



# Collectors and Processors

## Manual

REGISTERED WITH UOMA PE

Make every drop count

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### 1.0 DEFINITIONS

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- a) **Act** means the Environmental Protection Act R.S.P.E.I. 1988, Cap. E-9;
- b) **Applicant** means any Collector or Processor who wants to register with UOMA PE, does whatever is necessary, and submits all documents and information required for that purpose;
- c) **Collection Facility** means a collection facility that accepts used oils, used glycol (antifreeze), used oil containers and used glycol (antifreeze) containers of 50 liters 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 program;
- d) **Collector** means a business registered with UOMA PE to pick up the designated materials governed by the Regulation from Generators or Collection Facilities and deliver them to a Processor registered with UOMA PE;
- e) **Collectors Agreement** means the agreement between UOMA PE and Collectors, defining the rights and responsibilities of each party and confirming the Collector's registration with UOMA PE;
- f) **Collectors and Processors Manual** means the manual supplied by UOMA PE to Collectors and Processors which describes the management system for designated materials set up by UOMA PE and the details of the systems and procedures that relate to their businesses, as amended from time to time by UOMA PE;
- g) **Collectors Registration Questionnaire** means the document to be completed by businesses that apply to UOMA PE for registration as Collectors;
- h) **Collectors Return Incentives** means the financial incentive disbursed by UOMA PE to Collectors registered with UOMA PE for recovery of designated materials;
- i) **Designated materials** means used oils, used oil containers with a capacity of 50 liters or less including used aerosol lubricant containers for all kinds of lubricants, used 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 Prince Edward Island;
- j) **Environmental Handling Charge** means the contribution paid to UOMA PE by its Members (Brand owners), based on the sales volume of designated materials sold in Prince Edward Island;
- k) **Generator** means the user of the designated materials in the normal course of business or as a private consumer;
- l) **Glycol (antifreeze)** means ethylene or propylene glycol used or intended for use as a vehicle or commercial engine coolant, but does not include the following: plumbing glycol (antifreeze), windshield washer glycol (antifreeze), lock de-icers and glycol (antifreeze), gasoline and diesel fuel glycol (antifreeze) , as described in section 59 (d) of the Regulation;
- m) **Glycol (antifreeze) concentration** means the percentage of glycol (antifreeze) as opposed to the percentage of water;
- n) **Minister** means the Minister of the Department. of Environment Labour & Justice Prince Edward Island;

- 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 59 (e) 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 59 (f) of the Regulation;
- q) **Processor** means a business registered with UOMA PE to reclaim products governed by the Regulation;
- r) **Processors Agreement** means the agreement between UOMA PE and Processors, defining the rights and responsibilities of each party and confirming the Processor's registration with UOMA PE;
- s) **Processors Registration Questionnaire** means the document to be completed by businesses that apply to UOMA PE for registration as Processors;
- t) **Reclamation Incentives** means the financial contribution disbursed by UOMA PE to certain registered Processors for reclamation of plastic oil and glycol (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 Environment Labour & Justice 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 reclamation activities.
- v) **Recycling** means all activities including the Generator, recovery and reclamation
- w) **Regulation** means the *Materials Stewardship and Recycling Regulation, Environmental Protection Act R.S.P.E.I. 1988, Cap. E-9*;
- x) **UOMA PE** 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 Labour and Justice Prince Edward Island 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 Prince Edward Island; in accordance with this Regulation;
- y) **Used aerosol containers** means used aerosol lubricant and brake cleaner containers as described in the approved Oil and Glycol Stewardship Program;
- z) **Used glycol (antifreeze)** means glycol which through use, storage or handling can no longer be used for its original purpose as described in the approved Oil and Glycol Stewardship Program;
- aa) **Used glycol (antifreeze) container** means a used container with a capacity of 50 litres that contained glycol as described in the approved Oil and Glycol Stewardship Program;
- bb) **Used oil** means oil which, through use, storage or handling, can no longer be used for its original purpose as described in the approved Oil and Glycol Stewardship Program;

- cc) **Used oil container** means a used container with a capacity of 50 liters or less that contained oil as described in the approved Oil and Glycol Stewardship Program;
- 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 the approved Oil and Glycol Stewardship Program.

