



ALBERTA BEVERAGE CONTAINER
RECYCLING CORPORATION

Common Collection System Participant Registration Package

May 1, 2022



Welcome Message

Dear Collection System Participant,

We would like to take this opportunity to welcome you to Alberta Beverage Container Recycling Corporation (ABCRC). ABCRC is the approved collection system agent for non-refillable beverage containers in Alberta.

The *Beverage Container Recycling Regulation* (the “Regulation”) requires that manufacturers appoint, use and maintain a collection system agent to operate a common collection system. ABCRC will act on the part of the registered manufacturer to collect and process empty post-consumer beverage containers and to reimburse bottle depots as required under the Regulation.

To ensure that ABCRC has the operating capital to manage your containers, and to assume the liability for any unredeemed containers, we require you to sign the attached Collection System Agent (CSA) Confirmation Agreement and remit a refundable deposit (in the amount determined by ABCRC) to be paid prior to the sale of any containers into Alberta. The refundable deposit will be returned to you after one year provided you have properly reported your sales, have remitted the corresponding deposit refunds and CRFs related to those sales and have provided the required audit verification of those sales.

We encourage you to contact ABCRC’s Controller at 403.264.0170 (ext. 240) if you have any questions or concerns.

Regards,

A handwritten signature in blue ink, appearing to read "Guy West", is written over a light blue circular background.

Guy West
President & CEO



Registration Requirements

Prior to the distribution of any beverage product in Alberta, it must be registered with ABCRC and Alberta's Beverage Container Management Board (BCMB). To finalize your product registration and establish an account with ABCRC, complete the requirements below.

- Complete the Collection System Agent (CSA) Confirmation Agreement (pages 4-6).
- Prepare a refundable deposit cheque in the amount required by ABCRC based upon expected recovery volumes from the first three months forecast sales.
- Submit the completed Collection System Agent (CSA) Confirmation Agreement and the refundable deposit cheque to:

ABCRC
901 57 Avenue NE
Calgary, AB T2E 8X9

- Review the remaining information in this package (pages 7-12) in preparation for reporting sales and remitting fees once your account has been established with ABCRC.

Please contact ABCRC's Accounts Receivable department if you require further information regarding submission of the CSA Agreement or initial deposit.

ARStaff@abcrc.com
Phone: 403.264.0170 (ext. 250)
Fax: 403.264.0179



Collection System Agent (CSA) Confirmation Agreement

This Confirmation of Collection System Agent (this “Confirmation”) is dated _____, and remains valid and enforceable as long as the undersigned remains a Manufacturer in accordance with the Regulation, or until ABCRC ceases to be the Collection System Agent, or until this Confirmation is amended or replaced in accordance with its terms.

Recitals

- A. The Regulation provides that Manufacturers shall use and maintain the Common Collection System for recovery and recycling of empty Containers from Depots;
- B. The Regulation provides that the Manufacturers shall appoint a Collection System Agent satisfactory to the BCMB to act on behalf of the Manufacturers with respect to the operation of the Common Collection System;
- C. ABCRC has been appointed as the Collection System Agent for Containers since February 1, 1995 and ABCRC is satisfactory to the BCMB as the Collection System Agent.

For good and valuable consideration the parties agree as follows:

1. Definitions

In this Confirmation:

- 1.1 “ABCRC” means Alberta Beverage Container Recycling Corporation.
- 1.2 “BCMB” means the Beverage Container Management Board established under the Regulation.
- 1.3 “Beverage” means any liquid that is a ready-to-serve drink and is not exempt from the Regulation.
- 1.4 “By-laws” means by-laws made by the BCMB under section 18 of the Regulation.
- 1.5 “Collection System Agent” means the agent appointed by Manufacturers under section 8 of the Regulation.
- 1.6 “Common Collection System” means the Alberta collection system that collects and processes all Containers.

- 1.7 “Container” means a non-refillable container as defined in the Regulation that has not previously entered the Common Collection System.
- 1.8 “Depot” means one of the collection sites in Alberta that refunds deposits paid by consumers for Containers returned by them to that depot.
- 1.9 “Manufacturer” means a person who manufactures a Beverage and includes:
 - (a) a person who carries on the business of filling Containers with a Beverage, and;
 - (b) a person who imports a Beverage in a Container into Alberta for the purpose of distribution or sale into Alberta.
- 1.10 “Regulation” means the Beverage Container Recycling Regulation, Alberta Regulation 101/97, as amended or replaced from time to time.

