

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.

The producer will not be required to enter supply data for the current year.

The screenshot shows a web interface for 'divertNS' with the tagline 'Nothing Wasted'. The user is logged in as 'Frank Jones'. The main heading is 'Mr Frank's Containers' with a report period of 'Jan - Dec 2023', a status of 'Not Started', and a due date of 'October 22, 2024'. A 'Program Home' link is visible. A navigation sidebar on the left includes '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:'. Under 'Gross Revenue:', the question is '* Was your gross annual revenue in Nova Scotia over \$1 million?' with radio buttons for 'Yes' and 'No'. Under 'Tonnage:', the question is '* Did you supply more than one (1) tonne of designated material into Nova Scotia?' with radio buttons for 'Yes' and 'No'. At the bottom right of the form are 'Save Draft' and 'Next' buttons. The footer contains the DivertNS 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 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 displays the Divert NS web 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' for '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 and a 'Filter' button. A table lists the reports:

Report	Report Type	Due Date ↓	Status	Adjustment Type	Manage
Jan - Dec 2023	Supply Report	October 22, 2024	Not Started		Start

Below the table, it indicates '1 Result' and a dropdown menu set to '5 entries per page'. The 'My PROs' Reports' section is currently empty, showing 'No results'. 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.

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.

Frank Jones

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)
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"/> <small>You cannot specify less than 0 units</small>
Total	1300


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.

[Create a Support Case](#)
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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

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)
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"/>
Total	1500

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"/>
Total	1500

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"/>
Total	0

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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.

divert NS
Nothing Wasted

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)
Paper	500
Rigid Plastic	400
Flexible Plastic	300
Metal	200
Glass	100
Total	1500

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
Total	1500

The weight (kg) of Supply Deduction material cannot be greater than the weight (kg) reported for Supply Data material.

Previous Save Draft Next

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Create a Support Case
EPRsupport@divertns.ca
1-877-313-7732

Connect With Us
@divertnsca

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BRAND LIST

A brand list must be uploaded.

The brand list template can be downloaded 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 message box states: "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 a report for "Jan - Dec 2023", a status of "In Progress", and a due date of "October 22, 2024". A "Program Home" link is also present. A navigation sidebar on the left includes "Obligation", "Report Details", "Brand List" (which is 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 currently shows "No results". At the bottom of the section are "Previous", "Save Draft", and "Next" buttons. The footer contains the Divert NS mission statement, contact information for support cases (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.

