Ready to Report

Webinar for New Steward Reporters

2022 Packaging and Paper Product Reports

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Welcome

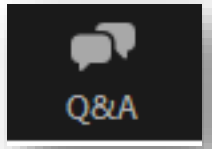
- Thank you!
- Reporting basics for packaging and paper product programs
- Resources available to stewards

Webcast Information

1. Main screen displays slides

2. Current speaker will be on video

3. Submit your questions using the Q&A button in toggle bar



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

Agenda

- Introduction and Overview
- Understanding Your Obligation
- Onboarding and Accurate Reporting
- Reporting Resources
- 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

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
- Historic reports are not impacted by this change. All onboarding of stewards with past obligations continues through Blue Box program transition/windup

Stewardship Ontario

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

Determining Your Obligation

Stewards' obligations to report and pay fees are based on provincial regulatory requirements

Primary obligation criteria

- ✓ Residency
- ✓ Supplying designated PPP materials

Hierarchy

- Brand Owner
  - Franchisor
- First Importer

Affiliation

Relationship to other businesses can impact your residency and obligation status

Program Exemptions

	Recycle BC	MMSW	MMSM	Stewardship Ontario
Implementation & Industry Share of Obligation	2014 100%	2016 75%	2010 80%	2004 50%
Gross Annual Revenue Exemption	<$1 Million	<$2 Million	<$750,000	<$2 Million
Tonnage Exemption	<1,000kg	< 1,000kg	No exemption	<15,000 kg
Other Exemptions	Single point of retail (only applicable to retailers)	Single point of retail (only applicable to retailers)	No exemption	No exemption

Revenue-based thresholds are calculated on the steward, its affiliates, and franchisees combined gross revenue from the combined sale of all products and services in the province during a calendar year.

Voluntary Stewardship

- **Who are voluntary stewards?**
  - Assume responsibility for their PPP in jurisdictions where they are not resident
  - Voluntary Steward Policy and Guidebook provide more information
  - Key eligibility criteria: Residency in Canada and supplying above minimum tonnage threshold

- **How do voluntary stewards affect your reporting responsibilities?**
  - Avoid double reporting by not reporting for Resident or Voluntary brand owners
    - Identify resident and voluntary stewards:
      - Consult National Steward Lists and Change Logs
      - Work with your vendors

About Onboarding

- Introduces new companies to reporting and determines their obligations
- Fairness principle
  - Ensures stewards pay fees in all periods they supply obligated PPP
- Cost-effective program operation
- Estimates or data extrapolation may be required
- Onboarding/Penalty and Interest Policies

Accurate Reporting

Reports must be accurate to ensure fair material rates

- When considering scope, remember to only include packaging and paper:
  - Supplied to consumers in the applicable province;
  - Associated with brands for which you are the brand owner, the first importer, or the franchisor; and
  - Only include designated PPP

Materials Overview

- Report only designated PPP supplied to consumers
- Exclusions
- Deductions: form required
- PPP material categories and sub-categories:
  - Paper Products
  - Packaging: Paper, Plastic, Steel, Aluminum, Glass
- Components

