



Tips and Techniques

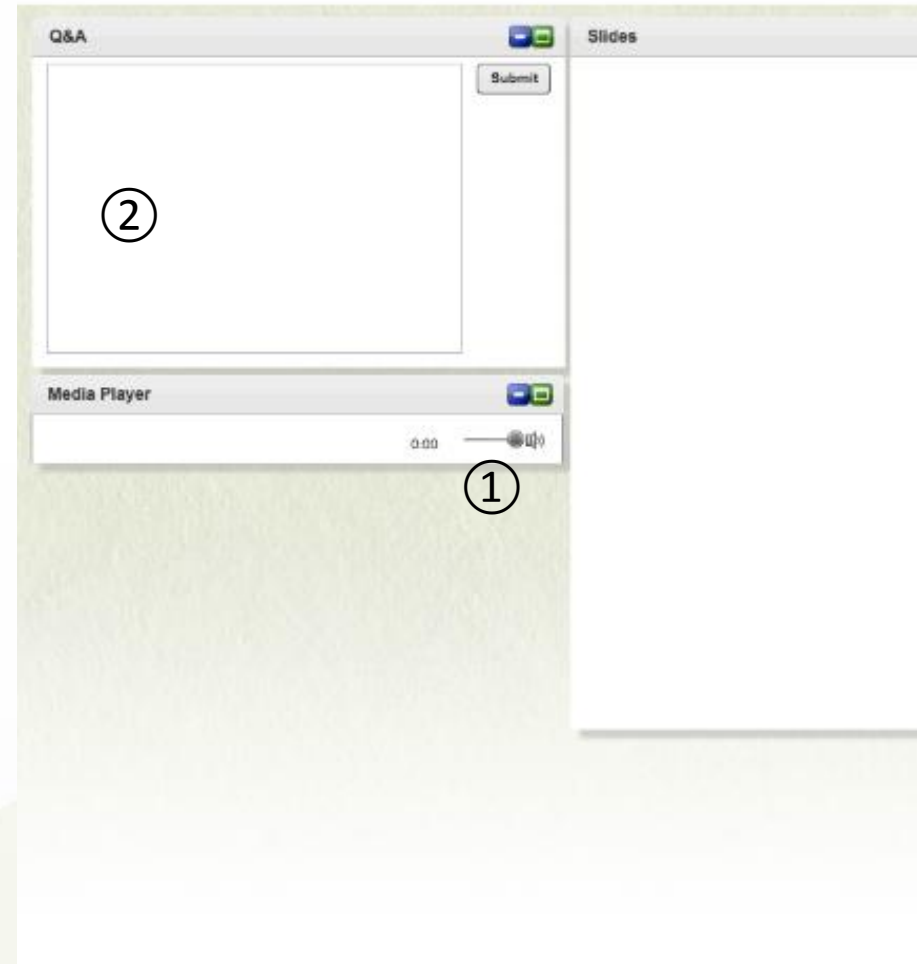
Steward Reporting 2015

Webcast Controls



Canadian Stewardship
Services Alliance

- Slides advance automatically
- Adjust volume ①
- Pose a question or comment in the supplied field ②



