

Ready to Report

Steward Webinar for 2022 Packaging and Paper Product Reports

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February 24, 2022

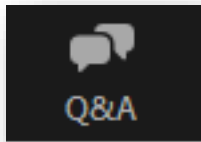
Welcome

- Thank you!
- New reporter webinar yesterday
- Presentations and resources available



Webcast Information

- ① Main screen displays slides and polls
- ② Current speaker will be on video
- ③ Submit your questions using the Q&A button in toggle bar



A screenshot of a webcast interface. The main content area is white and displays the following text: "Ready to Report" (with a red circle 1 above it), "Webinar for New Steward Reporters", "2022 Packaging and Paper Product Reports", the names "Natalia Chornobay", "David West", and "Niyati Shah", "National Steward Services", and "February 23, 2022". On the right side, there is a video feed of a woman (with a red circle 2 next to it). At the bottom center, there is a black bar with a red circle 3 above it, which contains the "Q&A" button icon.

Technical issues? Send a note using the Q&A button

Agenda

- Reporting Resources
- Data Preparation
 - Program Updates
 - Deductions
 - Vendor Review
 - Sales Allocation
- WeRecycle Portal
- Questions & Answers

Reporting and Invoice Cycle

**Annual Report
Filed by May 31**

- Contains data from previous year



**Reports inform fee
setting process**



**Invoices issued in
January**

- 2022 report is based on 2021 data;
- Informs 2023 invoices

2022 Reporting Resources

2022 Guidebook for Stewards



Materials Tool



Reporting Overview Tutorial



ABOM Tutorial



► [Using the WeRecycle Portal](#)

► [Rules, Policies & Forms](#)

► [Preparing Your Report](#)

► [Ready to Report Webinars](#)



Guidebook For Stewards

The definitive resource for
steward information and our
primary reference document

Part One:

Are you a steward?

Part Two:

*How to prepare your steward
report*

Part Three:

WeRecycle Material List



2022 Reporting Resources

The screenshot shows the Reporting Hub website. At the top, there is a search bar with the placeholder text "How can we help you?". To the right of the search bar is a "Sign in" button. Below the search bar is a navigation menu with links: Home, Reporting, Stewards, Packaging and Paper Product, and Reporting Hub. The main heading is "Reporting Hub", followed by the text "Last updated: Feb 13, 2022". A paragraph explains that the Reporting Hub assists producers in collecting and accurately reporting their material data. Below this, three sections are listed: "Sector tips" (addressing frequent reporting questions), "Product information" (including common packaging types), and "FAQs" (including tips and answers to frequent questions). At the bottom, there are three buttons: "Product Information", "FAQ", and "Sector Tips". The search bar, navigation menu, and the three resource buttons are highlighted with red boxes.

How can we help you?

Sign in

Home » Reporting » Stewards » Packaging and Paper Product » Reporting Hub

Reporting Hub

Last updated: Feb 13, 2022

The Reporting Hub assists and guides producers in collecting and accurately reporting their material data. Users can browse the sector and product lists or do a general search for information. Please note the Reporting Hub is for guidance only and should not be considered exhaustive.

Sector tips address frequent reporting questions for various business sectors, including identifying common products for each sector.

Product information includes common packaging types and their material reporting categories.

FAQs include tips and answers to frequent questions about reporting.

Also see the Materials Tool for help determining which material category should be used to report your packaging and paper.

Product Information

FAQ

Sector Tips

Stewardship Ontario's Simplified Fees

- Recommendation for proposed simplified approach to fee setting submitted to RPRA
- If approved, would eliminate need for most stewards to submit material report in 2022 and future years
- Watch for announcements from SO and RPRA



Recycle BC: 2022 Reporting

- Milk and plant-based Beverage Container joined the Deposit system February 2022
- Solvent, flammables and pesticide containers
- 2022 Report (2021 data) 2023 invoice will include reporting on Single-Use Products/Packaging-Like Products (**SUP/PLP**)
- Service Packaging changes affects obligated steward



Recycle BC: SUP/PLP

Regulatory amendments announced in 2020 designated product materials beginning in 2023 – must be reported in 2022

Packaging Like Product (PLP)

- Moving boxes, recycling bags...

