

Multi-Material Stewardship Western

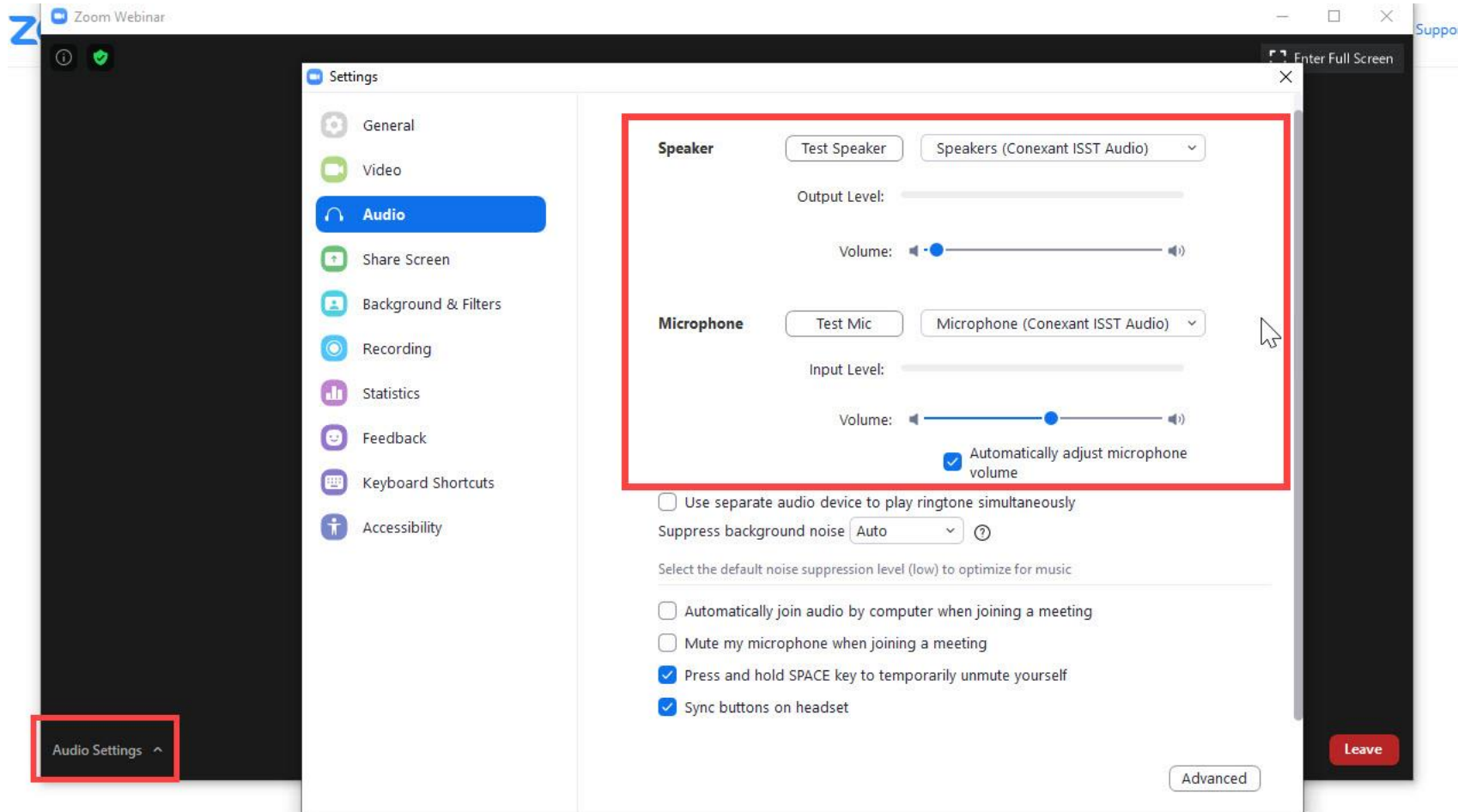
Greenhouse Gas Reporting Webinar
Depot, Curbside, Multi-family
COLLECTION



Agenda

- General webinar instructions
- Introduction
- GHG reporting for depot programs
- GHG reporting for curbside & multi-family programs
- Q&A via webinar tool
- Contact information and resources

Using Zoom Webinar Features – Audio Settings



The screenshot displays the Zoom Webinar interface with the Settings window open to the Audio tab. The Audio tab is highlighted in the left sidebar, and the 'Audio Settings' label at the bottom left is also highlighted with a red box. The main settings area is enclosed in a red border and contains the following options:

