

**Automotive
Materials
Stewardship**

Guide for AMS Members

Updated January 2020

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Need assistance or guidance?

Contact Steward Services:

stewards@autostewardship.ca

1-888-575-4870



Part 1: General Information

Guide Introduction

Automotive Materials Stewardship Inc. (AMS) prepared this guide to help organizations understand how the AMS program enables its members to meet their regulatory obligations as stewards under the current *Waste Diversion Transition Act, 2016* (Ontario) as an alternative to Stewardship Ontario's Municipal Hazardous or Special Waste (MHSW) program.

About the Automotive Material Stewardship Program

AMS was established in early 2016 to represent the interests of businesses in the automotive sector, achieve better recycling performance and create environmentally sustainable options for consumers to recycle used automotive products. AMS is incorporated as a not-for-profit organization. AMS submitted an Industry Stewardship Plan (ISP) to Ontario's Resource Productivity and Recovery Authority that was approved with an effective date of April 1, 2017.

By letters dated April 12, 2018, December 11, 2018 and July 2, 2019 (the "**Wind Up Letter(s)**"), the Minister of Environment, Conservation and Parks ("**MECP**") directed Stewardship Ontario to wind up the MHSW Program for Automotive Materials by June 30, 2021 (the "**Wind Up Date**"). The Wind Up will occur in accordance with a Wind Up Plan approved by the Resource Productivity and Recovery Authority ("**RPRA**") and the MECP (the "**Wind Up Plan**")

By letter dated April 12, 2018, the MECP advised RPRA to take any necessary or appropriate actions in respect of the termination of the ISP agreements between the Authority and persons operating approved ISPs in respect of MHSW under the WDTA.

Further information about AMS is available at automotivematerialsstewardship.ca.

What materials are included in the program?



Used oil filters



Empty oil containers



Antifreeze and antifreeze containers

AMS Guiding Principles

AMS will:

- Act in the best interests of its members, as a collective
- Carry out compliance obligations diligently and cost-effectively
- Exercise skill and expertise in the operation of the AMS program

AMS Board of Directors

The AMS Board is a volunteer-based leadership group which represents companies that produce, distribute or sell antifreeze, oil containers and oil filters.

The list of current Directors is available on the automotivematerialsstewardship.ca/about-us/board-of-directors/.

Voluntary Reporter's Agreement (VRA)

AMS allows Members to enter into a [Voluntary Reporter's Agreement](#), similar to the agreement available in the MHSW program. The agreement sets out the terms and conditions that allow one party (*e.g. supplier, distributor or customer of an AMS Member*) to report on behalf of another Member for some or all of their AMS materials.

Please note that the Voluntary Reporter's Agreement is a tri-party agreement between AMS, the Voluntary Reporter's and the obligated AMS Member:

- AMS must approve and sign the Voluntary Reporter's Agreement (*Schedule B of the Membership Agreement*).
- A reporter may enter into more than one Voluntary Reporter's Agreement.
- A reporter must file a separate quarterly report for each Member represented, as well as a separate report in the case that the reporter is also a Member of the AMS program.
- Each Member has "read only" access to the reports filed by a reporter on its behalf (*but does not have access to information filed by a reporter for other Members, or filed by the reporter as a Member itself*).
- The obligated Member on whose behalf the reporter is reporting remains legally liable under AMS Program including the payment of fees.



Oil Containers

Definition: Containers that have a capacity of 30 litres or less and that were manufactured and used for the purpose of containing lubricating oil.

Notes	Sector(s) into which AMSM is supplied	Examples	Exclusions	Reporting Category	Unit of Measure
<p>For this purpose, “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 and includes:</p> <ul style="list-style-type: none"> ➤ Any crankcase or engine oil ➤ Hydraulic fluid ➤ Polyol ester fluids ➤ Circulating oil or turbine oil ➤ Paper machine oil ➤ Transmission fluid ➤ Power steering fluid ➤ Gear oil ➤ Vegetable oil for lubrication ➤ Re-refined oil ➤ Electrical insulating oil ➤ Refrigeration system oil ➤ Compressor oil ➤ Mineral heat transfer fluid ➤ Marine engine oil for vessels operating domestically ➤ Metal working oil ➤ Form release oil ➤ Textile oil ➤ Chain oil ➤ Rock drill oil ➤ 2-cycle engine oil ➤ Gasoline / 2-cycle engine oil mixes ➤ Saw guide oil ➤ Drawing, stamping and shaping oil ➤ Process oil ➤ Dedusting oil ➤ Marine cylinder oil ➤ Machine tool and slideway lubricant ➤ Natural gas compressor oil ➤ Conveyor lube ➤ Dripless lube ➤ Quenching oil ➤ Pneumatic system oil ➤ Rustproof oil ➤ Food grade white mineral oil 	<ul style="list-style-type: none"> ➤ Residential ➤ All IC&I Businesses 	Containers that contained Lubricating Oil	<p>Containers that contained</p> <ul style="list-style-type: none"> ➤ Ethylene glycol heat transfer fluid ➤ Propylene glycol heat transfer fluid ➤ Silicone heat transfer fluid ➤ Synthetic aromatic hydrocarbon heat transfer fluid ➤ Glycol-based heat transfer fluid ➤ Water glycol hydraulic fluid ➤ Phosphate ester hydraulic fluid ➤ Hydraulic oil dye ➤ Polyglycol synthetic compressor oil ➤ Base oil, including re-refined base oil ➤ Grease ➤ Oil additive ➤ Oil treatment ➤ Diesel fuel treatment ➤ Cleaning/flushing fluids for motors/equipment ➤ Winter start fluid ➤ Brake fluid ➤ Undercoating ➤ Penetrating oil ➤ Hydraulic jack oil ➤ 3-in-1 household oil ➤ Aerosol propelled lubricant ➤ Gun oil ➤ Kerosene ➤ Urethane coating ➤ Sewing machine oil ➤ Cooking oil ➤ Windshield washer fluid 	Oil Containers	Volume in litres



Oil Filters

Definition: Means filters produced and/or arriving into the province, and which are for sale, directly or as part of a product, in Ontario.

