

Multi-Material Stewardship Western

Greenhouse Gas Reporting Webinar

Depot, Curbside, Multi-Family Collection & Post-Collection Reporting

December 5, 2023

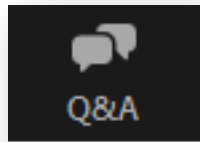


Agenda

- Webcast - Zoom
- Introduction: What, Why, When, Where
- GHG reporting for depot programs
- GHG reporting for curbside & multi-family programs
- GHG reporting for post-collection
- Q&A
- Resources and Contacts

Webcast Information

- ① Main screen displays current slide
- ② Speaker is on video
- ③ Submit your questions using the Q&A button in the toggle bar

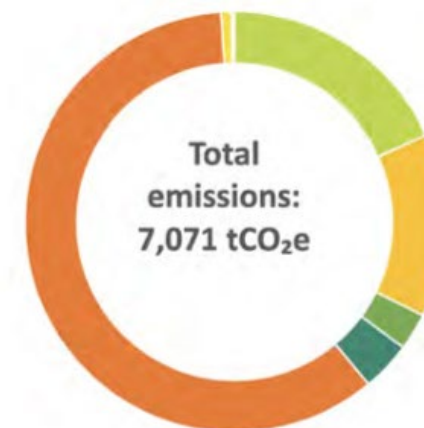


A screenshot of a webcast slide. The slide has a white background with a green and yellow header bar. The text on the slide reads: "Multi-Material Stewardship Western" (with a circled 1 above it), "Greenhouse Gas Reporting Webinar", "Depot, Curbside, Multi-Family Collection & Post-Collection Reporting", and "November 28, 2023". At the bottom right is an image of various household items like cans, jars, and cleaning products. At the bottom left is the "Multi-Material Stewardship Western" logo. At the bottom center is a "Q&A" button (with a circled 3 below it) and at the bottom right is a "Leave" button (with a circled 2 to its right).

Technical issues? Send a note using the Q&A button

Introduction

- Thank you!
 - Another successful year of GHG reporting
 - See 2022 annual report for summary
- 2023 Reporting
 - **Submit data to WeRecycle Portal by Wednesday, January 31, 2024**
- Post-Collection webinar included
 - Materials on our **GHG webpage**



- Scope 3 Electricity
- Scope 3 Heat
- Scope 3 Paper consumption
- Scope 3 Equipment
- Scope 3 Transporting Goods - Road
- Scope 3 Transporting Goods - Rail

What are Greenhouse Gases (GHG)?

- Compound gases that trap heat in the atmosphere
- GHG emissions are generated from burning fossil fuels to operate your residential recycling program
- Includes emissions associated with printing paper products that are used in the promotion and education of your residential recycling program: flyers, brochures, utility bill inserts, etc.

Why Do We Report Our GHG Emissions?

- Ministry of Environment's Waste Packaging and Paper Stewardship **Regulation**
- Data enables us to calculate GHG emissions associated with the collection and processing of residential waste packaging and paper (WPP) in Saskatchewan, as outlined in the **Waste Packaging and Paper Stewardship Plan** (See section 4.6.2)
- Reporting obligation for collectors under the **Services Agreement** Section 7.2(b)

When Are Reports Due?

- Annual schedule
 - Data can be submitted at frequency of your choosing
 - Minimum once yearly
- Your GHG report is due by **Wednesday, January 31, 2024**, and must include your emissions data from **January 1, 2023 - December 31, 2023**



Where Do You Report Your GHGs?



Please refer to our [GHG Portal User Guide](#) for more information on how to use the WeRecycle Portal to submit your GHG report.

User Friendly

Emissions Categories Grouped

- GHG emissions data categories are now grouped by most commonly used/reported

Test User | Test City SK

Material Quantities

Document No: 2024GHG (1)

*Document No: 2024GHG *Reporting Period Start (DDMM...): January 1, 2023 *Reporting Period End (DDMMY...): December 31, 2023 Reference: Optional Comments: Optional

*Originating Site: Test City SK | 12345 Main Ave, Regina, SK, S4P 3C8

Material Category	Service Type	Emission Type	% attributed to MMSW	Unit of Measure	Qty. attributed to MMSW	Unit of Measure	Originating Site	
Fuel Fleet	GHG	Sort Ascending	100	Percentage	550	Litres	Test City SK S4P 3C8	
Fuel Fleet	GHG	Sort Descending		Percentage		Litres		
Fuel Fleet	GHG	Filter		Percentage		Litres		
Fuel Fleet	GHG	Vehicle (Passenger) - Electric		Percentage		Kilowatt hours		

Portal Access is Key

- **Portal Login Confirmation Emails**
 - Emails sent to confirm login/password
 - Make sure you have a unique login/password

greenhousegas@multimaterialsw.ca



Preparing for MMSW's 2023 GHG Data Reports: Resources and Webinar

Thank you for your continued support and participation in the MMSW program. As part of our ongoing requirement to annually measure and report our supply chain's greenhouse gas (GHG) inventory, all collectors need to report 2023 GHG operational data by Wednesday, **January 31, 2024**.

Accessing the WeRecycle Portal

All GHG data must be submitted through the [WeRecycle Portal](#), a secure online system. Portal login requires a User ID and password.



GHG Data Reporting - Collection

Depot, Curbside & Multi-Family



GHG Data for Collection Report

- Generally, GHG data will come from three activities:
 - **Fleet** (collection vehicles)
 - **Facilities** (buildings, equipment, electricity, heating)
 - **Supplies** (paper for recycling guides, etc.)

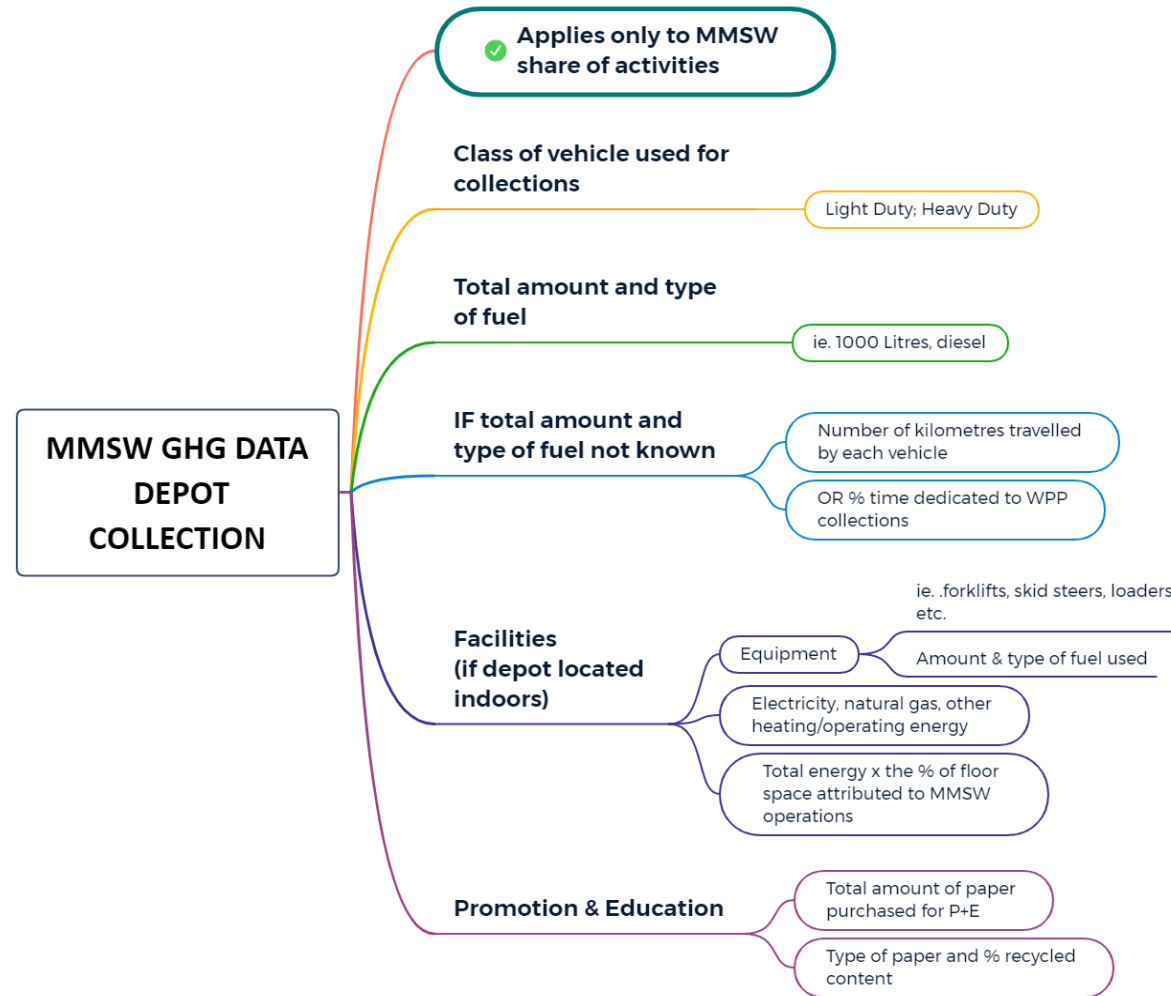
Working With Your Sub-Contractor

- As a municipality, regional waste authority or Indigenous community providing residential WPP recycling services, do you directly:
 - Collect WPP materials from residents via depot service?
 - Collect WPP materials from residents via curbside service?
- If your answers to the above are both 'no', you will need to work with your sub-contractor to obtain the required GHG data for these activities.

