

NOTICE

TO: Alberta Bottle Depot Network

FROM: Beverage Container Management Board (BCMB)

DATE: June 9, 2025

RE: **REMINDER:** Uniform Code of Accounts (UCA) Submission

Dear Depot Network,

This notice serves as a reminder to Alberta bottle depots regarding the timely submission of your Uniform Code of Accounts (UCA). The end of June represents a critical period for UCA compliance tracking.

It is imperative that all depots ensure their UCA submissions are accurate and received by the designated deadline. Failure to adhere to the established submission timelines may result in non-compliance.

What You Need to Know

Depot By-law – UCA Compliance Standard

Section 11.42

Each Depot shall:

11.42.1. accurately complete a Uniform Code of Accounts on an annual basis in the form approved by the BCMB for that purpose; and

11.42.2. submit the completed Uniform Code of Accounts to the Data Collection Agent retained by the BCMB at least twenty days before the end of the sixth (6th) calendar month following the fiscal year end of the Depot.

Don't Wait Until the Deadline

To ensure depot compliance, it's crucial that your UCA submission is not only submitted on time but is complete and accurate.



Submitting your UCA right at the deadline may put your depot at risk of entering the framework. If the Data Collection Agent (DCA) needs more information or clarification after your submission, your depot could enter the UCA Compliance Framework (“the Framework”) for failing to meet the filing deadline with a complete UCA. Your depot would remain in this framework until all requested information is provided and the DCA deems your UCA complete.

As outlined in the UCA Compliance Standard (found within the [Depot By-law](#)), **depots should submit their UCA at least 20 days before their filing deadline.**

This timeframe is essential for a few reasons:

- **Allows the DCA to request any necessary information** or clarification from depots.
- **Provides appropriate time for depots to respond** to those requests before the official deadline.
- **Enables the DCA to efficiently review and follow up** with multiple depots, especially during high-volume periods like the end of June, when 80 depots are due to file by Monday, June 30th.

Submitting your UCA as soon as possible gives the DCA and BCMB enough time to process it and confirm its completeness, preventing your depot from entering the UCA Compliance Framework.

If you have any questions about your UCA, please contact the DCA at UCA@mp.ca.

For questions about the UCA Compliance and the Framework, contact a BCMB Compliance Officer (compliance@bcmb.ab.ca).