Notes	Sector(s) into which AMSM is supplied	Examples	Exclusions	Reporting Category	Unit of Measure
None	<ul style="list-style-type: none"> ➤ Residential ➤ All IC&I businesses 	<ul style="list-style-type: none"> ➤ Spin-on or element style filters that are used in hydraulic, transmission or internal combustion engine applications ➤ Diesel fuel filters ➤ Household furnace fuel filters ➤ Coolant filters ➤ Storage tank diesel fuel filters ➤ Plastic & paper element style filters ➤ Diesel fuel filters used at retail and commercial pump islands ➤ Sump type automatic transmission filter 	<ul style="list-style-type: none"> ➤ Gasoline fuel filters ➤ Air filters ➤ Household furnace air filters ➤ Sock-type filters 	Less than or equal to 8"	Number of Units Supplied
				Greater than 8"	Number of Units Supplied

Fee Schedule

Current fee rates for each material are published on the [AMS website](#).

How does AMS set fees?

AMS calculates material specific fee rates 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.

Visible Fees Prohibited at Retail

- AMS members may not show visible fees at retail.
- A visible fee is defined as “a fee advertised or displayed in a retail store separate from the shelf-price of the product”

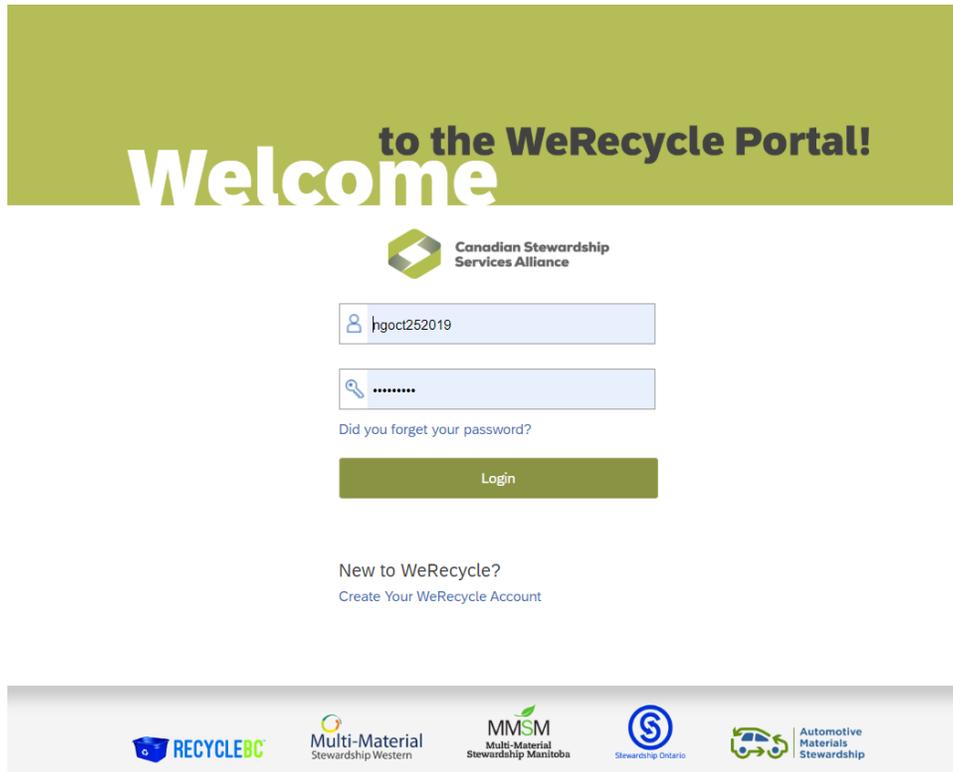
Reporting and Payment Schedule

AMS Members collect and report data according to the table below:

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

Part 3: Quarterly Reporting

AMS Members are required to prepare and submit detailed quarterly reports on Canadian Stewardship Services Alliance's (CSSA) **WeRecycle Portal** at werecycle.cssalliance.ca. Members currently registered with CSSA do not need to re-register to access the Portal. If you are a new AMS Member who has questions about how to register, you can contact Steward Services: stewards@autostewardship.ca or 1-888-575-4870.



The screenshot shows the WeRecycle Portal login interface. At the top, a green banner reads "Welcome to the WeRecycle Portal!". Below this is the Canadian Stewardship Services Alliance logo. The login form includes a username field with the text "hgoc1252019", a password field with masked characters "*****", and a "Did you forget your password?" link. A green "Login" button is positioned below the password field. At the bottom of the form, there is a link for "New to WeRecycle?" which leads to "Create Your WeRecycle Account". The footer of the page features logos for RECYCLEBC, Multi-Material Stewardship Western, MMSM Multi-Material Stewardship Manitoba, Stewardship Ontario, and Automotive Materials Stewardship.

