dwellings to be serviced under the common collection standards.

14. Promotion and Education

14.1 A Registered PPP Producer shall provide promotion and education materials, free of charge, to the residential dwellings to be serviced under the common collection system standards based on the promotion and education plan as outlined in the verification submission.

14.2 Promotion and education materials shall include, but is not limited to, the following:

(a) A list of PPP Designated Materials accepted in the common collection system;

(b) The form of collection service available under the common collection system including local servicing such as times for household collection and depot operating hours;

(c) If applicable, the form of collection service available under an authorized alternative collection system;

(d) A description of how collection containers can be replaced and how additional collection containers can be requested;

(e) A telephone number and email address at which persons may:

(i) submit questions or concerns relating to collection, and

(ii) request additional or new collection containers.

14.3 A PPP Producer or their Producer Responsibility Organization must provide contact information to the Registered Communities so that each Community can refer its residents to the person responsible for the common collection system and, if applicable, authorized alternative collection systems.

14.4 A PPP Producer must ensure that a description of the common collection system must be publicly available including designated materials, service levels and Communities that comprise the common collection system.

15. Dispute Resolution Process

15.1 The Authority shall establish a Dispute Resolution Policy to outline the process by which the Authority shall resolve disputes between the Authority and a PPP Producer or a Producer Responsibility Organization.

15.2 The Dispute Resolution Policy shall:

(a) provide a mechanism for a PPP Producer or a Producer Responsibility Organization to submit a concern;

(b) outline the process for both informal and formal dispute resolution;

(c) require the Authority to publish summaries of disputes.

16. Confidentiality and Privacy

16.1 The Authority shall maintain an Access and Privacy Code.

16.2 The Access and Privacy Code shall identify which information, provided by the Registrant, that Authority may make publicly available.

16.3 Registrants acknowledge and agree that:

(a) all records in the custody or under the control of the Authority may be subject to the *Access to Information Act SA 2024, cA-1.4* and the *Protection of Privacy Act SA 2024, cP-28.5* and the *Records Management Regulation*, AR 224/2001;

(b) all information and records created or maintained by the Authority in the course of carrying out its powers, duties and functions under the EPR Regulation become and remain the property of the Crown in right of Alberta.

17. Record Retention

17.1 Unless expressly exempted by the Authority, PPP Producers, Producer Responsibility Organizations, and Processing Facilities must retain paper or electronic records necessary to meet the requirements of Part 1 of the EPR Regulation and the Bylaws.

17.2 All required records must be retained by PPP Producers, Producer Responsibility Organizations, and Processing Facilities for five (5) years and must be made available to the Authority upon request.

Schedule A – PPP Material Types

Material Types for Supply Reporting	Material Types for Performance Reporting
Paper	Paper
Rigid Plastics	Rigid Plastics
Flexible Plastics other than Flexible Plastic PLP	Flexible Plastics other than Flexible Plastic PLP
Metals	Metals
Glass	Glass
Biodegradable Plastics (including compostable plastics and other PLAs)	n/a