Canadian Stewardship Services Alliance

Ready to Report

Steward Webinar for 2021 Packaging and Paper Product Reports

Natalia Chornobay
Paolo Di Bartolomeo
Cassie Mark

National Steward Services

February 25, 2021

Canadian Stewardship Services Alliance

Welcome

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

RECYCLEBC

Multi-Material Stewardship Western

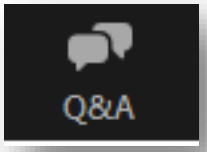
MMSM Multi-Material Stewardship Manitoba

Stewardship Ontario

Canadian Stewardship Services Alliance

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



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

Canadian Stewardship Services Alliance

Agenda

1. Reporting Resources
2. Data Preparation
   - Deductions
   - Vendor Review
   - Sales Allocation
3. WeRecycle Portal
4. Questions & Answers

Canadian Stewardship Services Alliance

Reporting and Invoice Cycle

Annual Report Filed by May 31

- Contains data from previous year

Reports inform fee setting process

Invoices issued in January

- 2021 report is based on 2020 data;
- Informs 2022 invoices.

Canadian Stewardship Services Alliance

2021 Reporting Resources

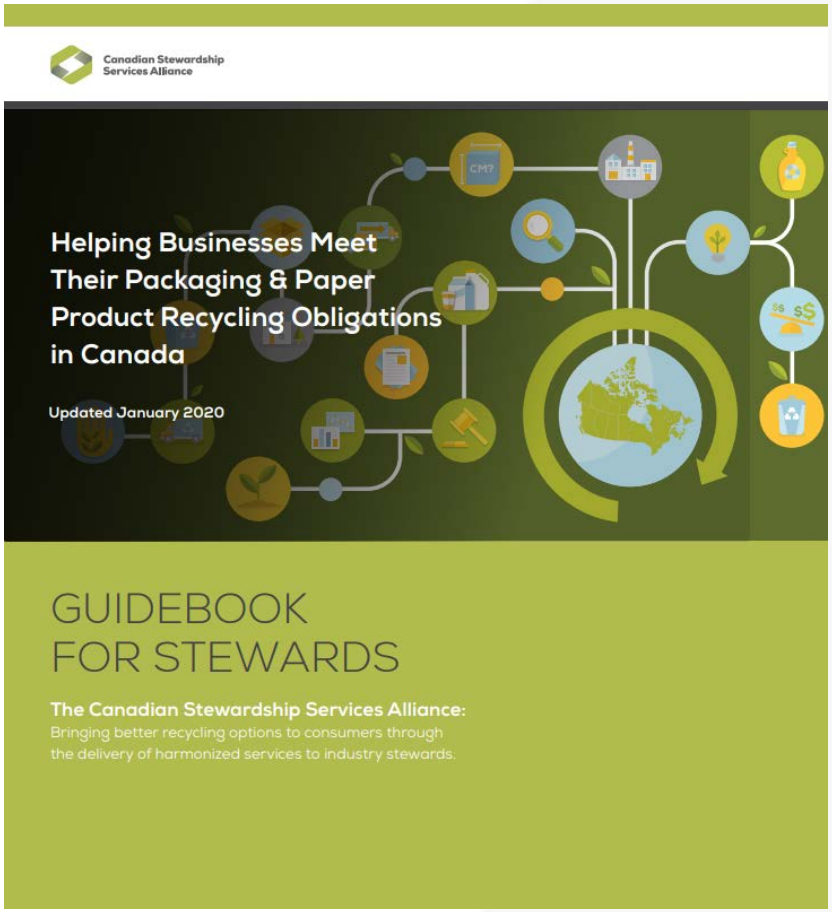
- CSSA website provides tools and information to help stewards collect and accurately report packaging and paper data

- National Steward Services welcomes feedback and is ready to assist with reporting questions: *stewards@cssalliance.ca* or 1-888-980-9549.

cssalliance.ca/2021reporting/

Canadian Stewardship Services Alliance

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

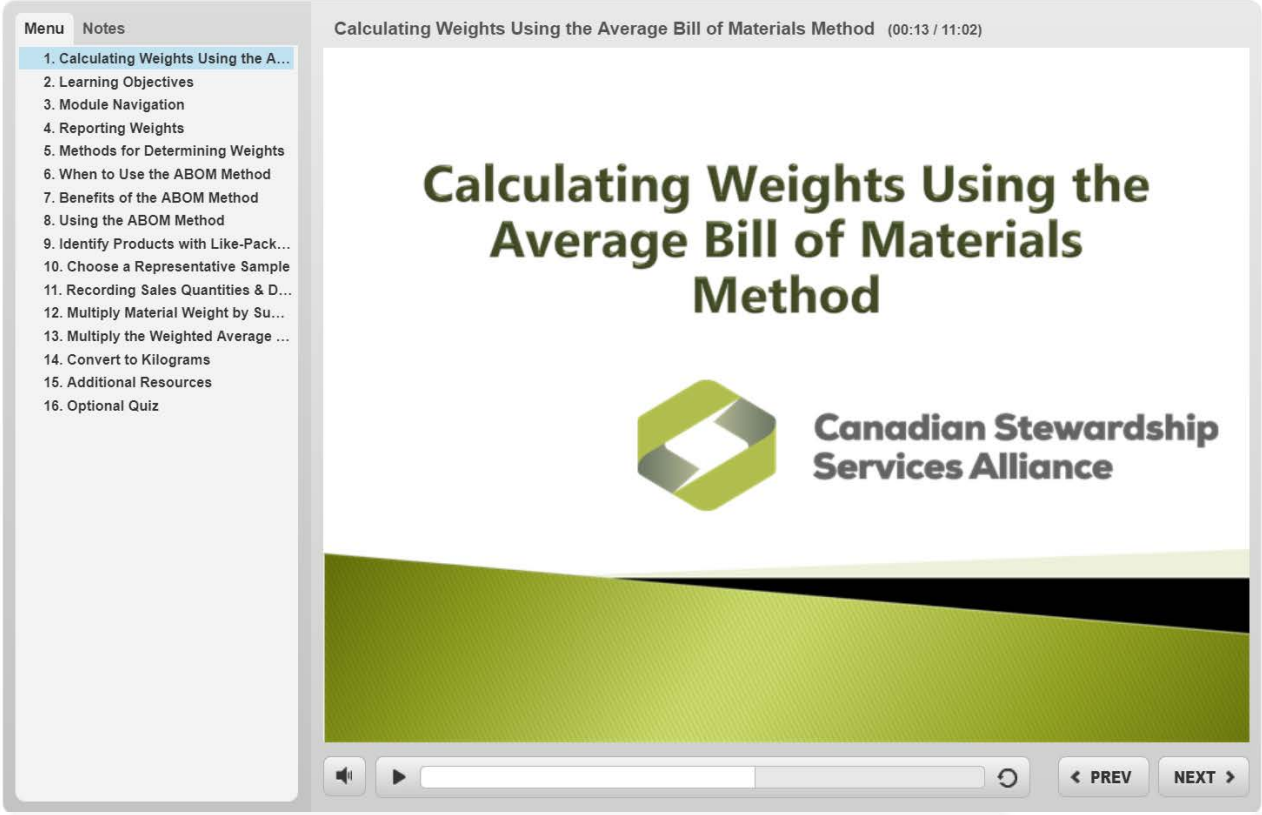
Part Three:

