



Manual for Registered Collectors and Processors

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Revision history:

Date	Page	Revision
January 24, 2018	9	Clarified the conversion factor (2.2046) to convert pounds (lb) to kilograms (kg).
January 24, 2018	9	Amended processing requirements for used oil containers to include other processing methods with the prior approval of Alberta Recycling.
January 24, 2018	12	Clarified the basis of payment for processed weight of used oil materials.
January 24, 2018	13	Clarified that used oil samples must be collected and stored in addition to water test results.
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Introduction

About the Alberta Recycling Management Authority

The Alberta Recycling Management Authority (Alberta Recycling) promotes the responsible collection and recycling of used oil materials through an incentive program. It collects funds from companies that sell or import lubricating oil, oil filters, and oil containers into the Alberta market. It uses that funding to pay incentives, known as Return Incentives, to encourage other Alberta businesses to collect used oil materials and process them into usable products.

The program pays Return Incentives for the proper collection and processing of three types of materials:

- Used lubricating oil
- Oil filters (metal and non-metal)
- Oil containers (metal, plastic, multi-material)

Alberta Recycling manages the implementation of the used oil material recycling program, including the payment of Return Incentives:

- It is not a regulatory authority.
- It does not own, operate, or involve itself in materials collection and recycling facilities or processing.
- It does not restrict the free flow of used oil materials in the competitive market.
- It is not involved in any commercial agreements between the companies that sell used oil material in the market; those that generate, collect, or process used oil materials; or any private enterprise.

For more information about Alberta Recycling, visit the website at albertarecycling.ca.

Using this manual

The *Manual for Registered Collectors and Processors* outlines the incentive program for recycling used oil materials in Alberta and the guidelines Registered Collectors and Processors must follow to participate. This manual will help organizations interested in collecting and/or processing used oil materials to:

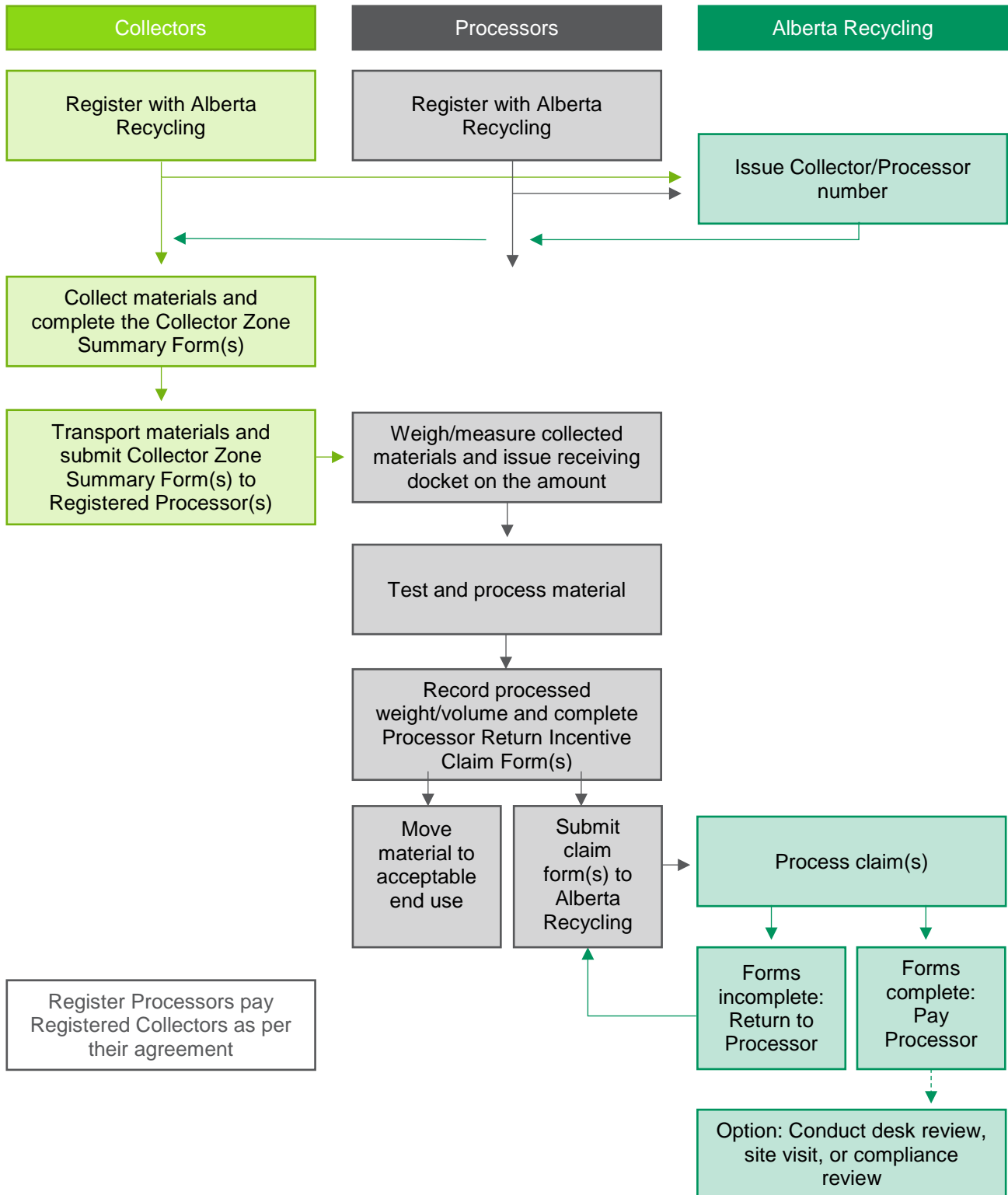
- Register to become a collector or processor.
- Collect the data needed to document recycling of used oil materials.
- Complete the forms needed for record keeping and claims submission.
- Submit claims for payment.
- Comply with the program rules and regulations.