2. Confirmation of Appointment

- 2.1 The undersigned Manufacturer hereby confirms the appointment of ABCRC as Collection System Agent to act on its behalf with respect to the operation of the Common Collection System.
- 2.2 The undersigned Manufacturer agrees that ABCRC will be its exclusive agent for dealing with the BCMB on all matters arising under the Regulation and the By-laws made from time to time with respect to collection and recovery of Containers including, but not limited to, representing the undersigned Manufacturer in any and all processes to determine handling commissions payable to a Depot, with respect to Containers.
- 2.3 The undersigned Manufacturer understands that ABCRC will be the exclusive agent for all Manufacturers with respect to Containers for all matters described under section 2.2.

3. Commitment From ABCRC

- 3.1 ABCRC shall comply with the Regulation and the By-laws.
- 3.2 ABCRC shall, in accordance with the Regulation and the By-laws:
 - 3.2.1 collect Containers from Depots;
 - 3.2.2 on collecting such Containers from a Depot, reimburse the Depot the deposit for each Container collected as specified in the Regulation and pay the Depot a handling commission in an amount specified in the By-laws;

- 3.2.3 provide or cause to provide to the BCMB information pertaining to the recovery of Containers, as may be required pursuant to the Regulation, the By-laws and any other agreement entered into between the BCMB and ABCRC from time to time;
 - 3.2.4 cause Containers to be recycled by a method approved by the BCMB; and
 - 3.2.5 compile and submit, or cause to be submitted, to the BCMB, in a form acceptable to and at the times required by the BCMB, information concerning the volume of Containers recycled under section 16 of the Regulation and aggregate all information received by ABCRC from the undersigned Manufacturer and all other Manufacturers as required by the By-laws and submit such aggregated information to the BCMB.
- 3.3 ABCRC shall conduct the operations of the Common Collection System in a manner that protects the confidentiality of proprietary information of the undersigned Manufacturer and all other Manufacturers. Notwithstanding the foregoing, ABCRC may aggregate information pertaining to the undersigned Manufacturer with information of other Manufacturers and report such aggregated information to the BCMB as set out in section 3.2.5.
- 3.4 ABCRC shall promptly notify all Manufacturers when it changes the container recycling fee (CRF) and the details of those changes.

4. Commitment From Manufacturer

- 4.1 The undersigned Manufacturer shall:
- 4.1.1 comply with the Regulation and the By-laws;
 - 4.1.2 not sell or distribute or offer to sell or distribute or permit to be sold or distributed in Alberta any Beverage in a Container unless the Manufacturer has received written notice from the BCMB that the Container is registered in accordance with the By-laws;
 - 4.1.3 report and remit, on a regular basis no less frequently than monthly, to ABCRC, from the date the Container has been registered by the BCMB, in a form acceptable to ABCRC and at the times required by ABCRC, information concerning the number of Containers sold by the Manufacturer in each category of Container for which a specific handling commission is payable as identified in the By-laws. Notwithstanding the foregoing, the undersigned Manufacturer shall deliver to ABCRC delinquent reports and other information upon demand;

- 4.1.4 remit to ABCRC all of the container recycling fees determined by ABCRC and the deposit determined in accordance with the Regulation for each of its Containers sold at the time. Container recycling fees and deposits are determined based on the number of Containers that are sold or otherwise disposed of within the Common Collection System, which includes Containers disposed by way of a donation to not-for-profit entities or for other charitable causes;
 - 4.1.5 promptly, upon receipt of notification from ABCRC, notify all its retailers/distributors of changes to the container recycling fee;
 - 4.1.6 arrange with ABCRC for the disposal of containers which did not enter the Common Collection System or for which deposits and/or container recycling fees were not paid, but are to be disposed or recycled in Alberta;
 - 4.1.7 provide to ABCRC's auditors audit confirmation requests in a timely fashion. Notwithstanding the foregoing, the undersigned Manufacturer shall deliver to ABCRC delinquent audit confirmation requests upon demand; and
 - 4.1.8 compile and submit to ABCRC on an annual basis, a sales verification package, in the format prescribed by ABCRC, verifying 90% of the Manufacturer's reported sales volume into Alberta, net of subsequent out-of-province shipments that reflect:
 - 4.1.8.1 external audit verification for Manufacturers whose total annual sales reported are equal to or exceed 10 million Containers;
 - 4.1.8.2 audit verification, either by external or internal auditors, for Manufacturers whose total annual sales reported are 5 million Containers but are less than 10 million Containers; and
 - 4.1.8.3 sales verification, either by external auditors, internal auditors or the senior operating officer, for Manufacturers whose total annual sales reported are less than 5 million Containers.
- 4.2 If the undersigned Manufacturer fails to remit to ABCRC the amounts required under section 4.1.4 on a timely basis so as to enable ABCRC to comply with the Regulation and the By-laws, interest will accrue on the unpaid portion from the date due until paid in full at the annual prime rate of interest from time to time charged by the Toronto Dominion Bank on commercial loans in Canada plus 5%. The Manufacturer will pay such accrued interest to ABCRC upon demand.



