



SUPPLY REPORT GUIDE: SINGLE-USE PRODUCTS, PACKAGING AND PAPER PRODUCTS



Author: Alberta Recycling Management Authority

Date: December 5, 2024

CONTACT US

ADDRESS

10020 108 St NW
Edmonton, AB, Canada T5J 1K6

MAILING ADDRESS

P.O. Box 189
Edmonton, AB, Canada T5J 2J1

LOCAL

780.990.1111

TOLL FREE

1.888.999.8762

INQUIRES

epr@albertarecycling.ca

Contents

Introduction	2
Purpose and Scope.....	2
Definitions and Acronyms	2
Supply Report Overview	3
Obligated Parties.....	3
Supply Report Generation Scenarios	4
Reporting Timeline.....	4
Reporting Process	6
Annual Gross Revenue	6
Supply Data	7
Brand Information.....	8
Third Party Verification	9
Support and Assistance.....	9
Appendix A – Step-by-step Supply Report Submission Guide	10
Navigating to Supply Report in ARMA Connect	10
Start a Supply Report Submission	12

INTRODUCTION

Welcome to the Supply Reporting Guide for Producers in Alberta. This guide is designed to assist Producers in understanding and fulfilling their supply reporting obligations under the Extended Producer Responsibility (EPR) framework. Supply reporting is a crucial component of EPR, ensuring transparency and accountability in the management of designated materials.

PURPOSE AND SCOPE

The purpose of this guide is to provide clear and comprehensive instructions for Producers on how to accurately report their supply of designated materials to ARMA. It outlines the steps Producers need to take to fulfill their reporting obligations in compliance with regulatory requirements.

This guide covers the entire supply reporting process, from preparing and submitting supply reports to understanding key terms and concepts related to reporting obligations. It is intended to serve as a reference tool for Producers, offering detailed guidance and best practices to ensure accurate and timely reporting.

The scope of this guide includes:

- Explanation of key terms and concepts related to supply reporting
- Overview of supply reporting requirements under the EPR framework
- Resources and additional support available to Producers for supply reporting
- Step-by-step instructions for preparing and submitting supply reports through ARMA Connect

By following the guidance provided in this guide, Producers can effectively fulfill their supply reporting obligations and contribute to the success of Alberta's EPR program.

DEFINITIONS AND ACRONYMS

1. **ARMA Connect:** The designated registry system for Alberta's EPR system. An online portal used by Producers and PROs to submit supply reports, manage delegations, and fulfill other reporting obligations under the EPR program.
2. **Attestation Form:** A formal declaration by the Producer confirming the accuracy and completeness of supply report data, replacing the need for Third Party Verification for the 2022 and 2023 report periods in 2024.
3. **EPR:** Extended Producer Responsibility
4. **Producer:** The person determined to be the producer of a designated material under section 14 of Part 1, of the Extended Producer Responsibility Regulation, AR 194/2022.
5. **PRO:** the Producer Responsibility Organization appointed by a producer to act as an agent on behalf of the producer.
6. **PPP:** Single-use Products, Packaging, and Paper Products
7. **HSP:** Hazardous and Special Products

8. **Supply Report:** A comprehensive document submitted by Producers to ARMA through ARMA Connect, detailing the quantities of designated materials supplied within a specific reporting period.
9. **Delegation Preferences:** The selection made by Producers in ARMA Connect regarding the delegation of reporting obligations to a PRO, including options for supply reporting, management reporting, and payment of oversight fees.
10. **Third Party Verification:** An independent assessment of supply report data conducted by a third-party auditor to ensure accuracy and compliance with regulatory requirements.
11. **Brand Relationship:** The association between a Producer and the brands whose products they supply, as outlined in the Brand Information section of the Supply Report.
12. **Designated Material Types:** Categories of materials subject to EPR regulations. Designated PPP material types are: Paper, Flexible Plastic, Rigid Plastic, Metal, Glass.

SUPPLY REPORT OVERVIEW

Obligated Parties

At the time of registration, Producers may have been exempted from certain obligations based on the information provided. The following table outlines which exemption criteria exempts a Producer from supply reporting obligations and which does not.

