

GREENHOUSE GAS REPORTING

Support for Collectors



RECYCLEBCTM

TOPICS COVERED

- Reporting Portal
 - Contact Management
 - Report Submission: Direct Entry or Upload
- Curbside & Multi-Family Requirements
- Depot Requirements
- Recycle BC Allocation Calculations
- Paper Use
- GHG Reporting Supports



REPORTING PORTAL

INTRODUCTION

- In 2020, Recycle BC committed to tracking Greenhouse Gas (GHG) emissions associated with their operational activities, starting with data for 2019. All collectors and service providers must submit their annual data by January 31 of the year immediately following the reporting year.
- Reporting deadline: **For 2023, all reporting data must be submitted by Wednesday, January 31, 2024.**
- Report submission: Reports must be submitted through the [WeRecycle portal](#).
- Scope of Reporting: Reported data should only include the portion of your recycling operations related to Recycle BC's household paper and packaging products program
- Record Keeping: We recommend establishing a data tracking system with regular updates to prepare for year-end reports.

WERECYCLE PORTAL

Welcome to the WeRecycle Portal!



[Did you forget your password?](#)

New to the WeRecycle Portal?

[Create an Account](#)



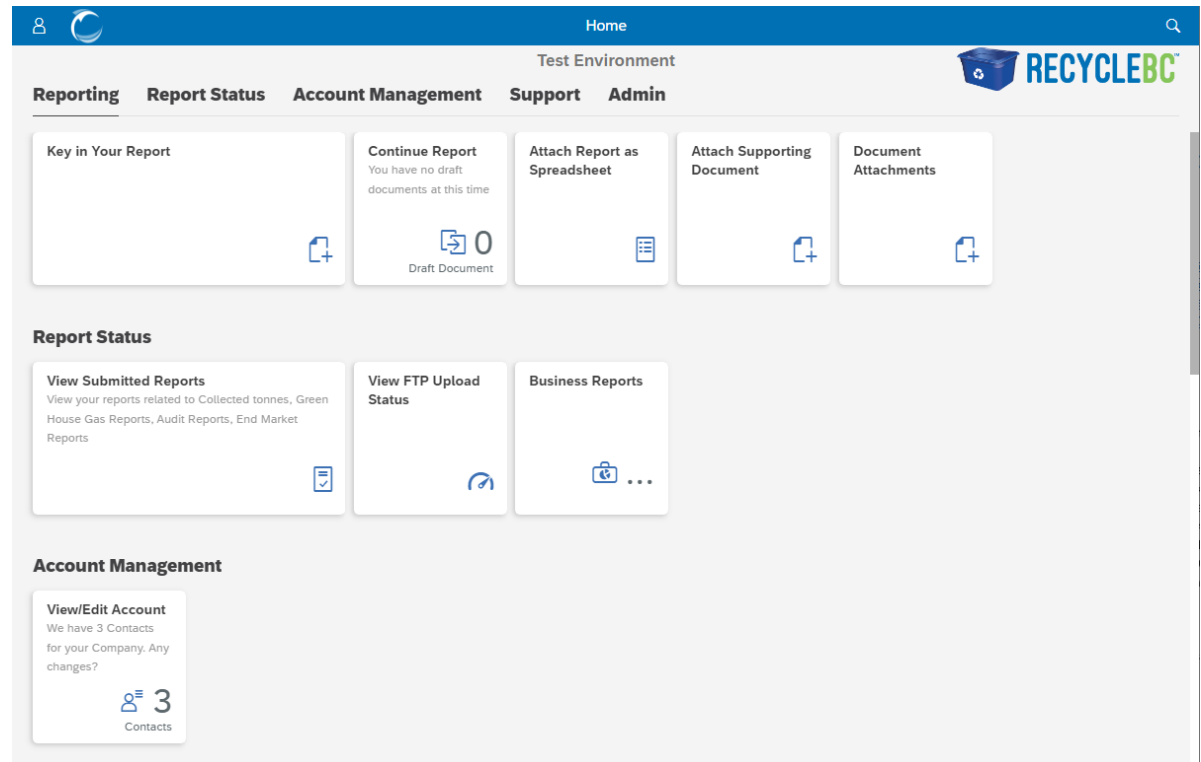
Automotive
Materials
Stewardship

WERECYCLE PORTAL - NAVIGATION

- Secure online system accessed through a web browser
- Allows our collectors and service providers to submit their GHG emissions data
- For more information on submitting your GHG report via the WeRecycle portal, visit our recyclebc.ca/ghg webpage. This page contains additional resources, including a GHG User Guide.

