

# PRO DELEGATION GUIDE

## EPR PORTAL



# PURPOSE

The PRO Delegation Guide provides a step-by-step overview of how to complete PRO Delegation in the EPR Portal. The Nova Scotia Extended Producer Regulations for Packaging, Paper Products and Packaging-Like Products (EPR for PPP) permit a producer to delegate reporting responsibilities to a Producer Responsibility Organization (PRO). If a producer requires more information, please contact Divert NS at [eprsupport@divertns.ca](mailto:eprsupport@divertns.ca).

Please note that the examples provided within this guide are for illustrative purposes only.

# PRODUCER HOMEPAGE

When logging in, a registered producer will be brought to the “Producer Homepage”.

There are three tabs:

- Supply Reports
- Producer-Led Reporting
- PRO Delegated Reporting

The screenshot shows the Divert NS Producer Homepage for a user named Frank Jones. The page is titled "Packaging, Paper Products, and Packaging-like Products" and "Mr Frank's Containers". It features three tabs: "Supply Reports", "Producer-Led Reporting", and "PRO Delegated Reporting". The "Supply Reports" tab is active, showing a search bar with the text "Enter search terms here" and a "Filter" button. Below the search bar, it displays "No results". The "My PROs' Reports" section also has a search bar and a "Filter" button, displaying "No results". The footer contains the Divert NS logo, a mission statement, contact information (EPBsupport@divertns.ca, 1-877-313-7732), and social media icons for Instagram, Facebook, and LinkedIn.

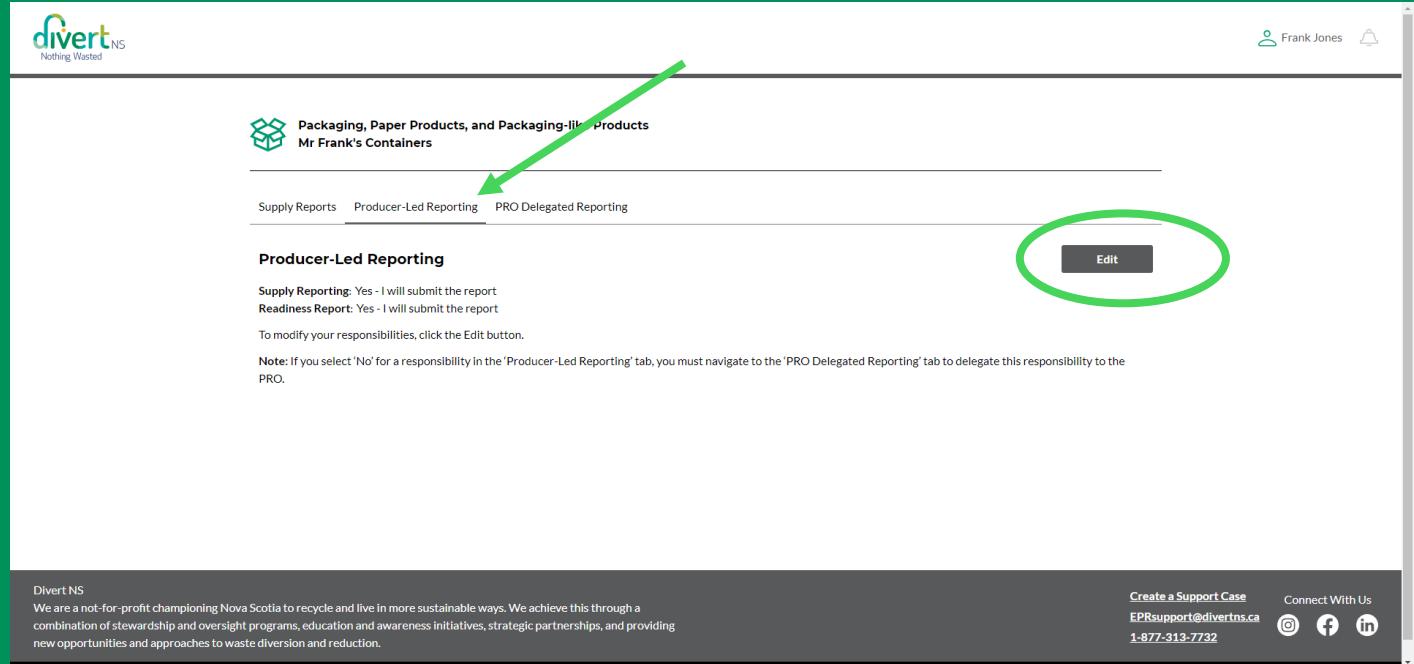
# PRODUCER-LED REPORTING

This section identifies any reporting the Producer will complete.  
This section **must** be completed as part of the delegation process.