Today's Agenda

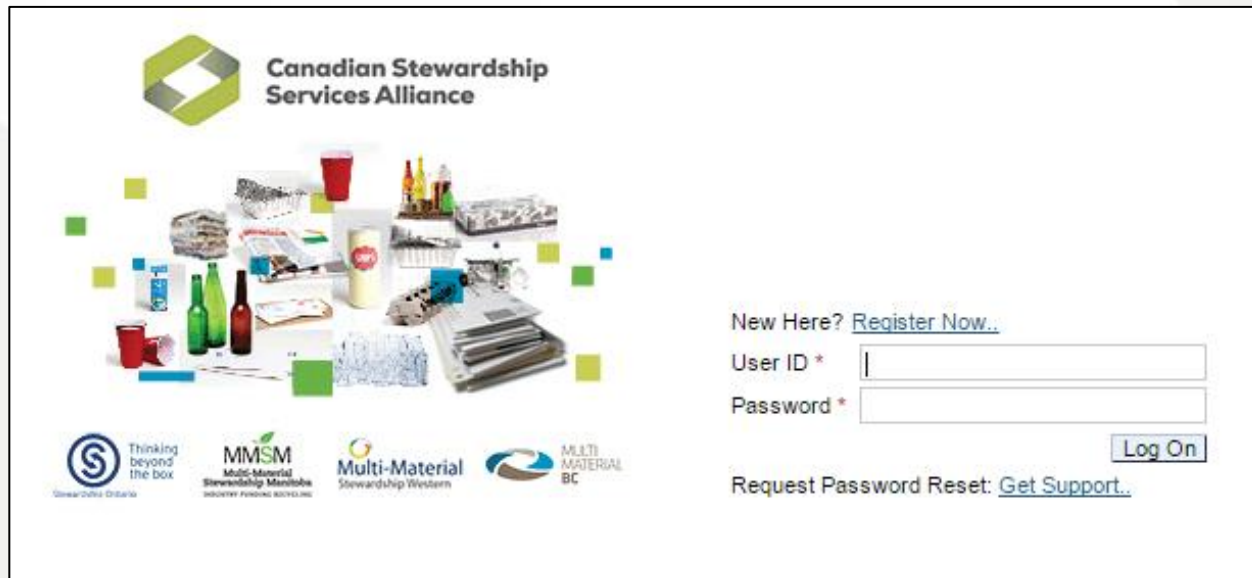
1. Key Dates, Facts and Resources
2. Answers to Common Questions
3. Reporting in 7 Simple Steps
4. Q&A



Reporting: Key Dates, Facts and Resources

Key Dates

MMBC, MMSW, MMSM, and Stewardship
Ontario reports are due **May 31 2015**
werecycle.cssalliance.ca



The screenshot shows the login page for the Canadian Stewardship Services Alliance. At the top left is the CSSA logo. Below it is a collage of various recyclable materials including plastic bottles, paper, and food waste. To the right of the collage is a login form with fields for 'User ID *' and 'Password *', and a 'Log On' button. Above the form is a link for 'New Here? Register Now..'. Below the form is a link for 'Request Password Reset: Get Support..'. At the bottom of the page are four logos: 'Thinking beyond the box Stewardship Ontario', 'MMSM Multi-Material Stewardship Manitoba', 'Multi-Material Stewardship Western', and 'MULTI MATERIAL BC'.

Canadian Stewardship
Services Alliance

New Here? [Register Now..](#)

User ID *

Password *

[Log On](#)

Request Password Reset: [Get Support..](#)

Thinking beyond the box
Stewardship Ontario

MMSM
Multi-Material
Stewardship Manitoba

Multi-Material
Stewardship Western

MULTI
MATERIAL
BC

Key Facts

- Fees listed on program websites, and:
www.cssalliance.ca/steward-meetings
- 2016 fees presented at annual steward meeting in October
- Cut off to identify as a new Voluntary Stewards was February 20th - if you are a voluntary steward who missed the deadline to execute your Voluntary Steward Agreement, you will need to wait until next year to report

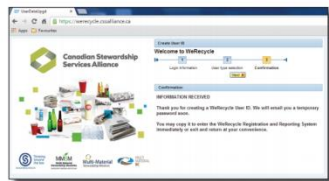
Remember...

