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DATE: July 8, 2020

TO: Depot Network

RE: Depot Self-Inspections

The Beverage Container Management Board (BCMB) is excited to introduce Depot self-inspections to the Alberta Depot Network. Self-inspections will enable high-performing Depots to confirm compliance standards are being met at their Depot without the need for oversight or evaluation from a BCMB Compliance Officer. Depots eligible for self-inspections will be Alberta's highest performing Depots, consistently meeting and exceeding the standards as set by the BCMB.

We speculate that Depot self-inspections will benefit the industry by allowing the BCMB Compliance Team to focus more time and effort on lower performing Depots. Self-inspection data reported from your Depot will remain an integral part of BCMB compliance standards and will be reported to the Board of Directors and through BCMB governing documents, such as the annual report.

Depot Self-Inspection Pilot
The BCMB completed a pilot phase that included 19 depots along with feedback from the Alberta Bottle Depot Association (ABDA) during the initial planning. A web-based self-inspection form was used during the pilot and following the completion and submission of the web-based form, Depot Operators then completed a survey to provide feedback on the process. Feedback from the survey was positive and the BCMB would like to thank everyone who participated in the pilot and provided feedback.

Eligibility
For a Depot to be eligible to complete a self-inspection, they must perform to Industry standard by meeting the below criteria over the previous calendar year, this will be evaluated annually by the BCMB.

	Criteria	Threshold
1	Uniform Code of Accounts (UCA)	Never in Level Two or higher of the UCA Compliance Framework
2	Refund Compliance	Never in Level Two or higher of the Refund Compliance Framework
3	Quality Control	Never in Level Two or higher of the Quality Control Compliance Framework
4	Non-Beverage Containers	Never in Level Two or higher of the Non-Beverage Container Compliance Framework
5	Operational	Never in Level Two or higher of the Operational Compliance Framework
6	Public Satisfaction	Review of the history of complaints from public with consideration to confirmed complaints received
7	New Operator	Not operating in 1st year of permit following an ownership change or new Depot opening
8	Compliance Review/Investigative Processes	Not involved in BCMB Compliance Review/Investigative Process
9	Point of Return (POR)	Compliant with Industry POR Requirements
10	Shipping Container Inventory	Never at Level Two or higher of the dispute resolution process outlined in the ABCRC/ABDA Service Agreement for bi-annual inventory submission
11	Quality Monitoring System (QMS)	Has been active in the QMS in the previous calendar year
12	Self-Inspection Schedule*	Compliant with self-inspection schedule outlined in Policy

*Depots will have a 30-day timeline to complete their annual self-inspection using a google-form supplied by the BCMB. Depots that do not complete their annual self-inspection within the 30-day timeline will not be eligible to complete a self-inspection the following year.

If your Depot is eligible for self-inspection each year, you will be advised by email and provided further instruction to submit a self-inspection form. The self-inspection form will take no longer than 10-20 minutes to complete. The form is intended to be user-friendly, however an instruction guide will also be provided to assist with completing the inspection.

Questions or Comments
If you have questions or feedback regarding Depot self-inspections, please contact Brent Campbell, Director, Operational Strategy & Projects at bcampbell@bcmb.ab.ca or 403-200-2329.