



# GHG REPORTING

- WERECYCLE PORTAL

# ZOOM MEETING

- No Audio / Phone Call-in Option
  - Simply click on the link you received once registered, and you're all set!
- If you have a question,
  - Select Q & A from the menu (hover over ID number and menu will display)
  - Enter your question
  - *\*Only answered questions can be viewed by all attendees*
  - All questions asked and related responses will be provided in a follow up FAQ resource document after the webinar sessions are completed



# AGENDA

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- Greenhouse Gas (GHG) Emission Reporting Timelines
- WeRecycle Portal – Navigation
  - User login
  - Launchpad
  - How to submit a GHG report
    - Key in your report
    - Upload Spreadsheet
  - View Submitted reports
  - Account Management
    - View / Edit Account
- GHG support process
- What's Next
- Q&A

# Timelines for GHG reporting

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## Gather GHG emission data *(Jan – Dec 2019)*

Determine and gather the GHG emissions data that should be attributed to Recycle BC

## Access WeRecycle Portal *(Oct – Dec 2019)*

Gain access and participate in orientation on the WeRecycle Reporting Portal

## Report *(Jan 2020)*

Submit your GHG report via the WeRecycle Reporting Portal

# WeRecycle Portal – Navigation

- Web-based system accessible with any browser
- Allows users to enter GHG emission data directly or by uploading data entered in a formatted Excel template

**Welcome** to the WeRecycle Portal!

 Canadian Stewardship Services Alliance

User ID

Password

[Forgot Password?](#)

[Login](#)

New to the WeRecycle?  
[Create Your WeRecycle Account](#)

 RECYCLEBC

 Multi-Material Stewardship Western

 MMSM Multi-Material Stewardship Manitoba

 Stewardship Ontario

 Automotive Materials Stewardship

# Launchpad

- The Homepage when a user logs into the WeRecycle portal
- User can access to different business processes by clicking on the tiles.

The screenshot displays the WeRecycle portal homepage for a user named Bruce Wayne | City of Gotham. The interface features a blue header with the Canadian Stewardship Services Alliance logo and a search icon. Below the header, the user's name and the word "Home" are visible. The main content area is organized into several sections:

- Reporting**: Contains two tiles: "Key in your Report" with a plus icon and "Upload Report as Spreadsheet" with a document icon.
- Report Status**: Contains one tile: "View Submitted Reports" with a dollar sign icon.
- Keep Up-to-Date**: Contains one tile: "View/Edit Account" with the text "We have 8 Contacts for your Company. Any changes?" and a person icon with the number 8.
- Learn More**: Contains three tiles: "Contact Us" with a speech bubble icon, "View Guide" with a document icon, and "What's New" with a document icon and three dots.

# How to submit a GHG Report – Key in your report

- From the Launchpad, click on the Key your report tile
- This is a direct data entry option for reporting the GHG emission data

The screenshot displays the user interface of the Canadian Stewardship Services Alliance (C3A) reporting platform. At the top, the user is identified as 'Bruce Wayne | City of Gotham'. The main navigation bar includes 'Reporting', 'Report Status', 'Keep Up-to-Date', and 'Learn More'. The 'Reporting' section is highlighted with a red box and contains two tiles: 'Key in your Report' and 'Upload Report as Spreadsheet'. The 'Report Status' section contains a 'View Submitted Reports' tile. The 'Keep Up-to-Date' section contains a 'View/Edit Account' tile with a notification that there are 8 contacts for the company. The 'Learn More' section contains three tiles: 'Contact Us', 'View Guide', and 'What's New'.

# Key in your report

- Step 1: Select the report type

The screenshot shows the RECYCLEBC reporting interface. At the top, there is a blue navigation bar with the Canadian Stewardship Services Alliance logo, the text 'Key in your Report', and a search icon. Below the navigation bar, the user's name 'Bruce Wayne | City of Gotham' is displayed. A progress indicator shows three steps: 'Select a report' (active), 'Material Quantities', and 'Report Submission'. The 'Select a report' section is highlighted, featuring a search bar and a list of report types. A red callout box points to the search bar with the text '1. Select the report type'.

Canadian Stewardship Services Alliance

Key in your Report

Bruce Wayne | City of Gotham

RECYCLEBC™

Select a report

Material Quantities

Report Submission

**Select a report**

What would you like to report on today? Please select from below.

