

# GUIDE FOR PRODUCER-LED SUPPLY REPORTING

Produced: August 2024



# PRODUCER-LED SUPPLY REPORTING

This guide is intended for producers who are reporting their own supply data.

If a producer has delegated this responsibility to a PRO, the producer may monitor the status of their supply reports under 'Supply Reports':

- Not Started - the PRO has not started your supply report
- In Progress - the PRO is working on your supply report
- Submitted - the PRO has completed your supply report, and it is available for you to view

# CONFIRMATION OF OBLIGATION

A producer will confirm they still meet the obligation criteria set in the regulations.

If the producer answers “no” to either question, they will be considered exempt for this reporting year.

If exempt, the producer will not be required to enter supply data for the current year.

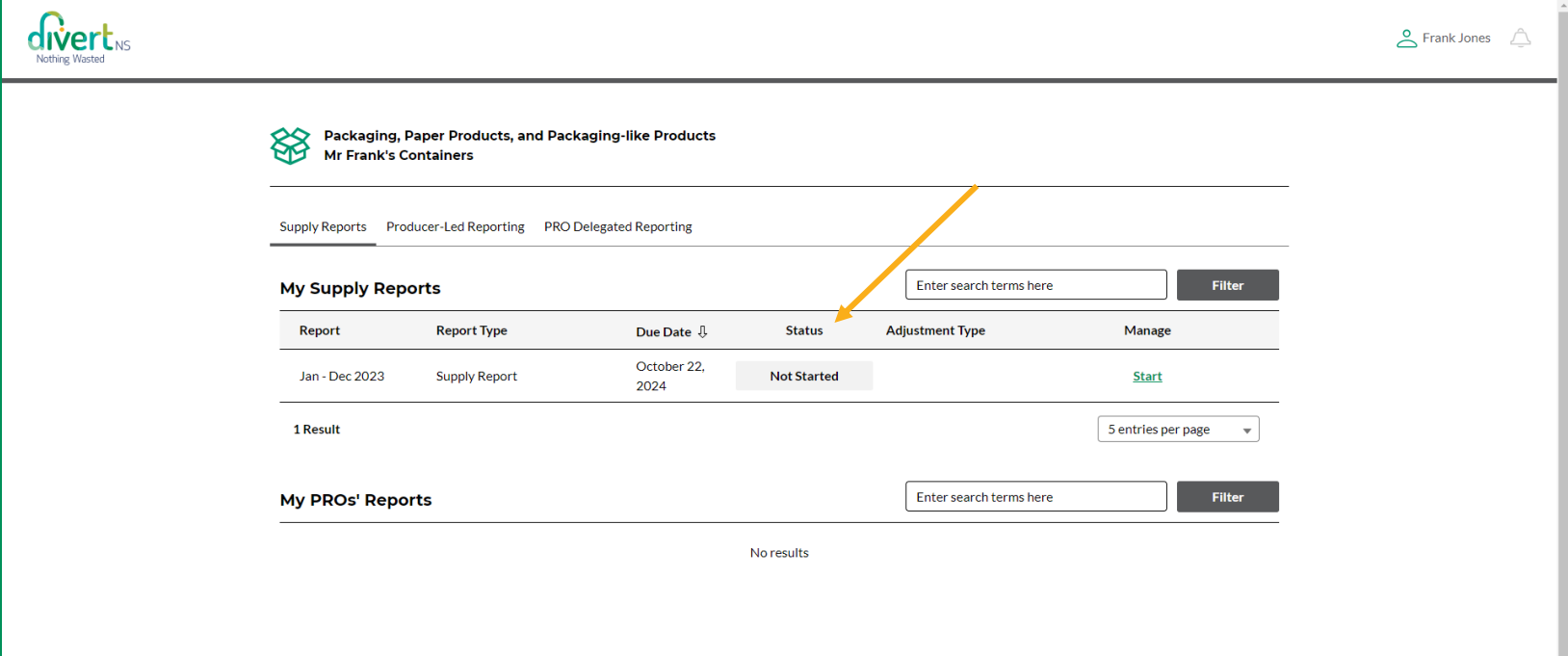
The screenshot displays the DivertNS web application interface. At the top left is the DivertNS logo with the tagline "Nothing Wasted". At the top right, the user's name "Frank Jones" and a notification bell icon are visible. The main content area is titled "Mr Frank's Containers" and includes the following information: "Report: Jan - Dec 2023", "Status: Not Started", and "Due Date: October 22, 2024". A link for "Program Home" is located on the right side of this section. Below this is a navigation menu with five items: "Obligation" (selected), "Report Details", "Brand List", "Attestation", and "Summary". The main content area is titled "Confirmation of Obligation" and contains the following text: "As a registered producer under the Nova Scotia EPR for PPP regulations, reporting is required on an annual basis. To ensure accurate assessment of your obligations for this reporting period, please answer the following questions:". There are two sections of questions: "Gross Revenue:" with the question "Was your gross annual revenue in Nova Scotia over \$1 million?" and "Tonnage:" with the question "Did you supply more than one (1) tonne of designated material into Nova Scotia?". Each question has two radio button options: "Yes" and "No". At the bottom right of the form area, there are two buttons: "Save Draft" and "Next". The footer of the page contains the DivertNS logo and a brief description of the organization's mission, along with contact information: "Create a Support Case", "EPBsupport@divertns.ca", and "1-877-313-7732". There are also social media icons for Instagram, Facebook, and LinkedIn.

