



## Steward-Initiated Adjustment Request Form

Please review the current Program Policies before completing and submitting the forms. Updated Policies, Membership Agreements and Rules can be accessed [here](#).

Please use the space below to provide details regarding your steward-initiated adjustment to a PPP report submitted in a previous year. Please ensure your request adheres to the [Policy for Steward-Initiated Adjustment Requests](#) and that the form is completed and submitted to the National Steward Services Team (NSS) prior to the relevant deadlines<sup>1</sup>. Please note that Circular Materials will only consider adjustment requests from stewards whose reporting and payments are up-to-date. If you have questions, please contact NSS: [adjustments@circularmaterials.ca](mailto:adjustments@circularmaterials.ca).

Email your completed Adjustment Request Form and supporting documentation to [adjustments@circularmaterials.ca](mailto:adjustments@circularmaterials.ca) with “Adjustment Request” in the subject line. Please include your steward number and name in the email.

For Stewardship Ontario Blue Box adjustments, please send to [werecycle@stewardshipontario.ca](mailto:werecycle@stewardshipontario.ca).

Company and Contact Information	
Company Name:	
Steward Number:	
Contact Name:	
Title:	
Phone Number:	
Email Address:	
Date of Request:	

### <sup>1</sup> ADJUSTMENT CREDIT REQUESTS

**Time Limits & Documentation Requirements:** The Adjustment Policy allows stewards to request adjustments to their reports for a period of up to two years from the associated report submission due date (regardless of the date the steward submitted its report). In order for an adjustment to be considered, a complete adjustment request package (i.e., a completed and comprehensible adjustment request form accompanied by sufficient documentation to support the requested changes) must be received by Circular Materials prior to the adjustment deadline. For further details and clarification, please see the Appendix.



**1. Which programs are affected?**

Program	Recycle BC	MMSW	MMSM	Stewardship Ontario Blue Box
Is it affected?				
Penalty or Interest charged?				

**2. Please describe the nature of each credit and/or debit adjustment by program, data period, and type; provide details about each type of error, e.g., material classification, weight, duplicate reporting, under-reporting, logic error, etc.; and its root cause, e.g., calibration problem with scale, incorrect information provided by supplier, used incorrect reporting units, etc., for all affected periods, unless the same across all affected periods:**

*(e.g., Recycle BC 2016 Report (2015 Data) Weight Error - Reported in grams instead of kilograms for all SKUs SO BB 2016 Report (2015 Data) – ditto*

**3. How was each error detected? What work was performed to ensure all errors were identified?**

*(e.g., Internal Audit of Report – yes, the audit was comprehensive, and this adjustment request corrects for all identified errors.)*



**4. Provide answers to the following questions in the chart below:**

Question (Does the adjustment contain...?)	Response (Yes/No)	Comments (If yes, please explain)
A re-allocation of weights from “actuals” to Average Bill of Materials (ABOMs) or other Calculators?		
The application of a new study or change in internal processes that identifies errors in a previously submitted report?		
Changes in percentage allocations (e.g. for IC&I sales or for PPP that never leaves the commercial establishment)?		
Revisions to ABOM groupings?		
The creation of ABOMs, when one was not originally used to develop the report?		
Adjustments to reports where the steward previously requested an adjustment for the same report?		
Adjustments due to changes to your business model such as divestments, mergers, or acquisitions?		

**5. Please describe the documentation available to substantiate your adjustment request (sales reports that include all SKU numbers affected; vendor documentation of packaging weights; internal audit report; etc.):**

*(e.g., Sales Report, Spreadsheet of materials and weights by SKU, Adjustment)*



**6. Please list the attachments to this document that you are submitting to support this adjustment request:**

*(e.g., Adjustments Worksheet, Sales Report, Original material component and weight data by SKU, Data restated in correct units by SKU)*

**7. Please complete each spreadsheet (click on link for access to Excel docs in the Forms section of the page) as it relates to your adjustment request. You need only complete the white cells, and only the materials that are undergoing changes:**

<b>Programs:</b> Recycle BC, MMSW, MMSM, SO BB	<a href="#"><u>Adjustment Worksheet Templates</u></a>
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I attest to the accuracy and completeness of the information provided and accept that adjustments based on it may be subject to review or audit either before or after such adjustments are processed. Further, I accept the information contained within this form, any attachments to it, and information provided by:

***Steward Company Name:*** \_\_\_\_\_

to Circular Materials that is related to this adjustment request may be shared with a third-party professional auditing and risk management services firm for the purpose of providing assurance services with respect to the requested adjustment(s), and with which Circular Materials has executed an appropriate contractual arrangement and/or non-disclosure agreement to ensure this information is held in confidence. In addition, I accept that the steward will be invoiced by Circular Materials for the third-party assurance work Circular Materials may require to validate the steward's adjustment request; such invoicing will be made in accordance with an agreement executed between Circular Materials and the steward prior to execution of the third-party assurance work. I accept Circular Materials' [Policy for Steward-Initiated Adjustment Requests](#).

I certify that by signing this document, we are declaring that the undersigned is authorized to provide the aforementioned information and make this undertaking.

\_\_\_\_\_  
Signature of Authorized Party

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title of Authorized Party in Print



## Appendix – Steward Initiated Adjustment Deadlines for PPP Programs

Steward Initiated Adjustment Deadlines for PPP Programs			
Report	2020 Report (2019 Data)	2021 Report (2020 Data)	2022 Report (2021 Data)
Deadline for annual report submission	31-Jul-20	31-May-21	31-May-22
Deadline for completed Adjustment Request	31-Jul-22	31-May-23	31-May-24

### Data Reporting Options

To help stewards meet the extended reporting deadline, two reporting options are available:

1. Stewards can report as usual using their 2020 sales data; or
2. Stewards unable to collect 2020 data may reuse their 2019 data (net of any adjustments program corrections that may have been made).

Please note that stewards taking advantage of the methodology in option 2 will be unable to later request adjustments to their 2021 report.

Also, any steward who entered the market during 2018 and filed a partial-year report last year, will be required to extrapolate a full year of data before reusing it for their 2020 report.