

# 2018

## Datacall User Guide



For more information about the Datacall,  
please contact:

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# SECTION A

## GENERAL INFORMATION AND REQUIREMENTS

## **About this Guide**

This Guide is intended to provide additional information and serve as a reference document in support of completing the annual Municipal Datacall.

## **What is the Datacall?**

The Datacall is the source of data for determining the net Blue Box system cost and for allocating funding under the Blue Box Program Plan. Each Ontario municipality, recycling association, or First Nation (herein referred to as a municipal program or program) providing recycling services must complete the 2018 Datacall by the submission deadline (see page 5) in order to be eligible for Blue Box funding in 2020.

The annual Datacall is also the source of data used by the Resource Productivity and Recovery Authority (the Authority) to determine the residential waste diversion rates by municipal program, municipal grouping, and the province overall. Please note that the official residential waste diversion rates are released by the Authority the following year (i.e. after the data provided by participating municipal programs has been verified and adjusted if necessary by the Authority).

## **Who Completes the Datacall?**

A municipal program should complete the Datacall if it provided Blue Box collection (curbside or depot) and/or processing services to its residents in 2018; and if all the tonnes, costs and revenue associated with these services are not reported by another program.

Municipal programs also report the following municipally managed residential solid waste management services (if applicable) in the Standard Datacall:

- Other (Non-Blue Box) recyclable materials collection and/or processing
- Organic collection and/or processing
- Municipal Hazardous or Special Waste (MHSW) collection
- Waste Electrical and Electronic Equipment (WEEE) collection
- Garbage collection and/or disposal

## **What is the Short Form Datacall?**

The Short Form Datacall is a streamlined version of the standard (regular length) Datacall developed for smaller municipalities. The Short Form Datacall has Section 3.3 and all of Section 5 removed. This means that eligible municipalities do not have to report any Non-Blue Box information. The Short Form Datacall still collects the necessary data for calculating the municipal Blue Box funding (i.e. if a municipal program elects to complete the Short Form, their Blue Box funding will not be affected). Since Non-Blue Box sections are removed, the Authority will **not** calculate a diversion rate for municipalities who report into the Short Form Datacall. If a municipal program would still like to receive a diversion rate, then they must report into the standard Datacall.

Through consultation with municipalities and the Municipal Industry Program Committee (MIPC), a committee of the Authority's, it was determined that municipal programs with populations of 30,000 or less may be eligible for the Short Form Datacall.

## **2018 Datacall Deadlines**

The submission deadline for the Datacall is 4 p.m. (EST) on Friday April 26, 2019. To submit the Datacall, Sections 1-6 (as applicable) must be completed fully, and show a red checkmark (exception for those municipal programs who are using the Short Form Datacall). If only a portion of the Datacall has been completed, a program will be unable to submit their Datacall. The Authority highly recommends that municipal programs complete all sections of the Datacall well before the submission deadline to allow time to review and to avoid any complications. The submission time and date of each Datacall is automatically recorded by the online Datacall system.

In addition, the Section 7 Certification Document must be signed by the Clerk/Treasurer or the Chief Administrative Officer/Chief Financial Officer. The form must be faxed or emailed to the Authority no later than 4 p.m. (EST) on Friday May 3, 2019. The Certification Document may be submitted to the Authority by:

- Scanning and emailing to [datacall@rpra.ca](mailto:datacall@rpra.ca); or
- Adding a digital signature and clicking the “email” button
- Faxing to 416-226-1368

## **Late Submission Penalties**

Failing to submit your Datacall by the April 26, 2019 deadline will result in a 10% late penalty on Blue Box funding.

If a program is unable to complete the Datacall by the submission deadline due to extenuating circumstances, a request for an extension must be made in writing prior to the submission deadline to the Authority by email at [datacall@rpra.ca](mailto:datacall@rpra.ca). Extensions are granted on a case-by-case basis, at the discretion of the Authority, in writing.

If a program chooses not to complete the 2018 Datacall, it forfeits its eligibility for funding through the Blue Box Program Plan for that funding year (2020).

The Authority will forward a letter, by fax and registered mail within two business days following the submission deadline, to the Clerk or Chief Administrative Officer of each Blue Box program registered to complete the Datacall from which no Datacall submission has been received:

- Informing them of the missed submission deadline
- Indicating that if their Datacall is submitted within five business days of the date of the letter, the program will still be eligible for funding, less a 10% late penalty
- Informing them that if their Datacall is not received within five business days, they will not be eligible for Blue Box funding for the associated funding year (2020)

Late Datacall submissions will be handled in the following manner:

- All Datacall responses submitted within five business days of the date of the letter or an extended deadline will be assessed a 10% penalty on their eligible funding amount for the next funding year
- Any Datacall responses submitted after this five-day period or an extended deadline will not be accepted

## **Data Requirements, Data Verification and the Audit Process**

A municipal program reporting data is responsible for ensuring that all lower tier municipalities and other member and client municipalities or First Nations included in their program have provided accurate information and if relevant (see below) ensure that all data is provided to a potential auditor.

For the Blue Box sections of the Datacall, programs are required to report costs that were incurred and revenues that were received by the program. For municipal programs, this information is recorded in the municipality's general ledger (GL) or financial accounting system. As such, there must be a direct link between the Blue Box costs and revenues reported in the Datacall and the actual GL records of the municipal program.

Audits of prior year Datacall submissions have identified that some municipal programs use information sources other than actual accounting records to complete the Datacall (e.g. spreadsheets compiled from contractor invoices that did not match a GL record). As such, a municipal program must only report data that matches the GL record or account. Also, please review financial transactions to ensure that the HST has been entered into the GL accurately. For detailed instructions on linking the Datacall submission to a municipal GL, please refer to Appendix A.

The Authority attempts to verify the data provided by each program in its Datacall submission form through a data verification process, however the municipality remains responsible for the correctness of data submitted. This process can include the confirmation of any data variances from the previous year. Based on the results of the Authority's verification, the Municipal Industry Program Committee (MIPC), a committee of the Authority, recommends approximately 20 municipal programs for an audit of the Blue Box sections of their Datacall submission. A municipal program may be added to the audit list (in addition to the 20) if the Authority determines that the program has refused to participate in the Datacall verification process. Further, municipal programs that fall under this category (i.e. refusing to participate in the verification process) will be required to pay the full cost of their audit; regardless of the eventual outcome. In addition, if a municipal program fails to participate in the audit, their data will not be included in the assessment of Blue Box system net cost and the municipal program will not receive Blue Box funding for that Datacall year.

A penalty will be applied to programs that over-reported net costs by more than 2%, as determined by the audit. Please see Appendix B for more information on the data verification process and the relevant penalties. Appendix C provides a list of audit information requirements

## **For more information**

Please contact the Authority with any questions or if you need assistance at:

- Tel: 416-226-5113
- Email: [datacall@rpra.ca](mailto:datacall@rpra.ca)

# SECTION B

## DETAILED GUIDE TO COMPLETING THE DATACALL

## **Datacall Sections**

The Datacall contains eight sections requiring either review/verification or data input. Sections 2, 3, and 5 require data input and Sections 1, 4, and 6 require or allow you to verify information. Section 7 is a certification document that must be signed by the Clerk Treasurer or Chief Financial Officer/Chief Administrative Officer and also submitted. Section 8 is a final section allowing for comment or provision of additional information. Following some instructions and tips on how to navigate the Datacall, the remainder of this document includes additional detail on each of these 8 Datacall Sections. Please find this summary below:

### **Municipal Datacall Information**

|   |                           |
|---|---------------------------|
| <b>Section 1: Primary Contact Information</b> | <b><i>Verify Data</i></b> |
|---|---------------------------|

|                                       |                          |
|---------------------------------------|--------------------------|
| <b>Section 2: Program Information</b> | <b><i>Input Data</i></b> |
|---------------------------------------|--------------------------|

- 2.1 Population and Households Served
- 2.2 Set Out Limits/Pay as You Throw
- 2.3 Blue Box Promotion and Education (P&E)
- 2.4 Blue Box Best Practices

|   |                          |
|---|--------------------------|
| <b>Section 3 - Services Received and Provided</b> | <b><i>Input Data</i></b> |
|---|--------------------------|

- 3.1 Blue Box Services Received from a Private Contractor or Another Municipality
- 3.2 Blue Box Services Provided with Municipal Staff
- 3.3 Non-Blue Box Services (Other Recyclables, Organics, WEEE, Garbage)

|  |                           |
|--|---------------------------|
| <b>Section 4 - Summary of Section 3 Services Received and Provided</b> | <b><i>Verify Data</i></b> |
|--|---------------------------|

- 4.1 Blue Box Tonnes
- 4.2 Blue Box Costs
- 4.3 Non-Blue Box or Other Recyclables
- 4.4 Organics
- 4.5 Waste Electrical and Electronic Equipment (WEEE)
- 4.6 Garbage
- 4.7 Export Historical Data to Excel

|   |                                     |
|---|-------------------------------------|
| <b>Section 5 - GAP Residential Diversion Rate</b> | <b><i>Input and Verify Data</i></b> |
|---|-------------------------------------|

|   |                                     |
|---|-------------------------------------|
| <b>Section 6 – Year-Over-Year Variance Report</b> | <b><i>Review and Input Data</i></b> |
|---|-------------------------------------|

|   |  |
|---|--|
| <b>Section 7 - Certification Document</b> | <b><i>Sign and Submit Datacall</i></b> |
|---|--|

|                             |   |
|-----------------------------|---|
| <b>Section 8 – Comments</b> | <b><i>Provide additional information, if relevant</i></b> |
|-----------------------------|---|



## **Definition of Residential Blue Box Material**

Municipalities are asked to report all materials collected in their residential Blue Box program. However, funding for the Blue Box Program is limited to Printed Paper and Packaging and as such, not all costs reported may be included in the Steward Funding Obligation. For a full definition of Blue Box materials included in the Blue Box Program, please see Appendix F: Definitions of Packaging Materials and Printed Paper.

## **Eligible Sources**

The Datacall requires data about the tonnes of residential Blue Box materials collected, stockpiled, and marketed, as well as the associated costs and revenues. Please report the following tonnes and their associated costs and revenues:

### **Collection**

- Public or municipal contract-based collection of or from:
  - Permanent or seasonal single and multi-family households (including rental, cooperative or condominium residential)<sup>1</sup>
  - Senior citizen residences and long-term care facilities
  - Public and secondary schools collected along a residential collection route, concurrently with residential tonnes
- The residential component of publicly-operated (municipally-owned or contracted) drop-off depots, at dedicated depots, or depots at landfill sites.
- Public space recycling containers, if they are collected on a residential collection route concurrently with residential tonnes (tonnes from special events/festivals are not eligible).
- Municipally owned and operated campgrounds can be reported as residential only if there are permanent households or seasonal households, i.e. a trailer park (weekend campgrounds are considered IC&I).

### **Processing**

- Public or municipal contract-based collected materials from permanent or seasonal single and multi-family households (including rental, cooperative or condominium residential)
- Collected materials from senior citizen residences and long-term care facilities where the materials are processed at a municipally-owned or contracted MRF
- Public or municipal contract-based collected materials from public and secondary schools, collected during residential collection
- Collected materials from public and secondary schools where the materials are processed at a municipally-owned MRF
- Residential components of publicly-operated (municipally-owned or contracted) drop-off depots, located either at dedicated depots or landfill sites

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<sup>1</sup> Multi-family households are defined as residential units in buildings with six or more units (per O.Reg 103/94).

- Public space recycling containers that are comingled with residential Blue Box materials (e.g. bins in public parks) collected along a residential route

## **Non-Eligible Sources**

The costs and revenues associated with all reported tonnes must be included in the Datacall. If applicable, any IC&I material and Non-Blue Box material must be allocated a percentage of this cost. Please report the following tonnes and their associated costs and revenues as either IC&I or Non-Blue Box:

### **Collection and Processing**

- Municipally (public) or privately collected and/or processed materials from industrial, commercial, or institutional sources, including hospitals, extended health care facilities (convalescent care), universities, and colleges
- Municipally (public) or privately collected and/or processed materials from agencies, boards, commissions or departments
- Materials collected or processed from drop-off collection depots/programs that are operated privately or by non-governmental organizations and not under contract to the municipality
- Materials collected in temporary collection containers at events (including fairs, parades, exhibitions, concerts, plays, etc.), regardless of the collection method (public or private)
- Business improvement areas (BIA), are to be reported as IC&I however, apartments above these businesses can be included as residential. Please keep a record of how the allocation was calculated
- Materials collected or processed from other municipal programs who already report into the Datacall

## **Getting Started and Navigation**

The Datacall is an online form which is located on the Resource Productivity and Recovery Authority website at [www.rpra.ca](http://www.rpra.ca).

Each municipal program is assigned a personal log-in ID and password. If you did not receive a login or require a new one, contact [datacall@rpra.ca](mailto:datacall@rpra.ca).




The minimum browser requirements are:

- Windows: Internet Explorer 6.0+, FireFox 1.0+, Netscape 6.0+, Mozilla 1.0+, Opera 8.5+
- Macintosh: Netscape 6.0+, FireFox 1.0+, Mozilla 1.0+, Opera 8.5+
- Linux: Netscape 6.0+, FireFox 1.0+, Mozilla 1.0+
- JavaScript and Session Cookies must be turned on

Please note that **Firefox** is the preferred browser for use with the Datacall, and that some users have identified compatibility issues with Google Chrome. Please avoid using Google Chrome, as the view will have missing components.

If you receive a server error message “Invalid postback or callback argument” while moving from screen to screen, please wait until the screen is completely loaded before trying to move to another screen. If the problem persists, please contact the Authority.

