

Reporting Guide

Municipal Depot Transportation & Processing Incentive Program (MDT&PIP)



Paints, Stains & Coatings

Pressurized Containers

Non Refillable

Refillable

Single-use Dry Cell Batteries

This guide describes the reporting process for approved Transporters and Processors of MHSW – Paints & Coatings, Pressurized Containers and Single Use Dry Cell Batteries

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About the Orange Drop Program

Orange Drop is the name of the consumer-facing program that collects Municipal Hazardous or Special Waste (MHSW). Launched in July 2008, it provides safe end-of-life support for nine materials:

- Antifreeze and its containers (containers 30 litres or less)
- Empty lubricating oil containers (30 litres or less)
- Fertilizers and their containers
- Oil filters
- Paints, Stains & Coatings, plus their containers (includes stains and driveway sealers)
- Pesticides and their containers
- Pressurized containers (includes propane tanks and cylinders, oxygen and helium tanks)
- Single-use dry cell batteries
- Solvents and their containers (includes thinners for paint, lacquer and contact cement, paint strippers and degreasers)

Since 2008, the program has grown to divert tens of millions of kilograms of hazardous or special waste from our landfills and waterways each year.

As of 2012, 84.5% of Ontarians have access to 87 Municipal Household Hazardous Waste (HHW) depots, which makes disposing of hazardous or special waste easier than ever before. Additional Orange Drop locations are also situated at retail stores, auto-body shops and provincial parks. In addition, municipalities host more than 300 collection events across the province each year to ensure that all Ontario residents have access to Orange Drop collection opportunities.

As an Extended Producer Responsibility (EPR) program, the costs for the administration, collection, transportation, processing and responsible handling (recycling and safe disposal) of MHSW materials collected through Orange Drop is 100% funded by the stewards that produce the materials and products that are part of the program.

About this Guide

The guide describes the reporting process for Approved Transporters and Processors of MHSW – Paints, Stains & Coatings, Pressurized Containers and Single Use Dry Cell Batteries from municipal depot locations.

Municipal Depot Transportation & Processing Incentive Program

As of January 1st, 2012 Stewardship Ontario (SO) provides incentives for the transportation and processing of specific MHSW Orange Drop materials from municipal depots.

Key Principals

- Meet Stewardship Ontario's need to effectively collect, transport, process, and divert MHSW materials while ensuring that the marketplace is accessible to all companies, large and small.
- Honour the nexus between steward share of costs by material and program cost by material, calibrated to achieve Program Plan collection and diversion targets by material.
- Municipally-negotiated transportation and processing service provider contracts provide a valid value (cost/tonne) for the transportation and processing services to date for MHSW materials.
- Payment for services is based on net weight – The recording of net weight on the transportation manifest, bill of lading, or other handling documents is a requirement of this program.
- Chain of custody – Title to all MHSW materials collected by a municipality will belong to Stewardship Ontario from the time of collection, through the chain of custody, until it has been made ready for market use, purchase or safe disposal, at which point title will transfer to the processor and any monies collected will help offset the costs of processing.
- Transportation - The transporter incentive rate will be inclusive of all costs for the transportation service to an approved processor. This rate includes approved containers for transportation, and consolidation if the transporter chooses to consolidate. A fuel surcharge will be added to the transportation incentive rate.

http://www.stewardshipontario.ca/sites/default/files/SO_Transportation-Standards.pdf

- Processing - The processor incentive rate will be inclusive of all of the downstream service providers for whom the approved processor may sub-contract for the final components of recycling or safe disposal according to end-of-life standards.

http://www.stewardshipontario.ca/sites/default/files/SO_Processor-Standards.pdf

- Incentive rates will be reviewed quarterly by Stewardship Ontario.
- Under the Municipal Depot Transportation and Processing Incentive Program, Stewardship Ontario will neither be directly engaged in the marketplace as a collector, transporter, or processor, nor will it dictate how municipalities select their service providers.

Incentive Rates

Transportation Incentive

Under MDT&PIP, transportation incentives are paid based on three factors: 1) the geographic zone in which materials are being transported, 2) the type of material collected, and 3) the current price of fuel.

- 1) The freight-equalized zones are based on municipal, district & county boundaries, and the volume of MHSW available for collection by zone.
- 2) Within each zone, four levels of Transportation Incentives are available depending on the type material being handled. Those materials are Paints and Coatings, Single-use Dry Cell Batteries, Non-Refillable Pressurized Containers and Refillable Pressurized Containers. These first two factors help determine the “incentive rate” paid.
- 3) Transporters will also receive a fuel surcharge applied to the base incentive rate based on current fuel prices. Due to constant fluctuation of fuel prices, Stewardship Ontario has chosen to follow the industry recognized Freight Carriers Association of Canada’s index. The price will be monitored and the fuel surcharge rate will be updated on a weekly basis and the amount will be calculated into the claim submission for when the service occurred, the service date.

The calculation is as follows:

Fuel Surcharge = (Base Transportation Incentive Rate X Reported Quantity) X LTL Fuel Surcharge Rate as of the Service Date

*Zone maps and specifics to which types of materials comprise each category can be found at: <http://www.stewardshipontario.ca/>

Transportation Incentive Rates by Material & Zone

Material	Transportation Incentive Rates by Zone								
	Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 8	Zone 9
Paints, Stains & Coatings (\$/Kg)	\$0.1066	\$0.2297	\$0.2535	\$0.3559	\$0.4876	\$0.4876	\$1.1779	\$0.1147	\$0.4876
Single-use Dry Cell Batteries (\$/Kg)	\$0.3632	\$0.6184	\$0.6652	\$0.7800	\$1.1425	\$1.1425	\$1.1780	\$0.3968	\$1.1425
Pressurized Containers – Non Refillable (\$/Kg)	\$0.2322	\$0.5300	\$0.7320	\$1.1396	\$1.1396	\$1.1396	\$1.1779	\$0.3454	\$1.1396
Pressurized Containers - Refillable (\$/Kg)	\$0.0177	\$0.0406	\$0.0558	\$0.1300	\$0.1300	\$0.1300	\$1.1779	\$0.0263	\$0.1300

Example: Transporter A submits a claim to Stewardship Ontario for 100 kilograms of Paints & Coatings picked up from Zone 3.

Material Description	Reported Quantity	Units of Measure	Price per g	Net Amount
Paints, Stains & Coatings	100	Kg	\$0.2535/kg	\$25.35
A Fuel Surcharge of 15.1% has been added to the above item				\$3.83
TOTAL AMOUNT PAID				

*The Calculated Cost increase as of November 19, 2012 was 15.1% as per the Freight Carriers Association of Canada

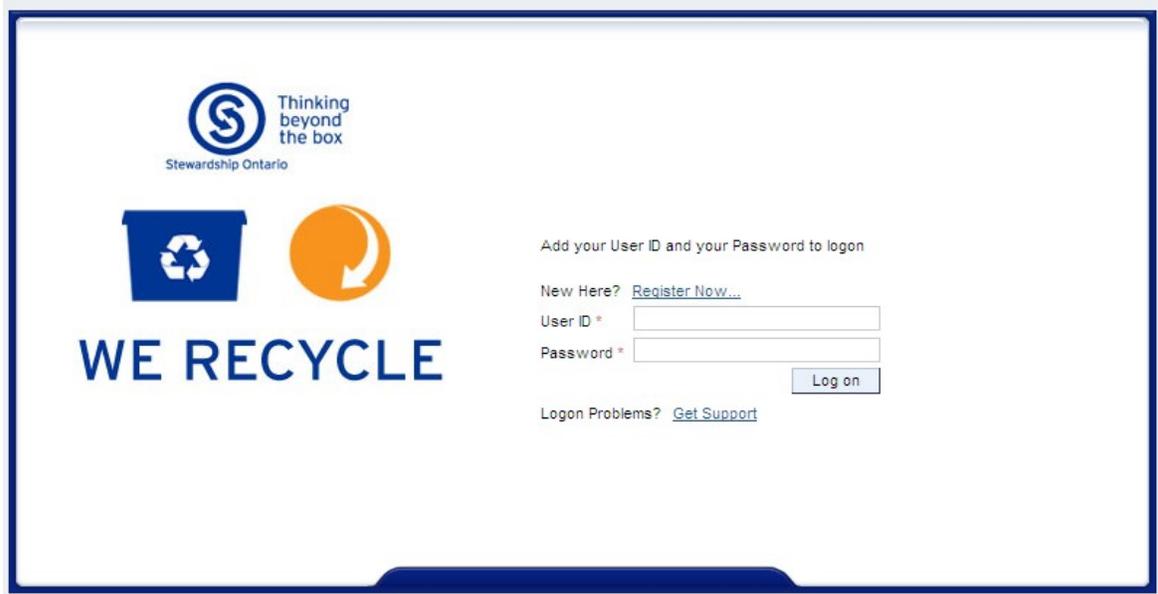
Processing Incentive

Refillable Pressurized Containers are not eligible for a processing incentive

Material	Processing Incentive Rates								
	Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 8	Zone 9
Paints, Stains & Coatings (\$/Kg)					\$0.65				
Single-use Dry Cell Batteries (\$/Kg)					\$1.18				
Pressurized Containers – Non Refillable (\$/Kg)					\$0.77				
Pressurized Containers - Refillable (\$/Kg)					\$0.00				

Reporting – Getting Started, login

WeRecycle Portal



The screenshot shows the WeRecycle Portal login interface. At the top left is the Stewardship Ontario logo with the tagline "Thinking beyond the box". Below it is the "WE RECYCLE" logo, which includes a blue recycling bin icon and an orange circular arrow icon. To the right of the logo is a login form with the heading "Add your User ID and your Password to logon". The form includes a "New Here? Register Now..." link, a "User ID *" field, a "Password *" field, and a "Log on" button. Below the form is a "Logon Problems? Get Support" link.