Visit the [Alberta Recycling website](http://albertarecycling.ca) to download current forms and find up-to-date information about the Return Incentives paid to companies that process used oil materials into usable products and how the Return Incentives vary in different zones across the province.



The collection-processing-claim cycle

This diagram provides a high-level overview of how Collectors, Processors, and Alberta Recycling work together to promote responsible recycling of used oil materials in Alberta.





Registration for collectors and processors

Only materials collected by Registered Collectors and processed by Registered Processors are eligible to be compensated with Return Incentives paid by Alberta Recycling.

Registered Collectors

Registered Collectors are companies that collect used lubricating oil materials for Alberta's used oil material recycling program. All Collectors must:

- Register with Alberta Recycling.
- Follow all municipal, provincial, and federal laws for operating a collection business.
- Establish relationships with companies that need used oil materials collected.
- Establish relationships with Registered Processors that will accept the collected materials.

Registered Processors

Registered Processors are companies that accept used lubricating oil materials and transform them into approved end use materials. All Processors must:

- Get government approval to process used lubricating oil materials in the jurisdiction where they wish to operate.
- Register with Alberta Recycling.
- Follow all municipal, provincial, and federal laws for operating a processing business.
- Demonstrate to Alberta Recycling that they can recycle used oil materials into an acceptable end use. Processors provide information about their facilities, processing cycles, and capacity on the Collector and Processor Registration Form.

Register with Alberta Recycling

Complete the [Collector and Processor Registration Form](#):

- Download the form from the Alberta Recycling website. Collectors and Processors complete the same form.
- The form is a Microsoft Excel file with four tabs. Some fields are specific to either Collectors or Processors.
- Ensure all applicable sections are complete before submitting the form. Incomplete forms will not be processed.
- Email the completed form and copies of supporting documents to usedoil@albertarecycling.ca.

By signing and submitting the form, you agree to comply with Alberta Recycling's terms and conditions.



Completing the Collector and Processor Registration Form:

