



Atlantic Used Oil
Management Association

Collectors and Processors

Manual

REGISTERED WITH UOMA NS

Keep nature clean!

Version of November 18th, 2019

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1.0 DEFINITIONS

- a) **Act** means the *Environment Act* and the regulations enacted pursuant to it;
- b) **Applicant** means any collector or processor who wants to register with UOMA NS, does whatever is necessary, and submits all documents and information required for that purpose;
- c) **Collection facility (return collection facility)** means a facility that, as per section 18R of the Regulation, is identified as such under an approved oil and glycol stewardship plan and accepts used oils, used glycols (antifreezes), used oil containers, used glycol (antifreeze) containers, used diesel exhaust fluid containers of 50 liters or less, used oil filters as well as used aerosol lubricant containers for all kinds of lubricants and used aerosol cleaners for automotive parts from people who wish to return them;
- d) **Collector** means a business registered with UOMA NS to pick up the designated materials governed by the Regulation from generators or collection facilities and deliver them to a processor registered with UOMA NS;
- e) **Collector Agreement** means the agreement between UOMA NS and collector, defining the rights and responsibilities of each party and confirming the collector's registration with UOMA NS;
- f) **Collectors and Processors Manual** means the manual supplied by UOMA NS to collectors and processors which describes the management system for designated materials set up by UOMA NS and the details of the systems and procedures that relate to their businesses, as amended from time to time by UOMA NS;
- g) **Collector Registration Application Form** means the document to be completed by businesses that apply to UOMA NS for registration as collector;
- h) **Collector return incentives** means the financial incentive disbursed by UOMA NS to collector registered with UOMA NS for recovery of designated materials;
- i) **Designated materials** means used oils, used oil containers with a capacity of 50 liters or less including used aerosol lubricant containers for all kinds of lubricants, used glycols (antifreezes) and its containers with a capacity of 50 liters or less, used diesel exhaust fluid containers of 50 liters or less, used aerosol containers for cleaners for automotive parts and used oil filters throughout the territory of the province of Nova Scotia;
- j) **Environmental Handling Charge** means the contribution paid to UOMA NS by its Members (Brand owners), based on the sales volume of designated materials sold in Nova Scotia;
- k) **Generators** means the users of the designated materials in the normal course of business or as private consumers;
- l) **Glycol (antifreeze)** means ethylene or propylene glycol used or intended for use as a vehicle or commercial engine coolant, but does not include the following: plumbing glycol (antifreeze), windshield washer glycol (antifreeze), lock de-icer antifreeze (glycol), gasoline and diesel fuel glycol (antifreeze), as described in section 18 R of the Regulation;
- m) **Glycol (antifreeze) concentration** means the percentage of glycol (antifreeze) as opposed to the percentage of water;

- n) **Minister** means Nova Scotia Environment;
- o) **Oil** means any petroleum or synthetic derived crankcase oil, engine oil and gear oil, and hydraulic fluid, transmission fluid and heat transfer fluid, or fluid used for lubricating purposes in machinery or equipment, as described in section 18 R of the Regulation;
- p) **Oil filter** means a spin-on style or element style fluid filter that is used in hydraulic, transmission or internal combustion engine applications or an oil filter, a diesel fuel filter, a storage tank fuel filter and a household furnace oil filter other than a gasoline filter as described in section 18 R of the Regulation;
- q) **Processor** means a business registered with UOMA NS that process in order to give a second life to designated materials governed by the Regulation;
- r) **Processors Agreement** means the agreement between UOMA NS and processors, defining the rights and responsibilities of each party and confirming the processor's registration with UOMA NS;
- s) **Processors Registration Application Form** means the document to be completed by businesses that apply to UOMA NS for registration as processors;
- t) **Reclamation** means an activity for reuse, processing, including biological treatment, any other operation whereby residual materials are processed for use as substitutes for raw materials, and energy recovery recognized by Nova Scotia Environment, or any other activity authorized by Nova Scotia Environment that involves cleaning, decontaminating or declassifying products as hazardous residual materials. Bulking, shredding and bundling are not considered reclamation activities;
- u) **Reclamation Incentives** means the financial contribution disbursed by UOMA NS to certain registered processors for reclamation of plastic oil, glycol (antifreeze) and diesel exhaust fluid containers (cleaning for reuse, shredding, decontamination, reducing the plastic into pellets for transformation into finished goods, etc.) in recognition of the fact that this activity is not yet profitable;
- v) **Recycling** means all activities including the generator, recovery and reclamation;
- w) **Regulation** means the *Solid Waste-Resource Management Regulations*, made under Section 102 the *Environment Act*;
- x) **UOMA NS** means SOCIÉTÉ DE GESTION DES HUILES USAGÉES de l'Atlantique – Atlantic USED OIL MANAGEMENT ASSOCIATION and has been constituted and recognized by Nova Scotia Environment to represent its Members that are subject to the Regulation and for the purposes of implementing and managing a recovery and reclamation system for designated materials within the territory of the province of Nova Scotia in accordance with this Regulation;
- y) **Used aerosol containers** means a container that contained aerosol lubricant and cleaner for automotive parts;
- z) **Used diesel exhaust fluid containers** means a container with a capacity of 50 liters or less that contained diesel exhaust fluid;
- aa) **Used glycol (antifreeze)** means glycol (antifreeze) which through use, storage or handling can no longer be used for its original purpose;
- bb) **Used glycol (antifreeze) container** means a container with a capacity of 50 liters that contained glycol (antifreeze);