With the WeRecycle Portal you can:

- Customize reporting and payment preferences
 - Choose how to enter data(using National or Provincial material lists)
 - Be invoiced provincially or nationally
- Report multiple provinces on one screen
- Copy last year's methodology rather than inputting the data again
- Use a credit card to pay for invoices under \$2,500

Helpful Reporting Resources

Portal User Guide



WeRecycle Registration and Reporting Portal



Material Category	National Material List- Subcategory
Printed Paper	Newspaper—CNA/OCNA Members
	Other Newsprint—Non-CNA/OCNA Member
	Newspapers
	Newsprint (inserts and circulars)
	Magazines
	Catalogues
	Directories
	Paper for General Use
Paper Packaging	Purchased Posters, Calendars, Greeting Car
	Other Printed Materials
	Gable Top Containers - Beverage - Milk and
	Gable Top Containers - Beverage - Wine an

CSSA offers several tools to help with reporting

www.cssalliance.ca/resources-list




Answers to Common Questions

"I'm having issues accessing the WeRecycle portal"

- Begin by checking your browser settings
- Details at www.cssalliance.ca/werecycle-tech

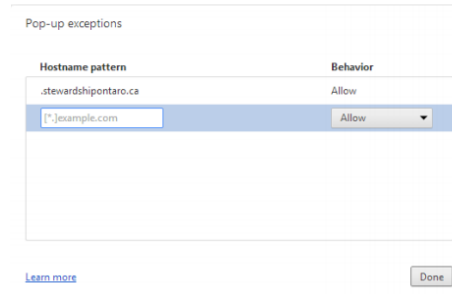


Enable Pop-ups for the WeRecycle Portal in Google Chrome

- 1) While in your Google Chrome browser, click on the **Chrome menu**  and click on 'Settings'



- 5) In the **Pop-up exceptions** window, add an entry for CSSA by typing in **.cssalliance.ca** in the text field containing "[*].example.com" and ensure that the **Behavior** is set to **Allow**. Press enter once you are finished.





“How do I set the language?”

- Portal only offered in English
- Change the browser language to English when reporting.
- Call Steward Services at 1-888-980-9549 for help



“How do I reset my password?”

- Click the **get support** icon on the WeRecycle Portal log-in screen

Canadian Stewardship
Services Alliance

New Here? [Register Now..](#)

User ID *

Password *

[Log On](#)

Request Password Reset: [Get Support..](#)

Thinking beyond the box
Stewardship Ontario

MMSM
Multi-Material Stewardship Manitoba
INDUSTRY PARTNERS RECYCLING

Multi-Material Stewardship Western

MULTI MATERIAL BC

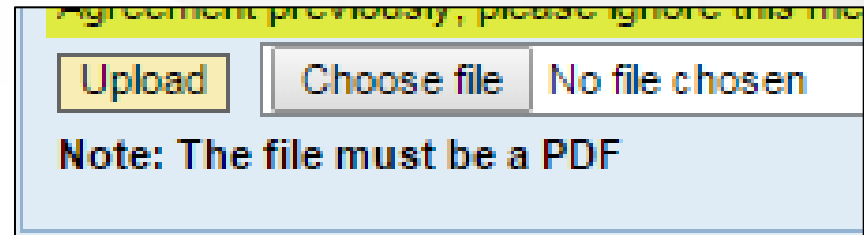


"How do I find my misplaced USER ID?"

- Send an email to werecycle@cssalliance.ca
 - Subject Line: REQUESTING USER ID SUPPORT
 - Include Steward Number in all emails

“How do I Upload Membership Agreements?”

- Complete and save pdf of signed membership agreement
- Choose the file
- Click the Upload icon
- Wait for “file successfully uploaded” message



NOTE -- Only follow this process if you have not previously uploaded a membership agreement

“What can different contacts do?”

Primary Contact

- confirm obligation, enter data, submit a report.

Secondary Contact

- confirm obligation, enter the data -- but **not** submit.

Billing Contact

- view submitted reports and invoices.

Are you changing the primary contact?

