

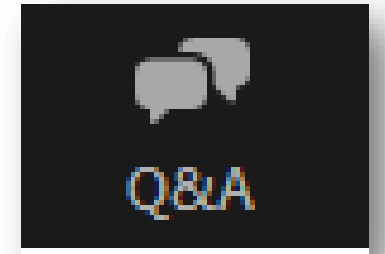


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# Advancing the Circular Economy

**Ready to Report Webinar**  
**2023 Packaging and Paper Reports**  
**February 21, 2023**

- Focus on BC, SK and MB reporting
- Thanks for your interest!
- For technical issues or to ask a question: type in Q&A button
- Presentation and replay available on website





- Overview
- Understanding your Obligation
- Reporting Resources
- Preparing Material Data
- Using the 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**

- 2023 report is based on 2022 data;
- Informs 2024 invoices

- Ontario stewards have multiple obligations during the Blue Box Transition
- Stewardship Ontario has implemented **simplified fee setting** for the Blue Box program, eliminating the need for almost all stewards to report detailed annual material data for the remaining years of the program, which ceases operations after 2025. More information is available on [Stewardship Ontario website](#)
- For Ontario producers registered with **Circular Materials** as their producer responsibility organization (PRO), a reporting webinar is scheduled for **March 15**. Watch for registration reminder email. For questions on reporting resources, please contact us at [info@circularmaterials.ca](mailto:info@circularmaterials.ca)



Stewardship Ontario



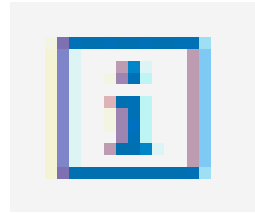
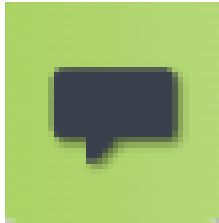
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# 2023 Updates

- No significant changes to Policies, Rules, Membership Agreements
  - Policies/Agreements/Forms available on [website](#)
- Policy for Steward Initiated Adjustment Requests
  - 14h) references to inclusion of non-obligated PPP as eligible adjustment criteria ie. Durable packaging
  - Inclusion of a discontinuance of a brand as non-permitted adjustment
- Recycle BC-MMSW Membership Agreement
  - 2 f iii) Strengthen scope of steward's obligation to ensure that partial product line exits are not eligible for adjustments

# Reporting Support

- Support for collecting and accurately reporting packaging and paper data
  - Chat and “get info” in Portal



- National Steward Services (NSS) available to assist with any questions and advise on reporting best practices:

[stewards@circularmaterials.ca](mailto:stewards@circularmaterials.ca)

1-888-980-9549



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# Reporting Obligations



# About Your Obligations

Stewards have obligations to report and pay fees based on provincial regulatory requirements

## Primary obligation criteria

- ✓ Residency
- ✓ Supplying designated PPP materials

## Reporting Responsibility Hierarchy

- Brand Owner
  - Includes Voluntary reporters and Franchisors
- First Importer

**Affiliation:** Relationship to other businesses can impact your residency and obligation status

# Exemptions

	Recycle BC	MMSW	MMSM
<b>Implementation &amp; Industry Share of Obligation</b>	2014 100%	2016 75%	2010 80%
<b>Gross Annual Revenue Exemption</b>	<\$1 Million	<\$2 Million	<\$750,000
<b>Tonnage Exemption</b>	<1,000kg	< 1,000kg	No exemption
<b>Other Exemptions</b>	Single point of retail (only applicable to retailers)	Single point of retail (only applicable to retailers)	No exemption

- Revenue-based thresholds are calculated on combined gross revenue in the province during a calendar year.
- Flat fees may be an option for small businesses

- What is a voluntary steward?
  - Assumes responsibility for their PPP in jurisdictions where they are not a resident
  - Details in Voluntary Steward Policy and Guidebook
- How do voluntary stewards affect reporting responsibilities?
  - Avoid double reporting by not reporting for Resident or Voluntary brand owners
- To identify resident and voluntary stewards consult National Steward Lists and Change Logs

# Onboarding New Stewards

- Introduces new companies to reporting and determines their obligations
- Need details about timing for residency, supply, parent/affiliates...
- Estimates or data extrapolation may be required
- Onboarding Policy



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# Reporting Resources



The definitive resource for steward information and our primary reference document

Available as PDF and interactive web pages

**Part One:** Are you a steward?

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

**Part Three:** Material Lists



## Guidebook for Stewards

January 2023



Helping businesses meet their packaging and paper product recycling obligations in Canada

Contact us for assistance



1-888-980-9549



[stewards@circularmaterials.ca](mailto:stewards@circularmaterials.ca)

This Guidebook does not constitute legal advice. In the event of a discrepancy, the applicable program's legal documents take precedence.