Recycle BC: Materials Update

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

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

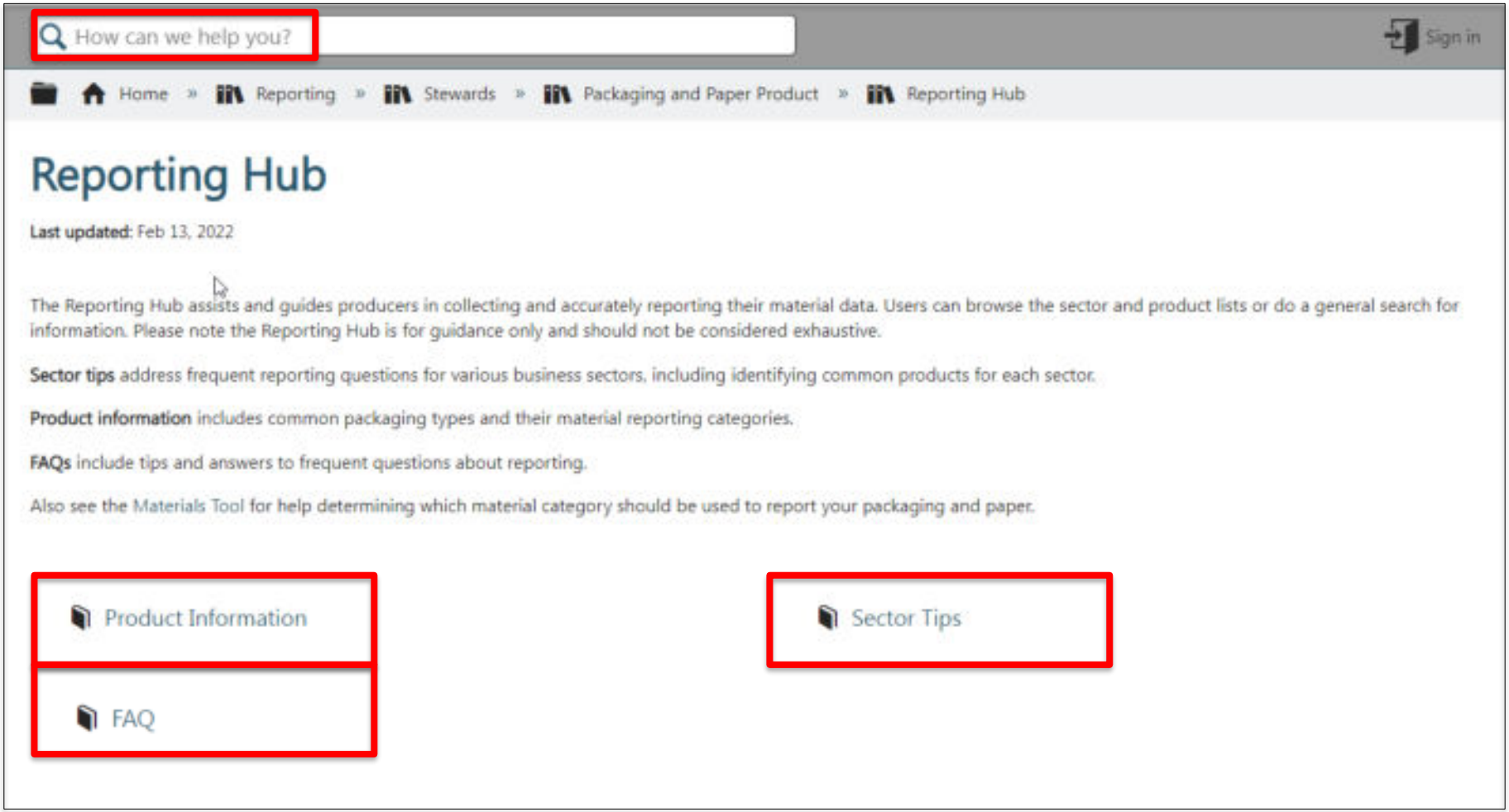
2022 Reporting Resources

- **Using the WeRecycle Portal**
  - Portal Login link
  - Portal User Guide

- **Rules, Policies & Forms**
  - Latest versions of all policies
  - ON and MB Program Rules, BC and SK Membership Agreements
  - All current forms including Primary Contact Change and Deductions Declaration. Most forms can be electronically signed.

- **Preparing Your Report**
  - Steward lists and change logs
  - Material lists
  - Reporting checklist
  - 2022 Material Fees
  - **Reporting Hub…**

2022 Reporting Resources

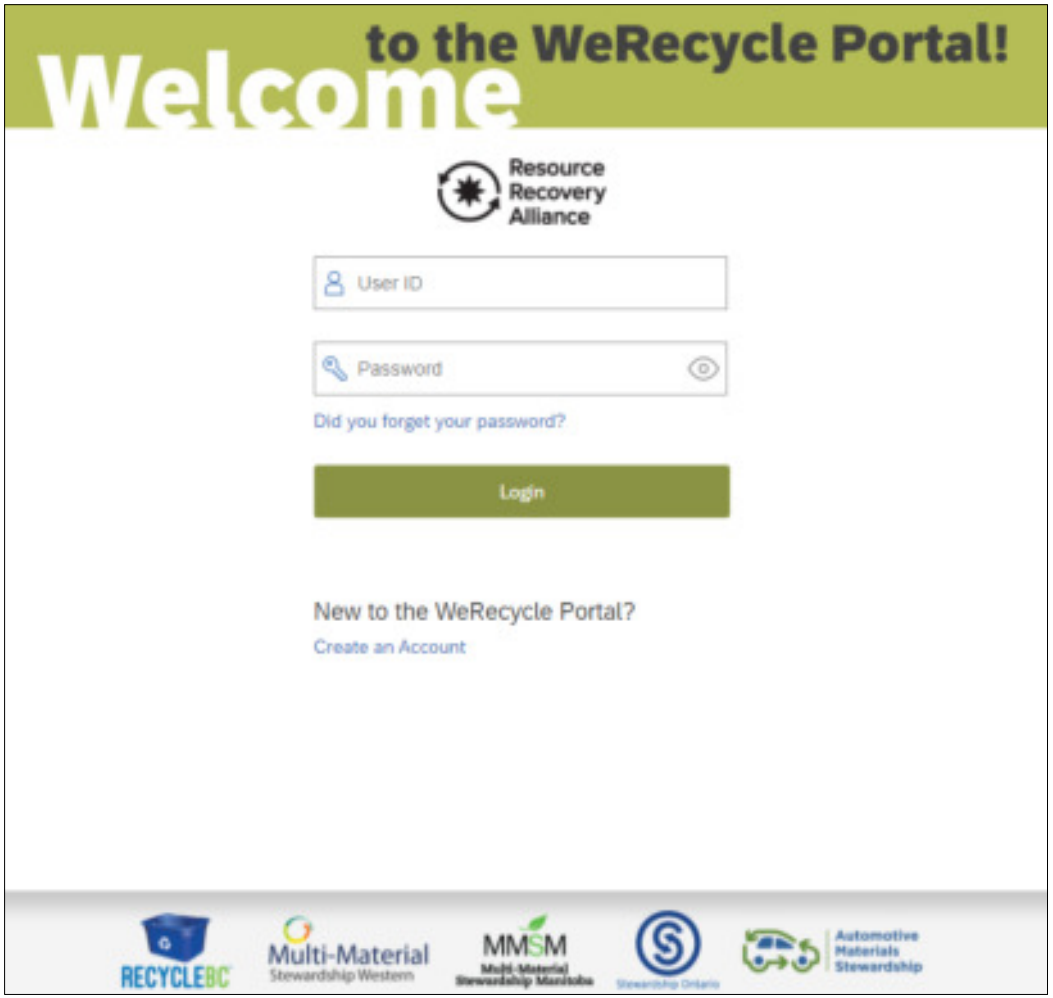


Data Preparation

- Determine total weights for each material category
- Select methodology:
  - Specific Identification Method
  - Average Bill of Materials (ABOM)
- Obtain sales data
- Create spreadsheets