# PRODUCER-LED REPORTING TAB

To begin the delegation process, the Producer should first click on the “Producer-Led Reporting” tab.

Click the “Edit” button to make changes to the reporting responsibilities.



The screenshot displays the Divert NS web application interface. At the top left is the Divert NS logo with the tagline "Nothing Wasted". At the top right, the user's name "Frank Jones" and a notification bell icon are visible. The main content area is titled "Packaging, Paper Products, and Packaging-like Products" with a sub-header "Mr Frank's Containers". Below this, there are three tabs: "Supply Reports", "Producer-Led Reporting" (which is the active tab), and "PRO Delegated Reporting". A green arrow points to the "Producer-Led Reporting" tab. Under the active tab, there is a section titled "Producer-Led Reporting" with the following text: "Supply Reporting: Yes - I will submit the report", "Readiness Report: Yes - I will submit the report", and "To modify your responsibilities, click the Edit button." A dark grey "Edit" button is circled in green. A note below states: "Note: If you select 'No' for a responsibility in the 'Producer-Led Reporting' tab, you must navigate to the 'PRO Delegated Reporting' tab to delegate this responsibility to the PRO." The footer contains the Divert NS mission statement, contact information for support (EPRsupport@divertns.ca, 1-877-313-7732), and social media icons for Instagram, Facebook, and LinkedIn.

# PRODUCER-LED REPORTING

The reporting responsibility is defaulted to “Yes” for both Supply Reporting and the Readiness Report.

NOTE: “Yes”, indicates the Producer is taking responsibility for the reporting responsibilities and no further action is required.

The screenshot displays the Divert NS web application interface. At the top left is the Divert NS logo with the tagline 'Nothing Wasted'. The top right shows the user profile 'Frank Jones' and a notification bell icon. The main content area is titled 'Packaging, Paper Products, and Packaging-like Products' with a sub-header 'Mr Frank's Containers'. Below this, there are three tabs: 'Supply Reports', 'Producer-Led Reporting' (which is active), and 'PRO Delegated Reporting'. The 'Producer-Led Reporting' section contains two questions with radio button options:

- \* Supply Reporting - Do you intend to manage your own Supply Reporting responsibilities?**
  - Yes - I will submit the report
  - No - I will delegate to the PRO
- \* Readiness Report - Do you intend to submit your own Readiness Report?**
  - Yes - I will submit the report
  - No - I will delegate to the PRO

A red reminder text states: 'Reminder: If you select 'No' for a responsibility in the 'Producer-Led Reporting' tab, ensure your PRO delegation details are up to date. Failing to do so may impact the PRO's ability to submit your supply report.' At the bottom of the form are 'Cancel' and 'Save' buttons. The footer contains the Divert NS mission statement, a 'Create a Support Case' link with email 'EPRsupport@divertns.ca' and phone '1-877-313-7732', and social media icons for Instagram, Facebook, and LinkedIn.

# PRODUCER-LED REPORTING

If the Producer is delegating to the PRO, they must change the reporting options to:

*“No, I will delegate to the PRO”*

When a change is made to the delegation option, press save.

A message will appear to instruct the producer to click on the “PRO Delegated Reporting” tab to complete the required information.

The screenshot shows the Divert NS web application interface. At the top left is the Divert NS logo with the tagline 'Nothing Wasted'. At the top right, the user name 'Frank Jones' is displayed. The main content area is titled 'Packaging, Paper Products, and Packaging-like Products' for 'Mr Frank's Containers'. Below this, there are three tabs: 'Supply Reports', 'Producer-Led Reporting' (which is active), and 'PRO Delegated Reporting'. Under the 'Producer-Led Reporting' tab, there are two sections:

- Supply Reporting - Do you intend to manage your own Supply Reporting responsibilities?**
  - Yes - I will submit the report
  - No - I will delegate to the PRO
- Readiness Report - Do you intend to submit your own Readiness Report?**
  - Yes - I will submit the report
  - No - I will delegate to the PRO

A red reminder message states: 'Reminder: If you select 'No' for a responsibility in the 'Producer-Led Reporting' tab, ensure your PRO delegation details are up to date. Failing to do so may impact the PRO's ability to submit your supply report.' At the bottom of the form, there are 'Cancel' and 'Save' buttons. A green arrow points to the 'No' radio button for Supply Reporting, and a green circle highlights the 'Save' button. The footer contains the Divert NS logo, a mission statement, contact information (EPRsupport@divertns.ca, 1-877-313-7732), and social media icons for Instagram, Facebook, and LinkedIn.