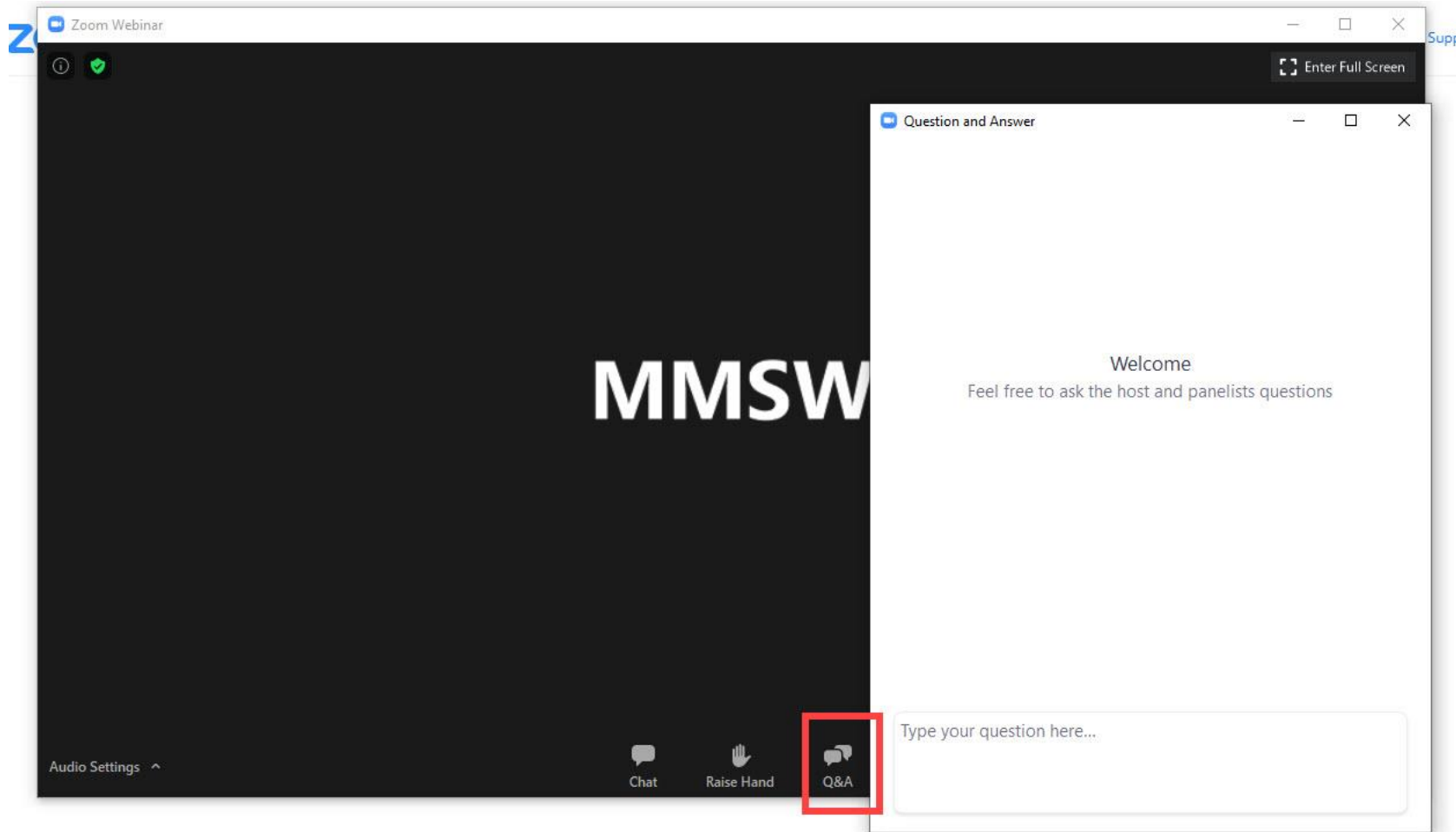
- Speaker:** Includes a 'Test Speaker' button, a dropdown menu set to 'Speakers (Conexant ISST Audio)', an 'Output Level' slider, and a 'Volume' slider.
- Microphone:** Includes a 'Test Mic' button, a dropdown menu set to 'Microphone (Conexant ISST Audio)', an 'Input Level' slider, and a checked checkbox for 'Automatically adjust microphone volume'.

Below the red-bordered section, there are several other settings:

- Use separate audio device to play ringtone simultaneously
- Suppress background noise: **Auto** (dropdown menu)
- Select the default noise suppression level (low) to optimize for music
- Automatically join audio by computer when joining a meeting
- Mute my microphone when joining a meeting
- Press and hold SPACE key to temporarily unmute yourself
- Sync buttons on headset

At the bottom right of the settings window, there is an 'Advanced' button and a 'Leave' button on the main interface.

Using Zoom Webinar Features – Q&A Function



Introduction



Why Greenhouse Gas (GHG) Reporting

- Ministry of Environment's Waste Packaging and Paper Stewardship Regulation.
- This data is required by MMSW to allow us to calculate the GHG emissions associated with the collection and processing of residential waste packaging and paper (WPP) in Saskatchewan, as outlined in the Waste Packaging and Paper Stewardship Plan (See section 4.6.2).
- GHG is a reporting obligation for collectors under the Services Agreement Section 7.2(b).