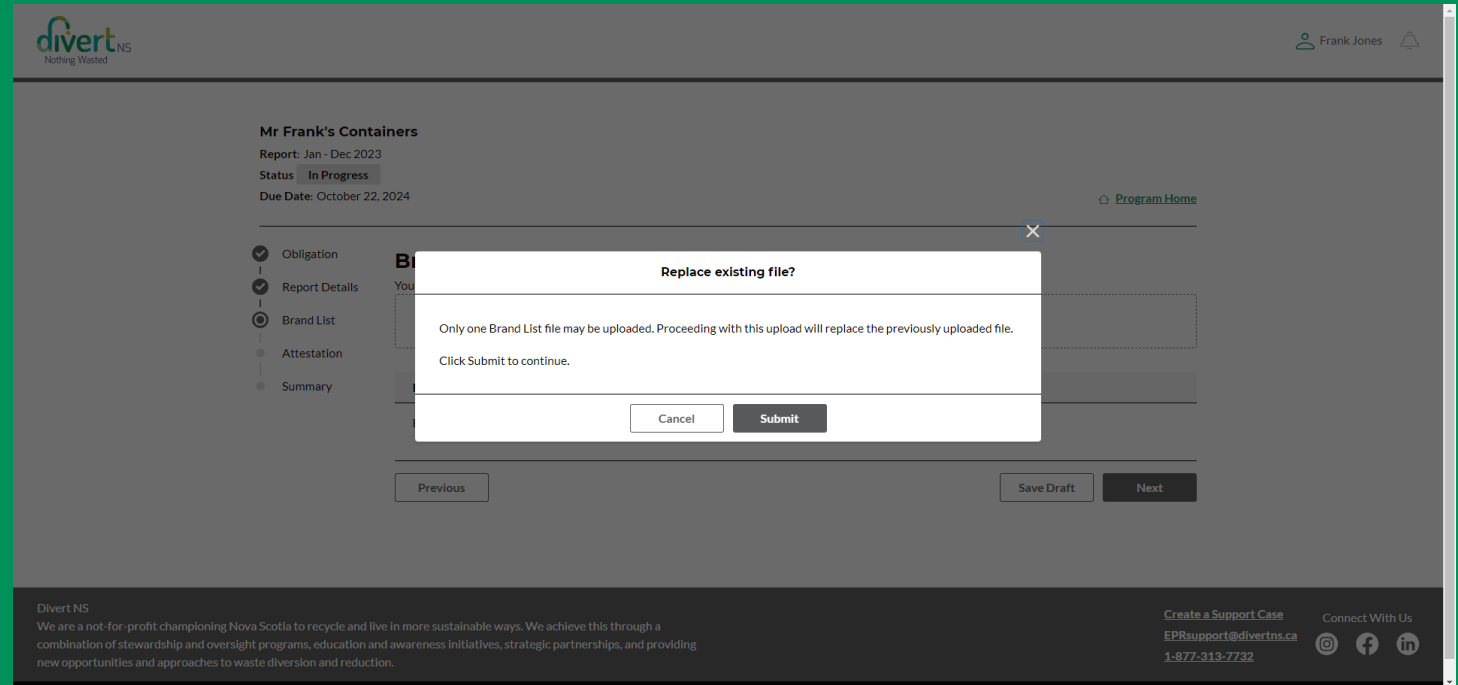
The screenshot shows the Divert NS web application interface. At the top left is the Divert NS logo with the tagline "Nothing Wasted". At the top right, there is a user profile for "Frank Jones" and a notification bell icon. A green notification bar at the top center displays a checkmark and the text: "Success Brand Management Template Divert NS May 2024.xlsx uploaded successfully!". Below the notification, the main content area is titled "Mr Frank's Containers" and includes the following details: "Report: Jan - Dec 2023", "Status: In Progress", and "Due Date: October 22, 2024". A "Program Home" link is located to the right of the due date. A vertical sidebar on the left contains a progress indicator with five items: "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 containing an "Upload File" button and the text "or Drop File". Underneath the box is a "File Name" field containing the text "Brand Management