



Major Appliance Recycling Roundtable

COLLECTION INSTRUCTION MANUAL

March 2024

MARR PROGRAM

The Major Appliance Recycling Roundtable (MARR) is the approved stewardship program for the recycling of major appliances in British Columbia. The Program relies on the existing scrap metal recycling industry to manage major appliances responsibly at end-of-life.

MARR's claims program provides financial support to collectors of major appliances to offset the costs associated with removal of refrigerant (ozone depleting substances (refrigerant)) and to ensure that refrigerant is properly evacuated and managed responsibly.

This document provides step-by-step instructions to assist you in making an online compensation claim for the removal of refrigerant from cooling appliances and the recycling of major appliances. This document also provides some guidance on the different reporting requirements.

Confidentiality of data

All information provided is treated with the strictest confidence and used only for internal verification purposes and aggregate reporting. Collection data and weights from individual collectors is never shared or reported externally.

Additional Support

Please refer to this document as you go through completing your forms. If you are still experiencing difficulties after you review this document, please contact MARR at info@marrbc.ca or by telephone at 1-888-252-4621.

TABLE OF CONTENTS

SECTION 1: How to Register with the MARR Program.....	4
SECTION 2: How to Complete the Required Forms to Make a Claim.....	5
A. Refrigerant Removal Log Sheet	6
B. Non-Refrigerant Units Log Sheet	9
SECTION 3: ADDITIONAL REQUESTED REPORTING DOCUMENTS	11
A. Certificates of Tank Disposal.....	11
B. Metal Tonnages	16
SECTION 4: How to Submit ONLINE your Forms to MARR	17
A. Submit an ODS units Log Sheet.....	18
B. Submit a Non-ODS Log Sheet.....	21
C. Submit a "Zero" report	24
D. Submit your Metal Tonnages.....	26
E. Submit your Certificate of Tank Disposal.....	29
SECTION 5: View your claims statement	30

SECTION 1: HOW TO REGISTER WITH THE MARR PROGRAM

In order to register your collection site(s) with the MARR Program, you must complete the following steps:

A. Review and agree to the terms in the Agreement.

Collection sites should familiarize themselves with the Agreement, especially with section 4 for collector responsibilities, including the requirements to:

- Segregate all products containing refrigerant
- Use an external qualified individual to remove refrigerant from all Program Products collected
- Document and report **units collected** (refrigerant and non-refrigerant)
- Document and report **metal tonnages**
- Document and report on **ODS Tank Safe Disposal**

B. Complete the Site Application Form.

Section 1: Head Office Contact Information – Provide contact information for your company or organization.

Section 2: Collection Site Details – Submit a complete list of all collection sites or locations that will be participating in the Program. You can submit a separate list with the application form; however it must contain all the information required in this section for each site.

Section 3: MARR Products Accepted – Tick both boxes to acknowledge that MARR products will be accepted from consumers **for free**.

Section 4: Direct Deposit – All claim reimbursements are made through direct depots to your bank. Complete the banking information where you want your claim funds deposited. Attach a sample / void copy of your company's cheque marked "VOID".

Once you have reviewed the Agreement and the Site Application Form, please complete and sign both documents. If your site(s) is(are) approved by MARR, the Agreement will be signed by MARR and a copy returned to you. Once the above have been completed and submitted, MARR will send you the necessary forms used to track and report the number of major appliances collected and refrigerant removed.

In addition, please review the **MARR Product List**. This will assist in familiarizing yourself with the products included and excluded in the MARR Program. The MARR Product List is available at <https://www.largeappliance recycling.ca/products>.

SECTION 2: HOW TO COMPLETE THE REQUIRED FORMS TO MAKE A CLAIM

To receive prompt compensation from MARR, all reports and supporting documentation must be completed and submitted via the MARR reporting portal **by the 15th of the month following the reporting month**. This will allow the claims to be processed in that month.

In order to make a claim for compensation, your collection site must track and report the number of major appliances collected and the amount of refrigerant removed. The following documents must be completed monthly and submitted to MARR:

- A. **Refrigerant Units Log Sheet:** This form tracks the removal of refrigerant from refrigerant-containing units and must be completed by an agent authorized to remove refrigerant.
- B. **Non-Refrigerant Units Log Sheet:** This count sheet tracks the number of non-refrigerant containing units collected by product type. Any operator in your facility can complete this log sheet.


Please check the following pages for details on how to fill in both log sheets.

Note to Retailers

Participating retailers should count products when they are received at the retail location, not at point of collection from the consumer. This is especially important in the case of consumer take-back programs.

A. Refrigerant Removal Log Sheet

A.1/ Template

		REFRIGERANT REMOVAL LOG SHEET							
ODS Removal Company Name: _____				Date: _____					
ODS Technician Name: _____				Collection Site Name: _____					
ODS Technician Certification #: _____				Collection Site Staff Name: _____					
If multiple sheets are required, you only need to provide tank weights (in kilograms) on one sheet for all units.									
CATEGORY	Large appliances checked and drained at the site						Large appliances previously drained prior entering the site		Total Units per category
	Refrigerant Types						Professionally pre-serviced	Damaged/ Empty	
	R12	R22	R134A	R410A	R600A	R32			
Fridge									
Freezer									
Compact Refrigerator									
AC Window Unit									
AC Portable Unit									
De-Humidifier									
Electric Cold Water Dispenser- Water Cooler									
Others & Commercial Units (Non-MARR)									
TOTAL Mercury Switches					TOTAL PCB Capacitors				
Tank #: _____		Weight In (KG) _____			Weight Out (KG) _____				
Tank #: _____		Weight In (KG) _____			Weight Out (KG) _____				
Tank #: _____		Weight In (KG) _____			Weight Out (KG) _____				
Tank #: _____		Weight In (KG) _____			Weight Out (KG) _____				
Leak detection completed on site: <input type="checkbox"/> YES <input type="checkbox"/> NO									
ODS Technician Signature: _____				Collection Site Staff Signature: _____					

A.2/ How to fill out a Refrigerant Removal Log Sheet

REFRIGERANT REMOVAL LOG

Collection Site name is the location from where the refrigerant is removed.

