



Developing Standardized Reporting Requirements for Single-Use Battery Recycling

Advisory Committee Terms of Reference (TOR)

Project Team Players:

Recycling Council of Ontario (RCO)

Recycling Council of Ontario (RCO) is a not-for-profit membership-based organization committed to minimizing society's impact on the environment by eliminating waste. RCO's mission is to inform and educate all members of society about the avoidance of waste, efficient use of resources, and the benefits and/or consequences of these activities. RCO has a long history of identifying and supporting recycling best practices and facilitating open dialogue among the variety of stakeholders involved in waste reduction and diversion.

Waste Diversion Ontario (WDO)

Waste Diversion Ontario is the not-for-profit industry-funded organization that oversees Ontario's current recycling programs for Waste Electrical and Electronic Equipment (WEEE), Used Tires, Blue Box, and Municipal Hazardous or Special Waste (MHSW).

WDO is responsible for monitoring waste diversion programs for effectiveness and efficiency; engaging, communicating and consulting with a broad base of stakeholders about the programs, industry trends, and community achievements; collecting and analyzing data; identifying national and international best practices and new opportunities for more waste diversion; and resolving disputes and proactively managing program issues. WDO is also responsible for enhancing public awareness of and participation in diversion programs

CSA Group (CSA)

CSA Group is an independent, not-for-profit, membership-based association serving government, consumers, business and industry in Canada and in the global marketplace. Our mandate is to help

build a better, safer, more sustainable world where standards work for people and business. As a world-leading developer of standards and codes, CSA Group provides best practice guidance and support to organizations with the aim of helping preserve the environment, enhance public safety, improve quality of life, and facilitate trade.

Project Background:

WDO has initiated a project to create standardized reporting requirements for single-use battery recycling that includes: 1) the definition of battery recycling, and 2) the method for calculating Recycling Efficiency Rate (RER) of battery processing.

The intent is to develop consistent reporting requirements for all programs that recycle single-use batteries overseen by WDO.

Consistent reporting requirements allow for accurate and effective program evaluations by WDO and program performance reporting by Industry Funding Organizations (IFOs).

To undertake this project, WDO has engaged RCO and CSA Group. As follows are the roles and responsibilities for each organization:

RCO

- Project management, providing research and preparing background materials, and managing stakeholder consultation;
- Facilitating stakeholder dialogues through an Advisory Committee;
- Identifying stakeholders for the Advisory Committee and independent peer reviewers; and
- Chairing all Advisory Committee meetings.

CSA Group:

- Overseeing the process to ensure it follows best practices, supporting the consultations;
- Facilitating the online peer review process for the draft document;
- Preparing a summary of all comments received during the peer review process; and
- Preparing and delivering the recommended final standardized reporting requirements document to WDO.

WDO:

- To observe the process; and
- Provide information for the Advisory Committee as needed.

Additional information:

WDO's current reporting requirements found in WDO's policy document entitled: [Data Requirements for Monitoring the Effectiveness and Efficiency of Waste Diversion Programs in Ontario](#) is used by WDO as a guide to assess the performance of existing waste diversion programs

against Minister-approved targets, to assess proposed updates to current and proposed plans, and to evaluate proposed programs.

Project Goal and Objectives

Through this project, WDO aims to improve oversight of all waste diversion programs for single-use batteries.

The project objective is to use a stakeholder-inclusive process to develop standardized reporting requirements for single-use battery recycling that includes:

1. Definition of battery recycling; and
2. Method to calculate the RER of battery processing.

Key Milestones and Dates

The project's target completion date is by February, 2015.

Milestones	Timeframe
WDO engaged CSA Group	June 2014
WDO finalized Project Backgrounder	August 2014
RCO finalized Advisory Committee	September 2014
RCO finalized Technical Document (seed document) ¹	September 2014
Advisory Committee meetings	September 24 October 17 November 5 November 26
CSA Group completes draft recommendations	December 2014
CSA Group completes peer review on draft recommendations	December 2014-January 2015
CSA Group provides WDO with final recommendations	February 2015
WDO Board determines next steps	March 2015

Operations:

Advisory Committee (AC)

An Advisory Committee has been formed to support the development of the standardized reporting requirements. Committee members could be asked to provide information and resources, and/or provide feedback on the proposed standardized requirements.

¹ The seed document will include a review of best practices, an inventory of all requirements, and proposed draft solutions/options (e.g., definition of recycling).

Membership:

RCO established the stakeholder Advisory Committee, using the following criteria:

- Expertise and/or knowledge of battery material management; and
- Striving towards a balance of representation with respect to expertise, experience, and perspectives.

The Advisory Committee's membership is fixed. However, experts/guests may be invited to provide additional information, if necessary.

Terms of Participation

Committee members have been identified either as individuals or by way of their association or role within their organization. As it relates to the organizations (companies), each is asked to identify one representative that will participate throughout the entire committee process.

Meeting Logistics

RCO will host all meetings. Advisory Committee members will be required to participate in person; however, participation through conference calls will be accommodated on occasion.

Meeting frequency will be scheduled by RCO. Four meetings over a three month (September – November) period are anticipated to complete the initial work. At the conclusion of the fourth AC committee meeting, WDO, RCO and CSA Group will discuss progress and next steps.

If the AC committee has developed draft recommendations, then CSA Group will conduct peer review on these recommendations; final recommendations will be provided to WDO by February 2014.

Governance and Decision-Making

RCO and CSA Group will seek to identify areas of consensus. Consensus means substantial agreement and implies much more than a simple majority, but not necessarily unanimity. Where consensus cannot be reached, AC member's disagreements will be noted.

The final content of the Standardized Reporting Requirements for Single-Use Battery Recycling will be determined by WDO, in consultation with RCO and CSA Group and it will consider the input of the AC. WDO's final decision on what is adopted as WDO policy will be reflected in amendments to WDO's [Data Requirements for Monitoring the Effectiveness and Efficiency of Waste Diversion Programs in Ontario.](#)

In general, WDO's process for considering a policy amendment involves submitting a staff report to WDO's Board of Directors; the Board may then approve or reject the proposed change, or request additional work (e.g., public consultation) before making a final decision.

Meeting Documentation & Reports

Meeting documentation, reports and updates will be distributed electronically using a shared Dropbox folder administered by RCO. At least three business days will be allowed for materials review before meetings.

All Advisory Committee meetings will be summarized by RCO. Committee feedback and submissions will be noted, tracked, and reported. However, committee member comments will not be attributed and there will not be formal minutes. Summaries of each meeting will be drafted by RCO and shared with Advisory Committee members for review and comment. All stakeholders will be invited to provide feedback on the draft reporting requirements.

To facilitate open discussion at meetings, all committee members and other stakeholders who attend meetings or review documentation will be required to keep all content confidential.

Communications

RCO is responsible for all internal communications of the Advisory Committee. External communications will be jointly created by WDO and RCO.

Advisory Committee Members

Role	Company	Individual
Processor	Inmetco	Al Hardies
Processor	RMC	James Ewles
Steward	P&G – Duracell	Steve Wicelinski
Steward	Energizer	Mark Boolish
Stewardship Organization	Stewardship Ontario	Pat Chauvet
Stewardship Organization	Ontario Electronic Stewardship	Melanie Wilde
Stewardship Organization	EPRA	Sean DeVries
Stewardship Organization	Call 2 Recycle	Joe Zenobio
Technical Advisor	University of Waterloo	Steve Sawell
Technical Advisor (RMC)	Leslie C. McLean Consulting	Leslie McLean