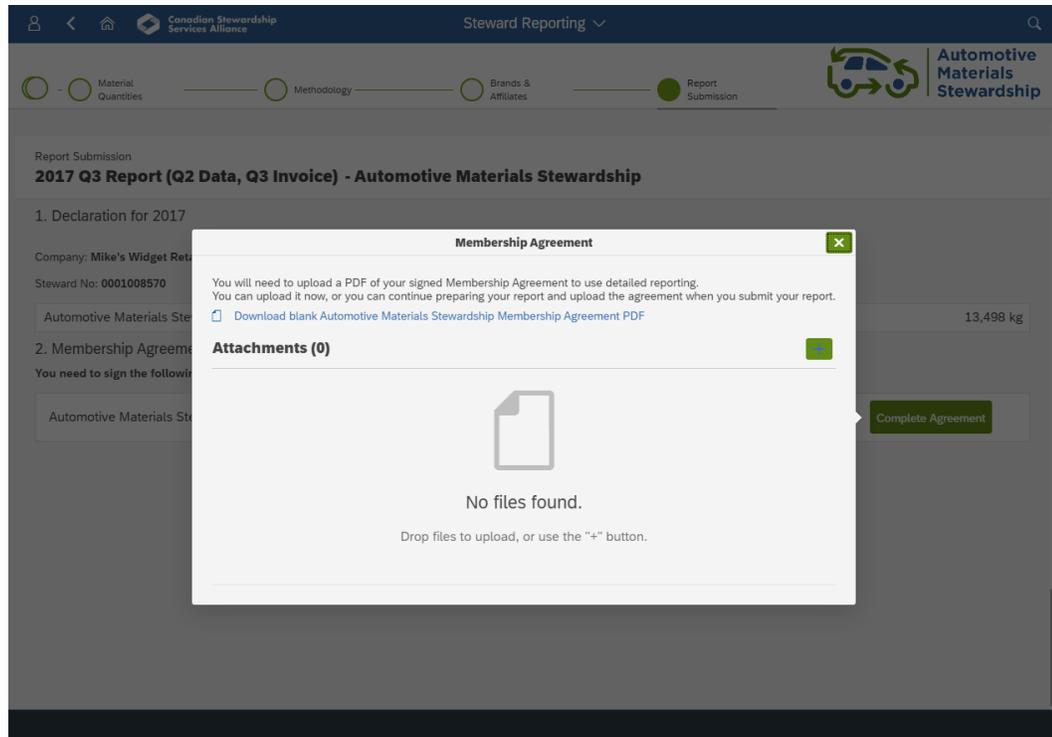
Review Browser Requirements

The WeRecycle Portal is designed to work on common internet browsers including Apple Safari, Firefox, Google Chrome, Microsoft Internet Explorer, and Microsoft Edge. Please ensure your browser allows pop-ups.

Further technical info at: cssalliance.ca/werecycle-tech/

Membership Agreement

For the AMS program, upload a completed .pdf of the membership agreement for your company or organization. Click the **Choose File** icon to search your computer for the document. After selecting the file from your hard drive or network, click the **Upload icon**. Membership agreements do not need to be resubmitted each quarter. Once completed, close the pop-up box by clicking the 'X' in the top right corner.



Voluntary Reporter's Agreements (VRA's)

Verify you have all the correct agreements in place. You will need to input the total quantities by material type for each AMS Member for whom you are reporting.

Material Quantities Table

Create a simple summary table or spreadsheet that shows the material categories 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 Member on whose behalf you are reporting.

➤ Worksheets Available

The optional worksheet (see page 14) details the most common sizes of antifreeze and oil containers currently available. If your container size is not listed, consider creating your own worksheet, taking the quantity of units supplied and multiply it by the litre size of the container to come up with the total litres. (Round to nearest full litre.)

Reporting Materials

- **Antifreeze and Antifreeze Containers**
A reminder that antifreeze containers with a volume of 30 litres or less need to be included in quarterly reports. Along with reporting container volume in litres, the equivalent litres of antifreeze fluid need to be reported as concentrate or premix. The fluid amount should be at least equal to the antifreeze container amount.
- **Oil Containers**
Containers that have a capacity of 30 litres or less and that were manufactured and used for the purpose of containing lubricating oil need to be included in quarterly reports.
- **Oil Filters**
Number of Units Supplied under the reporting category of Less than or equal to 8" or Greater than 8".

Methodology

You will need to summarize your reporting methodology in the Portal, including information about your data collection process, changes from prior reports, deducted materials and explanations for any significant changes in volumes.

Brands & Affiliates

If you have many brands, you can prepare a list of all brands you are reporting in a spreadsheet (CSV file). This can be uploaded to the Portal as an attachment, rather than typing in each brand manually. A separate CSV file should be created for any affiliates, if applicable. If you are a voluntary reporter, you may create a list of brands and affiliates for each Member you are reporting on behalf of.

