

GREENHOUSE GAS REPORTING

Refresher Webinar for Collectors

JANUARY 14, 2021

1PM – 2PM PT



RECYCLEBCTM

AGENDA

- Please indicate in the Q&A box which of the following topics you would like us to focus on for today's refresher webinar:
 - Reporting Portal
 - Curbside & Multi-family requirements
 - Depot requirements
 - GHG Reporting resources
 - Recycle BC Allocation calculation
 - Contact Management
 - Other (please specify)

INTRODUCTION

- Recycle BC made a commitment to track Greenhouse Gas (GHG) emissions, starting with 2019 as the baseline year
- Reporting deadline: Your continued participation is required to support this commitment; we require your data at minimum on an annual basis:
 - **All annual data must be submitted by January 31, 2021**
- Report submission: Reports are submitted through the WeRecycle portal
- Scope of Reporting: Any data reported should include only the portion of your solid waste operations related to the household recycling of paper and packaging as it pertains to Recycle BC
- Record Keeping: Strongly recommend that a system be established to track data regularly in preparation for end of year



WERECYCLE PORTAL

WERECYCLE PORTAL - NAVIGATION

- Web-based system accessible with any browser
- Allows users to enter GHG emission data directly or by uploading data entered in a formatted Excel template
- <https://werecycle.cssalliance.ca/irj/portal>

- **Please refer to recyclebc.ca/ghg webpage to access our GHG Portal User Guide online for more information on submitting your GHG report via the WeRecycle online portal.*

to the WeRecycle Portal!

Welcome

Canadian Stewardship Services Alliance

User ID

Password

Forgot Password?

Login

New to the WeRecycle?
Create Your WeRecycle Account

RECYCLEBC Multi-Material Stewardship Western MMSM Multi-Material Stewardship Manitoba Stewardship Ontario Automotive Materials Stewardship

LAUNCHPAD

- The Homepage when a user logs into the WeRecycle portal
- User can access to different business processes by clicking on the tiles.

The screenshot displays the WeRecycle portal homepage for a user named Bruce Wayne | City of Gotham. The interface features a blue header with the Canadian Stewardship Services Alliance logo and a search icon. The main content area is organized into several sections:

- Reporting**: A row of four tiles: "Key in your Report", "Upload Report as Spreadsheet", "Upload Document Attachment", and "Display Document Attachment".
- Report Status**: A row of three tiles: "View Submitted Reports", "View FTP Upload Status", and "Business Reports".
- Keep Up-to-Date**: A single tile titled "View/Edit Account" with the text "We have 6 Contacts for your Company. Any changes?" and a large number "6" next to a person icon.
- Learn More**: A row of three tiles: "Contact Us", "View Guide", and "What's New".

GHG REPORT SUBMISSION

- From the launchpad, click on the “Key in your Report” tile
- This is a direct data entry option for reporting GHG emission data

The screenshot displays the user interface for the Canadian Stewardship Services Alliance (C3A). The header includes the C3A logo, the user name "Bruce Wayne | City of Gotham", and a "Home" link. A search icon is visible in the top right corner. Below the header, there are four main navigation tabs: "Reporting", "Report Status", "Keep Up-to-Date", and "Learn More".

The "Reporting" section is highlighted with a red box and contains four tiles:

- Key in your Report**: A tile with a red border and a plus icon, indicating the direct data entry option.
- Upload Report as Spreadsheet**: A tile with a spreadsheet icon and a plus icon.
- Upload Document Attachment**: A tile with a document icon and a plus icon.
- Display Document Attachment**: A tile with a document icon and a plus icon.

The "Report Status" section contains three tiles:

- View Submitted Reports**: A tile with a dollar sign icon.
- View FTP Upload Status**: A tile with a document icon.
- Business Reports**: A tile with a dollar sign icon.

The "Keep Up-to-Date" section contains one tile:

- View/Edit Account**: A tile with the text "We have 6 Contacts for your Company. Any changes?" and a plus icon next to the number 6.