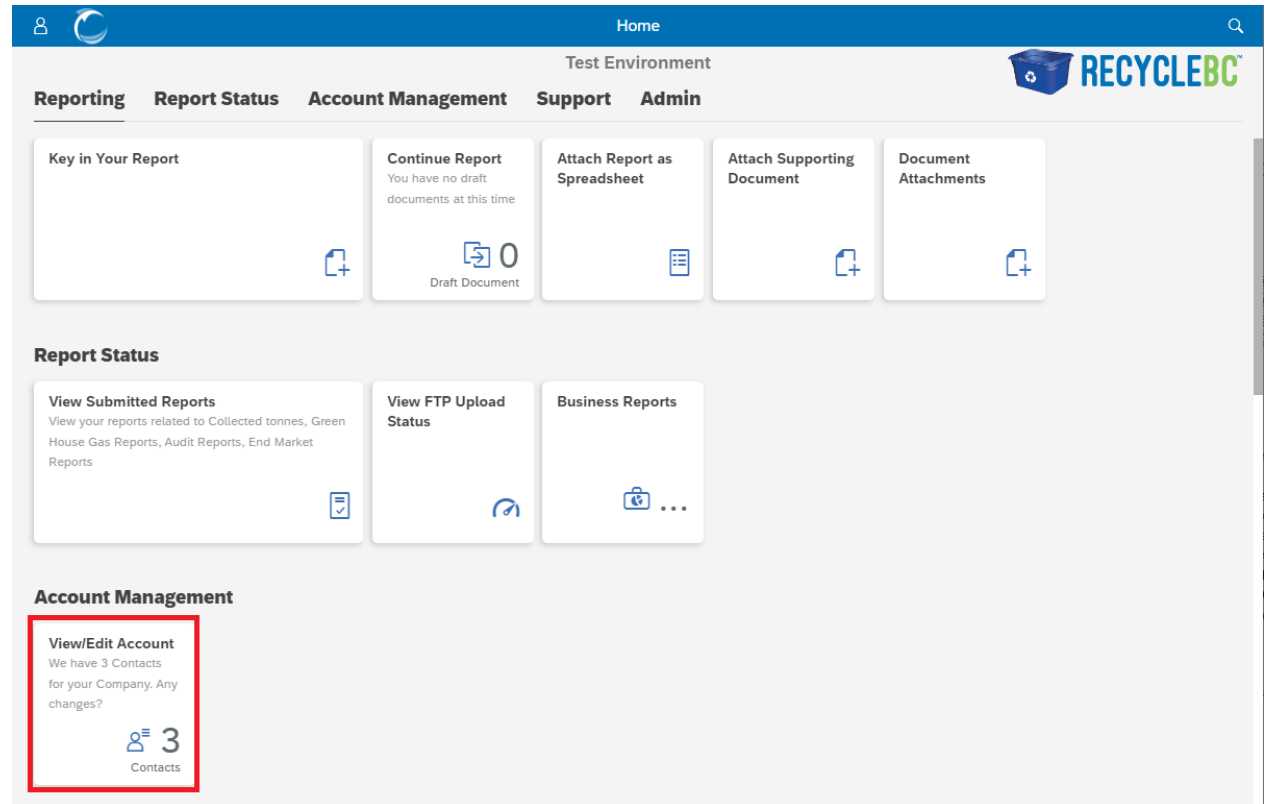
DASHBOARD

- Upon logging in, the Home page dashboard connects you to various activities related to reporting
- Clicking on a tile links you to the next step for that activity