Stewardship Ontario's *WeRecycle* Portal exists to make submitting your claims efficient and easy.

NOTE: You can only submit or complete a report after you have been approved as a Service Provider.

The portal enables Stewardship Ontario to use your reports to manage service provider payments, track the movement of MDT&PIP materials through the identification of collection sites, and compile and analyze the collected data received.

This document will guide you from the login process through to the submission process via the *WeRecycle* Portal.

We hope that you find the portal easy to use and we welcome any comments you might have on the system. If you should have any questions at any point please contact us at serviceprovider@stewardshipontario.ca

This guide and use of the *WeRecycle* Portal is for Approved Transporters and Processors of the MHSW Municipal Depot Transportation and Processing Incentive Program. If you are not yet an approved Service Provider please refer to *Becoming an Approved Transporter or Processor* via the following link.

http://www.stewardshipontario.ca/service_providers/what-we-do/mhsw/transporters-processors

Reporting – Issues with User Id or Passwords

When you registered as a Transporter or Processor of MHSW waste, your company's primary contact received a User Id and temporary password from Stewardship Ontario via e-mail.

To access your profile:

- Click the following link to access the *WeRecycle* reporting portal: <https://wecycle.stewardshipontario.ca/iri/portal>
- Login using the User Id and password assigned to you. Please ensure your login and User Id is already setup in the system.
- If you do not have a login or a User Id please contact a Stewardship Ontario representative for assistance.
 - If you cannot remember your password please click on “Get Support” link.

Thinking beyond the box
Stewardship Ontario

WE RECYCLE

Add your User ID and your Password to logon

New Here? [Register Now...](#)

User ID *

Password *

Logon Problems? [Get Support](#)

- Select from the drop down menu “Password Reset” to change your password.

Thinking beyond the box
Stewardship Ontario

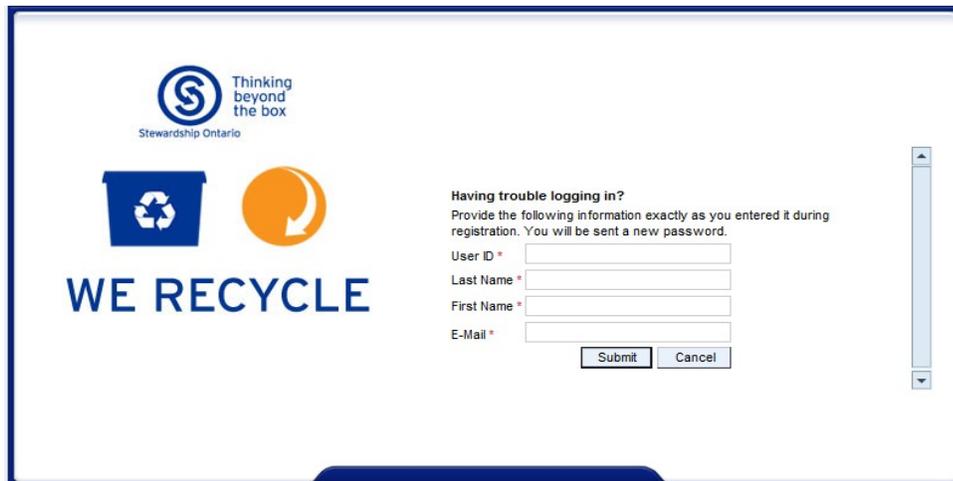
WE RECYCLE

Having trouble logging in?
Select the type of help you need.

How can we help?

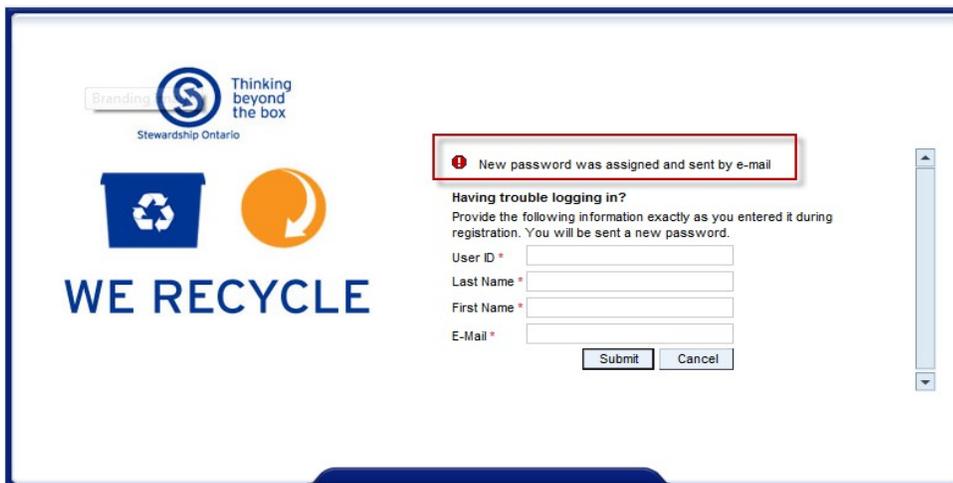
Reporting – Issues with User Id or Passwords (cont'd)

- Enter your information in the fields shown.



The screenshot shows the 'Having trouble logging in?' form on the We Recycle website. The form includes the Stewardship Ontario logo and the 'WE RECYCLE' branding. The form fields are: User ID *, Last Name *, First Name *, and E-Mail *. There are 'Submit' and 'Cancel' buttons at the bottom right of the form.

- The system will send you a temporary password via email to login initially.



The screenshot shows the 'Having trouble logging in?' form on the We Recycle website. A red-bordered notification box at the top right of the form area contains the message: 'New password was assigned and sent by e-mail'. The form fields and buttons are the same as in the previous screenshot.

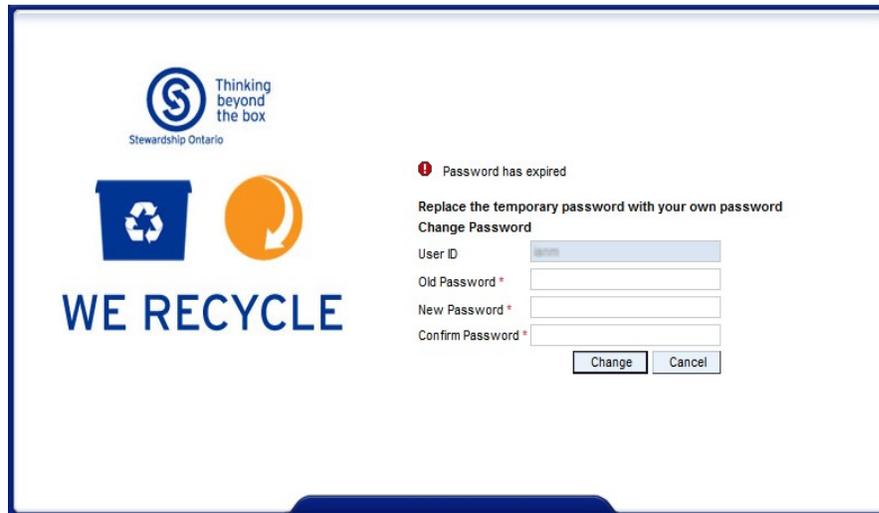
- An email will be sent to you with a temporary password. Use this temporary password for your initial login. You will then be prompted by the system to change your password.

