



**Automotive
Materials
Stewardship**

Guide for AMS Stewards

April 2017

Part 1: General Information

- Guide Introduction
- About the AMS Program
- Program Materials
- Guiding Principles
- Board of Directors
- Key Benefits of Joining
- Join in Three Steps
- Member Obligations
- Voluntary Reporters

Part 2: Material and Fee Schedules

- Material Definitions
- 2017 Fees and Fee Rate Information
- Reporting and Payment Schedule

Part 3: Quarterly Reporting

- AMS Ready to Report Checklist
- Reporting on the WeRecycle Portal
- Submission Detail Report

Need Assistance or Advice?

Contact Steward Services:

stewards@autostewardship.ca

1-888-980-9549

Part 1: General Information

Guide Introduction

Automotive Materials Stewardship Inc. (AMS) prepared this guide to help organizations understand how the AMS program enables its members to meet their regulatory obligations as stewards under the current *Waste Diversion Transition Act, 2016* (Ontario) as an alternative to Stewardship Ontario's MHSW program.

About the Automotive Material Stewardship Program

Automotive Materials Stewardship (AMS) was established in early 2016 to represent the interests of businesses in the automotive sector, achieve better recycling performance and create environmentally sustainable options for consumers to recycle used automotive products. AMS is incorporated as a not-for-profit organization. AMS submitted an [Industry Stewardship Plan \(ISP\)](#) to Ontario's Resource Productivity and Recovery Authority that was approved with an effective date of April 1, 2017.

Further information about AMS is available at <https://www.automotivematerialsstewardship.ca/>.

AMS Guiding Principles

AMS will:

- Act in the best interests of its members, as a collective
- Carry out compliance obligations diligently and cost-effectively
- Exercise skill and expertise in the operation of the AMS program

AMS Board of Directors

The AMS Board is a volunteer-based leadership group which represents companies that produce, distribute or sell antifreeze, oil containers and oil filters. The list of current Directors is available on the [AMS website](#).

What materials are included in the program?



Used oil filters



Empty oil containers



Antifreeze and antifreeze containers



Key Benefits of Joining AMS

By joining AMS, you will:

1. Have published and predictable fees with per unit rates:

- AMS will publish annual fee rates, providing predictability to stewards and helping to make budget forecasting easier.
- The ISP is not subject to Ontario Regulation 11/12, which imposes a cost recovery methodology to finance the program.
- The ISP allows for the publication of an annual fee table to members in advance of each program year.

2. Take advantage of annual savings:

- As an ISP program operator, AMS is eligible to claim input tax credits (whereas Stewardship Ontario was not able to claim this tax), which immediately reduces the cost of operating the program.

3. Be prepared for the anticipated wind-down of Stewardship Ontario's MHSW program and transition to the *Resource Recovery and Circular Economy Act (RRCEA)*:

- Members of AMS will have already transitioned from Stewardship Ontario's MHSW Program, which will be wound down under Ontario's new *Waste-Free Ontario Act*. They will be well prepared to assume their new regulatory obligations under the *RRCEA*.

4. Contribute to equal or greater environmental performance:

- AMS is committed to equal or greater environmental performance as compared to the MHSW program.

Join AMS in Three Steps

1. Sign an [AMS Membership Agreement](#)
2. Register with AMS on the [WeRecycle Portal](#)
3. Upload the signed Membership Agreement to the WeRecycle Portal

What are your obligations as a member of AMS?

1. Execute a valid [Membership Agreement](#).
2. If electing to be a Voluntary Reporter you will also need to execute a [Voluntary Reporting Agreement](#).
3. Obtain approval from the Authority to join AMS.
4. Register and file detailed quarterly reports with AMS on the [WeRecycle Portal](#).
5. Pay fees based on the quantities reported each quarter and according to the published material fee rates.
6. Retain records related to your steward reports for review and verification.



Voluntary Reporter's Agreement (VRA)

AMS allows stewards to enter into a [Voluntary Reporter's Agreement](#), similar to the agreement available in the MHSW program. The agreement sets out the terms and conditions that allow one steward (e.g. supplier, distributor or customer of AMS steward) to report on behalf of another steward for some or all of their AMS materials. New VRAs will need to be executed, as current MHSW VRAs do not automatically transfer to AMS.