## 2.0 INTRODUCTION

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### 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 PE'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.

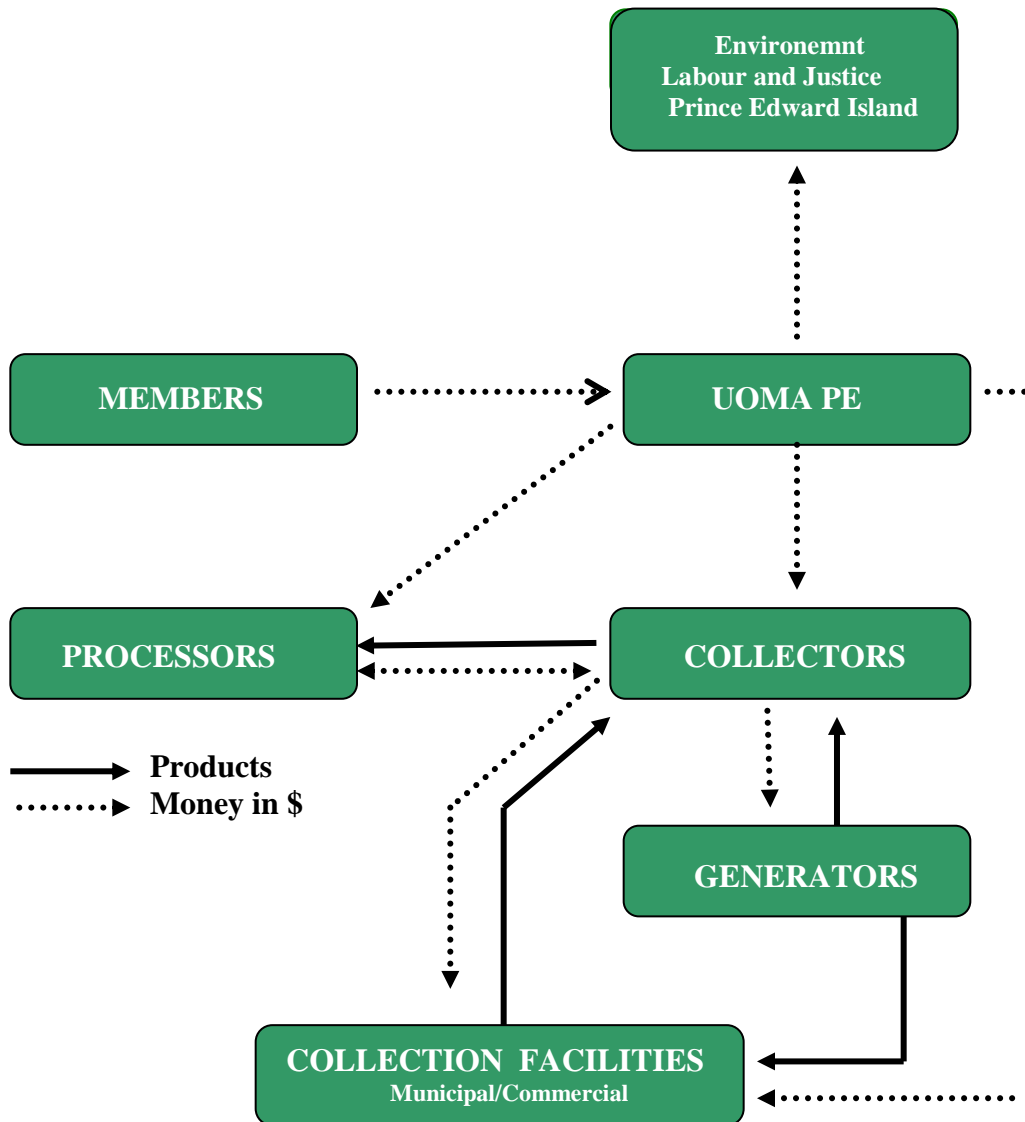
UOMA PE sets the Environmental Handling Charges and manages the system's day-to-day operations in accordance with the policies and procedures approved by its Members and its Board of Directors.

