



## Round Up Planning Guide

Roundups in Alberta are coordinated through [Alberta Recycling Management Authority](#) . Roundup registration forms are found in the [roundup program guide](#) . The guide lists several options of waste and paint collection companies that you can work with for waste sorting and transport. The guide also includes information on running a joint roundup (e-waste, household hazardous waste, and paint) and expense reimbursement options to offset the cost of the event.

Alberta Recycling Grant Program  
Administrator –  
1-888-999-8762



Additionally, First Nation bands that regularly collect large amounts of electronic waste, used tires, and paint can register as collectors with Alberta Recycling Management Authority to facilitate waste pick-ups visit: [albertarecycling.ca/collection-sites](http://albertarecycling.ca/collection-sites) for more information.

### Pre-Event Planning:

- Set a day and a place to hold the round-up
- Submit an application to Aine at Alberta Recycling (a minimum of 4 weeks prior to event date)
- Obtain the services of a contractor –
- Train people who will work the round-up –
- Alert emergency services (fire department) – more for HHW but you should inform them
- Advertise the event – Communications Plan below

**Planning Circle:**

SWM is not a stand-alone issue, there are many agencies in the community that can come together to tackle waste management. Healthy living for the membership means access to clean air, water, and soil.

Consider inviting elders, youth, and Traditional Knowledge Keepers to help.

**Planning Committee Message –**

Is there another community event that the Roundup could be part of?

What are the cultural and traditional messages that could be part of this event?

Are there local celebrities who could attend, help promote, model participation?



**Communication Plan:**

Use the posters, flyers, and announcement templates provided by Alberta Recycling. Draw Prizes!

| Method                          | Person Responsible | Notes   | Date of Action |
|---------------------------------|--------------------|---|----------------|
| <i>Radio</i>                    |                    |   |                |
| <i>Flyers</i>                   |                    |   |                |
| <i>Posters</i>                  |                    | <i>Post in community buildings (see list below)</i> |                |
| <i>Community Bulletin Board</i> |                    |   |                |
| <i>Website</i>                  |                    |   |                |

**Community Buildings:**

- Daycare
- Fire Hall
- Public Works
- Trade Centre
- Training Centre
- Community Hall
- Gas Bar
- Administration Building
- School/Head Start
- Wellness
- Health Centre
- Church



## What a Contractor will do:

- Obtain signed service contract with community
- Set up Mobile Collection Centre with carts, bins, boxes, barrels -processors will leave containers for electronics
- Contractor will: generate Manifest for Transportation/Collections
- Make sure TDG labels/placards are accessible.

## At the Roundup:

- Set up Roundup Centre with signage for each waste stream you are collecting/diverting
- Do Tail Gate Safety Talk
- Ensure appropriate PPE is used
- Place collected items into appropriate containers (properly labeled/placarded)
- Keep track of electronics and fill out manifest with volumes
- Have community representative sign the manifest
- Load trailer with collected containers
- Display appropriate placards on the truck
- Make sure site is cleaned up

## After the Roundup:

- Contact processor for pickup of full containers
- Submit funding request form (Appendix 3: Parts 1&2) within 60 days after the event for reimbursement of expenses and incentives.
  - This can include: invoices for eligible advertising and event expenses
- Submit electronics collection incentive form
- Submit paint collection incentive form

### Contact TSAG's Sustainable Communities Department:

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[www.tsag.net](http://www.tsag.net)