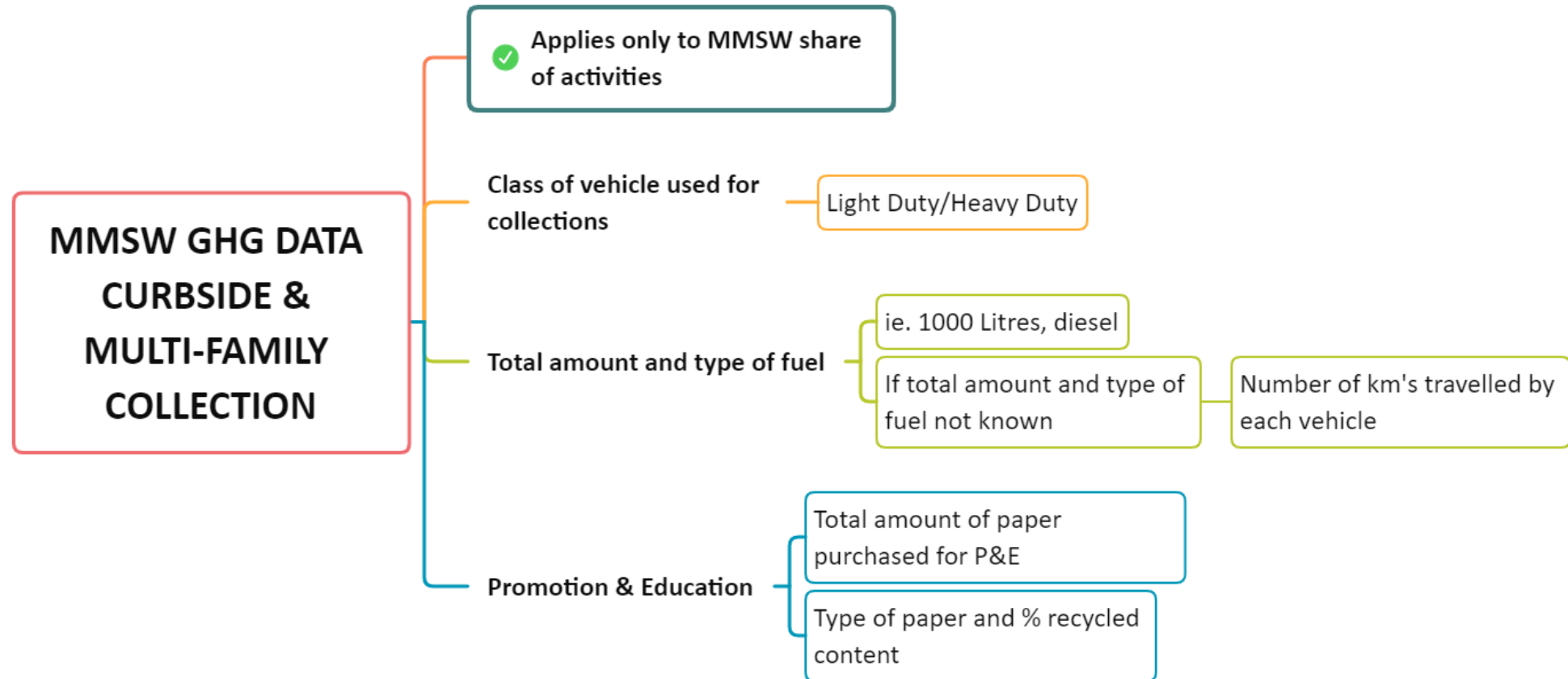
Regional Waste Authorities

- If you are a Regional Waste Authority, GHG data can be reported for your entire membership in aggregate.
- You do not need to report GHG data on a per-member basis.

GHG Reporting for Depot Programs



GHG Reporting for Curbside & Multi-Family



Upload Spreadsheet

Three worksheet tabs:

1. *Instructions-GHG reporting tab* has instructions on how to fill a GHG Report and upload it to the Portal.
2. *Instructions-Material reporting tab* has instructions on how to fill the Materials Report (Claims Reporting).
3. *Originating sites tab* lists all originating sites associated with the contract.

The screenshot shows a spreadsheet interface with the following elements:

- Title Bar:** Multi-Material Stewardship Western logo and the title "Reporting Upload - Data Entry Sheet".
- Buttons:** "Save Spreadsheet as TXT file" and "Clear Spreadsheet Data".
- Table Headers:**

Contract Number	Document Number	Service Type	Reference	Comments	Reporting Period Start (DDMMYYYY)	Reporting Period End (DDMMYYYY)	Originating Site Name	Originating Site Postal Code	Not Applicable	Not Applicable	Emission Type	Type of Measurement	Not Applicable	% attributed to MMSW	Quantity
-----------------	-----------------	--------------	-----------	----------	-----------------------------------	---------------------------------	-----------------------	------------------------------	----------------	----------------	---------------	---------------------	----------------	----------------------	----------
- Worksheet Tabs:** "Transporter_BOL_Data", "Sample Data", "Instructions-GHG reporting", "Instructions-Material reporting", and "Originating Sites". The last three tabs are highlighted with red boxes and numbered 1, 2, and 3 respectively.

Sort & Filter

Sort & Filter Functionality:

Select the upside-down pyramid to display filter options:

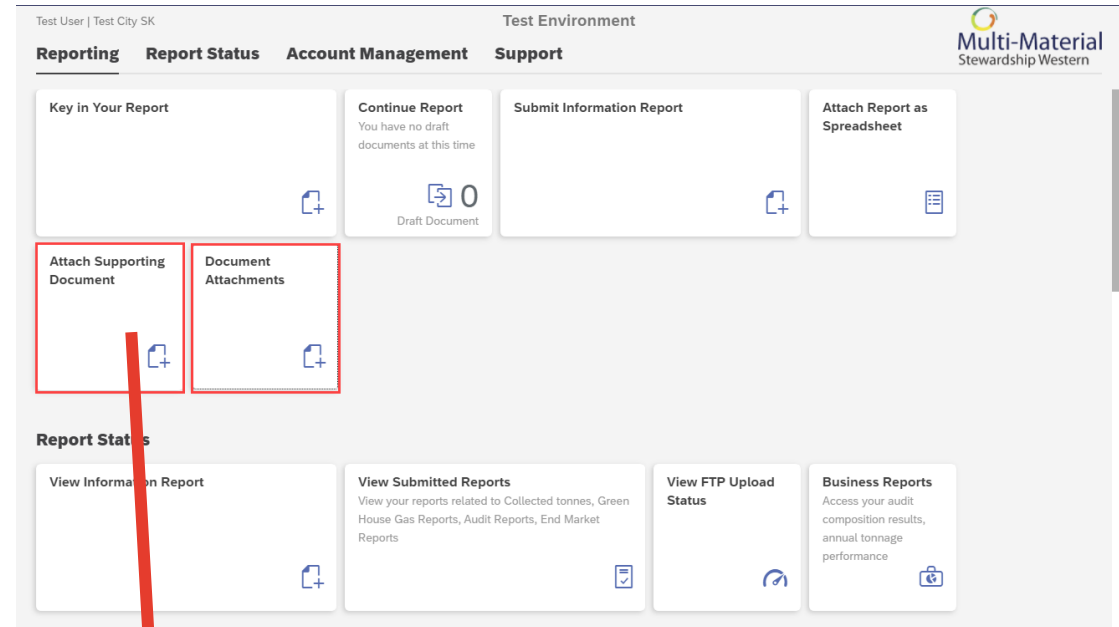
- Sort by ascending or descending Emission Type
- Using the filter field: Type in your keyword and hit 'Enter'. To remove a filter's criteria, select the pyramid icon again, delete the text, and press 'Enter'.

The screenshot shows the 'Material Quantities' page in the Multi-Material Stewardship Western application. The page includes a navigation bar with 'Key in Your Report' and a search icon. Below the navigation bar, there is a breadcrumb trail: 'Test User | Test City SK'. The main content area is titled 'Material Quantities' and includes a 'More Information' link. The document details are: 'Document No: 2024GHG (1)', 'Reporting Period Start: January 1, 2023', 'Reporting Period End: December 31, 2023', 'Reference: Optional', and 'Comments: Optional'. The 'Originating Site' is 'Test City SK | 12345 Main Ave, Regina, SK, S4P 3C8'. The table below shows the material quantities with the following columns: 'Material Category', 'Service Type', 'Emission Type', '% attributed to MMSW', 'Unit of Measure', 'Qty. attributed to MMSW', 'Unit of Measure', and 'Originating Site'. The first row is highlighted with a red box and a red circle '1' pointing to the 'Emission Type' dropdown menu. The second row is highlighted with a red box and a red circle '2' pointing to the '% attributed to MMSW' input field. The third row is highlighted with a red box and a red circle '3' pointing to the 'Qty. attributed to MMSW' input field. The fourth row is highlighted with a red box and a red circle '4' pointing to the filter icon in the 'Originating Site' column.