- cc) **Used oil** means oil which, through use, storage or handling, can no longer be used for its original purpose;
- dd) **Used oil container** means a container with a capacity of 50 liters or less that contained oil;
- ee) **Used oil filter** means oil filter which through use, storage or handling can no longer be used for their original purpose;

2.0 INTRODUCTION

2.1 Program summary

At the heart of the program are financial return incentives paid to private sector collector and processing incentives paid to private sector processors of plastic containers. The funding of UOMA NS' operations, including incentives, management, promotion, etc. is made possible by an Environmental Handling Charge imposed on Brand owners for sales within Nova Scotia of the designated materials governed by the Regulation.

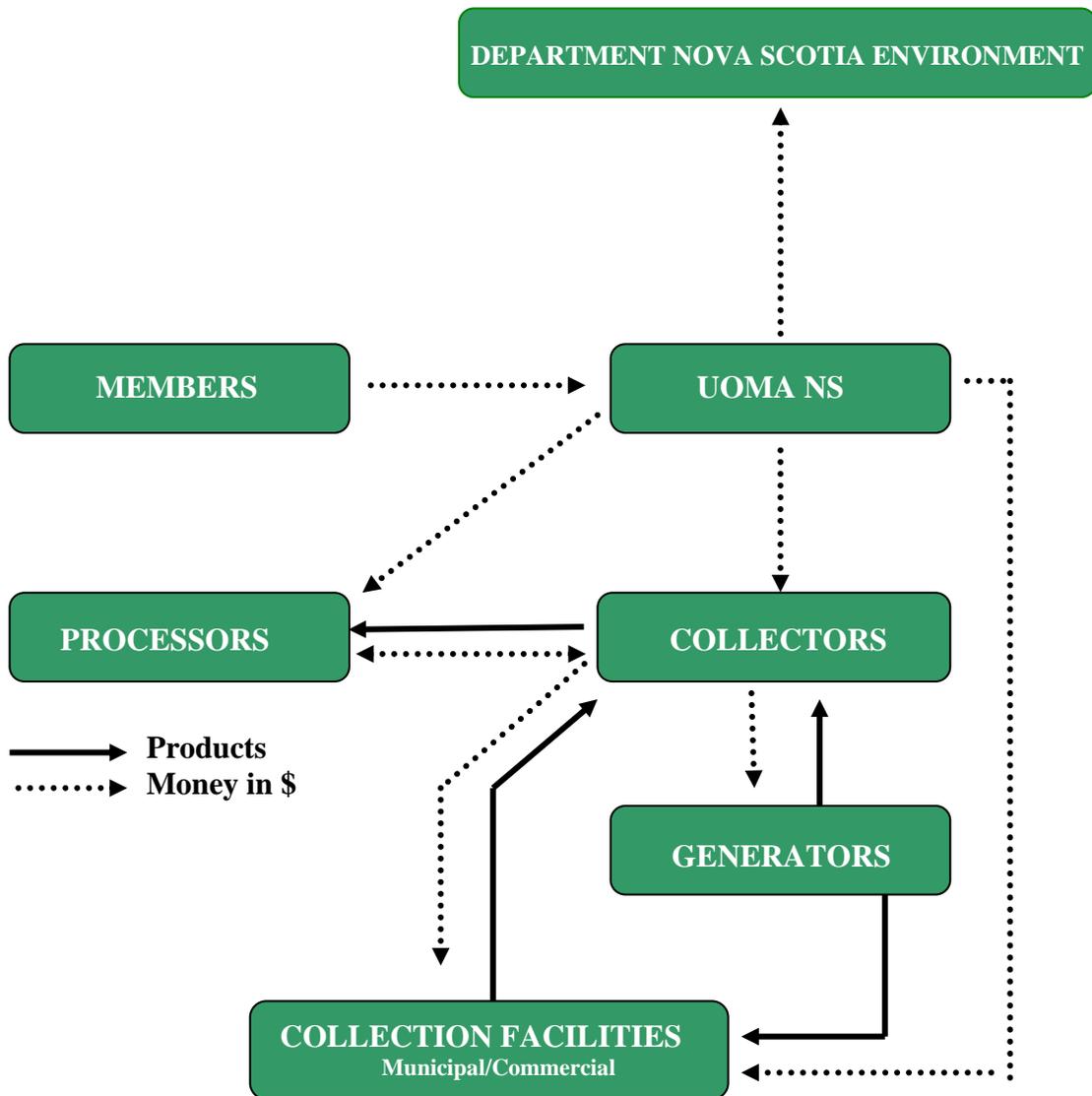
UOMA NS sets the Environmental Handling Charges and manages the system's day-to-day operations in accordance with the policies and procedures approved by its members and its Board of Directors.

