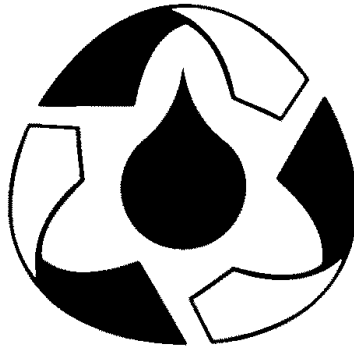


**ALBERTA USED OIL
MANAGEMENT ASSOCIATION**



**LUBRICATING OIL MATERIAL
PRODUCT MANAGEMENT PROGRAM**

**MANUAL FOR
COLLECTORS AND PROCESSORS**

May, 2009

FOREWORD

The Alberta Used Oil Management Association (AUOMA) is approved by Alberta Environment to operate a Used Oil Materials stewardship program in accordance with the requirements of the *Lubricating Oil Materials Recycling and Management Regulation* (AR 82/97).

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 and non-government organizations. AUOMA's objective is to improve the collection and recycling of used oil, oil containers and oil filters through initiatives that support the development of competitive, private sector recycling programs.

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 the AUOMA Program.

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

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1.0 DEFINITIONS

- a) **Collector** means a government-approved carrier that picks up used oil materials from return collection facilities/generators and delivers them to a processor registered with AUOMA.
- b) **Environmental Handling Charge (EHC)** means a levy paid to AUOMA by wholesale suppliers, registered with AUOMA, on the first sale or distribution of oil materials in the province to a customer not registered with AUOMA, as required by Regulation and AUOMA's by-laws.
- c) **DIY** means Do-It-Yourself consumers who purchase their own oil and service their own vehicles and equipment. These consumers include private motorists, farmers and small commercial operators.
- d) **Filter** means all spin-on or element style fluid filters that are used in hydraulic, transmission or internal combustion engine applications including all oil, oil-air separator, diesel fuel, coolant, storage tank, and household furnace oil filters, sump tank automatic transmission filters, plastic/paper filters and diesel fuel filters used at retail and commercial pump islands, but does not include gasoline fuel filters, air filters, household furnace air filters and sock-type filters.
- e) **Generator** means the user of lubricating oil, filters and/or containers who, through normal application of these products, generates used oil materials.
- f) **Infrastructure Development Incentive (IDI)** means a payment made by AUOMA to registered processors of used plastic oil containers to address processing needs for harder-to-market plastics feedstock or new products.
- g) **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.
- h) **Oil Container** means all empty containers with a capacity of 30 litres or less that are manufactured and used for the purpose of containing lubricating oil.
- i) **Processor** means a government-approved receiver of one or more used oil materials that process these materials into saleable products. Processing requires that the receiver have the demonstrated capability to manufacture value-added recycled products that meet at least one of the following:

- a) Delisting of material as hazardous waste
- b) Approved industry standards (e.g. ASTM, CSA, CGSB)
- c) Regulatory standards or code of practice

NOTE: Landfilling and road oiling are not acceptable processes.

- j) **Program** means a stewardship program approved under the *Alberta Environmental Protection and Enhancement Act* and the Regulation.
- k) **Recycle Docket** means a document that verifies the pick up of an eligible used oil material.
- l) **Regulation** means the *Lubricating Oil Materials Recycling and Management Regulation* (AR82/97), as may be amended from time to time.
- m) **Return Collection Facility** means a facility that agrees to receive used oil, filters or containers from the Do-It-Yourself or other independent consumers (DIY).
- n) **Return Incentive (RI)** means a payment made by AUOMA to registered collectors to facilitate an economy for generators of used oil materials, and the collection and recycling of these materials.
- o) **Used Oil Material** means lubricating oil, oil filters, oil containers, and any related material subject to the Regulation after they have been used for their initial purpose.

2.0 PROGRAM OVERVIEW

2.1 Program Principles

The following principles define the program parameters:

- the program must leave an appropriate audit trail, enabling AUOMA/auditors to follow the product from a recycling collection facility to an end use
- the program processes must be understandable and fair to all, and consistent in application
- the program must not restrict the free flow of products in the competitive market
- all technologies providing acceptable end uses must be treated equally
- all claimants must be registered with AUOMA
- all payments will be for specified performance and related claims only.

2.2 Program Objective

The objective of the Program is to manage a system that encourages responsible environmental handling and disposal of used oil, oil containers and oil filters through the exercise of active product stewardship, which includes programs providing landfill diversion and recycling of these used oil materials using environmentally acceptable options. This system is designed to achieve the optimum combination of:

- efficiency
- effectiveness
- fairness to consumers and industry stakeholders.

The heart of the program is an RI paid to private sector collectors and an IDI paid to oil container processors to recover these materials from the environment. The funding mechanism for the RI and IDI is an Environmental Handling Charge (EHC), which applies to sales of new oil, filters, and oil containers.

2.3 Program Parameters

The following parameters are used in the setting of RIs for the collection of all three used oil materials and the IDI for processing plastics:

- RIs are set to achieve the collection objectives. Only one RI per product is set for each zone for all collectors.
- IDIs are set to enhance the infrastructure for plastic recycling.
- IDIs paid to oil container processors may require reporting of inventory levels.
- RIs and IDIs may be adjusted from time to time, as required.

- The AUOMA Board of Directors approves the rates for the RIs and IDIs.

2.4 Program Confidentiality

AUOMA agrees to keep confidential certain information with respect to specific return collection facilities/generators, Collectors and Processors. The volume of used oil related materials collected and the financial reimbursement to individual Collectors and Processors will not be disclosed by AUOMA. Information released by AUOMA will be represented in aggregate format only.

2.5 Operating Guidelines

1. The flow of material is from the return collection facilities/generators to the collectors and on to the processors for recycling into feedstock.
2. The Program stimulates the return of material by providing an RI to collectors and an IDI to oil container processors at a level that should allow the collectors to compensate return collection facilities/generators for their used oil materials, dependent on the competitive market. This provides the return collection facilities/generators the economic drive that they require to draw the material into the system.
3. A significant feature of this program is the existence of approximately 350 return collection facilities which are mostly existing vehicle service centres, rural eco-centres, and other sites where used oil, used oil filters and plastic oil containers are generated/stockpiled.
4. As shown in Figure 1, the Program has established freight-equalized zones throughout the province, which include a transportation equalization component in the RIs for each zone.
5. RIs may change if market conditions warrant.

