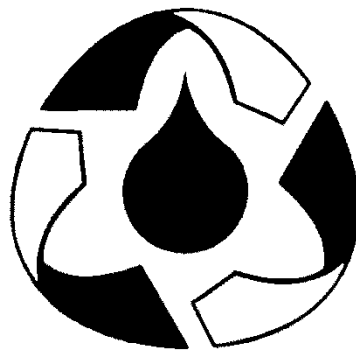


**ALBERTA USED OIL
MANAGEMENT ASSOCIATION**



**LUBRICATING OIL MATERIAL
PRODUCT MANAGEMENT PROGRAM**

**MANUAL FOR
REGISTERED PROCESSORS
AND COLLECTORS**

JULY 2015

FOREWORD

The Alberta Used Oil Management Association (AUOMA) is approved by Alberta Environment and Sustainable Resource Development to operate a used oil materials stewardship program, pursuant to the *Environmental Protection and Enhancement Act* and in accordance with requirements of the *Lubricating Oil Materials Recycling and Management Regulation* (AR 82/97) and Appendices.

AUOMA is a not-for-profit organization, incorporated under the Alberta *Societies Act*, and managed by a board of directors drawn from its members, retailers, government (Federal and Provincial, such as Alberta Environment and Sustainable Resource Development), and non-government organizations. AUOMA's mission is to serve as a reliable and progressive steward by expediting efficient and effective waste minimization and recycling of used oil, oil and antifreeze containers and oil filters, and similar automotive and machine products, in Alberta. AUOMA meets its mandate through initiatives that support competitive, progressive, private sector recycling services.

Used oil is the largest single source of hazardous recyclable material in Alberta and poses an environmental problem if improperly managed. The proper recovery and management of these used oil materials is the focus of AUOMA's policies and programs.

This manual is designed to provide used oil material processors and their collectors with information regarding AUOMA's (Used Oil Material Recycling) Return Incentive Program (the "Program"), and specific administrative requirements and procedures regarding the Program. Processors and their collectors must know the Program's requirements and follow the operating procedures in order to effectively participate in the Program.

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1. DEFINITIONS

- a) *Annual Sales and Inventory Form* has the meaning set out in Section 5.1.
- b) *Approved End Uses* means Used Oil Materials that have been processed into products deemed eligible by AUOMA for RI payments, as more particularly described in Section 4.3.
- c) *ASTM* means American Society for Testing and Materials.
- d) *Carrier* means a transporters crossing provincial borders and registered with Transport Canada to do so.
- e) *Collector* means an AUOMA-registered carrier that picks up Used Oil Materials from Return Collection Facilities and/or Generators and delivers them to a Processor.
- f) *EHC-Applicable Oil Materials* means those Oil Materials for which EHC levies are to be remitted by Suppliers, as more particularly set out in Appendix A as may be amended from time to time as new Oil Materials are added or existing Oil Materials are deleted. Antifreeze containers although ineligible for EHC are accepted for return incentive in Alberta.
- g) *Environmental Handling Charge (EHC)* means a levy paid to AUOMA by Suppliers on the first sale or distribution of Lubricating Oil Material in Alberta to a customer not registered with AUOMA as a Supplier.
- h) *Filter* means any spin-on or element style fluid filters used in hydraulic, transmission or internal combustion engine applications including 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. Filter does not include gasoline fuel filters, air filters, household furnace air filters and sock-type filters.
- i) *Generator* means a user of Lubricating Oil, Oil and Antifreeze Containers and/or Filters who, through normal use of these materials, generates Used Oil Materials.
- j) *Incentive* means any incentive or funding payable under the Program, as the context may require.

- k) ***Ineligible Waste*** has the meaning set out in Section 5.1
- l) ***Ineligible Used Oil Material*** means Used Oil Materials that are not eligible for Incentives under the Program as prescribed by AUOMA from time to time, and includes all material for which an EHC is not remitted by a Supplier. Oil received from Collectors not registered with AUOMA is also ineligible.
- m) ***Lubricating Oil*** means 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.
- n) ***Oil and Antifreeze Container*** means all empty containers and pails with a capacity of 30 liters or less manufactured and used for the purpose of containing Lubricating Oil or Antifreeze.
- o) ***Oil Material*** means, collectively, Lubricating Oil, Oil and Antifreeze Containers and Filters.
- p) ***Pelletized Plastic*** has the meaning set out in Section 4.3.
- q) ***Processor*** means an AUOMA-registered receiver of one or more Used Oil Materials that processes these materials into an Approved End Use. Processors must have a demonstrated capability to manufacture value-added recycled products that meet at least one of the following criteria:
- Delisting of Used Oil Material as hazardous waste;
 - Approved industry standards (e.g. ASTM, CSA, CGSB); or
 - Regulatory standards or code of practice.
- r) ***Program*** means the Lubricating Oil Material Product Management Program, as may be amended from time to time.
- s) ***Receiving Docket*** means a document exchanged between Processors and Collectors confirming receipt of used oil materials at the Processor facility.
- t) ***Recycle Docket*** means a document that provides pertinent information about and verifies the pickup of Used Oil Material, also known as a bill of lading. Examples of recycle dockets are set out in Appendix H.

- u) **Regulation** means the *Lubricating Oil Materials Recycling and Management Regulation* (AR82/97) and its Appendices, as may be amended from time to time.
- v) **Return Collection Facility (RCF)** means a facility that agrees to receive Used Oil Material from Do It Your-selfers.
- w) **Return Incentive (RI)** means an incentive payment made by AUOMA to registered Processors for the collection and recycling of eligible Used Oil Materials.
- x) **Shredded Flake** has the meaning set out in Section 4.3.
- y) **Supplier** means a supplier as defined in the Regulation, as may be amended from time to time.
- z) **Tare Weight** means the weight of an empty truck/trailer and shall not include the weight of pallets or any other objects used to load, unload or transport Oil and Antifreeze containers and / or Filters.
- aa) **UOMA** is Used Oil Management Associations, which includes Alberta Used Oil Management Association (AUOMA), 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), Stewardship Ontario, Atlantic Used Oil Management Association New Brunswick (SOGHUOMA NB) and Atlantic Used Oil Management Association Prince Edward Island (SOGHUOMA PE).
- bb) **Used Oil Material** is the by-product of Lubricating Oil, Oil and Antifreeze Containers, Filters following their ordinary use, but does not include Ineligible Used Oil Material.
- cc) **Waste Control Regulation** means the *Waste Control Regulation* (AR 192/96), as may be amended from time to time.
- dd) **Waste Streams** means the flow of used Lubricating Oil, used Oil and Antifreeze Containers or used Filters from use to final disposal.
- ee) **Zone** means any one of six regions in Alberta defined by AUOMA to calculate RI to effect the optimal collection of Used Oil Material throughout Alberta.

2. PROGRAM OVERVIEW

2.1 Program Objective

The objective of the Program is to provide landfill diversion and recycling of Used Oil Materials to Approved End Uses using environmentally acceptable means. The Program encourages responsible environmental handling of Used Oil Material. It is designed to achieve the optimum combination of:

- effectiveness, including optimal environmental processes and outcomes;
- efficiency, including generating accurate and clear records on collections, processing and end-use sales; and
- accountability and clarity to industry, government and consumer stakeholders.

The following principles guide the Program:

- the Program's processes must be understandable, fair to all, and consistent in application;
- the Program must not restrict the free flow of Used Oil Materials in the competitive market;
- all Processors and Collectors must be registered with AUOMA;
- all Processors and Collectors must be *bona fide* businesses in Alberta/Canada/USA, and adhere to all applicable laws;
- all Incentive payments made by AUOMA will be based on specified performance over a specified period of time.

2.2 Program Framework

The Program has been designed within the following framework:

- It is based on the user-pay concept, with EHC funding remitted at the time of purchase of EHC-Applicable Oil Materials at the last point in the supply chain before use; rather than upon disposal. The Program ensures that a fair distribution of the costs associated with collection, processing and recycling of Used Oil Materials is tied to the point of sale for the consumer/generator.
- The Program is designed so that an EHC is set on the sale of EHC-Applicable Oil Materials at a level that ensures that the funds collected are sufficient to pay an RI to

the Processor for the collection and processing of materials, plus the administration and other Program costs incurred by AUOMA.

- Specific performance metrics for Used Oil Material recovery rates, quantities of Used Oil Material collected and recycled into Approved End Uses and the number of Processors, Collectors, and Return Collection Facilities are included within AUOMA's three-year rolling Business Plan. The Business Plan can be found on the AUOMA website <http://usedoilrecyclingab.com>.
- The Program supports only those Approved End Uses that provide landfill diversion and environmentally sound recycle/reuse options acceptable to the Ministry of Alberta Environment and Sustainable Resource Development. Road oiling and land-filling are not Approved End Uses under the Program.
- The Program supports enhancing the collection of Used Oil Materials across urban and rural markets by maintaining different categories of Incentive payments for different Zones based on costs associated with distance in Alberta from Edmonton/Calgary corridor.
- The Program supports do-it-yourselfers by maintaining a list of Return Collection Facilities to dispose of Used Oil Materials at no charge to the do-it-yourselfers. The list can be found on AUOMA's website.
- AUOMA conducts regular Program compliance reviews with members, Processors and Collectors.
- The Program facilitates the optimal recovery and recycling of Used Oil Materials in Alberta through the administration of the Incentive-based Program.
- AUOMA is not a regulatory authority.
- AUOMA will not be involved in or own collection and recycling facilities.

AUOMA is not involved in any way with commercial agreements between Processors, Collectors, Generators, RCF and any private enterprise.

2.3 Benefits of the Program

The successful implementation of the Program will benefit Alberta by:

- Improving management of the three Waste Streams and providing greater protection to the natural environment while requiring minimal government regulation and oversight.
- Providing an opportunity for do-it-yourselfers to take back Used Oil Materials at no additional cost.
- Integrating environmental stewardship with Industry.
- Achieving the support of a broad industry stakeholder group.

3. OPERATING GUIDELINES

3.1 General Guidelines

- The flow of Used Oil Material is from Generators/RCF to Collectors and from Collectors to Processors for processing into Approved End Uses which are then sold to end users of the processed Oil Material.
- The Program encourages the collection of Used Oil Materials for remanufacturing by providing RI to Processors. RI rates may change from time to time.
- A significant feature of the Program is the existence of over 300 RCF in Alberta, which are mostly vehicle service centers, rural transfer stations and other sites where Used Oil Materials are generated / stored for collection.
- AUOMA has established six freight-equalized Zones throughout Alberta to differentially calculate RI to reflect the equalization of transportation costs for each Zone.
- Only one RI per Waste Stream is set for each Zone.
- During 2015 AUOMA will require AUOMA RI claim forms to also be submitted by Excel spreadsheet to claims@usedoilrecycling.ca . In addition AUOMA will transition to an electronic RI claim system and will advise at a later date when RI claims and supporting documentation is expected to be submitted electronically.
- With the start of the new Processor Pay program, AUOMA will conduct surveys on Oil and Antifreeze Containers and also on Oil Filters to determine an overall Ineligible Waste industry standard to be applied to the respective RI Claims no later than January 1, 2016.
- All information provided to AUOMA either directly by Processors or indirectly by Collectors, is held in accordance with the Freedom of Information and Privacy Act, which applies to AUOMA. Information may also be released to certain parties in controlled circumstances in case of an investigation or a review.
- As the Processors are a key element to increased recycling rates of Used Oil Material, they are the recipients of a RI payment upon the processing of the Used Oil Materials into an Acceptable End Use.

