



RECYCLEBC™

GREENHOUSE GAS (GHG) REPORTING

FREQUENTLY ASKED QUESTIONS

General

Q.1. Where does GHG emissions reporting begin and end?

The starting point of Recycle BC's GHG emissions reporting is the receipt of packaging and paper product (PPP) material at the curb, multi-family building, or depot. The end-point of GHG emissions reporting is the delivery of material to end markets, including the shipment of material to these locations.

Q.2. What standard does Recycle BC use to calculate our GHG emissions?

Recycle BC will follow the WRI GHG Protocol, which is used by [Climate Smart](https://climatesmartbusiness.com/) (<https://climatesmartbusiness.com/>) in their GHG Management Tool.

Q.3. How did Recycle BC decide on using Climate Smart's services?

Climate Smart is a reputable local organization that has worked with many well-known organizations and local governments. Their focus is on assisting organizations with tracking and reducing their GHG emissions. Recycle BC is using Climate Smart's GHG Management Tool to calculate the program's emissions based on data provided by service provider reports.

Q.4. Is it mandatory for all Recycle BC service providers (including collectors) to report their GHG information?

Yes, the service agreement service providers sign with Recycle BC includes this commitment as laid out in the Statement of Work (SOW).

Q.5. We use a subcontractor for our PPP recycling services. Would it be up to the subcontractor to report or the local government in this case?

Whomever is the signing partner for the collection contract would be responsible for submitting their required GHG data to Recycle BC.

Q.6. How will all of Recycle BC's service providers submit their GHG data to Recycle BC?

Data will be submitted through Recycle BC's [WeRecycle Portal](https://wecycle.cssalliance.ca/irj/portal). (<https://wecycle.cssalliance.ca/irj/portal>)

Q.7. What is the frequency of GHG reporting?

Based on feedback we have received to date, reporting will be required annually. After the 2019 report, there will be an option for service providers to access the Portal and input their data based on other frequencies (monthly, quarterly, semi-annually).

Q.8. What is the deadline for submitting GHG data to Recycle BC on an annual basis?

The deadline for Recycle BC to receive all service provider GHG information for the previous year's data is January 31.

Q.9. How does Recycle BC’s requirement to report GHG data related to the collection, transportation and processing of PPP impact our reporting to the provincial government through the Climate Action Revenue Incentive Program (CARIP) program?

The BC Government has clearly communicated that local governments are no longer required to account for (GHG) emissions from vehicles, equipment and machinery required for the collection, transportation and diversion of PPP in their annual **CARIP reports**. This took effect starting with the 2017 CARIP reporting year. Please see the following applicable references for further clarity.

- January 4, 2018 Communique to local governments from BC Climate Action: Toolkit <http://createsend.com/t/y-37C470BF94CBC796>
- CARIP Survey Template - on page 14. [CARIP Survey Template \(DOCX\)](#)

If require clarification regarding rebates for carbon taxes purchased, it is suggested you speak directly with the Province regarding eligibility of any rebates for carbon taxes paid on fuels associated with the collection of Recycle BC PPP materials. **The Climate Action Revenue Incentive Program (CARIP) report** and the Carbon Tax Calculation Form are separate reporting requirements, and the guidance notifying local governments that they are no longer required to account for GHG emission associated with packaging and paper products is specific for the **Climate Action Revenue Incentive Program (CARIP) report**.

Q.10. Who should I contact if I have a question about what and how to report my GHG data?

Please contact the Recycle BC – Greenhouse Gas Reporting team,
Email: greenhousegas@recyclebc.ca
Phone: 1-855-875-3596 (Extn. 318)

Curbside/Multi-family

Q.1. Are there any administrative activities included as GHG reporting requirements?

For curbside/multi-family collection, any vehicle fuel or electricity consumption associated with the administration of the Recycle BC collection contract should be reported. This should be limited to activities such as route monitoring or inspections/auditing. The paper from promotional literature associated with the Recycle BC developed and distributed by the collector should also be reported. There is no requirement to report any fuel or electricity consumption from administration offices that are used to support the Curbside Recycle BC PPP Program.

Q.2. Are there any special guidelines for how to report multi-family GHG data?

Multi-family requirements are the same as curbside requirements, and are described in the [“Curbside and Multi-Family GHG Reporting Guide”](#) resource document.

Q.3. We have some routes that collect PPP from curbside households and multi-family buildings in the same collection truck. How do we allocate the fuel quantities used for these trucks between curbside and multi-family contracts?

