



RECYCLEBC™

GREENHOUSE GAS REPORTING PORTAL USER GUIDE

This document provides guidance on using the WeRecycle Portal to submit greenhouse gas (GHG) reports.

Welcome to the WeRecycle Portal!



Canadian Stewardship
Services Alliance

[Did you forget your password?](#)

Login

New to WeRecycle?

[Create Your WeRecycle Account](#)



Automotive
Materials
Stewardship

Contents

Introduction	3
System Requirements	3
Support.....	3
Logging in to the WeRecycle Portal.....	3
WeRecycle Portal Overview	4
Home Page	4
Manage Account and Contacts.....	5
Profile	5
Maintain Contacts	5
Edit Contacts	6
Contact Roles	7
GHG Reporting Frequency	7
Submit a GHG Report by Keying in Information	7
Fields and Buttons.....	8
Table of Material Quantities – Data Category List.....	9
Confirmation and Download PDF / Excel Summaries	10
Submit a GHG Report using “Attach Report as Spreadsheet” Option	11
Opening Microsoft Excel.....	11
Using the Excel Template	12
Upload .TXT File	13
File Upload Issue Review	14
Successful File Review.....	15
Confirmation and Download PDF / Excel Summaries	16
View Submitted Reports	17
Questions and Support.....	18

Introduction

In accordance with direction from the British Columbia Ministry of Environment & Climate Change Strategy (MOECC), starting January 1, 2020, all Recycle BC service providers are required to report on greenhouse gas (GHG) emissions associated with their operational activities. The GHG report will represent service providers' activities from January 1 to December 31. Every service provider must access the [WeRecycle Portal](#) to enter the data associated with their GHG report. **All annual data must be submitted by January 31 of the following year.** Since measuring GHG emissions can sometimes be challenging, service providers will report on readily available measures such as electricity use, fuel use, facility square footage, etc. Recycle BC will compile this information and use it to calculate Recycle BC's total GHG emissions.

This guide provides direction on how to use the WeRecycle Portal ("the Portal") to report GHG emissions. For more assistance calculating your quantities to report, please refer to other available resources found on Recycle BC's webpage:

System Requirements

The Portal can be accessed from Windows or Macintosh PC operating systems and supports the latest version of all common browsers, including:

- Google Chrome
- Firefox
- Apple Safari
- Microsoft Edge
- Internet Explorer 9, 10, 11

**Please note that for Internet Explorer, "Accessibility" settings must be turned "OFF" for full functionality.*

Support

The Recycle BC team is available to assist you as you prepare and submit your GHG reports:

Email: greenhousegas@recyclebc.ca

Phone: 1-855-875-3596

Logging in to the WeRecycle Portal

To access the Portal, visit <https://werecycle.cssalliance.ca>.

Enter your user ID and password to login.

If this is your first time accessing the Portal, you will be asked to establish a password that meets the following requirements:

- 8 – 14 characters in length
- Includes one capital letter
- Includes one lowercase letter
- Includes a number
- Includes a special character



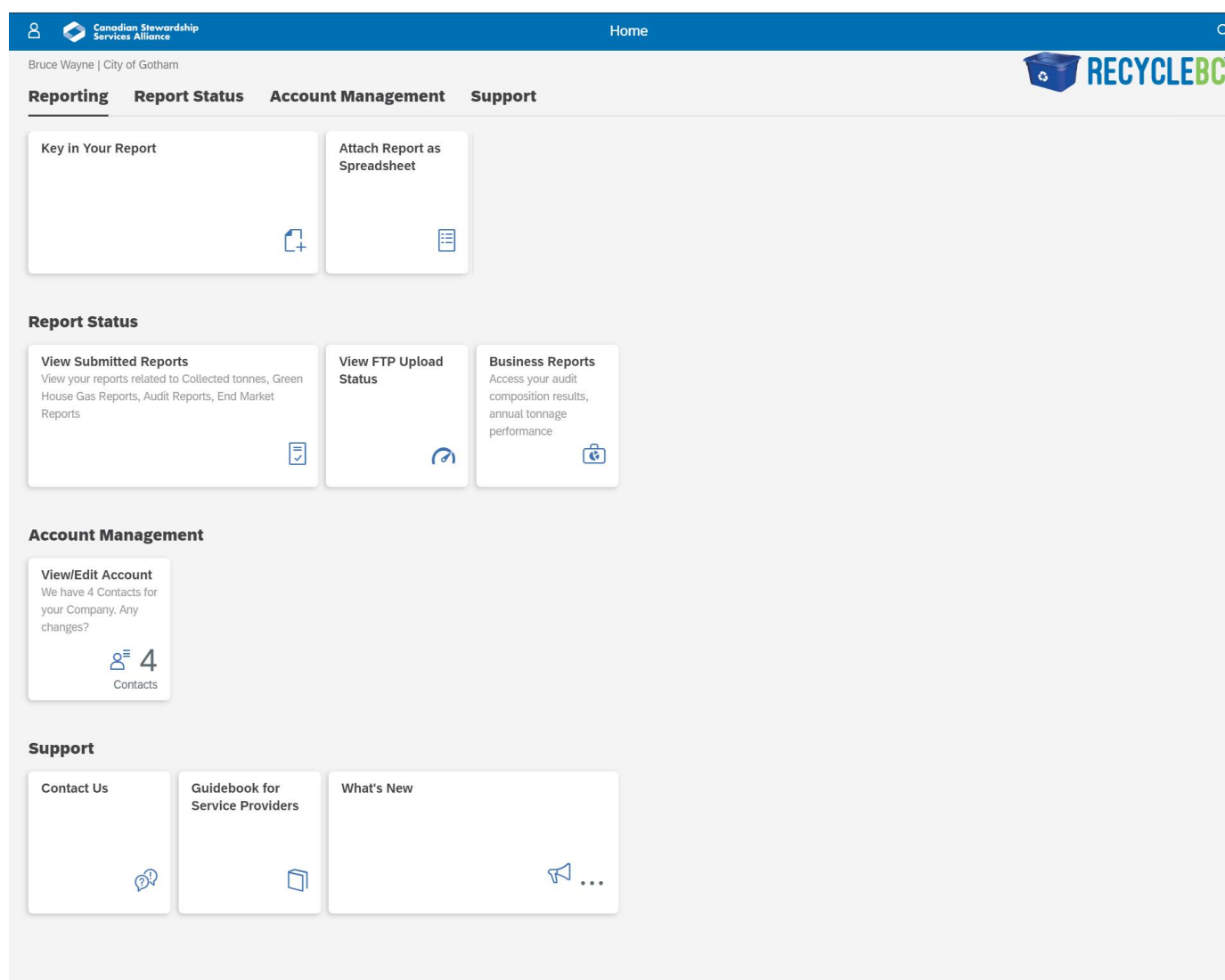
If you are not aware of your login information, please connect first with your Primary contact to verify if login information has been received.

