



Saskatchewan Association for Resource Recovery Corp.

USED OIL, FILTER, ANTIFREEZE & CONTAINER RECYCLING PROGRAM

MANUAL FOR COLLECTORS AND PROCESSORS

July 2015

SARRC

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**Making every
drop count**

Saskatchewan Used Oil,
Filter, Antifreeze & Container
Recycling Program

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OVERVIEW

The Saskatchewan Association for Resource Recovery Corp. (SARRC) is a non-profit corporation formed by the oil, filter, antifreeze and diesel exhaust fluid (DEF) industry in Saskatchewan to develop, implement and maintain a single, cost-effective province-wide Used Oil, Filter, Antifreeze and Oil/Antifreeze/DEF Container Recycling Program.

SARRC's program is based on the Waste Management Advisory Group (WMAG) plan developed by a multi-faceted group of stakeholders in Saskatchewan. The program also mirrors a plan developed by an industry-based stakeholder group, the Western Canada Used Oil/Filter/Container Task Force (WCTF) and further developed by the successor organization, the National Used Oil Material and Antifreeze Advisory Council (NUOMAAC).

Saskatchewan businesses and residents generate approximately 29 million litres of used oil, 2.5 million oil and diesel fuel filters, 2 million litres of used antifreeze and 1.1 million kilograms of oil, antifreeze and DEF containers every year. For storage purposes, used oil and filters are considered waste dangerous goods (WDG) in Saskatchewan. These materials may pose an environmental problem if not handled and recycled appropriately. By the end of 2014, used oil recycling reached 18.96 million litres, or a 67% recycling rate. Oil filter recycling was 84%, or 2.09 million filters; oil container re-use was about 24% and oil/antifreeze/DEF container recycling was 41% for a total of 65% or 715,000 kilograms in 2014. The proper recovery and management of these used oil materials is the focus of SARRC.

This product management program is the result of over 4 years of collaborative effort and development by Saskatchewan stakeholders. The following contributors are gratefully acknowledged:

Waste Management Advisory Group (WMAG)

Western Canada Used Oil/Filter/Container Task Force (WCTF) – now the National Used Oil Material and Antifreeze Advisory Council (NUOMAAC)

Canadian Petroleum Products Institute (CPPI) – now the Canadian Fuels Association (CFA)

Saskatchewan Ministry of Environment (MoE)

Saskatchewan Association of Rural Municipalities (SARM)

Saskatchewan Urban Municipalities Association (SUMA)

Saskatchewan Waste Reduction Council (SWRC)

Operational Systems Advisory Committee (OSAC)

Saskatchewan Private Sector Waste Management Industries

Saskatchewan Stakeholders

This manual is designed to provide collectors and processors with a broad knowledge of the overall program and specific details regarding systems and procedures that affect their businesses.

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3.0 DEFINITIONS

- a) **COLLECTOR** – a government-approved carrier registered with SARRC that picks up used oil and antifreeze materials from depots, EcoCentres and/or generators and delivers them to a government-approved processor registered with SARRC.
- b) **CONTAINER** - a container with a capacity of 50 litres or less that is manufactured for the purpose of holding oil, antifreeze or diesel exhaust fluid (DEF).
- c) **ECOCENTRE** – marketing-neutral return depot that accepts used oil and antifreeze materials from consumers (do-it-yourself - DIY, farm, small commercial) free of charge.
- d) **END USER** – a government approved organization licensed to receive used oil and antifreeze materials for its own internal use.
- e) **ENVIRONMENTAL HANDLING CHARGE (EHC)** – funds remitted by first seller on the first sale of oil, filters, antifreeze or oil/antifreeze/DEF containers in Saskatchewan.
- f) **GENERATOR** - pick up point for used oil and antifreeze materials.
- g) **INTERMEDIARY** - site or agent that accepts used oil and antifreeze materials from large commercial and/or industrial enterprises.
- h) **OIL** - any petroleum or synthetic oil that is recoverable for other uses and that is used for the purposes of insulation, lubrication, hydraulics or heat transfer and includes vegetable oil used for lubricating purposes.
- i) **ANTIFREEZE** – ethylene or propylene glycol used as an engine coolant but does not include antifreeze used for plumbing, windshield washers, lock de-icing, fuel line or aircraft de-icing.
- j) **OIL FILTER** - any spin-on or element-style oil filter used in hydraulic, transmission, or internal combustion engine applications.
- k) **DIESEL FUEL FILTER** – any spin-on or element style diesel fuel filter used in diesel engine applications.
- l) **OIL CONTAINER PROCESSOR** – a processor that converts used oil/antifreeze/DEF container source material (loose containers, baled containers or shredded containers) into: (a) oil/antifreeze/DEF free plastic flake or pellets, using cleaning procedures which remove residuals leaving plastic clean enough to be sold into value-added recycled plastic applications; or (b) value-added consumer products, made directly from used oil/antifreeze/DEF container source material.
- m) **PROCESSOR** – a government-approved receiver of used oil and antifreeze materials who recycles these materials by changing them into value-added products.
- n) **RETURN DEPOT** – any service station, quick lube, mass merchandiser or business which accepts used oil and antifreeze materials from consumers.
- o) **RETURN INCENTIVE (RI)** - economic incentive paid by SARRC to registered collectors and container processors to provide an additional economic driver to encourage the collection and processing of used oil and antifreeze materials.
- p) **SECONDARY RETURN INCENTIVE (SRI)** - supplementary funding paid by SARRC to EcoCentres to ensure the long-term financial stability of EcoCentres.
- q) **USED OIL AND ANTIFREEZE MATERIALS** – oil, oil and diesel fuel filters, antifreeze and oil/antifreeze/DEF containers after they have been used for their original purpose.

4.0 INTRODUCTION

4.1 Background

At the request of the Canadian Council of Ministers of the Environment, The Canadian Petroleum Products Institute (CPPI) researched and developed recommendations for the improved management of used oil in Canada. These recommendations were presented to all provinces in 1992.

On March 16, 1993, the Waste Management Advisory Group (WMAG), a multi-faceted stakeholder group, was initiated by the Government of Saskatchewan to develop a solution for the management of used oil materials, tires and batteries in Saskatchewan. This stakeholder group began by focusing on used oil material management, resulting in the presentation of a plan to the Saskatchewan Ministry of Environment (MoE). In October 1993 the Western Canada Used Oil/Filter/Container Task Force (WCTF), an industry based stakeholder group, formed to develop a common used oil material management plan across Western Canada to mirror the WMAG plan. Both the MoE and the stakeholder group accepted this WMAG plan in December 1994. In May of 1995 the Saskatchewan Environmental Management and Protection Act was amended to enable passing of the Used Oil Collection Regulations on June 26, 1996. SARRC was incorporated in February of 1996, and submitted a product management plan to the MoE, which was originally approved in January 1997.

From the beginning the stakeholders realized the importance of the existing private-sector recycling industry in Saskatchewan and planned to build on the success of this industry sector. The intent of the stakeholder process was to further support recycling initiatives already undertaken by the private-sector recycling industry and to further develop and enhance the systems required to increase the collection and recycling of used oil materials in Saskatchewan.

SARRC added antifreeze and antifreeze/DEF containers to the Used Oil, Filter & Container Recycling Program April 1, 2014. The amended program, again approved by Saskatchewan Environment, was developed after extensive consultations with industry, environmental groups, governments and other stakeholders. A comprehensive website is available at www.usedoilrecyclingsk.com while the mobile version can be accessed at <http://mobile.usedoilrecyclingsk.com>.

4.2 Primary Objectives

- a) Establish a province-wide used oil and antifreeze materials collection system that meets the requirements of the Saskatchewan *Used Petroleum and Antifreeze Products Collection Regulations*.
- b) Maximize the cost-effective collection of used oil and antifreeze materials in Saskatchewan, with the optimum combination of efficiency, effectiveness and fairness to consumers and industry stakeholders.

4.3 Key Components

- a) Develop a province-wide system of return depots that is accessible, convenient and cost-effective to collect used oil and antifreeze materials from the do-it-yourself, small farm and small commercial markets.
- b) Establish a Return Incentive (RI) in the recycling industry to offer financial support to collectors serving farm, industrial, commercial and institutional markets.

4.4 Interpretative Framework

The following interpretative framework was used in the development of this used oil and antifreeze materials product management program.

1. All stakeholders shall be equally responsible for their proportionate piece of the problem. There will be no exemptions.
2. The consumer of any product shall pay, through an Environmental Handling Charge (EHC), for the responsible disposal of the product. All EHCs collected will be dedicated specifically to the solution of the environmental issues associated with the products to which the EHC is applied. The EHCs will be distributed across market segments in approximate proportion to the contribution of each segment. Collection and administration of EHCs will be managed by an Industry Funding Organization (presently SARRC).
3. Governments must support the program by enacting enabling legislation and regulations.
4. Industry stakeholders will provide point-of-purchase and/or point-of-display information for the program.
5. Results will be achieved through the private-sector recycling industry.
6. National harmonization of the program will be encouraged

