



**Automotive
Materials
Stewardship**

Guide for AMS Stewards

April 2018

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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 Municipal Hazardous or Special Waste (MHSW) program.

About the Automotive Material Stewardship Program

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

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.

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

- AMS must approve and sign the Voluntary Reporter's Agreement (Schedule B of the Membership Agreement).
- A reporter may enter into more than one Voluntary Reporter's 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 and Containers

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
Automotive Antifreeze Fluid	<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 	<p>Premix</p> <hr/> <p>Concentrate</p>	<p>Volume in litres</p> <hr/> <p>Volume in litres</p>
Containers of packaged antifreeze are included if they have a volume equal to or less than 30 litres.				Container	Volume in litres

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
<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 - 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 	<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



Notes	Sector(s) into which AMSM is supplied	Examples	Exclusions	Reporting Category	Unit of Measure
<ul style="list-style-type: none">- 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
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
				Greater than 8"	Number of Units Supplied

Fee Schedule

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

AMS provides the benefit of a published and predictable fee 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.

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.
- Budgeted costs for material management activities.
- Budgeted costs for Promotion & Education and Research & Development activities.
- Overhead costs.
- Regulatory charges.

Visible Fees Prohibited at Retail

- AMS members may not show visible fees at retail.
- A visible fee is defined as “a fee advertised or displayed in a retail store separate from the shelf-price of the product”

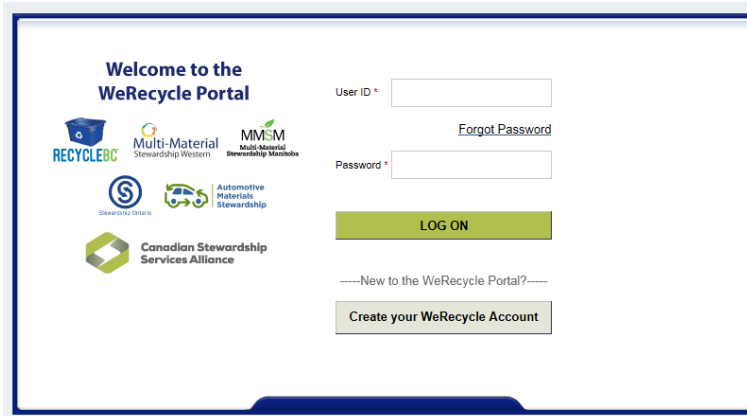
Reporting and Payment Schedule

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 Canadian Stewardship Services Alliance's (CSSA) [WeRecycle Portal](#). Stewards currently registered with CSSA do not need to re-register to access the 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.



The screenshot shows the login page for the WeRecycle Portal. At the top, it says "Welcome to the WeRecycle Portal". Below this, there are logos for RECYCLEBC, Multi-Material Stewardship Western, MM3M Multi-Material Stewardship Manitoba, Stewardship Ontario, Automotive Materials Stewardship, and Canadian Stewardship Services Alliance. On the right side, there are input fields for "User ID" and "Password", a "Forgot Password" link, a "LOG ON" button, and a link for "Create your WeRecycle Account" under the heading "New to 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. All AMS stewards must identify a Primary Contact, who is the only person who can submit final reports.