The "Learn More" section contains three tiles:

- Contact Us**: A tile with a speech bubble icon.
- View Guide**: A tile with a document icon.
- What's New**: A tile with a document icon and a plus icon.

KEY IN YOUR REPORT

- Step 1: Select the report type

The screenshot shows the top navigation bar with the Canadian Stewardship Services Alliance logo, the text 'Key in your Report', and a search icon. Below the navigation bar, the user's location 'Bruce Wayne | City of Gotham' is displayed. A progress indicator shows three steps: 'Select a report' (active), 'Material Quantities', and 'Report Submission'. The RECYCLEBC logo is in the top right corner.

Select a report

What would you like to report on today? Please select from below.

Search by Name or Number

City of Gotham - GREENHOUSE GAS - CURBSIDE	(4700002153)
City of Gotham - GREENHOUSE GAS - MULTIFAMILY	(4700002155)

A red callout box with the text '1. Select the report type' points to the search input field.

KEY IN YOUR REPORT

○ Step 2: Key in your mandatory details

< Canadian Stewardship Services Alliance

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: [New Document](#) (1) [Add Another Document](#) [Save for Later](#) [Submit Report](#)

*Document No: *Reporting Period Start (DDMMYY...): *Reporting Period End (DDMMYY...): Reference: Comments:

*Originating Site:

2. Enter the mandatory details

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

KEY IN YOUR REPORT

- Step 3: Enter your GHG emission data
- Step 4: Click on Submit Report Button

Material Quantities

City of Gotham - GREENHOUSE GAS - CURBSIDE (4700002153)
Document No: [New Document](#) (1)

[Add Another Document](#) [Save for Later](#) [Submit Report](#)

*Document No: *Reporting Period Start (DDMMYY...): *Reporting Period End (DDMMYY...): Reference: Comments:

*Originating Site:

Service Type	Emission Type	% attributed to Recycle BC	Quantity			
GHG	Passenger Vehicle - CNG	<input type="text" value="100"/>	Percentage	<input type="text" value="20"/>	Cubic meter	
GHG	Passenger Vehicle - Biodiesel	<input type="text"/>	Percentage	<input type="text"/>	Litres	
GHG	Passenger Vehicle - Diesel	<input type="text" value="100"/>	Percentage	<input type="text" value="2000"/>	Litres	
GHG	Passenger Vehicle - Gas	<input type="text"/>	Percentage	<input type="text"/>	Litres	
GHG	Passenger Vehicle - Electric	<input type="text"/>	Percentage	<input type="text"/>	Kilowatt hours	
GHG	Light Duty Vehicle - CNG	<input type="text"/>	Percentage	<input type="text"/>	Cubic meter	
GHG	Light Duty Vehicle - Biodiesel	<input type="text"/>	Percentage	<input type="text"/>	Litres	
GHG	Light Duty Vehicle - Diesel	<input type="text"/>	Percentage	<input type="text"/>	Litres	

Cancel

KEY IN YOUR REPORT

○ Step 5: Confirm the Submission

   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:	20 M3
Total Litres Entered:	2000 L

[Submit Report Now](#) 

KEY IN YOUR REPORT

- Confirmation summary screen

Confirmation

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

Claim No.:	1800299709
No. of Documents Entered:	1
Total Cubic meter Entered:	20 M3
Total Litres Entered:	2000 L

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

What is Next?

You can continue to report on another contract, or return to the home page.