WeRecycle Portal Overview

Home Page

The home page includes a dashboard for the various activities you may undertake on the Portal. The most relevant are:

- **View/Edit Account:** Manage your account information and organization's contacts. *Please check now to ensure your contacts are up to date!*
- **Key in your Report:** Submit a GHG report by keying information directly into the Portal.
- **Upload Report as Spreadsheet:** Submit a GHG report by uploading information in an Excel spreadsheet.



The screenshot shows the WeRecycle Portal Home Page. At the top, there is a blue header bar with the 'Canadian Stewardship Services Alliance' logo on the left, the word 'Home' in the center, and a search icon on the right. Below the header, the user's name 'Bruce Wayne | City of Gotham' is displayed on the left, and the 'RECYCLEBC' logo is on the right. A navigation bar below the header contains four tabs: 'Reporting', 'Report Status', 'Account Management', and 'Support'. The main content area is divided into several sections:

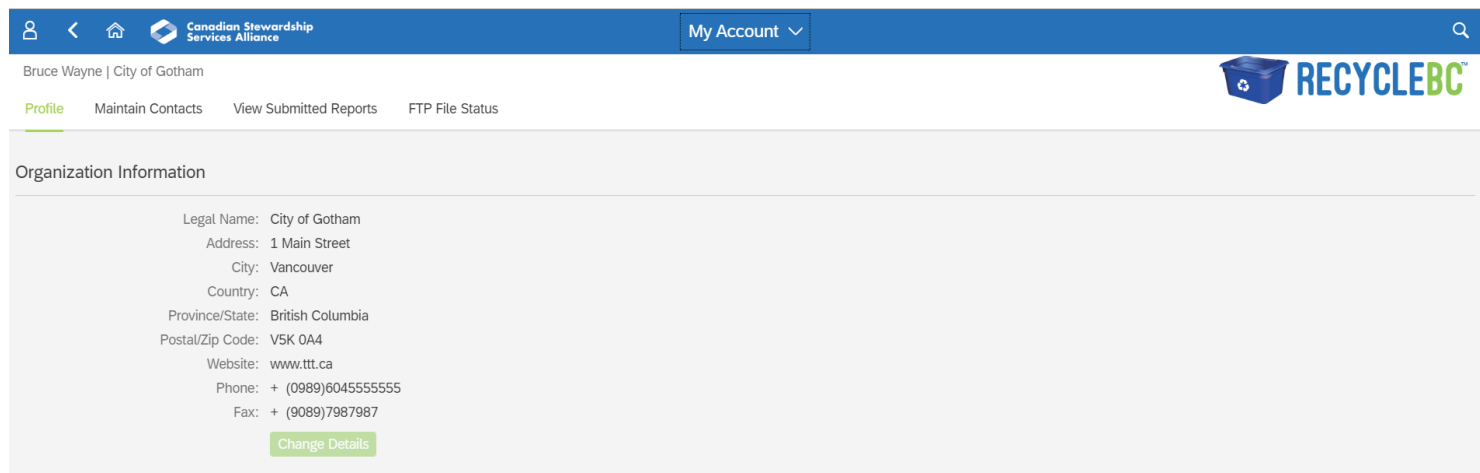
- Reporting:** Contains two cards: 'Key In Your Report' with a document icon and 'Attach Report as Spreadsheet' with a spreadsheet icon.
- Report Status:** Contains three cards: 'View Submitted Reports' (describing collected tonnes, Green House Gas Reports, Audit Reports, and End Market Reports), 'View FTP Upload Status' with a circular arrow icon, and 'Business Reports' (describing audit composition results, annual tonnage performance) with a document icon.
- Account Management:** Contains one card: 'View/Edit Account' (stating 'We have 4 Contacts for your Company. Any changes?') with a user icon and the number '4'.
- Support:** Contains three cards: 'Contact Us' with a speech bubble icon, 'Guidebook for Service Providers' with a book icon, and 'What's New' with a megaphone icon.

Manage Account and Contacts

From the home page, click the 'View/Edit Account' tile to update your organization's account information and contacts. *Primary Contacts cannot be changed via the Portal.*

Profile

Use the 'Profile' tab to review or edit your organization's name and address. Click 'Change Details' to make and save your changes.