From: We Recycle
To: Ian Marcellino
Cc:
Subject: Password reset

Dear [ian marcellino](#),
Your password has been reset. Your new password is FWZHQpL3JzPMMF.

Reporting – Issues with User Id or passwords (cont'd)

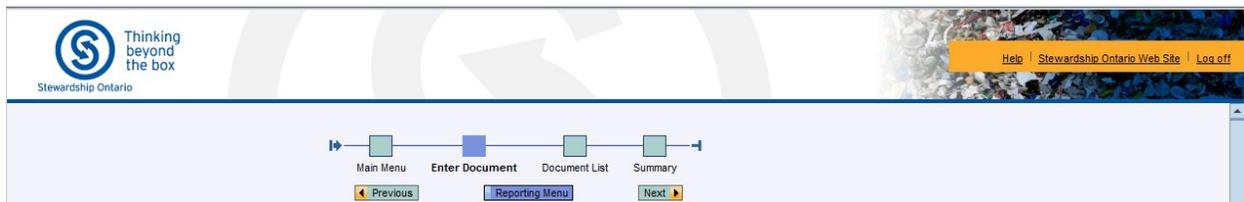
- After you have changed your password, you will be able to access the Reporting home page.



The screenshot shows the WeRecycle password change page. On the left, there is the Stewardship Ontario logo with the tagline "Thinking beyond the box" and the "WE RECYCLE" logo featuring a recycling symbol and a circular arrow. On the right, a message states "Password has expired" and "Replace the temporary password with your own password". Below this is a "Change Password" form with fields for "User ID", "Old Password *", "New Password *", and "Confirm Password *". There are "Change" and "Cancel" buttons at the bottom of the form.

If you cannot remember your User Id or require further assistance, please contact us at 1-888-288-3360, or via e-mail at serviceprovider@stewardshipontario.ca

General Tips for Navigating WeRecycle



- The navigation bar that appears at the top of each page of *WeRecycle* works as a road map and allows you to navigate through your reporting submission screens.
- Any time you would like to reference information on the Stewardship Ontario website, click on the Stewardship Ontario Web Site link in the top right of your page. This will take you to the Stewardship Ontario's home page.
- When you close or reduce the Stewardship Ontario website window, you will return to the last *WeRecycle* page you were working on.
- **Frequently "Save" your information throughout your session.** The Portal will timeout if left unused for a period of time and any unsaved data will be lost.
- Once you have completed your session on the *WeRecycle* Portal, you must "Log Off" to safely end your session. The "Log Off" link is in the navigation bar at the top.
- *WeRecycle* functions with most popular web browsers including Internet Explorer versions 7 & 8 and Mozilla Firefox.

General Tips for Navigating WeRecycle (cont'd)

NOTE: It is important that you enable pop-up windows to use the system from WeRecycle and that our websites are added to your list of “trusted sites.” You or your IT staff may want to consult our Tech Notes for direction. http://www.stewardshipontario.ca/service_providers/library/werecycle-technical-notes

Reporting & Contracts

Once you are an Approved Transporter or Processor of MDT&PIP materials you will be required to report your activity regularly, at a minimum monthly but you can report weekly.

You must submit reports via the WeRecycle portal in order to be compensated for any MDT&PIP materials you have transported or processed, based on the service type your company is approved to perform.

The reporting process is structured around the type of system contract you have with Stewardship Ontario.

-  **Transportation Incentive System Contract** – A transport incentive contract is set up in the system for all approved Transporters operating under Stewardship Ontario’s MDT&PIP. This contract enables you to report your claim submissions for MDT&PIP materials collected from depots for payment based on the transportation services provided. Transporters are responsible for servicing these collection sites and providing approved containers for transportation. Incentive rates are set by material, actual weight transported and geographic location on a per kilogram basis. Incentive rates are subject to change as directed by Stewardship Ontario.
-  **Processing Incentive System Contract** – A process incentive contract is set up in the system for all approved processors operating under Stewardship Ontario’s incentive program. This type of contract is restricted to the processing of MDT&PIP materials. Incentives are only paid to an “approved” processor of MDT&PIP materials and are set based on material type on a per kilogram basis and are inclusive of all downstream service providers. Incentive rates are subject to change as directed by Stewardship Ontario. This type of contract is reported based on a transaction -by-transaction basis.

Depending on the scope of your business relationship with Stewardship Ontario, you may have several types of system contracts. These system contracts will detail the type of materials and containers in which you are approved to manage and report on, and define the terms of payment for each entry submitted.

WeRecycle Home Page

After logging-in, you will be taken to the *WeRecycle* home page. Here are some of the features and functions of this page that are referred to in the next section.

The screenshot displays the WeRecycle home page interface. At the top, there is a section titled "Company Information" with a circled "1" next to it. This section contains several input fields for company details: Company Name (Stewardship Ontario), Address (1 St. Clair Avenue West, 7th Floor), City (Toronto), Country (CA), Province/State (ON), Postal / Zip Code (M4T 1L9), Company Phone (416-323-3185), Extension, Company Fax, Extension, Company Email, and Company Website. Below this section is a button labeled "View Contacts" with a circled "2" next to it. Further down is a section titled "Select Reporting Functions" with a circled "3" next to it. This section contains four options, each with a lettered label in a circle: "A Report Activity" (Report Activity via Data Entry Page), "B Upload Spreadsheet" (Upload Service Provider Reporting Via Spreadsheet), "Upload Disposition" (Upload Disposition Reporting from Processor), and "Request Transport" (Request Transport for Collection).

- 1** Your company name and contact information will be pre-populated based on the information from your registration application.
 - 2** Please review your company's contacts by clicking "View Contacts" if any of your information requires updating, please contact us by calling 1-888-288-3360 or via e-mail serviceprovider@stewardshipontario.ca
 - 3** You are able to report your data in 2 different ways; using the report activity and upload spreadsheet function
-
- A** To directly enter details for each document, you can access your system contract by clicking on "Report Activity" (Directions begins on page 13 for this method of reporting)
 - B** To upload a file with all document details into the portal by clicking "Upload Spreadsheet" [Directions begin on page 22 for this method of reporting.]

Reporting – 2 Ways to Report

Transporters

Transporters are to report their data details via one of the following:

Report Activity Function: The Transporter is required to directly key enter their submission details directly using the **Report Activity** function in the system.

OR

Upload Spreadsheet Function: The Transporter is required to prepare their upload by entering their details directly on to the **Transporter Spreadsheet Template** and upload their submission by using the **Upload Spreadsheet** function in the system. The Upload Spreadsheet is tailored for your specific business by Stewardship Ontario. If you do not have one, please contact Stewardship Ontario.

The transportation of MHSW Hazardous Waste is to be tracked using Bills of Lading (BOLs) or a “Document Number”. Each BOL is designed to represent a single transport run. In the *WeRecycle* Portal, these BOLs are referred to as “Documents.”

Processors

Processors are to report their data details via one of the following:

Report Activity Function: The Processor is required to directly key enter their submission details directly using the **Report Activity** function in the system.

OR

Upload Spreadsheet Function: The Processor is required to prepare their upload by entering their details directly on to the **Processor Spreadsheet Template** and is to upload their submission by selecting the **Upload Spreadsheet** function. The Upload Spreadsheet is tailored for your specific business by Stewardship Ontario. If you do not have one, please contact Stewardship Ontario.

We realize that each Processor has varied business operations. We will work with you through the application process to determine what existing documents you currently use for tracking or “control” purposes that will satisfy our reporting requirements.

Examples of these types of documents may include:

- Shipping manifests
- Bills of Lading
- Alternate vendor supporting documentation as agreed upon by Stewardship Ontario

Reporting – Report Activity function

The report activity function is to be used by Service Providers who wish to directly enter their data and in order to create a claim submission within the system. Due to the high volume of materials to be entered it is strongly encouraged that the **Upload Spreadsheet** function be used in order to submit your claims.

Tip: You can use the “Road Map” at the top of the screen to move back and forth in the document entry process just click on the boxes.