[**www.cssalliance.ca/resources-list**](http://www.cssalliance.ca/resources-list)

Email: stewards@cssalliance.ca



The Reporting Process - An Overview

Preparing the reports

1. Decide on a reporting method
2. Collect your sales data
3. Determine the weights of packaging materials
4. Determine the total KGs of packaging and printed paper to be reported
5. Identify additional materials to report
6. Protect your reporting process and data



2 Reporting Methods

- **Specific identification method**
 - Details actual weight and materials for each product
 - Used if inventory of weights and materials is available, data from vendor, or small number of products
- **Average Bill of Materials (ABOM) method**
 - Used when actual weights and materials not yet known, or many products to report
 - Average weight of grouped packaging material

Collect the Sales Data

- Accounting system will record sales for each province
- Include Chart of Accounts if using ABOM method

Class	Sub-class	Item	Product	Qty Sold
Women's Fashion	Accessories	Jewelry	Brand A hoop earrings	62
Women's Fashion	Accessories	Jewelry	Brand B tear drop earrings	54

- List the brands, too!

Clean up the sales data

- Remove applicable deductions:
 - Products where a registered brand owner or first importer already exists
 - Sales to non-residential customers (i.e. commercial, industrial)
- Recommendations:
 - Save brand information in a spreadsheet
 - Save supporting documents and rationale for deductions

Determine packaging material sub-categories and weights

ABOM method

- Define ABOM groups
 - Start with chart of accounts (most-detailed)
 - Adjust as required
 - Further define categories where needed
- Gather product samples to represent each ABOM group



Valid ABOM group

- ✓ **Canned fruits and vegetables between 251 - 500 ml**

Reason

All items include similar size of steel cans and paper labels

- ✓ **Blister packs with either boxboard backings or printed paper inserts**

Only small material difference within group – proved with samples

Invalid ABOM group

- ✗ **Frozen products containing ice cream and frozen juice containers**

Reason

Packaging weights and materials differ too much

Determine weights

Specific identification method

- Obtain from vendor or industry association
- Physically examine and weigh the packaging or printed paper
 - Use a scale accurate to 0.1 grams

Exclude non-obligated materials:

- Packaging not provided to end consumers (e.g. inbound transportation materials)
- Durable packaging materials (e.g. CD cases)





Include obligated materials:

- Magazines
- Paper for general use in SK and BC (i.e. envelopes)

Tip - How to differentiate

Aluminum vs. steel

- Magnet sticks to steel, not aluminum

Paper laminate vs. plastic laminate

- Paper laminate tears like paper
- Plastic laminate will separate

PET thermoform vs. other PET

- Thermoform clear, thin walls (egg cartons)
- Non-thermoform opaque (hangers)

Additional materials to report

- Report all materials provided to residential homes
- Also include service packaging, printed materials



Item to be reported	Examples	Source for weight and material classification
Service packaging	Plastic bags, receipts, food wrappers	Vendor, weighing materials on site
Printed materials given out as promotional material (flyers etc.)	Mailings, flyers, annual statements, invoices	Printing company

Integrity of reporting process and data

- Verify weights and material sub-categories
- Key changes include:
 - New products
 - New packaging materials for existing products
 - Changes in 3rd party weights

**TIP: Document the reporting process to help
next year's reporting process**



Reporting in 7 Simple Steps

The Process

1. Know your obligations
2. Choose reporting and invoicing preferences
3. Enter all tonnage
4. Record any changes to your methods
5. Include brands and affiliates
6. Complete your report
7. Review your report



Steward Reporting

Once you are logged onto the WeRecycle Portal, Please click on the **Steward Reporting** Section to begin reporting

Canadian Stewardship Services Alliance

Home | [Contact Us](#) | [About Us](#) | [Services Alliance Web Site](#) | [Log out](#)

- Home
- Program Registration
- ✓ ☐ Maintain Information
 - Contact Information
 - Company Information
- ✓ ☐ **Steward Reporting** 
 - Complete Report
 - View Report
 - Print Report
- Steward Invoice
- Steward Search
- ☐ Special Reports

Home

Canadian Stewardship Services Alliance



Welcome to CSSA

Please click on "Program Registration" to register for available programs.

