



Collectors and Processors

Manual

REGISTERED WITH UOMA NB

Make every drop count

Version of January 1st, 2014

© 2014 UOMA Atlantic-Atlantique

All rights reserved.

Any reproduction or transmittal of this publication, in whole or in part, in any form and by any means whatsoever, is not permitted without UOMA Atlantic-Atlantique's prior written consent.

TABLE OF CONTENTS

1.0 DEFINITIONS	4
2.0 INTRODUCTION.....	6
2.1 Program summary	6
2.2 Advantages of the program	8
3.0 INCENTIVE ZONES.....	8
3.1 Objectives of the zones.....	8
4.0 RECOVERY AND RECLAMATION INCENTIVES	9
4.1 Objective of the Recovery and Processing Incentives	9
4.2 Guiding principles for the Incentives	9
4.3 Conditions attached to the incentives	10
4.4 Products that are eligible for incentives	10
5.0 REQUIREMENTS OF THE INCENTIVE SYSTEM	10
5.1 System objective	10
5.2 Guiding principles of the system	10
5.3 Registration conditions.....	11
5.4 Definitions of Processors of designated materials	11
5.5 Cross-border movement of designated materials.....	12
5.6 Confidentiality of the program.....	13
6.0 CALCULATION OF INCENTIVE PAYMENTS	13
6.1 General information.....	13
6.2 Used oil Collectors	13
6.3 Used antifreeze Collectors.....	14
6.4 Used filter Collectors.....	16
6.5 Used oil and antifreeze container Collectors.....	17
6.6 Used oil and antifreeze container Processors.....	18
6.7 Information on payments for exceptional cases	19
7.0 COMPLIANCE REVIEWS REQUIREMENTS	19
7.1 Objective of compliance reviews.....	19
8.0 REPORTS.....	20
8.1 Annual reports	20

1.0 DEFINITIONS

- a) **Act** means the *Clean Environment Act* (O.C. 2008-180) and the regulations enacted pursuant to it;
- b) **Antifreeze concentration** means the percentage of antifreeze as opposed to the percentage of water;
- c) **Applicant** means any Collector or Processor who wants to register with UOMA NB, does whatever is necessary, and submits all documents and information required for that purpose;
- d) **Collection Facility** means a collection facility that accepts used oils, used glycol (antifreeze), used oil containers and used glycol (antifreeze) containers of 50 litres or less, used oil filters as well as used aerosol lubricant containers for all kinds of lubricants and used aerosol brake cleaners from people who wish to return them, which is identified as such under an approved oil and glycol stewardship plan as described in section 50.1 of the Regulation;
- e) **Collector** means a business registered with UOMA NB to pick up the designated materials governed by the Regulation from Generators or Collection Facilities and deliver them to a Processor registered with UOMA NB;
- f) **Collectors Agreement** means the agreement between UOMA NB and Collectors, defining the rights and responsibilities of each party and confirming the Collector's registration with UOMA NB;
- g) **Collectors and Processors Manual** means the manual supplied by UOMA NB to Collectors and Processors which describes the management system for designated materials set up by UOMA NB and the details of the systems and procedures that relate to their businesses, as amended from time to time by UOMA NB;
- h) **Collectors Registration Questionnaire** means the document to be completed by businesses that apply to UOMA NB for registration as Collectors;
- i) **Collectors Return Incentives** means the financial incentive disbursed by UOMA NB to Collectors registered with UOMA NB for recovery of designated materials;
- j) **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 glycol (antifreeze) and its containers with a capacity of 50 liters or less, used aerosol lubricant containers for brake cleaners and used filters throughout the territory of the province of New Brunswick, in accordance with Part 5.1 of the Regulation;
- k) **Environmental Handling Charge** means the contribution paid to UOMA NB by its Members (Brand owners), based on the sales volume of designated materials sold in New Brunswick;
- l) **Generator** means the user of the designated materials in the normal course of business or as a private consumer;
- m) **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 antifreeze, windshield washer antifreeze, lock de-icers and antifreeze, gasoline and diesel fuel antifreeze (glycol), as described in section 2 of the Regulation;
- n) **Minister** means the Minister of the Environment and Local Government;