UOMA NS pays its registered collector return incentives corresponding to the quantity of acceptable material returned for reuse or reclamation. The collector collects used oils, glycols (antifreezes), containers and filters from generators and collection facilities and delivers them to UOMA NS registered processors.

In addition, a processor return incentive is paid to processors of used plastic containers.

The chart below demonstrates the cash and product flows.

Standard Flow cycle of funds and product



Members: Brand owners, who fund the system.

Collector: Enterprise that collects used products from generators and collection facilities and receive return incentives from UOMA NS (see Appendix I of the collector Agreement).

Processors: Enterprise that gives new life to used products.

Generator: Establishments that generates used products (garages, dealers, commercial, industrial and municipal sectors, forest workers, farmers, transporters, individuals, etc.).

Collection facilities: Establishments registered with UOMA NS to receive used products from the public free of charge.

General operating guidelines

The material will flow from the generators to the processors via collection facilities and/or the collectors.

Generator who have on-site reclamation programs for their own oils may register as collector and processor and will be considered **internal** collector and processor.

Generator may also register as collection facilities, if applicable.

The UOMA NS program encourages the return of material by offering financial incentives to collectors and processors of used plastic containers.

The UOMA NS program has created incentive zones based on volume density and distance. See the table at uoma.atlantic.com – Nova Scotia – collector (documents section) – Map and RI table (PDF).

2.2 Advantages of the program

The program offers several advantages:

- Increased environmental protection
- Incentive to create a private-sector recycling industry
- Improved management of product flows
- Development of a user-friendly system for consumers
- Encouragement for the development of high technology
- Improvement of the effectiveness and efficiency of reclaiming designated materials
- Minimal government regulation
- Massive support from interested parties within the industry

3.0 INCENTIVE ZONES

3.1 Objectives of the zones

Aware that volume density and distance are essential factors in the recovery of designated materials, UOMA NS has created several incentive zones in Nova Scotia. These incentive zones are based on the primary and secondary highway systems, the recoverable volume of designated materials and the population distribution.

The zones were carved out to match the collector's natural commercial zones and the incentives were based on the average collection costs already incurred by collector. The average amounts were raised to ensure that the collector usually receive incentives higher than the recovery costs of designated materials. The incentive zones are an essential component of the incentive program managed by UOMA NS. Each zone has different incentive levels, with an incentive for each product flow, as shown in the table on the UOMA NS website at www.uoma-atlantic.com – collectors (documents section). Each of these zones is described in Appendix II of the collector Agreement.

The list of Nova Scotia zones is available on the UOMA NS website at uoma.atlantic.com – collectors (documents section).

4.0 RECOVERY AND PROCESSING INCENTIVES

4.1 Objective of the Recovery and Processing Incentives

The purpose of the recovery and processing incentives is to offer a financial incentive to encourage the recovery and processing of designated materials by the private-sector recycling industry in all Nova Scotia markets.

Since the collectors registered with UOMA NS are the principal stakeholders influencing the increase in recovery rates, they will receive incentives for the recovery of designated materials delivered to UOMA NS authorized processors.

Under normal conditions, and when the designated materials have not been contaminated or mixed with other residual materials, the incentives determined by UOMA NS will enable the collector to offer compensation to the generator (collection facilities and commercial and/or industrial generator) and, if applicable, to the processors for handling and processing the materials.

Since government regulations clearly prohibit the mixing of hazardous designated materials, UOMA NS does not pay incentives in cases where the designated materials have been mixed with other materials.

UOMA NS also pays an incentive for processing plastic containers. This incentive takes into account the current conditions of the plastic container reclamation market and is based on the weight of reused containers that have been shredded and decontaminated for reuse or reduced to pellets for reuse in the form of plastic resin or transformed into value-added finished goods where the oil is embedded in the finished product and cannot escape.

UOMA NS is not involved in any way in commercial agreements between collectors, between collectors and generators or between collectors and processors. Market fluctuations are the primary factor in such transactions.

4.2 Guiding principles for the incentives

UOMA NS applied the following guiding principles in establishing the incentives:

1. The return incentives were created to achieve the recovery objectives. These incentives are to ensure that collectors usually receive an amount higher than the actual costs of recovery of designated materials, so that they no longer need to charge for the recovery of such products and can even offer monetary compensation to generators, while the plastic processing incentives are intended to cover the abnormal costs of plastic processing (decontamination).
2. The return incentives are paid to UOMA NS registered collectors after they have delivered the products to UOMA NS registered processors.
3. The processing incentives are paid to UOMA NS registered processors of plastic containers for designated materials received from UOMA NS registered collectors, after such products have been processed in accordance with the prescribed methods.
4. There is only one incentive per product and per zone for all collectors.
5. The incentive amounts may be reviewed from time to time and adjusted to market realities.
6. All of the information supplied by collectors and processors will be kept confidential and disclosed only in general terms.
7. All final decisions concerning incentive amounts are made by UOMA NS' Board of Directors.