## For Navigation:

- Use the tab key to move between questions and data cells
- Avoid using the ENTER key, as it will not move your cursor to the next cell. ENTER will move your cursor to the top of the screen
- Enter percentages with a decimal point (e.g. enter 0.25 instead of 25%)
- Clicking on each  icon throughout the Datacall form provides information relevant to the specific question that may assist you in completing the Datacall
- Where relevant, a  [Sample Worksheet](#) icon links directly to an Excel spreadsheet that includes instructions and default factors to assist you in correctly allocating costs among various activities, P&E costs among various materials, or collection, processing and depot/transfer costs among various materials or sources (e.g. residential and non-residential)
- In some sections, you will find  icons. Clicking on these icons provides information on how the data is used in the Section 5 GAP Summary, which supports calculation of the residential waste diversion rate (not applicable to the Short Form Datacall)

## Saving to the Database, Hard Drive, and Printing


Each screen includes a **diskette** icon in the header bar. Click on the diskette icon regularly and before exiting the Datacall to save your entered data. It is recommended that you save your data after each section is completed).

The Table of Contents screen contains a **Download PDF File** icon. Clicking on this icon allows you to select the sections of your 2018 Datacall that you wish to have converted into a PDF. You may select some or all the sections. After selecting the sections you wish to save, type in your email and click **Convert to PDF**. A PDF copy will be emailed to you within 24 hours. The file may then be saved to your hard drive and printed.

***It is recommended that you print your form after submitting it to the Authority. Keep this copy as your record of your 2018 Datacall submission.***

## Submitting

Each section in the Table of Contents must be marked **completed** before you will be able to submit the 2018 Datacall form.

A red check mark  will appear next to each section in the Table of Contents when it is marked as completed. To place a red check mark in the Table of Contents for:

- Section 1: select **YES** in answer to the question **Section completed?** on the right side of the screen header
- Section 2: check the box at the bottom of the screen that activates the Table of Contents sections
- Sections 2.1, 2.2, 2.3 and 2.4: select **YES** in answer to the question **Section completed?** on the right side of the screen header in each section
- Section 3: select **YES** in answer to the question **Tab completed?** on the right side of the screen header for each active tab and mini-tab in each contract
- Section 5 GAP Questions: select **YES** in answer to the question **Section completed?** on the right side of the screen header

Not all sections of the Datacall may be applicable to all programs. For this reason, you have the option to mark some sections as **YES/completed** even if no data was entered. If data is required, then you won't be able to mark the tab as complete until that data has been entered.

A **Submit** Datacall icon is located at the bottom centre of the Table of Contents screen. After completing the Datacall and placing a red check mark beside all questions in Sections 1-5, click on this icon to submit your completed form to the Authority.

If you click **submit** without having first checked all sections as **completed**, a message box will remind you to complete specified sections.

A final checklist is provided on page 44.

**If you do not receive an email confirmation of receipt from the Authority once you have completed and submitted the Datacall, contact [datacall@rpra.ca](mailto:datacall@rpra.ca) immediately.**

# DATACALL SECTION 1


## PRIMARY CONTACT INFORMATION

The purpose of this section is to validate the primary contact information for the person completing the Datacall. No input is required in this section. However, if the person's name, phone number (including extension), and email is incorrect, please immediately email [datacall@rpra.ca](mailto:datacall@rpra.ca) to have it updated.

# DATACALL SECTION 2

## PROGRAM INFORMATION

The purpose of Section 2 is to collect basic program/service related information (Subsection 2.1); such as the population and the number of households served by the program, and the nature of the collection service (e.g. set out details and if pay-as-you-throw elements are in place) (Subsection 2.2). In addition, information about promotion and education activities (P&E) is collected (Subsection 2.3). Finally, answers to seven Best Practice questions are required in Subsection 2. 4.

*Note that the  icon at the top of the screen provides definitions for the data requirements for this section however some additional clarifications are provided below.*

### **Section 2.1 - Population and Households Served by Municipal Curbside/Depot Services**

This section includes three questions that require data input regarding number of generators (households and population) and households served by curbside or depot collection and a final section for additional comments.

#### **Question 1: Total Number of Generators in Your Municipal Program**

This question requires information on total households (hhlds) and population in your municipality by single family and multi-family households **including** seasonal residents (see also below). Please include **total** multi-family households, not just those serviced by your program.

Regarding seasonal residents; although you are asked to include seasonal residents in the total hhlds and population figures, you will notice that there is a separate, additional data entry line for seasonal households so that data for seasonal residents can also be identified separately.

Information on the collection type (i.e. multi-stream or single stream) is also required. Single stream collection refers to a system in which all paper, fibres, metals, and other containers are mixed in a collection truck or depot bin. Multi-stream collection refers to a system in which the materials are sorted by residents into individual bins (paper, fibres, plastics, metals, other containers, etc.) or where some component (e.g. newsprint or cardboard) gets separated by the resident at source.

**Multi-family household:** any unit or apartment in a residential building with six units or more. As long as a unit meets this definition, the household should be reported as multi-family, regardless of high-rise, mid-rise, low-rise, row house, or walk-up designation.

## Question 2: Number of Households Serviced by Curbside Collection

Enter the number of single family households, multi-family households and IC&I users within your municipality receiving each of the curbside services provided by your program. If 100% of households in your municipality receive curbside collection, do not complete the Depot Collection Section, even if residents also have access to depots.

## Question 3: Number of Households Serviced by Depot Collection

Enter the number of single family households, multi-family households and IC&I users within your municipality receiving each of the depot services provided by your program where:

- Curbside collection is not provided and your entire municipality is serviced by depots; or
- Specific households receive depot services exclusively


## Comments and Clarifications

A final section allows you to comment on any single family or multi-family households for which tonnes are **not** reported in the Datacall. Please also provide any additional comments that may be helpful in explaining your population and household information.

## Section 2.2 - Set Out Limit/Pay As You Throw

Two questions in this section involve garbage set out procedures and related policies such as pay-as-you-throw (PAYT).


### Question 1: Set Out Limit

Information about whether a municipality has a set out limit for garbage is required. The  icon in the Datacall provides an explanation of set out limits. ***Note that a set out limit indicates that no additional bags/bins/carts are allowed beyond the limit, even if there is an additional fee for extra bags.*** If your municipal program has a set out limit, please check **YES**. If you select **YES**, additional questions will appear on the screen, requesting information on the number of bag equivalents (from the first drop-down menu) and the frequency (e.g. per week, every two weeks, etc.) from the second drop-down menu. If your program uses carts, convert the carts to the equivalent number of bags.

For each program member or lower tier municipality, also indicate if the area has a set out limit program for garbage collection. If yes, indicate the set out limit number and the year in which the program was started.

If lower tier or member municipalities have differing set out limits, calculate a weighted average considering the number of households and the set out limits for each household.

### Question 2: User Pay Waste Collection/Pay as You Throw

Indicate if your municipality has a user pay program. As noted in the  icon explanation, user pay or pay-as-you-throw (PAYT) programs charge households for solid waste collection based on the amount of material that is disposed. Those who throw away more, pay more, and those who throw away less, pay less. Municipalities with PAYT can charge residents a fee for each approved bag/bin that is generated, assign a tag system, or bill residents based on the size of their cart.

If you answered **YES** to having a PAYT program in place, additional questions will appear on the screen requiring you to indicate if your program is a full user pay program (residents pay for each bag/container

set out for collection), or if it is a partial user pay program (residents receive some free bags/containers). For a partial user pay program, indicate the number of free units (bags/containers) in relation to the period, select the type of container used, indicate the cost per unit, and provide information if the cost per unit is variable.

A drop-down menu allows you to indicate whether the program includes Tags, Bags, Standard Container, or **other**. If you select **other**, provide a description. Also, insert the price per tag/bag/container and, provide a description if you have more than one fee structure.

Finally, enter any comments that might be helpful in explaining your bag limit or user pay/ PAYT program into the comment box at the bottom of the screen.

## **Section 2.3 - Promotion and Education (P&E)**

This section involves summarizing the Blue Box related promotion and education (P&E) staff and material costs.

### **Question 1: Cost Details for all Blue Box or Related P&E Materials Utilized in 2018**

This question requires you to indicate the costs of promotion and education (P&E) solely attributed to the Blue Box program. You will need to know the total cost and calculate percentages for any materials shared with, or featuring other (Non-Blue Box programs). Input costs in Column 1 and percentage allocated to Blue Box in Column 2. The Datacall will calculate the remaining columns. Note that the Blue Box portion of the shared P&E costs will be automatically carried forward to Section 4.2 (Blue Box Cost).

You may use and export an excel spreadsheet to submit the required data for this section (see Using the Excel Spreadsheet Option below). If you are not using the excel spreadsheet option: in the first row of Question 1, enter salary, overhead, and payroll burden associated with staff administering your P&E programs. In subsequent rows identify the portion of the costs of these P&E materials that relates solely to Blue Box using the following guidelines. To allocate:

- Space in print advertising materials, determine the surface area dedicated to Blue Box materials (e.g. ¼-page, ½-page) and allocate costs using this percentage
- Space in materials with surface area (e.g. magnets and outdoor signage), determine the surface area dedicated to Blue Box materials (e.g. 25% or 50%) and allocate costs using this percentage
- Air time for radio/television advertising, determine the amount of air time dedicated to Blue Box materials as a percentage
- Internet costs, determine the surface area dedicated to Blue Box materials on the webpage
- Activities such as school tours, speaking engagements, websites and telephone hotlines, determine the amount of time dedicated to promoting the Blue Box program as a percentage, and put this number in the 'Miscellaneous' category

If any numbers are entered in the **Other** categories, a description of the expenses must be provided before you are permitted to move on to other sections of the Datacall.

Please keep good records for how your P&E Blue Box allocations were determined in case the Authority requires it or your municipality is ever audited.

In the comment box at the bottom of the screen, enter any comments that might be helpful in explaining your P&E activities.

## Using the Excel Spreadsheet Option

You now have the option to use the Excel spreadsheet template (available in the Datacall) to upload P&E cost allocations (or you may continue to use the table provided). To save a copy of the blank spreadsheet, click on the **Export to Excel** link on the top left corner of the P&E page. When your data is complete, please email the document to [datacall@rpra.ca](mailto:datacall@rpra.ca) and request an upload. Note that the file must not have any changes to the layout of the rows or columns. Do not add or delete rows or columns. It must match the format of the table in the Datacall.

For additional explanations of the P&E material terms in this section, refer to the Glossary of Terms in Appendix E.

## **Section 2.4 - Blue Box Best Practice Activities**

The purpose of the questions in Section 2.4 is to compile information on best practice activities in municipal recycling programs. Responses to these questions are used to determine the Blue Box funding that will be distributed to municipalities in 2019. Municipalities will receive a Best Practice score (out of 100%) that contributes to 15% of their Blue Box funding. The relative weighting for each Best Practice objective is shown in the headings of each question. Please note that you should only include Blue Box initiatives. Initiatives that do not pertain to the Blue Box program will not be considered during scoring.

The Blue Box Best Practices Activities section is organized into two Modules; Module 1: Planning and Monitoring, and Module 2: Management by Results. Each Module contains several objectives and associated questions or requests for data.

### **Module 1: Planning and Monitoring**

#### **Objective #1 – Program Performance Projections and Analysis**

##### **16.7% of the Best Practice Score towards Blue Box Funding**

Gross and net costs and hhld and tonnage information is required and a comparison of these results with projections from the previous year. It is best to complete Section 3 of the Datacall first, and then click on **Click to Use Section 3 Values** in order to populate the table. However, the numbers may also be entered manually. Please note that if you make changes to Section 3 of the Datacall then you must click on **Click to Use Section 3 Values** again or manually revise the date in this section as the values do not automatically update.

After importing or entering data in the chart, complete the last two rows by providing an analysis of 2018 performance (**Analysis of 2018 Performance**) and an explanation of your projections for 2018 (**Rationale for 2018 Projection**). The last two rows of the chart are required before the page can be marked complete and result in a check mark.

#### **Objective #2 – Blue Box Efficiency Assessments**

##### **8.3% of the Best Practice Score towards Blue Box Funding**

Formal efficiency assessments are a useful way to measure the overall success of a program. The chart associated with this objective requires you to summarize the most recently completed assessment and to indicate any actions taken. An example of an efficiency assessment might be regular or periodic waste curbside inspections, waste composition studies, and operational audit of facilities. Efficiency assessments must involve an initial plan for the assessment and some record of the results indicating recommendations.



Please note that before you continue with your Datacall report, you must enter explanations in the comment boxes for **Summary of Most Recent Assessment** and **Action Taken to Implement Assessment Recommendations**.

### **Objective #3 – Blue Box System Optimization Initiatives**

#### **8.3% of the Best Practice Score towards Blue Box Funding**

The questions associated with this objective probe attendance at AMO/CIF sessions, regional optimization sessions and reports presented to Council on implementation related to system optimization. A description is required, or, enter N/A, if not applicable.

## **Module 2 – Management by Results**

### **Objective #4 – Program Performance Outcomes**

#### **33.3% of the Best Practice Score towards Blue Box Funding**

You do not need to enter any data for Objective #4 in the Datacall. A response for this objective will automatically be generated after completion of the Datacall.

### **Objective #5 – Training of Key Program Staff in Core Competencies**

#### **11.3% of the Best Practice Score towards Blue Box Funding**

A pre-populated table lists Blue Box courses and workshops that were hosted throughout the Datacall year. The Authority works with the Continuous Improvement Fund (CIF) to pre-populate the table with the appropriate credits and number of attendees for each municipality. You are encouraged to contact the Authority before the submission deadline if you notice any inaccuracies in the table.

Continuing Education Units (CEU) will be recommended annually by MIPC before the start of the Datacall process.