- o) **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 section 2 of the Regulation;
- p) **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 section 2 of the Regulation;
- q) **Processor** means a business registered with UOMA NB to reclaim products governed by the Regulation;
- r) **Processors Agreement** means the agreement between UOMA NB and Processors, defining the rights and responsibilities of each party and confirming the Processor's registration with UOMA NB;
- s) **Processors Registration Questionnaire** means the document to be completed by businesses that apply to UOMA NB for registration as Processors;
- t) **Reclamation Incentives** means the financial contribution disbursed by UOMA NB to certain registered Processors for reclamation of plastic oil and antifreeze 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;
- u) **Reclamation** 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 the Environment and Local Government, 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 reclamation activities.
- v) **Recycling** means all activities including the Generator, recovery and reclamation
- w) **Regulation** means the *Designated Materials Regulation, NB Reg. 2008-54 – Clean Environment Act (O.C. 2008-180)*;
- x) **UOMA NB** means SOCIÉTÉ DE GESTION DES HUILES USAGÉES de l'Atlantique – Atlantic USED OIL MANAGEMENT ASSOCIATION and has been constituted and recognized by Recycle NB 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 New Brunswick; in accordance with this Regulation;
- y) **Used aerosol containers** means used aerosol lubricant and brake cleaner containers;
- z) **Used glycol (antifreeze)** means glycol which through use, storage or handling can no longer be used for its original purpose, as described in section 50.1 of the Regulation;
- aa) **Used glycol (antifreeze) container** means a used container with a capacity of 50 liters that contained glycol as described in section 50.1 of the Regulation;
- bb) **Used oil** means oil which, through use, storage or handling, can no longer be used for its original purpose, as described in section 50.1 of the Regulation;
- cc) **Used oil container** means a used container with a capacity of 50 liters or less that contained oil, as described in section 50.1 of the Regulation;

dd) **Used oil filters** means oil filters which through use, storage or handling can no longer be used for their original purpose, as described in section 50.1 of the Regulation;

2.0 INTRODUCTION

2.1 Program summary

At the heart of the program are financial Return Incentives paid to private sector Collectors and Processing Incentives paid to private sector Processors of plastic containers. The funding of UOMA NB's operations, including incentives, management, promotion, etc. is made possible by an Environmental Handling Charge imposed on Brand owners for sales within New Brunswick of the designated materials governed by the Regulation.

