Ready to Report

Webinar for Stewards Preparing 2017 Packaging and Printed Paper Reports

Calla Farn, VP Steward Relations

March 1, 2017
Welcome

- Ensure stewards are well positioned to prepare their 2017 reports
- Resources available to stewards
- Poll questions
- Presentation available at www.cssalliance.ca
Webcast Information

• Speaker advances slides
• Volume control ①
• “Ask a Question” ②
  o Type & click ‘submit’
• Technical issues? Use “Ask A Question”
• Poll slides
1. Important Dates
2. Reporting Obligation
3. Tools and Resources
   • Updated Guidebook and Tip Sheets
   • Steward Lists
   • Portal User Guide
4. Report Submission and Validation
5. Questions & Answers
## Important Dates

<table>
<thead>
<tr>
<th>Program/Stewards</th>
<th>Item</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>MMBC, MMSM, MMSW, Stewardship Ontario</td>
<td>Steward Reports due</td>
<td>May 31, 2017</td>
</tr>
<tr>
<td>MMBC, MMSM, MMSW, Stewardship Ontario</td>
<td>Steward Lists posted on CSSA and program websites</td>
<td>March 1, 2017</td>
</tr>
<tr>
<td>Voluntary Stewards</td>
<td>• Execute Voluntary Steward Agreements</td>
<td>2018 deadline is December 31, 2017</td>
</tr>
<tr>
<td></td>
<td>• Termination of Voluntary Steward Agreements</td>
<td></td>
</tr>
</tbody>
</table>
Understand your Obligation

• What programs are you required to report to?
• Exempt?
• Flat Fee or Low Volume (BC and SK)?
• Voluntary steward?
• WeRecyclePortal:
  o You cannot report until Obligation Questions in all years are answered and confirmed.
  o Review your answers carefully before clicking ‘Confirm Answers’. You will not be able to undo after confirming without calling NSS.
Online Assessment Tool
Simple to determine eligibility to pay a flat fee based on the quantities of PPP supplied to BC and SK residents

<table>
<thead>
<tr>
<th>Total Tonnage Supplied (kg)</th>
<th>2017 Invoice Year</th>
<th>2018 Invoice Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 1,000</td>
<td>Exempt</td>
<td>Exempt</td>
</tr>
<tr>
<td>1,000 – 2,499</td>
<td>$600</td>
<td>Flat fees announced fall 2017</td>
</tr>
<tr>
<td>2,500 – 4,999</td>
<td>$1500</td>
<td></td>
</tr>
<tr>
<td>5,000 – 9,999</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>10,000 – 15,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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<td>Exempt</td>
<td>Exempt</td>
</tr>
<tr>
<td>1,000 – 2,499</td>
<td>$220</td>
<td>Flat fees announced fall 2017</td>
</tr>
<tr>
<td>2,500 – 5,000</td>
<td>$460</td>
<td></td>
</tr>
</tbody>
</table>
Voluntary Stewards

• A brand owner **not resident** in a province where businesses are obligated to comply with PPP stewardship regulations can elect to become a voluntary steward

• Voluntary stewards assume responsibility for reporting and paying stewardship fees for their PPP

• Must be resident in Canada and supply above minimum tonnage for program
Reporting Resources

• Guidebook
• Tip Sheets
• Steward Lists
• Portal User Guide
  o Ready to Report Checklist

**National Steward Services available to assist with reporting questions**
Updated Guidebook

Helping Businesses Meet Their Packaging & Printed Paper Recycling Obligations in Canada

Steward Resources and Downloads

Steward Resources
- Guidebook Updates
- WeRecycle Portal
- Portal User Guide
- Reporting Webinar
- Best Practice Reporting Tips
- Sector-Specific Reporting Tips
- Steward Lists and Change Log

PDF Downloads
- Part One: How to determine if you are a steward
- Part Two: How to prepare your steward report
- Part Three: National material list
- MMBC Material List
- MMSW Material List
- MMSM Material List
- SO Material List
- Adjustment Policy

http://guidebook.cssalliance.ca
Overview of Guidebook Updates

Part One: How to determine if you are a steward

- 1.9.2: Excluded Material – material covered under separate regulation – beer stewards
- 1.11: Small business policies – updated low volume steward thresholds and flat fees for MMBC and MMSW

Part Two: How to prepare your steward report

- 2.5.2: Added detailed instructions on how to build and calculate a weighted ABOM

Part Three: National Material List

- Further clarified definitions, reporting tips and examples.
Weighted ABOM

- Average Bill of Materials (ABOM) used for groups of SKUs with similar packaging; select a representative sample and apply average weights against a larger group of products
- Weighted-Average ABOM includes product sales in calculation
- Recommended – improves accuracy of reported weights over straight average ABOM
- Example:

<table>
<thead>
<tr>
<th>Product</th>
<th>Weight</th>
<th>Sales %</th>
<th>Straight ABOM</th>
<th>Weighted ABOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100 g</td>
<td>75%</td>
<td>150 g</td>
<td>125 g</td>
</tr>
<tr>
<td>B</td>
<td>200 g</td>
<td>25%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Reporting & Sector Tip Sheets

