

BCMB Retail Audit FAQs

Who is the Beverage Container Management Board?

The Beverage Container Management Board (BCMB) is responsible for regulating Alberta's beverage container recycling system and leads the development and enforcement of policy and programs that enable the recycling of beverage containers in Alberta. We aim to educate retailers and help ensure they are compliant with beverage container regulations and by-laws.

Who is One Stop Shoppers?

One Stop Shoppers (OSS) is a third-party auditor who conducts Retail Inspections and provides the results to the BCMB.

What is a Retail Audit?

A Retail Audit looks for the following:

- that the refundable deposit being charged on each beverage container sold is clearly advertised.
- that all beverage containers being sold have been registered with the BCMB in accordance with the Beverage Container Recycling Regulation and the Beverage Container Management Board Manufacturer & Retailer By-law; both documents can be found under governing documents on our website.

What can I expect?

Once the Retail Audit is complete, you will receive communication within 14 business days which will let you know if you are deemed compliant or will outline requirements needed to become compliant.

Where can I find more information?

A more detailed explanation can be found within this document. Please also visit the BCMB website bcmb.ab.ca for more information and resources.

You can also contact our registrations team anytime at registrations@bcmb.ab.ca.

Attention: Manager/Owner

The Beverage Container Management Board (BCMB) is a Delegated Administrative Organization - an arm's length organization that has delegated government authority under the Ministry of Environment and Protected Areas, responsible for regulating Alberta's beverage container recycling system. The BCMB leads the development of policy and programs that enable and ensures the recycling of beverage containers in Alberta.

The BCMB's focus on retail compliance is carried out through our retail inspection program. Retail inspections of retail locations are conducted across Alberta by third-party auditors – One Stop Shoppers (OSS). This program ensures that:

- 1) all beverage containers being sold and/or distributed in Alberta are registered with the BCMB; and
- 2) beverage container deposits are clearly advertised and applied correctly at the point of sale.

Compliance by retailers is crucial to the integrity of the beverage container recycling system in Alberta and is a regulatory obligation under the Beverage Container Recycling Regulation (BCRR). Any manufacturer, distributor or retailer that imports or produces a sealed beverage for sale in Alberta, must register the container with the BCMB and work with a manufacturer agent to have that container collected through Alberta's depot system. This also requires regular reporting (sales volumes) and remitting (beverage container deposit and the Container Recycling Fee) to that agent to fund the recycling of that container and to protect Alberta's environment.

A retailer is defined in the BCRR as a person who sells beverage containers to consumers. Retailers can also be deemed a manufacturer if they:

- carry on the business of filling containers with a beverage, and
- import a beverage in a container into Alberta for the purpose of distribution or sale in Alberta.

Non-Compliance Process:

In the case of Container Registration non-compliance, the manufacturer will receive an initial communication 1 of the Container Registration Compliance Framework and would exit the Framework once compliant or move to Level 1 after 30 days.

If non-compliant after 30 days in communication 1, the manufacturer enters Level 1 of the Container Registration Compliance Framework. The manufacturer would exit the Framework once compliant or move to Level 2 after 30 days.

If non-compliant after 30 days at Level 1, the manufacturer enters Level 2 of the Container Registration Compliance Framework and is issued a \$400 non-compliance fee. The manufacturer would exit the Framework once compliant or move to Level 3 after 30 days.

If non-compliant after 30 days at Level 2, the manufacturer enters Level 3 of the Container Registration Compliance Framework and is issued a \$400 non-compliance fee. The manufacturer would exit the Framework once compliant or may be referred to the Complaints Director for further action after 15 days.

Manufacturers, distributors, or retailers can be penalized for selling and/or distributing non-system beverage containers. Failure to register beverage containers can result in fines up to \$500,000 for a corporation or up to \$50,000 for an individual as issued by Alberta Environment and Protected Areas.

In the case of Deposit Advertising non-compliance, the retailer will receive communications from the BCMB advising of non-compliance, educating on the requirement to advertise the deposit to public and outlining how to become compliant. A non-compliant retailer can submit images to the BCMB to verify that they are clearly advertising deposit amounts, separate from the price of the product, within their retail location.

As a retailer, below are things you can do to ensure compliance going forward:

- Clearly identify the amount of the beverage container deposit (10¢ for containers 1L and under and 25¢ for containers over 1L) separate from the price of the product in locations where the beverage containers are located within your store.
- Ask manufacturers/distributors for Alberta Registration Numbers on all beverage containers prior to selling and/or refuse to sell beverage containers without Alberta Registration Numbers.
- Register your company and beverage containers with the BCMB if they have not already been registered.
- Remove unregistered beverage containers from shelves until properly registered with the BCMB.

If you have any questions or concerns, please contact me at abertling@bcmb.ab.ca or 587-404-1143.

Thank you for your cooperation.

Sincerely,

Amber Bertling
Manager of Registrations
Beverage Container Management Board

If you have questions or concerns in relation to the OSS inspection or inspector, please contact Justin Newman below:

Justin Newman, Owner
justin@onestopshoppers.ca
www.ossconsultinggroup.ca
Phone: 403-589-8533

Inspection Date: _____

OSS Inspector: _____

Signature: _____

To confirm the inspector is an employee of One Stop Shoppers, please verify their government issued photo ID.



Please have the Employee present during the audit fill out the following:

Owner or Manager Name: _____

Owner or Manager Email Address: _____

Owner or Manager Phone number: _____

Head Office Contact Name: _____

Head Office Email: _____

Name of Individual Providing Information Above: _____

Signature of Individual Providing Information Above: _____