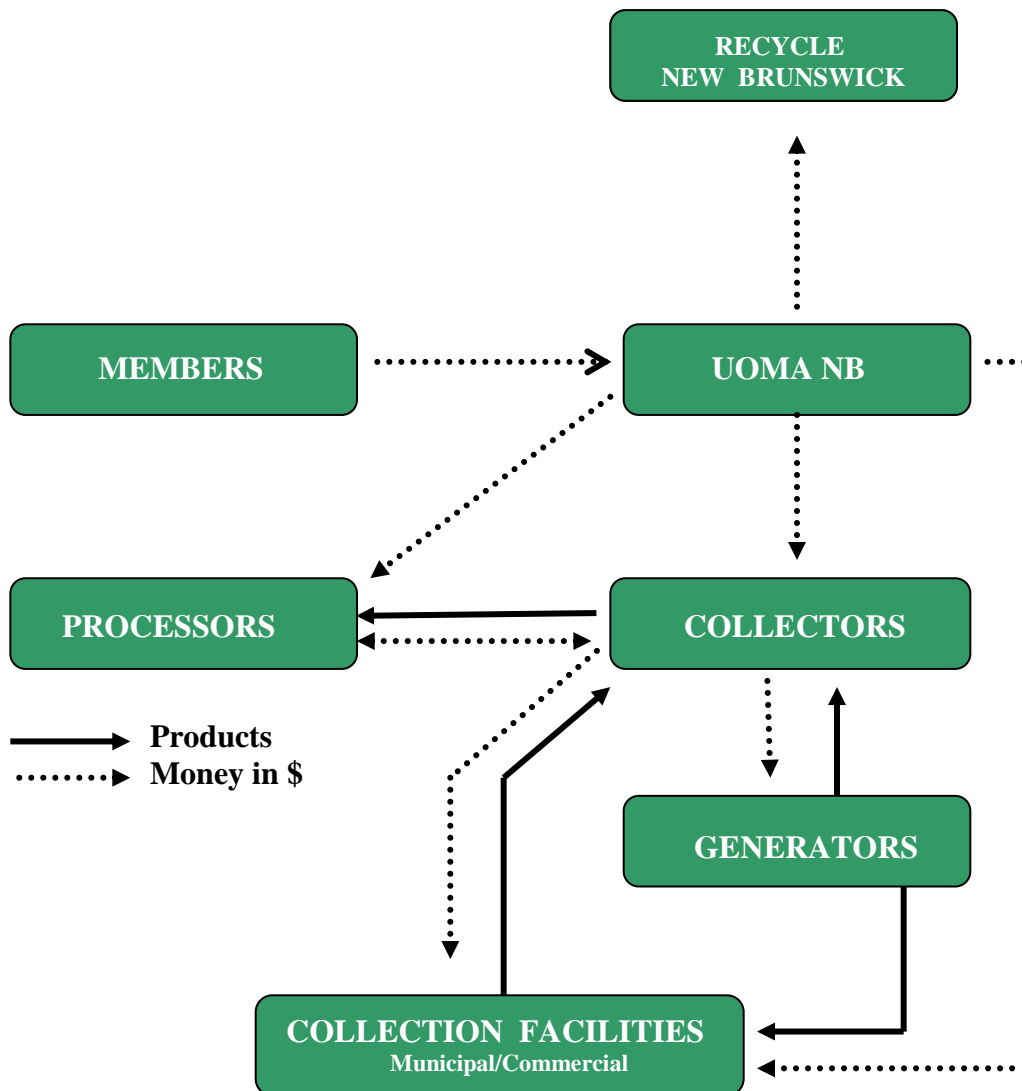
UOMA NB sets the Environmental Handling Charges and manages the system's day-to-day operations in accordance with the policies and procedures approved by its Members and its Board of Directors.

UOMA NB pays its registered Collectors Return Incentives corresponding to the quantity of acceptable material returned for reuse or reclamation. The Collectors collect used oils, antifreeze, containers and filters from Generators and Collection Facilities and deliver them to UOMA NB 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.

Normal cycle of cash and product flows



Members: Brand owners, who fund the system.

Collectors: Businesses that collect used products from Generators and receive Return Incentives from UOMA NB (see Appendix I of the Collectors 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 UOMA NB to receive used products free of charge.

General operating guidelines

The material will flow from the Generators to the Processors via Collection Facilities and/or the Collectors. Generators who have on-site reclamation programs for their own oils may register as Collectors and Processors and will be considered **Internal** Collectors and Processors. Generators may also register as Collection Facilities, if applicable. The UOMA NB program encourages the return of material by offering financial incentives to Collectors and Processors of used plastic containers. The UOMA NB program has created incentive zones based on volume density and distance. See the table in www.uoma-atlantic.com – New Brunswick province – Collectors section, PDF at bottom right.

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 NB has created several incentive zones in New Brunswick. 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 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 incentive zones are an essential component of the incentive program managed by UOMA NB. Each zone has different incentive levels, with an incentive for each product flow, as shown in the table on the UOMA NB website at www.uoma-atlantic.com – Collectors section, PDF at bottom right. Each of these zones is described in Appendix II of the Collectors Agreement.

The list of New Brunswick municipalities and their respective zones is available on the UOMA NB website at www.uoma-atlantic.com – Collectors section.

4.0 RECOVERY AND RECLAMATION 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 reclamation of designated materials by the private-sector recycling industry in all New Brunswick markets.

Since the Collectors registered with UOMA NB are the principal stakeholders influencing the increase in recovery rates, they will receive incentives for the recovery of designated materials delivered to UOMA NB 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 NB 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, UOMA NB does not pay incentives in cases where the designated materials have been mixed with other materials.