Report Submission

Please remember that while a Secondary Contact can enter all AMS Member data, only the Primary Contact is authorized to submit reports (*clicking "submit" is the final step in the submission process*). If you need to change your Primary Contact, please complete the Primary Contact Change form and send it to stewards@autostewardship.ca

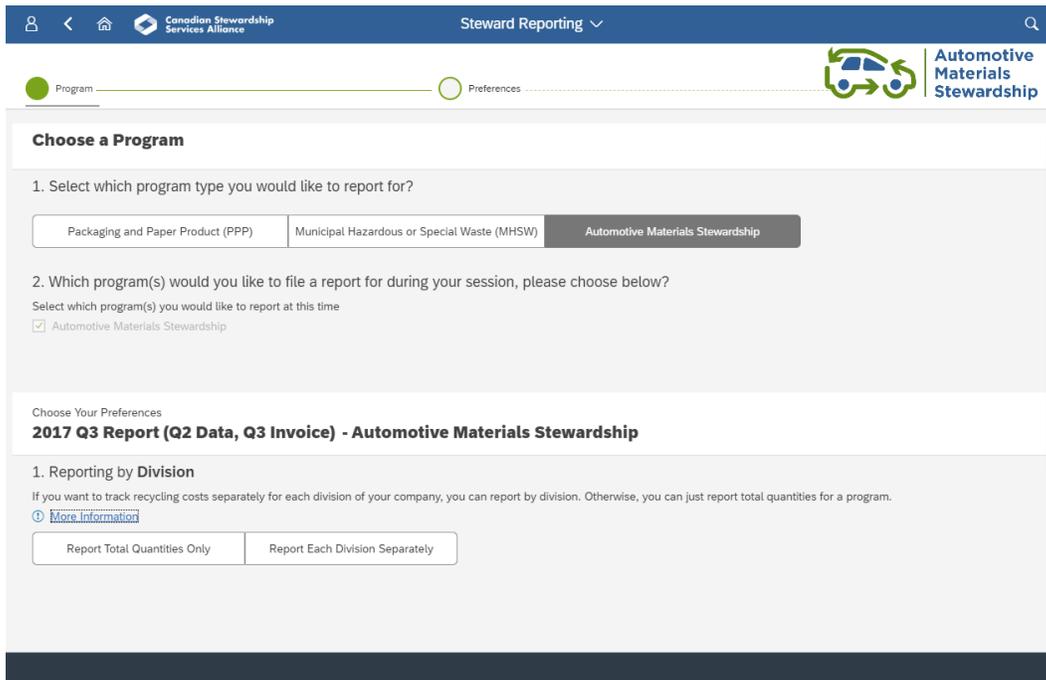
Reporting on the WeRecycle Portal

The following outlines key steps to submitting reports.

1. AMS Report Option on the Portal

When you are ready to report, select the “Start a New Report” tile on the WeRecycle Portal home screen.

- Select the **Automotive Materials Stewardship** program to begin the report.
- You will also be presented with the option for Reporting by Division, *(Members can organize their data as they wish and can even opt for divisional invoicing.)* If this is an option that you would like to use please **Contact Steward Services** so we can assist you in properly setting up this option.



The screenshot shows the 'Choose a Program' section of the WeRecycle Portal. At the top, there are navigation links for 'Program' and 'Preferences'. The main content area is titled 'Choose a Program' and contains the following steps:

- Select which program type you would like to report for?
 - Packaging and Paper Product (PPP)
 - Municipal Hazardous or Special Waste (MHSW)
 - Automotive Materials Stewardship** (selected)
- Which program(s) would you like to file a report for during your session, please choose below?

Select which program(s) you would like to report at this time

 - Automotive Materials Stewardship

Below this, there is a section for 'Choose Your Preferences' with the heading '2017 Q3 Report (Q2 Data, Q3 Invoice) - Automotive Materials Stewardship'. It includes a sub-section '1. Reporting by Division' with the text: 'If you want to track recycling costs separately for each division of your company, you can report by division. Otherwise, you can just report total quantities for a program.' There is a link for 'More Information' and two buttons: 'Report Total Quantities Only' and 'Report Each Division Separately'.

2. Confirm your Obligation

You will need to confirm your obligation during the beginning of each year. If you confirm “not obligated” by mistake, please call Steward Services and one of the team members can reset your obligation questions.



Confirm your Obligation

Choose a Program

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

Packaging and Printed Paper (PPP) Municipal Hazardous or Special Waste (MHSW) Automotive Materials Stewardship

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: April 1, 2017 - December 31, 2017	Obligation Year: January 1, 2018 - December 31, 2018	Obligation Year: January 1, 2019 - December 31, 2019	Obligation Year: January 1, 2020 - December 31, 2020
Automotive Materials Stewardship	X	✓	✓	?

Obligation Year: January 1, 2020 - December 31, 2020

Select the program you wish to answer obligation questions for.

Automotive Materials Stewardship

Continue

Questions to be Answered - Automotive Materials Stewardship 2020

You still need to answer your obligation questions for **Automotive Materials Stewardship for 2020**.

Did you make a mistake when answering the questions? No problem, give us a call at 1-888-980-9549 and we can reset your answers for you

Close

- Choose a Program
- Select a year
- Continue

3. Report for Myself or Report for another Steward

If you are reporting for another Member using a VRA see below for “Reporting under a VRA Agreement” section.

- Select report for myself

You will be brought to the Preference section, where you can choose to report total qty or by division (image)

- Enter your Material Quantities – Total fee calculated once you select “save”

You can choose to either enter your data (rounded to the nearest whole number) manually, use worksheets for Antifreeze or Oil Containers, or submit a ‘NIL report’ if you have no data to declare for that quarter.

Completing a NIL Report

If zero quantities of AMS materials have been supplied during the data period, Members are required to file a NIL report. Select the ‘NIL Report’ checkbox in the top right corner. Select ‘Save’ and ‘Continue’ to navigate to the Report Submission section.



