

GHG Reporting – 2022 Reminders

MMSW is providing guidance on **three common issues** to support Haulers and Collectors providing accurate 2022 GHG information by January 31, 2023. Each topic includes links to the online Knowledge Base for more detailed information. Contact us for further assistance: greenhousegas@multimaterialsw.ca

Portal Login Credentials




The screenshot shows the login interface for the WeRecycle Portal. It features the 'CIRCULAR MATERIALS' logo at the top. Below the logo are two input fields: 'User ID' and 'Password'. A link for 'Did you forget your password?' is located below the password field. A blue 'Login' button is positioned below the input fields. At the bottom, there is a link for 'New to the WeRecycle Portal? Create an Account'.

Has your GHG contact changed? Do you know your username to log into the [WeRecycle Portal](#)? You can reset your password on the Portal main page using the 'Forgot Password' link. Find more information about contact management [here](#)

Allocation %

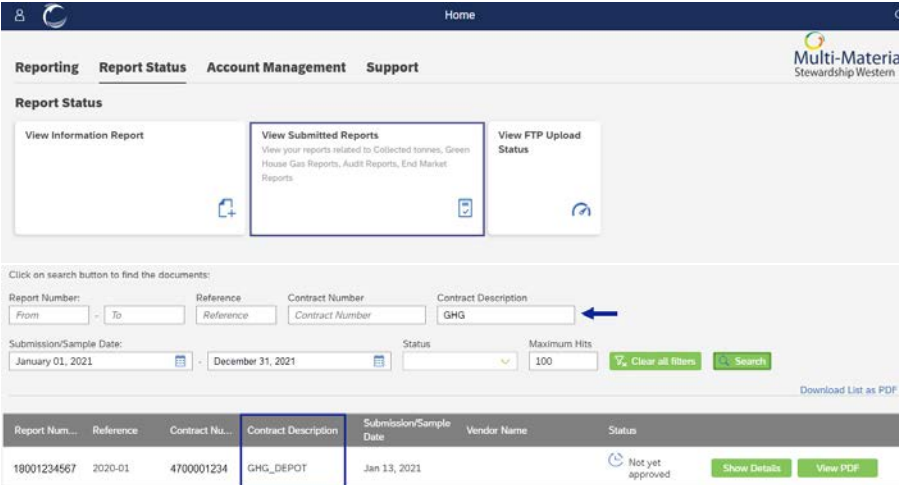
Please confirm with your subcontractor(s) whether their supplied GHG data has had the allocation percentage applied to the quantity field. Information about the GHG Material Quantities table is available [here](#). When reporting on an emission type, the % allocated should be reflected in the quantity field.

Example: 1000L of Propane was used and 75% of that propane is attributed to your WPP program. 750L would be entered in the 'Qty. attributed to MMSW' field.

Service Type	Emission Type	% attributed to MMSW	Unit of Measure	Qty. attributed to MMSW	Unit of Measure	Originating Site
GHG	Vehicle (Passenger) - Propane	75	Percentage	750	Litres	

Previously Submitted Reports

Reviewing last year's data can help prepare you for what needs to be reported this year. Supporting paperwork may be required if there are significant variances between reporting years. To see reports that were submitted last year, click on 'View Submitted Reports' in the Portal and reference 'GHG' for the contract description. Find more information [here](#).



The screenshot shows the 'Report Status' section of the portal. It includes a search bar with the following fields: Report Number (From/To), Reference, Contract Number, and Contract Description (set to 'GHG'). Below the search bar are filters for Submission/Sample Date (January 01, 2021 to December 31, 2021), Status, and Maximum Hits (100). A 'Search' button and a 'Clear all filters' button are also visible. Below the search results, there is a table with the following data:

Report Num...	Reference	Contract Nu...	Contract Description	Submission/Sample Date	Vendor Name	Status
18001234567	2020-01	4700001234	GHG_DEPOT	Jan 13, 2021		Not yet approved

Buttons for 'Show Details' and 'View PDF' are located below the table row.