Exemption Criteria	Is supply reporting required?
Charitable Organization Exemption • Producer is a charitable organization as defined in the <i>Charitable Fund-raising Act</i>	No
Revenue Threshold Exemption • Producer has an annual gross revenue in Alberta less than \$1,500,000	No
Material Threshold Exemption • Producer has an annual gross revenue in Alberta over \$1,500,000, but supplies less than each of the material thresholds below in a calendar year: ○ 9 tonnes (9,000 kg) of paper ○ 2 tonnes (2,000 kg) of rigid plastic ○ 2 tonnes (2,000 kg) of flexible plastic ○ 1 tonne (1,000 kg) of glass ○ 1 tonne (1,000 kg) of metal	Yes

Newspaper Exemption • Producer has an annual gross revenue in Alberta over \$1,500,000, but supplies less 200 tonnes (200,000 kg) annually of a specific newspaper or magazine.	Yes
Producer does not meet any of the above exemptions	Yes

For Producers who have delegated their reporting obligations to a PRO, Supply Reports will be generated for completion by the designated PRO. Regardless of delegation, Producers will still receive communication regarding the status of their supply report.

Supply Report Generation Scenarios

Based on the delegation preferences set by each Producer, the table below outlines the most common Supply Reporting scenarios along with the expected actions for each registrant.

Scenario	Delegation Preference		Action Required	
	Producer	PRO	Producer	PRO
Producer Completes Supply Report	Yes	No	Complete Supply Report	N/A
PRO Completes Supply Report on behalf of the Producer	No	Yes	N/A	Complete Supply Report
Producer and PRO Complete a portion of the Supply Report	Yes	Yes	Complete a portion of the Supply Report	Complete a portion of the Supply Report

In any of the scenarios above, Producers will receive communication when the Supply Report is open for submission. They will also be notified when reports are submitted by either the Producer or PRO, confirming that their reporting obligations have been met.

Reporting Timeline

This section outlines the essential dates and deadlines vital to the supply reporting process, encompassing report generation, submission cut-offs, and other significant milestones. The timeline provided pertains specifically to the 2024 reporting period, with subsequent years adopting a less condensed schedule:

1. April 22 – May 31 [**Delegation Update**]: Producers are able to update their delegation preferences during this period, granting PROs the ability to complete supply reports on their behalf. The [Delegation Procedure](#) is available to support Producers through this process.
1. June 1 [**Supply Report Generated**]: Supply reports for the calendar years 2022 and 2023 will be automatically generated for all eligible Producers on this date.
2. June 30 [**Supply Report Due**]: The deadline for submitting the 2022 and 2023 supply reports.

REPORTING PROCESS

The Supply Reporting process consists of four main sections, each serving a specific purpose in ensuring accurate and comprehensive reporting. Producers are required to complete each section accordingly.

Annual Gross Revenue

Producers are required to verify their annual gross revenue to determine if they meet the threshold for reporting obligations. This involves a simple yes/no confirmation.

Annual Gross Revenue should be calculated based on total revenue generated within Alberta and should correspond to the calendar year of the reporting period.

Due Date:
Status: In Progress

To ensure compliance with the Extended Producer Responsibility (EPR) regulations, it is essential to determine your financial threshold. The annual gross revenue threshold influences your reporting obligations under the EPR program.

Annual Gross Revenue

* Did your business's annual gross revenue in Alberta from January 1 to December 31 of the previous year surpass the \$1.5M CAD exemption threshold? Indicate 'Yes' or 'No' to proceed.

- ☒ Yes
☐ No

Previous

Save Draft

Next

Supply Data

In this section, Producers input the volumes of each designated material they have supplied within the reporting period. It is crucial to accurately enter the quantities to ensure compliance with regulatory requirements. In the rare case where a Supply Report is required but no designated materials were supplied, there is an option to indicate that on the report page.

All reported data should reflect the final numbers after all adjustments are complete. This should include any deductions or ineligible sources as outlined in [Section 3.4 of the PPP Verification Procedure](#).