Canadian Stewardship Services Alliance | Steward Reporting

Preferences | Material Quantities | Methodology | Brands & Affiliates

Material Quantities

2019 Q1 Report (Q4 Data, Q1 Invoice) - Automotive Materials Stewardship

Material Quantities NIL Report

Material		AMS 2019	Worksheet
Antifreeze - Packaged			
Antifreeze Packaged	Litres	<input type="text"/>	<input type="button" value="Worksheet"/>
Antifreeze - Bulk			
Antifreeze Bulk	Litres	<input type="text"/>	
Oil Filters			
Oil Filters less than or equal to 8"	Unit	<input type="text"/>	
Oil Filters greater than 8"	Unit	<input type="text"/>	
Oil Containers			
Oil Containers	Litres	<input type="text"/>	<input type="button" value="Worksheet"/>

Tell us About Your Methodology

1 Save Continue

To report your quantities you will enter your data under the Material Quantities. Optional worksheets are available for antifreeze and oil containers to enter the number of units for each size, which will calculate the total volume in litres. If total volume is known, it can be entered directly. Oil filters are entered by number of units supplied. Please note that once you select "Save" your total fee will populate.

Canadian Stewardship Services Alliance | Steward Reporting

Preferences | Material Quantities | Methodology | Brands & Affiliates

Material Quantities

2019 Q1 Report (Q4 Data, Q1 Invoice) - Automotive Materials Stewardship

Total weight: 8,780 kg

Material Quantities NIL Report

Material		AMS 2019	Worksheet
Antifreeze - Packaged			
Antifreeze Packaged	Litres	<input type="text"/>	<input type="button" value="Worksheet"/>
Antifreeze - Bulk			
Antifreeze Bulk	Litres	8,000	
Oil Filters			
Oil Filters less than or equal to 8"	Unit	<input type="text"/>	
Oil Filters greater than 8"	Unit	<input type="text"/>	
Oil Containers			
Oil Containers	Litres	<input type="text"/>	<input type="button" value="Worksheet"/>

Save Continue

If you choose to enter your data using the worksheet, you can select the  icon next to the input cell.

Note: The worksheet contains the most common sizes of containers currently available. If your container size is not listed, consider creating you own worksheet, taking the quantity of units supplied and multiply it by the litre size of the container to come up with the total liters of Premixed or Concentrated Fluid. *(Round to nearest full litre.)*

A similar worksheet is available for Oil Containers.

AMS 2018:Antifreeze Containers				
Material Description	Quantity	Size	Reported Quantity	Unit
Antifreeze - 1 L -Premix	<input type="text" value="qty"/>	1.0000	0.0	Litres
Antifreeze - 1.89 L - Premix	<input type="text" value="qty"/>	1.8900	0.0	Litres
Antifreeze - 2 L - Premix	<input type="text" value="qty"/>	2.0000	0.0	Litres
Antifreeze - 3.78 L - Premix	<input type="text" value="qty"/>	3.7800	0.0	Litres
Antifreeze - 4 L - Premix	<input type="text" value="qty"/>	4.0000	0.0	Litres
Antifreeze - 9.48 L - Premix	<input type="text" value="qty"/>	9.4800	0.0	Litres
Antifreeze - 18.9 L - Premix	<input type="text" value="qty"/>	18.9000	0.0	Litres
Antifreeze - 20 L - Premix	<input type="text" value="qty"/>	20.0000	0.0	Litres
Antifreeze - 1 L - Concentrate	<input type="text" value="qty"/>	1.0000	0.0	Litres
Antifreeze - 1.89 L - Concentrate	<input type="text" value="qty"/>	1.8900	0.0	Litres
Antifreeze - 2 L - Concentrate	<input type="text" value="qty"/>	2.0000	0.0	Litres
Antifreeze - 3.78 L - Concentrate	<input type="text" value="qty"/>	3.7800	0.0	Litres
Antifreeze - 4 L - Concentrate	<input type="text" value="qty"/>	4.0000	0.0	Litres
Antifreeze - 9.48 L - Concentrate	<input type="text" value="qty"/>	9.4800	0.0	Litres
Antifreeze - 18.9 L - Concentrate	<input type="text" value="qty"/>	18.9000	0.0	Litres
Antifreeze - 20 L - Concentrate	<input type="text" value="qty"/>	20.0000	0.0	Litres

Save Cancel Total Quantity 0



Reporting under a VRA Agreement

If you are submitting a report under a Voluntary Reporter's Agreement (VRA), the opening screen looks like this (all other screens look the same):

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, a 'Program' dropdown menu is open, showing three options: 'Packaging and Paper Product (PPP)', 'Municipal Hazardous or Special Waste (MHSW)', and 'Automotive Materials Stewardship'. The 'Automotive Materials Stewardship' option is selected. Below the dropdown, there are two steps: '1. Select which program type you would like to report for?' and '2. Report for yourself or another Steward?'. Step 2 includes a question: 'At this time, do you want to report for yourself or another obligated steward who you have an approved Voluntary Reporter agr (VRA) with?' and two buttons: 'Report for Myself' and 'Report for Another Steward'. Below step 2, there is a table for '3. Report for which Steward?'. The table has two columns: 'Steward' and 'Reports that are now due'. The first row is selected, showing 'Widget Retail' and '2017 Q2 Report (Q1 Data, Q2 Invoice)'. The other rows are 'Widget Retail' with reports for Q3, Q4, Q1, Q2, Q3, and Q4 of 2017 and 2018.