Contract No. [4700000505 - Multi Incentive Depot Transport Contract] 1

Document Header

Document Number: * [] Bulk No.: [] Driver's Name: [] Pick Up Date: * [] Delivery Date: * [] 4 4

Originating Site Address

Destination Site Address

Document Items

Service Type	Material Description	Quantity	Reporting Units	Weight	Base UoM	Container ID	Disp Code	Disp Code Text	Originating Site Name	Postal Code
TRANSPORT	OS - Freon & Compressed Gas (331)	0.000	Kg	0.000	Kg					
TRANSPORT	OS - Propane Tanks(>1lb & <200 lb)(331)	0.000	Kg	0.000	Kg					
TRANSPORT	OS - PropaneCylinders-single use1lb(331)	0.000	Kg	0.000	Kg					
TRANSPORT	OS - PropaneCylinders-single use1lb(331)	0.000	205 L Drum	0.000	Kg					
TRANSPORT	OS - PropaneCylinders-single use1lb(331)	0.000	Lab Pack Drums 205L	0.000	Kg					
TRANSPORT	331 - Oxygen, Nitrogen and Other Compres	0.000	Kg	0.000	Kg					
TRANSPORT	321 - Oxygen, Nitrogen and Other Compres	0.000	205 L Drum	0.000	Kg					
TRANSPORT	331 - Oxygen, Nitrogen and Other Compres	0.000	Pails 20L	0.000	Kg					

Row 1 of 6

New Document New Collection Site Save Document

Note: You can delete an entry by clicking the garbage can icon.



Note: You can copy an entry to the next line by clicking the copy icon.



- 1 Select the applicable contract number from the drop down menu list
- 2
 - When a contract number has been selected, the table will display the materials, valid container types and the base unit of measure (Kg) based on what you are eligible to transport or process according to that contract.
 - If your company has only one contract with Stewardship Ontario, then it will automatically be selected in the drop-down menu.
 - You are authorized to submit claims for payment based on the type of services you are approved to perform.
- 3 Enter the “Document Number.”
 - For Transporters, this is the Bill of Lading number.
 - For Processors, this is the number used in your shipping manifest or other agreed upon “control document.” (BOL, Shipping manifest, other)
 - The same number can be entered for multiple collection sites.
- 4 Select the “Pick Up Date” and “Delivery Date” by clicking on the calendar icons to the right of those fields.
 - Note: the “Pick Up Date” must be earlier or on the same day as the “Delivery Date”, and neither date can be entered for services performed in the future.

Report Activity – Main Screen

The screenshot shows the 'Report Activity – Main Screen' interface. At the top, there is a navigation bar with 'Main Menu', 'Enter Document', 'Document List', and 'Summary' buttons, along with 'Previous', 'Reporting Menu', and 'Next' buttons. Below this is a 'Contract No.' dropdown menu set to '470000006 - Automotive Transport Incentive Contract'. The 'Document Header' section includes fields for 'Document Number', 'Bulk No.', 'Driver's Name', 'Pick Up Date', and 'Delivery Date'. Two address sections are present: '5 Originating Site Address' and '6 Destination Site Address', each with 'Name', 'Postal Code', 'Address', 'City', and 'Province' fields and a 'Search' button. A 'Create' button is located below the address sections. The 'Document Items' table has 11 columns: 'Service Type', 'Material Description', 'Quantity', 'Reporting Units', 'Weight', 'Base UoM', 'Container ID', 'Disp Code', 'Disp Code Text', 'Originating Site Name', and 'Postal Code'. The table contains 7 rows of data. Callout 7 highlights the first three columns of the first row. Callout 8 highlights the 'Container ID' column. At the bottom, there are 'New Document', 'New Collection Site', and 'Save Document' buttons, with callouts 9, 10, and 11 pointing to them respectively. A 'Row 1 of 7' indicator is also visible.

Service Type	Material Description	Quantity	Reporting Units	Weight	Base UoM	Container ID	Disp Code	Disp Code Text	Originating Site Name	Postal Code
TRANSPORT	Antifreeze	0.000	205 L Drum	0.000	Kg					
TRANSPORT	Antifreeze	0.000	Lab Packs	0.000	Kg					
TRANSPORT	Antifreeze	0.000	Litres	0.000	Kg					
TRANSPORT	Oil Filters	0.000	Kg	0.000	Kg					
TRANSPORT	Oil Filters	0.000	205 L Drum	0.000	Kg					
TRANSPORT	Antifreeze Containers	0.000	240 L Tote	0.000	Kg					
TRANSPORT	Antifreeze Containers	0.000	360 L Tote	0.000	Kg					

5 Transporters and Processors – How to perform a location search based on the originating site

To locate the Originating Site address a wild card character known as an (*) asterisk can be used to make a site search much more efficient (i.e. *oxford*) in order to obtain the collection site and postal code information.

5A Originating Site Address

This close-up shows the 'Originating Site Address' search form. The 'Name' field contains '*oxford*' and the 'Postal Code' field contains '*'. A red box highlights the 'Name' and 'Postal Code' fields along with the 'Search' button. Below these are fields for 'Address', 'City', and 'Province'.

- Click the “Search” button

Site Address Search - Originating Site (cont'd)

6 Transporters and Processors – How to perform a location search based on the destination Site

To locate the Destination Site location a wild card character known as an (*) asterisk can be used to make a site search much more efficient (i.e. *John*) to obtain the destination site and postal code information.

6A

Destination Site Address

Name: * Postal Code: *

Address:

City: Province:

- Click the “Search” button

Site Address Search – Destination Site

6A

Destination Site Address Search					
Site Address Search					
Name	Postal Code	City	Province	Site	
Global Spectrum/ John Labatt Centre	N6A 6K1	London	ON	300391	
John & Weston Discount Drugs	M9N 1J2	Weston	ON	306981	
John & Weston Discount Drugs	L0R 2C0	Weston	ON	314612	
JOHN E. PEARCE	N0J 1T0	Port Burwell	ON	300479	
John Hopkins Pharmacy Ltd	L0R 2C0	Vineland	ON	303566	
John Hopkins Pharmacy Ltd	L8R 1G9	Vineland	ON	311268	
JOHN L GIBSON OPERATIONS CENTER	L2A 5M4	FORT ERIE	ON	312540	
John Labatt Centre	N6A 6K1	London	ON	300694	
JOHN P. GOODLAD SALES INC	L4J 8R9	Thornhill	ON	301984	
John Smith Processor	A1B 2C3	Hometown	ON	315683	
John Street North Pharmacy	L8R 1G9	Hamilton	ON	306982	
John Street North Pharmacy	P0L 1C0	Hamilton	ON	314613	
John Wallace Drug Store	P0L 1C0	Cochrane	ON	306983	
John Wallace Drug Store	P9N 1S9	Cochrane	ON	314614	
John Zubick Limited	N5W 5C9	London	ON	315588	

Row 1 of 26

OK Cancel

- Select the correct Destination Site address location from the pop-window which will appear.
- For Transporters this site will correspond to the designated approved Processors destination site.
- For the final destination, Processors this site will be site for the material that is to be processed once received from the Transporter.

Site Address Search – Requesting a new Address

- To have a new Collection Site created, please complete the Site Address Template.xls and forward your request to: Site-AddressUpdates@stewardshipontario.ca.
(See example of the template below)

Requester's Name:							
Company:							
Email Address:							
Phone Number:							
Company Name	Address	City	Province	Country	Postal Code	Telephone	Extension

Report Activity – Main Screen (cont'd)

Document Items - Quantity, Reporting Units, Weight

- 7** Enter the quantity of containers associated with the material.
- The actual weight for the waste transported or received is a mandatory requirement and must be entered in the weight field. Your entry might look something like this:

Quantity	Reporting Units	Weight	Base UoM
4.000	Gaylord Boxes	1,000.000	Kg
5.000	Pails 20L	120.000	Kg
4.000	Lab Pack Drums 205L	260.000	Kg

- 8** If a container has a unique identifying number, then you may enter that number in the "Container ID" field.
- Any entry with a Container ID entered is limited to a quantity of one (as a group of containers would not have the same ID).
- 9** The portal allows you to record multiple collection sites under the same Document number.
- Once you are finished reporting the material from one Originating Site, click "New Collection Site."
 - All of the entries will be cleared but your Document Identifiers and Destination Site will remain.
 - Proceed through steps as listed above until you have entered all of your activity.

Saving Your Document

- 10** Once you have entered all of a Document's details, click on "Save Documents."
- This will save your reporting activity and clear the document header and associated entries.

Creating A New Document

- 11** • You can then proceed by entering a "New Document" and continuing your reporting if needed.

Document Summary – Itemized List

The screenshot displays the 'Document List' interface. At the top, a navigation bar includes 'Main Menu', 'Enter Document', 'Document List', and 'Summary'. Below this are 'Previous' and 'Next' buttons, and a 'Reporting Menu' button. The main area is a table with the following data:

Document Number	Contract No.	Bulk No.	Driver's Name	Pick Up Date	Delivery Date	Destination Site Name	No. of Line	No. of Containers	Total Weight		
54369	4700000363			2010/12/15	2010/12/15	E.M tire recovery	3	1250	12500		
z6589	4700000363			2010/12/15	2010/12/15	E.M tire recovery	3	450	11000		

At the bottom of the table, there are buttons for 'Create Document', 'Change Document', and 'Submit Reporting'. Callout boxes provide instructions: 'A' points to 'Create Document', 'B' to 'Change Document', 'C' to the 'Next' button, and two boxes point to the trash and magnifying glass icons in the table. A status bar at the bottom shows 'Row 1 of 2'.

