



Atlantic Used Oil
Management Association

Collector and Processor Manual

for the Province of Prince Edward Island

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1.0 DEFINITIONS

- a) **Act** means the Prince Edward Island *Environmental Protection Act* and the regulations enacted pursuant to it;
- b) **Aerosol containers** only include aerosol lubricants and cleaners for automotive parts. Used aerosol containers means a container that contained aerosol lubricant and cleaner for automotive parts containers;
- c) **Applicant** means any collector or processor who wants to register with Atlantic Used Oil Management Association, does whatever is necessary, and submits all documents and information required for that purpose;
- d) **Atlantic Used Oil Management Associaton** means SOCIÉTÉ DE GESTION DES HUILES USAGÉES de l'Atlantique – Atlantic USED OIL MANAGEMENT ASSOCIATION and has been constituted and recognized by The Department of Environment, Energy and Climate Action of Prince Edward Island to represent its Members that are subject to the Regulation and for the purposes of implementing and managing a recovery and processing system for designated materials within the territory of the Province of Prince Edward Island; in accordance with this Regulation;
- e) **Collection Facility** means a collection facility registered with Atlantic Used Oil Management Association that accepts used oil, used glycol (antifreeze), used oil containers, used glycol (antifreeze) containers and 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;
- f) **Collector** means a business registered with Atlantic Used Oil Management Association to pick up the designated materials governed by the Regulation from generators or collection facilities and deliver them to a processor registered with Atlantic Used Oil Management Association;
- g) **Collector Agreement** means the agreement between Atlantic Used Oil Management Association and collectors, defining the rights and responsibilities of each party and confirming the collector's registration with Atlantic Used Oil Management Association for the province of Prince Edward Island;
- h) **Collector and Processor Manual** means the manual supplied by Atlantic Used Oil Management Association to collectors and processors for the province of Prince Edward Island which describes the management system for designated materials set up by Atlantic Used Oil Management Association and the details of the systems and procedures that relate to their businesses, as amended from time to time by Atlantic Used Oil Management Association;
- i) **Collector Registration Application Form** means the document to be completed by businesses that apply to Atlantic Used Oil Management Association for registration as collector for the province of Prince Edward Island;
- j) **Collector Return Incentives** means the financial incentives disbursed by Atlantic Used Oil Management Association to collectors registered with Atlantic Used Oil Management Association for recovery of designated materials;
- k) **Designated materials** means used oil, used oil containers with a capacity of 50 liters or less including used aerosol lubricant containers for all kinds of lubricants, used glycol (antifreeze) 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 filters throughout the territory of the province of Prince Edward Island in accordance with Part III, DIVISION 4, article 60. (1) of the Regulation;

- l) **Diesel exhaust fluid containers** means a container with a capacity of 50 liters or less designed to contain diesel exhaust fluid. Used oil container means a used container with a capacity of 50 liters or less that contained diesel exhaust fluid;
- m) **Environmental Handling Charge** means the contribution paid to Atlantic Used Oil Management Association by its members (Brand owners), based on the sales volume of designated materials sold in Prince Edward Island;
- n) **Generators** means the users of the designated materials in the normal course of business or as a private consumers;
- o) **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, windshield washer glycol, lock de-icers glycol, gasoline and diesel fuel glycol, as described in Part III, DIVISION 4, article 59 (d) of the Regulation. Used glycol means glycol which through use, storage or handling can no longer be used for its original purpose;
- p) **Glycol concentration** means the percentage of glycol as opposed to the percentage of water;
- q) **Glycol container** means a container with a capacity of 50 liters or less. Used glycol container means a container with a capacity of 50 liters or less that contained glycol;
- r) **Minister** means the Minister of the Department. of Environment Energy and Climate Action of the Prince Edward Island;
- s) **Oil** means any petroleum or synthetic derived crankcase oil, engine oil and gear oil, hydraulic fluid, transmission fluid and heat transfer fluid, machinery or equipment lubricants, as described in PART III, DIVISION 4, article 59 (e) of the Regulation. Used oil means oil which, through use, storage or handling, can no longer be used for its original purpose;
- t) **Oil container** means a container with a capacity of 50 liters or less designed to contain oil. Used oil container means a used container with a capacity of 50 liters or less that contained oil;
- u) **Oil filters** means any spin-on style or element style fluid filters used in hydraulic systems, transmissions or internal combustion engines; oil filters, diesel fuel filters, storage tank fuel filters and household furnace oil filters, except for gasoline filters, as described in in Part III, DIVISION 4, article 59 (f) of the Regulation. Used oil filter means oil filter which through use, storage or handling can no longer be used for their original purpose;
- v) **Processing** means an activity for reuse, recycling, including biological treatment, any other operation whereby residual materials are processed for use as substitutes for raw materials, and energy recovery recognized by the Department of Environment, Energy and Climate Action of Prince Edward Island, or any other activity authorized by the Department that involves cleaning, decontaminating or declassifying products as hazardous residual materials. Bulking, shredding and bundling are not considered processing activities
- w) **Processor** means a business registered with Atlantic Used Oil Management Association that process in order to give a second life to designated materials governed by the Regulation;