Status: **In Progress**

Supply Data

Brand Information

Document(s) Upload

Summary

Designated materials supplied in/into Alberta

Please indicate the total volume of designated materials supplied within the reporting period.

☐ No designated materials were supplied within this reporting period.

Designated Material Category	Weight (kgs)
Paper	
Rigid Plastic	
Flexible Plastic	
Metal	
Glass	
Biodegradable Plastics	
Total	0.000

Previous

Save Draft

Next

Brand Information

Producers are required to upload an Excel file containing brand relationships. This file helps to identify the brands associated with the supplied materials, providing essential information for tracking and reporting purposes. At a minimum, Producers must report all brands for which they are providing supply data. While additional information is optional, it will significantly aid in audit and analysis efforts.

The template requires the following information to be completed. You can download the template from the Supply Report section or find it on [ARMA's website](#).

Data Column	Description	Additional Comments
Brand Name (Mandatory)	Enter the name of the brand you are reporting on.	The name should match the legal entity under which the brand is registered to.
Designated Material Types (Optional)	The material type that applies to the products under the reported brand.	Each designated material type should be its own separate row.
Relationship to Brand (Optional)	Indicate your relationship to the reported brand.	Based on the brand hierarchy of Brand Owner, Importer, or Retailer as defined in the EPR Regulation AR 194/2022 .
Included in Supply Reporting? (Optional)	State whether the brand is included in your supply reporting.	If you would like to voluntarily report on brands you carry but do not need to report on, select "No" for this option. Otherwise, the default would be "Yes" for any brand included in the supply data.
Comments/Notes (Optional)	Provide any additional information or clarifications related to the row.	

Third Party Verification

ARMA is permitting the deferral of the third-party verification requirement for the 2024 reporting period. The intention is to allow Producers ample time to develop processes necessary to meet this requirement. Therefore for 2024, this section is dedicated to uploading the attestation document. This document serves as the confirmation of accuracy for the reported data.

Starting in 2025, Supply Reports will require third-party verification. This section will be utilized for uploading the third-party verification document, and the audited financial statement document (as required). **The 2025 Supply Report will require third-party verification for both 2023 and 2024 report periods.** Details on third-party verification can be found within the [Verification-Procedure - PPP Supply & Collection](#).

Due Date:

Status: **In Progress**

Supply Data

Brand Information

Document(s) Upload

Summary

Supply Data Third Party Verification

Please upload the **Supply Data Third Party Verification Document**.

Important: The third-party verification requirement is waived for the 2024 reporting period. Please ensure to sign and upload the [provided attestation form](#) in lieu of verification

Attach Documents

* Do you charge a visible fee with respect of the supply of a Designated Material?