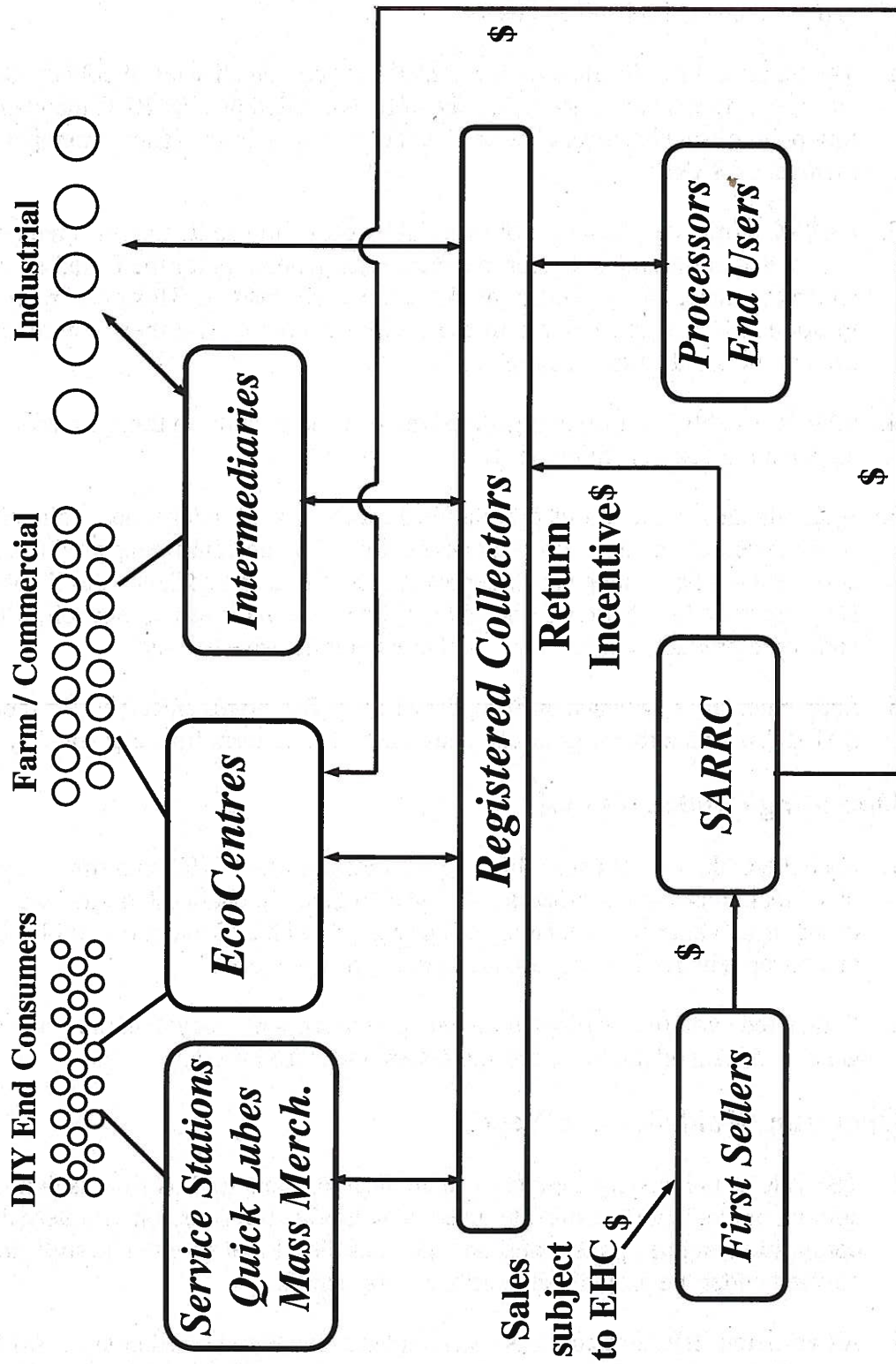
4.5 Program Summary

The focus of this program is a Return Incentive (RI) paid to private sector collectors to recover used oil and antifreeze materials from the environment. The funding method for the RI is an Environmental Handling Charge (EHC) on sales of new oil, filters, antifreeze and oil/antifreeze/DEF sold in containers applied at the first point of sale in Saskatchewan. The EHC is paid into a fund managed by a non-profit industry funding association called the Saskatchewan Association for Resource Recovery Corp. (SARRC). The EHCs have become an additional cost to first sellers in serving their customers' needs.

SARRC established the EHC rates and administers the day-to-day operations of the system in compliance with guidelines approved by the SARRC Board of Directors. The EHC is the sole source of funding for the program and all funds collected are dedicated to achieving the program's objectives.

SARRC pays collectors a Return Incentive (RI) for the amount of used oil and antifreeze materials returned for recycling. Collectors pick up used oil, filters, antifreeze and oil/antifreeze/DEF containers available from generators, collection depots and EcoCentres. The flow of materials and funds under this program is illustrated in Figure 1.

Figure 1: Used Oil and Antifreeze Materials and Funding Flow



General Operating Description - Oil, Filters, Antifreeze and Containers

1. The simplified model in Figure 1 illustrates the desired flow of material from the generators (DIY/consumers, farm/commercial and industrial users) through the collection network of return locations, EcoCentres and intermediaries, to collectors and on to processors and end users.
2. The funding flow also illustrates the EHC remitted on all sales of collectible oil, antifreeze, filters and containers. The EHC is applied by a SARRC member at the first point of sale in Saskatchewan to either a person or an organization that is not a member of SARRC.
3. SARRC stimulates the return of material by providing an RI to registered collectors at a level that allows the collector to compensate generators for their used oil and antifreeze materials, dependent on the competitive market. This gives return locations, EcoCentres and intermediaries the economic drive they require to draw used oil materials into the system.
4. SARRC established freight-equalized regions and included a transportation equalization component in the RI.
5. A significant feature of this program is the existence of independent collection centres (independent of manufacturers and marketers of oil and antifreeze products and of collectors). These independent depots are identified as EcoCentres in Figure 1. Because these EcoCentres do not directly profit from the sale of new oil, filter and antifreeze products they require another economic drive to exist.
6. Supplementary payments, or Secondary Return Incentives (SRIs) established by SARRC, are paid to EcoCentres to ensure their long-term financial stability.

Operating Guidelines - Oil

1. All collectible oils sold are subject to a “cents per litre” EHC with the exception of oils either consumed in process (two cycle engine oil, chain oil, de-dusting oil, etc.) or requiring abnormal special handling (e.g. glycol based hydraulic fluid). Collectible oils covered under the program are defined in Appendix 1.
2. Registered end users with government approved on-site recycling programs for self-generated used oil are treated as collectors under the program.

Operating Guidelines - Filters

1. The EHC is universally applied to all applicable filters sold. A filter is defined as any spin-on or element style oil filter used in hydraulic, transmission, or internal combustion engine applications, and includes diesel fuel filters. The specific filters covered under the program are defined in Appendix 1.
2. A two-tiered EHC structure has been implemented based on filter size. All filters under 203 mm (8 inches) in length are subject to one EHC, and filters 203 mm (8 inches) in length and over are subject to another EHC.

Operating Guidelines - Antifreeze

3. All concentrate and pre-mix antifreeze sold is subject to a “cents per litre” EHC with the exception of antifreeze used for plumbing, windshield washers, lock de-icing, fuel line or aircraft de-icing. Collectible antifreeze covered under the program is defined in Appendix 1.

Operating Guidelines – Oil/Antifreeze/DEF Containers

1. An EHC is charged on a “cents per litre of container size” for oil/antifreeze/DEF containers with a capacity of 50 litres or less. Although all materials of construction are included in the program, most containers today are made from plastic, but specific containers covered under the program are defined in Appendix 1.
2. In addition to the RI paid to collectors of these containers, a processing RI is paid to processors recycling used oil/antifreeze/DEF containers. This processing RI recognizes the current market in container recycling and is set and managed in the same manner as carrier RIs.
3. The EHC rate is set to encourage the most environmentally friendly packaging. For example, a non-metal non-HDPE package is levied at a higher rate as it contributes to recycling costs higher than those of a single material container.

4.6 Program Benefits

The benefits of successfully implementing this program are:

- a) Improves, promotes and facilitates the recovery of valuable, non-renewable resources.
- b) Protects the environment by diverting materials from landfills and inappropriate areas such as yards, fields, roads and water courses.
- c) Fosters continued development of the private sector recycling industry.
- d) Provides a simple, comprehensive cost-effective, sustainable and province-wide program in harmony with similar programs in British Columbia, Alberta, Manitoba, Quebec, New Brunswick, Prince Edward Island and other anticipated programs in provinces across Canada.
- e) Creates new business opportunities.
- f) Has support from a broad stakeholder group.

5.0 RECYCLING INDUSTRY RETURN INCENTIVE (RI)

5.1 RI Objective

The objective of the Return Incentive (RI) is to provide an additional economic driver to encourage the collection of used oil and antifreeze materials throughout all markets of the province by the private-sector recycling industry.

As the collectors are the keys to increased recovery rates, they receive the RI upon delivery of used oil and antifreeze materials to a processor/end user registered with SARRC.

Under normal circumstances, where the used oil and antifreeze materials have not been contaminated or commingled with other waste, RIs have been set at a level to allow collectors to compensate the generators (collection depots and commercial generators) for their handling and storage activities. The value of the RIs is public knowledge.

SARRC also pays a processing RI directly to oil/antifreeze/DEF container processors. This processing RI recognizes the current market in container recycling and is paid on the quantity of container material received by the container processor from collectors.

SARRC is not involved in any way with the commercial agreement between collectors and generators or between collectors and processors. The competitive market is the deciding factor in these transactions.

5.2 RI Guiding Principles

The following guiding principles are used in setting RIs for all three materials:

- a) RIs are set to achieve collection objectives; EHCs are set to provide required funding.
- b) RIs are paid for specific performance only.
- c) RIs paid to container processors require reporting of inventory levels.
- d) Only one RI per product is set for each region for all participants.
- e) RIs are adjusted in a timely fashion with the objective of causing minimal disruption to the normal course of business.
- f) Any information provided is held in strictest confidence and only released in aggregate form.
- g) The SARRC Board of Directors makes all final decisions relative to RIs.

5.3 Setting and Changing RIs

As the key element in increasing the collection and recycling of used oil and antifreeze materials, the amount and term of the RIs are crucial to the success of the program.

These RIs are set and managed by SARRC with input from stakeholders. The following three-step method was used to set the RIs:

- a) An independent third-party survey was conducted to determine today's market baseline.
- b) Recommendations were obtained from recycling industry participants.
- c) SARRC combined these two inputs into one RI per product per region for a specified term.