Count the total of units per each category.

Use this space to do manual counts of units per category and per gas.

Mark here the units that were previously drained professionally before entering the collection site.

Count here the units that are visibly empty and/or damaged before entering the collection site.

CATEGORY	Large appliances checked and drained at the site						Large appliances previously drained prior entering the site		Total Units per category
	Refrigerant Types						Professionally pre-serviced	Damaged/ Empty	
	R12	R22	R134A	R410A	R600A	R32			
Fridge									
Freezer									

Provide the number for each tank used, and the in and out weights of refrigerant collected, in kilograms.

Mark here if some Mercury Switches and/or PCB Capacitors were collected during the ODS service.

Count the total of units serviced on that particular day.

De-Humidifier	Electric Cold Water Dispenser-Water Cooler	TOTAL Mercury Switches	TOTAL PCB Capacitors	TOTAL Appliances Combined

Tank #: _____

Tank #: _____

Tank #: _____

Tank #: _____

Weight In (KG) _____

Weight Out (KG) _____

Weight In (KG) _____

Weight Out (KG) _____

Weight In (KG) _____

Weight Out (KG) _____

Weight In (KG) _____

Weight Out (KG) _____

Weight In (KG) _____

Weight Out (KG) _____

Leak detection completed on site: YES NO

ODS Technician Signature: _____ Collection Site Staff Signature: _____

Mark here any leak detection done prior to the ODS removal.

Both, authorized agent removing the refrigerant and a site staff person **MUST** sign the form.

A.3/ Example of completed Removal Log Sheet, ready to be submitted in the MARR reporting portal

CATEGORY		Large appliances checked and drained at the site					Large appliances previously drained prior entering the site		Total Units per category				
		Refrigerant Types					Professionally pre-serviced	Damaged/ Empty					
		R12	R22	R134A	R410A	R600A				R32			
Fridge									7				
Freezer			 						12				
Compact Refrigerator									5				
AC Window Unit													
AC Portable Unit													
De-Humidifier									3				
Electric Cold Water Dispenser- Water Cooler													
Others & Commercial Units (Non-MARR)									3				
		TOTAL Mercury Switches		14		TOTAL PCB Capacitors				TOTAL Appliances Combined		30	
Tank #: FR0450GG000162		Weight In (KG)		13.542		Weight Out (KG)		15.181					
Tank #: FR045S20B001105		Weight In (KG)		18.459		Weight Out (KG)		21.478					
Tank #:		Weight In (KG)				Weight Out (KG)							
Tank #:		Weight In (KG)				Weight Out (KG)							
Leak detection completed on site: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO													
ODS Technician Signature: <i>John Smith</i>				Collection Site Staff Signature: <i>Joe Richard</i>									

B. Non-Refrigerant Units Log Sheet

Track and report all products that do not contain refrigerant on the “Non-refrigerant Log Sheet”. Staff can use this sheet to count the number of units received. Depending on the number of units collected, you may need to use multiple sheets. In this case, only provide your total counts on the first page.

B.1/ Template




**MARR COLLECTION SITE
NON-ODS UNITS LOG SHEET**

Facility Name: _____ Signature: _____

Date From: _____ Date To: _____ Page: _____ Of: _____












PRODUCT	COUNT	TOTAL
<i>Clothes Washers</i> 		
<i>Clothes Dryers</i> 		
<i>Ranges</i> 		
<i>Range Hoods and Downdrafts</i> 		
<i>Built-In Ovens</i> 		
<i>Built-In and Over the Range Microwave Ovens</i> 		
<i>Surface Cooking Units</i> 		
<i>Dishwashers</i> 		
<i>Food Waste Disposers</i> 		
<i>Trash Compactors</i> 		
<i>Built-in Hot Beverage dispenser</i> 		

B.2/ How to fill out a Non-ODS Log Sheet



**MARR COLLECTION SITE
NON-ODS UNITS LOG SHEET**

Facility Name: _____ Signature: _____
 Date From: _____ Date To: _____ Page: _____ Of: _____

PRODUCT	COUNT	TOTAL
Clothes Washers 		
Clothes Dryers 		
Ranges 		
Range Hoods and Downdrafts 		
Built-In Ovens 		
Built-In and Over the Range Microwave Ovens 		
Surface Cooking Units 		
Dishwashers 		
Food Waste Disposers 		
Trash Compactors 		
Built-in Hot Beverage dispenser 		

1. Enter your 'facility name' and 'date from' (this is the start date for the form). Complete the remaining information prior to submitting the form(s) to MARR.

2. Count: Use this space to do manual counts of units as they enter your site.

3. Total: At the end of your reporting period, total the number for each product here.

4. Once you have completed your totals for each product, go back to the top of the page and complete the 'date to' (the end date of the form), indicate how many pages you will be submitting, and **sign** the form.

SECTION 3: ADDITIONAL REQUESTED REPORTING DOCUMENTS

A. Certificates of Tank Disposal

Collection Sites must provide MARR with Certificates of Disposal evidencing the proper management of refrigerant by the third party agent. The party responsible for removing refrigerant should provide Certificates of Destruction.

Each tank used to collect ODS gases from large appliances, when full, must be properly disposed of in a disposal facility. MARR requires copies of tank disposal certifications as soon as they are emitted by the disposal facility. Please send these copies to operations@marrbc.ca.

Please read the following step 1 and step 2 for this process.

To be able to track the ODS cylinders (tanks) that are used in the MARR program, it is essential that the tanks are identified in the MARR log sheets and the certificates of disposal in a consistent manner.

This allows MARR, and MARR auditors, to be able to identify and track the end of life of the ODS tanks to ensure they are handled and disposed of properly, as per the BC Recycling Regulation requirements.

The party responsible for removing refrigerant should provide certificates of disposal. Collection Sites using internal ODS technicians **MUST** provide MARR with certificates of tank disposal evidencing the proper management of refrigerant by the ODS technician.