The screenshot shows the RECYCLEBC user interface. At the top is a blue navigation bar with the Canadian Stewardship Services Alliance logo, a 'My Account' dropdown menu, and a search icon. Below the navigation bar, the user's name 'Bruce Wayne | City of Gotham' is displayed. A secondary navigation bar contains links for 'Profile' (highlighted), 'Maintain Contacts', 'View Submitted Reports', and 'FTP File Status'. The main content area is titled 'Organization Information' and contains the following details:




- Legal Name: City of Gotham
- Address: 1 Main Street
- City: Vancouver
- Country: CA
- Province/State: British Columbia
- Postal/Zip Code: V5K 0A4
- Website: www.ttt.ca
- Phone: + (0989)6045555555
- Fax: + (9089)7987987


A green 'Change Details' button is located at the bottom of the information section.


Maintain Contacts

Please review your contacts periodically to ensure they are up to date.

- Use the 'Add Another Contact' button to list a new person on your account.
- Use the 'Edit' button to update the email, phone number or other information for an existing contact.
- Use the 'Delete' button to remove a contact. **Note: Primary contacts cannot be removed.**

My Account 






Bruce Wayne | City of Gotham

Profile
Maintain Contacts
View Submitted Reports
FTP File Status

Maintain Contacts

+ Add Another Contact




Batman Darkness
super hero

 gxu@cssalliance.ca
 +123 123-4- ext.
 +123 123-4- ext.

Assigned Role(s)
Secondary Contact

Edit
Delete

Bruce Wayne
Accounting

 muneezamasood786@hotmail.com
 +99 890-890-8980 ext.
 +88 090-090-090 ext.

Assigned Role(s)
Accounting Contact

Edit
Delete

**Please note: only a Primary Contact will be able to add/edit other contacts (inclusive of GHG contacts). Refer to Section 3.4 for more details on the contact roles.*

Edit Contacts

After clicking 'Edit Contact', a pop-up screen will allow you to update a contact's information and change the roles assigned to that contact, if required.

Click 'Save' once you've entered all your changes.

Edit Contact

*First Name:

Bruce

*Last Name:

Philips

*Job Title:

Accounting

*Email:

noreply@noreply.com

*Phone:

+ 99 890-890-8980 Ext.

Fax:


+ 88 090-090-090 Ext.

User ID:

BRUCE2

Please select all applicable roles

Primary Contact	Secondary Contact	Accounting Contact	Report Recipient	GHG
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

 To change the primary contact, please contact us at serviceproviders@recyclebc.ca

Cancel

Save

Contact Roles

There are a variety of contact roles available to be assigned:

- **Primary Contact:** The point person for details related to your organization.
 - *There can only be one Primary per account.*
- **Secondary Contact:** The backup person in case the Primary Contact cannot be reached.
- **Accounting Contact:** The person who will be contacted regarding your normal recycling payments.
- **Report Recipient:** The person who will have access to previously submitted recycling reports.
- **GHG Contact:** The person responsible for submitting GHG reports.

To change a Primary Contact, you can send an email to the [Service Provider Reporting team](#) to make a change request.

Edit Contact

*First Name:

*Last Name:

*Job Title:

*Email:

*Phone: + Ext.

Fax: + Ext.

User ID:

Please select all applicable roles

Primary Contact	Secondary Contact	Accounting Contact	Report Recipient	GHG
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

i To change the primary contact, please contact us at serviceproviders@recyclebc.ca

Cancel Save

GHG Reporting Frequency

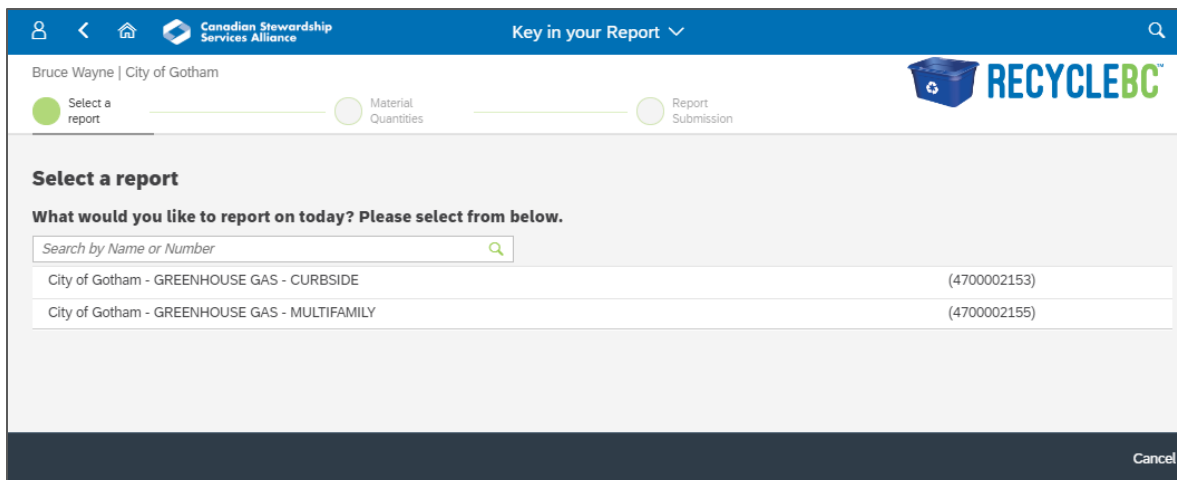
Service providers are required to report on GHG emissions associated with their operations for the prior full calendar year. When submitting reports, you have flexibility in determining the frequency of your reports. You can choose to file weekly, bi-weekly, monthly, quarterly, yearly – or any time period of your choosing. Filing monthly will allow you to observe trends over time and will align with the periods on your electricity or gas bills.