Voluntary Reporter's 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

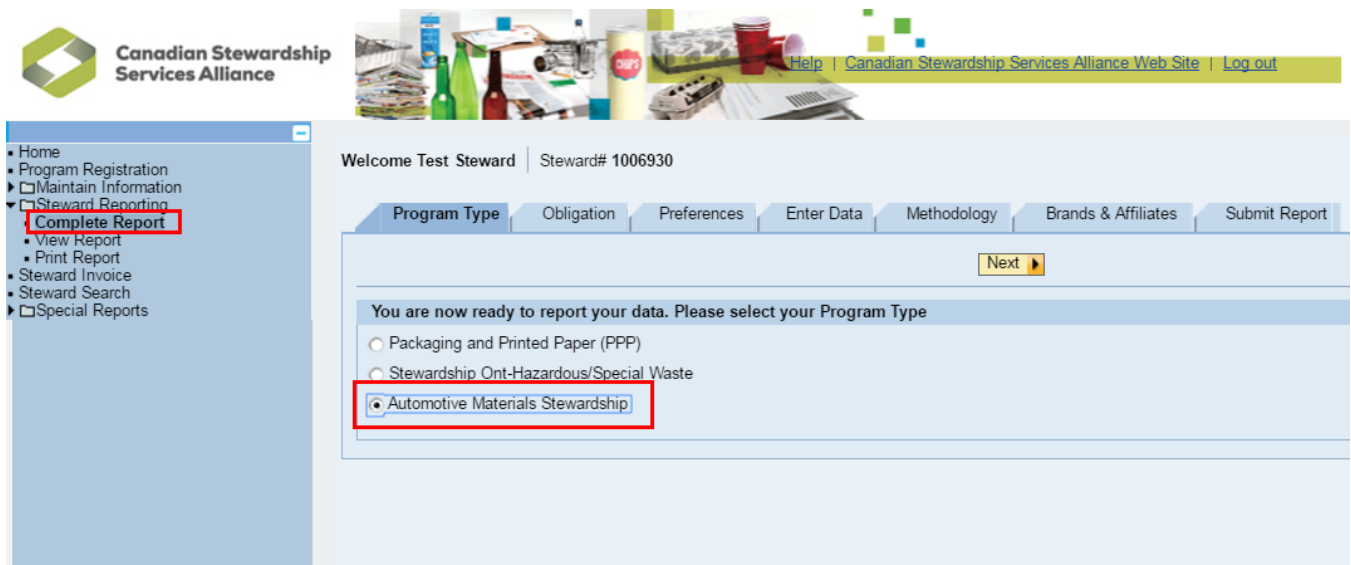
Please remember that while a Secondary Contact can enter all steward data, only the Primary Contact is authorized to submit reports (clicking “submit” is the final step in the submission process). If you need to change your Primary Contact, please complete the Primary Contact Change form and send it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

Reporting on the WeRecycle Portal

The following outlines key steps to submitting reports.

1. AMS Report Option on the Portal

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



Canadian Stewardship Services Alliance

Welcome Test Steward | Steward# 1006930

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

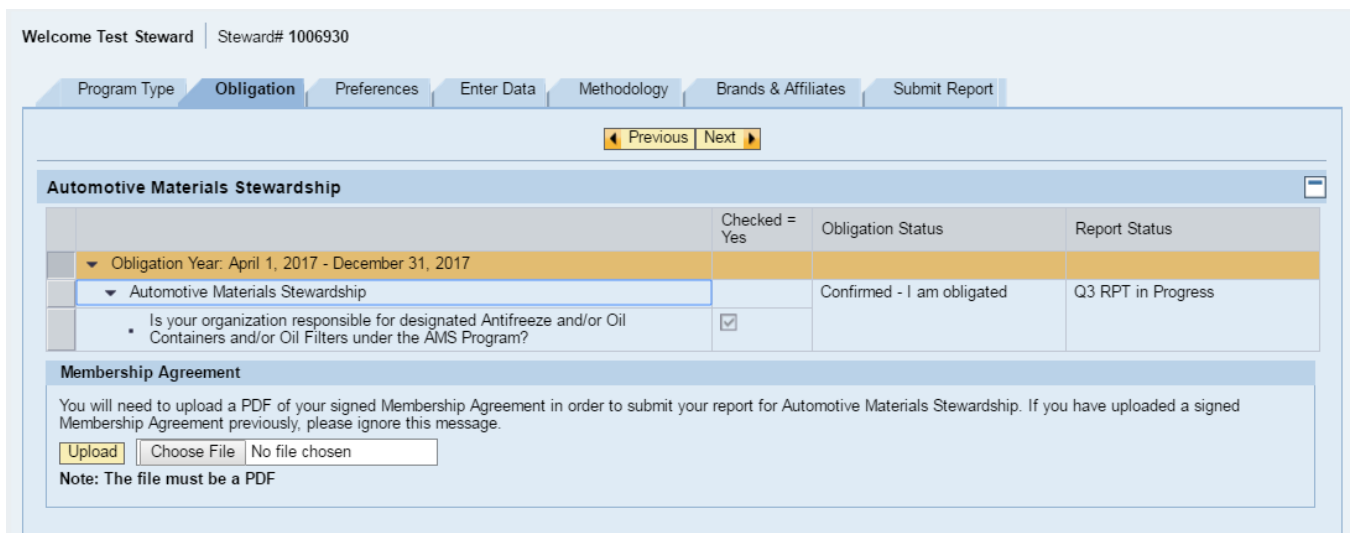
Next ▶

You are now ready to report your data. Please select your Program Type

- Packaging and Printed Paper (PPP)
- Stewardship Ont-Hazardous/Special Waste
- Automotive Materials Stewardship

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 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 AMS USERB | Steward# 1007129

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

Automotive Materials Stewardship 2018 Q2 Report (Q2 Invoice, Q1 Data) Report Status: Q2 RPT in Progress NIL Report