STEP 1: ODS REMOVAL LOG SHEET

MARR REFRIGERANT REMOVAL LOG SHEET

ODS Removal Company Name: XXXX ODS Company Date: January 1, 2023

ODS Technician Name: Mark Smith Collection Site Name: XXXX Landfill

Operator Certification #: BC 123456 Collection Site Staff Name: John Doe

If multiple sheets are required, you only need to provide tank weights on the first sheet for all units.

CATEGORY	Refrigerant Types					Large Appliances previously drained prior to entering the site		Total Units per category
	R12	R22	R134A	R410A	R600A	Refrigerant previously drained	Refrigerant not drained	
Fridge								6
Freezer								2
Compact Refrigerator								1
AC Window Unit								
AC Portable Unit								
Dehumidifier								
Electric Cold Water Dispenser Water Cooler								
Others & Commercial Units (Non-MARR)								2
TOTAL Mercury Switches		TOTAL PCB Capacitors		TOTAL Appliances Collected				11

Tank # FR0230020577 Weight In (KG) 12.45 KG Weight Out (KG) 12.99 KG

Leak detection completed on site: YES NO

ODS Technician Signature: XXXX Collection Site Staff Signature: XXXX

a/ At the bottom of the MARR ODS log sheet, the ODS technician must indicate the tank number used during the service.

This tank number can be found directly on the tank unit. Check the following page to help find the correct tank number.

b/ At the bottom of the ODS log sheet, in addition to the tank number, the ODS technician must indicate in kilograms the 'weight in' of the tank (=before the service starts) and 'weight out' (=after the service). This will determine the ODS gas weight collected during the service.

TOTAL Mercury Switches		TOTAL PCB Capacitors		TOTAL Appliances Collected	
2				26	
FR0230020577		Weight In (KG)	14.78 KG	Weight Out (KG)	21.47 KG
		Weight In (KG)		Weight Out (KG)	
		Weight In (KG)		Weight Out (KG)	
		Weight In (KG)		Weight Out (KG)	

Leak detection completed on site: YES NO

Technician Signature: XXX Collection Site Staff Signature: XXX

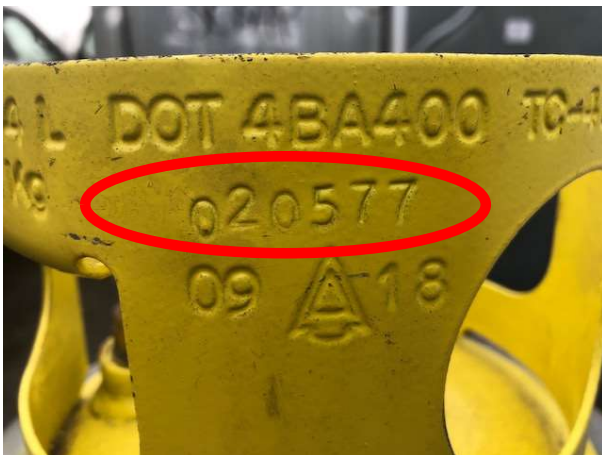


c/ To find the correct tank number to use in the MARR log sheet, please look for markings at the top of the tank. There are several markings, all relevant to tank usage. *(Please check out the MARR ODS Appliance and Training Guidebook for more information on these different markings.)*

The **tank number** is marked on a label and tends to start with the letters FR with an addition of 10 digits/letters (=bar code), as shown on the left picture.

FR0230020577 is the unique tank number for the particular tank shown on the picture.

Please note that the complete number of the ODS tank used during a service must be indicated at the bottom of the MARR log sheet.



If the tank number label is tempered and impossible to read, please use the stamped serial number as shown on the left picture for example (=020577), and add it at the bottom of the MARR ODS log sheet.


You will notice that this stamped serial number corresponds to the last 6 digits of the complete tank number.

STEP 2: TANK DISPOSAL CERTIFICATION

MARR requires a copy of tank disposal certification as soon as it is emitted, with the indication of both the tank number and the final weight. Please send these at operations@marrbc.ca.

After several services, the ODS tank will be full. The ODS technician will dispose of it and exchange it at a disposal facility.

When exchanged, the disposal facility will emit a certificate of disposal (also called an order confirmation, or a credit note, etc). On it, the disposed tank number will be indicated, in addition to its weight. **It is mandatory to have both information (tank number and its final weight) indicated on this document, as per the below example:**

 <p>INDEPENDENT SUPPLY COMPANY A DIVISION OF EMCO CORPORATION</p> <p>859 ISC SURREY 19505 56 AVENUE UNIT 104 SURREY, BC V3S 6K3 604-888-8156</p> <p>GST Reg# 101626026 QST Reg# 1015301364</p>		<p>ORDER CONFIRMATION</p> <table border="1"> <tr> <td>Order number</td> <td>Order date</td> <td colspan="2">Last print dt</td> </tr> <tr> <td>5501228948</td> <td>2023-02-24</td> <td colspan="2">2023-02-24</td> </tr> <tr> <td>Customer PO</td> <td colspan="3">Salesperson</td> </tr> <tr> <td>TANKS</td> <td colspan="3">Jared Kopp jkopp@ischvacr.com</td> </tr> </table>			Order number	Order date	Last print dt		5501228948	2023-02-24	2023-02-24		Customer PO	Salesperson			TANKS	Jared Kopp jkopp@ischvacr.com		
Order number	Order date	Last print dt																		
5501228948	2023-02-24	2023-02-24																		
Customer PO	Salesperson																			
TANKS	Jared Kopp jkopp@ischvacr.com																			
<p>Your ref 1</p> <p>Kevin</p>		<p>Our reference</p>		<p>Delivery terms</p> <p>UNSPECIFIED</p>		<p>Delivery method</p> <p>UNSPECIFIED</p>		<p>PST License</p>												
Line	Sf	Item number	Name	Quantity	U/M	Sales price	U/M	Discount %	Amount											
1		7430068	45KG/100# RECLAIM CYL EMPTY FR045S21GD01010 - 25.4KG	-1	EA	240.00	EA	NET	-240.00											
2		RSHR50	\$50 REFRIG SHIP & HAND CHGE	1	EA	50.00	EA	NET	50.00											
<p>Terms and conditions Prices are subject to change without notice. Payment net 30 days unless otherwise stated. Orders may require a deposit and may not be cancelled without prior written approval. All deposits and down payments are non-refundable. A cancellation charge may apply on cancelled orders. No returns without prior written approval. A minimum handling charge of 25% will apply to goods returned. All goods quoted are subject to prior sale. Any warranty solely as per terms of applicable manufacturer warranty, vendor makes no warranties, express or implied, regarding any goods sold. Only vendor's terms and conditions of sale apply to this order, regardless of any customer terms. See emco.ca/terms-and-conditions-of-sale/ for full terms and conditions of sale.</p>						<table border="1"> <tr> <td>Net order value</td> <td>-190.00</td> </tr> <tr> <td>GST/HST</td> <td>(\$9.50)</td> </tr> <tr> <td>PST/QST</td> <td>(\$13.30)</td> </tr> <tr> <td>Order total</td> <td>(\$212.80)</td> </tr> <tr> <td>Total</td> <td>C A D (\$212.80)</td> </tr> </table>				Net order value	-190.00	GST/HST	(\$9.50)	PST/QST	(\$13.30)	Order total	(\$212.80)	Total	C A D (\$212.80)	
Net order value	-190.00																			
GST/HST	(\$9.50)																			
PST/QST	(\$13.30)																			
Order total	(\$212.80)																			
Total	C A D (\$212.80)																			
<p>Accepted by: _____ Date: _____</p>																				

