DATACALL BEFORE YOU SUBMIT CHECKLIST

Prior to submitting and exiting, please review the checklist of questions provided below. Each section in the Table of Contents must be marked completed before you will be able to submit the 2019 Datacall form.

A red checkmark ✔ will appear next to each section in the Table of Contents when it is marked as completed.

Note: You are responsible for reviewing the Datacall prior to submitting, including data that was entered in previous years.

FINAL CHECKLIST FOR ALL USERS

☐ Did you include all municipal or First Nation staff (or association staff, in the case of associations completing the Datacall on behalf of their members) that worked on Blue Box Program P&E in Section 2.3?

☐ Have you answered all Best Practice Questions in Section 2.4?

☐ Did you enter all Blue Box tonnes collected, marketed, stockpiled and disposed and revenue received under contract or through another municipality in Section 3 Blue Box Tonnes and Material Revenue Tab?

☐ Did you enter all Blue Box tonnes collected and/or processed, stockpiled, disposed and marketed by municipal staff in Section 3 Blue Box Tonnes and Material Revenue sub-tab?

☐ Did you enter all costs associated with the Blue Box tonnes reported in each Section 3 contract in the appropriate Blue Box Cost Tab for each contract (Section 3 Blue Box Cost Collection, Processing, Depot/Transfer Tabs)?

☐ Did you enter all information relevant to verification in the comment boxes?

☐ Did you save your 2019 Datacall as a PDF file after submitting your Datacall form?

☐ Did you submit the Section 7 Certification Form with the necessary signature to the Authority?

ADDITIONAL CHECKLIST FOR LONGFORM USERS

☐ Did you enter all Other Recyclables tonnes collected, marketed and disposed that apply to your municipal program?

☐ Did you enter the Organics tonnes collected, output and residue (if known) in Section 3, Organics, Tonnes?

☐ Did you answer questions (k thru p) in the Central Composting Tab if you reported leaf and yard waste?

☐ Did you enter the number of backyard composters distributed by your municipality in 2019 in Section 3, Organics, Backyard Composting?

☐ Did you enter white goods, small appliances and WEEE under the WEEE Tab (and not under Other Recyclables)?

☐ Did you enter the residential and IC&I garbage tonnes collected curbside and from drop-off depots? If the reported tonnes are based on a volume estimate, did you include the conversion rate that was used?

☐ Did you complete Section 5 GAP questions?