Single Use Product (SUP)

- Straws, plastic cutlery...

See Recycle BC website and Guidebook for details



PLP



SUP



Recycle BC: Service Packaging

- Service packaging includes all bags, boxes and other items for the containment of goods at point-of-sale
- The obligation for unbranded service packaging will shift to the resident brand owner, first importer or franchisor in BC
- Branded packaging remains to be the responsibility of the brand owner
- Retailers will still be obligated for any service packaging that remains branded with the filler's logo or is pre-packaged in advance

Vendor Review - Checklist for Retailers

- ✓ Have you reviewed your internal records to see where they have residency?
- ✓ Have you requested confirmation from your vendor of their residency status in each program?
- ✓ Have you conducted a preliminary review against the Steward List?
- ✓ Have you conducted an internet-based search for alternate names that vendor may have, a parent company they could be under, or other physical addresses in other provinces?
- ✓ Have you applied an additional lens on the brands those remaining vendors are supplying you with?

Vendor Review - Steward Lists

- Steward Lists make it easier for retailers and other first importers to exclude suppliers' products from their reports
- Steward lists and Change Logs are published every January under the Reporting Resources page
- If supplier not on list but resident in reporting province, do not include their material in your report

Vendor Review - Internet Searches

- Are they operating under a different name?
- Are they under a parent company?
 - Does that parent company have residency in that province or are they registered as a voluntary steward?
- Can you locate an address for this vendor in any of the provinces where you are obligated to report?



Vendor Review - Brand Analysis

- Important analysis if you are procuring your products from distributors and third-party suppliers (and not directly from brand owners)
- Review the brands that vendor supplies you with
 - Are those brands under a parent company who is an obligated steward or has registered as a voluntary steward with the programs?



Brand Owner Reporting Challenges



The biggest challenge brand owners face is determining where their products are ending up versus where they are shipping them.

Lose line of sight after initial sale.

Programs require data to show where the product's end of life management is being managed

Statistics Canada - Population %

Population estimates, quarterly^{1, 2, 3, 4}

Frequency: Quarterly

Table: 17-10-0009-01 (formerly CANSIM 051-0005)

Release date: 2021-12-16

[Help](#)

Geography: Canada, Province or territory

[Save my customizations](#)

Customize table

Reference period

From: Q4 2020 To: Q4 2021

[Apply](#)

[Add/Remove data](#)

[Download options](#)

Showing 14 records

[Filter](#)

[Reset](#)

