



**Canadian Stewardship
Services Alliance**

Ready to Report

Steward Webinar for 2019 Packaging and Paper Product Reports

Calla Farn, VP Corporate Affairs

Natalia Chornobay & Paolo Di Bartolomeo, NSS

February 27, 2019



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Welcome

- New reporter webinar yesterday
- Presentations and resources available
- Poll questions





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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 shows a webcast interface with a main slide area and a sidebar. The main slide area (labeled 1) displays the Canadian Stewardship Services Alliance logo, the title "Ready to Report", the subtitle "Webinar for New Stewards and Reporters", the topic "2019 Packaging and Paper Product Reports", the speakers "Calla Farn, VP Corporate Affairs" and "Natalia Chornobay & Paolo Di Bartolomeo, NSS", and the date "February 26, 2019". The sidebar (labeled 2) contains three sections: "Media Player" (labeled 2) showing a video of Calla Farn, "Q&A" (labeled 3) with a text input field and a "Submit" button, and "Resource List" (labeled 4) with links to "Report to Stewards", "Today's Presentation", and "Program Plan Consultation". A bottom navigation bar contains icons for a presentation, video, document, question mark, Q&A, document, and user profile.

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



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Agenda

1. Reporting Resources
2. 2019 Updates
3. Materials
4. ABOMs
5. WeRecycle Portal
6. Questions & Answers



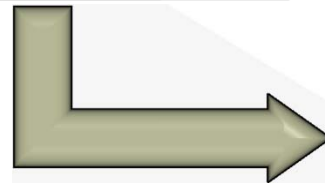
Reporting and Invoice Cycle

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.



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2019 Reporting Resources

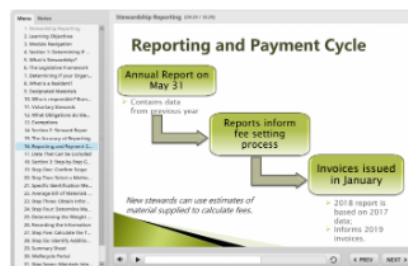
2019 Guidebook for Stewards



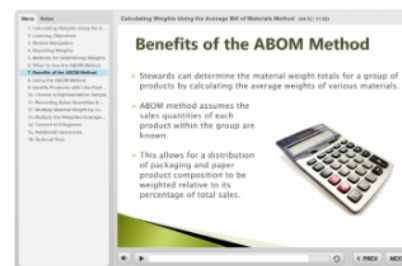
Materials Tool



Reporting Overview Tutorial



ABOM Tutorial



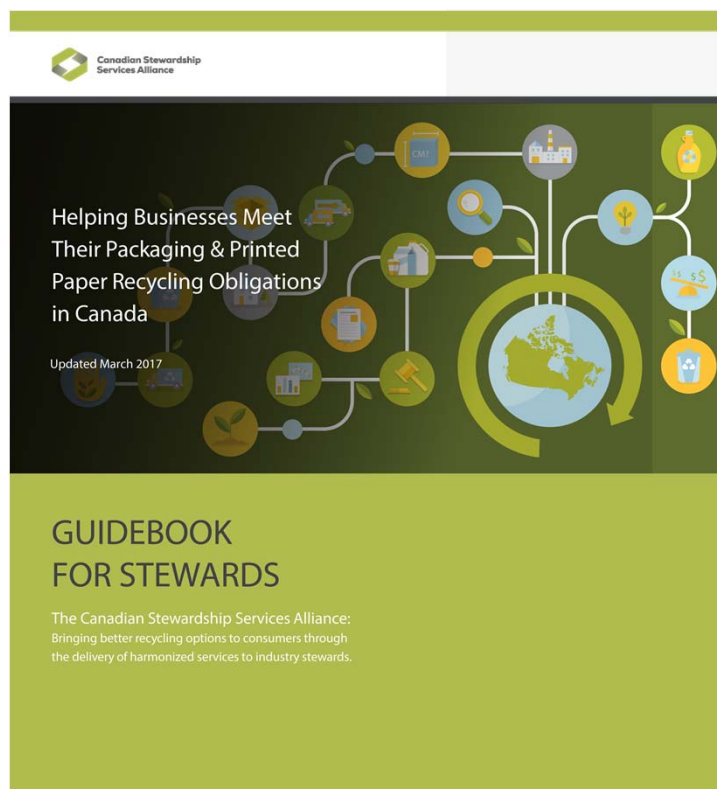
- What's new
- Preparing Your Report
- Using the WeRecycle Portal
- Ready to Report Webinars

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



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Guidebook For Stewards



Section One:
Are you a steward?

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

Section Three:
National Material List



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2019 Updates

- Penalties & Interest
 - Non-registration, non-reporting, late payments
- Parallel Imports
 - Policy deferred
- Deductions
 - Completed form required May 31



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Materials Tool



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Is it packaging?



Is it paper product?

Not sure? 