4.3 Conditions attached to the incentives

The effectiveness of these incentives must be measured and reassessed regularly. It may be necessary to introduce changes in order to achieve the objectives or respond to important changes that greatly affect the way things are done. UOMA NS may consider the possibility of amending the incentives or creating new incentives if special circumstances arise. Reasons for changes would be:

- cost variations of the recovered products;
- the economic impacts of the private-sector recycling industry;
- the volumes of designated materials recovered in relation to the forecasts;
- the amount of incentives paid in relation to the forecasts;
- the changes made to the basic economic principles;
- the participation of all interested parties, and
- inflation and increase or decrease of costs associated with recovery and reclamation operations.

4.4 Products that are eligible for incentives

Eligible products are those described as “designated materials” of the Regulation. They include the following: used oils, used glycols (antifreezes), used oil, glycol (antifreeze) and diesel exhaust fluid containers with a capacity of 50 liters or less (including aerosol lubricants and cleaners for automotive parts) and used oil filters.

5.0 REQUIREMENTS OF THE INCENTIVE SYSTEM

5.1 System objective

The support system that UOMA NS set up under this program is intended to integrate easily into the usual accounting standards and practices in effect in the recycling industry.

5.2 Guiding principles of the system

UOMA NS developed the program system based on the following guiding principles:

- the system will disrupt the existing private-sector recovery and processing systems as little as possible;
- the system will generate a proper verification trail, because the quality of the system and its regulatory compliance depend essentially on the verifications that UOMA NS and its partners carry out of several aspects of their operations and activities;
- all the processes used will be simple and user-friendly for the registered businesses;
- the system needs to dovetail with the free flow of products in a competitive market;
- all participants must register with UOMA NS;
- payments will correspond to specific performance levels, and
- the system will include appropriate penalties in case of fraudulent use.

5.3 Registration conditions

UOMA NS is not a professional regulator or any other kind of regulator. It relies on government approvals, licenses and permits in accepting businesses that wish to join its program. UOMA NS requires that all participating collectors and processors register by submitting the appropriate *Collectors Registration Application Form* or *Processors Registration Application Form* (available on the UOMA NS website at www.uoma-atlantic.com – in the collectors or processors section, as the case may be), together with all of the documents requested in those forms and any other documents or information that could reasonably be requested by UOMA NS.

All registrations end on December 31 of each year. They therefore have to be renewed on or before January 1, as per the conditions specified in the *Collectors Registration Renewal Form* or *Processors Registration Renewal Form* (available on the UOMA NS website at www.uoma-atlantic.com – in the collectors or processors section, as the case may be) or any other documents or information that could reasonably be requested by UOMA NS. Registration renewal will automatically reactivate agreements that have already been signed with collectors and processors.

Collectors and/or processors and their activities and facilities must comply with the applicable laws and regulations at all times.

Collectors and processors must promptly send UOMA NS a written copy of any notice of infraction, investigation, order, complaint, penalty or other request from a government authority having jurisdiction with regard to any failure to comply with or offence under any environmental regulation or legislation.

The collectors must pay UOMA NS the registration fee of \$200 plus applicable taxes (same amount for the annual renewal) and attach a cheque to the *Collectors Registration Application Form* (available on the UOMA NS website at www.uoma-atlantic.com – in the collectors section) or provide payment via Electric Funds Transfer.

All collectors and processors, as well as their activities and facilities, are subject to the applicable laws and regulations.

Upon receipt of an application for registration or renewal of a registration, UOMA NS will study the information provided and will approve the application based on the applicant's ability to supply the appropriate registration documents and will assign a registration number to the business by type of registration requested (collector, processor, Internal collector/processor).

UOMA NS keeps an up-to-date database of registered collectors and processors who provide the services required by UOMA NS to carry out the management program's mandate. The names of all registered collectors appear on the UOMA NS website, indicating which designated materials they collect and which zones they operate in. The processors will appear on the website.

Note: Individuals and businesses that only operate internally do not appear on the website as collectors.

5.4 Definitions of processors of designated materials

Used oil processors: businesses registered with UOMA NS to reclaim used oil that comply with the following specifications:

- specifications of the government, of the American Society for Testing Materials (ASTM) or other equivalent recognized specifications that allow the resale of re-refined lubricating oil;
- specifications for the sale of oil for the purposes of manufacturing asphalt (paving) as described in the applicable regulations;
- specifications for the sale of oil as a fuel source for cement kilns, as described in the applicable regulations;
- specifications for the sale of oil as a fuel source for furnaces other than cement kilns, recognized by the government, as described in applicable government standards, and
- specifications for all other uses in compliance with applicable government standards.