UOMA NB also pays an incentive for reclaiming 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 NB 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

UOMA NB 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 reclamation incentives are intended to cover the abnormal costs of plastic reclamation (decontamination).
2. The Return Incentives are paid to UOMA NB registered Collectors after they have delivered the products to UOMA NB registered Processors.
3. The Reclamation Incentives are paid to UOMA NB registered Processors of plastic containers for designated materials received from UOMA NB 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 NB'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. UOMA NB 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” in section 50.11 of the Regulation. They include the following: used oils, used antifreeze, used oil and antifreeze containers with a capacity of 50 liters or less (including aerosol lubricants and brake cleaners) and used filters.

5.0 REQUIREMENTS OF THE INCENTIVE SYSTEM

5.1 System objective

The support system that UOMA NB 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 NB developed the program system based on the following guiding principles:

- the system will disrupt the existing private-sector recovery and reclamation 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 NB 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 UOMA NB
- payments will correspond to specific performance levels, and
- the system will include appropriate penalties in case of fraudulent use

5.3 Registration conditions

UOMA NB 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 NB requires that all participating Collectors and Processors register by submitting the appropriate *Collector Registration Application Form* or *Processor Registration Application Form* (available on the UOMA NB 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 NB.

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 UOMA NB 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 NB. 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 UOMA NB 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 NB the registration fee of \$200 plus applicable taxes (same amount for the annual renewal) and attach a cheque to the *Collector Registration Application Form* (available on the UOMA NB website at www.uoma-atlantic.com – 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, UOMA NB 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 keeps an up-to-date database of registered Collectors and Processors who provide the services required by UOMA to carry out the management program's mandate. The names of all registered Collectors appear on the UOMA 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 NB 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 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 NB Regulation 2002-19 respecting hazardous materials, or the equivalent outside of New Brunswick.

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

Used filter Processors: businesses registered with UOMA NB to give the products a second life, that comply with government standards in effect in New Brunswick (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 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 NB's mandate is to improve the recovery rate of designated materials and ensure that all materials are reclaimed appropriately. UOMA NB accepts the free flow of designated materials to recognized reclamation facilities, since that will help those businesses operate efficiently. UOMA NB 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 New Brunswick must be reclamation activities acceptable in New Brunswick.

Collectors who want to deal with Processors outside of New Brunswick must make sure that such Processors are registered with UOMA NB.

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 NB 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*, (SNB 2009, c R-10.6).

However, UOMA NB may transmit any document or information to Recycle New Brunswick – including the information included in its annual report and its stewardship plan – or to the Minister or to any authorized person at the Department of the Environment and Local Government, 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 NB program follows industrial practices in the recovery of designated materials and verification of volumes and weights by Collectors. These practices include:

- Used oils: number of litres 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 antifreeze: number of litres with a minimum 45% antifreeze content
- Used oil and antifreeze containers: weight in kilograms

6.2 Used oil Collectors

UOMA NB will pay a Return Incentive to UOMA NB registered Collectors for used oils governed by the Regulation and delivered to UOMA NB registered Processors, by volume and by zone.

Invoices sent to UOMA NB 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 NB 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 NB website at www.uoma-atlantic.com – 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 UOMA NB 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 NB registered Processors
- indicates the name of the UOMA NB registered Processor, and
- includes the UOMA NB 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 NB website at www.uoma-atlantic.com – in the Collectors section)

to describe the recovery activity. UOMA NB 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 UOMA NB 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 UOMA NB 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 and Local Government or the equivalent outside of New Brunswick, 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 Collectors.

The UOMA NB 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%
- 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 NB 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 antifreeze Collectors

UOMA NB will pay a Return Incentive to UOMA NB registered Collectors for used antifreeze governed by the Regulation and delivered to UOMA NB registered Processors, by volume and by zone.

