

AMS CUSTOMER GUIDEBOOK

April 2021

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Part 1

Welcome to the AMS PRO

1.0 Introduction and Glossary

Automotive Materials Stewardship (AMS) has prepared this guide to inform producer customers of its Producer Responsibility Organization (PRO) about key aspects of Ontario's new regulatory framework for recycling used automotive service materials (antifreeze and antifreeze containers, oil containers and oil filters).



Antifreeze & Antifreeze
Containers



Empty Oil Containers



Used Oil Filters

The guide provides information on producer obligations and how to register and report to both the AMS PRO and to the Resource Productivity Recovery Authority (RPR).

The Glossary below provides terms, definitions and links to various references included throughout this Guidebook.

Term	Definition/Link	Description
AMS	Automotive Materials Stewardship	A not-for-profit Producer Responsibility Organization (PRO) that assists producers in meeting their individual responsibilities for recycling antifreeze , oil containers and oil filters
HSP	Hazardous and Special Products (HSP) Regulation	Designates obligated producers to collect, manage, and/or promote the recycling or proper disposal of designated products at their end-of-life
IC&I Sector	Industrial, Commercial, and Institutional	IC&I sector includes organizations such as hospitals, businesses, office buildings, educational institutions, and manufacturing establishments etc.
IPR	Individual Producer Responsibility	Makes producers accountable and financially responsible for managing their HSP at end-of-life.
MECP	Ministry of the Environment, Conservation and Parks	Ontario government ministry responsible for protecting and improving the quality of the environment in the Canadian province of Ontario, as well as coordinating Ontario's actions on climate change.
PRO	Producer Responsibility Organization	An organization retained by a producer to help meet their regulatory obligations under the HSP such operate a collection or management system for designated materials, prepare and submit reports and provide promotion and education.
RRCEA	Resource Recovery and Circular Economy Act, 2016	Outlines a framework for IPR in the province and the Ontario Government is responsible for designating materials for transition to IPR.
RPRA	Resource Productivity & Recovery Authority	The regulator mandated by the Government of Ontario to enforce the province's circular economy laws.

1.1 About AMS - The Producer's PRO

AMS was established by industry, for industry, as a not-for-profit organization in anticipation of Ontario's move to individual producer responsibility under the Resource Recovery and Circular Economy Act (RRCEA).

AMS is governed by a volunteer board of directors who represent companies that produce, distribute, or sell antifreeze, oil containers and oil filters. The list of current directors is available here: automotivematerialsstewardship.ca/about-us/board-of-directors/

The AMS Industry Stewardship Plan was approved by the Resource Productivity and Recovery Authority (RPRA) on August 10, 2016. The ISP program launched April 1, 2017, and ceased operations September 30, 2021.

Following the introduction of the Hazardous and Special Products (HSP) Regulation in June 2021, AMS completed the work to wind up ISP operations and launch its **Producer Responsibility Organization (PRO)** services offering. The AMS PRO began operations October 1, 2021.

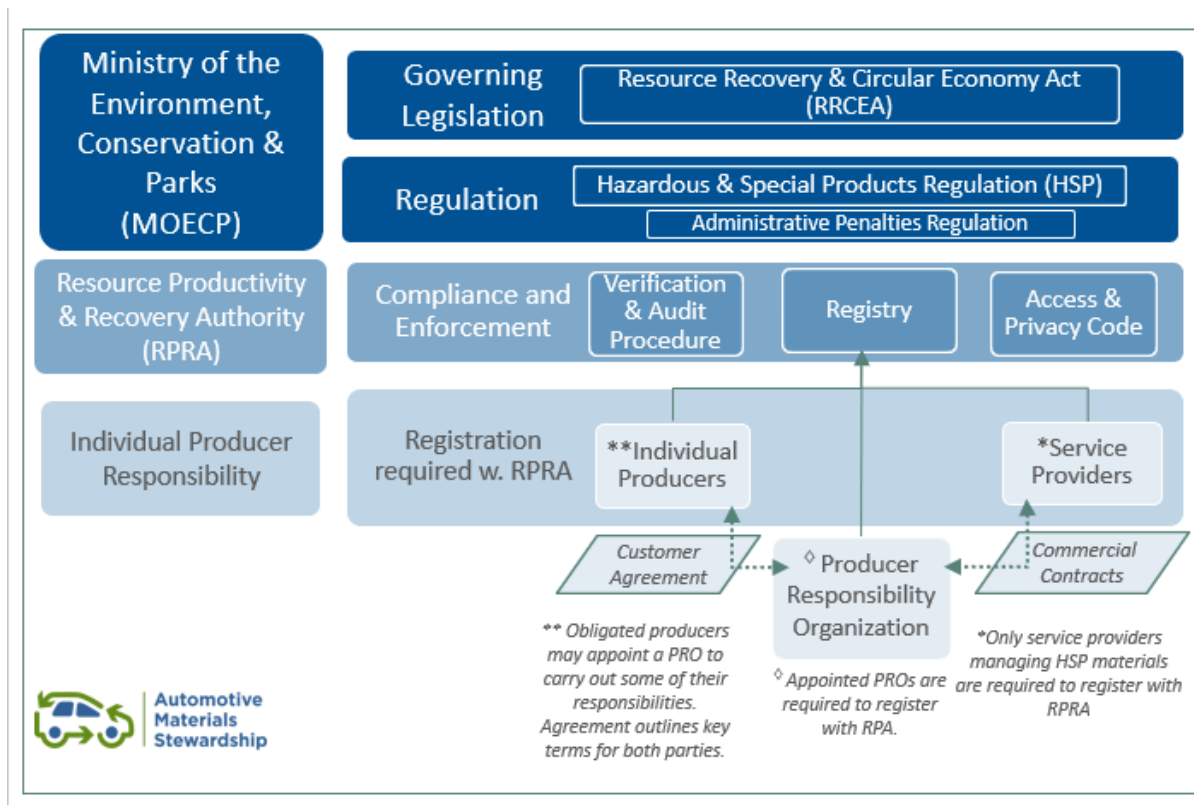
On behalf of its producer customers, AMS will manage the collection, recycling and management system for their antifreeze and antifreeze containers, oil filters and oil containers. Our PRO will also ensure customers meet the regulatory requirements for promotion and education. Further information about the advantages of AMS PRO services are available on the [AMS website](#).

All eligible producers are welcome to join our PRO. Please see our [Registration Guide](#) to make AMS your PRO.

1.2 Regulatory Framework

The RRCEA was introduced in 2016 to support Ontario's move toward a circular economy. The HSP Regulation was published in June 2021 under the RRCEA and came into effect on October 1, 2021. As of this date, all obligated producers were required to have an HSP collection and management system in place and carry out promotion and education requirements.

The graphic below provides an overview of the regulatory framework including the roles of MOECP, RPRA and individual producers. For more detailed information please visit [RPRA's website](#).



1.3 Individual Producer Responsibility

The HSP Regulation implements **Individual Producer Responsibility (IPR)** which makes producers accountable and financially responsible for managing their HSP at end-of-life. It requires producers of HSP materials to:

- Collect, manage, and/or promote the recycling or proper disposal of their HSP.
- Meet specific material management targets (i.e. recycling targets).
- Establish a free collection network for consumers across the province, including rural and northern communities, and Indigenous Communities located within and outside the Far North.
- Provide promotion and education materials to increase consumer awareness about how and where to properly recycle or dispose of these products.
- Register with Resource Productivity & Recovery Authority (RPRC) and either declare they intend to meet their obligations on their own or appoint a PRO to assist with their regulatory responsibilities.
- Report to RPRC on both supply data and collection and management outcomes.
- Complete a third-party audit of management activities.
- Maintain records.
- Provide consumers with information related to any separate fee charged in connection to the sale of HSP regarding how this fee will be used for resource recovery efforts.

