

## **MMSW Guidelines for Claim Reporting on Shared Collection Routes**

The following guideline is intended for a Local Government, First Nations or Regional Waste Authority (Collectors) participating in the MMSW program that shares a collection route with one or more Local Governments, First Nations or Regional Waste Authorities and requires instruction on how to determine the quantity of WPP to be reported to MMSW. This information can be used by the Collector or can be shared with the Collector's reporting delegate if one has been assigned.

### **Tracking claim data for reporting:**

Claim reporting can be completed at a frequency of the Collectors' choosing but no less than quarterly. It is recommended that Collectors record claim data on an ongoing basis using the Excel based upload template available for download from the WeRecycle Portal.

The following information is required for populating the template:

- Contract number assigned to Collector
- Document number (weigh scale ticket) for the actual weights
- Description of the material delivered (i.e. Cardboard, Glass and Residential WPP)
- Total Kilograms of residential WPP, associated with the document number, collected from single or multi-family (i.e. curbside) locations or from depots for the collection service area
- Service Type (i.e. curbside, depot)
- Name of service area where WPP collected
- Postal code associated with the service area
- Name of location where WPP delivered
- Postal code associated with the service area
- Date of pick up and drop off

Note that multiple document numbers and pick up dates can be recorded in the same upload template if a Collector elects to report only once per quarter.

### **Backgrounder on Shared Collection Routes:**

Collectors have an obligation to report tonnes of residential WPP collected from curbside, multi-family buildings and depots, by stream for each collection service area, on a quarterly basis.

In some cases, two or more collection service areas share a collection vehicle to minimize cost and maximize operational efficiency. Using shared routes for operational efficiency often prevents the creation of a weigh scale ticket for a single Collector. An allocation method is therefore needed to determine the weight of residential WPP that should be attributed to each collection service area on a shared route when reporting quarterly tonnage to MMSW.

## Determining Collector's portion of residential WPP:

Tonnage reported should be determined by pro-rating the total collected WPP weight based on the number of households in the collection area serviced on the shared route. In order to calculate a community's weight on a shared route, the following information is required:

1. Total # of Households and # of ICI locations in the collection service area on the shared route
2. Total # of Households on the shared route, including ICI stops
3. Total KG collected on the shared route

A Collector's reported tonnage to MMSW will be based on the percentage of households for the overall route.

### For example:

#### 1. Determine Collector's share of collected WPP

Total Households and ICI locations for this route	500
Total Households and ICI locations for this Collector for this route	100
Collector's share of WPP (100/500)	20%

#### 2. Calculate Collector's WPP weight

Total WPP collected on the shared route	1,500,000 KG
Total weight to report for the Collector (20% x 1,500,000)	300,000 KG

In this example, a Collector would report **300,000 KG** to MMSW.

## Handling ICI on Shared Routes

Should a collection area also include WPP collected from Industrial, Commercial and Institutional (ICI) sources, these are automatically accounted for in the WeRecycle Portal using the ICI amount declared in the Collector's Services Agreement. As ICI amounts are specific to each collector, deductions are taken after report submission(s) are received in the WeRecycle system and are reflected on the quarterly Claim Summary Report issued by MMSW. Deductions should not be taken against the calculated WPP for a collection area.

Using the example above, if your Services Agreement indicates a 5% ICI factor for your community, a 5% ICI deduction will be applied to each load delivered.

$$300,000 \text{ KG} \times 5\% = 15,000 \text{ KG}$$

$$300,000 \text{ KG} - 15,000 \text{ KG} = 285,000 \text{ KG}$$

**Submitting claim report to MMSW:**

When submitting a report for a shared route, you will be required to report on loads collected for each unique collection area on your route. In the WeRecycle portal, a collection area is called an 'originating site'. All originating sites associated with your Services Agreement and/or for which you are a reporting delegate will be listed on your upload template or available for selection when reporting directly on the WeRecycle portal.

For instructions on how to submit a claim report on the WeRecycle portal, please refer to the [Information Session presentation slides](#) and/or [Reporting Portal Tip Sheet](#) available on the MMSW website.

**Retain documentation for audit:**

As outlined in the Services Agreement, MMSW reserves the right to audit data, records and other information periodically throughout the term of the agreement in order to monitor compliance. Collectors are required to retain supporting documentation should they be subject to a review of the amount of Residential WPP collected and reported.

**Questions?**

For questions on reporting requirements or for assistance with downloading a reporting template from the WeRecycle portal, please contact the Service Provider Reporting team at [serviceprovider@multimaterialsw.ca](mailto:serviceprovider@multimaterialsw.ca) or call 1-855-886-4558.