Please note that the Voluntary Reporter Agreement is a tri-party agreement between AMS, the Voluntary Reporter and the obligated steward:

- AMS must approve and sign the Voluntary Reporter Agreement (Schedule B of the Membership Agreement)
- A reporter may enter into more than one Voluntary Reporter Agreement
- A reporter must file a separate quarterly report for each steward represented, as well as a separate report in the case that the reporter is also a steward of the AMS program
- Each steward has "read only" access to the reports filed by a reporter on its behalf (but does not have access to information filed by a reporter for other stewards, or filed by the reporter as a steward itself)
- The obligated steward on whose behalf the reporter is reporting remains legally liable under AMS Program including the payment of fees.



Part 2: Material and Fee Schedules

Material Definitions

AMS materials are defined in the Industry Stewardship Plan (ISP) as follows:

Antifreeze

Definition: means ethylene or propylene glycol used or intended for use as a vehicle engine coolant.



Notes	Sector(s) into which AMSM is supplied	Examples	Exclusions	Reporting Category	Unit of Measure	Fee Rate
Containers of packaged antifreeze are included if they have a volume equal to or less than 30 litres.	<ul style="list-style-type: none"> - Residential - All IC&I businesses 	<ul style="list-style-type: none"> - Include premixed (water diluted) and concentrated product - Antifreeze supplied in all container sizes including bulk and packaged <ul style="list-style-type: none"> • Bulk is supplied in containers greater than 30 litres • Packaged is supplied in containers equal to or less than 30 litres 	<ul style="list-style-type: none"> - Factory fill initial charge of vehicle antifreeze - Plumbing antifreeze - Vehicle windshield antifreeze - Product marketed as industrial heat transfer fluid - Fuel (gasoline and diesel) antifreeze - Lock de-icer - Air brake antifreeze - Antifreeze which does not contain ethylene or propylene glycol 	Packaged	Volume in litres	\$0.17 /litre
				Bulk	Volume in litres	\$0.13/ litre

Oil Containers

Definition: Containers that have a capacity of 30 litres or less and that were manufactured and used for the purpose of containing lubricating oil.



Notes	Sector(s) into which AMSM is supplied	Examples	Exclusions	Reporting Category	Unit of Measure	Fee Rate
<p>For this purpose, "lubricating oil" means petroleum-derived or synthetic crankcase oil, engine oil, hydraulic fluid, transmission fluid, gear oil, heat transfer fluid, or other oil or fluid used for lubricating machinery or equipment and includes:</p> <ul style="list-style-type: none"> - Any crankcase or engine oil - Hydraulic fluid - Polyol ester fluids - Circulating oil or turbine oil - Paper machine oil - Transmission fluid - Power steering fluid - Gear oil - Vegetable oil for lubrication - Re-refined oil - Electrical insulating oil - Refrigeration system oil - Compressor oil - Mineral heat transfer fluid 	<ul style="list-style-type: none"> - Residential - All IC&I businesses 	<ul style="list-style-type: none"> - Containers that contained Lubricating Oil 	<p>Containers that contained:</p> <ul style="list-style-type: none"> - Ethylene glycol heat transfer fluid - Propylene glycol heat transfer fluid - Silicone heat transfer fluid - Synthetic aromatic hydrocarbon heat transfer fluid - Glycol-based heat transfer fluid - Water glycol hydraulic fluid - Phosphate ester hydraulic fluid - Hydraulic oil dye - Polyglycol synthetic compressor oil - Base oil, including re-refined base oil - Grease - Oil additive • Oil treatment - Diesel fuel treatment • Cleaning/flushing fluids for motors/equipment - Winter start fluid - Brake fluid - Undercoating - Penetrating oil - Hydraulic jack oil - 3-in-1 household oil - Aerosol propelled lubricant - Gun oil - Kerosene - Urethane coating 	Oil Containers	Volume in litres	\$0.14/litre