Steward	Reports that are now due
<input checked="" type="radio"/> Widget Retail	2017 Q2 Report (Q1 Data, Q2 Invoice)
<input type="radio"/> Widget Retail	2017 Q3 Report (Q2 Data, Q3 Invoice)
<input type="radio"/> Widget Retail	2017 Q4 Report (Q3 Data, Q4 Invoice)
<input type="radio"/> Widget Retail	2018 Q1 Report (Q4 Data, Q1 Invoice)
<input type="radio"/> Widget Retail	2018 Q2 Report (Q1 Data, Q2 Invoice)
<input type="radio"/> Widget Retail	2018 Q3 Report (Q2 Data, Q3 Invoice)
<input type="radio"/> Widget Retail	2018 Q4 Report (Q3 Data, Q4 Invoice)

You will be able to select both the Member and the quarterly period you are reporting on behalf of.

4. Provide your methodology, brands and affiliates

The methodology, brands and affiliates sections need to be completed in their entirety. Please remember to update the brands section of your report each quarter, as well as the methodology section for any large variances if applicable. You will not be able to submit your report if any field is left blank.

If you have submitted reports for prior quarters, you have the option to copy your previous report text.



Tell us about Your Methodology

Canadian Stewardship Services Alliance | Steward Reporting

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

Tell us About Your Methodology
2019 Q1 Report (Q4 Data, Q1 Invoice) - Automotive Materials Stewardship

How did you calculate the amount of each type of AMS material that you included in your data?

Initiatives to reduce AMS materials.

If you made any deductions from your total AMS materials reported please tell us what they were and why you deducted them.

1 | Save | Continue

Identify Your Brands and Affiliates

Canadian Stewardship Services Alliance | Steward Reporting

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

Identify Your Brands and Affiliates
2019 Q1 Report (Q4 Data, Q1 Invoice) - Automotive Materials Stewardship

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

First Brand | X

Second Brand | X

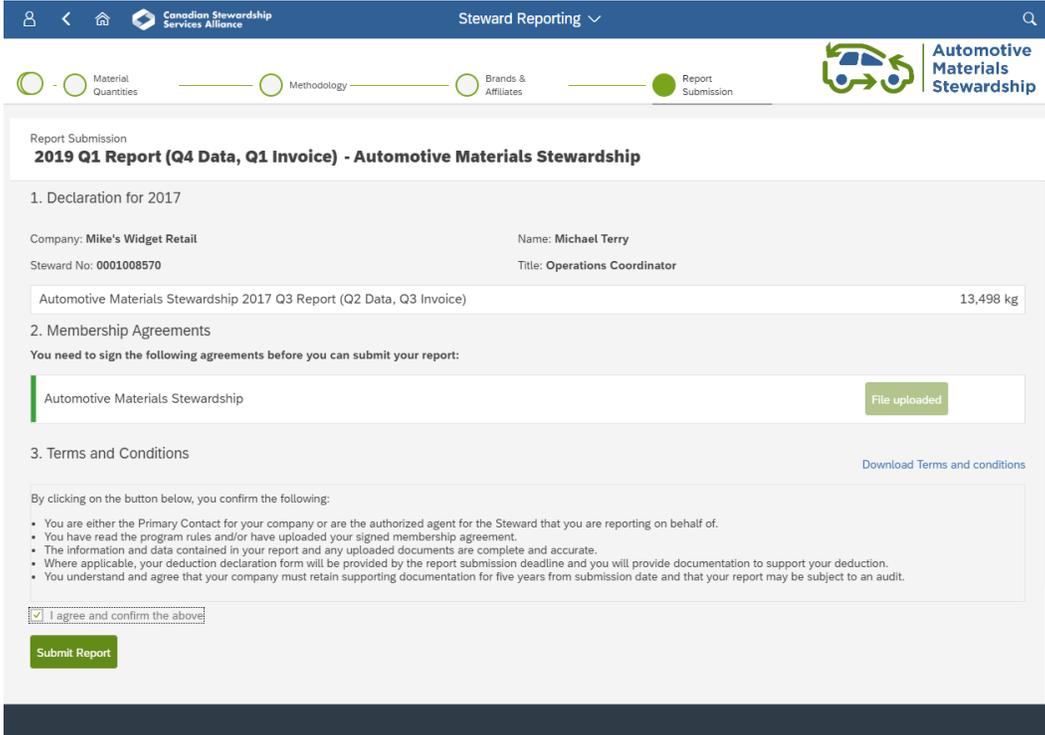
2. Describe Changes to Brands
Where applicable please document any brands, private labels etc. that you removed or added from your previous report.

- 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

5. Report Submission

Once all the data has been entered, it is time to submit your report. Review the terms and conditions and if you agree, select the confirmation box, followed by the 'Submit Report' icon.



The screenshot shows the 'Report Submission' page in the Automotive Materials Stewardship portal. The page is titled '2019 Q1 Report (Q4 Data, Q1 Invoice) - Automotive Materials Stewardship'. It features a progress bar at the top with four steps: Material Quantities, Methodology, Brands & Affiliates, and Report Submission (which is currently active). The main content area is divided into three sections:

- 1. Declaration for 2017**: This section contains a form with the following information:
 - Company: Mike's Widget Retail
 - Name: Michael Terry
 - Steward No: 0001008570
 - Title: Operations Coordinator
 - Report Title: Automotive Materials Stewardship 2017 Q3 Report (Q2 Data, Q3 Invoice)
 - Quantity: 13,498 kg
- 2. Membership Agreements**: This section states 'You need to sign the following agreements before you can submit your report:' and shows a file named 'Automotive Materials Stewardship' with a 'File uploaded' status.
- 3. Terms and Conditions**: This section includes a 'Download Terms and conditions' link and a confirmation box with the following text:

By clicking on the button below, you confirm the following:

 - You are either the Primary Contact for your company or are the authorized agent for the Steward that you are reporting on behalf of.
 - You have read the program rules and/or have uploaded your signed membership agreement.
 - The information and data contained in your report and any uploaded documents are complete and accurate.
 - Where applicable, your deduction declaration form will be provided by the report submission deadline and you will provide documentation to support your deduction.
 - You understand and agree that your company must retain supporting documentation for five years from submission date and that your report may be subject to an audit.