- x) **Processor Agreement** means the agreement between Atlantic Used Oil Management Association and processors, defining the rights and responsibilities of each party and confirming the processor's registration with Atlantic Used Oil Management Association for the province of Prince Edward Island;
 - y) **Processor Registration Application Form** means the document to be completed by businesses that apply to Atlantic Used Oil Management Association for registration as processor for the province of Prince Edward Island;
 - z) **Processor Return Incentives** means the financial contribution disbursed by Atlantic Used Oil Management Association to certain registered processors for processing of plastic oil, glycol 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;
- aa) **Recycling** means all activities including the generator, recovery and processing;
- bb) **Regulation** means the *Materials Stewardship and Recycling Regulation, Environmental Protection*;

2.0 INTRODUCTION

2.1 Program summary

At the heart of the program are financial collector return incentives paid to private sector collectors and processing return incentives paid to private sector processors of plastic containers. The funding of Atlantic Used Oil Management Association's operations, including incentives, management, promotion, etc. is made possible by an Environmental Handling Charge imposed on Brand owners for sales within Prince Edward Island of the designated materials governed by the Regulation.

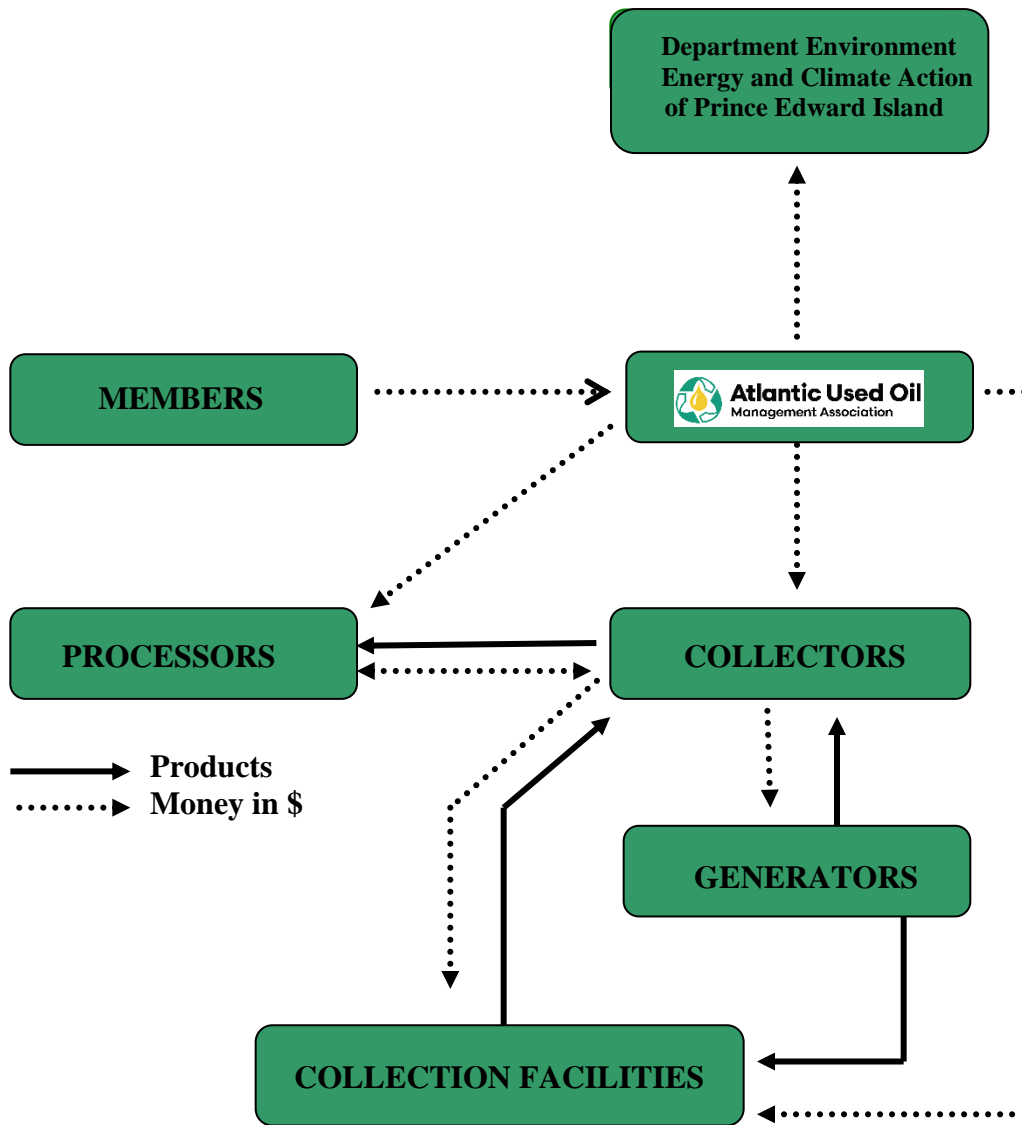
Atlantic Used Oil Management Association sets the Environmental Handling Charges and manages the system's day-to-day operations in accordance with the policies and procedures approved by its Members and its Board of Directors.

Atlantic Used Oil Management Association pays its registered collectors return incentives corresponding to the quantity of acceptable material returned for reuse or processing. The collectors collect used oil, glycol, containers and filters from generators and collection facilities in Prince Edward Island and deliver them to the processors registered with Atlantic Used Oil Management Association for Prince Edward Island.

