

Completing the Filter – Processor Return Incentive Claim Form



Alberta Used Oil Management Association

Open a new form for each claim filed to ensure you have the most current copy of the form and that no information or adjustments are inadvertently carried over from previous claims.

Section 1: Processor Information

- Complete all shaded areas.
- Assign a unique claim number to each form.

Section 2: Processed Weight Information

- Complete all shaded areas.
- Enter the information for filters sold/delivered to a Metal Broker/Steel Mill and/or Energy from Waste facility:

Metal Broker/Steel Mill	Energy from Waste (EfW) Facility
<ul style="list-style-type: none"> • Name of metal broker/steel mill • Date material was delivered to metal broker/steel mill • Metal broker/steel mill scale ticket # • Net pounds of filter materials collected in Alberta included on the metal broker/steel mill scale ticket 	<ul style="list-style-type: none"> • Name of EfW facility • Date material was delivered to EfW facility • EfW facility scale ticket # • Net kgs of filter materials collected in Alberta included on the EfW facility scale ticket

- Report **only** the processed weight of materials collected in Alberta.
- If the net pounds/kgs reported on supporting scale tickets includes the weight of filter materials not collected in Alberta, provide a detailed reconciliation of other materials included in that weight so amounts can be verified.
- Provide supporting documents with each claim.

Example:	<ul style="list-style-type: none"> • <i>Processed weight per scale ticket – 20,000 kg</i> • <i>Collected weight in Alberta – 24,000 kg (per Collector Zone Summaries)</i> • <i>Collected Weight in Saskatchewan – 6,000 kg (per attached summary of collections)</i> • <i>Alberta processed scale weight reported $24,000/30,000 \times 20,000 = 16,000$ kg</i>
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Section 3: Collected Materials Information

- Complete all shaded areas.
- The Reference number is the Form number from the Collector Zone Summary Form.
- Enter the information (Zone, # of Drums, Net Weight) as recorded in the **Summary box** at the bottom of each Collector Zone Summary Form. Please don't enter data from each individual docket.

The form will calculate the unprocessed to processed weight ratio and calculate the Return Incentive according to the rates set for each zone.

Once a Registered Collector has submitted its Collector Zone Summary Form(s), it is the Processor's responsibility to verify the information is correct and the formulas in the spreadsheet are working.

Tips for matching collected materials and processed weights

Section 3 records the source of the collected materials that have been processed and included in the processed weights reported. AUOMA recognizes it is sometimes not possible to exactly match materials collected with the materials processed and small variances may occur.

Suggestions to minimize these variances:

- Use one claim per metal ticket.
- Set a cutoff date a few days before the end of the month, which allows time to process items already received.
- Move loads received after the chosen cutoff date, to the next claim period.
- Regardless of the month filters are collected, report collected filter materials in the same reporting month as the associated processed materials.

Section 4: Certification

Registered Processors are ultimately responsible for the accuracy of the information sent to AUOMA. The Claim Form must include the Full Name, Title, Signature and Date Signed of both the Preparer and Approver of the Incentive Claim, certifying the information provided on the form.