- For a Used Oil Material product to be eligible for RI payments, it must be an EHC-Applicable Oil Material and must meet the following criteria:
 - EHC was applied on the original sale or distribution of the product;
 - the product was sold or distributed; i.e., not the remains of unsold inventory, leftovers from an Oil Container “bottling” operation;
 - collected from a Collector registered with AUOMA; and
 - the product is not contaminated; i.e., mixed with solvents, PCBs, paint, etc.

- AUOMA Used Oil Materials are kept separate from other UOMA used oil materials for volume (oil) or weight (filters and container) measurements. Claims for products other than AUOMA must be claimed with the respective UOMA.

- Processors are expected to comply with all applicable federal, provincial and municipal laws and regulations.

3.2 General Operating Guidelines –Lubricating Oil

An EHC is charged on a “cents per litre” basis for eligible Lubricating Oil with the exception of:

- Lubricating Oils either consumed-in-use such as chain oil and marine cylinder oil;
- Lubricating Oils requiring abnormal special handling; or
- Glycol-based hydraulic fluid.

3.3 General Operating Guidelines – Oil and Antifreeze Containers

An EHC is charged on a “cents per litre of container capacity” basis for eligible Oil Containers up to or equal to 30 litre in size; volumes of Oil Containers greater than 30 litres are excluded from the Program. Virtually all of the existing Oil Containers today are made from plastic, which is the focus of the Program’s Oil Container Incentive payment. A few Lubricating Oils for the aircraft industry are packaged in metal containers; these containers are recycled in the same Waste Stream as Filters.

The RI paid to Processors of Oil and Antifreeze Containers incorporates the RI and IDI (as that term is defined in the version of the Program dated May 2009) that was paid in the previous iteration of the Program to Processors and Collectors, respectively.

3.4 General Operating Guidelines –Filters

An EHC is charged on all eligible Filters on a “per Filter” basis as set forth in Appendix A.

3.5 Freight Equalized Zones

- Recognizing that transportation costs are a key component of Used Oil Material management, AUOMA established six freight-equalized Zones within Alberta. The Program supports enhancing the collection of Used Oil Materials across urban and rural markets by maintaining different categories of Incentive payments for different Zones based on costs associated with distance in Alberta from the Edmonton/Calgary corridor.

The Zones are a critical component of the RI system administered by AUOMA. Each Zone has one RI for each of the three Waste Streams: used Lubricating Oil, Oil and Antifreeze Containers and Filters.

The Zone Map is set out in Appendix B.

4. RI PROGRAM REQUIREMENTS

4.1 Registration Requirements

- All Processors must register with AUOMA by completing and submitting the AUOMA Processor Registration Application Form (attached as Appendix C), and providing documentation verifying the Processor has the required government approvals with respect to their specific recycling operations. All sections of the form must be completed and all required documentation must be provided to AUOMA before AUOMA will review the application.
- All Collectors must register with AUOMA by completing and submitting the AUOMA Collector Registration Application Form (attached as Appendix D) along with the required documentation listed on the form. The Collector must indicate on the application form which Used Oil Materials it will collect.
- All Processors and Collectors are subject to and must comply with all applicable federal, provincial and municipal laws and regulations, including, without limitation, business and transport licensing, insurance, storage/processing facility approvals.
- Upon receipt of the registration application forms, AUOMA will review and approve an application based on the applicant's ability to provide the appropriate registration documentation, and will assign a unique registration number for each Processor and Collector.
- AUOMA maintains a database of registered Processors and Collectors under the Program. This list is posted on www.usedoilrecyclingab.com.
- For inter-provincial transport of Used Oil Material, most Provinces require Collectors (or "Carriers") to have a valid "Carrier Number", complete required manifests, and deliver such Used Oil Material to a Processor. Shipping hazardous wastes (such as Used Oil Material) across international borders requires additional approvals from Environment Canada.

4.2 Equipment Requirements

Weigh Scales – Containers and Filters

AUOMA will accept only weigh scale tickets that are printed from a scale that is registered with Measurement Canada. Scales which are used as supporting documentation for an RI claim must be regularly checked for calibration, no less than annually or at more frequent intervals as required by Measurement Canada.

Calibration of weigh scales may be required and must be completed within 10 business days upon any request made by AUOMA.

Hand-written weights, scale tickets from uncertified scales, or any weigh scale ticket whose validity is questionable will be disallowed.

Volume Measurements - Oil

AUOMA will accept oil volumes recorded on Recycling Documents. Volume measurements using digital gauges in trucks and containers or volumes confirmed with metered sticks and corresponding volume charts are acceptable. Digital gauges are expected to be maintained in working order.

4.3 Electronic Data Requirements

AUOMA now requires Excel copies of AUOMA RI Claim Forms to be sent to claims@usedoilrecycling.ca in addition to the hard copies of RI claim forms and related information.

During 2015 AUOMA will transition to an electronic RI claim system and will advise at a later date when RI claims and supporting documentation is expected to be submitted electronically.

4.4 Used Oil Material Processing Requirements

Oil Processor

Processed Lubricating Oil must meet the testing requirements of the American Society for Testing Materials (ASTM) or equivalent approved specifications for one of the following Approved End Uses:

- for sale as a re-refined Lubricating Oil; or

- for transfer to an asphalt manufacturer as a fuel, as outlined in the Waste Control Regulation or applicable government standards in other states or provinces; or
- for transfer to a cement kiln as a fuel as outlined in the Waste Control Regulation or applicable government standards in other states or provinces; or
- for sale to a government-approved fuel use other than for cement kilns, as outlined in the Waste Control Regulation or applicable government standards in other states or provinces; or
- for other uses that meet the intent of the Waste Control Regulation or applicable government standards in other states or provinces, such as for mining explosives or exploration drilling.

In all cases above, the Lubricating Oil must be analyzed in accordance with government-approved methods, and shown to meet the required industry and/or government specifications.

Land filling oil or applying oil directly to any land are not AUOMA Approved End-Uses for Lubricating Oil.

Oil and Antifreeze Container Processor

Processors of used plastic Oil and Antifreeze Containers must be able to shred/grind used oil and antifreeze containers and either:

- wash and pelletize plastic into plastic resin reusable for clean, marketable feedstock (“**Pelletized Plastic**”); or
- centrifuge the plastic to produce a shredded flake reusable for marketable feedstock (“**Shredded Flake**”).

Shredded/ground oily flake is an acceptable end use, if like all other products meet all applicable government, industry and environmental standards.

Processors of used metal Oil and Antifreeze Containers must process such Oil and Antifreeze Containers along with used metal Oil Filters.

Land filling of processed or unprocessed plastic Oil and Antifreeze Containers are not AUOMA approved end-uses for Oil and Antifreeze Containers.

Oil Filter Processor

Processors of metal Filters are required to crush and remove the Lubricating Oil from the Filters. The Approved End-Use for used metal Filters is recycled, marketable steel products.

All metal Oil and Antifreeze Containers must be processed along with the metal Filters, which are crushed to remove the Lubricating Oil and made as part of the Filter RI claim.

Land filling uncrushed/crushed metal Filters is not an AUOMA Approved End-Uses for Filters.

5. RI CLAIM PROCESS

5.1 General Requirements

Processors are the recipients of RI payments and will be held financially responsible for the accuracy and completeness of all information submitted to AUOMA in respect of collected and processed Used Oil Material. Collectors are an integral part of the Program and AUOMA expects Processors to compensate Collectors for collecting Used Oil Materials.

The amount of RI paid out to Processors is based on the quantity (kilograms or litres) of Used Oil Material received at the Processor's facility multiplied by the RI rate for the Zone from which the Used Oil Material was collected.

AUOMA uses the following measurement units for reporting on the amount of Used Oil Materials:

- used Lubricating Oil – litres;
- used Oil and Antifreeze Containers (plastic)– weight of the Oil and Antifreeze Containers in kilograms;
- used Oil and Antifreeze Containers (metal) -weight of the Oil and Antifreeze Containers in kilograms
- used Oil Filters – weight of the filters in kilograms;

Monthly Requirements

Completed, signed and approved RI Claim forms and Collector Zone Summary forms, Receiving Dockets, and weigh scale tickets or water tests as applicable are to be forwarded to the AUOMA office for review, processing, and payment of the RI Claim monthly. Two signatures are required on all forms; one signature of the individual preparing the form(s) and another signature of the individual verifying and approving the form(s). In addition, Excel copies of AUOMA RI claim forms are to be sent to claims@usedoilrecycling.ca.

Collector Zone Summary Forms provide a summary of used oil materials including weights or volumes and zone information prepared by the Collector and provided to the Processor to prepare the RI Claim form.

These forms can be found in Appendix E, F, and G.

Background information to support a RI claim is to be retained by the Processor or Collector and is subject to Spot Check and Compliance Review. Background information must include the following

- 1) Collector name;
- 2) Pick up date;
- 3) Generator information including the following:
 - a) Generator name, address, phone number, plus email address;
 - b) Zone from which pickup was made
 - c) Generator signature and printed name for manned sites;
 - d) signed letter from Generator for pickups at unmanned sites;
- 4) Container counts (as applicable);
- 5) Information about the type and quantity of Used Oil Material collected:
 - a) used Lubricating Oil (L);
 - b) used metal Filters (kg);
 - c) used oil/antifreeze containers (kg);
- 6) Volume or weight of material received at the Processor facility;
- 7) weigh scale tickets of the incoming weight at the Processor facility of the truck/trailer containing used oil materials and the tare weight of the outgoing truck/trailer following delivery; and
- 8) water tests.

Upon request original documents are to be submitted for the purpose of desk audits conducted at the AUOMA office. Results of the desk audit will be communicated and the original documentation will be returned to the Processor and Collector as applicable.

Annual Reporting Requirements and Reconciliation

AUOMA will require an annual sales and inventory form (“Annual Sales and Inventory Form”) to be completed and approved each year at December 31 commencing with the start of the Processor Pay program in 2015. With prior approval of AUOMA’s Executive Director, Processors will have the option to use a fiscal year end other than a December 31 fiscal year end.

Sales and inventory information collected is used to report on Approved End Use and to provide reasonable assurance that Used Oil Materials are recycled into environmentally sound products acceptable to the Ministry of Alberta Environment and Sustainable Resource Development. The information is subject to spot checks and /or compliance reviews. Two signatures are required on the form; one signature of the individual preparing the forms and another signature of the individual verifying and approving the form. The forms for Used Oil Materials annual inventory and sales can be found in Appendix E, F and G.