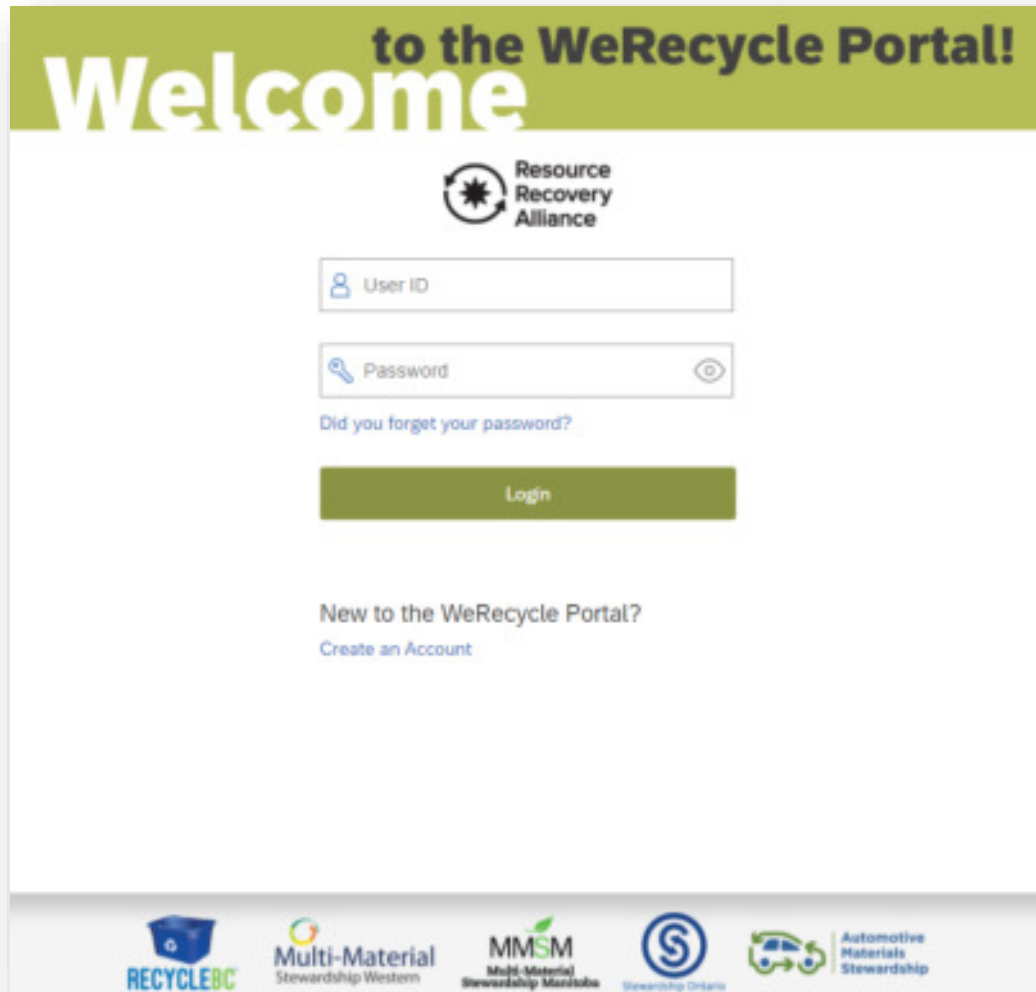
Geography	Q4 2020	Q1 2021	Q2 2021	Q3 2021	Q4 2021
	Persons				
Canada (map)	38,033,014	38,068,872	38,153,211	38,246,108	38,436,447
Newfoundland and Labrador (map)	520,194	519,664	519,693	520,553	521,758
Prince Edward Island (map)	161,402	161,514	162,596	164,318	165,936
Nova Scotia (map)	981,552	982,012	985,776	992,055	998,832
New Brunswick (map)	783,257	784,156	785,819	789,225	794,300
Quebec (map)	8,579,476	8,579,370	8,587,179	8,604,495	8,631,147
Ontario (map)	14,740,704	14,759,431	14,795,883	14,826,276	14,915,270
Manitoba (map)	1,380,447	1,381,459	1,383,638	1,383,765	1,386,333
Saskatchewan (map)	1,178,164	1,178,971	1,180,314	1,179,844	1,180,867
Alberta (map)	4,424,557	4,431,454	4,438,772	4,442,879	4,464,170
British Columbia (map)	5,156,587	5,163,919	5,185,990	5,214,805	5,249,635
Yukon (map)	42,300	42,344	42,586	42,986	43,095
Northwest Territories (map)	45,265	45,323	45,629	45,504	45,515
Nunavut (map)	39,109	39,255	39,336	39,403	39,589

Calculating Population Percentages

	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Average	Percentage
Canada	38,068,872	38,153,211	38,246,108	38,436,447	38,226,160	100%
British Columbia	5,163,919	5,185,990	5,214,805	5,249,635	5,203,587	14%
Saskatchewan	1,178,971	1,180,314	1,179,844	1,180,867	1,179,999	3%
Manitoba	1,381,459	1,383,638	1,383,765	1,384,333	1,383,299	4%
Ontario	14,759,431	14,795,883	14,826,276	14,915,270	14,824,215	39%

- The above percentages only applies if you supply your products across the country.
- Remember to pull your national sales (not just for the provinces where you are obligated to report).