## Using the WeRecycle Portal

- Portal User Guide

## Rules, Policies & Forms

- Latest versions of all policies
- ON and MB Program Rules, BC and SK Membership Agreements
- All current forms -- most can be electronically signed.

## Preparing Your Report

- Steward lists and change logs
- Material lists
- Reporting checklist
- 2023 Material Fee Rates
- Reporting Hub

 CIRCULAR MATERIALS					<b>Legend:</b> R = Resident Steward V= Voluntary Steward (Non-resident)		<b>About This List (Disclaimer):</b> This list represents all businesses that have registered with either Recycle BC, MMSW, MMSM, or Stewardship Ontario, whether resident or voluntary. Stewards should also rely on their own vendor records to determine if their suppliers are resident in an applicable province.					
 RECYCLEBC					 Multi-Material Stewardship Western		 MMSM Multi-Material Stewardship Manitoba		 Stewardship Ontario			
Date of Issue: Jan 20, 2023												
Company Name					Recycle BC		MMSW		MMSM		ON Blue Box	



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 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.



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# Preparing Material Data

# Gathering Sales Data

Pull sales data from the prior calendar year –  
– should include all products that were  
supplied by your organization.

**Retailers:** Recommended to extract this data  
on a province-specific level.

**Brand Owners:** If you supply all your products  
direct to stores, can also extract your data  
on a province-specific level. If you supply to  
distribution centres or to third-party  
distributors, it is recommended to extract  
your data on national level.





# Reporting Scope

- Determine what supplied materials need to reported
  - Exclusions, responsibility
  - Avoid double reporting
- Methodologies and approaches that fit your organization



ONE SIZE  
DOES NOT  
FIT ALL

# Scope – Brands & Affiliates

- Brands & affiliates should usually be reported under one account
- When calculating if revenue/tonnage exemptions apply the total amounts for all affiliates resident in a province should be included
- A parent company resident in a province needs to report all PPP supplied into the province regardless of if the affiliate is resident in the province
- A subsidiary cannot give residency to its parent company or its sister company(ies) if they are not resident in their own right.

## Eligible deduction criteria:

- Materials supplied to consumers that are not managed in the residential waste stream
- Product returns which are not resupplied
- Packaging removed from customer's home

## Substantiation required:

- Completed Deduction Form
- Copies of studies, research data and its application
- Ensure data clearly demonstrates the % of paper and packaging managed outside of the residential waste stream
- Refreshed at least every 5 years

# Materials Classification

- Material categories: Paper Products, Paper Packaging, Plastics, Metals, Glass
- Material lists:
  - Program specific
  - WeRecycle list
- Obtaining material specifications and data



## Report in kilograms!

**Brand Owners:** Information should be available within your database.

**Retailers:** Recommend connecting with vendors to acquire this information. Consider ABOM averages to determine weights of each material for groups of products with like packaging.





# Report Preparation Tips


1. Retailers: review the current National Steward List and Change Log
2. Brand Owners: Gather the latest population percentages from Statistics Canada
3. Determine if your organization experienced any packaging changes in the products you supplied last year.
4. If applicable, prepare your Deduction Declaration Form in advance.
5. Review the latest Policies.




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# Using the WeRecycle Portal

- Reset password link
- Avoid creating duplicate accounts
- Portal User Guide available








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[Did you forget your password?](#)  
  
[New to the WeRecycle Portal?  
Create an Account](#)

<https://werecycle.circularmaterials.ca/irj/portal>




**Reporting** **Billing Status** **Account Management** **Support**





<b>Confirm your Obligation</b> You have 10 program years to review for obligation status.  <b>10</b> Program years to review	<b>Start a New Report</b> You have 16 reports to file (Including 15 VRA).  <b>16</b> Reports to be filed	<b>Start a New Flat Fee Report</b> You may be eligible to file flat fee reports.  <b>0</b>	<b>Continue a Report I've Started</b> You have no draft reports at this time.  <b>0</b> Draft Report Waiting	<b>View Past Reports</b> 
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**Billing Status**