In all the cases listed above, the oil must be analyzed in accordance with recognized methods and prove that it satisfies the specifications required by the industry and the Used Oil Regulations respecting hazardous materials, or the equivalent outside of Nova Scotia.

Upon delivery of used oils to a UOMA NS registered processor, the processor must sign the *Recycle Docket* (available on the UOMA NS website at www.uoma-atlantic.com – in the collector section).

Used filter processors: businesses registered with UOMA NS to give the products a second life, that comply with government standards in effect in Nova Scotia (see note below).

Used plastic containers processors: businesses that give a second life to containers by decontaminating them for reuse, shredding them and decontaminating them for use in the creation of new products or reducing them to pellets for reuse in the form of plastic resin or transformation into value-added finished goods where the oil is embedded in the finished product and cannot escape. Bulking, shredding and bundling are not considered reclamation activities (see note below).

Processors of plastic containers can ask for the processing incentive once the decontaminated plastic is ready for sale, or the shredded plastic has been shipped to the manufacturer of finished plastic goods.

Note: If the reclamation activity is not the end use or does not result in the creation of a new product, the person or business that will use the product and the purpose of that use must be known. The processor will be responsible for proving such transactions on a quarterly basis by producing confirmation of delivery to such person or business. Bulking, shredding and bundling are not considered reclamation activities.

5.5 Cross-border movement of designated materials

UOMA NS' mandate is to improve the recovery rate of designated materials and ensure that all materials are reclaimed appropriately. UOMA NS accepts the free flow of designated materials to recognized reclamation facilities, since that will help those businesses operate efficiently. UOMA NS therefore accepts that collectors may transport designated materials to recognized reclamation facilities in other provinces or states and obey the applicable regulations of such jurisdictions.

Note: Reclamation activities carried out outside of the province of Nova Scotia must be reclamation activities acceptable in Nova Scotia.

Collectors who want to deal with processors outside of Nova Scotia must make sure that such processors are registered with UOMA NS.

Note: With regard to interprovincial transportation of designated materials and special waste, most provinces and states require collectors (transporters) to hold a valid transporter number and complete manifests.

5.6 Confidentiality of the program

Except as stipulated herein, UOMA NS undertakes not to disclose any confidential document or information received from collectors or processors, in compliance with the *Freedom of Information and Protection of Privacy Act* (SNS 1993, c.5).

However, UOMA NS may transmit any document or information to Nova Scotia Environment including the information included in its annual report and its stewardship plan – or to the Minister or to any authorized person at the Nova Scotia Environment, or when such transmission is required by law or by any judicial or quasi-judicial authority.

6.0 CALCULATION OF INCENTIVE PAYMENTS

6.1 General information

The UOMA NS program follows industrial practices in the recovery of designated materials and verification of volumes and weights by collector. These practices include:

- used oils: number of liters calculated by tank, dipstick, meter or scale using the recognized form of weights and measures, or any other recognized process;
- used oil filters: weight in kilograms, not including the weight of the container;
- used glycols (antifreezes): number of liters with a minimum 45% glycol (antifreeze) content, and
- used oil, glycol (antifreeze) and diesel exhaust fluid containers: weight in kilograms.

6.2 Used oil collectors

UOMA NS will pay a return incentive to UOMA NS registered collectors for used oils governed by the Regulation and delivered to UOMA NS registered processors, by volume and by zone.

Invoices sent to UOMA NS for payment of the used oil return incentive must be supported by completing the *Used OIL Collector Return Incentive Claim Form* (available on the UOMA NS website at www.uoma-atlantic.com – in the collectors section) and attaching all the information required.

The *Used OIL Collector Return Incentive Claim Form* (available on the UOMA NS website at www.uoma-atlantic.com – in the collector section):

- presents a summary of the recovery activities by zone and by volume of used oils recovered as well as the percentage deducted for the presence of water
- should be attached to all the *Recycle Dockets* (available on the UOMA NS website at www.uoma-atlantic.com – in the collectors section) describing the recovery activities;
- should be attached to the analysis reports, including percentage of water;
- should be attached to the bills of lading of UOMA NS registered processors;
- indicates the name of the UOMA NS registered processors, and
- includes the UOMA NS registered collector's general information and signature.

When a collector picks up used oils from a generator giving rise to a return incentive, it must use the *Recycle Docket* (available on the UOMA NS website at www.uoma-atlantic.com – in the collectors section) to describe the recovery activity. UOMA NS requires the following information on the *Recycle Docket* so that it can verify incentive claims:

- a) the signature of the generator authorizing the recovery;
- b) the generator's area code and telephone number;
- c) the generator's address;
- d) the UOMA NS zone in question;
- e) the number of liters of used oils recovered, and
- f) the signature of the collector (receiving agent).