5.4 RI Term

With advice from the recycling industry and third parties, SARRC establishes a floor value for these RIs.

The effectiveness of these incentives continues to be closely monitored. Changes have been made as required to meet our objectives. The “triggers” of change are:

- Economic impacts to the private-sector recycling industry.
- Used oil and antifreeze materials collected vs. plan.
- Dollars spent vs. plan.
- Changes in business economic fundamentals.
- Inflation and increased costs associated with recycling operations.
- Input from all stakeholders.

6.0 RI SYSTEMS REQUIREMENTS

6.1 Systems Objective

SARRC established the supporting systems for this program with the objective of achieving the simplest method that integrated normal accounting requirements with the typical practices of the recycling industry.

6.2 Systems Guiding Principles

The following guiding principles were used in the development of the program systems:

- a) All processes must be simple and easy for participants to use.
- b) RI system causes minimal disruption to existing private-sector recycling systems.
- c) System must leave appropriate audit trail.
- d) Payments only for deliveries to approved processors/end users.
- e) System must not discriminate among approved processors/end users.
- f) System must allow for payment closure at collector/processor and generator.
- g) System must not restrict the free flow of products in the competitive market.
- h) All collectors, processors and end users participating in the program must register with SARRC.

6.3 Registration Requirements

SARRC is not a licensing body. SARRC relies on existing government approvals, licenses and permits to screen eligible industry participants under the SARRC program. SARRC requires that each collector and processor/end user register with the Association by submitting the appropriate forms and providing documentation verifying that the company has the required government approvals with respect to their specific operations.

Please see Systems Flow Chart “Registration” Figure 2 for graphical presentation of registration requirements.

Upon receipt of the registration application, SARRC will review the information, approve the application based on the applicant’s ability to provide appropriate registration documentation, and assign a company-specific registration number for each collector and processor/end user.

SARRC maintains an active database of registered collectors and processors/end users who provide the services required by SARRC to fulfill the mandate of the product management program. These are available at www.usedoilrecyclingsk.com.

The following documents will be required to meet SARRC’s registration requirements:

Used Oil, Filter, Antifreeze and Container Collectors

Used oil, filter, antifreeze and oil/antifreeze/DEF container collectors must register with SARRC by submitting Form SARRCFM 505 and attachments (see Appendix 4).

Used Oil, Filter, Antifreeze and Container Processors/End Users

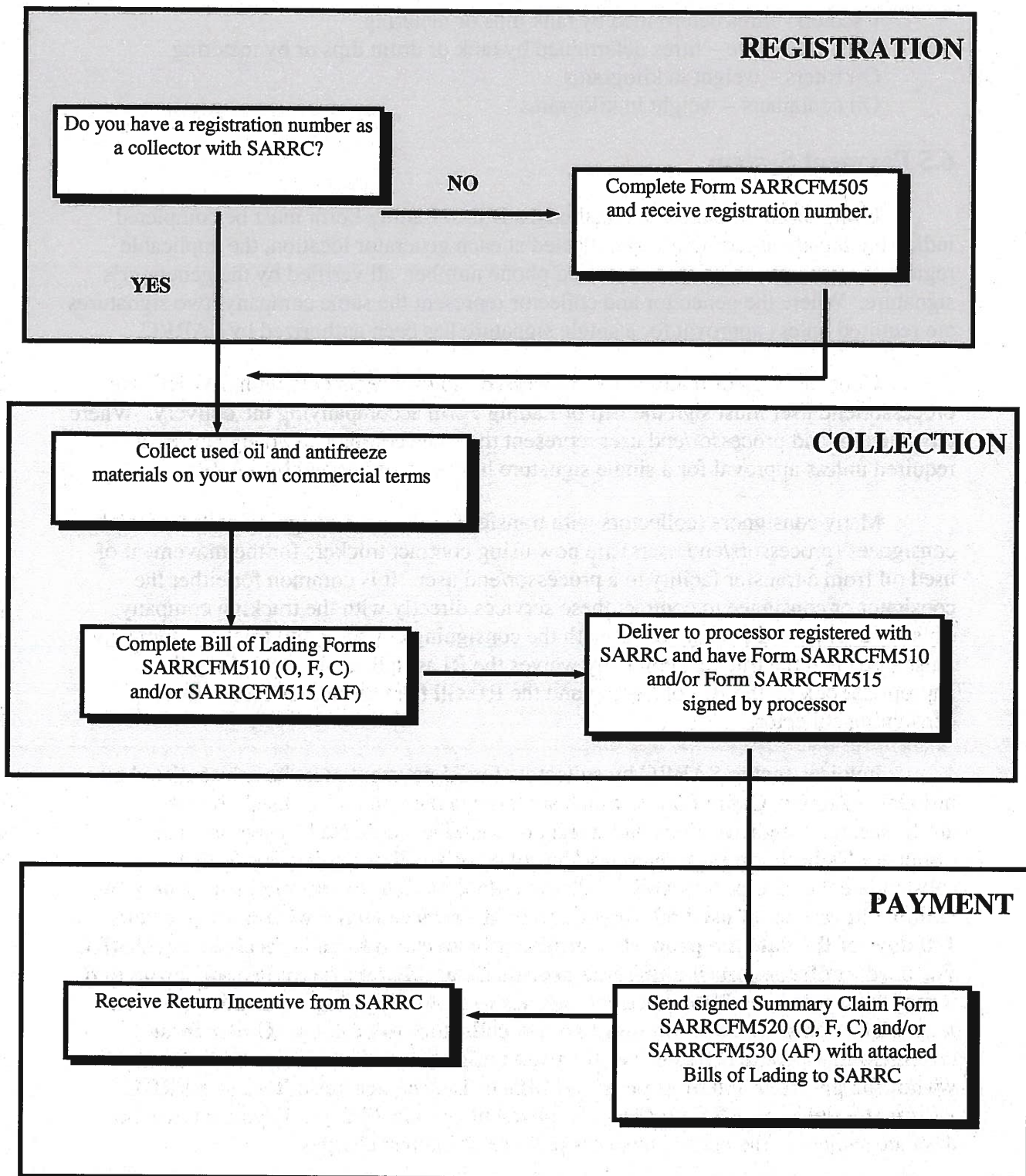
Processors/end users must also register with the Association by submitting Form SARRCFM 405 (see Appendix 5). Processors/end users of used oil, filters, antifreeze and oil/antifreeze/DEF containers must also attach a copy of their valid storage approval and operating permit where appropriate.

For collectors wishing to use processors/end users out of province, it will be their responsibility to ensure that these processors/end users are registered with SARRC. The RI will follow the product providing the receiving processor/end user meets all of the requirements of the governing jurisdiction and proof of this has been provided to SARRC. These out-of-province processors/end users must also register with SARRC by submitting Form SARRCFM 405 (see Appendix 5) and appropriate approvals/permits.

On-Site End Users

Registered end users with government approved on-site recycling programs for self-generated used oil and antifreeze may apply in writing to SARRC for registration. Applicants must provide details of collection, recycling, volume verification and copies of government approvals/permits. If approved, these end users will be registered as collectors and as such will be eligible for applicable RIs.

Figure 2: COLLECTOR SYSTEMS FLOW CHART



6.4 Payment Basis

SARRC recognizes the current market practices of verification of volumes and weight by collectors today. These are:

- Used oil - litres determined by tank dips or metering
- Used antifreeze – litres determined by tank or drum dips or by metering
- Oil filters – weight in kilograms
- Oil containers – weight in kilograms

6.5 Payment System

Using these measurement methods, a Bill of Lading Form must be completed indicating the amount of material collected at each generator location, the applicable region, the generator's printed name and phone number, all verified by the generator's signature. Where the generator and collector represent the same company, two signatures are required unless approval for a single signature has been authorized by SARRC.

Upon delivery of material to a processor/end user registered with SARRC, the processor/end user must sign the Bill of Lading Form accompanying the delivery. Where the collector and processor/end user represent the same company, two signatures are required unless approval for a single signature has been authorized by SARRC.

Many consignors (collectors with transfer facilities – consigning collector) and consignees (processors/end users) are now using contract truckers for the movement of used oil from a transfer facility to a processor/end user. It is common for either the consignor or consignee to contract these services directly with the trucking company. This is not expected to change, but both the consigning collector and trucking company must agree that the trucking company waives the RI as indicated by checking the appropriate box on the Bill of Lading and the RI will then be paid directly to the consigning collector.

Invoices sent to SARRC by collectors for RI payment must be substantiated by utilizing Summary Claim Forms, which summarize the volumes of used oil and antifreeze, the weight of filters and weight of containers collected by region. The Summary Claim Form must reference the collector's Bill of Lading Forms that substantiate the invoice to SARRC. **Please note that Return Incentives may only be claimed in respect of used oil, filters and containers collected within the previous 100 days of the date the properly completed form claim form is received by SARRC. For used antifreeze, most antifreeze processors are distant from Saskatchewan and it may take considerable collection volumes to make shipping economical, or you may wish to ship smaller volumes to other collectors to bulk up. Under these circumstances, Return Incentives for used antifreeze collected may be claimed within the previous 180 days provided Bills of Lading are submitted to SARRC within 100 days.** SARRC processes RI payments within 30 days. Payments over 30 days are subject to the normal business practice of interest charges.

Documentation administered by the collectors and processors/end users must be maintained for a three-year period. This information must be retained for audit purposes.

Used Oil

SARRC pays collectors a RI for used oil based on the volume collected determined by tank gauging. Collectors are responsible for dipping their truck tanks before and after each pick-up to determine the volume of used oil collected from each generator location. Generators are responsible for verifying the volume of used oil picked up and must sign off on the carrier's Bill of Lading SARRCFM 510. Receivers (approved processors/end users) are also responsible for verifying the volume of used oil delivered to them, and also must sign off on the collector's Bill of Lading SARRCFM 510 upon delivery.