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

The chart below demonstrates the cash and product flows.

Normal cycle of cash and product flows



members: Brand owners, who fund the system.

collectors: Businesses that collect used products from generators and receive collector return incentives from Atlantic Used Oil Management Association (see Appendix I of the collector Agreement).

processors: Businesses that give new life to used products.

generators: Businesses that generate used products (garages, dealers, commercial, industrial and municipal sectors, forest workers, farmers, transporters, individuals, etc.).

collection facilities: Facilities registered with Atlantic Used Oil Management Association to receive used products from small generators free of charge.

General operating guidelines

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

The generators who have on-site processing programs for their own oils may register as collectors and processors and will be considered **internal** collectors and processors.

The generators may also register as collection facilities, if applicable.

The Atlantic Used Oil Management Association program encourages the return of material by offering financial incentives to collectors and processors of used plastic containers.

The Atlantic Used Oil Management Association program has created incentive zones based on volume density and distance. See the table in www.uoma-atlantic.com – Prince Edward Island – collectors section.

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, Atlantic Used Oil Management Association has created one (1) incentive zone in Prince Edward Island. This incentive zone is based on the primary and secondary highway systems, the recoverable volume of designated materials and the population distribution.

The zone was carved out to match the collectors' natural commercial zones, and the incentives were based on the average collection costs already incurred by collectors. The average amounts were raised to ensure that the collectors usually receive incentives higher than the recovery costs of designated materials.