1.4 About the Resource Productivity & Recovery Authority

- RPRA is the regulator mandated by the Government of Ontario to enforce the province's circular economy laws.
- Established in November 2016 to support the transition to a waste-free Ontario, RPRA administers the RRCEA and its associated regulations.
- RPRA responsibilities include:
 - Overseeing existing waste diversion programs until they are wound up.
 - Approving wind-up plans developed by industry funding organizations and overseeing their implementation.
 - Developing and operating a registry for producers responsible for materials under the RRCEA to register and report on waste recovery.
 - Managing, analyzing, and reporting on the information in the registry.
 - Carrying out compliance and enforcement activities.
 - Fostering the circular economy to spur innovation and protect the environment.
- For further information, call RPRA at 647-496-0530 or 833-600-0530, or visit their website: [HSP section of their website](#).

Part 2

Assisting Producers

2.0 Options For Meeting Your Regulatory Requirements

Ontario's regulatory framework for recycling provides producers with a choice: to either manage their obligations themselves or join a PRO.

The HSP Regulation defines a PRO as follows:

A person retained by a producer for the purpose of carrying out one or more of the following producer responsibilities relating to HSP:

1. *Arranging for the establishment or operation of a collection or management system.*
2. *Establishing or operating a collection of management system.*
3. *Arranging for the disposal of HSP.*
4. *Preparing and submitting reports.*

AMS has proven its ability to deliver on these requirements with the successful performance of its ISP, which delivered reliable compliance solution to producers between 2017 and 2021. We welcome all eligible producers to join the AMS PRO to meet their regulatory obligations.

2.1 AMS Services

The HSP Regulation includes a number of specific obligations for producers. The goal of the AMS PRO is to carry out activities to meet these obligations on behalf of producers, ensuring that all regulatory targets are met and that our customers are in compliance.

AMS offers producer customers strong service and support for their ongoing reporting requirements, including:

- Proven and secure WeRecycle Portal
- Services team assistance for reporting guidance

The table below summarizes producer regulatory requirements and how AMS supports our customers.

- The first column indicates the services that AMS will manage on your behalf.
- The second column indicates areas that the AMS PRO will support its customers, as there are some obligations that each producer must carry out directly.

Producer's New Regulatory Requirements	AMS	You (the Customer)
Establish free collection network for consumers across Ontario capable of meeting the collection site and minimum management requirements for Automotive HSP as specified in Parts III, IV and VI of the Regulation.	✓	
Collect, manage, and ensure recycling & proper disposal of Automotive HSP from registered collection sites and call-in collection locations, as applicable, as required under Part IV of the regulation.	✓	
Provide promotion and education materials as required under Part VII (but not Section 37) of the Regulation	✓ *	
Provide information related to resource recovery fees (i.e. visible fees) charged in connection to the sale of HSP to consumers in accordance with Section 37 of the Regulation.		✓ *
Maintain registration as a Producer with the Authority in accordance with Sections 38 and 39 of the Regulation including, where applicable, monitoring of exemption thresholds.		✓
Maintain registration as a PRO with the Authority in accordance with Section 41 of the Regulation.	✓	
File Customer Reports to AMS, and other information as may be reasonably required, and pay all fees invoiced, in accordance with this Agreement.		✓
Submit Interim Producer Reports and ongoing Annual Producer and PRO Reports to the Authority in accordance with Part IX of the Regulation.	✓	
Support preparation of Producer reports to the Authority by aggregating quarterly Customer Reports as required	✓	

Producer's New Regulatory Requirements	AMS	You (the Customer)
Submit First Supply Report to the Authority in accordance with Part IX of the Regulation		✓
Submit to the Authority the weight of Automotive HSP supplied to consumer in Ontario pursuant to subsection 46. (4) 1 of the Regulation.		✓
Submit to the Authority the Annual Report pursuant to section 46 of the Regulation but excluding subsection 46. (4).1.	✓	
Maintain records related to establishing and operating a collection and management system, implementing a promotion and education program and agreements related thereto, as required in Section 54 of the Regulation.	✓	
Maintain records related to the weight or each type of HSP within each applicable category of HSP supplied to consumers in Ontario, are required in Section 54 of the Regulation.		✓
Facilitate unique obligations of Voluntary Organizations, where applicable.	✓	
Identify B2B relationships for Voluntary Reporters Agreement, execute agreement, and submit to AMS, where applicable.		✓
Co-sign Voluntary Reporters Agreement and manage system requirements, where applicable.	✓	
Undertake an audit of the practices and procedures implemented in order to comply with Part VI in respect of each type of Automotive HSP as required in Section 57 of the Regulation.	✓	
Undertake verification of Automotive HSP supply data in accordance with the Hazardous and Special Products Verification and Audit Procedure published by the Authority.		✓

* P&E related to visible fees remains solely with producers. AMS can provide guidance and assistance on request.

2.2 Who is a Producer?

The information below is intended to provide general guidance to customers, as under the new regulatory framework **RPRRA determines, through its registration process, whether a producer is obligated under the HSP Regulation.**

The main considerations for determining producer obligation are:

- Is your company a Brand Holder, Importer or Marketer of HSP products in Ontario?
- Does your company have residency in Canada, Ontario or elsewhere?

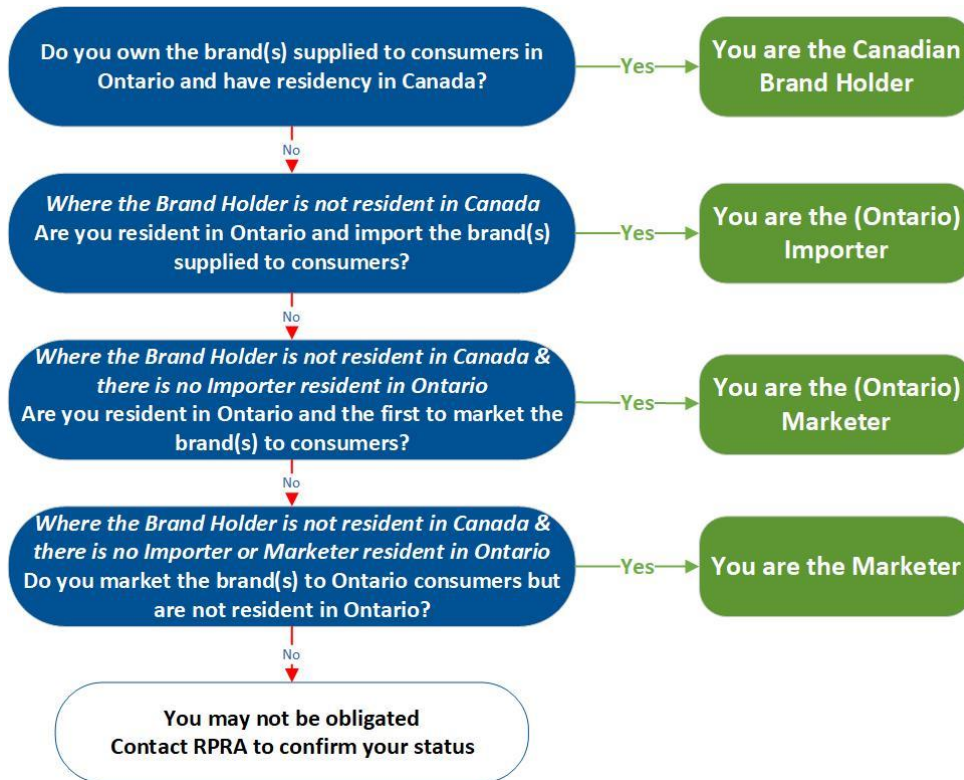
Producers may be exempt if they supply quantities below de minimis thresholds and may also have slightly different obligations if they are small or large producers.

2.2.1 Obligation hierarchy

Producers are classified based on the hierarchy outlined in section 4 (1)(a) of the HSP Regulation.

4. (1) *For the purposes of the definition of “producer” [...],*
- (a) *with respect to a type of HSP [...] marketed to consumers in Ontario, the producer of the HSP is,*
- (i) *subject to subsections (2) and (3), if the brand holder of the HSP is resident in Canada, the brand holder,*
 - (ii) *if there is no person described in subclause (i) and the HSP is imported into Ontario by a person resident in Ontario, the importer,*
 - (iii) *if there is no person described in subclause (i) or (ii) and the HSP is marketed by a person resident in Ontario, the first person who marketed the HSP, or*
 - (iv) *if there is no person described in subclause (i), (ii) or (iii) and the HSP is marketed by a person not resident in Ontario, the person who marketed the HSP.*

The graphic below is for general guidance to assist understanding of the obligations outlined in the HSP Regulation. Any specific questions should be directed to RPRA, which confirms each producer’s obligation status.