Collectors are responsible for inserting the dipstick in the tanker truck, or using any recognized measuring method, before and after each pickup to determine the volume of used oils recovered at each generator location and collection facility. The generator must verify the volume of used oils recovered by signing the *Recycle Docket*.

Collectors must take samples and submit analyses from the accumulated used oil reservoirs using one of the methods approved by Nova Scotia Environment or the equivalent outside of Nova Scotia and record the results on the *Used OIL Collector Return Incentive Claim Form* accompanied by a signed bill of lading.

Processors are responsible for checking the volumes of the used oils received from collector.

The UOMA NS program limits the quantity of contaminants that can be present in used oils eligible for incentives to 1% solids and the following water contents:

- a) from 0% to 5% water: incentive offered without volume adjustment;
- b) from 5% to 35% water: incentive offered and volume adjustment for water content over 5%, and
- c) over 35%: no incentive offered.

The water and sediment content present in used oils must be calculated by recognized methods such as ASTM D95-20 for water content and ASTM D1796-83 for sediment content, or any other method recognized by the industry.

Used oils contaminated in proportions that exceed the aforementioned limits will require a volume adjustment. Collectors must deduct the volume of water greater than 5% but less than 35% from the total volume of used oils received. They must also note the corrected volume on the *Used OIL Collector Return Incentive Claim Form*. Collectors must base the invoices they submit to UOMA NS on the corrected volume of water from the used oil.

Note: Collectors that also act as processors must treat all internal loads in the same way as loads from external collector (volumes and quality analyses).

6.3 Used glycol (antifreeze) collectors

UOMA NS will pay a return incentive to UOMA NS registered collectors for used glycols (antifreezes) governed by the Regulation and delivered to UOMA NS registered processors, by volume and by zone.

Invoices sent to UOMA NS for payment of the used glycol (antifreeze) return incentives must be supported by completing the *Used GLYCOL (antifreeze) Collector Return Incentive Claim Form* (available on the UOMA NS website at www.uoma-atlantic.com – in the collectors section) and attaching all the information required.

The *Used GLYCOL (ANTIFREEZE) Collector Return Incentive Claim Form* (available on the UOMA NS website at www.uoma-atlantic.com – in the collectors section):

- presents a summary of the recovery activities by zone and by volume of used antifreeze recovered, as well as the percentage deducted for glycol (antifreeze) concentrations below 45%;
- should be attached to all the *Recycle Dockets* (available on the UOMA NS website at www.uoma-atlantic.com – Nova Scotia province – in the collectors section) describing the recovery activities, including the analysis confirming the percentage concentration of the antifreeze supplied by the processor, and the processor's signature;
- should be attached to the bills of lading of UOMA NS registered processors;
- indicates the name of the UOMA NS registered processor, and
- includes the UOMA NS registered collector's general information and signature.

When collector pick up used glycols (antifreezes) from a generator giving rise to a return incentive, they must use the *Recycle Docket* (available on the UOMA NS website at www.uoma-atlantic.com – in the collectors section) to describe the recovery activity. UOMA NS requires the following information on the *Recycle Docket* so that it can verify incentive claims:

- a) the signature of the generator authorizing the recovery;
- b) the generator's area code and telephone number;
- c) the generator's address;
- d) the UOMA NS zone in question;
- e) the number of liters of used glycols (antifreezes) recovered, and
- f) the signature of the collector (receiving agent).

Collectors are responsible for checking the glycol (antifreeze) concentration in the recovered product with a refractometer and the volume at each generator location. The generator must check the glycol (antifreeze) concentration and the volume of used glycols (antifreezes) recovered and sign the *Recycle Docket*.

Processors are responsible for checking the volume and quality of used glycols (antifreezes) received from collectors. **Processors must take samples from all used glycol (antifreeze) loads and measure the percentage of glycol (antifreeze) concentration and record the results on the receipt they must submit to the collectors** so that they can be recorded by collectors on the *Used GLYCOL (antifreeze) Collector Return Incentive Claim Form* accompanied by the signed receipt.

The UOMA NS program limits the glycol (antifreeze) concentration:

- a) 45% glycol (antifreeze) or more: incentive offered without volume adjustment;
- b) between 45% and 25%: when the concentration is lower than 45%, eligible for the incentive if the volume is adjusted downward by 3% per 1% concentration;
- c) less than 25% concentration: no incentive.

Glycols (antifreezes) contaminated by other products (oil, paint, solvents, PCBs, etc.) is not eligible for incentives.

Note: Collectors that also act as processors must treat all internal loads in the same way as loads from external collector (volumes and quality analyses).

6.4 Used filter collectors

UOMA NS will pay return incentives to UOMA NS registered collectors for the recovery of used filters governed by the Regulation and delivered to UOMA NS registered processors, by weight and by zone. All weights must be confirmed by scale tickets showing the gross weight (used filters and containers), the weight of the product container and the net weight.