	Collectors	Processors
Cover tab	<p>Provide the following information:</p> <ul style="list-style-type: none"> Contact information for your business <ul style="list-style-type: none"> The email address provided here is for communication with Alberta Recycling The type(s) of materials to be collected Indicate if your fleet is marked with Placards and UN # <p>Attach the following documents:</p> <ul style="list-style-type: none"> A copy of your municipal business licence/development permit (or equivalent document) Your valid Hazardous Waste Carrier number, if you transport materials across provincial borders Your valid Alberta Personal Identification Number (PIN) if transporting used oil or oil filters intended for disposal A copy of your Safety Fitness Certificate A copy of Transportation of Dangerous Goods Training Certificate(s) for each driver 	<p>Provide the following information:</p> <ul style="list-style-type: none"> Contact information for your business <ul style="list-style-type: none"> The email address provided here is for communication with Alberta Recycling The type(s) of materials to be processed A description of the processing cycle for each used oil material to be processed The capacity of each processing site (this information can be added in the comments section of the Site Addresses tab) <p>Attach the following documents:</p> <ul style="list-style-type: none"> A copy of your municipal business licence/development permit (or equivalent document) Banking information or void cheque Your valid Hazardous Waste Carrier number, if you transport materials across provincial borders A copy of a valid government approval to process used lubricating oil materials
Site addresses	<ul style="list-style-type: none"> Provide an address and description for each site used in your collection business (as requested in the Cover tab). Use the comments section to describe the site (e.g., on-site, fenced) and storage area in sq ft (as requested in the Cover tab). Note that any phone numbers and email addresses provided in this tab will be posted on the Alberta Recycling website as contact information. 	<ul style="list-style-type: none"> Provide an address and description for each site used in your processing business. List the capacity of each processing site in the comments section (as requested in the Cover tab). Note that any phone numbers and email addresses provided in this tab will be posted on the Alberta Recycling website as contact information.
Site zones and processing	<ul style="list-style-type: none"> Not applicable 	<ul style="list-style-type: none"> Provide information about each site, oil material processed at each site, and zones for each site listed in the Site Addresses tab.
Terms and conditions	<ul style="list-style-type: none"> Collectors must comply with Alberta Recycling's terms and conditions to remain in the program. 	<ul style="list-style-type: none"> Processors must comply with Alberta Recycling's terms and conditions to remain in the program.

Alberta Recycling will review your form and documents. If your application is approved, you will receive your registration number, which must be used on all Alberta Recycling paperwork.



Roles and responsibilities

Collectors, Processors, and Alberta Recycling have distinct roles and responsibilities in the recycling of used oil materials.

	Collectors	Processors	Alberta Recycling
Program	<ul style="list-style-type: none"> Agree to be bound by Alberta Recycling's programs, policies, and procedures 	<ul style="list-style-type: none"> Agree to be bound by Alberta Recycling's programs, policies, and procedures 	<ul style="list-style-type: none"> Administer the program Keep program forms and documents updated and available online
Registration	<ul style="list-style-type: none"> Fully complete the Collector and Processor Registration Form Ensure the collection business follows all relevant municipal, provincial, and federal laws Establish and maintain agreements with Alberta's Registered Processors 	<ul style="list-style-type: none"> Get government approval to process used lubricating oil materials Fully complete the Collector and Processor Registration Form Ensure the processing business follows all relevant municipal, provincial, and federal laws 	<ul style="list-style-type: none"> Review Collector and Processor Registration Forms and issue registration numbers Maintain and publish lists of Registered Collectors and Processors
Materials	<ul style="list-style-type: none"> Collect used oil, oil filters, and/or oil containers Complete Recycle Dockets Transport or arrange transport of materials to Registered Processor Complete the Collector Zone Summary Form(s) for all loads 	<ul style="list-style-type: none"> Calibrate weight scales Ensure digital gauges used to measure oil volumes are in working order Issue weight scale tickets for used oil containers and filters Record oil volumes Test incoming oil for water content Issue receiving dockets to Registered Collectors on collected volume/weight Keep Alberta Recycling used oil materials separate from other UOMA used oil materials for volume or weight measurements Move processed material to acceptable end use 	



	Collectors	Processors	Alberta Recycling
Claims	<ul style="list-style-type: none"> Submit accurate and complete forms to Registered Processors 	<ul style="list-style-type: none"> Accept financial responsibility for accuracy and completeness of all information submitted to Alberta Recycling Complete claim forms and check all formulas on the form Pay Registered Collectors as per agreement 	<ul style="list-style-type: none"> Review claim forms Return incomplete claim form(s) to Registered Processors Pay complete and correct claims based on processed weight/volume
Review and reporting	<ul style="list-style-type: none"> Maintain all records related to collected materials Participate in all review requests from Alberta Recycling 	<ul style="list-style-type: none"> Maintain all financial and operational records related to receipt, processing, inventories and sales, or disposition of used oil materials Provide Alberta Recycling with timely notification of any changes to the company or operations that would have impacted the original approval of the Collector or Processor registration (e.g., changes to government approval to process used lubricating oil materials or breach of compliance with relevant municipal, provincial, and federal laws) Participate in all review requests from Alberta Recycling Submit the Annual Sales and Inventory Form(s) 	<ul style="list-style-type: none"> Conduct desk reviews, site visits, and compliance reviews Accept and review annual reporting forms Rescind registration, if appropriate



