



**Canadian Stewardship
Services Alliance**

Ready to Report

Webinar for New Steward Reporters

2019 Packaging and Paper Product Reports

Calla Farn, VP Corporate Affairs

Natalia Chornobay & Paolo Di Bartolomeo, NSS

February 26, 2019



**Canadian Stewardship
Services Alliance**

Welcome

- Outline PPP reporting basics
- Resources available to stewards
- Poll questions





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 two main panels. The left panel is titled 'Media Player' and contains a video player showing a speaker, a 'Q&A' section with a text input field and a 'Submit' button, and a 'Resource List' with links to 'Report to Stewards', 'Today's Presentation', and 'Program Plan Consultation'. The right panel is titled 'Slides' and displays a presentation slide with 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'. A bottom toolbar contains icons for chat, video, slides, help, Q&A, documents, and user profile. Red circles with numbers 1 through 4 point to specific elements: 1 points to the 'Slides' panel, 2 points to the speaker's name in the 'Media Player' panel, 3 points to the 'Submit' button in the 'Q&A' section, and 4 points to the 'Resource List' section.

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



Agenda

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



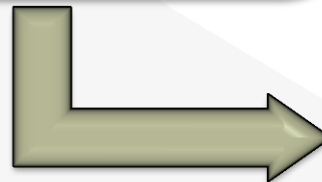
Reporting and Invoice Cycle

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.



2019 Reporting Resources

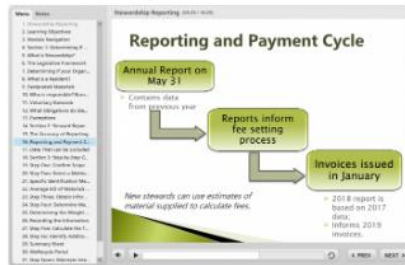
2019 Guidebook for Stewards



Materials Tool



Reporting Overview Tutorial



ABOM Tutorial



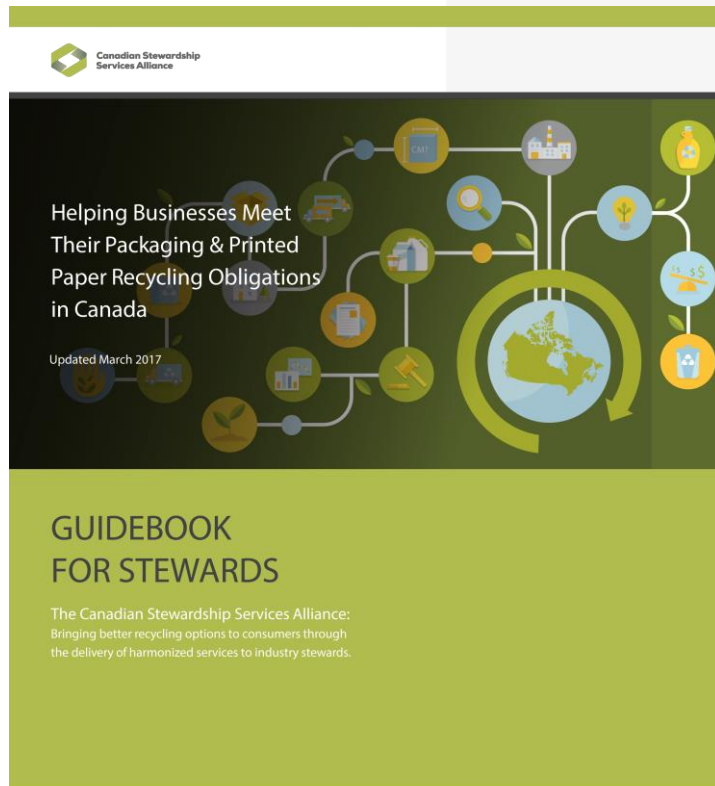
- What's new
- Preparing Your Report
- Using the WeRecycle Portal
- Ready to Report Webinars

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



**Canadian Stewardship
Services Alliance**

Guidebook For Stewards



Section One:

Are you a steward?

Section Two:

**How to prepare your
steward report**

Section Three:

National Material List



Reporting Overview Tutorial

Menu

Notes

- 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 Reportin...
- 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 Materi...
- 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 (09:05 / 18:29)





The Accuracy of Reporting

Reports must be accurate to ensure fairness among stewards.

Stewards are encouraged to:

- Use actual data;
- Use valid and verifiable estimates;
- Retain records for at least 5 years;
- Review reporting processes annually.





< PREV

NEXT >



Understand your Obligation

- Which program(s)?
- Obligation years?
- Exemptions?
- Hierarchy and Voluntary Stewards



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



Obligated or Exempt?

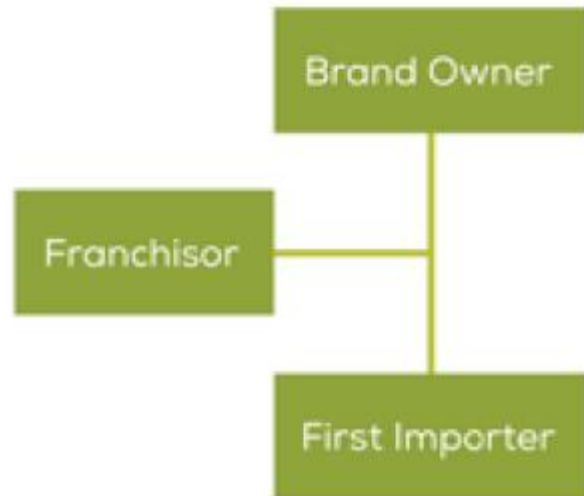
	Recycle BC	MMSW	MMSM	Stewardship Ontario
Gross Annual Revenue	<\$1 Million	<\$2 Million	<\$750,000	<\$2 Million
Tonnage	<1,000kg	< 1,000kg	No exemption	<15,000* kg
Other Exemptions	Single point of retail	Single point of retail	No exemption	No exemption
Flat Fees Available	Yes	Yes	No	No

BC and SK: Online Assessment Tool makes it simple to determine eligibility to pay a flat fee



Who's Responsible for PPP?

- ✓ Resident
- ✓ Supply PPP
- Responsible?





Voluntary Stewards and Steward Lists

- Voluntary stewards are non-resident in a province and have assumed responsibility for their PPP
- Steward Lists make it easier for retailers and other first importers to exclude suppliers' products from their reports



Obligation Years

- Obligation to pay begins from day you start to supply PPP in a province
- Estimates of PPP may be needed

EXAMPLE: New Steward that began operations on Oct 17, 2018

	Invoice	Report	Data	Due
1 st	2018	2017	Oct-Dec 2018	Dec 16, 2018
2 nd	2019	2018	Oct-Dec 2018 Extrapolated	Feb 14, 2019
3 rd	2020	2019	Oct-Dec 2018 Extrapolated	May 31, 2019
4 th	2021	2020	2019	May 31, 2020



Materials Overview

- Report only designated PPP supplied to consumers
- Exclusions: IC&I, Transportation/Distribution, Durable
- Deductions: data form required
- PPP material categories and sub-categories:
 - Paper Products
 - Packaging: Paper, Plastic, Steel, Aluminum, Glass
- Components





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Materials Tool



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Is it packaging?



Is it paper product?

Not sure? 



Data Preparation

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

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



Entering Data in Portal

Ontario

Hide Materials

Expand All

Collapse All

		Ontario			
	Material Name	Total	Prior Report	U...	KGs (Except where Units requested)
▼	Printed Materials	0	0		0
	Newsprint- CNA/OCNA Members	0	0	Kg	0
	Other newsprint - non CNA/OCNA mem...	0	0	Kg	0
	Magazines and catalogues	0	0	Kg	0
	Directories (telephone / postal books)	0	0	Kg	0
	Other Printed Materials	0	0	Kg	0
▼	Paper Packaging	0	0		0
	Gable top containers	0	0	Kg	0
	Aseptic Containers	0	0	Kg	0
	Paper Laminate	0	0	Kg	0
	Corrugated cardboard	0	0	Kg	0
	Boxboard and other paper packaging	0	0	Kg	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




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Portal User Guide

Portal User Guide

Welcome to the
WeRecycle Portal

 Automotive
Materials
Stewardship  Stewardship Ontario  MMSM
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**



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Report Completed!



- Home
- Program Registration
- ▾ Maintain Information
 - Contact Information
 - Company Information
- ▾ Steward Reporting
 - Complete Report**
 - View Report
 - Print Report
- Steward Invoice
- Steward Search
- ▾ Special Reports
- Administrative Login
- User Registration

Welcome Melissa Sayuno | 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 2019

Company:

Name:

Steward No.:

Title:

Please record and retain your Steward No.

Description of Obligation	Total Fee
	\$ 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 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.

☐ 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 $\pm 20\%$



**Canadian Stewardship
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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***



**Canadian Stewardship
Services Alliance**

Thank You!

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