Total CEU = number of staff taking course × CEU assigned

If applicable, add any additional training courses or workshops completed in 2018 that had a Blue Box component as part of the agenda. Municipal programs are asked to specify the course title and how many hours were attributed to the Blue Box program. The Authority may ask the municipal program for additional information and then, through consultation with MIPC, assign the initiative a continuing education unit (CEU) during verification.

***The following values are auto-populated by the Datacall:***

- Your 2018 CEU requirement was \_\_\_\_\_. You reported \_\_\_\_\_ CEU, resulting in a score<sup>2</sup> of \_\_\_\_\_%.

### **Objective #6 – Blue Box Promotion and Education Achievements and Initiatives**

#### **11.3% of the Best Practice Score towards Blue Box Funding**

Provide the name and date of the P&E planning document that was prepared for 2018 (or in another year but is still relevant), summarize the P&E highlights completed in 2018, and list the key P&E initiatives planned for 2018.

### **Objective #7 – Development of Effective Policies that Promote Waste Diversion**

#### **11.3% of the Best Practice Score towards Blue Box Funding**

Indicate if you provide various policies or practices that promote waste diversion. Respond by answering **YES** or **NO** to the prompts.

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<sup>2</sup> Maximum score is 100%. Datacall result will not include a value for non-inventoried courses entered in the "Other" boxes.

**Comments and Clarifications**

At the very end of this section, a comments and clarification box is provided for additional information on Blue Box related initiatives, policies, and practices applicable to your municipality in 2018.

## DATACALL SECTION 3

### SERVICES RECEIVED AND PROVIDED

The purpose of Section 3 of the Datacall is to collect data on the tonnes and costs of services used to manage residential solid waste materials in municipalities. This is the most extensive section of the Datacall, with the required data input organized into the following major categories, as shown in the three tables on the first landing page of Section 3:

- 3.1 Blue Box Services Received from a Private Contractor or Another Municipality
- 3.2 Blue Box Services Provided with Municipal Staff
- 3.3 Non-Blue Box Services (Other Recyclables, Organics, WEEE, Garbage)

All contracts or services; whether with or provided by a private contractor, another municipality, or if your program is operated by municipal staff, must be recorded in the relevant table on the first landing page of Section 3 (additional instructions on how to do this can be found on page 20). Once you have a complete list of Blue Box contracts/municipal services (Tables 1 and 2) and Non-Blue Box services (Table 3), subsequent steps involve inputting tonnage, revenue, cost, and other program information for **each** contract/service provider.

**Note: The Short Form Datacall does not include Table 3 (Non-Blue Box Services). You only need to complete Table 1 and Table 2 (Blue Box Services).**

**Figure 1:** Data required for each contractor, another municipality or services provided by municipal staff

| Blue Box Services  |  | Non-Blue Box Services   |
|--|--|---|
| Section 3.1:<br>List each Contractor or Other Municipality   | Section 3.2:<br>List each service provided by Municipal Staff  | Section 3.3:<br>Non-Blue Box Services   |
| Blue Box Materials: <ul style="list-style-type: none"> <li>• Tonnes</li> <li>• Cost               <ul style="list-style-type: none"> <li>○ Collection</li> <li>○ Processing</li> <li>○ Depot/Transfer</li> </ul> </li> </ul> | Blue Box Materials: <ul style="list-style-type: none"> <li>• Tonnes</li> <li>• Cost               <ul style="list-style-type: none"> <li>○ Collection</li> <li>○ Processing</li> <li>○ Depot/Transfer</li> <li>○ Capital Cost</li> </ul> </li> </ul> | Tonnes of: <ul style="list-style-type: none"> <li>• Other Recyclables</li> <li>• Organics</li> <li>• WEEE</li> <li>• Garbage</li> </ul> <p><b><i>Note: This Section is not applicable to the Short Form Datacall.</i></b></p> |

An explanation of the key requirements and navigation details for each page, tab, and sub-tab of Section 3 follows.

## Section 3 Landing Page

The first landing page for Section 3 shows three tables that require entry of all contracts or municipal service providers for Blue Box services (Table 1 and 2) or for Non-Blue Box services (Table 3). Instructions for how to complete Table 1 and the related five (or as many as eight) sub-tabs (for tonnage and cost data) is provided below. For instructions for how to complete Table 2 and the associated tabs and sub-tabs see page 28. For Table 3 and the associated tabs and sub-tabs see page 34.

## **Section 3.1 - Blue Box Services Received From a Contractor or Another Municipality**

### **Updating the list of contractors or municipal service providers:**

A list of each Contract/Another Municipality is shown in the table. Add contractors and/or municipalities from whom you receive Blue Box services until the list of contractors and/or municipalities reflects those providing services to your municipal program in 2018. Instructions for how to add or otherwise amend these tables follows:

- **Expired contracts or municipal providers:**  
If a Blue Box contract has expired and there is no data to enter, check the **deactivated** checkbox in the Section 3 landing page that lists all Blue Box contracts. ***It is recommended to use the deactivated checkbox*** instead of deleting a contract. Deleting a contract will delete any prior year data entered in the contract.
- **Adding contracts or service providers:**  
Clicking on the name of an existing contract or municipal service provider listed in Table 1 will open up the next tab (the Contract Tab). At the top of the Contracts Tab, it is possible to add new contracts. When adding a contract, select from the drop-down list of municipal programs. If the municipality that provided your services is not in the drop-down list, type in the municipality/service provider's name under **Enter a Contract** and select **Add**.
- **Applying an IC&I Percentage:**  
In cases where a municipal program uses a consistent IC&I percentage, select **Use IC&I%**, enter the value (decimal format) and click save. The IC&I percentage will automatically be applied to all relevant fields in the contract.

### **Navigating to Access/Complete the Sub-tabs**

After updating the contractor/service providers in Table 1, click on any of the contracts to proceed to the next landing page. It includes three major tabs: 1) The Contracts Tab, 2) The Blue Box Tonnes Tab and 3) The Blue Box Costs Tab. Each of these three tabs has sub-tabs (detailed below). Complete each of these three tabs and the associated sub-tabs for each of the contractors or municipal service providers listed in Table 1.

### **The Contract Detail Tab**

The Contract Detail Tab requires information on contact details, contract start and end dates, whether the contract is a renewal or extension, the payment type, whether the tender was publicly advertised, the number of submissions received, and the type of Blue Box service provided under the contract (i.e. collection/processing/ depot/transfer). Be sure to indicate whether the contract is for processing only, or whether it is combined with collection. In addition, select the type of material(s) the contract handles (fibres only, containers only, all Blue Box materials, or other/please specify).

NOTE: If you have more than one contract with the same municipality or contractor (e.g. a contract for collection and a contract for processing), and these contracts have different start dates and end dates, enter the contract start date and contract end date for the contract with the shortest duration (i.e. the contract with the earliest expiry date).

## **Blue Box Tonnes Tab**

Proceeding to the Blue Box Tonnes Tab will reveal three sub-tabs requiring completion. To complete this section, make sure to:

- Complete all sub-tabs for each contract
- When tabs are complete, check off **YES** on the top right corner of the page or at the bottom
- A checkmark will then appear in each tab to indicate it is complete and final

### **1. Materials Collected Sub-Tab**

#### **Households Serviced under this Contract**

This is the first section of this sub-tab and it starts with the following question: Do all of the households in your program receive the same level of service under this contract? See the table below for help on how to answer this question:

| <b>YES</b>   | <b>NO</b>   |
|--|---|
| If <b>YES</b> is selected, single family and multi-family households will automatically be inserted under <b>Households Serviced under this Contract</b> from data entered in Section 2.1 of the Datacall. | If <b>NO</b> is selected, enter each of the Municipal Service Areas (area within a municipal program) that receive a different level of service by typing in the name of the Municipal Service Area and clicking Add. Add a Municipal Service Area for each area that receives collection of a different list of materials. |
| If available, enter the percentage of multi-family households serviced by curbside and the percentage of multi-family households serviced by depot only (where no curbside service is provided).           | For each Municipal Service Area, list the number of single family and multi-family households receiving Blue Box service. Enter the percentage of multi-family households serviced by curbside and the percentage of multi-family households serviced by depot only (where no curbside service is provided).                |

#### **Number of Collections per year for Curbside Programs**

This is the second section of the Materials Collected sub-tab (only if your municipality provides curbside collection). Indicate the number of collections of Blue Box/Bag and if applicable, Leaf and Yard Waste, Kitchen Organics and Bulky Waste per year for single family and multi-family households. List the frequency of IC&I collection days for each type of collection service. For weekly collection, enter 52. For bi-weekly collection, enter 26.

#### **Please Indicate Which Materials are Actively Promoted for Collection in the Blue Box at Residential Curbside, IC&I Curbside, and/or Depot**

This is the third section of the Materials Collected sub-tab. If the contract is for collection services, select the materials that the municipality actively promotes for collection in the residential curbside, IC&I curbside and depot collection program. If the materials collected in this contract are the same as in another contract, use the **COPY** option from the drop-down menu of contracts. Select the contract and click **COPY**. If the contract is for processing only, click the **Processing Services Only** box.

**NOTE: Collected materials are LINKED to the Tonnes and Material Revenue Sub-tab (this is the next sub-tab).**

**Collected materials must be checked off in the Materials Collected Tab in order to be auto-populated in the Tonnes and Material Revenue Table.**

**Comments and Clarifications** is the last section/question of The Materials Collected sub-tab. In the comment box, enter any comments pertaining to this page.

## 2. Tonnes and Material Revenue Sub-Tab

This sub-tab requires you to enter various data related to tonnes collected (curbside and depot), stockpiled, disposed and marketed. Market tip fees and material revenue can also be reported in this table. The sub-tab is organized according to four sections: 1. Materials Collected (using either an excel spreadsheet or completing a table); 2. “Do you Collect” questions; 3. Revenue; and 4. Comments and Clarifications.

### **Materials Collected**

In this first sub-section, you have an option to use and export an Excel spreadsheet. Alternatively, you can input the data directly into the Datacall table. If inputting data directly into the Datacall table, please ***note the horizontal scroll bar and ensure that all of the required columns have been addressed, if applicable***. Please also note the following regarding how to report your data in this section:

- **Collection**

If the contract is for collection services enter the following for each type of Blue Box material:

- Total number of tonnes collected at curbside
- Percentage (decimal format) of those curbside tonnes collected from IC&I sources
- Total number of tonnes collected at depot
- Percentage (decimal format) of those depot tonnes collected from IC&I sources

The net residential tonnes collected at curbside and collected at depot will be calculated automatically (in grey cells) by deducting the IC&I tonnes from the total tonnes collected.

- **Processing**

If the contract is for processing services (i.e. sorting, baling, and sell to end market), enter the following for each type of Blue Box material:

- Total number of tonnes stockpiled and the percentage of those tonnes from IC&I sources
- Total number of tonnes disposed and the percentage of those tonnes from IC&I sources
- Total number of tonnes marketed and the percentage of those tonnes from IC&I sources
- Total revenue received for the marketed tonnes and the percentage of revenue associated with the tonnes from IC&I sources
- Total market tip fees paid for the marketed tonnes and the percentage of market tip fees associated with the tonnes from IC&I sources

- **Report only revenue received by your municipality**

Exclude revenue retained by a contractor, but report your revenue-sharing arrangement in response to questions that follow the list of Blue Box materials.

The net residential tonnes collected, stockpiled, disposed and marketed will be calculated automatically by deducting the IC&I tonnes from the total tonnes. The net revenue and market tip fees associated with the residential tonnes will be calculated

automatically by deducting the IC&I revenue and market tip fees from the total revenue and tip fees.

If your municipality separates wine and spirits containers to return to The Beer Store, enter the quantity of wine and spirits containers collected and returned for deposit in the row **Wine and Spirits Containers Returned for Deposit** under the collected and marketed columns, respectively. Enter the value of the deposits received in the **Total Revenue Received** column. If any of these containers were collected from the IC&I sector, enter the percentage in the appropriate columns.

If collected tonnes, stockpiled tonnes, marketed tonnes, revenue or market tip fees are not available by material type, enter the total tonnes in the appropriate commingled material category row.

### **Do You Collect Questions**

This sub-section requires you to indicate **YES** or **NO** to a question regarding if Blue Box materials are collected in either a) Single stream or b) Multi-stream.

If you answer **NO**, questions b) through e) will appear requesting additional information on your multi-stream collection. Answer **YES** or **NO** to these additional questions.

In addition, answers to the following two questions will prevent duplication of data in Section 5 GAP:

- 1) "If you reported only collected tonnes" in a contract, indicate whether these tonnes are reported as marketed in another contract by selecting **YES** or **NO**.
  - 2) "If you reported only marketed tonnes" in a contract, indicate whether these tonnes are reported as collected in another contract by selecting **YES** or **NO**.
- **Total residue tonnage disposed from MRF processing of Blue Box materials**  
Additional questions prompt you to enter the tonnes of MRF residue resulting from processing the tonnes entered in the contract.
  - **The portion of the residue related to residential materials**  
This will be calculated automatically based on the information entered in the IC&I columns. If marketed tonnes are reported in one contract and these tonnes are reported as collected in another contract, report MRF residue (if known) in the contract with the marketed tonnes, and do not report MRF residue in the contract with the collected tonnes. Also, enter any residue tonnage sent for additional processing. **Do not report the residue for the same contract more than once.**

### **Revenue**

In this sub-section, indicate whether you share revenue by selecting **YES** or **NO** in the drop-down menu under **Revenue**. If you are a municipality that retains all Blue Box revenue for this contract, answer **NO** for this question. If you select **YES**, enter the percentage of revenue kept by your contractor and the form will automatically calculate the percentage received by your municipality.

If your revenue-sharing agreement is based on an arrangement other than, or in addition to, a percent revenue share, please describe your revenue-sharing agreement in the **comment box** provided.