WeRecycle Material List

Canadian Stewardship Services Alliance

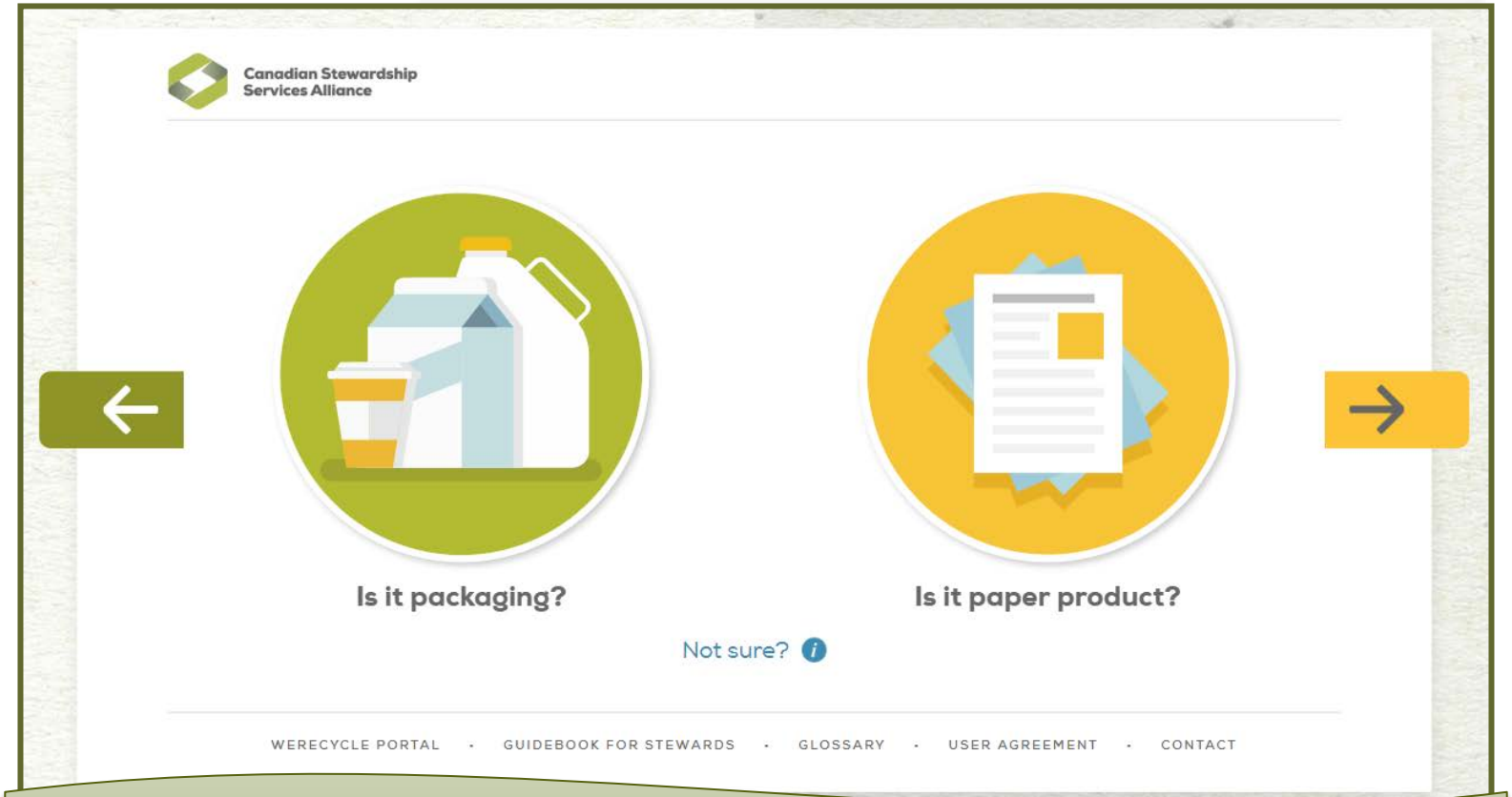
ABOM Tutorial

This learning module provides stewards with background information and a step-by-step example of determining weights using the Average Bill of Materials or ABOM method



Canadian Stewardship Services Alliance

Materials Tool



This interactive tool helps stewards correctly identify the designated materials supplied to consumers and supports more accurate reporting.

Canadian Stewardship Services Alliance

Deductions vs. Exclusions

Deductions

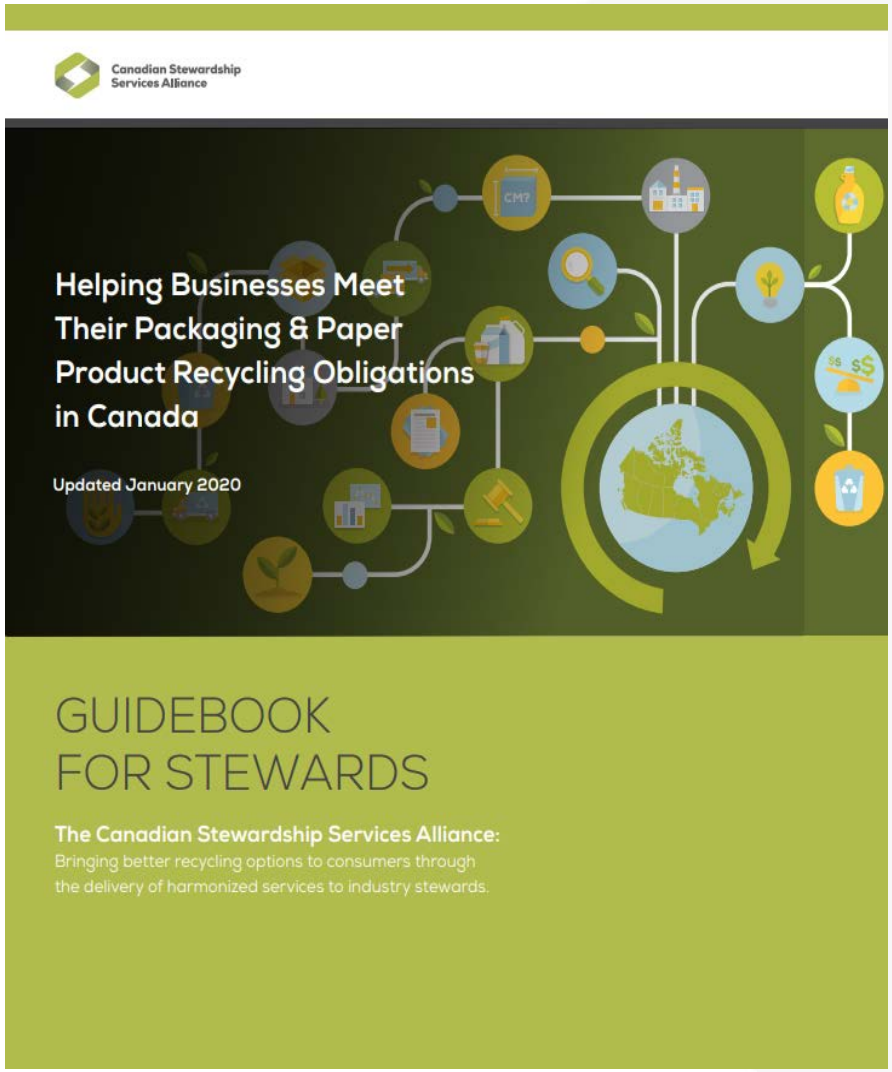
- Supplied to consumers but does not end up in the residential waste stream