Collecting and processing requirements

Alberta Recycling collects an eco-fee, called an Environmental Handling Charge (EHC), from companies that sell, import, or distribute oil materials into Alberta. The fee is used to fund Alberta Recycling's activities, which includes paying Return Incentives for the proper collection and processing of three types of used oil materials:

- Used lubricating oil
- Oil filters (metal and non-metal)
- Oil containers (metal, plastic, and multi-material)

To be eligible for Return Incentives, the used oil material processed must meet all the following criteria:

- It must be an EHC applicable oil material.
- The EHC must have been applied on the original sale, import, or distribution of the product.
- The material was received from a Collector registered with Alberta Recycling.
- The material is not contaminated (i.e., mixed with solvents, PCBs, paint, etc.).

The remains of unsold inventory or leftovers from an oil container bottling operation, or any other materials for which EHC has not been applied, are not eligible to be claimed for Return Incentives.

Collecting requirements

Registered Collectors must complete recycle docket for all used oil materials they collect:

- There are separate recycle dockets for used oil, oil containers, and oil filters. Download forms from the Collectors page on the Alberta Recycling website (albertarecycling.ca).
- Assign a unique docket number to each form.
- Recycle dockets must be filled out completely, including signatures.
- If collection is from an unmanned site, the Collector must have a signed and dated letter on file, which authorizes the collection.

A Registered Collector that collects used oil materials from another Collector for transport to a Registered Processor must:

- Collect only from other Registered Collectors.
- Keep dockets and associated used oil materials separate from other used oil materials until weighed by the Processor.
- Have a separate receiving docket and scale ticket for each Registered Collector that has materials included in the delivery to a Registered Processor. If Alberta Recycling requests a review, the receiving dockets must be linked to specific Collector Zone Summary Forms so Alberta Recycling can clearly identify the generators from which the materials were initially collected.

A Registered Collector must transfer the information from each recycle docket to an appropriate material-specific Collector Zone Summary Form. They must:

- Complete all shaded areas at the top of each form.
- Assign a unique form number to each form.
- Have materials weighed/measured by a Registered Processor and use the receiving docket records to complete the Collector Zone Summary Form.
 - Oil: For each docket, enter the gross volume and water test results.
 - Filters: For each docket, enter the container type holding the filters (e.g., bins, drums, or totes), number of containers, and total weight. The container type and count will be converted to the equivalent drum count.
 - Containers: For each docket, enter the number of pails and bags, and the total weight.
- Sign and provide the form to the Processor.

Note: The Processor will pay Collector(s) based on the terms of their commercial business agreement(s).

Processing requirements

Used oil	
Measurement	Volume in litres
Supporting documents	<p>Alberta Recycling will accept:</p> <ul style="list-style-type: none"> Oil volumes recorded on recycling documents. (Alberta Recycling accepts oil volumes measured by either digital gauges or dipping the tank with a metered stick.) Volume measurements using digital gauges in trucks and containers. Volumes confirmed with metered sticks and corresponding volume charts.
Water testing	<p>Registered Processors must test incoming loads for water content. Samples must be representative of the entire load received. Use one of the following methods:</p> <ul style="list-style-type: none"> In-line sampling (discharge line) Tube sampling (all-levels sample) <p>All used oil received for processing must be tested for water at point of delivery using one of the following methods as per the American Society for Testing Materials (ASTM):</p> <ul style="list-style-type: none"> D86 – Karl Fisher D95 – Retort D96 – Dean Stark Method or equivalent
Processing criteria:	<p>Processed lubricating oil must:</p> <ul style="list-style-type: none"> Meet the testing requirements of the American Society for Testing Materials (ASTM) or equivalent approved specifications for approved end uses. Be analyzed using government approved methods. Meet required industry and government specifications.
Approved end uses	<ul style="list-style-type: none"> For sale as a re-refined lubricating oil For transfer and/or sale to an asphalt manufacturer or cement kiln as a fuel, as outlined in the <i>Waste Control Regulation</i> or applicable government standards in other states or provinces For transfer and/or sale to a government-approved fuel use other than for cement kilns, as outlined in the <i>Waste Control Regulation</i> or applicable government standards in other states or provinces For other uses, such as for mining explosives or exploration drilling, that meet the intent of the <i>Waste Control Regulation</i> or applicable government standards in other states or provinces
Not acceptable end uses	<ul style="list-style-type: none"> Disposal in a landfill Application directly to land for road construction, repair, dust suppression, or any other purpose Use in oil fired furnaces