WeRecycle Portal




The image shows the login page of the WeRecycle Portal. At the top, a green banner contains the text "Welcome" in large white letters and "to the WeRecycle Portal!" in smaller black letters. Below the banner is the Resource Recovery Alliance logo, which consists of a circular arrow icon and the text "Resource Recovery Alliance". Under the logo are two input fields: "User ID" with a person icon and "Password" with a key icon and a toggle eye icon. Below the password field is a link "Did you forget your password?". A green "Login" button is positioned below the links. At the bottom of the main content area, there is a link "New to the WeRecycle Portal?" and "Create an Account". The footer contains five logos: RECYCLEBC, Multi-Material Stewardship Western, MMSM Multi-Material Stewardship Manitoba, Stewardship Ontario, and Automotive Materials Stewardship.

to the WeRecycle Portal!

Welcome

 Resource Recovery Alliance





 User ID

 Password 

[Did you forget your password?](#)

Login

New to the WeRecycle Portal?
[Create an Account](#)

     Automotive Materials Stewardship

<https://werecycle.rralliance.com/irj/portal>

Portal Overview

The screenshot shows the home page of the Resource Recovery Alliance portal. The header is olive green with a user icon, the Resource Recovery Alliance logo, the word 'Home', a 'Contact us' button, and a chat icon. Below the header are four navigation tabs: 'Reporting' (underlined), 'Billing Status', 'Account Management', and 'Support'. The main content area features five white cards with blue icons and text. The first card, 'Confirm your Obligation', shows '4 Program years to review'. The second, 'Start a New Report', shows '0 Reports to be filed'. The third, 'Start a New Flat Fee Report', shows '0'. The fourth, 'Continue a Report I've Started', shows '0 Draft Report Waiting'. The fifth, 'View Past Reports', shows a magnifying glass icon. A green callout box on the right contains the text: 'Obligation needs to be confirmed before you can start you report'.

Resource Recovery Alliance

Home

Contact us

Reporting Billing Status Account Management Support

Confirm your Obligation
You have 4 program years to review for obligation status
4
Program years to review

Start a New Report
Obligation must be confirmed before you can start reporting
0
Reports to be filed

Start a New Flat Fee Report
You may be eligible to file flat fee reports.
0

Continue a Report I've Started
You have no draft reports at this time
0
Draft Report Waiting