If you reported stockpiled material in your 2016 Datacall, the stockpiled tonnes will display in the row below the revenue-sharing comment box. If you did not report stockpiled material in your 2016 Datacall, the box will contain a zero.

If you reported stockpiled material in your 2016 Datacall, a series of questions will be visible. Indicate whether you marketed any of your 2016 stockpiled tonnes in 2018 by selecting **YES** or **NO** from the drop-down menu. If you select **YES**, enter the number of tonnes of 2016 stockpiled material that you marketed in 2018. Note that the number of tonnes of 2016 stockpiled material marketed in 2018 may not exceed the number of tonnes reported as stockpiled in 2016.

#### **Comments and Clarifications Box**

Enter any explanation of the data in the Tonnes and Material Revenue sub-tab that would be helpful to the RPRA.

### **3. Program Information Sub-tab**

This requires input of additional recycling program information and any relevant comments and clarifications.

#### **Additional Recycling Program Information**

In this section, identify the types of single family and multi-family set out containers. Also, indicate whether you provide recycling containers for individual apartment units by selecting **YES** or **NO** from the drop-down menu. Provide the number of depots located at your MRF, landfill site(s), or in other locations in your municipality.

#### **Comments and Clarifications Box**

Enter any explanation of the data in the Program Information Tab that would be helpful to the RPRA.

## **Blue Box Cost Tab**

Proceeding to the Blue Box Cost Tab uncovers the following series of sub-tabs:

1. Blue Box (BB) Collection
2. BB Processing
3. BB Depot/Transfer
4. BB Other Revenue

Depending on the type of Blue Box service selected under the Contract screen (see page 20) for this contract, some sub-tabs may be black and others may be grey. Complete the black sub-tabs for each contract. All tabs must be marked complete before the section is considered complete, even if they contain no data.

### **1. Blue Box Collection Sub-tab**

#### **Operating Cost - Collection**

This section of the Blue Box Collection sub-tab has four questions requiring information or data regarding Blue Box curbside collection operating expenses. The following information clarifies some of the required information for these questions:

- **Blue Box Curbside Collection Operating Expenses**  
Enter the total **Curbside Collection Contract Cost** in the first row. Where additional cost categories are required, enter a description of the cost following **Other**. In these rows,



enter only costs invoiced to your municipality by a contractor or other municipality. Enter the percentage of these contract costs that relate to collecting Blue Box materials from IC&I sources in the column titled **IC&I %**. Enter the percentage of the contract costs remaining that relate to collecting Non-Blue Box residential materials in the column titled **Non-Blue Box %**. The **Net Residential Blue Box Cost** will be automatically calculated by deducting the costs associated with managing IC&I and Non-Blue Box materials from total costs.

- **Total Residential Curbside Collection Costs** is automatically calculated.
- **Deduction of Stockpiling Costs**  
If materials have been reported as stockpiled in the Blue Box Tonnes Tab: Tonnes and Material Revenue sub-tab, collection costs associated with the stockpiled materials will be automatically calculated and entered under **Deduction of Stockpiling Cost**.
- **Gross Residential Collection Cost** is calculated automatically.

### **Comments and Clarifications**

Use the comment box to explain:

- Any data from your general ledger that has been summed before entering
- Non-Blue Box and IC&I allocation methodologies
- Changes in your program design/operation since the 2016 Datacall
- Any unusual data

## **2. Blue Box Processing Sub-tab**

This section of the Blue Box Processing sub-tab contains five questions related to processing of Blue Box materials and a comments and clarifications box. The following information clarifies some of the required information for the questions listed below.

### **Blue Box Processing Material Handling Costs**

Enter the fees paid to the contractor or municipality that owns the MRF in this contract under the first row of **Processing Contract Cost**.

Where additional cost categories are required, enter a description of the cost in the rows titled **Other**. In these rows, enter only costs invoiced to your municipality by a contractor or other municipality.

Enter the percentage of these contract costs that relate to processing Blue Box materials from IC&I sources in the column titled **IC&I %**. Enter the percentage of the contract costs that relate to processing Non-Blue Box materials in the column titled **Non-Blue Box %**.

The **Net Residential Blue Box Cost** will be automatically calculated by deducting the costs associated with managing IC&I and Non-Blue Box materials from total costs.

### **Blue Box Processing Facility Cost**

Enter the fees paid to the contractor for processing Blue Box materials at a MRF your municipality owns. Be sure to allocate percentages that relate to IC&I and Non-Blue Box materials if applicable.

**Residential Processing Costs** is automatically calculated.

### **Deduction of Stockpiling Cost**

If materials have been reported as stockpiled in the previous Tonnes and Material Revenue Tab,

then processing costs associated with the stockpiled materials will be automatically calculated and entered under Deduction of Stockpiling Cost.

#### **Comments and Clarifications**

Use the comment box to explain:

- Any data from your general ledger that has been summed before entering
- Non-Blue Box and IC&I Blue Box allocation methodologies
- Changes in your program design/operation since the 2017 Datacall
- Any unusual data

### **3. Blue Box Depot/Transfer Sub-tab**

This section of the Blue Box Depot/Transfer sub-tab contains seven questions pertaining to operating costs associated with depot and transfer stations. For these questions, be sure to enter only costs invoiced to your municipality by a contractor or other municipality in these rows. Where your municipality owns and operates the depot or transfer location, return to the landing page of Section 3, enter these services in Table 2 (Services provided by Municipal Staff) and follow the associated tabs and sub-tabs to enter the cost data.

Enter the percentage of each of these contract costs that relate to depot collection or transfer Blue Box materials from IC&I sources in the column titled **IC&I %**. Enter the percentage of the contract costs that relate to depot collection or transfer of Non-Blue Box materials in the column titled **Non-Blue Box %**. The **Net Residential Blue Box Cost** for each type of cost will be automatically calculated.

#### **Blue Box Depot/Transfer Material Handling Cost**

Use the table to enter material handling costs. Where additional cost categories are required, enter a description of the cost following **Other**.

#### **Blue Box Depot/Transfer Station Cost**

Enter Blue Box Depot/Transfer Station costs invoiced separately by your contractor. Where additional cost categories are required, enter a description of the cost following **Other**.

#### **Bin/Rolloff Removal/Transfer**

Enter the total costs associated with bin/roll-off container removal/transfer at a privately-owned depot or transfer location.

**Total residential depot/Transfer Station Cost** is automatically calculated.

#### **Deduction of Stockpiling Cost**

If materials have been reported as stockpiled in the Blue Box Tonnes Tab - Tonnes and Material Revenue sub-tab, depot/transfer costs associated with the stockpiled materials will be automatically calculated and entered under Deduction of Stockpiling Cost.

**Gross Residential Depot/T.S. Cost** is automatically calculated.

#### **Comments and Clarifications**

Use the comment box to explain:

- Any data from your general ledger that has been summed before entering
- Non-Blue Box and IC&I Blue Box allocation methodologies
- Changes in your program design/operation since the 2017 Datacall

- Any unusual data

#### **4. Blue Box Other Revenue Sub-tab**

This section has one data input question and a comments and clarifications question.

##### **Other Blue Box Revenue Sources**

Enter the value of other revenue such as gate fees or service charges related to the Blue Box program. **Do not include Continuous Improvement Fund (CIF) funding.**

##### **Comments and Clarifications**

Use the comment box to explain any variances in the other revenue reported in 2018 compared to in previous years.

## **Section 3.2 - Blue Box Services Provided with Municipal Staff (Table 2 on Section 3 landing page)**

This section of the guide provides instructions specific to inputting data related to Table 2 (found on the landing page of Section 3), i.e. in cases where services are provided by:

- Your municipal program to its own residents
- Lower tier municipalities
- Associations to their member municipalities

As was the case for the services provided by a contractor or another municipality (i.e. as summarized in Table 1 of the Section 3 landing page), the required data input for this section is first summarized in Table 2. Click on a municipality (contract) listed in Table 2 to access the various tabs and sub-tabs of this section. If you need to review how to add or revise the municipalities listed in Table 2 or any of the Section 3 landing page tables, see page 20)

Instructions for how to complete Table 2 and the associated tabs and sub-tabs are the same as described for Table 1, (detailed on pages 20 to 27), with exceptions or additional explanations provided below.

### **Contract Tab**

See page 20

### **Blue Box Tonnes Tab**

See page 21

- **Materials Collected Sub-tab**  
A reminder that collected materials are LINKED to the Tonnes and Revenue sub-tab. Collected materials must be checked off in the Materials Collected sub-tab in order to be populated in the Tonnes and Revenue Table.
- **Tonnes and Material Revenue Sub-tab:** See Page 22
- **Program Information Sub-tab:** See Page 24

### **Blue Box Cost Tab**

For your municipal staff contract, clicking on the Blue Box Cost Tab uncovers the following sub-tabs:

- BB Collection
- BB Processing
- BB Depot/Transfer
- BB Other Revenue

#### **1. Blue Box Collection Sub-tab**

##### **Blue Box Collection Capital Depreciation**

This section of the Blue Box Collection sub-tab includes five questions requiring information on the purchase of recycling vehicles, blue boxes, curbside or multi-residential carts, roll off bins, or other capital purchases. Complete this section by entering information on:

- Recycling trucks purchased since 2012
- Blue Boxes purchased since 2017 for distribution to the entire municipality

- Curbside or multi-residential carts purchased since 2009<sup>3</sup>
- Roll-off bins/compartimentalized trailers purchased since 2016
- Other collection capital purchases

For each type of capital equipment, enter the following information:

- Number purchased in 2018
- Total cost of purchases in 2018
- If applicable, year of decommissioning, number decommissioned, and original cost of decommissioned capital
- The percentage of the capital equipment utilized for IC&I and Non-Blue Box materials

For **Curbside Carts**, also enter warranty period.

For **Other Uncategorized Capital Purchases**, also enter the amortization period (not exceeding ten years). The Authority may choose not to accept this amortization, substituting an appropriate period from existing tables of amortization periods.

If a capital gain was realized on the sale of equipment in 2018, enter the difference between the sale price and the remaining amortized value under **Other Revenue**. If a capital loss was realized on the sale of equipment in 2018, enter the difference between the sale price and the remaining amortized value under **Collection Operating Costs- Other**. The Authority reserves the right to amortize the capital gain or loss over the life of the capital asset, depending on the value.

If the capital purchase is sold or no longer used for the Blue Box program, the item must be decommissioned. To decommission the item, input the year decommissioned in the adjacent cell to the year it was purchased.

In the comment box immediately below the capital equipment questions, enter any explanation of the data provided on capital equipment that would be helpful to the RPRA.

#### **Operating Costs – Collection Section**

This section of the Blue Box Collection Sub-Tab includes five questions relating to Blue Box curbside collection operating expenses, capital depreciation charges and stockpiling cost and will also calculate gross residential collection cost. For this section, the following instructions apply:

- Enter data into the chart **Blue Box Curbside Collection Operating Expenses**. Match budget and general ledger line items to the cost categories shown. Where additional cost categories are required, enter a description of the cost following **Other**. Costs entered under **Blue Boxes** are for replacement boxes. Boxes purchased for new service areas added incrementally to the program are to be listed under **Capital Costs**.
- Enter the percentage of each cost that relates to collecting Blue Box materials from IC&I sources in the column titled **IC&I %**. Enter the percentage of each contract cost that relates to collecting Non-Blue Box materials in the column titled **Non-Blue Box %**. The **Net Residential Blue Box** cost will be automatically calculated by deducting the costs associated with managing IC&I and Non-Blue Box materials from total costs. If the IC&I or Non-Blue Box percentage allocation has changed between years, adjust for the 2018 reporting year.

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<sup>3</sup> Carts purchased for initial distribution should be included under Item 3 (“Purchase of Curbside or Multi-Residential Carts”).

- Note that if materials have been reported as stockpiled in the Tonnes and Material Revenue sub-tab, collection costs associated with the stockpiled materials will be automatically calculated and entered under **Deduction of Stockpiling Cost**.

### **Comments and Clarifications**

Use the comment box to explain:

- Any data from your general ledger that has been summed before entering
- Non-Blue Box and IC&I Blue Box allocation methodologies
- Changes in your program design/operation since the 2017 Datacall
- Any unusual data

## **2. Blue Box Processing Sub-tab**

### **Blue Box Processing Capital Cost Depreciation**

This section of the Blue Box Processing sub-tab contains six questions pertaining to the purchase of the MRF building, equipment, major or minor expansions, roll off bins, rolling stock and other equipment. Complete this section by entering information on:

- MRF building/scale house commissioned since 1999
- MRF capacity information including:
  - Total MRF throughput in tonnes per frequency period selected from the drop-down menu
  - Percentage utilized for residential and IC&I materials
  - Certificate of Approval capacity in tonnes per frequency period selected from the drop-down menu
  - Number of operating shifts per day, number of operating days per week, and working hours per shift
- MRF equipment, major MRF expansions, major MRF retrofits, weigh scales purchased since 2009
- Minor MRF expansions, minor MRF retrofits purchased since 2014
- Roll-off containers/dumpsters purchased since 2014
- Rolling stock purchased since 2016
- Other processing capital

For each type of capital equipment, enter the following information:

- Facility size or expansion in 2018 if applicable
- Number purchased in 2018, if applicable
- Total cost of purchases in 2018
- If applicable, year of decommissioning, number decommissioned, and original cost of decommissioned capital
- Percentage of capital equipment utilized for IC&I and Non-Blue Box materials

If the capital purchase is sold or no longer used for the Blue Box program, the item must be decommissioned. To decommission the item, input the year decommissioned in the cell adjacent to the cell showing the year it was purchased.

If a capital gain was realized on the sale of MRFs or equipment in 2018, enter the difference between the sale price and the remaining amortized value under **Other Revenue**. If a capital loss was realized on the sale of MRFs or equipment in 2018, enter the difference between the sale price and the remaining amortized value under **Processing Operating Costs- Other**. The

Authority reserves the right to amortize the capital gain or loss over the life of the capital asset, depending on the value.