Material Category	Service Type	Emission Type	% attributed to MMSW	Unit of Measure	Qty. attributed to MMSW	Unit of Measure	Originating Site
Fuel Fleet	GHG	Sort Ascending	100	Percentage	550	Litres	Test City SK S4P 3C8
Fuel Fleet	GHG	Sort Descending		Percentage		Litres	
Fuel Fleet	GHG	Filter		Percentage		Litres	
Fuel Fleet	GHG	Vehicle (Passenger) - Electric		Percentage		Kilowatt hours	

Methodology

- The *Attach Supporting Document* tile on the home page dashboard is where you will submit documentation to support and substantiate your GHG claims.
- Please have your Report Number ready (1800*****). This can be found in the *View Submitted Reports* section of the portal.



The screenshot shows the 'Select report' form. At the top, there is a progress bar with three steps: 'Select report' (active), 'Upload', and 'Confirmation'. The form has a header 'Select report' and a text input field labeled '*Report' containing the number '1800309824'. A green button labeled 'Select report' is positioned to the right of the input field. A red box highlights the input field and the button, with a red arrow pointing from the 'Attach Supporting Document' tile in the dashboard above to this form.

Year Over Year Comparison

1. Search by report number, contract description, submission date or status. Click 'Search' to populate a list of reports that match the criteria entered.
2. The table will display the details for each report.
3. Clicking 'Show Details' will display an overview of the submitted report's details. Clicking 'View PDF' will open a more thorough PDF version of the submitted report, which can then be downloaded.
4. Clicking 'Download List as PDF' will display a PDF version of the submitted report list.

The screenshot displays the Multi-Material Stewardship Western web application interface. The top navigation bar includes 'Reporting', 'Report Status', 'Account Management', and 'Support'. The main content area is divided into several sections: 'Key In Your Report', 'Continue Report', 'Submit Information Report', 'Attach Report as Spreadsheet', 'Attach Supporting Document', and 'Document Attachments'. Below these are 'Report Status' options: 'View Information Report', 'View Submitted Reports' (highlighted with a red box and a red arrow), 'View FTP Upload Status', and 'Business Reports'. The 'Account Management' section is partially visible at the bottom.







The lower portion of the screenshot shows a search interface. A red box highlights the search area, which includes a search button (1) and a search criteria form. The form contains fields for 'Report Number' (From/To), 'Reference', 'Contract Number', 'Contract Description' (set to 'Greenhouse Gas'), and 'Submission/Sample Date' (January 01, 2023 to December 31, 2023). There are also fields for 'Status' and 'Maximum Hits' (set to 100), along with 'Clear all filters' and 'Search' buttons (3).

Below the search interface is a table of search results. A red box highlights the first row of the table (2). The table has columns for 'Report Number', 'Reference', 'Contract Number', 'Contract Description', 'Submission / Sample Date', 'Vendor Name', and 'Status'. The first row shows report number 1800123456, reference 2023GHG, contract number 4700001407, description 'GREENHOUSE GAS - CURBSIDE', submission date 'Jan 29, 2023', vendor 'Test City SK', and status 'Not yet approved'. To the right of the first row, there are 'Show Details' and 'View PDF' buttons (3). A 'Download List as PDF' button (4) is located at the top right of the table area.

Report Number	Reference	Contract Number	Contract Description	Submission / Sample Date	Vendor Name	Status
1800123456	2023GHG	4700001407	GREENHOUSE GAS - CURBSIDE	Jan 29, 2023	Test City SK	Not yet approved
1800123478	2023GHG-1	4700001407	GREENHOUSE GAS - CURBSIDE	Feb 28, 2023	Test City SK	Not yet approved
1800123489	2023GHG-2	4700001407	GREENHOUSE GAS - CURBSIDE	Mar 30, 2023	Test City SK	Not yet approved

Fleet

- Class of Vehicle(s) used
 - Light Duty Truck
 - Heavy Duty
- Total amount and type of fuel consumed by each vehicle class (e.g. Heavy Duty vehicle; 1,000 liters of diesel)

Material Category	Service Type	Emission Type	% attributed to MMSW	Unit of Measure	Qty. attributed to MMSW	Unit of Measure	Originating Site	
Fuel Fleet	GHG	Vehicle (Passenger) - Propane	100	Percentage	550	Litres	Test City SK S4P 3C8	 
Fuel Fleet	GHG	Vehicle (Passenger) - Natural Gas		Percentage		Litres		 
Fuel Fleet	GHG	Vehicle (Passenger) - Gasoline		Percentage		Litres		 

Cancel

Fleet Mileage

- If the total amount of fuel consumed per vehicle class is not available, then you can report the number of kilometers travelled by each vehicle type (i.e. total mileage).
- Reporting by kilometres is on a case-by-case basis.

Key in Your Report ▾

Test User | Test City SK

Select a report
Material Quantities
Report Submission

Material Quantities

[More Information](#)
 Test City SK - GREENHOUSE GAS - CURBSIDE (4700002577)
 Document No: [New Document](#) (1)

Add Another Document
New Originating Site
Save for Later
Submit Report

*Document No: *Reporting Period Start (DDMMYYYY): *Reporting Period End (DDMMYYYY): Reference: Comments:

*Originating Site:

[More Information](#)

Material Category	Service Type	Emission Type	% attributed to MMSW	Unit of Measure	Qty. attributed to MMSW	Unit of Measure	Originating Site
Fuel Fleet	GHG	Vehicle (Heavy Duty) - Biodiesel	<input type="text"/>	Percentage	<input type="text"/>	Litres	
Fuel Fleet	GHG	Vehicle (Heavy Duty) - CNG	<input type="text"/>	Percentage	<input type="text"/>	Cubic meter	
Fuel Fleet	GHG	Vehicle (Heavy Duty) - Diesel	100	Percentage	1000	Litres	
Fuel Fleet	GHG	Vehicle (Heavy Duty) - Electric	<input type="text"/>	Percentage	<input type="text"/>	Kilowatt hours	
Fuel Fleet	GHG	Vehicle (Heavy Duty) - Gasoline	<input type="text"/>	Percentage	<input type="text"/>	Litres	

Fleet Maintenance & Staff Activity

- Include fuel usage associated with maintenance or staff activities like site inspections or cart repair/drop-off, etc.

Allocating Your Share of GHG



Allocating Your GHG Share

- MMSW recognizes that your/sub-contractor's collection activities may not be entirely related to your MMSW-based materials and therefore requests that you only report data related to MMSW's allocation of the overall activities.

Material Category	Service Type	Emission Type	% attributed to MMSW	Unit of Measure	Qty. attributed to MMSW	Unit of Measure	Originating Site		
Fuel Fleet	GHG	Vehicle (Passenger) - Propane	<input type="text" value="100"/>	Percentage	<input type="text" value="550"/>	Litres	Test City SK S4P 3C8		
Fuel Fleet	GHG	Vehicle (Passenger) - Natural Gas	<input type="text"/>	Percentage	<input type="text"/>	Litres			
Fuel Fleet	GHG	Vehicle (Passenger) - Gasoline	<input type="text"/>	Percentage	<input type="text"/>	Litres			

Curbside & Multi-Family Collections



Allocation Scenario 1 – Collection Vehicle Activity

- If the collection vehicle used for your residential WPP recycling program also collects other non-WPP materials (ie. organics, garbage, commercial material, etc.) throughout the year, you must allocate the share of fuel or kilometres driven to only the activities involved with collection of WPP materials for your residential recycling program.

Allocation Scenario 1 – Example

Collection truck A is used for WPP materials and garbage on different days	
Total annual fuel used for collection	550 L
Annual fuel used for collection of residential WPP	550 L
Annual fuel used for collection of garbage	0 L
Please report 100% & 550 L fuel usage to MMSW	

The screenshot shows the 'Material Quantities' report interface. At the top, there are navigation icons and a search bar. Below that, there are tabs for 'Select a report', 'Material Quantities', and 'Report Submission'. The 'Material Quantities' tab is active. The report title is 'GREENHOUSE GAS - CURBSIDE (4700002577)'. There are buttons for 'Add Another Document', 'New Originating Site', 'Save for Later', and 'Submit Report'. Below these are input fields for 'Document No.', 'Reporting Period Start', 'Reporting Period End', 'Reference', and 'Comments'. There is also a field for 'Originating Site'. Below the form is a table with columns: 'Material Category', 'Service Type', 'Emission Type', '% attributed to MMSW', 'Unit of Measure', 'Qty. attributed to MMSW', 'Unit of Measure', and 'Originating Site'. The first row of the table has 'Fuel Fleet' in the 'Material Category' column, 'GHG' in 'Service Type', 'Sort Ascending' in 'Emission Type', '100' in '% attributed to MMSW', 'Litres' in 'Unit of Measure', '550' in 'Qty. attributed to MMSW', 'Litres' in 'Unit of Measure', and 'Test City SK S4P 3C8' in 'Originating Site'. A blue arrow points from the 'Qty. attributed to MMSW' field in the table to the 'Qty. attributed to MMSW' field in the table below.