There are two ways you can submit a GHG report on the Portal:

1. Key in your report
2. Upload report as an Excel spreadsheet

Submit a GHG Report by Keying in Information

First, select the **Key in Your Report** tile from the homepage and then select the contract applicable to the GHG quantities you intend to report.



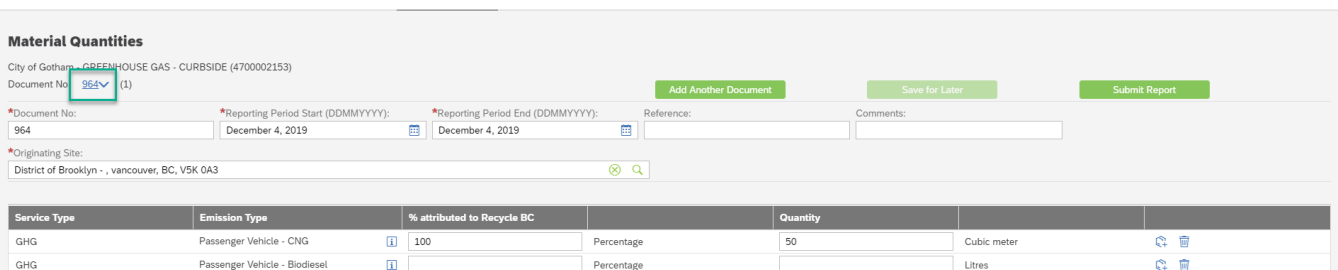
Fields and Buttons

Next, provide the information applicable to your GHG report. Mandatory fields are marked with a red asterisk. The fields can be completed as follows:

- ***Document Number:** Each report submitted must be given a unique identifier, up to 12 characters, which can include letters and numbers. This field is for your reference only.
- ***Reporting Period Start:** Indicate the start date for the quantities you are reporting.
- ***Reporting Period End:** Indicate the end date for the quantities you are reporting.
- **Reference:** Consider providing a document reference up to 12 characters, such as an electricity bill or gas bill number.
- **Comments:** Consider providing a note for your report, up to 30 characters long.
- ***Originating Site:** Type to search for the area or facility represented by your GHG report.

There are three action buttons that function as follows:

1. **Add Another Document:** Allows you to prepare consecutive reports for the selected collection report type.
2. **Save for Later:** Allows you to save your progress and return to this report later. To see previously saved documents, please select the blue highlighted document number. A “Documents” window will appear. Select anywhere within the row of the document you wish to see.
3. **Submit Report:** Brings you to a confirmation screen where you can submit all documents in progress.





Key in your Report

Bruce Wayne | City of Gotham

Select a report

Material Quantities

Report Submission

Material Quantities

City of Gotham - GREENHOUSE GAS - CURBSIDE (4700002153)

Document No: 963 (1)

Add Another Document

Save for Later

Submit Report

*Document No: 963
 *Reporting Period Start (DDMMYYYY): November 1, 2019
 *Reporting Period End (DDMMYYYY): November 15, 2019
 Reference:
 Comments:

*Originating Site:
 District of Westville, Kelowna, BC, V1V 1V1

Service Type	Emission Type	% attributed to Recycle BC	Quantity	
GHG	Passenger Vehicle - CNG	Percentage	Cubic meter	
GHG	Passenger Vehicle - Biodiesel	Percentage	Litres	

Please contact Recycle BC if you would like only to see the data categories relevant to your operations.

1. Enter the percentage of the quantity applicable to Recycle BC operations.
2. Enter the quantity of emissions (the calculated % for that unit of measure) for the applicable material for your defined start and end dates.
3. Click this to create a new row for the same material.
4. Click this to delete this row. **Please note:** If you delete a material row, it will remain removed until you log out and log back in.

Service Type	Emission Type	% attributed to Recycle BC	Quantity	
GHG	Passenger Vehicle - CNG	<input type="text"/>	<input type="text"/>	Cubic meter
GHG	Passenger Vehicle - Biodiesel	<input type="text"/>	<input type="text"/>	Litres
GHG	Passenger Vehicle - Diesel	<input type="text"/>	<input type="text"/>	Litres
GHG	Passenger Vehicle - Gas	<input type="text"/>	<input type="text"/>	Litres
GHG	Passenger Vehicle - Electric	<input type="text"/>	<input type="text"/>	Kilowatt hours
GHG	Light Duty Vehicle - CNG	<input type="text"/>	<input type="text"/>	Cubic meter

Once you have entered all of your quantities and completed all of the fields, click the “Submit Report” button to submit your report(s). This will bring you to the Report Submission page, which will show an overview of the data you are about to submit. Select the “Submit Report Now” button to complete your submission fully. This will submit all reports that were “In Progress”.

Key in your Report

Bruce Wayne | City of Gotham

☐ Select a report
☐ Material Quantities
☒ Report Submission

Report Submission

Submit this report now?

No. of Documents Entered:	1
Total Cubic meter Entered:	32 M3
Total Litres Entered:	500 L

[Submit Report Now](#)

Cancel

Confirmation and Download PDF / Excel Summaries

After submitting your report(s), you will be able to download a PDF or Excel summary for your records.

Key in your Report

Bruce Wayne | City of Gotham

☐ Select a report
☐ Material Quantities
☒ Report Submission

Report Submission

Confirmation

Thank you for submitting your report. Please retain your confirmation.
Your report has now been submitted

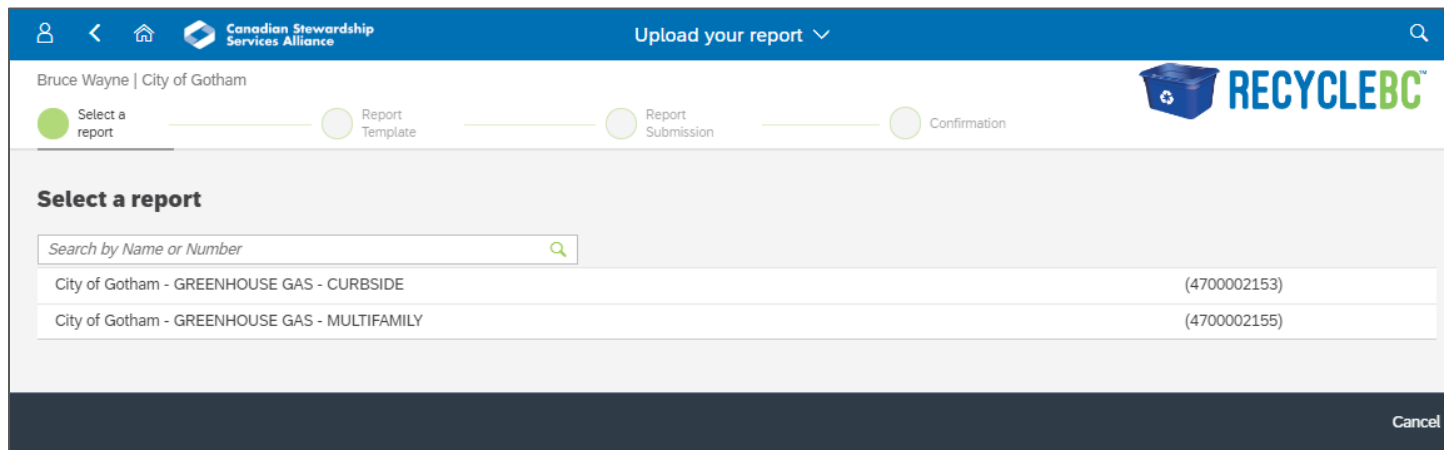
Claim No.:	1800299733
No. of Documents Entered:	1
Total Cubic meter Entered:	32 M3
Total Litres Entered:	500 L

[Download PDF Summary](#)
[Download Excel Summary](#)

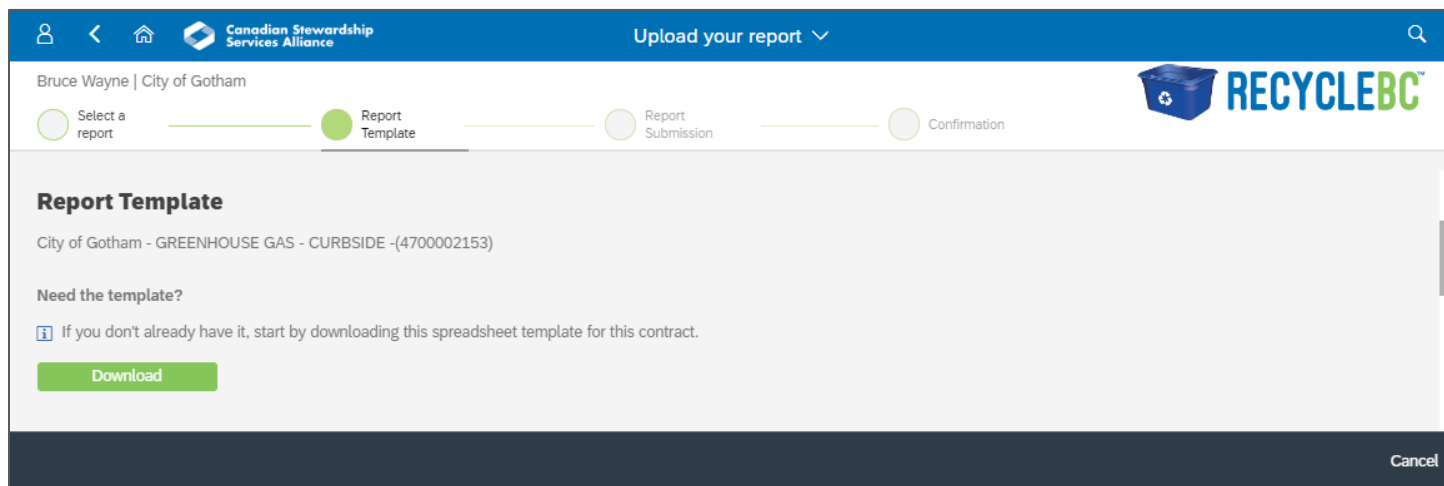
Cancel

Submit a GHG Report using “Attach Report as Spreadsheet” Option

Select the “Attach Report as Spreadsheet” tile from the home page then select the contract applicable to the GHG quantities you are reporting on.



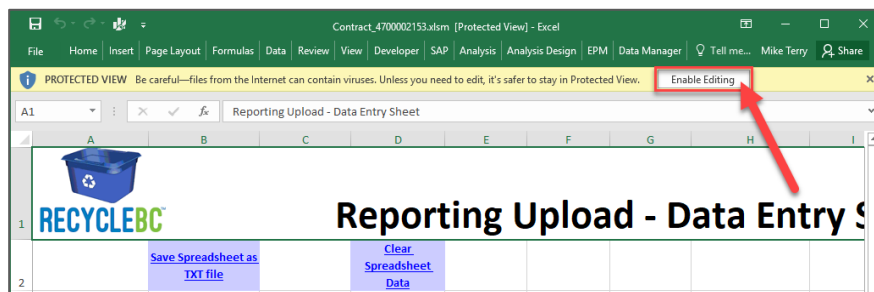
Next, download and save the template to your computer. You must download the template separately for each distinct collection type (using the example above, the Excel spreadsheet would need to be downloaded 2 times). It is best practice to ensure you have the most up to date version of the Excel template.



Opening Microsoft Excel

Open the file that downloaded to your computer. Note that:

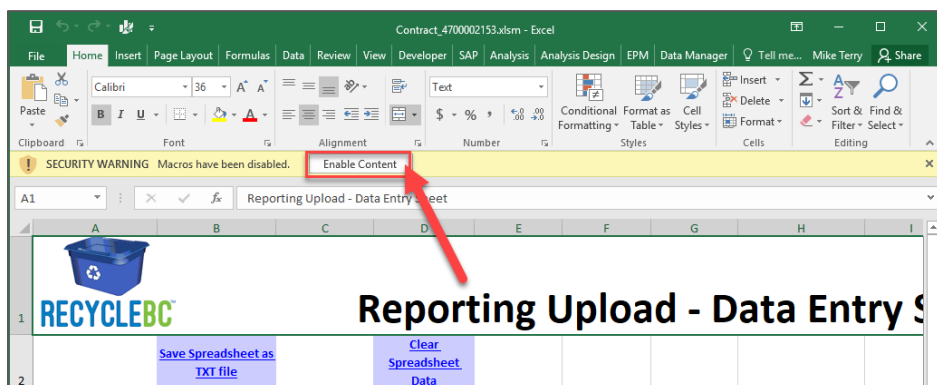
1. This Excel file includes a simple macro.
2. Populate the Excel file using the instructions below.
3. Clicking ‘Save Spreadsheet as TXT file’ will run the macro to create a .txt file with your report information.



- On the Portal, upload the .txt file, not the Excel file.

For the macro to work correctly please do the following when you open the file:

- Click 'Enable Editing' in the yellow bar (no action is required if this button does not appear).
- Click 'Enable Macros' in the yellow bar that appears after enabling editing.



Using the Excel Template

Enter your information into the template.

Click the 'Save report as TXT file button'...

</

Points to note:

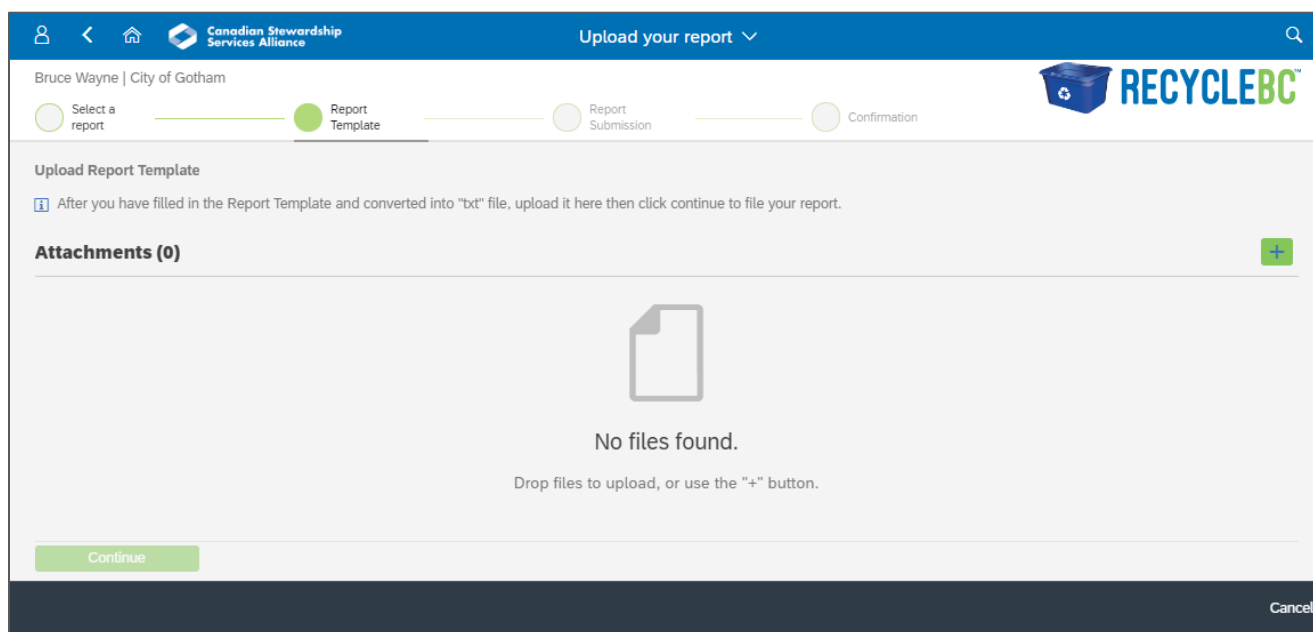
- *Contract Number** is the number associated with your collection type (Curbside, Multi-family or Depot).
- *Document Number:** Each report submitted must be given a unique identifier, up to 12 characters, which can include letters and numbers. This field is for your reference only.
- *Service Type** will always be GHG.
- Reference & Comments** (optional): Consider providing a document reference up to 12 characters, such as an electricity or gas bill. Consider providing a note for your report, up to 30 characters long.
- *Reporting Period Start & End:** Indicate the start and end dates for the quantities you are reporting.
- *Originating Site Name** is the name of the site you're reporting for. If you have more than one, you have to enter the specific site name that matches the originating sites displayed in the Portal.
- Columns J, K & N** are not required for GHG purposes.
- *Emission Type** depends on the type of emissions you plan to report for. Please copy each Emission Type from Sample sheet of the Upload Spreadsheet Template. This ensures an exact match.
- *Type of measurement** will be "Percentage".
- *Percent attributed to Recycle BC** should have all values as whole numbers.
- *Quantity** - Enter the quantity of emissions (the calculated % for that unit of measure) for the applicable material for your defined start and end dates.