Oil containers	
Measurement	Weight in kilograms – Where required, use a conversion factor of 2.2046 to convert pounds (lb) to kilograms (kg).
Supporting documents	Alberta Recycling will accept weight scale tickets that are printed from a scale that is registered with Measurement Canada. Printed scale tickets are required for both the collected weight and the processed weight.
Processing criteria	<p>Processors of plastic oil containers must be able to shred/grind used plastic oil containers and do one of the following:</p> <ul style="list-style-type: none"> • Wash and pelletize plastic into plastic resin reusable for clean, marketable feedstock (pelletized plastic) • Centrifuge and shred the plastic to produce a shredded flake reusable for marketable feedstock (shredded flake) • Apply other processing methods with the prior approval of Alberta Recycling <p>Used metal oil containers should be processed with used metal oil filters.</p> <p>Additional processing methods for other multi-material, non-plastic and non-metal used oil containers (e.g., eco-box, bladder bags) may be deemed eligible with the prior approval of Alberta Recycling. In such cases, Alberta Recycling may approve new, emerging end uses or processing via Energy from Waste.</p>
Approved end uses	<ul style="list-style-type: none"> • Pelletized plastic • Shredded flake • Other end uses with the prior approval of Alberta Recycling
Not acceptable end uses	<ul style="list-style-type: none"> • Disposal in a landfill • Unprocessed oil containers

Oil filters	
Measurement	Weight in kilograms – Where required, use a conversion factor of 2.2046 to convert pounds (lb) to kilograms (kg).
Supporting documents	Alberta Recycling will accept weight scale tickets that are printed from a scale that is registered with Measurement Canada. Printed scale tickets are required for the collected weight and for the processed weight delivered to a metal broker or Energy from Waste facility.
Processing criteria	<ul style="list-style-type: none"> • Crush and remove the lubricating oil from the metal filters (and any used metal oil containers that are being processed with the metal filters) and delivery to a Metal Broker • Segregate non-metallic filters and crush to the point where there is less than three per cent oil in the paper and then deliver to an Energy from Waste facility
Approved end uses	<ul style="list-style-type: none"> • Metal filters – recycled, marketable steel products • Non-metal filters – Energy from Waste • Other end uses with the prior approval of Alberta Recycling
Not acceptable end uses	<ul style="list-style-type: none"> • Disposal in a landfill • Unprocessed oil filters



Weight scales, gauges, and water testing apparatuses

Weight scales must be regularly checked for calibration, no less than annually or at more frequent intervals, as required by Measurement Canada. Registered Processors must calibrate weight scales within 10 business days of any request made by Alberta Recycling.

Gauges and water testing apparatuses (e.g., retort machines) must be regularly checked for calibration as per manufacturer instructions. Proof of calibration must be provided upon request. Registered Processors must calibrate gauges and water testing apparatuses within 10 business days of any request made by Alberta Recycling.

Weight scale tickets must be printed from a registered scale. Other weight scale tickets will not be accepted.

Zones

Alberta is divided into six zones, each with a different Return Incentive rate to encourage the maximization of used oil material collection throughout Alberta. It is important for Registered Collectors and Processors to be aware of the zones in which they are operating to accurately complete Alberta Recycling forms.

Information about zones and Return Incentives rates by zone are available on the both the Collectors page and Processors page on the Alberta Recycling website (albertarecycling.ca).

Submitting a claim

Registered Processors should submit their claims once they are able to send a load of processed material to an approved end use.

Alberta Recycling will accept and process complete and correct claim forms. Incomplete forms will be returned to the Registered Processor. To avoid delays in receiving payment of your claim, check the following:

- That you are using the right material-specific claim form. There are separate forms for used oil, oil filters, and oil containers.
- Use a new claim form for each claim. Don't overwrite an old form as this may introduce errors.
- If you insert rows, ensure the formulas in every column (including hidden columns) are copied to the new row.
- Check that the formulas are working properly.
- Totals on the Collector Zone Summary Form(s) need to match totals on the Processor Return Incentive Claim Form(s).
- Ensure only Alberta Recycling used oil materials are included on the forms. Products from other jurisdictions must be claimed with the respective UOMA.