The list of Prince Edward Island municipalities is available on the Atlantic Used Oil Management Association website at www.uoma-atlantic.com – Prince Edward Island - collectors 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 Prince Edward Island markets.

Since the collectors registered with Atlantic Used Oil Management Association are the principal stakeholders influencing the increase in recovery rates, they will receive incentives for the recovery of designated materials delivered to Atlantic Used Oil Management Association authorized processors.

Under normal conditions, and when the designated materials have not been contaminated or mixed with other residual materials, the incentives determined by Atlantic Used Oil Management Association will enable the collectors to offer compensation to the generators (collection facilities and commercial and/or industrial generators) and, if applicable, to the processors for handling and processing the materials.

Since government regulations clearly prohibit the mixing of hazardous designated materials, Atlantic Used Oil Management Association does not pay incentives in cases where the designated materials have been mixed with other materials.

Atlantic Used Oil Management Association also pays an incentive for processing plastic containers. This incentive takes into account the current conditions of the plastic container processing 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.

Atlantic Used Oil Management Association is not involved in any way in commercial agreements between collectors, between collectors and generators or between collectors and processors. Market forces are the primary factor in such transactions.

4.2 Guiding principles for the incentives

Atlantic Used Oil Management Association 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 Collector Return Incentives are paid to Atlantic Used Oil Management Association registered collectors after they have delivered the products to Atlantic Used Oil Management Association registered processors.
3. The Processing Incentives are paid to Atlantic Used Oil Management Association registered processors of plastic containers for designated materials received from Atlantic Used Oil Management Association 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 Atlantic Used Oil Management Association's 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. Atlantic Used Oil Management Association 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 processing operations

4.4 Products that are eligible for incentives

Eligible products are the following: used oil, used glycol, used oil, glycol and diesel exhaust fluid containers with a capacity of 50 liters or less (including aerosol lubricants and cleaners for automotive parts) and used filters.

5.0 REQUIREMENTS OF THE INCENTIVE SYSTEM

5.1 System objective

The support system that Atlantic Used Oil Management Association 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

Atlantic Used Oil Management Association 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 Atlantic Used Oil Management Association 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 have to register with Atlantic Used Oil Management Association for the province of Prince Edward Island;
- payments will correspond to specific performance levels, and
- the system will include appropriate penalties in case of fraudulent use.

5.3 Registration conditions

Atlantic Used Oil Management Association 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. Atlantic Used Oil Management Association requires that all participating collectors and processors register by submitting the appropriate *Collector Registration Application Form* or *Processor Registration Application Form* (available on the Atlantic Used Oil Management Association website at www.uoma-atlantic.com – Prince Edward Island - 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 Atlantic Used Oil Management Association.

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 *Collector Registration Renewal Form* or *Processor Registration Renewal Form* (available on the Atlantic Used Oil Management Association website at www.uoma-atlantic.com – Prince Edward Island - in the Collectors or Processors section, as the case may be) or any other documents or information that could reasonably be requested by Atlantic Used Oil Management Association. 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 at all times comply with the applicable laws and regulations.

Collectors and processors must promptly send Atlantic Used Oil Management Association 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 Atlantic Used Oil Management Association the registration fee of \$200 plus applicable taxes (same amount for the annual renewal) as they may be set or amended from time to time by Atlantic Used Oil Management Association and attach a cheque to the *Collector Registration Application Form* (available on the Atlantic Used Oil Management Association website at www.uoma-atlantic.com – Prince Edward Island - in the Collectors section).

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, Atlantic Used Oil Management Association 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).

Atlantic Used Oil Management Association keeps an up-to-date database of registered collectors and processors who provide the services required by Atlantic Used Oil Management Association to carry out the management program's mandate. The names of all registered collectors appear on the Atlantic Used Oil Management Association 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 Atlantic Used Oil Management Association to process 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 of 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 Prince Edward Island Air Quality Regulations respecting hazardous materials, or the equivalent outside of Prince Edward Island.