2.2.2 Residency

One of the changes introduced with the HSP Regulation is that the definition of a brand holder now extends to residents of Canada (rather than Ontario in the previous regulation).

The HSP Regulation defines residency as follows:

*“resident in **Canada**” means a person having a permanent establishment in Canada;*

*“resident in **Ontario**” means a person having a permanent establishment in Ontario;*

In addition:

“permanent establishment”

(a) Has the meaning assigned by subsection 400 (2) of the Income Tax Regulations (Canada) in the case of a corporation.

2.2.3 Exemptions

The HSP Regulation states that producers are exempt from management and regulatory responsibilities if the producer's average weight of supplied quantities in the previous calendar year is below the thresholds listed in the table. Exemptions are for an entire calendar year and are specific to each material category.

This table excerpts information from Sections 6 and 11 of the HSP Regulation. Please contact RPPRA for confirmation of your status.

AMS PRO Materials	Exemptions/De Minimis (tonnes)	Small producers' average weight of supply (tonnes)	Large producers' average weight of supply (tonnes)
Antifreeze (Fluid and Containers)	20 or less	Greater than 20 – Less than 300	300 or more
Oil Containers	2 or less	Greater than 2 – Less than 55	55 or more
Oil Filters	3.5 or less	Greater than 3.5 – Less than 100	100 or more

2.2.4. Small and large producers

Under the new regulatory framework, all producers are categorized by size based on the amount of each material reported in each annual data period. The table above shows the thresholds for large and small producers as documented in the HSP regulation.

AMS has created a collection site network that will fulfil the more stringent requirements outlined for large producer – this means all customers can join our PRO knowing that the obligations outlined in the Regulation will be met.

2.3 Volunteer Organizations

Volunteer Organizations (VO) are a new concept under the HSP Regulation that permit a brand holder **not resident in Canada** to assume the responsibilities for all their branded products supplied into Ontario (i.e. must meet all the requirements outlined in the HSP Regulation to operate a collection and management system). This relieves all Ontario importers of the regulatory responsibilities for those specific brands.

We recommend you contact RPRA to ensure you are eligible to assume the role of a Volunteer Organization. Once eligibility is confirmed with RPRA, we can assist you in joining AMS.

2.4 Difference between Volunteer Organizations & Voluntary Reporters

A **Volunteer Organization** is different from a **Voluntary Reporter**

- A **Volunteer Organization** (VO) must be approved by RPRA and will take on all reporting and payment obligations under the new regulation.
- A **Voluntary Reporter** (VR) can submit reports on behalf of another producer but has no obligations under the regulation to report to RPRA and is not required to pay fees to AMS for its voluntary reports.
- Additional information on how to complete a Voluntary Reporter Agreement (VRA) is below.

2.5 Voluntary Reporters

The **Voluntary Reporter Agreement** (VRA) is a special administrative arrangement for AMS customers.

The VRA allows one party (Producer A) to report on behalf of another party (Producer B) for some or all its AMS materials.

Producer A is typically a customer of Producer B and supplies or distributes Producer B's brands. Producer A has more visibility on how much product is supplied and therefore assists Producer B with its reporting.

- Producer B remains the obligated producer and is responsible for all regulatory requirements and is subject to RPRA audit as permitted under the HSP Regulation.
- It is also responsible for payment of fees to AMS.

This tri-party agreement is available on request.

Part 3

Automotive Materials Designated Under the HSP Regulation

3.0 Material definitions

AMS supports obligated producers who supply the following materials:

- Antifreeze and Antifreeze containers
- Oil Containers
- Oil Filters

The HSP Regulation defines HSP materials according to Categories:

“Category A” includes:

- Oil filters

“Category B” includes:

- Antifreeze
- Oil containers

These categories determine the different management and performance targets which AMS will manage on behalf of its customers.

The specific definitions of the materials are as follows:

*“**antifreeze**” means a product containing ethylene or propylene glycol that is used or intended for use as a vehicle engine coolant and includes,*

- a) the initial antifreeze supplied with a new vehicle, and*
- b) antifreeze that is premixed and concentrated.*

“antifreeze” includes the product’s primary packaging, that has a capacity of 30 litres or less

*“**oil container**” means a container that is used for the supply of new lubricating oil and that has a capacity of 30 litres or less;*

“lubricating oil” means petroleum-derived or synthetic crankcase oil, engine oil, hydraulic fluid, transmission fluid, gear oil, heat transfer fluid or other oil or fluid used for lubricating machinery or equipment.

“oil filter” means a fluid filter, other than a gasoline filter, and includes,

- a) a spin-on style filter or element-style fluid filter that is sold separately or as part of a product, that is used in hydraulic, transmission or internal combustion engine applications,*
- b) a filter used for oil, diesel fuel, storage tank fuel, coolant, household furnace fuel, and*
- c) a sump type automatic transmission filter.*

Part 4

Registration and Reporting

4.0 Overview

Producers that join AMS to fulfil their new regulatory obligations have registration and reporting **obligations to RPRA and to AMS:**

- Obligations to RPRA are prescribed by the HSP Regulation.
- The AMS requirements focus on the submission of a signed Customer Agreement to enable collection and management of materials on your behalf, and submission of your quarterly reports so fees can be calculated.

4.1 RPRA

Producer obligations to RPRA detailed in the HSP Regulation are summarized below. More information is available on the [RPRA website](#).

RPRA Registration

- RPRA requires all producers to complete its registration form (an Excel template).
- All producers submit a three-year historical report at the time of registration.
- RPRA will confirm producers' obligation or exemption status.
- Obligated producers will receive an invoice for RPRA's annual Registry Fees.
- Upon payment, RPRA will issue your unique Registry ID Number.

RPRA Reporting

- *Collection and Management Report*
 - 2022 Interim Report due January 1, 2022.
 - AMS will support its customers in preparation of this report.
- *First Producer Supply Report*
 - Due July 31, 2022.
 - AMS will support its customers in preparation of this report.
 - Note: the data from your quarterly AMS reports will inform this report.
- *Annual Producer Report*
 - Due July 31 in every subsequent calendar year.
 - Producers must submit a report that includes weights of HSP material supplied in the prior calendar year, as well as information on meeting the obligations and

targets outlined in the regulation (e.g. establishment and management of collection sites, recovered resources and management requirements).

- AMS will support its customers in preparation of this report.

4.2 AMS

AMS PRO Registration

Our [Registration Guide](#) details the steps to make AMS your PRO, including signing up on the WeRecycle Portal and uploading a signed Customer Agreement.

AMS PRO Reporting

Customers of AMS will submit quarterly reports on the WeRecycle Portal.

AMS will use the data provided in your quarterly reports to prepare a **First Producer Supply Report** for each producer and subsequent **Annual Producer Report**: You can then submit them to RPRA as required under the Regulation.

4.3 Preparing your Quarterly Reports for AMS

Reporting requirements are based on the amount and type of HSP supplied. The Best Practices section below can assist you in collecting and reporting the correct data. Accurate reporting ensures that you pay your fair share of fees to collect, manage and process the HSP that your organization supplies in Ontario.

4.3.1 Reporting Best Practices

Before beginning report preparation, the following recommended activities should be considered:

1. Determine if you wish to establish a Voluntary Reporters Agreement between yourself and one of your customers.
 - You can request a copy of the VRA by emailing us or submitting a request [here](#).
2. Audit all brands supplied into Ontario to determine which ones you are responsible to manage as the Brand Holder, Importer or Marketer.
 - You should remove any brands that you import from Canadian Brand Holders.
 - We recommend you notify them that they are now obligated under the HSP Regulation.
3. If you supply Antifreeze, please include factory fill in your report¹

¹ In October 2021, RPRA revised guidance for factory fill - <https://rpra.ca/programs/hazardous-and-special-products/hazardous-and-special-products-producers/>

- A new reporting category has been added in response to requests from our customers, you can now report and track factory fill quantities separately from other fluids.
 - The fee rate is the same as Antifreeze Premix.
4. Compile your supplied quantities for each material in the data period and create a data table to support easy entry into the WeRecycle Portal.

