



# EPRA NB School Collection Event Hosting Kit

# Welcome

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EPRA is excited to partner with you on your school's special collection event.

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Phone number - 1.506.804.4926



# Event Overview

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- Purpose:** Promote electronic recycling in New Brunswick and provide a convenient way for the school community to responsibly dispose of unwanted electronics.
- Goal:** Collect as many electronic items as possible while raising awareness about the importance of e-waste recycling.
- Date:** [Insert Date]
- Time:** [Insert Time]
- Location:** [Insert Location at School, e.g., parking lot, gym, etc.]
- Target Audience:** Students, staff, parents, and the wider school community.

# Roles and Responsibilities

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## •EPRA:

- Provide bins, signage, and promotional materials.
- Handle the collection and transportation of electronics.
- Offer educational resources about e-waste recycling.

## •School:

- Promote the event to students, staff, and parents.
- Provide a space for the collection bins.
- Assign volunteers to assist with event logistics (optional).

# Event Preparation

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- **Announcements:**

- Send emails to parents and staff.
- Announce the event during school assemblies or morning announcements.

- **Social Media:**

- Share posts on the school's social media platforms.
- Use hashtags like #RecycleNB #EwasteDrive #GreenSchool.

- **Posters and Flyers:**

- Display posters in high-traffic areas (hallways, cafeteria, etc.).
- Distribute flyers to students to take home.

- **School Newsletter:**

- Include event details in the next newsletter.

# Collection and Set Up

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## Collection Setup

### •Supplies Provided by EPRA:

- Collection bags.
- Signage for drop-off points.
- Educational materials about e-waste recycling.

### •School Responsibilities:

- Designate a drop-off area (e.g., gym, parking lot).
- Ensure the area is accessible and safe for participants.

# EPRA Collection Bags



EPRA Bags will be provided as well as the pallet they must sit on



If the event is done during the week, EPRA will have the electronics picked up same day of the event.

If held on a weekend, EPRA will pick up the following business day.

# Event Execution



## Day of the Event – School Responsibility

### •Set-Up:

- Arrive early to set up collection bins and signage.
- Ensure volunteers (if applicable) are briefed on their roles.

### •Collection Process:

- Greet participants and guide them to the drop-off area.
- Provide information about what items are accepted (e.g., laptops, phones, cables, etc.).
- Offer educational materials or quick tips on e-waste recycling.

### •Safety:

- Ensure all electronics are handled safely (e.g., no broken screens or exposed wires).
- Have a plan for disposing of non-acceptable items.

# Event Execution

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## Post-Event – EPRA Responsibility

### •Pick-Up:

- EPRA will collect all electronics at the end of the event. Ensure all electronics are removed. If the event is done during the week, EPRA will have the electronics picked up same day of the event. If held on a weekend, EPRA will pick up the following business day.

### •Thank You:

- EPRA will share the total amount of electronics collected and the environmental impact. This can take up to 30 days to have the final weight

# Items Excepted



## Items Accepted for Recycling

### •Examples:

- Laptops, computers, and tablets
- Cell phones and chargers
- Printers and scanners
- Cables, cords, and keyboards
- Complete list = [HERE](#)

### •Not Accepted:

- Large appliances (e.g., refrigerators, washing machines)
- Hazardous materials (e.g., batteries, light bulbs)

# Promotional Material

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The following slides contain your promotional collateral in English and French.

And can all be downloaded at this link:

<https://recyclemyelectronics.ca/nb/epranb-recycle-my-electronics-school-collection-event-collateral>



## Event Promotions: Printable poster: Bring It.

Print posters, add information, post at school and in community to inform the school community about the upcoming collection event.



### COLLECTION EVENT RECYCLE ELECTRONICS HERE

## Bring it.

Safe, secure recycling for students, educators, their community and the environment. Free, fast, easy. Ready to recycle electronics?

Bring it.



The future is in your hands. Don't let it go to waste.™

WHERE

WHEN



### ÉVÉNEMENT DE COLLECTE RECYCLER ÉLECTRONIQUES ICI

## On est capables d'en prendre.

Un recyclage sûr et sécuritaire pour les étudiants, les éducateurs, leur communauté et l'environnement. Recycler ses appareils électroniques et électroménagers avec vos programmes Recycler mes électroniques locaux c'est rapide, facile et gratuit. Prêts à recycler? On est capables d'en prendre.



L'avenir est entre vos main. Ne le gaspillez pas.™

OÙ

QUAND



## Event Promotions: Printable poster: Data Security

Print posters, add information, post at school and in community to inform the school community about the upcoming collection event.



### SAFE AND SECURE ELECTRONICS RECYCLING MANAGEMENT

## Bring it.

**Wipe your drives. Clear your SIM cards.  
Protect your privacy.**

When you recycle through the Recycle My Electronics program, you're helping to ensure the safe and secure destruction of personal data stored on hardware.

