



Stewardship Ontario

## Steward-Initiated Adjustment Request Form

Please review the current Program Policies before completing and submitting the forms.  
Updated Policies and Rules can be accessed [here](#).

As a result of Simplified Fee Setting, only new stewards to the Program may be eligible for adjustments under this policy. Existing Stewards should review the Policy for Simplified Fee Setting During the Blue Box Wind Up to determine whether they may qualify for changes to previously filed Annual Steward Reports.

Please use the space below to provide details regarding your steward-initiated adjustment to a PPP report submitted in a previous year. Please ensure your request adheres to Stewardship Ontario’s [Policy for Steward-Initiated Adjustment Requests](#) and that the form is completed and submitted to the National Steward Services Team (NSS) prior to the relevant deadlines<sup>1</sup>. Please note that Stewardship Ontario will only consider adjustment requests from stewards whose reporting and payments are up-to-date. If you have questions, please contact NSS: [wecycle@stewardshipontario.ca](mailto:wecycle@stewardshipontario.ca).

Email your completed Adjustment Request Form and supporting documentation to [wecycle@stewardshipontario.ca](mailto:wecycle@stewardshipontario.ca) with “Adjustment Request” in the subject line. Please include your steward number and name in the email.

Company and Contact Information	
<b>Company Name:</b>	
<b>Steward Number:</b>	
<b>Contact Name:</b>	
<b>Title:</b>	
<b>Phone Number:</b>	
<b>Email Address:</b>	
<b>Date of Request:</b>	

<sup>1</sup> **ADJUSTMENT CREDIT REQUESTS**

**Time Limits & Documentation Requirements:** Stewards can request adjustments from the associated report submission deadline, regardless of the date the steward submitted its report by the deadlines specified in the Policy. Except as provided for in the Policy for Simplified Stewardship Fee Setting, no further Annual Steward Reports will be submitted and no further adjustments to prior year(s) Reports will be permitted.



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**1. Which program is affected?**

Program	Stewardship Ontario
Is it affected?	Yes
Penalty or Interest charged?	

**2. Please describe the nature of each credit and/or debit adjustment by data period, and type; provide details about each type of error, e.g., material classification, weight, duplicate reporting, under-reporting, logic error, etc.; and its root cause, e.g., calibration problem with scale, incorrect information provided by supplier, used incorrect reporting units, etc., for all affected periods, unless the same across all affected periods:**

*(e.g., SO BB 2022 Report (2021 Data) Weight Error - Reported in grams instead of kilograms for all SKUs)*

**3. How was each error detected? What work was performed to ensure all errors were identified?**

*(e.g., Internal Audit of Report – yes, the audit was comprehensive, and this adjustment request corrects for all identified errors.)*



**4. Provide answers to the following questions in the chart below:**

Question (Does the adjustment contain...?)	Response (Yes/No)	Comments (If yes, please explain)
A re-allocation of weights from “actuals” to Average Bill of Materials (ABOMs) or other Calculators?		
The application of a new study or change in internal processes that identifies errors in a previously submitted report?		
Changes in percentage allocations (e.g. for IC&I sales or for PPP that never leaves the commercial establishment)?		
Revisions to ABOM groupings?		
The creation of ABOMs, when one was not originally used to develop the report?		
Adjustments to reports where the steward previously requested an adjustment for the same report?		
Adjustments due to changes to your business model such as divestments, mergers, or acquisitions?		

**5. Please describe the documentation available to substantiate your adjustment request (sales reports that include all SKU numbers affected; vendor documentation of packaging weights; internal audit report; etc.):**

*(e.g., Sales Report, Spreadsheet of materials and weights by SKU, Adjustment)*



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**6. Please list the attachments to this document that you are submitting to support this adjustment request:**

*(e.g., Adjustments Worksheet, Sales Report, Original material component and weight data by SKU, Data restated in correct units by SKU)*

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**7. Please complete each spreadsheet (click on link for access to Excel docs in the Forms section of the page) as it relates to your adjustment request. You need only complete the white cells, and only the materials that are undergoing changes:**

<b>Program:</b> SO BB	<a href="#">Adjustment Worksheet Templates</a>
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I attest to the accuracy and completeness of the information provided and accept that adjustments based on it may be subject to review or audit either before or after such adjustments are processed. Further, I accept the information contained within this form, any attachments to it, and information provided by:

**Steward Company Name:** \_\_\_\_\_

to Stewardship Ontario that is related to this adjustment request may be shared with a third-party professional auditing and risk management services firm for the purpose of providing assurance services with respect to the requested adjustment(s), and with which Stewardship Ontario has executed an appropriate contractual arrangement and/or non-disclosure agreement to ensure this information is held in confidence. In addition, I accept that the steward will be invoiced by Stewardship Ontario for the third-party assurance work Stewardship Ontario may require to validate the steward's adjustment request; such invoicing will be made in accordance with an agreement executed between Stewardship Ontario and the steward prior to execution of the third-party assurance work. I accept Stewardship Ontario's [Policy for Steward-Initiated Adjustment Requests](#).

I certify that by signing this document, we are declaring that the undersigned is authorized to provide the aforementioned information and make this undertaking.

\_\_\_\_\_  
Signature of Authorized Party

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title of Authorized Party in Print



## Appendix – Steward Initiated Adjustment Deadlines<sup>2</sup>

Steward Initiated Adjustment Deadlines for SO BB Program				
Report	2021 Report (2020 Data)	2022 Report (2021 Data)	2023 Report (2022 Data)	2024 Report (2023 Data)
<b>Deadline for annual report submission</b>	31-May-21	31-May-22	31-May-23	31-May-24
<b>Deadline for completed Adjustment Request</b>	31-Jul-22	31-Jul-23	31-May-24	31-May-24

<sup>2</sup> This Table has been adjusted according to the approved Stewardship Ontario Blue Box Transition Plan. If the deadline for an adjustment request falls on a non-business day, the deadline is extended to the next business day. Should an apparent discrepancy be observed when comparing this Policy and the approved Blue Box Transition Plan, the latter shall govern.