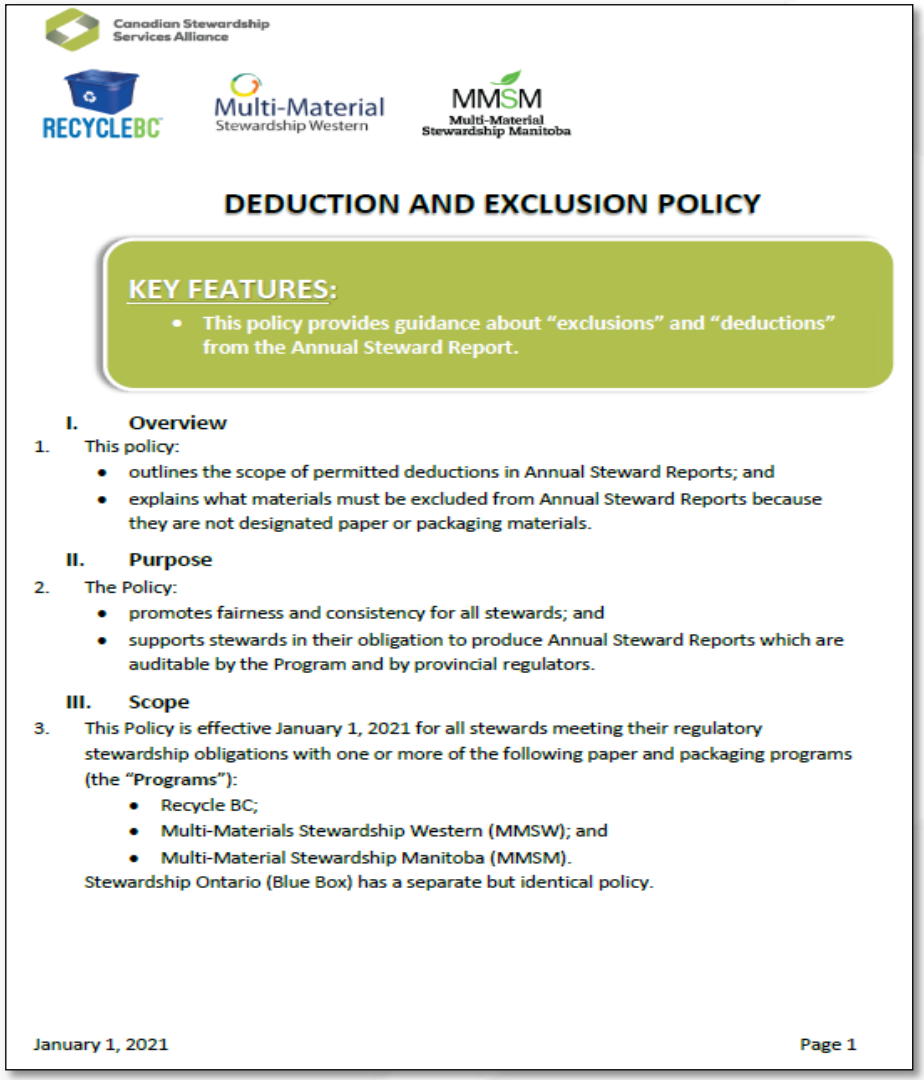
Exclusions

- 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

Canadian Stewardship Services Alliance

Deduction & Exclusion Resources





Canadian Stewardship Services Alliance

RECYCLEBC | Multi-Material Stewardship Western | MMSM Multi-Material Stewardship Manitoba

DEDUCTION AND EXCLUSION POLICY

KEY FEATURES:

- This policy provides guidance about "exclusions" and "deductions" 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, 2021 for all stewards meeting their regulatory stewardship obligations with one or more of the following paper and packaging programs (the "**Programs**"):
   - Recycle BC;
   - Multi-Materials Stewardship Western (MMSW); and
   - Multi-Material Stewardship Manitoba (MMSM).

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

January 1, 2021 Page 1

Canadian Stewardship Services Alliance

Applying Deductions Against Your Reports

- Stewards may deduct designated paper and packaging from their report if:
  - Materials supplied to consumers 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.)

Canadian Stewardship Services Alliance

Deduction Declaration Form

Canadian Stewardship Services Alliance

RECYCLEBC Multi-Material Stewardship Western MMSM Multi-Material Stewardship Manitoba Stewardship Ontario

Deduction Declaration Form

Who should use this form?

If you have claimed a deduction to the material quantities on your Annual Steward Report, use this form to list and quantify deductions taken for each applicable material. Please check the box on the portal (in the methodology section) at the time of report submission. Please review the Deduction and Exclusion Policy prior to completing this form.

Stewards and Plastic Bags

Multi-Material Stewardship Manitoba and Stewardship Ontario are the only programs in which stewards may claim a deduction for plastic bags which are returned to retail as part of a return to retail program for plastic bags. A deduction declaration form must be completed by all stewards in Manitoba and/or Ontario that are reporting a reduced quantity of their total plastic bags supplied due to return to retail.

Completing the form

1. **Annual Steward Report without divisions**: Enter all deduction claims on the **2.FORM** tab for all programs, using as many rows as needed.

2. **Annual Steward Report with divisions**: Please create a copyof the 2.FORM tab and rename with the **same division name** used on your Annual Steward Report. Create as many copies as required for your organizational divisions claiming deductions.