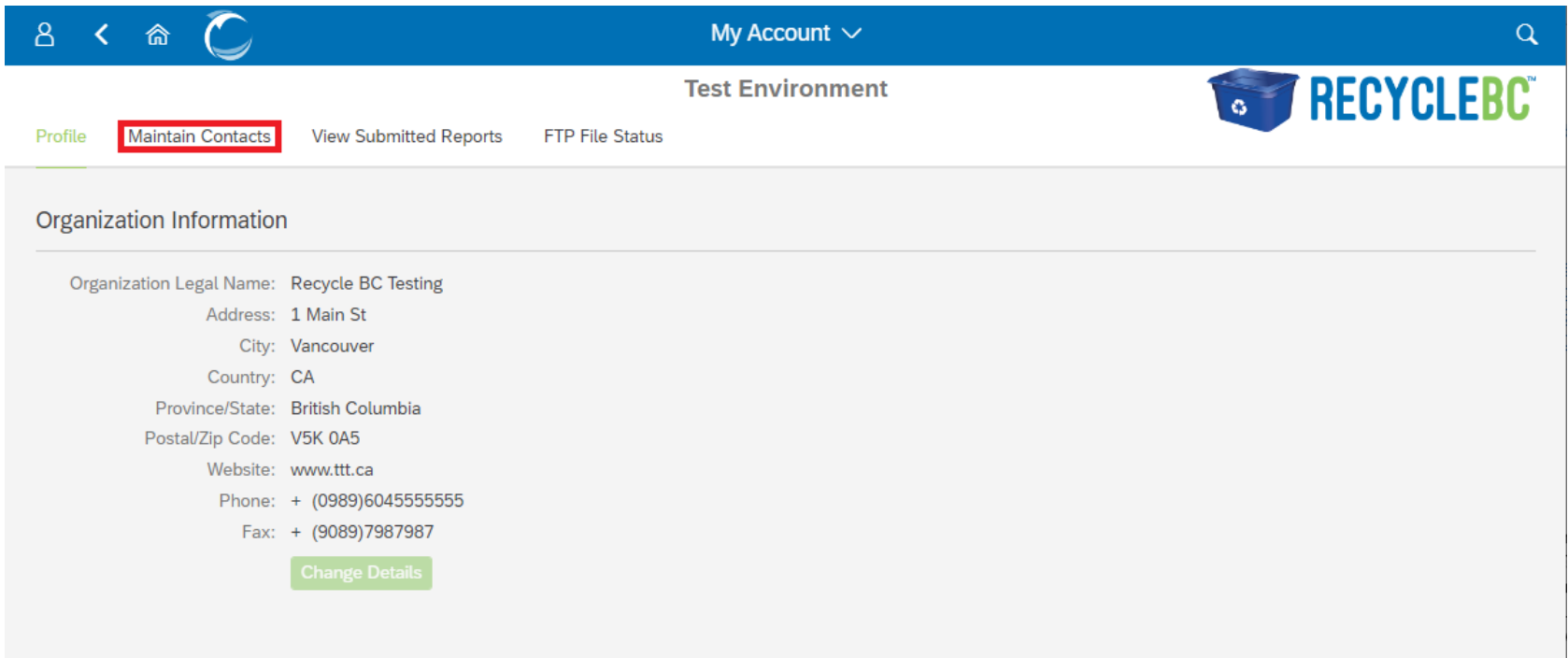
MANAGING YOUR CONTACTS

- From the dashboard, click on the “View/Edit Account” tile
- This takes you to your organization's current list of contacts



CONTACT MANAGEMENT

- Select "Maintain Contacts" to view the list of contacts for your organization, sorted by contact type.



The screenshot displays the RECYCLEBC Test Environment user interface. The top navigation bar is blue and contains icons for user profile, navigation, and search, along with the text "My Account" and a dropdown arrow. Below this, the "Test Environment" label is centered, and the RECYCLEBC logo is on the right. The main navigation menu includes "Profile", "Maintain Contacts" (highlighted with a red border), "View Submitted Reports", and "FTP File Status". The "Organization Information" section is visible below the menu, displaying details for "Recycle BC Testing".

Organization Information

Organization Legal Name: Recycle BC Testing
Address: 1 Main St
City: Vancouver
Country: CA
Province/State: British Columbia
Postal/Zip Code: V5K 0A5
Website: www.ttt.ca
Phone: + (9089)604555555
Fax: + (9089)7987987

[Change Details](#)

CONTACT MANAGEMENT

Five different contact roles can be assigned:

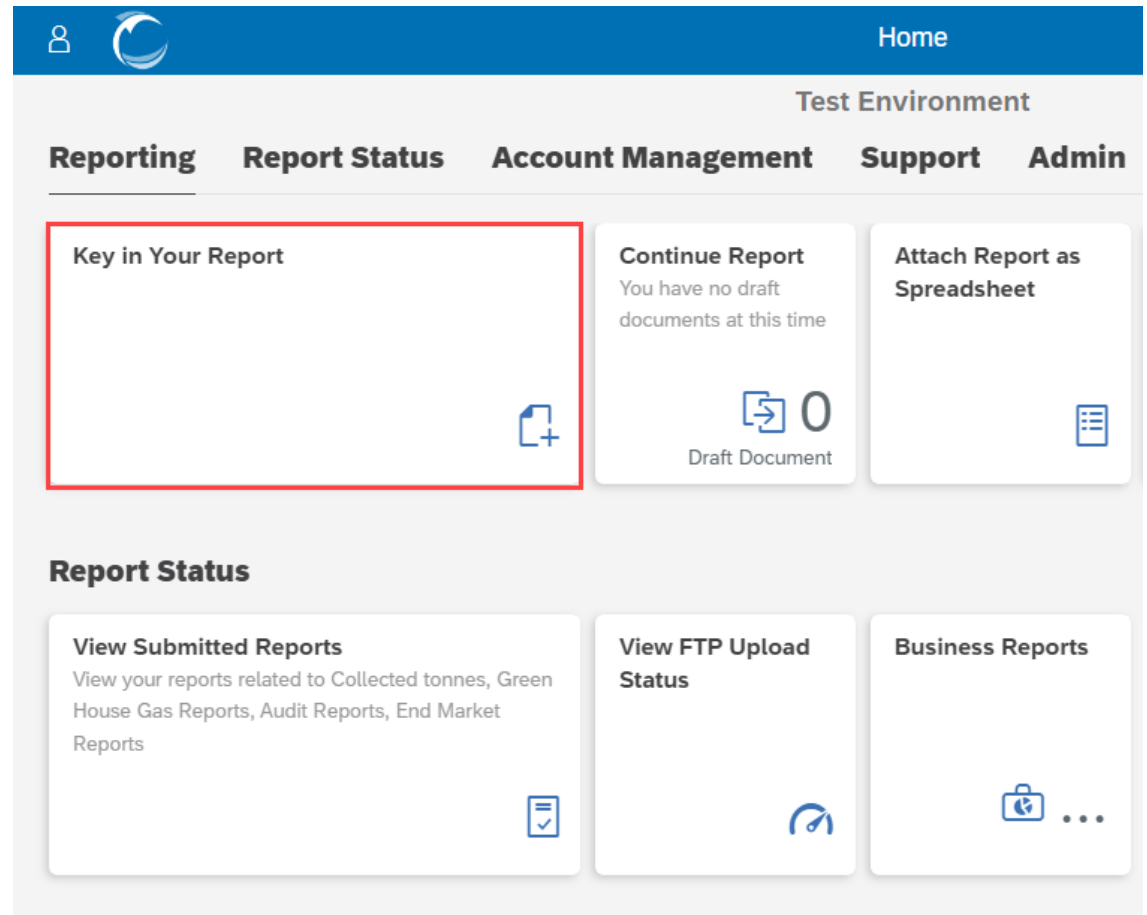
- **Primary Contact:** The main contact for your organization.
 - *There can only be one Primary Contact for an account*
 - *Only the Primary Contact can modify contacts*
- **Secondary Contact:** Your backup contact(s) in case the Primary Contact cannot be reached.
- **Accounting Contact:** Your contact(s) for contracted recycling payments.
- **Report Recipient:** Your contact(s) with access to previously submitted recycling reports.
- **GHG Contact:** Your contact(s) responsible for preparing and submitting GHG reports.

