



**RECYCLEBC™**

# **RECYCLE BC GHG REPORTING GUIDE**

## **DEPOTS**

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 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 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

The following information (as it is applicable to your depot) is to be recorded in the WeRecycle web reporting portal every year:

- Type of fossil fuel-based equipment you use at your depot, and the amount of fuel you purchased for it (in litres or cubic metres m<sup>3</sup>)
- Amount of electricity your depot used for lighting, heat, office, etc. (in kWh)
- Amount of natural gas (in GJ or m<sup>3</sup>) or other fuel types (in L) used to heat your depot
- % of depot floor space used for Recycle BC (how to calculate is detailed below)
- 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

### Equipment

We would like to know what kind(s) of fossil fuel-based equipment you use at your depot. For example, does your 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 your 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.

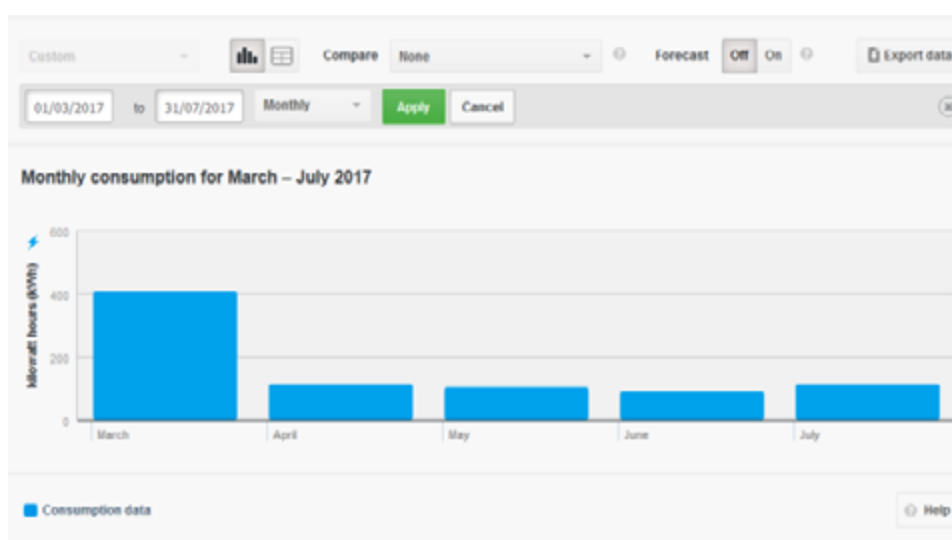
Here is an example for how you can record your information in preparation for when you need to submit it to Recycle BC:

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

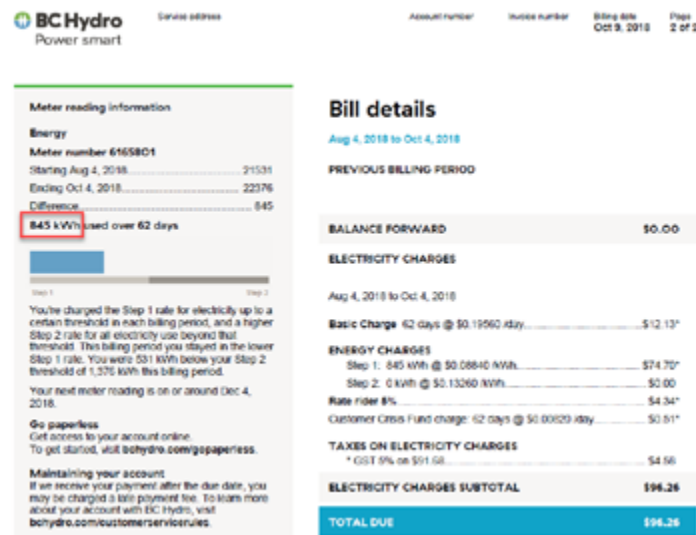
## Electricity Consumption

We would like to know how much electricity gets consumed at your depot. There are a few ways for you to get this information:

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



- Alternatively, you can also view your usage on your electricity bill:



If you are not using an online electricity tracking tool, here is an example for how you could record your information for this section in preparation for reporting through our system:

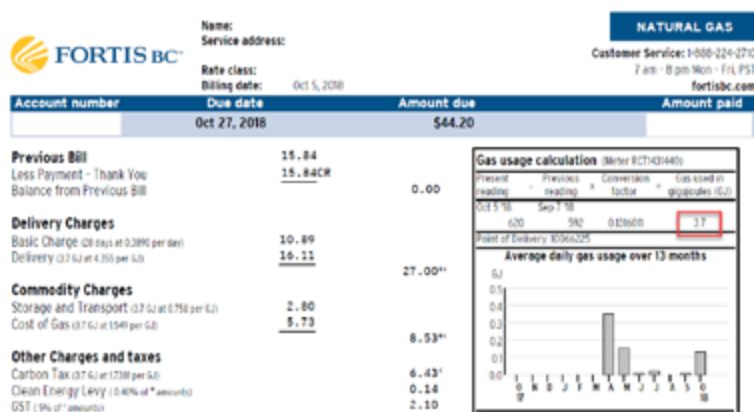
Month	Usage (kWh)
January	1,394

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

## Heating Consumption

If your heat is generated by natural gas or another fuel type (diesel, kerosene, light fuel oil, heavy fuel oil, propane, ethane, butane), you need to record how much is being consumed at your depot. For natural gas, the amount should be in gigajoules (GJ or m<sup>3</sup>); other fuel types should be reported in litres (L). There are a few ways for you to get this information:

- You can view your usage on your heating bills



- OR if you don't receive heating bills just for your depot, then you can report the total area of your depot in square metres or square feet and the type of fuel you use for heating your building.

## Floor Space Used for Recycle BC

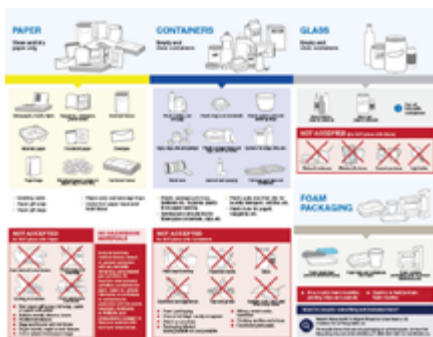
In order to properly calculate the portion of GHG emissions from your depot's heat and electricity utilities associated to the Recycle BC program, we need to understand how much of your total floor space on average is being used to collect and store Recycle BC material relative to the overall floor space of your depot. Our Field Services team can assist you with this calculation when they next visit your depot.

When reporting your data for this section, you will be asked first whether Recycle BC material is stored indoors and/or outdoors.

- If Recycle BC material is only collected and stored outdoors, you will enter the % indoor floor space used for Recycle BC as 0%.
- If Recycle BC material is only collected and stored indoors, please estimate the amount of indoor floor space of your depot related to the collection and storage of Recycle BC material compared to the total indoor floor space of your depot. You will be asked to provide us with just this % factor.
- If Recycle BC material is collected and stored indoors and outdoors, please indicate that the collection and storage of Recycle BC material is both indoors and outdoors, and enter the % indoor floor space in your depot used for Recycle BC material.

## 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).



Recycle BC Depot Guide (updated 2019)

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.

Contact information:

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