Processors must sample and test all incoming loads of used oil for BS&W and provide results with the signed Bill of Lading or receiving document. All used oil samples for testing must be representative of the entire load being received by using either the tube sampling (all-levels sampling) method in accordance with ASTM D4057 or a composite sample from the sampling valve on the discharge line taken at the beginning, middle and end of the discharge or approved equivalent. If the used oil truck has more than one compartment a separate sample must be taken for each compartment. **Sampling and testing the receiving tank after delivery is not acceptable. Free water content determined by paste cut must be deducted from volume received prior to testing for BS&W.**

Water content and solids (BS&W) in used oil must be determined by either the ASTM D95 method or the Retort method or approved equivalent. Used oil containing contamination in excess of the limits noted above may be subject to a surcharge administered by the collector. The surcharge is not included within the scope of the SARRC program. This surcharge, if any, and administered by the collector and market driven, is part of the normal commercial transaction between collector and generator.

SARRC's program limits contaminants in used oil eligible for a RI to a maximum of 1% solids and the following water content: (a) 0 to 5% water – RI eligible with no volume discount (b) over 5% to 35% water – RI eligible when volume discounted for water above 5% (c) over 35% water – not RI eligible

Processors receiving contaminated used oil may surcharge the collector for the additional operating costs associated with processing these contaminated used oils. Used oil containing contamination in excess of the limits noted above requires a volume adjustment. The processor must deduct the volume of water greater than 5% but less than 35% from the total volume of used oil received, and note the water-corrected volume on the Bill of Lading SARRCFM 510. The water-corrected volume of used oil is in turn used by the collector to substantiate a claim to SARRC.

The RI is paid to the collector upon delivery to an approved processor/end user and submission of Forms SARRCFM 510 and 520 to SARRC. The payment is in \$ / litre at the rate outlined in Appendix 2.

Used Antifreeze

SARRC pays collectors a RI for used antifreeze based on the volume collected determined by tank gauging. Collectors are responsible for dipping their truck tanks before and after each pick-up to determine the volume of used antifreeze collected from each generator location. Generators are responsible for verifying the volume of used

antifreeze picked up and must sign off on the collector's Antifreeze Bill of Lading SARRCFM 515. Receivers (approved processors/end users) are also responsible for verifying the volume of used antifreeze delivered to them, and also must sign off on the collector's Antifreeze Bill of Lading SARRCFM 515 upon delivery.

Collectors will be responsible for dipping their truck tanks, or determining the volume of antifreeze collected in drums, before and after each pick-up to determine the volume of used antifreeze collected from each RCF/generator location. RCFs or generators will be responsible for verifying the volume of used antifreeze collected by signing the collector's Antifreeze Bill of Lading SARRCFM 515 upon pickup.

Processors will be responsible for verification of volumes and quality of used antifreeze received from collectors. If there is a discrepancy between the collector and processor used antifreeze volumes, the lower volume will be used to substantiate the RI claims. When making adjustments, the volume will be adjusted from the highest rated zone on the RI claim. Processors must sample and test all incoming tank loads and/or drums of used antifreeze for percentage glycol and provide results with the signed receiving document.

All used antifreeze samples for testing must be representative of the entire load being received by using the Tube sampling (all levels sample) method in accordance with ASTM D4057, or a composite sample from the sampling valve on the discharge line taken at the beginning, middle and end of the discharge, or approved equivalent. If the used antifreeze tank truck has more than one compartment, a separate sample must be taken for each compartment. All used antifreeze samples should be kept by the processor for a minimum of 6 months. Sampling and testing the receiving tank after delivery is not acceptable.

Glycol content in used antifreeze must be determined by the Processor by the ASTM D3321, or approved equivalent. SARRC limits contaminants in used antifreeze eligible for a RI on the following glycol content:

- 42% glycol or greater– RI eligible with no volume discount
- Between 42% - 25% glycol – RI eligible when volume discounted for glycol below 42%, there is a reduction of 4% for every 1% decrease in the glycol content below 42%.
- Less than 25% glycol – Not RI eligible

Processors receiving highly water diluted used antifreeze (less than 42% glycol) may surcharge the collector for the additional operating costs associated with processing this used antifreeze. Used antifreeze contaminated with other products (i.e. oil, paint, solvents, PCBs, etc.) is NOT eligible for the RI.

Used antifreeze containing water dilution in excess of the limits noted will require a volume adjustment. The Collector must deduct the volume of water greater than 58.0% but less than 75.0%, from the total volume of the used antifreeze received, and note the water-corrected volume on the Antifreeze Return Incentive Summary Claim Form.

Collectors who are also processors must treat all internal loads received at their processing plant to the same volume and quality checks as external collector loads, with a different company official signing as processor than signed as the collector.

Comingling of products is strictly prohibited. Antifreeze must not be contaminated with used oil and all antifreeze storage and handling equipment should be kept segregated from used oil.

In the event of movement of used antifreeze materials from one Collector to another Collector, the original generator information (Bills of Lading) must be passed along with the materials or forwarded separately to SARRC with a direct match.

The RI is paid to the collector upon delivery to an approved processor/end user and submission of Forms SARRCFM 515 and 530 to SARRC. The payment is in \$ / litre at the rate outlined in Appendix 2.

Used Oil Filters

Effective July 1, 2015, SARRC switched from paying Return Incentives in \$/kg on the gross weight of receptacle, filters and retained used oil in the filters and receptacle to paying on the net weight of filters and retained used oil in the filters and receptacle. This was done as collectors are changing the size, composition and/or weight of receptacles to increase shipping efficiencies, and the RI was increased to compensate for the loss of the weight of the receptacle. The following procedures are required:

1. The gross weight of all receptacles including filters and retained oil in the filters and receptacles must be weighed on scales certified for weights and measures and these weights must be verified with printed weigh scale tickets. Mobile scales are discouraged so receptacles must be numbered so receptacles weighed prior to emptying and processing are matched to the generator by region. The gross weight can be submitted as before and SARRC will subtract the declared tare weight.
2. Collectors must provide a written declaration to SARRC on each Bill of Lading certifying the size, composition and weight of their receptacles (I certify filter receptacles are constructed of (material type) with a capacity of _____ litres and a tare weight of _____ kilograms). SARRC will spot check on site to verify collector declarations.
3. Collectors must provide the corresponding number of receptacles by region so SARRC can subtract the tare weight by region by claim.
4. The generator must sign the collector's Bill of Lading verifying the weight and number of full and partially full receptacles collected.
5. The processor must sign the collector's Bill of Lading verifying the weight and number of full and partially full receptacles collected.

The RI is paid for net weights of used oil filters that do not contain commingled waste. Receptacles of oil filters containing other solid waste may be subject to a surcharge administered by the collector. The surcharge is not included within the scope of the SARRC program. This surcharge, if any, and administered by the collector and market driven, is part of the normal commercial transaction between collector and generator.

All collectors of used oil filters must include some form of receptacle identification by generator on all Bills of Lading. This receptacle identification number must provide a traceable link between the receptacle on the processor floor and the generator of that receptacle.

Processors will be responsible for verification of load weight and number of full and partially full receptacles received. The processor must weigh all incoming loads and provide a weigh scale ticket to the collector. **Collectors who are also processors must treat all internal loads received at their processing facility to the same weight and quality checks as external collector loads.**

Processors receiving oil filter receptacles contaminated with other solid waste may surcharge the collector to recover the additional operating costs associated with sorting and waste removal. The processor must deduct the weight of waste received and note the corrected weight on the collector's Bill of Lading. The corrected weight must be used by the collector to substantiate an invoice to SARRC.

All filter RI claims submitted to SARRC must be completed on a batch basis by collectors and must include a signed receipt with the weigh scale ticket from the end-user (i.e. metal broker or other approved end-user) for each batch of processed filters claimed. **When processors accept small volumes of filters from other collectors that cannot be economically batched alone, they assume responsibility for any contamination and accuracy of drum counts with these filters when they batch them with their own.**

As outlined earlier, the RI is paid to collectors upon submission of Forms SARRCFM 510 and 520 to SARRC. The payment is in \$ / kilogram of the net weight at the rate outlined in Appendix 2.

Used Oil Containers

SARRC pays collectors a RI for used oil containers based on the weight of empty oil/antifreeze/DEF containers collected from each generator and delivered to a processor. The RI is paid for bundled applicable containers as outlined in Appendix 1 which do not contain commingled solid waste. Bagged or bundled containers that contain other solid waste may be subject to a surcharge administered by the collector. The surcharge is not included within the scope of the SARRC program. This surcharge, if any, and administered by the collector and market driven, is part of the normal commercial transaction between collector and generator.

Processors receiving bagged or bundled used oil/antifreeze/DEF containers contaminated with other solid waste may surcharge the collector to cover the additional operating costs associated with sorting and waste removal. Collectors and processors are responsible to inform SARRC of quality issues associated with oil containers prepared by the generator and must ensure that the containers are accurately weighed.

Processors must be in a position to weigh the used oil/antifreeze/DEF containers delivered to them. This weight adjusted for contamination must be recorded on the SARRCFM510 Bill of Lading or equivalent. If there is a discrepancy between the cumulative total on the SARRC Bill of Lading or equivalent and the processors receiving weight, the processor's weight shall be used to substantiate a RI claim to SARRC.

NOTE: If Collectors choose to densify oil/antifreeze/DEF containers through grinding, baling or other means prior to delivery to a Processor, SARRC will:

- a) **pay the RI and Processor RI only on the densified weight delivered to the Processor**
- b) **audit the Collector's process, from time to time, for assurance that the material being shipped to the Processor contains only applicable oil/antifreeze/DEF containers.**

As outlined earlier, the RI is paid to collectors upon submission of Forms SARRC 510 and 520 to SARRC. The payment is in \$ / kilogram at the rate outlined in Appendix 2.