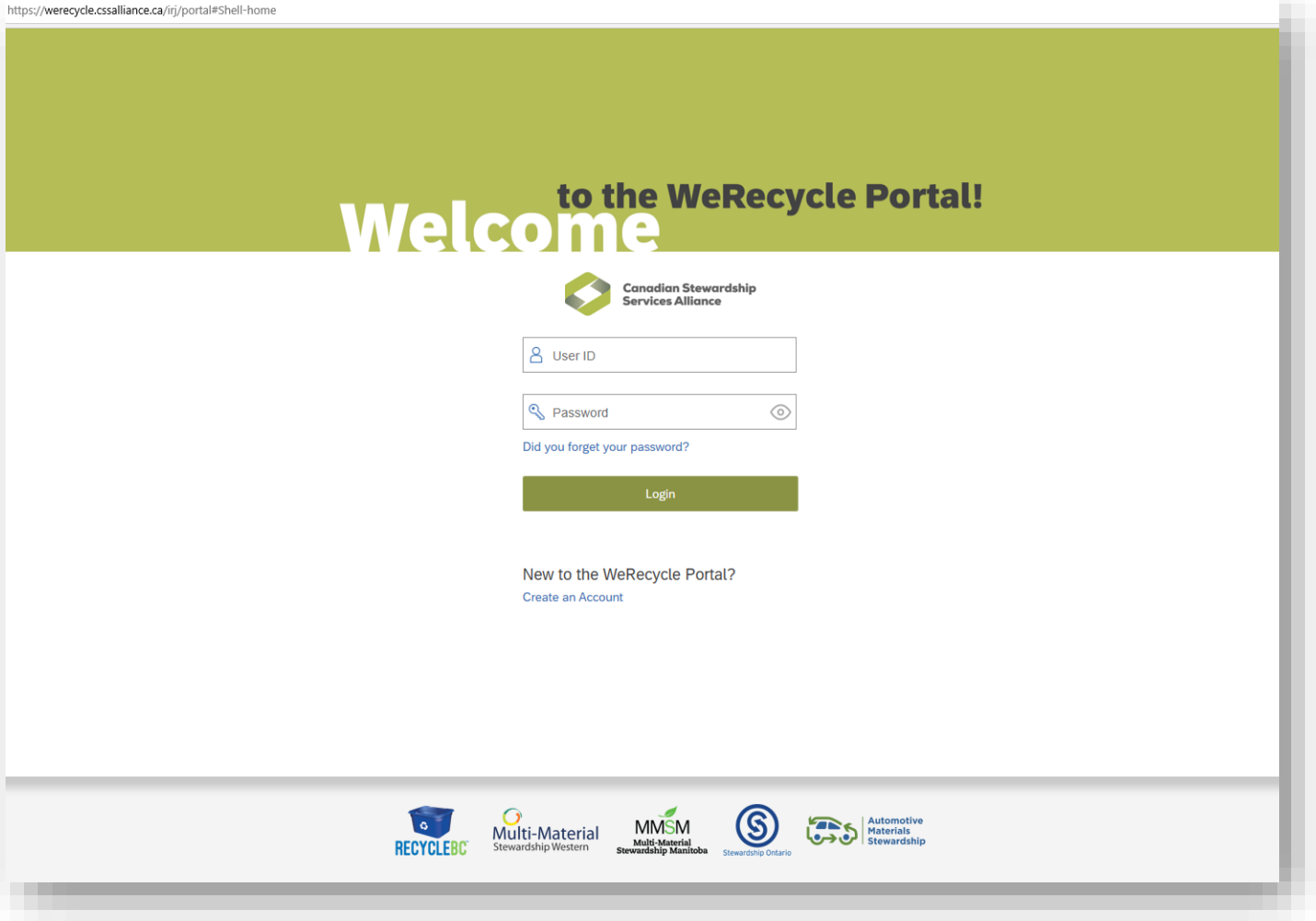
What is GHG?

- GHG emissions are generated from the burning of fossil fuels across a variety of activities associated with the operation of your residential recycling program.
- It also includes the GHG emissions associated with the manufacturing of paper products (flyers, brochures, utility bill inserts, etc.) which may be used in the promotion and education portion of your residential recycling program.

When Do You Report GHG?

- The first GHG report is due by **January 31, 2021** and will include GHG emissions data from **January 1, 2020 to December 31, 2020**.
- On an annual basis, GHG reporting will be due by January 31 of the following year.
 - For example, GHG data for the January to December 2021 operational year will be due by January 31, 2022.

Where Do You Report GHG?



*Please refer to our [GHG Portal User Guide](#) for more information on submitting your GHG report via the [WeRecycle Portal](#).

GHG Data Reporting - Collection

Depot, Curbside & Multi-family



What GHG Data Do You Report for Collection?

- Generally, GHG data will come from three activities:
 - **Fleet** (collection vehicles),
 - **Facilities** (buildings and equipment), and
 - **Supplies** (paper for recycling guides, etc.).

