



**Canadian Stewardship
Services Alliance**

Ready to Report

Steward Webinar for 2018 Packaging and Printed Paper Reports

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March 1, 2018



**Canadian Stewardship
Services Alliance**

Welcome

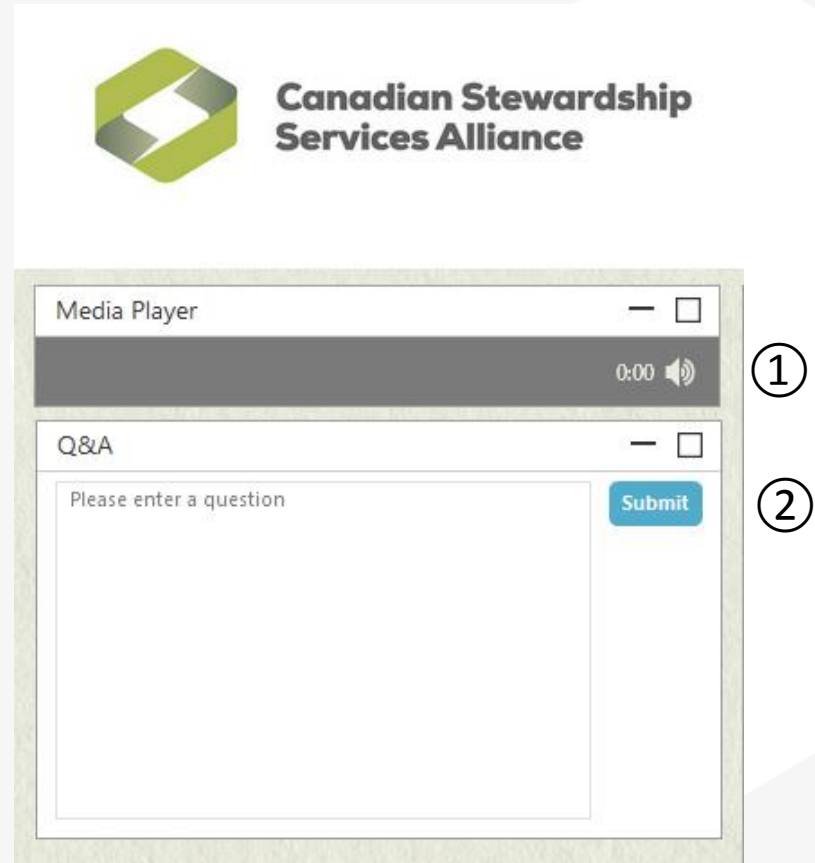
- New reporter webinar yesterday
- Changes for 2018 and issues
- Presentations and resources available at www.cssalliance.ca
- Poll questions





Webcast Information

- Speaker advances slides
- Volume control ①
- “Ask a Question” ②
 - Type & click ‘submit’
- Technical issues? Use “Ask A Question”
- Poll slides





Agenda

1. Reporting Resources
2. Rule and Policy Updates
3. Methodology
4. Materials
5. Questions & Answers



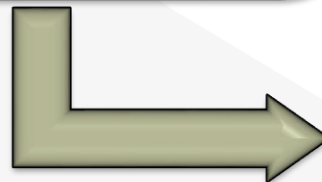
Reporting and Invoice Cycle

Annual Report by
May 31

- Contains data from previous year



Reports inform fee
setting process



Invoices issued
in January

- 2018 report is based on 2017 data;
- Informs 2019 invoices.



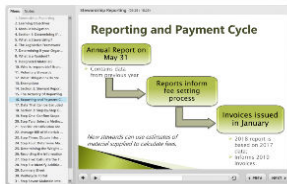
Reporting Resources

2018 Reporting Resources

Stewards registered with Recycle BC, MMSW, MMSM and Stewardship Ontario are required to submit reports on the [WeRecycle Portal](#) by **May 31** for the packaging and printed paper (PPP) supplied in each province. A range of resources are available below to assist and guide stewards in collecting and accurately reporting their PPP data.