UOMA PE pays its registered Collectors Return Incentives corresponding to the quantity of acceptable material returned for reuse or reclamation. The Collectors collect used oils, glycol (antifreeze), containers and filters from Generators and Collection Facilities and deliver them to UOMA PE 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 PE (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 PE 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 PE program encourages the return of material by offering financial incentives to Collectors and Processors of used plastic containers.

The UOMA PE program has created incentive zones based on volume density and distance. See the table in [www.uoma-atlantic.com](http://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**

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### **3.1 Objectives of the zones**

Aware that volume density and distance are essential factors in the recovery of designated materials, UOMA PE 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 UOMA PE website at [www.uoma-atlantic.com](http://www.uoma-atlantic.com) – Prince Edward Island - Collectors section.



## **4.0 RECOVERY AND RECLAMATION INCENTIVES**

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### **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 Prince Edward Island markets.

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

UOMA PE 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 PE 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 PE 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 PE registered Collectors after they have delivered the products to UOMA PE registered Processors.
3. The Reclamation Incentives are paid to UOMA PE registered Processors of plastic containers for designated materials received from UOMA PE 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 PE'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 PE 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 the following: used oils, used glycol (antifreeze), used oil and glycol (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**

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### **5.1 System objective**

The support system that UOMA PE 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 PE 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 PE 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 PE
- payments will correspond to specific performance levels, and
- the system will include appropriate penalties in case of fraudulent use

### 5.3 Registration conditions

UOMA PE 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 PE 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 PE website at [www.uoma-atlantic.com](http://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 UOMA PE.

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 PE website at [www.uoma-atlantic.com](http://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 UOMA PE. 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 PE 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 PE 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 PE website at [www.uoma-atlantic.com](http://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, UOMA PE 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 PE keeps an up-to-date database of registered Collectors and Processors who provide the services required by UOMA PE to carry out the management program's mandate. The names of all registered Collectors appear on the UOMA PE 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 PE 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 Prince Edward Island Air Quality Regulations respecting hazardous materials, or the equivalent outside of Prince Edward Island.

Upon delivery of used oils to a UOMA PE registered Processor, the Processor must sign the *Recycle Docket* (available on the UOMA PE website at [www.uoma-atlantic.com](http://www.uoma-atlantic.com) – Prince Edward Island - in the Collectors section).

**Used filter Processors:** businesses registered with UOMA PE 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 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 PE's mandate is to improve the recovery rate of designated materials and ensure that all materials are reclaimed appropriately. UOMA PE accepts the free flow of designated materials to recognized reclamation facilities, since that will help those businesses operate efficiently. UOMA PE 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 Prince Edward Island must be reclamation 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 UOMA PE.

**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 PE 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, UOMA PE 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 the Environment, Labour and Justice, or when such transmission is required by law or by any judicial or quasi-judicial authority.

## 6.0 CALCULATION OF INCENTIVE PAYMENTS

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### 6.1 General information

The UOMA PE 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 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 (antifreeze): number of liters with a minimum 45% glycol (antifreeze) content
- Used oil and glycol (antifreeze) containers: weight in kilograms

### 6.2 Used oil Collectors

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

Invoices sent to UOMA PE 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 PE website at [www.uoma-atlantic.com](http://www.uoma-atlantic.com) – Prince Edward Island - in the Collectors section) and attaching all the information required.

The *Used OIL Collector Return Incentive Claim Form* (available on the UOMA PE website at [www.uoma-atlantic.com](http://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 UOMA PE website at [www.uoma-atlantic.com](http://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 UOMA PE registered Processors
- indicates the name of the UOMA PE registered Processor, and
- includes the UOMA PE 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 PE website at [www.uoma-atlantic.com](http://www.uoma-atlantic.com) – Prince Edward Island - in the Collectors section) to describe the recovery activity. UOMA PE 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 PE 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 PE 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, Labour and Justice or the equivalent outside of Prince Edward Island, 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 PE 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 PE 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 (antifreeze) Collectors

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

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

The *Used GLYCOL (ANTIFREEZE) Collector Return Incentive Claim Form* (available on the UOMA PE website at [www.uoma-atlantic.com](http://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 (antifreeze) recovered, as well as the percentage deducted for glycol (antifreeze) concentrations below 45%
- should be attached to all of the *Recycle Dockets* (available on the UOMA PE website at [www.uoma-atlantic.com](http://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 (antifreeze) supplied by the Processor, and the Processor's signature
- should be attached to the bills of lading of UOMA PE registered Processors
- indicates the name of the UOMA PE registered Processor, and
- includes the UOMA PE registered Collector's general information and signature