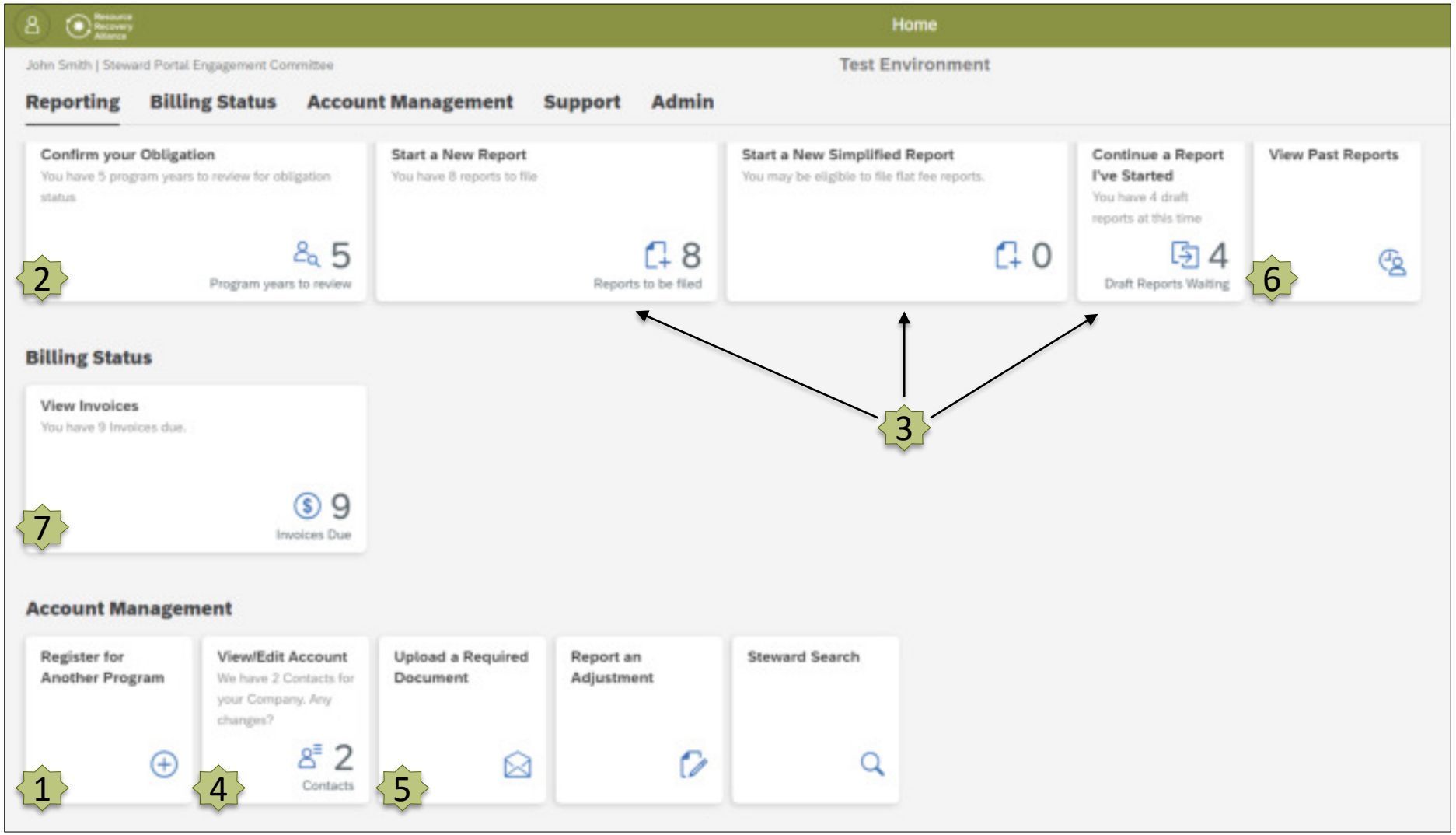
		Per product			Total		
Product	Sales quantity	Other printed material (kg)	Paper laminates (kg)	Boxboard (kg)	Other printed material (kg)	Paper laminates (kg)	Boxboard (kg)
Product A	100	0.05	0.002	0.1	5	0.2	10
Product B	500	0.1	0.05	0.05	50	25	25
				Total	**55**	**25.2**	**35**