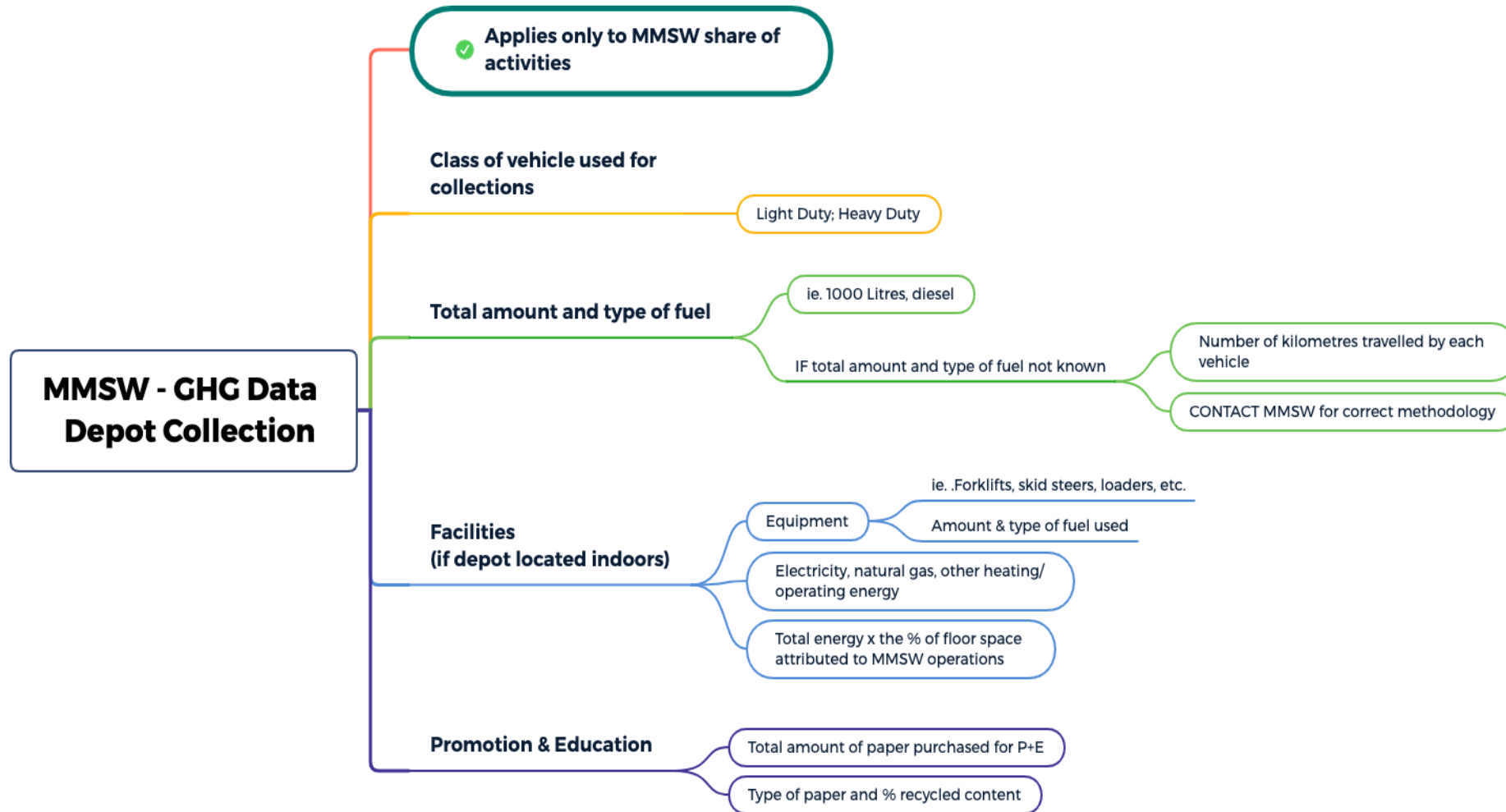
Working With Your Sub-Contractor

- As a municipality, regional waste authority or First Nations community providing residential WPP recycling service, do you directly:
 - Collect WPP from residents via depot service?
 - Collect WPP from residents via curbside service?
- If the answer to any of the above is ‘no’, then you will need to work with your sub-contractor to obtain the required GHG data from those activities.

GHG Reporting - Depots



GHG Reporting for Depot Programs



Regional Waste Authorities

- If you are a Regional Waste Authority, GHG data can be reported for your entire membership in aggregate.
- You do not need to report GHG data on a per-member basis.

Fleet

Canadian Stewardship Services Alliance

Key in Your Report

Test Environment

Multi-Material Stewardship Western

Select a report

Material Quantities

Report Submission

Document No: [New Document](#) (1)

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

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

*Originating Site:

Service Type	Emission Type	% attributed to MMSW	Unit of Measure	Quantity	Unit of Measure	Originating Site
GHG	Vehicle (Light Duty) - CNG	<input type="text"/>	Percentage	<input type="text"/>	Cubic meter	
GHG	Vehicle (Light Duty) - Biodiesel	<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) - Natural Gas	<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	100	Percentage	1000	Litres	
GHG	Vehicle (Heavy Duty) - Natural Gas	<input type="text"/>	Percentage	<input type="text"/>	Litres	

- Class of Vehicle (s) used
 - Light Duty Truck
 - Heavy Duty

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



Fleet Mileage

- If the total amount of fuel consumed per vehicle class is not available, then we will need to know the number of kilometers travelled by each vehicle type (i.e. total mileage).
- Please contact MMSW to determine the appropriate methodology for reporting on kilometres travelled.