National Steward Services is ready to help with any questions: stewards@cssalliance.ca or 1-888-980-9549.

Reporting Overview Tutorial



This online learning tool summarizes the key elements of stewardship reporting in less than 20 minutes. A great place to start for new stewards and a useful review for more experienced reporters.

2018 Guidebook for Stewards



The Guidebook is a definitive source for steward information. The new version includes updated details about being a steward, preparing reports and national material lists.

- ▶ What's new this year
- ▶ Ready to Report Webinars and Checklist
- ▶ Using the WeRecycle Portal
- ▶ Steward Lists
- ▶ Material Guidance

- What's new this year
- Webinars and Checklist
- WeRecycle Portal
- Steward Lists
- Material Guidance

www.cssalliance.ca/2018reporting

National Steward Services: 1-888-980-9549 or stewards@cssalliance.ca



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Online Tutorial

Menu

Notes

1. Stewardship Reporting

2. Learning Objectives

3. Module Navigation

4. Section 1: Determining If You ...

5. What is Stewardship?

6. The Legislative Framework

7. Determining if your Organizati...

8. What Is a Resident?

9. Designated Materials

10. Who is responsible? Brand ...

11. Voluntary Stewards

12. What Obligations do Steward...

13. Exemptions

14. Section 2: Steward Reporting...

15. The Accuracy of Reporting

16. Reporting and Payment Cycle

17. Data That Can be Excluded

18. Section 3: Step-by-Step Guid...

19. Step One: Confirm Scope

20. Step Two: Select a Methodol...

21. Specific Identification Method

22. Average Bill of Materials Met...

23. Step Three: Obtain Informati...

24. Step Four: Determine Materia...

25. Determining the Weight of O...

26. Recording the Information

27. Step Five: Calculate the Total...

28. Step Six: Identify Additional ...

29. Summary Sheet

30. WeRecycle Portal

31. Step Seven: Maintain Integrity

32. Additional Resources

33. Final Quiz

Stewardship Reporting (00:05 / 18:29)

Stewardship Reporting

The logo of the Canadian Stewardship Services Alliance, featuring a stylized green and grey geometric shape.

Canadian Stewardship
Services Alliance

< PREV

NEXT >

Stewardship Reporting

00:05 / 18:29

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7



Portal Obligation Questions

- Residency
- Supply Designated Materials
- Annual Revenue
- Quantity of PPP Supplied
- Voluntary Steward
- Single Point of Retail Exemption (BC and SK only)
- Low Volume and Flat Fees (BC and SK only)

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

◀ Previous Next ▶

Packaging and Printed Paper (PPP)

	Checked = Yes
▼ 2018 Report (2017 data, 2019 invoice)	
▼ Stewardship Ontario Blue Box	
• Is your organization resident in Ontario?	<input checked="" type="checkbox"/>
• Is your organization a brand owner, franchisor, or first importer of Designated Blue Box Waste that is supplied to Ontario residential consumers?	<input checked="" type="checkbox"/>
• Did your organization, including affiliates and franchisees, have gross revenue of \$2 million or more in Ontario?	<input checked="" type="checkbox"/>
• Did your organization, including affiliates and franchisees, supply more than 15,000 kg of Designated Blue Box Waste to Ontario residential consumers?	<input checked="" type="checkbox"/>
• If your organization, including affiliates and franchisees, is not resident in Ontario, are you registering as a Voluntary Steward for the Stewardship Ontario Blue Box program?	<input type="checkbox"/>
▼ Multi-Material Stewardship Manitoba	
• Is your organization resident in Manitoba?	<input checked="" type="checkbox"/>
• Is your organization a brand owner, franchisor, or first importer of Packaging and Printed Paper that is supplied to Manitoba residential consumers?	<input checked="" type="checkbox"/>
• Did your organization, including affiliates and franchisees, have gross revenue of \$750,000 or more in Manitoba?	<input type="checkbox"/>



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2018 Rule and Policy Updates