# NOTIFICATION

The producer will receive a pop-up notification asking that they verify their Producer Led responsibilities are aligned with their PRO Delegation.

**Producer-Led Reporting Levels**

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Producer-Led Responsibility levels must be aligned with PRO Delegation. Please review to ensure they are aligned and have been recorded accurately.

Click Continue to save Producer-Led Reporting and continue to the PRO Delegated Reporting page or click Cancel to go back.

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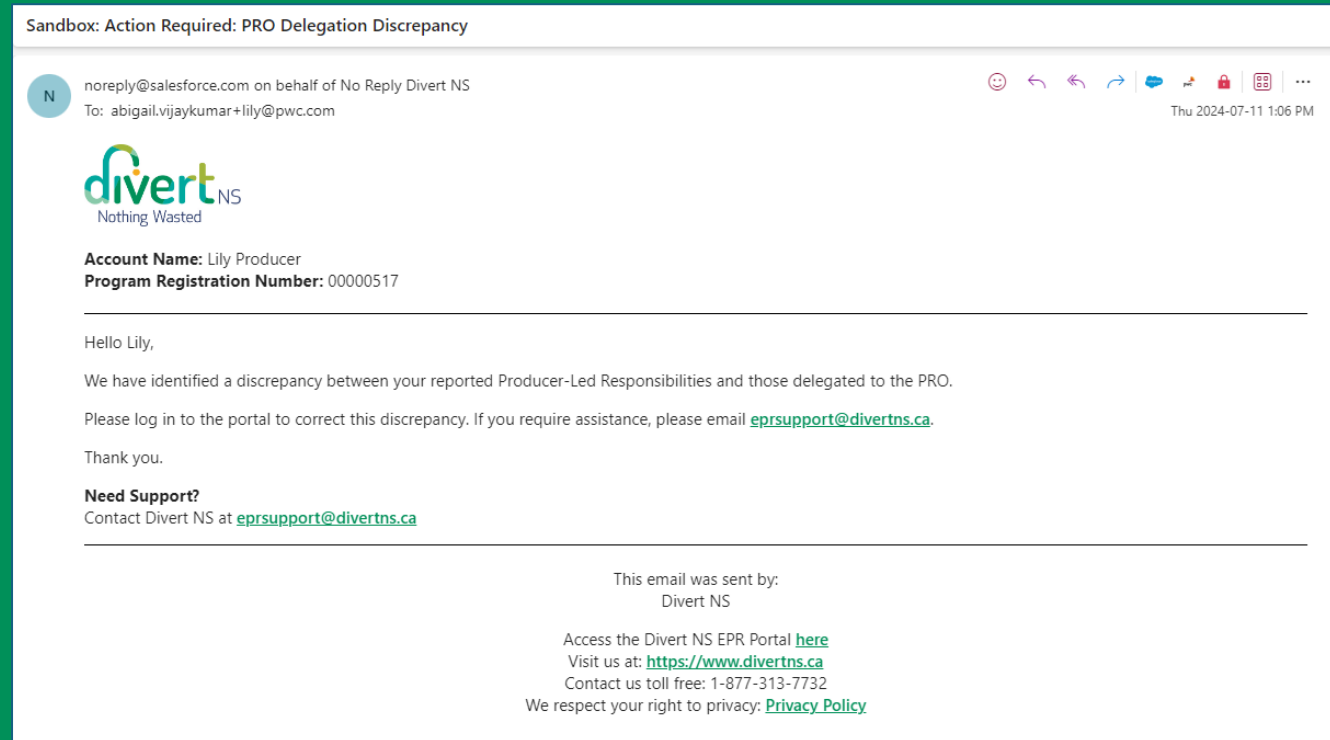
Cancel **Continue**



# EMAIL NOTIFICATION - PLACEHOLDER

Producers who have a discrepancy with reporting responsibilities under Producer-Led Reporting and PRO Delegated Reporting will receive:

- an email notifying of the discrepancy
- a notification will appear in the Portal in the upper left-hand corner.



Thursday, July 11, 2024 at 02:17 PM

There is a discrepancy between your reported Producer-Led Responsibilities and the responsibilities you have delegated to a PRO. Please review your Producer-Led Responsibilities and PRO Delegations.