Used Oil/Antifreeze/DEF Container Processing

Processors of used oil/antifreeze/DEF containers are required to maintain appropriate documentation as a basis for invoicing SARRC for processor Return Incentives. Registered processors are required to submit monthly statements on:

- a) Quantity of used container materials received from registered collectors.
- b) Current quantity of inventory of used container materials.
- c) Quantity of sales and disbursements of used container materials (including the sales for closed-loop recycling).

Processor Return Incentives are not paid for inventory of container materials beyond a reasonable working inventory.

Invoices sent to SARRC for processor RI payments must be substantiated by utilizing SARRC Oil/Antifreeze/DEF Container Processor Return Incentive Summary Claim Form SARRCFM 420. This Summary Claim Form must include the weight of used oil/antifreeze/DEF containers received by the processor and be referenced to the Bills of Lading SARRCFM 510 making up the weight being invoiced. The Summary Claim Form and supporting Bills of Lading must be maintained for a minimum three-year period for audit purposes.

The Used Oil/Antifreeze/DEF Container Processor Return Incentive is paid to the processor as outlined earlier upon submission of Forms SARRCFM 510 and 420 to SARRC. The payment is in \$ / kilogram at the rate outlined in Appendix 2.

6.6 Cross Border Movement of Used Oil Materials

SARRC's objectives are to maximize the cost-effective collection of used oil and antifreeze materials in Saskatchewan. SARRC does not intend to restrict the movement of used oil and antifreeze materials to approved processing locations, which from a transportation perspective makes good business sense. Therefore, SARRC will not restrict Saskatchewan-based collectors from transporting used oil and antifreeze materials to approved processing facilities in other governmental jurisdictions.

Collectors wishing to use an out-of-province processor must ensure that the processor is registered with SARRC. The out-of-province processor must provide documentation verifying that all requirements of the governing jurisdiction have been met for that facility and then the processor can register with SARRC. RI payments are then handled in the same manner as outlined in Figure 2. Out-of-province processors are included within the scope of SARRC's audit protocol.

6.7 Audit Requirements

A significant component of SARRC's program focuses on auditing the used oil and antifreeze material collection and processing/end user operations of industry participants. SARRC currently conducts program audits that in the future may be administrated by a third-party consultant. The audits serve as an assessment function to the program to ensure system integrity. SARRC has adopted an assessment philosophy that focuses on maintaining fair, consistent and appropriate follow-up action.

The SARRC audit protocol determines compliance with operating systems and procedures of the product management program. SARRC's audits take two forms:

- (1) spot audits, which focus on identifying gross errors.
- (2) detailed audits, which assess documentation requirements, accounting practices and invoicing processes.

The audits verify the amount of collected used oil and antifreeze materials claimed versus actual. Audit results are used to determine the frequency of future audits.

SARRC may cancel or suspend the registration of any collector or processor/end user if they fraudulently contravene the operating system or procedures of the product management program.

6.8 Program Confidentiality

Information with respect to specific generators, collectors and processors is kept confidential. Volumes or weights of used oil and antifreeze materials collected and the corresponding financial disbursements to individual collectors are not disclosed. Information released by SARRC is in aggregate form only.

7.0 FREIGHT-EQUALIZED REGIONS

7.1 Regions Objective

Recognizing that transportation costs are a key component of used oil and antifreeze material collection, SARRC established freight-equalized regions within Saskatchewan. The freight-equalized regions are based on provincial demographics, the volume of used oil and antifreeze materials available for collection, the primary and secondary road systems and the zones outlined in the Saskatchewan *Used Petroleum and Antifreeze Products Collection Regulations*.

The freight-equalized regions are required to ensure that collectors are appropriately reimbursed for costs associated with collection, and to promote enhanced capture rates and recycling of used oil and antifreeze materials in market segments which have historically not been fully developed. The establishment of freight-equalized regions is an important component of the RI system administered by SARRC. Each region has 4 RIs, one for used oil, antifreeze, filters and containers.

7.2 Region Chart and Map

The Return Incentive Region and Material Rate Chart is presented in Appendix 2 and the Return Incentive Region Legend and Map is presented in Appendix 3.

The regions are an integral component of the documentation required to substantiate the collectors' invoice to SARRC for RI payment. For ease of determining generator region locations, region boundaries follow the zones outlined in *The Used Petroleum and Antifreeze Products Collection Regulations* and therefore municipal boundaries as well.

The establishment of regions assists SARRC in assessing the efficiency of collection initiatives. The regions determine where the bulk of used oil and antifreeze materials are being collected and where improvements in the system are required to enhance collection and recycling.

8.0 ECOCENTRES

8.1 General Information

SARRC established a province-wide network of collection depots called EcoCentres to meet the requirements of *The Used Petroleum and Antifreeze Products Collection Regulations*. The EcoCentres are operated by independents in up to 31 permanent collection depot zones, and up to 8 alternate option return zones. EcoCentres must meet Saskatchewan Environment regulatory storage requirements.

EcoCentres are drop-off facilities for do-it-yourself (DIY) consumers, further defined as private motorists, farmers and small commercial operators who service their own vehicles and equipment. While collectors are not eligible to own or operate EcoCentres, they pick up used oil and antifreeze materials generated by the EcoCentres.

The SARRC program has also encouraged other collection depots to collect used oil and antifreeze materials from DIY consumers where there is an economic business opportunity.

9.0 ANNUAL REPORTING

SARRC is required by *The Used Petroleum and Antifreeze Products Collection Regulations* to provide an annual report to the Minister of Environment describing the activity of the product management program during the previous year. SARRC must also provide an annual audited financial statement to the Minister. The annual reports are public documents.

NOTES

Appendix 1

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**)

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	hydraulic fluid	polyester fluids	turbine oil
compressor oil	marine engine oil for vessels operating domestically	power steering fluid	vegetable oil for lubrication
crankcase oil (petroleum or synthetic)	mineral heat transfer fluid	refrigeration system oil	
electrical insulating oil (Except for QC, NB, PE)	natural gas compressor oil not consumed in use	re-refined oil	
engine oil	paper machine oil	synthetic crankcase oil	
gear oil	petroleum crankcase oil	transmission fluid	

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

Oil Filters

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

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	

Appendix 2: Return Incentive Region and Material Rate Chart (July 1, 2015)

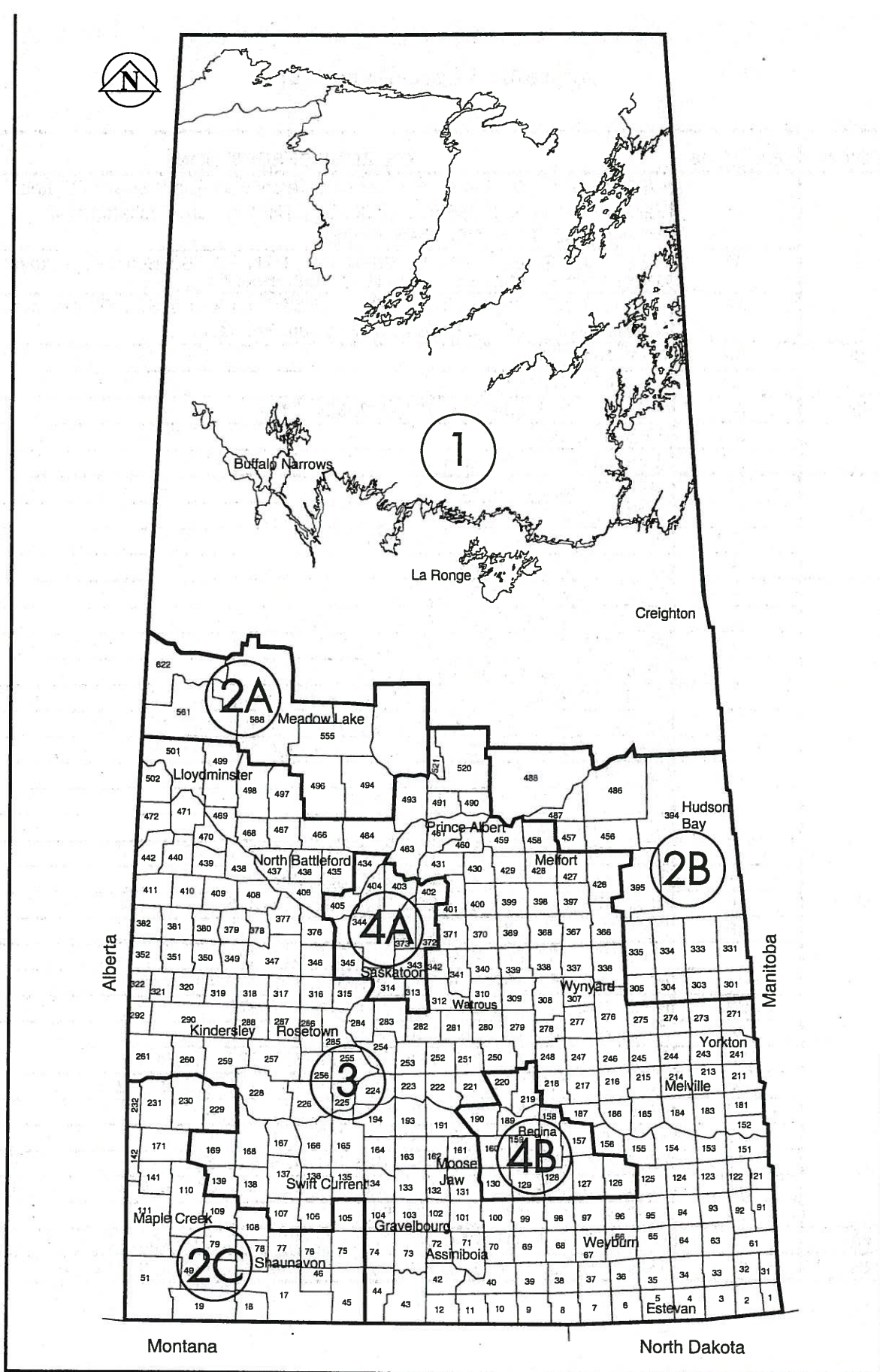
REGION	USED OIL (\$/litre)	USED ANTIFREEZE (\$/litre)	USED OIL FILTERS (net weight) (\$/kg)	USED OIL, ANTIFREEZE & DEF CONTAINERS (\$/kg)
1	0.25	1.00	1.65	3.15
2A,2B,2C	0.18	0.75	1.25	2.50
3	0.12	0.60	1.05	2.10
4A,4B	0.08	0.50	0.90	1.68