3. When entering your data, please use the same **material list**(s) as you did to file your Annual Steward Report - either PROVINCIAL or

1. Guidelines | 2. Form

All current forms are available on the CSSA website: cssalliance.ca/currentpolicies/

Canadian Stewardship Services Alliance

Deduction Declaration Form

Canadian Stewardship Services Alliance

RECYCLEBC · Multi-Material Stewardship Western · MMSM Multi-Material Stewardship Manitoba · Stewardship Ontario

STEP 1 - PLEASE ENTER YOUR STEWARD INFORMATION BELOW

Steward Name	Company ABC Inc.
Steward Number	123456789
Date	February 25th, 2021

For the bottle

Item	Program	Material Deducted	Kg Deducted	Units Deducted *(if applicable)*
250 mL Water Bottle	SO BB	Plastic Packaging- PET Bottes and Jars <5L- Beverage- Non-Alcoholic- Non-Carbonated	5,398	
250 mL Water Bottle	SO BB	Plastic Packaging- Other Plastic Packaging (not listed above) < 5 L- Non-Beverage	621	

For the cap

Canadian Stewardship Services Alliance

Deduction Declaration Form

Canadian Stewardship Services Alliance

RECYCLEBC Multi-Material Stewardship Western MMSM Multi-Material Stewardship Manitoba Stewardship Ontario

STEP 1 - PLEASE ENTER YOUR STEWARD INFORMATION BELOW

Steward Name	Company ABC Inc.
Steward Number	123456789
Date	February 25th, 2021

Deduction Category	Deduction Rationale	Type of Validation Data
Consumer Disposal of PPP Outside the Residential Waste Stream	Consumed in malls, offices and parks	Third party study conducted last year
Consumer Disposal of PPP Outside the Residential Waste Stream	Consumed in malls, offices and parks	Third party study conducted last year

Canadian Stewardship Services Alliance

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

Canadian Stewardship Services Alliance

Vendor Review- Checklist for Retailers

1. Have you requested confirmation from your vendor of their residency status in each program?
2. Have you reviewed your internal records to see where they have residency?
3. Have you conducted a preliminary review against the Steward List?
4. 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?
5. Have you applied an additional lens on the brands those remaining vendors are supplying you with?

Canadian Stewardship Services Alliance

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

Canadian Stewardship Services Alliance

Steward Lists - Change Logs

Ensure to review the Change Logs to understand which stewards have exited, which have amalgamated, and to see which companies have registered as a new voluntary steward this year.

Multi-Material Stewardship Western

Legend:
R = Resident Steward
V= Voluntary Steward (Non-resident)

About This List (Disclaimer):
This change log identifies changes for all businesses, whether resident or voluntary, in comparison to the 2020 MMSW Steward List.

Change Log

Date of Issue: Jan 12, 2021

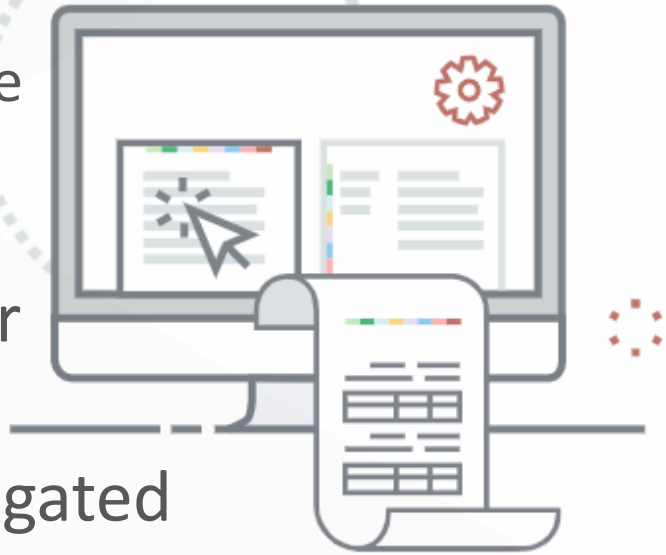
2020 Steward List	2021 Steward List	2020 Residency	2021 Residency	Type of Change
Coalision Inc.	Coalision Inc.	R		Business Closed
Maurices Canada Stores, Ltd.	Maurices Canada Stores, Ltd.	R		Business Closed
Tween Brands Canada Stores Ltd.	Tween Brands Canada Stores Ltd.	R		Business Closed
Frank T. Ross & Sons	Frank T. Ross & Sons	V		Exiting Voluntary Steward
Commonwealth Home Fashions Inc	Commonwealth Home Fashions Inc	V		Exiting Voluntary Steward
Rita D Inc	Rita D Inc	V		Exiting Voluntary Steward
Omega Nutrition Canada, Inc.	Omega Nutrition Canada, Inc.	V		Exiting Voluntary Steward
Simply Good Foods USA, Inc.		V		Exiting Voluntary Steward
Boehringer Ingelheim Canada Ltd.	Boehringer Ingelheim	R	R	Name Change: 'Boehringer Ingelheim Canada Ltd.' to: 'Boehringer Ingelheim'
CHANEL Inc	CHANEL CANADA ULC	V	V	Name Change: 'CHANEL Inc' to: 'CHANEL CANADA ULC'
Clover Leaf Seafoods Company	Clover Leaf Seafoods Corp.	V	V	Name Change: 'Clover Leaf Seafoods Company' to: 'Clover Leaf Seafoods Corp.'
Essilor Group Canada, Inc.	EssilorLuxottica Canada Inc. - Clearly Divisic	R	R	Name Change: 'EssilorLuxottica Canada Inc. - Clearly Division'
Loblaw Companies Limited	Loblaws Inc.	R	R	Name Change: 'Loblaw Companies Limited' to: 'Loblaws Inc.'
MTY Tiki Ming Enterprises	MTY Franchising Inc.	R	R	Name Change: 'MTY Tiki Ming Enterprises' to: 'MTY Franchising Inc.'
Parmalat Dairy & Bakery Inc	Lactalis Canada Inc	R	R	Name Change: 'Parmalat Dairy & Bakery Inc' to: 'Lactalis Canada Inc'
Payless Shoesource Worldwide, Inc.	Payless Shoesource	R	R	Name Change: 'Payless Shoesource Worldwide, Inc.' to: 'Payless Shoesource'
Tata Global Beverages Canada Inc	Tata Consumer Products Canada Inc	V	V	Name Change: 'Tata Global Beverages Canada Inc' to: 'Tata Consumer Products Canada Inc'
Aritzia LP	Aritzia LP		R	New Registrant
	BouClair Inc		R	New Registrant

All PPP Programs | Recycle BC Change Log | **MMSW Change Log** | MMSM Change Log | ON BB Ch ...

Canadian Stewardship Services Alliance

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?



Canadian Stewardship Services Alliance

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?