Make sure you:

- Clear all personal information from computers, cell phones and electronics prior to drop off.
- Ensure all memory storage areas have been cleared of private information.



recycleMYelectronics.ca/NB

**AUTHORIZED  
COLLECTION EVENT**

The future is in your hands. Don't let it go to waste.™

**WHERE** **WHEN**

**EPRA** 

### GESTION SÛRE ET SÉCURITAIRE DU RECYCLAGE DES ÉLECTRONIQUES

## On est capables d'en prendre.

**Effacez vos disques durs, vos cartes SIM.  
Protégez votre vie privée.**

En recyclant grâce au programme Recyclez mes électroniques, vous participez à garantir la destruction, en toute sécurité, des données personnelles enregistrées dans les appareils électroniques.

Assurez-vous de :

- Effacer toutes les données personnelles des ordinateurs, cellulaire et autres électroniques avant de les déposer.
- Vérifier que toutes les zones de stockage de la mémoire ont été vidées de toutes vos données privées.



recyclerMESelectroniques.ca/NB

**ÉVÉNEMENT DE COLLECTE  
OFFICIEL**

L'avenir est entre vos main. Ne le gaspillez pas.™

**OÙ** **QUAND**

**ARPE** 

Event Promotions: Printable poster: What can be recycled in NB  
 Print posters, add information, post at school and in community to inform the school community about the upcoming collection event.



## RECYCLE ELECTRONICS HERE

### What Can Be Recycled in New Brunswick

Display Devices

Non-Cellular Telephones

Home Audio/Video Systems

Desktop Computers

Cellular Devices and Pagers

Portable Computers

Computer Peripherals

Desktop Printers

Personal/Portable Audio/Video Systems

Home Theatre In-A-Box (HTB) Systems

Vehicle Audio/Video Systems (aftermarket)

[recyclemyelectronics.ca/NB](http://recyclemyelectronics.ca/NB)

AUTHORIZED  
 COLLECTION EVENT

The future is in your hands. Don't let it go to waste.™

WHERE
WHEN

## RECYCLER ÉLECTRONIQUES ICI

### Que peut-on recycler au Nouveau Brunswick

Les dispositifs d'affichage

Les téléphones conventionnels

Les systèmes audio et vidéo pour la maison

Les ordinateurs de bureau

Appareils cellulaires et téléviseurs

Les ordinateurs portables

Le matériel périphérique

Les imprimantes de bureau

Les systèmes audio et vidéo portables ou personnels

Les ensembles complets de cinéma maison

Les systèmes audio et vidéo pour véhicules (marché secondaire)

[recyclerMEselectroniques.ca/NB](http://recyclerMEselectroniques.ca/NB)

ÉVÉNEMENT DE COLLECTE  
 OFFICIEL

L'avenir est entre vos main. Ne le gaspillez pas.™

OÙ
QUAND

## Event Promotions: Printable postcards (EN)

Print postcards, add information, and send home with students to inform the school community about the collection event.



Postcard : Bring It



Postcard: Security



Postcard: What Can Be Recycled

## Event Promotions: Printable postcards (FR)

Print postcards, add information, and send home with students to inform the school community about the collection event.



**ÉVÉNEMENT DE COLLECTE RECYCLER ÉLECTRONIQUES ICI**

**On est capables d'en prendre.**

Un recyclage sûr et sécuritaire pour les étudiants, les éducateurs, leur communauté et l'environnement. Recycler ses appareils électroniques et électroménagers avec vos programmes Recycler mes électroniques locaux c'est rapide, facile et gratuit. Prêts à recycler? On est capables d'en prendre.

[recyclerMESelectroniques.ca/NB](http://recyclerMESelectroniques.ca/NB)

L'avenir est entre vos main. Ne le gaspillez pas.™

OÙ
QUAND

**GESTION SÛRE ET SÉCURITAIRE DU RECYCLAGE DES ÉLECTRONIQUES**

**On est capables d'en prendre.**

**Effacez vos disques durs, vos cartes SIM. Protégez votre vie privée.**

En recyclant grâce au programme Recyclez mes électroniques, vous participez à garantir la destruction, en toute sécurité, des données personnelles enregistrées dans les appareils électroniques.

Assurez-vous de :

- Effacer toutes les données personnelles des ordinateurs, cellulaire et autres électroniques avant de les déposer.
- Vérifier que toutes les zones de stockage de la mémoire ont été Vidées de toutes vos données privées.