Used Oil, Antifreeze & DEF Container Processor Incentive = \$0.30/kg

NOTES

Appendix 3 Legend and Map

REGION	OIL ZONE	OIL ZONE DESCRIPTION
1	37	WEST: LONG-104, EAST: Northern Saskatchewan Administration District Eastern Boundary, NORTH: LAT-60, SOUTH: Northern Saskatchewan Administration District Southern Boundary
	38	WEST: LONG-107, EAST: LONG-104, NORTH: LAT-60, SOUTH: Northern Saskatchewan Administration District South Boundary
	39	WEST: LONG-110, EAST: LONG-107, NORTH: LAT-60, SOUTH: Northern Saskatchewan Administration District South Boundary
2A	34	RMS: 561, 588, 622
	35	RMS: 494, 496, 555
2B	27	RMS: 301, 303, 304, 305, 331, 333, 334, 335,
	28	RMS: 394, 395
	36	RMS: 456, 457, 486, 487, 488
2C	6	RMS: 45, 46, 75, 76, 105
	7	RMS: 17, 18, 19, 49, 77, 78, 79, 108, 109
	8	RMS: 51, 110, 111, 141, 142, 171
	9	RMS: 229, 230, 231, 232
3	1	RMS: 1, 2, 3, 31, 32, 33, 61, 63
	2	RMS: 4, 5, 6, 34, 35, 36, 64, 65
	3	RMS: 7, 8, 37, 38, 66, 67, 68, 96, 97, 98
	4	RMS: 9, 10, 39, 40, 69, 70, 99, 100
	5	RMS: 11, 12, 42, 43, 44, 71, 72, 73, 74, 101, 102, 103, 104
	10	RMS: 106, 107, 135, 136, 137, 138, 139, 165, 166, 167, 168, 169
	11	RMS: 131, 132, 133, 134, 161, 162, 163, 164, 191, 193, 194
	13	RMS: 94, 95, 124, 125, 154, 155
	14	RMS: 91, 92, 93, 121, 122, 123, 151
	15	RMS: 152, 153, 181, 183, 184
	16	RMS: 156, 185, 186, 187, 216, 217, 218, 246, 247, 248
	17	RMS: 221, 222, 223, 224, 250, 251, 252, 253
	18	RMS: 225, 226, 254, 255, 256, 283, 284, 285, 315
	19	RMS: 228, 257, 286, 287, 288
	20	RMS: 259, 260, 261, 290, 292, 319, 320, 321, 322
	21	RMS: 350, 351, 352, 379, 380, 381, 382, 409, 410, 411, 440
	22	RMS: 316, 317, 318, 346, 347, 349, 376, 377, 378
	24	RMS: 279, 280, 281, 282, 310, 312, 341, 342
	25	RMS: 276, 277, 278, 307, 308, 309, 336, 337, 338, 366, 367
	26	RMS: 211, 213, 214, 215, 241, 243, 244, 245, 271, 273, 274, 275
	29	RMS: 397, 398, 399, 426, 427, 428, 429, 430, 458, 459
	30	RMS: 339, 340, 368, 369, 370, 371, 400, 401
	31	RMS: 431, 460, 461, 463, 464, 490, 491, 493, 520, 521
	32	RMS: 406, 408, 435, 436, 437, 438, 439, 466, 467, 468, 469, 470, 497, 498
	33	RMS: 442, 471, 472, 499, 501, 502
4A	23	RMS: 313, 314, 343, 344, 345, 372, 373, 402, 403, 404, 405, 434
4B	12	RMS: 126, 127, 128, 129, 130, 157, 158, 159, 160, 189, 190, 219, 220



Saskatchewan Return Incentive Region Map



Saskatchewan Association for Resource Recovery Corp.



Saskatchewan Association
for Resource Recovery Corp.

SARRC
#5 – 307 Gray Avenue
Saskatoon, SK S7N 4R7
Telephone: (306) 652-7217
Facsimile: (306) 652-1705

SARRC Collector Registration Application Form

Company Name _____ GST Number _____
Mailing Address _____ City _____ Province _____
Postal Code _____ Phone _____ Fax _____ Email _____
Location of Facility _____

Please check materials for which you are requesting registration for collection

	Estimated quantity/year
Used Oil _____	_____ litres
Used Antifreeze _____	_____ litres
Used Oil Filters _____	_____ kg
Used Oil, Antifreeze & DEF Containers _____	_____ kg

Circle regions in your service area: 1 2A 2B 2C 3 4A 4B

Please note that the following documentation is required for registration with SARRC	Attached	
	Yes	No
Copy of Certificate of Incorporation & Corporate Registry Profile Report		
Copy of Certificate of Safety Fitness if truck is 11,000kg or greater; if less than 11,000kg include copy of insurance documentation (include brief description of truck or fleet)		
Copy of approval/license from governing bodies (province, state, municipality, county)		
Copy of storage facility approval		
Copy of province/state carrier number authorization		
Copy of Federal Notice (and corresponding proof of insurance coverage) & Letter to Proceed to export hazardous waste		
Copy of contract between Canadian exporter & foreign consignee to export hazardous waste		

Certification

I, _____ (*print name*), 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, and that I am the company official authorized to make this declaration.

Signature _____ Phone Number _____ Date _____

SARRC USE ONLY

SARRC Registered Collector Number _____ Date _____ Authorization _____

TERMS AND CONDITIONS

In consideration of the Saskatchewan Association for Resource Recovery Corp. (SARRC) accepting the registration of the applicant, and in consideration of the applicant becoming eligible to receive payment from SARRC of Return Incentives, and in consideration of the applicant's agreement to exercise his powers and carry out his duties in accordance with the Environmental Management and Protection Act ("Act"), the Used Petroleum and Antifreeze Products Collection Regulations ("regulations"), any bylaws made by SARRC ("bylaws") and the SARRC Used Oil, Antifreeze, Filter & Container Recycling Program Manual for Collectors and Processors ("manual") and in consideration of the covenants contained herein, the applicant agrees as follows:

1. The applicant represents and warrants that all information provided to SARRC in this application, and in all documents required by virtue of the applicant's registration with SARRC, or by virtue of the requirements of law, are true and accurate.
2. The applicant agrees to indemnify and hold SARRC, 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 SARRC bylaws, programs, policies, and procedures.
4. The applicant agrees to provide SARRC with all reasonable information relating to this Application or any matter that relates to the program or procedures of SARRC and agrees that SARRC has a right of access to any and all such information during normal business hours and on 24-hour notice to the applicant.
5. The applicant agrees to provide, at the request of SARRC, all documentation, receipts, entries, or information that may support or relate to any claim for Return Incentives to SARRC, upon request.
6. The applicant hereby acknowledges and agrees that any funds, Return Incentives, payments or advances paid under SARRC programs are paid subject to verification of any information requested by SARRC, and subject to all required information being correct and sufficient for the purpose of SARRC.
7. Any registration granted, or any payment made by SARRC, 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 error. Any such registration is void and any such payment is held in trust by the applicant for the sole and exclusive benefit of SARRC. Such payments or funds shall be returned forthwith to SARRC upon either SARRC's or the applicant's discovery of the error.
8. SARRC 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 SARRC.
9. SARRC reserves all rights and remedies provided to it under law that may be in addition to any terms contained herein.
10. The applicant acknowledges SARRC's authority to make bylaws, policies and procedures and agrees to be bound by any bylaws, policies and procedures made by SARRC. The applicant further agrees to operate at all times in accordance with federal and provincial regulations.
11. The applicant acknowledges and agrees that SARRC may cancel or suspend the registration of the applicant if the applicant contravenes the Act, the regulations, the bylaws or the manual, or upon any false or misleading representation made in any application or claim form for payment of SARRC's Return Incentive. The applicant acknowledges and agrees that SARRC may cancel or suspend the registration of the applicant if: (a) the applicant ceases to carry on business; or (b) the applicant applies to terminate his registration with SARRC.
12. The applicant agrees to terminate his registration with SARRC if the applicant's registration is cancelled or suspended. The applicant agrees he will not be entitled to, and will not participate in, or carry on business under SARRC's programs unless he is registered and his registration is not under suspension.



Saskatchewan Association
for Resource Recovery Corp.

SARRC
#5 – 307 Gray Avenue
Saskatoon, SK S7N 4R7
Telephone: (306) 652-7217
Facsimile: (306) 652-1705

SARRC Processor/End User Registration Application Form

Company Name _____

Mailing Address _____ City _____ Province _____

Postal Code _____ Phone _____ Fax _____ Email _____

Location of Processing Facility _____

Are you a ☐ Processor ☐ End User? (Check both boxes if both apply)

Please check materials for which you are requesting registration for processing/end use

	Estimated quantity/year (processing)	Estimated quantity/year (end use)
Used Oil	<input type="checkbox"/> _____ litres	_____ litres
Used Antifreeze	<input type="checkbox"/> _____ litres	_____ litres
Used Oil Filters	<input type="checkbox"/> _____ kg	_____ kg
Used Oil, Antifreeze & DEF Containers	<input type="checkbox"/> _____ kg	_____ kg

GST Number _____

Storage Facility Approval Code No. _____ Copy of Valid Approval Attached _____

Operating Approval No. _____ Copy of Valid Approval Attached _____

Certification

I, _____ (*print name*), 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, and that I am the company official authorized to make this declaration.