If you are ready to report, please click "Steward Reporting" on the left column.

New Programs Available

If your company is obligated in the following programs, please register.

 Thinking beyond the box
 MMSM Multi-Material Stewardship Manitoba
 Multi-Material Stewardship Western
 Multi-Material BC

1. Know your Obligation

- Accurate information is vital.
- Click each check box that applies.
- Click the **Confirm Answers** icon to save your answers.
 - Once you confirm, you cannot change the answers!
- Confirm if you are not obligated.
You won't need to continue beyond this point.

Packaging and Printed Paper (PPP)			
	Checked = Yes	Obligation Status	Report Status
▼ 2015 Report (2014 data, 2016 invoice)			
▼ Stewardship Ontario Blue Box		I am not obligated	Confirm Answers
• Did your company distribute Designated Blue Box Waste in Ontario?	<input type="checkbox"/>		
• Did your company have gross sales of \$2 million or more in Ontario?	<input type="checkbox"/>		
• Was your company resident in Ontario?	<input type="checkbox"/>		
• (Non-Residency in ON) Is your organization registering as a voluntary steward for the Blue Box Program?	<input type="checkbox"/>		
▼ Multi-Material Stewardship Manitoba		I am not obligated	Confirm Answers
• Did your company distribute Printed Paper and Packaging in Manitoba?	<input type="checkbox"/>		
• Did your company have gross sales of \$750,000 or more in Manitoba?	<input type="checkbox"/>		
• Was your company resident in Manitoba?	<input type="checkbox"/>		
• (Non-Residency in MB) Is your organization registering as a voluntary steward for the MMSM Program?	<input type="checkbox"/>		
▼ Multi-Material Stewardship Western		I am not obligated	Confirm Answers
• Is your company resident in Saskatchewan?	<input type="checkbox"/>		
• Does your company supply Packaging and Printed Paper in the Saskatchewan residential market?	<input type="checkbox"/>		



Step 2 - Set Preferences

Choose report and billing options.

The screenshot shows a web application interface for setting preferences. At the top, there are tabs for 'Program Type', 'Obligation', 'Preferences' (which is active), 'Enter Data', 'Methodology', and 'Brands & Affiliates'. Below the tabs are 'Previous' and 'Next' navigation buttons. The main content area is titled 'Reporting for program: Printed Packaging and Paper (PPP) , Year: 2015'. It contains several radio button options for reporting and billing. The 'I want to use a National Material List' option is selected, and within it, 'I want to report nationally' is chosen. Under this, 'Report using the national list entering data by province' is selected. For invoicing, 'I want provincial invoices' is selected. The 'Billing Options' section at the bottom has 'Receive invoices on a quarterly basis' selected.

Program Type Obligation **Preferences** Enter Data Methodology Brands & Affiliates

◀ Previous Next ▶

Reporting for program: Printed Packaging and Paper (PPP) , Year: 2015

- ☒ I want to use a National Material List (Displays all materials covered by CSSA programs)
 - ☒ I want to report nationally (Reporting nationally allows you to see all provinces on one screen)
 - ☐ Report using the national list entering percentages by province
 - ☒ Report using the national list entering data by province
 - ☐ I want one national invoice
 - ☒ I want provincial invoices
 - ☐ I want to report provincially (Reporting provincially allows you to use the National List, but you report one province at a time)
- ☐ I want to use a Provincial Material List (Displays provincially-specific materials)

Billing Options

- ☒ Receive invoices on a quarterly basis
- ☐ Receive four invoices with quarterly due dates
- ☐ Receive one invoice for the full amount

Step 3 - Enter Data

- Enter kilograms per province in white cells
- Totals in the yellow rows are calculated when you save
- Don't include decimal points when reporting