Comingling processed Approved End Use products with any other Waste Stream or Ineligible Used Oil Material prior to claim weight being determined is prohibited.

All original supporting documents from Processors and Collectors must be kept for a minimum of seven years and provided to AUOMA upon request. For supporting documentation requirements for RI claims for specific Used Oil Materials, see sections 5.2 to 5.4 below.

Used Oil Materials that are transported between Collectors must ensure that the original Generator information/signatures remain in the custody of the final Collector who delivers the Used Oil Material to the Processor.

Ineligible Waste

Ineligible Waste is the amount of ineligible and waste materials present within the Used Oil Materials that is considered allowable by AUOMA for purposes of paying RI claims.

With the start of the new Processor Pay program, AUOMA will conduct surveys on Oil and Antifreeze Containers and also on Oil Filters during 2015 to determine an overall Ineligible Waste industry standard to be applied to the respective RI Claims starting no later than January 1, 2016.

Thereafter, AUOMA will conduct surveys and/ or spot checks at Processor facilities to determine the Ineligible Waste amount that will apply to individual Processor RI claims. Actual Ineligible Waste amounts exceeding the Ineligible Waste industry standard will be deducted from RI claims on a go forward basis until the next survey and/ or spot check can confirm an updated ineligible waste amount.

5.2 Used Lubricating Oil RI Claims

AUOMA will pay Processors a return incentive (“RI”) for eligible used Lubricating Oil processed and ready for an Approved End Use.

Processors will be responsible for verifying volumes and quality of used oil received from Collectors. Processors must sample and test all incoming loads of used oil for water and provide results with the signed receiving document. Volume measurements using digital gauges in trucks and containers or volumes confirmed with metered sticks and corresponding volume charts are acceptable. Bottom sediment tests may be required by AUOMA’s Executive Director.

All used oil samples for testing must be representative of the entire load being received by using one of the two following methods in accordance with ASTM standards, the Retort method or approved equivalent.

- tube sampling (all levels sample) method
- composite sample from the sampling valve on the discharge line taken at the beginning, middle and end of the discharge, or approved equivalent.

RI claims will be reduced by the proportion of water in used oil greater than 5% and up to 35% water. Water content above this 35% limit makes the used oil collected ineligible for any RI.

Used Lubricating Oil that is contaminated with other products, such as paint, PCB liquid, solvents, etc., are not eligible for RI payments. In respect of PCB liquids, AUOMA follows the Waste Control Regulation.

Monthly Claims

Completed, signed and approved RI Claims and Collector Zone Summary Forms (found in Appendix E) sent to AUOMA must provide the following information and documents to substantiate the RI claim monthly:

- Lubricating Oil Return Incentive Claim form,
- Collector Zone Summary Form of all used Lubricating Oil,
- Receiving dockets for volumes of used lubricating oil received, and
- results of the water test.

Two signatures are required on all forms; one signature of the individual preparing the form(s) and another signature of the individual verifying and approving the form(s). In addition, Excel copies of AUOMA RI claim forms are to be sent to claims@usedoilrecycling.ca

Collector Zone Summary Forms provide a summary of used oil materials including volume and zone information summarized by zone prepared by the Collector and provided to the Processor to prepare the RI Claim forms.

Collectors will retain the Recycle dockets with Generator Signatures confirming volumes and zones or Collectors have the option to pass the Recycle dockets to the Processor.

Processors will retain the following supporting documentation:

- Lubricating Oil Return Incentive Claim Form (copy),
- Lubricating Oil Collector Zone Summary (copy),
- Recycle docket with Generator signature confirming volumes and zones (if applicable), and
- Receiving docket with signatures for volumes and water test results.(copy)

An Oil Recycle Docket can be found in Appendix H.

Upon request original documents are to be submitted for the purpose of desk audits conducted at the AUOMA office. Results of the desk audit will be communicated and the original documentation will be returned to the Processor and Collector as applicable.

See Section 5.5 regarding timing of submissions and payments.

Annual Reporting Requirements and Reconciliation

Annual reporting requirements are in accordance with Section 5.1 above.

5.3 Oil and Antifreeze Container RI Claims

AUOMA will pay Processors monthly a RI for eligible used Oil and Antifreeze Containers received at the Processor's facility verified by weigh scale tickets for gross weight of the truck/trailer containing the Oil and Antifreeze Containers less tare weight of the truck/trailer following delivery.

Monthly Claims

Completed, signed and approved RI Claims and Collector Zone Summary (found in Appendix F) sent to AUOMA must provide the following information and documents to substantiate the RI claim monthly:

- a Oil and Antifreeze Container RI Claim Form,
- a Collector Zone Summary form of the weight of used Oil and Antifreeze Containers collected per Zone based upon each Collector's weight of delivered Oil and Antifreeze Containers for the time period of the invoice,
- Receiving docket confirming weights and bag/pail counts of Oil and Antifreeze Containers received, and
- Weight scale tickets for gross weight of the truck/trailer containing the Oil and Antifreeze Containers and tare weight of the truck/trailer following delivery to the Processor's facility.

Two signatures are required on all forms; one signature of the individual preparing the form(s) and another signature of the individual verifying and approving the form(s). In addition, Excel copies of AUOMA RI claim forms are to be sent to claims@usedoilrecycling.ca

Collector Zone Summary Forms provide a summary of used oil materials including weight and zone information summarized by zone prepared by the Collector and provided to the Processor to prepare the RI Claim forms.

Collectors will retain the Recycle dockets with Generator Signatures confirming volumes, zones and bag/pail counts or Collectors have the option to pass the Recycle dockets to the Processor.

Processors will retain the following supporting documentation:

- Oil and Antifreeze Container Processor Return Incentives Claim Form (copy),
- Oil and Antifreeze Container Collector Zone Summary Form (copy) weigh scale ticket (copy),
- Oil and Antifreeze Container Recycle Dockets with Generator signature confirming bag/pail counts, and zones (if applicable),
- Receiving docket with signatures for weights and bag/pail counts of delivered Oil and Antifreeze Containers, and

- weigh scale tickets of the gross weight of the truck/trailer containing the Oil and Antifreeze Containers and the tare weight following delivery to the Processor's facility.(copy)

An Oil and Antifreeze Container Recycle Docket can be found in Appendix H.

Upon request original documents are to be submitted for the purpose of desk audits conducted at the AUOMA office. Results of the desk audit will be communicated and the original documentation will be returned to the Processor and Collector as applicable.

See Section 5.5 regarding timing of submissions and payments.

Annual Reporting Requirements and Reconciliation

Annual Reporting requirements are in accordance with Section 5.1 above.

5.4 Filter RI Claims

AUOMA will pay Processors monthly a RI for eligible used Oil Filters based on the weight of filters received at the Processor's facility as determined by weigh scale tickets of the gross weight of the truck/trailer containing the Filters less the tare weight following delivery.

Monthly Claims

Completed, signed and reviewed RI Claims and Collector Zone Summary forms (found in Appendix G) sent to AUOMA must provide the following information and documents to substantiate the RI claim monthly:

- a Filter RI Claim Form,
- a Collector Zone Summary of the weight of used Filters collected per zone based upon each Collector's weight of delivered Filters for the time period of the invoice,
- Receiving dockets confirming weights and container counts of delivered Filters, and
- Weight scale tickets of gross weight of the truck/trailer containing the Filters and the tare weight following delivery to the Processor's facility.

Two signatures are required on all forms; one signature of the individual preparing the form(s) and another signature of the individual verifying and approving the form(s). In addition, Excel copies of AUOMA RI Claim Forms are to be sent to claims@usedoilrecycling.ca.

Collector Zone Summary forms provide a summary of all collected material received at the Processor's facility summarized by zone prepared by the Collector and provided to the Processor to prepare the RI Claim form.

Collectors will retain the Recycle dockets with Generator signatures confirming weights, zones, and container counts or Collectors have the option to pass the Recycle dockets to the Processor.

Processors will retain the following supporting documentation:

- Filter Return Incentives Claim Form (copy),
- Filter Collector Zone Summary Form (copy),
- Filter Recycle Dockets with Generator signature confirming number of containers and zones (if applicable)(copy), and
- Receiving dockets with signatures for number of containers and weigh scale tickets of the gross weight of the truck/trailer containing the Filters and the tare weight following delivery at the Processor's facility.(copy)

A Filter Recycle Docket can be found in Appendix H.

Upon request original documents are to be submitted for the purpose of desk audits conducted at the AUOMA office. Results of the desk audit will be communicated and the original documentation will be returned to the Processor and Collector as applicable.

See Section 5.5 regarding timing of submissions and payments.

Annual Reporting Requirements and Reconciliation

Annual Reporting requirements are in accordance with Section 5.1 above.

5.5 Monthly Claim Submission and Payment

All claims are due monthly in the AUOMA office within 30 days from month end for used oil materials received at the Processor's facility during the month. Each claim must include a completed, signed and approved RI Processor Claim Form for Used Oil, Used Oil and Antifreeze Container or Used Oil Filter Materials along with their respective Collector Zone Summaries, Receiving dockets, and as applicable water test or weigh scale tickets. As well, Excel copies of AUOMA RI Claim Forms and Collector Zone Summaries are to be sent to claims@usedoilrecycling.ca. All required supporting documentation is to be retained by the Processor and Collector for a minimum of seven-years from the date the claim is approved and is subject to Desk Audits, Spot Checks and Compliance Reviews.

RI claims will be paid monthly by AUOMA. Completed claims received in the AUOMA office by the 10th of the month will be processed for payment on the last business day of the month. Claims received after the 10th of the month will be processed for payment the following month. All AUOMA payments will be issued electronically (direct deposit/electronic funds transfer).

Claims with questions will be held for payment until all of the issues have been resolved. Deductions will be made for any items without adequate support. Processors will be contacted and advised what additional information may be required and to re-submit a partial claim when the information becomes available.

AUOMA may contact Processors regarding an incomplete claim. However, if errors or omissions continue with Processor's claims then AUOMA may discontinue the courtesy notice on errors or omissions, and adjust or reject the claims accordingly.

6. DESK AUDITS, SPOT CHECKS, AND COMPLIANCE REVIEW REQUIREMENTS

6.1 Desk Audit, Spot Check, and Compliance Review Objective

In order to demonstrate AUOMA's accountability to its members and stakeholders (including the Ministry of Environment and Sustainable Resource Development) regarding Program stewardship, AUOMA will undertake regular desk audits, spot checks and compliance reviews of Processors and Collectors to ensure compliance with Program requirements.

AUOMA's Desk Audit, Spot Check and Compliance function consists of the following:

- desk audit– for ongoing monitoring of the completeness of RI claims filed by Processors;
- unscheduled spot checks – to confirm operational assumptions and ascertain if there are any operational issues to be addressed.
- scheduled periodic RI Process Compliance Reviews – to ascertain the compliance of Processors and Collectors to Program requirements including documentation, accounting, reporting and records retention.