IMPORTANT COMMENTS:

1/ **The certificate of disposal must indicate the tank number and its final weight.** The disposal facility should provide this information directly on the document. If the certificate of disposal provided by the disposal facility does NOT indicate the tank number and its weight, please add this information manually to the document before sending a copy to MARR as per the below example.

2/ It is essential that tank numbers indicated on the MARR log sheets 100% match tank numbers identified in the certificates of disposal. This allows MARR, and MARR auditors, to be able to track the end of life of the ODS tanks and ensure they are handled and disposed of properly, as per the BC Recycling Regulation requirements.

MARR log sheet

MARR REFRIGERANT REMOVAL LOG SHEET

ODS Removal Company Name: XXXX ODS Company Date: January 1, 2023
 ODS Technician Name: Mark Smith Collection Site Name: XXXXX Landfill
 Operator Certification #: BC 123456 Collection Site Staff Name: John Doe

If multiple sheets are required, you only need to provide tank weights (in kilograms) on one sheet for all units.

CATEGORY	Large appliances checked and drained at the site					Large appliances previously drained prior to entering the site		Total Units per Category
	R12	R22	R134A	R410A	R600A	Refrigerant	Refrigerant	
Fridge						I		6
Freezer								2
Compact Refrigerator							I	1
AC Window Unit								
AC Portable Unit								
Dehumidifier								
Electric Cold Water Dispenser								
Water Cooler								
Other & Commercial Units (Non-MARR)								2
TOTAL Mercury Recycled		TOTAL R22 Capacity		TOTAL Appliances Drained				11
Tank #: FR0230020577		Weight (kg): 12.45 KG	Weight (kg): 12.99 KG					

ODS Technician Signature: XXXX Collection Site Staff Signature: XXXX

Certificate of Tank Disposal

Canada, L.P.

RECEIPT

INVOICE NO. 619222-00 PAGE 1 OF 1
 PURCHASE ORDER NO. Argonaut CUST # 146727
 REFERENCE
 CUSTOMER CONTACT Michelle
 ORDER DATE 02/23/24 SHIP DATE

REMIT PAYMENT TO:
 Carrier Enterprise Canada, L.P.
 PO Box C9509C 5th M
 Calgary, AB T2P 5L8

FOR ASSISTANCE OR QUESTIONS
 CONTACT Minh Tieu
 PHONE
 EMAIL minh.tieu@carrierenterprise.com

SHIP VIA Pick Up SHIPPING REFERENCE NO SELLING LOCATION 8521
 SHIP TO: RERRY & VALE CONTRACTING LTD.
 3815 DISCOVERY DRIVE
 CAMPBELL RIVER, BC V9W 4X8

SHEPPING ORDER NUMBER: 3551
 FOB: Shipping Point INSTRUCTIONS
 ORDER # 10230841 DRY# INVOICE#

PAYMENT TERMS
 COD
 NET DUE BY

LINE NO.	PRODUCT AND DESCRIPTION	QUANTITY			UOM	UNIT PRICE	AMOUNT (NET)
		ORDERED	SHIPPED	BACK			
1	DEP-175-50-4S RECLAIM CYLINDER 13kg empty weight	2	2	0	ea	270.00	540.00
2	dep-175-50-4sf RECLAIM CYLINDER Return Reason: Reclaimed Refrigerant Ref Invt: 0-00 Return To: Vendor	-1	-1	0	ea	270.00	-270.00
3	recovery handling RECOVERY HANDLING FEE PER CYLINDER	1	1	0	ea	50.00	50.00

Handwritten in red circle: Tank: FR0230020577
 Full: 23.14 kg
 Empty: 13 kg

100% matching tank number
 = successful tracking of the ODS gas end-of-life, as per the BC Recycling Regulation

Please make sure the certificates of tank disposal sent to the MARR team correspond to the log sheets submitted on the MARR portal. (Matching tank numbers).
Please also make sure the certificates of disposal indicate the final tank weight.

B. Metal Tonnages

Each collection site must report to MARR the total tonnage of metal (tin) collected on a monthly or quarterly basis. This reflects the total outbound metal tonnages from your collection site. For organizations with multiple sites, report tonnages by collection site.

Collection sites are also encouraged to report tonnages or percentages (actual or estimated) for each MARR product category separately, if available.

