# MMSW Claim Reporting How to submit reports to MMSW

February 23<sup>rd</sup> 10 am – 12 pm





### **Webinar Protocol**

Slides advance automatically

### Questions during the webinar?

- Question box for questions/comments on webcast console
- You can submit your questions at any point during the presentation (which will run for approximately 2 hours) however questions will not be addressed until the Q&A section at the end of each scenario
- During the Q&A we will answer as many questions as possible
- All questions and responses will captured in a Q&A document to be posted on the MMSW website (this will include any questions we don't get to today)
- Once the webinar has ended, please send any follow up questions to the email address serviceprovider@multimaterialsw.ca
- This webcast itself will also be posted on the MMSW website, along with a copy of this
  presentation



### **Agenda**

- Introductions
- Meeting purpose
- Reporting Obligations
- Introducing the WeRecycle reporting portal
  - Portal Features
    - Contact Management
    - Compiling and submitting your report
    - Managing and maintaining your account
- Recap and summary
- Next Steps
- Support materials



### Agenda cont.

- Submitting a Collection Report
  - MMSW Guidelines for Claim Reporting
    - Different collection scenario's
      - Scenario A Reports submitted by Local Government, First Nations or Regional Waste Authority (Collectors)
      - Scenario B Designate reporting on behalf of a Local Government, First Nations or Regional Waste Authority (Collectors)
      - Scenario C Shared collection routes on one collection vehicle
      - Scenario D Depot only collection routes
  - Question period will follow each scenario discussion



### **Introductions**

- MMSW:
  - Kelly Goyer MMSW Field Services
- CSSA:
  - Chris Armeni Service Provider Reporting Lead
  - Nicole Griffith Project Lead
  - Kent Hollister National Supply Chain
  - Andrew Lee System Development Lead



### **Meeting Purpose**

- Help you prepare for report submission on the MMSW online WeRecycle Reporting Portal, including:
  - What information and data you need to gather to complete your reports
  - How to submit reports to MMSW using the online WeRecycle Reporting Portal
  - How to manage your account
- Answer your questions during the Q&A section at the end of the presentation



### Reporting obligations

### Your reporting obligations include:

- 1. Information you report annually
- 2. Information you report quarterly:
  - Tonnes collected as of January 1<sup>st</sup> 2016
  - Tonnes rejected and shipped to end markets start date of TBD



### **Annual Reporting**

### Annual reporting includes:

- The number of households receiving curbside and multi-family building collection service of WPP
- The number of households without collection service but with access to depot collection service
- The population of each collection service area
- The number of material streams collected
- Frequency of collection service provided and type of set out container
- Location of depots



### **Quarterly reporting effective January 1**

- Reporting can be completed at a frequency of your choosing but no less than quarterly:
- Tonnes of residential WPP collected from curbside and multifamily buildings
- Tonnes of residential WPP collected from residents at depots by collection service area



### **Quarterly reporting effective (Date TBD)**

- Tonnes of residential WPP shipped to end markets by type of paper and by packaging
- Tonnes of residential WPP rejected by the end market including the reason for the rejection
- \*Amount of revenue received for WPP shipped to end markets by type of paper and packaging
- \*MMSW will work with LG/RWAs in Year 1 of the program to establish this reporting process



### **Reporting Obligations**

 Today we are focusing on Quarterly Claim Reporting that is effective Jan 1<sup>st</sup> 2016



# Introducing the WeRecycle Reporting Portal



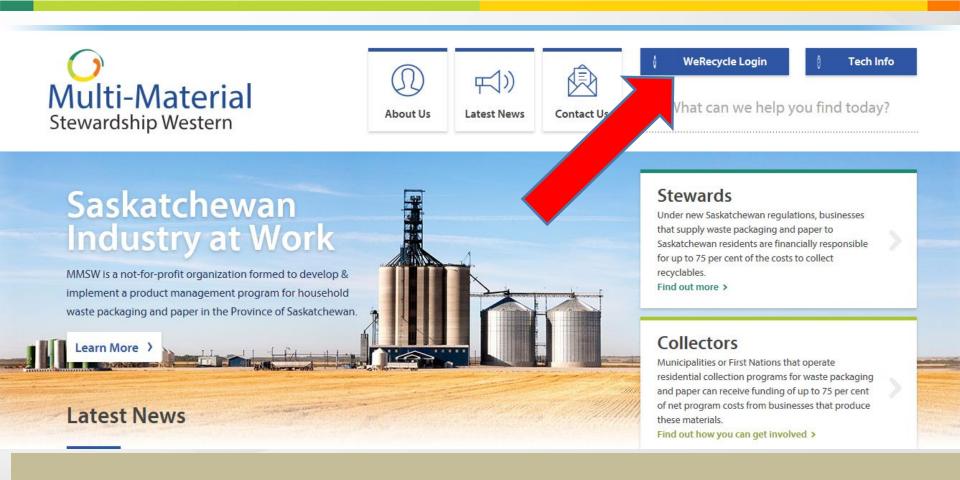


### Introducing the WeRecycle Reporting Portal

- WeRecycle Reporting Portal enables you to submit online reports, streamlining the reporting process
- Is a web-based, user-friendly reporting tool to facilitate claim submission reporting
- Is accessible from any Internet connected computer