Search by Name or Number

City of Gotham - GREENHOUSE GAS - CURBSIDE	(4700002153)
City of Gotham - GREENHOUSE GAS - MULTIFAMILY	(4700002155)

1. Select the report type

# Key in your report

## Step 2: Key in your mandatory details

Key in your Report

Bruce Wayne | City of Gotham

Select a report | Material Quantities | Report Submission

### Material Quantities

City of Gotham - GREENHOUSE GAS - CURBSIDE (4700002153)

Document No: [New Document](#) (1) Add Another Document Save for Later Submit Report

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

\*Originating Site:

Service Type	Emission Type	% attributed to Recycle BC	Quantity	
GHG	Passenger Vehicle - CNG	<input type="text"/>	Percentage	<input type="text"/> Cubic meter
GHG	Passenger Vehicle - Biodiesel	<input type="text"/>	Percentage	<input type="text"/> Litres
GHG	Passenger Vehicle - Diesel	<input type="text"/>	Percentage	<input type="text"/> Litres
GHG	Passenger Vehicle - Gas	<input type="text"/>	Percentage	<input type="text"/> Litres
GHG	Passenger Vehicle - Electric	<input type="text"/>	Percentage	<input type="text"/> Kilowatt hours

2. Enter the mandatory details

# Key in your report

- Step 3: Enter your GHG emission data
- Step 4: Click on Submit Report Button

**Material Quantities**

City of Gotham - GREENHOUSE GAS - CURBSIDE (4700002153)  
Document No: [New Document](#) (1)

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

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

\*Originating Site:

Service Type	Emission Type	% attributed to Recycle BC	Quantity	
GHG	Passenger Vehicle - CNG	<input type="text" value="100"/>	<input type="text" value="20"/>	Cubic meter
GHG	Passenger Vehicle - Biodiesel	<input type="text"/>	<input type="text"/>	Litres
GHG	Passenger Vehicle - Diesel	<input type="text" value="100"/>	<input type="text" value="2000"/>	Litres
GHG	Passenger Vehicle - Gas	<input type="text"/>	<input type="text"/>	Litres
GHG	Passenger Vehicle - Electric	<input type="text"/>	<input type="text"/>	Kilowatt hours
GHG	Light Duty Vehicle - CNG	<input type="text"/>	<input type="text"/>	Cubic meter
GHG	Light Duty Vehicle - Biodiesel	<input type="text"/>	<input type="text"/>	Litres
GHG	Light Duty Vehicle - Diesel	<input type="text"/>	<input type="text"/>	Litres

Cancel

# Key in your report

## ○ Step 5: Confirm the Submission

   Key in your Report 

Bruce Wayne | City of Gotham 

 Select a report  Material Quantities  Report Submission

### Report Submission

Submit this report now?

No. of Documents Entered:	1
Total Cubic meter Entered:	20 M3
Total Litres Entered:	2000 L

[Submit Report Now](#) 

# Key in your report

- Confirmation summary screen

The screenshot shows a web application interface for the Canadian Stewardship Services Alliance. The user is identified as Bruce Wayne | City of Gotham. The navigation bar includes a search icon and the text 'Key in your Report'. A progress indicator shows three steps: 'Select a report', 'Material Quantities', and 'Report Submission', with the third step being the active one. The main content area is titled 'Report Submission' and 'Confirmation'. It contains a thank-you message and a table of submission details. At the bottom, there are two buttons for downloading summaries and a 'Cancel' button.

Canadian Stewardship Services Alliance

Bruce Wayne | City of Gotham

RECYCLEBC™

Progress: Select a report, Material Quantities, **Report Submission**

### Report Submission

#### Confirmation

Thank you for submitting your report. Please retain your confirmation.  
**Your report has now been submitted**

Claim No.:	1800299733
No. of Documents Entered:	1
Total Cubic meter Entered:	32 M3
Total Litres Entered:	500 L

[Download PDF Summary](#) [Download Excel Summary](#)

Cancel

# How to submit a GHG Report – Upload report as spreadsheet

- From the Launchpad, click on the Upload Report as Spreadsheet tile
- With this option, you can utilize a spreadsheet to be uploaded for GHG reporting

The screenshot displays the user interface of the Canadian Stewardship Services Alliance (CSEA) reporting platform. At the top, the user is identified as 'Bruce Wayne | City of Gotham'. The main navigation bar includes 'Home' and a search icon. Below this, there are four primary sections: 'Reporting', 'Report Status', 'Keep Up-to-Date', and 'Learn More'. The 'Reporting' section is the focus, showing two options: 'Key in your Report' and 'Upload Report as Spreadsheet', with the latter highlighted by a red box. The 'Report Status' section includes a 'View Submitted Reports' tile. The 'Keep Up-to-Date' section features a 'View/Edit Account' tile indicating 8 contacts. The 'Learn More' section contains three tiles: 'Contact Us', 'View Guide', and 'What's New'.