SECTION 4: HOW TO SUBMIT ONLINE YOUR FORMS TO MARR

Before submitting your claims report online, ensure that:

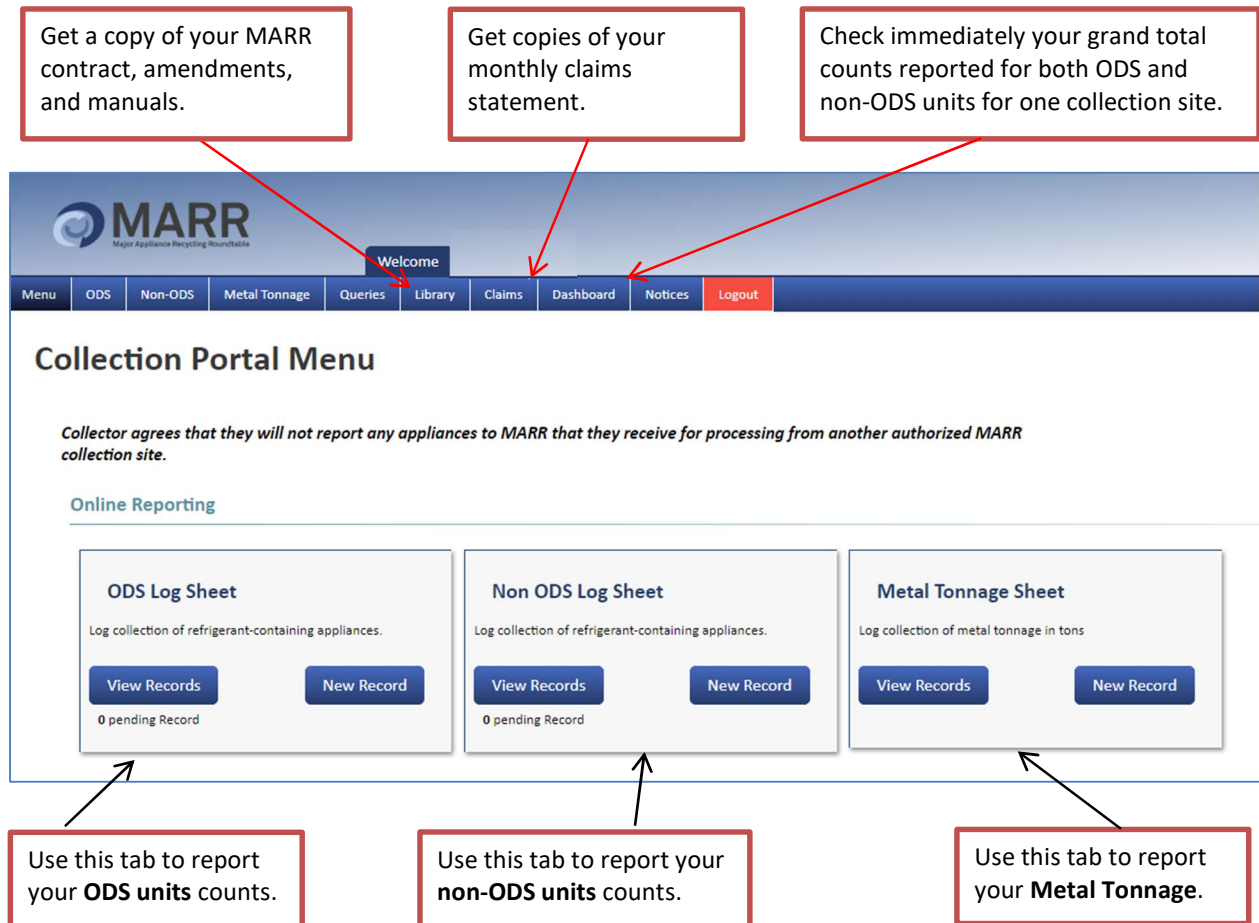
- All reporting documents are complete
- All data and totals reported are correct
- All supporting documentation is accompanying your claim
- Please make sure all writing is legible.

Collector agrees that they will not count and report any appliances to MARR that they receive for processing from another authorised MARR collection site.

You can request to receive a copy of the MARR collection sites list to info@marrbc.ca.

When you are ready to submit online your counts, please go to www.marrbc.ca/collection-portal to enter the MARR Collector Portal.

After entering your Username and Password, the following main menu will appear:



The screenshot shows the MARR Collector Portal interface. At the top is the MARR logo and a 'Welcome' message. Below is a navigation menu with items: Menu, ODS, Non-ODS, Metal Tonnage, Queries, Library, Claims, Dashboard, Notices, and Logout. The main content area is titled 'Collection Portal Menu' and includes a disclaimer: 'Collector agrees that they will not report any appliances to MARR that they receive for processing from another authorized MARR collection site.' Under 'Online Reporting', there are three main sections: 'ODS Log Sheet', 'Non ODS Log Sheet', and 'Metal Tonnage Sheet'. Each section has a 'View Records' button and a 'New Record' button. Below the 'ODS Log Sheet' and 'Non ODS Log Sheet' sections, it shows '0 pending Record'. Three callout boxes with red borders point to specific elements: one points to the 'Menu' item, another to the 'Claims' item, and a third to the 'Dashboard' item. Three more callout boxes with red borders point to the 'New Record' buttons in the ODS, Non-ODS, and Metal Tonnage sections.

Get a copy of your MARR contract, amendments, and manuals.

Get copies of your monthly claims statement.

Check immediately your grand total counts reported for both ODS and non-ODS units for one collection site.

Use this tab to report your **ODS units** counts.

Use this tab to report your **non-ODS units** counts.

Use this tab to report your **Metal Tonnage**.

A. Submit an ODS units Log Sheet

Collector agrees that they will not count and report any appliances to MARR that they receive for processing from another authorised MARR collection site.

You can request to receive a copy of the MARR collection sites list to aterrien@marrbc.ca.

A. 1. Report ODS units counts

After entering your username and password, to create a new report, click on New Record.

By clicking View Records, you will be able to see your previous records that have been either submitted or pending.