Program Maintenance & Staff Activity

- Be sure to include fuel usage associated with maintenance or staff activity like site inspections or cart repair/drop-off, etc.

How do I Allocate for My Share of GHG?

- MMSW recognizes that your/sub-contractor's collection activities may not be entirely related to your MMSW-based materials, and therefore requires that you report only data as it relates to MMSW's allocation of the overall activities.

Two Allocation Scenarios – Scenario 1

- **Scenario 1: Collection Vehicle Activity**
- If the collection vehicle used for your residential WPP recycling program also collects other non-WPP materials (ie. organics, garbage, commercial material, etc.) during the year, you must allocate the share of fuel or kilometres driven to only the activities involved with collection of WPP for your residential recycling program.

Example Allocation Scenario 1

Collection truck A used for WPP and garbage on different days...

Total annual fuel used for collection 1000 L

Annual fuel used for collection of residential WPP 750 L

Annual fuel used for collection of garbage 250 L

Please report 750 L fuel usage to MMSW

Material Quantities

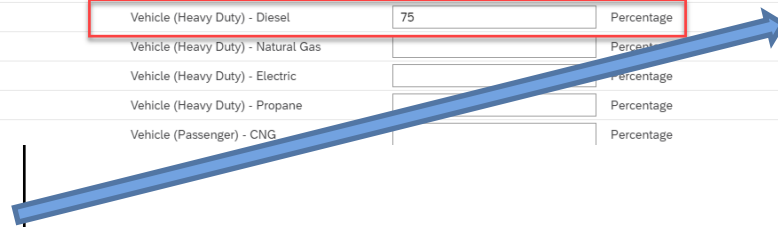
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*Originating Site:

Search for name or address, minimum 3 characters

Service Type	Emission Type	% attributed to MMSW	Unit of Measure	Quantity	Unit of Measure	Originating Site
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) - Natural Gas	<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	



Two Allocation Scenarios – Scenario 2

- If applicable, check with your sub-contractor to determine if your collected WPP is on a shared route with other collectors. If it is, the amount of GHGs generated by collections activities will need to be allocated based on your annual share of households on a full truck.
- If share of households is unknown, you may alternatively allocate based on percent share of total weight of WPP.

Example Allocation Scenario 2

Total Fuel Usage = 750 L	
Community A Households	80
Community B Households	20
Total Households On Full Truck	100
Community A Share GHG	$80\% \times 750 \text{ L} = 600 \text{ L}$
Community B Share GHG	$20\% \times 750 \text{ L} = 150 \text{ L}$

Key in Your Report

Test Environment

GREENHOUSE GAS – END MARKET TRANSPORTATION (47/5)

Material Quantities

Document No: [New Document] (1)

*Document No: [] *Reporting Period Start (DDMMYY...): [Mmm d, yyyy] *Reporting Period End (DDMMYY...): [Mmm d, yyyy] Reference: [] Comments: []

*Originating Site: [Community A]

Service Type	Emission Type	% attributed to MMSW	Unit of Measure	Quantity	Unit of Measure	Originating Site
GHG	Vehicle (Light Duty) - Diesel	[]	Percentage	[]	Litres	[]
GHG	Vehicle (Light Duty) - Natural Gas	[]	Percentage	[]	Litres	[]
GHG	Vehicle (Light Duty) - Electric	[]	Percentage	[]	Kilowatt hours	[]
GHG	Vehicle (Heavy Duty) - Biodiesel	[]	Percentage	[]	Litres	[]
GHG	Vehicle (Heavy Duty) - Diesel	80	Percentage	600	Litres	[]
GHG	Vehicle (Heavy Duty) - Natural Gas	[]	Percentage	[]	Litres	[]

Key in Your Report

Test Environment

GREENHOUSE GAS – END MARKET TRANSPORTATION (4/5)

Material Quantities

Document No: [New Document] (1)

*Document No: [] *Reporting Period Start (DDMMYY...): [Mmm d, yyyy] *Reporting Period End (DDMMYY...): [Mmm d, yyyy] Reference: [] Comments: []

*Originating Site: [Community B]

Service Type	Emission Type	% attributed to MMSW	Unit of Measure	Quantity	Unit of Measure	Originating Site
GHG	Vehicle (Light Duty) - Diesel	[]	Percentage	[]	Litres	[]
GHG	Vehicle (Light Duty) - Natural Gas	[]	Percentage	[]	Litres	[]
GHG	Vehicle (Light Duty) - Electric	[]	Percentage	[]	Kilowatt hours	[]
GHG	Vehicle (Heavy Duty) - Biodiesel	[]	Percentage	[]	Litres	[]
GHG	Vehicle (Heavy Duty) - Diesel	20	Percentage	150	Litres	[]
GHG	Vehicle (Heavy Duty) - Natural Gas	[]	Percentage	[]	Litres	[]

Facilities

- GHG from facilities applies only if your/sub-contractor's depot is located inside a building or is outdoors and uses energy for lighting.