[View](#)

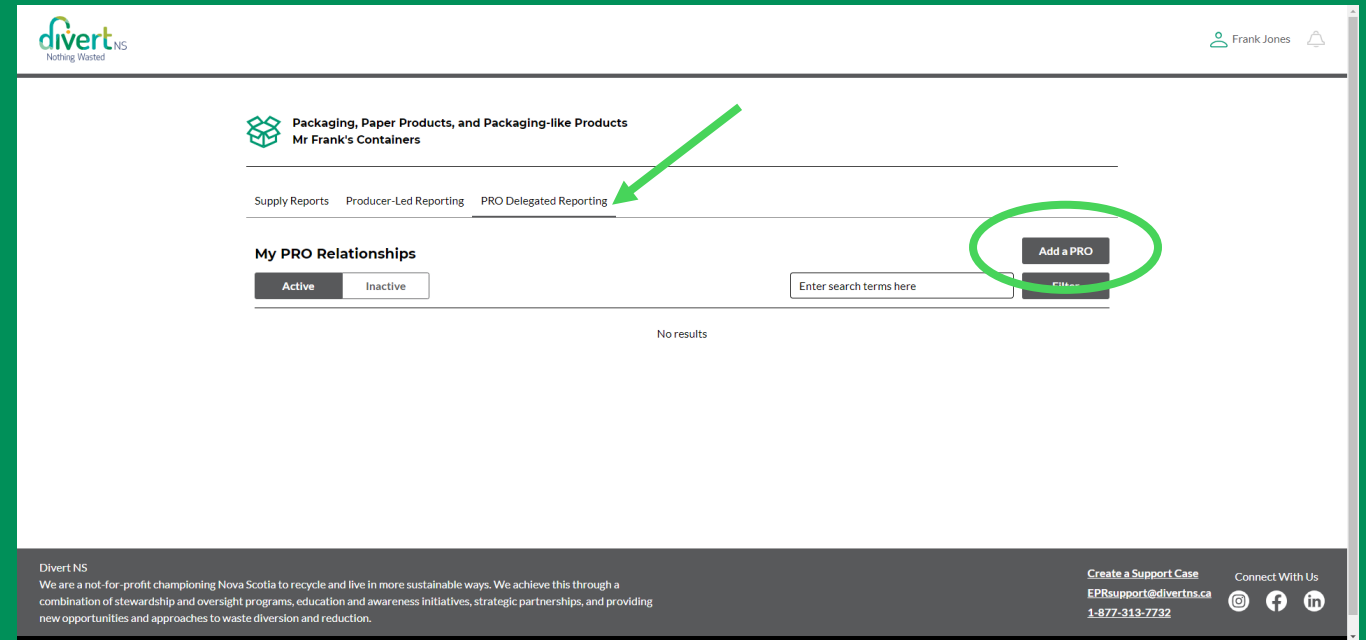
# PRO DELEGATED REPORTING

This section identifies PRO-led reporting and specifies the PRO to which the producer is delegating.

# PRO DELEGATED REPORTING TAB

“PRO Delegated Reporting” requires the Producer to select the PRO they have established a contract with.

To begin, select the “Add a PRO” button.