WeRecycle Portal

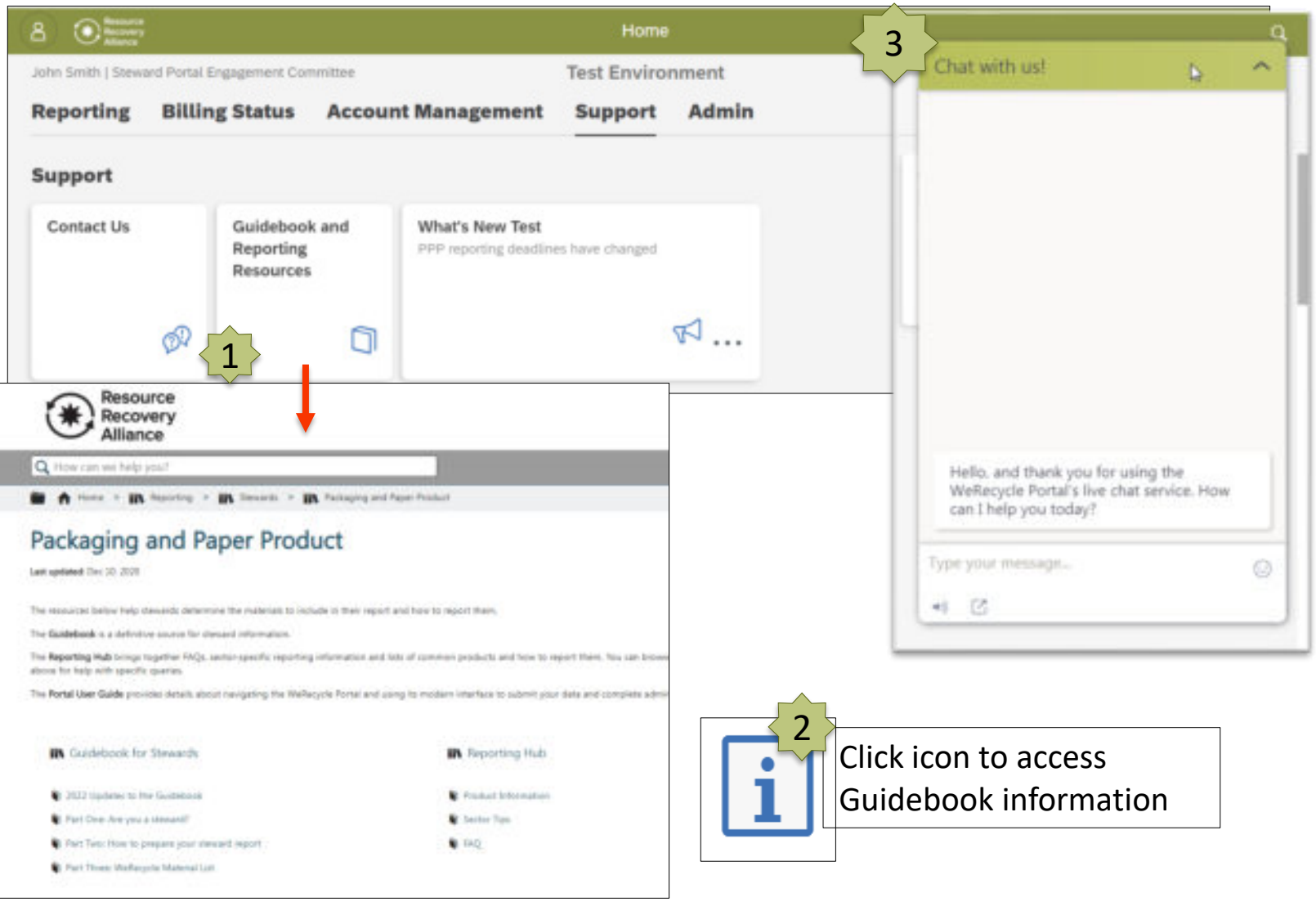


https://werecycle.rralliance.com/irj/portal

Portal Overview

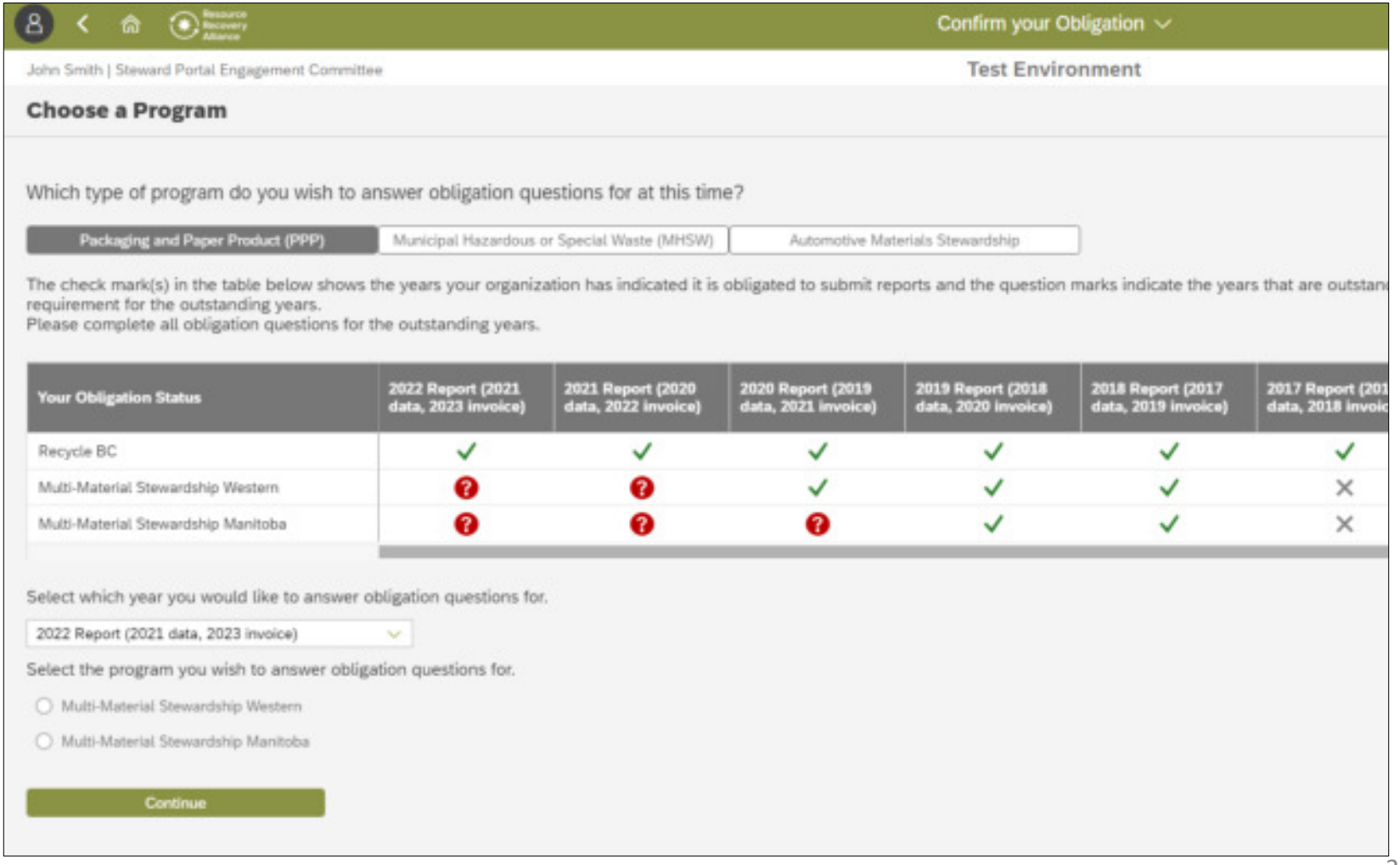


Portal Guidance and Assistance



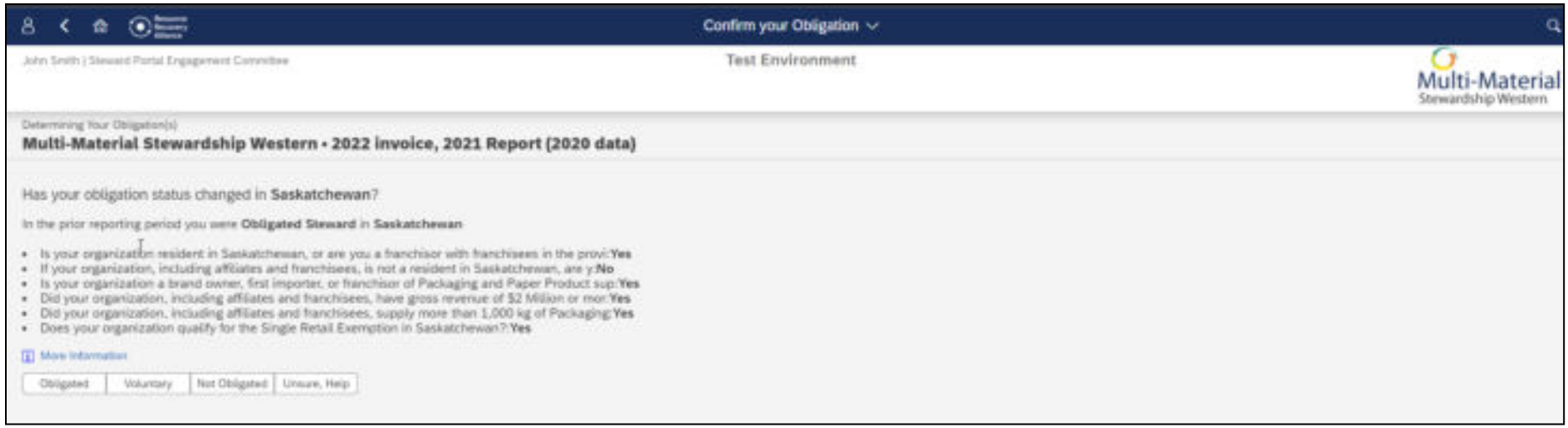
Confirm Your Obligation

- **Must confirm before reporting!**
- Table indicates where confirmation is needed



