



**Canadian Stewardship
Services Alliance**

Ready to Report

Webinar for New Steward Reporters

2019 Packaging and Paper Product Reports

Calla Farn, VP Corporate Affairs

Natalia Chornobay & Paolo Di Bartolomeo, NSS

February 26, 2019



**Canadian Stewardship
Services Alliance**

Welcome

- Outline PPP reporting basics
- Resources available to stewards
- Poll questions





Webcast Information

- ① Main screen displays slides, videos and polls
- ② Current speaker is identified
- ③ Submit your questions
- ④ Direct links to documents and resources

The screenshot displays a webcast interface with four numbered callouts:

- 1**: Points to the main slide area on the right, which contains the title "Ready to Report" and the webinar details: "Webinar for New Stewards and Reporters", "2019 Packaging and Paper Product Reports", and the speakers "Calla Farn, VP Corporate Affairs", "Natalia Chornobay & Paolo Di Bartolomeo, NSS", dated "February 26, 2019".
- 2**: Points to the "Media Player" window on the left, which shows a video of the current speaker, "Calla Farn, Vice-President, Corporate Affairs".
- 3**: Points to the "Q&A" box on the left, which includes a text input field "Please enter a question" and a "Submit" button.
- 4**: Points to the "Resource List" on the left, which contains links for "Report to Stewards", "Today's Presentation", and "Program Plan Consultation".

At the bottom of the interface is a navigation bar with icons for chat, video, document, help, Q&A, and user profile.

Technical issues? Send a note in the Q&A box



Agenda

1. Reporting Resources
2. Steward Obligation and Onboarding
3. Materials
4. Data Preparation
5. WeRecycle Portal
6. Report Submission and Validation
7. Questions & Answers



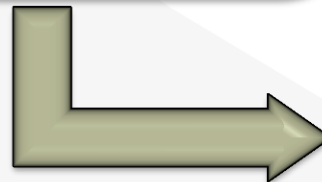
Reporting and Invoice Cycle

Annual Report by
May 31

- Contains data from previous year



Reports inform fee
setting process



Invoices issued
in January

- 2019 report is based on 2018 data;
- Informs 2020 invoices.



2019 Reporting Resources

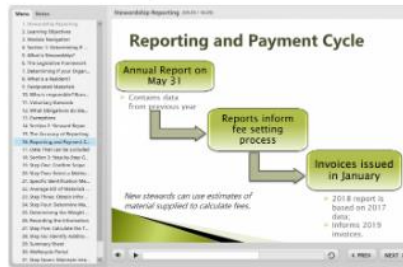
2019 Guidebook for Stewards



Materials Tool



Reporting Overview Tutorial



ABOM Tutorial



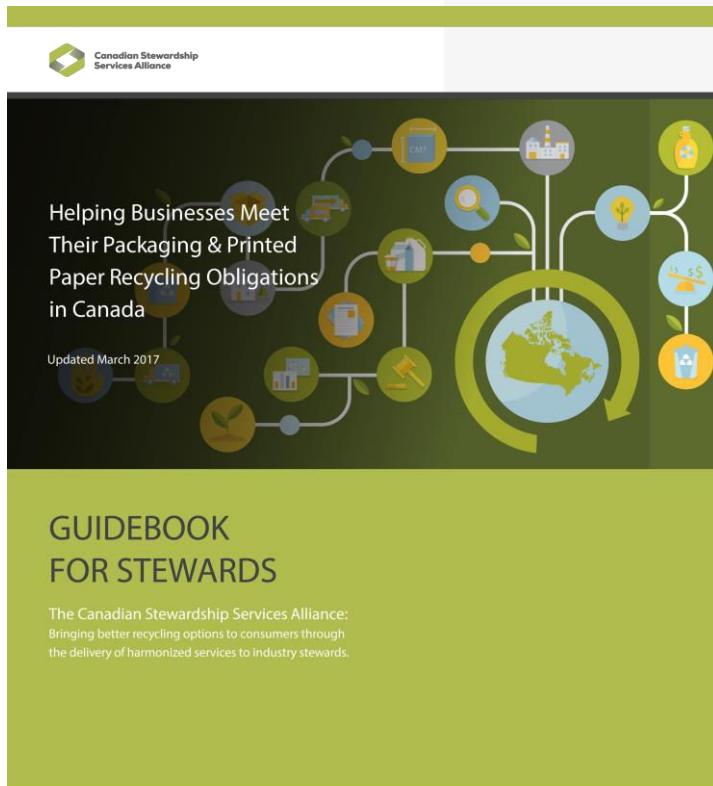
- ▶ What's new
- ▶ Preparing Your Report
- ▶ Using the WeRecycle Portal
- ▶ Ready to Report Webinars