Category	Large appliances checked and drained at the site					Large appliances previously drained prior entering the site	
	Refrigerant Type					Professionally pre-serviced	Damaged/Empty
	R12	R22	R134A	R410A	R600A		
Fridges	0	0	0	0	0	0	0
Freezers	0	0	0	0	0	0	0

1 - Use the dropdown menu list to choose the collection site you would like to report for.

2 - Add the date the ODS service happened.

3 - Select the ODS technician that serviced you on that date.

Then, by choosing the number of tanks you would like to see, the computer will automatically create more cells for you to report the different gases. Please report everything **in Kilogram**.

4 - For each product type, write the number of units corresponding to each gas collected.

5 - If the refrigerant was already removed in a product, please mark those counts in the last two columns respectively.

AC-Portable Units	0	0	0	0	0	0	0
Dehumidifiers	0	0	0	0	0	0	0
Electric Cold Beverage Dispensers / Water Coolers	0	0	0	0	0	0	0
Others & Commercial Units (Non-MARR)	0	0	0	0	0	0	0

Mercury Switch Removal Count	
Mercury Switch:	<input type="text" value="0"/>

PCB Capacitors	
PCB Capacitors:	<input type="text" value="0"/>

6 – Add Mercury Switch and PCB Capacitors count if any have been collected

7 – After entering all the units, you can either SAVE & EXIT to update and submit it later. Or click SAVE & SUBMIT if you are ready for the next step.

A. 2. Check ODS counts report before submitting

MARR Collection ODS Log Sheet

Collector agrees that they will not report any appliances to MARR that they receive for processing from another authorised MARR collection site.

Review Record & Attach a Log File

1 Record — 2 Attach — 3 Review

Record Information	General Information	Tank Information
Record Type : Regular	Service Date : July 21, 2022	ODS Technician :
Added On : July 22, 2022 7:09 PM		Number Of Tanks : 1
Last Edited : July 22, 2022 7:09 PM		Tank Number : 0043592UF
		Weight In (Kg) : 2.500
		Weight Out (Kg) : 2.600
		Total ODS (Kg) Removed : 0.100

ODS Log Sheet Attachment
 Attached Log File : *Please Attach a log file to continue*

Category	Large appliances checked and drained at the site					Large appliances previously drained prior entering the site		Unit Total
	Refrigerant Type					Professionally pre-serviced	Damaged/Empty	
	R12	R22	R134A	R410A	R600A			
Fridges	0	1	0	0	0	0	0	1
Freezers	0	0	0	0	0	0	0	0
Compact Refrigerators	0	0	0	0	0	0	0	0
AC-Window Units	0	0	8	0	0	0	0	8
AC-Portable Units	0	0	0	0	0	0	0	0
Dehumidifiers	0	0	0	0	0	0	0	0
Electric Cold Beverage Dispensers / Water Coolers	0	0	0	0	0	0	0	0
Others & Commercial Units (Non-MARR)	0	0	0	0	0	0	0	0
MARR Total :	9	Others & Commercial Units (Non-MARR) Total :			0	Grand Total :		9

8 – a) After clicking on SAVE & CONTINUE, attach the ODS log sheet. (upload as PDF).

If you do not have this document on hands, click on SAVE & EXIT as the bottom of the page. You will be able to attach the log sheet at a later date, but you won't be able to submit a claim without the appropriate log sheet.

PowerSite Administration

[« Return to Site](#) | [Admin Menu](#) | [Logout](#) |

Edit ODS submission
 PDF File Existing File: None
 No file chosen

* Denotes Required Fields

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Upload copies of the ODS log sheet (PDF).

ODS Log Sheet Attachment

Attached Log File : MARR_Collection_Site_ODS_Removal_Log_sheet_2022_with_HRAI_.pdf

Category	Large appliances checked and drained at the site					Large appliances previously drained prior entering the site		Unit Total
	Refrigerant Type					Professionally pre-serviced	Damaged/Empty	
	R12	R22	R134A	R410A	R600A			
Fridges	0	1	0	0	0	0	0	1
Freezers	0	0	0	0	0	0	0	0
Compact Refrigerators	0	0	0	0	0	0	0	0
AC-Window Units	0	0	8	0	0	0	0	8
AC-Portable Units	0	0	0	0	0	0	0	0
Dehumidifiers	0	0	0	0	0	0	0	0
Electric Cold Beverage Dispensers / Water Coolers	0	0	0	0	0	0	0	0
Others & Commercial Units (Non-MARR)	0	0	0	0	0	0	0	0
MARR Total :	9	Others & Commercial Units (Non-MARR) Total :			0	Grand Total :		9

8 – b)
 After submitting your log sheet, you will be able to review all the information.
 Click EDIT if you would like to make any changes.
 Click SUBMIT if you would like to send your record.

B. Submit a Non-ODS Log Sheet

B. 1. Report non-ODS counts

ODS Log Sheet

Log collection of refrigerant-containing appliances.

[View Records](#) [New Record](#)

0 pending Record

Non ODS Log Sheet

Log collection of refrigerant-containing appliances.

[View Records](#) [New Record](#)

0 pending Record

Metal Tonnage Sheet

Log collection of metal tonnage in tons

[View Records](#) [New Record](#)

MARR Collection Non-ODS Log Sheet

New Record

1
2
3

Record Attach Review

General Information

Location :

From Date :

To Date :

Non ODS Unit Count

Product	Count
Clothes Washers	0
Clothes Dryers	0
Ranges	0
Range Hoods & Downdrafts	0
Built-In Ovens	0
Built-In & Over Range Microwaves	0
Surface Cooking Units	0
Dishwashers	0
Food Waste Disposers	0
Trash Compactors	0
Electric Hot Beverage Dispensers	0
Others (Non-MARR)	0

[Back](#)
[Save & Exit](#)
[Save & Continue](#)

1- From the Menu options, click on New Record on the Non-ODS Log sheet tab.

2 - Use the dropdown menu list to choose the collection site you would like to report for.

3 - Add the dates the non-ODS units were collected.

4 - Report all the units counts for each product category.


5 - After filling up all the categories, you can either SAVE & EXIT to update and submit it later.