2.6 Zoning Objectives

Recognizing that transportation costs are a key component of used oil material collection, AUOMA established six freight-equalized zones within Alberta. The freight-equalized zones are based on primary and secondary road systems, the volume of used oil related materials available for collection, and provincial demographics.

The freight-equalized zones 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 related materials in market segments which have historically not been fully developed. The freight-equalized zones are a critical component of the RIs. . Each zone has three RIs, one for each used oil material stream (used oil, oil containers and oil filters).

2.7 Zone Rates

AUOMA pays registered collectors an RI for eligible used oil material picked up at return collection facility/generators and delivered to the processor for proper recycling/reuse, as outlined in Table 1 below.

Table 1

ZONE	USED OIL (\$/litre)	USED OIL FILTERS (\$/kg)	USED OIL CONTAINERS (\$/kg)
1	0.06	0.63	1.19
2	0.09	0.76	1.50
3	0.09	0.76	1.46
4	0.09	0.85	1.35
5	0.11	0.94	1.46
6	0.16	1.19	1.65

As of June 2007

An IDI of \$0.30/kg is paid to a registered oil container processor for proper recycling.

2.8 Zone Map

Figure 1, the 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 collector's invoice to AUOMA for RI payment. 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 L and on the AUOMA website at <http://www.usedoilrecycling.com/en/ab/collectors>. The zone specified is the point of origin for the particular used oil material.

Figure 1

Zone Map Return Incentive (RI) Program



3.0 RECYCLING INDUSTRY RI and IDI

3.1 RI and IDI Objective

The objective of the RI and IDI is to provide an additional economic input to encourage the collection and processing of used oil materials throughout all markets of the province by the private sector recycling industry.

As the collectors are the key to increased recovery rates, they are the recipients of an RI on delivery of the used oil materials to a processor registered with AUOMA.

It is the intent of AUOMA that under normal circumstances where the used oil materials have not been contaminated or commingled with other waste, the RI rates are set to allow the collectors to compensate the return collection facilities/generators and, where appropriate, the processors for their handling and processing activities. AUOMA pays an RI on the used quantities of those oil materials listed as “applicable” in Table 2.

AUOMA also pays an IDI directly to oil container processors. This IDI recognizes the current market in oil container recycling and is paid on the oil container material washed and pelletized into reusable plastic resin, or made into value-added finished products, such as plastic lumber or similar products where the oil is encased in the finished product and cannot leach out.

AUOMA is not involved in any way with commercial agreements between:

- collectors and return collection facilities/generators,
- collectors and processors, or
- any other third party entities.

3.2 RI Eligible Products

Table 2 summarizes the used oil materials that are included or excluded from the AUOMA program. Table 2 is subject to change as new products are added or existing products are deleted. AUOMA’s Board of Directors approves the Applicable Products List after consultation with industry and used oil management associations across Canada.

For a product to be RI eligible it needs to meet, as a minimum, the following criteria:

- EHC was applied on the original sale or distribution of the product;
- The product was sold or distributed; e.g., not the remains of unsold inventory, leftovers from an oil container “bottling” operation, etc.
- The product is not contaminated; i.e., mixed with glycol, solvents, PCBs, paint, etc.

TABLE 2

British Columbia Used Oil Management Assoc (BCUOMA)
 Alberta Used Oil Management Assoc (AUOMA)
 Saskatchewan Association for Resource Recovery Corp (SARRC)
 Manitoba Association for Resource Recovery Corp (MARRC)
 La Société de gestion des huiles usagées (SOGHU)

EHC Applicable Products List

<u>Description</u>	<u>Product</u>	<u>Container (50 L or Less)</u>
EHC applicable on both product and container		
petroleum crankcase or engine oil	Yes	yes
synthetic crankcase or engine oil	Yes	yes
hydraulic fluid	Yes	yes
polyolester fluids	Yes	yes
circulating oil or turbine oil	Yes	yes
Paper machine oil	Yes	yes
transmission fluid	Yes	yes
power steering fluid	Yes	yes
gear oil	Yes	yes
vegetable oil for lubrication	Yes	yes
re-refined oil	Yes	yes
electrical insulating oil	Yes	yes
refrigeration system oil	Yes	yes
compressor oil	Yes	yes
mineral heat transfer fluid	Yes	yes
marine engine oil for vessels operating domestically	Yes	yes

EHC applicable on container only

aerosol propelled lubricant (Quebec only)	No	yes
metal working oil	No	yes
form release oil	No	yes
textile oil	No	yes
chain oil	No	yes
rock drill oil	No	yes
2-cycle engine oil	No	yes
gasoline / 2-cycle engine oil mixes	No	yes
saw guide oil	No	yes
drawing, stamping and shaping oil	No	yes
process oil	No	yes
dedusting oil	No	yes
marine cylinder oil	No	yes
machine tool and slideway lubricant	No	yes
natural gas compressor oil	No	yes
conveyor lube	No	yes
dripless lube	No	yes
quenching oil	No	yes
pneumatic system oil	No	yes
rustproof oil	No	yes
food grade white mineral oil	No	yes
agricultural spray oil	No	yes

EHC applicable on filters

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

EHC applicable on neither product nor container

ethylene glycol heat transfer fluid	no	no
propylene glycol heat transfer fluid	no	no
silicone heat transfer fluid	no	no
synthetic aromatic hydrocarbon heat transfer fluid	no	no
glycol-based heat transfer fluid	no	no
water glycol hydraulic fluid	no	no
phosphate ester hydraulic fluid	no	no
hydraulic oil dye	no	no
polyglycol synthetic compressor oil	no	no
base oil, including re-refined base oil	no	no
Grease	no	no
oil additive	no	no
oil treatment	no	no
diesel fuel treatment	no	no
cleaning/flushing fluids for motors/equipment	no	no
winter start fluid	no	no
brake fluid	no	no
Undercoating	no	no
penetrating oil	no	no
hydraulic jack oil	no	no
3-in-1 household oil	no	no
aerosol propelled lubricant (Except Quebec)	no	no
gun oil	no	no
Kerosene	no	no
urethane coating	no	no
sewing machine oil	no	no
export oil sales	no	no
cooking oil	no	no
windshield washer fluid	no	no
emulsified oil	no	no
wax	no	no
marine engine oil for vessels operating internationally	no	no

EHC not applicable on filters

gasoline fuel filter	no
air filter	no
household furnace air filter	no
sock-type filter	no

4.0 RI/IDI REQUIREMENTS

4.1 Registration Requirements

AUOMA is not a licensing body. The Association relies on existing government approvals, licenses and permits to assess eligibility for registration under the Program. AUOMA requires each participating collector and processor to register with the Association by submitting the appropriate forms (AUOMA Collector Registration Application Form 201, or AUOMA Processor Registration Application Form 301A or 301B), and providing documentation verifying the applicant has the required government approvals with respect to their specific operations. All operating site locations must be included in the application for registration.