<input type="button" value="Hide Materials"/> <input type="button" value="Expand All"/> <input type="button" value="Collapse All"/>		
Material Name	Total	KGs (Except where Units requested)
▼ Printed Paper	0	0
▪ Newsprint-CNA/OCNA Members	0	0
▪ Other Newsprint-Non-CNA/OCNA Members	0	0
▪ Magazines and Catalogues	0	0
▪ Directories	0	0
▪ Other Printed Materials	0	0
▼ Paper Packaging	0	0
▪ Gable Top Containers	0	0
▪ Aseptic Containers	0	0
▪ Paper Laminates	0	0
▪ Corrugated Cardboard	0	0
▪ Boxboard and Other Paper Packaging	0	0

Step 4 - Report Methodology

- The Methodology page includes several critical sections:
 - How did you arrive at the numbers?
 - Has the methodology changed since the previous report?
 - What packaging and printed paper materials were deducted and why?
 - Why has a material increased or decreased by 20% or more, or why are you reporting different materials than last time?
- Detailed information about any changes in your reporting will speed up the variance review process

Step 5 - Brand and Affiliates

- Download template icon copies data from your spreadsheet onto the portal.
- You can also copy from previous report – but ensure any changes are removed/added.

Brands & Affiliates Submit Report

Previous Next

Program Year 2015 Reporting Status BB Rpt In Progress

Brands

Please list each brand name, trademark, and/or publication title for which you have reported data, including all your private labels and brands for which you are the first importer.

Download Template Upload Completed Spreadsheet Copy from previous report

Brands	Brands	Brands
Brand X		

Changes

Where applicable please document any brands, private labels etc. that you removed or added from your previous report. Please provide rationale for the changes (e.g. a sale or acquisition of a brand), the name of the purchaser or seller; and the date of the transaction(s).

Copy from previous report

We removed Brand X from sales due to Company B's acquisition of said product

Affiliates and/or Franchisees

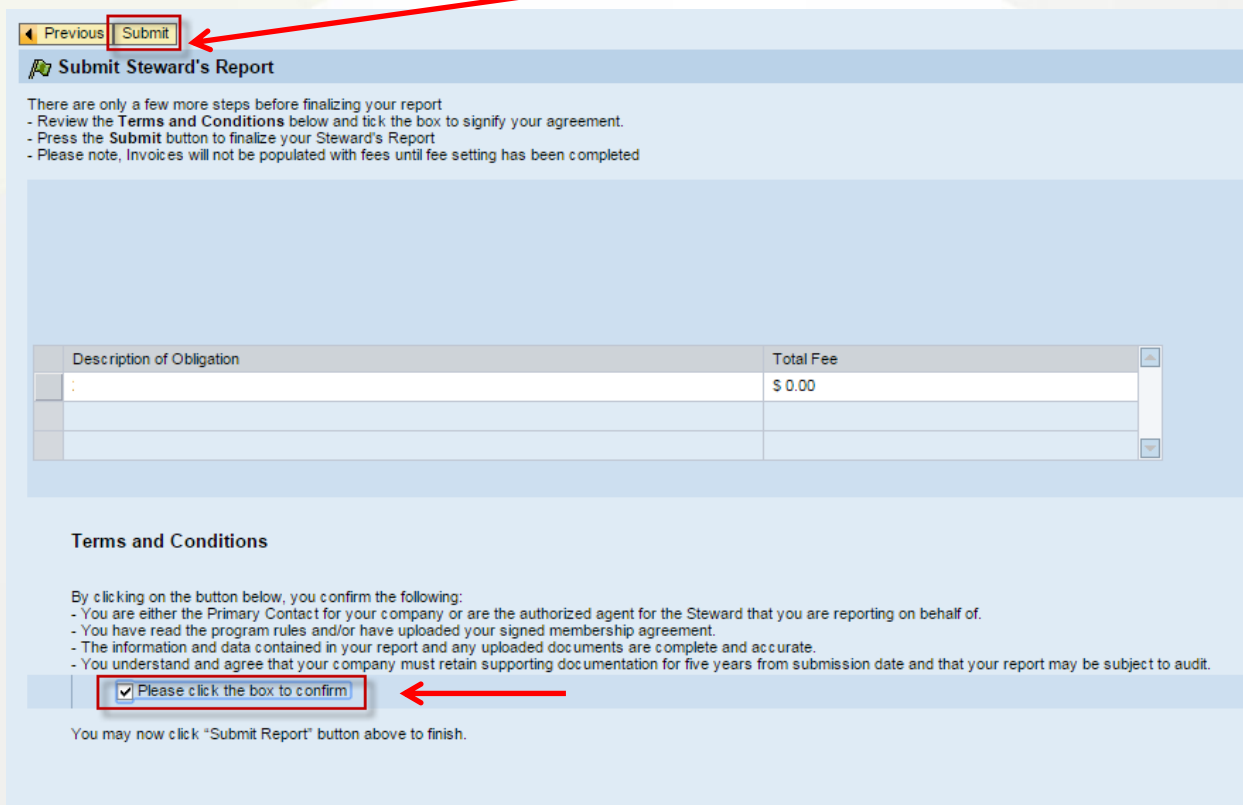
Please list the names of all affiliated companies and franchisee locations that you have included in your report.