**View Invoices**  
You have 12 Invoices due.

 **12**  
Invoices Due

**Account Management**

<b>Register for Another Program</b> 	<b>View/Edit Account</b> We have 5 Contacts for your Company. Any changes?  <b>5</b> Contacts	<b>Upload a Required Document</b> 	<b>Steward Search</b> 
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**Support**

<b>Contact Us</b> 	<b>Circular Materials Resources</b> Registration, reporting and fees  ...	<b>Knowledge Base</b> Portal user guide, FAQs and more...  ...	<b>What's New</b> Recent news and information can be accessed here.  ...
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# Confirming Your Obligation

- Confirm your obligation each year prior to reporting

Your Obligation Status	2023 Report (2022 data, 2024 invoice)	2022 Report (2021 data, 2023 invoice)
Recycle BC	✓	✓
Multi-Material Stewardship Western	?	✓
Multi-Material Stewardship Manitoba	?	✓

**Obligated: Confirmed resident and obligated**

**Voluntary: Confirmed voluntary**

**Not Obligated: Indicate why not obligated**

**Unsure: Answer questions to determine obligation**

- If back reports are required, obligation questions for those years will also need to be answered
- If you incorrectly answer obligation questions, please reach out to NSS to request reset



# Reporting Preferences

## 4. For your selected programs, are you submitting one multi program report or individual single program reports?

**Multi Program Report:** Select multiple programs to include them all in one report, using the WeRecycle Material List.

**Single Program Report:** Select one program to report at this time. You will be able to use either the Program or WeRecycle Material List.

[More Information](#)

Multi Program Report  Single Program Report

## 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

## 6. Report by Percentage

While most stewards will enter their total supplied kilograms of materials for each province, national quantities (kilograms) can be allocated to each province by percentage of sales. Please contact National Steward Services to activate the allocation option.

[More Information](#)

Report by Percentage  Report by Kg

## 7. Choose a Material List

Stewards can use the WeRecycle Material List to file a multi program report or a single program report. This option allows the user to choose between the WeRecycle Material List and the Program Material List.

[More Information](#)

WeRecycle Material List  Program Material List

## 8. Report Using Divisions

You can either report separately for each division or report total quantities for a program.

[More Information](#)

Report With Multiple Divisions  Report Without Divisions

Steward Reporting ▾

Material Quantities | Methodology | Brands & Affiliates

Material Quantities  
**2022 Report (2021 data, 2023 invoice)**

Material Quantities

Material		Total All programs	BC 2022	MMSW 2022	MMSM 2022
Boxboard and Other Paper Packaging	Kg		<input type="text"/>	<input type="text"/>	<input type="text"/>
▼ Plastic Packaging					
PET Bottles and Jars < 5 Litres - Beverage - Milk and Milk Substit...	Kg		<input type="text"/>	<input type="text"/>	<input type="text"/>
PET Bottles and Jars < 5 Litres - Beverage - Wine and Spirits	Kg				<input type="text"/>
PET Bottles and Jars < 5 Litres - Beverage - Non-Alcoholic	Kg				<input type="text"/>
PET Bottles and Jars >= 5 Litres - Beverage - Wine and Spirits	Kg				<input type="text"/>
PET Bottles and Jars >= 5 Litres - Beverage - Non-Alcoholic	Kg				<input type="text"/>
PET Bottles and Jars < 5 Litres - Non-Beverage	Kg		<input type="text"/>	<input type="text"/>	<input type="text"/>
PET Bottles and Jars >= 5 Litres - Non-Beverage	Kg		<input type="text"/>	<input type="text"/>	<input type="text"/>
HDPE Bottles, Jars and Jugs < 5 Litres Beverage - Milk and Milk ...	Kg		<input type="text"/>	<input type="text"/>	<input type="text"/>

## Material Quantities:

- Enter data rounded to the nearest whole number
- Use the scroll bars within the page to move left and right, and up and down

## Methodology:

- Text must be entered into each box!
- Provide enough details to explain your process and any year-over-year fluctuations

### Tell us About Your Methodology 2022 Report (2021 data, 2023 invoice)

[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.)

#### 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 a new calculator? Are you using an updated system?)

# Tips for the WeRecycle Portal

1. Ensure the primary contact assigned to your organization is available to submit your report(s).
2. Use Google Chrome as your browser.
3. Confirm obligation questions first for all programs.
4. Choose your reporting preferences in advance.
5. Organize your brands in a csv file ahead of time.





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# Questions?



[stewards@circularmaterials.ca](mailto:stewards@circularmaterials.ca)



[circularmaterials.ca](http://circularmaterials.ca)



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