[Submit another report?](#) [Return home](#)

OPTION TO UPLOAD SPREADSHEET

- From the launchpad, click on the “Upload Report as Spreadsheet” tile
- With this option, you can utilize a spreadsheet to be uploaded for GHG reporting

The screenshot displays the user interface of the Canadian Stewardship Services Alliance. At the top, the user is identified as 'Bruce Wayne | City of Gotham' with a 'Home' link and a search icon. The main navigation bar includes 'Reporting', 'Report Status', 'Keep Up-to-Date', and 'Learn More'. The 'Reporting' section is highlighted with a red box and contains four tiles: 'Key in your Report', 'Upload Report as Spreadsheet' (highlighted with a red border), 'Upload Document Attachment', and 'Display Document Attachment'. Below this, the 'Report Status' section has three tiles: 'View Submitted Reports', 'View FTP Upload Status', and 'Business Reports'. The 'Keep Up-to-Date' section features a 'View/Edit Account' tile indicating 6 contacts. The 'Learn More' section at the bottom has three tiles: 'Contact Us', 'View Guide', and 'What's New'.

OPTION TO UPLOAD SPREADSHEET

The screenshot shows the 'Upload your report' page for Bruce Wayne | City of Gotham. The page is divided into four steps: Select a report, Report Template, Report Submission, and Confirmation. The 'Select a report' section includes a search bar and a table of report types. The 'Report Template' section has a 'Download' button. The 'Attachments (0)' section shows a '+ ' button and a 'No files found' message with a 'Drop files to upload, or use the "+" button.' instruction. A 'Continue' button is at the bottom.

Canadian Stewardship Services Alliance Upload your report ▼ 🔍

Bruce Wayne | City of Gotham

● Select a report ○ Report Template ○ Report Submission ○ Confirmation

Select a report

Search by Name or Number 🔍

City of Gotham - GREENHOUSE GAS - CURBSIDE	(4700002153)
City of Gotham - GREENHOUSE GAS - MULTIFAMILY	(4700002155)

1. Select the Report type

Report Template

City of Gotham - GREENHOUSE GAS - CURBSIDE -(4700002153)

Need the template?

1 If you don't already have it, start by downloading this spreadsheet template for this contract.

[Download](#)

2. Download the associated report type's Template

Upload Report Template

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

Attachments (0)

[+](#)



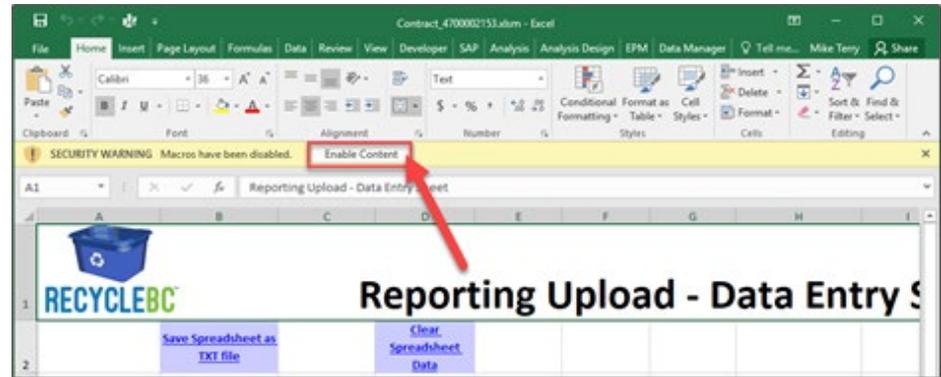
No files found.

Drop files to upload, or use the "+" button.

[Continue](#)

USING THE SPREADSHEET TEMPLATE

- Open the file that downloaded to your computer.
- This Excel file includes a simple macro. If system gives you warning, please click Enable Content button & Enable Macros button if they appear.
- Populate the Excel file, you can refer to the Sample worksheet on how to fill the template.
- Once done, click 'Save Spreadsheet as TXT file' & that will run the macro to create a .txt file with your report information.
- On the Portal, upload the .txt file, not the Excel file.