4.3.2 Developing Your Reporting Methodology

The following are suggested approaches to creating a data collection methodology to support your reporting.

Using inventory counts vs the amount of fees collected from B2B customers

It is recommended that producers use their inventory counts and customer destination as a true representation of the number of units that have entered the Ontario market. We do not recommend basing your reported data on the fees collected from your customers as it is not an accurate methodology and introduces points in which calculation errors can occur.

Maintaining the brands list

Please check your brands and ensure that you are only including brands for which you are obligated. If you are a retailer, the brands you are obligated for may have changed under the new regulation because Canadian brand holders are now responsible for all their branded products supplied into Ontario. Accurate maintenance of brands will ensure you are only managing the products for which you are obligated and simplify any future audit procedures that RPRA may conduct. We ask for a list of brands in every quarterly report to assist you in staying current with your obligations

Using the WeRecycle Portal worksheets

Worksheets allow you to enter units sold of the most common container sizes for oil containers or antifreeze containers. The worksheet will then calculate the total number of litres for all sizes entered. Please note that both the fluid content and the weight of the container is obligated under the regulation.

Data Table

As you review the HSP you've supplied, we recommend creating a simple summary table or spreadsheet in Excel that shows the material categories for which you are reporting, and the quantity supplied (*by reporting unit*) before entering data in the Portal. If you are a voluntary reporter, you may wish to create a summary table for each customer on whose behalf you are reporting.

4.4 How to Submit a Report

This checklist outlines the steps to complete and submit your reports and provides relevant screen shots from the WeRecycle Portal.

User ID & Password

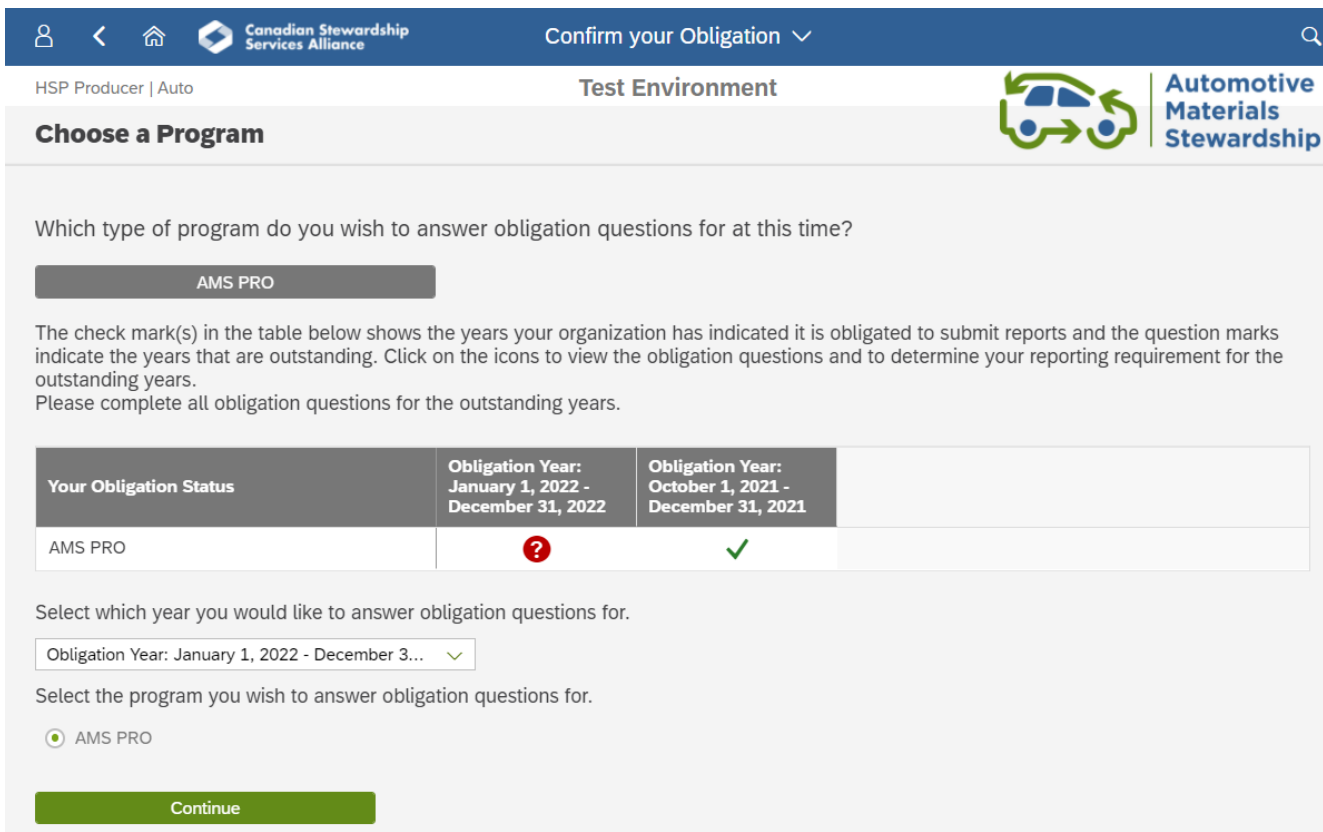
Ensure you have a User ID and password to log into the Portal.

- Use the “Did you forget your password?” link to recover your login information or contact the Services Team for assistance.
- Only the Primary Contact (PC) can submit final reports. Secondary contacts can enter data into the Portal, and may leave a report “in progress”, but only the PC has the authority to submit.


Confirm Your Obligation

Before you can submit a report in a given quarter, you will need to confirm your obligation for the full reporting period:

- Select the 'Confirm your Obligation' tile from the home page.
- Choose the AMS PRO option and a summary of obligation periods will appear.
- Click the icons in the table to learn more about your status.



HSP Producer | Auto Confirm your Obligation

Test Environment  Automotive Materials Stewardship

Choose a Program

Which type of program do you wish to answer obligation questions for at this time?

AMS PRO

The check mark(s) in the table below shows the years your organization has indicated it is obligated to submit reports and the question marks indicate the years that are outstanding. Click on the icons to view the obligation questions and to determine your reporting requirement for the outstanding years.
Please complete all obligation questions for the outstanding years.

Your Obligation Status	Obligation Year: January 1, 2022 - December 31, 2022	Obligation Year: October 1, 2021 - December 31, 2021
AMS PRO	?	✓

Select which year you would like to answer obligation questions for.

Obligation Year: January 1, 2022 - December 3... ▼

Select the program you wish to answer obligation questions for.






AMS PRO


Continue

- ❖ A question mark indicates you must confirm your obligation
- ❖ A check mark indicates you have already confirmed your status as 'obligated'
- ❖ An 'X' indicates you have confirmed 'not obligated', and no report is required

- Below the summary table, select the period you wish to confirm obligation for. The dropdown menu will present periods where obligation is available to be confirmed.

On the next screen provide a response for each question and select 'Continue'. Review and confirm your answers to complete this stage.

   **Canadian Stewardship
Services Alliance** **Confirm your Obligation**  

HSP Producer | Auto **Test Environment**  **Automotive
Materials
Stewardship**

Determining Your Obligation(s)
AMS PRO • Obligation Year: January 1, 2022 - December 3...

Are you selecting AMS PRO to fulfil your obligations under the HSP Regulation?
[More Information](#)

Yes No

Are you an approved Voluntary Reporter who is submitting a voluntary report on behalf of another producer?
[More Information](#)

Yes No

Will you be reporting Antifreeze?
Consider only the antifreeze materials supplied to consumers for which your organization is the obligated brand holder, importer, or marketer.
Note: under the new HSP regulation

- factory fill should be included in your report
- antifreeze that you import from Canadian brand holders should not be included in your report

[More Information](#)

Yes No

Will you be reporting Oil Containers?
Consider only the oil containers supplied to consumers for which your organization is the obligated brand holder, importer, or marketer.

[More Information](#)

Yes No

Will you be reporting Oil Filters?
Consider only the oil filters supplied to consumers for which your organization is the obligated brand holder, importer, or marketer.