Signature _____ Phone Number _____ Date _____

SARRC USE ONLY

SARRC Registered Processor Number _____ Date _____ Authorization _____

SARRC Registered End User Number _____ Date _____ Authorization _____

TERMS AND CONDITIONS

In consideration of the Saskatchewan Association for Resource Recovery Corp. (SARRC) accepting the registration of the applicant, and in consideration of the applicant becoming eligible to receive payment from SARRC of Return Incentives, and in consideration of the applicant's agreement to exercise his powers and carry out his duties in accordance with the Environmental Management and Protection Act ("Act"), the Used Petroleum and Antifreeze Products Collection Regulations ("regulations"), any bylaws made by SARRC ("bylaws") and the SARRC Used Oil, Antifreeze, Filter & Container Recycling Program Manual for Collectors and Processors ("manual") and in consideration of the covenants contained herein, the applicant agrees as follows:

1. The applicant represents and warrants that all information provided to SARRC in this application, and in all documents required by virtue of the applicant's registration with SARRC, or by virtue of the requirements of law, are true and accurate.
2. The applicant agrees to indemnify and hold SARRC, 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 SARRC bylaws, programs, policies, and procedures.
4. The applicant agrees to provide SARRC with all reasonable information relating to this Application or any matter that relates to the program or procedures of SARRC and agrees that SARRC has a right of access to any and all such information during normal business hours and on 24-hour notice to the applicant.
5. The applicant agrees to provide, at the request of SARRC, all documentation, receipts, entries, or information that may support or relate to any claim for Return Incentives to SARRC, upon request.
6. The applicant hereby acknowledges and agrees that any funds, Return Incentives, payments or advances paid under SARRC programs are paid subject to verification of any information requested by SARRC, and subject to all required information being correct and sufficient for the purpose of SARRC.
7. Any registration granted, or any payment made by SARRC, 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 error. Any such registration is void and any such payment is held in trust by the applicant for the sole and exclusive benefit of SARRC. Such payments or funds shall be returned forthwith to SARRC upon either SARRC's or the applicant's discovery of the error.
8. SARRC 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 SARRC.
9. SARRC reserves all rights and remedies provided to it under law that may be in addition to any terms contained herein.
10. The applicant acknowledges SARRC's authority to make bylaws, policies and procedures and agrees to be bound by any bylaws, policies and procedures made by SARRC. The applicant further agrees to operate at all times in accordance with federal and provincial regulations.
11. The applicant acknowledges and agrees that SARRC may cancel or suspend the registration of the applicant if the applicant contravenes the Act, the regulations, the bylaws or the manual, or upon any false or misleading representation made in any application or claim form for payment of SARRC's Return Incentive. The applicant acknowledges and agrees that SARRC may cancel or suspend the registration of the applicant if: (a) the applicant ceases to carry on business; or (b) the applicant applies to terminate his registration with SARRC.
12. The applicant agrees to terminate his registration with SARRC if the applicant's registration is cancelled or suspended. The applicant agrees he will not be entitled to, and will not participate in, or carry on business under SARRC's programs unless he is registered and his registration is not under suspension.

Appendix 6

Saskatchewan Association for Resource Recovery Corp.
Oil, Filter and Container Bill of Lading

REF. NO. : SC-_____

A Consignor (Generator)		Region:		B Collector		SARRC Registration No.		Material Description		Unit		Quantity (# receptacles) (filters only)		Quantity (O/F/C)		** Dockage		Quantity Claimed	
Company Name		City Prov. Postal Code		Mailing Address City Prov. Postal Code				Oil/Filters/Containers		(L/Kg/Kg)									
Mailing Address		City Prov. Postal Code		Phone Number															
Phone Number				Vehicle Registration Number		Prov.													
Shipping Site Address or Land Description				Trailer No. 1		Prov.													
City		Province Postal Code		Trailer No. 2		Prov.													
<input type="checkbox"/> Check if Return Incentive to Consigning Collector				<input type="checkbox"/> Check if Return Incentive to Collector															
C Intended Consignee		SARRC Registration No.		D Actual Consignee		SARRC Registration No.													
Company Name		City Prov. Postal Code		Mailing Address City Prov. Postal Code															
Mailing Address		City Prov. Postal Code		Phone Number															
Phone Number				Shipping Site Address or Land Description															
Shipping Site Address or Land Description				City		Province Postal Code													
City		Province Postal Code		<input type="checkbox"/> Check if same as Intended Consignee															
Date Shipped (YYMM/DD)		Time		Scheduled Date of Arrival (YYMM/DD)		Actual Date of Arrival (YYMM/DD)													
		<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.																	
** Water Content = _____ % Less SARRC 5% Water Dockage Allowance = _____ % Multiplied by Quantity Received = _____ Dockage (litres). Enter in Dockage Column above.																			
Consignor Certification: I certify the information contained in Part A and on this form is correct and complete. Name _____ Signature _____ Phone Number _____																			
Collector Certification: I declare that I have received used oil materials as offered by the consignor in Part A for delivery to intended consignee and that the information contained in Part B and on this form is correct and complete. Name _____ Signature _____ Phone Number _____																			
Consignee Certification: I certify the information contained in Parts C & D and on this form is correct and complete. Name _____ Signature _____ Phone Number _____																			

I certify filter receptacles are constructed of (material type) _____, with a capacity of _____ litres, and a tare weight of _____ kilograms.

Instructions and Distribution on Reverse Side

TERMS AND CONDITIONS

In consideration of the Saskatchewan Association for Resource Recovery Corp. (SARRC) accepting the registration of the applicant, and in consideration of the applicant becoming eligible to receive payment from SARRC of Return Incentives, and in consideration of the applicant's agreement to exercise his powers and carry out his duties in accordance with the Environmental Management and Protection Act ("Act"), the Used Petroleum and Antifreeze Products Collection Regulations ("regulations"), any bylaws made by SARRC ("bylaws") and the SARRC Used Oil, Antifreeze, Filter & Container Recycling Program Manual for Collectors and Processors ("manual") and in consideration of the covenants contained herein, the applicant agrees as follows:

1. The applicant represents and warrants that all information provided to SARRC in this application, and in all documents required by virtue of the applicant's registration with SARRC, or by virtue of the requirements of law, are true and accurate.
2. The applicant agrees to indemnify and hold SARRC, 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 SARRC bylaws, programs, policies, and procedures.
4. The applicant agrees to provide SARRC with all reasonable information relating to this Application or any matter that relates to the program or procedures of SARRC and agrees that SARRC has a right of access to any and all such information during normal business hours and on 24-hour notice to the applicant.
5. The applicant agrees to provide, at the request of SARRC, all documentation, receipts, entries, or information that may support or relate to any claim for Return Incentives to SARRC, upon request.
6. The applicant hereby acknowledges and agrees that any funds, Return Incentives, payments or advances paid under SARRC programs are paid subject to verification of any information requested by SARRC, and subject to all required information being correct and sufficient for the purpose of SARRC.
7. Any registration granted, or any payment made by SARRC, 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 error. Any such registration is void and any such payment is held in trust by the applicant for the sole and exclusive benefit of SARRC. Such payments or funds shall be returned forthwith to SARRC upon either SARRC's or the applicant's discovery of the error.
8. SARRC 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 SARRC.
9. SARRC reserves all rights and remedies provided to it under law that may be in addition to any terms contained herein.
10. The applicant acknowledges SARRC's authority to make bylaws, policies and procedures and agrees to be bound by any bylaws, policies and procedures made by SARRC. The applicant further agrees to operate at all times in accordance with federal and provincial regulations.
11. The applicant acknowledges and agrees that SARRC may cancel or suspend the registration of the applicant if the applicant contravenes the Act, the regulations, the bylaws or the manual, or upon any false or misleading representation made in any application or claim form for payment of SARRC's Return Incentive. The applicant acknowledges and agrees that SARRC may cancel or suspend the registration of the applicant if (a) the applicant ceases to carry on business; or (b) the applicant applies to terminate his registration with SARRC.
12. The applicant agrees to terminate his registration with SARRC if the applicant's registration is cancelled or suspended. The applicant agrees he will not be entitled to, and will not participate in, or carry on business under SARRC's programs unless he is registered and his registration is not under suspension.

ATTACH COPY to SARRCFM 520 – Return Incentive Summary Claim Form – for submission to SARRC

Forward completed documentation 'In Confidence' to:

SASKATCHEWAN ASSOCIATION FOR
RESOURCE RECOVERY CORP.

#5 – 307 Gray Avenue

Saskatoon, SK S7N 4R7

Phone (306) 652-7217

Fax (306) 652-1705

**Saskatchewan Association for Resource Recovery Corp.
Oil, Filter and Container Return Incentive Summary Claim Form**

Please attach completed copies of SARRC Bills of Lading SARRCFM 510. Claims without supporting Bills of Lading will not be processed. Payment will follow in 30 days after receipt by SARRC.

Collector Name _____
Mailing Address _____
City _____ Prov. _____ Postal Code _____
Phone _____ Fax _____ Collector GST# _____
SARRC Registered Collector No. _____ Collector Invoice No. _____

[illegible]

*** Water dockage in excess of 5% in litres**

Subtotal	
GST @ 5%	
Total Claimed	

I certify that all of the information contained within this request is correct. I understand the information in this report is subject to audit. I certify that the materials included in this claim were collected from generators within Saskatchewan. I further acknowledge that I have read and agree to be bound by the terms and conditions on the reverse.