- 4.3 This Confirmation shall remain in force and effect until the undersigned Manufacturer ceases to be a Manufacturer, as that term is defined herein and in the Regulation. If the undersigned Manufacturer would like to terminate this Confirmation, it must first cease to be a Manufacturer and fulfill its obligations in this Confirmation to ABCRC's complete satisfaction prior to any such termination becoming effective. This Confirmation may be amended, restated or supplemented in writing from time to time, as approved by ABCRC and the Manufacturer.
- 4.4 Upon the execution and delivery of this Confirmation, the undersigned Manufacturer shall deliver to ABCRC an initial refundable deposit, being equivalent to the deposit and handling commissions that will be payable for the first three months of forecasted sales of Containers, to a maximum of \$5,000. This initial deposit shall be held by ABCRC as a prepayment of amounts to be paid by the undersigned Manufacturer to ABCRC under section 4.1.4. This initial deposit shall be returned in full to the undersigned Manufacturer if the undersigned Manufacturer has complied with all of the terms and conditions of this Confirmation and remains in good standing with ABCRC for 12 consecutive months. Upon the termination of this Confirmation, any portion of the initial deposit remaining, if any, shall be credited toward any outstanding payments remaining due and payable by the undersigned Manufacturer to ABCRC and any balance remaining shall be returned to the undersigned Manufacturer.
- 4.5 To protect the integrity of the Common Collection System, the undersigned Manufacturer shall be liable for and shall indemnify and hold ABCRC harmless from any claims, losses, damages, costs and expenses (including legal expenses on a solicitor-and-client full indemnity basis) arising from the disposal of containers for which deposits and/or container recycling fees were not paid, but were otherwise delivered to a Depot and subsequently delivered to ABCRC by that Depot for the reimbursement of deposits and the payment of handling commissions, as if such containers were Containers, as defined herein, if ABCRC determines that such loss or damage arose through the undersigned Manufacturer's act, omission or default of its obligation under section 4.1.6.
- 4.6 This Confirmation may be executed in one or more counterparts, each of which shall be deemed an original and all of which when taken together shall constitute one and the same agreement. Any counterpart signature transmitted by facsimile or by sending a scanned copy by electronic mail or similar electronic transmission shall be deemed an original signature.



4.7 This Confirmation shall be governed by and construed in accordance with the laws of the Province of Alberta and the laws of Canada applicable therein.

Manufacturer

Per:

Signature, Printed Name & Title

Address

Alberta Beverage Container Recycling Corporation

Per: Guy West, President & CEO

901 57 Avenue NE
Calgary, Alberta T2E 8X9



Online Reporting & Remittance

Please submit your reports electronically through the ABCRC website: www.abcrc.com. ABCRC will assign the login information (username and password) and send it via email once the account is set up.

Online reporting has the following advantages:

1. It is a **faster and more secure** way of filing reports. The information is transmitted to authorized ABCRC personnel via encrypted code.
2. It is more **standard and accurate** format, which can save time and help to avoid misunderstandings and typing errors.
3. It eliminates the possibility of lost or misdelivered mail.
4. It automatically selects the effective rates and calculates the outstanding amount.

Please remit payments to ABCRC by mail or by courier:

Mail
ABCRC
Lockbox #C3077
P.O. Box 2980
Calgary, Alberta T2P 4S1

Courier
ABCRC - Lockbox #C3077
Symcor Inc.
3663 – 63 Avenue NE
Calgary, Alberta T3J 0G2

Please contact ABCRC 's Accounts Receivable department if you require further information on reporting or remittance.

ARStaff@abcrc.com
Phone: 403.264.0170 (ext. 250)
Fax: 403.264.0179



Advisory – 2022 Container Recycling Fee (CRF) Changes

On September 16, 2021, the Board of Directors of ABCRC reviewed and approved changes to the Container Recycling Fees (CRF) in Alberta. These changes, which will become **effective February 1, 2022**, are outlined in the attached fee schedule. This fee schedule can also be downloaded by logging into the Manufacturer’s Portal on our website.

Please ensure that you make the appropriate changes to your internal information systems to reflect these approved changes. The Beverage Container Management Board (BCMB) will check the CRF amounts being charged to consumers as part of its completion of retail inspections.

We encourage you to direct any inquiries about the CRF to our website at <https://albertadepot.ca/recycling-101/what-is-a-container-recycling-fee/>; the new CRF brochure (intended for the public) can also be downloaded from this page.

Please contact our office at ARStaff@abcrc.com if you require further information regarding the approved CRF changes for 2022.