12. **You'll notice if you copy and paste from the Sample tab, it will populate column "Q". This is the unit of measure for each material type and can remain in that cell for reference. The Portal will accept the submission even though that field is not labelled in the table.*
13. Only include the line items pertinent to your GHG reporting. Any additional rows without data should be deleted.

Upload .TXT File

Once your template is ready to be uploaded, be sure to convert it into the .txt file format by clicking on the "Save Spreadsheet as TXT file" macro button at the top row and save it to your computer, then return to the Portal to upload your .TXT file.

- You can drag and drop the file from your computer.
- You can use the plus "+" icon to browse your computer to select your .txt file.



You will now see the file¹ that has been uploaded. Click 'Continue'.

¹ If the file is not in the proper format, mandatory fields are missing or if the value for a certain field is not acceptable, you may receive an error. If so, please contact Recycle BC to help troubleshoot the error.

Upload your report

Bruce Wayne | City of Gotham

Select a report
Report Template
Report Submission
Confirmation

Upload Report Template

After you have filled in the Report Template and converted into ".txt" file, upload it here then click continue to file your report.

Attachments (1)

BOL_20191120.txt
920 Bytes

Continue

Cancel

In the event that you need to upload a different file, click the little blue 'x' symbol to remove the currently listed file.

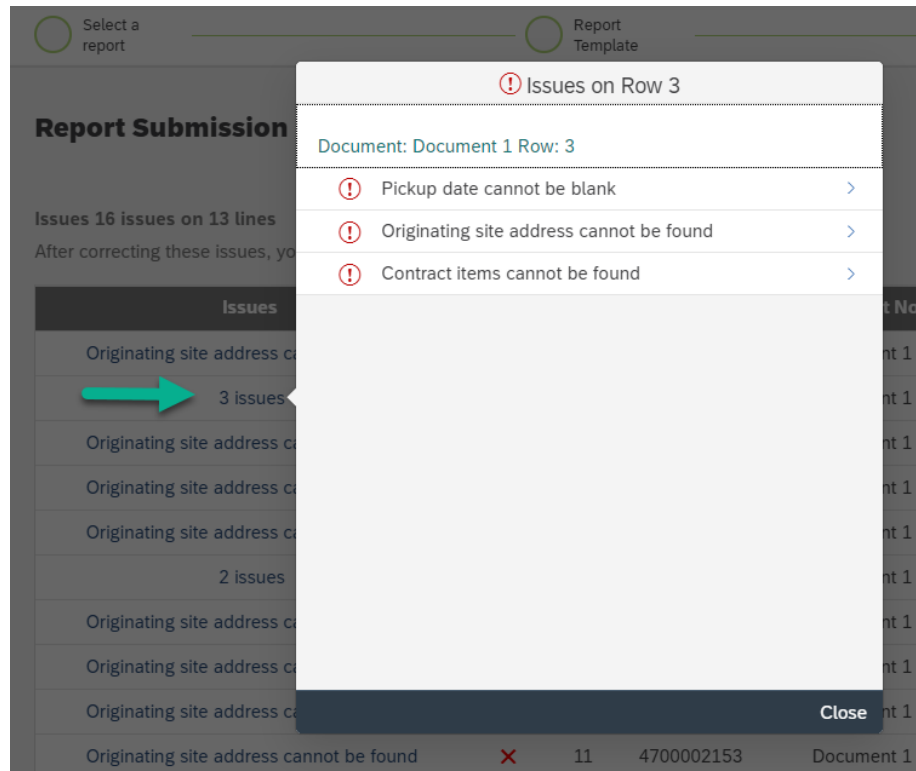
File Upload Issue Review

Any issues with your file will be identified in the report submission summary page. Review the issues and correct your Excel file as needed, saving a new .txt file version. Please contact Recycle BC if you need assistance.

An "X" indicates there was an issue with the applicable row in your .txt file.

- Click "Show All Messages" to review all issues.
- Click "Go Back" if you would like to upload a different file.
- Click the blue highlighted "Issues" value to review line specific issues.

Report Submission									
Issues 16 issues on 13 lines									
After correcting these issues, you can go back and re-upload a new version of the spreadsheet.									
							Show All Messages	Go Back	
Issues	Status	Line	Contract No.	Document No.	Service Type	Reference	Supplemental ...	Service Date	Delivery D
Originating site address cannot be found	X	2	4700002153	Document 1	GHG	Document 1	Document 1	04122019	04122019
3 issues	X	3	4700002153	Document 1	GHG	Document 1	Document 1		04122019
Originating site address cannot be found	X	4	4700002153	Document 1	GHG	Document 1	Document 1	04122019	04122019
Originating site address cannot be found	X	5	4700002153	Document 1	GHG	Document 1	Document 1	04122019	04122019
Originating site address cannot be found	X	6	4700002153	Document 1	GHG	Document 1	Document 1	04122019	04122019
2 issues	X	7	4700002153	Document 1		Document 1	Document 1	04122019	04122019
Originating site address cannot be found	X	8	4700002153	Document 1	GHG	Document 1	Document 1	04122019	04122019
Originating site address cannot be found	X	9	4700002153	Document 1	GHG	Document 1	Document 1	04122019	04122019
Originating site address cannot be found	X	10	4700002153	Document 1	GHG	Document 1	Document 1	04122019	04122019
Originating site address cannot be found	X	11	4700002153	Document 1	GHG	Document 1	Document 1	04122019	04122019



Report Submission

Issues 16 issues on 13 lines
After correcting these issues, you can submit the report.