☐ Yes

☐ No

Previous

Next

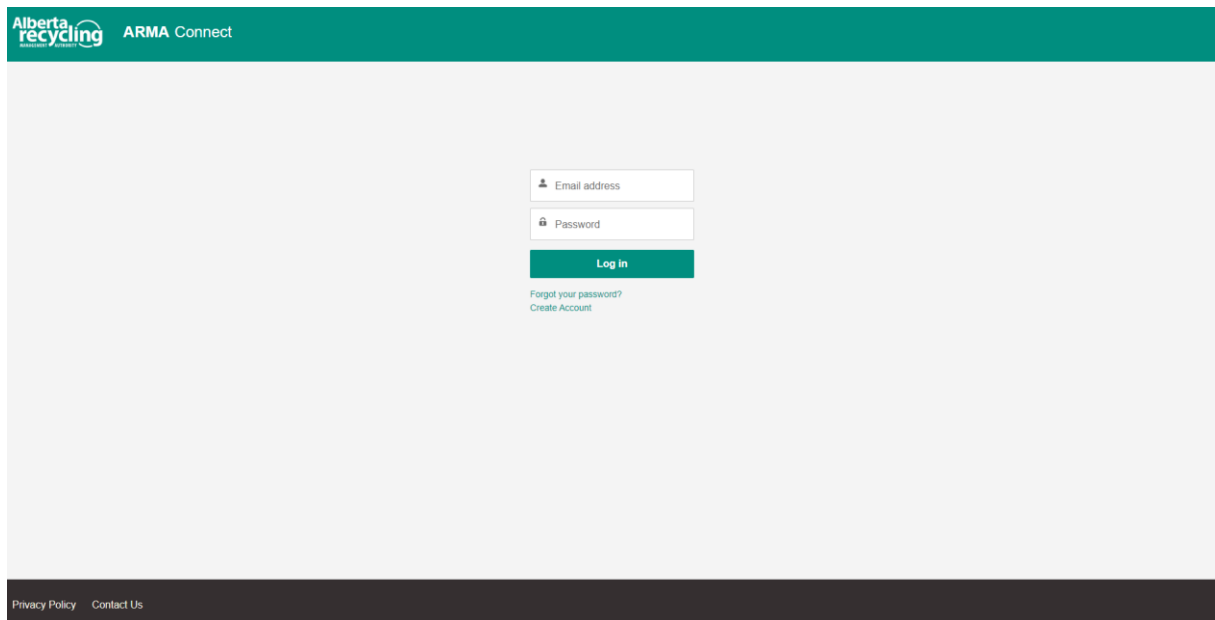
SUPPORT AND ASSISTANCE

For any questions regarding the Supply Reporting process, contact ARMA support at epr@albertarecycling.ca

APPENDIX A – STEP-BY-STEP SUPPLY REPORT SUBMISSION GUIDE

Navigating to Supply Report in ARMA Connect

- **Step 1:**
 - a. Navigate to the ARMA Connect login page.
 - b. Enter your Username and Password to access your account.



Alberta recycling
ARMA Connect

Email address

Password

Log in

[Forgot your password?](#)
[Create Account](#)

[Privacy Policy](#) [Contact Us](#)

- **Step 2:** Once you have logged in, you will be able to view your active Producer registrations (PPP, HSP, or both). Select “Homepage” under the Manage column to view your account.

EPR

Extended Producer Responsibility Programs

Extended producer responsibility (EPR) programs refer to programs for designated materials related to the Extended Producer Responsibility Regulation, AR 194/2022 in Alberta.

Your registrations and registration applications			
Program	Role	Status	Manage
Single-use Products, Packaging and Paper Products	Producer	Active	Homepage

- **Step 3:** From the program Homepage, select the “Supply Reporting” tab.

Account Balance

Supply Reporting

Management Reporting

My PRO(s)

Account Balance

\$0.00

The outstanding balance appearing on this page may not include credits, amounts not yet due, adjustments or other charges in progress and payments not yet received or applied.

[Generate Account Statement](#)

Account Statements

Statement Name	Created Date	Manage
----------------	--------------	--------

No records to display.

Invoices

Invoice Number	Invoice Name	Amount	Invoice Date ↓	Manage
----------------	--------------	--------	----------------	--------

No records to display.

Payments and Refunds

Transaction Number	Reference	Type	Amount	Date ↓
--------------------	-----------	------	--------	--------

No records to display.

Start a Supply Report Submission

- **Step 4:**
 - a. Supply Reports are automatically generated based on your delegation preferences. If you have not started any Supply Report(s), you should see the relevant Supply Report(s) available to complete on the Supply Report table.
 - b. Click on the “Start” link under the Manage column to start a Supply Report

[Account Balance](#) [Supply Reporting](#) [Management Reporting](#) [My PRO\(s\)](#)

 **2 Supply Report(s) Requiring Your Action** 
Please review due date and submit reports accordingly.

Producer Supply Report View: [Not Started](#) [In Progress](#) [Submitted](#)

Report	Responsible Party	Due Date	Status	Manage
2022 Jan - Dec		Jun 30, 2024	Not Started	Start
2023 Jan - Dec		Jun 30, 2024	Not Started	Start

- **Step 5:**
 - a. After clicking the “Start” button, you will be redirected to the Supply Report submission page.
 - b. The first section is the Annual Gross Revenue. Answer the question based on your revenue for the reporting period.