[More Information](#)

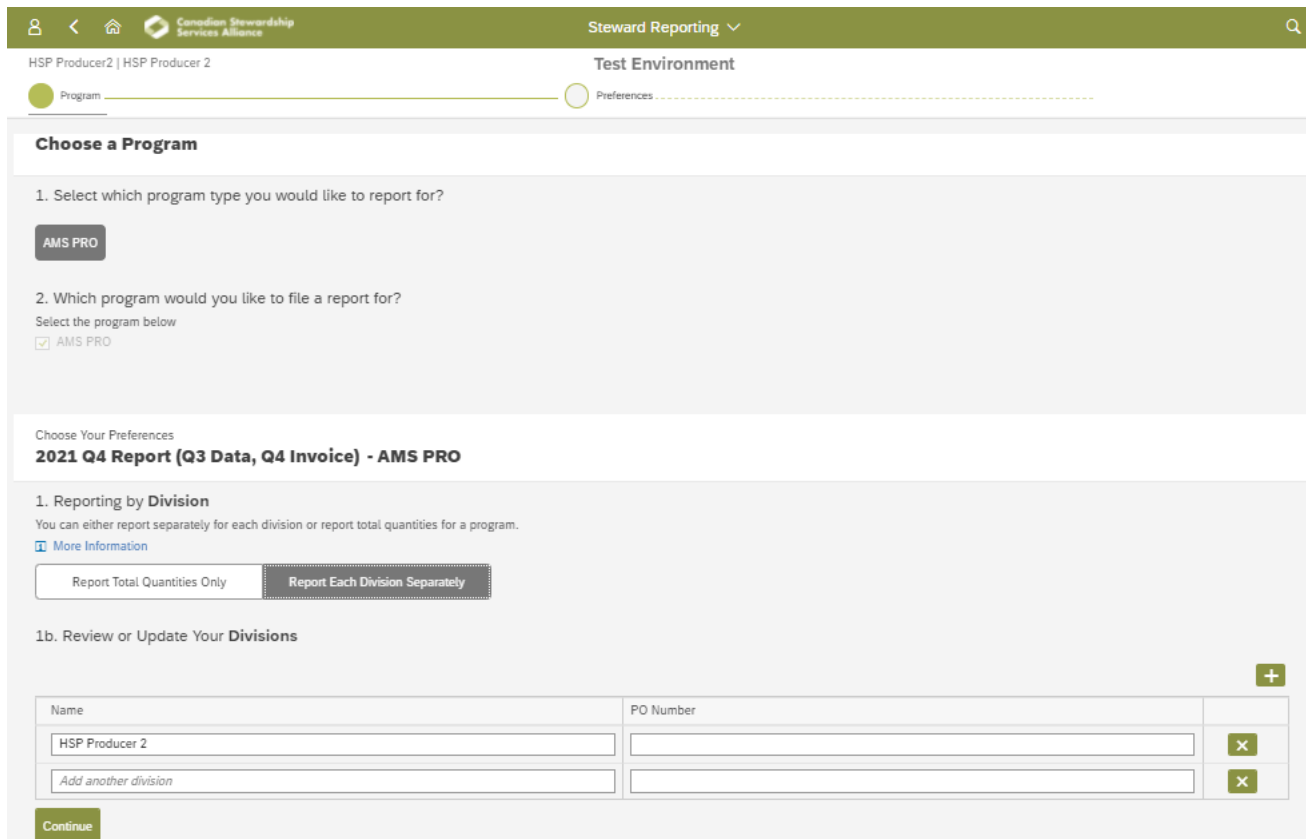
Yes No

Start a new report

After you have completed the confirmation, choose “Navigate to Reporting” or the “Start a New Report” tile from the home page.

“AMS PRO” will appear as an option. The oldest outstanding report will be required first. You will be asked to choose your reporting preferences including deciding if you wish to report by Division or Report for VRAs.

- Determine if you would like to report using separate divisions for your report. Divisions allow you to split your report into different sections as you choose, perhaps by department or area of your organization's operations.



The screenshot shows the 'Steward Reporting' interface. At the top, there is a navigation bar with the Canadian Stewardship Services Alliance logo and the text 'Steward Reporting'. Below this, the user is identified as 'HSP Producer2 | HSP Producer 2' and the environment is 'Test Environment'. The main content area is titled 'Choose a Program' and contains two steps:

1. Select which program type you would like to report for?
 - AMS PRO (selected)
2. Which program would you like to file a report for?
 - Select the program below
 - AMS PRO

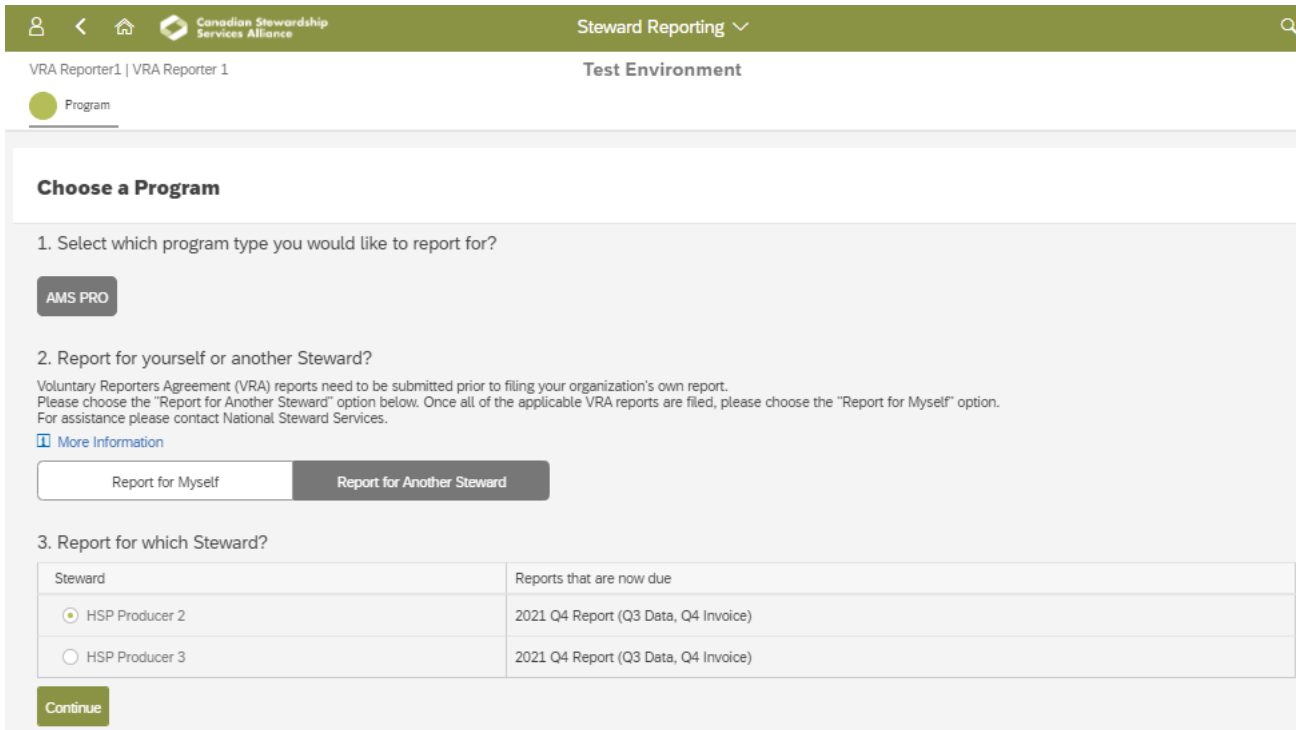
Below this, the 'Choose Your Preferences' section is titled '2021 Q4 Report (Q3 Data, Q4 Invoice) - AMS PRO'. It contains:

1. Reporting by Division
 - You can either report separately for each division or report total quantities for a program.
 - [More Information](#)
 - Report Total Quantities Only (unselected) | Report Each Division Separately (selected)
- 1b. Review or Update Your Divisions
 - A table with columns 'Name' and 'PO Number'.
 - Row 1: Name: HSP Producer 2, PO Number: (empty), with a delete button (X).
 - Row 2: Name: Add another division, PO Number: (empty), with a delete button (X).
 - A plus sign (+) button is in the top right corner of the table area.
 - A 'Continue' button is at the bottom left.