Issues on Row 3

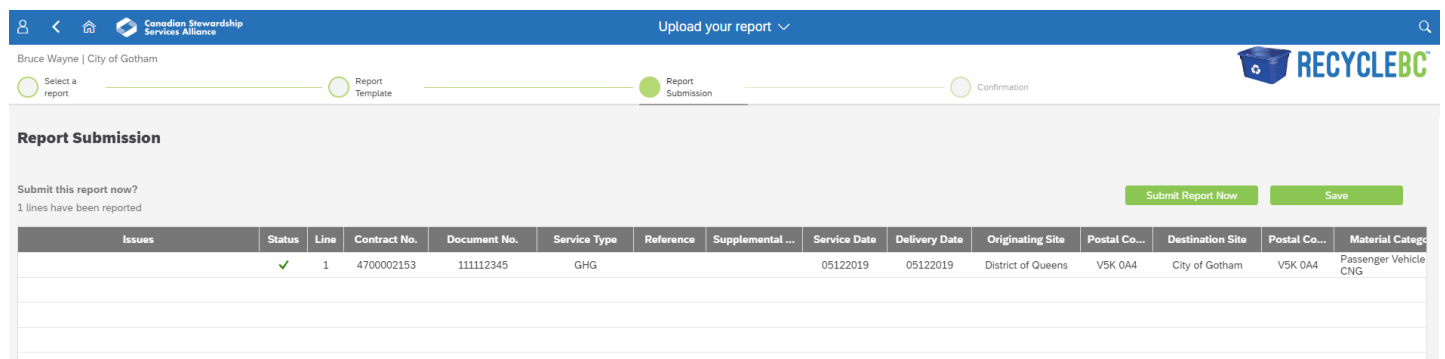
Document: Document 1 Row: 3

- ! Pickup date cannot be blank
- ! Originating site address cannot be found
- ! Contract items cannot be found

Close

Successful File Review

When you successfully upload a file, a summary of the information will be presented. The green check marks indicate no issues. Please review the information for completeness and click “Submit Report Now”.



Report Submission

Submit this report now?
1 lines have been reported

Submit Report Now Save

Issues	Status	Line	Contract No.	Document No.	Service Type	Reference	Supplemental ...	Service Date	Delivery Date	Originating Site	Postal Co...	Destination Site	Postal Co...	Material Catego...
	✓	1	4700002153	111112345	GHG			05122019	05122019	District of Queens	V5K 0A4	City of Gotham	V5K 0A4	Passenger Vehicle CNG

A progress bar will appear:

Bruce Wayne | City of Gotham

Upload your report

Select a report | Report Template | **Report Submission** | Confirmation

Report Submission

Submit this report now? Submit Report Now Save

1 lines have been reported

Issues	Status	Line	Contract No.	Document No.	Service Type	Reference	Supplemental ...	Service Date	Delivery Date	Originating Site	Postal Co...	Destination Site	Postal Co...	Material Category
	✓	1	4700002153	111112345	GHG			05122019	05122019	District of Queens	V5K 0A4	City of Gotham	V5K 0A4	Passenger Vehicle CNG

Processing Submission

OK Close

**Please note: You do not need to click on any buttons presented on the progress bar. The system will automatically process the submission. Time taken to process submission will depend on the number of lines being reported on.*

Confirmation and Download PDF / Excel Summaries

You are finished your GHG report! A summary of your report will appear on the screen.

Bruce Wayne | City of Gotham

Upload your report

Select a report | Report Template | Report Submission | **Confirmation**

Thank You
Your report has been submitted

Claim Number:	1800299735
No. of BOL's Entered:	1
Total Cubic meter Entered	100 M3
Total Litres Entered	100 L


Download PDF Summary Download Excel Summary

What's Next?
You can continue to report on another contract, or return to the home page

Report on another contract Return home


Cancel


View Submitted Reports


Canadian Stewardship Services Alliance
Home


Bruce Wayne | City of Gotham


Reporting
Report Status
Account Management
Support


Key in Your Report


Attach Report as Spreadsheet


Report Status


View Submitted Reports
 View your reports related to Collected tonnes, Green House Gas Reports, Audit Reports, End Market Reports
 

View FTP Upload Status





Business Reports
 Access your audit composition results, annual tonnage performance
 

Account Management

View/Edit Account
 We have 4 Contacts for your Company. Any changes?


4
 Contacts

Once you click on the “View Submitted Report” tile, you will be able to see the list of reports that were submitted earlier.



Canadian Stewardship Services Alliance
My Account ▾







Bruce Wayne | City of Gotham

Profile
Maintain Contacts
View Submitted Reports
FTP File Status

Report Number: 1

Submission Date: 2

Status

Report Number	Submission Date	Vendor Name	Status	
1800300745	Dec 4, 2019	City of Gotham	 Not yet approved	Show Details View PDF
1800300744	Dec 4, 2019	City of Gotham	 Not yet approved	Show Details View PDF
1800300743	Dec 3, 2019	City of Gotham	 Your report has been approved	Show Details View PDF
1800300742	Dec 3, 2019	City of Gotham	 Your report has been approved	Show Details View PDF
1800300738	Dec 3, 2019	City of Gotham	 Your report has been approved	Show Details View PDF

1. Search by the “Report Number” filter to search for a specific submitted report.
2. Search by “Submission Date” filter by entering the date range of the submitted report.
3. You can either view the details of that particular report on the Portal itself by clicking on the “Show Details” button or view it in a PDF format by clicking on the “View PDF” button.

Questions and Support

If you have any questions regarding the GHG reporting process, please contact the Recycle BC team at:

Email: greenhousegas@recyclebc.ca

Phone: 1-855-875-3596