



**Canadian Stewardship
Services Alliance**

Ready to Report

Webinar for New Stewards and Reporters

2018 Packaging and Printed Paper Reports

Calla Farn, VP Steward Relations

February 28, 2018



**Canadian Stewardship
Services Alliance**

Welcome

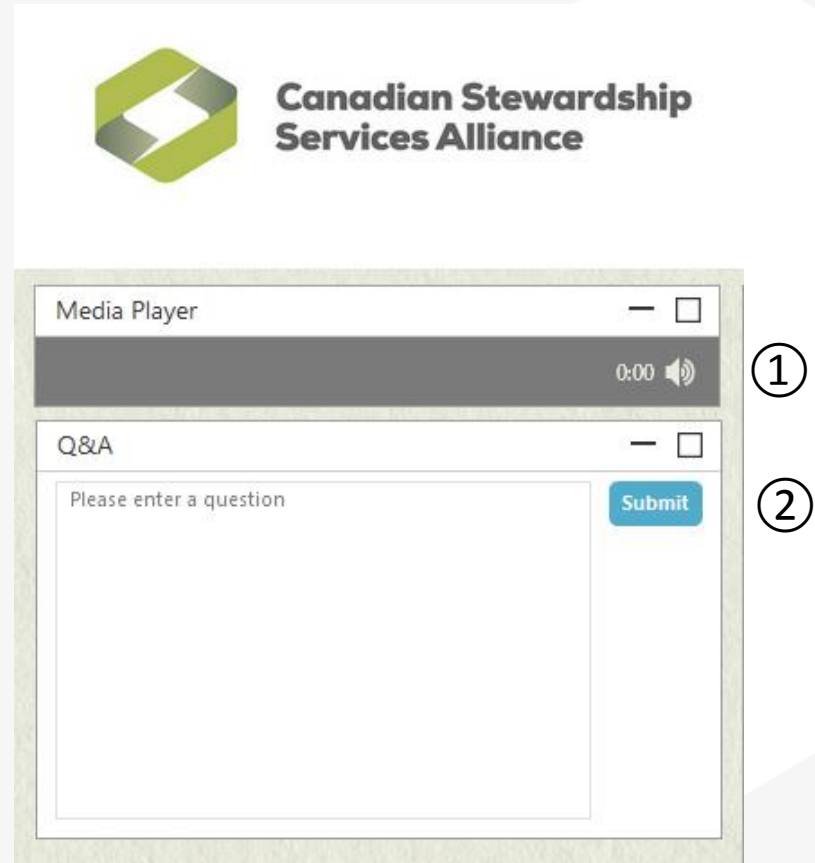
- Outline PPP reporting basics
- Resources available to stewards
- Poll questions
- Presentation available at www.cssalliance.ca





Webcast Information

- Speaker advances slides
- Volume control ①
- “Ask a Question” ②
 - Type & click ‘submit’
- Technical issues? Use “Ask A Question”
- Poll slides





Agenda

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



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Online Tutorial

Menu Notes

Stewardship Reporting (00:05 / 18:29)

Stewardship Reporting

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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 Reporting...
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 Materia...
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

Stewardship Reporting (00:05 / 18:29)

◀ PREV NEXT ▶



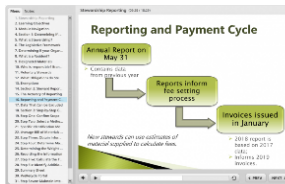
Reporting Resources

2018 Reporting Resources

Stewards registered with Recycle BC, MMSW, MMSM and Stewardship Ontario are required to submit reports on the [WeRecycle Portal](#) by **May 31** for the packaging and printed paper (PPP) supplied in each province. A range of resources are available below to assist and guide stewards in collecting and accurately reporting their PPP data.

National Steward Services is ready to help with any questions: stewards@cssalliance.ca or 1-888-980-9549.

Reporting Overview Tutorial



This online learning tool summarizes the key elements of stewardship reporting in less than 20 minutes. A great place to start for new stewards and a useful review for more experienced reporters.

2018 Guidebook for Stewards



The Guidebook is a definitive source for steward information. The new version includes updated details about being a steward, preparing reports and national material lists.