Upon delivery of used oil to Atlantic Used Oil Management Association registered processor, the processor must sign the *Recycle Docket* (available on the Atlantic Used Oil Management Association website at www.uoma-atlantic.com – Prince Edward Island - in the Collectors section).

Used filter processors: businesses registered with Atlantic Used Oil Management Association to give the products a second life, that comply with government standards in effect in Prince Edward Island (see note below).

Processors of used plastic containers: 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 processing activities (see note below).

Processors of plastic containers can ask for the Processing Return 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 processing 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 processing activities.

5.5 Cross-border movement of designated materials

Atlantic Used Oil Management Association's mandate is to improve the recovery rate of designated materials and ensure that all materials are processed appropriately. Atlantic Used Oil Management Association accepts the free flow of designated materials to recognized processing facilities, since that will help those businesses operate efficiently. Atlantic Used Oil Management Association therefore accepts that collectors may transport

designated materials to recognized processing facilities in other provinces or states and obey the applicable regulations of such jurisdictions.

Note: **Processing activities carried out outside of the province of Prince Edward Island must be processing activities acceptable in Prince Edward Island.**

Collectors who want to deal with processors outside of Prince Edward Island must make sure that such processors are registered with Atlantic Used Oil Management Association for the province of Prince Edward Island.

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, Atlantic Used Oil Management Association undertakes not to disclose any confidential document or information received from collectors or processors, in compliance with the *Right to Information and Protection of Privacy Act*, (Cap. F-15.01).

However, Atlantic Used Oil Management Association may transmit any document or information including the information included in its annual report and its stewardship plan to the Minister or to any authorized person at the Department of Environment, Energy and Climate Action, 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 Atlantic Used Oil Management Association program follows industrial practices in the recovery of designated materials and verification of volumes and weights by collectors. These practices include:

- used oil: 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 glycol: number of liters with a minimum 45% glycol content;
- used oil, glycol, diesel exhaust fluid, containers: weight in kilograms, and
- used aerosol containers (lubricants and cleaners for automotive parts): weight in kilograms.

6.2 Used oil collectors

Atlantic Used Oil Management Association will pay a Collector Return Incentive to Atlantic Used Oil Management Association registered collectors for the province of Prince Edward Island for used oils governed by the Regulation and delivered to Atlantic Used Oil Management Association registered processors for the province of Prince Edward Island, by volume and by zone.

Invoices sent to Atlantic Used Oil Management Association for payment of the used oil Collector Return Incentive must be supported by completing the *Used OIL Collector Return Incentive Claim Form* and attaching all the information required.

The *Used OIL Collector Return Incentive Claim Form* (available on the Atlantic Used Oil Management Association website at www.uoma-atlantic.com – Prince Edward Island - in the Collectors 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 of the *Recycle Dockets* (available on the Atlantic Used Oil Management Association website at www.uoma-atlantic.com – Prince Edward Island - 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 registered processors;
- indicates the name of the registered processor, and
- includes the registered collector's general information and signature.

When a collector picks up used oil from a generator giving rise to a Collector Return Incentives, it must use the *Recycle Docket* (available on the Atlantic Used Oil Management Association website at www.uoma-atlantic.com – Prince Edward Island - in the Collectors section) to describe the recovery activity. Atlantic Used Oil Management Association 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, telephone number and fax number;
- c) the generator's address;
- d) the zone in question;
- e) the number of liters of used oils recovered;
- f) the signature of the processor (receiving agent), and
- g) the name of the registered processor.

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 generators 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 the Department of the Environment, Energy and Climate Action or the equivalent outside of Prince Edward Island and record the results on the *Used OIL Collector Return Incentives Claim Form* accompanied by a signed bill of lading.

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

The Atlantic Used Oil Management Association 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 oil 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 oil 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 oil received. They must also note the corrected volume on the *Used OIL Collector Return Incentives Claim Form*. Collectors must base the invoices they submit to Atlantic Used Oil Management Association 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 collectors (volumes and quality analyses).