### Introducing the WeRecycle Reporting Portal



### Log on from home page of multimaterialsw.ca

### **WeRecycle Login Page**





# The Three Areas of the Portal that you will Use





### WeRecycle Main Menu



Canadian Stewardship Services Alliance





Welcome Municipal Reporter

Multi-Material Stewardship Western

#### Home

Please navigate through the following options

### **Account Management**

### Company / Municipality Information

nables you to view your company information

### Contact Management

Enables you to view, manage, and maintain contact information

We welcome your comments. Enables you to send a request to have us contact you

### Route Group Management

Management of route groups

### **Document Centre**

### Report Activity

Enables you to report activity directly

Enables you to upload the reporting text file

#### Upload Disposition

Enables you to upload the disposition form

Anables you to process route claims

### **Up oad Route Sheet**

Enables you to upload route spreadsheets

### Tools and Reports

### Generate Upload Template

Enalles you to generate an upload reporting template based on contract selected

### FTP File Report

Enables you to see the status of your FTP file

Document Report Status
Allows you to track, view or print your claim

### submission(s)

Enables you to display and print your route claims



### **Contact Management**





### WeRecycle Main Menu







p | Multi-Material Saskatchewan Web Site | Log out



Welcome Municipal Reporter

Multi-Material Stewardship Western

Home

### Welcome

Please navigate through the following options

### Account Management

### Company / Municipality Information

Enables you to view your company information

### Contact Management

Enables you to view, manage, and maintain contact information

#### Contact Us

We welcome your comments. Enables you to send a request to have us contact you

### Route Group Management

Management of route groups

### **Document Centre**

#### Report Activity

Enables you to report activity directly

### Upload Spreadsheet

Enables you to upload the reporting text file

#### **Upload Disposition**

Enables you to upload the disposition form

#### Route Activity

Enables you to process route claims

#### Upload Route Sheet

Enables you to upload route spreadsheets

### Tools and Reports

### Generate Upload Template

Enables you to generate an upload reporting template based on contract selected

#### FTP File Report

Enables you to see the status of your FTP file

### **Document Report Status**

Allows you to track, view or print your claim submission(s)

#### Route Reporting

Enables you to display and print your route claims



### **Contact Management**

 Manage the roles of people in your organization that have access to the portal:

### 1. Primary Contacts can

- Add/Delete/Update users
- Submit reports
- Review account status

### 2. Secondary Contacts can

- Submit reports
- Review account status

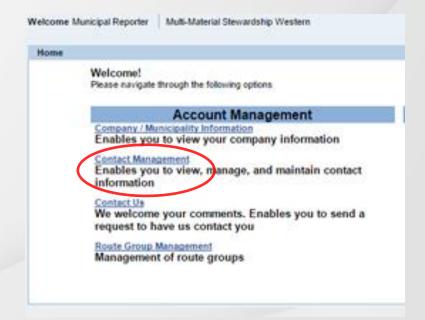
### 3. Billing Contacts can

Review account status

### 4. Report Recipients can

Stewardship Western

Receive reports submitted by others
 Multi-Material



### **Document Centre - Reporting**

How to submit your claim reports





### **Reporting Options**



Canadian Stewardship Services Alliance



elp | Multi-Material Saskatchewan Web Site | Log out



Welcome Municipal Reporter

Multi-Material Stewardship Western

Home

### Welcome!

Please navigate through the following options

### **Account Management**

### Company / Municipality Information

Enables you to view your company information

#### Contact Management

Enables you to view, manage, and maintain contact information

#### Contact Us

We welcome your comments. Enables you to send a request to have us contact you

### Route Group Management

Management of route groups

### Document Centre

### Report Activity

Enables you to report activity directly

#### Upload Spreadsheet

Enables you to upload the reporting text file

#### Upload Disposition

Enables you to upload the disposition form

#### Route Activity

Enables you to process route claims

#### Upload Route Sheet

Enables you to upload route spreadsheets

### Tools and Reports

### Generate Upload Template

Enables you to generate an upload reporting template based on contract selected

#### TP File Report

nables you to see the status of your FTP file

### Ocument Report Status

Ilows you to track, view or print your claim submission(s)

#### Route Reporting

Enables you to display and print your route claims



### **Submitting a Collection Report**

- Submitting a Collection Report
  - Different collection scenario's
    - Scenario A
      - Reports submitted by Local Government, First Nations or Regional Waste Authority (Collectors)
    - Scenario B
      - Designate reporting on behalf of a Local Government, First Nations or Regional Waste Authority (Collectors)
    - Scenario C Shared collection routes
    - Scenario D Depot only collection routes



### Data you need to report

### Contract number

- "470000xxxx"
- As recorded on your signed
   Services Agreement

### Document number

- Unique number representing your scale ticket
- Valuation type
  - Example Inteserv, Depot
- Service date
  - When the collection was performed
  - DDMMYYYY



### Delivery date

- Date materials were delivered to the destination site
- Originating site name & postal code
  - Service area where the WPP is collected from
- Destination site name & postal code
  - Location where the WPP has been delivered to
- Material description
- Reporting actual tonnage (Kg's)

### **Submitting a Claim**

- You have two main options in how you choose to submit your reports:
  - 1. Direct Data Entry into the Portal
    - Single claim against a single collection site
  - 2. Excel Spreadsheet Upload



SCENARIO A 25

### Choosing the method you report

- The reporting method you select will largely depend on:
  - The number of claims you make
  - The frequency you plan on reporting
- If you are planning to report daily or weekly
  - method 1 Direct Data Entry will be most suitable
- If you plan to report large quantities of data on a less frequent basis (e.g. monthly)
  - method 2 Excel Spreadsheet Upload will be most suitable



