

The following principles and accountabilities apply to the beverage container registration process:

- a. Manufacturers are accountable for the containers they produce. If there is a change to the container material, labelling, UPC, etc. Beverage Container Management Board (BCMB) must be notified immediately. A new container registration may be required.
- b. The manufacturer's agent is accountable for informing the manufacturer and BCMB of recycling process or market changes as soon as possible.
- c. If recycling process or market changes, the manufacturer will remain accountable for their product. This could result in a pause of sales or the container being deregistered altogether.
- d. The manufacturer agrees to comply with the Beverage Container Recycling Regulation, all applicable BCMB by-laws and policies, and any manufacturer-agent agreement for the sale and/or distribution and recycling of beverage containers in the province of Alberta.
- e. All beverage containers must have a BCMB Registration Number assigned to them prior to the manufacturer selling and/or distributing them in Alberta.
- f. Each party will be accountable for providing accurate and timely information in the form specified by the BCMB. The BCMB will require authorized signatures by each affected party in order to proceed to the next phase.

The Beverage Container Review process is as follows:

1. To start, complete Section A of the following form in its entirety. If any of the information is missing, the review of the beverage container cannot be completed.
2. Please e-mail the completed form to registrations@bcmb.ab.ca.
3. BCMB will forward the completed form to the manufacturer's agent.
4. The manufacturer's agent will work with the manufacturer and recycling processors to confirm if the container can be recycled according to the standards set by the BCMB.
5. The manufacturer's agent will complete the beverage container review form to confirm recycling status and the Container Recycling Fee (CRF) (if a non-refillable container). The manufacturer's agent will forward the completed form to the BCMB once recycling requirements have been established.
6. If a new material stream is required for the container, an Interim Handling Commission (IHC) assessment will be required. The manufacturer will be required to submit, to the BCMB, a \$2500 IHC assessment fee.
7. The BCMB will forward the completed beverage container review form to the Alberta Bottle Depot Association (ABDA) for sorting and handling procedures.
8. Once completed form is received from ABDA, BCMB will forward the form to the Data Collection Agent (DCA) for assessment of handling commission.
9. The DCA will forward the completed form, and any supporting documents, to the BCMB with the proposed handling commission.
10. BCMB will forward the completed form, with the handling and sorting requirements and proposed handling commission, to the manufacturer and manufacturer's agent for comment.
11. Upon acceptance of the proposed handling commission and CRF by the manufacturer and the manufacturer's agent, BCMB will register the container.

A. MANUFACTURER TO COMPLETE

Date:	Company Phone:
Name of Company:	Primary Contact Name:
Company Address:	Primary Contact Phone:

CONTAINER DETAILS (Separate form must be submitted for each flavour if container is different in any way)

1. Size:
2. Brand:
3. Flavour:
4. Container Material (polymer/resin type for plastics ie. PET):
5. UPC:
6. Cap/Lid Material:
7. Label Material:
8. Container Weight:
9. Cap/Lid Weight:
10. Label Weight:
11. If container is made of glass, please note the type and/or components:
12. Is the container painted? Yes ☐ No ☐
 - i. If yes, please note the composition of the paint:
13. Does the container have special features (i.e., light-up labeling, attachments, inserts, etc.)? Yes ☐ No ☐
 - i. If yes, please describe and note the components and material compositions:
14. Annual sales forecast (Alberta):
15. ☐ Please attach front and back images of the container when submitting this form that note the **Brand, Flavour, Size, Material, and UPC** (if there is no UPC, please continue to send image(s) of the back of the container).
16. ☐ I acknowledge that if a new Material Stream is required for the above noted Beverage Container, an Interim Handling Commission (IHC) assessment will be required. In this case, the Manufacturer will be required to submit, to the BCMB, a \$2500 IHC assessment fee.
 - i. ☐ I acknowledge that should an IHC be required, the BCMB will notify me and put me in touch with a representative from the Alberta Bottle Depot Association to review handling and sorting requirements.
17. ☐ I acknowledge that the information requested above is required to move forward with a review of the Beverage Container noted above and is complete. The Beverage Container Review will be completed by the Alberta Beverage Container Recycling Corporation.

Please note that Alberta Beverage Container Recycling Corporation (ABCRC) may request a sample (including labeling) of the beverage container for further review. Samples will not be returned.

B. ALBERTA BEVERAGE CONTAINER RECYCLING CORPORATION TO COMPLETE

Date:

Employee Name:

RECYCLING STATUS

1. Container fits into existing Material Stream: Yes ☐ No ☐

i. If yes, list the following:

Material stream name:

Material sort code:

Container Recycling Fee (CRF):

ii. If no, continue.

2. ABCRC is proposing the following process for handling the beverage container at end-of-life:

3. ☐ ABCRC has included a written communication containing the above recycling requirements to the BCMB.

4. ☐ ABCRC has reached an agreement with the Manufacturer regarding the above noted Beverage Container's recyclability and is now requesting the BCMB continue the registration process.

Please complete Sections C - H below only if the Container does not fit into existing Material Stream.

(BCMB to complete Section I of form in all cases)

C. BEVERAGE CONTAINER MANAGEMENT BOARD TO COMPLETE

Date:

Employee Name:

1. Interim Handling Commission (IHC) required? Yes ☐ No ☐

2. \$2500 IHC fee received? Yes ☐ No ☐ Notes:

3. Date received:

D. ALBERTA BOTTLE DEPOT ASSOCIATION TO COMPLETE

Date:

Employee Name:

1. Beverage Container Sorting and Handling Procedures within the Depot:

E. DATA COLLECTION AGENT TO COMPLETE

Date:

Employee Name:

1. **Proposed Interim Handling Commission:**

Please attach all supporting documents when submitting Interim Handling Commission.

F. ALBERTA BEVERAGE CONTAINER RECYCLING CORPORATION TO COMPLETE

Date:

Employee Name:

- ☐ ABCRC acknowledges and accepts the above noted proposed Interim Handling Commission (IHC) for the Beverage Container outlined in this form.

1. **Container Recycling Fee (CRF)** to be applied to container:

- ☐ ABCRC has provided a written communication regarding the CRF to BCMB and Manufacturer.

i. Date provided:

2. Material stream name:
3. Material sort code:
4. Standard units:
5. Shipping container:

G. ALBERTA BOTTLE DEPOT ASSOCIATION TO COMPLETE

Date:

Employee Name:

INTERIM HANDLING COMMISSION

- ☐ ABDA acknowledges and accepts the above noted proposed Interim Handling Commission (IHC) will be applicable to the Beverage Container outlined in this form.

H. MANUFACTURER TO COMPLETE

Date:

Name:

ACKNOWLEDGMENTS

1. ☐ I acknowledge and accept the above noted **Container Recycling Fee (CRF)** will be applicable to the Beverage Container outlined in this form and any similar registrations.
2. ☐ I acknowledge that by returning this completed form to the BCMB, I am requesting that the Beverage Container outlined in this form will be approved for sale in Alberta.

If Interim Handling Commission is required:

- ☐ I acknowledge and accept the above noted proposed **Interim Handling Commission (IHC)** will be applicable to the Beverage Container outlined in this form.

I. BEVERAGE CONTAINER MANAGEMENT BOARD TO COMPLETE

1. ☐ This form has been reviewed by Management and the Beverage Container outlined in this form may be registered.
 - i. Approving Manager/Director Name:
2. ☐ The Beverage Container outlined in this form has been registered for sale in Alberta.
 - i. Employee Name:
 - ii. Date Registered: