



Greenhouse Gas (GHG) Reporting Frequently Asked Questions (FAQs)

MMSW encourages those who are compiling and submitting their 2020 baseline GHG data to keep a careful record of any allocations, reasoning or rationale for calculations to aid in repeating the reporting cycle for the following year using the same approach.

General Questions

1. What is the purpose for reporting GHG data? Why is GHG data being requested and what is trying to be measured?

GHG reporting is a requirement within the Saskatchewan Ministry of Environment's Waste Packaging and Paper Stewardship Regulation. As per section 4.6.2 of MMSW's Waste Packaging and Paper Stewardship Plan and section 7.2(b) of collectors' Services Agreements, GHG emissions data associated with the program's collection and recycling of residential waste packaging and paper will begin to be collected in January 2021.

Individual GHG data will not be shared publicly. Any GHG data shared with our partner, Climate Smart, or included in MMSW's annual report to the Ministry of Environment, is done so in aggregate form and does not include any identifying information.

For more information on the Ministry of Environment's GHG requirement and plans, please contact the [Waste Stewardship and Recycling unit](#).

2. Where does GHG emissions reporting begin and end?

The starting point of MMSW's GHG emissions reporting is the pick-up of waste packaging and paper (WPP) material at the curb, multi-family building or depot (collection). The endpoint of GHG emissions reporting is the delivery or shipment of material to end markets (post-collection). Some collectors are only required to report GHG data for collection-related activities. You will be notified by MMSW as to whether you should report GHG data for only collection, or for both collection and post-collection activities.

3. How did MMSW decide on using Climate Smart's services?

[Climate Smart](#) is a reputable organization that has worked with many well-known organizations and local governments on tracking and reducing GHG emissions. MMSW is using Climate Smart's GHG Management Tool to calculate the program's emissions based on data provided by collector reports. Climate Smart's tool is also being used by the Recycle BC stewardship program for tracking GHG emissions data.

4. What standard does MMSW use to calculate GHG emissions?

MMSW follows the WRI GHG Protocol, which is used by [Climate Smart](#) in their GHG Management Tool.

5. Is it mandatory for all MMSW collectors to report GHG data?

Yes, as per section 7.2(b) of the Services Agreement collectors sign with MMSW includes this commitment.

6. Is sorting, shredding, compacting and unloading of WPP part of collection-related activities/need to be reported (i.e. fuel for machinery and depot)?

Sorting, shredding, compacting and unloading of WPP is considered post-collection GHG data and is only required by those collectors currently reporting their end of life (EOL) data to MMSW. Collectors will be contacted by MMSW if they are required to report on post-collection activities. If you have not been contacted by MMSW please report only collect-related activities (see the [Collection GHG Reporting Guide](#)).

7. How will MMSW collectors report GHG data?

Collectors are to submit their GHG data via the [WeRecycle Portal](#). GHG reports are due by January 31 each year.

8. What is the frequency of GHG reporting?

Collectors are required to report GHG emissions data **annually**. In the future there may be an option for collectors to input GHG data in other frequencies (monthly, quarterly, semi-annually). MMSW will inform collectors when these changes become available.

9. What is the deadline for submitting GHG data to MMSW on an annual basis?

GHG reports are due by **January 31** each year.

10. Do collectors need to provide any supporting documentation when submitting GHG reports?

In the event MMSW needs to verify a collector's methodology and/or accuracy of GHG data, please retain GHG-related documentation for a full operational year after submitting a report.

11. If a municipality reports their own WPP collection data is it possible for a Regional Waste Authority to report GHG on their behalf, or does the reporter of WPP also have to report the GHG?

A Regional Waste Authority may report GHG data on behalf of a municipality only if that Regional Waste Authority has been delegated as a reporting partner on Appendix 5 of the municipality's Services Agreement.

12. We use a subcontractor for our WPP recycling services. Would it be up to the subcontractor to report GHG data, or the local government?

Please refer to section 4.0 of your Services Agreement. Whomever is the signing partner for the Services Agreement would be responsible for ensuring the required GHG data is submitted to MMSW.

Collectors who have delegated their reporting obligations to a subcontractor via Appendix 5 of their Services Agreement may have the subcontractor report GHG data on their behalf but are still ultimately responsible for ensuring accurate and timely reporting.

13. Are any of the larger collectors in the province aware that we will be asking for this information from them?

As a courtesy, MMSW has contacted the major waste haulers involved in the program. However, please note that it is the obligation and responsibility of collectors to ensure their subcontracted recycling service provider is fully informed of the requirements for GHG reporting.