### 1. Direct Data Entry into the Portal

Reporting a single claim against a single collection site





### **Reporting Options**



Canadian Stewardship Services Alliance



elp | Multi-Material Saskatchewan Web Site | Log out



Welcome Municipal Reporter

Multi-Material Stewardship Western

#### Home

### Welcome!

Please navigate through the following options

### **Account Management**

### Company / Municipality Information

Enables you to view your company information

### Contact Management

Enables you to view, manage, and maintain contact information

#### Contact Us

We welcome your comments. Enables you to send a request to have us contact you

### Route Group Management

Management of route groups

### **Document Centre**

### Report Activity

Enables you to report activity directly

#### Upload Spreadsheet

Enables you to upload the reporting text file

### Upload Disposition

Enables you to upload the disposition form

#### Route Activity

Enables you to process route claims

#### **Upload Route Sheet**

Enables you to upload route spreadsheets

### Tools and Reports

### Generate Upload Template

Enables you to generate an upload reporting template based on contract selected

#### FTP File Report

Enables you to see the status of your FTP file

### **Document Report Status**

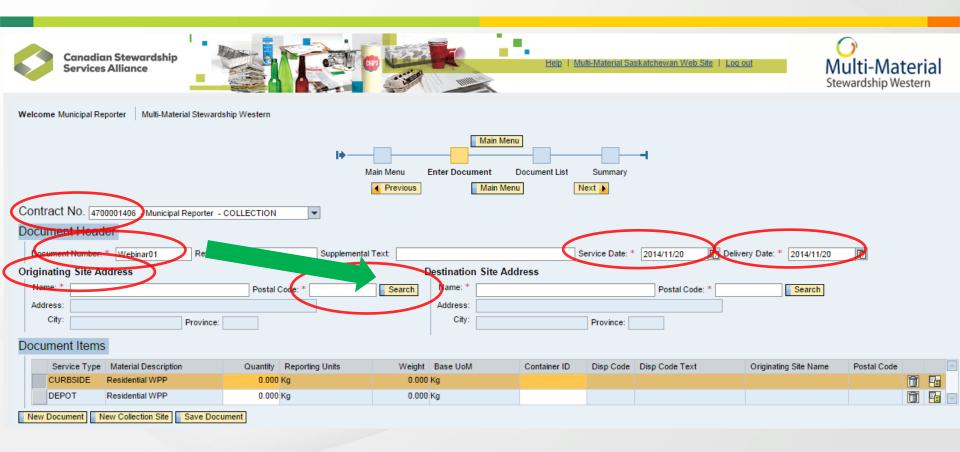
Allows you to track, view or print your claim submission(s)

#### Route Reporting

Enables you to display and print your route claims



### Report Activity – Direct Input

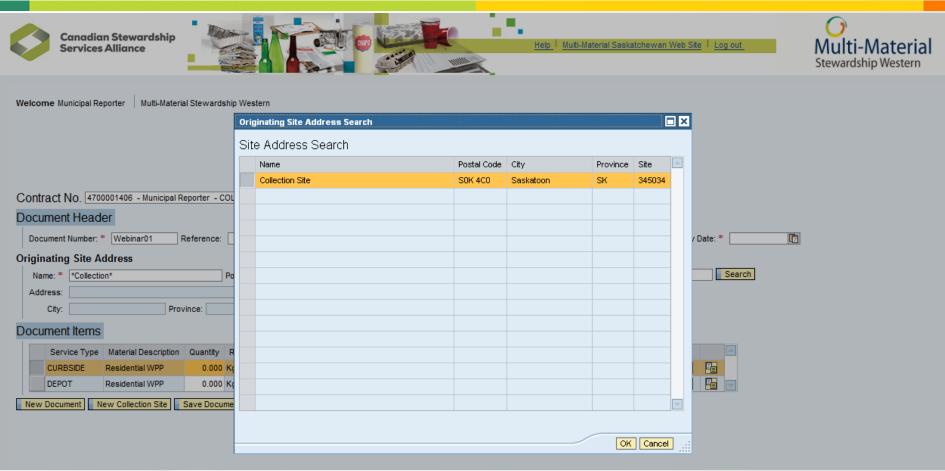




The contract number is your services agreement number

The document number is your weigh scale ticket number

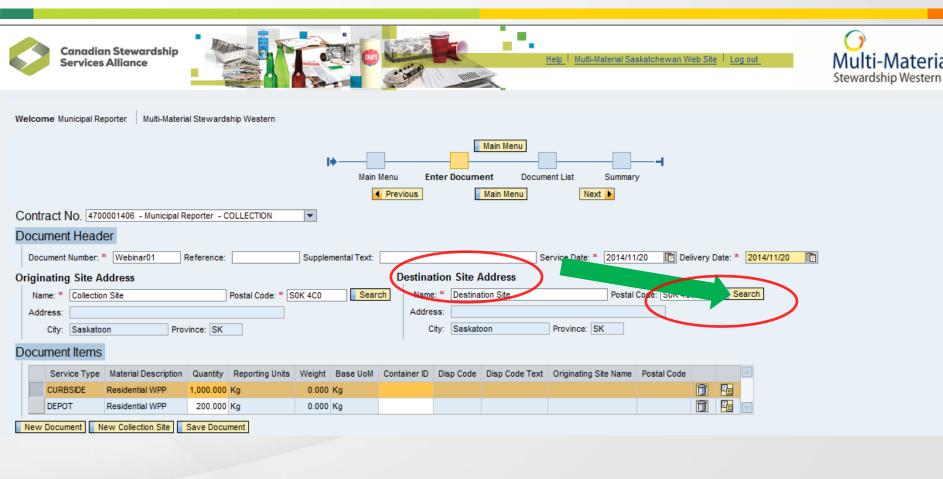
### **Enter the Originating Site Address**





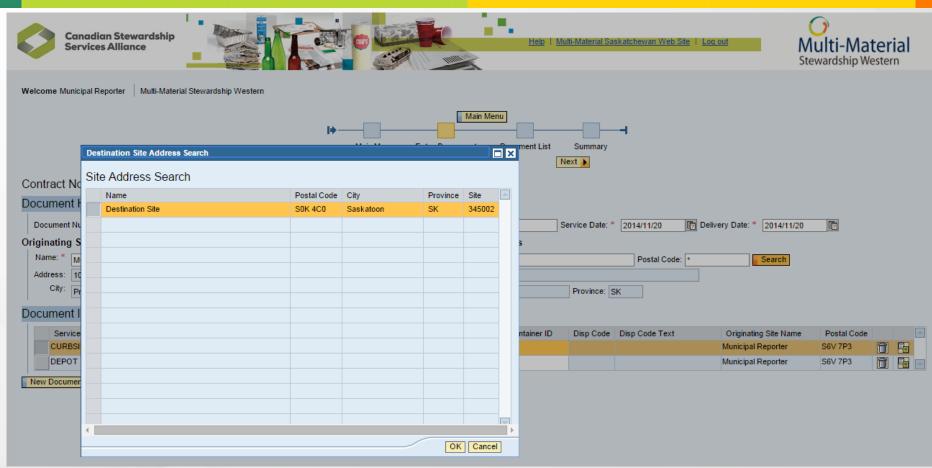
You can search for the addresses. If you do not see the address presented here, you will need to contact <a href="mailto:serviceprovider@mutlimaterialsw.ca">serviceprovider@mutlimaterialsw.ca</a>