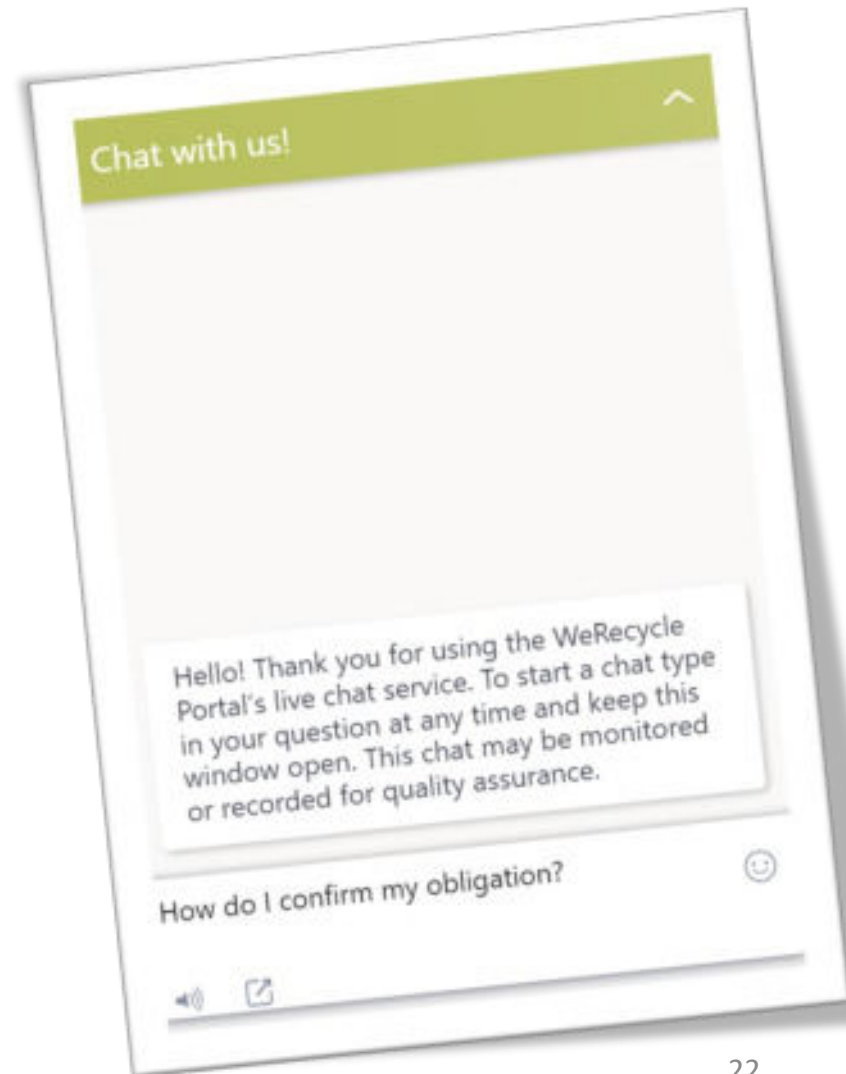
View Past Reports

Obligation needs to be confirmed before you can start you report

Portal - Live Chat Support



- Live chat support available
- Steward account specialists available to assist with Portal navigation and reporting guidance
- Questions about invoicing should be directed to accounting@rralliance.com



Starting a New Report

Choose a Program

1. Select which program type you would like to report for?

Packaging and Printed Paper (PPP)

2. Hover over the icons in the table below to determine report status or click for details. Please complete all outstanding reports.

Program	2022 Report (2021 data, 2023 invoice)	2021 Report (2020 data, 2022 invoice)	2020 Report (2019 data, 2021 invoice)	2019 Report (2018 data, 2020 invoice)	2018 Report (2017 data, 2019 invoice)
Recycle BC	!	✓	✓	✓	✓
Multi-Material Stewardship Western	!	✓	✓	✓	✓
Multi-Material Stewardship Manitoba	!	✓	✓	✓	✓
Stewardship Ontario Blue Box	!	✓	✓	✓	✓

Select which year you would like to report for. Note that you will only be able to select years where one or more programs are available for reporting. A program is available for reporting in a year where:

- You have confirmed your obligation as **obligated** or **voluntary**
- You have not confirmed **not obligated**
- You do not already have a report **in progress**

2022 Report (2021 data, 2023 invoice)



Reporting Preferences

- Multi-Program report allows filing for all programs at once
- The WeRecycle Material List is recommended as it is harmonized across all 4 PPP programs
- Multiple divisions will allow you to split your tonnage into separate sections

4. Do any of the following apply to your report:

Report by Percentage	More Information
Report using Program Material List	More Information
Report with Divisions	More Information
Report with Product Calculators	More Information

Entering Material Quantities

- Use the cells to enter quantities for the applicable materials
- Columns for each program if you are filing a multi-program report
- No decimal places; whole numbers only

Material		Total All programs	BC	MMSW
Newsprint (inserts and circulars)	Kg		<input type="text"/>	<input type="text"/>
Magazines	Kg		<input type="text"/>	<input type="text"/>
Catalogues	Kg		<input type="text"/>	<input type="text"/>
Directories	Kg		<input type="text"/>	<input type="text"/>
Other Printed Materials	Kg	22,684	15,433	7,251
Purchased Posters, Calendars, Greeting Cards and Envelopes	Kg		<input type="text"/>	<input type="text"/>
Paper for General Use	Kg		<input type="text"/>	<input type="text"/>

Completing your Methodology

All methodology sections must be completed before your report can be submitted. This includes:

1. Preparation of Data – Explain your methodology
2. Methodology Changes – Explain any changes since last year
3. Deductions – did you or did you not claim deductions
4. Increases and Decreases:
 - Elaborate on notable variances (20% more or less)
 - Are you reporting under different materials categories?
 - Has product mix changed?