6.3 Used glycol collectors

Atlantic Used Oil Management Association will pay Collector Return Incentives to Atlantic Used Oil Management Association registered collectors for the province of Prince Edward Island for used glycol governed by the Regulation and delivered to Atlantic Used Oil Management Association registered processors for the province of Prince Edward Island, by volume and by zone.

Invoices sent to Atlantic Used Oil Management Association for payment of the used glycol Collector Return Incentives must be supported by completing the *Used GLYCOL Collector Return Incentives Claim Form* and attaching all the information required.

The *Used GLYCOL Collector Return Incentives Claim Form* (available on the Atlantic Used Oil Management Association website at www.uoma-atlantic.com – Prince Edward Island - in the Collectors section):

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

When collectors pick up used glycol from a generator giving rise to a Collector Return Incentives, they must use the *Recycle Docket* (available on the Atlantic Used Oil Management Association website at www.uoma-atlantic.com – Prince Edward Island - in the Collectors section) to describe the recovery activity. Atlantic Used Oil Management Association 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, telephone number and fax number;
- c) the generator's address;

- d) the zone in question;
- e) the number of liters of used glycol recovered;
- f) the signature of the processor (receiving agent), and
- g) the name of the registered processor.

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

Processors are responsible for checking the volume and quality of used glycol received from collectors. **Processors must take samples from all used glycol loads and measure the percentage of glycol 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 Collector Return Incentive Claim Form* accompanied by the signed receipt.

The Atlantic Used Oil Management Association program limits the glycol concentration:

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

Glycol 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 collectors (volumes and quality analyzes).

6.4 Used filter collectors

Atlantic Used Oil Management Association will pay Collector Return Incentives to Atlantic Used Oil Management Association registered collectors for the province of Prince Edward Island for the recovery of used filters governed by the Regulation and delivered to Atlantic Used Oil Management Association registered processors for the province of Prince Edward Island, 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 Atlantic Used Oil Management Association for payment of the used filter Collector Return Incentives must be supported by completing the *Used FILTER Collector Return Incentive Claim Form* and attaching all the information required.

The *Used FILTER Collector Return Incentive Claim Form* (available on the Atlantic Used Oil Management Association website at www.uoma-atlantic.com – Prince Edward Island - 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 of the *Recycle Dockets* (available on the Atlantic Used Oil Management Association website at www.uoma-atlantic.com – Prince Edward Island 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 registered processor, the names of the metal broker and of the steel foundry confirming the weight reclaimed, if necessary;
- indicates the name of the registered processor, and
- includes the registered collector's general information and signature.

When collectors pick up used filters from a generator giving rise to Collector Return Incentives, they must use the *Recycle Docket* (available on the Atlantic Used Oil Management Association website at www.uoma-atlantic.com – Prince Edward Island - in the Collectors section) to describe the recovery activity.

Atlantic Used Oil Management Association 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, telephone number and fax number;
- c) the generator's address;
- d) the 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;
- g) the signature of the processor (receiving agent), and
- h) the name of the registered processor.

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 collectors. 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 analyzes).

All Collector Return Incentives 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 collectors, the weight and the receiving date.

6.5 Used oil, glycol and diesel exhaust fluid container collectors

Atlantic Used Oil Management Association will pay Collector Return Incentives to Atlantic Used Oil Management Association registered collectors for the province of Prince Edward Island for the recovery of used oil, glycol and diesel exhaust fluid containers governed by the Regulation and delivered to Atlantic Used Oil Management Association registered processors for the province of Prince Edward Island, by weight and by zone. All weights must be confirmed by scale tickets.

Invoices sent to Atlantic Used Oil Management Association for payment of the used container Collector Return Incentives must be supported by completing the *Used Oil and Glycol CONTAINER Collector Return Incentive Claim Form* and attaching all the information required.