### Report Activity – Direct Input





### **Enter the Destination Site address**

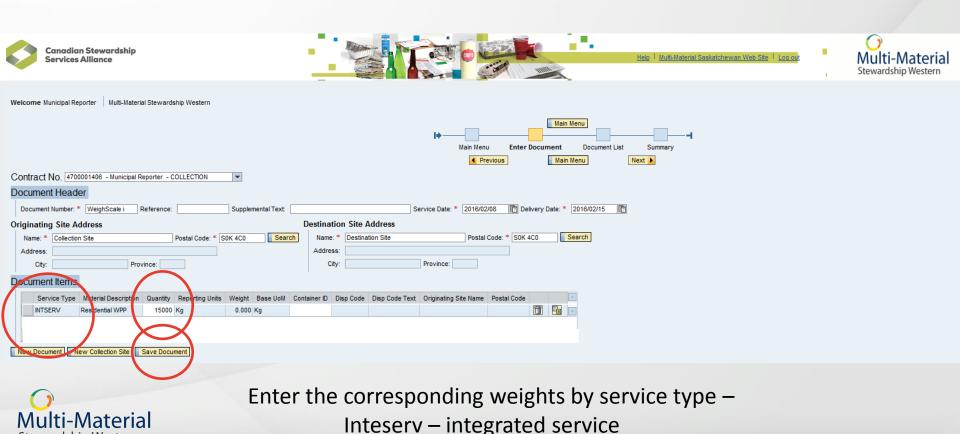




You can search for the addresses. If you do not see the address presented here, you will need to contact <a href="mailto:serviceprovider@mutlimaterialsw.ca">serviceprovider@mutlimaterialsw.ca</a>

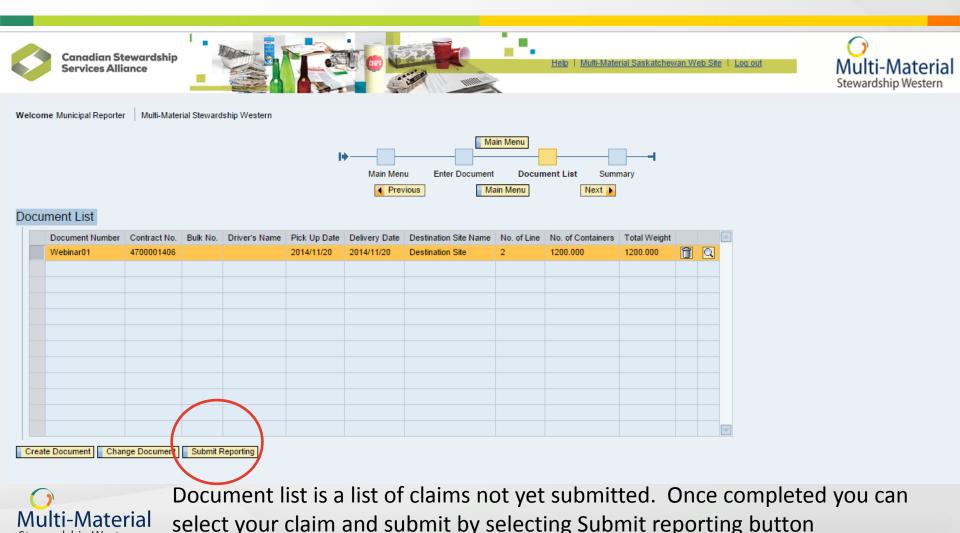
### **Enter the material weights**

Stewardship Western



REMEMBER TO SAVE – MMSW cannot retrieve your documents for you. If lost or timed out you must Re-enter your data

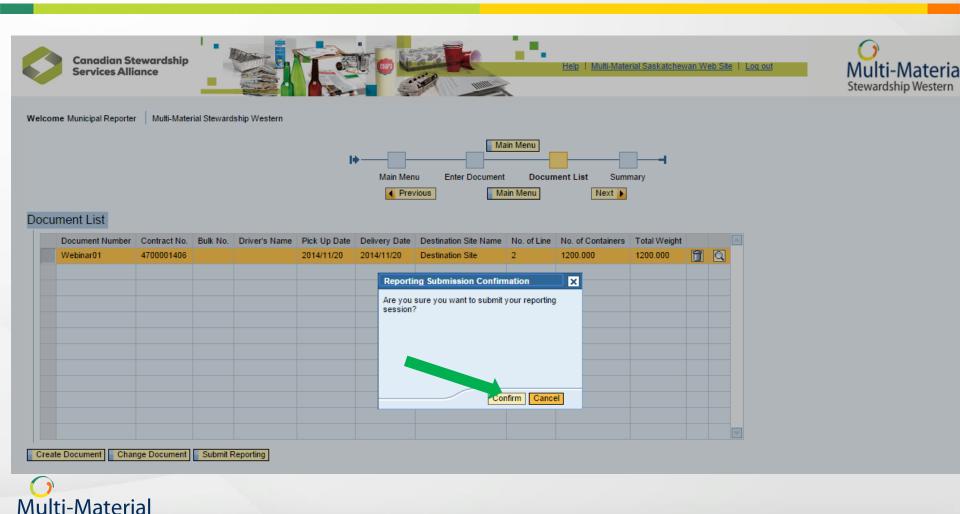
## Report Activity – Direct Data Entry – Saved on the Portal



Stewardship Western

34

## Report Activity – Direct Data Entry – Confirm your submission



Stewardship Western

## Report Activity – Direct Data Entry – MMSW has received your claim submission





## 2. Excel Spreadsheet Upload

Report activity by uploading a spreadsheet with all your data on





### **Spreadsheet Upload Report**

 If you have large amounts of data to report, and report on a less frequent basis, you may find it easier to upload an Excel document containing all of your data – the portal will use this to create a claim submission



### Reporting using the Upload Template





Help | Multi-Material Saskatchewan Web Site | Log o



Welcome Municipal Reporter

Multi-Material Stewardship Western

#### Home

#### Welcome!

Please navigate through the following options

#### **Account Management**

Company / Municipality Information

Enables you to view your company information

#### Contact Management

Enables you to view, manage, and maintain contact information

#### Contact L

We welcome your comments. Enables you to send a request to have us contact you

#### Route Group Management

Management of route groups

#### **Document Centre**

#### Report Activity

Enables you to report activity directly

#### Upload Spreadsnee

Enables you to upload the reporting text file

#### Upload Disposition

Enables you to upload the disposition form

#### Route Activity

Enables you to process route claims

#### **Upload Route Sheet**

Enables you to upload route spreadsheets

#### Tools and Reports

#### Generate Upload Template Enables you to generate an upload reporting template

based on contract selected

#### FTP File Report

Enables you to see the status of your FTP file

#### Document Report Status

Allows you to track, view or print your claim submission(s)