Divisions

Divisions
- Must be created for each portal calculator used
- Can be used to report data according to your organizational structure
- Please call Steward Services for assistance regarding divisions (1-888-980-9549)

Add Division | Delete Division

Division Id	Name	Total KGs	Fee
001	MOLASSES	52,486	5,954.63

Division Name: MOLASSES PO Number: PO#124789

Total Fee 5,954.63

Ontario

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

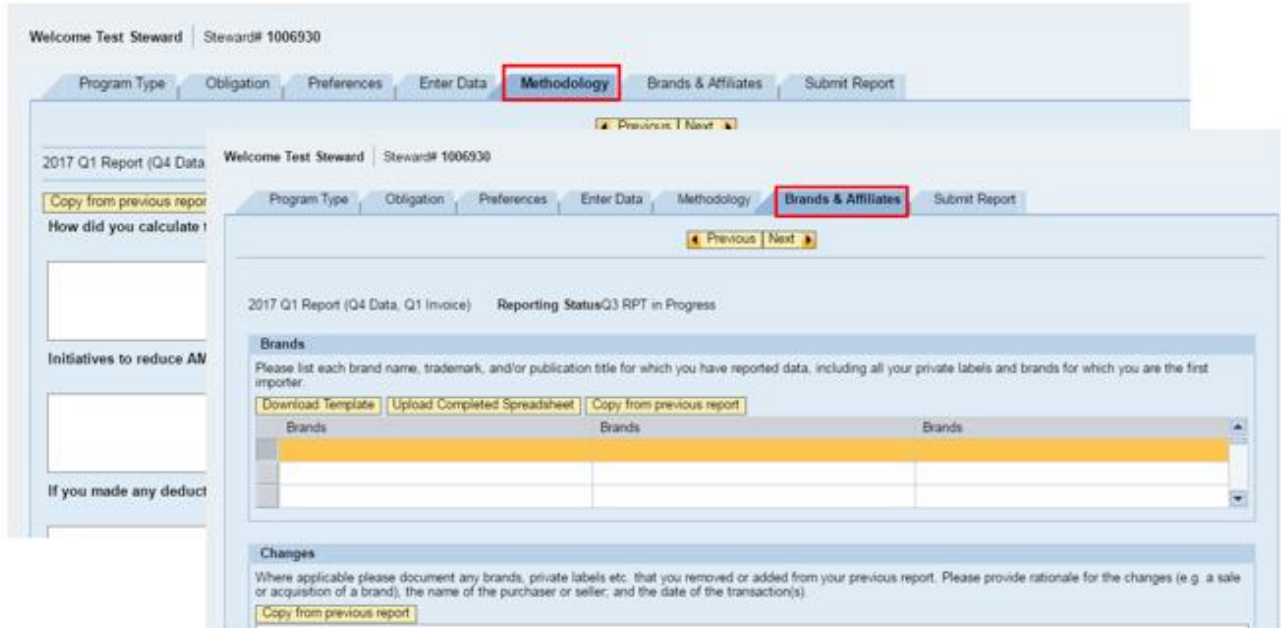
Material Name	Total	Ontario KGs (Except where Units	Prior Report	UoM	Worksheet
▼ Antifreeze - Concentrate	8,677	15,681	0		
▪ Antifreeze Concentrate	8,677	15,681	0	Litres	
▼ Antifreeze - Premix	15,681	8,677	0		
▪ Antifreeze Premix	15,681	8,677	0	Litres	
▼ Antifreeze - Containers	24,358	24,358	0		
▪ Antifreeze Containers	24,358	24,358	0	Kg	Worksheet
▼ Oil Filters	55	55	0		
▪ Oil Filters less than or equal to 8"	25	25	0	Unit	
▪ Oil Filters greater than 8"	30	30	0	Unit	
▼ Oil Containers	3,714	3,714	0		
▪ Oil Containers	3,714	3,714	0	Litres	Worksheet
▪ Total	52,485	52,485	0		