*To change your Primary Contact, please contact Recycle BC at greenhousegas@recyclebc.ca / 1-855-875-3596

The screenshot shows a web application interface for contact management. At the top is a blue navigation bar with icons for user profile, back, home, and a circular refresh icon, followed by the text 'My Account' with a dropdown arrow. Below the navigation bar, the text 'Test Environment' is displayed on the right. A horizontal menu contains four items: 'Profile', 'Maintain Contacts' (highlighted with a red box), 'View Submitted Reports', and 'FTP File Status'. Below this menu is a light gray bar with a green button labeled '+ Add Another Contact'. The main content area lists two contacts. The first contact is 'Sam R. Collector' with the identifier 'ABC'. Under 'Assigned Role(s)', it lists 'Primary Contact' and 'GHG'. Below the roles are two green buttons: 'Edit' and 'Delete'. The second contact is 'Sam RC' with the identifier 'Accounting'. It lists contact information: an email 'noreply@noreply.com', a phone number '+99 890-890-8980', and a fax number '+88 090-090-090'. Under 'Assigned Role(s)', it lists 'Accounting Contact' and 'Report Recipient'. Below the roles are two green buttons: 'Edit' and 'Delete'.

GHG REPORT SUBMISSION

- To begin creating your report, click on the “Key in Your Report” tile on the dashboard
- This takes you to the direct data entry option for reporting GHG emissions data



KEY IN YOUR REPORT

- Step 1: Select your report type:





The screenshot displays the 'Upload Your Report' interface for RecycleBC. The top navigation bar is blue and contains icons for user profile, navigation, and a search icon, along with the text 'Upload Your Report' and a dropdown arrow. Below the navigation bar, a progress bar shows four steps: 'Select a report' (active, green circle), 'Report Template' (grey circle), 'Report Submission' (grey circle), and 'Confirmation' (grey circle). The 'Test Environment' label is centered above the progress bar. The RecycleBC logo is in the top right corner. The main content area is titled 'Select a report' and features a search bar with the placeholder text 'Search by Name or Number'. Below the search bar, a table lists three report types, with the first row highlighted by a red border:


Recycle BC Testing - GREENHOUSE GAS - CURBSIDE	(4700002505)
Recycle BC Testing - GREENHOUSE GAS - DEPOT	(4700002507)
Recycle BC Testing - GREENHOUSE GAS - MULTIFAMILY	(4700002506)


A green 'Cancel' button is located in the bottom right corner of the interface.


KEY IN YOUR REPORT


- Step 2: Key in the mandatory details:





Key in Your Report 




 Select a document

 Material Quantities


 Report Submission



Material Quantities

 More Information

Recycle BC Testing - GREENHOUSE GAS - CURBSIDE (4700002505)

Document No: GHG9988  (2)


Add Another Document


New Originating Site

Save for Later

Submit Report

*Document No:



*Reporting Period Start (DDMMY... 


*Reporting Period End (DDMMYY... 





Reference:

Comments:

*Originating Site:





 More Information

Material Category	Service Type	Emission Type	% attributed to Recycle BC	Unit of Measure	Qty. attributed to Recycle BC	Unit of Measure	Originating Site	
Fuel Fleet	GHG	Vehicle (Passenger) - Gasoline	100	Percentage	3400	Litres	District of Manhattan V5K 0A0	 
Fuel Fleet	GHG	Vehicle (Passenger) - Electric	50	Percentage	600	Kilowatt hours	District of Brooklyn V5K 0A3	 


Cancel

KEY IN YOUR REPORT


○ Step 3: Enter your GHG emissions data





Key in Your Report ▾




Test Environment




 Select a document

 Material Quantities

 Report Submission

Material Quantities

 More Information

Recycle BC Testing - GREENHOUSE GAS - CURBSIDE (4700002505)
Document No: GHG9988 (2)

Add Another Document

New Originating Site

Save for Later

Submit Report

*Document No:
GHG9988


*Reporting Period Start (DDMMYY...
January 1, 2022





*Reporting Period End (DDMMYY...
December 31, 2022

Reference:

Comments:

*Originating Site:
District of Brooklyn | vancouver , BC , V5K 0A3

 More Information

Material Category	Service Type	Emission Type	% attributed to Recycle BC	Unit of Measure	Qty. attributed to Recycle BC	Unit of Measure	Originating Site ▾	
Fuel Fleet	GHG	Vehicle (Passenger) - Electric	50	Percentage	600	Kilowatt hours	District of Brooklyn V5K 0A3	 
Fuel Fleet	GHG	Vehicle (Passenger) - Diesel		Percentage		Litres		 