All collectors and processors and their activities and facilities are subject to and must comply with all applicable federal, provincial and municipal laws and regulations, including, and without limiting to, business and transport licensing, insurance, storage/processing facility approvals. It is the responsibility of each collector and processor to obtain and maintain appropriate licenses and approvals for their recycling business, and to provide copies if requested by AUOMA or other authority.

Upon receipt of the registration application, AUOMA reviews the information, approves the application based on the applicant's ability to provide appropriate registration documentation, and assigns a specific registration number for each collector and processor.

AUOMA maintains a database of registered collectors and processors under the Program. This list is posted on www.usedoilrecycling.com.

4.2 Program Documentation

Collectors

Collectors of used oil material must register with AUOMA by completing and returning an AUOMA Collector Registration Application Form (AUOMA201; see Appendix A) along with the required documentation listed on the form. Indicate on the form which materials will be collected and in which zones the collection will occur.

Processors

Processing facilities which process more than 10 tonnes of hazardous recyclable used oil materials per month must register with AUOMA by completing and returning an AUOMA

Processor Registration Application Form A (AUOMA301A; see Appendix B), along with the required documentation listed on the form.

Processing facilities which process less than 10 tonnes of hazardous recyclable used oil materials per month, and other processors that do not currently require an Alberta Environment Operating Approval, must complete Processor Registration Application Form B (AUOMA301B; see Appendix C), including verification of compliance with all applicable codes and regulations.

Collectors using processors located out of province must ensure these processors are registered with AUOMA. For inter-provincial transport of hazardous waste used oil materials, most provinces require collectors (carriers) to have a valid Carrier Number and deliver to a processor with a valid Receiver Number. Some provinces require the completion of a manifest.

On-Site Processors

Generators with government-approved on-site recycling programs for self-generated used oil materials may apply in writing to AUOMA for registration. Applicants must provide details of collection, recycling, volume verification and copies of government approval. If approved, these Generators will be registered as integrated collectors and processors and as such, will be eligible for the base rate RI.

4.3 Requirements for Used Oil Material Processors

General

Processors must have their weigh scales calibrated on an annual basis and provide proper documentation to AUOMA. Furthermore, additional calibration of weigh scales may be required at the discretion of AUOMA .

Used oil separated from the filters and plastics after processing is eligible for a used oil RI claim from a registered used oil Collector.

Landfilling used oil or applying it directly to any land for the purpose of road construction, repair or dust suppression is prohibited by the *Waste Control Regulation 192/96* and is not an AUOMA approved use. Likewise, landfilling of filters and plastics is not an acceptable end use.

Oil Processor

Processed oil must meet testing requirements of Government or American Society for Testing Materials (ASTM) or equivalent approved specifications for one of the following end-uses:

- for sale as a re-refined lubricating oil; or
- for transfer to an asphalt concrete (pavement) manufacturer, as outlined in the *Waste Control Regulation 192/96* 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 192/96* 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 192/96* or applicable government standards in other states or provinces; or
- for other uses that meet the intent of the *Waste Control Regulation 192/96* or applicable government standards in other states or provinces such as for mining explosives or exploration drilling.

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

Once the used oil has been shipped to the registered Processor by a Collector and the Oil Recycle Docket or the Oil Collector RI Summary Claim Form (AUOMA102O; see Appendix E) is signed by the Processor, the Collector can make a claim to AUOMA for payment under the Program.

Oil Filter Processor

Used oil filter Processors must remove the oil and other impurities from the oil filters to the degree whereby they are accepted at a provincial or state government-approved scrap metal dealer for processing into recycled steel products.

Once the processed filters have been shipped to a government-approved scrap metal dealer and have met the specifications for steel scrap, the oil filter Collector must get a metal ticket from the filter Processor signed by the scrap metal dealer. The Collector can then make a claim to AUOMA for payment. The Processor must sign the Filter Recycle Docket or the Filter Collector RI Summary Claim Form (AUOMA102F; see Appendix G).

For paper or other filters deemed unacceptable by the scrap metal dealer, Processors may send the processed (oil removed) filters for proper incineration. AUOMA must be notified of this practice.

Plastic Oil Container Processor

Plastic oil containers Processors must:

- wash the plastic to remove the oil and pelletizes it into plastic resin reusable for clean, marketable feedstock; or
- wash the plastic to remove the oil and produces a shredded flake reusable for clean, marketable feedstock; or
- process the oily plastic into value-added products, such as plastic lumber or other similar uses, and where the oil is encased in the finished product and cannot be leached out.

Pelletized plastic, washed flake or value-added product must meet industry standards.

Once the plastic has been received by a registered Processor and the Container Recycle Docket or Container Collector RI Summary Claim Form (AUOMA102P; see Appendix I) has been signed off by the Processor, the plastic container Collector can make a claim for payment under the Program.

The feedstock must be received by a plastic manufacturer, deemed acceptable by AUOMA, in order for the IDI claim to be made to AUOMA.

5.0 RI PAYMENT BASIS

5.1 General

Acceptable units of measurements for AUOMA are:

- used oil – litres determined by tank or container dips
- oil filters – weight in kilograms using one of the following unit measures:
 - the preferred unit measure of:
 - each individual drum of filters
 - or the acceptable unit measures of:
 - each individual pallet of 4 drums of filters
 - each individual bin of filters.
- oil containers – bag and/or pail count plus total weight in kilograms.

All documents submitted for an RI claim must be original, including Recycle Dockets, Summary Claim Forms and weight scale tickets. This will provide document clarity and ensure document authenticity, thereby expediting claim processing. An NCR sheet is considered to be an original document. Downloadable electronic submissions will be deemed original if they are capable of being integrated into the AUOMA database and subject to prior approval by AUOMA's Executive Director.