Confirm Your Obligation

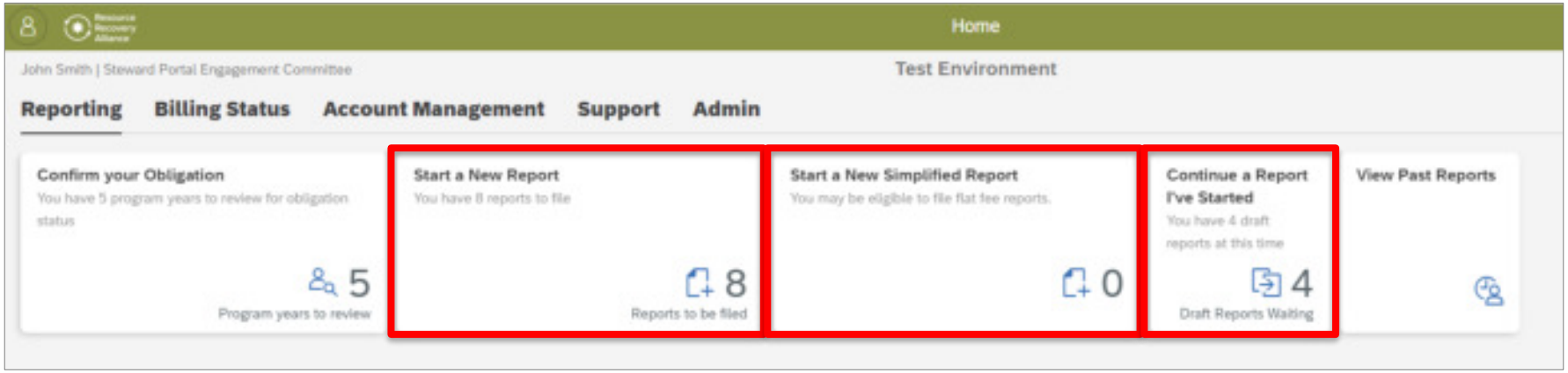
- Obligated: Confirmed resident and obligated
- Voluntary: Confirmed voluntary
- Not Obligated: Indicate why not obligated
- Unsure: Answer questions to determine obligation



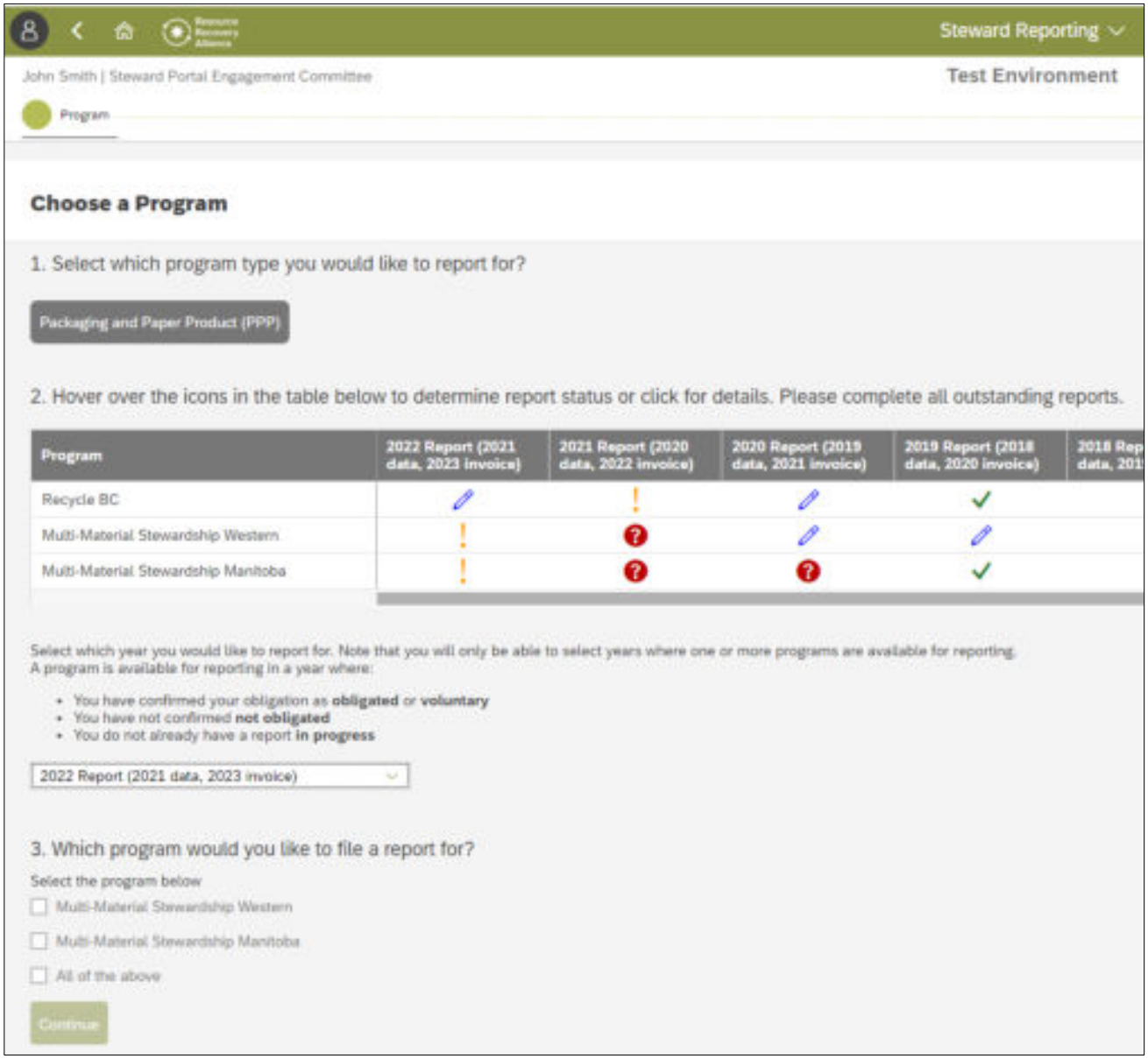
Reporting

Three options:

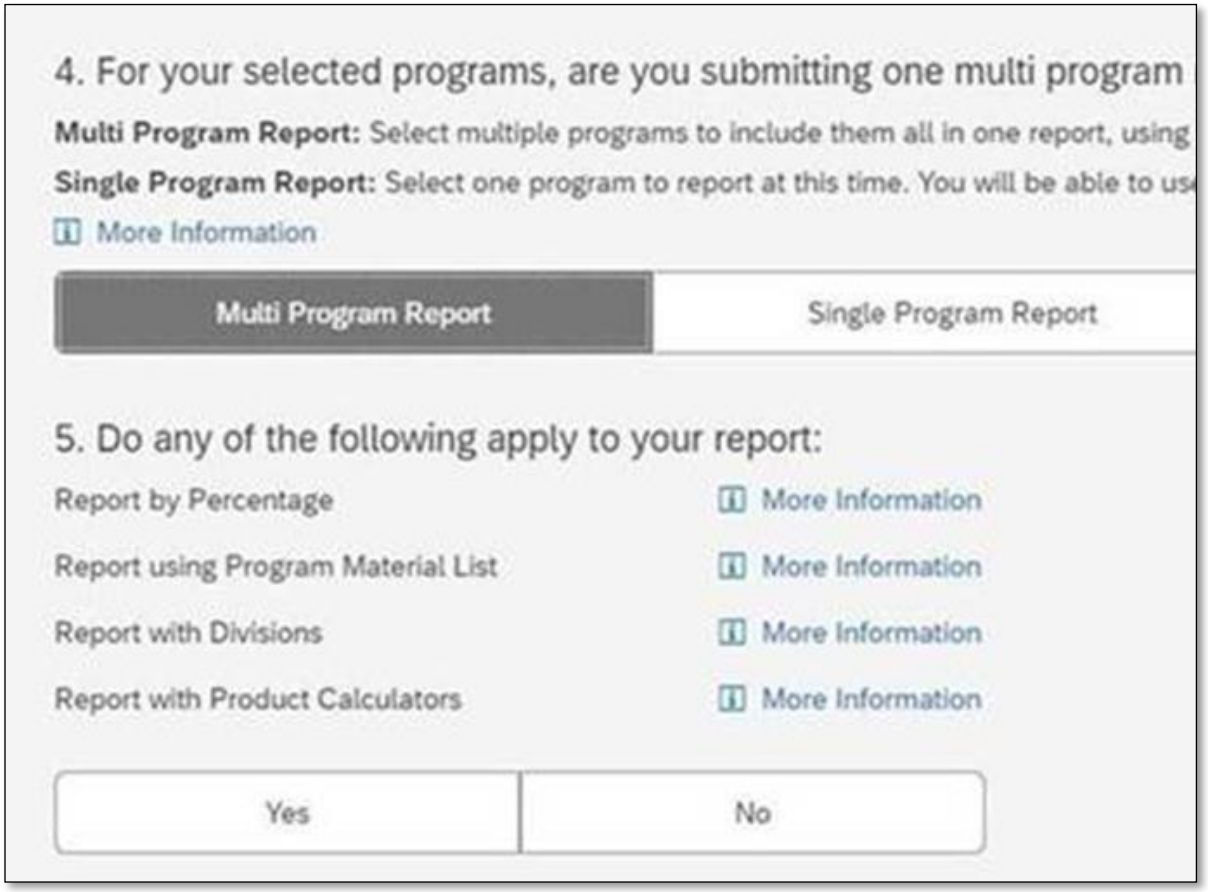
- Start a New Report
- Start a New Flat Fee Report
  - Only available to Recycle BC, MMSW, and MMSM stewards that fall within the applicable tonnage thresholds
- Continue a Report I've Started