Notes	Sector(s) into which AMSM is supplied	Examples	Exclusions	Reporting Category	Unit of Measure	Fee Rate
<ul style="list-style-type: none"> - Marine engine oil for vessels operating domestically - Metal working oil - Form release oil - Textile oil - Chain oil - Rock drill oil - 2-cycle engine oil - Gasoline / 2-cycle engine oil mixes - Saw guide oil - Drawing, stamping and shaping oil - Process oil - Dedusting oil - Marine cylinder oil - Machine tool and slideway lubricant - Natural gas compressor oil - Conveyor lube - Dripless lube - Quenching oil - Pneumatic system oil - Rustproof oil - Food grade white mineral oil 			<ul style="list-style-type: none"> - Sewing machine oil - Cooking oil - Windshield washer fluid 			



Oil Filters

Definition: Means filters produced and/or arriving into the province, and which are for sale, directly or as part of a product, in Ontario.

Notes	Sector(s) into which AMSM is supplied	Examples	Exclusions	Reporting Category	Unit of Measure	Fee Rate
None	<ul style="list-style-type: none"> - Residential - All IC&I businesses 	<ul style="list-style-type: none"> - Spin-on or element style filters that are used in hydraulic, transmission or internal combustion engine applications <ul style="list-style-type: none"> • Diesel fuel filters • Household furnace fuel filters • Coolant filters • Storage tank diesel fuel filters • Plastic & paper element style filters • Diesel fuel filters used at retail and commercial pump islands • Sump type automatic transmission filter 	<ul style="list-style-type: none"> - Gasoline fuel filters - Air filters - Household furnace air filters - Sock-type filters 	Less than or equal to 8"	Number of Units Supplied	\$0.50/unit
				Greater than 8"	Number of Units Supplied	\$1.00/unit

2017 Fee Schedule

Product Category	Fee Rate
Antifreeze Bulk	\$0.13/litre
Antifreeze Packaged	\$0.17/litre
Oil Containers	\$0.14/litre
Oil Filters ≤ 8"	\$0.50/unit
Oil Filters > 8"	\$1.00/unit

How does AMS set fees?

AMS calculates material specific fee rates using the data sources listed below (subject to quality control processes):

- Reports received from members on the quantity supplied into the marketplace.
- Contracts and agreements with service providers for material management.

- Contracts for Promotion & Education and Research & Development to meet collection and recycling targets.
- Composition audits, cost allocation studies and other analyses to identify material management cost drivers used in cost allocation methodologies.
- Overhead costs.

Fee rates for each material are published on the [AMS website](#).

Visible Fees Prohibited at Retail

- AMS's ISP does not allow visible fees to be levied
- A visible fee is defined as "a fee advertised or displayed in a retail store separate from the shelf-price of the product"

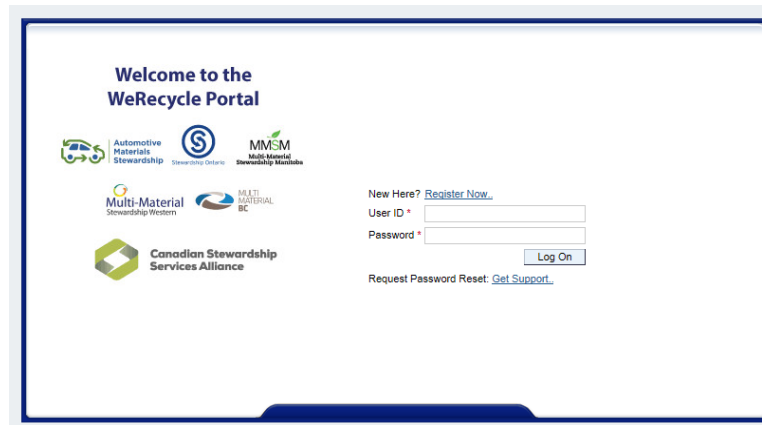
Reporting and Payment Schedule

AMS stewards collect and report data according to the table below:

Reporting Obligation Period	Data Period	Report Due	Invoices Issued	Payment Due
Q2	Q1 (Jan 1 – March 31)	April 30	May 1	May 30
Q3	Q2 (Apr 1 – June 30)	July 31	August 1	August 31
Q4	Q3 (July 1 – Sept 30)	October 31	November 1	November 30
Q1	Q4 (Oct 1 – Dec 31)	January 31	February 1	February 28

Part 3: Quarterly Reporting

AMS stewards are required to prepare and submit detailed quarterly reports on the [WeRecycle Portal](#).