[recyclerMESelectroniques.ca/NB](http://recyclerMESelectroniques.ca/NB)

L'avenir est entre vos main. Ne le gaspillez pas.™

OÙ
QUAND

Postcard : Bring It

**RECYCLER ÉLECTRONIQUES ICI**

**Que peut-on recycler au Nouveau Brunswick**

Les dispositifs d'affichage

Les téléphones conventionnels

Les systèmes audio et vidéo pour la maison

Les ordinateurs de bureau

Les ordinateurs portables

Le matériel périphérique

Les imprimantes de bureau

Appareils cellulaires et téléviseurs

Les ensembles complets de cinéma maison

Les systèmes audio et vidéo pour véhicules (marché secondaire)

Les systèmes audio et vidéo portables ou personnels

[recyclerMESelectroniques.ca/NB](http://recyclerMESelectroniques.ca/NB)

L'avenir est entre vos main. Ne le gaspillez pas.™

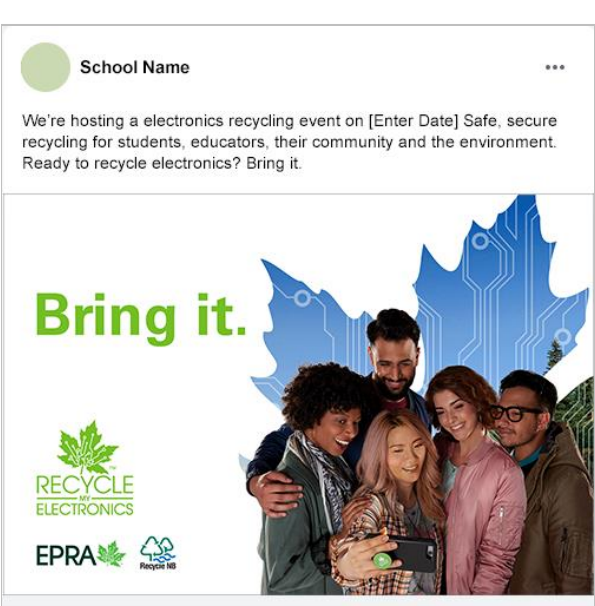
OÙ
QUAND

Postcard: Security

Postcard: What Can Be Recycled

# Event Promotions: Social Media Templates (EN)

Add information and use these templates to inform the school community about the collection event.



Template: Bring It



Template: Security



Template: What Can Be Recycled

# Event Promotions: Social Media Templates (FR)

Add information and use these templates to inform the school community about the collection event.



Template: Bring It



Template: Security



Template: What Can Be Recycled

## Event Promotions: In school Announcements (EN)

Add information and use these templates to inform the school community about the collection event on morning announcements.

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### School Announcements:

#### Next Week

Good morning. This is a reminder we'll be commemorating Earth Month, by holding an electronics collection event next week. Now's the time for you, your family and your friends to start gathering up all the broken, obsolete and end-of-life electronics you have at home to bring in next week for safe and secure recycling through Recycle My Electronics New Brunswick. Collection bins will be set up in the [location].

If you're not sure what electronics are accepted for recycling, just visit [recycleMYelectronics.ca/NB](https://recycleMYelectronics.ca/NB). Remember, the future is in your hands. Don't let it go to waste.

#### All This Week (If bins are to be there all week)

Good morning. This is a reminder that to commemorate Earth Month, we'll be collecting old electronics all this week. This is your chance to bring in all those broken, obsolete and end-of-life electronics you have at home, for safe, secure recycling through Recycle My Electronics New Brunswick. Collection bins are set up in the [location].

If you're not sure what electronics are accepted for recycling, just visit [recycleMYelectronics.ca/NB](https://recycleMYelectronics.ca/NB). To find out what items are accepted just visit [recycleMYelectronics.ca/ON](https://recycleMYelectronics.ca/ON). Remember, the future is in your hands. Don't let it go to waste.

## Event Promotions: In school Announcements (FR)

Add information and use these templates to inform the school community about the collection event on morning announcements.

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### School Announcements:

#### Next Week

Bonjour. Nous tenons à vous rappeler que nous commémorerons le mois de la Terre en organisant un événement de collecte d'électroniques la semaine prochaine. C'est le moment pour vous, votre famille et vos amis de commencer à réunir tous les appareils électroniques cassés, obsolètes ou en fin de vie qui se trouvent chez vous pour les apporter la semaine prochaine et les faire recycler de façon sûre et sécuritaire grâce à Recycler mes électroniques Nouveau-Brunswick. Les bacs de collecte seront installés à [lieu].

Si vous n'êtes pas sûr de savoir quels électroniques sont acceptés pour le recyclage, consultez simplement [recyclerMESelectroniques.ca/NB](http://recyclerMESelectroniques.ca/NB)

Rappelez-vous, l'avenir est entre nos mains. Ne le gaspillons pas.