Submitting a Voluntary Report

- If you are a Voluntary Reporter, the voluntary reports must be submitted first before you submit your own report.
- Choose the “Report for Another Steward” option and which customer report you would like to submit.

- Complete the report as usual and be sure to return to the “Start a New Report” tile to submit any remaining reports.



The screenshot shows the 'Steward Reporting' interface in a 'Test Environment'. The user is logged in as 'VRA Reporter1 | VRA Reporter 1'. The main heading is 'Choose a Program'. The first step is 'Select which program type you would like to report for?' with a button labeled 'AMS PRO'. The second step is 'Report for yourself or another Steward?' with a note about Voluntary Reporters Agreement (VRA) reports and a 'More Information' link. Below this are two buttons: 'Report for Myself' and 'Report for Another Steward'. The third step is 'Report for which Steward?' with a table listing stewards and their due reports.

Steward	Reports that are now due
<input checked="" type="radio"/> HSP Producer 2	2021 Q4 Report (Q3 Data, Q4 Invoice)
<input type="radio"/> HSP Producer 3	2021 Q4 Report (Q3 Data, Q4 Invoice)






At the bottom of the form is a green 'Continue' button.

Material Quantities






Use the Material Quantities section to enter the amount of each designated material you supplied in the given quarter.

- Note that antifreeze containers with a volume of 30 litres or less need to be included in quarterly reports. The equivalent litres of antifreeze fluid that was supplied in the containers need to be reported in a separate category as concentrate or premix. Both the fluid content and the weight of the container is obligated under the regulation. The fluid amount should be greater than the antifreeze container amount if fluid quantities supplied in bulk are also being reported.
- Worksheets are available for antifreeze containers and oil containers to assist with calculations. Choose the green icon next to the category to view the list of common container sizes and enter the number of units supplied for each size.
- Navigate through each section by using the “Save and Continue” buttons in the bottom right corner. “Continue” has an auto save function to allow an easier flow through each section.

- You can exit the report and return later to submit. Be sure to save your data before exiting. You can come back to the report via the “Continue a Report I’ve Started” tile on the home page.
- A NIL report can be submitted if you did not supply any materials during the quarterly data period. To complete a NIL report, select the “NIL Report” checkbox in the top right corner.




Steward Reporting 



HSP Producer2 | HSP Producer 2
Test Environment

 -  Preferences
 Material Quantities
 Methodology


Material Quantities Total weight: 0 kg

2021 Q4 Report (Q3 Data, Q4 Invoice) - AMS PRO

NIL Report

Material		2021	Worksheet	
<div style="display: flex; align-items: center;"> <div style="margin-right: 5px;">▼</div> Antifreeze Fluid - Concentrate </div>				
Antifreeze Fluid - Concentrate	Litr...	<input type="text"/>		
<div style="display: flex; align-items: center;"> <div style="margin-right: 5px;">▼</div> Antifreeze Fluid - Premix </div>				
Antifreeze Fluid - Premix	Litr...	<input type="text"/>		
Antifreeze Factory-Fill	Litr...	<input type="text"/>		
<div style="display: flex; align-items: center;"> <div style="margin-right: 5px;">▼</div> Antifreeze - Containers </div>				
Antifreeze Containers	Litr...	<input type="text"/>		
<div style="display: flex; align-items: center;"> <div style="margin-right: 5px;">▼</div> Oil Filters </div>				
Oil Filters less than or equal to 8"	Unit	<input type="text"/>		
Oil Filters greater than 8"	Unit	<input type="text"/>		

HSP Producer2 | HSP Producer 2 Steward Reporting ▾

Test Environment

2021: Antifreeze Containers

Material Description	Quantity	Size	Reported Quantity	Unit
Antifreeze - 1 L -Premix [i]	0	1.0000	0	Litres
Antifreeze - 1.89 L - Premix [i]	0	1.8900	0	Litres
Antifreeze - 2 L - Premix [i]	0	2.0000	0	Litres
Antifreeze - 3.78 L - Premix [i]	0	3.7800	0	Litres
Antifreeze - 4 L - Premix [i]	0	4.0000	0	Litres
Antifreeze - 9.48 L - Premix [i]	0	9.4800	0	Litres
Antifreeze - 18.9 L - Premix [i]	0	18.9000	0	Litres
Antifreeze - 20 L - Premix [i]	0	20.0000	0	Litres
Antifreeze - 1 L - Concentrate [i]	0	1.0000	0	Litres
Antifreeze - 1.89 L - Concentrate [i]	0	1.8900	0	Litres
Antifreeze - 2 L - Concentrate [i]	0	2.0000	0	Litres

Total weight: 0 kg

NIL Report

Worksheet

Save Cancel Total Quantity 0 Save Continue

Methodology

The WeRecycle Portal is set up to collect detailed information about the methodology you use in preparing your quarterly AMS reports. During our report validation process we use this information to assist us in identifying and adjusting any reporting errors on a quarterly basis. This ensures that at the end of each year, when AMS prepares your annual supply report for submission to RPRA, your data is accurate.

In the methodology section, please explain in detail the process used to gather data for reported quantities. Please contact us with any questions about completing this section.

Responses are needed for each of the text boxes. You can choose “Copy from Previous Report” to populate your responses from the prior report and edit as needed.

Canadian Stewardship Services Alliance
Steward Reporting ▾

HSP Producer | AMS PRO
Test Environment

Material Quantities
Methodology
Brands & Affiliates
Report Submission

Tell us About Your Methodology

2021 Q4 Report (Q3 Data, Q4 Invoice) - AMS PRO

[More Information](#)

1. Please describe the data collection process you have used to calculate quantities of each type of HSP material that you included in your report. (e.g. did you use sold to sales information, bill to sales information, vendor provided information or any other methodology?)

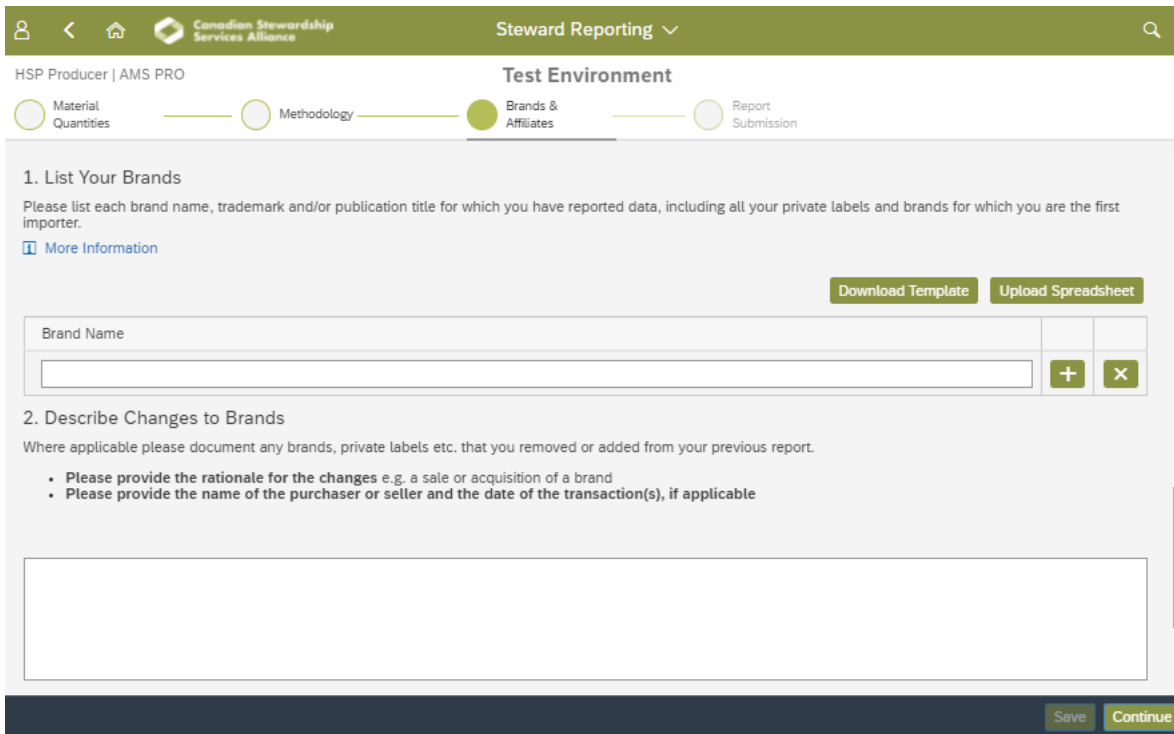
2. Please provide a description of any significant changes to your prior quarter data that resulted in material increases/decreases by 20% or more. (e.g. have you experienced decreases/increases in sales or have you discontinued a product line?)