Contract Number	Document Number	Service Type	Reference	Comments	Reporting Period Start (DDMMYYYY)	Reporting Period End (DDMMYYYY)	Originating Site Name	Originating Site Postal Code	Not Applicable	Not Applicable	Emission Type	Type of Measurement	Not Applicable	% attributed to Recycle BC	Quantity
4700002153	12345 GHG				05/12/2019	05/12/2019	City of Gotham	V5K 0A4			Passenger Vehicle - CNG	Percentage			
4700002153	12345 GHG				05/12/2019	05/12/2019	City of Gotham	V5K 0A4			Passenger Vehicle - Biodi	Percentage			
4700002153	12345 GHG				05/12/2019	05/12/2019	City of Gotham	V5K 0A4			Passenger Vehicle - Diesel	Percentage			
4700002153	12345 GHG				05/12/2019	05/12/2019	City of Gotham	V5K 0A4			Passenger Vehicle - Gas	Percentage			
4700002153	12345 GHG				05/12/2019	05/12/2019	City of Gotham	V5K 0A4			Passenger Vehicle - Elect	Percentage			
4700002153	12345 GHG				05/12/2019	05/12/2019	City of Gotham	V5K 0A4			Light Duty Vehicle - CNG	Percentage			
4700002153	12345 GHG				05/12/2019	05/12/2019	City of Gotham	V5K 0A4			Light Duty Vehicle - Biodi	Percentage			
4700002153	12345 GHG				05/12/2019	05/12/2019	City of Gotham	V5K 0A4			Light Duty Vehicle - Diesel	Percentage			
4700002153	12345 GHG				05/12/2019	05/12/2019	City of Gotham	V5K 0A4			Light Duty Vehicle - Gas	Percentage			
4700002153	12345 GHG				05/12/2019	05/12/2019	City of Gotham	V5K 0A4			Light Duty Vehicle - Elect	Percentage			

Please refer to recyclebc.ca/ghg webpage for additional resources on how to report via Portal.

SUBMIT THE SPREADSHEET AS .TXT ATTACHMENT

Canadian Stewardship Services Alliance

Upload Your Report

Bruce - test Wayne | City of Gotham

Test Environment

RECYCLEBC

Select a report

Report Template

Report Submission

Confirmation

Report Template

City of Gotham - GREENHOUSE GAS - MULTIFAMILY (4700002506)

Need the template?

If you don't already have it, start by downloading this spreadsheet template for this contract.

Download

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 (0)

No files found.

Drop files to upload, or use the "+" button.

Continue

Cancel

SUBMIT THE SPREADSHEET AS .TXT ATTACHMENT

Canadian Stewardship Services Alliance

Bruce - test Wayne | City of Gotham

Test Environment

RECYCLEBC

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

Report Submission

Submit this report now?
2 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	4700002506	ABCD123456	GHG			01012021	14012021	District of Brooklyn	V5K 0A3	City of Gotham	V5K 0A5	Forklift - CNG
	✓	2	4700002506	ABCD123456	GHG			01012021	14012021	District of Brooklyn	V5K 0A3	City of Gotham	V5K 0A5	Forklift - Biodies

Confirmation

Thank You
Your report has been submitted

Report Number:	1800309393
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**

VIEW SUBMITTED REPORTS

- Users can view the submitted reports in PDF format

Bruce Wayne | City of Gotham

Profile Maintain Contacts **View Submitted Reports** FTP File Status

Report Number: From [] To [] Submission Date: Nov 9, 2019 to Nov 19, 2019 Status: [] Refresh Filters

Download List as PDF

Report Number	Submission Date	Vendor Name	Status	
1800299711	Nov 19, 2019	City of Gotham	✓ Your report has been approved	Show Details View PDF
1800299709	Nov 19, 2019	City of Gotham	⌚ Not yet approved	Show Details View PDF
1800299708	Nov 19, 2019	City of Gotham	✓ Your report has been approved	Show Details View PDF
1800299707	Nov 19, 2019	City of Gotham	⌚ Not yet approved	Show Details View PDF
1800299702	Nov 18, 2019	City of Gotham	⌚ Not yet approved	Show Details View PDF
1800299701	Nov 18, 2019	City of Gotham	⌚ Not yet approved	Show Details View PDF
1800299682	Nov 15, 2019	City of Gotham	✓ Your report has been approved	Show Details View PDF
1800299681	Nov 15, 2019	City of Gotham	✓ Your report has been approved	Show Details View PDF

