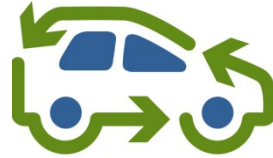


Processor Standards

Version: April, 2017



**Automotive
Materials
Stewardship**

To the extent that there is any conflict between these Processor Standards and the requirements of applicable laws and regulations, the requirements of applicable laws and regulations apply. The Processor is required to comply with the requirements of the applicable laws and regulations and inform Automotive Materials Stewardship (“AMS”) of such discrepancies. For greater certainty, in the event that the Processor Standards impose requirements that are more stringent or additional to the requirements of applicable laws and regulations but do not conflict with such laws and regulations, the Processor is required to comply with the Processor Standards as well as with applicable laws and regulations.

Background:

Automotive Materials Stewardship submitted an Industry Stewardship Plan for Automotive Materials to ensure certain hazardous and special wastes are collected and recycled or otherwise safely disposed of in an environmentally appropriate way (the “ISP”).

The Resource Productivity and Recovery Authority approved the ISP submitted by AMS for the following materials (“Automotive Materials”):

- Antifreeze, and containers in which they are contained
- Oil containers that have a capacity of 30 litres or less and that were manufactured for the purpose of containing lubricating oil
- Oil Filters – after they have been used for their intended purpose

The ISP, rules and material definitions can all be viewed in the ISP, posted on the AMS website at www.automotivematerialsstewardship.ca.

Purpose:

The Processor Standards define the minimum operating requirements to qualify as a Processor of Automotive Materials.

The Processing Standards do not absolve Processors from any federal, provincial and/or municipal legislation and regulations applicable to their operation. It is the Processors’ responsibility to be aware of and abide by all such legislation and regulations.

AMS reserves the right to review and revise these standards on an ongoing basis. The most current version will be posted on the AMS website.

Who this applies to:

For the purposes of these standards, a Processor means any person or firm duly registered with AMS as authorized to process Automotive Materials.

Enforcement of these Standards:

All Processors shall:

- Provide AMS with all reasonable information relating to these standards or any matter that relates to the program or procedures of AMS
- Acknowledge that AMS has a right of access to any and all such information during normal business hours and on 24 hours notice.

Moreover, AMS may verify compliance information provided by processors, either directly or through a third party acting on its behalf. Please note that all parties acting on behalf of AMS are bound by strict confidentiality agreements.

1.0 General Requirements

All Processors shall at all times comply with and provide proof of the following matters within 24 hours of a request by AMS:

- 1.1 Possess a valid business license if they are a commercial operation.
- 1.2 Possess comprehensive or commercial general liability insurance, including coverage for bodily injury, property damage, complete operations and contractual liability with combined single limits of not less than \$5,000,000 per occurrence, \$5,000,000 general aggregate. Processors must have AMS listed on the policy as an additional insured party.
- 1.3 Possess environmental liability insurance with combined single limits of not less than \$5,000,000 per occurrence, \$5,000,000 general aggregate. Processors must have AMS listed on the policy as an additional insured party.
- 1.4 Identify and comply with all applicable regulations as may be replaced or amended from time to time, including but not limited to:
 - Ministry of the Environment, Environmental Compliance Approval (ECA);
 - Ontario Hazardous Waste Information Network registration requirements;
 - Ontario Environmental Protection Act, 1990 (including R.R.O. 1990, O. Reg. 347, General – Waste Management);
 - Transportation of Dangerous Goods Act (TDGA);
 - Export and Import of Hazardous Waste and Hazardous Recyclable Material Regulations, 2005 (EIHWHRMR) under the Canadian Environmental Protection Act;
 - Municipal zoning bylaws or other bylaws, such as fire codes, parking and hours of operation.
- 1.5 Have a written policy approved by senior management outlining corporate commitment to environmental management and continuous improvement.
- 1.6 Implement and maintain an emergency response plan to prepare for and respond to emergency situations, including fires, spills and medical events.

- 1.7 Maintain a documented process to identify, assess and ensure compliance with this standard and all applicable regulatory requirements, including but not limited to:
 - Environmental regulations, including permits or certifications for operating, air emissions, or other discharges;
 - Occupational health and safety regulations.
- 1.8 Document the downstream flow and handling of AMS materials from receipt at their facility to each point of final disposition, including details on how the waste materials are processed at each point and the percentage of processed materials sent to each downstream processor. AMS will treat this information as confidential.
- 1.9 For out-of-province processors, demonstrate that they meet or exceed environmental health and safety standards equal to Ontario requirements.
- 1.10 Maintain all records for a minimum of two years, or as required by regulation, including manifests, bills of lading and waste records.
- 1.11 Provide notice of any fines or regulatory orders in the previous five years and within 60 days of any subsequent fine or regulatory order.

2.0 Occupational Health and Safety

All Processors shall at all times comply with and provide proof of the following matters within 24 hours of a request by AMS:

- 2.1 Identify and demonstrate compliance with all applicable health and safety regulations, as may be replaced or amended from time to time, including but not limited to:
 - Employment Standards Act, 2000;
 - Occupational Health and Safety Act, 1990;
 - Workplace Safety and Insurance Act, 1997;
 - Canada Labour Code or equivalent in their area of jurisdiction.
- 2.2 Possess workers' compensation coverage through either a provincial/state program or a private insurance policy. Processors shall supply AMS with valid certificates upon request and within five business days of such request.
- 2.3 Be compliant with the Workplace Hazardous Materials Information System (WHMIS), including training requirements, or equivalent in their area of jurisdiction.
- 2.4 Implement and maintain an occupational health and safety (OHS) program to ensure compliance with applicable OHS legislation.

3.0 Material Specific Requirements

Material-specific end-of-life management requirements are outlined in the Table 3.1 below.

Note: The material-specific standards outlined in Table 3.1 are the minimum standards that Processors are required to meet.

Table 3.1: Material-Specific End-of-Life Management Requirements

Category	MOE Waste Class	End-of-Life Management Requirements
Antifreeze, and containers in which they are contained	212	100% recycled
Oil Filters – after they have been used for their intended purpose	252	100% recycled
Oil containers that have a capacity of 30 litres or less and that were manufactured for the purpose of containing lubricating oil	-	100% recycled