For these routes there is no need to allocate the fuel consumption between curbside and multi-family contracts. All fuel consumption under this scenario is reported to the curbside contract.

- Q.4. We co-collect garbage and recycling. Would we assign a portion to recycling by weight or by volume? Is that a decision that we make or will Recycle BC dictate how to break out the portion of fuel used to collect recycling?**
For co-collection, we recommend assigning the portion related to recycling on a volume basis, such as how the vehicle compartment split is allocated (e.g. 65% garbage/35% recycling).
- Q.5. We deliver carts and recycling bins using separate trucks. Do we report on the fuel used to deliver carts and bins?**
Yes, the fuel related to the cart and recycling bin delivery truck(s) should be included in your reporting scope.
- Q.6. Is data entered on a per vehicle basis or as a total for our entire fleet? What if different vehicle classes are used, how are they entered?**
Please enter total fleet data by each vehicle class.
- Q.7. For vehicles picking up both commercial material and Recycle BC residential material in the same day, do we separate fuel use by volume or by distance driven to various sites?**
This would depend on whether the material is being collected on the same or on a different route as the Recycle BC material. If commercial material is being pickup up on the same route as the Recycle BC material, then use the ICI factor applicable for your program to calculate the proportion of fuel to discount. If collected on a separate route, then an allocation based on total distance travelled or vehicle time used can be applied to calculate the total fuel used to collect Recycle BC material.

Depot

- Q.1. Are there any administrative activities included as GHG reporting requirements?**
For Depot Collection, include fuels or electricity associated with any on-site administrative offices that is attributable to the management of Recycle BC PPP materials. If PPP materials are collected and/or stored indoors, it is recommended to attribute total indoor consumption of fuels and electricity to Recycle BC proportionate to indoor floor space used for Recycle BC PPP materials. If materials are stored outdoors, a proportion of the fuels and/or electricity of on-site administrative offices should also be attributed to Recycle BC. The paper from promotional literature associated with the Recycle BC developed and distributed by the Depot collector should also be reported.
- Q.2. If we have multiple depot locations, should we be reporting for each or as a total for the municipality? Are separate WeRecycle Portal logins needed?**
As a municipality or service partner, you will be set up with one account to login to the WeRecycle Portal and will be required to submit multiple reports for each of the principal depots included in your agreement.
- Q.3. If I have one utility bill, what methodology should I use to allocate Recycle BC's portion? I have one megabag of Recycle BC material stored indoors, which also houses a baler used 100% for baling Recycle BC material.**
If operation of the baler is expected to be a major source of total electricity demand at the depot, then estimate the total kilowatt-hours (kWh) attributable to its yearly operation. This can be done

by determining the power consumption in watts multiplied by the total hours in operation. This amount can be subtracted from the total kWh annual electricity consumption at the depot, with the remaining kWhs being allocated to Recycle BC based on the percentage of total floor space the megabag occupies.

Q.4. What if electrical power to depot is shared between the transfer station, landfill and recycling depot, and it is difficult to determine what proportion is attributable to the recycle depot?

A standard approach will be used for all scenarios. The relative size of all offices, indoor works areas, illuminated outdoor work yards (including storage areas but excluding the landfill itself) and depot areas associated with that account will be used to proportionally split the utility bill accordingly. For instance, if the depot has 20% of the overall square footage of the transfer station, landfill offices, and work shop, then it should use 20% of its utility bill as the basis for its calculation.

Q.5. If we are responsible for PPP hauling from our depot to the processor do we report the hauling GHG as depot generation, or is there a different way?

The hauling of Recycle BC-related PPP from your depot to the processor will be captured under the post-collection scope of reporting, which is the responsibility of our post-collection partner, GBN to collect. GBN will work with you to get the information that they require for their reporting.

Q.6. If the depot material is covered but not heated (e.g. lit barn, roofed open space depot), does that count as indoor space? How do we account for this type of storage?

We will need to know if there is any lighting/electricity used at the depot, and will review this scenario internally to ensure that it is an option for you to choose when you report your depot as a covered but not heated facility.

Q.7. Our depot stores all material outside and our depot is outside. The only things inside are the bag stickers for shipping in a small locker. Do we report that?

If the material itself is collected and stored outside only, then please indicate that in your reporting. The storage of any related supplies to support the program is considered fairly incidental and therefore does not need to be included in your reporting.

