

Ready to Report Checklist – PPP Programs

This checklist summarizes everything packaging and printed paper (PPP) 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 (Recycle BC & MMSW only).
- Material List**
Stewards can choose Provincial or National [material lists](#) to prepare data. Choose the material list that matches what you used to prepare your figures. Selecting the right list will ensure the correct table of materials is presented on the portal when entering data.
- Invoice Preferences**
Your organization can choose annual or quarterly invoicing and whether each PPP program is invoiced individually or combined nationally.
- Data Table**
Create 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. Consider drafting this in advance. Stewards reporting deductions will need to provide details in the Deduction Declaration Form.
- 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.
- Submission**
While a Secondary Contact can enter all your data, only the Primary Contact can click ‘submit’ on a report. If you need to change your existing Primary Contact, please complete Form 1 in the [Primary Contact Authorization Forms](#) and send it to stewards@cssalliance.ca.

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