AMS Ready to Report Checklist

This checklist summarizes everything you should have on hand when preparing to submit your reports on the WeRecycle Portal.

User ID & Password

Ensure you have a User ID and password to log into the portal. Use the 'Request Password Reset' link to recover your login information, or contact Steward Services for assistance.

Voluntary Reporters Agreements (VRA's)

Verify you have all the correct agreements in place. You will need to input the total quantities by material type for each steward for whom you are reporting.

Data Table

Create a simple summary table or spreadsheet that shows the material categories you are reporting and the quantity supplied (by reporting unit) before entering data in the portal. If you are a voluntary reporter, you may wish to create a summary table for each steward on whose behalf you are reporting.

Methodology

You will need to summarize your reporting methodology in the portal, including information about your data collection process, changes from prior reports, deducted materials and explanations for any significant changes in volumes. Consider drafting this in advance.

Brands & Affiliates

If you have many brands, you can prepare a list of all brands you are reporting in a spreadsheet (CSV file). This can be uploaded to the portal as an attachment, rather than typing in each brand manually. A separate CSV file should be created for any affiliates, if applicable. If you are a voluntary reporter, you may create a list of brands and affiliates for each steward you are reporting on behalf of.

Submission

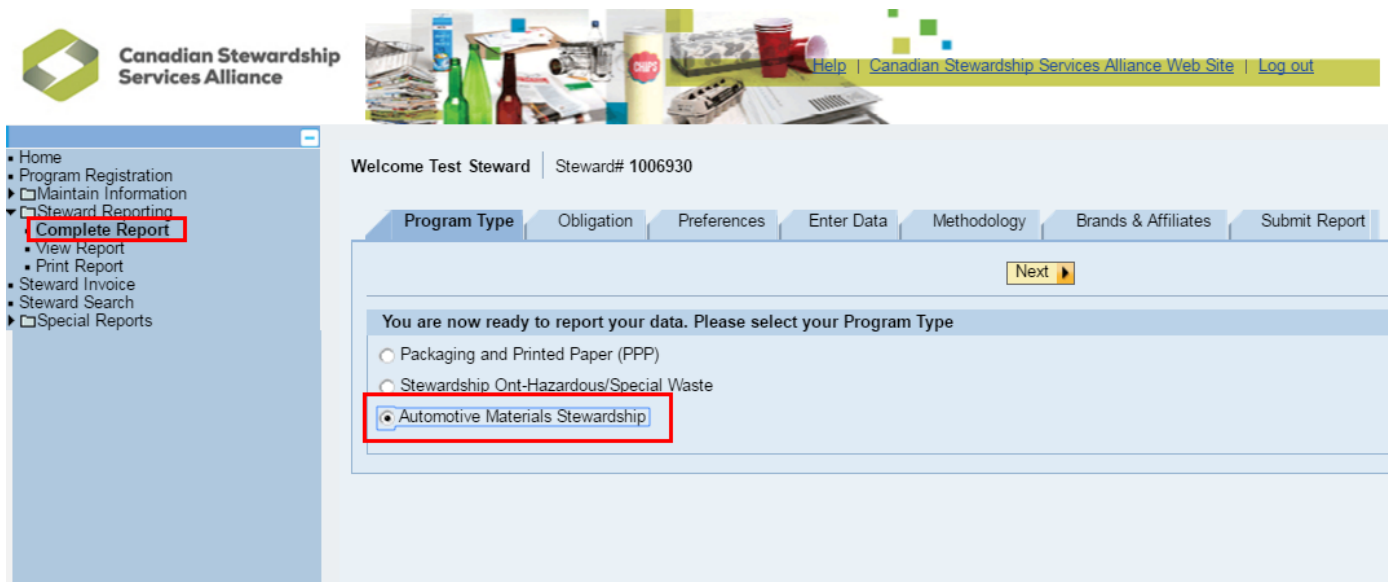
Please remember that while a Secondary Contact can enter all steward data, only the Primary Contact is authorized to submit reports (clicking “submit” is the final step in the submission process). If you need to change your Primary Contact, please complete the Primary Contact Change form and send it to stewards@autostewardship.ca.