# How to submit a GHG Report – Report Template

Canadian Stewardship Services Alliance

Upload your report

Bruce Wayne | City of Gotham

Select a report | Report Template | Report Submission | Confirmation

### Select a report

Search by Name or Number

City of Gotham - GREENHOUSE GAS - CURBSIDE	(4700002153)
City of Gotham - GREENHOUSE GAS - MULTIFAMILY	(4700002155)

**1. Select the Report type**

### Report Template

City of Gotham - GREENHOUSE GAS - CURBSIDE -(4700002153)

Need the template?

If you don't already have it, start by downloading this spreadsheet template for this contract.

**Download**

**2. Download the associated report type's Template**

Upload Report Template

After you have filled in the Report Template and converted into "txt" file, upload it here then click continue to file your report.

### Attachments (0)

**+**

No files found.

Drop files to upload, or use the "+" button.

**Continue**

# Report Template

- Sample upload spreadsheet
- Save spreadsheet as TXT file to upload the TXT file onto the portal

 <b>Reporting Upload - Data Entry Sheet</b>													M	N	O	P		
<a href="#">Save Spreadsheet as TXT file</a>		<a href="#">Clear Spreadsheet Data</a>																
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	Destination Postal Code	Emission Type	Type of Measurement	Not Applicable	% attributed to Recycle BC	Quantity			
4700002153	201911270001	GHG			27112019	27112019	City of Gotham	V5K 0A4			Passenger Vehicle - CNG	Percentage		100	1000			
4700002153	201911270002	GHG			27112019	27112019	City of Gotham	V5K 0A4			Passenger Vehicle - Biodiesel	Percentage		100	1000			
4700002153	201911270003	GHG			27112019	27112019	City of Gotham	V5K 0A4			Passenger Vehicle - Diesel	Percentage		100	1000			
4700002153	201911270004	GHG			27112019	27112019	City of Gotham	V5K 0A4			Passenger Vehicle - Gas	Percentage		100	1000			
4700002153	201911270005	GHG			27112019	27112019	City of Gotham	V5K 0A4			Passenger Vehicle - Electric	Percentage		50	1000			
4700002153	201911270006	GHG			27112019	27112019	City of Gotham	V5K 0A4			Light Duty Vehicle - CNG	Percentage		100	1000			
4700002153	201911270007	GHG			27112019	27112019	City of Gotham	V5K 0A4			Light Duty Vehicle - Biodiesel	Percentage		100	1000			
4700002153	201911270008	GHG			27112019	27112019	City of Gotham	V5K 0A4			Light Duty Vehicle - Diesel	Percentage		50	1000			
4700002153	201911270009	GHG			27112019	27112019	City of Gotham	V5K 0A4			Light Duty Vehicle - Gas	Percentage		100	1000			
4700002153	201911270010	GHG			27112019	27112019	City of Gotham	V5K 0A4			Light Duty Vehicle - Electric	Percentage		100	1000			
4700002153	201911270011	GHG			27112019	27112019	City of Gotham	V5K 0A4			Heavy Duty Vehicle - CNG	Percentage		100	1000			

# How to submit a GHG Report – Upload your report

Canadian Stewardship Services Alliance

Upload your report

Bruce Wayne | City of Gotham

Select a report | Report Template | Report Submission | Confirmation

**Select a report**

Search by Name or Number

City of Gotham - GREENHOUSE GAS - CURBSIDE	(4700002153)
City of Gotham - GREENHOUSE GAS - MULTIFAMILY	(4700002155)

**Report Template**

City of Gotham - GREENHOUSE GAS - CURBSIDE -(4700002153)

Need the template?

If you don't already have it, start by downloading this spreadsheet template for this contract.