# PRODUCER SUPPLY REPORTS

A supply report has been generated under 'My Supply Reports'.

The status is 'Not Started' until the producer begins entering data.

Click 'Start' to begin your supply report.



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 'Frank Jones' is logged in. 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 'My Supply Reports' section features a search bar with the placeholder 'Enter search terms here' and a 'Filter' button. Below the search bar is a table with the following data:

Report	Report Type	Due Date ↓	Status	Adjustment Type	Manage
Jan - Dec 2023	Supply Report	October 22, 2024	Not Started		<a href="#">Start</a>

Below the table, it indicates '1 Result' and a dropdown menu set to '5 entries per page'. There is also a 'My PROs' Reports' section with another search bar and 'Filter' button. At the bottom of the page, there is a footer with 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.

# ENTERING SUPPLY DATA

- Supply data must be entered in kgs.
- A value must be entered in each of the five categories. Enter zero (0) if you do not have any supply data in a specific category.
- You cannot enter a negative number.
- The status will change to 'In Progress' when the producer is entering data.

The screenshot shows the 'Supply Data' entry form for 'Mr Frank's Containers'. The report period is 'Jan - Dec 2023', the status is 'In Progress', and the due date is 'October 22, 2024'. The form includes a navigation menu with 'Obligation' checked and 'Report Details' selected. The 'Supply Data' section contains a table with five categories: Paper (500 kg), Rigid Plastic (400 kg), Flexible Plastic (300 kg), Metal (200 kg), and Glass (-100 kg). A red box highlights the '-100' value with the error message 'You cannot specify less than 0 units'. The 'Total' is 1300 kg. The 'Supply Deductions' section has two checkboxes: 'Deposited into a receptacle at a location that is not an eligible source' (checked) and 'Collected from an eligible source at the time the product was installed or delivered' (unchecked). Navigation buttons for 'Previous', 'Save Draft', and 'Next' are at the bottom.

**Mr Frank's Containers**  
Report: Jan - Dec 2023  
Status: In Progress  
Due Date: October 22, 2024

[Program Home](#)

Obligation  
 Report Details  
 Brand List  
 Attestation  
 Summary

**Supply Data**  
Please enter the total weight of each designated material supplied during the reporting period.

Category	Weight (kg)
<input type="checkbox"/> Paper	500
<input type="checkbox"/> Rigid Plastic	400
<input type="checkbox"/> Flexible Plastic	300
<input type="checkbox"/> Metal	200
<input type="checkbox"/> Glass	-100 <small>You cannot specify less than 0 units</small>
<b>Total</b>	<b>1300</b>

**Supply Deductions**  
Please indicate if you have deductions to report by clicking the applicable boxes.

Deposited into a receptacle at a location that is not an eligible source;  
 Collected from an eligible source at the time the product was installed or delivered

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.

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1-877-313-7732

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# SUPPLY DATA DEDUCTIONS

The regulations permit specific deductions.

If you have deductions, select the appropriate box(es) to indicate the type of deduction being claimed.