Spot checks and compliance reviews may result in any or all of the following:

- RI overpayments/underpayments will be reconciled between the Processor and AUOMA;
- refusal by AUOMA to continue to provide funding to a Processor;
- cancellation or suspension of the registration of a Processor/Collector and declaration of the Processor or Collector as ineligible for further funding;
- the Processor to take remedial action as may be appropriate in the circumstances to rectify any issues in a timely fashion; and
- any other steps deemed reasonable by AUOMA.

6.2 Desk Audit, Spot Check and Compliance Review Requirements

Information and Data

Processors are fully responsible and accountable for all of the information, data and documentation required to support their RI claims. Collectors must cooperate in providing Processors with all required documentation in support of the RI claim. AUOMA acknowledges that Processors will have unique systems to secure, store, and report the information relating to

their RI claims. However, AUOMA requires that all information and data provided by registered Processors must:

- be objective and verifiable (i.e. a 3rd party could re-perform RI claims and obtain the same result);
- ensure that transaction information is complete and accurate;
- ensure any information, data and records are kept and can be made available to 3rd parties for inspection; and
- ensure site operations contain sufficient physical controls to ensure that weights and measures are quantified objectively and accurately.

AUOMA will require Processors and Collectors to assist and co-operate in providing information, access to records related to the Program, and otherwise allowing reviewers and auditors to determine the Processors' and Collectors' compliance with the Program.

Desk Audit

A Processor and/or Collector will be contacted periodically and advised that they have been selected for a Desk Audit. Upon receipt of the monthly RI claim, transactions will be selected for detailed review. Original supporting documentation pertaining to volume/weight, zone, and product information shall be submitted to AUOMA for review.

Review procedures include but are not limited to:

- verification of supporting documents by checking if the Generator is located at the stated address and that the correct Zone is applied;
- reconciliation of specific transaction data with the supporting volume/weight documentations;
- validation of the occurrence of the pickup of Used Oil Material from the Generator, and
- requesting documentation supporting processed volume/weight such as weigh scale tickets.

Upon completion of the desk spot check, the result of the desk spot check will be communicated to the Processor. All original supporting documentation will be returned to the Processor and Collector as applicable.

Unscheduled spot checks

Unscheduled spot checks will be performed by AUOMA to examine if the processed material is Used Oil Material eligible for RI payments. This will include spot checking to confirm that:

- contents of delivery containers; i.e., drums scaled on the weight scales contain Filters only;
- contents of plastic used Oil Container bins contain eligible plastics only;
- volume of used Lubricating Oil extracted from used Filters is segregated and recorded;
- ineligible material at the Processor's processing facility is not co-mingled or becomes part of volume/weight claimed in the RI;
- accuracy of zone designation for collections to volumes processed; and
- Used Oil Material types are accurately captured and recorded.

RI Process Compliance Review

RI Process Compliance Reviews will be scheduled periodically for all transactions listed on selected RI claims. The review will focus on the accuracy and validity of information provided in the RI claim. The following documentation will be verified against the information and data requirements outlined above.

- Volume/weight of Used Oil Material:
 - sales invoices of Used Oil Material processed to an Approved End Use and sold to end users to support the volume/weight reported on RI claims;
 - input volume/weights of received Used Oil Material claimed;
 - matching of volume readings or weight tickets of each pickup transaction. Total volume/weights from readings and tickets shall reconcile to the received volume/weight;
 - volume reading of any process losses (e.g., Lubricating Oil extracted from used Filters) not included in the RI claimed;
 - opening and closing inventories; and
 - volume readings for any required test procedures (water content testing) or container counts for each transaction to support the proportionate allocation of material to each Zone.

- Zoning of Used Oil Material:
 - location of each pickup signed off by Generator for verification of zoning information, together with Generator name, address and contact information.

- Product information:
 - types of Used Oil Material for each pickup signed off by Generator for verification of Used Oil Material type, together with Generator name, address and contact information.

Compliance Review procedures include but are not limited to:

- reconciliation of received volumes/weights claimed on RI claim to the sales records of volumes of the Used Oil Material processed to an Approved End Use and sold to end users;
- reconciliation of sales volumes/weights reported on the Annual Sales and Inventory Form to sales records of Used Oil Materials processed to an Approved End Use and sold to end users;
- reconciliation of inventory volumes/weights reported on the Annual Sales and Inventory Form to inventory records of Used Oil Materials;
- reconciliation of volume/weight of each transaction (subtract the water content or Used Lubricating Oil extracted from used Filters), to the total input volume/weights for processed Used Oil Material claimed;
- tracing of any test results; i.e., the water percentage to the actual water content testing results;
- re-performance of any tests performed; i.e., the testing of water content of selected transactions using the sample Used Lubricating Oil kept at the time of collection;
- examination of Generator signatures for each Transaction to validate the zoning information, container count, and product type; and
- confirmation of Generator addresses for accurate zoning of generator.

7. APPENDICES

APPENDIX A	EHC-Applicable Products List
APPENDIX B	RI Zone Map & Zone Rates
APPENDIX C	Processor Registration Application Form (AUOMA301)
APPENDIX D	Collector Registration Application Form (AUOMA201)
APPENDIX E	Lubricating Oil RI Claim, Collector Zone Summary, & Annual Sales and Inventory Forms
APPENDIX F	Oil and Antifreeze Container RI Claim, Collector Zone Summary, & Annual Sales and Inventory Forms
APPENDIX G	Filter RI Claim, Collector Zone Summary, & Annual Sales and Inventory Forms
APPENDIX H	Oil, Oil and Antifreeze Container, and Filter Recycle Dockets
APPENDIX I	List of AB Municipalities and AUOMA Zones

APPENDIX A

EHC-Applicable Products List

Used Oil Management Associations

AB Used Oil Management Assoc (AUOMA) BC Used Oil Management Assoc (BCUOMA) MB Association for Resource Recovery Corp (MARRC) SK Association for Resource Recovery Corp (SARRC)	QC La Société de gestion des huiles usagées (SOGHU) NB Société de gestion des huiles usagées de l'Atlantique /Atlantic Used Oil Management Association (SOGHUOMA NB)	PE Société de gestion des huiles usagées de l'Atlantique /Atlantic Used Oil Management Association (SOGHUOMA PE)
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Environmental Handling Charges (EHC)

Applicable Products List and Rates Schedule

EHC Applicable Products List

All Oil Fluid and Oil Container (for container sizes of 50 litres or less)
 Fluid is EHC applicable since it is not consumed in use and is available for collection and recycling.

circulating oil compressor oil crankcase oil (petroleum or synthetic) electrical insulating oil (Except for QC, NB, PE) engine oil gear oil	hydraulic fluid marine engine oil for vessels operating domestically mineral heat transfer fluid natural gas compressor oil not consumed in use paper machine oil petroleum crankcase oil	polyester fluids power steering fluid refrigeration system oil re-refined oil synthetic crankcase oil transmission fluid	turbine oil vegetable oil for lubrication
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Oil Container only (for sizes of 50 litres or less)
 Fluid is not EHC applicable since it is consumed in use and not available for collection and recycling.

2-cycle engine oil agricultural spray oil anti-seize lubricant chain oil conveyor lube dedusting oil drawing, stamping and shaping oil	dripless lube emulsified oil food grade white mineral oil form release oil gasoline / 2-cycle engine oil mixes machine tool and slideway lubricant marine cylinder oil	metal working oil natural gas compressor oil consumed in use pneumatic system oil process oil quenching oil rock drill oil rustproof oil	saw guide oil silicone lubricant textile oil wiring pulling lubricant (petroleum or vegetable based)
--	--	--	---

Oil Filters

spin-on or element style filter that is used in hydraulic, transmission or internal combustion engine applications including diesel fuel filter coolant filter diesel fuel filter used at retail & commercial pump islands	household furnace fuel filter oil / air separator filter	plastic / paper element style filter storage tank diesel fuel filter	sump type automatic transmission filter
--	---	---	---

Automotive Antifreeze Fluid and Container (for container sizes of 50 litres or less)
for BCUOMA, MARRC, SARRC, SOGHU, SOGHUOMA NB, and SOGHUOMA PE only

ethylene glycol engine coolant	propylene glycol engine coolant
--------------------------------	---------------------------------

Diesel Exhaust Fluid Container (for container sizes of 50 litres or less)
for SARRC only

diesel exhaust fluid (DEF)

Aerosol Container
for SOGHU, SOGHUOMA NB, SOGHUOMA PE only

aerosol propelled lubricant	yes	aerosol grease	no
aerosol brake cleaner	yes	aerosol paint	no
		aerosol solvent/cleaner	no

EHC is NOT Applicable on the following Products

Neither Oil Product nor Container

3-in-1 household oil	export oil sales	oil treatment	urethane coating
aerosol propelled lubricant (Except for QC, NB, PE)	glycol-based heat transfer fluid	penetrating oil	water glycol hydraulic fluid
base oil, including re-refined base oil	grease	phosphate ester hydraulic fluid	wax
brake fluid	gun oil	polyglycol synthetic compressor oil	windshield washer fluid
cleaning/flushing fluids for motors/equipment	heating furnace oil	propylene glycol heat transfer fluid	winter start fluid
cooking oil	hydraulic jack oil	sewing machine oil	
diesel fuel treatment	hydraulic oil dye	silicone heat transfer fluid	
electrical insulating oil (QC, NB, PE only)	kerosene	solvents	
ethylene glycol heat transfer fluid	marine engine oil for vessels operating internationally	synthetic aromatic hydrocarbon heat transfer fluid	
	oil additive	undercoating	

nor Filters

air filter	household furnace air filter
crankcase ventilation filter	sock-type filter
gasoline fuel filter	

Neither Antifreeze Product nor Container

antifreeze plumbing fluid	fuel line de-icing fluid
windshield washer fluid	aircraft de-icing fluid
lock de-icing fluid	



