



Registration Questionnaire for Processors

October 2008 Version

Processing is defined as the transformation of materials, re-use of materials for energy recovery, or a process involving cleaning, decontaminating or any process that declassifies the materials as waste. Bulking, shredding and crushing are not considered processing activities.

Note: In cases where the Processor's activities are not considered final processing or the creation of a new product, we must know which company(s) will use the materials and to what end. The Processor is responsible for providing proof of delivery to these companies.

General Information

1. Which products, with respect to the Règlement sur la récupération et la valorisation des huiles usagées, des contenants d'huile ou de fluide et des filtres usagés are you authorised to process?

Used oils Oil Filters Plastic Containers Aerosol Containers

2. What is your corporate business name? _____

3. How long has your business been operating under this corporate name? _____

If less than 2 years, indicate your former corporate name. _____

4. Provide your complete mailing address.

5. Specify the number of employees at your business. _____

6. Are the employees registered with the workers' compensation board of your province/state?

Yes No Not Applicable

7. Has your business received any quality certifications (example ISO)? Yes No

If so, which one(s)? _____

8. Do you have a Quality insurance program in place? Yes No

If so, briefly **describe** it.

9. Indicate the date (month/year) of your last inspection by the Ministry of the Environment.

10. Has your business ever received an infraction notice(s) or warning(s) from the Ministry of the Environment during the past 2 years? Yes No Please attach a copy of each notice or warning.

11. Who is responsible for your environmental compliance or any questions regarding the environment?

Name _____
Title _____
Department _____
Telephone _____
Fax _____
E-mail _____

Attestation

I, _____, confirm that I am authorized to certify that all of the information
(name and title)

regarding collection of used oil, filters, plastic containers and aerosol that is declared on the present form (page 1 to 9) is true.

Signature _____

Date _____

Processing Activities

1. Indicate the civic (or physical) address(es) of your processing facility(s).

2. Briefly **describe** the facility(s) and the processing activities (processing includes: re-using oil for heating, oil refining, cleaning and decontaminating filters and containers, etc).

3. Briefly **describe** your current spill prevention and containment measures (e.g. berm(s) or other confinement unit(s), regular inspections of storage units, proximity of absorbents, etc.).

4. Do you have written contracts with your collectors? Yes No

If so, are the quantities received per category of products identified? (ex: A01 in Quebec)

Yes No

How long are the contracts kept at the receiving location? _____

5. Are all of the SOGHU applicable products that you process on your site provided by collectors registered with the SOGHU? Yes No

6. Indicate your average storage period before processing?

7. Does your business have an operating permit issued by the Ministry of the Environment? Yes
No

Reference number

Expiration date

8. Does your business have a Certificate of Approval (C of A)? Yes No

Reference number

Expiration date

9. Indicate your civic and environmental liability insurance coverage.

10. Does your business produce a residual hazardous materials quarterly report for the Ministry of the Environment? Yes No An annual statement? Yes No

Energy Recovery: Used Oils

1. What is your combustion equipment's power-level (in MW)? _____

If less than 3 MW, do you have a vested right (Quebec only)? Yes No

2. How do you ensure that the processed oils meet the burning criteria outlined the environmental criteria prescribed by the ministry of the environment?

3. Are the analysis performed by an accredited laboratory? Yes No

4. Is the waste oil feeding system equipped with a sampling valve between the tank and the burning system? Yes No

Re-refining of Used Oils

1. What is your storage capacity? _____ kg Number of facilities _____

2. Does your business perform quality control on the used oils received? Yes No
If so, briefly **explain** your quality control program.

3. Are the analysis performed by an accredited laboratory? Yes No

4. Do you request certificates of analysis from your collectors? Yes No

If so, how often? _____

5. Briefly **explain** the method(s) or technology used to re-refine the used oils.

6. What is the final product and its use(s)?

Processing of Used Oil Filters

1. What is your storage capacity? _____ kg Number of facilities _____

2. Briefly **describe** how the batches of filters received from each supplier are tracked.

3. Briefly **explain** the method(s) used to process the used oil filters.

4. Briefly **explain** the sampling method used and the analysis performed on the processed filters to verify that they meet all applicable criteria.

5. How is the oily waste water (generated by the processing of the filters) treated/disposed of?

6. What is the end product's use and to whom is it shipped?

Processing of Plastic Containers

1. What is your storage capacity? _____ kg Number of facilities _____
2. Briefly describe how the batches of containers received from each supplier are tracked.

3. Briefly explain the method(s) used for the processing the plastic containers.

4. Briefly describe the sampling method used and the analysis performed on the processed containers to verify that they meet all applicable criteria.

5. How is the oily waste water (generated by the processing of the containers) treated/disposed of?

6. What is the end product's use and to whom is it shipped?

Processing of Aerosol Container

1. What is your storage capacity? _____ kg Number of facilities _____

2. Briefly describe how the batches of aerosol containers received from each supplier are tracked.

3. Briefly explain the method(s) used for processing aerosol containers?

4. Briefly describe the sampling method used and the analysis performed on the processed aerosol containers to verify that they meet all applicable criteria.

5. How is the oily waste water (generated by the processing of the aerosol containers) treated/disposed of?

6. What is the end product's use and to whom is it shipped?