Material Category	Service Type	Emission Type	% attributed to MMSW	Unit of Measure	Qty. attributed to MMSW	Unit of Measure	Originating Site
Fuel Fleet	GHG	Sort Ascending	100	Litres	550	Litres	Test City SK S4P 3C8
Fuel Fleet	GHG	Sort Descending		Percentage		Litres	
Fuel Fleet	GHG	Filter		Percentage		Litres	
Fuel Fleet	GHG			Percentage		Kilowatt hours	

Allocation Scenario 2 – Shared Route

- Check with your sub-contractor to determine if your collected WPP materials are on a shared route with other collectors. If they are, the amount of GHGs generated by collections activities will need to be allocated based on your annual share of households on a full truck.
- If your share of households is unknown, you may allocate based on the percent share of the total weight of WPP materials.

Allocation Scenario 2 – Example

Total Fuel Usage = 750 L	
Community A Households	80
Community B Households	20
Total Households On Full Truck	100
Community A Share GHG	80% x 750 L = 600 L
Community B Share GHG	20% x 750 L = 150 L

Key in Your Report ▾

Select a report | Material Quantities | Report Submission

Material Quantities

More Information

GREENHOUSE GAS - DEPOT (4700002579)
Document No: New Document (1)

Add Another Document | New Originating Site | Save for Later | Submit Report

*Document No: *Reporting Period Start (DDMMYYYY): *Reporting Period End (DDMMYYYY): Reference: Comments:

*Originating Site:

More Information

Material Category	Service Type	Emission Type	% attributed to MMSW	Unit of Measure	Qty. attributed to MMSW	Unit of Measure	Originating Site
Fuel Fleet	GHG	Vehicle (Heavy Duty) - Biodiesel		Percentage		Litres	
Fuel Fleet	GHG	Vehicle (Heavy Duty) - CNG		Percentage		Cubic meter	
Fuel Fleet	GHG	Vehicle (Heavy Duty) - Diesel	80	Percentage	600	Litres	
Fuel Fleet	GHG	Vehicle (Heavy Duty) - Electric		Percentage		Kilowatt hours	

Key in Your Report ▾

Select a report | Material Quantities | Report Submission

Material Quantities

More Information

GREENHOUSE GAS - DEPOT (4700002579)
Document No: New Document (1)

Add Another Document | New Originating Site | Save for Later | Submit Report

*Document No: *Reporting Period Start (DDMMYYYY): *Reporting Period End (DDMMYYYY): Reference: Comments:

*Originating Site:

More Information

Material Category	Service Type	Emission Type	% attributed to MMSW	Unit of Measure	Qty. attributed to MMSW	Unit of Measure	Originating Site
Fuel Fleet	GHG	Vehicle (Heavy Duty) - Biodiesel		Percentage		Litres	
Fuel Fleet	GHG	Vehicle (Heavy Duty) - CNG		Percentage		Cubic meter	
Fuel Fleet	GHG	Vehicle (Heavy Duty) - Diesel	20	Percentage	150	Litres	
Fuel Fleet	GHG	Vehicle (Heavy Duty) - Electric		Percentage		Kilowatt hours	

Additional Reporting Measures

DEPOT collection programs only



Facilities

GHG from facilities **only** applies if your/sub-contractor's depot is either:

- located inside a building
- outdoors and uses energy for lighting

Electricity Consumption

Month	Usage (kWh)
January	1,394

Multi-Material Stewardship Western

Key in Your Report

Select a report | Material Quantities | Report Submission

Material Quantities

[More Information](#)

- GREENHOUSE GAS - DEPOT (4700002579)

Document No: Test2024 (1)

[Add Another Document](#) [New Originating Site](#) [Save for Later](#) [Submit Report](#)

*Document No: Test2024-1

*Reporting Period Start (DDMMYYYY): January 1, 2023

*Reporting Period End (DDMMYYYY): December 31, 2023

Reference:

Comments: Jan - Electricity GHG

*Originating Site: Community 1

[More Information](#)

Material Category	Service Type	Emission Type	% attributed to MMSW	Unit of Measure	Qty. attributed to MMSW	Unit of Measure	Originating Site
Electricity	GHG	Electricity Consumption	100	Percentage	1394	Kilowatt hours	
Equipment	GHG	Forklift - Electric		Percentage		Kilowatt hours	
Equipment	GHG	Front End Loader - CNG		Percentage		Cubic meter	
Equipment	GHG	Front End Loader - Electric		Percentage		Kilowatt hours	
Equipment	GHG	Front End Loader - Gasoline		Percentage		Litres	
Equipment	GHG	Front End Loader - Natural Gas		Percentage		Litres	
Equipment	GHG	Front End Loader - Propane		Percentage		Litres	
No GHG Emission Data	GHG	GHG Data Not Available		Unit		Unit	

Heating Consumption

Record how much is being consumed at each facility

Fuel Type	Unit
Natural Gas	GJ/m ³
Diesel, kerosene, light fuel oil, heavy fuel oil, propane, ethane, butane	L

Equipment

- Please report all types of fossil fuel-based equipment used at your/sub-contractor's depot.
 - Note: this should only be equipment that is used for the collection of WPP materials, including staff activities like site inspections and maintenance.
- forklifts
 - skid steers
 - loaders
 - balers

 - gasoline
 - diesel
 - liquefied petroleum gas (propane)
 - natural gas

Equipment

- Amount of fuel purchased for your/sub-contractor's/third party's equipment.
 - Record the total in litres (L)
- Where different pieces of equipment use different fuels, please record each piece separately.
- When a type of equipment is shared, please include the percent of the time this equipment is used for MMSW-related use.

Equipment – Example

Type of Equipment	Forklift	Type of Equipment	Front-end loader
% of the time dedicated to MMSW materials	25%	% of the time dedicated to MMSW materials	10%
Type of Fuel Used	Diesel	Type of Fuel Used	Diesel
Month	Total Fuel Usage (L)	Month	Total Fuel Usage (L)
January	398	January	612
January (MMSW allocation)	398 x .25 = 99.50 L	January (MMSW allocation)	612 x .10 = 61 L

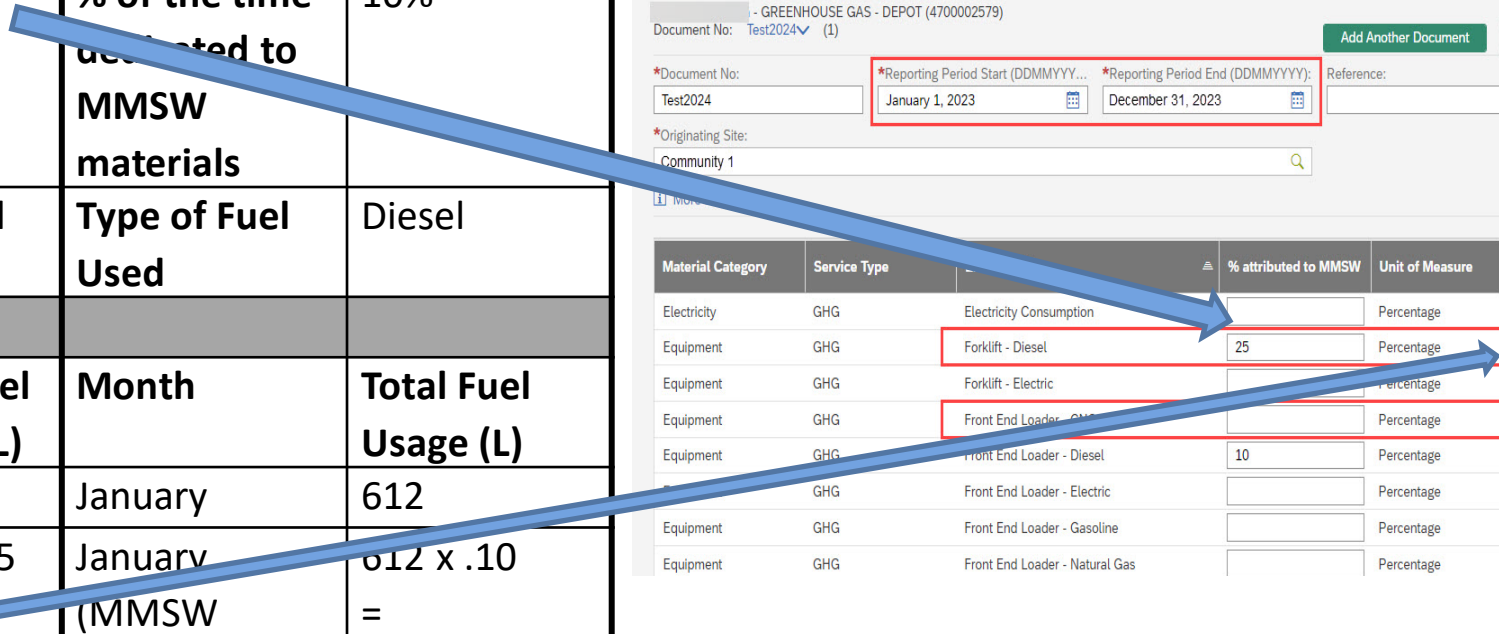
Material Quantities

GREENHOUSE GAS - DEPOT (4700002579)
Document No: Test2024 (1)