Antifreeze ContainersWORKSHEET

Material Description	Quantity	Size	Reported Quantity	Unit
Antifreeze - 1 L - Premix	10	1.0000	10.0	Litres
Antifreeze - 1.89 L - Premix	10	1.8900	18.9	Litres
Antifreeze - 2 L - Premix	15	2.0000	30.0	Litres
Antifreeze - 3.78 L - Premix	20	3.7800	75.6	Litres
Antifreeze - 4 L - Premix	20	4.0000	80.0	Litres
Antifreeze - 9.48 L - Premix	25	9.4800	237.0	Litres
Antifreeze - 18.9 L - Premix	250	18.9000	4,725.0	Litres
Antifreeze - 20 L - Premix	175	20.0000	3,500.0	Litres
Antifreeze - 1 L - Concentrate	150	1.0000	150.0	Litres
Antifreeze - 1.89 L - Concentrate	3,500	1.8900	6,615.0	Litres
Antifreeze - 2 L - Concentrate	400	2.0000	800.0	Litres
Antifreeze - 3.78 L - Concentrate	200	3.7800	756.0	Litres
Antifreeze - 4 L - Concentrate	300	4.0000	1,200.0	Litres
Antifreeze - 9.48 L - Concentrate	200	9.4800	1,896.0	Litres
Antifreeze - 18.9 L - Concentrate	178	18.9000	3,364.2	Litres
Antifreeze - 20 L - Concentrate	45	20.0000	900.0	Litres
Total Quantity			24,358	

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.



The screenshot displays two overlapping windows of the reporting system. The top window is titled 'Welcome Test Steward | Steward# 1006930' and shows a navigation menu with 'Methodology' highlighted in a red box. Below the menu, there are navigation buttons for 'Previous' and 'Next'. The bottom window is also titled 'Welcome Test Steward | Steward# 1006930' and shows a navigation menu with 'Brands & Affiliates' highlighted in a red box. Below the menu, there are navigation buttons for 'Previous' and 'Next'. The main content area of the bottom window is titled '2017 Q1 Report (Q4 Data, Q1 Invoice) Reporting Status: Q3 RPT in Progress'. It contains a section for 'Brands' with a description: 'Please list each brand name, trademark, and/or publication title for which you have reported data, including all your private labels and brands for which you are the first importer.' Below this description are three buttons: 'Download Template', 'Upload Completed Spreadsheet', and 'Copy from previous report'. There is a table with three columns, each labeled 'Brands', and a dropdown arrow on the right side. Below the table is a section for 'Changes' with a description: 'Where applicable please document any brands, private labels etc. that you removed or added from your previous report. Please provide rationale for the changes (e.g. a sale or acquisition of a brand), the name of the purchaser or seller, and the date of the transaction(s)'. There is a 'Copy from previous report' button below the description.

Submission Detail Report calculates fees at the material level

The Submission Detail Report (SDR) will provide a full summary of your submission. To access the SDR and other available reports select **Print Report** under **Steward Reporting**



[Help](#) | [Canadian Stewardship Services Alliance Web Site](#) | [Log out](#)

- Home
- Program Registration
- Maintain Information
- Steward Reporting
 - Complete Report
 - View Report
 - Print Report**
 - Steward Invoice
 - Steward Search
 - Special Reports
- User Registration

Welcome **AMS USERB** | Steward# **1007129**

Steward Print Report

Below you can see list of available reports. You can view or download the report using the appropriate buttons.

Invoice Year	Data Year	Report Year	Description	Sales Doc.	Report Status	Voluntary Reporter	View Document	Download Document
2018	2018	2018	Automotive Materials Stewardship	20606	Q1 RPT Submitted		View	Download
2018	2018	2018	Automotive Materials Stewardship	20607	Q2 RPT Submitted		View	Download



Submission Detail Report 2018 Q2 Report (Q2 Invoice, Q1 Data)

Report Start Date 2018/03/29
Report Submit Date 2018/04/05

Page 1 of 6
System: EQ2

Primary Contact Name: AMS USERB
Steward Name: MOLASSES
Steward No.: 1007129
Document Number: 20607
Reporting Period: 2018 Q2 Report (Q2 Invoice, Q1 Data)

1007129 - MOLASSES
Division ID: 001 - MOLASSES
PO Number: PO#124789
Reporter: MOLASSES

	Reported Quantity	Fee/Unit	UoM	Grand Total
Antifreeze - Concentrate				
Antifreeze Concentrate	15,681.00	0.16	Litres	2,508.96
Antifreeze - Concentrate Total:	15,681.00			2,508.96
Antifreeze - Premix				
Antifreeze Premix	8,677.00	0.10	Litres	867.70
Antifreeze - Premix Total:	8,677.00			867.70
Antifreeze Containers				
Antifreeze Containers	24,357.70	0.10	Litres	2,435.77
Antifreeze Containers Total:	24,357.70			2,435.77
Oil Filters				
Oil Filters greater than 8#	30.00	1.00	Unit	30.00
Oil Filters less than or equal to 8#	25.00	0.50	Unit	12.50
Oil Filters Total:	55.00			42.50
Oil Containers				
Oil Containers	3,713.90	0.14	Litres	519.94
Oil Containers Total:	3,713.90			519.94



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Materials
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stewards@autostewardship.ca

1-888-980-9549