Download Template Upload Completed Spreadsheet Copy from previous report

Companies	Companies	Companies
Affiliate X		

Step 6 - Submit Report

- The last section to complete
- Confirm that you read terms and conditions
- Click the Submit icon to complete the reporting process



◀ 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

Description of Obligation	Total Fee
:	\$ 0.00

Terms and Conditions

By clicking on the button below, you confirm the following:

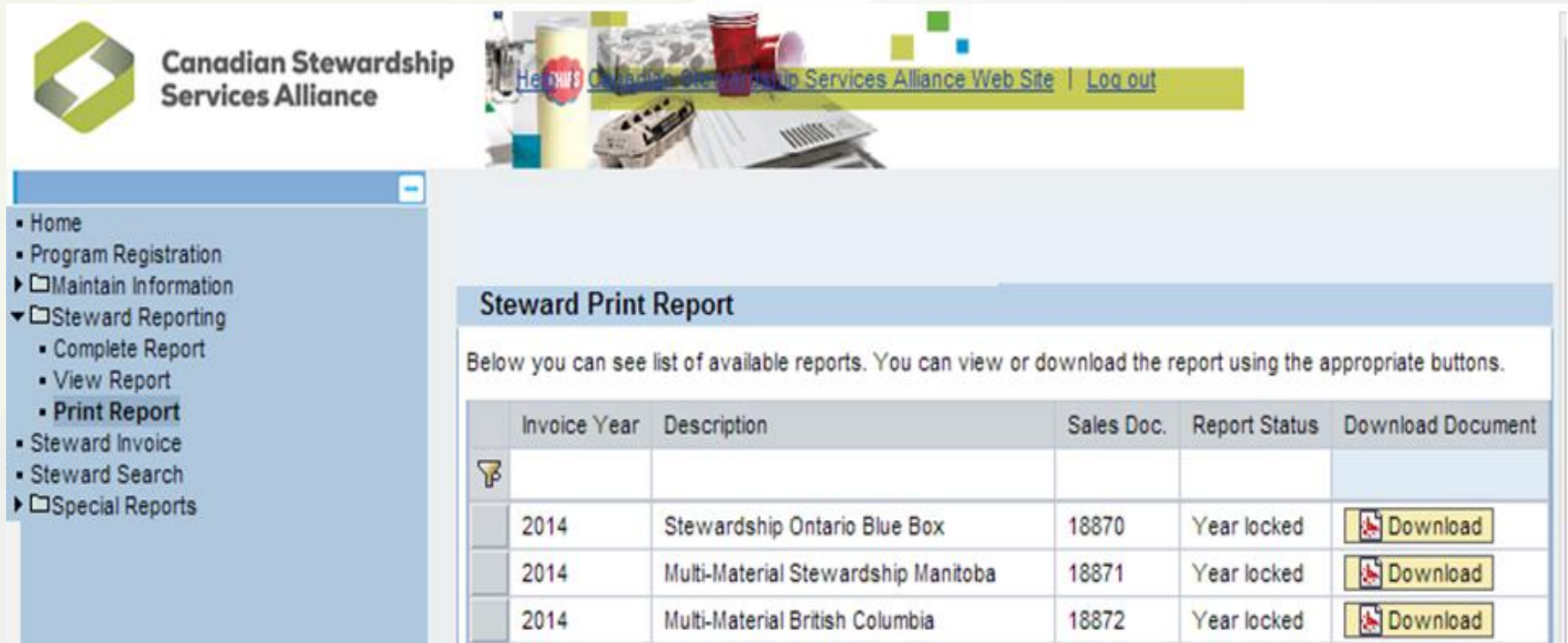
- You are either the Primary Contact for your company or are the authorized agent for the Steward that you are reporting on behalf of.
- You have read the program rules and/or have uploaded your signed membership agreement.
- The information and data contained in your report and any uploaded documents are complete and accurate.
- 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

