



## Major Appliance Recycling Roundtable

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**INSTRUCTIONS FOR MAKING AN ONLINE CLAIM  
FOR REMOVAL OF REFRIGERANT AND RECYCLING  
OF MAJOR APPLIANCES**

**October 2019**

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## ABOUT THE MARR CLAIMS PROGRAM

The Major Appliance Recycling Roundtable (MARR) is the approved stewardship program for the recycling of major appliances in British Columbia. The Program relies on the existing scrap metal recycling industry to manage major appliances responsibly at end-of-life.

MARR's claims program provides financial support to collectors of major appliances to offset the costs associated with removal of refrigerant (ozone depleting substances (refrigerant)) and to ensure that refrigerant is properly evacuated and managed responsibly.

This document provides step-by-step instructions to assist you in making an online compensation claim for the removal of refrigerant from cooling appliances and the recycling of major appliances. This document is divided into three sections:

### **Section 1: How to Register with the Claims Program**

- A. Review and agree to the terms in the Agreement
- B. Complete the application form.

### **Section 2: How to Complete the Required Forms**

- A. Refrigerant Units Log Sheet
- B. Non-Refrigerant Units Log Sheet
- C. Additional Reporting

### **Section 3: How to Submit Online your Forms to MARR**

- A. Submit an ODS Log Sheet
- B. Submit a non-ODS Log Sheet
- C. Submit your Metal Tonnage
- D. View monthly reports per collection
- E. View collector claims Statement

Please refer to this document as you go through completing your forms. If you are still experiencing difficulties after you review this document, please contact MARR at [operations@marrbc.ca](mailto:operations@marrbc.ca) or by telephone at 1-888-252-4621.

## CONFIDENTIALITY OF DATA

All information provided is treated with the strictest confidence and used only for internal verification purposes and aggregate reporting. Collection data and weights from individual collectors is never shared or reported externally.

## SECTION 1: HOW TO REGISTER WITH THE CLAIMS PROGRAM

In order to register your collection site(s) with the MARR Claims Program, you must complete the following steps:

- A. Review and agree to the terms in the **Agreement**.

Once you have reviewed the Agreement, sign the document and return it to [operations@marrbc.ca](mailto:operations@marrbc.ca). If your site is approved by MARR, the Agreement will be signed by MARR and a copy returned to you.

Collection sites should familiarize themselves with section 4 of the Agreement for collector responsibilities, including the requirements to:

- Segregate all products containing refrigerant
- Use a qualified individual to remove refrigerant from all Program Products collected
- Document and report units collected (refrigerant and non-refrigerant), **as well as metal tonnages**.

- B. Complete the **application form**.

Section 1: Head Office Contact Information – Provide contact information for your company or organization.

Section 2: Collection Site Details – Submit a complete list of all collection sites or locations that will be participating in the Claims Program. You can submit a separate list with the application form; however it must contain all the information required in this section for each site.

Section 3: MARR Products Accepted – Tick both boxes acknowledging that MARR products will be accepted from consumers for free.

Section 4: Direct Deposit – All claims reimbursements are made through direct deposits to your bank. Complete the banking information where you want your claim funds deposited. Attach a sample / void copy of your company's cheque marked "VOID".

Sign the form and submit it to MARR at [operations@marrbc.ca](mailto:operations@marrbc.ca).

Once the above has been completed and submitted, MARR will send you the necessary forms used to track and report the number of major appliances collected and refrigerant removed.

In addition, review the **MARR Product List**. This will assist in familiarizing yourself with the products included and excluded in the MARR Program. The MARR Product List is available at [www.return-it.ca/large-appliances/recycling/products/](http://www.return-it.ca/large-appliances/recycling/products/).

## SECTION 2: HOW TO COMPLETE THE REQUIRED FORMS TO MAKE A CLAIM

In order to make a claim for compensation, your collection site must track and report the number of major appliances collected and the amount of refrigerant removed. The following documents must be completed monthly and submitted to MARR:

- A. **Refrigerant Units Log Sheet:** This form tracks the removal of refrigerant from refrigerant-containing units and must be completed by an agent authorized to remove refrigerant.
- B. **Non-Refrigerant Units Log Sheet:** This count sheet tracks the number of non-refrigerant containing units collected by product type. Any operator in your facility can complete this log sheet.
- C. **Additional Reporting**

In order to receive compensation, all reports and supporting documentation must be completed and submitted. **Documents must be received by the 15<sup>th</sup> of the month following the reporting month** to be processed in that month.

### *Note to Retailers*

Participating retailers should count products when they are received at the retail location, not at point of collection from the consumer. This is especially important in the case of consumer take-back programs.

### A. Refrigerant Units Log Sheet

Provide the tank number, plus in and out weights of refrigerant collected, in kilograms.

Mark here for any leak detection done prior to the ODS removal.

Both the authorized agent removing the refrigerant and a site staff person must sign the form.

Facility name is the location from where the refrigerant is removed.