Download

Upload Report Template

After you have filled in the Report Template and converted into "txt" file, upload it here then click continue to file your report.

**Attachments (0)**

No files found.

Drop files to upload, or use the "+" button.

Continue

# View Submitted Reports

- From the Launchpad, click on the View Submitted Reports tile

The screenshot displays the user interface for the Canadian Stewardship Services Alliance. At the top, there is a blue navigation bar with the organization's logo and name on the left, the word "Home" in the center, and a search icon on the right. Below the navigation bar, the user's name "Bruce Wayne | City of Gotham" is displayed. A secondary navigation bar contains four tabs: "Reporting", "Report Status", "Keep Up-to-Date", and "Learn More". The main content area is divided into several sections:

- Reporting:** Contains two tiles: "Key in your Report" with a plus icon and "Upload Report as Spreadsheet" with a document icon.
- Report Status:** Contains one tile, "View Submitted Reports", which is highlighted with a red rectangular border. It includes a dollar sign icon.
- Keep Up-to-Date:** Contains one tile, "View/Edit Account", with the text "We have 8 Contacts for your Company. Any changes?" and a person icon with the number 8.
- Learn More:** Contains three tiles: "Contact Us" with a speech bubble icon, "View Guide" with a document icon, and "What's New" with a document icon and three dots.

# View Submitted Reports

- Users can view the submitted reports in PDF format

Canadian Stewardship Services Alliance My Account

Bruce Wayne | City of Gotham

Profile Maintain Contacts **View Submitted Reports** FTP File Status

RECYCLEBC

Report Number Submission Date Status

From To Nov 9, 2019 Nov 19, 2019 Refresh Filters

Download List as PDF

Report Number	Submission Date	Vendor Name	Status	
1800299711	Nov 19, 2019	City of Gotham	✓ Your report has been approved	Show Details View PDF
1800299709	Nov 19, 2019	City of Gotham	⌚ Not yet approved	Show Details View PDF
1800299708	Nov 19, 2019	City of Gotham	✓ Your report has been approved	Show Details View PDF
1800299707	Nov 19, 2019	City of Gotham	⌚ Not yet approved	Show Details View PDF
1800299702	Nov 18, 2019	City of Gotham	⌚ Not yet approved	Show Details View PDF
1800299701	Nov 18, 2019	City of Gotham	⌚ Not yet approved	Show Details View PDF
1800299682	Nov 15, 2019	City of Gotham	✓ Your report has been approved	Show Details View PDF
1800299681	Nov 15, 2019	City of Gotham	✓ Your report has been approved	Show Details View PDF