In the **comment box** immediately below the capital equipment questions, enter any explanation of the data provided on capital equipment that would be helpful to the Datacall Verifiers.

### **Operating Cost – Processing**

This section includes seven questions relating to costs for handling, facilities, depreciation and stockpiling and gross residential processing cost is also determined. For this section, the following instructions apply:

- Enter data into the chart: **Blue Box Processing Material Handling Cost**. Match budget and general ledger line items to the cost categories shown. Where additional cost categories are required, enter a description of the cost following **Other**.
- If processing residues are directed to a municipally-owned and operated disposal facility, costs entered in row 12 as **Residues Disposal** should be based on the actual net cost per tonne to landfill/incinerate the material, or the tip fee charged to non-municipal customers (whichever is lower). If processing residues are managed through a transfer facility prior to delivery to the landfill/incinerator, the actual net cost per tonne to transfer and transport the material may be included. If processing residues from a municipally-owned MRF are sent for additional processing, transfer costs may be included.
- Enter the percentage of the contract costs that relate to processing Blue Box materials from IC&I sources in the column titled **IC&I %**. From the remaining cost, enter the percentage of the contract costs that relate to processing Non-Blue Box materials in the column titled **Non-Blue Box %**. **The Net Residential Blue Box** cost will be automatically calculated by deducting the costs associated with managing IC&I and Non-Blue Box materials from total costs.
- Note that if materials have been reported as stockpiled in the Tonnes and Material Revenue **Tab**, processing costs associated with the stockpiled materials will be automatically calculated and entered under Deduction of Stockpiling Cost.
- Use the **comment box** to explain:
  - Any data from your general ledger that has been summed before entering
  - Non-Blue Box and IC&I Blue Box allocation methodologies
  - Changes in your program design/operation since the 2017 Datacall
  - Any unusual data

## **3. Blue Box Depot/Transfer Sub-tab**

### **Blue Box Depot/Transfer Station Capital Cost Depreciation**

This section of the Blue Box Depot/Transfer sub-tab contains six questions pertaining to the purchase of buildings, equipment, minor expansions or retrofits, roll off containers, rolling stock and other types of capital purchases. Complete this section by entering information on:

- Depot/transfer building commissioned since 1999
- Depot/transfer equipment, major expansions, major retrofits, weigh scales purchased since 2009
- Minor expansions, minor retrofits purchased since 2014
- Roll-off containers/dumpsters purchased since 2014
- Rolling stock purchased since 2016

- Other depot/transfer capital

For each type of capital equipment, enter the following information:

- Facility size or expansion in 2018 where appropriate
- Number purchased in 2018 where appropriate
- Total cost of purchases in 2018
- If applicable, year of decommissioning, number decommissioned, and original cost of decommissioned capital
- Percentage of the capital equipment utilized for IC&I and non-Blue Box materials

If a **capital gain** was realized on the sale of depots/transfer stations or equipment in 2018, enter the difference between the sale price and the remaining amortized value under **Other Revenue**. If a **capital loss** was realized on the sale of depots/transfer stations or equipment in 2018, enter the difference between the sale price and the remaining amortized value under **Depot/Transfer Operating Costs – Other**. The Authority reserves the right to amortize the capital gain or loss over the life of the capital asset, depending on the value.

If the capital purchase is sold or no longer used for the Blue Box program, the item must be decommissioned. To decommission the item, input the year the item was decommissioned in the cell adjacent to the cell that cites the year it was purchased.

In the **comment box** immediately below the capital equipment questions, enter any explanation of the data provided on capital equipment that would be helpful to the Datacall Verifiers.

#### **Operating Cost – Depot and Transfer Stations**

This section of the Blue Box Depot/Transfer sub-tab contains eight questions pertaining to operating costs for depot and transfer stations such as material handling, building related repairs and expenses, roll off bin removal, and stockpiling of materials. For this section, the following instructions apply:

- Enter data into the chart **Depot/Transfer Operating Costs**. Match budget and general ledger line items to the cost categories shown. Where additional cost categories are required, enter a description of the cost following **Other**.
- Use **Question 2** to enter Blue box depot/transfer station costs such as building repairs, maintenance, insurance, and costs for other site and building services.
- Where your municipality owns and operates the depot or transfer location, enter the costs of contracted or municipal bin removal or transfer in **Question 3**.
- For **Question 1, 2, and 3**, also enter the percentage of each of the costs that relate to depot/transfer collection of Blue Box materials from IC&I sources in the column titled **IC&I %**. Enter the percentage of the costs that relate to depot/transfer collection of Non-Blue Box materials in the column titled **Non-Blue Box %**.
- **Net Residential Blue Box Depot/Transfer Capital Depreciation Charge** for each type of cost will be automatically calculated.
- **Total Depot/Transfer Station Costs** and **Question 6: Total Residential Depot/Transfer Station Cost** will be automatically calculated.
- Regarding **Deduction of Stockpiling Costs**: If materials have been reported as stockpiled in the Tonnes and Material Revenue sub-tab, depot/transfer costs associated with the stockpiled materials will be automatically calculated and entered under **Deduction of Stockpiling Cost**.



- Use the **comment box** to explain:
  - Any data from your general ledger that has been summed before entering
  - Non-Blue Box and IC&I Blue Box allocation methodologies
  - Changes in your program design/operation since the 2016 Datacall
  - Any unusual data

#### **4. Other Revenue Sub-tab**

This section has one data input question and a comments and clarifications question.

##### **Other Blue Box Revenue Sources**

Enter the value of other revenue such as income from sales of Blue Boxes or other curbside containers, gate fees, or charges related to the Blue Box program.

##### **Comments and Clarifications**

Use the comment box to explain any variances in the other revenue reported in 2018 compared to in previous years.

## **Section 3.3 - Non-Blue Box Services (Other Recyclables, Organics, WEEE, Garbage)**

### **(Table 3 on Section 3 landing page)**

This section of the guide provides instructions for how to input data relating to contracts for the provision of Non-Blue Box services for recyclables, organics, WEEE, and Garbage. Unlike the provision of Blue-Box related services, the required data input in Table 3 is not organized by contractors or service providers. Click the 'Non-Blue Box' contract on the Section 3 landing page to input the data.

***Note: The Short Form Datacall does not include Table 3 (Non-Blue Box Services). You only need to complete Table 1 and Table 2 (Blue Box Services) as Table 3 will be greyed out.***

There are four tabs for Non-Blue Box services:

- Other Recyclables
- Organics
- WEEE
- Garbage

### **Other Recyclables Tab**

This tab can be used to provide data for curbside or depot collection of other, Non-Blue Box recyclable materials. The data required for this tab includes:

#### **Households Serviced under this Contract**

This section requires data on single family and multi-family households served and the percentage served by curbside or depot.

#### **Materials Eligible for Collection**

Indicate which materials are eligible for collection at residential curbside, IC&I curbside and/or at depot locations. **Other Recyclables** includes the following materials:

- Textiles
- Bulky goods
- Scrap metal (excluding white goods)
- Drywall
- Wood
- Brick & concrete
- Other construction & demolition recyclables

#### **Residential Other Recyclables and Reusables**

For each type of **Other Recyclable** material under this contract, enter the number of tonnes (from residential and IC&I sources):

- Collected at curbside
- Collected at depot
- Marketed
- Disposed

***Note: The input table scrolls left and right to reveal all columns.***

**Are your Other Recyclables tonnes based on weigh scale tickets or volume estimates converted to tonnes?**

Check the appropriate box next to each type of recyclable material. If you select **volume** provide your volume conversion in the text box below.

In the comments and clarifications box at the bottom of the form, enter any explanation of the data entered in the Other Recyclables Tab that would be helpful to the Datacall Verifiers.

## **Organics Tab**

This tab is used to report data on residential curbside organic programs, central composting activities and backyard composting programs. Clicking on the Organics Tab uncovers the following sub-tabs:

- Tonnes
- Central Composting
- Backyard Composting

### **1. Tonnes Sub-tab**

Input data regarding households receiving curbside or depot organics services, the tonnes of organics collected and information regarding outputs and inputs to the composting operation. Specific instructions are provided below:

#### **Collected**

For each type of organic material, enter the number of tonnes of residential material collected at curbside and at depot.

If you have entered yard waste, leaves or bulky/oversized yard waste tonnes in this sub-tab, complete the Central Composting sub-tab questions k) to o) so that grasscycling tonnes can be calculated for Section 5 GAP.

#### **Outputs**

If data is available, click the **override defaults** check box and enter the following quantities of outputs and residuals, even if quantities exceed default allowances:

- Tonnes of compost produced from yard waste (default of 40% will calculate automatically if no data entered)
- Tonnes of residual waste from yard waste composting shipped for disposal (default of 15% will calculate automatically if no data entered)
- Tonnes of compost produced from household organics (default of 40% will calculate automatically if no data entered)
- Tonnes of residual waste from household organics composting shipped for disposal (default of 15% will calculate automatically if no data entered)

#### **Total Inputs**

Enter tonnes of:

- Organic material received from other municipal sources
- Organic material received from other municipalities
- Bulking agent (e.g. wood chips) added to the composting process
- IC&I organic material received

**Are your Organics tonnes based on weigh scale tickets or volume estimates converted to tonnes?**

Check the appropriate box next to each type of organic material.

**Comments and Clarifications Box**

Enter any explanation of the data in the Tonnes sub-tab that would be helpful to the Datacall Verifiers.

## **2. Central Composting Sub-tab**

Complete the following questions for this sub-tab:

- Select the type of container(s) used for organics collection under each contract
- Select the composting method(s) used under each contract
- Select the grade(s) of compost produced
- Indicate how often the compost is tested
- Indicate which lab is used to test the compost
- Indicate the percentage of unprocessed organics sent for direct land application
- Provide the distribution percentage of your total outputs as sold, given away, or used by your own organization
- Indicate who markets your organic product
- Select the user(s) of your finished compost
- Provide the revenue for your finished compost in dollars per unit (tonne, cubic metre/yard, etc.)
- Indicate whether you ban grass clippings from your garbage collection by selecting **YES** or **NO**
- Indicate whether you ban grass clippings from your curbside leaf and yard waste collection by selecting **YES** or **NO**
- Indicate whether you ban grass clippings from your depot leaf and yard waste collection by selecting **YES** or **NO**
- Indicate whether you promote grasscycling to your residents through promotional/educational materials by selecting **YES** or **NO**
- Indicate whether you provide bi-weekly garbage collection to your residents by selecting **YES** or **NO**
- Indicate whether you require that residents use clear bags for garbage by selecting **YES** or **NO**
- If you have entered yard waste, leaves or bulky/oversized yard waste tonnes in this section, complete questions k), l), m), n), o) and p) so that grasscycling tonnes can be calculated for Section 5 GAP.

**Comments and Clarifications Box**

Enter any explanation of the data in the Central Composting sub-tab that would be helpful to the Datacall Verifiers.

## **3. Backyard Composting Sub-tab**

Complete the following questions:

- Indicate whether you provided backyard composters to residents in 2018
- Indicate whether you subsidized the cost of backyard composters, and if so, provide the subsidy amount

- Enter the number of backyard composters distributed in 2018. The total cumulative amount of backyard composters distributed will be automatically calculated. The estimated tonnage diverted will be automatically calculated based on a backyard composter diverting an average of 100 kilograms per unit per year
- Provide a description of the methods used to promote backyard composting to your residents

If you entered a quantity of backyard composters distributed to residents in Section 3 Backyard Composting in previous Datacall submissions, these composters will show in the 2018 Datacall in Section 5: GAP, Question c) in the column titled **Units Distributed in Prior Years**.

#### **Comments and Clarifications Box**

Enter any explanation of the data in the Backyard Composting Tab that would be helpful to the Datacall Verifiers.

## **Waste Electrical and Electronic Equipment (WEEE) Tab**

This tab is used to report tonnage data and answer a few questions regarding residential waste electrical and electronic equipment (WEEE) materials collected with curbside or depot services.

#### **Quantities Managed**

Provide the tonnes of household appliances (white goods and small appliances) and commingled WEEE managed at curbside and at depot.

Check off whether your municipality bans the collection and disposal of WEEE material in the garbage stream.

In the **comment box** at the bottom of the screen, enter any explanation of the data in the 'WEEE' Tab that would be helpful to the RPRA.

## **Garbage Tab**

This is the final tab of the Non-Blue Box Services section; it includes inputting of data regarding households served, municipalities served by bulky waste collection programs, and tonnage data for garbage collection.

#### **Households Serviced under this Contract**

Indicate the number of households in your program that receive municipal garbage services.

#### **Municipalities Serviced by your Bulky Waste Collection Program**

List the municipal service areas receiving bulky waste collection service. Indicate the items collected and the frequency of service.

#### **Garbage Collected**

Enter the tonnes of garbage collected at curbside and at drop-off depots from residential households and from IC&I sources.

Indicate whether the garbage tonnes reported are based on weigh scale tickets or volume estimates converted to tonnes. If volume estimates converted to tonnes is selected, enter the conversion rate from volume to tonnes.

**Using available data, the Authority will estimate disposed tonnes for any households that report Blue Box tonnes, but do not report any garbage tonnes.**

**Do you dispose of all of your residential garbage at landfill?**

Answer this question by selecting **YES** or **NO**. If you select **YES**, no further questions will appear.

If you select **NO**, questions will appear to prompt you to enter the residential tonnes of garbage delivered to:

- Mixed waste facilities
- Energy-from-Waste (EFW) facilities, or other facilities that will use the garbage as fuel
- Landfill

**Comments and Clarifications Box**

Enter any explanation of the data in the Garbage Tab that would be helpful to the RPRA.