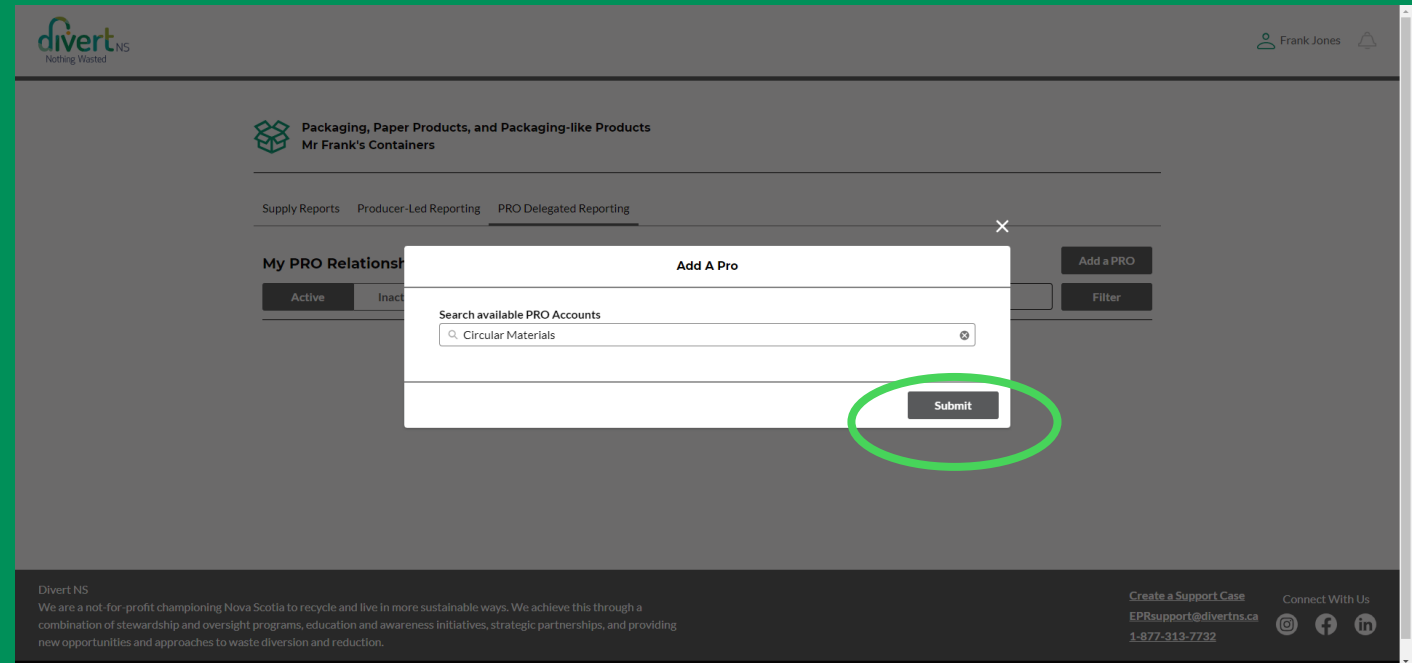


The screenshot displays the Divert NS web application interface. At the top left is the Divert NS logo with the tagline "Nothing Wasted". At the top right, the user's name "Frank Jones" and a notification bell icon are visible. The main content area is titled "Packaging, Paper Products, and Packaging-like Products" with a sub-header "Mr Frank's Containers". Below this, there are three tabs: "Supply Reports", "Producer-Led Reporting", and "PRO Delegated Reporting", which is currently selected and highlighted with a green arrow. Under the "PRO Delegated Reporting" tab, there is a section titled "My PRO Relationships". This section includes two filter buttons: "Active" (selected) and "Inactive". To the right of these filters is a search input field labeled "Enter search terms here" and a button labeled "Add a PRO", which is circled in green. Below the search field, there is a "Filter" button. The text "No results" is displayed below the search field. At the bottom of the page, there is a footer with the Divert NS logo and tagline, a "Create a Support Case" link with the email "EPBsupport@divertns.ca" and phone number "1-877-313-7732", and social media icons for Instagram, Facebook, and LinkedIn.

# ADDING A PRO

The Producer selects the PRO they are delegating reporting responsibilities to and then clicks “Submit”.

Note: Currently, Circular Materials is the only registered PRO in Nova Scotia.



# PRO RELATIONSHIP SUMMARY

The PRO Relationship Summary page will prompt producers to submit mandatory information as highlighted in red.

Producers shall enter the date their contract started with the PRO.

The “Contract End Date” is not mandatory. If the Contract Date is completed the system will end the PRO relationship after that date.

Producers must confirm the reporting responsibilities they are delegating to the PRO. The delegated responsibilities must align with those noted in the Producer-Led Reporting tab.

Producers must acknowledge they have read and understand the terms and conditions.

**divert**<sup>NS</sup>  
Nothing Wasted

Frank Jones

**Mr Frank's Containers**  
Status: **In Progress**  
Contract Start Date: None  
Contract End Date: None [Program Home](#)

**PRO Relationship Summary**  
The following details pertain to your relationship with this PRO.

**PRO Name**  
Circular Materials

**Contract Dates**  
Define the date(s) that correspond to your contract with the PRO.  
Contract Start Date: The date when your contract with the PRO began.  
Contract End Date: The date when your contract with the PRO concludes. If no end date is entered, the relationship will continue until you define an end date OR decide to terminate the relationship.

\* **Contract Start Date**  **Contract End Date**   
This field is required

**Delegated Responsibility**  
Indicate if you are delegating responsibility to the PRO.

\* **Supply Reporting**  
 Yes - Delegate to the PRO  
 No - Do not delegate to the PRO  
This field is required

\* **Readiness Report**  
 Yes - Delegate to the PRO  
 No - Do not delegate to the PRO  
This field is required

**Acknowledgement**  
 \* I confirm that I have a contract with the PRO and I authorize them to report on my behalf.  
This field is required

Cancel Save

Divert NS  
We are a not-for-profit championing Nova Scotia to recycle and live in more sustainable ways. We achieve this through a combination of stewardship and oversight programs, education and awareness initiatives, strategic partnerships, and providing new opportunities and approaches to waste diversion and reduction.