I agree and confirm the above

Submit Report

If you have not already submitted your Membership agreement, you will not be able to submit your report. The completed agreement can be uploaded on submission page.



Report Submission

2019 Q1 Report (Q4 Data, Q1 Invoice) - Automotive Materials Stewardship

1. Declaration for 2017

Company: Mike's Widget Retail Name: Michael Terry
Steward No: 0001008570 Title: Operations Coordinator

Automotive Materials Stewardship 2017 Q3 Report (Q2 Data, Q3 Invoice)	13,498 kg
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2. Membership Agreements

You need to sign the following agreements before you can submit your report:

Automotive Materials Stewardship	Complete Agreement
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Review the **Terms and conditions** (on screen and outlined below) before you clicking on the Submit icon:

- You are either the Primary Contact for your company, or the authorized agent for the Steward on whose behalf you are reporting.
- You have read the program rules and/or uploaded your signed membership agreement.
- The information and data in your report and any uploaded documents are complete and accurate.
- You understand and agree that your company must retain supporting documentation for 5 years from the submission date, and that your report may be subject to audit.

Almost There...

Your final report must be submitted by your organization's Primary Contact.

The Primary Contact can be notified that the report is ready for submission by clicking on the provided reminder.



Automatic email conformation of report submission

As primary contact, you will receive an email conformation of report submission for your records.



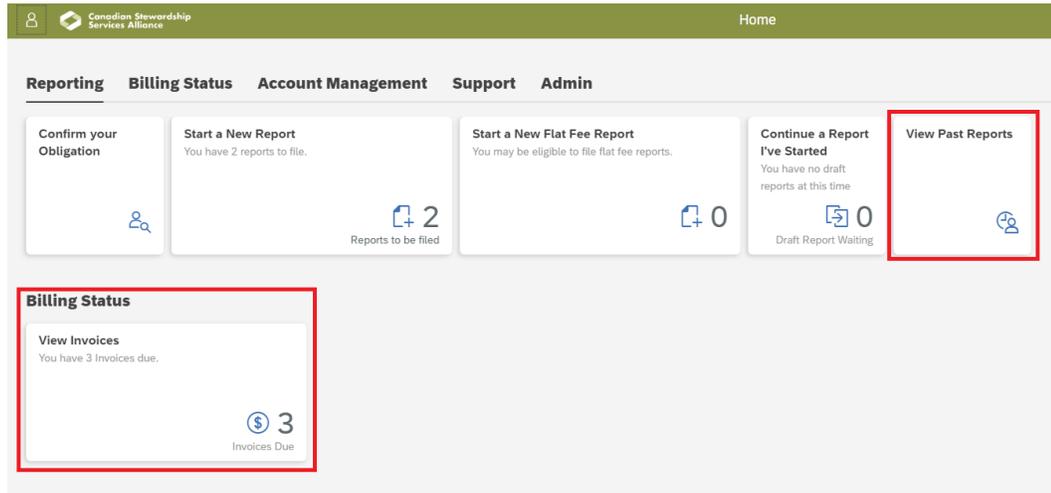
**Automotive
Materials
Stewardship**

Thank you for submitting your AMS 2017 Second Quarter steward report and for your participation in the program. A National Steward Services team member may contact you as part of the report validation process. If you have any questions about your report please contact NSS at 1-888-980-9549 or stewards@cssalliance.ca.

Submitted on: 05/09/2019; 16:30:46
Report Number: 55506

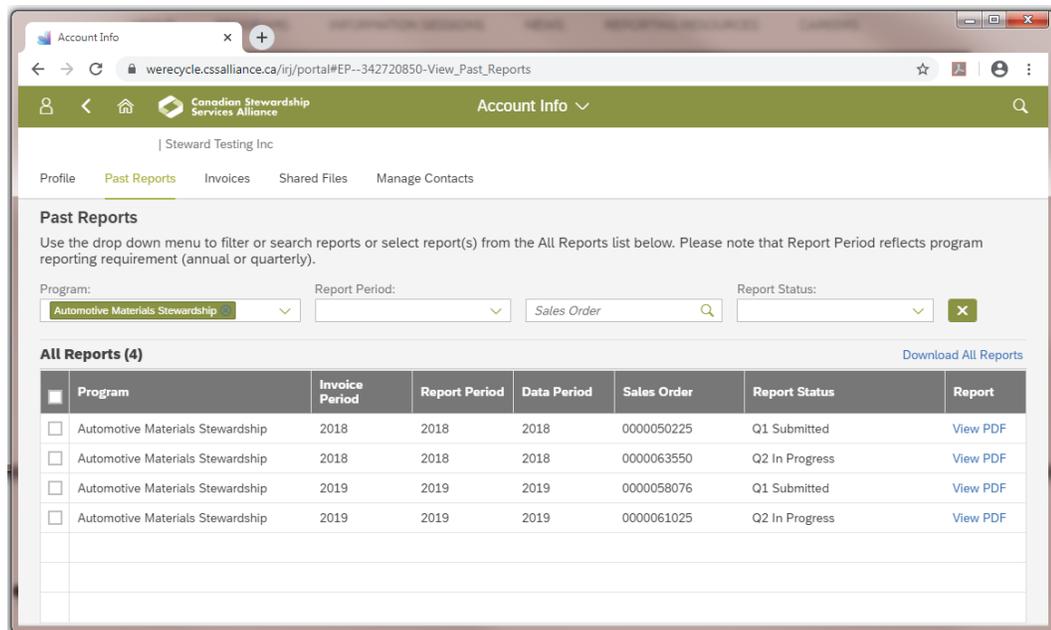
Retrieving your Submission Detail Report and Invoice details