14. If collection vehicles are stored indoors, do we need to report the facilities data?

No, you do not need to include GHG data for buildings associated with maintenance or storage of collection vehicles.

15. If we operate both depot and curbside recycling for our municipality do we report GHG for both?

Yes.

16. Will GHG reporting come with increased funding from MMSW? It will cost us to prepare this information.

No because GHG reporting is not a new obligation. It has always been included in the Saskatchewan Ministry of Environment's Waste Packaging and Paper Stewardship Regulation, the approved Waste Packaging and Paper Stewardship Plan and collectors' Services Agreement since the launch of the MMSW Program.

17. Who should I contact if I have a question about what and how to report my GHG data?

Please contact the MMSW Greenhouse Gas Reporting team:

- Email: greenhousegas@multimaterialsw.ca
- Phone: 1-855-886-4558 (option 4)

Depot GHG Reporting Questions

18. Are there any administrative activities included as GHG depot reporting requirements?

For depot collection please include data on fuels or electricity associated with any on-site administrative offices that are attributable to the management of MMSW WPP materials. This is for depot collection operations only and does not apply if the depot is located outdoors or at a material recovery facility (MRF).

If WPP materials are collected indoors, please attribute total indoor consumption of fuels and electricity to MMSW proportionate to indoor floor space used for MMSW WPP materials. If materials are stored outdoors, a proportion of the fuels and/or electricity of on-site administrative offices should also be attributed to MMSW.

Paper from promotional literature associated with the MMSW Program that is developed and distributed by the depot collector should also be reported.

19. If we have multiple depot locations should we be reporting for each or as a total for the municipality? Are separate WeRecycle Portal logins needed?

Please report GHG data for all depots combined. A separate login is not required.

20. What if electrical power to a depot is shared between a transfer station, landfill and recycling depot, and it is difficult to determine what proportion is attributable to the recycle depot?

A standard approach will be used for all scenarios: the relative size of all offices, indoor works areas, illuminated outdoor work yards (including storage areas but excluding the landfill itself) and depot areas associated with that account will be used to proportionally split the utility bill accordingly. For instance, if the depot has 20% of the overall square footage of the transfer station, landfill offices and workshop, then it should use 20% of its utility bill as the basis for its calculation.

21. If the depot material is covered but not heated (e.g. lit barn, roofed open space depot), does that count as indoor space? How do we account for this type of storage?

MMSW will need to know if there is any lighting/electricity used at the depot and will review this scenario internally to ensure that it is an option for you to choose when you report your depot as a covered but not heated facility.

22. Our depot stores all material outside and our depot is outside. The only things inside are things like 'oops' notices and recycling brochures. Do we report those?

If the material itself is collected and stored outside only, then please indicate that in your report. The storage of any related supplies to support the program is considered incidental and therefore does not need to be included in your GHG report.

23. Our location includes both a drop off depot and a processing facility where material is pre-sorted and baled. Do we include information for both the depot and processing facility, or just related to the drop-off depot?

For the depot collection portion of your reporting requirements, please report information related to the drop-off depot, and not the adjacent processing facility.

24. Our depot is located outdoors in a parking lot/shared space not necessarily used entirely for recycling. Do I include the electricity use for lighting?

If you do not have control over the lighting, or if it would still be a lit area even if your depot was not there, you do not have to report lighting.

- 25. Are we to include maintenance and repair activities to a depot site such as site grading?**
No, the activities for depots to be included would be specific to the collection of WPP. Activities like site grading are not required to be reported on.
- 26. If we are responsible for WPP hauling from our depot to the processor, do we report the hauling GHG as depot generation?**
The hauling of MMSW-related WPP from your depot to the processor should be captured under the post-collection scope of reporting. You will be informed by MMSW whether you are required to report post-collection GHG data.
- 27. If I do not have my December SaskPower or SaskEnergy bill, how would I complete my reporting?**
Please use your November bill amounts as inputs to your GHG report.