If you do not have any deductions, leave this section blank and click 'Next'.

Frank Jones

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### Mr Frank's Containers

Report: Jan - Dec 2023  
Status: **In Progress**  
Due Date: October 22, 2024

[Program Home](#)

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- ✓ Obligation
- Report Details**
- Brand List
- Attestation
- Summary

#### Supply Data

Please enter the total weight of each designated material supplied during the reporting period.

Category	Weight (kg)
Paper	<input type="text" value="500"/>
Rigid Plastic	<input type="text" value="400"/>
Flexible Plastic	<input type="text" value="300"/>
Metal	<input type="text" value="200"/>
Glass	<input type="text" value="100"/>
<b>Total</b>	<b>1500</b>

#### Supply Deductions

Please indicate if you have deductions to report by clicking the applicable boxes.

- Deposited into a receptacle at a location that is not an eligible source;
- Collected from an eligible source at the time the product was installed or delivered

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# SUPPLY DEDUCTIONS

By selecting a type of supply deduction, the data entry fields for the report will appear.

These fields will only appear when a supply deduction is selected.

Status: **In Progress**  
Due Date: October 22, 2024 [Program Home](#)

Obligation  
 Report Details  
 Brand List  
 Attestation  
 Summary

### Supply Data

Please enter the total weight of each designated material supplied during the reporting period.

Category	Weight (kg)
Paper	<input type="text" value="500"/>
Rigid Plastic	<input type="text" value="400"/>
Flexible Plastic	<input type="text" value="300"/>
Metal	<input type="text" value="200"/>
Glass	<input type="text" value="100"/>
<b>Total</b>	<b>1500</b>

### Supply Deductions

Please indicate if you have deductions to report by clicking the applicable boxes.

Deposited into a receptacle at a location that is not an eligible source;  
 Collected from an eligible source at the time the product was installed or delivered

Please enter the weight of the eligible deduction(s) for each designated material.  
NOTE: For the deduction(s) to be eligible, it must have been included in the data reported in the Supply Data table above.

Category	Weight (kg)
Paper	<input type="text"/>
Rigid Plastic	<input type="text"/>
Flexible Plastic	<input type="text"/>
Metal	<input type="text"/>
Glass	<input type="text"/>
<b>Total</b>	<b>0</b>

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# SUPPLY DEDUCTIONS

- Deductions must be for the current reporting year.
- Deductions must be entered in kgs.
- A value must be entered in each of the five categories.
- If there is no deduction in a specific category, enter a zero (0).
- You cannot enter a negative number.
- A deduction weight cannot exceed the weight reported as supply in any category.

The screenshot displays the 'Supply Deductions' form in the Divert NS system. The user is 'Mr Frank's Containers' and the report period is 'Jan - Dec 2023'. The status is 'In Progress' and the due date is 'October 22, 2024'. The form is divided into two main sections: 'Supply Data' and 'Supply Deductions'.

**Supply Data**  
Please enter the total weight of each designated material supplied during the reporting period.

Category	Weight (kg)
Paper	500
Rigid Plastic	400
Flexible Plastic	300
Metal	200
Glass	100
<b>Total</b>	<b>1500</b>

**Supply Deductions**  
Please indicate if you have deductions to report by clicking the applicable boxes.  
 Deposited into a receptacle at a location that is not an eligible source;  
 Collected from an eligible source at the time the product was installed or delivered

Please enter the weight of the eligible deduction(s) for each designated material.  
NOTE: For the deduction(s) to be eligible, it must have been included in the data reported in the Supply Data table above.

Category	Weight (kg)
Paper	400
Rigid Plastic	300
Flexible Plastic	200
Metal	500
Glass	100
<b>Total</b>	<b>1500</b>

A red box highlights the '500' value for Metal in the 'Supply Deductions' table, with a red error message: 'The weight (kg) of Supply Deduction material cannot be greater than the weight (kg) reported for Supply Data Material.' Below the table are 'Previous' and 'Next' buttons, and a 'Save Draft' button.

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# BRAND LIST

A brand list must be uploaded.

The brand list template can be downloaded in the EPR Portal or on Divert NS' website.

If the correct Excel file is not uploaded, an error will occur, and the user will not be able to proceed to the next page.