Document Summary

This Document Summary Screen lists each of the following: document number, the contract number, the driver's name, the pickup and delivery dates, the destination sites, the number of transactions, and the total number of containers and weight transported on a Document.

- A** Click on "Create Document" to continue entering documents.
- B** To edit a Document, highlight the line in the document list and then click the "Change Document" button. This will take you back into the Document Entry Screen for that Document and will allow you to modify any of the previous transactions or details entered.

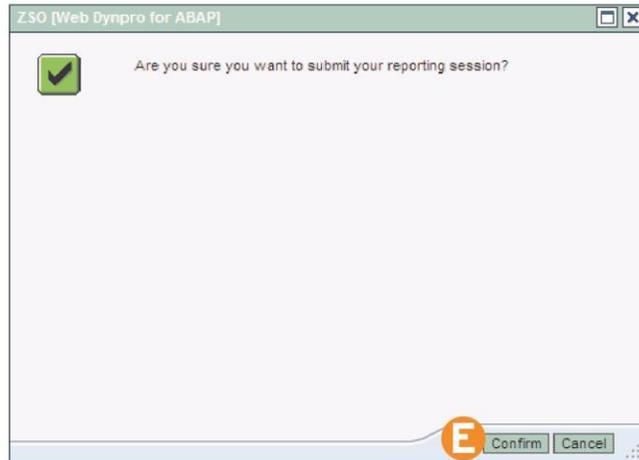
Submitting Your Report

Once you are satisfied with the Documents you have entered, you can submit them for review in one of two ways:

- C** Clicking on the "Next" button will enable a pop up screen to appear that will ask you to confirm if you are ready to submit your report.
- D** If you are comfortable with the entries you have reported click on the "Submit Reporting" button at the bottom of the list of documents to report your claim submission.

Document Summary – Submission Confirmation

- E** A submission confirmation pop-up window will appear, asking you to confirm that you intend to submit these records. If you are ready to submit, click “Confirm,” otherwise click “Cancel.”



Verifying Your Submission

Once you have submitted your reporting you will not be able to modify these records, **please ensure that all details submitted are correct.** Incorrect information will prolong the review of your submission and will delay payment.

If corrections are to be made to your submission please contact us via email so that we may be able to assist you:
serviceprovider@stewardshipontario.ca

NOTE: You are encouraged to submit Documents as frequently as you like. Each submission is evaluated upon receipt of the claim summary and backup documentation received. Once approved, Purchase Orders will be issued for each submission.

Submitting Your Report

Once you click “Confirm,” you will be shown a summary of your submission, with an assigned “Inbound Delivery Number.”

- Take note of this number, as you will need to refer to it if you are corresponding with Stewardship Ontario about your submission.
- You will also be e-mailed an acknowledgment that we have received a copy of your submission and that it is currently under review.
- The attachment to the e-mail will detail the information you had entered during your reporting session.

Submit Report Status – Submission Overview

Submit Report Status

Inbound Delivery No.:	1800008957
No. of BOLs entered:	3
No. of Collection Site added:	0
No. of BOL Lines:	9
Total no. of Containers:	3829
Total Weight entered:	5630 KG

Document Summary

After completing your online submission, you must submit your hard-copy paperwork and backup documentation (Bills of Lading, Shipping Manifests, other) to Stewardship Ontario's Attention:

Program Administrator - Supply Chain
Stewardship Ontario, 1 St. Clair Ave. W.
7th Floor, Toronto, ON M4V 1K6

Stewardship Ontario representatives will undertake a thorough review and audit of your submission. Any questions should be directed to a Stewardship Ontario representative for further assistance.

Reporting - Uploading your Data

In order to save you the time of entering each Document into the system manually, the *WeRecycle* Portal also enables Transporters and Processors to upload files with multiple lines consisting of a Document's information.

To do so, from the *WeRecycle* home page you will choose from the Select Reporting Function screen the Upload Spreadsheet function.

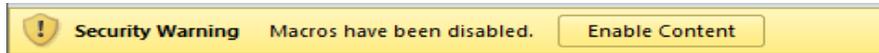
The screenshot displays a web form with two main sections. The first section, titled "Company Information", contains several input fields: "Company Name" (Stewardship Ontario), "Address" (1 St. Clair Avenue West, 7th Floor), "City" (Toronto), "Country" (CA), "Province/State" (ON), "Postal / Zip Code" (M4T 1L9), "Company Phone" (416-323-3185), "Company Fax", "Company Email", and "Company Website". A "View Contacts" button is located below these fields. The second section, titled "Select Reporting Functions", lists four options: "Report Activity" (with subtext "Report Activity via Data Entry Page"), "Upload Spreadsheet" (with subtext "Upload Service Provider Reporting Via Spreadsheet" and highlighted with an orange border), "Upload Disposition" (with subtext "Upload Disposition Reporting from Processor"), and "Request Transport" (with subtext "Request Transport for Collection").

As a transporter or a processor you can easily upload your data by using the upload spreadsheet function.

Preparing your Spreadsheet for Upload

When you are approved as a Transporter or Processor, you will receive an Excel file of the reporting spreadsheet. A few tips when uploading a spreadsheet:

- You must populate all the required information in detail in the mandatory prescribed fields in the upload spreadsheet template.
- Prior to your upload, the spreadsheet will include a macro which needs to be enabled.



- You will then be able to save the Excel spreadsheet as a .txt file format, which can be then uploaded in the system.



Tips for Preparing an Upload Spreadsheet

- You can only report entries for one contract number per spreadsheet upload.
- You must enter a service type for the services on the spreadsheet provided based on the contract type (Transport/Process/Bulk Move).
- Dates on the spreadsheet must be entered as a series of eight digits: dd/mm/yyyy.
- Future dates cannot be entered on the spreadsheet.
- Transporters: All collection/processor site names and postal codes must be an exact match to what is currently used in the system. The valid list of collection sites is provided in the 'Sample Data' worksheet in your upload spreadsheet workbook.
- Processors: All transporter/processor site names and postal codes must be an exact match to what is currently used in the system.
- Reporting of material types and containers must be valid and applicable to your contract. All valid materials and containers are provided in the 'Sample Data' worksheet tab in your upload spreadsheet workbook.
- Similar to the Direct Entry method, document numbers can be reported on multiple lines, to reflect multiple transactions.

Reporting – Upload Your Spreadsheet for Transporters

When you have completed populating your spreadsheet, select the “Save Spreadsheet as Text File” button. This will save your file in the .txt format required in order to successfully upload your submission.

Once the file is saved on your computer, you can upload by selecting the appropriate **Upload Spreadsheet** Function from the home page. A pop-up window will appear. Click “Browse” to retrieve the file from your hard-drive

Contract Number	Document Number	Service Type	Driver's Name	Pick Up Date (DDMMYYYY)	Delivery Date (DDMMYYYY)	Collection Site Name	Collection Site Postal Code	Processor Name	Processor Postal Code	Material Category Value Added Services	Container Type	Container ID	Container Quantity	Weight (Kilograms)
470000450	H52920	Transport		04/02/2012	01/02/2012	Bane HHV Depot	L4N 7K7	Via Transport Services Inc.	L8L 6V1	HRE - Paints and Coatings	kg		500	500
470000450	H52920	Transport		04/02/2012	01/02/2012	Oalla HHV Depot	L3W 6Z9	Via Transport Services Inc.	L8L 6V1	HRE - Paints and Coatings	206L Drum		30	180
470000450	H52920	Transport		04/02/2012	01/02/2012	Christie Landfill	P3C 1J0	Via Transport Services Inc.	L8L 6V1	OS - Paints (HSE)	Gaylord Boxes		5	100

For Transportation Incentive Contract Reporting

The spreadsheet for Transportation Incentive Contracts requires you to enter:

Column Heading	Description	Required Field	Optional Field
1. Contract Number	Vendor's reporting contract number in the system	X	
2. Document Number	Bill of Lading or Shipping Manifest number	X	
3. Service Type	Type of service being performed: Transport	X	
4. Driver's Name	Name of the driver performing the pickup		X
5. Pickup Date	The date that the pickup of the material was completed	X	
6. Delivery Date	The date that the material has been transported to the processor	X	
7. Collection/Originating Site	Initial location from where the material was collected	X	
8. Collection/Originating Site Postal Code	Initial location site's postal code	X	
9. Destination Site/Processor Name	Location of the processor name site's facility	X	
10. Destination Site/Processor Postal Code	Location of the processor site's postal code	X	
11. Material Category	The type of material collected and transported to the processor's site	X	
12. Container Type	The type of container, that the materials are transported in. (i.e. Drum, Pail, Lab Pack Drum)	X	
13. Container ID	Serial number or numeric identifier associated with the container.		X
14. Container Quantity	The total amount of containers collected per transportation pickup route.	X	
15. Weight in Kilograms	The total actual weight of material collected, transported, and received by an approved processor.	X	

Reporting – Upload Your Spreadsheet for Processors

When you have completed populating your spreadsheet, select the “Save Spreadsheet as Text File” button. This will save your file in the .txt format required in order to successfully upload.