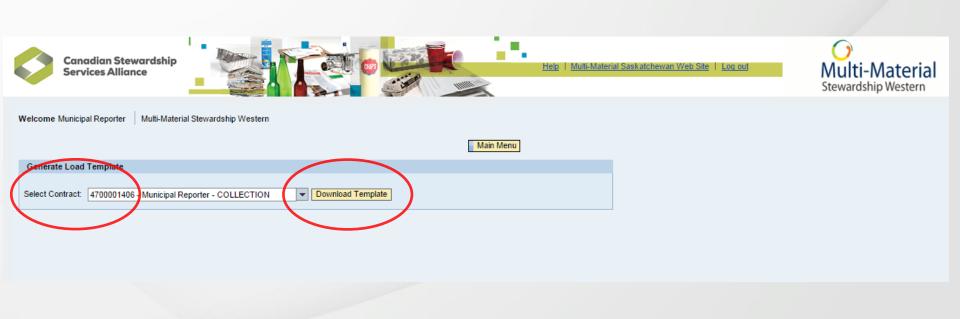
#### Route Reporting

Enables you to display and print your route claims



### **Generate Spreadsheet Upload**

Multi-Material Stewardship Western



### Report Activity – Spreadsheet

А	В	С	D	E	F	G	Н	I	J	K	L	M	N	0	P
	-Materia ship Western	nl R	epo	rting	Uplo	ad - I	Data	Entr	y Sho	eet					
	<u>Save</u> Spreadsheet		<u>Clear</u> Spreadsheet												
	as TXT file		<u>Data</u>												
Contract Number	Document Number	Service Type	Reference	Supplemental Text	Service Date (DDMMYYYY)	1	Originating Site Name	Originating Site Postal Code	Destination Name	Destination Postal Code	Material Description Value Added Services	Reporting Type	Container ID	Reporting Quantity	Weight (Kilograms)
Multi-Material Stewardship Western  Reporting Upload - Data Entry Sheet															
	Spreadsheet a	as	<u>Clear</u> <u>Spreadsheet</u>												

Originating

Code

S2V 1A2

**Destination Name** 

AnyHauler Name -Regina

Originating Site Name | Site Postal

Village of AnyCity

Destination Material Description

Postal Code Value Added Services

Residential WPP

S0C 1A0



Document

Number

Service

INTSERV

Type

Reference

Supplemental | Service Date

(DDMMYYYY)

19/02/2016

Delivery Date

(DDMMYYYY)

19/02/2016

Contract

Number

700001386 Test1

Reporting Container Reporting Weight

Quantity

(Kilograms)

Type

### Reporting using the Upload Template







Welcome Municipal Reporter

Multi-Material Stewardship Western

#### Home

#### Welcome!

Please navigate through the following options

#### **Account Management**

Company / Municipality Information

#### Enables you to view your company information

#### Contact Management

Enables you to view, manage, and maintain contact information

#### Contact U

We welcome your comments. Enables you to send a request to have us contact you

#### Route Group Management

Management of route groups

#### **Document Centre**

#### Enables you to report activity directly

#### Upload Spreadsheet

Enables you to uploage the reporting text file

#### <u>Unload Disposition</u> Enables you to upload the disposition form

#### Doute Activity

Enables you to process route claims

#### Upload Route Sheet

Enables you to upload route spreadsheets

#### Tools and Reports

#### Generate Upload Template

Enables you to generate an upload reporting template based on contract selected

#### FTP File Report

Enables you to see the status of your FTP file

#### **Document Report Status**

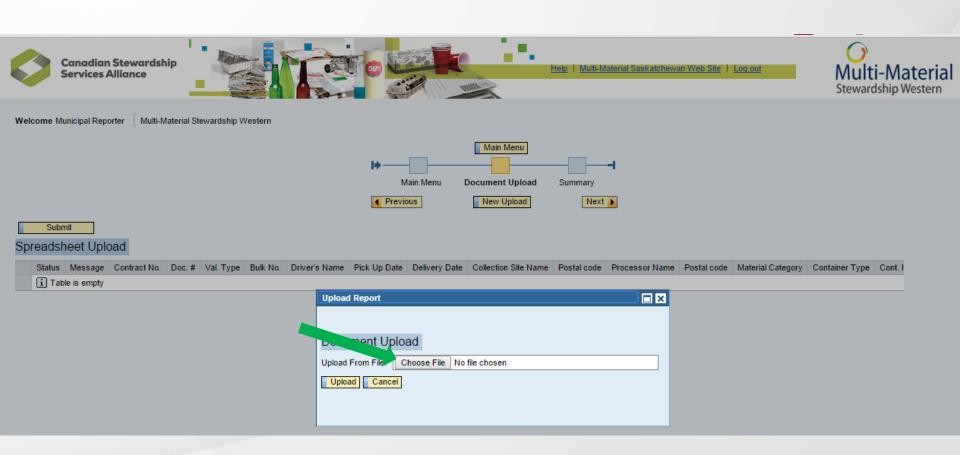
Allows you to track, view or print your claim submission(s)