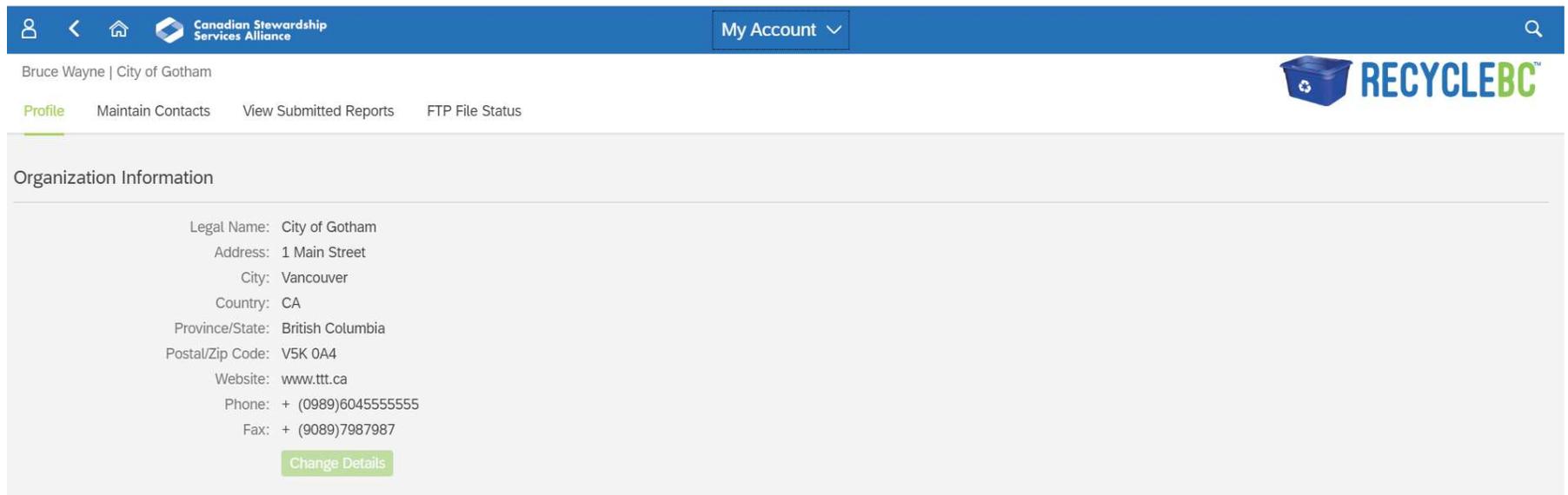
# Account Management

- From the Launchpad, click on the View / Edit Account tile

The screenshot shows the RecycleBC account management interface. At the top, there is a blue header with the logo for 'Canadian Stewardship Services Alliance' and 'Home'. Below the header, the user is identified as 'Bruce Wayne | City of Gotham'. The main navigation bar includes 'Reporting', 'Report Status', 'Keep Up-to-Date', and 'Learn More'. The dashboard is divided into several sections: 'Key in your Report' and 'Upload Report as Spreadsheet' (both with document icons); 'Report Status' with a 'View Submitted Reports' button (dollar sign icon); 'Keep Up-to-Date' with a 'View/Edit Account' tile (highlighted with a red box) that states 'We have 8 Contacts for your Company. Any changes?' and shows a person icon with the number 8; and 'Learn More' with three tiles: 'Contact Us' (speech bubble icon), 'View Guide' (book icon), and 'What's New' (document icon with three dots).

# Account Management

- User can access the list of contacts maintained for their account & their contact types



The screenshot displays the user interface for account management. At the top, a blue navigation bar contains the Canadian Stewardship Services Alliance logo, a 'My Account' dropdown menu, and a search icon. Below the navigation bar, the user's name 'Bruce Wayne | City of Gotham' is displayed on the left, and the RECYCLEBC logo is on the right. A horizontal menu below the user name includes 'Profile' (highlighted in green), 'Maintain Contacts', 'View Submitted Reports', and 'FTP File Status'. The main content area is titled 'Organization Information' and lists the following details: Legal Name: City of Gotham, Address: 1 Main Street, City: Vancouver, Country: CA, Province/State: British Columbia, Postal/Zip Code: V5K 0A4, Website: www.ttt.ca, Phone: + (0989)6045555555, and Fax: + (9089)7987987. A green 'Change Details' button is located at the bottom of the information section.

Canadian Stewardship Services Alliance

My Account

Bruce Wayne | City of Gotham

RECYCLEBC

Profile Maintain Contacts View Submitted Reports FTP File Status

Organization Information

Legal Name: City of Gotham  
Address: 1 Main Street  
City: Vancouver  
Country: CA  
Province/State: British Columbia  
Postal/Zip Code: V5K 0A4  
Website: www.ttt.ca  
Phone: + (0989)6045555555  
Fax: + (9089)7987987

Change Details

# Account Management

   Canadian Stewardship Services Alliance My Account 

Bruce Wayne | City of Gotham

[Profile](#) [Maintain Contacts](#) [View Submitted Reports](#) [FTP File Status](#)

[+ Add Another Contact](#)

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**Bruce Philips**  
Accounting

: noreply@noreply.com  
: +99 890-890-8980  
: +88 090-090-090

Assigned Role(s)  
Accounting Contact

[Edit](#) [Delete](#)

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**Bruce Wayne**  
President

: noreply@noreply.com  
: +1 905-959-6565

Assigned Role(s)  
Primary Contact

GHG

[Edit](#) [Delete](#)

