



RECYCLEBC™

GHG REPORTING GUIDE

CURBSIDE & MULTI-FAMILY COLLECTION

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This reporting guide is a resource to assist you in submitting Greenhouse Gas (GHG) emissions data related to your residential recycling program’s curbside and/or multi-family collection operations.



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Introduction

This Reporting Guide is intended to act as a resource to assist you in submitting Greenhouse Gas (GHG) emissions data related to your business operations. This data is required by Recycle BC to allow us to calculate the GHG emissions associated with the collection and processing of residential packaging and paper product (PPP) in British Columbia, as outlined in your applicable Statement of Work. Below you will find further description of information that is specifically requested from you as a Curbside and/or Multi-family collector participating in the Recycle BC program.

Reporting Frequency

We request that as an active Recycle BC collector, you submit the requested data pertaining to GHG reporting on an annual basis. However, you can choose to submit your data to us on a more frequent basis through the [WeRecycle Portal](#).

Data collection must begin January 1, 2020 to include information for the entirety of the reporting year, ending December 31, 2020.

Deadline for submissions: **all annual data must be submitted by January 31.**

Reporting Submission

Reports will be submitted through the [WeRecycle Portal](#). If you are unsure of your login details for the portal, please contact Recycle BC's GHG Reporting Team.

Scope of Reporting - CARIP

This section is only for those participating in the Climate Action Revenue Incentive Program (CARIP). **Please note that there should be no overlap between your reporting for Recycle BC and your reporting for CARIP.** The data you collect for Recycle BC should be separate from data you report on related to other waste collection services. If there is potential for overlap, contact Recycle BC for any clarifications.

Record Keeping

We recommend that you take time to collect and record your data either monthly or bi-monthly. The record keeping of this information is for your purposes only but will make it much easier when it comes time to submit your data to Recycle BC.

Recommendations:

- Store all your requested GHG-related operations data in one location, such as in a spreadsheet, so that it is easily retrievable and organized.
- While we do not require your supporting documentation to be submitted via portal, please note that it may be requested for data validation purposes.

Summary of Requested Data

Please provide the following information for Curbside and Multi-family recycling collection:

- Class of vehicles used for recycling collection
- Type of fuel used for collection vehicles
- Total amount of fuel used by collection vehicles, separated by vehicle class



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- Total paper (by weight in KG) of packaging and paper product recycling-related material purchased (e.g., recycling guides, pamphlets)
- Type of paper purchased for materials on previous line, and % recycled content

The following sections describe in more detail what we are requesting that you track, record, and report to Recycle BC for GHG reporting purposes.

Further Description

Collection Fleet

What classes of vehicles are being used for collection of packaging and paper product from Curbside or Multi-family households?

- **Light Duty Truck**
 - SUVs, minivans, full size vans, pickup trucks with a gross vehicle weight rating under 3856 Kg (8500lbs) and a curb weight under 2722 Kg (6000 lbs)
- **Heavy Duty**
 - Road vehicles with a gross vehicle weight over 3856 Kg (8500 lbs) and a curb weight over 2722 Kg (6000 lbs)

What is the total amount and type of fuel consumed by each vehicle class (e.g. Heavy Duty vehicle; 1,000 litres of diesel)?

- 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). Please contact Recycle BC to determine the appropriate methodology for reporting on kilometres travelled.

Program Maintenance/Staff Activity

- Please include fuel usage associated with site inspections/auditing, route monitoring or maintenance.

Recycle BC Allocation

Recycle BC recognizes that your curbside and/or multi-family collection activities may not be entirely related to Recycle BC materials. Recycle BC only requires you report on GHG data that relates to Recycle BC-related activities within your recycling program.

To accurately report only Recycle BC GHG data, we recommend you apply a consistent methodology for calculating this allocation.

For example, if your fleet is also used for garbage, organics or commercial recycling collection, please only report the fuel or kilometres driver for the collection of residential packaging and paper product.

Example Scenario: Activity of collection vehicle(s)

If the vehicle used for your residential PPP collection also collects other non-waste packaging and paper materials (ie. organics, garbage, etc.), please allocate only the share of fuel/kilometers driven to only the activities pertaining to the collection of PPP for your residential recycling program.



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Collection Truck A used for PPP and garbage on different days

Total annual fuel used for collection	1000 L
Annual fuel used for collection of PPP	750 L
Annual fuel used for collection of garbage	250 L
750L of fuel reported to Recycle BC (75% allocation percentage, 750L fuel quantity)	

Paper Use for Recycling-related Promotion and Education Materials

To complete this section of the GHG report, you will need to know how much paper by weight has been purchased for printed recycling brochures, pamphlets, etc.

The paper type (e.g. card stock, multi-purpose paper, copy paper, printer paper) must be known as well as the percentage of recycled content (e.g. 100 boxes of 20lb box of 8.5 x 11” recycled multi-purpose paper; 100% recycled content).

If your recycling guides/brochures also include information related to organics or garbage collection, please multiply the total weight of the guides/brochures by the proportion of the total number of pages of the guide allocated to recycling of paper and packaging¹.

Below is a guide to help you determine the type of paper you are using to produce your printed recycling promotion and education materials:

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
Catalog (high-end)	High-end catalogs, magazines, luxury advertising, and brochures
Newsprint	Newspaper, newsprint, directory papers (e.g., phone books), inexpensive paperback books, some lined writing papers
Catalog (mass market)	Mass-market catalogs 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 catalogs and magazines

Questions and Support

Information about GHG reporting, reporting guides, webinar materials and FAQs can all be found on the Recycle BC GHG reporting webpage: RecycleBC.ca/ghg/.

Please contact Recycle BC’s GHG Reporting Team should you need assistance with filing your reports or if you have questions:

Email: greenhousegas@recyclebc.ca

Phone: 1-855-875-3596

¹ For example, if 3 out of 10 pages in the recycling guide/brochure are dedicated to curbside or multi-family recycling, multiply the total weight of guides/brochures by 30% to calculate the quantity to report to Recycle BC.