# DATACALL SECTION 4

## SUMMARY OF SECTION 3 SERVICES RECEIVED AND PROVIDED

Section 4 is a summary of previous Datacall sections. It automatically compiles data from Section 2.1 (Population and Households Served), Section 2.3 (Blue Box P&E costs), and Section 3 (Services Received and Provided) under the following categories:

- 4.1. Blue Box Tonnes
- 4.2. Blue Box Costs
- 4.3. Other Recyclables
- 4.4. Organics
- 4.5. Waste Electrical and Electronic Equipment (WEEE)
- 4.6. Garbage
- 4.7. Export Historical Data to Excel

**Data in Section 4 cannot be edited. When reviewing Section 4, if the data from sections 2 and 3 summarized in Section 4 are incorrect, make the necessary corrections in Sections 2.1, 2.3 or Section 3, and the corrected data will be carried over to Section 4.**

**Section 4.1** provides the total residential tonnes and revenue for each Blue Box material and summarizes the marketed Blue Box materials by tonnes and kilograms/household. Marketed Blue Box tonnes are only summarized if marketed tonnes were reported in Section 3.

**Section 4.2** summarizes operating and capital costs for collection, processing, depot/transfer, and P&E. It provides a calculation of:

- Households serviced by Blue Box program and tonnes marketed
- Gross costs and gross costs per household and per tonne
- Revenue and revenue per household and per tonne
- Net cost and net cost per household and per tonne

**Calculation of Administration Cost in Section 4.2:** Administration factors of 5% and 3% are applied to the total municipal cost and total contract cost respectively. Below is a list of indirect administration costs that should **not** be reported separately in the Datacall:

- Financial; includes accounts payable and receivable, purchasing, payroll
- Human Resources; includes health and safety, labour and employee relations, general training, and development
- Information Technology as a support function
- Routine in-house legal support relating to contract and tender development but not related to dispute resolution, arbitration costs or other non-routine expenditures (these are special circumstances that may be eligible for reporting at the Authority's discretion)

**Section 4.3, 4.4, 4.5 and 4.6** summarize the Non-Blue Box materials reported in Section 3 by tonnes. ***These sections are not applicable for Short Form Datacall users.***

**Section 4.7** allows municipalities to download an Excel file of historical data for Blue Box and Non-Blue Box materials. Data will be shown for the past 12 years. The data includes:


- Collection costs
- Processing costs
- Depot costs
- Collected tonnes
- Marketed tonnes
- Revenue received
- Revenue total



# DATACALL SECTION 5

## GAP RESIDENTIAL DIVERSION RATES

GAP refers to Generally Accepted Principles and has been adopted as a standard for municipal waste measurement reporting. The GAP process was initiated in late 1999 to address a need to develop a common reporting framework that could be used by municipalities across Canada to report waste generation, diversion, and disposal. For more information, a GAP manual may be downloaded in the GAP Summary Tab.

You may have seen or recall seeing  icons earlier in the Datacall in Sections 2 and 3. Clicking on these icons provides information on how the data is carried over to the Section 5 GAP Summary.

***Note: The Short Form Datacall does not include GAP since Non-Blue Box information is not collected (Section 5 will be greyed out).***

Section 5: GAP includes two tabs:

1. GAP Questions
2. GAP Summary

### **GAP Questions Tab**

The following questions or data need to be addressed in this tab, if applicable:

- a) Estimate the number of garburators in the community.
- b) Indicate how bio-solids from wastewater plants are managed (incinerated, land applied, disposed in landfills or not applicable).
- c) Regarding reuse facilities provide (three-part question):
  - Tonnes distributed for reuse through facilities operated directly by your municipality
  - Whether your municipality provides no-charge disposal of residual waste to reuse organizations operating within the municipality (**YES** or **NO**)
  - Tonnes distributed for reuse through facilities to which your municipality provides no-charge disposal of residual waste.
- d) Tonnes that were open burned in your municipality.
- e) Tonnes that were burned in fireplaces in your municipality.
- f) Grasscycling (no input required): Default values have been developed for waste diverted through on-property activities such as backyard composting, grasscycling, and evapotranspiration through the use of aerated carts for organics collection.
- g) Evapotranspiration (no input required): auto calculated based on data inputs from Section 3 (Table 3- Organics).
- h) Garburators (no input required): auto calculated based on input from question a).
- i) Residential tonnes of beer, wine & spirit containers diverted through The Beer Store (no input required): GAP provides default per capita values (5.51 kg/capita) for wine, spirit and beer deposit containers diverted through The Beer Store in Ontario. This calculation occurs automatically based on population.
- j) Residential tonnes of Passenger & Light Truck Tires diverted through the Used Tires Program (no input required): GAP provides default per capita values (7.1 kg/capita) for used tires. This calculation is completed automatically, and is based on population.

- k) Total tonnes of municipal hazardous solid waste (MHSW) collected and the split between event days and depot.
- l) Tonnage of deposit containers recovered from the residential portion of recyclables processing from the MRF.
- m) Percentage of MHSW (reported in question k) that was recycled or reused (the amount disposed is automatically calculated).

The following questions pertain to residential waste incineration and EFW:

- n) The amount of bottom ash collected through incineration
- o) The amount of fly ash collected through incineration
- p) The amount of recyclables recovered through incineration
- q) The amount of non-ash residue resulting from incineration
- r) The tonnage of deposit containers recovered from the residential portion of your mixed waste processing

## **GAP Summary Tab**

No data input is required for this tab. However, carefully review this tab to ensure the outputs are correct.

**To improve the accuracy of the Residential GAP, municipalities are encouraged to:**

- Report only populations and households receiving diversion and disposal services
  - Exclude populations and households in unserved wards or townships
  - Include seasonal populations in population data
  - Using available data, the Authority will estimate disposed tonnes for any households that report Blue Box tonnes, but do not report any garbage tonnes (i.e. multi-family households who use municipal Blue Box services but private garbage services)
- Report all of the municipally-managed materials and garbage for the population and households reported
- Report all diverted and disposed materials in tonnes
  - Where weigh scales are unavailable, weigh sample loads and extrapolate from the sample weights, rather than rely on volume estimates
- Exclude all IC&I tonnes from diverted and disposed tonnes, so that only residential tonnage is included in the calculations

In the Section 5 GAP Summary tab, **SOURCE** icons explain the sources of data used in the GAP calculation.

**You will notice a diversion rate is auto calculated and shown at the bottom of the GAP Summary tab. Please do not circulate this diversion rate until Datacall verification and analysis has been completed and the diversion rates have been published by the Authority.**

**Note that the Short Form Datacall does not calculate a diversion rate.**

## **DATACALL SECTION 6**

### **YEAR-OVER-YEAR VARIANCE REPORT**

Using reported data from earlier sections of the Datacall, this section automatically calculates and reports any year-over-year variance.

When a year-over-year variance of 10% or greater (5% when concerning households or population) occurs, an explanation must be provided in the Variance Explanation section.

## **DATACALL SECTION 7**

### **CERTIFICATION DOCUMENT**

The Section 7: Certification Document must be signed as proof of your municipal program's Datacall accuracy, by the:

- Clerk/Treasurer; or
- Chief Financial Officer/Chief Administrative Officer

Although the Datacall must be submitted electronically by 4 p.m. on Friday April 27, 2018, the Section 7: Certification Document must be signed and submitted to the Resource Productivity and Recovery Authority no later than 4 p.m. on Friday May 4, 2018. The Certification Document may be submitted to the Authority by any one of the following methods:

- Scanning and emailing to [datacall@rpra.ca](mailto:datacall@rpra.ca)
- Adding a digital signature and clicking the 'email' button
- Faxing to 416-226-1368

## **DATACALL SECTION 8**

### **COMMENTS**

Section 8 provides an opportunity to review all previous submitted comments and make amendments or revisions. Any comments, clarifications, assumptions, explanations, notes, anomalies etc., that were entered in comment boxes located on the bottom of each tab in Sections 2 and 3 are repeated and listed in Section 8. In this section, you may select a municipality or contractor to view comments that were entered earlier in comment boxes for that contract. To edit comments, you may move directly to a comment box in the contract by clicking **jump to**.

Additional comments may also be entered in the comment box at the top of Section 8.

## **SUBMITTING AND EXITING**

Section 8 is the last section of the Datacall (you've made it!). Prior to submitting and exiting, please review the checklist of questions provided below. Instructions for how to save and submit the Datacall can be found on page 11 of this User Guide.

***Note: You are responsible for reviewing the Datacall prior to submitting, including data that was entered in previous years.***

### **Final Checklist**

Before you submit the Datacall, please review the following questions:

***Note: Questions 6 through 12 are not applicable for Short Form Datacall users.***

1. Did you include all municipal or First Nation staff (or association staff, in the case of associations completing the Datacall on behalf of their members) that worked on Blue Box Program P&E in Section 2.3?
2. Have you answered all Best Practice Questions in Section 2.4?
3. Did you enter all Blue Box tonnes collected, marketed, stockpiled and disposed and revenue received under contract or through another municipality in Section 3 Blue Box Tonnes and Material Revenue Tab?
4. Did you enter all Blue Box tonnes collected and/or processed, stockpiled, disposed and marketed by municipal staff in Section 3 Blue Box Tonnes and Material Revenue sub-tab?
5. Did you enter all costs associated with the Blue Box tonnes reported in each Section 3 contract in the appropriate Blue Box Cost Tab for each contract (Section 3 Blue Box Cost Collection, Processing, Depot/Transfer Tabs)?
6. Did you enter all Other Recyclables tonnes collected, marketed and disposed that apply to your municipal program?
7. Did you enter the Organics tonnes collected, output and residue (if known) in Section 3, Organics, Tonnes?
8. Did you answer questions (k thru p) in the Central Composting Tab if you reported leaf and yard waste?
9. Did you enter the number of backyard composters distributed by your municipality in 2018 in Section 3, Organics, Backyard Composting?
10. Did you enter white goods, small appliances and WEEE under the WEEE Tab (and not under Other Recyclables)?
11. Did you enter the residential and IC&I garbage tonnes collected curbside and from drop-off depots? If the reported tonnes are based on a volume estimate, did you include the conversion rate that was used?
12. Did you complete Section 5 GAP questions?
13. Did you enter all information relevant to verification in the comment boxes?
14. Did you save your 2018 Datacall as a PDF file after submitting your Datacall form?
15. Did you submit the Section 7 Certification Form with the necessary signature to the Authority?

***To exit the Datacall, click on the Exit button in the upper right-hand corner of your screen.***

# SECTION C

## ADDITIONAL REFERENCES AND APPENDICES

# APPENDIX A

## LINKING DATACALL SUBMISSIONS TO MUNICIPAL GENERAL LEDGERS

When referencing the GL records as a source of information for completion of the Datacall, three situations might exist:

- All transactions in an account relate to Blue Box recycling and may be included in the Blue Box Financial Datacall
- Only some of the transactions relate to Blue Box recycling and may be included in the Blue Box Financial Datacall
- Within a single transaction, some costs (i.e. a portion) relate to Blue Box recycling and some do not

### **Situation 1 – All Costs Allowable**

In this situation, the total amount can be entered in the Datacall. The GL might look like this:

| Account #   | Account Name                  | Amount     |
|-------------|-------------------------------|------------|
| 01-4200-256 | Blue Box Recycling Collection | 120,325.00 |

In this example, you may enter \$120,325.00 in the Datacall. Please review the underlying transactions to ensure there are no errors or incorrectly posted transactions. Your notes should clearly state the origin of the figure.

### **Situation 2 – Some Costs Allowable**

In this situation, only some costs in a particular account may be included in the Datacall. You would need to analyze the account as shown below to determine what may be included in the Datacall submission:

| Date         | Account #   | Account Name       | Description             | Debit            | Credit           | Amount           |     |
|--------------|-------------|--------------------|-------------------------|------------------|------------------|------------------|-----|
|              | 01-4200-350 | Recycling Haulage  |                         |                  |                  | 40,293.14        |     |
| 01-Jan-06    | 01-4200-351 | Recycling Haulage  | Dec/05 accrual reversal |                  | 9,900.00         |                  |     |
| 01-Jan-06    | 01-4200-352 | Recycling Haulage  | Dec/05 accrual reversal |                  | 1,200.00         |                  |     |
| 10-Jan-06    | 01-4200-353 | Recycling Haulage  | Dec/05 ABC Limited      | 8,956.32         |                  |                  |     |
| 12-Jan-06    | 01-4200-354 | Recycling Haulage  | Dec/05 ABC Limited      | 1,215.32         |                  |                  |     |
| 31-Jan-06    | 01-4200-355 | Recycling Haulage  | Jan/06 ABC Limited      | 9,101.32         |                  |                  |     |
| 31-Jan-06    | 01-4200-356 | Recycling Haulage  | Jan/06 ABC Limited      | 1,165.23         |                  |                  |     |
| 28-Feb-06    | 01-4200-357 | Recycling Haulage  | Feb/06 ABC Limited      | 8,962.35         |                  |                  |     |
| 28-Feb-06    | 01-4200-358 | Recycling Haulage  | Feb/06 ABC Limited      | 1,056.92         |                  |                  |     |
| ...continued |             |                    |                         |                  |                  |                  |     |
| 30-Nov-06    | 01-4200-360 | Recycling Haulage  | Nov/06 ABC Limited      | 1,123.56         |                  |                  |     |
| 30-Nov-06    | 01-4200-361 | Recycling Haulage  | Nov/06 ABC Limited      | 9,212.12         |                  |                  |     |
| 31-Dec-06    | 01-4200-362 | Recycling Haulage  | Dec/06 Accrual          | 9,500.00         |                  |                  |     |
| 31-Dec-06    | 01-4200-363 | Recycling Haulage  | Dec/06 Accrual          | 1,100.00         |                  |                  |     |
|              |             | <b>Total</b>       |                         | <b>51,393.14</b> | <b>11,100.00</b> | <b>40,293.14</b> | (A) |
|              |             | <b>Analysis</b>    |                         |                  |                  |                  |     |
|              |             | Blue Box Materials |                         | 35,832.11        |                  |                  |     |
|              |             | Scrap Metal        |                         | 4,461.03         |                  |                  |     |
|              |             | <b>Total</b>       |                         | <b>40,293.14</b> |                  |                  | (B) |
|              |             | Difference         |                         | -                | (A-B)            |                  |     |

