



RECYCLEBC™

RECYCLE BC GHG REPORTING GUIDE

COLLECTION

December 17, 2018

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INTRODUCTION

This GHG 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 will have the option, if you choose, to submit your data to us on a more frequent basis through the WeRecycle web reporting portal.

Data collection must begin January 1, 2019 to include information for the entirety of the reporting year, ending December 31, 2019.

Deadline for submissions:

- **All annual data must be submitted by January 31 of the following year**

REPORTING SUBMISSION

Reports will be submitted through the WeRecycle web reporting portal. Login and user information will follow at a later date.

SCOPE OF REPORTING

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, depending on how often the required information becomes available. 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 of your requested GHG-related operations data in one location, such as in a spreadsheet so that it is easily retrievable and organized.
- If you have any questions along the way, please make sure to contact us so that we can answer your questions early in the process and allow you to submit your information on time.

SUMMARY OF REQUESTED DATA

We are asking for the following information to be provided to us every year:

- Class of vehicles used for Curbside and/or Multi-family recycling collection
- Type of fuel used for Curbside and/or Multi-family collection vehicles
- Total amount of fuel used by collection vehicles by vehicle class
- Total paper (by weight) 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 class (i.e. total mileage).

If your fleet used for the collection of packaging and paper product is also used for collection of other solid waste streams such as garbage or organics, Recycle BC will only consider a portion of your fuel consumption as going towards the collection of paper and packaging for recycling. The method for calculating this portion will be communicated at a later time.

Paper Use for Recycling-Related Promotion Materials

How much paper by weight has been purchased for printed packaging and paper product 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 % recycled content (e.g. 100 boxes of 20lb box of 8.5 x 11” recycled multi-purpose paper; 100% recycled content).



City of Vancouver curbside guide



Regional District of North Okanagan curbside guide

If your recycling guides/brochures also include information related to your organics or garbage collection, please divide your total volume of paper purchased by the number of pages allocated to recycling of paper and packaging.

QUESTIONS?

Please contact Recycle BC anytime with questions or concerns you have related to retrieving, tracking and submitting of operations data for GHG emissions tracking.

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