

Ready to Report

Webinar for New Steward Reporters

2022 Packaging and Paper Product Reports

Natalia Chornobay

David West

Niyati Shah

National Steward Services

February 23, 2022

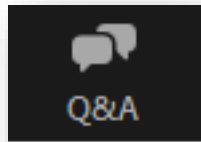
Welcome

- 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

A screenshot of a webcast interface. The main area is a white slide with blue text. On the right side, there is a small video window showing a woman with glasses. At the bottom, there is a black toggle bar with a white speech bubble icon and the text "Q&A". Red circles with numbers 1, 2, and 3 are overlaid on the slide, video window, and toggle bar respectively.

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Ready to Report

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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



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



PLP



SUP



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

The screenshot shows the Reporting Hub website. At the top, there is a search bar with the placeholder text "How can we help you?". To the right of the search bar is a "Sign in" button. Below the search bar is a navigation menu with the following items: Home, Reporting, Stewards, Packaging and Paper Product, and Reporting Hub. The main heading is "Reporting Hub". Below the heading, it says "Last updated: Feb 13, 2022". The main text describes the Reporting Hub's purpose: "The Reporting Hub assists and guides producers in collecting and accurately reporting their material data. Users can browse the sector and product lists or do a general search for information. Please note the Reporting Hub is for guidance only and should not be considered exhaustive." Below this, there are three sections: "Sector tips" (address frequent reporting questions), "Product information" (includes common packaging types), and "FAQs" (include tips and answers to frequent questions). At the bottom, there are three buttons: "Product Information", "FAQ", and "Sector Tips". The search bar, navigation menu, and the three buttons at the bottom are highlighted with red boxes.

How can we help you?

Sign in

Home » Reporting » Stewards » Packaging and Paper Product » Reporting Hub

Reporting Hub

Last updated: Feb 13, 2022

The Reporting Hub assists and guides producers in collecting and accurately reporting their material data. Users can browse the sector and product lists or do a general search for information. Please note the Reporting Hub is for guidance only and should not be considered exhaustive.

Sector tips address frequent reporting questions for various business sectors, including identifying common products for each sector.

Product information includes common packaging types and their material reporting categories.

FAQs include tips and answers to frequent questions about reporting.

Also see the [Materials Tool](#) for help determining which material category should be used to report your packaging and paper.

Product Information

FAQ

Sector Tips

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



The image shows the login page of the WeRecycle Portal. At the top, a green banner contains the text "Welcome" in large white letters and "to the WeRecycle Portal!" in smaller white letters. Below the banner is the Resource Recovery Alliance logo, which consists of a circular arrow icon and the text "Resource Recovery Alliance". Under the logo are two input fields: "User ID" with a person icon and "Password" with a key icon and a toggle eye icon. Below the password field is a link "Did you forget your password?". A green "Login" button is positioned below the links. At the bottom of the main content area, there is a link "New to the WeRecycle Portal?" and "Create an Account". The footer contains five logos: RECYCLEBC, Multi-Material Stewardship Western, MMSM Multi-Material Stewardship Manitoba, Stewardship Ontario, and Automotive Materials Stewardship.

to the WeRecycle Portal!

Welcome

 Resource Recovery Alliance

User ID

Password 

[Did you forget your password?](#)

Login

New to the WeRecycle Portal?
[Create an Account](#)

     Automotive Materials Stewardship

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

Portal Overview

The screenshot displays the Steward Portal interface for John Smith, a member of the Steward Portal Engagement Committee. The page is set in a 'Test Environment' and features a navigation bar with links for Reporting, Billing Status, Account Management, Support, and Admin.

Reporting Section:

- Confirm your Obligation:** You have 5 program years to review for obligation status. (Callout 2)
- Start a New Report:** You have 8 reports to file. (Callout 8)
- Start a New Simplified Report:** You may be eligible to file flat fee reports. (Callout 0)
- Continue a Report I've Started:** You have 4 draft reports at this time. (Callout 4)
- View Past Reports:** (Callout 6)

Billing Status Section:

- View Invoices:** You have 9 Invoices due. (Callout 9)

Account Management Section:

- Register for Another Program:** (Callout 1)
- View/Edit Account:** We have 2 Contacts for your Company. Any changes? (Callout 2)
- Upload a Required Document:** (Callout 5)
- Report an Adjustment:** (Callout 4)
- Steward Search:** (Callout 3)

Arrows from the central callout 3 point to the 'Start a New Report', 'Start a New Simplified Report', and 'Continue a Report I've Started' tiles.