Once the file is saved on your computer, you can upload by selecting the **Upload Spreadsheet** function from the home page.

A pop-up window will appear. Click “Browse” to retrieve the file from your hard-drive.

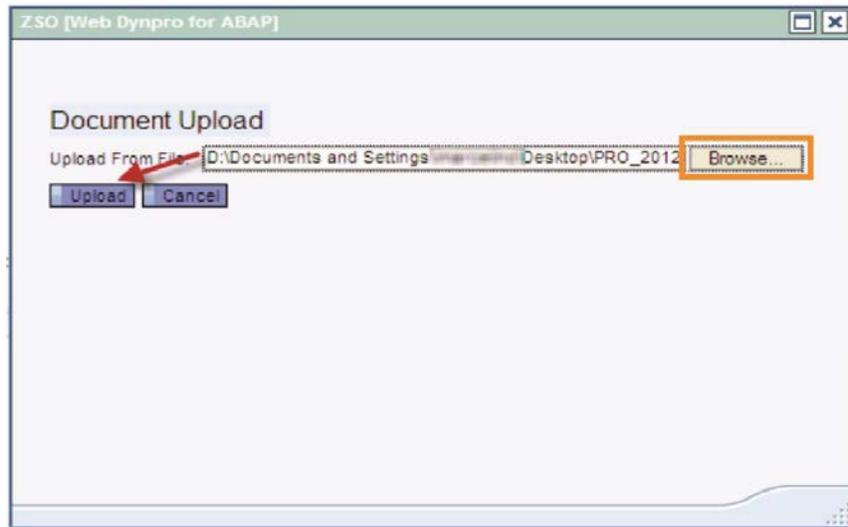
Contract Number	Document Number	Service Type	Driver's Name	Pickup Date (DDMMYYYY)	Delivery Date (DDMMYYYY)	Collection Site Name	Collection Site Postal Code	Processor Name	Processor Postal Code	Material Category Value Added Services	Container Type	Container ID	Container Quantity	Weight (Kilograms)
474000481	1452009	PROCESS		12/22/2011	12/23/2011	Berrie HNW Depot	L4H7H7	Stewardship Ontario	M4T L9	M5D - Pails and Cans/Drum	Ca		5500	5500
474000481	1452111	PROCESS		12/22/2011	12/23/2011	Orillia HNW Depot	L3V4Z6	Stewardship Ontario	M4T L9	M5D - Pails and Cans/Drum	205 L Drum		30	1200
474000481	1452111	PROCESS		12/22/2011	12/23/2011	Chesnut Landing	PHC L26	Stewardship Ontario	M4T L9	OS - Pails (145B)	Garlar #2 Drum		5	1400
474000481	1452111	PROCESS		12/22/2011	12/23/2011	London HNW Depot	K9Y4R3	Stewardship Ontario	M4T L9	OS - Pails (145B)	Ca		6500	1300
474000481	1452111	PROCESS		12/22/2011	12/23/2011	Bramley HNW Depot	K9L1E0	Stewardship Ontario	M4T L9	OS - Pails (145B)	Garlar #2 Drum		4	500
474000481	1452111	PROCESS		12/22/2011	12/23/2011	Brimham HNW Depot	K9K1M6	Stewardship Ontario	M4T L9	OS - Pails (145B)	205 L Drum		8	1200

For Processing Incentive Contract Reporting

The spreadsheet for Processing Incentive Contracts requires you to enter:

Column Heading	Description	Required Field	Optional Field
1. Contract Number	Vendor's reporting contract number in the system	X	
2. Document Number	Bill of Lading or Shipping Manifest number	X	
3. Service Type	Type of service being performed: Process	X	
4. Driver's Name	Name of the driver performing the pickup		X
5. Pickup Date	The date that the pickup of the material was completed	X	
6. Delivery Date	The date the material was received by the processor	X	
7. Collection/Originating Site	Location of the Transporter site facility where the materials have been collected and stored	X	
8. Collection/Originating Site Postal Code	Transporters location site's postal code	X	
9. Destination Site/Processor Name	Location of the processor name site's facility	X	
10. Destination Site/Processor Postal Code	Location processor site's postal code	X	
11. Material Category	The type of material collected and received from the Transporter to the processor site.	X	
12. Container Type	The type of container used for collected material, received from the transporter (i.e. Drum, Pail, Lab Pack Drum)	X	
13. Container ID	The serial number or numeric identifier associated with the container.		X
14. Container Quantity	The total amount of containers received from The Transporter that is required to be processed.	X	
15. Weight in Kilograms	The total actual weight of received material delivered by The Transporter	X	

Document Upload



Once you have selected the text file created, click “Upload” to import the file into the *WeRecycle* portal.

- Click the Browse button and select the saved .txt file you had created.
- Click the upload button to import your file into the *WeRecycle* portal.

Document Upload – Rejected Submission

The first two columns of the spreadsheet upload table will alert you to the success of the upload. If the “Upload” field has a red **X** in it, the document has been rejected by the system.



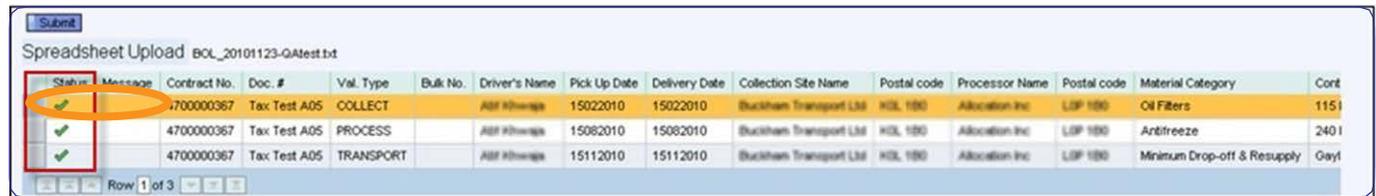
Status	Message	Contract No.	Doc. #	Val. Type	Bulk No.	Driver's Name	Pick Up Date	Delivery Date	Collection Site Name	Postal code	Processor Name	Cont
X	Contract cannot be found	4700000049	101069	TRANSPORT			04022010	04022010	Royal Name & Location (Georgetown)	MFL 209	Laurentide-refrigeration	185
X	Collection site address cannot be found	4700000049	101069	TRANSPORT			04022010	04022010	Royal Name & Location (Georgetown)	MFL 209	Laurentide-refrigeration	185
X	Contract items cannot be found	4700000049	101069	TRANSPORT			04022010	04022010	Royal Name & Location (Georgetown)	MFL 209	Laurentide-refrigeration	185

A list of common upload errors and recommended solutions can be found on (Pages 34 and 35).

If your spreadsheet is rejected, please go back and correct your documents as directed by the error message in the “Message” field, then re-save the file as described previously on (Page 23), and click “Upload Spreadsheet Menu”. This will take you the upload menu from where you can attempt to upload your spreadsheet again.

If corrections have been made to your spreadsheet and your upload continues to fail, please contact a Stewardship Ontario representative for further assistance.

Document Upload– Successful Submission



Status	Message	Contract No.	Doc. #	Val. Type	Bulk No.	Driver's Name	Pick Up Date	Delivery Date	Collection Site Name	Postal code	Processor Name	Postal code	Material Category	Cont
✓		4700000367	Tax Test A05	COLLECT		ABF #10wga	15022010	15022010	Buchanan Transport Ltd	HQL 190	Alkation Inc	LSP 190	Oil Filters	115
✓		4700000367	Tax Test A05	PROCESS		ABF #10wga	15062010	15062010	Buchanan Transport Ltd	HQL 190	Alkation Inc	LSP 190	Antifreeze	240
✓		4700000367	Tax Test A05	TRANSPORT		ABF #10wga	15112010	15112010	Buchanan Transport Ltd	HQL 190	Alkation Inc	LSP 190	Minimum Drop-off & Resupply	Gayl

If the spreadsheet is accepted, the “Status” field for each document will have a green ✓ in it. This will indicate that your submission lines are valid and the lines entered have been accepted. Once your spreadsheet has been accepted, and you are satisfied click “Submit” to send in your submission.