Cancel

KEY IN YOUR REPORT

- Step 4: Click the Submit Report Now Button





The screenshot displays the 'Key in Your Report' interface for RECYCLEBC. The top navigation bar is blue with a search icon and the text 'Key in Your Report'. Below this, a progress bar shows four steps: 'Select a document', 'Material Quantities', 'Report Submission' (which is the active step, indicated by a green circle), and 'Report Submission'. The main content area is titled 'Report Submission' and asks 'Submit this report now?'. It contains a table with the following data:


No. of Documents Entered	2
Total Litres Entered	4300 L
Total Kilowatt hours Entered	600 KWH


Below the table, there is a green button labeled 'Submit Report Now' which is highlighted with a red rectangle. In the bottom right corner of the interface, there is a green button labeled 'Cancel'.


KEY IN YOUR REPORT


- Step 5: Confirm your submission by downloading a PDF or Excel Summary of your report submission





Key in Your Report 



 Select a document

 Material Quantities

 Report Submission



Report Submission

Confirmation

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

Report No.:	1800311851
No. of Documents Entered	2
Total Litres Entered	4300 L
Total Kilowatt hours Entered	600 KWH

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

What is Next?

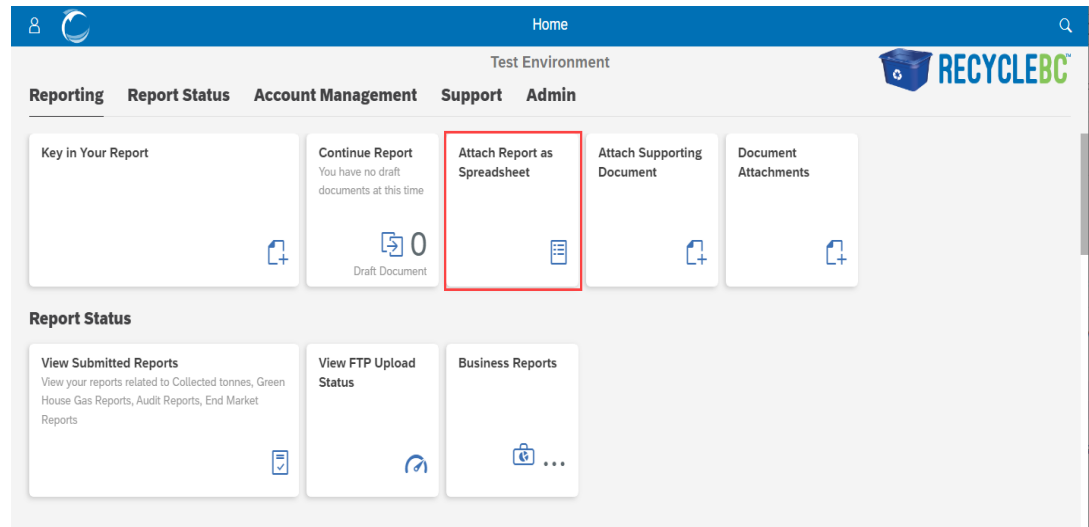
You can continue to report on another contract, or return to the home page.

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

[Cancel](#)

UPLOAD REPORT AS SPREADSHEET

- From the dashboard, click on the “Attach Report as Spreadsheet” tile.
- This option allows you to enter your data into an Excel spreadsheet template and upload it to the WeRecycle Portal.



OPTION TO UPLOAD SPREADSHEET

Upload Document Attachment

Test Environment

RECYCLEBC™

Select report

*Report 1800311852

Select report

Cancel

Upload Document Attachment

Test Environment

RECYCLEBC™

Upload

Attachments (1)

UP_0000384056_1800311852_Curbside Fuel.xlsm
50.7 KB

Upload

Cancel

SUBMIT THE SPREADSHEET AS .TXT ATTACHMENT

The screenshot shows the 'Select a report' step in the RecycleBC Test Environment. The progress bar indicates the current step. A search bar is present, and a table lists three reports. The first report is highlighted with a red border.

Report Name	Report ID
Recycle BC Testing - GREENHOUSE GAS - CURBSIDE	(4700002505)
Recycle BC Testing - GREENHOUSE GAS - DEPOT	(4700002507)
Recycle BC Testing - GREENHOUSE GAS - MULTIFAMILY	(4700002506)

Cancel

The screenshot shows the 'Report Template' step in the RecycleBC Test Environment. The progress bar indicates the current step. A report is selected and highlighted with a red border. Below the report name, there is a 'Need the template?' section with a 'Download' button. At the bottom, there is an 'Attachments (0)' section with a '+-' button and a 'Cancel' button.

Recycle BC Testing - GREENHOUSE GAS - CURBSIDE (4700002505)

Need the template?