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**GHGTEST22 Test**  
con

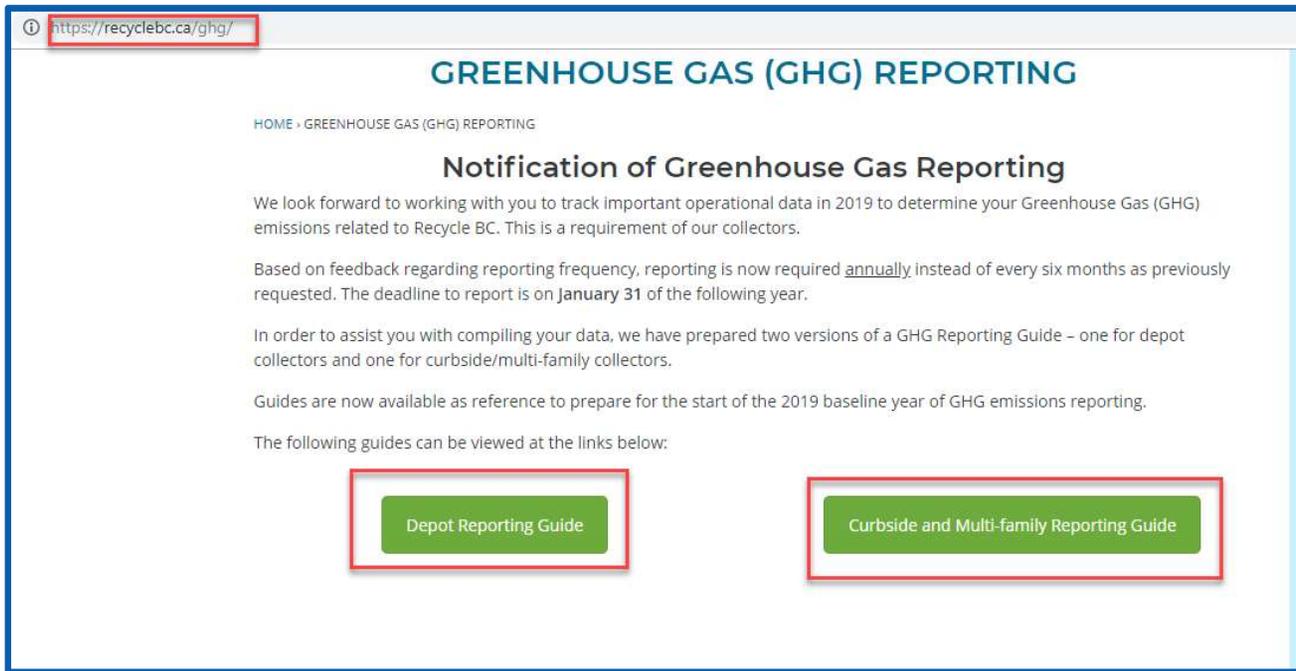
: noreply@noreply.com  
: +9890 908-908-90

Assigned Role(s)  
Report Recipient

[Edit](#) [Delete](#)

# GHG Support process

- Review the requested data as outlined in the guides shared with you and also posted at: <https://recyclebc.ca/ghg/>



The screenshot shows a web browser window with the URL <https://recyclebc.ca/ghg/> in the address bar. The page title is "GREENHOUSE GAS (GHG) REPORTING". Below the title, there is a breadcrumb trail: "HOME > GREENHOUSE GAS (GHG) REPORTING". The main heading is "Notification of Greenhouse Gas Reporting". The text on the page reads: "We look forward to working with you to track important operational data in 2019 to determine your Greenhouse Gas (GHG) emissions related to Recycle BC. This is a requirement of our collectors. Based on feedback regarding reporting frequency, reporting is now required annually instead of every six months as previously requested. The deadline to report is on **January 31** of the following year. In order to assist you with compiling your data, we have prepared two versions of a GHG Reporting Guide – one for depot collectors and one for curbside/multi-family collectors. Guides are now available as reference to prepare for the start of the 2019 baseline year of GHG emissions reporting. The following guides can be viewed at the links below:" Below this text are two green buttons with white text: "Depot Reporting Guide" and "Curbside and Multi-family Reporting Guide".

# GHG Support process

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- **Program Account Specialists are available to assist you with:**
  - ♻️ **Connecting to the test environment**
  - ♻️ **Helping you understand the features of the portal**
  - ♻️ **Fielding questions on report submission**
  - ♻️ **Connecting you with resources on how to gather and quantify your data categories**

## What's Next?

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- **Check your email for your login credentials (sent to primary contacts)**
- **Connect and navigate the test environment**
- **Reach out to our Program Account Specialists**

# Questions?

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## **Greenhouse Gas Reporting Team**

Email: [greenhousegas@recyclebc.ca](mailto:greenhousegas@recyclebc.ca)

Phone: 1-855-875-3596 *option 6*