



RECYCLEBC™

GHG REPORTING GUIDE

DEPOT 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 depot 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 Statement of Work. Below you will find further description of information that is specifically requested from you as a collector 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 web reporting 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.

A few 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

We are asking for the following information to be provided, as it pertains to depot activities:

- Type of fossil fuel-based equipment used at the depot, and amount of fuel used (litres or cubic metres m³)
- Amount of electricity used for lighting, heat, office, etc. (kWh)
- Amount of natural gas (GJ or m³) or other fuel types (L) used for heating the depot



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- Percentage of depot floor space used for Recycle BC (calculation method is detailed below)
- 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

Equipment

We would like to know what kind(s) of fossil fuel-based equipment are used at your depot. For example, does the depot have any forklifts, skid steers, loaders, etc.? Do they run on gasoline, diesel, liquefied petroleum gas (propane) or natural gas?

Please track the amount of fuel purchased for the equipment and record the total in litres. If different pieces of equipment use different fuels, please record the equipment and fuel usage separately. Please also include the % of the time this type of equipment is used for Recycle BC-related use.

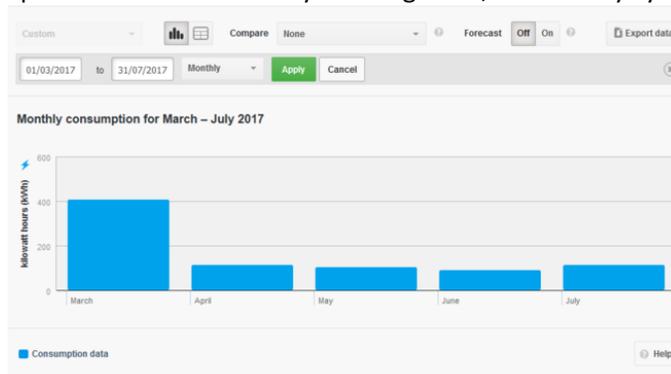
Here is an example for how you can record your information in preparation for when you need to submit it to Recycle BC:

Type of Equipment	Forklift	Type of Equipment	Front-end loader
% of the time dedicated to Recycle BC materials	25%	% of the time dedicated to Recycle BC 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	398

Electricity Consumption

We would like to know how much electricity is used at the depot. There are a few ways to get this information:

- 1) Some electricity operators provide online electricity tracking tools, such as MyHydro from BC Hydro:





2) Alternatively, usage can be viewed on your electricity bill:

BC Hydro
Power smart

Service address

Account number

Invoice number

Billing date
Oct 9, 2018

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Meter reading information

Energy

Meter number 6165801

Starting Aug 4, 2018..... 21531

Ending Oct 4, 2018..... 22376

Difference..... 845

845 kWh used over 62 days

Step 1 Step 2

You're charged the Step 1 rate for electricity up to a certain threshold in each billing period, and a higher Step 2 rate for all electricity use beyond that threshold. This billing period you stayed in the lower Step 1 rate. You were 531 kWh below your Step 2 threshold of 1,376 kWh this billing period.

Your next meter reading is on or around Dec 4, 2018.

Go paperless
Get access to your account online.
To get started, visit bchydro.com/gopaperless.

Maintaining your account
If we receive your payment after the due date, you may be charged a late payment fee. To learn more about your account with BC Hydro, visit bchydro.com/customerservicerules.

Bill details

Aug 4, 2018 to Oct 4, 2018

PREVIOUS BILLING PERIOD

BALANCE FORWARD	\$0.00
ELECTRICITY CHARGES	
Aug 4, 2018 to Oct 4, 2018	
Basic Charge 62 days @ \$0.19560 /day.....	\$12.13*
ENERGY CHARGES	
Step 1: 845 kWh @ \$0.08840 /kWh.....	\$74.70*
Step 2: 0 kWh @ \$0.13260 /kWh.....	\$0.00
Rate rider 5%	\$4.34*
Customer Crisis Fund charge: 62 days @ \$0.00820 /day.....	\$0.51*
TAXES ON ELECTRICITY CHARGES	
* GST 5% on \$91.68.....	\$4.58
ELECTRICITY CHARGES SUBTOTAL	\$96.26
TOTAL DUE	\$96.26

If you are not using an online electricity tracking tool, here is an example for how the information for this section could be recorded in preparation for reporting:

Month	Usage (kWh)
January	1,394

Please notify us if you are not able to find out the electricity consumption solely for your Recycle BC depot.

Heating Consumption

If depot heating is generated by natural gas or another fuel type (diesel, kerosene, light fuel oil, heavy fuel oil, propane, ethane, butane), record how much is being consumed at your depot. For natural gas, the amount should be in gigajoules (GJ or m³); other fuel types should be reported in litres (L). There are a few ways to get this information:

- Usage can be viewed on your heating bills:

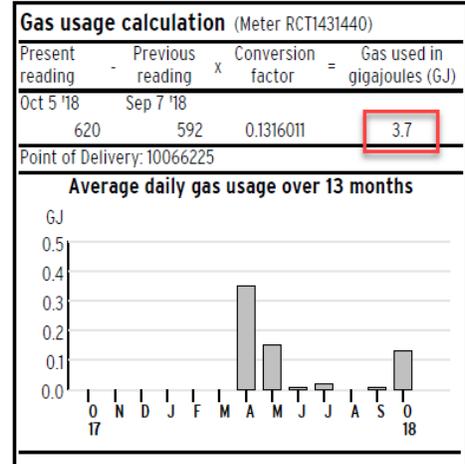


Name:
Service address:
Rate class:
Billing date: Oct 5, 2018

NATURAL GAS
Customer Service: 1-888-224-2710
7 am - 8 pm Mon - Fri, PST
fortisbc.com

Account number	Due date	Amount due	Amount paid
	Oct 27, 2018	\$44.20	

Previous Bill	15.84	
Less Payment - Thank You	15.84CR	
Balance from Previous Bill		0.00
Delivery Charges		
Basic Charge (28 days at 0.3890 per day)	10.89	
Delivery (3.7 GJ at 4.355 per GJ)	16.11	
		27.00* ^c
Commodity Charges		
Storage and Transport (3.7 GJ at 0.758 per GJ)	2.80	
Cost of Gas (3.7 GJ at 1.549 per GJ)	5.73	
		8.53* ^c
Other Charges and taxes		
Carbon Tax (3.7 GJ at 1.7381 per GJ)		6.43 ^c
Clean Energy Levy (0.40% of * amounts)		0.14
GST (5% of * amounts)		2.10



- OR if there are no heating bills just for your depot, report the total area of the depot in square metres or square feet and the type of fuel used for heating the building.

Recycle BC Allocation

Recycle BC recognizes that your depot 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 heated and/or lit depot also collects and stores materials not related to Recycle BC, please only report a portion of the utilities according to a methodology based on proportional indoor floor space used for Recycle BC operational activities.

Example Scenario: Heating and electricity utilities from depot

If the depot used to collect and store your residential PPP collection is heated and lit and collects and stores items other than packaging and paper product, please allocate only a portion of the total utilities based on the relative square footage used for indoor collection and storage activities related to your residential paper and packaging recyclable materials.

Depot which collects items in addition to PPP	
Total indoor square footage of depot	1000 ft ²
Indoor collection and storage space related to Recycle BC operational activities	100 ft ²
Indoor collection and storage space used for other items	900 ft ²
100 ft² of fuel reported to Recycle BC (apply 10% allocation percentage to total utilities, report final value)	



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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 divide the total volume of paper purchased by the number of pages allocated to recycling of paper and packaging. 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