Curbside/Multi-family GHG Reporting Questions

- 28. Are there any administrative activities included as GHG reporting requirements?**
There is no requirement to report any fuel or electricity consumption from administration offices that are used to support the curbside MMSW WPP Program. The paper from promotional literature associated with the MMSW Program developed and distributed by the collector or subcontractor should be reported on.
- 29. Are there any special guidelines for how to report multi-family GHG data?**
Multi-family requirements are the same as curbside requirements, and are described in the Collection GHG Reporting Guide on the [MMSW website](#).
- 30. We have some routes that collect WPP from curbside households and multi-family buildings in the same collection truck. How do we allocate the fuel quantities used for these trucks between curbside and multi-family collections?**
For these routes there is no need to allocate the fuel consumption between curbside and multi-family collection. All fuel consumption under this scenario is reported to the curbside collection activity.
- 31. We deliver carts and recycling bins using separate trucks. Do we report on the fuel used to deliver both?**
Yes, the fuel related to the cart and recycling bin delivery truck(s) should be included in your GHG report.
- 32. If we have a third party that does curbside collection do they have to give me any information on their facilities and our share of that?**
For curbside and multi-family collection no facility GHG data is required. Facility GHG data is only required for post-collection management of WPP. You will be notified by MMSW if you are required to report on post-collection activities.
- 33. Is data entered on a per vehicle basis or as a total for our entire fleet? What if different vehicle classes are used, how are they entered?**
Please enter total fleet data by each vehicle class.

Paper Use GHG Reporting Questions

- 34. We produce an annual calendar that includes pages related to 'education' on MMSW and the collection schedules for all three of our waste streams including recycling. Would we include this entire document as paper use?**

Please refer to how many pages are used for recycling information (for both education and collection schedule) relative to the total number of pages of the calendar. That will give you the percent of paper use allocated to MMSW relative to the total amount of paper you ordered for calendars for the year.

- 35. Do we keep track of our own paper use in the office and report on the portal when we include the reporting from our subcontractor?**

You may report GHG data for paper use at any time, either with or separate from your subcontractor's additional GHG data.

- 36. If a municipality charges a recycling or environmental fee to residents and this is included on utility billings, do you want this included within "paper use" reporting?**

No, GHG data for paper use only applies to any paper used for the promotion of your residential recycling program and/or the education of residents for proper use of your recycling program.

- 37. How do I calculate and report for the paper used for municipal recycling guides that are mailed out to residents in an envelope along with other municipal information? What should be included in my submission to MMSW?**

Please only include the MMSW proportion of the total weight of all of the recycling guides distributed, and a proportional share of the weight of all of the envelopes used for distribution. For example, if the weight of the recycling guide was 60% of the total weight of the municipal information mailed to the resident and MMSW's proportional share of the recycling calendar was 20%, then 12% of the weight of all envelopes used should be included in the total weight reported.

STEP 1:

| | | |
|---------------------------|-------------------|-------------|
| Recycling Guide | 600 grams | 60% |
| Other municipal materials | 400 grams | 40% |
| TOTAL | 1000 grams | 100% |

STEP 2:

| | | |
|---------------------------------|-------------------|-------------|
| MMSW's share of Recycling Guide | 120 grams | 12% |
| Recycling Guide: Other | 480 grams | 48% |
| Other municipal materials | 400 grams | 40% |
| TOTAL | 1000 grams | 100% |

STEP 3:

| | |
|-------------------------------|--------------------------|
| Envelope | 50 grams |
| MMSW's Share of each envelope | 50 grams X 12% = 6 grams |

- 38. How do I determine which WeRecycle paper category to use to report my MMSW-based paper use?**

Please find below a description of the five "Paper Category Types" available on the WeRecycle Portal that can be used to report your MMSW-based paper use. Examples of the types of paper found in each category

are provided. Choose the category(ies) that best represent your paper type used. For each category, you will also need to choose the range of recycled content included in the paper.

| Paper Category Types (WeRecycle Portal) | Expanded Examples |
|--|--|
| 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 market) | 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 |

39. Is it just what is collected by a recycling bin or does it include what a Town Office would recycle or shred at the office as well (because this would end up being placed in a commercial bin)?

The only paper you are required to report GHG data for is that used specifically for promotion of your recycling program or education of your residents on how to use the program. Paper collected by your recycling program as a part of its normal operations is not included for GHG data reporting.

40. We have curbside, multi-family and depot recycling services. Under which contract do we report the weight, paper type and recycled content percentage for promotional calendars distributed to residents?

It is recommended to allocate the weight of the promotional calendars to the curbside and multi-family programs proportionate to the total number of households serviced by each. For example, if you service 800 curbside households and 200 multi-family units, allocate 80% of the weight of the promotional calendars to curbside and 20% to multi-family contracts.

If you have shared multi-family and depot service, report 100% of the weight of the promotional calendars to the depot service.

Similarly, if you have a primary curbside service with supplemental depot service, report 100% of the weight of the promotional calendars to the curbside service.