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

Download

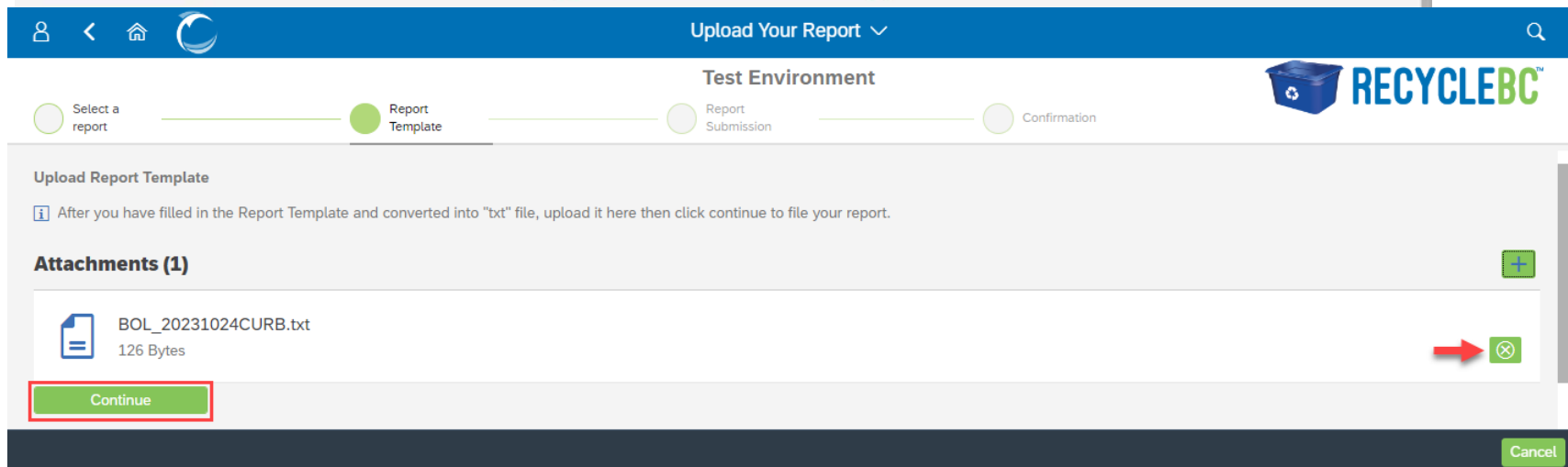
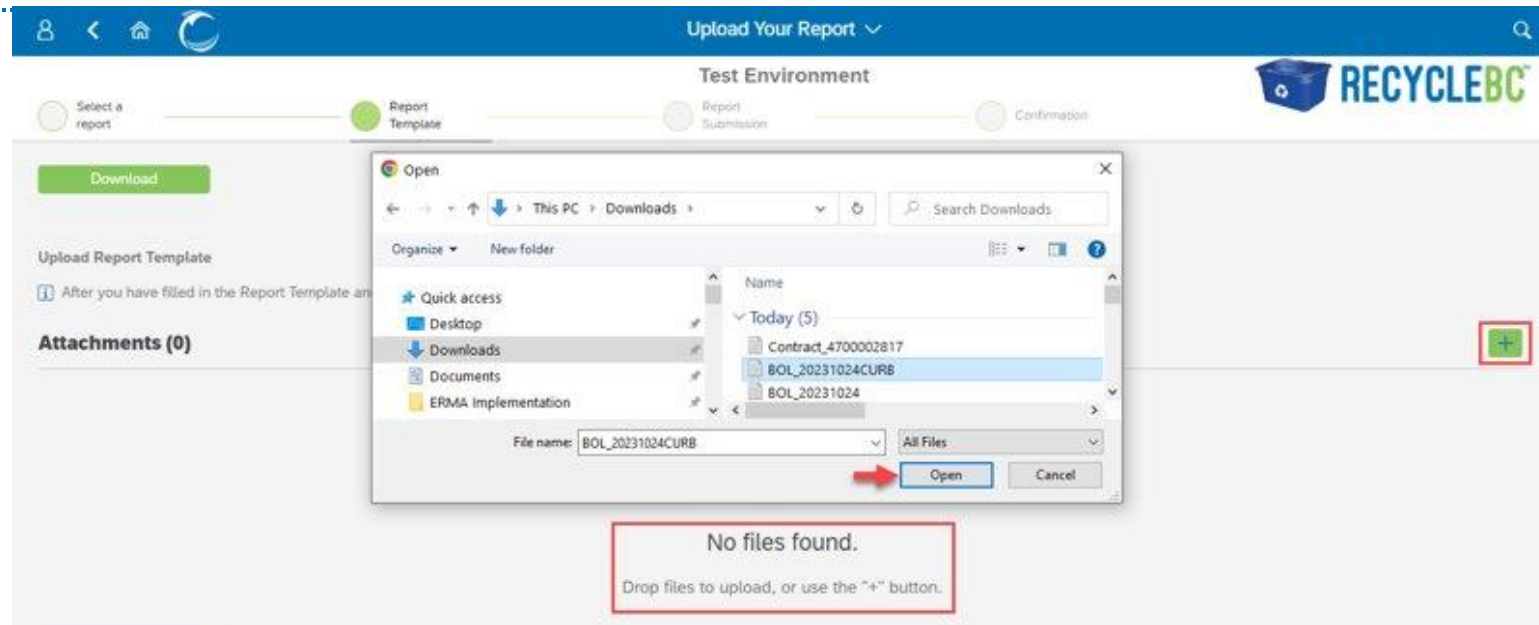
Upload Report Template