Create a Support Case  
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1-877-313-7732

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# ADDING A PRO – SUMMARY (IN PROGRESS)

The top left of the screen displays the status of “In Progress” and dates display as “None”. These will update when the Producer clicks ‘Save’.

Review the information and, if accurate, click "Save".

The screenshot shows a web form for 'Mr Frank's Containers' with the following sections:

- Mr Frank's Containers**
  - Status: In Progress
  - Contract Start Date: None
  - Contract End Date: None
  - [Program Home](#)
- PRO Relationship Summary**
  - The following details pertain to your relationship with this PRO.
- PRO Name**
  - Circular Materials
- Contract Dates**
  - Define the date(s) that correspond to your contract with the PRO.
  - Contract Start Date: The date when your contract with the PRO began.
  - Contract End Date: The date when your contract with the PRO concludes. If no end date is entered, the relationship will continue until you define an end date OR decide to terminate the relationship.
  - Contract Start Date: Jun 1, 2024
  - Contract End Date: (empty)
- Delegated Responsibility**
  - Indicate if you are delegating responsibility to the PRO.
  - Supply Reporting**
    - Yes - Delegate to the PRO
    - No - Do not delegate to the PRO
  - Readiness Report**
    - Yes - Delegate to the PRO
    - No - Do not delegate to the PRO
- Acknowledgement**
  - I confirm that I have a contract with the PRO and I authorize them to report on my behalf.
- Buttons: Cancel, Save

Footer: Divert NS, Create a Support Case (EPRsupport@divertns.ca, 1-877-313-7732), Connect With Us (social media icons), ©2024 Divert NS is a registered business name of the Resource Recovery Fund Board, Inc. All rights reserved. | Privacy Policy

# ADDING A PRO – SUMMARY (PENDING)

The status has changed to “Pending” and the contract start date is updated.

The status remains as ‘Pending’ until the PRO accepts or declines the delegation request.

Clicking “Program Home” will take the producer back to the homepage.

The screenshot displays the Divert NS web application interface. At the top left is the Divert NS logo with the tagline "Nothing Wasted". At the top right, the user "Frank Jones" is logged in, indicated by a profile icon and a notification bell. The main content area is titled "Mr Frank's Containers" and shows the status as "Pending" in a yellow box. Below this, it lists "Contract Start Date: June 1, 2024" and "Contract End Date: None". A "Program Home" link is visible on the right. The "PRO Relationship Summary" section includes a "Recall" button and a note that the following details pertain to the relationship. The "PRO Name" is "Circular Materials". The "Contract Dates" section shows "Contract Start Date: June 1, 2024" and "Contract End Date: None". The "Delegated Responsibility" section indicates that responsibility is being delegated to the PRO, with "Supply Reporting" set to "Yes - Delegate to the PRO" and "Readiness Report" set to "No - Do not delegate to the PRO". The "Acknowledgement" section shows the summary was submitted by Frank Jones on Wednesday, June 26, 2024 at 04:33 PM. The footer contains the Divert NS mission statement, contact information (EPRsupport@divertns.ca, 1-877-313-7732), and social media icons for Instagram, Facebook, and LinkedIn. A copyright notice for 2024 Divert NS is also present.

# PENDING PRO RELATIONSHIP

Producers will see a “Pending” status under “PRO Delegated Reporting”.

The screenshot displays the Divert NS web application interface. At the top left is the Divert NS logo with the tagline 'Nothing Wasted'. The top right shows the user profile 'Frank Jones' and a notification bell icon. The main content area is titled 'Packaging, Paper Products, and Packaging-like Products' and 'Mr Frank's Containers'. Below this, there are navigation tabs for 'Supply Reports', 'Producer-Led Reporting', and 'PRO Delegated Reporting'. The 'PRO Delegated Reporting' tab is active, showing a section for 'My PRO Relationships'. This section includes a search bar with the placeholder 'Enter search terms here', a 'Filter' button, and an 'Add a PRO' button. Below the search bar is a table with the following data:

PRO Name	Contract Start Date	Contract End Date	Status	Delegation	Manage
Circular Materials	June 1, 2024	None	Pending	Supply Reporting: Yes Readiness Report: No	<a href="#">View</a>

At the bottom of the table, it indicates '1 Result' and a dropdown menu for '5 entries per page'. The footer contains the Divert NS mission statement, contact information (EPRsupport@divertns.ca, 1-877-313-7732), and social media icons for Instagram, Facebook, and LinkedIn. A copyright notice for 2024 Divert NS is also present.