EHC Rates Schedule

	AUOMA Alberta	BCUOMA British Columbia	MARRC Manitoba	SARRC Saskatchewan	SOGHU Quebec	SOGHUOMA NB New Brunswick effective Jan 1, 2014	SOGHUOMA PE Prince Edward Island effective Apr 1, 2015
Lubricating Oil	\$0.05 per litre	\$0.05 per litre	\$0.05 per litre	\$0.05 per litre	\$0.04 per litre effective Jan 1, 2013	\$0.05 per litre	\$0.05 per litre
Containers HDPE or Metal	\$0.05 per litre / container size 50 litres or less	\$0.10 per litre / container size 50 litres or less	\$0.10 per litre / container size 50 litres or less	\$0.10 per litre / container size 50 litres or less	\$0.10 per litre / container size 50 litres or less	\$0.10 per litre / container size 50 litres or less	\$0.10 per litre / container size 50 litres or less
Containers Non-Metal or Non-HDPE	-	\$0.17 per litre / container size 50 litres or less effective Oct 1, 2013	\$0.17 per litre / container size 50 litres or less effective Aug 1, 2014	\$0.17 per litre / container size 50 litres or less effective Apr 1, 2014	\$0.17 per litre / container size 50 litres or less effective Oct 1, 2013	\$0.17 per litre / container size 50 litres or less	\$0.17 per litre / container size 50 litres or less
Filters less than 8" or all sump type filters	\$0.50 per filter	\$0.55 per filter	\$0.50 per filter	\$0.50 per filter	\$0.35 per filter	\$0.50 per filter	\$0.50 per filter
Filters equal to or greater than 8"	\$1.00 per filter	\$1.25 per filter	\$1.00 per filter	\$1.00 per filter	\$0.85 per filter	\$1.00 per filter	\$1.00 per filter
Glycol/Antifreeze Concentrate	-	\$0.20 per litre	\$0.08 per litre	\$0.14 per litre effective Apr 1, 2014	\$0.16 per litre	\$0.16 per litre	\$0.16 per litre
Glycol/Antifreeze Premix	-	\$0.20 per litre	\$0.08 per litre	\$0.14 per litre effective Apr 1, 2014	\$0.10 per litre	\$0.10 per litre	\$0.10 per litre
Glycol/Antifreeze Container	-	\$0.10 per litre / container size 50 litres or less	\$0.10 per litre / container size 50 litres or less	\$0.10 per litre effective Apr 1, 2014	\$0.10 per litre / container size 50 litres or less	\$0.10 per litre / container size 50 litres or less	\$0.10 per litre / container size 50 litres or less
Diesel Exhaust Fluid Container	-	-	-	\$0.10 per litre effective Apr 1, 2014	-	-	-
Brake Cleaner Aerosol Container	-	-	-	-	\$0.25 per unit	\$0.25 per unit	\$0.25 per unit
Lubricant Aerosol Container	-	-	-	-	\$0.25 per unit	\$0.25 per unit	\$0.25 per unit

Appendix B

Zone Map

&

Zone Rates

Zone Map Return Incentive (RI) Program



Zone Map

AUOMA Zone Map indicates the location of the six equalized freight Zones throughout Alberta.

The freight Zones are an integral component of the documentation requirements to substantiate the Processor's RI claim invoice to AUOMA. For ease of determining Return Collection Facility/Generator Zone locations, urban and rural municipalities boundary lines are used to determine Zone boundaries. A list of each municipality or community in Alberta and their zone can be found in Appendix M and on the AUOMA website at:

<http://usedoilrecyclingab.com/used-oil-materials-collectors-alberta.php>

The Zone specified is the point of usage for the particular Used Oil Material and where a Collector will make the pick-up.

Zone Rates

AUOMA pays Processors an RI for eligible Used Oil Material picked up from Return Collection Facilities/Generators within Alberta and appropriately recycled/processed.

ZONE	USED LUBRICATING OIL (0% to 35% water) * (\$/litre)	OIL AND ANTIFREEZE CONTAINERS** (\$/kg)	OIL FILTERS (\$/kg)
1	0.05	1.49	.72
2	0.08	1.80	.87
3	0.08	1.76	.87
4	0.08	1.65	.97
5	0.10	1.76	1.08
6	0.15	1.95	1.39

As of July 1, 2015

***Reductions to RI Claims with water content >5 % up to 35%, no reduction for 0-5% water content**

**** Used Oil and Antifreeze Container IDI of \$.30/kg included in rate above**

APPENDIX C

Processor Registration Application Form



ALBERTA USED OIL
MANAGEMENT ASSOCIATION

AUOMA Processor Registration Application Form

Processor Name _____

Mailing Address _____

City _____ Province _____ Postal Code _____

Phone _____ Fax _____ Email _____

Used Oil Material to be processed – check all that applies.

Used Lubricating Oil Used Oil/Antifreeze Containers Used Oil Filters

Infrastructure and Capacity Requirements – please check all that applies. Attach a separate sheet as necessary.

Yard: Area/size _____ Fenced Yes No Gated Yes No

Equipment: (List all) Wash type and capacity for Used Oil/Antifreeze containers _____
Pelletizing capacity for Used Oil/Antifreeze containers _____
Shredding/crushing capacity for Used Oil Containers/Filters _____
Oil trucks/trailers capacity for Used Oil – UO materials _____
Oil tank capacity _____
Scale type and location _____
Other (specify) _____

Buildings: Used Oil Material processing/storage (specify) _____

Other _____

Address for above (link site to infrastructure if more than one site) _____

The following **legible** information/documentation **must be** completed /attached for registration with AUOMA:

1. Copy of Government approval (e.g., pursuant to the *Environmental Protection and Enhancement Act*)
2. Copy of Municipal license/permit
3. Valid Alberta Hazardous Waste Receiver Provincial Registration Number : _____
4. Attach a description of the processing cycle for each used oil material to be processed. Attach a separate sheet if necessary).
 - a. Include an oil spill prevention plan.
 - b. Describe end product or products of processing
 - c. If there are there any by-products of processing, please describe.
 - d. Describe how by-products (if any) are disposed.
5. Void cheque for Electronic Funds Transfer for payment of the Return Incentive claim.

Certification

I, _____, certify that the information provided on this form
[Print Name and Title]

is correct and verify that the used oil materials received will be used for approved end uses (as determined by AUOMA from time to time) and not for the purpose of land filling or road oiling. I further acknowledge that I have read, and agree to be bound by, the terms and conditions on the reverse.

Signature _____ Phone Number: _____

AUOMA USE ONLY

AUOMA Processor Registration Number _____ Date _____

Authorization _____
Executive Director

April 2015

TERMS AND CONDITIONS

In consideration of the Alberta Used Oil Management Association ("AUOMA") accepting the registration of the Applicant, and in consideration of the Applicant becoming eligible to receive payment from AUOMA of Return Incentives, and in consideration of the Applicant's agreement to exercise its powers and carry out its duties in accordance with the with the *Environmental Protection and Enhancement Act* (the "Act"), and Waste Control regulations (" WC Regulations"), and the *Dangerous Goods Transportation and Handling Act* (the "DGTH Act") and Transportation of Dangerous Goods regulations, ("DG Regulations") and the *Federal Transportation of Dangerous Goods Regulation* adopted by Alberta, and in consideration of the covenants contained herein, the Applicant agrees as follows:

1. The Applicant represents and warrants that all information provided to AUOMA in this application, and in all documents required by virtue of the Applicant's registration with AUOMA, or by virtue of the requirements of law, is true and accurate.
2. The Applicant agrees to indemnify and hold AUOMA, its employees and agents, harmless for all costs, expenses, claims, demands and actions that may arise as a result of any untrue or inaccurate statement or information provided by the Applicant.
3. The Applicant agrees to be bound by AUOMA bylaws, programs, policies, and procedures.
4. The Applicant agrees to provide AUOMA with all reasonable information relating to this application or any matter that relates to the program or procedures of AUOMA and agrees that AUOMA has a right of access to any and all such information during normal business hours and without notice to the Applicant for purposes of spot checks.
5. The Applicant agrees to provide, at the request of AUOMA, all documentation, receipts, entries, or information that may support or relate to any claim for return incentives to AUOMA.
6. The Applicant hereby acknowledges and agrees that any funds, Return Incentives, payments and advances paid under AUOMA Programs are paid subject to verification of any information requested by AUOMA, and subject to all required information being correct and sufficient for the purpose of AUOMA.
7. Any registration granted, or any payment made by AUOMA, where there is a false certificate by the Applicant, or false or misleading information provided by the Applicant, shall be considered to have been granted or paid in mistake. Any such registration is void and any such payment is held in trust by the Applicant for the sole and exclusive benefit of AUOMA. Such payments or funds shall be returned forthwith to AUOMA upon either AUOMA's or the Applicant's discovery of the error.
8. AUOMA maintains the right, at its sole discretion, to withhold any payment or registration of application, until sufficient verification or information has been provided by the Applicant in relation to any manner reasonably requested to be verified by AUOMA.
9. AUOMA reserves all rights and remedies provided to it under law that may be in addition to any terms contained herein.
10. The Applicant acknowledges AUOMA's authority to make bylaws, policies and procedures and agrees to be bound by any bylaws, policies and procedures made by AUOMA.
11. The Applicant acknowledges and agrees that AUOMA may cancel or suspend the registration of the Applicant if the Applicant contravenes the Act, the Regulations, or AUOMA's bylaws, programs, policies or procedures, or upon any false or misleading representation made in any application or Claim form for payment of AUOMA's Return Incentive. The Applicant acknowledges and agrees that AUOMA may cancel or suspend the registration of the Applicant if: (a) the Applicant ceases to carry on business; or (b) the Applicant applies to surrender its certificate of registration to AUOMA.
12. The Applicant agrees to surrender its certificate of registration to AUOMA if the Applicant's registration is cancelled or suspended. The Applicant agrees it will not be entitled to, and will not participate

in or carry on, business under AUOMA's Programs unless the Applicant is registered and its registration is not under suspension.

13. Any capitalized terms not otherwise defined in these Terms and Conditions have the meaning set out in AUOMA's Lubricating Oil Material Product Management Program Manual for Processors.

APPENDIX D

Collector Registration Application Form



ALBERTA USED OIL
MANAGEMENT ASSOCIATION

AUOMA Collector Registration Application Form

Company Name _____

Mailing Address _____

City _____ Province _____ Postal Code _____

Phone _____ Fax _____ Email _____

Please check all materials your company is capable of transporting:

Used Lubricating Oil Used Oil Filters Used Oil/Antifreeze Containers

Check Zones in your service area: 1 2 3 4 5 6

Infrastructure and Capacity Requirements - please check all that applies.

Used Lubricating Oil No. and size of Vacuum Trucks _____.

Fleet is marked with Placards and UN # Yes No .

Used Oil Filters No. and size of self-contained trucks _____.

No. and size of self-contained trailers _____.

Fleet is placarded Yes No Other _____.

Used Oil & Antifreeze Containers No. and size of self-contained trucks _____.

No. and size self contained trailers _____.

Fleet is placarded. Yes No.

Please note that the following **legible** documentation **must be** included for registration with AUOMA:

- | | <u>Attached</u> |
|--|--------------------------|
| 1. Copy of Safety Fitness Certificate issued by Alberta Transportation. | <input type="checkbox"/> |
| 2. Copy of Transportation of Dangerous Goods (TDG) Training Certificate pursuant to the <i>Dangerous Goods Transportation and Handling Act</i> . | <input type="checkbox"/> |
| 3. Valid Alberta Hazardous Waste Consignor Provincial Registration Number (if applicable). | <input type="checkbox"/> |
| 4. Copy of Municipal Business license/permit. | <input type="checkbox"/> |
| 5. If storing materials, attach a listing of all facilities (include locations, description (on-site, fenced) and storage area in sq ft.) | <input type="checkbox"/> |

Certification

I, _____, certify that the information provided on this form is correct. I further acknowledge that I have read, and agree to be bound by, the terms and conditions on the reverse.

