



Registration Questionnaire for Collectors

January 2007 Version

General Information

1. Which products, with respect to the Règlement sur la récupération et la valorisation des huiles usagées, des contenants d'huile ou de fluide et des filtres usagés are you authorised to collect?

Used oils Oil Filters Plastic Containers Aerosol Containers

2. How long has your business been collecting these products? _____

3. What is your corporate business name? _____

4. How long has your business been operating under this corporate name? _____

(If less than 2 years, indicate your former corporate name) _____

5. What is your complete mailing address?

6. How many employees are working at your business?. _____

Are the employees registered with the workers' compensation board of your province/state?

Yes No Not Applicable

7. Has your business received any quality certifications (example ISO)? Yes No

If so, which one(s)? _____

8. Do you have a Quality Insurance program in place? Yes No

If so, briefly **describe** it.

9. **Indicate** the date (month/year) of your last inspection by the Ministry of the Environment:

10. Has your business ever received infraction notices or written warnings from the Ministry of the Environment? Yes No If yes, please attach a copy of each notice or warning.

11. Who is responsible for your environmental compliance?

Name

Title

Department

Telephone

Fax

Email

Attestation

I, _____, confirm that I am authorized to certify that all of the information
(name and title)

regarding collection of used oil, filters, plastic containers and aerosol that is declared on the present form (page 1 to 7) is true.

Signature _____

Date _____

Collection Activities

1. **Indicate** the civic (or physical) address(es) of your collection facility(s).

2. Briefly **describe** the facility and equipment (ex. reservoirs, bulk storage areas, trucks, etc.) associated with your collection of used oil, filters, used oil plastic containers, or lubricant aerosol.

3. Briefly **describe** your current spill prevention and containment measures (ex. berm(s) or other containment unit(s), regular inspections of storage units, proximity of absorbents, etc.)

4. Does your business have a permit to transport hazardous materials to a final disposal site? (ex. Final destruction facility) Yes No

5. Do you have written contracts with the final destruction facility? Yes No

If so, are the quantities shipped per category of products identified? (ex. A01 in Quebec)

Yes No

6. How long are the contracts kept at the shipping location? _____

7. Do you transfer all SOGHU applicable products to processors registered with the SOGHU?

Yes No

Initials/Date : _____

Collection: Used Oil

1. Do you perform quality control analysis of the used oils received? Yes No

If so, briefly **explain** your quality sampling program.

2. **Describe** how your collected oily waste water is managed. Is it treated on your own site or shipped to another location?

3. Are the analyses from an accredited laboratory? Yes No

4. Do your clients (processors) request certificates of analysis? Yes No

If so, how often? _____

For Québec collectors only

Storage: less than 40 000 kg of used oil

1. Briefly **explain** how your business respects the storage capacity limit.

2. Do you produce reports or notices for the Ministry of the Environment on your collection and storage activities? Yes No

Initials/Date : _____

Permit and certificate of approval

1. Do you have operating permit/license/certificate(s) issued by the Ministry of the Environment?
Yes No

Reference number(s)	Site address	Expir. date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. **Indicate** your civic and environmental liability insurance coverage:

3. Do you have a quality sampling program for your oil, both incoming and outgoing? Yes No
If so, briefly **explain** your Quality Assurance program.

Collection: Used Oil Filters

1. **Indicate** the maximum quantity stored in your facility(s). _____ kg

2. Briefly **describe** how the batches of collected filters from each client are tracked.

3. **Specify** the type of containers utilized to collect the used oil filters.

Collection: Plastic Containers

1. **Indicate** the maximum quantity stored in your facility(s). _____ kg

2. **Briefly** describe how the batches of collected containers from each client are tracked.

3. **Specify** the type of containers utilized to collect the plastic containers.

Collection: Aerosol Containers

1. **Indicate** the maximum quantity stored in your facility(s). _____ kg

2. **Briefly** describe how the batches of collected containers from each client are tracked.

3. **Specify** the type of containers utilized to collect the aerosol containers.