Reporting Status

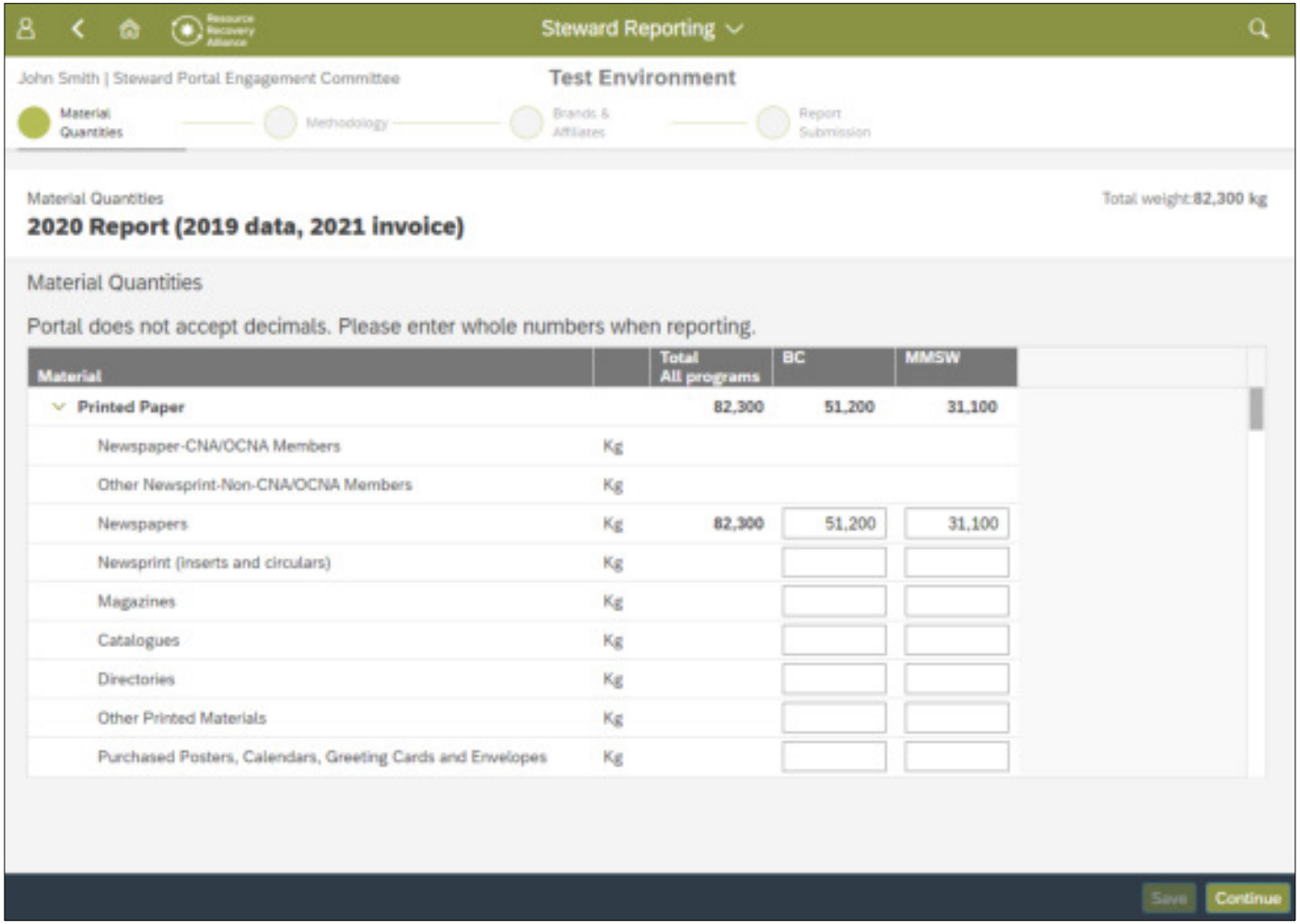


Reporting Options



- Indicate if any apply to a report:
  - Report by percent
  - Program material list
  - Divisions
  - Calculators
- Selections drive presentation of screens later on

Enter Reporting Data

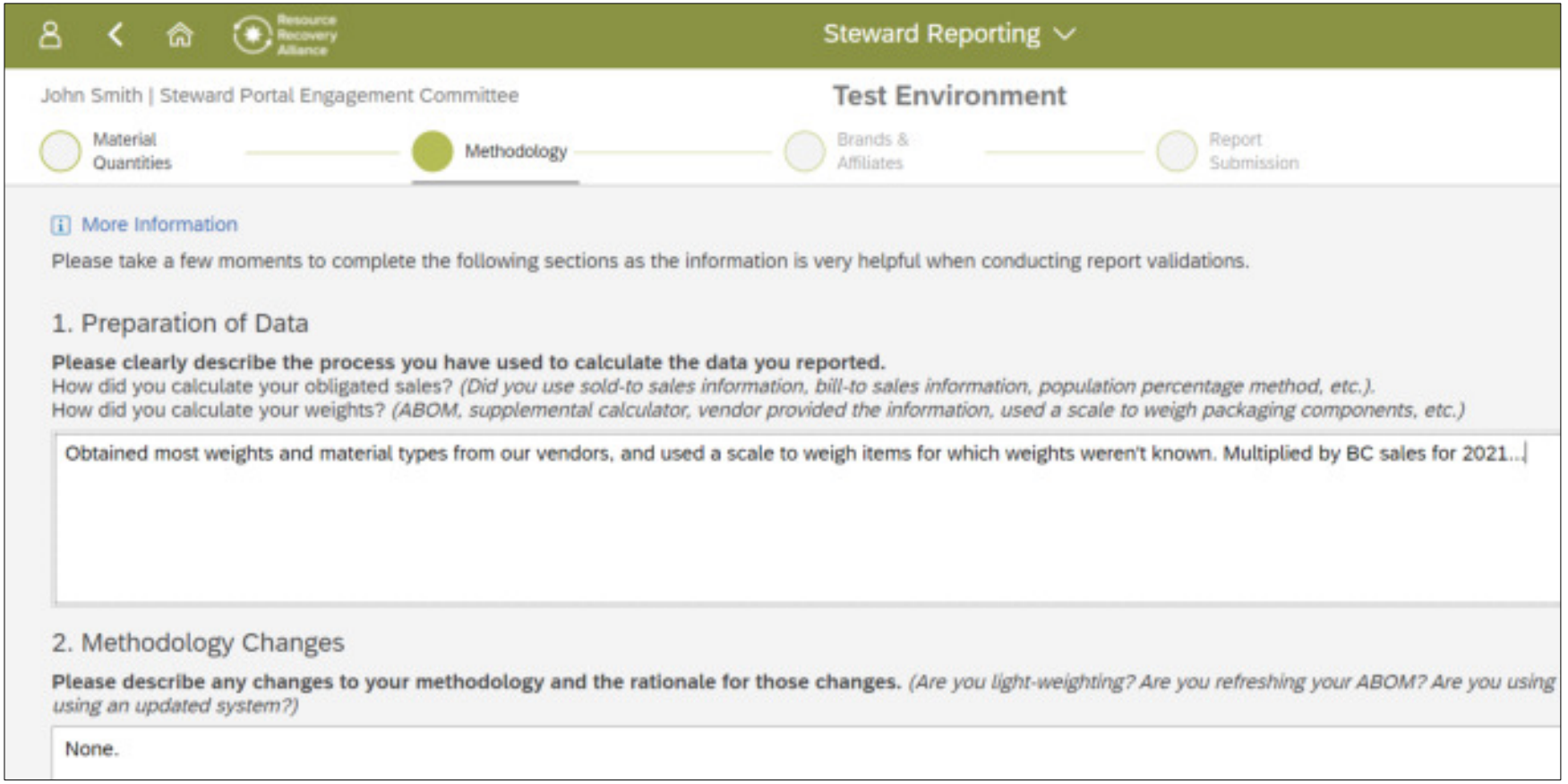


- Use the cells to enter your quantities for the applicable materials.

- The total kg for all materials and programs appears in the top right.