All Recycle Dockets and Summary Claim Forms must be in the AUOMA format (see Appendices D to K) or in a format compatible with AUOMA requirements.

A separate Summary Claim Form must be completed for each specific used oil waste stream.

5.2 Used Oil Collectors

AUOMA will pay registered Collectors an RI for acceptable used oil delivered to a registered Processor.

When collecting RI-eligible used oil from return collection facilities/generators, a Collector will use an Oil Recycle Docket or alternative form approved by AUOMA's Executive Director to document the collection. AUOMA requires the following minimum information to be included on the Oil Recycle Docket:

- a. Date of Collection
- b. Name of return collection facility/generator
- c. City/town of return collection facility/generator
- d. Phone number of return collection facility/generator (including area code)

- e. Fax number (including area code) and/or email address of return collection facility/generator
- f. Applicable AUOMA Zone
- g. Litres of used oil collected
- h. Signature of return collection facility/generator authorizing collection¹
- i. Signature of processor (if not on the respective RI claim form).

Invoices sent to AUOMA must be substantiated by utilizing an AUOMA Oil Collector RI Claim Form (AUOMA102O; see Appendix E) or an alternative form approved by the Executive Director, and attaching all required information. See Section 5.6 regarding timing of submissions and payments.

The Oil Collector RI Claim Form must summarize by zone, the volume of used oil collected including water test percentage deductions (see below). All verification documents must be attached:

- original recycle docket(s); and
- water test information (see below).

The Oil Recycle Docket(s) or Oil Collector RI Claim Form must be signed by the processor. Collectors who are also processors must treat all internal loads received at their processing plant to the same requirements for volume authentication and quality checks as external collector loads, with a different company official signing as processor than signed as the collector.

Water Test

Collectors will be responsible for dipping their truck tanks before and after each pick-up to determine the volume of used oil collected from each return collection facility/generator location. Return collection facilities/generators will be responsible for verifying the volume of used oil collected by signing the collector's Oil Recycle Docket.

Processors will be responsible for verification of 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. 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:

¹ If signatures cannot be obtained, a letter from the Return Collection Facility/Generator authorizing the pick-up must be obtained.

- tube sampling (all levels sample) method in accordance with ASTM D4057
- 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. All used oil samples must be kept by the collector/processor for a minimum of six months.

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 water.

AUOMA will adjust the RI having regard to the contaminants in used oil, as follows:

- a. 0% - 5% water – RI eligible with no volume discount
- b. 5.01% - 35% water – RI eligible only after a proportionate volume discount
- c. Over 35.01% water – Not RI eligible.

Water content in used oil must be determined by ASTM D95, the Retort method or approved equivalent.

Used oil containing water contamination in excess of the limits noted will require a volume adjustment. The Collector must deduct the volume of water greater than 5% but less than or equal to 35% proportionately from the total volume of the used oil received, and note the water-corrected volume on the Oil Collector RI Claim Form.

Used oil contaminated with other products (i.e. glycol, paint, solvents, PCBs, etc.) is not eligible for the RI.

5.3 Used Oil Filter Collectors

AUOMA will pay registered Collectors an RI for acceptable used oil filters delivered to a registered Processor. Oil filter drum weights are acceptable in three different unit measures:

- the preferred unit measure of;
 - each individual drum of filters
- or the acceptable unit measures of:
 - each individual pallet of 4 drums of filters
 - each individual bin of filters.

Regardless of which unit measure is used, all weights must be verified by individual weigh scale tickets. Filters longer than 24 inches are not eligible for an RI.

When collecting RI-eligible used oil filters from return collection facilities/generators, a collector will use a Filter Recycle Docket, or an alternative form approved by AUOMA's Executive Director, to document the collection. AUOMA requires the following minimum information to be included on the Filter Recycle Docket for verification of RI claims:

- a. Date of Collection
- b. Name of return collection facility/generator
- c. City/town of return collection facility/generator
- d. Phone number of return collection facility/generator (including area code)
- e. Fax number (including area code) and/or email address of return collection facility/generator
- f. Applicable AUOMA Zone
- g. Number of units collected
- h. Type of unit; i.e., drum, pallet or bin
- i. Weight of each unit of used oil filters
- j. Signature of return collection facility/generator authorizing collection²
- k. Signature of processor (if not on the respective RI claim form).

Invoices sent to AUOMA must be substantiated by utilizing an AUOMA Filter Collector RI Claim Form (AUOMA102F; see Appendix G), or alternative form approved by AUOMA's Executive Director, and attaching all required information. See Section 5.6 regarding timing of submissions and payments.

The Filter Collector RI Claim Form must summarize by zone, the description of the unit measure, the number of drums/units and the weight of used oil filters collected. All verification documents must be attached:

- original recycle dockets;
- original weigh scale tickets; and
- signed metal broker ticket (see below)

Processors will be responsible for verification of load weight and number of units received. Processors must weigh all incoming loads and provide a weigh scale ticket to the collector. Oil filter drum weights are acceptable in three different unit measures:

- the preferred unit measure of;
 - each individual drum of filters
- or the acceptable unit measures of:

² If signatures cannot be obtained, a letter from the Return Collection Facility/Generator authorizing the pick-up must be obtained.

- each individual pallet of 4 drums of filters
- each individual bin of filters.

An RI will not be paid for filters longer than 24 inches.

The Filter Recycle Docket(s) or Filter Collector RI Claim Form must be signed by the Processor. Collectors who are also processors must treat all internal loads received at their processing plant to the same requirements for weight authentication and quality checks as external collector loads, with a different company official signing as Processor than signed as the collector.

At the start of the oil filter processing cycle, individual drum is the only acceptable unit of measure. Therefore the Processor must use the correct conversion rates from unprocessed to processed and document the results on the metal broker tickets.

Metal Broker Ticket

The metal ticket must verify total number of drums and their respective processed weight. If drums of filters from two or more Collectors are jointly processed in the same batch, the filter processor must provide to each specific Collector a copy of the metal ticket containing the following two pieces of information:

- the total number of drums
- the number of drums belonging to that specific collector.

In the situation when ineligible metal is included in the shipment to the metal broker, it is the responsibility of the Processor to provide a description and weight of the ineligible metal.