Report Validation

- All reports are reviewed for accuracy – vital for accurate invoicing and fee setting
- Validation of submitted report

Common issues include:

- Updates to brands and methodology
- Deduction review
- Explanation of material tonnage variances $\pm 20\%$

The screenshot shows the 'Steward Reporting' web application interface. At the top, there is a navigation bar with a user profile icon, a back arrow, a home icon, and a 'Steward Reporting' dropdown menu. Below the navigation bar, the user is logged in as 'John Smith | Steward Portal Engagement Committee' and is in a 'Test Environment'. A progress bar shows four steps: 'Material Quantities' (completed), 'Methodology' (active), 'Brands & Affiliates', and 'Report Submission'. The main content area is titled '3. Deductions' and contains the following instructions:

- If you do NOT claim any deductions in your report, please write **NONE** in the box below (A)
- If you claim any deductions in your report:
 - Please write **YES** in the box below (A) ;
 - Click the check box (B);
 - Download the deduction declaration form (C);
 - and upload your completed form (D)

Form fields and controls include:

- (A) A text input field containing 'None'.
- (B) A checkbox labeled '(B) Please check the box if you claimed a deduction in your report'.
- (C) A button labeled 'Download template'.
- (D) An 'Upload' button, a text input field, and a 'Browse...' button.

Below the deductions section, there is a section titled '4. Increases and Decreases' with the instruction: 'Have you reported 30% more or less of any material? If so, please provide an explanation. If you are reporting different materials from your last report, please explain why.' This section has a text input field containing 'None'.

Deductions vs. Exclusions

Deductions

- Supplied to consumers but does not end up in the residential waste stream



Exclusions

- Never supplied to consumers - not in the programs' scope
- IC&I
- Durable packaging
- Items that do not serve a packaging function
- Items that constitute an integral part of the product

Deduction And Exclusion Resources



DEDUCTION AND EXCLUSION POLICY

KEY FEATURES:

- This Policy provides guidance about "deductions" and "exclusions" from the Annual Steward Report.

I. Overview

1. This Policy:

- outlines the scope of permitted deductions in Annual Steward Reports; and
- explains what materials must be excluded from Annual Steward Reports because they are not designated paper or packaging materials.

II. Purpose

2. The Policy:

- promotes fairness and consistency for all stewards; and
- supports stewards in their obligation to produce Annual Steward Reports which are auditable by the Program and by provincial regulators.

III. Scope

3. This Policy is effective January 1, 2022 for all stewards meeting their regulatory stewardship obligations with one or more of the following paper and packaging programs (the "Programs"):

- Recycle BC;
- Multi-Material Stewardship Western (MMSW); and
- Multi-Material Stewardship Manitoba (MMSM).

Stewardship Ontario (Blue Box) has a separate but identical Policy.

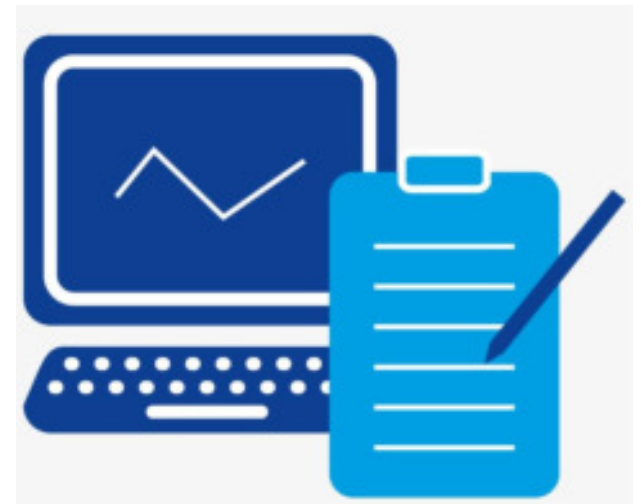
Applying Deductions To Your Reports

- Eligible deduction criteria:
 - Materials supplied to consumers that are not managed in the residential waste stream
 - Product returns which are not resupplied
 - Packaging removed from customer's home
- Deductions for plastic carry-out bag return-to-retail programs are only permitted in the MMSM and Ontario Blue Box programs
- Recycle BC's program includes municipal property (i.e.- streetscape, parkscape, etc.)



Deduction Validation Data

- Substantiation required
 - Completed Deduction Form
 - Copies of studies, research data and its application
 - Ensure data clearly demonstrates the % of paper and packaging managed outside of the residential waste stream
 - Refreshed at least every 5 years



Q&A

Reporting deadline is May 31

Webinar presentation available online

Thank You!

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