*Document No: Test2024
*Reporting Period Start (DDMMYYYY): January 1, 2023
*Reporting Period End (DDMMYYYY): December 31, 2023

*Originating Site: Community 1

Material Category	Service Type	% attributed to MMSW	Unit of Measure	Qty. attributed to MMSW	Unit of Measure	Originating Site
Electricity	GHG Electricity Consumption		Percentage		Kilowatt hours	
Equipment	GHG Forklift - Diesel	25	Percentage	99.5	Litres	
Equipment	GHG Forklift - Electric		Percentage		Kilowatt hours	
Equipment	GHG Front End Loader - Diesel	10	Percentage	61	Litres	
Equipment	GHG Front End Loader - Electric		Percentage		Kilowatt hours	
Equipment	GHG Front End Loader - Gasoline		Percentage		Litres	
Equipment	GHG Front End Loader - Natural Gas		Percentage		Litres	



GHG Paper Use: Depot, Curbside & Multi-Family



Paper Use

- Declare the weight of paper that has been purchased for printing WPP recycling brochures, pamphlets, etc.
- Declare the paper type and its percentage of recycled content.
- Divide your total volume of paper purchased by the number of pages allocated to recycling WPP materials **only**.

Paper Types – Example

Copy paper	Copy paper, inkjet/laser paper, letterhead, stationery, some higher-end notebook and lined writing paper, envelopes, fine book papers, text and cover grades (often beautiful designer papers), report covers, “post-it” notes, some brochures, invitations, some business cards, some menus
Catalogue (High-End)	High-end catalogues, magazines, luxury advertising, and brochures
Newsprint	Newspaper, newsprint, directory papers (e.g., phone books), inexpensive paperback books, some lined writing papers
Catalogue (Mass Mkt)	Mass-market catalogues and magazines, mass-market advertising on “slick” paper
Newspaper inserts	Newspaper inserts, grocery and drug store advertising papers, some bulk mailbox advertisements, some mass-market catalogues and magazines

Post-Collection GHG Reporting



What GHG Data Do You Report Post-Collection?

- Generally, GHG data will come from three activities:
 - **Hauling** (transportation of WPP materials to sorting facilities);
 - **Facilities** (buildings and equipment for processing WPP materials); and
 - **Shipping to End Markets** (transportation of WPP materials to markets for reuse).

Regional Waste Authorities

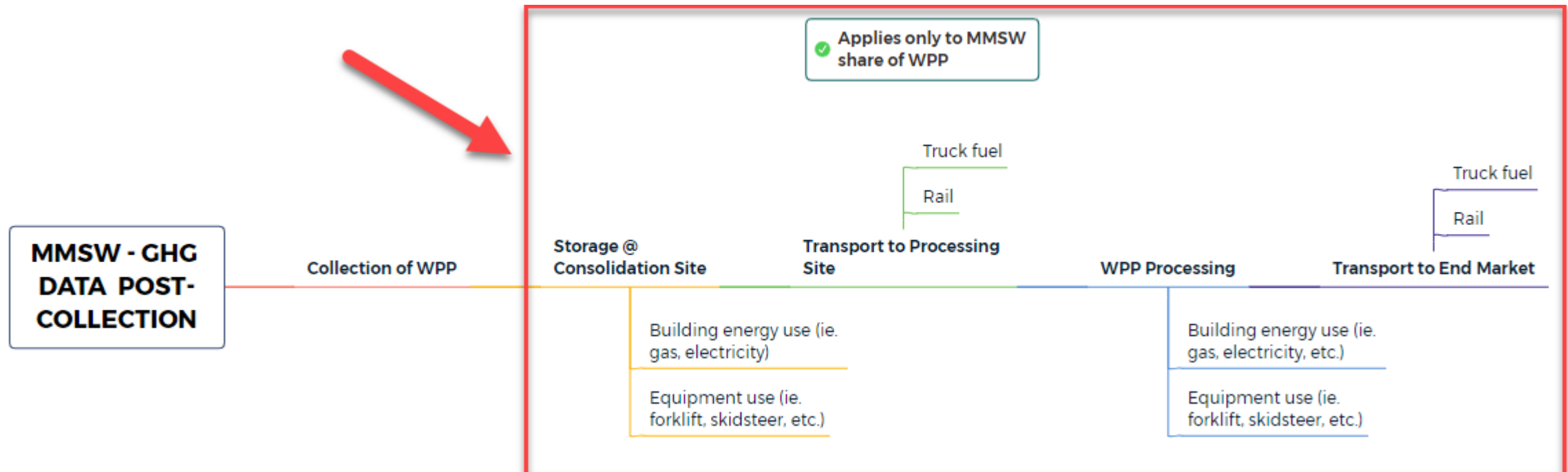
- If you are a Regional Waste Authority, GHG data can be reported for your entire membership in aggregate.
- You do not need to report GHG data on a per-member basis.

Working With Your Sub-Contractor

- As a municipality, regional waste authority or First Nations community, do you directly:
 - Transport collected WPP materials to a receiving facility such as a consolidation site or a material recovery facility (MRF)?
 - Operate/own a receiving facility such as a consolidation site or MRF?
 - Process or sort collected WPP materials into marketable categories?
 - Sell and ship collected WPP materials to markets for reuse?

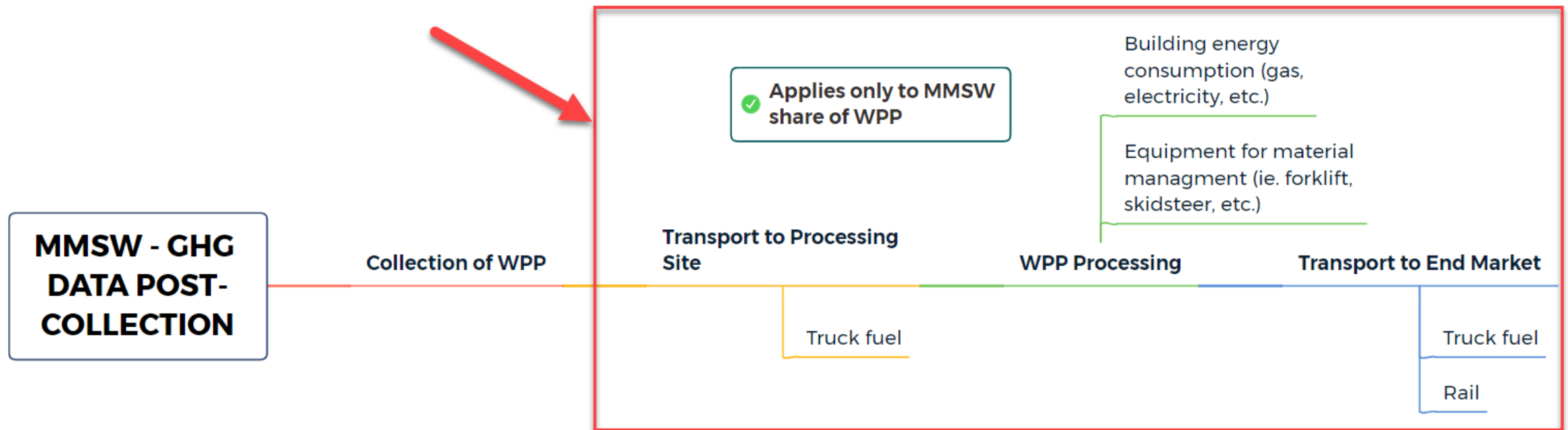
Post-Collection Boundaries (Type 1)

- Post-Collection refers to material management activities that take place **after** the initial collection of WPP materials