Invoices sent to UOMA NS for payment of the used filter return incentives must be supported by completing the *Used FILTER Collector Return Incentive Claim Form* (available on the UOMA NS website at www.uoma-atlantic.com – in the collectors section) and attaching all the information required.

The *Used FILTER Collector Return Incentive Claim Form* (available on the UOMA NS website at www.uoma-atlantic.com – in the collectors section):

- presents a summary of the recovery activities by zone, by number of barrels and/or bins and by weight of the used filters;
- should be attached to all the *Recycle Dockets* (available on the UOMA NS website at www.uoma-atlantic.com – in the collectors section) describing the recovery activities;
- should be attached to all the scale tickets;
- should be attached to bills of lading from the UOMA NS registered processor, the names of the metal broker and of the steel foundry confirming the weight reclaimed, if necessary;
- indicates the name of the UOMA NS registered processor, and
- includes the UOMA NS registered collector's general information and signature.

When collectors pick up used filters from a generator giving rise to a return incentive, they must use the *Recycle Docket* (available on the UOMA NS website at www.uoma-atlantic.com – in the collectors section) to describe the recovery activity.

UOMA NS requires the following information on the *Recycle Docket* so that it can verify incentive claims:

- a) the signature of the generator authorizing the recovery;
- b) the generator's area code and telephone number;
- c) the generator's address;

- d) the UOMA NS zone in question;
- e) the number of barrels and/or bins containing recovered filters;
- f) the weight of the barrels and/or bins containing recovered filters, and
- g) the signature of the collector (receiving agent).

Collectors must indicate the number of barrels and/or bins of used filters recovered from each generator location. The generator must sign the collector's *Recycle Docket* after verifying the number of full or partially filled barrels and/or bins recovered.

Used filter collectors must also include information allowing for the barrels or bins to be identified by generator on the *Recycle Docket*. Barrel or bin identification numbers must provide a link allowing the barrel or the bin to be traced back to the processor and the generator.

Processors are responsible for checking the total weight of the containers or the number of full or partially filled barrels or bins and the degree of contamination. Processors must weigh all incoming loads and give scale tickets to the collector. All loads must be weighed twice: once when the container or bin is full and a second time when the container or bin is empty.

Note: Collectors that also act as processors must treat all internal loads in the same way as loads from external collectors (volumes and quality analyses).

All return incentive claims for used oil filters submitted by collectors who are also processors must be completed by them and accompanied by a signed receipt and the scale ticket from the end user (metal broker or any other end user authorized by the appropriate government authorities) for the processed weight by lot.

Note: In cases where processors accept small volumes of filters from other collectors that cannot make up lots economically, the processors will be responsible for any contamination and for the accuracy of the weight of the barrels or bins containing such filters when they add them to their own lots. In such cases, processors must include copies of all the *Recycle Dockets* making up the lot, taking care to specify the collector, the weight and the receiving date.

6.5 Used oil, glycol (antifreeze) and diesel exhaust fluid container collectors

UOMA NS will pay return incentives to UOMA NS registered collectors for the recovery of used oil, glycol (antifreeze) and diesel exhaust fluid containers governed by the Regulation and delivered to UOMA NS registered processors, by weight and by zone. All weights must be confirmed by scale tickets.

Invoices sent to UOMA NS for payment of the used container return incentive must be supported by completing the *Used Oil, Glycol (antifreeze) and Diesel exhaust fluid CONTAINER Collector Return Incentive Claim Form* (available on the UOMA NS website at www.uoma-atlantic.com – in the collectors section – there is a separate form for aerosols) and attaching all the information required.

The *Used Oil, Glycol (antifreeze) and Diesel exhaust fluid CONTAINER Collector Return Incentive Claim Form* (available on the UOMA NS website at www.uoma-atlantic.com – in the collectors section):

- presents a summary of the recovery activities by zone, by number of 20-litre pails or bags and by weight of the oil, glycol (antifreeze) and diesel exhaust fluid containers recovered;
- should be attached to all the *Recycle Dockets* (available on the UOMA NS website at www.uoma-atlantic.com – in the collectors section) describing the recovery activities;

- should be attached to all the scale tickets;
- should be attached to the bills of lading of the UOMA NS registered processor;
- indicates the name of the UOMA NS registered processor, and
- includes the UOMA NS registered collector's general information and signature.

When collectors pick up oil, glycol (antifreeze) and diesel exhaust fluid containers from a generator giving rise to a return incentive, they must use the *Recycle Docket* (available on the UOMA NS website at www.uoma-atlantic.com – in the collectors section) to describe the recovery activity. UOMA NS requires the following information on the *Recycle Docket* so that it can verify incentive claims:

- a) the signature of the generator authorizing the recovery;
- b) the generator's area code and telephone number;
- c) the generator's address;
- d) the UOMA NS zone in question;
- e) the number of 20-litre pails or bags of used oil, glycol (antifreeze) containers recovered;
- f) the weight of the oil, glycol (antifreeze) or diesel exhaust fluid containers recovered, and
- g) the signature of the collector (receiving agent).