Reporting on the WeRecycle Portal

Stewards of the AMS program will use the WeRecycle Portal. If you are a new steward who has questions about how to register, you can contact Steward Services: stewards@autostewardship.ca or 1-888-980-9549.

1. AMS Report Option on the Portal

When you are ready to report, go the “Steward Reporting” section of the portal and you will see AMS presented as one of the options to select.



The screenshot displays the Canadian Stewardship Services Alliance web portal. The top navigation bar includes the logo, the text "Canadian Stewardship Services Alliance", and links for "Help", "Canadian Stewardship Services Alliance Web Site", and "Log out". Below the navigation bar, a user greeting reads "Welcome Test Steward | Steward# 1006930". The main content area features a series of tabs: "Program Type", "Obligation", "Preferences", "Enter Data", "Methodology", "Brands & Affiliates", and "Submit Report". The "Program Type" tab is active, showing a "Next" button and a message: "You are now ready to report your data. Please select your Program Type". Three radio button options are listed: "Packaging and Printed Paper (PPP)", "Stewardship Ont-Hazardous/Special Waste", and "Automotive Materials Stewardship". The "Automotive Materials Stewardship" option is selected and highlighted with a red box. On the left side, a navigation menu is visible, with "Complete Report" highlighted in red.

2. Declare your Obligation

You will need to confirm your obligation during the beginning of each year. If you confirm “not obligated” by mistake, please call Steward Services and one of the team members can unlock your obligation questions.

Welcome Test Steward | Steward# 1006930

Program Type | **Obligation** | Preferences | Enter Data | Methodology | Brands & Affiliates | Submit Report

◀ Previous | Next ▶

Automotive Materials Stewardship

	Checked = Yes	Obligation Status	Report Status
▼ Obligation Year: April 1, 2017 - December 31, 2017			
▼ Automotive Materials Stewardship		Confirmed - I am obligated	Q3 RPT in Progress
Is your organization responsible for designated Antifreeze and/or Oil Containers and/or Oil Filters under the AMS Program?	<input checked="" type="checkbox"/>		

Membership Agreement

You will need to upload a PDF of your signed Membership Agreement in order to submit your report for Automotive Materials Stewardship. If you have uploaded a signed Membership Agreement previously, please ignore this message.

Upload | Choose File | No file chosen

Note: The file must be a PDF

3. Enter your data - Total fee calculated once you press “save”

You will enter your data under the Enter Data tab. Optional worksheets are available for antifreeze and oil containers to enter the number of units for each size, which will calculate the total volume in litres. If total volume is known, it can be entered directly. Oil filters are entered by number of units supplied. Please note that once you hit “save” your total fee will populate.

Welcome Test Steward | Steward# 1006930

Program Type | Obligation | Preferences | **Enter Data** | Methodology | Brands & Affiliates | Submit Report

◀ Previous | Save | Next ▶

Automotive Materials Stewardship 2017 Q1 Report (Q4 Data, Q1 Invoice) Report Status: New Report

NIL Report

Total Fee 0.00

Ontario

Show All Materials | Expand All | Collapse All | Calculate Totals | Hide Prior Report's Data

Material Name	Total	Ontario KGs (Except where Un	Prior Report	UoM	Worksheet
▼ Antifreeze	3,637	3,637	0		
• Antifreeze					Worksheet
▼ Antifreeze - Bulk					
• Antifreeze					
▼ Oil Filters					