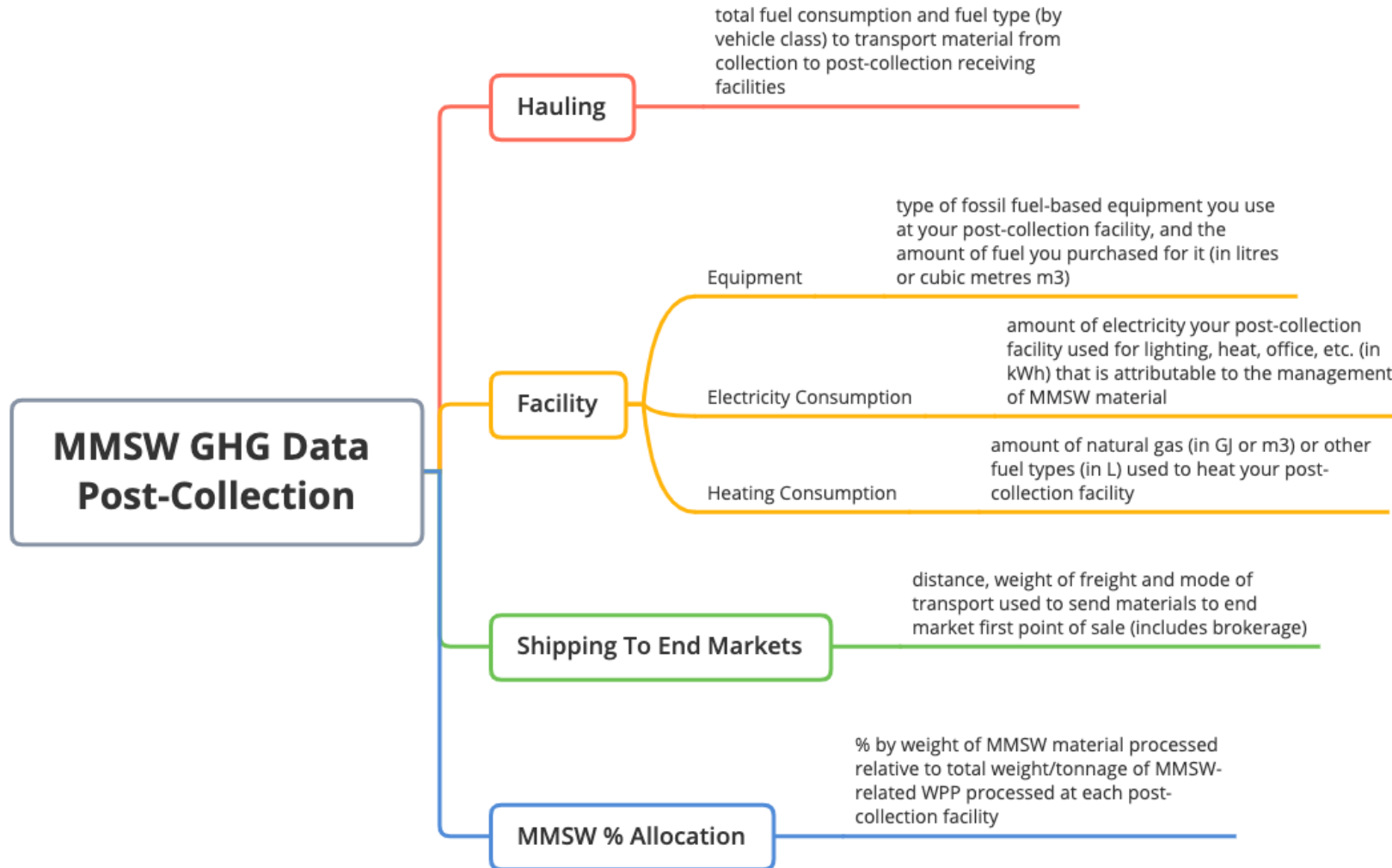


Post-Collection Boundaries (Type 2)

- Materials may be hauled directly to a processing facility for sorting and sale to remanufacturing markets.



What GHG Data Do You Report Post-Collection?



Upload Spreadsheet

Collectors have the option to use this spreadsheet to enter their GHG data, then upload all their information at once.

The screenshot shows the user interface for Multi-Material Stewardship Western. At the top, it displays 'Test User | Test City SK' and 'Test Environment'. Below this is a navigation bar with 'Reporting', 'Report Status', 'Account Management', and 'Support'. The main area contains several action cards: 'Key in Your Report', 'Continue Report' (with '0 Draft Document'), 'Submit Information Report', 'Attach Report as Spreadsheet' (highlighted with a red box), and 'Attach Supporting Document'. A 'Document Attachments' card is also visible at the bottom left. The Multi-Material Stewardship Western logo is in the top right corner.

Upload Spreadsheet

Three worksheet tabs:

- Instructions-GHG reporting tab* has instructions on how to fill a GHG Report and upload it to the Portal.
- Instructions-Material reporting tab* has instructions on how to fill the Materials Report (Claims Reporting).
- Originating sites tab* lists all originating sites associated with the contract.

Multi-Material Stewardship Western

Reporting Upload - Data Entry Sheet

[Save Spreadsheet as TXT file](#) [Clear Spreadsheet Data](#)

Contract Number	Document Number	Service Type	Reference	Comments	Reporting Period Start (DDMMYYYY)	Reporting Period End (DDMMYYYY)	Originating Site Name	Originating Site Postal Code	Not Applicable	Not Applicable	Emission Type	Type of Measurement	Not Applicable	% attributed to MMSW	Quantity

1 2 3

Transporter_BOL_Data | Sample Data | Instructions-GHG reporting | Instructions-Material reporting | Originating Sites

Sort & Filter

Sort & Filter Functionality:

Select the upside-down pyramid to display filter options:

- Sort by ascending or descending Emission Type
- Using the filter field: Type in your keyword and hit 'Enter'. To remove a filter's criteria, select the pyramid icon again, delete the text, and press 'Enter'.

Key in Your Report

Test User | Test City SK

Select a report | Material Quantities | Report Submission

Multi-Material Stewardship Western

Material Quantities

[More Information](#)

GREENHOUSE GAS - CURBSIDE (4700002577)

Document No: 2024GHG (1)

[Add Another Document](#) [New Originating Site](#) [Save for Later](#) [Submit Report](#)

*Document No: 2024GHG *Reporting Period Start (DDMM...): January 1, 2023 *Reporting Period End (DDMMY...): December 31, 2023 Reference: Optional Comments: Optional

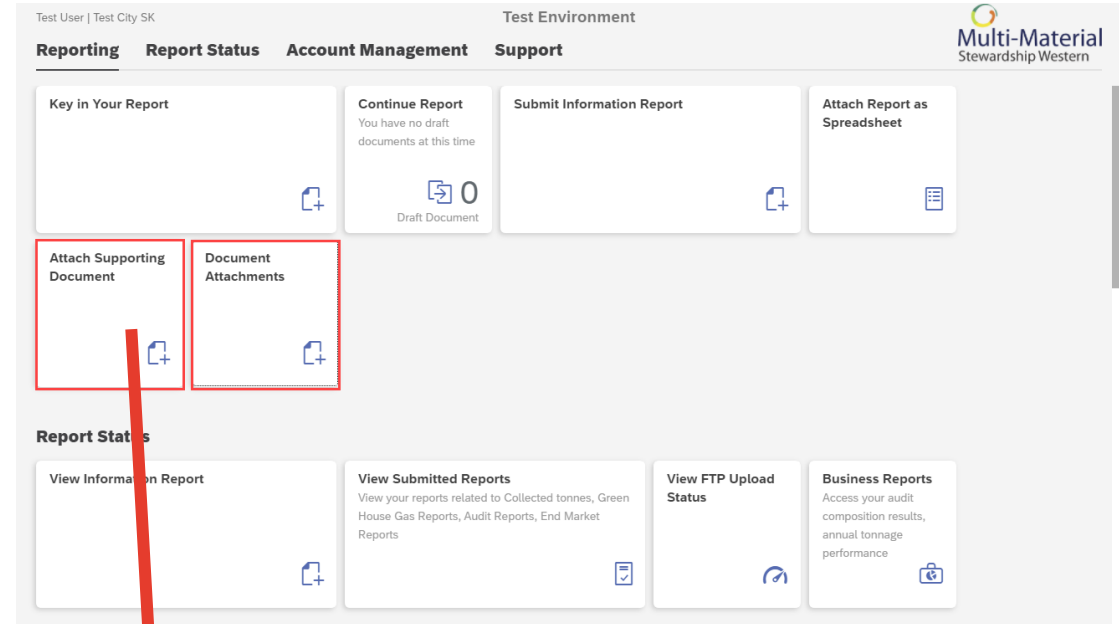
*Originating Site: Test City SK | 12345 Main Ave, Regina, SK, S4P 3C8

[More Information](#)

Material Category	Service Type	Emission Type	% attributed to MMSW	Unit of Measure	Qty. attributed to MMSW	Unit of Measure	Originating Site	
Fuel Fleet	GHG	Sort Ascending	100	Percentage	550	Litres	Test City SK S4P 3C8	
Fuel Fleet	GHG	Sort Descending		Percentage		Litres		
Fuel Fleet	GHG	Filter		Percentage		Litres		
Fuel Fleet	GHG	Vehicle (Passenger) - Electric		Percentage		Kilowatt hours		

Methodology

- The *Attach Supporting Document* tile on the home page dashboard is where you will submit documentation to support and substantiate your GHG claims.
- Please have your Report Number ready (1800*****). This can be found in the *View Submitted Reports* section of the portal.



The screenshot shows the 'Select report' form. At the top, there is a progress bar with three steps: 'Select report' (active), 'Upload', and 'Confirmation'. The form has a header 'Select report' and a text input field labeled '*Report' containing the value '1800309824'. A green button labeled 'Select report' is positioned to the right of the input field. The entire form area is enclosed in a red box.