Signature _____ Phone Number _____

AUOMA USE ONLY

AUOMA Collector Registration Number _____ Date _____

Authorization _____

Executive Director

April 2015

TERMS AND CONDITIONS

In consideration of the Alberta Used Oil Management Association ("AUOMA") accepting the registration of the Applicant, and in consideration of the Applicant's agreement to exercise its powers and carry out its duties in accordance with the *Environmental Protection and Enhancement Act* (the "Act"), and Waste Control regulations (" WC Regulations"), and the *Dangerous Goods Transportation and Handling Act* (the "DGTH Act") and Transportation of Dangerous Goods regulations, ("DG Regulations") and the *Federal Transportation of Dangerous Goods Regulation* adopted by Alberta, and in consideration of the covenants contained herein, the Applicant agrees as follows:

1. The Applicant represents and warrants that all information provided to AUOMA in this application, and in all documents required by virtue of the Applicant's registration with AUOMA, or by virtue of the requirements of law, are true and accurate.
2. The Applicant agrees to indemnify and hold AUOMA, its employees and agents, harmless for all costs, expenses, claims, demands and actions that may arise as a result of any untrue or inaccurate statement or information provided by the Applicant.
3. The Applicant agrees to be bound by AUOMA bylaws, programs, policies, and procedures.
4. The Applicant agrees to provide AUOMA with all reasonable information relating to this Application or any matter that relates to the program or procedures of AUOMA and agrees that AUOMA has a right of access to any and all such information during normal business hours and without notice to the Applicant for the purposes of spot checks.
5. The Applicant agrees to provide, at the request of AUOMA, all documentation, receipts, entries, or information that may support or relate to the activities carried out by the Applicant pursuant to its registration with AUOMA.
6. The Applicant agrees to provide all documentation to the Processor that the Processor requires in support of Used Oil Materials Return Incentive Claims.
7. Any registration granted by AUOMA, where there is a false certificate by the Applicant, or false or misleading information provided by the Applicant, shall be considered to have been granted in mistake. Any such registration is void.
8. AUOMA maintains the right, at its sole discretion, to withhold any registration of application, until sufficient verification or information has been provided by the Applicant in relation to any manner reasonably requested to be verified by AUOMA.
9. AUOMA reserves all rights and remedies provided to it under law that may be in addition to any terms contained herein.
10. The Applicant acknowledges AUOMA's authority to make bylaws, policies and procedures and agrees to be bound by any bylaws, policies and procedures made by AUOMA.
11. The Applicant acknowledges and agrees that AUOMA may cancel or suspend the registration of the Applicant if the Applicant contravenes the Act, the Regulations, AUOMA's bylaws, programs, policies or procedures, or upon any false or misleading representation made in any application. The Applicant acknowledges and agrees that AUOMA may cancel or suspend the registration of the Applicant if: (a) the Applicant ceases to carry on business; or (b) the Applicant applies to surrender its certificate of registration to AUOMA.
12. The Applicant agrees to surrender its certificate of registration to AUOMA if the Applicant's registration is cancelled or suspended. The Applicant agrees it will not be entitled to, and will not participate in or carry on, business under AUOMA's Programs unless the Applicant is registered and its registration is not under suspension.
13. Any capitalized terms not otherwise defined in these Terms and Conditions have the meaning set out in AUOMA's Lubricating Oil Material Product Management Program Manual for Processors.

APPENDIX E

Lubricating Oil RI Claim, Collector Zone Summary, & Annual Sales & Inventory Forms



Alberta Used Oil Management Association
Used Lubricating Oil
Processor Return Incentive Claim Form
(One RI Claim Form per Collector per month)

All Green Sections Must Be Completed

Processor Name		Claim #	
Mailing Address			
City and Province		Postal Code	
Phone		GST #	
AUOMA Registration #			
Name of Collector		For the month of	

All Volumes must be reported in Litres (L)

Receiving Docket #	Date Received at Processor	Zone	Gross Volume	Average Water Test %	Adjusted Volume	Zone Rate	Amount Claimed by Processor
						-	-
						-	-
						-	-
						-	-
						-	-
Total			-	-	-	Subtotal	-
						5% GST	-
						TOTAL	\$ -

Summary					
Zone	Gross Volume	Average Water Test %	Adjusted Volume	Zone Rate	Amount Claimed by Processor
1	-	-	-	\$0.05	-
2	-	-	-	\$0.08	-
3	-	-	-	\$0.08	-
4	-	-	-	\$0.08	-
5	-	-	-	\$0.10	-
6	-	-	-	\$0.15	-
Total	-	-	-	Subtotal	-
				5% GST	-
				TOTAL	\$ -

Ensure that all Collector Zone Summary Forms, Receiving Documents and Weigh Scale Tickets are submitted.

I certify that all of the information contained within this claim form is correct.

I understand the information in this report is subject to desk audits, spot checks, and compliance review.

The detailed records which substantiate the information herein are available upon request.

I certify that, to the best of my knowledge, the materials included in this claim form were generated within Alberta.

I certify that, to the best of my knowledge, only eligible oil materials (as determined by AUOMA from time to time) have been included in this claim form.

I certify that, to the best of my knowledge, all processed materials have been sold for use in approved end uses (as determined by AUOMA from time to time).

I further acknowledge that I have read and agree to be bound by the terms and conditions in to the Lubricating Oil Material Product Manual Management Program Manual

NOTE: Physical copies need to be signed as well

	Print Full Name and Title	Signature and Date
Prepared By		
Approved By		



Alberta Used Oil Management Association
Used Lubricating Oil
Collector Zone Summary Form
(One Summary Form per Receiving Docket)

All Green Sections must be Completed

Collector Name		Receiving Docket #	
Mailing Address			
City and Province		Postal Code	
Phone		GST #	
AUOMA Registration #			
Name of Processor			

All Volumes must be reported in Litres (L)

Recycle Docket #	Pick Up Date	Zone	Gross Volume	Water Test %	Adjusted Volume
					-
					-
					-
					-
					-
					-
					-
Total			-		-

Summary			
Zone	Gross Volume	Average Water Test %	Adjusted Volume
1	-	-	-
2	-	-	-
3	-	-	-
4	-	-	-
5	-	-	-
6	-	-	-
Total	-	-	-

Ensure all backup is retained for your records: Recycle Dockets, Receiving Dockets and Weigh Scale Tickets.

Send a copy of this Collector Zone Summary Form to the Processor.

I certify that all of the information contained within this report is correct.

I understand the information in this report is subject to desk audits, spot checks, and compliance review.

The detailed records including recycle dockets which substantiate the information herein are available upon request.

I certify that, to the best of my knowledge, the materials included in this report were generated within Alberta.

I certify that, to the best of my knowledge, only eligible oil materials (as determined by AUOMA from time to time) have been included in this report.

I further acknowledge that I have read, and agree to be bound by, the terms and conditions in to the Lubricating Oil and Materials Product Management Program Manual for Processors and Collectors.

NOTE: Physical copies need to be signed as well

	Print Full Name and Title	Signature and Date
Prepared By		
Approved By		



Alberta Used Oil Management Association Oil Processor Annual Sales and Inventory Form

All Green Sections Must Be Completed

Volumes to be recorded in (L) for the entire Waste Stream, both AUOMA and non-AUOMA

Processor Name		AUOMA Registration #	
Mailing Address			
City and Prov		Postal Code	
Phone and Fax		GST#	

Reporting Inventory Volumes for the Year Ending _____

Opening Inventory		
Unprocessed Volume	_____	
Processed Volume	_____	
Total Opening Inventory		-
Total Received Volume During Year		_____
Total Litres Available for Processing and Sales		-

Sales		
Re-refined Lubricating Oil	_____	
Fuel used by Asphalt Manufacturer	_____	
Fuel used by Cement Kiln	_____	
Fuel for other industrial uses	_____	
Other related uses - please provide details	_____	
Sold to other AUOMA Registered Processor	_____	
Total Sales		-

Closing Inventory		
Unprocessed Volume	_____	
Processed Volume	_____	
Total Closing Inventory		-
Total Litres Sold and Closing Inventory		-

Shrinkage _____

I certify that all of the information contained within this report is correct.
 I understand the information in this report is subject to review.
 The detailed records which substantiate the information herein are available upon request.
 I further acknowledge that I have read and agree to be bound by the terms and conditions in the Lubricating Oil Materials Product Management Program Manual.

Note: Physical copies need to be signed as well

	Print Full Name and Title	Signature and Date
Prepared By	_____	_____
Approved By	_____	_____

Appendix F

Oil and Antifreeze Container RI Claim, Collector Zone Summary, and Annual Sales & Inventory Forms



Alberta Used Oil Management Association Oil and Antifreeze Container Processor Return Incentive Claim Form

(One RI Claim Form per Collector per month)

All Green Sections must be Completed

Processor Name		Claim #	
Mailing Address			
City and Province		Postal Code	
Phone		GST #	
AUOMA Registration #			
Name of Collector		For the month of	

All Weights must be reported in Kilograms (kg)

Receiving Document #	Date Received at Processor	Zone	Total Weight	Zone Rate	Amount Claimed by Processor
				-	-
				-	-
				-	-
Total				-	-
				Subtotal	-
				5% GST	-
				Total	-

Summary

Zone	Total Weight	Zone Rate	Amount Claimed by Processor
1	-	\$1.49	-
2	-	\$1.80	-
3	-	\$1.76	-
4	-	\$1.65	-
5	-	\$1.76	-
6	-	\$1.95	-
Total		-	-
		Subtotal	-
		5% GST	-
		Total	-

Ensure that all Collector Zone Summary Forms, Receiving Documents and Weigh Scale Tickets are submitted.

I certify that all of the information contained within this report is correct.

I understand the information in this report is subject to desk audits, spot checks, and compliance review.

The detailed records which substantiate the information herein are available upon request.

I certify that, to the best of my knowledge, the materials included in this report were generated within Alberta.

I certify that, to the best of my knowledge, only eligible oil container materials (as determined by AUOMA from time to time) have been included in this report.

I certify that, to the best of my knowledge, all processed materials have been sold for use in approved end uses (as determined by AUOMA from time to time).

I acknowledge that I have read and agree to be bound by, the terms and conditions in to the Lubricating Oil Materials Product Management Program Manual.