Equipment

- We would like to know what kind(s) of fossil fuel-based equipment you use at your/sub-contractor's depot.
- Remember, this is only equipment that is used for the collection of WPP, including staff activity like site inspections or maintenance
- forklifts,
- skid steers,
- loaders, etc.?
- gasoline,
- diesel,
- liquefied petroleum gas (propane),
- natural gas?

Equipment

- Amount of fuel purchased for your/sub-contractor's equipment.
 - record the total in litres
- If different pieces of equipment use different fuels, please record the equipment and fuel usage separately.
- Please also include the percent of the time this type of equipment is used for MMSW-related use.

Example – Equipment

Type of Equipment	Forklift	Type of Equipment	Front-end loader
% of the time dedicated to MMSW materials	25%	% of the time dedicated to MMSW materials	10%
Type of Fuel Used	Diesel	Type of Fuel Used	Diesel
Month	Total Fuel Usage (L)	Month	Total Fuel Usage (L)
January	398	January	612
January (MMSW allocation)	398 x .25 = 99.50 L	January (MMSW allocation)	612 x .10 = 61 L

Material Quantities

Document No: Test12345 (1)

*Document No: Test12345

*Reporting Period Start (DDMMYY...): January 1, 2020

*Reporting Period End (DDMMYY...): January 31, 2020

Reference: Jan - GHG - Equipment data

Comments: Jan - GHG - Equipment data

Service Type	Emission Type	% attributed to MMSW	Unit of Measure	Quantity	Unit of Measure
GHG	Forklift - Propane		Percentage		Litres
GHG	Forklift - CNG		Percentage		Cubic meter
GHG	Forklift - Biodiesel		Percentage		Litres
GHG	Forklift - Diesel	25	Percentage	99.5	Litres
GHG	Forklift - Natural Gas		Percentage		Litres
GHG	Forklift - Electricity		Percentage		Kilowatt hours
GHG	Front End Loader - CNG		Percentage		Cubic meter
GHG	Front End Loader - Biodiesel		Percentage		Litres
GHG	Front End Loader - Diesel	10	Percentage	61	Litres

Electricity Consumption

Month	Usage (kWh)
January	1,394

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GREENHOUSE GAS - END MARKET TRANSPORTATION (4/00002502)

Material Quantities

Document No: [New Document](#) (1) Add Another Document New Originating Site Save for Later Sub

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

*Originating Site:

Service Type	Emission Type	% attributed to MMSW	Unit of Measure	Quantity	Unit of Measure
GHG	Indoor floor space	<input type="text"/>	Percentage	<input type="text"/>	Square foot
GHG	Outdoor floor space	<input type="text"/>	Percentage	<input type="text"/>	Square foot
GHG	Electricity Consumption	100	Percentage	1394	Kilowatt hours
GHG	Heating - Natural Gas	<input type="text"/>	Percentage	<input type="text"/>	Cubic meter
GHG	Heating - Natural Gas	<input type="text"/>	Percentage	<input type="text"/>	Gigajoule
GHG	Heating - Butane	<input type="text"/>	Percentage	<input type="text"/>	Litres
GHG	Heating - Diesel	<input type="text"/>	Percentage	<input type="text"/>	Litres

Heating Consumption

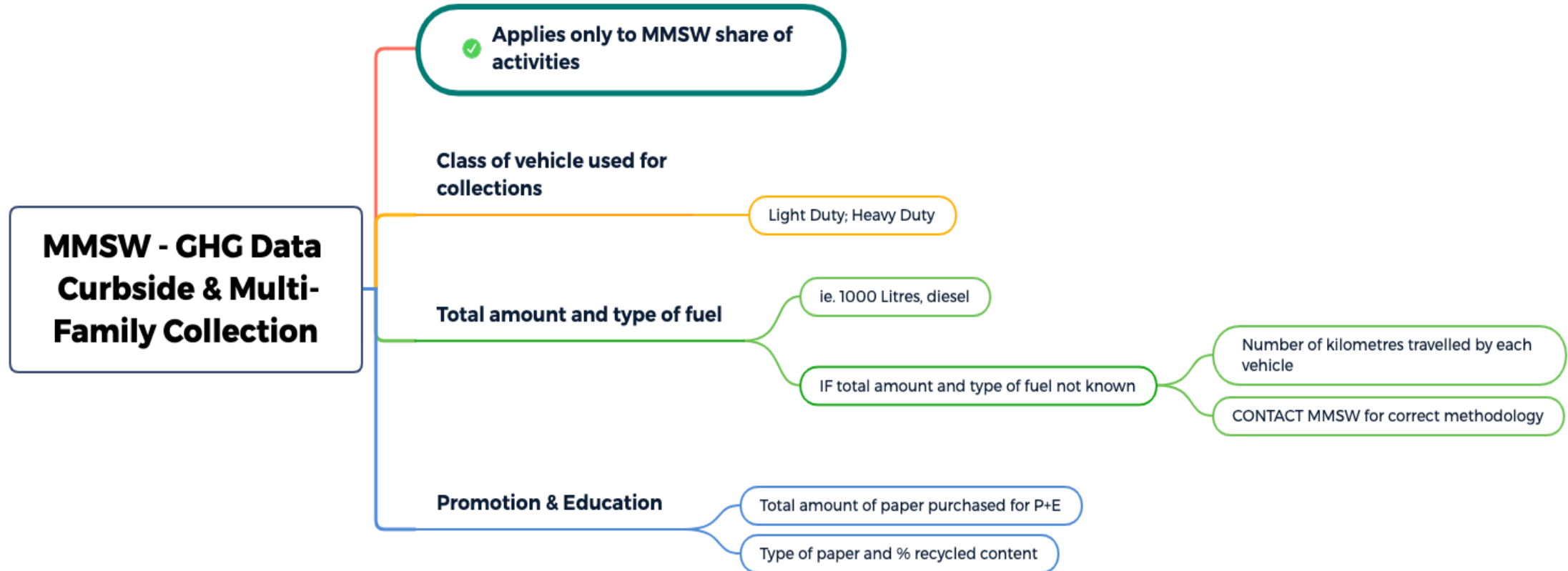
- Record how much is being consumed at each facility