# RECALLING A PRO DELEGATION REQUEST

Producers may want to recall their PRO delegation request if they notice an error before the PRO accepts the request.

# RECALLING A PRO DELEGATION REQUEST

A producer can recall a PRO delegation request that is in a "Pending" status.

Click the "Recall" button at the top right of the screen of the "PRO Relationship Summary" page.

The screenshot displays the user interface of the Divert NS web application. At the top left is the Divert NS logo with the tagline 'Nothing Wasted'. At the top right, the user's name 'Frank Jones' is displayed next to a profile icon. The main content area is titled 'Mr Frank's Containers' and shows the following details: Status: Pending (highlighted in yellow), Contract Start Date: June 1, 2024, and Contract End Date: None. A 'Program Home' link is located to the right of these details. Below this is the 'PRO Relationship Summary' section, which includes a 'Recall' button. The summary text states: 'The following details pertain to your relationship with this PRO.' The 'PRO Name' is 'Circular Materials'. The 'Contract Dates' section shows 'Contract Start Date: June 1, 2024' and 'Contract End Date: None'. The 'Delegated Responsibility' section includes instructions to indicate if responsibility is being delegated to the PRO, with 'Supply Reporting' set to 'Yes - Delegate to the PRO' and 'Readiness Report' set to 'No - Do not delegate to the PRO'. The 'Acknowledgement' section shows the request was submitted by Frank Jones on Wednesday, June 26, 2024 at 04:33 PM. The footer contains the Divert NS mission statement, contact information (EPRsupport@divertns.ca, 1-877-313-7732), and social media icons for Instagram, Facebook, and LinkedIn. A copyright notice for 2024 Divert NS is also present.

# RECALLED PRO DELEGATION REQUEST

Once a request has been recalled, the status will change to “Recalled”.

Producers can recall a request prior to the PRO accepting/declining the request.

The screenshot displays the Divert NS web portal interface. At the top left is the Divert NS logo with the tagline "Nothing Wasted". At the top right, the user "Frank Jones" is logged in, accompanied by a notification bell icon. The main content area is titled "Mr Frank's Containers" and shows the request status as "Recalled" in an orange box. Below this, it lists the "Contract Start Date" as June 1, 2024, and the "Contract End Date" as None. A "Program Home" link is visible on the right. The "PRO Relationship Summary" section follows, stating that the details pertain to the relationship with this PRO. Under "PRO Name", it lists "Circular Materials". The "Contract Dates" section shows the start date as June 1, 2024, and the end date as None. The "Delegated Responsibility" section includes instructions to indicate if responsibility is delegated to the PRO, with "Supply Reporting" set to "Yes - Delegate to the PRO" and "Readiness Report" set to "No - Do not delegate to the PRO". The footer contains the Divert NS mission statement, contact information for support (EPRsupport@divertns.ca, 1-877-313-7732), and social media icons for Instagram, Facebook, and LinkedIn. A copyright notice for 2024 Divert NS is also present.

# RECALLED PRO DELEGATION REQUEST

Producers can see a summary of their PRO relationship under the “PRO Delegated Reporting” tab.

PRO relationships can be ‘Active’ or ‘Inactive’.

Recalled relationships will be displayed under Inactive.

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Divert NS  
Nothing Wasted

Frank Jones

Packaging, Paper Products, and Packaging-like Products  
Mr Frank's Containers

Supply Reports Producer-Led Reporting **PRO Delegated Reporting**

**My PRO Relationships** [Add a PRO](#)

Active **Inactive**  [Filter](#)

PRO Name	Contract Start Date	Contract End Date	Status	Delegation	Manage
Circular Materials	June 1, 2024	None	Recalled	Supply Reporting: Yes Readiness Report: No	<a href="#">View</a>

1 Result

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We are a not-for-profit championing Nova Scotia to recycle and live in more sustainable ways. We achieve this through a combination of stewardship and oversight programs, education and awareness initiatives, strategic partnerships, and providing new opportunities and approaches to waste diversion and reduction.

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# ACTIVE PRO RELATIONSHIP

The PRO has accepted the Producer's delegation request.

# ACTIVE PRO RELATIONSHIP

Once a PRO has accepted a delegation request from a Producer, an “Active” status will appear under the PRO Delegated Reporting tab.

Producers will receive a notification. This can be accessed by clicking the bell icon at the top right of the screen.