NOTE: Physical copies need to be signed as well

	Print Full Name and Title	Signature and Date
Prepared By		
Approved By		



**Alberta Used Oil Management Association
Oil and Antifreeze Container Processor
Annual Sales and Inventory Form**

**All Green Sections Must Be Completed
Weights to be recorded in (kg) for entire Waste Stream, both AUOMA and non-AUOMA**

Processor Name		AUOMA Registration #	
Mailing Address			
City and Prov		Postal Code	
Phone and Fax		GST#	

Reporting Inventory Weights for the Year Ending

Opening Inventory		
Unprocessed Volume		
Processed Volume		
Total Opening Inventory		-
Total Received Weight During Year		
Total Weights Available for Processing and Sales		-

Sales		
Washed Pellets		
Shredded/Ground - Washed		
Shredded/Ground - Centrifuged		
Shredded/Ground - Oily		
Other related material - please provide details		
Sold to other AUOMA Registered Processor		
Total Sales		-

Closing Inventory		
Unprocessed Volume		
Processed Volume		
Total Closing Inventory		-
Total Weights Sold and Closing Inventory		-

Shrinkage

I certify that all of the information contained within this report is correct.
I understand the information in this report is subject to review.
The detailed records which substantiate the information herein are available upon request.
I further acknowledge that I have read, and agree to be bound by, the terms and conditions in to the Lubricating Oil Materials Product Management Program Manual for Processors and Collectors.

Note: Physical copies need to be signed as well

	Print Full Name and Title	Signature and Date
Prepared By		
Approved By		

Appendix G

Filter RI Claim, Collector Zone Summary and Annual Sales & Inventory Forms



Alberta Used Oil Management Association Filter

Processor Return Incentive Claim Form

(One RI Claim Form per Collector per Month)

All Green Sections must be Completed

Processor Name		Claim #	
Mailing Address			
City and Province		Postal Code	
Phone		GST #	
AUOMA Registration #			
Name of Collector		For the month of	

All Weights must be reported in Kilograms (kg)

Receiving Docket #	Date Received at	Zone	Total Weight	Total Container Weight	Net Weight	Zone Rate	Amount Claimed by Processor
					-	-	-
					-	-	-
					-	-	-
					-	-	-
Total			-	-	-	Subtotal	-
						5% GST	-
						TOTAL	\$ -

Summary

Zone	Total Weight	Total Container Weight	Net Weight	Zone Rate	Amount Claimed by Processor
1	-	-	-	\$0.72	-
2	-	-	-	\$0.87	-
3	-	-	-	\$0.87	-
4	-	-	-	\$0.97	-
5	-	-	-	\$1.08	-
6	-	-	-	\$1.39	-
Total				Subtotal	-
				5% GST	-
				TOTAL	\$ -

Ensure that all Collector Zone Summary Forms, Receiving Dockets and Weigh Scale Tickets are submitted.

I certify that all of the information contained within this report is correct.

I understand the information in this report is subject to desk audits, spot checks, and compliance review.

The detailed records which substantiate the information herein are available upon request.

I certify that, to the best of my knowledge, the materials included in this report were generated within Alberta.

I certify that, to the best of my knowledge, only eligible oil filter materials (as determined by AUOMA from time to time) have been included in this report.

I certify that, to the best of my knowledge, all processed materials have been sold for use in approved end uses (as determined by AUOMA from time to time).

I acknowledge that I have read and agree to be bound by the terms and conditions in to the Lubricating Oil Materials Product Management Program Manual.

NOTE: Physical copies need to be signed as well

	Print Full Name and Title	Signature and Date
Prepared By		
Approved By		



Alberta Used Oil Management Association

Filter

Collector Zone Summary Form

(One Summary Form per Receiving Docket)

All Green Sections must be Completed

Collector Name		Receiving Docket #	
Mailing Address			
City and Province		Postal Code	
Phone		GST #	
AUOMA Registration #			
Name of Processor			

All Weights must be reported in Kilograms (kg)

Recycling Docket #	Pick Up Date	Zone	Container Type	Container Weight	No. of Containers	Total Weight	Total Container Weight	Net Weight
							-	-
							-	-
							-	-
							-	-
							-	-
							-	-
Total						-	-	-

Summary

Zone	Total Weight	Total Container Weight	Net Weight
1	-	-	-
2	-	-	-
3	-	-	-
4	-	-	-
5	-	-	-
6	-	-	-
Total	-	-	-

Ensure all backup is retained for your records, including Recycle Dockets, Receiving Dockets and Weigh Scale Tickets.

Send a copy of this Collector Zone Summary Form to the Processor.

I certify that all of the information contained within this report is correct.

I understand the information in this report is subject to desk audits, spot checks, and compliance review.

The detailed records which substantiate the information herein are available upon request.

I certify that, to the best of my knowledge, the materials included in this report were generated within Alberta.

I certify that, to the best of my knowledge, only eligible oil filter materials (as determined by AUOMA from time to time) have been included in this report.

I certify that, to the best of my knowledge, all processed materials have been sold for use in approved end uses (as determined by AUOMA from time to time).

I acknowledge that I have read and agree to be bound by the terms and conditions in to the Lubricating Oil Materials Product Management Program Manual.

NOTE: Physical copies need to be signed as well

	Print Full Name and Title	Signature and Date
Prepared By		
Approved By		



**Alberta Used Oil Management Association
Filter Processor
Annual Sales and Inventory Form**

**All Green Sections Must Be Completed
Weights to be recorded in (kg) for entire Waste Stream, both AUOMA and non-AUOMA**

Processor Name		AUOMA Registration #	
Mailing Address			
City and Prov		Postal Code	
Phone and Fax		GST#	

Reporting Inventory Weights for the Year Ending	
--	--

Opening Inventory		
Unprocessed Volume		
Processed Volume		
Total Opening Inventory		-
Total Received Weight During Year		
Total Weights Available for Processing and Sales		-

Sales		
Crushed Metal Filters sent to Steel Mill/Scrap Dealer		
Crushed Paper Filters sent to Special Waste Disposal		
Other related material - please provide details		
Sold to other AUOMA Registered Processor		
Total Sales		-

Closing Inventory		
Unprocessed Volume		
Processed Volume		
Total Closing Inventory		-
Total Weights Sold and Closing Inventory		-

Shrinkage		-
------------------	--	---

I certify that all of the information contained within this report is correct.
 I understand the information in this report is subject to review.
 The detailed records which substantiate the information herein are available upon request.
 I further acknowledge that I have read, and agree to be bound by, the terms and conditions in to the Lubricating Oil Materials Product Management Program Manual.

Note: Physical copies need to be signed as well

	Print Full Name and Title	Signature and Date
Prepared By		
Approved By		

Appendix H

Oil Recycle Docket, Oil and Antifreeze Container Docket, and Oil Filter Recycle Docket



**Alberta Used Oil Management Association
Oil Recycle Docket**

Docket #: _____

Collector Information:	
Collector Name: _____	Address: _____
AUOMA Registration #: _____	City: _____
Signature: _____	Postal Code: _____

Processor Name: _____	AUOMA Registration #: _____
-----------------------	-----------------------------

Date	Generator/RCF Name	City/Town/ Land Co-ordinates	Phone	E-mail	Zone	Quantity in Litres	Print Name of Person Signing	Signature of Generator
Total								

NOTE: This form shall be kept by the Collector or Processor for a minimum of seven years.

FORM1010 July-01-15



Alberta Used Oil Management Association Oil and Antifreeze Container Recycle Docket

Docket #: _____

Collector Information:	
Name: _____	Address: _____
AUOMA Registration #: _____	City: _____
Signature: _____	Postal Code: _____

Processor Name: _____	AUOMA Registration #: _____
-----------------------	-----------------------------

Date	Generator/RCF Name	City/Town/ Land Co-ordinates	Phone	E-mail	Zone	No. of Pails	No. of Bags	Print Name of Person Signing	Signature of Generator
Total									

NOTE: This form shall be kept by the Collector or Processor for a minimum of seven years.

Appendix I

List of AB Municipalities or Communities

And Zones

List of Alberta Municipalities or Communities and Zones

A - B

City	Zone	City	Zone	City	Zone
Abee	4	Bashaw	1	Blue Ridge	4
Acadia Valley	2	Bassano	2	Blueberry Mtn	5
Acheson	1	Bawlf	1	Bluesky	5
Acme	1	Bay Tree	5	Bluffton	1
Aden	2	Beach Corner	1	Bodo	2
Aetna	2	Bear Canyon	5	Bon Accord	1
Airdrie	1	Bearberry	1	Bonanza	5
Alberta Beach	4	Beartrap	4	Bondiss	4
Alcomdale	1	Beaumont	1	Bonnyville	4
Alcurve	2	Beauvallon	2	Bonnyville Beach	4
Alder Flats	1	Beaver Crossing	4	Botha	1
Alderson	2	Beaver Lake	4	Bottrel	1
Aldersyde	1	Beaver Mines	2	Bow City	2
Alhambra	3	Beaverdam	4	Bow Island	2
Alix	1	Beaverlodge	5	Bowden	1
Alliance	2	Beazer	2	Boyle	4
Alsike	1	Beiseker	1	Boyne Lake	4
Altario	2	Bellevue	2	Bragg Creek	3
Amisk	2	Bellis	4	Brant	1
Andrew	1	Benalto	1	Breton	3
Antler Lake	1	Benchlands	1	Breynat	4
Anzac	6	Bentley	1	Brocket	2
Ardenode	1	Bergen	1	Brooks	2
Ardley	1	Berwyn	5	Brosseau	2
Ardmore	4	Betula Beach	1	Brownfield	2
Ardrossan	1	Bezanson	5	Brownvale	5
Argentia Beach	1	Big Stone	2	Bruce	1
Armena	1	Big Valley	1	Bruderheim	1
Arrowwood	1	Bindloss	2	Brule	3
Ashmont	4	Birch Cove	1	Buck Creek	3
Assumption	6	Birch Hills County	5	Buck Lake	1
Athabasca	4	Birchcliff	1	Buffalo Head Prairie	6
Atikameg	4	Bittern Lake	1	Buford	1
Atmore	4	Black Diamond	1	Burdett	2
Balzac	1	Blackfalds	1	Burnstick Lake	1
Banff	3	Blackfoot	2	Burnt Timber	1
Barnwell	2	Blackie	1	Busby	4
Barons	2	Blairmore	2	Byemoor	1
Barrhead	4	Bloomsbury	4		

C

City	Zone	City	Zone	City	Zone
Cadogan	2	Cereal	2	Cochrane	1
Cadomin	3	Cessford	2	Cochrane Lake	1
Cadotte Lake	6	Chain Lakes	2	Cold Lake	4
Calahoo	4	Champion	1	Cold Lake South	4
Calgary	1	Chancellor	1	Coleman	2
Calling Lake	6	Charlotte lake	4	Colinton	4
Calmar	1	Chauvin	2	College Heights	1
Campsie	4	Cheadle	1	Collingwood Cove	1
Camrose	1	Cherhill	4	Compeer	2
Canmore	3	Cherry Grove	4	Condor	3
Canyon Creek	4	Chestermere	1	Conklin	6
Carbon	1	Chin	2	Conrich	1
Carcajou	5	Chinook	2	Consort	2
Cardston	2	Chipman	1	Coronation	2
Carmangay	1	Chisholm	4	Coutts	2
Caroline	3	Clairmont	5	Cowley	2
Carrot Creek	3	Clandonald	2	Craigmyle	1
Carmland	1	Claresholm	2	Cremona	1
Carstairs	1	Cleardale	5	Crooked Creek	5
Carvel	1	Clive	1	Crossfield	1
Caslan	4	Cluny	1	Crowsnest Pass	2
Castle Island	4	Clyde	4	Crystal Springs	1
Castor	2	Coaldale	2	Cynthia	3
Cayley	1	Coalhurst	2	Czar	2