Or click SAVE & CONTINUE if you are ready for the next step.

B. 2. Check non-ODS counts report before submitting

MARR Collection Non-ODS Log Sheet

Review Record & Attach a Log File



Record Information	General Information
Added On : September 10, 2019 10:55 AM	From Date : July 04, 2019 12:00 AM
Last Edited : September 10, 2019 10:55 AM	To Date : August 22, 2019 12:00 AM

ODS Log Sheet Attachment

Attached Log File : Please attach a log file to continue

Non-ODS Unit Count		
Product	Count	
Clothes Washers	0	
Clothes Dryers	21	
Ranges	0	
Range Hoods & Downdrafts	0	
Built-In Ovens	0	
Built-In & Over Range Microwaves	0	
Surface Cooking Units	15	
Dishwashers	0	
Food Waste Disposers	0	
Trash Compactors	0	
Electric Hot Beverage Dispensers	0	
Others (Non-MARR)	0	
MARR Total : 36	Other (Non-MARR) Total : 0	Grand Total : 36

6 – a)
 After clicking on SAVE & CONTINUE, attach the non-ODS log sheet. (upload as PDF).

If you do not have this document on hands, click on SAVE & EXIT as the bottom of the page. You will be able to attach the log sheet at a later date, but you won't be able to submit a claim without the appropriate log sheet.

Collector agrees that they will not count and report any appliances to MARR that they receive for processing from another authorised MARR collection site.
 You can request to receive a copy of the MARR collection sites list to info@marrbc.ca.

PowerSite Administration

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Edit ODS submission

PDF File Existing File: None
 No file chosen

* Denotes Required Fields

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Upload copies of the non-ODS log sheet (PDF).

MARR Collection Non-ODS Log Sheet

Review & Submit Record

Record Attach Review 3

Record Information **General Information**

Added On : September 10, 2019 | 10:55 AM From Date : July 04, 2019 | 12:00 AM
 Last Edited : September 10, 2019 | 11:01 AM To Date : August 22, 2019 | 12:00 AM

ODS Log Sheet Attachment

Attached Log File : Non_ODS_July_20191.pdf

Non-ODS Unit Count	
Product	Count
Clothes Washers	0
Clothes Dryers	21
Ranges	0
Range Hoods & Downdrafts	0
Built-In Ovens	0
Built-In & Over Range Microwaves	0
Surface Cooking Units	15
Dishwashers	0
Food Waste Disposers	0
Trash Compactors	0
Electric Hot Beverage Dispensers	0
Others (Non-MARR)	0
MARR Total : 36	Other (Non-MARR) Total : 0
Grand Total : 36	

6 – b)
 After submitting your log sheet, you will be able to review all the information.
 Click EDIT if you would like to make any changes.
 Click SUBMIT if you would like to send your record.

C. Submit a "Zero" report

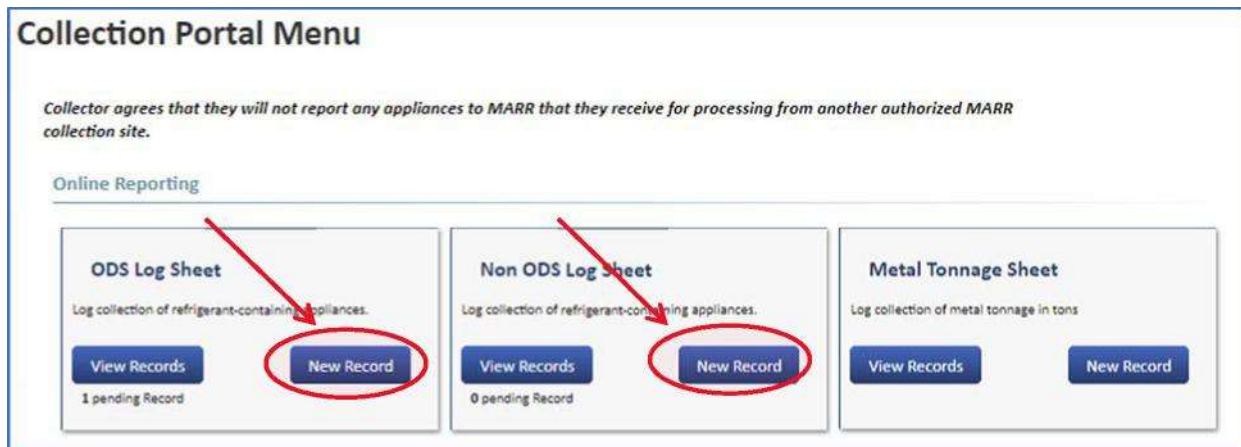
For the month that your site has no reports to submit, please add a "Zero" report. This will prevent any data gaps.

PROCESS

To add an ODS "zero" report:

Step 1.

On the Menu page, click on ODS or Non-ODS Log Sheet



Step 2.

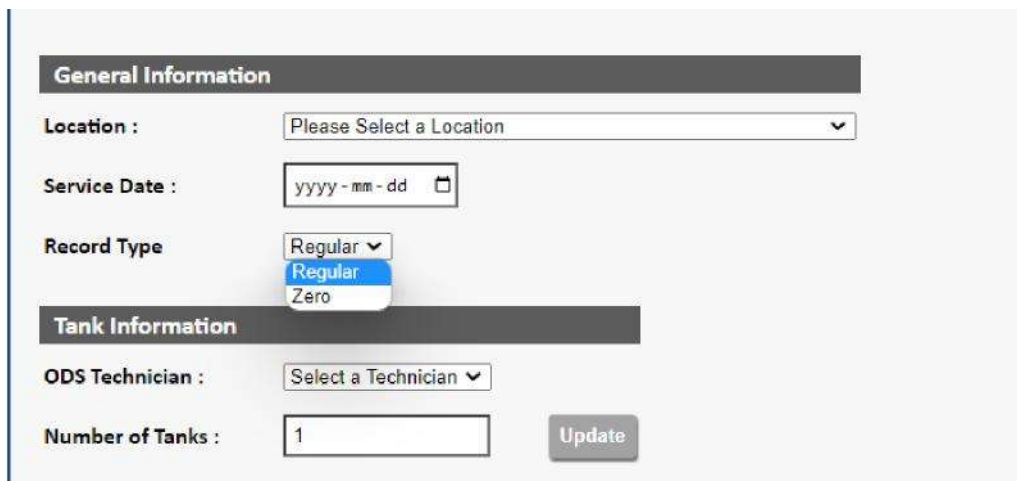
Enter General Information:

ODS

- Location
- Service date (Should be 1st day of the month for which you going to enter a zero report – 11/01/2022)
- Record type select “Zero”

Non-ODS

- Location
- From Date (Should be 1st of the month)
- To Date (Should be the last day of the month)
- Record type select “Zero”



The screenshot shows a web form with two main sections: "General Information" and "Tank Information".