#### Route Reporting

Enables you to display and print your route claims

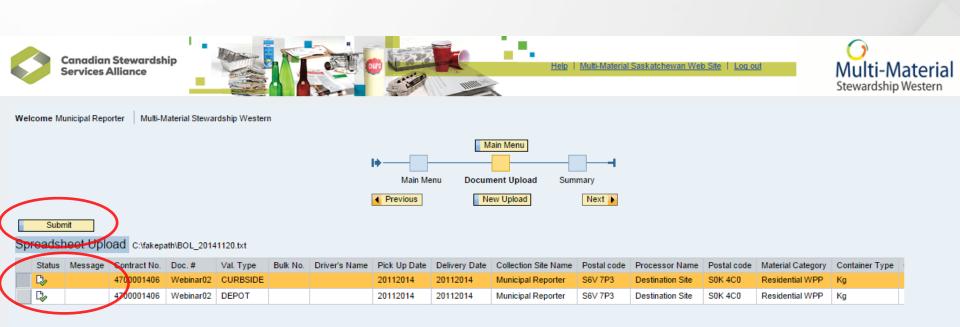


# Report Activity – Spreadsheet



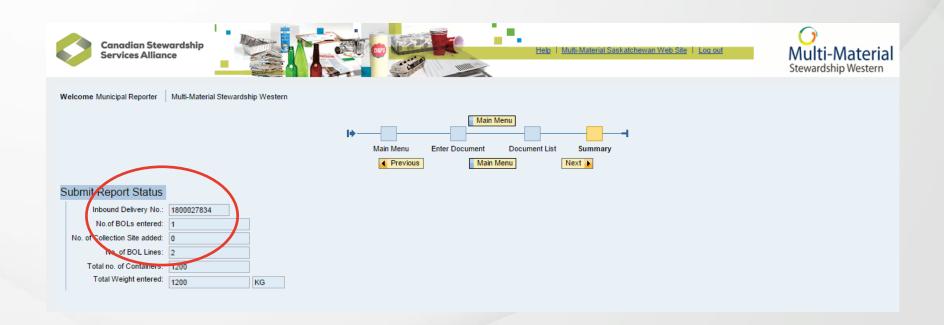


### Report Activity – Spreadsheet





# Report Activity – Spreadsheet Upload – MMSW has received your claim submission





# Receive record of report from the WeRecycle Reporting Portal

- Once you have submitted your claim, the portal will create a record of the claim in PDF format and email it directly to for your review and records
  - You will receive two documents 1) Claims summary document, and upon approval, 2) Purchase Order
- Immediate acknowledgement/email notifications
  - Your primary and secondary contacts will also receive an email from <u>serviceprovider@multimaterialsw.ca</u> confirming the receipt of your claim
- These PDFs are available at any time to review and print in the portal Account Management section

### **Claim Summary PDF**



MULTI-MATERIAL STEWARDSHIP WESTERN INC. 321 4th Avenue North, Lower Level SASKATOON SK S7K 2L8 CANADA Page 1 of 1 02/22/2016 16:02:35

Claim Summary

#### Billing Address

MULTI-MATERIAL STEWARDSHIP WESTERN INC.
321 4th Avenue North, Lower Level
SASKATOON SK S7K 2L8

#### Vendor Address

Municipal Reporter 1084 Central Avenue

PRINCE ALBERT SK 98V 7P3

#### Document Title

 Claim
 Summary
 1800027834

 Approval
 Date
 11/21/2014

 Vendor
 Number
 344980

Terms of payment Net due in 30 days

Item	Document Number	t Ref.	From	Material	Description	Reported Quantity		Weight (KG)	Service Area or Depot Receiving Facility	Price/U	Jnit	Amount
00010	Webinar01		CURBSIDE	Residential	WPP	1,000.0	Kg	748.64	Municipal Reporter	0.0000/1	KG	0.00
	(	).18 % IC&I app	lied for a reduction	of 1.37 Kg					Destination Site			
00020	Webinar01		DEPOT	Residential	WPP	200.0	Kg	120.00	Municipal Reporter	0.0000/1	KG	0.00
	2	0.00 % IC&I ap	plied for a reduction	of 30.00	Kg				Destination Site			
							Total	net value ex	cl. tax. CAD			0.00



## **Tools and Reports**

Review, track or print claim reports











Welcome Municipal Reporter

Multi-Material Stewardship Western

#### Home

#### Welcome!

Please navigate through the following options

#### **Account Management**

Company / Municipality Information Enables you to view your company information

#### Contact Management

Enables you to view, manage, and maintain contact information

#### Contact Us

We welcome your comments. Enables you to send a request to have us contact you

#### Route Group Management

Management of route groups

#### **Document Centre**

#### Report Activity Enables you to report activity directly

<u>Upload Spreadsheet</u> Enables you to upload the reporting text file

#### Upload Disposition

Enables you to upload the disposition form

#### Route Activity

Enables you to process route claims

#### **Upload Route Sheet**

Enables you to upload route spreadsheets

#### **Tools and Reports**

#### Generate Upload Template

Enables you to generate an upload reporting template based on contract selected

#### FTP File Report

Enables you to see the status of your FTP file

#### Document Report Status

Allows you to track, view or print your claim submission(s)

Enables you to display and print your route claims

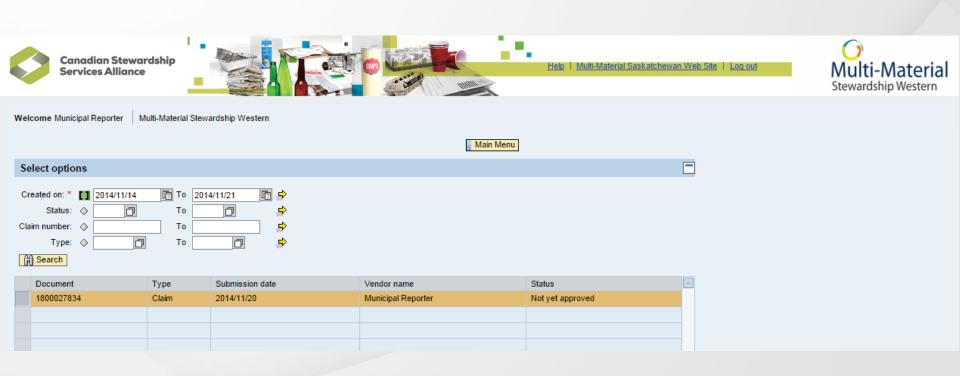


### **Tools and Resources Section – Account Status**

- In the Tools and Resources section of the reporting portal you can:
  - Access submitted Claim Reports
  - View claim approval status