Completing the Processor Return Incentive Claim Form

Once a Registered Collector has submitted its Collector Zone Summary Form(s), it is a good idea to verify the information is correct and the formulas in the spreadsheet are working. Registered Processors are ultimately responsible for the accuracy of the information sent to Alberta Recycling.

- Open a new Processor Return Incentive Claim Form for the appropriate used oil material.
- Complete all shaded areas at the top of the form.
- Assign a unique claim number to each form.
- Transfer the information from the summary section of each Collector Zone Summary Form to the Processor Return Incentive Claim Form. Note that the Reference number is the Form number from the Collector Zone Summary Form.
- Enter the processed weight for each reference number.
- The form will calculate the unprocessed to processed weight ratio and calculate the Return Incentive according to the rates set for each zone.

Sending the claim files

Note: Manual filing of claims continues to be allowed until further notice. All Registered Processors and Registered Collectors are encouraged to electronically submit claims forms and supporting documents in 2018. Alberta Recycling is working with Processors to move them to electronic filing.

Manual Filing (using Excel)

- Registered Collectors complete the Collector Zone Summary Form(s) in Microsoft Excel and submit to the Registered Processor.
- The Processor ensures the Collector's data is transferred to the Processor Return Incentive Claim Form(s).
- Sign the claim form with an e-signature. Two signatures are required—one from the person who prepared the form and the one from the person who verified and approved the form.
- In lieu of a signature, type "via email" and the date in the approval box.
- Email the Excel files of the Processor Return Incentive Claim Form(s) and associated Collector Zone Summary Form(s) to usedoil@albertarecycling.ca.
- Incomplete claim forms will not be processed.

E-filing (using Progression Live)

- Registered Collectors complete the Collector Zone Summary Form(s) in Progression Live and submit to the Registered Processor (see timelines above).
- Attach photos of weight scale tickets, water test results, and receiving dockets.
- Sign the claim form with an e-signature. Two signatures are required—one from the person who prepared the form and the one from the person who verified and approved the form.
- In lieu of a signature, type "via email" and the date in the approval box.
- Submit the Processor Return Incentive Claim Form(s) and associated Collector Zone Summary Form(s) to Alberta Recycling through Progression Live.
- Incomplete claim forms will not be processed.



Payment guidelines for Return Incentives

Payments to Registered Processors are calculated using the processed weight/volume (kilograms or litres) of used oil material multiplied by the Return Incentive rate for the zone from which the used oil material was collected.

Material	Basis of payment
Used oil	<p>Return Incentives are based on eligible volume of used oil collected (substantiated by either digital gauges or dipping the tank with a metered stick), less the percentage of water determined to be included in the collected quantity that is processed for an approved end use (substantiated by using an approved ASTM testing method). The processed volume for each zone is equal to the collected volume in each zone reduced by the percentage of water determined in the approved test sample.</p> <p>Return Incentives for net volume (litres collected less % of water) of used oil is based on the following:</p> <ul style="list-style-type: none"> • Between 0% - 35% water in the quantity collected: There is a Return Incentive reduction of 1% for every 1% increase in the water content. • Over 35% water in the quantity collected: None of the quantity collected is eligible to be claimed for a Return Incentive. <p>For used oil contaminated with PCBs, Alberta Recycling follows the federal regulation for PCB liquids limits to determine if the used oil can be processed and claimed for Return Incentives. The federal regulation for PCB liquids limits currently allows for up to 2 ppm of PCB contamination in used oil. Used oil that is contaminated with other substances (e.g., paint or solvents) is not eligible for Return Incentive payments.</p>
Used oil containers	<p>Return Incentives for used oil containers, other than metal containers, are based on the weight of material resulting from processing collected used oil containers into an approved end use (substantiated by a weight scale ticket).</p> <p>The total processed weight on the claim is allocated to each zone based on the proportion of material collected in each zone.</p> <p>Metal used oil containers, such as those used in the aircraft industry, must be crushed along with used metallic oil filters and can be included in a claim for metallic used oil filters.</p>
Used oil filters	<p>Return Incentives for metallic used oil filters are based on the crushed weight of the filters delivered to a metal broker/steel mill (substantiated by a weight scale ticket signed by the metal broker/steel mill). Metal oil containers, such as those used in the aircraft industry, must be crushed along with used metallic oil filters and can be included in a claim for metallic used oil filters.</p> <p>Return Incentives for non-metallic used oil filters are based on the crushed weight of the filters delivered to an Alberta Recycling-approved Energy from Waste facility as a fuel source (substantiated by a weight scale ticket signed by the Energy from Waste facility).</p> <p>The total processed weight on the claim is allocated to each zone based on the proportion of material collected in each zone.</p>

When submitting a claim:

- Registered Processors must submit a separate claim for each month in which materials are processed.
- Alberta Recycling processes and pays claims. All claims submitted by the 10th of the month will be paid on the last business day of the month.
- If a claim is flagged for review, payment will be delayed until the review is complete.