AntifreezeWORKSHEET

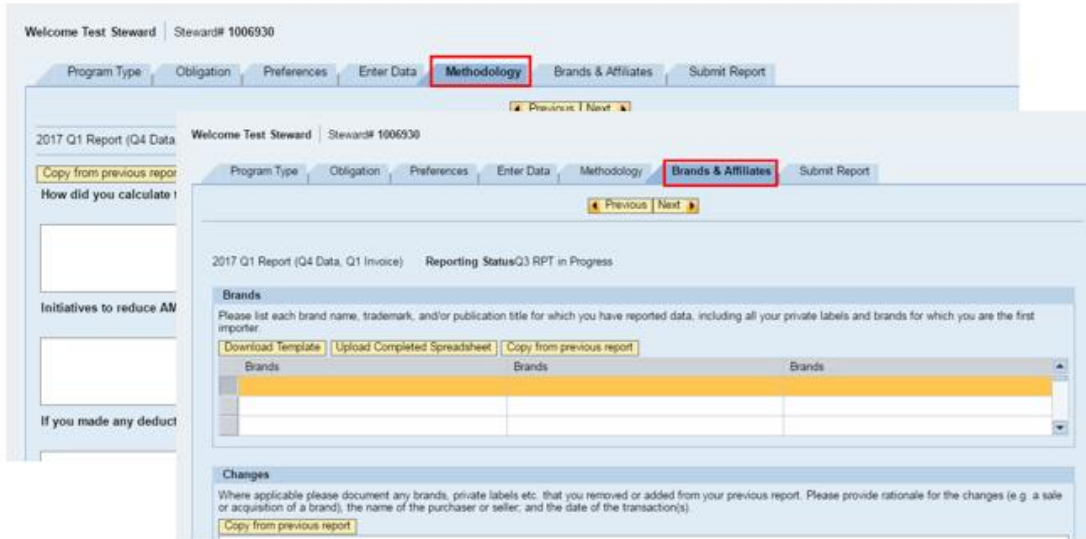
Material Description	Quantity	Size	Reported Quantity	Unit
Antifreeze - 1 L	0	1.0000	0.0	Litres
Antifreeze - 1.89 L	500	1.8900	945.0	Litres
Antifreeze - 2 L	0	2.0000	0.0	Litres
Antifreeze - 3.78 L	0	3.7800	0.0	Litres
Antifreeze - 4 L	458	4.0000	1,832.0	Litres
Antifreeze - 9.48 L	0	9.4800	0.0	Litres
Antifreeze - 18.9 L	0	18.9000	0.0	Litres
Antifreeze - 20 L	43	20.0000	860.0	Litres
Total Quantity			3,637	

Calculate | Save | Cancel



4. Provide your methodology, brands and affiliates

The methodology, brands and affiliates sections need to be completed in their entirety. Please remember to update the brands section of your report each quarter, as well as the methodology section for any large variances if applicable.



Submission Detail Report calculates fees at the material level

The Submission Detail Report will immediately calculate your fees at the material level.



Submission Detail Report 2017 Q2 Report (Q1 Data, Q2 Invoice)

Report Start Date 2017/04/11
Report Submit Date 2017/04/11
Page 1 of 4
System: EQ2

Primary Contact Name:
Steward Name:
Steward No.: 1006968
Document Number: 20242
Reporting Period: 2017 Q2 Report (Q1 Data, Q2 Invoice)

1006968
Division ID: 001 - Division 1
Reporter:

	Reported Quantity	Fee/Unit	UoM	Grand Total
Antifreeze Packaged				
Antifreeze Packaged	4,853.00	0.17	Litres	825.01
Antifreeze Packaged Total:	4,853.00			825.01
Antifreeze - Bulk				
Antifreeze Bulk	1,200.00	0.13	Litres	156.00
Antifreeze - Bulk Total:	1,200.00			156.00
Oil Filters				
Oil Filters less than or equal to 8#	1,530.00	0.50	Unit	765.00
Oil Filters greater than 8#	1,796.00	1.00	Unit	1,796.00
Oil Filters Total:	3,326.00			2,561.00
Oil Containers				
Oil Containers	5,500.00	0.14	Litres	770.00
Oil Containers Total:	5,500.00			770.00
Division 001 Total:	14,879.00			4,312.01



**Automotive
Materials
Stewardship**

Need Assistance or Advice?

Contact Steward Services:

stewards@autostewardship.ca

1-888-980-9549