Save
Continue

Brands & Affiliates

In the brands and affiliates section, it is important that you list every brand and affiliate you have included in your report, ensuring that you only include those brands for which you are obligated.

- There are three ways to add your brand information:
 - you can add each manually;
 - upload a spreadsheet; or
 - choose “Copy from Previous Report” to populate the brands from the prior quarter assuming there have been no changes.
- Use the + and x buttons to add or remove names on the list.



HSP Producer | AMS PRO

Canadian Stewardship Services Alliance

Steward Reporting

Test Environment

Material Quantities | Methodology | **Brands & Affiliates** | Report Submission

1. List Your Brands

Please list each brand name, trademark and/or publication title for which you have reported data, including all your private labels and brands for which you are the first importer.

[More Information](#)

Download Template | Upload Spreadsheet

Brand Name		
<input type="text"/>	+	-

2. Describe Changes to Brands

Where applicable please document any brands, private labels etc. that you removed or added from your previous report.

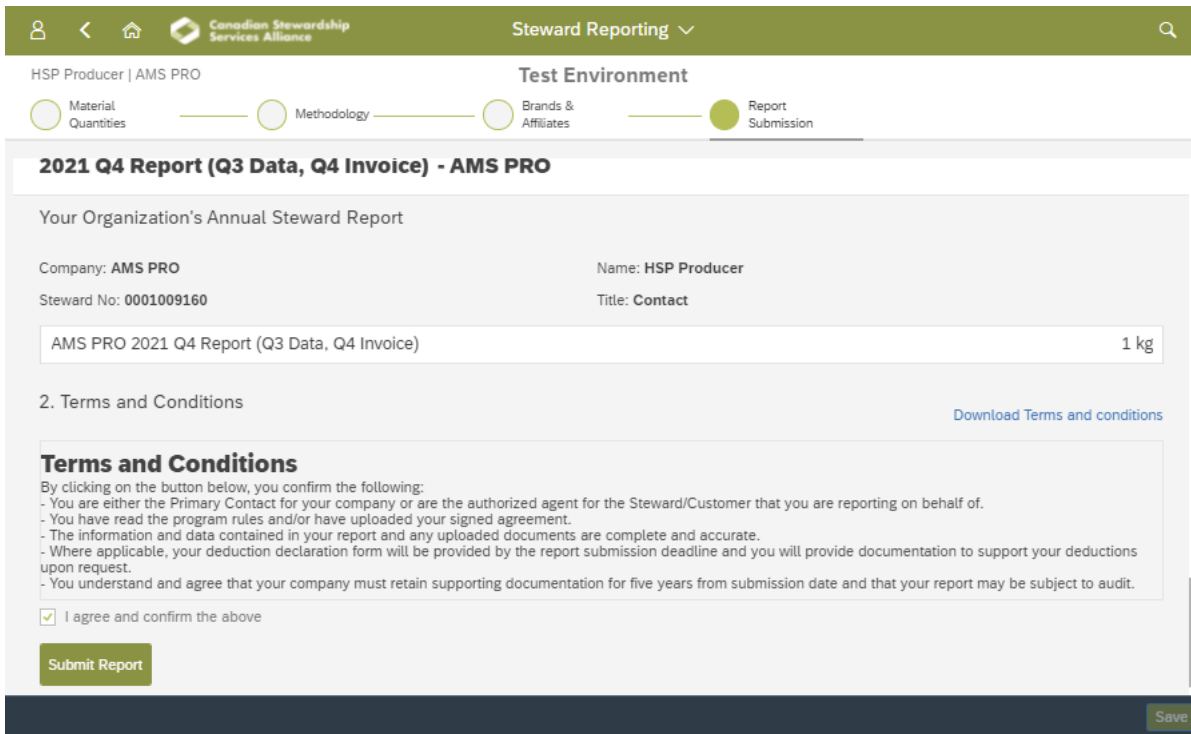
- Please provide the rationale for the changes e.g. a sale or acquisition of a brand
- Please provide the name of the purchaser or seller and the date of the transaction(s), if applicable

Save | Continue

Submit report screen

After your supplied quantities, methodology and brands have been entered you can review your information and click 'Submit' to finish.

- Scroll through the report sections to review your total quantities and basic information.
 - Read and confirm the terms and conditions by clicking the checkbox.
 - Click 'Submit Report' to finish.
 - **Reminder:** if you are a Secondary Contact, you will not be able to submit a report. Only the Primary Contact can submit reports.
- If you encounter an error message, there may be information missing from one of the report sections. The message will indicate which section requires attention.



The screenshot shows the 'Steward Reporting' interface for 'AMS PRO' in a 'Test Environment'. The navigation bar includes a home icon, a search icon, and the text 'Canadian Stewardship Services Alliance'. Below the navigation bar, the user is identified as 'HSP Producer | AMS PRO'. A progress indicator shows four steps: 'Material Quantities', 'Methodology', 'Brands & Affiliates', and 'Report Submission', with 'Report Submission' being the active step. The main heading is '2021 Q4 Report (Q3 Data, Q4 Invoice) - AMS PRO'. The report title is 'AMS PRO 2021 Q4 Report (Q3 Data, Q4 Invoice)' and the quantity is '1 kg'. Below this, there is a section for '2. Terms and Conditions' with a 'Download Terms and conditions' link. The 'Terms and Conditions' section includes a list of conditions and a checkbox for 'I agree and confirm the above', which is checked. A 'Submit Report' button is visible at the bottom left, and a 'Save' button is at the bottom right.

Maintaining the integrity of your reporting process and data

We recommend that you maintain the records of the process you used to produce the report, a list of your data sources and the tools or any internal reports used – this will ensure you are in compliance with Section 54 of the HSP Regulation which requires producers to maintain records for five years and that you have the necessary records should RPRA audit your reports. The WeRecycle Portal also stores copies of all your prior reports should you require them.

Please note that if you decide to change the way you collect and calculate your quantities of HSP supplied in Ontario, this type of methodology change can be applied to future reports but cannot be applied to prior reports.

View past reports

Once a draft report has been started and saved it can be viewed in the past reports section of the portal. After the draft is submitted the status of the report will update automatically.

A PDF version can be downloaded and saved at any time for you to access on the Portal.

Canadian Stewardship Services Alliance | Home

HSP Producer | AMS PRO | Test Environment

Reporting | Billing Status | Account Management | Support

Confirm your Obligation
You have 1 program year to review for obligation status

1
Program year to review

Start a New Report
Obligation must be confirmed before you can start reporting

0
Reports to be filed

Start a New Simplified Report
You may be eligible to file flat fee reports.

0

Continue a Report I've Started
You have no draft reports at this time

0
Draft Report Waiting

View Past Reports

Billing Status

View Invoices
You have no invoices due at this time.

0
Invoice Due

Canadian Stewardship Services Alliance | Account Info

HSP Producer | AMS PRO | Test Environment

Profile | Programs | **Past Reports** | Invoices | Shared Files | Manage Contacts

Past Reports

Use the drop down menu to filter or search reports or select report(s) from the All Reports list below. Please note that Report Period reflects program reporting requirement (annual or quarterly).