The Processor will pay Registered Collector(s) based on the terms of their commercial business agreement(s). Alberta Recycling is not involved in that decision.



Record keeping and reporting

Record keeping

Registered Processors receive the claim payments and are financially responsible for the accuracy and completeness of all information submitted to Alberta Recycling. For this reason, it is important for Processors to build relationships with responsible Registered Collectors.

Alberta Recycling may review the records or facilities of Registered Processors and/or Collectors at any time.

- A desk review checks the accuracy and completeness of specific transactions on a claim.
- A field review is a site visit by Alberta Recycling to check the facility's quality controls and review records related to the program that may not be submitted with a claim.
- A compliance review is a scheduled, comprehensive review of operations and records, as they relate to processing used oil materials, to ensure a Registered Processor and its Registered Collectors are complying with program requirements.

If you are subject to a review of any kind, you may be asked to provide records and information related to your claim(s). This may include, but is not limited to:

- Name of the Registered Collector
- Dates used oil materials were picked up from the generator
- Information about the individual/company that generated the used oil materials, such as:
 - Name, address, phone number, email address
 - Zone where material was picked up
 - Generator signature and printed name (for manned sites) or signed letter for pickups (unmanned sites)
- Container counts
- Recycling docketts
- Weight scale tickets for collected weight
- Weight scale tickets for processed weight
- Oil volume records for collected weight
- Oil volume records for processed weight
- Receiving docketts
- Other shipping and receiving documents
- Certification for weight scales, gauges, and water testing apparatuses
- Samples of the oil tested:
 - Sample amount must be sufficient to complete at least one accurate reperformance of the approved ASTM test used
 - Sample must be retained for a minimum of 6 months after the date of the test
- Water test results
- Financial records related to the processing and/or sales of used oil materials

Your records must be accessible and complete. If a third party were asked to recreate your incentive claim, they should be able to do so with your records.

All records must be kept for a minimum of seven years.

Refusal to provide all requested information, or provide support that submitted claim information is accurate, may result in Return Incentives not being paid or action to reclaim them if they were paid.

Reporting

In addition to monthly claim submissions, Registered Processors must complete an Annual Sales and Inventory Form for each of the three types of used oil materials processed. This is an indicator of how processed used oil materials are being moved on to approved end use as required by Alberta Recycling.

- Download the forms from the Alberta Recycling website (albertarecycling.ca).
- Forms are to be completed and approved as of December 31 each year and submitted to Alberta Recycling by January 31 of the following year.
- You may request approval from Alberta Recycling to use your fiscal year end date, rather than December 31, for reporting and submitting your forms.
- Two signatures are required—one from the person who prepared the form and the one from the person who verified and approved the form.
- If requested by Alberta Recycling, you must provide the detailed records that support the information on the form.



Appendix: Glossary

Alberta Recycling Management Authority	Alberta Recycling	The not-for-profit, Delegated Administrative Organization responsible for promoting the collection and recycling of used oil materials in the province of Alberta.
Annual Sales and Inventory Form		A Registered Processor's annual record of sales and inventory information, which demonstrates that processed materials are being recycled into environmentally sound products.
Approved End Uses		Usable products created from processed used oil materials. This does not include products that end up in landfill or that remain unprocessed.
American Society for Testing and Materials	ASTM	An internationally-recognized standards development organization that develops and publishes technical standards for materials, goods, services, and systems.
Carrier		A transporter that crosses provincial borders and is registered with Transport Canada.
Collector		An Alberta Recycling-registered company that picks up used oil materials from return collection facilities and/or generators and delivers them to an Alberta Recycling-registered Processor.
EHC-Applicable Oil Materials		Oil materials for which Environmental Handling Charge levies are to be remitted by suppliers. A list is available on the Supplier page of the Alberta Recycling website at albertarecycling.ca .
Energy from Waste		A facility that turns waste into energy.
Environmental Handling Charge	EHC	An eco-fee paid to Alberta Recycling by suppliers on the first sale or distribution of lubricating oil material in Alberta to a customer not registered with Alberta Recycling as a supplier.
Feedstock		A raw material used in processing or manufacturing industries.
Filter		Material through which a gas or liquid is passed to remove substances. For Alberta Recycling, this is any spin-on or element style fluid filters used in hydraulic, transmission, or internal combustion engine applications. This includes oil-air separator, diesel fuel, coolant, storage tank, and household furnace fuel filters; sump tank automatic transmission filters; plastic/paper element style filters; and diesel fuel filters used at retail and commercial pump islands. This does not include gasoline fuel filters, air filters, household furnace air filters, and sock-type filters.
Generator		A user of lubricating oil, oil containers and/or oil filters that, through normal use of these materials, creates used oil materials.
Ineligible Waste		Waste materials present within used oil materials that are not eligible for claims of Alberta Recycling Return Incentives.
Ineligible Used Oil Material		Used oil materials that cannot be included on claims for Alberta Recycling Return Incentives. This may include material for which an EHC is not remitted by a supplier and oil received from Collectors not registered with Alberta Recycling.