D - G

City	Zone	City	Zone	City	Zone
Dalemead	1	Egremont	1	Fort Vermilion	6
Dalroy	1	Elk Point	4	Fox Creek	5
Dalum	1	Elkwater	2	Freedom	4
Dapp	4	Elnora	1	Frog lake	4
Darwell	4	Empress	2	Ft Saskatchewan	1
Daysland	2	Enchant	2	Gadsby	1
De Winton	1	Endiang	1	Gainford	1
Deadwood	5	Enilda	4	Galahad	2
DeBolt	5	Enoch	1	Gem	2
Del Bonita	2	Ensign	1	Ghostlake	3
Delburne	1	Entwistle	1	Gibbons	1
Delia	1	Erskine	1	Gift Lake	4
Derwent	2	Esther	2	Girouxville	5
Devon	1	Etzikom	2	Gleichen	1
Dewberry	2	Eureka River	5	Glendon	4
Diamond City	2	Evansburg	3	Glenevis	4
Dickson	1	Exshaw	3	Glenwood	2
Didsbury	1	Fabyan	2	Golden Days	1
Dimsdale	5	Fairview	5	Goodfish Lake	4
Dixonville	5	Falher	5	Goodridge	4
Donalda	1	Fallis	1	Goose Lake	4
Donnelly	5	Falun	1	Grand Centre	4
Doris	4	Faust	4	Grande Cache	5
Dorothy	2	Fawcett	4	Grande Prairie	5
Drayton Valley	3	Fenn	1	Grandview	1
Driftpile	4	Ferintosh	1	Granum	2
Drumheller	1	Fishing lake	4	Grassland	4
Duchess	2	Fitzgerald	6	Grassy Lake	2
Duffield	1	Flagstaff	2	Green Court	4
Dunmore	2	Flatbush	4	Greenshields	2
Dunvegan	5	Fleet	2	Grimshaw	5
Duvernay	2	Foremost	2	Grouard	4
Eagle Hill	1	Forestburg	2	Grovedale	5
Eaglesham	5	Fort Assiniboine	4	Gull Lake	1
Eckville	1	Fort Chipewyan	6	Gunn	4
Edberg	1	Fort Kent	4	Guy	5
Edgerton	2	Fort MacKay	6	Gwynne	1
Edmonton	1	Fort Macleod	2		
Edson	3	Fort McMurray	6		

H - L

City	Zone	City	Zone	City	Zone
Hairy Hill	2	Innisfree	2	La Glace	5
Half Moon Bay	1	Irma	2	Lac des Arcs	3
Half Moon Lake	1	Iron Springs	2	Lac La Biche	4
Halkirk	2	Irricana	1	Lac Ste Anne	4
Hanna	2	Irvine	2	Lacombe	1
Hardisty	2	Island Lake	4	Lafond	4
Harvie Heights	3	Island Lake South	4	Lake Louise	3
Hay Lakes	1	Islay	2	Lakeview	1
Hays	2	Itaska Beach	1	Lamont	1
Hayter	2	James Rver Bridge	1	Landbreck	2
Heinsburg	4	Jarvie	4	Langdon	1
Heisler	2	Jarvis Bay	1	Larkspur	4
High Level	6	Jasper	3	Lavoy	2
High Prairie	4	Jean Cote	5	Leduc	1
High River	1	Jenner	2	Legal	1
High Rock	3	Joffre	2	Leslieville	3
Highvale	1	Josephburg	1	Lethbridge	2
Hilda	2	Joussard	4	Linbrook	1
Hill Spring	2	Kanaskis	3	Lindbergh	4
Hillcrest	2	Kapasiwin	1	Linden	1
Hilliard	2	Kathleen	5	Little Buffalo	6
Hillspring	2	Kathryn	1	Little Smoky	5
Hines Creek	5	Kavanagh	1	Lloydminster	2
Hinton	3	Keephills	1	Lodgepole	3
Hobbema	1	Keg River	5	Lomond	1
Holden	1	Kelsey	1	Long Lake	4
Hondo	4	Keoma	1	Longview	1
Horseshoe Bay	4	Kikino	4	Looma	1
Hughenden	2	Killam	2	Loon Lake	6
Hussar	1	Kingman	1	Lougheed	2
Huxley	1	Kinsella	1	Lousana	1
Hylo	4	Kinuso	4	Lowland Heights	2
Hythe	5	Kirriernuir	2	Lundbreck	2
Iddesleigh	2	Kitscoty	2	Lyalta	1
Indus	1	La Corey	4		
Innisfail	1	La Crete	6		

M - Q

City	Zone	City	Zone	City	Zone
Mackay	3	Morinville	1	Olds	1
Madden	1	Morley	3	Onoway	4
Magrath	2	Morningside	1	Opal	4
Mallaig	4	Morrin	1	Orion	2
Ma-Me-O Beach	1	Mossleigh	1	Oyen	2
Manning	5	Mountain Aire	3	Paddle Prairie	5
Mannville	2	Mountain View	2	Paddle River	4
Manola	4	Mulhurst Bay	1	Paintearth	2
Manyberries	2	Mundare	1	Paradise Valley	2
Marianna Lake	6	Munson	1	Parkland Beach	1
Marie Reine	6	Musidora	2	Parkland County	2
Markerville	1	Muskwa	6	Patricia	2
Marlboro	3	Myrnam	2	Peace River	5
Marten Beach	4	N Cooking Lake	1	Peerless Lake	6
Martin Creek	4	Nacmine	1	Peers	3
Martin Hills	4	Nakamun Park	2	Pelican Narrows	4
Marwayne	2	Namaka	1	Penhold	1
Mayerthorpe	4	Namao	4	Perryville	4
McLaughlin	2	Nampa	6	Pibroch	4
McLennan	5	Nanton	2	Pickardville	4
McRae	4	Neerlandia	4	Picture Butte	2
Meanook	4	Nevis	1	Pincher Creek	2
Medicine Hat	2	New Brigden	2	Pincher Station	2
Meeting Creek	1	New Dayton	2	Pine Lake	1
Metiskow	2	New Norway	1	Pinedale	4
Mewatha Beach	4	New Sarepta	1	Pipestone	1
Michichi	1	Newbrook	4	Plamondon	4
Milk River	2	Nisku	1	Point Alison	3
Millarville	1	Niton Junction	3	Pollockville	2
Millet	1	Nobleford	2	Ponoka	1
Milo	1	Norglenwold	1	Poplar Bay	1
Minburn	2	Norris Beach	1	Provost	2
Mirror	1	North Star	5	Purple Springs	2
Mitsue	4	Notikewin	5	Queenstown	1
Monarch	2	Ohaton	1		
Monitor	2	Okotoks	1		

R - S

City	Zone	City	Zone	City	Zone
Radway	4	Ross Haven	4	Spring Coulee	2
Rainbow Lake	6	Round Hill	1	Spring Lake	1
Rainier	2	Rumsey	1	Spruce Grove	1
Ralston	2	Rycroft	5	Spruce View	1
Ranfurlly	2	Ryley	1	St. Albert	1
Raymond	2	S Cooking Lake	1	St. Brides	4
Red Deer	1	Sadalia	2	St. Edouard	2
Red Deer County	1	Saddle Lake	4	St. Isidore	6
Red Earth Creek	6	Sandy Beach	4	St. Lina	4
Red Willow	1	Sandy Lake	6	St. Michael	1
Redcliff	2	Sangudo	4	St. Paul	4
Redwater	1	Scandia	2	St. Vincent	4
Reno	6	Schuler	2	Stand Off	2
Ribstone	2	Scott Lake	1	Standard	1
Rich Valley	4	Seal Lake	6	Star	1
Richdale	2	Seba Beach	1	Starland County	1
Ridgevalley	5	Sedalia	2	Stavelly	2
Rimbey	1	Sedgewick	2	Stettler	1
Rivercourse	2	Seebe	3	Stirling	2
Riverview	4	Seven Persons	2	Stony Plain	1
Riviere Qui Barre	1	Sexsmith	5	Strathmore	1
Robb	3	Shaughnessy	2	Streamstown	2
Rochester	4	Sheerness	2	Strome	2
Rochfort Bridge	4	Sherwood Park	1	Suffield	2
Rochon Sands	1	Sibbald	2	Sunbreaker Cove	1
Rocky Mtn House	3	Silver Beach	1	Sundance Beach	1
Rocky Rapids	3	Silver Sands	4	Sundre	1
Rockyford	1	Silver Valley	5	Sunnybrook	1
Rolling Hills	2	Slave Lake	4	Sunnynook	2
Rolly View	1	Smith	4	Sunrise Beach	4
Roma Junction	5	Smoky Lake	4	Sunset Beach	4
Rosalind	1	South Baptiste	4	Sunset Point	4
Rosebud	1	South View	4	Swalwell	1
Rosedale	1	Spedden	4	Swan Hills	4
Rosemary	2	Spirit River	5	Sylvan Lake	1

T - Z

City	Zone	City	Zone	City	Zone
Taber	2	Vega	4	Wembley	5
Tangent	5	Vegreville	2	West Baptiste	4
Tawatinaw	4	Veinerville	1	West Cove	4
Tees	1	Vermilion	2	Westerose	1
Telfordville	1	Veteran	2	Westlock	4
Therien	4	Viking	1	Westward Ho	1
Thorhild	4	Villeneuve	1	Wetaskiwin	1
Thorsby	1	Vilna	4	Whispering Hills	4
Three Hills	1	Vimy	4	White Gull	4
Thunder Lake	4	Vulcan	1	White Sands	1
Tide Lake	2	Wabamun	1	Whitecourt	4
Tiger Lily	4	Wabasca	6	Whitelaw	5
Tilley	2	Wabasca-Desmarais	6	Widewater	4
Tofield	1	Wagner	4	Wild Cat Hills	3
Tomahawk	1	Wainwright	2	Wildwood	3
Torrington	1	Waiparous	3	Willingdon	2
Trochu	1	Walsh	2	Wimborne	1
Trout Lake	6	Wandering River	4	Winfield	1
Tulliby Lake	2	Wanham	5	Woking	5
Turin	2	Warburg	1	Wolfe Lake	4
Turner Valley	1	Wardlow	2	Worsley	5
Two Hills	2	Warner	2	Wostok	1
Usona District	1	Warspite	4	Wrentham	2
Utikima Lake	6	Waskatenau	4	Yellowhead-Parcourt	3
Val Quentin	4	Water Valley	1	Yellowstone	4
Valhalla Centre	5	Waterton Park	2	Youngstown	2
Valleyview	5	Watino	5	Zama	6
Vauxhall	2	Welling	2		