From your Home Screen you can access your Submission Detail Report (SDR), which will provide a full summary of your submission, and copies of your Invoices.



View 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).





View Invoices

Use fields below to filter/search from list of All Invoices

Account Info

werecycle5.cssalliance.ca/rg/portal/REF-1454500956-View_Edit_Account

Canadian Stewardship Services Alliance Account Info

Test Environment

Profile Past Reports **INVOICES** Shared Files Manage Contacts

Invoices
Use fields below to filter/search from list of All Invoices

Program: [v] Invoice Period: [v] Invoice/Sales Order: [input type="text"/>] Total: [v] Due Date: [v] Payment Status: [v] [x]

[i] For the most up to date information on your account balance, please refer to you last monthly statement or contact accounts receivable at accounting@cssalliance.ca. See the bottom of this page for more information about invoices and payment.

All Invoices (5) [Download All Invoices](#)

Program	Invoice Period	Sales Order	Invoice	Total	Due Date	Payment Status
<input type="checkbox"/> Automotive Materials Stewardship	2019 Q1	56950	90114936	\$21,018.00	Feb 07, 2020	
<input type="checkbox"/> Automotive Materials Stewardship	2019 Q2	56951	90114937	\$2,090.50	Feb 07, 2020	Pay by Credit Card
<input type="checkbox"/> Automotive Materials Stewardship	2019 Q3	56952	90114938	\$4,068.00	Feb 07, 2020	Pay by Credit Card
<input type="checkbox"/> Automotive Materials Stewardship	2019 Q4	56950	90114939	\$4,068.00	Feb 07, 2020	Pay by Credit Card
<input type="checkbox"/> Automotive Materials Stewardship	2020 Q1	56861	90114940	\$11,300.00	Feb 07, 2020	

Steward invoices are published according to the timelines outlined in the stewardship program rules or Membership Agreement, and your billing preferences. All invoices amounts are in Canadian funds. Invoices that are \$5,000.00 or less can be paid by credit card through a secure online payment facility hosted by Moneris. Payment status will be updated within 72 hours. Please refer to the WeRecycle Terms and Policies for information on payment processing and use of the portal. For billing and steward inquiries, please contact 1-888-980-9549 or stewards@cssalliance.ca.



AMS Ready to Report Checklist

This checklist summarizes everything you should have on hand when preparing to submit your reports on 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 Steward Services for assistance. All AMS Members must identify a Primary Contact, who is the only person who can submit final reports.

Upon entering your User ID and password, you may be prompted to revise your password to meet our enhanced password security requirements.

○ **Voluntary Reporter's Agreements (VRA's)**

Verify you have all the correct agreements in place. You will need to input the total quantities by material type for each AMS Member for whom you are reporting.

○ **Data Table**

Create a simple summary table or spreadsheet that shows the material categories 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 Member on whose behalf you are reporting.

○ **Reporting Materials**

➤ **Antifreeze and Antifreeze Containers**

A reminder that antifreeze containers with a volume of 30 litres or less need to be included in quarterly reports. Along with reporting container volume in litres, the equivalent litres of antifreeze fluid need to be reported as concentrate or premix. The fluid amount should be at least equal to the antifreeze container amount.

➤ **Oil Containers**

Containers that have a capacity of 30 litres or less and that were manufactured and used for the purpose of containing lubricating oil need to be included in quarterly reports.

➤ **Oil Filters**

Number of Units Supplied under the reporting category of Less than or equal to 8" or Greater than 8".

○ **Methodology**

You will need to summarize your reporting methodology in the Portal, including information about your data collection process, changes from prior reports, deducted materials and explanations for any significant changes in volumes, consider drafting this in advance.

○ **Brands & Affiliates**

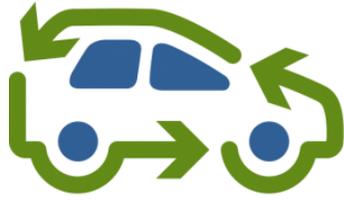
If you have many brands, you can prepare a list of all brands you are reporting in a spreadsheet (CSV file). This can be uploaded to the Portal as an attachment, rather than typing in each brand manually. A separate CSV file should be created for any affiliates, if applicable. If you are a voluntary reporter, you may create a list of brands and affiliates for each Member you are reporting on behalf of.

○ **Submission**

Please remember that while a Secondary Contact can enter all AMS Member data, only the Primary Contact is authorized to submit reports (*clicking "submit" is the final step in the submission process*). If you need to change your Primary Contact, please complete the Primary Contact Change form and send it to stewards@autostewardship.ca



Automotive
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Need assistance or guidance?
Contact Steward Services:
stewards@autostewardship.ca
1-888-575-4870