- ▶ What's new this year
- ▶ Ready to Report Webinars and Checklist
- ▶ Using the WeRecycle Portal
- ▶ Steward Lists
- ▶ Material Guidance

- What's new this year
- Webinars and Checklist
- WeRecycle Portal
- Steward Lists
- Material Guidance

www.cssalliance.ca/2018reporting

National Steward Services: 1-888-980-9549 or stewards@cssalliance.ca



Voluntary Stewards and Steward Lists

- Voluntary stewards are non-resident in a province and have assumed responsibility for reporting and paying stewardship fees for their PPP
- Steward Lists make it easier for retailers and other first importers to understand which suppliers' products to include or exclude from their reports
- Lists for each program are posted on CSSA and all program websites

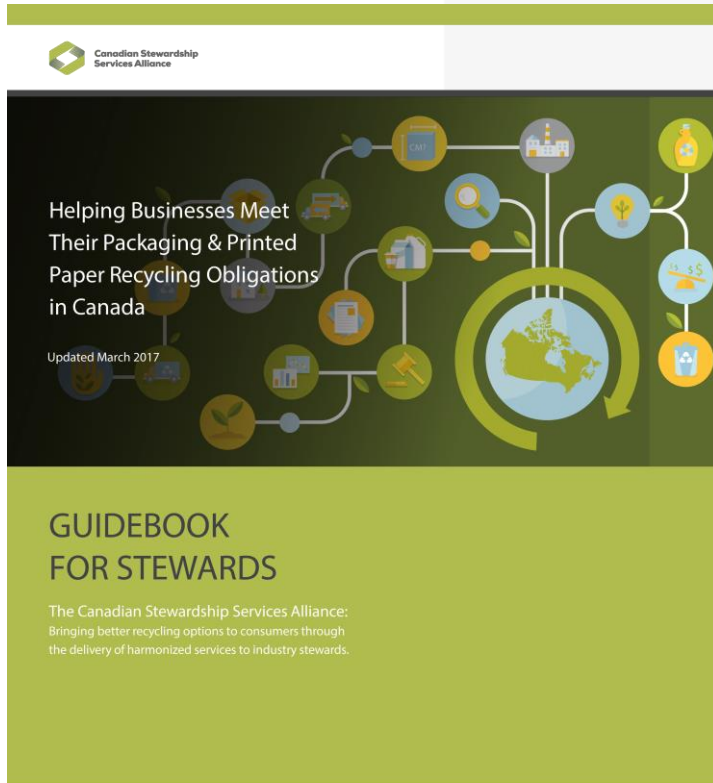


Guidebook For Stewards

Part Two - Reporting

Seven keys steps:

1. Identify scope
2. Select a methodology
3. Obtain sales data
4. Determine the weight of obligated materials
5. Calculate total kilograms
6. Identify any additional materials
7. Maintain reporting process and data





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Understand your Obligation

- Which program(s)?
- Obligation years?
- Exemptions?



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

Welcome Michael Terry | Steward# 1000002

Program Type

Obligation

Preferences

Enter Data

Methodology

Brands & Affiliates

Submit Report



Obligation Years

- Obligation to pay begins from day you start to supply PPP in a province
- Penalty & Interest Policy applies for late reports
- Estimates of PPP may be needed

EXAMPLE: New Steward that began operations on June 1, 2017

	Invoice	Report	Data	Due
1 st	2017	2016	Jun-Dec 2017	Oct 1, 2017
2 nd	2018	2017	Jun-Dec 2017 Extrapolated	Oct 1, 2017
3 rd	2019	2018	Jun-Dec 2017 Extrapolated	May 31, 2018
4 th	2020	2019	2018	May 31, 2019



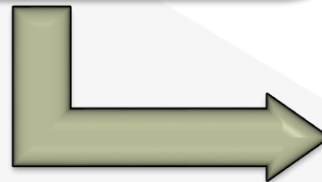
Reporting and Invoice Cycle

Annual Report by
May 31

- Contains data from previous year



Reports inform fee
setting process



Invoices issued
in January

- 2018 report is based on 2017 data;
- Informs 2019 invoices.



Exemptions and Small Business

	Recycle BC	MMSW	MMSM	Stewardship Ontario
Gross Annual Revenue	<\$1 Million	<\$2 Million	<\$750,000	<\$2 Million
Tonnage	<1,000kg	< 1,000kg	No exemption	No exemption
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



Materials Overview

- Report only designated PPP supplied to consumers
- Exclusions: IC&I, Transportation/Distribution, Durable
- PPP material categories and sub-categories:
 - Printed Paper
 - Packaging: Paper, Plastic, Steel, Aluminum, Glass
- Determine weights and materials for all supplied products
 - Components
 - Methodologies
- Tip Sheets





Data Preparation

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

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



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  MSM
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
- Steward Reporting
 - Complete Report
 - View Report
 - Print Report
- Steward Invoice
- Steward Search
- Special Reports

Welcome Michael

Steward# 1000002

Program Type

Obligation

Preferences

Enter Data

Methodology

Brands & Affiliates

Submit Report

◀ Previous

Submit

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 2018

Company: Steward

Name:

Steward No.: 1000002

Title: Senior Steward Services Specialist

Please record and retain your Steward No.

Description of Obligation	Total Fee
2018 Report (2017 data, 2019 invoice)	\$ 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 within 60 days of 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 $\pm 20\%$



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National Steward Services

Contact NSS:

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



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Q&A

Reporting deadline is May 31
Webinar presentation available online



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Thank You!

www.cssalliance.ca

1-888-980-9549

stewards@cssalliance.ca