Portal Guidance and Assistance

The image displays the WeRecycle Portal interface. At the top, a green header bar contains a user profile icon, the text "Resource Recovery Alliance", and a "Home" button. Below the header, the user "John Smith | Steward Portal Engagement Committee" is logged in. The main navigation bar includes "Reporting", "Billing Status", "Account Management", "Support", and "Admin". The "Support" section is active, showing three cards: "Contact Us", "Guidebook and Reporting Resources", and "What's New Test". A green starburst with the number "1" points to the "Guidebook and Reporting Resources" card. A red arrow points from this card to a detailed view of the "Packaging and Paper Product" section. This detailed view shows a search bar, a breadcrumb trail, and a list of resources including the "Guidebook for Stewards" and "Reporting Hub". A green starburst with the number "2" points to an information icon (a blue 'i' in a square) in the bottom left corner of this detailed view. A text box next to it says "Click icon to access Guidebook information". On the right side of the main interface, a chat window titled "Chat with us!" is open, showing a greeting message and a text input field. A green starburst with the number "3" points to the chat window.

1

2

3

Click icon to access Guidebook information

Confirm Your Obligation

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



Confirm your Obligation 

John Smith | Steward Portal Engagement Committee

Test Environment

Choose a Program

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

Packaging and Paper Product (PPP)

Municipal Hazardous or Special Waste (MHSW)

Automotive Materials Stewardship

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 requirement for the outstanding years.
Please complete all obligation questions for the outstanding years.

Your Obligation Status	2022 Report (2021 data, 2023 invoice)	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)
Recycle BC	✓	✓	✓	✓	✓	✓
Multi-Material Stewardship Western	?	?	✓	✓	✓	×
Multi-Material Stewardship Manitoba	?	?	?	✓	✓	×

Select which year you would like to answer obligation questions for.

2022 Report (2021 data, 2023 invoice) 

Select the program you wish to answer obligation questions for.

☐ Multi-Material Stewardship Western

☐ Multi-Material Stewardship Manitoba

Continue

Confirm Your Obligation

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

The screenshot displays the 'Confirm your Obligation' page within the Multi-Material Stewardship Western portal. The page is in a 'Test Environment' and is titled 'Multi-Material Stewardship Western • 2022 Invoice, 2021 Report (2020 data)'. It asks the user 'Has your obligation status changed in Saskatchewan?' and provides a list of questions to determine the obligation status. The questions are:

- Is your organization resident in Saskatchewan, or are you a franchisor with franchisees in the province? **Yes**
- If your organization, including affiliates and franchisees, is not a resident in Saskatchewan, are you? **No**
- Is your organization a brand owner, first importer, or franchisor of Packaging and Paper Products? **Yes**
- Did your organization, including affiliates and franchisees, have gross revenue of \$2 Million or more? **Yes**
- Did your organization, including affiliates and franchisees, supply more than 1,000 kg of Packaging? **Yes**
- Does your organization qualify for the Single Retail Exemption in Saskatchewan? **Yes**

Below the questions, there is a 'More Information' link and four buttons: 'Obligated', 'Voluntary', 'Not Obligated', and 'Unsure, Help'.

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

The screenshot displays the Steward Portal interface for John Smith, a member of the Steward Portal Engagement Committee. The dashboard is titled 'Reporting' and includes navigation links for 'Billing Status', 'Account Management', 'Support', and 'Admin'. The main content area features five cards:

- Confirm your Obligation:** You have 5 program years to review for obligation status. (5 Program years to review)
- Start a New Report:** You have 8 reports to file. (8 Reports to be filed)
- Start a New Simplified Report:** You may be eligible to file flat fee reports. (0 Reports)
- Continue a Report I've Started:** You have 4 draft reports at this time. (4 Draft Reports Waiting)
- View Past Reports:** (Link to view past reports)

Reporting Status



Steward Reporting ▾

John Smith | Steward Portal Engagement Committee

Test Environment

Program

Choose a Program

1. Select which program type you would like to report for?

Packaging and Paper Product (PPP)

2. Hover over the icons in the table below to determine report status or click for details. Please complete all outstanding reports.