Contact NSS: 1-888-980-9549 or stewards@cssalliance.ca



**Canadian Stewardship
Services Alliance**

Guidebook For Stewards



Section One:
Are you a steward?

Section Two:
**How to prepare your
steward report**

Section Three:
National Material List



Reporting Overview Tutorial

Menu Notes


Stewardship Reporting (09:05 / 18:29)

The Accuracy of Reporting

Reports must be accurate to ensure fairness among stewards.

Stewards are encouraged to:

- Use actual data;
- Use valid and verifiable estimates;
- Retain records for at least 5 years;
- Review reporting processes annually.



Menu

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 Reportin...
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 Materi...
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

Speaker icon, Play button, Progress bar, Refresh icon, < PREV, NEXT >



Understand your Obligation

- Which program(s)?
- Obligation years?
- Exemptions?
- Hierarchy and Voluntary Stewards



Welcome Michael Terry | Steward# 1000002

- Home
- Program Registration
- Maintain Information
- Steward Reporting
 - Complete Report
 - View Report

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



Obligated or Exempt?

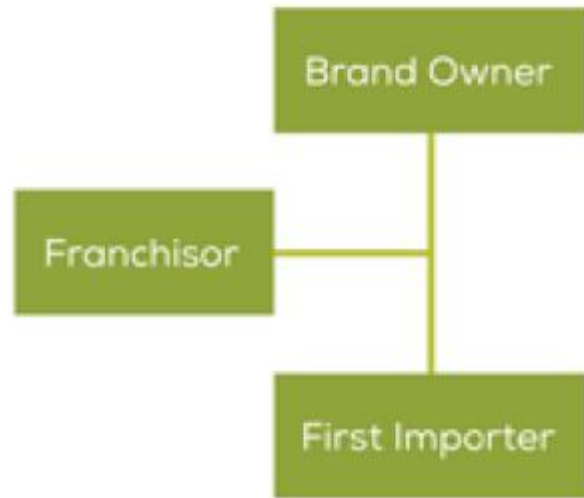
	Recycle BC	MMSW	MMSM	Stewardship Ontario
Gross Annual Revenue	<\$1 Million	<\$2 Million	<\$750,000	<\$2 Million
Tonnage	<1,000kg	< 1,000kg	No exemption	<15,000* kg
Other Exemptions	Single point of retail	Single point of retail	No exemption	No exemption
Flat Fees Available	Yes	Yes	No	No

BC and SK: Online Assessment Tool makes it simple to determine eligibility to pay a flat fee



Who's Responsible for PPP?

- ✓ Resident
- ✓ Supply PPP
- Responsible?





Voluntary Stewards and Steward Lists

- Voluntary stewards are non-resident in a province and have assumed responsibility for their PPP
- Steward Lists make it easier for retailers and other first importers to exclude suppliers' products from their reports



Obligation Years

- Obligation to pay begins from day you start to supply PPP in a province
- Estimates of PPP may be needed

EXAMPLE: New Steward that began operations on Oct 17, 2018

	Invoice	Report	Data	Due
1 st	2018	2017	Oct-Dec 2018	Dec 16, 2018
2 nd	2019	2018	Oct-Dec 2018 Extrapolated	Feb 14, 2019
3 rd	2020	2019	Oct-Dec 2018 Extrapolated	May 31, 2019
4 th	2021	2020	2019	May 31, 2020



Materials Overview

- Report only designated PPP supplied to consumers
- Exclusions: IC&I, Transportation/Distribution, Durable
- Deductions: data form required
- PPP material categories and sub-categories:
 - Paper Products
 - Packaging: Paper, Plastic, Steel, Aluminum, Glass
- Components





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Materials Tool



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Is it packaging?