Year Over Year Comparison

1. Search by report number, contract description, submission date or status. Click 'Search' to populate a list of reports that match the criteria entered.
2. The table will display the details for each report.
3. Clicking 'Show Details' will display an overview of the submitted report's details. Clicking 'View PDF' will open a more thorough PDF version of the submitted report, which can then be downloaded.
4. Clicking 'Download List as PDF' will display a PDF version of the submitted report list.

The screenshot displays the Multi-Material Stewardship Western web application interface. The top navigation bar includes 'Reporting', 'Report Status', 'Account Management', and 'Support'. The main content area is divided into sections: 'Key In Your Report', 'Report Status', and 'Account Management'. A red box highlights the 'View Submitted Reports' button in the 'Report Status' section. Below this, a search form is shown with fields for 'Report Number', 'Reference', 'Contract Number', 'Contract Description', and 'Submission/Sample Date'. A red arrow points to the 'Search' button. Below the search form, a table displays a list of reports with columns for 'Report Number', 'Reference', 'Contract Number', 'Contract Description', 'Submission / Sample Date', 'Vendor Name', and 'Status'. A red box highlights the first row of the table, and another red box highlights the 'Show Details' and 'View PDF' buttons for that row. A 'Download List as PDF' button is also visible in the top right corner of the table area.

Report Number	Reference	Contract Number	Contract Description	Submission / Sample Date	Vendor Name	Status
1800123456	2023GHG	4700001407	GREENHOUSE GAS - CURBSIDE	Jan 29, 2023	Test City SK	Not yet approved
1800123478	2023GHG-1	4700001407	GREENHOUSE GAS - CURBSIDE	Feb 28, 2023	Test City SK	Not yet approved
1800123489	2023GHG-2	4700001407	GREENHOUSE GAS - CURBSIDE	Mar 30, 2023	Test City SK	Not yet approved

Fleet

- Class of Vehicle(s) used
 - Light Duty Truck
 - Heavy Duty
- Total amount and type of fuel consumed by each vehicle class (e.g. Heavy Duty vehicle; 1,000 liters of diesel)

Key in Your Report

Test User | Test City SK

Select a report | Material Quantities | Report Submission

Multi-Material Stewardship Western

Material Quantities

[More Information](#)
Test City SK - GREENHOUSE GAS - CURBSIDE (4700002577)
Document No: [New Document](#) (1)

[Add Another Document](#) [New Originating Site](#) [Save for Later](#) [Submit Report](#)

*Document No: *Reporting Period Start (DDMMYYYY...): *Reporting Period End (DDMMYYYY...): Reference: Comments:

*Originating Site:

[More Information](#)

Material Category	Service Type	Emission Type	% attributed to MMSW	Unit of Measure	Qty. attributed to MMSW	Unit of Measure	Originating Site
Fuel Fleet	GHG	Vehicle (Heavy Duty) - Biodiesel	<input type="text"/>	Percentage	<input type="text"/>	Litres	
Fuel Fleet	GHG	Vehicle (Heavy Duty) - CNG	<input type="text"/>	Percentage	<input type="text"/>	Cubic meter	
Fuel Fleet	GHG	Vehicle (Heavy Duty) - Diesel	100	Percentage	1000	Litres	
Fuel Fleet	GHG	Vehicle (Heavy Duty) - Electric	<input type="text"/>	Percentage	<input type="text"/>	Kilowatt hours	
Fuel Fleet	GHG	Vehicle (Heavy Duty) - Gasoline	<input type="text"/>	Percentage	<input type="text"/>	Litres	

Cancel

Hauling Mileage

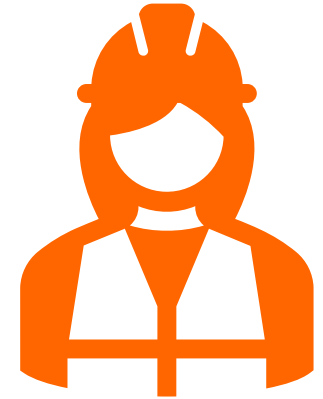
- If the total amount and type of fuel consumed per vehicle class is not available, then we will need to know the number of kilometers travelled by each vehicle type (i.e. total mileage) to calculate the estimated volume of fuel consumed.
- Reporters can upload their methodology summary for reporting in kilometers using the Portal.

Equipment

- Please report all types of fossil fuel-based equipment used at your/sub-contractor's depot.
- Note: this should only be equipment that is used for the collection of WPP materials, including staff activities like site inspections and maintenance.

- forklifts
- skid steers
- loaders
- balers

- gasoline
- diesel
- liquefied petroleum gas (propane)
- natural gas



Equipment

- Amount of fuel purchased for your/sub-contractor's/third party's equipment.
 - record the total in litres (L)
- Where different pieces of equipment use different fuels, please record each piece separately.
- When a type of equipment is shared, please include the percent of the time this equipment is used for MMSW-related use.

Equipment – Example

Type of Equipment	Forklift	Type of Equipment	Front-end loader
% of the time dedicated to MMSW materials	25%	% of the time dedicated to MMSW materials	10%
Type of Fuel Used	Diesel	Type of Fuel Used	Diesel
Month	Total Fuel Usage (L)	Month	Total Fuel Usage (L)
January	398	January	612
January (MMSW allocation)	398 x .25 = 99.50 L	January (MMSW allocation)	612 x .10 = 61 L

Material Quantities

More Information

GREENHOUSE GAS - DEPOT (4700002579)

Document No: Test2024 (1)

Buttons: Add Another Document, New Originating Site, Save for Later, Submit Report

*Document No: Test2024

*Reporting Period Start (DDMMYYYY): January 1, 2023

*Reporting Period End (DDMMYYYY): December 31, 2023

*Originating Site: Community 1

Material Category	Service Type	Equipment Type	% attributed to MMSW	Unit of Measure	Qty. attributed to MMSW	Unit of Measure	Originating Site
Electricity	GHG	Electricity Consumption		Percentage		Kilowatt hours	
Equipment	GHG	Forklift - Diesel	25	Percentage	99.5	Litres	
Equipment	GHG	Forklift - Electric		Percentage		Kilowatt hours	
Equipment	GHG	Front End Loader - CNG		Percentage		Cubic meter	
Equipment	GHG	Front End Loader - Diesel	10	Percentage	61	Litres	
Equipment	GHG	Front End Loader - Electric		Percentage		Kilowatt hours	
Equipment	GHG	Front End Loader - Gasoline		Percentage		Litres	
Equipment	GHG	Front End Loader - Natural Gas		Percentage		Litres	

Electricity Consumption

Month	Usage (kWh)
January	1,394

Multi-Materia Stewardship Western

Key in Your Report

Select a report | Material Quantities | Report Submission

Material Quantities

More Information

GREENHOUSE GAS - DEPOT (4700002579)

Document No: Test2024 (1)

*Document No: Test2024-1
 *Reporting Period Start (DDMMYY...): January 1, 2023
 *Reporting Period End (DDMMYY...): December 31, 2023
 Reference:
 Comments: Jan - Electricity GHG

*Originating Site: Community 1

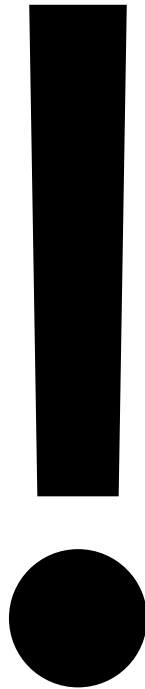
More Information

Material Category	Service Type	Emission Type	% attributed to MMSW	Unit of Measure	Qty. attributed to MMSW	Unit of Measure	Originating Site
Electricity	GHG	Electricity Consumption	100	Percentage	1394	Kilowatt hours	
Equipment	GHG	Forklift - Electric		Percentage		Kilowatt hours	
Equipment	GHG	Front End Loader - CNG		Percentage		Cubic meter	
Equipment	GHG	Front End Loader - Electric		Percentage		Kilowatt hours	
Equipment	GHG	Front End Loader - Gasoline		Percentage		Litres	
Equipment	GHG	Front End Loader - Natural Gas		Percentage		Litres	
Equipment	GHG	Front End Loader - Propane		Percentage		Litres	
No GHG Emission Data	GHG	GHG Data Not Available		Unit		Unit	

Facilities - Heating Consumption

- Record how much fuel is being consumed at each post-collection facility:
 - natural gas (GJ or m³)
 - diesel, kerosene, light fuel oil, heavy fuel oil, propane, ethane, butane (L)
- For natural gas, the amount should be in gigajoules or cubic metres (GJ or m³); other fuel types should be reported in litres (L).
- If the post-collection facility belongs to a sub-contractor or third-party organization, **report the total area of the facility in square metres or square feet and the type of fuel used** to heat the building.

Shipping To End Markets Reporting



- What is the total distance that WPP materials travelled to reach end markets?
- What is the mode of transportation for each material? Is it:
 - Ground transport
 - Marine
 - Rail
- Please report this data using one of these three methods:
 1. Total kms + average weight per shipment
 2. Total weight + average kms per shipment
 3. Total kms + total weight + number of shipments

Allocating Share of GHG Data



How Do You Allocate Your MMSW Share of GHGs?