The screenshot displays the Divert NS EPR Portal interface. At the top left is the Divert NS logo with the tagline "Nothing Wasted". At the top right, a red error banner reads "Error Please upload one of the following accepted file types: .xls, .xlsx". Below the logo, the user's name "Frank Jones" and a notification bell icon are visible. The main content area shows the user's profile "Mr Frank's Containers" with report details: "Report: Jan - Dec 2023", "Status: In Progress", and "Due Date: October 22, 2024". A "Program Home" link is also present. A sidebar on the left lists navigation steps: "Obligation", "Report Details", "Brand List" (selected), "Attestation", and "Summary". The "Brand List" section contains the instruction: "You must complete the brand list template to input your brand information, and then upload the completed file here." The words "brand list template" are circled in yellow. Below this instruction is a dashed-line box for file upload with an "Upload File" button and the text "or Drop File". Underneath is a "File Name" input field, which is currently empty, and a "No results" message. At the bottom of the main content area are "Previous", "Save Draft", and "Next" buttons. 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.

# BRAND LIST

- Once the completed brand list has been uploaded, a green notification bar will appear indicating the upload was successful.

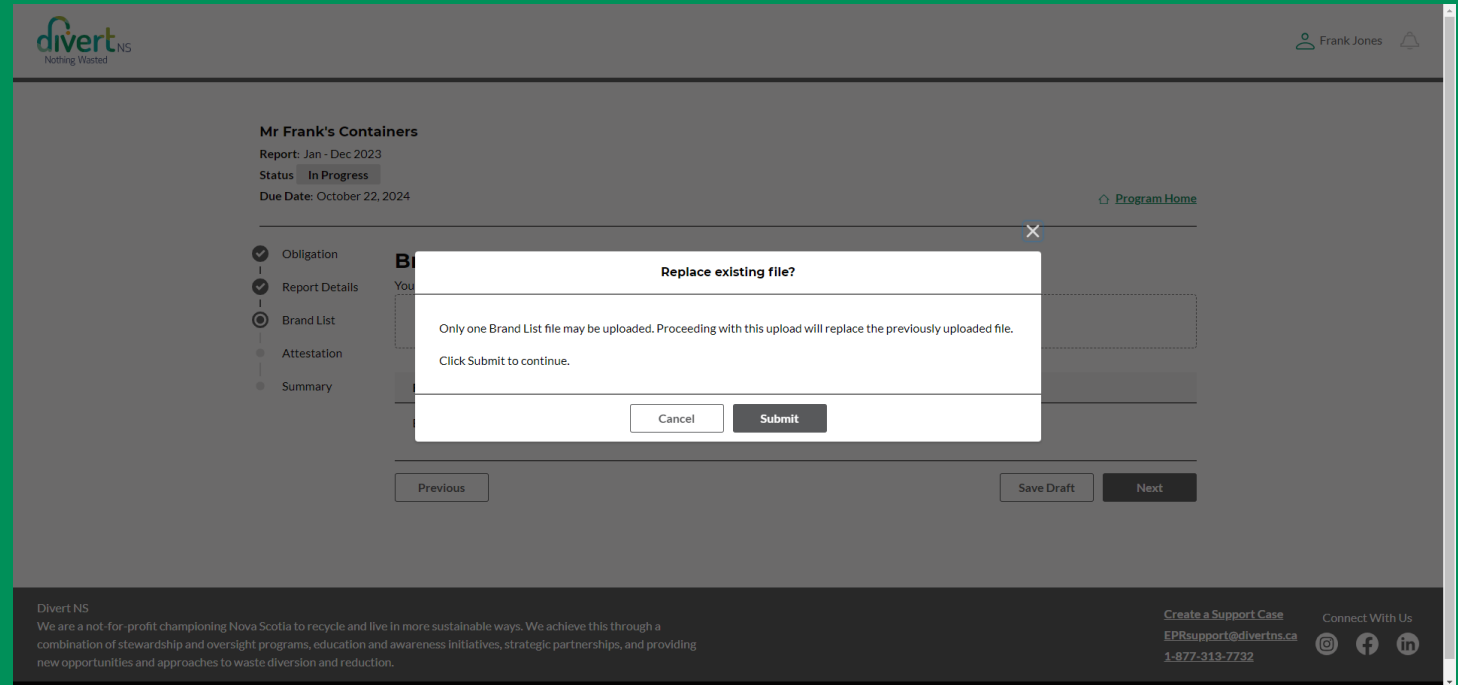
The screenshot shows the Divert NS web application interface. At the top left is the Divert NS logo with the tagline "Nothing Wasted". At the top right, there is a user profile for "Frank Jones" and a notification bell icon. A green notification bar at the top center displays a checkmark and the text: "Success Brand Management Template Divert NS May 2024.xlsx uploaded successfully!". Below the notification, the user's profile information is shown: "Mr Frank's Containers", "Report: Jan - Dec 2023", "Status: In Progress", and "Due Date: October 22, 2024". A "Program Home" link is visible on the right. A progress bar on the left side of the page lists the following steps: "Obligation" (checked), "Report Details" (checked), "Brand List" (selected), "Attestation", and "Summary". The main content area is titled "Brand List" and contains the instruction: "You must complete the brand list template to input your brand information, and then upload the completed file here." Below this instruction is a dashed border box with an "Upload File" button and the text "or Drop File". Underneath, a "File Name" field displays "Brand Management Template Divert NS May 2024.xlsx" with a "Delete" link to its right. At the bottom of the page, there are three buttons: "Previous", "Save Draft", and "Next". The footer contains the Divert NS logo, a mission statement, contact information for support cases, and social media icons for Instagram, Facebook, and LinkedIn.