Is it paper product?

Not sure? 



Data Preparation

- Calculate total weights for each material category
- Set up spreadsheet(s)
- Obtain sales data
- Workbook xls file

Per Product					Total				
Product	Other Printed Paper (kg)	Plastic – PET (kg)	Glass – Clear (kg)	Steel – Cans (kg)	SALES QUANTITY	Other Printed Paper (kg)	Plastic – PET (kg)	Glass – Clear (kg)	Steel – Cans (kg)
Product A	--	0.01	0.2	---	1,000	--	10.0	200.0	--
Product B	0.03	0.05	--	0.1	5,000	150.0	250.0	--	500.0
					TOTAL	150.0	260.0	200.0	500.0



Entering Data in Portal

Ontario

Hide Materials

Expand All

Collapse All

			Ontario		
Material Name	Total		Prior Report	U...	KGs (Except where Units requested)
▼ Printed Materials	0		0		0
Newsprint- CNA/OCNA Members	0		0	Kg	0
Other newsprint - non CNA/OCNA mem...	0		0	Kg	0
Magazines and catalogues	0		0	Kg	0
Directories (telephone / postal books)	0		0	Kg	0
Other Printed Materials	0		0	Kg	0
▼ Paper Packaging	0		0		0
Gable top containers	0		0	Kg	0
Aseptic Containers	0		0	Kg	0
Paper Laminate	0		0	Kg	0
Corrugated cardboard	0		0	Kg	0
Boxboard and other paper packaging	0		0	Kg	0



WeRecycle Portal

- Enable pop-ups for your browser and ensure language is English
- Automatic log out after 30 minutes of inactivity
- Answered all obligation questions and confirmed ‘Obligated’
- Use the ‘Save’ button when entering data, methodology, or brands
- Complete each box of the Methodology section
- CBCRA section for Manitoba beverage stewards



Portal User Guide

Portal User Guide

**Welcome to the
WeRecycle Portal**

Automotive Materials Stewardship Stewardship Ontario MMSM Multi-Material Stewardship Manitoba

Multi-Material Stewardship Western MULTI-MATERIAL BC

Canadian Stewardship Services Alliance

New Here? [Register Now...](#)

User ID *

Password *

Request Password Reset: [Get Support...](#)

WeRecycle Registration and Reporting Portal



Report Completed!



- Home
- Program Registration
- Maintain Information
 - Contact Information
 - Company Information
- Steward Reporting
 - Complete Report
 - View Report
 - Print Report
 - Steward Invoice
 - Steward Search
 - Special Reports
 - Administrative Login
 - User Registration

Welcome Melissa Sayuno | Steward# 1000002

< Previous

Submit Steward's Report

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.
- Please note, invoices will not be populated with fees until fee setting has been completed.

Declaration For 2019

Company: Name:

Steward No.: Title:

Please record and retain your Steward No.

Description of Obligation	Total Fee
	\$ 0.00

Terms and Conditions

By clicking on the button below, you confirm the following:

- You are either the Primary Contact for your company or are the authorized agent for the Steward that you are reporting on behalf of.
- You have read the program rules and/or have uploaded your signed membership agreement.
- The information and data contained in your report and any uploaded documents are complete and accurate.
- Where applicable, your deduction declaration form will be provided by the report submission deadline and you will provide documentation to support your deductions upon request.
- You understand and agree that your company must retain supporting documentation for five years from submission date and that your report may be subject to audit.

Please click the box to confirm



Report Validation

- All reports are reviewed to ensure they have been filed correctly – vital to have accurate data for invoices and fee setting
- Validation process begins with submitted report
- Common issues include:
 - Updates to brands and methodology.
 - Explanation of material tonnage variances $\pm 20\%$



Q&A

Reporting deadline is May 31
Webinar presentation available online



**Canadian Stewardship
Services Alliance**

National Steward Services

Contact NSS:

1-888-980-9549 or

stewards@cssalliance.ca



**Canadian Stewardship
Services Alliance**

Thank You!

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