Template Divert NS May 2024.xlsx" and a "Delete" link. At the bottom of the main content area are three buttons: "Previous", "Save Draft", and "Next". The footer of the application contains the Divert NS logo and a mission statement: "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." On the right side of the footer, there are links for "Create a Support Case", "EPRsupport@divertns.ca", and "1-877-313-7732", along with 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 navigation 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. Click Submit to continue." Below the text are "Cancel" and "Submit" buttons. At the bottom of the page, there is a footer with the Divert NS logo and mission statement, contact information for support (EPBsupport@divertns.ca, 1-877-313-7732), and social media icons for Instagram, Facebook, and LinkedIn.

ATTESTATION

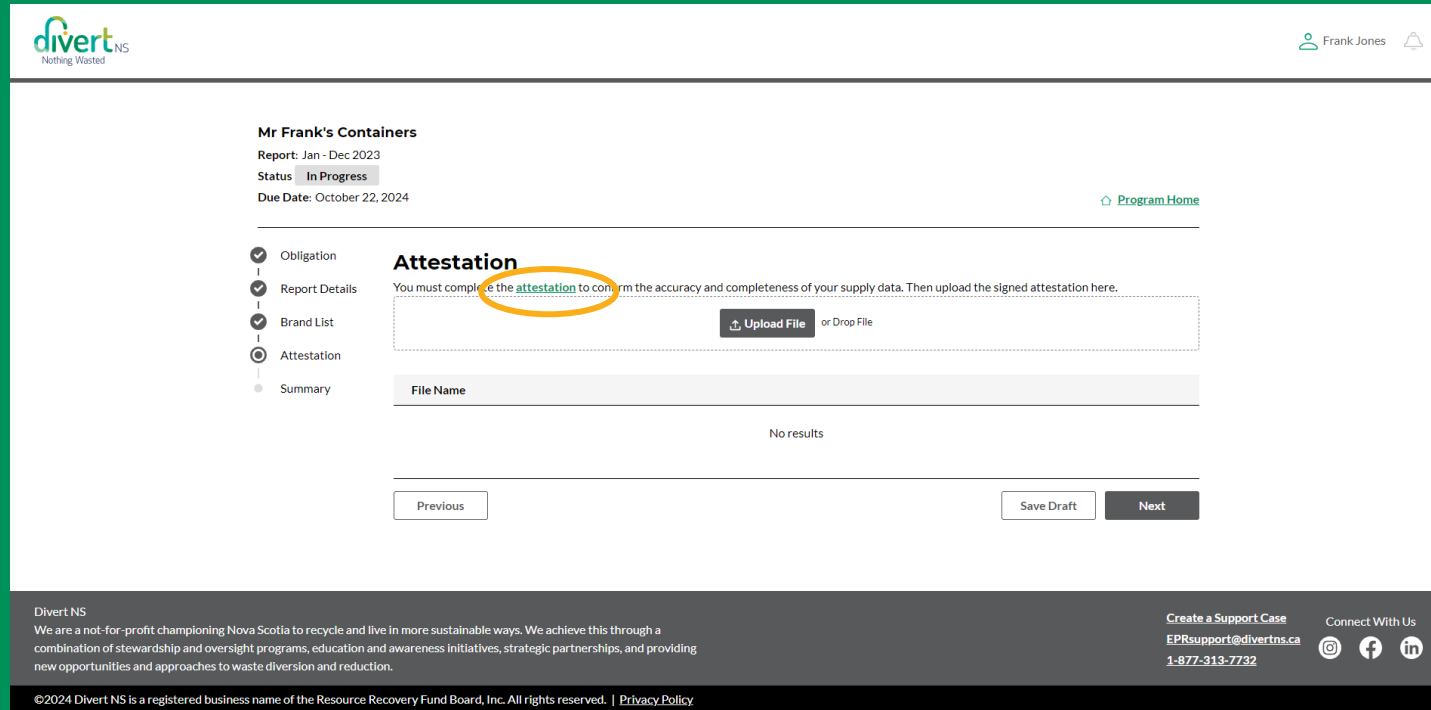
Producers are required to upload a signed attestation.