Submitting Your Report

The screenshot shows a web application interface for document management. At the top, there is a navigation bar with four steps: Main Menu, Enter Document, Document List (highlighted), and Summary. Below the navigation bar are buttons for 'Previous', 'Reporting Menu', and 'Next'. A large orange circle with the letter 'C' is positioned to the right of the 'Next' button. The main area is titled 'Document List' and contains a table with the following data:

Document Number	Contract No.	Bulk No.	Driver's Name	Pick Up Date	Delivery Date	Destination Site Name	No. of Line	No. of Containers	Total Weight		
54369	470000363			2010/12/15	2010/12/15	E.M tire recovery	3	1250	12500		
z6589	470000363			2010/12/15	2010/12/15	E.M tire recovery	3	450	11000		

Below the table, there is a status bar showing 'Row 1 of 2' and a 'Submit Reporting' button highlighted in blue. A large orange circle with the letter 'D' is positioned to the right of this button. At the bottom left, there are buttons for 'Create Document', 'Change Document', and 'Submit Reporting'.

If for any reason you decide that you do not wish to submit your documents after successfully uploading them, simply navigate back to the main menu and the system will discard the uploaded data.

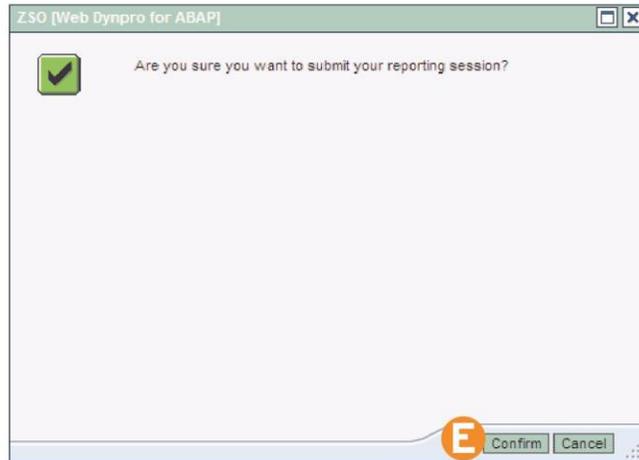
Once you are satisfied with the Documents you have entered, you can submit them for review in one of two ways:

- C** Clicking on the “Next”  button; or
- D** Clicking on the “Submit Reporting”  button located at the bottom of the list of documents.

A submission confirmation pop-up window will appear, asking you to confirm that you intend to submit these records. If you are ready to submit, click “Confirm,” otherwise click “Cancel.”

Document Summary – Submission Confirmation

- E** A submission confirmation pop-up window will appear, asking you to confirm that you intend to submit these records. If you are ready to submit, click “Confirm,” otherwise click “Cancel.”



Verifying Your Submission

Once you have submitted your reporting you will not be able to modify these records, **please ensure that all details submitted are correct.** Incorrect information will prolong the review of your submission and will delay payment.

If corrections are to be made to your submission please contact us via email so that we may be able to assist you:
serviceprovider@stewardshipontario.ca

NOTE: You are encouraged to submit Documents as frequently as you like. Each submission is evaluated upon receipt of the claim summary and backup documentation received. Once approved, Purchase Orders will be issued for each submission.

Submitting Your Report

Once you click “Confirm,” you will be shown a summary of your submission, with an assigned “Inbound Delivery Number.”

- Take note of this number, as you will need to refer to it if you are corresponding with Stewardship Ontario about your submission.
- You will also be e-mailed an acknowledgment that we have received a copy of your submission and that it is currently under review.
- The attachment to the e-mail will detail the information you had entered during your reporting session.

Submit Report Status – Submission Overview

Submit Report Status

Inbound Delivery No.:	1800008957
No. of BOLs entered:	3
No. of Collection Site added:	0
No. of BOL Lines:	9
Total no. of Containers:	3829
Total Weight entered:	5630 KG

Document Summary

After completing your online submission, you must submit your hard-copy paperwork and backup documentation (Bills of Lading, Shipping Manifests, other) to Stewardship Ontario's Attention:

Contract Coordinator
Stewardship Ontario, 1 St. Clair Ave. W.
7th Floor, Toronto, ON M4V 1K6

Stewardship Ontario representatives will undertake a thorough review and audit of your submission. Any questions should be directed to a Stewardship Ontario representative for further assistance.

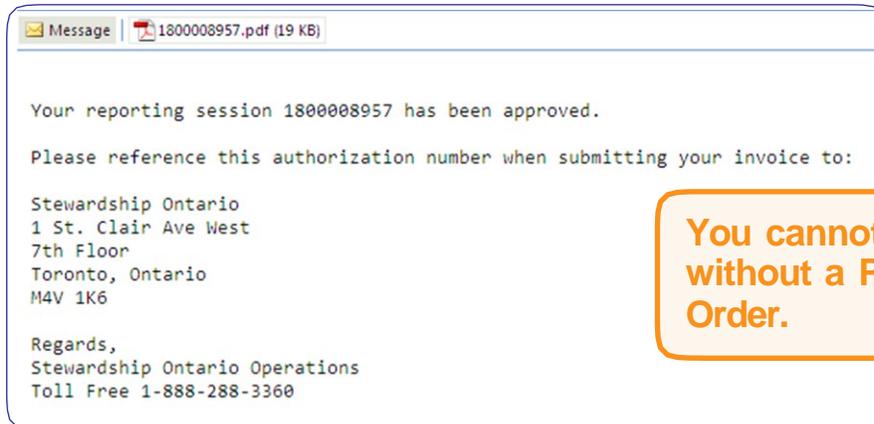
Note: Once you submit your spreadsheet, it is no longer available for review or edit.

To change your data or if you require immediate assistance with your submission please email or by phone:

serviceprovider@stewardshipontario.ca or 1-888-288-3360

Invoicing

Once your submission has been approved, you will receive a notification via e-mail with instructions on how to submit your invoice.



You cannot invoice without a Purchase Order.

Your Purchase Order will be attached to the e-mail and will list the Document numbers and materials that have been approved for submitting your invoice to Stewardship Ontario for payment.

When submitting your invoice for payment, please ensure that you are referencing the correct Purchase Order number.

NOTE: Payment terms are Net 30 days upon receipt of the invoice



Stewardship Ontario
1 St Clair Ave West, 7th Floor
TORONTO ON M4V 1K6

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2012/01/12 10:59:49

Purchase Order

Billing Address
Stewardship Ontario
1 St Clair Ave West, 7th Floor
TORONTO ON M4V 1K6

Submission Information
Purchase Order 1800008957
Date 2012/01/12
Vendor Number 300551
Terms of payment Net due in 30 days

Item	Your Reference	Material Description	Reported Quantity	UOM	Weight (KG)	Collection Site	Destination Site	Net Price/Price Unit	Net Amount
00010	4152896	OS - PropaneCylinders-singl	2,000.0	Kg	2,000.000	Scugog Hhw Depot	Bay Recycling	0.26/1 KG	520.00
00020	4152896	OS - PropaneCylinders-singl	3.0	L, Pk D 205	180.000	Scugog Hhw Depot	Bay Recycling	0.26/1 KG	46.80
00030	4152896	331 - Oxygen, Nitrogen and	4.0	205 L Drum	265.000	Scugog Hhw Depot	Bay Recycling	0.02/1 KG	5.30
00040	4185963	OS - PropaneCylinders-singl	300.0	Kg	300.000	Brampton Hhw Depot	Photech Environmental Solu	0.26/1 KG	78.00
00050	4185963	OS - PropaneCylinders-singl	4.0	L, Pk D 205	250.000	Brampton Hhw Depot	Photech Environmental Solu	0.26/1 KG	65.00
00060	4185963	331 - Oxygen, Nitrogen and	5.0	205 L Drum	325.000	Brampton Hhw Depot	Photech Environmental Solu	0.02/1 KG	6.50
00070	478596	OS - Freon & Compressed Gas	1,500.0	Kg	1,500.000	Caledon Hhw Depot	Bay Recycling	0.02/1 KG	30.00
00080	478596	OS - PropaneCylinders-singl	7.0	205 L Drum	450.000	Caledon Hhw Depot	Bay Recycling	0.26/1 KG	117.00
00090	478596	331 - Oxygen, Nitrogen and	6.0	205 L Drum	360.000	Caledon Hhw Depot	Bay Recycling	0.02/1 KG	7.20
								Total net value excl. tax. CAD	875.80
								A/P HST Applied	113.85
								Total net value including tax	989.65

Notes to Vendor:

The items on your claim have been reviewed. Please reference this Purchase Order number and proceed with your invoice submission.