[WERECYCLE PORTAL](#) • [GUIDEBOOK FOR STEWARDS](#) • [GLOSSARY](#) • [USER AGREEMENT](#) • [CONTACT](#)



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Component Threshold Rule

- Package includes two or more material types; one a small portion
- Packaging component or ancillary element
- If material is less than 5% of overall weight, stewards may report under main material category



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2019 Material Updates

- Paper Packaging
 - Kraft Paper Bags – Point of Sale
 - Paper Laminates
- Aluminum Packaging
 - Food container – Non-Beverage



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Average Bill of Materials (ABOM) Method

- Gathering material and weight data
- SKUs with similar packaging -- select a representative sample
- Move to weighted-average ABOM because it provides better accuracy with little additional work





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ABOM Tutorial

Menu

Notes

1. Calculating Weights Using the A...

2. Learning Objectives

3. Module Navigation

4. Reporting Weights

5. Methods for Determining Weights

6. When to Use the ABOM Method

7. Benefits of the ABOM Method

8. Using the ABOM Method

9. Identify Products with Like-Pack...

10. Choose a Representative Sample

11. Recording Sales Quantities & D...

12. Multiply Material Weight by Su...

13. Multiply the Weighted Average ...

14. Convert to Kilograms

15. Additional Resources

16. Optional Quiz

Calculating Weights Using the Average Bill of Materials Method (00:13 / 11:02)

Calculating Weights Using the Average Bill of Materials Method



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< PREV

NEXT >



ABOM Steps and Example

		A	B	C	D
ABOM Sub-groups	SKUs	Units Sold	% of Units Sold	Sample SKU Box Weight (g)	Sample SKU Plastic Bag Weight (g)
Sub-group 1	18	90,712	18%	60.3	8.9
Sub-group 2	12	24,920	5%	67.4	10.4
Sub-group 3	21	73,688	15%	75.3	10.8
Sub-group 4	37	189,995	38%	110.6	13.3
Sub-group 5	12	120,685	24%	140.4	15.2
Total	100	500,000	100%		

	B x C	B x D
ABOM Sub-groups	Sample SKU Box Weight (g)	Sample SKU Plastic Bag Weight (g)
Sub-group 1	10.9	1.6
Sub-group 2	3.4	0.5
Sub-group 3	11.1	1.6
Sub-group 4	42.0	5.1
Sub-group 5	33.9	3.7
Weighted Average	101.3	12.5



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Using Steward Lists

- Steward Lists make it easier for retailers and other first importers to exclude suppliers' products from their reports
- If supplier not on list but resident in reporting province, do not include their material in your report
- National and program lists, change logs available



Portal Obligation Questions

- Residency
- Supply Designated Materials
- Annual Revenue
- Quantity of PPP Supplied
- Voluntary Steward
- Single Point of Retail Exemption (BC and SK only)
- Low Volume and Flat Fees (BC and SK only)

Program Type	Obligation	Preferences	Enter Data	Methodology	Brands & Affiliates	Submit Report
< Previous Next >						
Packaging and Printed Paper (PPP)						
						Checked = Yes
▼ 2019 Report (2018 data, 2020 invoice)						
▼ Stewardship Ontario Blue Box						
Is your organization resident in Ontario, or are you a franchisor with franchisees in the province?						☒
Is your organization a brand owner, franchisor, or first importer of Designated Blue Box Waste that is supplied to Ontario residential consumers?						☒
Did your organization, including affiliates and franchisees, have gross revenue of \$2 million or more in Ontario?						☒
Did your organization, including affiliates and franchisees, supply more than 15,000 kg of Designated Blue Box Waste to Ontario residential consumers?						☐
If your organization, including affiliates and franchisees, is not resident in Ontario, are you registering as a Voluntary Steward for the Stewardship Ontario Blue Box program?						☐
▼ Multi-Material Stewardship Manitoba						
Is your organization resident in Manitoba, or are you a franchisor with franchisees in the province?						☒
Is your organization a brand owner, franchisor, or first importer of Packaging and Printed Paper that is supplied to Manitoba residential consumers?						☒



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Report Submission and Validation

- Portal submission requires: declaration; complete information; agreed terms and conditions; primary contact login
- All submitted reports are reviewed to ensure they have been filed correctly – vital to have accurate data for invoices and fee setting

A screenshot of a web portal for submitting a Steward's Report. At the top, there is a navigation bar with tabs: Program Type, Obligation, Preferences, Enter Data, Methodology, Brands & Affiliates, and a blue 'Submit Report' button. Below this, there are two buttons: '< Previous' and 'Submit', with the 'Submit' button circled in red. The main heading is 'Submit Steward's Report' with a small icon. Below the heading, there is a message: 'There are only a few more steps before finalizing your report' followed by three bullet points: '- Review the Terms and Conditions below and tick the box to signify your agreement.', '- Press the Submit button to finalize your Steward's Report.', and '- Please note, invoices will not be populated with fees until fee setting has been completed.' Below this is a section titled 'Declaration For 2019' containing four input fields: 'Company:' (with 'Steward Testing Inc.' entered), 'Name:', 'Steward No.:' (with '1000002' entered), and 'Title:'. At the bottom of this section, it says 'Please record and retain your Steward No.'



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Q&A

Reporting deadline is May 31
Webinar presentation available online



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National Steward Services

Contact NSS:

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



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Thank You!

www.cssalliance.ca

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