

## **About Partners in Project Green**

A program of Toronto and Region Conservation Authority (TRCA) and Toronto Pearson, Partners in Project Green (PPG) is a community of leaders advancing environmental action and economic prosperity across the GTA.

Comprised of businesses, government, institutions and utilities, PPG works to collectively advance social and environmental sustainability through knowledge sharing, technology and infrastructure implementation, and network building.

## **Material Exchange Program**

PPG operates Material Exchange (MEX), a program which facilitates the exchange of material between PPG members and community organizations and recyclers to divert waste from landfill, support local communities, and move towards a circular economy.

MEX is offered at no additional cost to PPG members. PPG members with operations in the Greater Toronto Area (Regions of Peel, York, Durham, Toronto and Halton) are eligible to participate. Community organizations and recyclers are eligible to receive material through this program so long as they are capable of diverting material from landfill through reuse or recycling.

MEX provides support for solid waste material only. Liquid waste and hazardous material are excluded.

## **Partners in Project Green's Role**

PPG's role is that of an impartial facilitator. Program participants can be confident that all work will be performed in their best interest, with no interests or biases towards any solutions identified, received, and implemented.

PPG's role is limited to that identified in these terms and conditions. PPG does not represent any participant, and each participant will be required to negotiate exchanges and terms on their own behalf. PPG is not responsible for any costs incurred in the exchange of material between participants, nor is PPG responsible for the quality or suitability of material being exchanged.

## **How the Program Works**

PPG attempts to connect PPG members who have a reusable material to community organizations and/or recyclers that can receive and divert the material from landfill by way of the following:

- 1) Receivers (community organizations and recyclers) register for MEX through PPG's website (<https://partnersinprojectgreen.com/programs/material-exchange/>). Organizations provide a list of materials they can accept.
- 2) PPG maintains a network of organizations to allow timely and efficient matches to be identified when material is made available. Receiving organizations agree to have their name and logo used for promotional purposes related exclusively to MEX.
- 3) PPG members submit an online form to PPG with information about the material they would like to divert. By completing the online form, PPG members give permission to have the information shared with potential receivers.
- 4) PPG will provide introductions connecting the PPG member and the Receiver based on the following conditions:
  - A. If a Receiver agrees to take the material, PPG will connect them with the PPG member.
  - B. If no matches are identified, PPG will suggest other Receivers that might be able to accept the material.
  - C. If PPG is unable to identify a Receiver able to accept the material, the material is considered to be not reusable within our network.
  - D. If the material can be recycled, PPG will identify potential recyclers and will connect the PPG member to the recycler. Note, this option may require a fee from the PPG member for recycling services.
- 5) The PPG member will select a Receiver, either a community organization or recycler, to work with and negotiate any terms of agreement on their own behalf. PPG is not involved in any negotiation of the terms of agreement between PPG members and Receivers. PPG will still be available to facilitate communication between participants as necessary.
- 6) Material will be transferred from the PPG member to the Receiver. When an exchange occurs, participants will report to PPG the amount (kg) of material diverted through the exchange, where the material was sent, and submit photos of the exchanged material. The photos should be high resolution and include people, the exchanged material, and company logos.
- 7) PPG will request permission from PPG members and Receivers to use photos to profile the success stories as news stories, case studies, and/or social media posts through our various communication channels.
- 8) PPG provides a Certificate of Diversion to PPG members at the end of the calendar year to recognize their efforts to divert material from landfill.

### **Code of Conduct for Material Exchange**

All participants are expected to abide by the following Code of Conduct. Failing to follow the Code of Conduct may result in removal from the MEX program.

### ***Receivers (Community Organizations and Recyclers)***

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Maintain confidentiality of information provided by the PPG member.

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Not to solicit the PPG member outside the scope of the material that was originally identified, unless directly asked by the PPG member.

If PPG members are unresponsive after three attempts, all future communication by Receivers must be directed to PPG only.

Will include PPG on all communications.

Will respond to inquiries from PPG members and PPG within 8 business days.

Will work with PPG members to establish terms of agreement for the exchange of material.

Shall use the material only for the purposes of their organization, and not for personal use by employees of their organization.

Will report all successful exchanges to Partners in Project Green. Where possible, this includes providing photos, and quantity and weight of material exchanged.

Will not promote the exchange externally without prior consent from PPG and the PPG member.

Will notify PPG if future exchanges occur with the PPG member, as a result of the introduction gained through MEX.

Will notify PPG if their primary contact changes.

Will allow PPG to promote their name and logo as related to the MEX Program.

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### ***PPG Members***

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If Receivers are unresponsive after three attempts, all future communication by PPG members must be directed to PPG only.

Will include PPG on all communications.

Will respond to inquiries from Receivers and PPG with 8 business days.

Will work with Receivers to establish terms of agreement for the exchange of material.

Shall use best efforts to ensure the material are fit for re-use and recycling by Receivers.

Will report all successful exchanges to PPG. Where possible, this includes providing photos, and quantity and weight of material exchanged.

Will notify PPG if future exchanges occur with the Receiver as a result of the introduction gained through MEX.

If the PPG member's primary contact changes, PPG will be notified about the change.

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### **Release**

By participating in the Material Exchange program, participants agree that they will release and forever discharge TRCA, its officers, directors, agents, and employees of and from any and all actions, causes of action, claims and demand of any nature arising from the Material Exchange program.