Bulk Move to Processors – Reporting

Background:

- The materials associated with these claims is often stored on an interim basis at your location pending the collection of sufficient materials as needed to warrant a bulk move to the authorized Processor
- A simplified reporting process is required to record the movement from your location to the Processor location. This process should not require you to record the movement of materials at the bill of lading level
- These claims can be made as frequently as is convenient for the Service Provider

Guiding Principles:

- Reporting should reflect the services performed
- Claims for Transporter incentives can be completed when picking up from your generator (i.e. municipal depot) and delivering to your temporary storage location
- In this case, your BOL “destination address” should be your yard/temporary storage location
- When completing a bulk move from your yard/temporary storage location to the destination processor, the ‘Collection Site’ address is your address and the ‘Destination Site’ is the processor’s address

Reporting Process:

- You have been assigned a Contract number for reporting your Transport incentive – this is **Step 1** of your reporting. If you are not moving the material directly to the Processor, then when reporting your Bills of Lading you will complete the address information as follows:

- Collection Site Name and address: Address of your pick up location
- Destination Site Name and address: Your yard/temporary storage location name and address

Note: If you decide to do a bulk move, recording of actual weights on each transportation claim from each collection point is a requirement of this program

- You have also been assigned a Contract number for reporting the movement of material from your yard/temporary storage location to the processor – this is **Step 2** of your reporting. You will complete the address information as follows:

- The Collection Site name and address is your yard/temporary storage location
- The Destination Site name and address is the processor

Note: Recording of consolidated actual weight moving from your yard/ temporary storage location to the processor is required

Bulk Move to Processors – Reporting (cont'd)

- The 'document number' required can be any reasonable document number based on your business process. Examples include:
 - a. Use of the Claim Number issued to you by Stewardship Ontario when you submitted your original transport incentive claim. This number references all associated transport bill of lading numbers.
 - b. Your Bulk Bill of Lading number used to authorize the transportation from your location to the processor.
- If you are using a Bulk BOL, please forward to our attention once reporting is complete. If you are referencing your Claim Number supplied by Stewardship Ontario, then you do not need to mail us a copy.
- Upon submission, you will receive both a Claim Summary and a zero value Purchase Order document from the WeRecycle system for your files

Example: Bulk Move Contract Reporting: Step 2 of the reporting process

Service Type	Material Description	Quantity	Container Type	Weight	Base Unit	Container ID	Diag Code	Diag Code Text	Collect Site Name	Postal Code
BULKMOVE	Antifreeze Container	1,000	360 L Tank	8,888	Kg					
BULKMOVE	Antifreeze	1,000	205 L Drum	8,888	Kg					
BULKMOVE	Oil Filters	1,000	60 L Drum	8,888	Kg					
BULKMOVE	Oil Containers	1,000	Bag	8,225	Kg					

- 1) Use your yard/temporary storage location as the Collection Site Address
- 2) Report total quantity of containers by type and the associated litres/kg

Note: If you are authorized to claim the Processing incentive for containers, this process does not apply. You will report your processing entries against your processing contract.

Common Upload Errors

In this section we have identified common errors received when uploading a Document to the *WeRecycle* Portal and suggest possible solutions.

If these solutions are unsuccessful, please contact Stewardship Ontario by e-mail at serviceprovider@stewardshipontario.ca or by phone at 1-888-288-3360 for additional assistance.

Error Message	Meaning/Solution
A system transactional error has occurred, please contact Stewardship Ontario support at toll-free: 1-888-288-3360,	There is a problem with the <i>WeRecycle</i> portal. Contact Stewardship Ontario support at toll-free: 1-888-288-3360.
Maximum allowed file size is 1 mega byte	The file is too large. Spreadsheet should be separated into multiple files. Contact Stewardship Ontario if you are unsure of how to do this.
Quantity must be 1 for container ID #	If you enter container ID # (optional), the quantity cannot exceed one (1).
File is empty - Please select a valid file	Confirm that you are uploading the correct file (this error message indicates that there is no data in the file).
File must be .txt format	Please follow the procedure on page 23 to convert file into text format (this error message indicates the file is not in the correct format for upload).
Invalid contract	Confirm that the contract number referenced is correct. Please verify that you used the contract number supplied to you by Stewardship Ontario.
Document number cannot be blank	You have omitted a Document number. Please enter it and re-upload the file.
Document already entered	You have entered this Document number in a previous upload. Document number cannot be duplicated once a claim has been submitted.
Pickup date cannot be blank	You have failed to enter a date of pick-up for this document. Please enter the date and re-upload the file.
Originating site address cannot be found	Confirm that you have entered the right collection site name and site postal code. If the error persists, contact Stewardship Ontario for further assistance.
Processor site address cannot be found	Confirm that you have entered the right processing site name and site postal code. If the error persists contact Stewardship Ontario for further assistance,
Quantity is invalid	Confirm that your quantity field has a numeric value.

Error Message	Meaning/Solution
Quantity cannot be zero	Enter a quantity exceeding zero and re-upload.
Material category cannot be blank	Enter a material in the appropriate field and re-upload.
Container type cannot be blank	Enter a container type in the appropriate field and re-upload.
Contract items cannot be found	Confirm that you have entered the correct contract items (i.e. material, container type) and if error persists, contact Stewardship Ontario.
Weight is invalid	Confirm your weight is a numeric value.
Weight cannot be zero	Enter a quantity exceeding zero and re-upload.
Validity period of contract started on #date#	The date entered for this document is earlier than the commencement date of the contract. Correct and re-upload.

List of Definitions

BOL: Stands for Bill of Lading, which is a form used to document the collection and transportation of MHSW. The BOL shows the date of collection/transportation, address of originating site, address of drop-off site, weights and types of materials collected. These hard-copy forms are used to verify your submissions for payment to Stewardship Ontario and for material tracking purposes.

Contract: Is how your System Contract is referred to throughout the Portal and in this guide.

Contract Number: Is the primary reporting instrument used in the submission of your reporting.

Document: Is how a Bill of Lading or other form that detailed information about the movement or processing of MHSW Hazardous Waste materials is referred to within the *WeRecycle* Portal.

Document Header: The information entered at the top of the Document Entry Screen. This includes the contract number, document number, the dates of pick-up and delivery; originating site address; destination site address.

Entry: A single line within your Document that shows that a material was processed or transported, what the material was, the weight, and container type.

IFO: Industry Funded Organization

MDT&PIP: Municipal Depot Transportation and Processing Incentive Program

Report: Can be a completed Document or a group of completed Documents that are ready for submission.

Service Provider: A Service Provider is an approved Transporter or Processor of MHSW Hazardous Waste.

Submission: A completed Report, once sent into Stewardship Ontario (or "submitted") is what is referred to as your "Submission."

Who is Stewardship Ontario?

Stewardship Ontario is a private, not-for-profit organization that develops, funds and operates Ontario's highly successful recycling programs for printed paper and packaging (Blue Box), and household hazardous and special waste (MHSW) also known as Orange Drop.

Stewardship Ontario collects revenue from 'stewards'— the first importers, manufacturers, or brand owners of the packaging or products that end up in curbside blue boxes and recycling carts or that are classified as household hazardous and special waste. This revenue pays for the program costs of collecting, transporting, recycling and safely disposing of waste across the province.

Stewardship Ontario was established under the Corporations Act and was continued under the Waste Diversion Act, 2002. Stewardship Ontario is designated in legislation as an "Industry Funding Organization"; it is the responsibility of industry to fund stewardship programs for various wastes.

Stewardship Ontario is accountable to Waste Diversion Ontario, an agency of the government of Ontario. An annual report provides detailed performance results along with an audited financial statement for public review.

For more information visit www.stewardshipontario.ca

Related User Guides and Other Resources

Municipal Depot Transportation and Processing Incentive Program

http://www.stewardshipontario.ca/service_providers/what-we-do/mhsw/MDTPIP

Stewardship Ontario Vendor Standards

http://www.stewardshipontario.ca/service_providers/vendor_standards

Registering as a Transporter or Processor

http://www.stewardshipontario.ca/service_providers/what-we-do/mhsw/transporters-processors/registering

Need help? Have comments or feedback?

Please contact Stewardship Ontario serviceprovider@stewardshipontario.ca
Or call 1-888-288-3360



Thinking
beyond
the box

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