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# DATACALL BEFORE YOU BEGIN CHECKLIST

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Before you get started on the Datacall, make sure you have all the information and records you need.

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## 1. SECTION 2.3 PROMOTION AND EDUCATION

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- Staff hours tracking tool and employee salaries to calculate staff costs related to promotion and education initiatives
- Documentation to support each promotion and education cost (invoices, receipts of payment and email evidence)
- Rationale for the % Allocated to Blue Box for each cost item (evidence of a calculation or other support)

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## 2. SECTION 2.4 BLUE BOX BEST PRACTICE ACTIVITIES

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- Supporting documentation of the most recent Blue Box efficiency assessment(s)
- A list of any AMO/CIF sessions that were attended by staff for the reporting year
- A list of any forums initiated to discuss options for regional optimization for the reporting year
- A list of any reports presented to your Council on Blue Box system optimization
- A list of any implemented projects based on the system optimization plan
- A list of promotion and education achievements and initiatives for the reporting year and plans for the upcoming year
- Access to your waste management policies

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## 3. SECTION 3.1/3.2 BLUE BOX SERVICES RECEIVED AND PROVIDED

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- Documentation of tonnes collected (weigh slips, reports from the scale system software, etc)
  - Documentation of tonnes marketed/revenue received (invoices, etc)
  - Documentation for IC&I allocation (calculations, e-mail trail, agreements, etc)
  - A General Ledger printout for all contracted eligible Blue Box expenses
  - Invoices for capital expenditures (land, facilities, vehicles and major equipment) made during the reporting year
  - Documentation of the IC&I % and Non-Blue Box % (including calculations, e-mail trail, agreements, etc. supporting the rationale behind IC&I% and Non-Blue Box %)
  - Documentation of Other Revenue received (sale of Blue Boxes, contract penalties, etc)
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## LONG-FORM SUBMISSIONS

### 4. SECTION 3.3 NON-BLUE BOX SERVICES PROVIDED

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- Access to the tonnes of Other Recyclables, Organics, WEEE and Garbage collected by the municipality
  - Documentation of tonnes marketed/outputs for Other Recyclables and Organics (weigh scale tickets, volume estimates)
  - Documentation for IC&I allocation (calculations, e-mail trail, agreements, etc)
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