Fuel Type	Unit
Natural Gas	GJ/m ³
Diesel, kerosene, light fuel oil, heavy fuel oil, propane, ethane, butane	L

GHG Reporting Curbside & Multi-family



GHG Reporting for Curbside & Multi-family



Fleet

Canadian Stewardship Services Alliance

Key in Your Report

Test Environment

Multi-Material Stewardship Western

Select a report

Material Quantities

Report Submission

Document No: [New Document](#) (1)

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

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

*Originating Site:

Service Type	Emission Type	% attributed to MMSW	Unit of Measure	Quantity	Unit of Measure	Originating Site
GHG	Vehicle (Light Duty) - CNG	<input type="text"/>	Percentage	<input type="text"/>	Cubic meter	
GHG	Vehicle (Light Duty) - Biodiesel	<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) - Natural Gas	<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	100	Percentage	1000	Litres	
GHG	Vehicle (Heavy Duty) - Natural Gas	<input type="text"/>	Percentage	<input type="text"/>	Litres	

- Class of Vehicle (s) used
 - Light Duty Truck
 - Heavy Duty

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



Fleet Mileage

- If the total amount of fuel consumed per vehicle class is not available, then we will need to know the number of kilometers travelled by each vehicle type (i.e. total mileage).
- Please contact MMSW to determine the appropriate methodology for reporting on kilometres travelled.

Program Maintenance & Staff Activity

- Be sure to include fuel usage associated with maintenance or staff activity like site inspections or cart repair/drop-off, etc.

Regional Waste Authorities

- If you are a Regional Waste Authority, GHG data can be reported for your entire membership in aggregate.
- You do not need to report GHG data on a per-member basis.

How Do I Allocate for My Share of GHG?

- MMSW recognizes that your/sub-contractor's collection activities may not be entirely related to your MMSW-based materials, and therefore requires that you report only data as it relates to MMSW's allocation of the overall activities.

Two Allocation Scenarios – Scenario 1

- **Scenario 1: Collection Vehicle Activity**
- If the collection vehicle used for your residential WPP recycling program also collects other non-WPP materials (ie. organics, garbage, commercial material, etc.) during the year, you must allocate the share of fuel or kilometres driven to only the activities involved with collection of WPP for your residential recycling program.

Example Allocation Scenario 1

Collection truck A used for WPP and garbage on different days...

Total annual fuel used for collection	1000 L
Annual fuel used for collection of residential WPP	750 L
Annual fuel used for collection of garbage	250 L

Please report 750 L fuel usage to MMSW

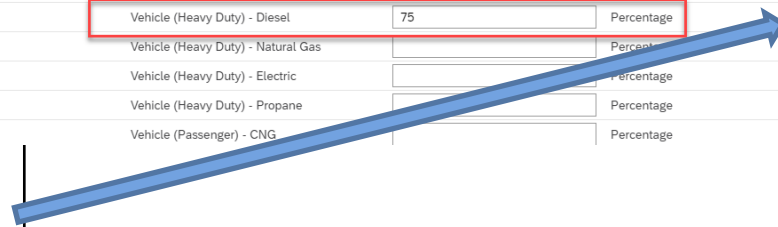
Material Quantities

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

*Originating Site:

Service Type	Emission Type	% attributed to MMSW	Unit of Measure	Quantity	Unit of Measure	Originating Site
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) - Natural Gas	<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	



Two Allocation Scenarios – Scenario 2

- If applicable, check with your sub-contractor to determine if your collected WPP is on a shared route with other collectors. If it is, the amount of GHGs generated by collections activities will need to be allocated based on your annual share of households on a full truck.
- If share of households is unknown, you may alternatively allocate based on the percentage share of total weight of WPP.