Program	2022 Report (2021 data, 2023 invoice)	2021 Report (2020 data, 2022 invoice)	2020 Report (2019 data, 2021 invoice)	2019 Report (2018 data, 2020 invoice)	2018 Rep data, 201
Recycle BC					
Multi-Material Stewardship Western					
Multi-Material Stewardship Manitoba					

Select which year you would like to report for. Note that you will only be able to select years where one or more programs are available for reporting. A program is available for reporting in a year where:

- You have confirmed your obligation as **obligated** or **voluntary**
- You have not confirmed **not obligated**
- You do not already have a report **in progress**

2022 Report (2021 data, 2023 invoice) ▾

3. Which program would you like to file a report for?

Select the program below

☐ Multi-Material Stewardship Western

☐ Multi-Material Stewardship Manitoba

☐ All of the above

Continue

Reporting Options

4. For your selected programs, are you submitting one multi program

Multi Program Report: Select multiple programs to include them all in one report, using

Single Program Report: Select one program to report at this time. You will be able to use

[More Information](#)

Multi Program Report	Single Program Report
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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
-----	----

- 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

Steward Reporting

John Smith | Steward Portal Engagement Committee

Test Environment

Material Quantities

Methodology

Brands & Affiliates

Report Submission

Material Quantities

2020 Report (2019 data, 2021 invoice)

Total weight: 82,300 kg

Material Quantities

Portal does not accept decimals. Please enter whole numbers when reporting.

Material		Total All programs	BC	MMSW
Printed Paper		82,300	51,200	31,100
Newspaper-CNA/OCNA Members	Kg			
Other Newsprint-Non-CNA/OCNA Members	Kg			
Newspapers	Kg	82,300	51,200	31,100
Newsprint (inserts and circulars)	Kg			
Magazines	Kg			
Catalogues	Kg			
Directories	Kg			
Other Printed Materials	Kg			
Purchased Posters, Calendars, Greeting Cards and Envelopes	Kg			

Save Continue

- 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



Steward Reporting 

John Smith | Steward Portal Engagement Committee

Test Environment

 Material Quantities

 Methodology

 Brands & Affiliates

 Report Submission

 [More Information](#)

Please take a few moments to complete the following sections as the information is very helpful when conducting report validations.

1. Preparation of Data

Please clearly describe the process you have used to calculate the data you reported.
How did you calculate your obligated sales? *(Did you use sold-to sales information, bill-to sales information, population percentage method, etc.).*
How did you calculate your weights? *(ABOM, supplemental calculator, vendor provided the information, used a scale to weigh packaging components, etc.)*

Obtained most weights and material types from our vendors, and used a scale to weigh items for which weights weren't known. Multiplied by BC sales for 2021...

2. Methodology Changes

Please describe any changes to your methodology and the rationale for those changes. *(Are you light-weighting? Are you refreshing your ABOM? Are you using using an updated system?)*

None.

Submitting Completed Report

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

Steward Reporting

John Smith | Steward Portal Engagement Committee

Test Environment

Material Quantities | Methodology | Brands & Affiliates | **Report Submission**

Report Submission

2020 Report (2019 data, 2021 invoice)

Your Organization's Annual Steward Report

Company: **Steward Portal Engagement Committee** Name: **John Smith**

Steward No: **0001008837** Title: **Analyst**

Resource Recovery Alliance 2020 Report (2019 data, 2021 invoice)	82,300 kg
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2. Terms and Conditions

[Download Terms and conditions](#)

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/Customer that you are reporting on behalf of.
- You have read the program rules and/or have uploaded your signed 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.

☐ I agree and confirm the above

Submit Report

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 $\pm 20\%$

The screenshot shows the 'Steward Reporting' web application interface. At the top, there is a navigation bar with a user profile icon, a home icon, a 'Resource Library' icon, and the text 'Steward Reporting'. Below this, the user is identified as 'John Smith | Steward Portal Engagement Committee' and the environment is 'Test Environment'. A progress bar shows four steps: 'Material Quantities' (completed), 'Methodology' (active), 'Brands & Affiliates', and 'Report Submission'. The main content area is titled '3. Deductions' and contains the following instructions:

- If you do NOT claim any deductions in your report, please write **NONE** in the box below (A)
- If you claim any deductions in your report:
 - Please write **YES** in the box below (A) ;
 - Click the check box (B);
 - Download the deduction declaration form (C);
 - and upload your completed form (D)

Form fields and controls include:

- (A) A text input field containing the word 'None'.
- (B) A checkbox labeled '(B) Please check the box if you claimed a deduction in your report'.
- (C) A button labeled 'Download template'.
- (D) An 'Upload' button, a text input field, and a 'Browse...' button.

Below the deductions section, there is a section titled '4. Increases and Decreases' with the instruction: 'Have you reported 20% more or less of any material? If so, please provide an explanation. If you are reporting different materials from your last report, please explain why.' This section has a text input field containing the word 'None'.

Q&A

Reporting deadline is May 31

Webinar presentation available online

Thank You!

www.rrallianceservices.com

1-888-980-9549

stewards@rralliance.com