You may now click "Submit Report" button above to finish.

Step 7 - Review Reports





- View, download and print reports at any time



The screenshot shows the Canadian Stewardship Services Alliance web application. The header includes the logo and navigation links: [Home](#), [Canadian Stewardship Services Alliance Web Site](#), and [Log out](#). A sidebar on the left contains a menu with the following items:

- Home
- Program Registration
- Maintain Information
- Steward Reporting
 - Complete Report
 - View Report
 - Print Report**
- Steward Invoice
- Steward Search
- Special Reports

The main content area is titled "Steward Print Report" and contains the following text: "Below you can see list of available reports. You can view or download the report using the appropriate buttons." Below this text is a table with the following data:

	Invoice Year	Description	Sales Doc.	Report Status	Download Document
					
	2014	Stewardship Ontario Blue Box	18870	Year locked	 Download
	2014	Multi-Material Stewardship Manitoba	18871	Year locked	 Download
	2014	Multi-Material British Columbia	18872	Year locked	 Download



A Few Province-Specific Reminders

Provincial reminders

Stewardship Ontario

- NEWSPRINT:
 - Only newspaper publishers who are members of the Canadian Newspaper Association (CAN) or the Ontario Community Newspaper Association of (OCNA) should report *Newsprint–CNA/OCNA Members*
 - All other stewards report *Other Newsprint–Non-CNA/OCNA Members*
- **Manitoba**
- Beverage retailers and CBCRA members -- complete the report's CBCRA section, entering KGs and Units sold
- Retailers supplying plastic bags -- enter KGs and Units sold.

Saskatchewan

- Report only obligated beverage containers (i.e. milk and milk substitutes)



Provincial reminders

British Columbia

- Include only obligated beverage containers (i.e. milk and milk substitutes) in your report
- If you qualify for Small Business exemptions, you are not required to submit a report or upload a Membership Agreement
- Resident stewards who supply 1-5 tonnes of printed paper and packaging - and want to pay a flat fee – can use the low-volume tool (**www.multimaterialbc.ca/small-business-assessment-tool**).
 - Check the applicable boxes on the portal's Confirm Obligation section to pay the flat fee.
 - Please review and confirm your agreement with the Terms and Conditions for Low Volume stewards
 - Low Volume Stewards are not required to sign and upload a Membership Agreement



General Information

General Information

Customer Service Response Times

High call volumes around reporting due dates

- Voicemail checked regularly throughout each day
 - include steward number, your name and telephone number and nature of question
- Send emails to stewards@cssalliance.ca
 - checked regularly through the day
- During peak times, it may take us up to two days to return calls or emails although urgent messages will be responded to as soon as possible
- Submit reports as soon as possible before reporting due date.



Questions?

www.cssalliance.ca

1-888-980-9549

stewards@cssalliance.ca