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

The *Used ANTIFREEZE Collector Return Incentive Claim Form* (available on the UOMA NB 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 antifreeze concentrations below 45%
- should be attached to all of the *Recycle Dockets* (available on the UOMA NB website at www.uoma-atlantic.com – New Brunswick 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 registered Processors
- indicates the name of the UOMA registered Processor, and
- includes the UOMA registered Collector's general information and signature

When Collectors pick up used antifreeze from a Generator giving rise to a Return Incentive, they must use the *Recycle Docket* (available on the UOMA NB website at www.uoma-atlantic.com – in the Collectors section) to describe the recovery activity. UOMA 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 UOMA NB zone in question
- e) the number of liters of used antifreeze recovered
- f) the signature of the Processor (receiving agent), and
- g) the name of the UOMA NB registered Processor

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

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

The UOMA NB program limits the antifreeze concentration:

- a) 45% 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

Antifreeze 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 analyses).

6.4 Used filter Collectors

UOMA NB will pay Return Incentives to UOMA NB registered Collectors for the recovery of used filters governed by the Regulation and delivered to UOMA NB 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 NB 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 NB 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 NB 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 of the *Recycle Dockets* (available on the UOMA NB 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 NB 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 NB registered Processor, and
- includes the UOMA NB 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 NB website at www.uoma-atlantic.com – in the Collectors section) to describe the recovery activity.

UOMA NB 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 UOMA NB 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 UOMA NB 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 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 Collectors, the weight and the receiving date.

6.5 Used oil and antifreeze container Collectors

UOMA NB will pay Return Incentives to UOMA NB registered Collectors for the recovery of used oil and antifreeze containers governed by the Regulation and delivered to UOMA NB registered Processors, by weight and by zone. All weights must be confirmed by scale tickets.

Invoices sent to UOMA NB for payment of the used container Return Incentive must be supported by completing the *Used Oil and Antifreeze CONTAINER Collector Return Incentive Claim Form* (available on the UOMA NB 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 and Antifreeze CONTAINER Collector Return Incentive Claim Form* (available on the UOMA NB 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 or antifreeze containers recovered
- should be attached to all of the *Recycle Dockets* (available on the UOMA NB 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 NB registered Processor
- indicates the name of the UOMA NB registered Processor, and
- includes the UOMA NB registered Collector's general information and signature.

When Collectors pick up oil or antifreeze containers from a Generator giving rise to a Return Incentive, they must use the *Recycle Docket* (available on the UOMA NB website at www.uoma-atlantic.com – in the Collectors section) to describe the recovery activity. UOMA NB 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 UOMA NB zone in question
- e) the number of 20-litre pails or bags of used oil containers recovered
- f) the weight of the oil or antifreeze containers recovered
- g) the signature of the Processor (receiving agent), and
- h) the name of the UOMA NB registered Processor

Collectors must justify the weight of the oil or antifreeze 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 UOMA NB.

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).

6.6 Used oil and antifreeze 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 and antifreeze container Processors must keep appropriate documentation to prepare the invoices submitted to UOMA NB and obtain the Processing Incentive.

Invoices sent to UOMA NB for payment of the Reclamation Incentive must be supported by completing the *Used Oil and Antifreeze Container Processor RI Claim Form* (available on the UOMA NB website at www.uoma-atlantic.com – in the Processors section).

The *Used Oil and Antifreeze Container Processor Reclamation Incentive Claim Form*:

- presents a summary of the weight of the oil and antifreeze 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 and antifreeze containers received from UOMA NB registered Collectors and recovered for UOMA NB,
- presents the current inventories of used oil and antifreeze 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 UOMA NB 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 NB 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 NB will study the extension request. If UOMA NB 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 NB will not pay incentives for designated materials picked up before the Collector or Processor's UOMA NB 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 NB program attaches great importance to the verification of the designated materials recycling operations of each registered Collector and Processor. Since UOMA NB registered Members are exempt from the obligations stipulated in the Regulation, the agreement with Recycle New Brunswick requires that **UOMA NB 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 NB carries out will enable it to assess the program's effectiveness, oversee the system's integrity and ensure regulatory compliance.** UOMA NB's verification approach favors equitable, uniform and appropriate monitoring.

UOMA NB's verifications measure compliance with the program's system and operating procedures. UOMA NB 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 NB 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 NB to submit annual reports to Recycle New Brunswick comparing the program's performance with the stewardship plan and giving several descriptions of its operations to show how reliable the system is. UOMA NB also prepares annual reports for its Members.