5.4 Used Oil Container Collectors

AUOMA will pay registered Collectors an RI for acceptable used oil containers delivered to a registered Processor based on the weight of empty oil containers collected from each return collection facility/generator location.

When collecting RI-eligible used oil containers from return collection facilities/generators, a Collector will use a Container Recycle Docket, or an alternative form approved by the Executive Director, to document the collection. AUOMA requires the following minimum information to be included on the Container Recycle Docket:

- a. Date of Collection
- b. Name of return collection facility/generator
- c. City/town of return collection facility/generator

- d. Phone number of return collection facility/generator (including area code)
- e. Fax number (including area code) and/or email address of return collection facility/generator
- f. Applicable AUOMA Zone
- g. Number of pails and bags collected
- h. Weight of pails and bags collected (see below)
- i. Signature of return collection facility/generator authorizing collection³
- j. Signature of processor (if not on the respective RI claim form).

Invoices sent to AUOMA must be substantiated using an AUOMA Container Collector RI Claim Form (AUOMA102P; see Appendix I) or an alternative form approved by AUOMA's Executive Director, and attaching all required information. See Section 5.6 regarding timing of submissions and payments.

The Container Collector RI Summary Claim Form must summarize by zone, the number of 20-litre pails and bags, and total weight of used oil plastics collected. All verification documents must be attached:

- original recycle dockets; and
- original weigh scale tickets

The Collector must obtain a weight of the plastics collected by using one of the two methods listed:

- the default method - individually weighing each pick-up at every generator site, or
- the qualified load method (as described below) - aggregate weight by zone as weighed by the processor.

A qualified load is defined as one continuous loop starting with the generator site(s), not crossing zones, and ending at the Processor. In this situation, AUOMA will accept the Processor weigh scale ticket. The following situations will NOT be considered as a qualified load:

- any unloading of used oil plastic bags or 20-litre pails prior to being received by the processor, or
- any route that crosses two or more zones

If Collectors choose to densify the oil containers through grinding, baling or other means prior to delivery to a Processor, AUOMA will pay the Collector's RI and the Processor's IDI only on the densified weight delivered to the Processor. In this situation, the Collector is subject to the default method of individually weighing each pick-up from every generator site. This will

³ If signatures cannot be obtained, a letter from the Return Collection Facility/Generator authorizing the pick-up must be obtained.

enable the Collector to match the raw weight with the respective densified weight sent to the Processor, with appropriate documentation.

The Processor must weigh all incoming loads and provide a weigh scale ticket to the Collector.

The Container Recycle Docket(s) or Container Collector RI Claim Form must be signed by the Processor. Collectors who are also Processors must treat all internal loads received at their processing plant to the same requirements for weight authentication and quality checks as external collector loads, with a different company official signing as Processor than signed as Collector.

5.5 Used Oil Container Processors

AUOMA will pay a registered oil container Processor an IDI for acceptable pelletized plastic, washed flake, or value-added products delivered into the market, based on the weight of oil containers delivered by the registered Collector.

Invoices sent to AUOMA must be substantiated by the Container Processor Recycle/Receiving Docket (example included in Appendix K) and the AUOMA IDI Summary Claim Form (AUOMA 103; see Appendix J) or alternative forms approved by AUOMA's Executive Director. See Section 5.6 regarding timing of submissions and payments.

The Container Processor Recycle/Receiving Docket must be printed on company letterhead or be easily identifiable as belonging to the company. This docket must be a uniquely and sequentially numbered form and must include the following:

- the date the shipment of containers was received
- collector/driver signature
- processor signature
- the number of bags of containers
- the number of 20-litre oil pails
- processor weigh scale ticket.

The IDI Summary Claim Form must summarize:

- the date the shipment of containers was received
- the Container Processor Recycle/Receiving Docket number
- the number of bags of containers
- the number of 20-litre oil pails
- the weight of one load as delivered by the collector
- the weight of same load in the previous bullet verified by the processor

All verification documents must be attached to the IDI Summary Claim Form:

- Container Recycle/Receiving Dockets signed by both the collector and processor
- Weigh scale tickets from the processor
- Verification of receipt by a plastic manufacturer.

Any IDI claims submitted in advance of the RI claims will held by AUOMA until after both the IDI and corresponding RI claims have been received and reviewed by AUOMA.

In situations where there is a weight discrepancy of more than 3% between the Collector and Processor weigh scale tickets, the lower weight will be used to calculate and substantiate the RI and IDI claims.

Registered Processors may be required by AUOMA's Executive Director to submit a signed statement on the current inventory of unprocessed oil containers. RIs and IDIs will not be paid for inventory of container materials beyond a reasonable working inventory.

5.6 Submission/Payment Timing

All collection information is due in the AUOMA office within 100 days from the earliest date of collection found on the recycle docket. A completed RI Claim Form (AUOMA102O, AUOMA102F or AUOMA102P) includes all of the required back-up documentation.

In the rare occurrence that a Collector is unable to assemble a complete RI package within the 100 day period, the Collector may submit the appropriate Recycle Docket(s) and RI Claim Form, indicating it to be an "incomplete claim", and provide explanation of which requirement(s) are outstanding; e.g., metal broker/plastics remanufacturer weigh tickets/sign-offs. In this case, AUOMA will grant up to an additional 80 days to allow the collector to complete the RI Claim. This will ensure AUOMA receives the information necessary to review claims on a timely basis, and will allow the Collectors and Processors the ability to allow for winter weather or other unavoidable limiting conditions, and to use economies of scale to transport and process used oil materials. Collectors who do not submit their documentation within the time frames outlined above will not receive payment from AUOMA. Furthermore, AUOMA will not be responsible for contacting collectors regarding any incomplete claim.

RI claims with information or documentation missing, or an inordinate number of errors, may be returned via mail. The resubmitted RI claim will be assigned a new received date but it is still subject to the original 100 day time limit.

All Processor information is due in the AUOMA office within 100 days from the date the Collector delivered to the Processor. A completed IDI Claim Form (AUOMA103) includes all of the required back-up documentation.

RIs and IDIs will be paid within 30 days from receipt by AUOMA of completed RI/IDI Claim Forms and all required attachments. Best efforts will be made to issue payment on the last day of the month for claims received by the 10th of that month and on the 15th of the month for those claims received by the 25th day of the previous month.