# REPLACING A BRAND LIST

If a producer needs to replace their brand list, a notification will appear asking for confirmation that the file should be replaced.

This will over-write the original file that was uploaded.

Only one brand list is permitted to be uploaded per supply report.



The screenshot displays the Divert NS web application interface. At the top left is the logo "divert NS Nothing Wasted". The top right shows the user name "Frank Jones" and a notification bell icon. The main content area is titled "Mr Frank's Containers" and includes the following information: "Report: Jan - Dec 2023", "Status: In Progress", and "Due Date: October 22, 2024". A "Program Home" link is visible in the top right of the content area. On the left, a sidebar menu lists: "Obligation" (checked), "Report Details" (checked), "Brand List" (selected), "Attestation", and "Summary". A modal dialog box is centered on the screen with the title "Replace existing file?". The dialog contains the text: "Only one Brand List file may be uploaded. Proceeding with this upload will replace the previously uploaded file." and "Click Submit to continue." Below the text are "Cancel" and "Submit" buttons. At the bottom of the main content area, there are "Previous", "Save Draft", and "Next" buttons. The footer contains the Divert NS mission statement, contact information for support cases (EPBsupport@divertns.ca, 1-877-313-7732), and social media icons for Instagram, Facebook, and LinkedIn.

# ATTESTATION

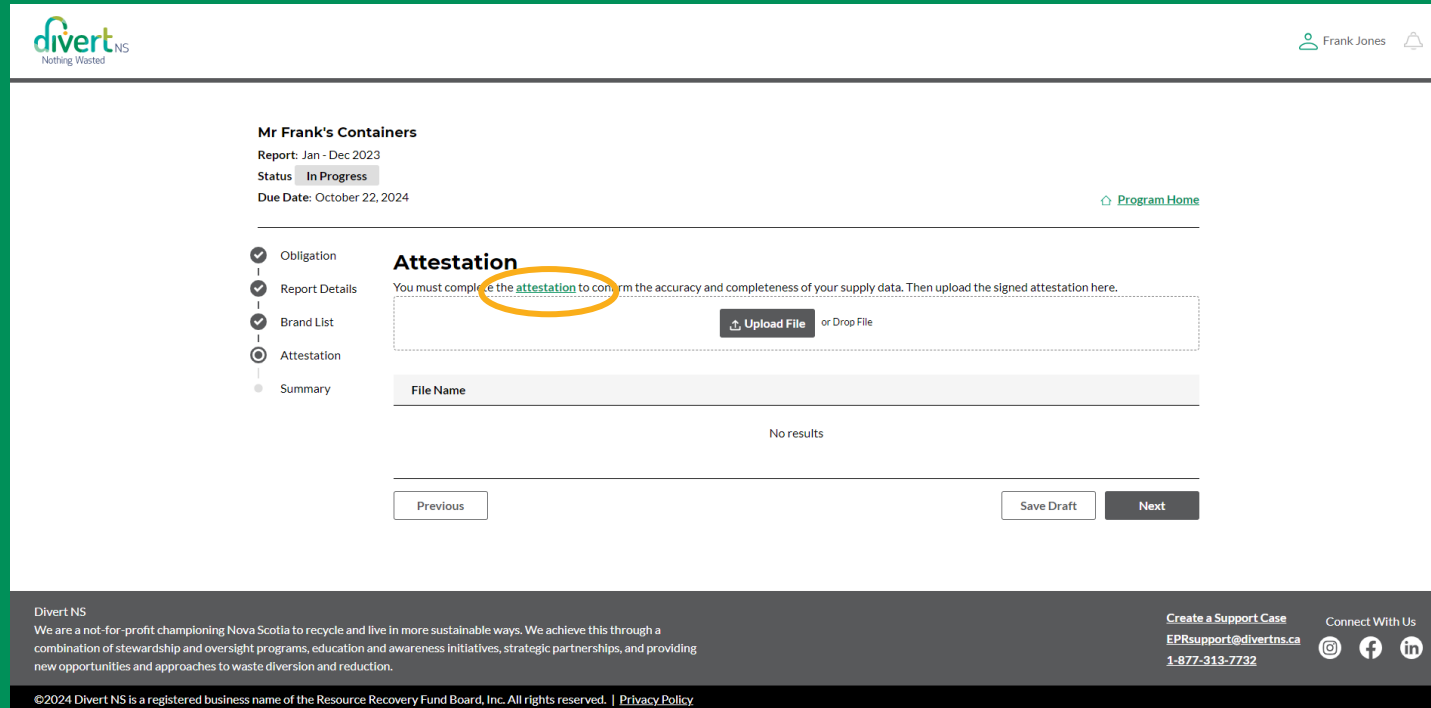
Producers are required to upload a signed attestation.

Divert NS' attestation can be downloaded from the EPR Portal or by contacting Divert NS directly.

Producers must use a DocuSign version (use the link on the page) or an actual handwritten signature.

The attestation must be signed by an authorized officer of the company.

If a PDF file is not uploaded, an error will occur, and the user will not be able to proceed to the next page.