- MMSW recognizes that hauling, facility activities and shipping to end markets may not be entirely attributed to your MMSW-related WPP materials, and therefore requires that you report only the data that relates to MMSW's allocation of the overall activities.

Hauling – Shared Routes

- Check with your sub-contractor to determine if your collected WPP materials are on a shared route with other collectors. If they are, the amount of GHGs generated by hauling activities will need to be allocated based on your annual share of WPP materials hauled to receiving facilities.

Hauling – Shared Routes Example

Total Fuel Usage = 750 L	
Community A Households	80
Community B Households	20
Total Households On Full Truck	100
Community A Share GHG	80% x 750 L = 600 L
Community B Share GHG	20% x 750 L = 150 L

Key in Your Report ▾

Select a report | Material Quantities | Report Submission

Material Quantities

More Information

GREENHOUSE GAS - DEPOT (4700002579)
Document No: New Document (1)

Add Another Document | New Originating Site | Save for Later | Submit Report

*Document No: | *Reporting Period Start (DDMMYYYY...): Mmmm d, yyyy | *Reporting Period End (DDMMYYYY...): Mmmm d, yyyy | Reference: | Comments:

*Originating Site: Community A

More Information

Material Category	Service Type	Emission Type	% attributed to MMSW	Unit of Measure	Qty. attributed to MMSW	Unit of Measure	Originating Site
Fuel Fleet	GHG	Vehicle (Heavy Duty) - Biodiesel		Percentage		Litres	
Fuel Fleet	GHG	Vehicle (Heavy Duty) - CNG		Percentage		Cubic meter	
Fuel Fleet	GHG	Vehicle (Heavy Duty) - Diesel	80	Percentage	600	Litres	
Fuel Fleet	GHG	Vehicle (Heavy Duty) - Electric		Percentage		Kilowatt hours	

Key in Your Report ▾

Select a report | Material Quantities | Report Submission

Material Quantities

More Information

GREENHOUSE GAS - DEPOT (4700002579)
Document No: New Document (1)

Add Another Document | New Originating Site | Save for Later | Submit Report

*Document No: | *Reporting Period Start (DDMMYYYY...): Mmmm d, yyyy | *Reporting Period End (DDMMYYYY...): Mmmm d, yyyy | Reference: | Comments:

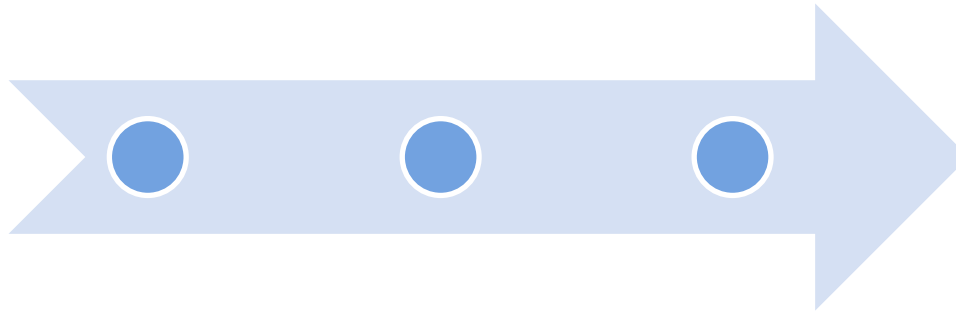
*Originating Site: Community B

More Information

Material Category	Service Type	Emission Type	% attributed to MMSW	Unit of Measure	Qty. attributed to MMSW	Unit of Measure	Originating Site
Fuel Fleet	GHG	Vehicle (Heavy Duty) - Biodiesel		Percentage		Litres	
Fuel Fleet	GHG	Vehicle (Heavy Duty) - CNG		Percentage		Cubic meter	
Fuel Fleet	GHG	Vehicle (Heavy Duty) - Diesel	20	Percentage	150	Litres	
Fuel Fleet	GHG	Vehicle (Heavy Duty) - Electric		Percentage		Kilowatt hours	

Facilities - Allocation

1. The percent of the annual MMSW weight of materials processed by the facility
2. The total weight/tonnage of your WPP materials processed
3. Step 1 x Step 2 = Your share of WPP into MRF
4. Apply to your total energy use for the facility to determine the MMSW portion of GHG data to report



Facilities – Allocation Example

The following table provides an example of this allocation. For this example, the collector is 'Recycletown' and is part of the MMSW program.

Annual tonnes WPP to MRF – all sources	1000
Recycletown annual tonnes WPP to MRF	300
Percent share applied to facility GHG data for Recycletown	$300/1000 = 30\%$
Total electricity used by MRF	700 kWh
Total electricity usage reported by Recycletown	$700 \times .30 = 210 \text{ kWh}$

Shipping To End Market - Allocation

- The percent of annual weight of MMSW WPP materials shipped to end markets would be used as the percentage allocation.
- This would then be applied to your total fuel use for shipping to end markets to determine the MMSW portion of GHG data to report.

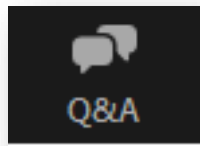
Shipping To End Market – Allocation Example

- The following table provides an example of this allocation. For this example, the collector is 'Recycletown' and is part of the MMSW program.

Annual tonnes WPP shipped to market	975
Recycletown's annual tonnes WPP shipped to markets	278
Percent share applied to GHG data for Recycletown	$278/975 = 29\%$
Total fuel used for shipping to end market(s)	890 L
Total fuel usage reported by Recycletown	$890 \times .29 = 258 \text{ L}$


Q&A

Please submit via the webinar Q&A button:



Contact Information/Resources

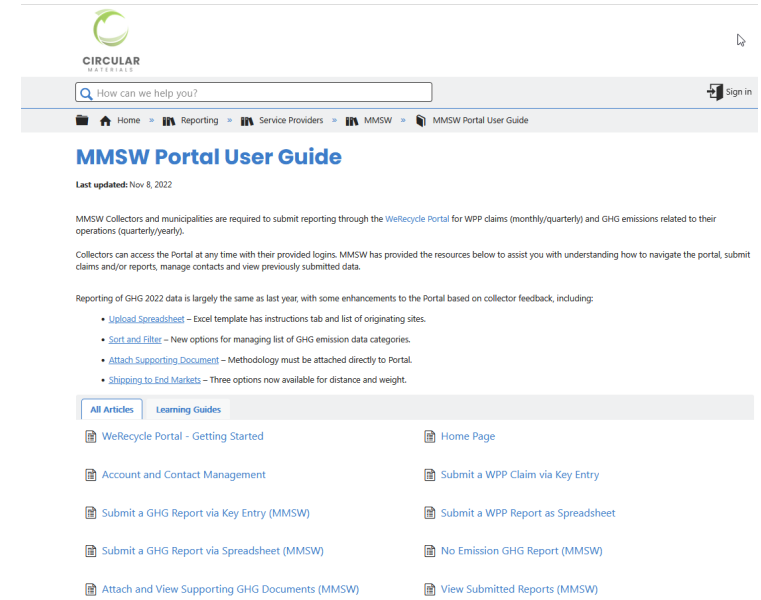
-  greenhousegas@multimaterialsw.ca

-  1-855-886-4558 (option 4)

-  www.mmsk.ca/ghg

- https://knowledge.werecycle.ca/Reporting/Service_Providers/MMSW

- Please use the Portal User Guide – it will make your reporting much easier 😊



The screenshot shows the MMSW Portal User Guide page. At the top, there is a search bar with the text "How can we help you?" and a "Sign in" button. Below the search bar is a navigation menu with links for Home, Reporting, Service Providers, MMSW, and MMSW Portal User Guide. The main heading is "MMSW Portal User Guide" with a sub-heading "Last updated: Nov 8, 2022". The page content includes a paragraph stating that MMSW Collectors and municipalities are required to submit reporting through the WeRecycle Portal for WPP claims (monthly/quarterly) and GHG emissions related to their operations (quarterly/yearly). It also mentions that collectors can access the Portal at any time with their provided logins and that MMSW has provided resources to assist with understanding how to navigate the portal, submit claims and/or reports, manage contacts and view previously submitted data. A section titled "Reporting of GHG 2022 data is largely the same as last year, with some enhancements to the Portal based on collector feedback, including:" lists three bullet points: "Upload Spreadsheet" (Excel template has instructions tab and list of originating sites), "Sort and Filter" (New options for managing list of GHG emission data categories), and "Attach Supporting Document" (Methodology must be attached directly to Portal). A fourth bullet point, "Shipping to End Markets" (Three options now available for distance and weight), is partially visible. Below the text is a table of contents with two tabs: "All Articles" and "Learning Guides". The "Learning Guides" tab is active, showing a list of links: "WeRecycle Portal - Getting Started", "Account and Contact Management", "Submit a GHG Report via Key Entry (MMSW)", "Submit a GHG Report via Spreadsheet (MMSW)", and "Attach and View Supporting GHG Documents (MMSW)". The "All Articles" tab shows links: "Home Page", "Submit a WPP Claim via Key Entry", "Submit a WPP Report as Spreadsheet", "No Emission GHG Report (MMSW)", and "View Submitted Reports (MMSW)".

Thank You!