Documentation requirements administered by the collector and processor must be maintained for a minimum seven-year period. This information must be maintained for invoicing and for audit purposes.

6.0 AUDIT AND COMPLIANCE REVIEW REQUIREMENTS

6.1 Compliance Objective

AUOMA undertakes audits and compliance reviews of Collectors and Processors from time to time to:

- ensure compliance with Program requirements;
- ensure AUOMA's accountability to its members and stakeholders regarding Program payments;
- exchange information with Collectors and Processors regarding the Program and industry issues; and
- help ensure a "level playing field" among Program participants.

The AUOMA compliance reviews determine compliance with AUOMA's administrative requirements, policies and procedures as well as Program requirements. AUOMA will conduct compliance reviews, as required, as desk audits or on-site audits. Site visits may be unannounced.

Compliance reviewers will require Collectors and Processors to assist and co-operate in providing information, allowing counts, reviewing Collector and Processor records related to the Program or otherwise allowing the reviewer to conduct a relevant review and determine compliance. It is expected that compliance reviewers will be treated with professional courtesy and given access to the site, including offices, shops and records as requested.

Compliance reviews may result in any or all of the following:

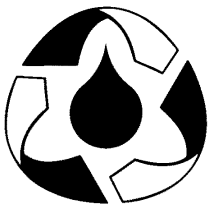
- further reports or documentation from the Collector or Processor from time to time in respect of the Program;
- overpayments made under the Program to be returned by the Collector or Processor;
- refusal by AUOMA to continue to provide funding to the Collector or Processor or require that funding provided during a time of non-compliance be returned or be off-set on later payments;
- cancellation or suspension of the registration of a Collector or Processor, and declaration of the Collector or Processor as ineligible for further funding;
- the Collector or Processor to take remedial action that may be appropriate in the circumstances;
- take any other steps deemed reasonable.

7.0 APPENDICES

- APPENDIX A - Collector Registration Application Form (AUOMA201)
- APPENDIX B - Processor Registration Application Form A (AUOMA301A)
- APPENDIX C - Processor Registration Application Form B (AUOMA301B)
- APPENDIX D - Oil Recycle Docket (AUOMA101O)
- APPENDIX E - Oil Collector RI Claim Form (AUOMA102O)
- APPENDIX F - Filter Recycle Docket (AUOMA101F)
- APPENDIX G - Filter Collector RI Claim Form (AUOMA102F)
- APPENDIX H - Container Recycle Docket (AUOMA101P)
- APPENDIX I - Plastic Container Collector RI Claim Form (AUOMA102P)
- APPENDIX J - Infrastructure Development Incentive (IDI) Claim Form (AUOMA103)
- APPENDIX K - Sample Processor Recycle/Receiving Docket
- APPENDIX L - List of AB Municipalities and AUOMA Zones

APPENDIX A

**Collector Registration Application Form
(AUOMA201)**



ALBERTA USED OIL
MANAGEMENT ASSOCIATION

1050, Scotia 1, Scotia Place
10060 Jasper Avenue
Edmonton, Alberta T5J 3R8
Telephone: (780) 414-1510
Facsimile: (780) 414-1519

AUOMA Collector Registration Application Form

Company Name _____

Mailing Address _____

City _____ Province _____ Postal Code _____

Phone _____ Fax _____ Email _____

Please check materials you are capable of transporting.

Estimated quantity/year

Used Oil _____

Used Oil Filters _____

Used Oil Containers _____

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

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

	<u>Attached</u>	
	Yes	No
▪ Copy of Safety Fitness Certificate if truck 18,000 kg or greater, if less than 18,000kg include a copy of insurance documents (include brief description of truck)	<input type="checkbox"/>	<input type="checkbox"/>
▪ Copy of approval from governing body or Business License/permit (i.e. municipality, town)	<input type="checkbox"/>	<input type="checkbox"/>
▪ Copy of Transportation of Dangerous Goods (TDG) Training Certificate	<input type="checkbox"/>	<input type="checkbox"/>
▪ If storing materials, attach a listing of all facilities (include locations, description and storage volume)	<input type="checkbox"/>	<input type="checkbox"/>
▪ Valid Alberta Carrier # (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>

Certification

I, _____, [Print Name and Title], 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 Registered Collector Number _____ Date _____

Authorization _____

Executive Director

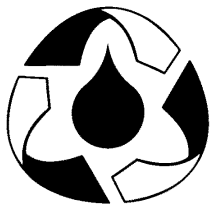
TERMS AND CONDITIONS

In consideration of the Alberta Used Oil Management Association (the "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 his powers and carry out his duties in accordance with the *Environmental Protection and Enhancement Act* (the "Act"), any regulations made under the Act (the "regulations"), 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 on 24 hours notice to the applicant.
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, upon request.
6. The applicant hereby acknowledges and agrees that any funds, return incentives, payments, 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 the bylaws, 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 his certificate of registration to AUOMA.
12. The applicant agrees to surrender his certificate of registration to AUOMA if the applicant's registration is cancelled or suspended. The applicant agrees he will not be entitled to, and will not participate in, carry on, business under AUOMA's programs unless he is registered and his registration is not under suspension.

APPENDIX B

**Processor Registration Application Form A
(AUOMA301A)**



ALBERTA USED OIL
MANAGEMENT ASSOCIATION

1050, Scotia 1, Scotia Place
10060 Jasper Avenue
Edmonton, Alberta T5J 3R8
Telephone: (780) 414-1510
Facsimile: (780) 414-1519

AUOMA Processor Registration Application Form A

*For all Processors of Hazardous Recyclable Used Oil Material
Storing In Excess of 10,000 L or Kg*

Processor Name _____

Mailing Address _____

City _____ Province _____ Postal Code _____

Phone _____ Fax _____ Email _____

Materials to be Processed:

Used Oil Used Oil Filters Used Oil Containers

Location of processing facility (address): _____

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

- Government Approval (e.g. Environmental Protection and Enhancement Act)
- Municipal license/permit
- Alberta Receiver Number (if applicable): _____
- Approval and Receiver Number Apply to:

Used Oil Used Oil Filters Used Oil Containers
- Signatures of those authorized to sign off dockets on behalf of the Processor (sign & print name below) - attach additional names on a separate page if necessary