Canadian Stewardship Services Alliance

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

Canadian Stewardship Services Alliance

Statistics Canada- Population Percentages

Statistics Canada Statistique Canada

Search website

Subjects | Data | Analysis | Reference | Geography | Census | Surveys and statistical programs | About StatCan | Canada.ca

Home > Data

Population estimates, quarterly[1, 2, 3, 4]

Frequency: Quarterly

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

Geography: Canada, Province or territory

Help

Save my customizations

Customize table

Reference period

From: Q4 2019 **To:** Q4 2020

Apply

Add/Remove data

Download options

Geography	Q4 2019	Q1 2020	Q2 2020	Q3 2020	Q4 2020
			Persons		
Canada(map)	37,802,043	37,899,277	37,979,854	38,005,238	38,008,005
Newfoundland and Labrador(map)	524,137	523,631	522,994	522,103	520,998
Prince Edward Island(map)	158,334	158,629	159,249	159,625	159,713
Nova Scotia(map)	975,231	975,898	977,043	979,351	979,115
New Brunswick(map)	780,154	780,040	781,024	781,476	781,315
Quebec(map)	8,540,429	8,556,650	8,572,054	8,574,571	8,575,779
Ontario(map)	14,637,880	14,689,075	14,723,497	14,734,014	14,733,119
Manitoba(map)	1,373,574	1,377,004	1,378,818	1,379,263	1,379,584
Saskatchewan(map)	1,176,272	1,179,154	1,179,618	1,178,681	1,177,884
Alberta(map)	4,384,968	4,402,045	4,417,006	4,421,876	4,428,112
British Columbia(map)	5,125,659	5,131,575	5,142,404	5,147,712	5,145,851
Yukon(map)	41,668	41,731	41,980	42,052	42,176
Northwest Territories[5](map)	45,100	45,119	45,201	45,161	45,074
Nunavut[5](map)	38,637	38,726	38,966	39,353	39,285

Available *Here*

Canadian Stewardship Services Alliance

Calculating Population Percentages

	Q1 2020	Q2 2020	Q3 2020	Q4 2020	Average	Percentage
Canada	37,899,277	37,979,854	38,005,238	38,008,005	**37,973,094**	**100%**
BC	5,131,575	5,142,404	5,147,712	5,145,851	**5,141,886**	**14%**
Saskatchewan	1,179,154	1,179,618	1,178,681	1,177,884	**1,178,834**	**3%**
Manitoba	1,377,004	1,378,818	1,379,263	1,379,584	**1,378,667**	**4%**
Ontario	14,689,075	14,723,497	14,734,014	14,733,119	**14,719,926**	**39%**

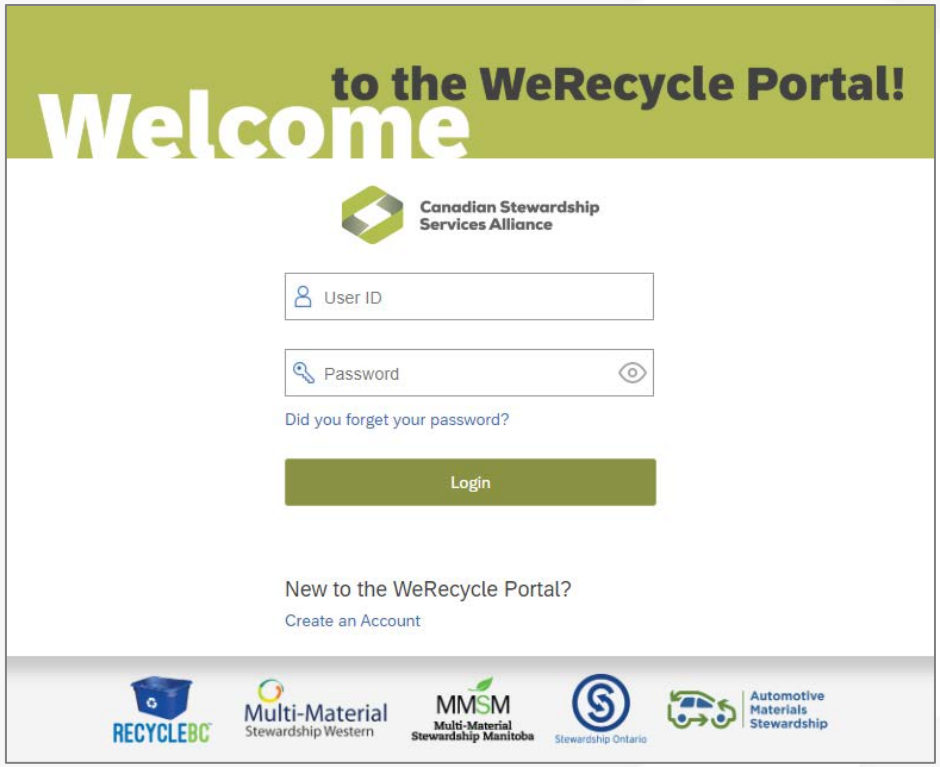
- The above percentages only applies if you supply your products across the country.
- Remember to pull your national sales (not just for the provinces where you are obligated to report.

Canadian Stewardship Services Alliance

WeRecycle Portal

- Portal login page
- Create new account
- Reset password

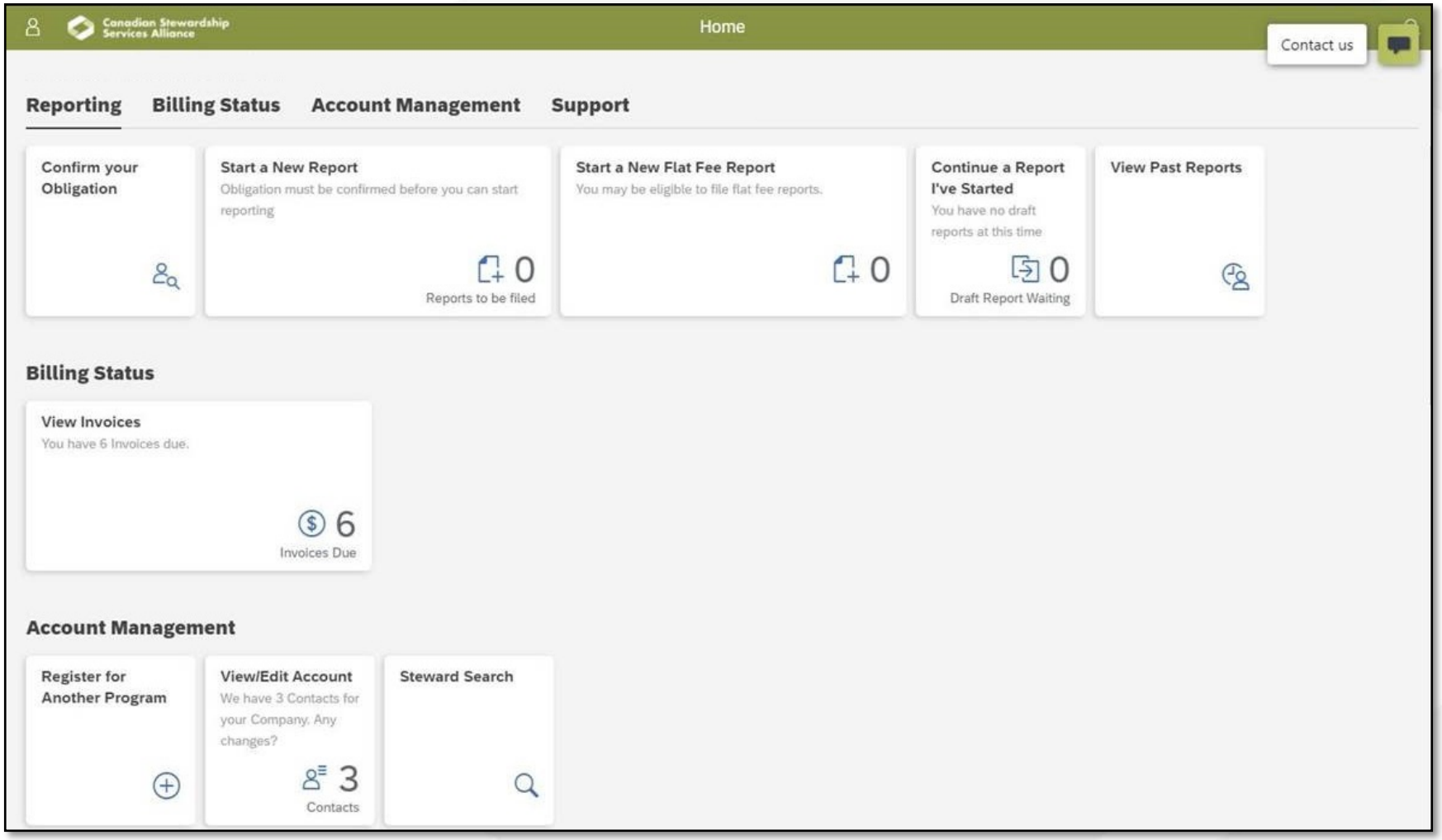
Use the login page to access your account, where you can manage your contact information, confirm obligation, submit reports, view past reports and invoices, and more.