Example Allocation Scenario 2

Total Fuel Usage = 750 L	
Community A Households	80
Community B Households	20
Total Households On Full Truck	100
Community A Share GHG	$80\% \times 750 \text{ L} = 600 \text{ L}$
Community B Share GHG	$20\% \times 750 \text{ L} = 150 \text{ L}$

Key in Your Report

Test Environment

GREENHOUSE GAS - END MARKET TRANSPORTATION (47/5)

Material Quantities

Document No: New Document (1)

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

*Originating Site: Community A

Service Type	Emission Type	% attributed to MMSW	Unit of Measure	Quantity	Unit of Measure	Originating Site
GHG	Vehicle (Light Duty) - Diesel		Percentage		Litres	
GHG	Vehicle (Light Duty) - Natural Gas		Percentage		Litres	
GHG	Vehicle (Light Duty) - Electric		Percentage		Kilowatt hours	
GHG	Vehicle (Heavy Duty) - Biodiesel		Percentage		Litres	
GHG	Vehicle (Heavy Duty) - Diesel	80	Percentage	600	Litres	
GHG	Vehicle (Heavy Duty) - Natural Gas		Percentage		Litres	

Key in Your Report

Test Environment

GREENHOUSE GAS - END MARKET TRANSPORTATION (4/5)

Material Quantities

Document No: New Document (1)

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

*Originating Site: Community B

Service Type	Emission Type	% attributed to MMSW	Unit of Measure	Quantity	Unit of Measure	Originating Site
GHG	Vehicle (Light Duty) - Diesel		Percentage		Litres	
GHG	Vehicle (Light Duty) - Natural Gas		Percentage		Litres	
GHG	Vehicle (Light Duty) - Electric		Percentage		Kilowatt hours	
GHG	Vehicle (Heavy Duty) - Biodiesel		Percentage		Litres	
GHG	Vehicle (Heavy Duty) - Diesel	20	Percentage	150	Litres	
GHG	Vehicle (Heavy Duty) - Natural Gas		Percentage		Litres	

GHG Paper Use: Depot, Curbside & Multi-family



Paper Use

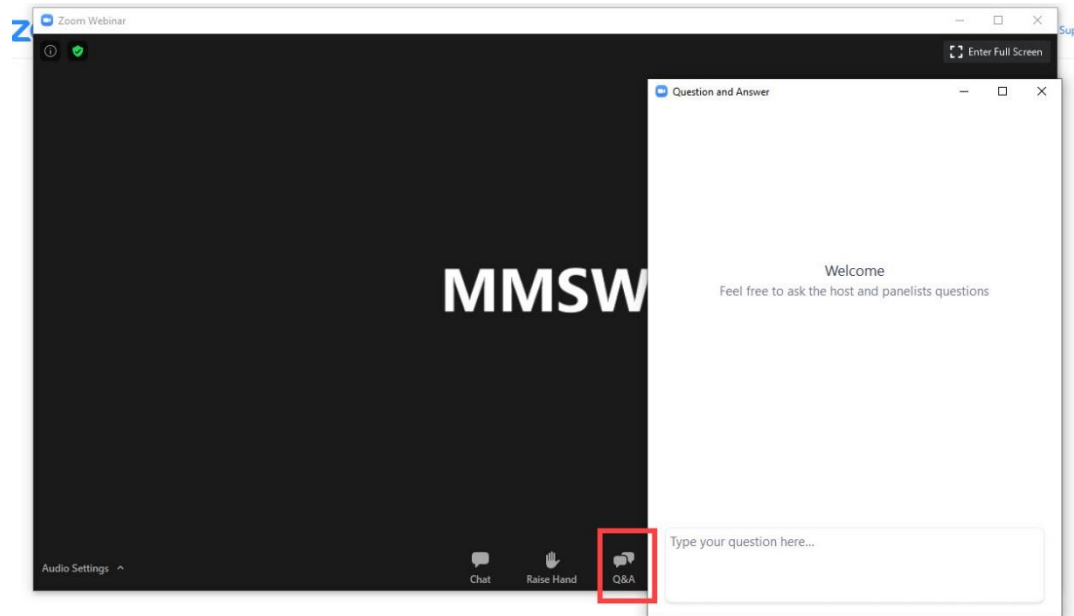
- How much paper by weight has been purchased for printed packaging and paper product recycling brochures, pamphlets, etc.
- The paper type must be known as well as the percent of recycled content
- Please divide your total volume of paper purchased by the number of pages allocated to recycling of paper and packaging only.

Example Paper Types

Copy paper	Copy paper, inkjet/laser paper, letterhead, stationery, some higher-end notebook and lined writing paper, envelopes, fine book papers, text and cover grades (often beautiful designer papers), report covers, “post-it” notes, some brochures, invitations, some business cards, some menus
Catalog (High-End)	High-end catalogs, magazines, luxury advertising, and brochures
Newsprint	Newspaper, newsprint, directory papers (e.g., phone books), inexpensive paperback books, some lined writing papers
Catalog (Mass Mkt)	Mass-market catalogs and magazines, mass-market advertising on “slick” paper
Newspaper inserts	Newspaper inserts, grocery and drug store advertising papers, some bulk mailbox advertisements, some mass-market catalogs and magazines

Questions?

Please submit via the webinar Q&A button:



Contact Information/Resources

- Email: greenhousegas@multimaterialsw.ca
- Toll free: 1-855-886-4558 (option 4)
- Web: www.mmsk.ca/ghg
- FAQs: Watch for our FAQ document to be released soon.

Thank You!