**BEST PRACTICE REPORTING TIPS**

<table>
<thead>
<tr>
<th>COMMON QUESTIONS</th>
<th>REPORTING TIPS</th>
<th>RELATION TO Sector</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do I have to report transportation packaging?</td>
<td>Do not report transportation packaging such as corrugated boxes or pallet wrap.</td>
<td>✓</td>
</tr>
<tr>
<td>What do I do if I supply the same product to both commercial and residential consumers?</td>
<td>If you supply the same product to both residential and commercial consumers, you are required to report sales which include both residential and non-residential consumers.</td>
<td>✓</td>
</tr>
<tr>
<td>Do I have to report additional material to consumers?</td>
<td>Do not include additional material such as brochures or promotional materials to your residential consumers.</td>
<td>✓</td>
</tr>
<tr>
<td>Are business cards required?</td>
<td>Business cards that ultimately end up with the residential consumer are required and should be included in your report.</td>
<td>✓</td>
</tr>
</tbody>
</table>

**GROCERY RETAILERS**

Intro:
Canadian Stewardship Services Alliance has created best practice reporting tips for specific sectors. These tips are designed to assist you in preparing your steward reports and to help you identify the proper material reporting categories for the common packaging and printed paper materials used by businesses in this sector. These tips are provided for your guidance only. Any questions you may have about these reporting tips or any tips you may have in preparing your report can be directed to stewards@cssalliance.ca.

General Tips:
- Please ensure that you include in your steward report all packaging and printed paper related to your private label brands.
- Beverage containers registered with Encorp Pacific or SARC AN do not need to be reported to MMBC or MMSW however secondary packaging such as film plastic wrap, corrugated cardboard or board associated with these containers should be reported to the applicable PEP program as only the containers are part of the deposit program.
- Reporting Beverage Milk and Milk Substitutes:
  - MMBC: Containers from rice milk, soya milk, and almond milk must be reported to MMBC, as these containers are exempt from the deposit program.
  - Milk is not an deposit when milk appears as one of the three ingredients in the ingredient list and need not be reported to MMBC.
  - Milk substitutes (milk substitutes from vegetables, nuts or grains) are not on deposit and need not be reported to MMBC.
  - Ready-to-drink infant formula, dietary supplements and meal replacements are not on deposit and need to be reported to MMBC.
- MMWS:
  - Containers from rice milk, soya milk and almond milk are not required to be reported to MMSW as they are included in the deposit program.
  - Packaging from all ready-to-serve non-alcoholic beverages in multi-layered foil pouches should be reported to MMSW as these containers are not obligated under the deposit program.
  - If milk beverages (regardless of where milk falls on the ingredient list) are on deposit and should not be reported to MMSW.
  - All milk substitute beverages (soy milk, almond milk, rice milk, etc.) are on deposit and should not be reported to MMSW.
  - All milk substitute beverages (soy milk, almond milk, rice milk, etc.) are on deposit and should not be reported to MMSW.
Steward Lists

- Lists of voluntary and resident stewards for each program are posted on CSSA and all program websites
- Makes it easier for retailers and other first importers to understand which suppliers’ products to include or exclude from their reports
- Includes a change log so you can easily identify any changes to last year’s list and reason for the change
Portal User Guide

WeRecycle
Registration and Reporting Portal
Guide - Ready to Report Checklist

Ready to Report Checklist – PPP Programs

This checklist summarizes everything packaging and printed paper Stewards should have on hand when preparing to submit report(s) on the WeRecycle Portal.

- **User ID & Password**
  Registered Stewards will need a User ID and password to log in to the portal. Use the ‘Request Password Reset’ link to recover your login information, or contact NSS for assistance.

- **Understand Your Obligation**
  Know whether your organization is an Obligated Steward or a Voluntary Steward. Steward lists will identify how each Steward is registered. Additionally, be aware of any reporting or payment exemptions for which your organization is eligible, or if you qualify for flat fee or low volume reporting (MMBC & MMSW only).

- **Data Table**
  It is useful to have a simple summary table or spreadsheet that shows the material categories you are reporting and the number of kg supplied before entering data in the portal.

- **Methodology**
  You will need to summarize your methodology in the portal, including information about your data collection process, changes from prior reports, deducted materials and explanations for any significant year-over-year changes in tonnage.

- **Brands & Affiliates**
  If you have many brands, you can prepare a list of all brands you are reporting in a spreadsheet (CSV file). This can be uploaded to the portal as an attachment, rather than typing in each brand manually. A separate CSV file should be created for any affiliates, if applicable.

- **Invoice Preferences**
  Your organization can choose annual or quarterly invoicing and whether each jurisdiction is invoiced individually or combined nationally.

The National Steward Services team is available to assist with questions about the checklist or completing reports: stewards@cssalliance.ca or 1-888-950-9549
Portal Updates & Tips

• CBCRA tab for Manitoba beverage stewards
• 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
Before you submit your report...

• Ensure your Primary Contact is still with your company and able to log in to the Portal
  • Complete form to change primary contact
• Secondary, billing and environmental contacts can be added/removed under the “maintain information” section of the Portal
Report Validation

• All reports are reviewed to ensure they have been filed correctly – vital to have accurate data for fee setting!
• Validation process begins with submitted report
• Common issues include:
  – Updates to brands and methodology.
  – Explanation of material tonnage variances ±20%
National Steward Services Team

Contact NSS at 1-888-980-9549 or stewards@cssalliance.ca
Q&A

Reporting deadline is May 31
Webinar presentation available online
Thank You!

www.cssalliance.ca
1-888-980-9549
stewards@cssalliance.ca