werecycle.cssalliance.ca/irj/portal

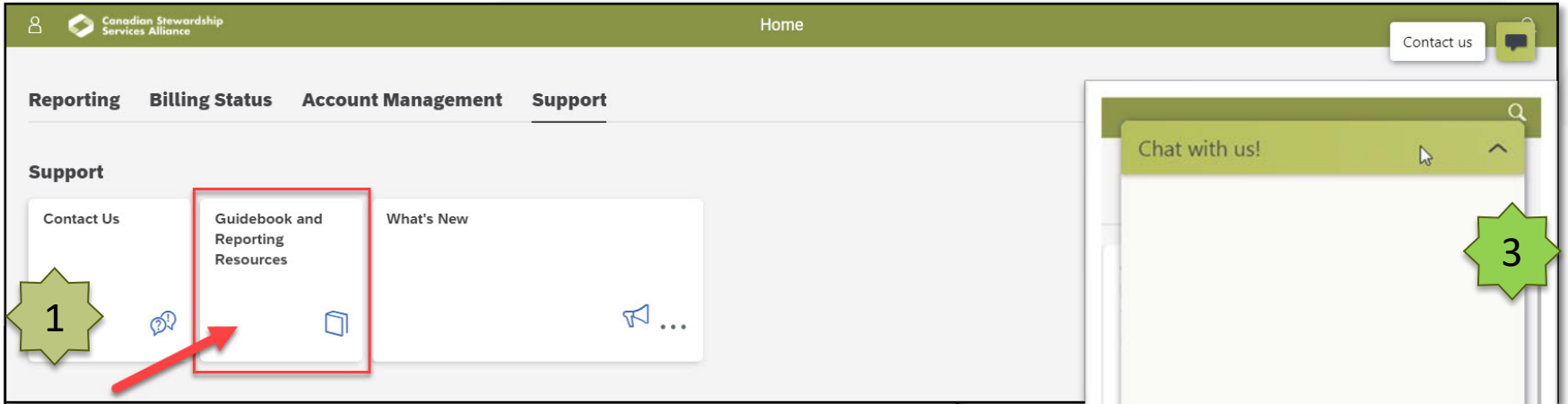
Canadian Stewardship Services Alliance

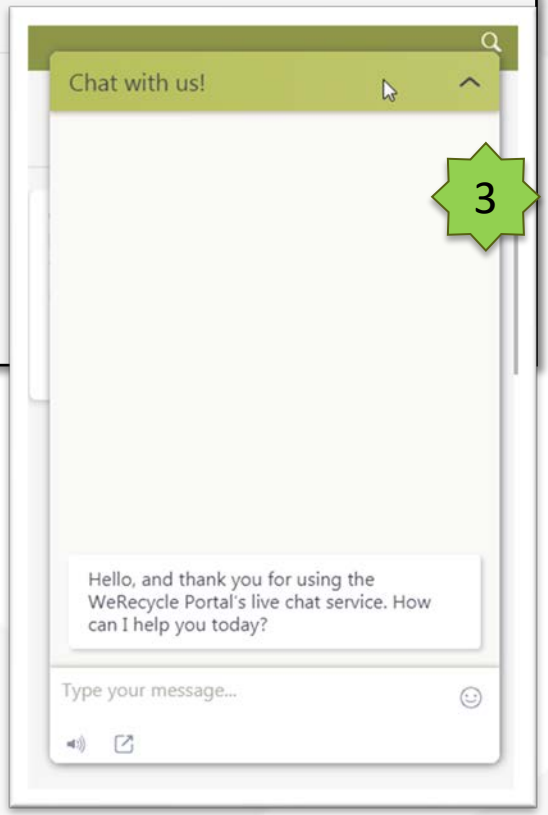
Portal Overview

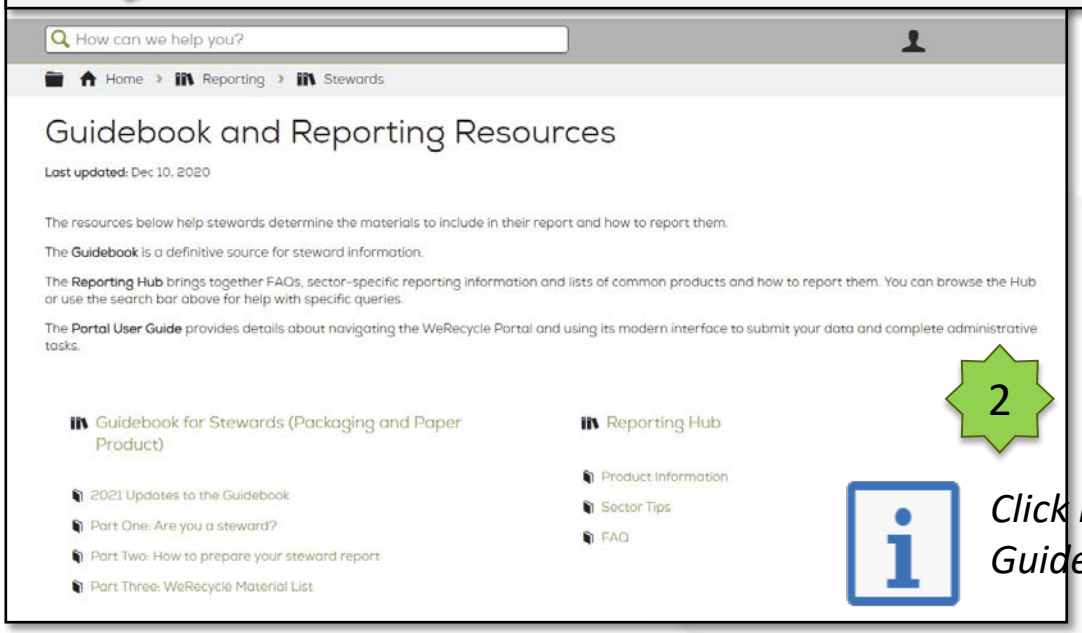


Canadian Stewardship Services Alliance

Portal Guidance and Assistance







Click icon to access Guidebook information

Canadian Stewardship Services Alliance

Obligation Options

Canadian Stewardship Services Alliance

Confirm your Obligation

Contact us

Choose a Program

Which type of program do you wish to answer obligation questions for at this time?