The screenshot displays the user interface for the 'Attestation' step in the EPR Portal. At the top left is the Divert NS logo with the tagline 'Nothing Wasted'. The top right shows the user's name 'Frank Jones' and a notification bell icon. The main content area is titled 'Mr Frank's Containers' and includes the following information: 'Report: Jan - Dec 2023', 'Status: In Progress', and 'Due Date: October 22, 2024'. A 'Program Home' link is located to the right. A vertical navigation menu on the left lists 'Obligation', 'Report Details', 'Brand List', 'Attestation' (which is selected), and 'Summary'. The 'Attestation' section contains the instruction: 'You must complete the attestation to confirm the accuracy and completeness of your supply data. Then upload the signed attestation here.' Below this is a file upload area with a dashed border, an 'Upload File' button, and the text 'or Drop File'. A 'File Name' input field is present, currently showing 'No results'. At the bottom of the form are 'Previous', 'Save Draft', and 'Next' buttons. 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.

# ATTESTATION

When the signed attestation form has been successfully uploaded, a green notification bar will appear indicating the upload was successful.

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, a green notification bar states: "Success: Divert NS Attestation Form for Supply Data.pdf uploaded successfully!". The user profile "Frank Jones" is visible in the top right corner.

The main content area is titled "Mr Frank's Containers" and includes the following details:

- Report: Jan - Dec 2023
- Status: In Progress
- Due Date: October 22, 2024
- [Program Home](#)

A sidebar on the left contains a navigation menu with the following items:

- Obligation
- Report Details
- Brand List
- Attestation (selected)
- Summary

The "Attestation" section is titled "Attestation" and contains the instruction: "You must complete the attestation to confirm the accuracy and completeness of your supply data. Then upload the signed attestation here." Below this is a dashed box containing an "Upload File" button and the text "or Drop File".

Below the upload area is a table with the following structure:

File Name
Divert NS Attestation Form for Supply Data.pdf

A "Delete" link is positioned to the right of the file name.