Name _____ Signature _____ Date _____

TERMS AND CONDITIONS

In consideration of the Saskatchewan Association for Resource Recovery Corp. (SARRC) accepting the registration of the applicant, and in consideration of the applicant becoming eligible to receive payment from SARRC of Return Incentives, and in consideration of the applicant's agreement to exercise his powers and carry out his duties in accordance with the Environmental Management and Protection Act ("Act"), the Used Petroleum and Antifreeze Products Collection Regulations ("Regulations"), any bylaws made by SARRC ("bylaws") and the SARRC Used Oil, Antifreeze, Filter & Container Recycling Program Manual for Collectors and Processors ("manual") and in consideration of the covenants contained herein, the applicant agrees as follows:

1. The applicant represents and warrants that all information provided to SARRC in this application, and in all documents required by virtue of the applicant's registration with SARRC, or by virtue of the requirements of law, are true and accurate.
2. The applicant agrees to indemnify and hold SARRC, 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 SARRC bylaws, programs, policies, and procedures.
4. The applicant agrees to provide SARRC with all reasonable information relating to this Claim Form or any matter that relates to the program or procedures of SARRC and agrees that SARRC has a right of access to any and all such information during normal business hours and on 24-hour notice to the applicant.
5. The applicant agrees to provide, at the request of SARRC, all documentation, receipts, entries, or information that may support or relate to any claim for Return Incentives to SARRC, upon request.
6. The applicant hereby acknowledges and agrees that any funds, Return Incentives, payments, advances, paid under SARRC programs are paid subject to verification of any information requested by SARRC, and subject to all required information being correct and sufficient for the purpose of SARRC.
7. Any payment made by SARRC, where there is a false certificate by the applicant, or false or misleading information provided by the applicant, shall be considered to have been paid in error, and any such payment is held in trust by the applicant for the sole and exclusive benefit of SARRC. Such payments or funds shall be returned forthwith to SARRC upon either SARRC's or the applicant's discovery of the error.
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12. The applicant agrees to terminate his registration with SARRC if the applicant's registration is cancelled or suspended. The applicant agrees he will not be entitled to, and will not participate in, or carry on business under SARRC's program unless he is registered and his registration is not under suspension.

SARRCFM 620 - RETURN INCENTIVE SUMMARY CLAIM FORM INSTRUCTIONS

1. Transfer information contained on SARRCFM 510 to this form.
2. Calculate Amount Claimed.
3. Print name, sign and date.
4. Attach all referenced documentation and forward to SARRC.

Forward completed documentation "In Confidence" to:

ATTENTION: RETURN INCENTIVE CLAIMS

SASKATCHEWAN ASSOCIATION FOR
RESOURCE RECOVERY CORP.

#5 - 307 Gray Avenue
Saskatoon, Saskatchewan
S7N 4R7

Phone (306) 652-7217
Fax (306) 652-1705



Antifreeze Bill of Lading

Date: _____

Date mm/dd/yy	Generator Name / Collection Facility	City / Town	Address / Land Location	Phone	Region	Quantity Antifreeze (litres)	Signature of Generator / Collection Facility
LITRES:							TOTAL

TERMS AND CONDITIONS

In consideration of the Saskatchewan Association for Resource Recovery Corp. (SARRC) accepting the registration of the applicant, and in consideration of the applicant becoming eligible to receive payment from SARRC of Return Incentives, and in consideration of the applicant's agreement to exercise his powers and carry out his duties in accordance with the Environmental Management and Protection Act ("Act"), the Used Petroleum and Antifreeze Products Collection Regulations ("regulations"), any bylaws made by SARRC ("bylaws") and the SARRC Used Oil, Antifreeze, Filter & Container Recycling Program Manual for Collectors and Processors ("manual") and in consideration of the covenants contained herein, the applicant agrees as follows:

1. The applicant represents and warrants that all information provided to SARRC in this application, and in all documents required by virtue of the applicant's registration with SARRC, or by virtue of the requirements of law, are true and accurate.
2. The applicant agrees to indemnify and hold SARRC, 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 SARRC bylaws, programs, policies, and procedures.
4. The applicant agrees to provide SARRC with all reasonable information relating to this Application or any matter that relates to the program or procedures of SARRC and agrees that SARRC has a right of access to any and all such information during normal business hours and on 24-hour notice to the applicant.
5. The applicant agrees to provide, at the request of SARRC, all documentation, receipts, entries, or information that may support or relate to any claim for Return Incentives to SARRC, upon request.
6. The applicant hereby acknowledges and agrees that any funds, Return Incentives, payments or advances paid under SARRC programs are paid subject to verification of any information requested by SARRC, and subject to all required information being correct and sufficient for the purpose of SARRC.
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10. The applicant acknowledges SARRC's authority to make bylaws, policies and procedures and agrees to be bound by any bylaws, policies and procedures made by SARRC. The applicant further agrees to operate at all times in accordance with federal and provincial regulations.
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12. The applicant agrees to terminate his registration with SARRC if the applicant's registration is cancelled or suspended. The applicant agrees he will not be entitled to, and will not participate in, or carry on business under SARRC's programs unless he is registered and his registration is not under suspension.

ATTACH COPY to SARRCFM 530 - Antifreeze Return Incentive Summary Claim Form - for submission to SARRC

**Forward completed documentation 'In Confidence' to:
SASKATCHEWAN ASSOCIATION FOR
RESOURCE RECOVERY CORP.**

#5 - 307 Gray Avenue
Saskatoon, SK S7N 4R7
Phone (306) 652-7217
Fax (306) 652-1705

**Saskatchewan Association for Resource Recovery Corp.
Antifreeze Return Incentive Summary Claim Form**

Please attach completed copies of SARRC Bills of Lading SARRCFM 515. Claims without supporting Bills of Lading will not be processed. Payment will follow in 30 days after receipt by SARRC.

Collector Name _____
Mailing Address _____
City _____ Prov. _____ Postal Code _____
Phone _____ Fax _____ Collector GST# _____
SARCC Registered Collector No. _____ Collector Invoice No. _____

[illegible]

I certify that all of the information contained within this request is correct. I understand the information in this report is subject to audit. I certify that the materials included in this claim were collected from generators within Saskatchewan. I further acknowledge that I have read and agree to be bound by the terms and conditions on the reverse.

Name _____ Signature _____ Date _____

TERMS AND CONDITIONS

In consideration of the Saskatchewan Association for Resource Recovery Corp. (SARRC) accepting the registration of the applicant, and in consideration of the applicant becoming eligible to receive payment from SARRC of Return Incentives, and in consideration of the applicant's agreement to exercise his powers and carry out his duties in accordance with the Environmental Management and Protection Act ("Act"), the Used Petroleum and Antifreeze Products Collection Regulations ("Regulations"), any Bylaws made by SARRC ("Bylaws") and the SARRC Used Oil, Antifreeze, Filler & Container Recycling Program Manual for Collectors and Processors ("Manual") and in consideration of the covenants contained herein, the applicant agrees as follows:

1. The applicant represents and warrants that all information provided to SARRC in this application, and in all documents required by virtue of the applicant's registration with SARRC, or by virtue of the requirements of law, are true and accurate.
2. The applicant agrees to indemnify and hold SARRC, 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 SARRC bylaws, programs, policies, and procedures.
4. The applicant agrees to provide SARRC with all reasonable information relating to this Claim Form or any matter that relates to the program or procedures of SARRC and agrees that SARRC has a right of access to any and all such information during normal business hours and on 24-hour notice to the applicant.
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SARRCFM 630 - ANTIFREEZE RETURN INCENTIVE SUMMARY CLAIM FORM INSTRUCTIONS

1. Transfer information contained on SARRCFM 515 to this form.
2. Calculate Amount Claimed.
3. Print name, sign and date.
4. Attach all referenced documentation and forward to SARRC.

Forward completed documentation "in Confidence" to:

ATTENTION: RETURN INCENTIVE CLAIMS
SASKATCHEWAN ASSOCIATION FOR
RESOURCE RECOVERY CORP.

#5 - 307 Gray Avenue
Saskatoon, Saskatchewan
S7N 4R7

Phone (306) 662-7217
Fax (306) 662-1706

Appendix 10

Please attach completed copies of SARRC Bills of Lading SARRCFM 510. Claims without supporting Bills of Lading will not be processed. Payment will follow in 30 days after receipt by SARRC.

VALID UNIT DESCRIPTION: Kg (Containers)

Name _____ Signature _____ Date _____

TERMS AND CONDITIONS

In consideration of the Saskatchewan Association for Resource Recovery Corp. (SARRC) accepting the registration of the applicant, and in consideration of the applicant becoming eligible to receive payment from SARRC of Return Incentives, and in consideration of the applicant's agreement to exercise his powers and carry out his duties in accordance with the Environmental Management and Protection Act ("Act"), the Used Petroleum and Antifreeze Products Collection Regulations ("Regulations"), any bylaws made by SARRC ("Bylaws") and the SARRC Used Oil, Antifreeze, Filter & Container Recycling Program Manual for Collectors and Processors ("Manual") and in consideration of the covenants contained herein, the applicant agrees as follows:

1. The applicant represents and warrants that all information provided to SARRC in this application, and in all documents required by virtue of the applicant's registration with SARRC, or by virtue of the requirements of law, are true and accurate.
2. The applicant agrees to indemnify and hold SARRC, 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 SARRC bylaws, programs, policies, and procedures.
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12. The applicant agrees to terminate his registration with SARRC if the applicant's registration is cancelled or suspended. The applicant agrees he will not be entitled to, and will not participate in, or carry on business under SARRC's program unless he is registered and his registration is not under suspension.

SARRCFM 420 - CONTAINER PROCESSOR RETURN INCENTIVE SUMMARY CLAIM FORM INSTRUCTIONS

1. Transfer information contained on SARRCFM 510 to this form.
2. Calculate Amount Claimed.
3. Print name, sign and date.
4. Attach all referenced documentation and forward to SARRC.

Forward completed documentation in "Confidence" to:

**ATTENTION: CONTAINER PROCESSOR RETURN INCENTIVE CLAIMS
SASKATCHEWAN ASSOCIATION FOR
RESOURCE RECOVERY CORP.**

#5 - 307 Gray Avenue
Saskatoon, Saskatchewan
S7N 4R7

Phone (306) 652-7217
Fax (306) 652-1705