Packaging and Printed Paper (PPP) | CBCRA

The check mark(s) in the table below shows the years your organization has indicated it is obligated to submit reports and the question marks indicate the years that are outstanding. Click on the icons to view the obligation questions and to determine your reporting requirement for the outstanding years.
Please complete all obligation questions for the outstanding years.

Your Obligation Status	2021 Report (2020 data, 2022 invoice)	2020 Report (2019 data, 2021 invoice)	2019 Report (2018 data, 2020 invoice)	2018 Report (2017 data, 2019 invoice)	2017 Report (2016 data, 2018 invoice)	2016 Report (2015 data, 2017 invoice)	2015 Report (2014 data, 2016 invoice)
Recycle BC	?	✓	✓	✓	✓	✓	✓
Multi-Material Stewardship Western	?	✓	✓	✓	✓	✓	✓
Multi-Material Stewardship Manitoba	?	✕	✓	✓	✓	✓	✓
Stewardship Ontario Blue Box	?	✓	✓	✓	✓	✓	✓

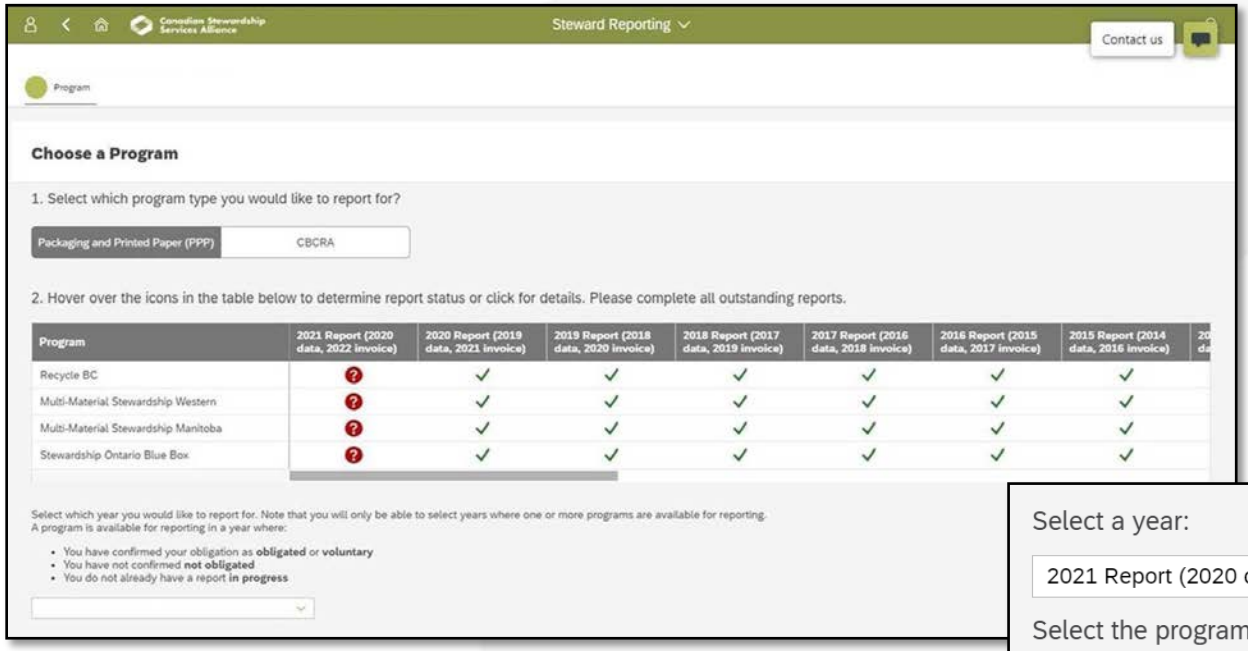
Select a year:

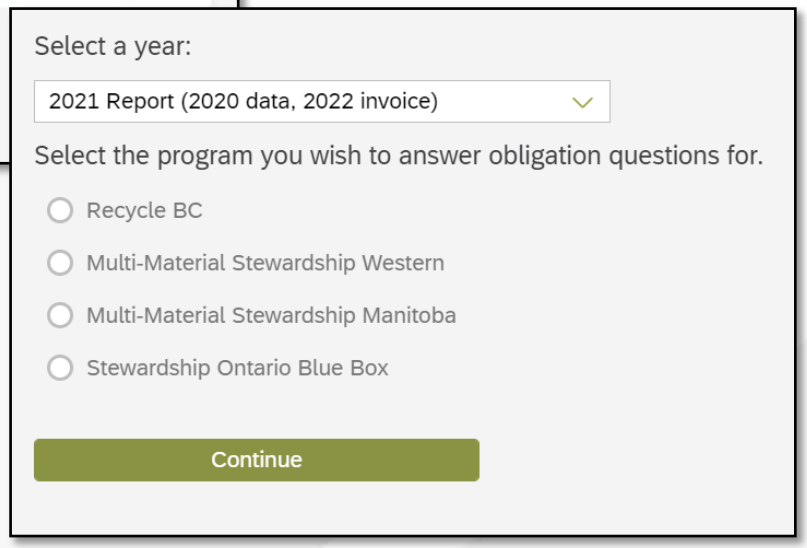
Select the program you wish to answer obligation questions for.

Continue

Canadian Stewardship Services Alliance

Confirming Obligation





- Obligated: confirm resident and obligated
- Voluntary: confirm voluntary
- Not Obligated: indicate why not obligated
- Unsure: answer questions to determine obligation

Canadian Stewardship Services Alliance

New Report - Options

4. For your selected programs, are you submitting one multi program report or individual single program reports?

Multi Program Report: Select multiple programs to include them all in one report, using the WeRecycle Material List.

Single Program Report: Select one program to report at this time. You will be able to use either the Program or WeRecycle Material List.