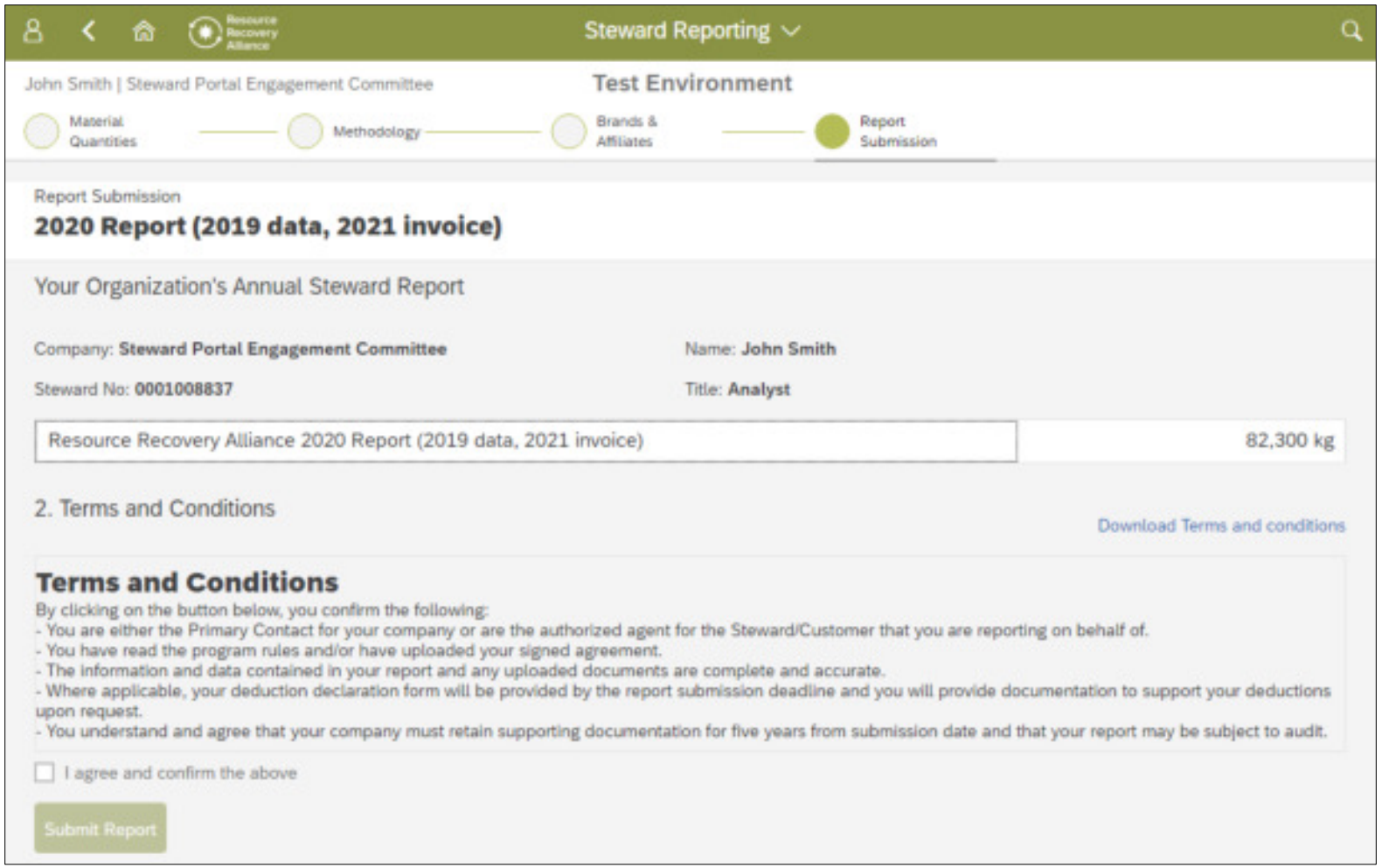
Methodology

- Explain how you calculated your figure: Detail is appreciated



Submitting Completed Report

- Make sure logged in as Primary, all sections complete, accept terms and conditions

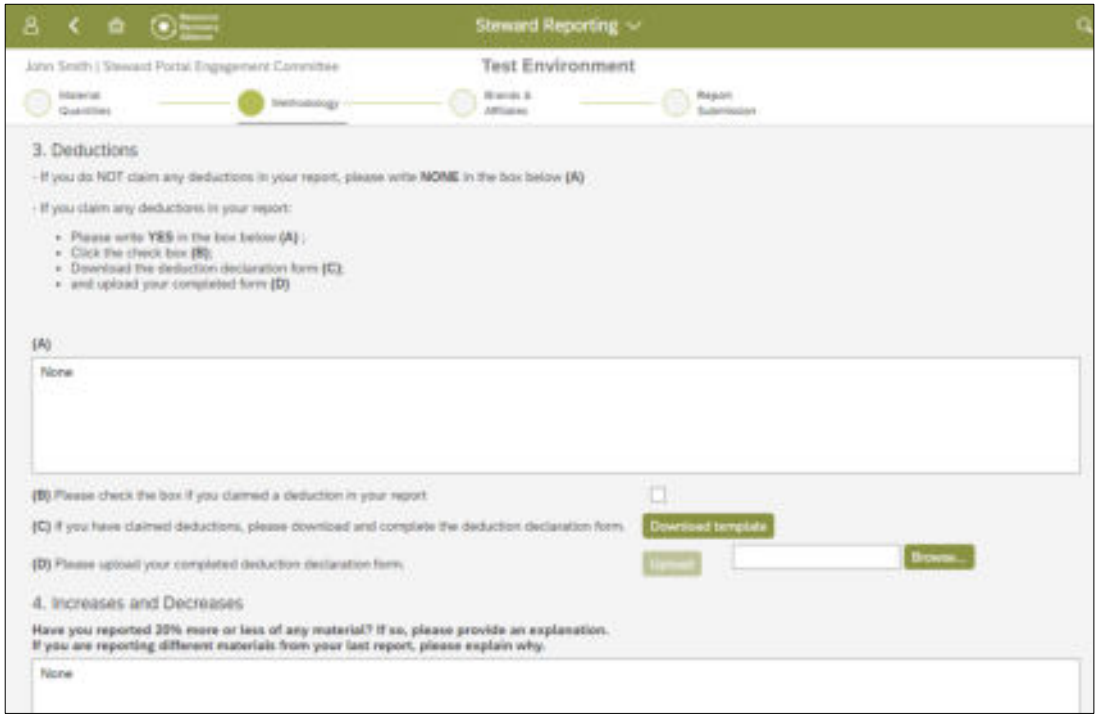


Report Validation

- 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 ±20%



Q&A

Reporting deadline is May 31

Webinar presentation available online

Thank You!

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