- Voluntary Stewards
- Franchisors
- Deductions
- Affiliates
- Penalties & Interest
- Primary Contact Changes



Voluntary Stewards

- Voluntary stewards are non-resident in a province and have assumed responsibility for reporting and paying stewardship fees for their PPP
- New Policy and Agreements for each program (effective as of December 1, 2017)
- Voluntary steward notification date changed to Dec 1 from Dec 31



Franchisors

- MMSM and SO alignment with Recycle BC and MMSW
- Provision obligates non-resident franchisors for the PPP generated by their resident franchise system, thereby capturing all PPP supplied by all franchisees
- Franchisors are obligated whether they supply their franchisees or not
- Will need to pay a 2018 invoice, which requires a 2017 report.



Deductions

- Proposed policy deferred
- Report total supplied PPP, deduct quantities of materials supplied to consumers that are not managed in residential waste stream
 - Food service example
 - Include auditable data in Methodology
- Deductions vs Exclusions (IC&I, Transportation, Durable)
- Additional information requested from all stewards claiming deductions from their 2018 reports to support further analysis and to guide future policy development
- Form with guidance on WeRecycle Portal



Affiliates

- Affiliates of an organization typically report under one stewardship account
- Affiliated entities that wish to report separately must provide detailed information on affiliated/parent organizations
- Stewards must be over de minimis or other exemption thresholds; otherwise must report together
- Contact NSS



Penalties & Interest

- New Penalty and Interest Policy harmonizes approach for all four programs
- Promote fairness and consistency
- Stewards who accurately report on time and who pay invoices on time will not be affected by the new policy
- Interest applied first, 10% penalties follow



Primary Contact Changes

- New policy requires that Primary Contacts be appointed by a senior officer within their organization who has the authority to bind their organization
- Primary Contact Change Forms available:
 - Change an Existing Primary Contact
 - First Time Registration of Primary Contact



Using ABOMs

- Gathering material and weight data
- SKUs with similar packaging -- select a representative sample
- Straight and weighted average approaches
- Weighted ABOM recommended because it provides better accuracy with little additional work

Product	Weight	Sales %	Straight ABOM	Weighted ABOM
A	100 g	75%	150 g	125 g
B	200 g	25%		



Component Threshold Rule

- Package includes two or more material types; one a small portion
- Packaging component or ancillary element
- If material is less than 5% of overall weight, stewards may report under main material category



Program Allocations

- Stewards registered in more than one program; detailed sales or distribution data unavailable...
- Statistics Canada population data
- Number of stores in each province



Materials

- SK milk containers
- Paper: fibre and general use (BC), wrapping (SK)
- Carbonated and non-carbonated beverage containers
- Material list changes



Report Submission and Validation

- Portal submission requires: declaration; complete information; agreed terms and conditions; primary contact login
- All submitted reports are reviewed to ensure they have been filed correctly – vital to have accurate data for invoices and fee setting

A screenshot of a web application interface for submitting a report. The top navigation bar includes tabs for 'Program Type', 'Obligation', 'Preferences', 'Enter Data', 'Methodology', 'Brands & Affiliates', and 'Submit Report'. Below the navigation bar, there are two buttons: 'Previous' and 'Submit', with the 'Submit' button circled in red. The main content area is titled 'Submit Steward's Report' and contains instructions: 'There are only a few more steps before finalizing your report', '- Review the Terms and Conditions below and tick the box to signify your agreement.', '- Press the Submit button to finalize your Steward's Report.', and '- Please note, invoices will not be populated with fees until fee setting has been completed.' Below the instructions is a section titled 'Declaration For 2018' with input fields for 'Company:' (containing 'Steward'), 'Steward No.:' (containing '1000002'), 'Name:', and 'Title:' (containing 'Senior Steward Services Specialist'). At the bottom, there is a note: 'Please record and retain your Steward No.'



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National Steward Services

Contact NSS:

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stewards@cssalliance.ca***



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Q&A

Reporting deadline is May 31
Webinar presentation available online



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Thank You!

www.cssalliance.ca

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