CONTACT MANAGEMENT

- User can access the list of contacts maintained for their account & their contact types

The screenshot displays the user interface for the RECYCLEBC account. At the top, a blue navigation bar contains the Canadian Stewardship Services Alliance logo, a search icon, and the text "My Account" with a dropdown arrow. Below the navigation bar, the user's name "Bruce Wayne | City of Gotham" is displayed on the left, and the RECYCLEBC logo is on the right. A secondary navigation bar includes a "Profile" link (highlighted with a green underline), "Maintain Contacts", "View Submitted Reports", and "FTP File Status". The main content area is titled "Company / Your Organization Information" and lists the following details: Company Legal Name: City of Gotham, Address: 1 Main St., City: Vancouver, Country: CA, Province/State: British Columbia, Postal/Zip Code: V5K 0A4, Website: www.ttt.ca, Company Phone: + 6045555555 Ext., and Company Fax: + Ext. A green "Change Details" button is located at the bottom of this section.

Canadian Stewardship Services Alliance

My Account ▾

Bruce Wayne | City of Gotham

RECYCLEBC™

[Profile](#) [Maintain Contacts](#) [View Submitted Reports](#) [FTP File Status](#)

Company / Your Organization Information

Company Legal Name: City of Gotham
Address: 1 Main St.
City: Vancouver
Country: CA
Province/State: British Columbia
Postal/Zip Code: V5K 0A4
Website: www.ttt.ca
Company Phone: + 6045555555 Ext.
Company Fax: + Ext.

[Change Details](#)

CONTACT MANAGEMENT

    Canadian Stewardship Services Alliance 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

: [Redacted]
: +123 123-4- ext.
: +123 123-4- ext.

Assigned Role(s)
Secondary Contact

[Edit](#) [Delete](#)

Bruce Wayne
Accounting

: [Redacted] mail.com
: +99 890-890-8980 ext.
: +88 090-090-090 ext.

Assigned Role(s)
Accounting Contact

[Edit](#) [Delete](#)



*CURBSIDE &
MULTI-FAMILY*

COLLECTION FLEET

- Class of Vehicle (s) used:
 - 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)
- Total amount and type of fuel consumed by each vehicle class (e.g. Heavy Duty vehicle; 1,000 liters of diesel)?

Canadian Stewardship Services Alliance | Key in Your Report | Test Environment | RECYCLE BC

Material Quantities

Document No: GREENHOUSE GAS - CURBSIDE (47C) | New Document (1)

Buttons: Add Another Document, New Originating Site, Save for Later, Submit Report

Form fields: *Document No, *Reporting Period Start (DDMMYYYY), *Reporting Period End (DDMMYYYY), Reference, Comments, *Originating Site

Service Type	Emission Type	% attributed to Recycle BC	Unit of Measure	Quantity	Unit of Measure	Originating Site
GHG	Vehicle (Light Duty) - CNG		Percentage		Cubic meter	
GHG	Vehicle (Light Duty) - Biodiesel		Percentage		Litres	
GHG	Vehicle (Light Duty) - Diesel		Percentage		Litres	
GHG	Vehicle (Light Duty) - Gasoline		Percentage		Litres	
GHG	Vehicle (Light Duty) - Electric		Percentage		Kilowatt hours	
GHG	Vehicle (Light Duty) - Propane		Percentage		Litres	
GHG	Vehicle (Heavy Duty) - CNG		Percentage		Cubic meter	
GHG	Vehicle (Heavy Duty) - Biodiesel		Percentage		Litres	
GHG	Vehicle (Heavy Duty) - Diesel	100	Percentage	1000	Litres	
GHG	Vehicle (Heavy Duty) - Gasoline		Percentage		Litres	
GHG	Vehicle (Heavy Duty) - Electric		Percentage		Kilowatt hours	