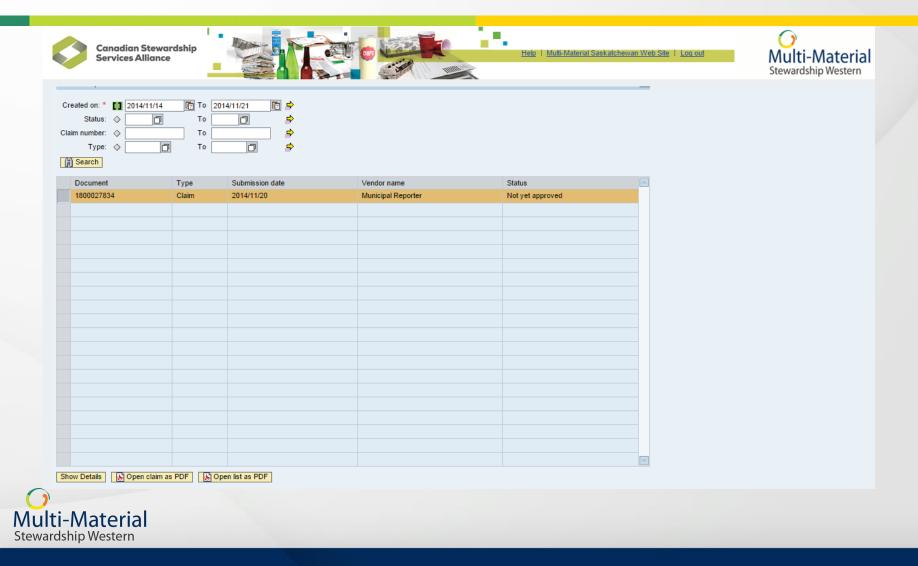


### **Account status - overview**

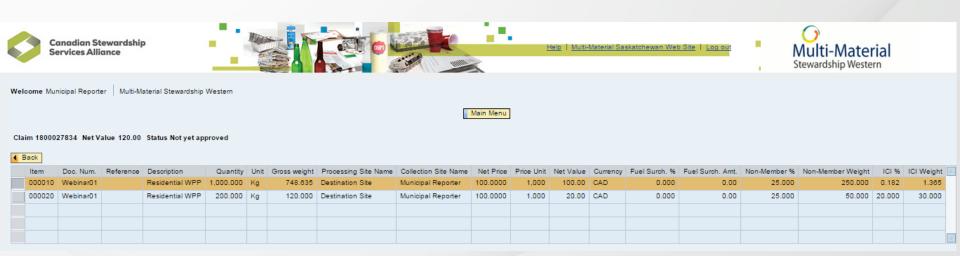




### **Account Status - overview**



### Account Status – detailed view





### **Viewing your Claim**



MULTI-MATERIAL STEWARDSHIP WESTERN INC.
321 4th Avenue North, Lower Level
SASKATOON SK S7K 2L8
CANADA

Page 1 of 1 02/22/2016 16:02:35

Claim Summary

#### Billing Address

MULTI-MATERIAL STEWARDSHIP WESTERN INC.
321 4th Avenue North, Lower Level
SASKATOON SK S7K 2L8

#### Vendor Address

Municipal Reporter 1084 Central Avenue PRINCE ALBERT SK S8V 7P3

#### Document Title

 Claim Summary
 1800027834

 Approval Date
 11/21/2014

 Vendor Number
 344980

Terms of payment Net due in 30 days

Item	Document Number	Ref.	From	Material	Description	Reported Quantity		Weight (KG)	Service Area or Depot Receiving Facility	Price/	Unit	Amount
00010	Webinar01		CURBSIDE	Residential	WPP	1,000.0	Kg	748.64	Municipal Reporter	0.0000/1	KG	0.00
	0.	18 % IC&I appl	ied for a reduction	of 1.37 Kg	ı				Destination Site			
00020	Webinar01		DEPOT	Residential	WPP	200.0	Kg	120.00	Municipal Reporter	0.0000/1	KG	0.00
	20	).00 % IC&I app	plied for a reduction	of 30.00	Kg				Destination Site			
							Tota	l net value ex	ial tay CAD			
							1012	i net value ex	CI. Iax. CAD			0.00



### **Reporting and Payment**

- Although the Services Agreement stipulates that you must report quarterly, you are welcome to report more frequently if you want
- Fixed payment per household served payment will be net 30 days following each calendar quarter
- Municipalities signing an agreement after program launch will be eligible for payment beginning the first of the month following the execution of an agreement
- Local governments & RWAs that have not yet submitted their outstanding information by March 31<sup>st</sup>, 2016 will not be eligible for payment beginning January 1<sup>st</sup>, 2016



# **Next Steps**





### Next Steps – User Id

- You will need to contact the Service Provider Team advising us:
  - Your assigned contacts & provide us their contact details
    - First and last name, email, contact #'s
    - Primary contact, billing contact & report recipients
- A User ID and Password to access the portal is supplied by the Service Provider Team

Please email us contact information to

serviceprovider@multimaterialsw.ca

Or call 1-877-952-2010



### **Next Steps**

 Please ensure you have submitted your EFT form accountspayable@multimaterialsw.ca.

 The WeRecycle reporting portal is available for reporting 24/7



# **Recap and Summary**





### Recap and summary

- Now you know how to submit reports to initiate your payment.
- Please ensure you are gathering your quarterly and annual data in preparation to meet those reporting obligations:
  - Quarterly you need to report:
    - KG shipped to end markets, kg rejected and revenue earned by paper and packaging material type
  - Annually:
    - Population served by household count by channel, location of depots, materials collected

### Recap and summary cont.

- You have two different ways to enter your data direct data entry/ spreadsheet upload
- The reporting process consists of three stages:
  - Entering data (reporting)
  - Reviewing data (review claim)
  - Submitting report, accessing a record of that report, and tracking account status (account management)



# **Support Materials**





### **Support Materials**

- A copy of this webinar, the presentation, and a Q&A document from this webinar will be available on the MMSW website
- MMSW has developed a User Guide for the WeRecycle Reporting Portal
- The User Guide provides:
  - Step by step instructions on submitting a report
  - Explanations on portal features and how they can be used to your benefit



### **Support Materials cont.**

- Supported Browsers:
  - Microsoft Internet Explorer 9.0 and 10.0
  - Apple Safari
  - Google Chrome
  - Firefox
- WeRecycle technical requirements & information
  - www.mmsk.ca/werecycle-technical-requirements-information/