More Information

Multi Program Report	Single Program Report

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

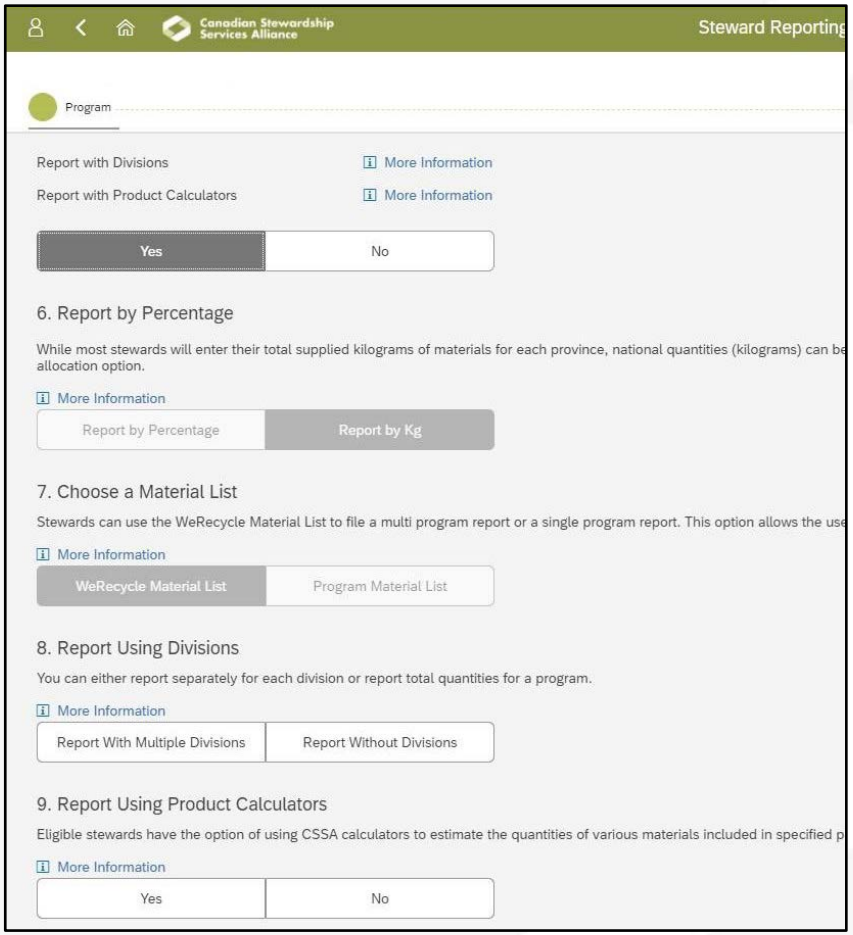
Report by Percentage	More Information
Report using Program Material List	More Information
Report with Divisions	More Information
Report with Product Calculators	More Information

Yes	No

Canadian Stewardship Services Alliance

New Report – Option Details

- Indicate up front if any apply to a report:
  - Report by percent
  - Program material list
  - Divisions
  - Calculators
- Streamlines experience for simple reports
- Drives presentation of screens later on



Canadian Stewardship Services Alliance

Enter Reporting Data

Canadian Stewardship Services Alliance | Steward Reporting | Contact us

Product Calculators — Material Quantities — Methodology — Brands & Affiliates

Material Quantities

2021 Report (2020 data, 2022 invoice)

Total weight: **20,425,500 kg**

Choose a Division

Division : Steward Testing Inc — 20,425,500 kg

Material Quantities: **Steward Testing Inc**

Material		Total All programs	BC	MMSW	MMSM	SO
Printed Paper		**20,425,500**	**2,180,000**	**850,000**	**905,500**	**16,490,000**
Newspaper-CNA/OCNA Members	Kg					
Other Newsprint-Non-CNA/OCNA Members	Kg	**15,675,000**				15,675,000
Newspapers	Kg		0	0	0	
Newsprint (inserts and circulars)	Kg	**3,480,000**	1,900,000	775,000	805,000	
Magazines	Kg					
Catalogues	Kg					
Directories	Kg					
Other Printed Materials	Kg	**1,270,500**	280,000	75,000	100,500	815,000
Purchased Posters, Calendars, Greeting Cards and Envelopes	Kg					

Save | Continue

- Use the cells to enter your quantities for the applicable materials.
- Columns for each program quantities. When reporting for multiple programs, the total kg for All - - Programs will be calculated.
- The total kg for all materials and programs appears in the top right.

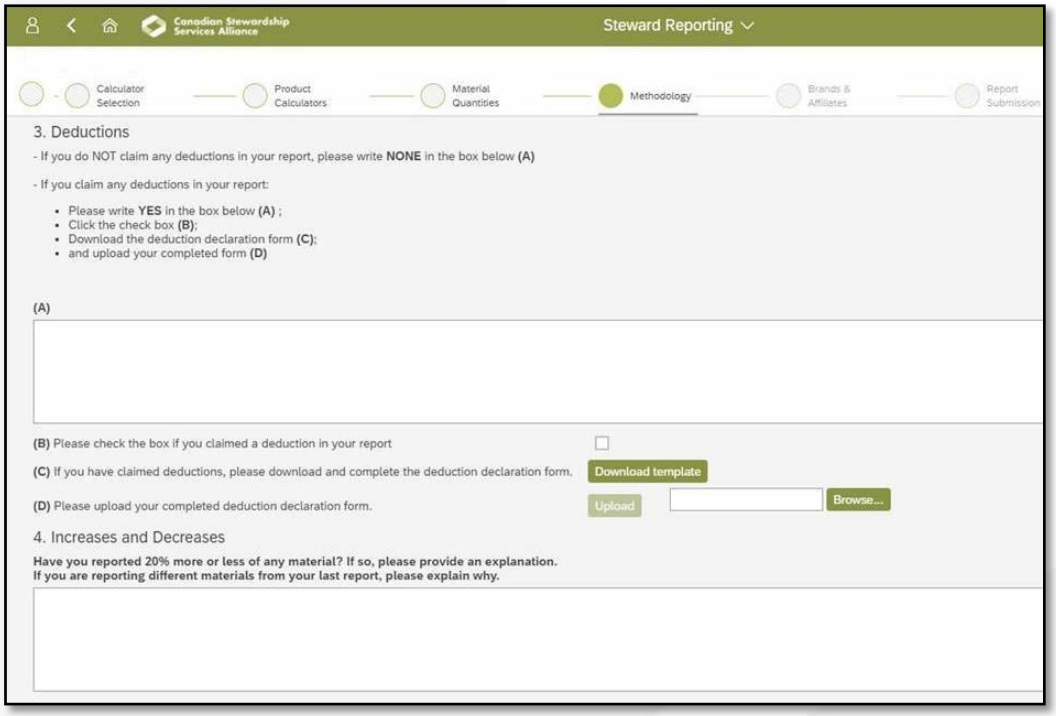
Canadian Stewardship Services Alliance

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%



Canadian Stewardship Services Alliance

BC Recycling Regulation Amendments

- Milk and milk substitutes: removed from Recycle BC program and transfer of these products to Schedule 1 (deposit) effective February 2022
- Change for some Solvent and Flammable liquids previously reported to Recycle BC
- Prepare for inclusion of single-use and packaging-like materials in the Recycle BC program beginning in 2023; need to gather data in 2021 for 2022 reports

RECYCLEBC™

Canadian Stewardship Services Alliance

Q&A

Reporting deadline is May 31

Webinar presentation available online

Canadian Stewardship Services Alliance

Thank You!

www.cssalliance.ca

1-888-980-9549
stewards@cssalliance.ca