COLLECTION FLEET

- If the total amount and type of fuel consumed per vehicle class is not available, then we will need to know the number of kilometres travelled by vehicle type (i.e. total mileage)
- Please contact Recycle BC to determine the appropriate methodology for reporting on kilometres travelled
- Program Maintenance/Staff Activity
 - Be sure to include fuel usage associated with activities like site inspections/audits, route monitoring or maintenance



DEPOT

EQUIPMENT

- Identify what type of fossil fuel-based equipment is used at your depot (if any):
 - What kind of equipment is it (eg. forklifts, skid steers, loaders, etc)?
 - What kind of fuel does it run on (eg. gasoline, diesel, propane, natural gas)?
 - What % of the time is that equipment used for Recycle BC-related work?
 - Report the total quantity of fuel used for each equipment type identified (L, MJ, m³)

ELECTRICITY CONSUMPTION

- There are a few ways to report how much electricity gets consumed at your depot:
 1. Some electricity operators provide online electricity tracking tools, such as MyHydro from BC Hydro
OR
 2. You can view your usage on your electricity bill

HEATING CONSUMPTION

- If the depot's 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 m³); other fuel types should be reported in litres (L).
- There are a few ways for you to get this information:
 1. View your usage on your heating bills
 2. If there are no heating bills solely for the depot, report the total area of your depot in square metres or square feet and the type of fuel used to heat the building.



RECYCLE BC ALLOCATION

RECYCLE BC ALLOCATION

- Recycle BC recognizes that your 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:
 - Curbside/Multi-family: If your collection fleet is also used for garbage, organics or commercial recycling collection, please only report the fuel or kilometres driven for the collection of residential packaging and paper product.
 - Depot: If your heated and/or lit depot also 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.

EXAMPLE SCENARIO 1

Example Scenario: Activity of collection vehicle(s)

If the vehicle used for your residential PPP collection also collects other non-waste packaging and paper materials (ie. organics, garbage, etc.), please allocate the share of fuel/kilometers driven to only the activities pertaining to the collection of PPP for your residential recycling program.

Collection Truck A used for PPP and garbage on different days	
Total annual fuel used for collection	1000 L
Annual fuel used for collection of PPP	750 L
Annual fuel used for collection of garbage	250 L
750L of fuel reported to Recycle BC (75% allocation percentage, 750L fuel quantity)	

Material Quantities

Document No: New Document (1) Add Another Document New Originating Site

*Document No: *Reporting Period Start (DDMMYYYY): *Reporting Period End (DDMMYYYY): Reference: Comments:

*Originating Site:

Service Type	Emission Type	% attributed to Recycle BC	Unit of Measure	Quantity	Unit of Measure
GHG	Stacker - Gasoline	<input type="text"/>	Percentage	<input type="text"/>	Litres
GHG	Vehicle (Light Duty) - Diesel	<input type="text"/>	Percentage	<input type="text"/>	Litres
GHG	Vehicle (Light Duty) - Gasoline	<input type="text"/>	Percentage	<input type="text"/>	Litres
GHG	Vehicle (Light Duty) - Electric	<input type="text"/>	Percentage	<input type="text"/>	Kilowatt hours
GHG	Vehicle (Light Duty) - Propane	<input type="text"/>	Percentage	<input type="text"/>	Litres
GHG	Vehicle (Heavy Duty) - CNG	<input type="text"/>	Percentage	<input type="text"/>	Cubic meter
GHG	Vehicle (Heavy Duty) - Biodiesel	<input type="text"/>	Percentage	<input type="text"/>	Litres
GHG	Vehicle (Heavy Duty) - Diesel	75	Percentage	750	Litres
GHG	Vehicle (Heavy Duty) - Gasoline	<input type="text"/>	Percentage	<input type="text"/>	Litres
GHG	Vehicle (Heavy Duty) - Electric	<input type="text"/>	Percentage	<input type="text"/>	Kilowatt hours
GHG	Vehicle (Heavy Duty) - Propane	<input type="text"/>	Percentage	<input type="text"/>	Litres
GHG	Vehicle (Passenger) - CNG	<input type="text"/>	Percentage	<input type="text"/>	Cubic meter