#### All This Week (If bins are to be there all week)

Bonjour. Nous tenons à vous rappeler que nous commémorons le mois de la Terre et que nous collecterons les vieux électroniques pendant toute la semaine. C'est l'occasion d'apporter tous les appareils électroniques cassés, obsolètes ou en fin de vie qui se trouvent chez vous pour les faire recycler de façon sûre et sécuritaire grâce à Recycler mes électroniques Nouveau-Brunswick. Les bacs de collecte sont installés à [lieu].

Si vous n'êtes pas sûr de savoir quels électroniques sont acceptés pour le recyclage, consultez simplement [recyclerMESelectroniques.ca/NB](http://recyclerMESelectroniques.ca/NB)

Pour savoir ce que vous pouvez faire recycler, visitez [recyclerMeselectroniques.ca/NB](http://recyclerMeselectroniques.ca/NB)

Rappelez-vous, l'avenir est entre nos mains. Ne le gaspillons pas.

## Event Promotions: In school Announcements (EN)

Add information and use these templates to inform the school community about the collection event on morning announcements.

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### School Announcements:

#### Tomorrow

Good morning. This is a reminder that we'll be collecting old electronics all day tomorrow, to commemorate Earth Month. Don't forget to bring in all those broken, obsolete and end-of-life electronics you have at home for safe, secure recycling through Recycle My Electronics New Brunswick. Collection bins are set up in the [location].

If you're not sure what electronics are accepted, just visit [recycleMYelectronics.ca/NB](https://recycleMYelectronics.ca/NB)  
Remember, the future is in your hands. Don't let it go to waste.

#### Today

Good morning. This is a reminder that we're collecting old electronics all day today, to commemorate Earth Month. This is your chance to recycle all those broken, obsolete and end-of-life electronics, safely and securely through Recycle My Electronics New Brunswick. Collection bins are set up in the [location].

If you're not sure what electronics are accepted, just visit [recycleMYelectronics.ca/NB](https://recycleMYelectronics.ca/NB)  
Remember, the future is in your hands. Don't let it go to waste.

## Event Promotions: In school Announcements (FR)

Add information and use these templates to inform the school community about the collection event on morning announcements.

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### School Announcements:

#### Tomorrow

Bonjour. Nous tenons à vous rappeler que nous collecterons les vieux électroniques toute la journée demain pour commémorer le mois de la Terre. N'oubliez pas d'apporter tous les appareils électroniques cassés, obsolètes ou en fin de vie qui se trouvent chez vous pour les faire recycler de façon sûre et sécuritaire grâce à Recycler mes électroniques Nouveau-Brunswick. Les bacs de collecte sont installés à [lieu].

Si vous n'êtes pas sûr de savoir quels électroniques sont acceptés, consultez simplement [recyclerMESelectroniques.ca/NB](http://recyclerMESelectroniques.ca/NB)

Rappelez-vous, l'avenir est entre nos mains. Ne le gaspillons pas.

#### Today

Bonjour. Nous tenons à vous rappeler que nous collectons les vieux électroniques aujourd'hui toute la journée pour commémorer le mois de la Terre. C'est l'occasion de faire recycler de façon sûre et sécuritaire tous les appareils électroniques cassés, obsolètes ou en fin de vie grâce à Recycler mes électroniques Nouveau-Brunswick. Les bacs de collecte sont installés à [lieu].

Si vous n'êtes pas sûr de savoir quels électroniques sont acceptés, consultez simplement [recyclerMESelectroniques.ca/NB](http://recyclerMESelectroniques.ca/NB)

Rappelez-vous, l'avenir est entre nos mains. Ne le gaspillons pas.

# Additional resources – Who is EPRA



Watch the English video: <https://epra.ca/this-is-epra>

Watch the French video: <https://arpe.ca/voici-larpe>



# Who is EPRA/Recycle My Electronics?



- EPRA/Recycle My Electronics is a not-for-profit, industry led organization that collects and facilitates the responsible recycling of end-of-life electronics.
- We're here to help students and their communities in New Brunswick recycle their end-of-life electronic products and provide educational resources.
- Safely and securely recycling electronics through the Recycle My Electronics program ensures that the resources inside are recovered and put back into the manufacturing supply chain.
- Our electronics are full of recoverable resources – everything from glass and plastic to gold, silver, copper and palladium – that need to be recovered and recycled so they can go back into the manufacturing supply chain to be reused. In fact, many of these resources can be reused over and over again without losing their properties, reducing our carbon footprint and lessening our dependence on traditional mining for new resources.

# Why Recycle Electronics?

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When you recycle through the EPRA/Recycle My Electronics program you're helping to:

- Prevent e-waste from being illegally exported or handled by irresponsible recyclers, decreasing environmental issues for the planet.
- Recover and recycle resources that can be put back into the manufacturing supply chain, conserving natural resources.
- Ensure the safe and secure destruction of personal data stored on hardware.
- Protect health and safety of workers and handlers.
- Divert e-waste from Canadian landfills.