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

Producers must use the DocuSign file or an actual handwritten signature.

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

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 details: 'Report: Jan - Dec 2023', 'Status: In Progress', and 'Due Date: October 22, 2024'. A 'Program Home' link is located to the right of the due date. A vertical navigation menu on the left lists 'Obligation', 'Report Details', 'Brand List', 'Attestation' (which is highlighted with a red circle), 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 text is a dashed-line box for file upload, containing an 'Upload File' button and the text 'or Drop File'. Underneath the upload area is a 'File Name' input field, which currently shows 'No results'. At the bottom of the form are three buttons: 'Previous', 'Save Draft', and 'Next'. 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.

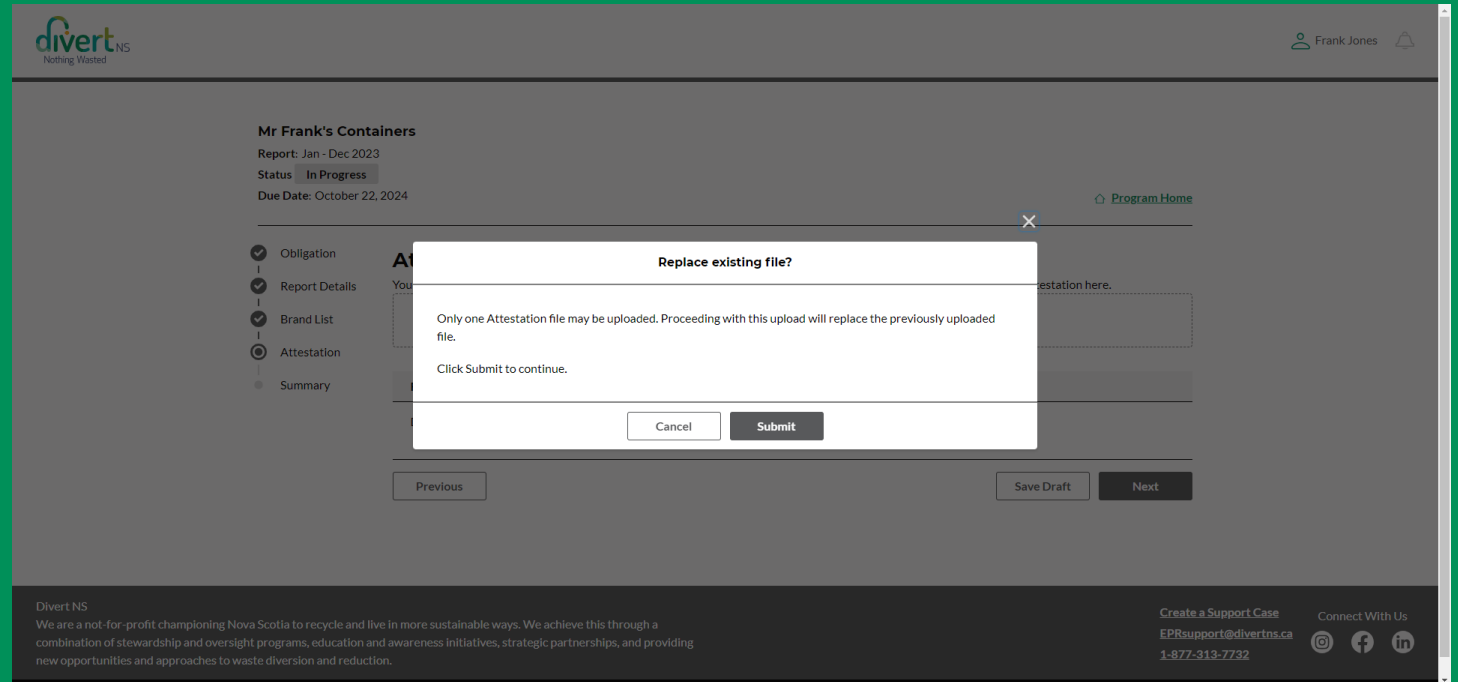
The screenshot displays the Divert NS web application interface. At the top left is the Divert NS logo with the tagline "Nothing Wasted". At the top right, a green notification bar states "Success: Divert NS Attestation Form for Supply Data.pdf uploaded successfully!". The user profile "Frank Jones" 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", and "Due Date: October 22, 2024". A "Program Home" link is located to the right of the due date. A vertical navigation menu on the left lists: "Obligation", "Report Details", "Brand List", "Attestation" (which is selected), and "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 instruction is a dashed-line box for file upload with an "Upload File" button and the text "or Drop File". Underneath the upload area is a "File Name" field containing "Divert NS Attestation Form for Supply Data.pdf" and a "Delete" link. At the bottom of the main content area are three buttons: "Previous", "Save Draft", and "Next". The footer contains the Divert NS mission statement, contact information for support cases (EPRsupport@divertns.ca, 1-877-313-7732), and 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 content 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 page, there is a footer with the Divert NS logo and 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'. The report period is Jan - Dec 2023, the status is 'In Progress', and the due date is October 22, 2024. A navigation menu on the left includes links for Obligation, Report Details, Brand List, Attestation, and Summary. The main content area is divided into several sections:

- Summary:** A message asking the user to review the information before submitting.
- Confirmation of Obligation:** Two questions with 'Yes' answers: 'Was your gross annual revenue in Nova Scotia over \$1 million?' and 'Did you supply more than one (1) tonne of designated material into Nova Scotia?'.
- Supply Data:** A table showing the total weight of supply data: Paper (500), Rigid Plastic (400), Flexible Plastic (300), Metal (200), and Glass (100), with a total of 1,500 kg.
- Supply Deductions:** A table showing the total weight of supply deductions: Paper (400), Rigid Plastic (300), Flexible Plastic (200), Metal (50), and Glass (100), with a total of 1,050 kg.
- Net Supply Data:** A table showing the net weight of supply data: Paper (100), Rigid Plastic (100), Flexible Plastic (100), Metal (150), and Glass (0), with a total of 450 kg.
- Brand List:** A field for 'File Name' containing 'Brand Management Template Divert NS May 2024.xlsx'.
- Attestation:** A field for 'File Name' containing 'Divert NS Attestation Form for Supply Data.pdf'.

At the bottom, there is a checkbox for 'I confirm that I have read and understand Divert NS terms & conditions and privacy policy', a 'Previous' button, and a 'Submit' button.

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

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

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

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 is titled "Packaging, Paper Products, and Packaging-like Products" and shows a navigation menu with "Supply Reports" selected. A search bar and a "Filter" button are present above the "My Supply Reports" table. The table has columns for Report, Report Type, Due Date, Status, Adjustment Type, and Manage. A single report is listed with a status of "Submitted", which is circled in yellow. Below the table, there is a "1 Result" indicator and a "5 entries per page" dropdown. The "My PROs' Reports" section below is empty, showing "No results". The footer contains contact information for Divert NS, including a support case link, email, phone number, and social media icons.

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 Supply Reports

Report	Report Type	Due Date ↓	Status	Adjustment Type	Manage
Jan - Dec 2023	Supply Report	October 22, 2024	Submitted		View Request Adjustment

1 Result

My PROs' Reports

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

EPRTsupport@divertns.ca