At the bottom of the main content area are three buttons: "Previous", "Save Draft", and "Next".

The footer contains the following information:

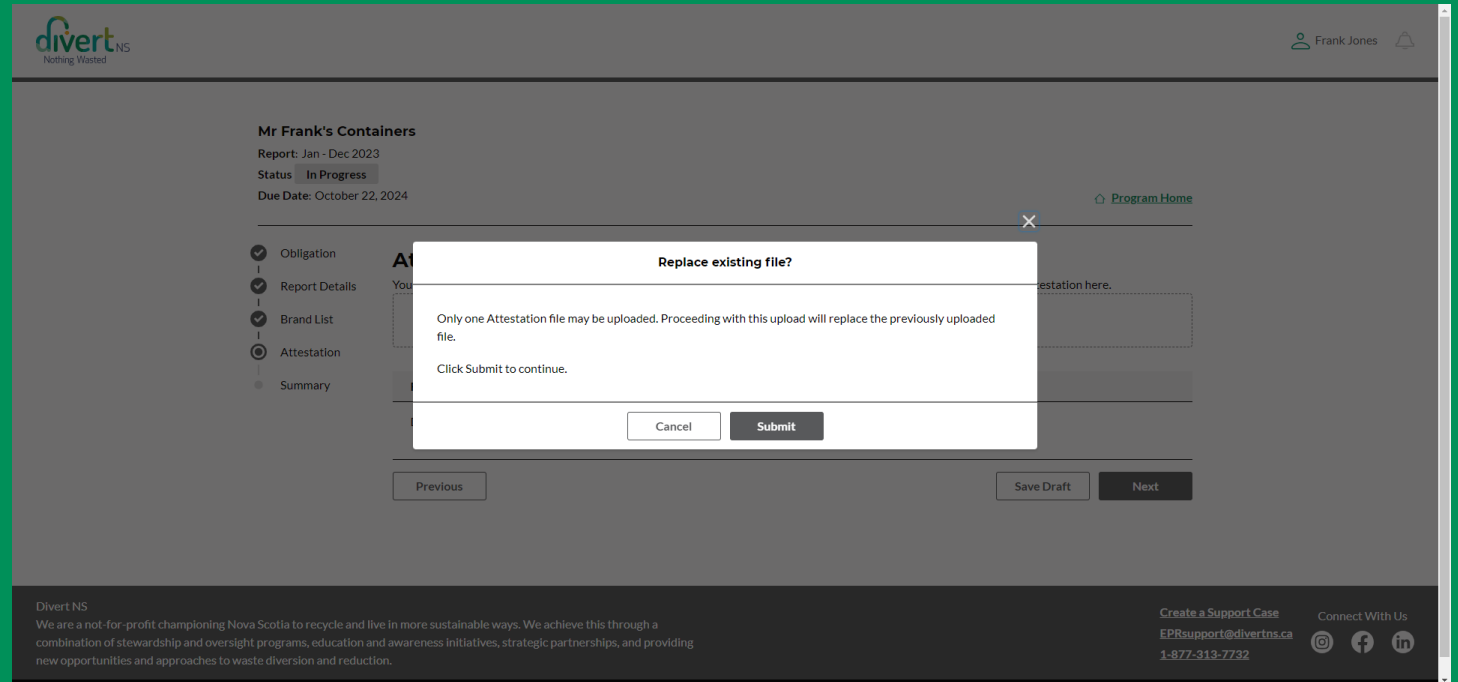
- Divert NS logo and text: "We are a not-for-profit championing Nova Scotia to recycle and live in more sustainable ways. We achieve this through a combination of stewardship and oversight programs, education and awareness initiatives, strategic partnerships, and providing new opportunities and approaches to waste diversion and reduction."
- Support information: "Create a Support Case", "EPRsupport@divertns.ca", and "1-877-313-7732".
- Social media icons for Instagram, Facebook, and LinkedIn.

# ATTESTATION

If a producer needs to replace the attestation, a notification will appear asking for confirmation that the file should be replaced.

This will over-write the original file that was uploaded.

Only one attestation is permitted to be uploaded per supply report.