Lubricating Oil		All petroleum-derived or synthetic crankcase oils, engine oils, hydraulic fluids, transmission fluids, gear oils, heat transfer fluids, or other oils or fluids used for lubricating purposes in machinery or equipment.
Oil Container		All containers and pails, with a capacity of 30 litres or less, that are manufactured and used for the purpose of containing lubricating oil.
Oil Material		Lubricating oil, oil containers, and/or oil filters.
Pelletized Plastic		Small particles created by compressing oil containers, which are washed and turned into plastic resin that is reusable for clean, marketable feedstock.
Processor		An Alberta Recycling-registered receiver of one or more used oil materials that processes these materials and directs them into approved end use materials.
Program		The Lubricating Oil Material Product Management Program, as may be amended.
Receiving Docket		A document given to a Registered Collector by a Registered Processor confirming receipt of used oil materials at the Processor's facility.
Recycle Docket		A document used by Registered Collectors to record information about and verify the pickup of used oil material from a generator or return collection facility (also known as a bill of lading).
Regulation		The <i>Designated Material Recycling and Management Regulation</i> , as amended, as well as the <i>Lubricating Oil Material Designation Regulation</i> , as amended. <ul style="list-style-type: none"> • <i>Designated Material Recycling and Management Regulation (AR 93/2004)</i> • <i>Lubricating Oil Material Designation Regulation (AR 100/2018)</i>
Return Collection Facility	RCF	A recycling depot that agrees to receive small quantities of used oil material from the general public (e.g., usually less than 20 litres of oil, 20 filters, or a small number of containers).
Return Incentive	RI	A financial incentive that may be claimed from Alberta Recycling by a Registered Processor for the collection and processing of eligible used oil materials.
Shredded Flake		Small particles created by shredding oil containers, which are reusable for marketable feedstock. Alberta Recycling allows for centrifuged and oily flake.
Stockpile		A situation where a Registered Processor allows processed or unprocessed used oil material to accumulate in their facility without moving it to acceptable end use.
Supplier		A manufacturer, marketer, wholesaler, retail distributor, or jobber of lubricating oil material, as defined in the <i>Used Oil Recycling Bylaw</i> .
Tare Weight		The weight of an empty truck/trailer. It does not include the weight of pallets or any other objects used to load, unload or transport used oil material.



Used Oil Management Associations	UOMA	One or all of Canada's six industry-led organizations responsible for managing used oil material recycling programs, including: Alberta Recycling Management Authority (Alberta Recycling), British Columbia Used Oil Management Association (BCUOMA), Saskatchewan Association for Resource Recovery Corporation (SARRC), Manitoba Association for Resource Recovery Corporation (MARRC), Societe de gestion des huiles usages-Used Oil Management Association (SOGHU), and Atlantic Used Oil Management Association (UOMA Atlantic).
Used Oil		Lubricating oil after it has been used for its initial purpose.
Used Oil Container		An oil container following its initial use.
Used Oil Filter		An oil filter following its initial use.
Used Oil Material		Lubricating oil, oil containers, and oil filters following their initial use.
Waste Streams		The flow of used lubricating oil, used oil containers, or used oil filters from use to final disposition (i.e., disposal or processing into an approved end use).
Zone		Any one of six regions in Alberta, defined by Alberta Recycling, to calculate the value of material-specific claims of Return Incentives.