Certification

I, _____, *certify that the information provided on this form is correct and verify that the used oil materials received will be used for recycled feedstock and not for the purpose of landfilling 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 Registered Processor Number _____ Date _____

Authorization _____
Executive Director

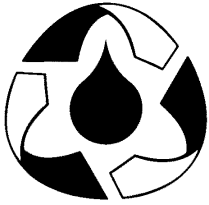
TERMS AND CONDITIONS

In consideration of the Alberta Used Oil Management Association (the "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 his powers and carry out his duties in accordance with the *Environmental Protection and Enhancement Act* (the "Act"), any regulations made under the Act (the "regulations"), 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 on 24 hours notice to the applicant.
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, upon request.
6. The applicant hereby acknowledges and agrees that any funds, return incentives, payments, 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 the bylaws, 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 his certificate of registration to AUOMA.
12. The applicant agrees to surrender his certificate of registration to AUOMA if the applicant's registration is cancelled or suspended. The applicant agrees he will not be entitled to, and will not participate in, carry on, business under AUOMA's programs unless he is registered and his registration is not under suspension.

APPENDIX C

**Processor Registration Application Form B
(AUOMA301B)**



ALBERTA USED OIL
MANAGEMENT ASSOCIATION

1050, Scotia 1, Scotia Place
10060 – Jasper Avenue
Edmonton, Alberta T5J 3R8
Telephone: (780) 414-1510
Facsimile: (780) 414-1519

AUOMA Processor Registration Application Form B

For all Processors Not Covered by Form A

Processor Name _____

Mailing Address _____

City _____ Province _____ Postal Code _____

Phone _____ Fax _____ Email _____

Materials to be Processed:

Used Oil Used Oil Filters Used Oil Containers

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

- Attach Municipal license/permit
- Location of Processing Facility: _____
- Location and size of **all** Storage Facilities: _____
- End Product or Products of Process: _____
- Are there any by-products of process? _____
- How are by-products disposed of? _____
- Attach a description of the processing cycle for each material to be processed (including an oil spill prevention plan)
- Signatures of those authorized to sign off on behalf of Processor (sign & print name below) - attach additional names on a separate page if necessary.

Certification

I, _____, *certify that the information provided on this form is correct and verify that the used oil materials received will be used for recycled feedstock and not for the purpose of landfilling 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 Registered Processor Number _____ Date _____

Authorization _____

Executive Director

AUOMA301B

May 2009

TERMS AND CONDITIONS

In consideration of the Alberta Used Oil Management Association (the "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 his powers and carry out his duties in accordance with the *Environmental Protection and Enhancement Act* (the "Act"), any regulations made under the Act (the "regulations"), 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 on 24 hours notice to the applicant.
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, upon request.
6. The applicant hereby acknowledges and agrees that any funds, return incentives, payments, 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 the bylaws, 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 his certificate of registration to AUOMA.
12. The applicant agrees to surrender his certificate of registration to AUOMA if the applicant's registration is cancelled or suspended. The applicant agrees he will not be entitled to, and will not participate in, carry on, business under AUOMA's programs unless he is registered and his registration is not under suspension.

APPENDIX D

**Oil Recycle Docket
(AUOMA1010)**



ALBERTA USED OIL
MANAGEMENT ASSOCIATION

Oil Recycle Docket

Docket #: _____ Collector Registration #: _____ Date: _____

<u>Collector:</u> Name: _____ Address: _____ City: _____ Signature: _____	<u>Consignee/Processor</u> Name: _____ Address: _____ City: _____ AUOMA Registration #: _____ Signature: _____
---	---

Date	Consignor/Generator Name	City/Town	Phone number	Fax/Email	Zone	Quantity Oil- litres	Signature of Consignor/Generator
TOTAL LITRES:							

NOTE: This form shall be kept by the Collector or Processor for a minimum of seven years.
FORM101O

APPENDIX E

**Oil Collector RI Summary Claim Form
(AUOMA1020)**

TERMS AND CONDITIONS

In consideration of the Alberta Used Oil Management Association (the "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 his powers and carry out his duties in accordance with the *Environmental Protection and Enhancement Act* (the "Act"), any regulations made under the Act (the "regulations"), the Code of Practice for the Production of Alternative Fuel and the Burning of Fuel Derived from Waste, or other applicable codes (the "Code") and 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 Claim Form 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 on 24 hours notice.
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, 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 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 paid in mistake, 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 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 the bylaws, 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 his certificate of registration to AUOMA.
12. The applicant agrees to surrender his certificate of registration to AUOMA if the applicant's registration is cancelled or suspended. The applicant agrees he will not be entitled to, and will not participate in, carry on, business under AUOMA's programs unless he is registered and his registration is not under suspension.
13. The applicant acknowledges that the applicant is not entitled to the payment of any incentive by AUOMA unless the applicant is in compliance with the Act, Regulations, Code, AUOMA's programs, bylaws, policies and procedures, all as may be applicable, as well as any other reasonable requirement of AUOMA.
14. The applicant acknowledges and agrees that it is not entitled to receive an incentive for any lubricating oil material which was not received from a registered supplier in accordance with the Regulations and bylaws.

APPENDIX F

**Filter Recycle Docket
(AUOMA101F)**



ALBERTA USED OIL
MANAGEMENT ASSOCIATION

Filter Recycle Docket

Docket #: _____ Collector Registration #: _____ Date: _____

<u>Collector:</u> Name: _____ Address: _____ City: _____ Signature: _____	<u>Consignee/Processor</u> Name: _____ Address: _____ City: _____ AUOMA Registration #: _____ Signature: _____
---	---

Date	Consignor/Generator Name	City/Town	Phone number	Fax/Email	Zone	Type of Unit	No. of Units	Weight of Units (Kg)	Signature of Consignor/Generator
TOTAL:									

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

FORM101F

May 2009

APPENDIX G

**Filter Collector RI Summary Claim Form
(AUOMA102F)**

TERMS AND CONDITIONS

In consideration of the Alberta Used Oil Management Association (the "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 his powers and carry out his duties in accordance with the *Environmental Protection and Enhancement Act* (the "Act"), any regulations made under the Act (the "regulations"), the Code of Practice for the Production of Alternative Fuel and the Burning of Fuel Derived from Waste, or other applicable codes (the "Code") and 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 Claim Form 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 on 24 hours notice.
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, 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 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 paid in mistake, 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 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 the bylaws, 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 his certificate of registration to AUOMA.
12. The applicant agrees to surrender his certificate of registration to AUOMA if the applicant's registration is cancelled or suspended. The applicant agrees he will not be entitled to, and will not participate in, carry on, business under AUOMA's programs unless he is registered and his registration is not under suspension.
13. The applicant acknowledges that the applicant is not entitled to the payment of any incentive by AUOMA unless the applicant is in compliance with the Act, Regulations, Code, AUOMA's programs, bylaws, policies and procedures, all as may be applicable, as well as any other reasonable requirement of AUOMA.
14. The applicant acknowledges and agrees that it is not entitled to receive an incentive for any lubricating oil material which was not received from a registered supplier in accordance with the Regulations and bylaws.