## Situation 3 – Part of a Transaction Allowable

In this situation, a similar analysis as conducted under Situation 2 would be required, except that each transaction would need to be further analyzed as shown below:

| Date         | Account #   | Account Name                     | Description             | Debit            | Credit           | Amount           | BB Costs  |
|--------------|-------------|----------------------------------|-------------------------|------------------|------------------|------------------|-----------|
|              | 01-4200-350 | Recycling Haulage                |                         |                  |                  | 40,293.14        |           |
| 01-Jan-06    | 01-4200-351 | Recycling Haulage                | Dec/05 accrual reversal |                  | 9,900.00         |                  | -7,700.00 |
| 01-Jan-06    | 01-4200-352 | Recycling Haulage                | Dec/05 accrual reversal |                  | 1,200.00         |                  |           |
| 10-Jan-06    | 01-4200-353 | Recycling Haulage                | Dec/05 ABC Limited      | 8,956.32         |                  |                  | 7,823.32  |
| 12-Jan-06    | 01-4200-354 | Recycling Haulage                | Dec/05 ABC Limited      | 1,215.32         |                  |                  |           |
| 31-Jan-06    | 01-4200-355 | Recycling Haulage                | Jan/06 ABC Limited      | 9,101.32         |                  |                  | 7,702.35  |
| 31-Jan-06    | 01-4200-356 | Recycling Haulage                | Jan/06 ABC Limited      | 1,165.23         |                  |                  |           |
| 28-Feb-06    | 01-4200-357 | Recycling Haulage                | Feb/06 ABC Limited      | 8,962.35         |                  |                  | 7,625.11  |
| 28-Feb-06    | 01-4200-358 | Recycling Haulage                | Feb/06 ABC Limited      | 1,056.92         |                  |                  |           |
| ...continued |             |                                  |                         |                  |                  |                  |           |
| 30-Nov-06    | 01-4200-360 | Recycling Haulage                | Nov/06 ABC Limited      | 1,123.56         |                  |                  |           |
| 30-Nov-06    | 01-4200-361 | Recycling Haulage                | Nov/06 ABC Limited      | 9,212.12         |                  |                  | 7,921.65  |
| 31-Dec-06    | 01-4200-362 | Recycling Haulage                | Dec/06 Accrual          | 9,500.00         |                  |                  | 8,102.54  |
| 31-Dec-06    | 01-4200-363 | Recycling Haulage                | Dec/06 Accrual          | 1,100.00         |                  |                  |           |
|              |             | <b>Total</b>                     |                         | <b>51,393.14</b> | <b>11,100.00</b> | <b>40,293.14</b> | (A)       |
|              |             |                                  |                         |                  |                  |                  |           |
|              |             | <b>Analysis</b>                  |                         |                  |                  |                  |           |
|              |             | Curbside Services - Not Eligible |                         | 4,357.14         |                  |                  |           |
|              |             | Curbside Services - Eligible     |                         | <b>31,474.97</b> |                  |                  |           |
|              |             | Scrap Metal                      |                         | 4,461.03         |                  |                  |           |
|              |             | Total                            |                         | 40,293.14        | (B)              |                  |           |
|              |             |                                  |                         |                  |                  |                  |           |
|              |             | Difference                       |                         | -                | (A-B)            |                  |           |

For detailed analyses, you should keep copies of invoices and supporting calculations for five years.

# APPENDIX B

## DATA VERIFICATION PROCESS

The Authority verifies the data provided by each municipal program in its Datacall submission form. The verification process includes:

- Examination of data and text entries in each submission
- Year-over-year variance analyses
- Telephone and email communications with municipal programs to address questions and resolve data anomalies
- Annual independent audits of the Blue Box sections of 20 Datacall submissions

The Authority's examination of each submission includes the following steps:

- Review of each form to examine:
  - Reporting of population and household data
  - Incomplete sections and tabs
  - Cost allocation methodologies (to exclude IC&I and non-Blue Box costs)
  - Accuracy of collected, marketed and stockpiled Blue Box tonnes
  - Capital acquisitions and decommissioned capital items
  - Comment box entries
  - Unusual data
- Year-over-year database variance analyses, including but not limited to:
  - Population
  - Single family, multi-family, and seasonal households
  - Total P&E costs
  - Operating and capital costs for collection, processing and depot/transfer contracts
  - Total net costs and revenue
  - Total collected and marketed tonnes (Blue Box and Non-Blue Box materials)

Using the Section 1 contact information from your Datacall, the Authority will contact municipal programs to resolve any issues with the information submitted. Despite this review process, datacall accuracy remains the responsibility of the submitting municipal program.

### **Auditing**

The Authority retains a Public Accountant licensed under the Public Accountancy Act to undertake audits of Datacall information related to the Blue Box Program each year.

An Auditor's Report, in accordance with applicable Canadian Institute of Chartered Accountants (CICA) standards, is required for each of the municipal programs subject to audit. This report must include a statement of the accuracy of cost and/or revenue data represented in the municipal General Ledger and/or financial statements; the specific procedures completed and/or inquiries made; the extent of testing and the explanations provided; and the outcomes of the testing completed. The Auditor's Report must be signed by a Public Accountant licensed under the Public Accounting Act.

Where a municipality is reporting Blue Box costs incurred by a lower tier or a member municipality, the municipality completing the Datacall is responsible for ensuring that the data is correct should they be subject to audit by the Authority. Where municipalities are providing Blue Box services to other municipalities, service delivery costs should be accurately tracked, and material and other revenues



should be accurately shared. The costs and revenues for each municipality should be correctly reported in the Datacall to ensure that each program's net cost is accurate.

### **Over-Reporting Policy**

To encourage municipal programs to strive for accuracy in completing the Datacall, the Authority has approved the following over-reporting policy for audits:

- Municipal programs who over-report their Blue Box net costs in the Municipal Datacall by at least 2% will be responsible for paying the cost of their audit (based on invoices submitted by the auditor) and they will receive an adjustment on their next year's funding (to correct for the revenue, costs, and tonnes variance).

# APPENDIX C

## INFORMATION REQUIRED FOR AN AUDIT

Should your municipality be identified for an audit, the following list of information will be required:

### **Datacall Section 2.3- Cost Details for All Blue Box-Related P&E Materials**

- ☐ Please provide all documentation to support each cost entered into the Datacall (supporting information includes: invoices, receipts of payment, and email evidence of costs incurred).
- ☐ For any “Administration Staff Costs”, please provide evidence of the employee’s salary and rationale for the % of salary allocated to Blue Box. This is required for each employee included in the “Administration Staff Costs” entered in the Datacall.
- ☐ Please provide rationale for the % Allocated to Blue Box for each cost item (i.e., evidence of a calculation or other support).

### **Datacall Section 2.4 - Blue Box Best Practice Activities**

- ☐ For all items answered “Yes”, please provide a copy of the supporting document (i.e., plan, by-law, report, agreement, etc.) where applicable.
- ☐ For all items answered with descriptive text, please provide a copy of supporting documentation (i.e., agenda or minutes, report, course outline, etc.) where applicable.

### **Datacall Section 3.0 - Services Received**

- For services provided by **contract or municipal staff**, please provide (if applicable):
  - **Blue Box Tonnes - Tonnes and Material Revenue**
    - ☐ Evidence of tonnes collected - curbside, depot (weigh slips, reports from the scale system software, etc.)
    - ☐ Evidence of tonnes marketed/revenue received (invoices, etc.)
    - ☐ *Note: the audit team requires supporting evidence of the IC&I% (including calculations, e-mail trail, agreements, etc. supporting **the rationale** behind IC&I %)*
  - **Blue Box Cost - Collection**
    - ☐ A General Ledger printout showing each of the costs included (i.e., a list of each invoice entered), totaling the Curbside Collection Contract Cost entered into the Datacall.
    - ☐ ALL invoices that were included in the Curbside Collection Contract Cost entered into the Datacall.
    - ☐ Supporting invoices for capital additions (land, facilities, vehicles and major equipment) made during the 2018 year
    - ☐ Supporting invoices for capital additions (land, facilities, vehicles and major equipment) made before 2018, which are still being depreciated in 2018
    - ☐ *Note: the audit team requires supporting evidence of the IC&I % and Non-Blue Box % (including calculations, e-mail trail, agreements, etc. supporting **the rationale** behind IC&I% and Non-Blue Box %)*

- **Blue Box Cost - Processing**

- ☐ A General Ledger printout showing each of the costs included (i.e., a list of each invoice entered), totaling the Processing Contract Cost entered into the Datacall.
- ☐ ALL invoices that were included in the Processing Contract Cost entered into the Datacall.
- ☐ Supporting invoices for capital additions (land, facilities, vehicles and major equipment) made during the 2018 year.
- ☐ Supporting invoices for capital additions (land, facilities, vehicles and major equipment) made before 2018, which are still being depreciated in 2018.
- ☐ *Note: the audit team requires supporting evidence of the IC&I % and Non-Blue Box % (including calculations, e-mail trail, agreements, etc. supporting **the rationale** behind IC&I% and Non-Blue Box %)*

- **Blue Box Cost – Depot and Transfer Stations**

- ☐ A General Ledger printout showing each of the costs included (i.e., a list of each invoice entered), totaling the Depot/Transfer Contract Cost entered into the Datacall.
- ☐ ALL invoices that were included in the Depot/Transfer Contract Cost entered into the Datacall.
- ☐ Supporting invoices for capital additions (land, facilities, vehicles and major equipment) made during the 2018 year
- ☐ Supporting invoices for capital additions (land, facilities, vehicles and major equipment) made before 2018, which are still being depreciated in 2018
- ☐ *Note: the audit team requires supporting evidence of the IC&I % and Non-Blue Box % (including calculations, e-mail trail, agreements, etc. supporting **the rationale** behind IC&I% and Non-Blue Box %)*

- **Blue Box Cost – Other Revenue**

- ☐ A General Ledger printout showing each of the items included in Other Revenue sources, along with the supporting documentation.

Additional materials specific to your municipal program may be required once the audit commences. Note that audits only apply to Blue Box costs, revenues and tonnes and not other waste management activities.

# APPENDIX D

## GAP DATA SOURCES

| Section 5 (GAP Summary)                                     | GAP Data Sources  |
|---|---|
| A1 BYC  | From Section 3 Organics Backyard Composting question d)                                   |
| A1 Grasscycling   | From GAP Question f) data input or GAP automatic calculation                              |
| A1 Evapotranspiration                                       | From GAP Question g)  |
| A1 Garburators  | From GAP Question h)  |
| A1 Open Burning   | From GAP Question d) data input or GAP automatic calculation                              |
| A1 Burning in Fireplace                                     | From GAP Question e) data input or GAP automatic calculation                              |
| B1 Deposit, Return & Stewardship                            | From GAP questions i) and j)  |
| B2 Residential Reuse  | From GAP Question c)  |
| B3 Curbside Residential Recyclables Collection              | From Section 3 Blue Box Tonnes, Tonnes & Material Revenue, Residential Collected Curbside |
| B4 Curbside Residential Yard Waste                          | From Section 3 Organics, Tonnes, Yard Waste Collected Curbside                            |
| B4 Curbside Residential Leaves                              | From Section 3 Organics, Tonnes, Leaves Collected Curbside                                |
| B4 Curbside Residential Christmas Trees                     | From Section 3 Organics, Tonnes, Christmas Trees Collected Curbside                       |
| B4 Curbside Residential Bulky/Oversized Yard Waste          | From Section 3 Organics, Tonnes, Bulky/Oversized Yard Waste Collected Curbside            |
| B4 Curbside Residential Household Organics                  | From Section 3 Organics, Tonnes, Household Organics Collected Curbside                    |
| B5 Residential Bulky & Special Waste Collection MHSW        | From GAP Question m) for Event Days   |
| B5 Residential Bulky & Special Waste Collection Bulky Goods | From Section 3 Other Recyclables, Bulky Goods Collected Curbside                          |
| B5 Residential Bulky & Special Waste Collection Scrap Metal | From Section 3 Other Recyclables, Scrap Metal Collected Curbside                          |

| <b>Section 5 (GAP Summary)</b>                               | <b>GAP Data Sources</b>   |
|--|---|
| B5 Residential Bulky & Special Waste Collection Tires        | From Section 3 Other Recyclables, Tires Collected Curbside  |
| B5 Residential Bulky & Special Waste Collection WEEE         | From Section 3 WEEE, Collected Curbside   |
| B5 Residential Bulky & Special Waste Collection Other        | From Section 3 Other Recyclables, Textiles, Drywall, Wood, Brick & Concrete, Other C&D Recyclables Collected Curbside |
| B6 Residential Drop-Off at Depots Garbage                    | From Section 3 Garbage, Garbage Collected, Residential question b) from Drop-Off Depots                               |
| B6 Residential Drop-Off at Depots Recyclables                | From Section 3 Blue Box Tonnes, Tonnes & Material Revenue, Residential Collected Depot                                |
| B6 Residential Drop-Off at Depots Source Separated Organics  | From Section 3 Organics, Tonnes, Household Organics Collected Depot   |
| B6 Residential Drop-Off at Depots Christmas Trees            | From Section 3 Organics, Tonnes Christmas Trees, Collected Depot  |
| B6 Residential Drop-Off at Depots Leaf & Yard Waste          | From Section 3 Organics, Tonnes Leaf & Yard Waste, Collected Depot  |
| B6 Residential Drop-Off at Depots Bulky/Oversized Yard Waste | From Section 3 Organics, Tonnes Bulky/Oversized Yard Waste, Collected Depot   |
| B6 Residential Drop-Off at Depots C&D                        | From Section 3 Other Recyclables, Drywall, Wood, Brick & Concrete and Other C&C Recyclables Collected Depot           |
| B6 Residential Drop-Off at Depots MHSW                       | From GAP Question m) for Depot  |
| B6 Residential Drop-Off at Depots Bulky Goods                | From Section 3 Other Recyclables, Bulky Goods Collected Depot   |
| B6 Residential Drop-Off at Depots Scrap Metal                | From Section 3 Other Recyclables, Scrap Metal Collected Depot   |
| B6 Residential Drop-Off at Depots Tires                      | From Section 3 Other Recyclables, Tires Collected Depot   |
| B6 Residential Drop-Off at Depots Electronics                | From Section 3 WEEE Tonnes Collected Depot  |