Alberta Deposit & CRF Schedule

DESIGNATED MATERIALS AND CATEGORIES

(all non-refillable alcoholic & non-alcoholic)

	Approved Rates February 1, 2022		Current Rates (February 1, 2021)	
	Deposit	CRF	Deposit	CRF
Aluminum				
Aluminum Can 1 Litre & Less	10 ¢	1 ¢	10 ¢	0 ¢
Aluminum Can over 1 Litre	25 ¢	9 ¢	25 ¢	0 ¢
Plastics				
PET 1 Litre & Less	10 ¢	3 ¢	10 ¢	3 ¢
PET Over 1 Litre	25 ¢	7 ¢	25 ¢	11 ¢
HDPE 1 Litre & Less	10 ¢	3 ¢	10 ¢	3 ¢
HDPE Over 1 Litre	25 ¢	7 ¢	25 ¢	11 ¢
PVC 1 Litre & Less	10 ¢	3 ¢	10 ¢	3 ¢
PVC Over 1 Litre	25 ¢	7 ¢	25 ¢	11 ¢
Polystyrene Cups	10 ¢	3 ¢	10 ¢	3 ¢
Glass				
Glass 1 Litre & Less	10 ¢	8 ¢	10 ¢	11 ¢
Glass Over 1 Litre	25 ¢	8 ¢	25 ¢	11 ¢
Ceramics 1 Litre & Less	10 ¢	13 ¢	10 ¢	10 ¢
Polycoat & Specialty Packages				
Tetra 1 Litre & Less	10 ¢	4 ¢	10 ¢	2 ¢
Tetra Over 1 Litre	25 ¢	11 ¢	25 ¢	9 ¢
Gable 1 Litre & Less	10 ¢	6 ¢	10 ¢	3 ¢
Gable Over 1 Litre	25 ¢	12 ¢	25 ¢	9 ¢
Drink Pouches	10 ¢	4 ¢	10 ¢	1 ¢
Bag-in-a-Box	25 ¢	4 ¢	25 ¢	1 ¢
Bi-Metal				
Bi-Metal 1 Litre & Less	10 ¢	9 ¢	10 ¢	4 ¢
Bi-Metal Over 1 Litre	25 ¢	9 ¢	25 ¢	0 ¢



Sample Sales Report

ALBERTA BEVERAGE CONTAINER RECYCLING CORPORATION
 PARTICIPANT'S SALES REPORT (effective Feb 1, 2022)
 Phone: 403-264-0170 Fax: 403-264-0179

PARTICIPANT: _____

SALES PERIOD: _____

	Containers Sold	Deposit Refund	Container Recycling Fee	Deposit Refunds Payable	CRF Payable	Total Payable
ALUMINUM						
0 - 1 Litre	-	0.1000	0.0100	-	-	-
Over 1 Litre	-	0.2500	0.0900	-	-	-
AEROSOL						
0 - 1 Litre		0.1000	0.0800	-	-	-
PLASTICS						
PET 0 - 1 Litre	-	0.1000	0.0300	-	-	-
PET Over 1 Litre	-	0.2500	0.0700	-	-	-
HDPE 0 - 1 Litre	-	0.1000	0.0300	-	-	-
HDPE Over 1 Litre	-	0.2500	0.0700	-	-	-
PVC 0 - 1 Litre	-	0.1000	0.0300	-	-	-
PVC Over 1 Litre	-	0.2500	0.0700	-	-	-
Polystyrene Cups	-	0.1000	0.0300	-	-	-
Polypropylene 0 - 1 Litre	-	0.1000	0.0300	-	-	-
Polypropylene Over 1 Litre	-	0.2500	0.0700	-	-	-
Other Plastic 0-1 Litre	-	0.1000	0.0300	-	-	-
Other Plastic Over 1 Litre	-	0.2500	0.0700	-	-	-
Key-Keg	-	0.2500	0.7500	-	-	-
GLASS						
0 - 500 ml	-	0.1000	0.0800	-	-	-
501 - 1 Litre	-	0.1000	0.0800	-	-	-
Over 1 Litre	-	0.2500	0.0800	-	-	-
Ceramics	-	0.1000	0.1300	-	-	-
POLYCOAT						
Tetra Brik 0 - 1 Litre	-	0.1000	0.0400	-	-	-
Tetra Brik Over 1 Litre	-	0.2500	0.1100	-	-	-
Gable Top 0 - 1 Litre		0.1000	0.0600	-	-	-
Gable Top Over 1 Litre	-	0.2500	0.1200	-	-	-
Drink Pouches 0 - 1 Litre	-	0.1000	0.0400	-	-	-
Bag-In-A-Box	-	0.2500	0.0400	-	-	-
BI-METAL						
0 - 1 Litre	-	0.1000	0.0900	-	-	-
Over 1 Litre	-	0.2500	0.0900	-	-	-
TOTALS	-			-	-	-

TOTAL REMITTANCE \$ -

Prepared By (please print) _____

Signature _____

Contact: phone, Fax, E-mail _____