



Contamination Reduction Policies & Procedures

1.0 Overview

SK Recycles partners with local governments, First Nation and Métis communities, private companies, and other organizations to collect packaging and paper products (PPP) via curbside, multi-family and depot collection programs throughout Saskatchewan. As per the Statement of Work (SOW), collection partners are required to ensure materials collected from their respective programs do not contain more than 6% by weight of Not Accepted Material (Not Accepted Materials, as defined in the SOW, is considered contamination).

The SK Recycles Collection Team works closely with our collection partners to advise of current trends found through material composition audits and in turn, provides insight on ways to decrease contamination in their program. Collection partners identified as having a sustained average of high contamination or who continue to exceed the contamination threshold set out in the SOW may be requested to create a Contamination Remediation Plan (CRP).

The purpose of the CRP is to collaboratively address contamination concerns and reduce the amount of collected contamination to align with program requirements. A successful CRP can avoid further escalation of the concern and avoid the application of Service Level Failure Credits (SLFC)¹.

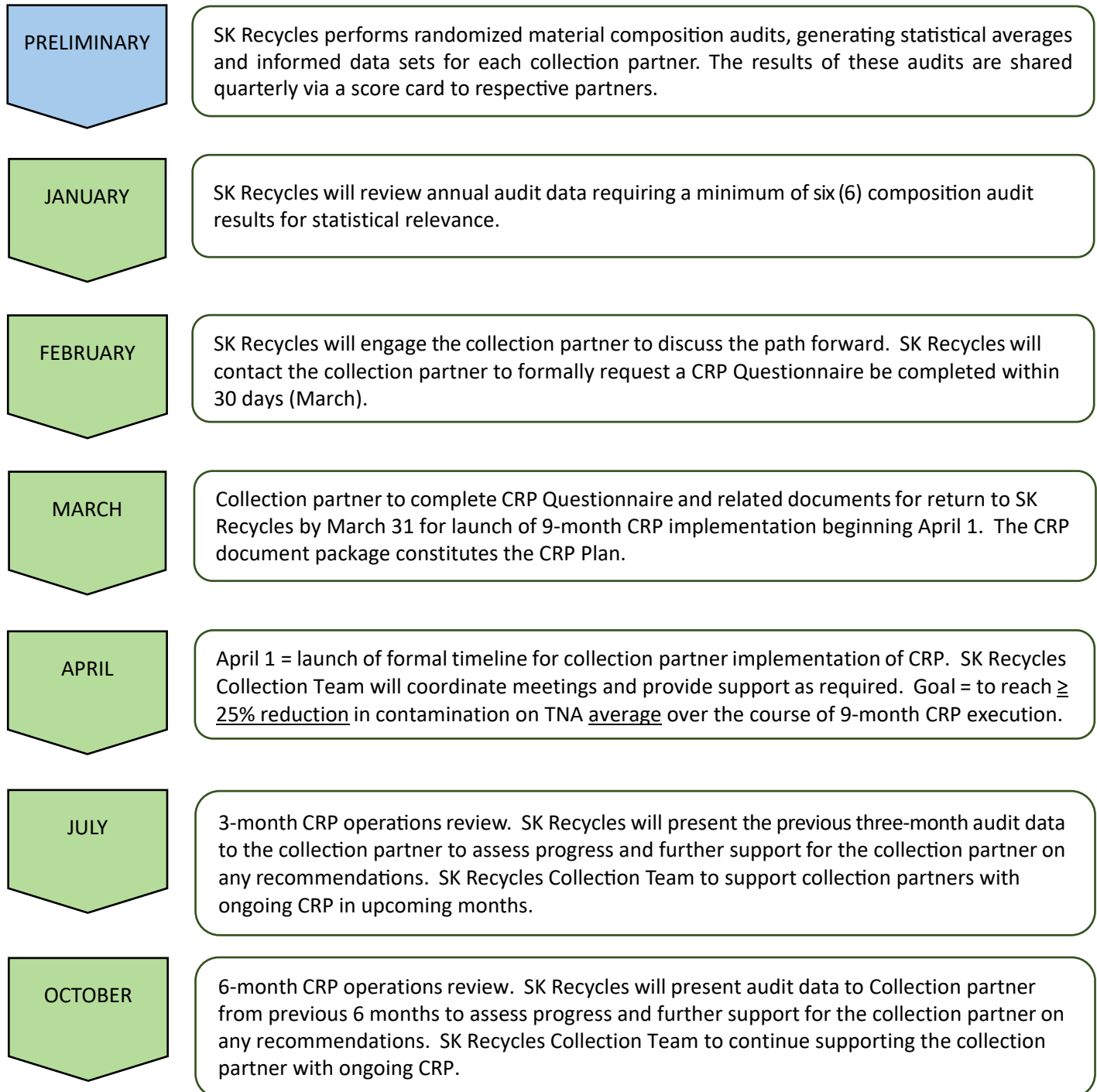
Contamination rates are informed by material composition audits taken on samples of collected materials brought to a SK Recycles Designated Receiving Facility. Composition audits assess a variety of material categories, including the Total Not Accepted (TNA) material percentage, which are those materials out of scope to the SK Recycles program and considered contamination, such as organics, textiles, solid waste, etc. The composition audit process is standardized, controlled, and follows a robust and consistent protocol set by SK Recycles. Composition audits are performed randomly and regularly on all collection partner programs. The results are shared with collection partners on an ongoing basis.

For a collection partner to be required to develop a CRP, the following are considered:

- **Process:** Collection partners will be part of SK Recycles' randomly generated composition audit schedule. Only SK Recycles' composition audit results will inform individual collection program contamination levels.
- **Data:** A minimum of six (6) composition audits performed within 12 months will be required to determine a collection partners' average contamination rate and be considered for the CRP process.
- **Timing:** An annual assessment of the SK Recycle program-wide collection partners will be performed to align initiation of CRP processes throughout the provincial network. This assessment is conducted each January.
- **Targets:** Collection partners required to develop a CRP will develop a plan, in collaboration with SK Recycles, that aims to reduce current contamination levels by $\geq 25\%$ over the following 9 months.

2.0 Process

The following provides an overview of the expected timelines for CRP assessment and implementation:



9-month conclusion of CRP operational year. Assessment and determination of next steps for continued CRP requirements or potential SLFC's are determined by measuring the progress towards the 25% reduction target. The following guidance will be utilized in the assessment process:

- 1) $\geq 25\%$ reduction in target TNA = No SLFC. Either remove collection partner from CRP process (if collection partner TNA average is near program contamination average), or, if still room for improvements, request another CRP process with new 25% reduction goal
- 2) 20%-25% reduction in target TNA = NO SLFC. Request new CRP with new 25% reduction goal
- 3) 10-20% reduction in target TNA = Possible SLFC; initiate new CRP with 25% reduction goal

¹Throughout the CRP process, SK Recycles expectation is for a collaborative initiative, with the collection partner actively pursuing processes and strategies to improve contamination rates. If the collection partner does not reasonably demonstrate engagement in these expectations, at any time, and during the CRP process, SK Recycles reserves the right, as per the Curbside SOW, to apply SLFC's.