Program: Report Period: Sales Order: Report Status:

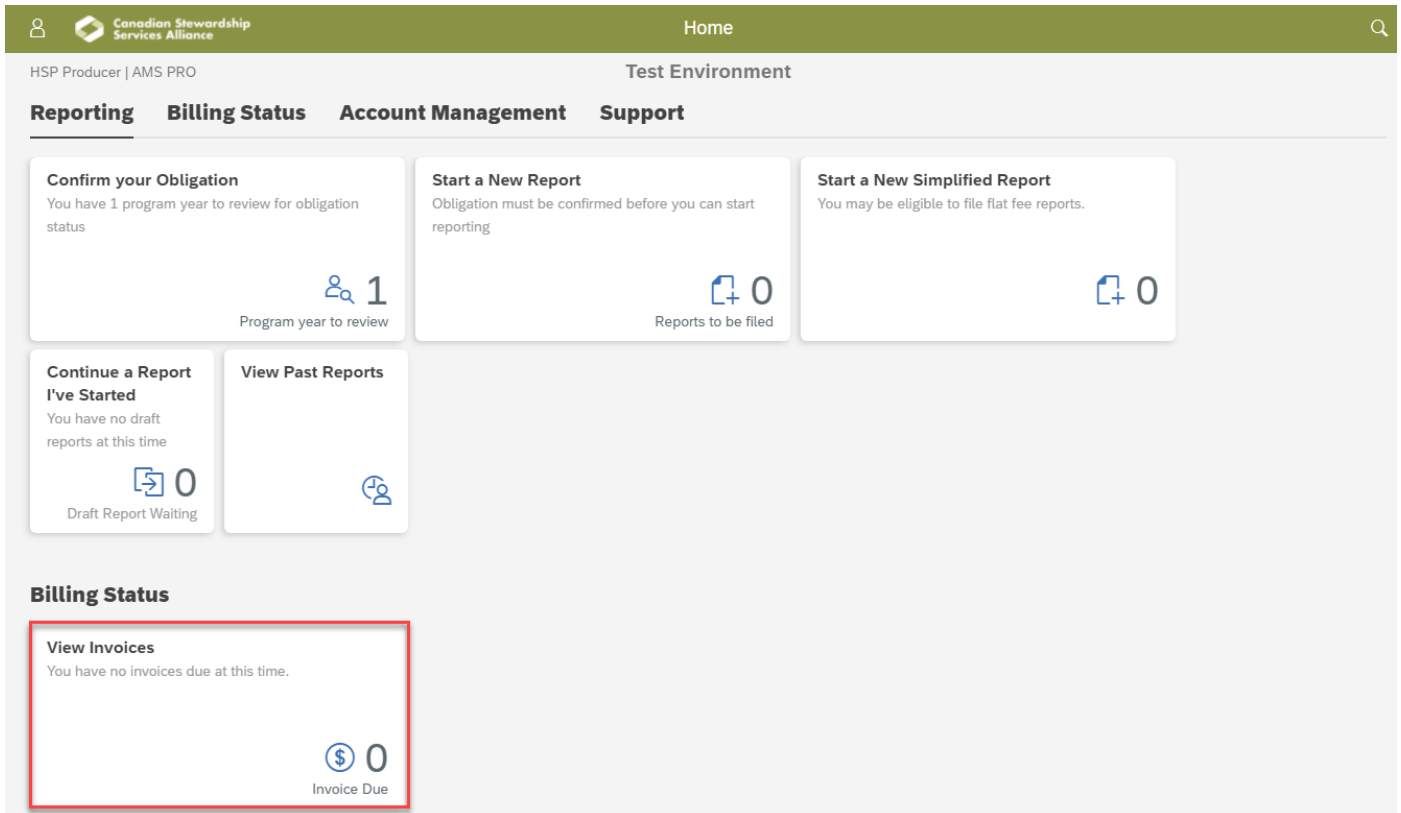
All Reports (1) [Download All Reports](#)

☐	Program	Invoice Period	Report Period	Data Period	Sales Order	Report Status	Report
<input type="checkbox"/>	AMS PRO	2021	2021	2021	0000058514	Q4 Submitted	View PDF

Billing Status

Invoices are released following each quarterly reporting deadline. They are posted to the “View Invoices” tile and emailed directly to the primary and billing contacts. The PDF can be downloaded and saved at any time.

Payments of less than \$5000 can be made through the Portal using a credit card.



The screenshot shows the AMS PRO portal interface. At the top, there is a navigation bar with the Canadian Stewardship Services Alliance logo, a user profile icon, and the text "Home". Below this, the user is identified as "HSP Producer | AMS PRO" and the environment is "Test Environment". The main navigation tabs are "Reporting", "Billing Status", "Account Management", and "Support".

The "Billing Status" section is highlighted with a red box and contains a "View Invoices" tile. The tile text reads: "View Invoices", "You have no invoices due at this time.", and "Invoice Due" with a large "0" and a dollar sign icon.

Other visible tiles include:

- Confirm your Obligation:** "You have 1 program year to review for obligation status." with a magnifying glass icon and the number "1" and "Program year to review".
- Start a New Report:** "Obligation must be confirmed before you can start reporting." with a plus icon and the number "0" and "Reports to be filed".
- Start a New Simplified Report:** "You may be eligible to file flat fee reports." with a plus icon and the number "0".
- Continue a Report I've Started:** "You have no draft reports at this time." with a plus icon and the number "0" and "Draft Report Waiting".
- View Past Reports:** with a magnifying glass icon.

Account updates

Updates to an account can be made through the “View/Edit” account tile. Using the tabs at the top to navigate you can:


- add or edit contact information on “Manage Contacts,”
- submit your RPRA ID# on “Programs,”
- access specific documents from “Shared Files.”

Canadian Stewardship Services Alliance Home


HSP Producer | AMS PRO Test Environment

Reporting Billing Status Account Management Support


Register for Another Program




View/Edit Account
We have 1 Contact for your Company. Any changes?

 **1**
Contact


Upload a Required Document



Report an Adjustment




Steward Search




Support


Contact Us



Guidebook and Reporting Resources



What's New Test
PPP reporting deadlines have changed

 ...

Canadian Stewardship Services Alliance Account Info

HSP Producer | AMS PRO Test Environment

Profile Programs Past Reports Invoices Shared Files **Manage Contacts**

Manage Contacts

[+ Add Another Contact](#)

HSP Producer
Contact

✉ [redacted]
☎ [redacted]

Assigned To:
AMS PRO - Primary Contact, Signing Officer

[Edit Contact](#) [Delete Contact](#)

4.5 Adjustment Policy for Submitted Reports

Adjustments to submitted reports

If an error is made in one of your reports, the AMS Customer-Initiated Adjustment policy outlines the requirements, timelines, and process to request changes.

Please contact us to for a copy of the policy and the adjustment request forms. The current Adjustment Policy requires that adjustment requests for a quarterly report must be submitted within 60 days of that report's submission date. It is recommended each report be carefully reviewed before submission to ensure its accuracy.

When you receive your invoice, please ensure your reported quantities and associated fees are in line with expectations.

Part 5

Schedules and Fees

5.0 Quarterly Schedule

- AMS will maintain its previous quarterly schedule as outlined in the table below.
- Any changes to the reporting and payment cycle will only be made following consultations with PRO customers.
- The first quarterly report for customers of AMS is due by October 31, 2021 and should be based on Q3 2021 sales data.
- Note that you will need to review and revise your Q3 data to reflect the impact of the new definitions where applicable – this includes:
 - removing any quantities from Canadian brand holders; and
 - adding any factory fill antifreeze.

Sales Data Period	Reporting Obligation Period	Report Due	Invoices Issued	Payment Due
Q1 (January 1 – March 31)	Q2	April 30	May 1	May 30
Q2 (April 1 – June 30)	Q3	July 31	August 1	August 31
Q3 (July 1 – September 30)	Q4	October 31	November 1	November 30
Q4 (October 1 – December 31)	Q1	January 31	February 1	February 28

5.1 Fee Rate Information

We are committed to providing producers with predictable fee rates and ample notice of changes. Current fee rates are available in the [Fees section](#) of the AMS website.

5.2 Fee Setting

AMS operates on a cost-recovery basis. If fee revenue exceeds the requirements, then those excess funds will be returned to producers through future fee reductions or adjustments.

Material specific fee rates are calculated using the data sources listed below (subject to quality control processes):

- Reports received from members on the quantity supplied into the marketplace.
- Budgeted costs for material management activities.
- Budgeted costs for Promotion & Education and Research & Development activities.
- Overhead costs.
- Regulatory charges.