EXAMPLE SCENARIO 2

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 used for Recycle BC	100 ft ²
Indoor collection and storage space used for other items	900 ft ²
100 ft² of indoor space allocated to Recycle BC (apply 10% allocation percentage to total utilities, report final value)	



PAPER USE

PAPER USE

- Refers to the amount of paper by weight purchased for printing recycling brochures, pamphlets, etc related to Recycle BC
- We require for reporting:
 - Only the purchases made during a particular reporting year
 - Only the purchases made for printing information about the recycling of residential paper and packaging
- When reporting the quantity (kg) of each type of paper used, specify:
 - Type of paper (eg. card stock, multi-purpose paper, copy paper, printer paper)
 - % recycled content of each type
 - Eg. 100 boxes of 8.5" x 11" copy paper with 20% recycled content = 100 boxes x 9 kg per box = 900 kg of copy paper (20% recycled content)
- If your recycling guides/brochures include information related to your organics and/or garbage collection, please divide your total volume of paper purchased by the number of pages allocated to recycling of paper and packaging
 - Eg. Two pages of a six-page brochure contains information on paper and packaging recycling → 33% of total amount of paper purchased for recycling guides should be reported as related to Recycle BC paper use



RESOURCES & SUPPORT

GHG REPORTING SUPPORT

- GHG Reporting website

<https://recyclebc.ca/ghg/>

- Contact GHG Reporting Team:

greenhousegas@recyclebc.ca

1-855-875-3596



The screenshot shows a web browser window with the address bar displaying "recyclebc.ca/ghg/". The page title is "GREENHOUSE GAS (GHG) REPORTING". Below the title, there is a breadcrumb trail "HOME > GREENHOUSE GAS (GHG) REPORTING". The main content area starts with a paragraph stating that Recycle BC is committed to tracking its Greenhouse Gas (GHG) inventory. It then specifies that by January 31, 2021, all depot, curbside, and multi-family collectors, along with post-collection partners and internal team members, must submit their 2020 operational data. The page is organized into sections: "Reporting" (explaining that reports are submitted via the WeRecycle Portal), "Contact Us" (providing an email address and phone number), and "Resources" (listing various guides and webinars).

← → ↻ 🔒 recyclebc.ca/ghg/

GREENHOUSE GAS (GHG) REPORTING

HOME > GREENHOUSE GAS (GHG) REPORTING

Recycle BC is committed to tracking our program's Greenhouse Gas (GHG) inventory on an ongoing basis.

By **January 31, 2021**, all Recycle BC depot, curbside and multi-family collectors as well as our post-collection partners and internal team are required to submit their 2020 operational data related to GHG emissions in order to support our commitment to calculate Recycle BC's GHG emissions.

Reporting

GHG reports are to be submitted on the [WeRecycle Portal](#). Collectors can start entering their GHG data any time from now until the deadline.

Contact Us

Please reach out to Recycle BC's GHG Team should you have any questions about reporting or contact management:

Email: greenhousegas@recyclebc.ca
Phone: 1-855-875-3596

Resources

We have provided resources below to assist you with compiling and reporting your GHG data:

- [Curbside / Multi-family Collection Reporting Guide](#)
- [Depot Collection Reporting Guide](#)
- [WeRecycle Portal User Guide](#)
- [GHG Reporting FAQs](#)
- [Reporting Refresher Webinars](#)