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)

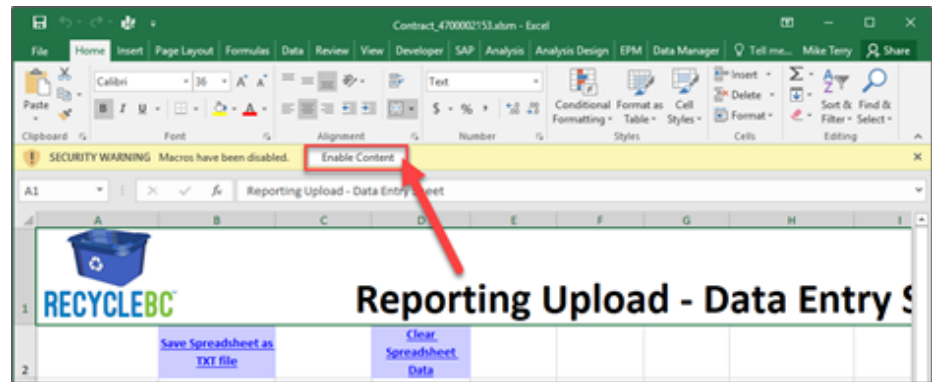
Cancel


SUBMIT THE SPREADSHEET AS .TXT ATTACHMENT



USING THE SPREADSHEET TEMPLATE

- Open the template file you downloaded from WeRecycle.
- This Excel file includes a simple macro. If your system gives you a warning, please click the Enable Content button & Enable Macros button.
- To populate the Excel template, refer to the Sample worksheet.
- Once finished, click 'Save Spreadsheet as TXT file'. This will run the macro to create a .txt file with your report information.
- On the Portal, **upload the .txt file**, not the Excel file.





Reporting Upload - Data Entry Sheet





[See Spreadsheet as PDF file](#)


[View Spreadsheet Data](#)


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 to Recycle BC	% 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 - Biod - 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 - Biod - 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 the WeRecycle Portal.

SUBMIT THE SPREADSHEET AS .TXT ATTACHMENT



Upload Your Report 




Select a report

Report Template

Report Submission

Confirmation

**RECYCLEBC™**

Submit this report now?
1 lines have been reported

Submit Report Now

Save

Issues	Status	Line	Contract No.	Document No.	Servi...	R...	S...	Service D...	Delivery ...	Originating ...	Post...	Destinati...	Post...	Material Category	Report
	✓	1	4700002505	987654321	GHG			01012022	31122022	District of Manhattan	V5K 0A0	Recycle BC Testing	V5K 0A5	Vehicle (Light Duty) - Diesel	Per...

Cancel

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 their submitted report in PDF format



My Account ▾



Test Environment



ProfileMaintain ContactsView Submitted ReportsFTP File Status

Click on search button to find the documents:
A maximum of 999 reports can be pulled at one time. Please modify your search parameters to narrow results. Or, if you require a large data set, please contact the Service Provider Reporting team

Report Number:
From - To

Reference
Reference

Contract Number
Contract Number

Contract Description
Greenhouse Gas

Submission/Sample Date:
January 01, 2022 - December 31, 2022





Status
▼

Maximum Hits
100

Clear all filters

Search

[Download List as PDF](#)

Report Num...	Reference	Contract Number	Contract Description	Submission / Sample Date	Approval Date	Vendor Name	Status		
1800310451	110_05122022 2	4700002505	GREENHOUSE GAS - CURBSIDE	Dec 5, 2022		Recycle BC Testing	 Not yet approved	Show Details	View PDF
1800310450	50_05122022	4700002507	GREENHOUSE GAS - DEPOT	Dec 5, 2022		Recycle BC Testing	 Not yet approved	Show Details	View PDF
1800310449	40_05122022	4700002507	GREENHOUSE GAS - DEPOT	Dec 5, 2022		Recycle BC Testing	 Not yet approved	Show Details	View PDF
			GREENHOUSE GAS -				 Not yet		



CURBSIDE & MULTI-FAMILY REQUIREMENTS

COLLECTION FLEET

- Class of Vehicle (s) used:
 - Light Duty Truck - (SUVs, minivans, full size vans, pickup trucks with a gross vehicle weight rating under 3,856 Kg (8,500lbs) and a curb weight under 2,722 Kg (6,000 lbs)
 - Heavy Duty - (road vehicles with a gross vehicle weight over 3,856 Kg (8,500 lbs) and a curb weight over 2,722 Kg (6,000 lbs)
- Total amount and type of fuel consumed by each vehicle class (e.g. Heavy Duty vehicle; 1,000 liters of diesel)?