The screenshot displays the Divert NS web application interface. At the top left is the logo "divert NS Nothing Wasted". At the top right, the user "Frank Jones" is logged in. The main content area shows a report titled "Mr Frank's Containers" with the following details: "Report: Jan - Dec 2023", "Status: In Progress", and "Due Date: October 22, 2024". A navigation menu on the left includes "Obligation", "Report Details", "Brand List", "Attestation" (which is selected), and "Summary". A "Program Home" link is visible in the top right of the report area. A modal dialog box is centered on the screen with the title "Replace existing file?". The dialog contains the text: "Only one Attestation file may be uploaded. Proceeding with this upload will replace the previously uploaded file." and "Click Submit to continue." Below the text are "Cancel" and "Submit" buttons. At the bottom of the report area, there are "Previous", "Save Draft", and "Next" 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.

# SUMMARY PAGE

This summary screen provides an overview of all submitted supply data, including the net amounts after any deductions have been applied.

Once the producer reviews and confirms the information is correct, they must check the box to indicate they have read and understand Divert NS' "Terms and Conditions" and "Privacy Policy"

The screenshot shows the 'Summary' page for 'Mr. Frank's Containers' with a report period of Jan - Dec 2023 and a due date of October 22, 2024. The page is divided into several sections: Summary, Confirmation of Obligation, Supply Data, Supply Deductions, Net Supply Data, Brand List, and Attestation. Each section includes a table of data and an 'Edit' link.

**Mr. Frank's Containers**  
Report: Jan - Dec 2023  
Status: **In Progress**  
Due Date: October 22, 2024

**Summary**  
Please review the information entered to ensure it is accurate before clicking submit.

**Confirmation of Obligation**

Was your gross annual revenue in Nova Scotia over \$1 million?  
Yes

Did you supply more than one (1) tonne of designated material into Nova Scotia?  
Yes

**Supply Data**

Category	Weight (kg)
Paper	500
Rigid Plastic	400
Flexible Plastic	300
Metal	200
Glass	100
<b>Total</b>	<b>1,500</b>

**Supply Deductions**

Deposited into a receptacle at a location that is not an eligible source;  
 Collected from an eligible source at the time the product was installed or delivered

Category	Weight (kg)
Paper	400
Rigid Plastic	300
Flexible Plastic	200
Metal	50
Glass	100
<b>Total</b>	<b>1,050</b>

**Net Supply Data**  
Total weight of designated material reported minus total weight of supply deductions reported.

Category	Weight (kg)
Paper	100
Rigid Plastic	100
Flexible Plastic	100
Metal	150
Glass	0
<b>Total</b>	<b>450</b>

**Brand List**

File Name: Brand Management Template Divert NS May 2024.xlsx

**Attestation**

File Name: Divert NS Attestation Form for Supply Data.pdf

I confirm that I have read and understand Divert NS' terms & conditions and privacy policy.

Previous Submit

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# SUBMITTED REPORT

Once a producer has submitted their supply report, the status will change to “Submitted”.

The screenshot displays the Divert NS user interface for a producer named Mr Frank's Containers. The page title is 'Packaging, Paper Products, and Packaging-like Products'. Below the title, there are navigation tabs for 'Supply Reports', 'Producer-Led Reporting', and 'PRO Delegated Reporting'. The 'Supply Reports' tab is active. A search bar with the placeholder 'Enter search terms here' and a 'Filter' button is present. Below the search bar is a table titled 'My Supply Reports' with columns: Report, Report Type, Due Date, Status, Adjustment Type, and Manage. A single report is listed with a status of 'Submitted', which is highlighted with a yellow circle. Below the table, it shows '1 Result' and a dropdown menu for '5 entries per page'. There is also a section for 'My PROs' Reports' which currently shows 'No results'. 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. A copyright notice for 2024 is also present.

divertNS  
Nothing Wasted

Frank Jones

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

Supply Reports Producer-Led Reporting PRO Delegated Reporting

My Supply Reports

Enter search terms here Filter

Report	Report Type	Due Date ↓	Status	Adjustment Type	Manage
Jan - Dec 2023	Supply Report	October 22, 2024	Submitted		<a href="#">View</a> <a href="#">Request Adjustment</a>

1 Result

5 entries per page

My PROs' Reports

Enter search terms here Filter

No results

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# 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

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