| <b>Section 5 (GAP Summary)</b>                                       | <b>GAP Data Sources</b>  |
|--|--|
| B6 Residential Drop-Off at Depots Other                              | From Section 3 Other Recyclables Textiles Collected Depot  |
| B7 Curbside Residential Garbage                                      | From Section 3 Garbage, Garbage Collected, Residential question a) from Curbside Collection  |
| C2 Residential Recyclables Processing Recyclables Processed          | From Section 3 Blue Box Tonnes, Tonnes & Material Revenue curbside and depot collected tonnes + Other Recyclables curbside and depot collected tonnes + WEEE curbside and depot collected tonnes (if only Blue Box or Other Recyclables marketed tonnes are reported, GAP will auto-calculate collected tonnes by adding a residue rate to marketed tonnes)  |
| C2 Residential Recyclables Processing Recyclables Product Marketed   | From Section 3 Blue Box Tonnes, Tonnes & Material Revenue marketed tonnes + Other Recyclables marketed tonnes + WEEE curbside and depot tonnes less residue rate (if only Blue Box or Other Recyclables collected tonnes are reported, GAP will auto-calculate marketed tonnes by deducting residue from collected tonnes)   |
| C2 Residential Recyclables Processing Recyclables Deposit Containers | From GAP Question n)   |
| C2 Residential Recyclables Processing Recyclables Residue            | From Section 3 Blue Box Tonnes, Tonnes & Material Revenue portion of residue from residential materials (if residue is not provided, auto-calculated by subtracting marketed tonnes from collected tonnes reported in Section 3 Blue Box Tonnes, Tonnes & Material Revenue) + residue from Section 3 Other Recyclables + a residue factor applied to WEEE (if either Blue Box or Other Recyclables marketed or collected tonnes are not reported, GAP will auto-calculate residue by applying a factor to the reported tonnes) |
| C3 Residential Organics Processing Organics Processed                | From Section 3 Organics, Total Tonnes Collected Curbside & Depot   |
| C3 Residential Organics Processing Organics Compost Product          | From Section 3 Organics, Tonnes Estimated Organics Output (or default of 40%)  |
| C3 Residential Organics Processing Organics Residue                  | From Section 3 Organics, Tonnes Estimated Residuals (or default of 15%)  |
| C5 MHSW Treatment Processed  | From Section 4 MHSW Recycled/Disposed and MHSW Empty Containers Managed  |
| C5 MHSW Treatment Recycling  | From GAP Question o) for MHSW Recycled   |
| C5 MHSW Treatment Reuse  | From GAP Question o) for MHSW Reused   |

| <b>Section 5 (GAP Summary)</b>  | <b>GAP Data Sources</b>  |
|---|--|
| C5 MHSW Treatment Disposal  | From GAP Question o) for MHSW Disposed   |
| C6 Residential Waste Incineration & EFW Incineration/EFW Bottom Ash Recycled  | From GAP Question p)   |
| C6 Residential Waste Incineration & EFW Incineration/EFW Bottom Ash Disposed  | From GAP Question p)   |
| C6 Residential Waste Incineration & EFW Incineration/EFW Fly Ash              | From GAP Question q)   |
| C6 Residential Waste Incineration & EFW Incineration/EFW Recyclables Diverted | From GAP Question r)   |
| C7 Deposit Containers   | From GAP Question t)   |
| D1 Deposit, Return & Stewardship  | From GAP Question i)   |
| D2 Residential Reuse  | From GAP Question c)   |
| D3 Residential On-Property Management BYC                                     | From Section 3 Organics Backyard Composting question d)  |
| D3 Residential On-Property Management Grasscycling                            | From GAP Question f) data input or GAP automatic calculation   |
| D3 Residential On-Property Management Evapo-transpiration                     | From GAP Question g)   |
| D4 Residential Recyclables Diverted   | From C2 Residential Recyclables Processing, Product Marketed   |
| D5 Residential Organics Diverted  | Calculated from GAP C3 Residential Organics Processing by deducting Residue from Processed   |
| D6 MHSW Treatment/Reuse/Recycling   | From GAP Question o) Tonnes Reused + Tonnes Recycled   |
| D7 Residential EFW Mass Reduction   | From Garbage, Residential Garbage Disposed, total of column Tonnes Disposed at EFW Facilities or at Other Facilities as Fuel less total of GAP questions p) if disposed or recycled, q), r) and s) |

| <b>Section 5 (GAP Summary)</b>                                 | <b>GAP Data Sources</b>   |
|--|---|
| D8 Hazardous Waste Disposal                                    | From GAP question o) Tonnes Disposed  |
| D9 Landfill of Residential Waste Garbage                       | From Section 3 Garbage, Residential Garbage Disposal, Tonnes Disposed at Landfill   |
| D9 Landfill of Residential Waste EFW Ash                       | From GAP questions q) Fly Ash + p) Bottom Ash if disposed   |
| D9 Landfill of Residential Waste EFW Non-Ash Residue (Rejects) | From GAP Question s) Non-Ash Residue (Rejects)  |
| D9 Landfill of Residential Waste Processing Residues           | From C2 Residential Recyclables Processing Residue, C3 Residential Organics Processing Residue, C5 MHSW Treatment Disposal, and C6 Residential Waste Incineration & EFW Non-Ash Residue |
| D9 Landfill of Residential Waste Bulky Goods                   | From B5 Residential Bulky & Special Waste Collection, Bulky Goods and B6 Residential Drop-Off at Depots, Transfer or Disposal Site, Bulky Items   |
| Residential Waste Generated                                    | Sum of D1 to D9   |
| Residential Waste Diverted                                     | Sum of D1 to D6   |
| Residential Waste Disposed                                     | Sum of D7 to D9   |
| Current Residential Diversion Rate                             | $\text{Residential Waste Diverted} / (\text{Residential Waste Diverted} + \text{Residential Waste Disposed}) \times 100$  |



# APPENDIX E

## GLOSSARY OF TERMS

|                           |   |
|---------------------------|---|
| Administration staff      | Staff involved exclusively in administration without responsibilities that require them to be at collection or processing locations.  |
| CNA/OCNA creative         | Preparation of the graphic content of advertising placed in lineage allocated under the CNA/OCNA in-kind advertising program.   |
| Displays                  | Promotional materials designed for presentation on a table or on the floor  |
| Diversion                 | Diverting materials from disposal, including incineration, energy-from-waste and landfill   |
| Door Hangers              | Information cards designed to be hung on a residential dwelling door knob   |
| Media Kit                 | Information package for reporters   |
| Multi-family Households   | Any unit or apartment in a residential building with six units or more. As long as a unit meets this definition, the household should be reported as multi-family, regardless of high-rise, mid-rise, low-rise, row house, or walk-up designation.  |
| Municipal Service Area    | An area within a municipal program  |
| Outdoor Signage           | Billboards, waste receptacle signage etc.   |
| Operations staff          | Staff with responsibilities that require them to be on a collection route, in the processing area of a MRF or in the operating area of a depot or transfer facility as all or part of their regular duties. An example of operations staff with administration responsibilities would be collection route supervisor or a MRF supervisor. Costs associated with these staff should be reported in the Section 3 Blue Box Cost, Collection, Processing or Depot/Transfer tabs. |
| P&E Staff                 | Staff with responsibility for promotional and educational materials for diversion programs.   |
| PSA                       | Public service announcement   |
| Collected Blue Box Tonnes | Blue Box materials that are collected curbside and/or at depot and brought to a Material Recycling Facility (MRF) prior to sorting and processing.  |
| Marketed Blue Box Tonnes  | Blue Box materials that leave a MRF and are marketed (residue removed). This does not include Blue Box materials that are sent for secondary processing.  |

|                  |  |
|------------------|--|
| Blue Box Residue | All contamination removed from the collected Blue Box tonnes during sorting and processing operations. Collected tonnes (curbside and depot) minus residue should be representative of the Blue Box tonnes marketed.   |
| Stockpiled       | Stockpiled Blue Box tonnes are material that was processed and/or is ready for market, but is stockpiled temporarily and will not be marketed before the Datacall reporting deadline. Costs attributed to stockpiled material will be deducted from the Datacall costs for that year and reported in the following year's gross cost if the material is marketed then. |

# APPENDIX F

## DEFINITIONS OF PACKAGING MATERIALS AND PRINTED PAPER

### Definition of Packaging Materials<sup>4</sup>

- 1) 'Packaging' shall mean all products made of paper, glass, metal, plastics, textiles or any combination thereof to be used for the containment, protection, handling, delivery and presentation of goods, from raw materials to processed goods, from the producer to the user or the consumer. 'Non-returnable' items used for the same purposes shall also be considered to constitute packaging. 'Packaging' for the purposes of the Blue Box Program Plan consists only of:
  - a) Sales packaging or primary packaging, i.e., packaging conceived so as to constitute at the point of purchase a sales unit to the final user or consumer;
  - b) Grouped packaging or secondary packaging that goes to the household, i.e., packaging conceived so as to constitute at the point of purchase a grouping of a certain number of sales units whether the latter is sold as such to the final user or consumer;
  - c) Transportation, distribution or tertiary packaging that is conceived to be distributed to household consumers. For example, household personal computers are packaged in large corrugated boxes similar to transportation packaging. If this packaging is intended for final use or management by the consumer or end user, it is considered obligated packaging under the Blue Box Program Plan. Transportation packaging that is not intended primarily for use or management by the consumer (e.g., removed by the retailer prior to placing products on the store shelf) is not considered obligated packaging under the Stewardship Ontario program; and

The definition of 'packaging' shall also take into consideration the criteria set out below.

- 2) Items shall be considered packaging if they fulfil the definition above without prejudice to other functions which the packaging might also perform, unless the item is an integral part of a product and all elements are intended to be consumed or disposed of together.

Examples of packaging include, but are not limited to:

- Chocolates box;
  - Film over wrap around a CD case;
  - Decorative cookie tin;
  - Envelopes for goods; and
  - Plastic wrap and cores of gift wrap, foil, toilet paper.
- 3) Items designed and intended to be filled at the point of sale and 'disposable' items sold, filled or designed and intended to be filled at the point of sale shall be considered packaging provided they fulfil a packaging function. This is known as service or in-store packaging. Examples of service or in-store packaging include, but are not limited to:
    - Paper or plastic carry-out bags provided at checkout and provided by retailers;
    - Bags filled at the shelves with bulk goods, produce, baked goods, etc.;
    - Disposable plates and cups;
    - Take-out and home delivery food service packaging such as pizza boxes, cups, bags, folded cartons, wraps, trays, etc.;
    - Flower box/wrap;
    - Food wraps provided by grocer for meats, fish, cheese, etc.;

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<sup>4</sup> As defined in the Blue Box Program Plan, 2003 in Section 2.1.1 on pages 3 and 4.

- Prescription bottles filler and provided by pharmacist;
  - Paper envelopes for developed photographs; and
  - Gift wrapping/tissues added by the retailer.
- 4) Packaging components and ancillary elements integrated into packaging shall be considered as part of the packaging onto which they are integrated. Ancillary elements directly hung or attached to a product and which perform a packaging function shall be considered packaging unless they are an integral part of this product and all elements are intended to be consumed or disposed of together. Examples of packaging include, but are not limited to:
- Labels hung directly on or attached to a product;
  - Mascara brush which forms part of the container closure;
  - Sticky labels attached to another packaging item;
  - Staples, pins, clips; and
  - Device for measuring dosage which forms part of the container closure for detergents.

### **Definition of Printed Paper<sup>5</sup>**

As a general definition, Stewardship Ontario designates all printed paper as Blue Box waste.

Printed papers covered by this definition include, but are not limited to:

- Daily, weekly, newspapers including those paid through subscription, provided through free distribution and those purchased through retail channels;
- Daily, weekly, monthly and quarterly glossy magazines including those paid through subscription, provided through free distribution and those purchased through retail channels;
- Product catalogues including those paid through subscription, provided through free distribution and those purchased through retail channels;
- Directories including those paid through subscription, provided through free distribution and those purchased through retail channels;
- Lottery tickets and lottery information;
- Warranty information, assembly instructions, product use instructions and health information, product registration cards and promotional information that is found inside purchased products;
- Envelopes, statements and information inserts from banks, credit companies, utilities, service providers;
- Information, forms and promotional materials distributed by municipal, regional, provincial and federal governments;
- Business, investment and securities information (e.g., annual reports, mutual fund prospectus);
- Promotional calendars, posters that are distributed to consumers free of charge (e.g., real estate calendars);
- Unsolicited promotional information, coupons, handbills and flyers; and
- Transportation and transit schedules.

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<sup>5</sup> As defined in the Blue Box Program Plan in Section 2.1.2 on pages 4 and 5.