



September 26, 2016
By Industry E-Mail

Depot Permit Holder:

RE: Semi-Annual Shipping Container Inventory Reporting

Twice a year, ABCRC requires every Depot to submit a current inventory of each pallets and mega-bags in order to track of all of the Shipping Containers across the province. It must be understood and accepted by all industry partners that this information is crucial to the efficient operation of our system.

Depot Operators and ABCRC must work cooperatively to comply with the Service Agreement regarding semi-annual Shipping Container inventory reporting:

Schedule "C" Section 2.4 of the Service Agreement states:

"The CSA shall request that the Depot Operator submit their Shipping Container Inventory on the last Day of Depot Operations in both March and September of every year;"

Schedule "C" Section 3.9 of the Service Agreement states:

"The Depot Operator shall respond to the CSA's request to send their Shipping Container inventory on the last day of business in both March and September every year;"

To increase system efficiency and raise the level of accountability of involved stakeholders, ABCRC has developed a 2016 Shipping Container Strategy that aims to reduce or eliminate historic supply related issues that have been identified in our industry. Part of this strategy involves increasing compliance in the timeliness of Depot Operator's Shipping Container inventory submissions. Please pay close attention to the relevant dates and corresponding actions:

Section 3.3 of the 2016 Shipping Container Strategy:
September 30th, 2016 Reporting Requirement

ABCRC will send a request to all Depots asking them to provide ABCRC with an accurate report of their current shipping container inventory as of the end of business on September 30th, 2016 (or their last business day prior to September 30th, 2016).

ABCRC will issue a QM ticket to any depot that has not provided ABCRC with an accurate inventory by end of day **October 4th, 2016**.



If a Depot does not provide ABCRC with an accurate inventory by **October 4th**, 2016, then ABCRC will inform the ABDA on **October 5th**, 2016 and escalate the issue to a Level 2 dispute under the terms of the Service Agreement.

If a Depot does not provide ABCRC with an accurate inventory by **October 12th**, 2016, then ABCRC will inform the BCMB on **October 13th**, 2016 and escalate the issue to a Level 3 dispute under the terms of the Service Agreement.

BCMB Involvement

To encourage adherence to these Shipping Container inventory submission deadlines, the BCMB will issue notices to all Depot Operators that have not submitted an accurate Shipping Container inventory to ABCRC by **October 14th**, 2016.

Non-compliance beyond this date will be dealt with on a case by case basis, with BCMB issuing levies to Depot Operators that have not yet submitted their Shipping Container inventories to ABCRC.

Best Practices

To ensure compliance to Inventory Submission timelines it is recommended when using a fax machine that you keep a copy of the fax transmission log to ensure it was received. If you are submitting by e-mail it is recommended you cc. info@abda.ca and save your 'sent' email.

If you require assistance with Shipping Container inventories, we encourage you to contact the ABDA.

As all industry partners move towards increasing accountability, we thank you for your role in improving the efficiency of our system.

Sincerely,

A handwritten signature in black ink, appearing to be "Dan White", written over a faint, light-colored signature line.

**Dan White
Director, Operations
Beverage Container Management Board**