General Information:

- Location :** A dropdown menu with the text "Please Select a Location".
- Service Date :** A date input field with a calendar icon and the placeholder "yyyy - mm - dd".
- Record Type:** A dropdown menu with "Regular" selected. The dropdown list is open, showing "Regular" and "Zero".

Tank Information:

- ODS Technician :** A dropdown menu with the text "Select a Technician".
- Number of Tanks :** A text input field containing the number "1".
- Update:** A button next to the "Number of Tanks" field.

Click on

Save & Submit

Step 3.

Submit

*****For “Zero” report, only General Information should be entered**

D. Submit your Metal Tonnages

<p>ODS Log Sheet</p> <p>Log collection of refrigerant-containing appliances.</p> <p>View Records New Record</p> <p>0 pending Record</p>	<p>Non ODS Log Sheet</p> <p>Log collection of refrigerant-containing appliances.</p> <p>View Records New Record</p> <p>0 pending Record</p>	<p>Metal Tonnage Sheet</p> <p>Log collection of metal tonnage in tons</p> <p>View Records New Record</p>
--	--	---

1– From the Menu options, click on New Record on the Metal Tonnage tab.

MARR Metal Tonnage Log Sheet

New Record

1

2

3

Record
Attach
Review

Location :

Metal Scrap Company

Billing Date :

Net Weight (tons) :

[Back](#)
[Save & Exit](#)
[Save & Continue](#)

2 - Use the dropdown menu list to choose the collection site you would like to report for.

3 – Use the dropdown menu list to choose the Metal Scrap Company you are working with. If you do not find the company listed, please email aterrien@marrbc.ca to have it added.

4 – Enter the Date of the shipment.

5 – Please enter the Net Weight of this shipment in **metal tonnes**.

6 – Press Save & Continue to access the second and last step.

MARR Metal Tonnage Log Sheet

Review Record & Attach a Bill of Lading

Record **2** Attach Review

Record Information
Added On : July 08, 2020 | 9:19 AM
Last Edited : July 08, 2020 | 9:19 AM

Metal Tonnage Information
Scrap Metal Company : ABC Recycling Ltd. - Burnaby
Billing Date : July 01, 2020
Net Weight (tons) : 45.140

Bill of Lading Attachment
Attached Bill of Lading : *Please attach a bill of lading to continue*

7 – After clicking on Save & Continue, a new page will pop up with a recap of the information just entered. You can click on “Edit” at the bottom right if you would like to make any changes.

8 – If the data is correct, please click on “Attach File” at the bottom left.

PowerSite Administration

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Edit ODS submission

PDF File Existing File: None
 No file chosen

* Denotes Required Fields


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9 – On the new page, click on “Choose File” to upload a copy of the bill of lading.

10 – Then, click on “Save Changes”

MARR Metal Tonnage Log Sheet

Review & Submit Record



Record Attach Review

Record Information

Added On : July 08, 2020 | 10:00 AM
Last Edited : July 08, 2020 | 10:00 AM

Metal Tonnage Information

Scrap Metal Company : ABC Recycling Ltd. - Burnaby
Billing Date : July 02, 2020
Net Weight (tons) : 78.000

Bill of Lading Attachment

Attached Bill of Lading : 2019_Aug_non_ODS.pdf

Save & ExitEditSubmit

11 -
After submitting your document, you will be able to review one last time all the information.
Click EDIT if you would like to make any changes.
Click SUBMIT if you would like to send your record.

Metal tonnages must be submitted monthly.
Failure to report total metal tonnages could result in delays or discontinuance in processing a collector's claims.

E. Submit your Certificate of Tank Disposal

Collection Sites must provide MARR with Certificates of Destruction evidencing the proper management of refrigerant by the third party agent. The party responsible for removing refrigerant should provide Certificates of Destruction.

Each tank used to collect ODS gases from large appliances, when full, must be properly disposed of in a disposal facility. MARR requires copies of tank disposal certifications as soon as they are emitted by the disposal facility. Please send these copies to operations@marrbc.ca.

SECTION 5: VIEW YOUR CLAIMS STATEMENT

You can view and print a summary of your claims statement, combining all your collection site reports. On the menu options, choose CLAIMS.

The screenshot shows the 'Collection Portal Menu' with a navigation bar at the top containing: Menu, ODS, Non-ODS, Metal Tonnage, Queries, Library, Claims, Dashboard, Notices, and Logout. A red arrow points to the 'Claims' menu item. Below the navigation bar, the page title is 'Collection Portal Menu'. A disclaimer states: 'Collector agrees that they will not report any appliances to MARR that they receive for processing from another authorized MARR collection site.' Under the 'Online Reporting' section, there are three cards: 'ODS Log Sheet', 'Non ODS Log Sheet', and 'Metal Tonnage Sheet'. Each card includes a description, 'View Records' and 'New Record' buttons, and a '0 pending Record' indicator.



Export

Claim Statement For Payment

From : 2023 February ▼ To : 2023 February ▼ Type: All ▼

1 - Choose the year via the scroll down option and choose the month you would like to review. The system will then display the requested information.

2 – After selecting the time frame, you can click on the “Export” button for the system to create a PDF copy.

Once your claim has been processed, you will receive a remittance advice with your claims information.