Q.8. Are satellite depots included in the scope of reporting by collectors?

Reporting on satellite depots will be the responsibility of the depot under contract. We will make available a section in the portal to allow for reporting on the transportation for those who use satellite depots. The emissions data from the satellite depot(s) will have to be included together with those of the principal depot under contract to which the material goes.

Q.9. Do we need to include reporting on fuel consumption for transporting recyclables from a satellite depot to our main depot/processing facility? Would we include the transport emissions info with the depot or would those emissions default to information reported by GBN?

Reporting on satellite depots will be the responsibility of the depot under contract. We will make available a section in the portal to allow for reporting on the transportation for those who use satellite depots. The emissions data from the satellite depot(s) will have to be included together with those of the depot under contract.

Q.10. Our location includes both a drop off depot and a processing facility where material is pre-sorted and baled. Do we include information for both the depot and processing facility, or just related to the drop off depot?

For the depot collection portion of your reporting requirements, you would be in charge of reporting information related to the drop off depot. GHG reporting requirements related to the processing facility would be the responsibility of our post-collection partner, GBN, to collect and report on.

Q.11. If I do not have my December Hydro bill, how would I complete my reporting?

We recommend either to use your 2018 November/December hydro bill amounts and input those, or if you don't have the 2018 hydro bill data then you can use your hydro amounts entered for October 2019.

Paper Use

Q.1. We produce an annual calendar that includes pages related to 'education' on Recycle BC and the collection schedules for all three of our waste streams including recycling. Would we include this entire document as recycling?

You would look at how many pages are used for recycling information, for both education and collection schedule, relative to the total number of pages of the calendar. That would be the percent of paper use allocated to Recycle BC relative to the total amount of paper you ordered for calendars for the year.

Q.2. If we have flyers for our Waste Wizard tool, would we report 33% of the paper usage for these since the tool is used for materials for all three waste streams?

Yes, if your Waste Wizard tool is used for three waste streams then paper and packaging recycling would account for 1/3 of the related paper usage.

Q.3. We printed a lot of brochures in 2018 and will likely not need to print materials for some time. Do we only need to report brochures printed in 2019 even though we will be distributing them this year?

Only orders made in 2019, or whatever calendar year you are reporting for, should be included in the data you provide for paper use.

Q.4. How do I calculate and report for the paper used for municipal recycling guides that are mailed out to residents in an envelope along with other municipal information? What should be included in my submission to Recycle BC?

We recommend you include only the Recycle BC proportion of the total weight of all of the recycling guides distributed, and a proportional share of the weight of all of the envelopes used for distribution. For example, if the weight of the recycling guide was 60% of the total weight of the municipal information mailed to the resident and Recycle BC's proportional share of the recycling calendar was 20%, then 12% of the weight of all envelopes used should be included in the total weight reported.

Step 1:		
Recycling Guide:	600 grams	60%
Other municipal materials:	400 grams	40%
TOTAL	1000 grams	100%

Step 2:		
Recycle BC's share of Recycling Guide:	120 grams	12%
Recycling Guide: Other	480 grams	48%
Other municipal materials:	400 grams	40%
TOTAL	1000 grams	100%

Step 3:	
Envelope:	50 grams
Recycle BC's Share of each envelope:	50 grams X 12% = 6 grams

Q.5. How do I determine which WeRecycle paper category to use to report my Recycle BC-based paper use?

Please find below a description of the five “Paper Category Types” available on the WeRecycle Portal that can be used to report your Recycle BC-based paper use. Examples of the types of paper found in each category are provided. Choose the category(ies) that best represent your paper type used. For each category, you will also need to choose the range of recycled content included in the paper.

Paper Category types (WeRecycle Portal)	Expanded Examples
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 Mkt)	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

Q.6. We have curbside, multi-family and depot reporting contracts. Under which contract do we report the weight, paper type and recycled content percentage for promotional calendars distributed to residents?

It is recommended to allocate the weight of the promotional calendars to the curbside and multi-family contracts proportionate to the total number of households serviced by each. For example, if you service 800 curbside households and 200 multi-family units, allocate 80% of the weight of the promotional calendars to curbside and 20% to multi-family contracts.

If you have both multi-family and depot contracts, report 100% of the weight of the promotional calendars to the multi-family contract. Similarly, if you have both curbside and depot contracts, report 100% of the weight of the promotional calendars to the curbside contract.