When Collectors pick up used glycol (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](http://www.uoma-atlantic.com) – Prince Edward Island - in the Collectors section) to describe the recovery activity. UOMA PE 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 PE zone in question
- e) the number of liters of used glycol (antifreeze) recovered
- f) the signature of the Processor (receiving agent), and
- g) the name of the UOMA PE registered Processor

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

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



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

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

Glycol (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 PE will pay Return Incentives to UOMA PE registered Collectors for the recovery of used filters governed by the Regulation and delivered to UOMA PE 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 PE 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 PE website at [www.uoma-atlantic.com](http://www.uoma-atlantic.com) – Prince Edward Island - in the Collectors section) and attaching all the information required.

The *Used FILTER Collector Return Incentive Claim Form* (available on the UOMA PE website at [www.uoma-atlantic.com](http://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 UOMA PE website at [www.uoma-atlantic.com](http://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 UOMA PE 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 PE registered Processor, and
- includes the UOMA PE 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 PE website at [www.uoma-atlantic.com](http://www.uoma-atlantic.com) – Prince Edward Island - in the Collectors section) to describe the recovery activity.

UOMA PE 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 PE 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 PE 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 glycol (antifreeze) container Collectors

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

Invoices sent to UOMA PE for payment of the used container Return Incentive must be supported by completing the *Used Oil and Glycol (Antifreeze) CONTAINER Collector Return Incentive Claim Form* (available on the UOMA PE website at [www.uoma-atlantic.com](http://www.uoma-atlantic.com) – Prince Edward Island - in the Collectors section – there is a separate form for aerosols), and attaching all the information required.

The *Used Oil and Glycol (Antifreeze) CONTAINER Collector Return Incentive Claim Form* (available on the UOMA PE website at [www.uoma-atlantic.com](http://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 (antifreeze) containers recovered
- should be attached to all of the *Recycle Dockets* (available on the UOMA PE website at [www.uoma-atlantic.com](http://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 UOMA PE registered Processor
- indicates the name of the UOMA PE registered Processor, and
- includes the UOMA PE registered Collector's general information and signature.

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

Collectors must justify the weight of the oil or glycol (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 PE.

**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 glycol (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 glycol (antifreeze) container Processors must keep appropriate documentation to prepare the invoices submitted to UOMA PE and obtain the Processing Incentive.

Invoices sent to UOMA PE for payment of the Reclamation Incentive must be supported by completing the *Used Oil and Glycol (Antifreeze) Container Processor RI Claim Form* (available on the UOMA PE website at [www.uoma-atlantic.com](http://www.uoma-atlantic.com) – Prince Edward Island - in the Processors section).

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

- presents a summary of the weight of the oil and glycol (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 glycol (antifreeze) containers received from UOMA PE registered Collectors and recovered for UOMA PE,
- 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 PE 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 PE 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 PE will study the extension request. If UOMA PE 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 PE will not pay incentives for designated materials picked up before the Collector or Processor's UOMA PE 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.

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## 7.0 COMPLIANCE REVIEWS REQUIREMENTS

### 7.1 Objective of compliance reviews

The UOMA PE program attaches great importance to the verification of the designated materials recycling operations of each registered Collector and Processor. Since UOMA PE registered Members are exempt from the obligations stipulated in the Regulation, the agreement with Prince Edward Island's Department of Environment Labour & Justice requires that **UOMA PE 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 PE carries out will enable it to assess the program's effectiveness, oversee the system's integrity and ensure regulatory compliance.** UOMA PE's verification approach favors equitable, uniform and appropriate monitoring.

UOMA PE's verifications measure compliance with the program's system and operating procedures. UOMA PE 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 PE 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**

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### **8.1 Annual reports**

The Regulation requires UOMA PE to submit annual reports to the Department of Environment Labour & Justice comparing the program's performance with the stewardship plan and giving several descriptions of its operations to show how reliable the system is. UOMA PE also prepares annual reports for its Members.