Collectors must justify the weight of the oil, glycol (antifreeze) or diesel exhaust fluid containers recovered from each generator location. The generator must sign the collector's *Recycle Docket* after taking care to verify the weight of the containers recovered.

Processors are responsible for checking the total weight and the degree of contamination. Processors must weigh all incoming loads and supply scale tickets to the collectors.

Processors must deduct the weight of waste received and note the corrected weight on the collector's scale ticket. Collectors and processors must use the corrected weight to support the claims they submit to UOMA NS.

Note: Collectors that also act as processors must treat all internal loads in the same way as loads from external collector (volumes and quality analyses).

6.6 Used oil, glycol (antifreeze) and diesel exhaust fluid container processors

When submitting claims for processing incentives, processors must provide copies of all receiving registers, clearly indicating the collector's name, the weight received and the receiving date.

Used oil, glycol (antifreeze) and diesel exhaust fluid container processors must keep appropriate documentation to prepare the invoices submitted to UOMA NS and obtain the processing incentive.

Invoices sent to UOMA NS for payment of the processing incentive must be supported by completing the *Used Oil, Glycol (antifreeze) and Diesel exhaust fluid Container Processor RI Claim Form* (available on the UOMA NS website at www.uoma-atlantic.com – in the processors section).

The *Used Oil, Glycol (antifreeze) and Diesel exhaust fluid Container Processor Reclamation Incentive Claim Form*:

- presents a summary of the weight of the oil, glycol (antifreeze) and diesel exhaust fluid containers received and processed by the processor;
- should be attached to all the *Recycle Dockets*;
- should be attached to all the scale tickets;
- specifies the weight of the plastic pellets or the finished plastic goods;
- specifies the weight of containers decontaminated and rendered fit for reuse;
- presents the quantity of used oil, glycol (antifreeze) and diesel exhaust fluid containers received from UOMA NS registered collector and recovered for UOMA NS;
- presents proof of delivery to an end user of the products it has reclaimed (reduced to plastic pellets or products for transformation into finished goods or the equivalent), and
- in the case of reuse, production reports, purchase reports of covers and the inventory of containers and covers, the amount of sales, and any other documents UOMA NS deems necessary.

6.7 Information on payments for exceptional cases

Businesses may claim return incentives only for designated materials recovered during the 100 days preceding the date when UOMA NS receives the duly completed form.

Exception to the 100-day rule: in special circumstances that prevent the submission of incentive claims within 100 days, collectors must submit a formal request (within the 100 days) for an extension of the statutory period and provide a written explanation as to why the claim cannot be made within the specified time limit of 100 days. UOMA NS will study the extension request. If UOMA NS agrees to grant the extension, the collector must first provide an interim report of its recoveries within 100 days, without the proof of delivery or the scale ticket from the processor (no incentive will therefore be paid); a supplementary report must follow within the next **80** days, together with the proof of delivery or scale tickets covering both the interim report and the supplementary report. At that time, the incentives will be paid in full.

It is understood that UOMA NS will not pay incentives for designated materials picked up before the collector or processor's UOMA NS registration date.

Collectors and processors must keep documents and vouchers for at least six years. The information they contain will be used for verifications required by the Regulation.

7.0 COMPLIANCE REVIEWS REQUIREMENTS

7.1 Objective of compliance reviews

The UOMA NS program attaches great importance to the verification of the designated materials recycling operations of each registered collector and processor. Since UOMA NS registered members are exempt from the obligations stipulated in the Regulation, the Oil and Glycol Stewardship plan approved by Nova Scotia Environment requires that **UOMA NS carry out a series of verifications to ensure that the recovery rates set by the Regulation are in fact achieved and that reclamation has been performed in compliance with the applicable regulations. The verifications that UOMA NS carries out will enable it to assess the program's effectiveness, oversee the system's integrity and ensure regulatory compliance.** UOMA NS' verification approach favors equitable, uniform and appropriate monitoring.

UOMA NS' verifications measure compliance with the program's system and operating procedures. UOMA NS uses two types of verifications; spot verifications that uncover material errors and/or detailed verifications that focus on the requirements relating to documentation, accounting practices and billing processes.

The verifications allow comparisons to be made between the volumes of designated materials claimed and the actual volumes. Each collector and each processor will be verified at least every four years. The results of the verification and the volumes recovered or reclaimed may be used as a basis for setting the frequency of subsequent verifications.

UOMA NS may revoke or suspend the registration of any collector or processor in case of fraudulent acts, false statements or breaches of the program's operating procedures, or for failure to comply systematically with all applicable laws or regulations and this manual.

8.0 REPORTS

8.1 Annual reports

The Regulation requires UOMA NS to submit annual reports to Nova Scotia Environment comparing the program's performance with the stewardship plan and giving several descriptions of its operations to show how reliable the system is. UOMA NS also prepares annual reports for its members.