Notifications can be cleared by selecting the “X” at the top right of the screen

The screenshot displays the Divert NS web application interface. At the top left is the Divert NS logo with the tagline "Nothing Wasted". At the top right, the user profile "Frank Jones" and a notification bell icon with a "1" are visible. A green arrow points to the bell icon. Below the header, the page title is "Packaging, Paper Products, and Packaging-like Products" with the subtitle "Mr Frank's Containers". A navigation bar includes "Supply Reports", "Producer-Led Reporting", and "PRO Delegated Reporting", with a green arrow pointing to the latter. The main section is titled "My PRO Relationships" and includes an "Add a PRO" button, "Active" and "Inactive" filters, a search bar, and a "Filter" button. A table lists the PRO relationship:

PRO Name	Contract Start Date	Contract End Date	Status	Delegation	Manage
Circular Materials	June 1, 2024	None	Active	Supply Reporting: Yes Readiness Report: Yes	<a href="#">View/Edit</a>

The "Active" status in the table is circled in green. Below the table, it shows "1 Result" and a "5 entries per page" dropdown. At the bottom, there is a footer with Divert NS information, a "Create a Support Case" link, and social media icons.

# ACCEPTED PRO DELEGATION REQUEST

When a delegation request has a contract start date in the future and the PRO has accepted the request.

# ACCEPTED PRO DELEGATION REQUEST

If the contract start date is set in the future, and the PRO accepts the request, the status will appear as “Accepted”.

The status will change to “Active” upon the contract start date.

The screenshot displays the Divert NS web application interface. At the top left is the Divert NS logo with the tagline 'Nothing Wasted'. The user profile 'George Tiger' is shown in the top right. The main content area is titled 'Packaging, Paper Products, and Packaging-like Products' for 'George's Packaging Corp'. Below this, there are navigation tabs for 'Supply Reports', 'Producer-Led Reporting', and 'PRO Delegated Reporting'. The 'My PRO Relationships' section includes a table with columns for PRO Name, Contract Start Date, Contract End Date, Status, Delegation, and Manage. A single row is visible for 'Circular Materials' with a contract start date of 'November 1, 2024' and a status of 'Accepted', which is highlighted with a green circle. The footer contains contact information for Divert NS, including a support case creation link, email address (EPBsupport@divertns.ca), phone number (1-877-313-7732), and social media icons.

PRO Name	Contract Start Date	Contract End Date	Status	Delegation	Manage
Circular Materials	November 1, 2024	None	Accepted	Supply Reporting: Yes Readiness Report: No	<a href="#">View/Edit</a>



# REJECTED PRO DELEGATION REQUEST

The PRO has rejected the Producer's request to delegate.

# REJECTED PRO DELEGATION REQUEST

If the PRO has rejected a delegation request, the status will display as “Rejected”.

The Producer will receive a notification in the top right corner of the screen.

A Producer can select “View” to review the rejected request.

The rejected request will appear under “Inactive” PRO Relationships.

The screenshot displays the Divert NS web application interface. At the top left is the Divert NS logo with the tagline "Nothing Wasted". The top right corner shows a user profile for "Frank Jones" and a notification bell icon with a red "1" badge. A green arrow points to the notification bell. Below the header, the page title is "Packaging, Paper Products, and Packaging-like Products" for "Mr Frank's Containers". There are three tabs: "Supply Reports", "Producer-Led Reporting", and "PRO Delegated Reporting". The "My PRO Relationships" section has "Active" and "Inactive" filters, with "Inactive" selected. A search bar and a "Filter" button are present. A table lists PRO relationships with columns for PRO Name, Contract Start Date, Contract End Date, Status, Delegation, and Manage. One entry for "Circular Materials" is shown with a status of "Rejected" (highlighted by a green circle), a contract period from June 1, 2024, to December 31, 2024, and a "View" link. The footer contains Divert NS contact information, a "Create a Support Case" link, and social media icons.

PRO Name	Contract Start Date	Contract End Date	Status	Delegation	Manage
Circular Materials	June 1, 2024	December 31, 2024	Rejected	Supply Reporting: Yes Readiness Report: Yes	<a href="#">View</a>

# IMPORTANT LINKS



EPR Oversight:

<https://divertns.ca/epr-producers>



Divert NS LinkedIn

<https://www.linkedin.com/company/divert-ns/>



Circular Materials

<https://www.circularmaterials.ca/producer-province/nova-scotia/>



Email

[EPRTsupport@divertns.ca](mailto:EPRTsupport@divertns.ca)