2022 Jan - Dec
Due Date: Jun 30, 2024
Status: In Progress

To ensure compliance with the Extended Producer Responsibility (EPR) regulations, it is essential to determine your financial threshold. The annual gross revenue threshold influences your reporting obligations under the EPR program.

Annual Gross Revenue

*Did your business's annual gross revenue in Alberta from January 1 to December 31 of the previous year surpass the \$1.5M CAD exemption threshold? Indicate 'Yes' or 'No' to proceed.

☐ Yes
☐ No

[Previous](#) [Save Draft](#) [Next](#)

- **Step 6:**
 - a. The next section is the Supply Data, which allows you to input the weight (in kilograms) for each designated material category.
 - b. Producers must enter data into at least 1 of the 5 mandatory designated material categories.
 - c. The “Biodegradable Plastics” material category is optional.

Status: In Progress

Supply Data	Brand Information	Document(s) Upload	Summary
-------------	-------------------	--------------------	---------

Designated materials supplied in/into Alberta

Please indicate the total volume of designated materials supplied within the reporting period.

☐ No designated materials were supplied within this reporting period.

Designated Material Category	Weight (kgs)
Paper	
Rigid Plastic	
Flexible Plastic	
Metal	
Glass	
Biodegradable Plastics	
Total	0.000

[Previous](#)

[Save Draft](#)

[Next](#)

- **Step 7:** Following the Supply Data section, Producers must upload information related to the Brands they are reporting data on. The Brand Template is available for Producers to download and fill in. Follow the instructions on the screen and in the template to ensure proper completion of the Brand File.

2022 Jan - Dec
Due Date: Jun 30, 2024
Status: In Progress



Brand Information

Please upload your completed Brand Information Excel template, which should list all of your brands as per the format provided. Ensure that the brand names supplied here correspond exactly to those referenced in your supply data reports, as these will be cross-verified in the event of an audit.

Important Instructions:

1. **Do Not Modify the Template:** The structure and format of the Excel template must remain unchanged. Only enter the required brand information in the designated fields.
2. **Consistency is Key:** The brand names should precisely match the legal entity name under which they are registered, ensuring accuracy and consistency for audit purposes.
3. **Audit Preparedness:** The information provided will be used for audit purposes. Inaccurate or inconsistent data may affect compliance status.
4. **File Upload:** Once your template is accurately filled out, use the upload feature below to submit your brand information.

[Click here to download the Brand Template.](#)

 Attach Documents

[Previous](#)

[Next](#)

- **Step 8:** Following the Brand File upload, the Third-Party Verification section is the next step.
 - a. For 2024, Producers can upload a completed Attestation form in lieu of a full third-party verification document.
 - b. All Producers should answer “No” to the question on visible fee for 2022 and 2023 Supply Reports.

2022 Jan - Dec
Due Date: Jun 30, 2024
Status: In Progress



Supply Data Third Party Verification

Please upload the **Supply Data Third Party Verification Document**.

Important: The third-party verification requirement is waived for the 2024 reporting period. Please ensure to sign and upload the [provided attestation form](#) in lieu of verification

A large rectangular area with a dashed border. In the center, there is a button with a green upload icon and the text 'Attach Documents'.

*Do you charge a visible fee with respect of the supply of a Designated Material?

- ☐ Yes
☐ No



Select "No" for 2022 and 2023 Supply Reports

[Previous](#)

[Next](#)

- **Step 9:**
 - a. The final screen provides a summary of the information provided. Carefully review the data to ensure its accuracy.
 - b. Select the checkbox for the terms and conditions and click on the “Submit” button to complete the Supply Report submission.

2022 Jan - Dec

Due Date: Jun 30, 2024

Status: In Progress

Supply Data

Brand Information

Document(s) Upload

Summary

Designated materials supplied in/into Alberta

Designated Material Category

Paper

Rigid Plastic

Flexible Plastic

Metal

Glass

Biodegradable Plastics

Total

Brand Information

Brand Information:

Document Upload

Third-Party Verification:

☐ *I agree with the [terms & conditions](#) and confirm the information I provided is accurate.

Previous

Submit