The *Used Oil and Glycol CONTAINER Collector Return Incentive Claim Form* (available on the Atlantic Used Oil Management Association website at www.uoma-atlantic.com – Prince Edward Island - 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 or glycol containers recovered;
- should be attached to all of the *Recycle Dockets* (available on the Atlantic Used Oil Management Association website at www.uoma-atlantic.com – Prince Edward Island - 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 processor registered with Atlantic Used Oil Management Association for Prince Edward Island;
- indicates the name of the processor registered with Atlantic Used Oil Management, and
- includes the general information and signature from collectors registered with Atlantic Used Oil Management Association for Prince Edward Island.

When collectors pick up oil, glycol or diesel exhaust fluid containers from a generator giving rise to Collector Return Incentives, they must use the *Recycle Docket* (available on the Atlantic Used Oil Management Association website at www.uoma-atlantic.com – Prince Edward Island - in the Collectors section) to describe the recovery activity. Atlantic Used Oil Management Association 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, telephone number and fax number;
- c) the generator's address;
- d) the zone in question;
- e) the number of 20-litre pails or bags of used oil containers recovered;
- f) the weight of the oil, glycol or diesel exhaust fluid containers recovered;
- g) the signature of the processor (receiving agent), and
- h) the name of the Atlantic Used Oil Management Association registered processor.

Collectors must justify the weight of the oil, glycol and 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 *Recycle Docket*. Collectors and processors must use the corrected weight to support the claims they submit to Atlantic Used Oil Management Association.

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

6.6 Used oil, glycol and diesel exhaust fluid container processors

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

Used oil, glycol and diesel exhaust fluid container processors must keep appropriate documentation to prepare the invoices submitted to Atlantic Used Oil Management Association and obtain the Processor Return Incentive.

Invoices sent to Atlantic Used Oil Management Association for payment of the Processor Return Incentive must be supported by completing the *Used Oil, Glycol and Diesel Exhaust Fluid Container Processor RI Claim Form* (available on the Atlantic Used Oil Management Association website at www.uoma-atlantic.com – Prince Edward Island - in the Processors section).

The *Used Oil, Glycol and Diesel Exhaust Fluid Container Processor Return Incentive Claim Form*:

- presents a summary of the weight of the oil, glycol 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 and diesel exhaust fluid containers received from collectors registered with Atlantic Used Oil Management Association for the province of Prince Edward Island and recovered in the province of Prince Edward Island;
- presents the current inventories of used oil, glycol and diesel exhaust fluid containers bulked, shredded or pelletized;
- 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 Atlantic Used Oil Management Association 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 Atlantic Used Oil Management Association receives the duly completed Form.

Exception to the 100 days 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. Atlantic Used Oil Management Association will study the extension request. If Atlantic Used Oil Management Association 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 Atlantic Used Oil Management Association will not pay incentives for designated materials picked up before the collector or processor's Atlantic Used Oil Management Association 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 Atlantic Used Oil Management Association program attaches great importance to the verification of the designated materials recycling operations of each registered collector and processor. Since Atlantic Used Oil Management Association registered Members are exempt from the obligations stipulated in the Regulation, the agreement with Prince Edward Island's Department of Environment, Energy and Climate Action requires that **Atlantic Used Oil Management Association carry out a series of verifications to ensure that the recovery rates set by the Regulation are in fact achieved and that processing has been performed in compliance with the applicable regulations. The verifications that Atlantic Used Oil Management Association carries out will enable it to assess the program's effectiveness, oversee the system's integrity and ensure regulatory compliance.** Atlantic Used Oil Management Association's verification approach favors equitable, uniform and appropriate monitoring.

Atlantic Used Oil Management Association's verifications measure compliance with the program's system and operating procedures. Atlantic Used Oil Management Association 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.

Atlantic Used Oil Management Association 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 Atlantic Used Oil Management Association to submit annual reports to the Department of Environment, Energy and Climate Action comparing the program's performance with the stewardship plan and giving several descriptions of its operations to show how reliable the system is. Atlantic Used Oil Management Association also prepares annual reports for its Members.