APPENDIX H

**Container Recycle Docket
(AUOMA101P)**



ALBERTA USED OIL
MANAGEMENT ASSOCIATION

Container Recycle Docket

Docket #: _____ Collector Registration #: _____ Date: _____

<u>Collector:</u> Name: _____ Address: _____ City: _____ Signature: _____	<u>Consignee/Processor</u> Name: _____ Address: _____ City: _____ AUOMA Registration #: _____ Signature: _____
---	---

Date	Consignor/Generator Name	City/Town	Phone number	Fax/Email	Zone	No. of Pails	No. of Bags	Weight Kg	Signature of Consignor/Generator
TOTAL:									

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

FORM101P

May 2009

APPENDIX I

**Plastic Collector RI Summary Claim Form
(AUOMA102P)**



Alberta Used Oil Management Association Plastic Collector Return Incentive Claim Form

Note: All fields must be completed

Collector Name		Invoice No.	
Mailing Address			
City		Prov.	
Postal Code			
Phone		Fax	
Collector GST#			
AUOMA Registered Collector #		For the month of	
Name of Processor:			

Pick-up Date	Recycle Docket #	Zone	No. of Pails	No. of Bags	Total Kgs.*	X Zone Rate=	Amount Claimed
						-	-
						-	-
						-	-
						-	-
						-	-
						-	-
						-	-
						-	-
						-	-
						-	-
						-	-
						-	-
						-	-
						-	-
						-	-
						-	-
						-	-
						-	-
						-	-
TOTAL			-	-	-	Subtotal	-
						GST @ 5%	-
						Total Claimed	-

Ensure all verification documents are attached (recycle docket, processor sign-off docket, weight ticket).
 (* Individual weight from each recycle docket or the total weight)

I certify that all of the information contained within this request is correct. I understand the information in this report is subject to audit. 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 were generated within Alberta. I further acknowledge that I have read, and agree to be bound by, the terms and conditions in the Lubricating Oil Material Product Management Program Manual for Processors and Collectors.

Name _____ Signature _____ Date _____

Processor Name _____ Signature _____ Date _____

Processor IDI #: _____
 AUOMA102P

TERMS AND CONDITIONS

In consideration of the Alberta Used Oil Management Association (the "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 his powers and carry out his duties in accordance with the *Environmental Protection and Enhancement Act* (the "Act"), any regulations made under the Act (the "regulations"), the Code of Practice for the Production of Alternative Fuel and the Burning of Fuel Derived from Waste, or other applicable codes (the "Code") and 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 Claim Form 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 on 24 hours notice.
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, 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 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 paid in mistake, 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 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 the bylaws, 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 his certificate of registration to AUOMA.
12. The applicant agrees to surrender his certificate of registration to AUOMA if the applicant's registration is cancelled or suspended. The applicant agrees he will not be entitled to, and will not participate in, carry on, business under AUOMA's programs unless he is registered and his registration is not under suspension.
13. The applicant acknowledges that the applicant is not entitled to the payment of any incentive by AUOMA unless the applicant is in compliance with the Act, Regulations, Code, AUOMA's programs, bylaws, policies and procedures, all as may be applicable, as well as any other reasonable requirement of AUOMA.
14. The applicant acknowledges and agrees that it is not entitled to receive an incentive for any lubricating oil material which was not received from a registered supplier in accordance with the Regulations and bylaws.

APPENDIX J

**Infrastructure Development Incentive (IDI)
Summary Claim Form
(AUOMA103)**

TERMS AND CONDITIONS

In consideration of the Alberta Used Oil Management Association (the "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 his powers and carry out his duties in accordance with the *Environmental Protection and Enhancement Act* (the "Act"), any regulations made under the Act (the "regulations"), the Code of Practice for the Production of Alternative Fuel and the Burning of Fuel Derived from Waste, or other applicable codes (the "Code") and 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 Claim Form 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 on 24 hours notice.
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, 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 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 paid in mistake, 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 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 the bylaws, 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 his certificate of registration to AUOMA.
12. The applicant agrees to surrender his certificate of registration to AUOMA if the applicant's registration is cancelled or suspended. The applicant agrees he will not be entitled to, and will not participate in, carry on, business under AUOMA's programs unless he is registered and his registration is not under suspension.
13. The applicant acknowledges that the applicant is not entitled to the payment of any incentive by AUOMA unless the applicant is in compliance with the Act, Regulations, Code, AUOMA's programs, bylaws, policies and procedures, all as may be applicable, as well as any other reasonable requirement of AUOMA.
14. The applicant acknowledges and agrees that it is not entitled to receive an incentive for any lubricating oil material which was not received from a registered supplier in accordance with the Regulations and bylaws.

APPENDIX K

Sample Processor Recycle / Receiving Docket

* Processor Name: _____
* Address: _____
* City: _____

* On Processor Letterhead

Processor Recycle/Receiving Docket

Receiving/Recycle Docket #: _____

DATE: _____

COLLECTOR NAME: _____

<u>WEIGHT</u>	<u>NUMBER</u>	<u>RECEIVING</u>
PAILS	_____	_____ KGS
BAGS	_____	_____ KGS
	TOTAL PLASTICS	_____ KGS

OTHER INFORMATION:

Processor Signature

Collector / Driver Signature

AUOMA Processor Registration #: _____

APPENDIX L

**List of AB Municipalities or Communities
And Zones**

List of Alberta Municipalities or Communities and their 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
Carsland	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	Kirriemuir	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
Ranfurly	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	Stavely	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	Westrose	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		