

## MUNICIPAL REGISTRATION: UPDATE #2

### October 27, 2023

This is the second of a series of updates for municipalities about the transition to Extended Producer Responsibility for Packaging, Paper Products and Packaging-like Products (EPR for PPP) – part of Nova Scotia’s plan to reduce waste disposal rates and cut greenhouse gas emissions. Divert NS was appointed by the Province to administer and provide oversight for the EPR for PPP program.

The first update can be found here: <https://divertns.ca/municipalities-under-extended-producer-responsibility>.

As we have outlined in our previous update, the first phase of the transition to EPR for PPP is focused on preparing the foundations for the program. For municipalities, this means registering and providing data on their existing curbside recycling programs to Divert NS.

### START REGISTERING NOW

Today, we are sharing the Excel spreadsheet document for municipalities that will facilitate registration and data collection. This spreadsheet must be completed and sent back to Divert NS by January 1, 2024.

The spreadsheet contains six tabs, each of which has descriptions about the data required. You will find more information about the spreadsheet below.

In November, Divert NS and the Producer Responsibility Organization (PRO) – the organization that will act on behalf of the various packaging producers – will host a webinar to support municipalities in completing the spreadsheet. That webinar will be recorded and uploaded to Divert NS’ [EPR webpage](#), so that it’s accessible to all municipalities.

The information and data provided by municipalities will be shared with the PRO. This information will support the PRO in understanding the size and scope of curbside recycling programs across Nova Scotia, enabling a smooth transition to an industry-run program.

### SPREADSHEET DETAILS

The spreadsheet document’s six sections are detailed below.

#### Tab 1 – Opt In or Opt Out

After entering the name of the municipality, each municipality is asked if they will opt in to the EPR for PPP program or if they will opt out and continue to run their curbside recycling program at their own cost.

### **Tab 2 – Contact Information**

Each municipality must provide contact information for a primary contact and any alternatives. The primary contact should be someone in the municipality who is knowledgeable of current curbside recycling programs and can speak in general to waste management.

### **Tab 3 – Collection Service Stops, Materials and Processing**

This section will help to quantify the size of each municipality's current blue bag program. The information required here relates to the number of households, apartment buildings and schools that are captured in the current recycling program, as well as the frequency of collection.

There are also questions about the types of materials collected, whether the municipality does its own collection and the length of any contracts with vendors to provide this collection service. Finally, there are some questions about processing facilities for the materials collected through curbside recycling.

### **Tab 4 – Public Education and Promotion**

This section seeks to better understand the types of municipal public education and promotion programs on recycling. Municipalities can provide website links to their own existing educational materials related to curbside recycling.

### **Tab 5 – Program Costs (OPTIONAL)**

While the data in this section is optional, we encourage municipalities to provide this information. It will help the PRO understand the current costs of operating the recycling collection system, allowing them to design and fund an effective replacement system. The questions in this section are focused on annual operating costs for recycling programs and funding sources.

### **Tab 6 – File Security Instructions**

Divert NS will manage the collection of data from municipalities and the transfer of data to the PRO in a secure way. For additional security, we have provided instructions that will enable municipalities to password protect their spreadsheet. This is an optional feature.

## **NEED HELP?**

If you need support or assistance in answering the questions in the spreadsheet document, please email [EPsupport@divertns.ca](mailto:EPsupport@divertns.ca).

More information about the mid-November webinar will also be coming soon.

We encourage you to also check our EPR website <https://divertns.ca/extended-producer-responsibility-overview> for updates and more information.