### **Support Materials cont.**

 If at anytime you have a question or need assistance with submitting a report or using the reporting portal, you can contact your support team:

serviceprovider@multimaterialsw.ca



# Questions





### Scenario A

Reports submitted by a Local Government, First Nations or Regional Waste Authority (Collectors) – Quarterly reporting





### Data you need to report - Quarterly

- Contract number
  - "470000xxxx"
  - Refer to your Signed Services
     Agreement
- Document number
  - Unique number representing your scale ticket
- Valuation type
- Service date
  - When the collection was performed
  - DDMMYYYY

- Delivery date
  - Date materials were delivered to the destination site
- Originating site name & postal code
- Destination site name & postal code
- Material description
- Reporting actual tonnage (Kg's)



### Scenario B

Designate reporting on behalf of a Local Government, First Nations or Regional Waste Authority (Collectors) – Quarterly reporting





### Data you need to report - Quarterly

- Contract number
  - "470000xxxx"
  - Refer to your Signed Services
     Agreement
- Document number
  - Unique number representing your scale ticket
- Valuation type
- Service date
  - When the collection was performed
  - DDMMYYYY

- Delivery date
  - Date materials were delivered to the destination site
- Originating site name & postal code
- Destination site name & postal code
- Material description
- Reporting actual tonnage (Kg's)



### Data you need to report - Quarterly

- To submit a report you will need to know
  - Require a contract number per Local Government, First Nations or RWA
  - Communicated to you by the local government
  - Reports to be submitted per Local Government, First Nations or RWA contract



# Questions





## Scenario C Shared collection routes – Quarterly reporting





#### Data you need to report – Quarterly

- Contract number
  - "470000xxxx"
  - Refer to your Signed Services
     Agreement
- Document number
  - Unique number representing your scale ticket
- Valuation type
- Service date
  - When the collection was performed
  - DDMMYYYY

- Delivery date
  - Date materials were delivered to the destination site
- Originating site name & postal code
- Destination site name & postal code
- Material description
- Reporting actual tonnage (Kg's)



### **Guidelines for Claim Reporting on Shared Collection Routes**

The following guideline is intended for a Local Government,
 First Nations or Regional Waste Authority (Collectors)
 participating in the MMSW program that shares a collection
 route with one or more Collectors and requires instruction on
 how to determine the quantity of WPP to be reported to
 MMSW. This information can be used by the Collector or can
 be shared with the Collector's reporting delegate if one has
 been assigned.



### Determining Collector's portion of residential WPP

- Tonnage reported should be determined by pro-rating the total collected WPP weight based on the number of households in the collection area serviced on the shared route.
- In order to calculate a community's weight on a shared route, the following information is required:
  - Total # of Households and # of ICI locations in the collection service area on the shared route
  - Total # of Households on the shared route, including ICI stops
  - Total KG collected on the shared route
- A Collector's reported tonnage to MMSW will be based on the percentage of households for the overall route.



### Determine Collector's share of collected WPP - EXAMPLE

Step 1 Determine Collector's share of collected WPP

# of Households on the shared route	957
Total Households and ICI locations for service	1,000
area	1,000
Total Households and ICI leastions for all	12 000
Total Households and ICI locations for all service areas on the shared route	13,000
Collector's share of WPP (1,000 ÷ 13,000)	7.69%



### Determine Collector's share of collected WPP - EXAMPLE

Step 2 Calculate Collector's WPP weight

Total WPP collected on the shared route	1,495,000.00 KG
Total weight to report for the Collector (7.69% x 1,495,000)	114,965.50 KG

In this example, a Collector would report 114,965.50 KG to MMSW.



#### **Handling ICI on Shared Routes**

- Should a collection area also include WPP collected from Industrial, Commercial and Institutional (ICI) sources, these are automatically accounted for in the WeRecycle portal using the ICI amount declared in the Collector's Services Agreement.
  - As ICI amounts are specific to each collector, deductions are taken after report submission(s) are received in the WeRecycle system and are reflected on the quarterly Claim Summary Report issued by MMSW.
  - Deductions should not be taken against the calculated WPP for a collection area.



### Questions





## Scenario D Depot only collection routes – Quarterly reporting





#### Data you need to report - Quarterly

- Contract number
  - "470000xxxx"
  - Refer to your Signed Services
     Agreement
- Document number
  - Unique number representing your scale ticket
- Valuation type
- Service date
  - When the collection was performed
  - DDMMYYYY

- Delivery date
  - Date materials were delivered to the destination site
- Originating site name & postal code
- Destination site name & postal code
- Material description
- Reporting actual tonnage (Kg's)



#### **Determine Collector's share of collected WPP**

- Two further scenario's to be considered:
  - Collection vehicles <u>with</u> on board truck scales
  - Collection vehicles <u>without</u> on board truck scales



#### Collection vehicles with on board scales

- Record each pick up location details (i.e. name and address) and associated scale weigh
  - Other information to capture:
    - Truck number
    - Date of pick up service
- Report the individual depot location's weight to MMSW
- Capture only the MMSW partner tonnages and report these tonnages to MMSW



# Collection vehicles <u>without</u> on board scales MMSW only

- Collection vehicles without on board truck scales
  - Record each pick up location details (i.e. name and address)
    - Other information to capture:
      - Total number of Households serviced by each depot
      - Truck number
      - Date of pick up service
      - Tipping date and location
  - Determine the Total Weight for MMSW tonnage only exclude ICI and non-MMSW pick up locations
  - Calculate the tonnage per pick up location based on serviced MMSW households
  - Report the calculated tonnages to MMSW



#### Collection vehicles without on board scales

- Calculate the tonnage per collection stop
  - Sum total number of HH's and their percent contribution
  - Exclude non-MMSW tonnage

Location Stop	HH count	% contribution to Total	Total Weight 9,000 Kg (Total weight multiplied by each depot's percent)
Depot 1	500	50% (500 divided by 1000)	9,000 X 0.5 = 4,500 kg
Depot 2	200	20% (200 divided by 1000)	9,000 X 0.02 = 1,800 kg
Depot 3	300	30% (300 divided by 1000)	9,000 X 0.03 = 2,700 kg
Total	1,000		



### Questions





# Multi-Material Stewardship Western (MMSW)

serviceprovider@multimaterialsw.ca