Key in Your Report ▾

Select a document

Material Quantities

Report Submission

Material Quantities

[More Information](#)
 Recycle BC Testing - GREENHOUSE GAS - CURBSIDE (4700002505)
 Document No: GHG9988 (2)

Add Another Document
 New Originating Site
 Save for Later
 Submit Report

*Document No: GHG9988
 *Reporting Period Start (DDMM...): January 1, 2022
 *Reporting Period End (DDMM...): December 31, 2022
 Reference:
 Comments:

*Originating Site:
 District of Brooklyn | vancouver , BC , V5K 0A3

[More Information](#)

Material Category	Service Type	Emission Type	% attributed to Recycle BC	Unit of Measure	Qty. attributed to Recycle BC	Unit of Measure	Originating Site ▾
No GHG Emission Data	GHG	Sort Ascending		Percentage		Unit	
No GHG Emission Data	GHG	Sort Descending		Unit		Unit	
Fuel Fleet	GHG	Filter		Percentage		Litres	
Fuel Fleet	GHG	Vehicle (Passenger) - Gasoline	100	Percentage	3400	Litres	District of Manhattan V5K 0A0
Fuel Fleet	GHG	Vehicle (Passenger) - Electric	50	Percentage	600	Kilowatt hours	District of Brooklyn V5K 0A3

Cancel

COLLECTION FLEET

- If the total amount and type of fuel consumed per vehicle class is not available, then we can record the number of kilometres travelled by vehicle type (i.e. total mileage)
- Please contact Recycle BC at greenhousegas@recyclebc.ca / 1-855-875-3596 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 REQUIREMENTS

EQUIPMENT

- Identify what type of fossil fuel-based equipment is used at your depot (if any):
 - What kind of equipment do you have (eg. forklifts, skid steers, loaders, etc.)?
 - What type 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 fuel usage for each piece of equipment by amount using the correct measurement (L, MJ or m³)

ELECTRICITY CONSUMPTION

- To report how much electricity gets consumed at your depot, you can use:
 - MyHydro from BC Hydro or any other online electricity tracking tool
 - Electricity bills

HEATING CONSUMPTION

- If your depot's heat is generated by fuel or natural gas or other fuel types like diesel, kerosene, light fuel oil, heavy fuel oil, propane, ethane, butane, you will need to record how much is being consumed at your depot for Recycle BC-related activities.
 - For natural gas, the amount should be in gigajoules (GJ or m³); all other fuel types should be reported in litres (L)
- To get this information, you can check the usage on your heating bills.
 - If there are no heating bills solely for your depot, report the total area of your depot in m² or sq ft 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 to report on GHG emissions for the 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 these allocations:
 - 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 products.
 - Depot: If your depot also stores materials not related to Recycle BC, please only report the electricity and heating for their proportional indoor floor space. Contact us for help with creating an appropriate methodology.

EXAMPLE SCENARIO 1

Example Scenario: Activity of collection vehicle(s)

If a vehicle used for collection activities also collects other non-waste packaging and paper materials (ie. organics, garbage, etc.), please provide the share of fuel/kilometers for the activities pertaining to the collection of packaging and paper products 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): Mmmm d, yyyy *Reporting Period End (DDMMYYYY): Mmmm d, yyyy Reference: Comments:

*Originating Site: Search for name or address, minimum 3 characters

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 packaging and paper products (PPP) collects and stores items other than PPP, calculate the percent of the total utilities related to residential paper and packaging recyclable materials based on the square footage used for their indoor collection and storage activities.

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 weight of paper purchased for printing Recycle BC brochures, pamphlets, and other paper materials
- Paper reporting should only include:
 - Purchases made during a particular reporting year
 - Purchases made for printing information about the recycling of residential paper and packaging
- Report the quantity of each type of paper used (kg) and specify:
 - Type of paper (eg. card stock, multi-purpose paper, copy paper, printer paper, etc.)
 - % recycled content of each type

Ex: 100 boxes of copy paper with 20% recycled content (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 packaging and paper
 - Eg. Two pages of a six-page brochure contain information on packaging and paper recycling → 33% of the total amount of paper purchased for recycling guides should be reported



REPORTING SUPPORT

GHG REPORTING SUPPORT

- GHG Reporting website

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

- Contact GHG Reporting Team:

greenhousegas@recyclebc.ca

1-855-875-3596

[GO WITH WE RECYCLE PAGE DESIGN](#) [INTEGRITY](#) [WE RECYCLE](#) [WE RECYCLE PLUS](#)

GREENHOUSE GAS (GHG) REPORTING

HOME > GREENHOUSE GAS (GHG) REPORTING

As part of Recycle BC's commitment to performance measurement and continuous improvement, we track greenhouse gas (GHG) emissions across our entire operation. GHG reporting includes tracking all Scope 1, Scope 2, and Scope 3 emissions related to supply chain operations. Further information can be found in our [Program Plan](#).

Reported data for our annual GHG inventory is validated by a third-party organization in compliance with the [Greenhouse Gas Protocol's Corporate Accounting and Reporting Standard](#). The results are included in our [annual reports](#).

Reporting Responsibility

Each year, all Recycle BC depots, curbside and multi-family collectors as well as post-collection partners are required to submit their annual operational data related to GHG emissions.

All collectors and service providers must submit their 2023 full year data no later than Wednesday, **January 31, 2024**.

WeRecycle Portal

All GHG data must be submitted through the secure [WeRecycle Portal](#). Collectors and service providers are strongly encouraged to confirm their ability to log in to the Portal before Friday, December 29, 2023, to ensure the reporting process begins smoothly.

Please use the resources below if you need help accessing the Portal or updating your organization's contacts:

- [Accessing the WeRecycle Portal guide](#)