#### MARR COLLECTION SITE REFRIGERANT REMOVAL LOG SHEET



Complete one log sheet form per site visit.  
Send completed forms directly to your site contact.  
The site will submit to MARR.

Company Name: \_\_\_\_\_

Operator Name: \_\_\_\_\_

Operator Certification #: \_\_\_\_\_

Site Staff Name: \_\_\_\_\_

Facility Name: \_\_\_\_\_

Operator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

If multiple sheets are required, you only need to provide weights (in kilograms) on one sheet for all units.

Tank #: \_\_\_\_\_ Weight In: \_\_\_\_\_ Weight Out: \_\_\_\_\_

Tank #: \_\_\_\_\_ Weight In: \_\_\_\_\_ Weight Out: \_\_\_\_\_

Leak detection completed on site:  YES  NO

CATEGORY	Refrigerant Types					Refrigerant already removed	Total Units per category
	R12	R22	R134A	R600A	R410A		
Fridge							
Total Fridge							
Freezer							
Total Freezer							
Compact							

Use this space to do manual counts of units, either one by one or combined.

Count the total of units by category and by gas type.

If the refrigerant was already removed, mark it here.

Count the total of units per each category.

On the next page you will find a filled ODS log sheet as an example.

# MARR COLLECTION SITE REFRIGERANT REMOVAL LOG SHEET



Complete one log sheet form per site visit.  
Send completed forms directly to your site contact.  
The site will submit to MARR.

Company Name: <u>AAS ODS Company</u>	Facility Name: <u>AAA Landfill</u>
Operator Name: <u>Mark Smith</u>	Operator Signature: <u>XXX</u>
Operator Certification #: <u>BC12345</u>	Date: <u>1/1/2019</u>
Site Staff Name: <u>Joe Stewardt</u>	Staff Signature: <u>XXXX</u>

If multiple sheets are required, you only need to provide weights (in kilograms) on one sheet for all units.

Tank #: <u>KP14578954178</u>	Weight In: <u>5.145kg</u>	Weight Out: <u>6.478kg</u>
------------------------------	---------------------------	----------------------------

Tank #: _____	Weight In: _____	Weight Out: _____
---------------	------------------	-------------------

Leak detection completed on site:  YES  NO

CATEGORY	Refrigerant Types					Refrigerant already removed	Total Units per category
	R12	R22	R134A	R600A	R410A		
Fridge	<u>+++ 1</u>					<u>+++ +++ 1</u>	17
Total Fridge	6					11	
Freezer		<u>3 - 8 - 11 - 5</u>		<u>8 - 1</u>		<u>4 - 8</u>	46
Total Freezer		27		7		12	
Compact Refrigerator							
Total Compact R.							
AC Window Unit							
Total AC Window							
AC Portable Unit							
Total AC Port.							
De-humidifier							
Total De-humid.							
Water Cooler							
Total W. Cooler							
Other (non-MARR)			<u>4 - 6</u>				10
Total Other			10				
<b>TOTAL</b>							<b>73</b>

Track and report all products that do not contain refrigerant on the “Non-refrigerant Log Sheet”. Staff can use this sheet to count the number of units received. Depending on the number of units collected, you may need to use multiple sheets. In this case, only provide your total counts on the first page.

Follow these steps to complete the form:

Send completed form to either  
Email: [operations@marrbc.ca](mailto:operations@marrbc.ca)

**MARR COLLECTION SITE NON-ODS LOG SHEET**

Facility Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date From: \_\_\_\_\_ Date To: \_\_\_\_\_ Page: \_\_\_\_\_ Of: \_\_\_\_\_

PRODUCT	COUNT	TOTAL
7. Clothes Washers		
8. Clothes Dryers		
9. Ranges		
10. Range Hoods and Downdrafts		
11. Built-in Ovens		
12. Built-in and Over the Range Microwave Ovens		
13. Surface Cooking Units		
14. Dishwashers		
15. Food Waste Disposers		
16. Trash Compactors		
17. (b) Built-in Hot Beverage dispenser		

1. Enter your ‘facility name’ and ‘date from’ (this is the start date for the form). Complete the remaining information prior to submitting the form(s) to MARR.

2. Count: Use this space to do manual counts of units as they enter your site.

3. Total: At the end of your reporting period, total the number for each product here.

4. Once you have completed your totals for each product, go back to the top of the page and complete the ‘date to’ (the end date of the form), indicate how many pages you will be submitting, and **sign** the form.

**NOTE:** If you have not collected any units of a particular product category within the reporting period, enter “0” in the total column for that product.

**NOTE:** If you run out of space in the count section, you can start a new form. If you submit multiple pages for a reporting period, provide totals for all units in each product category on the first page only.



## **C. Additional Reporting**

### **Certificates of Destruction**

Collection Sites must provide MARR with Certificates of Destruction evidencing the proper management of refrigerant by the third party agent. The party responsible for removing refrigerant should provide Certificates of Destruction.

### **Metal Tonnages**

Each collection site must report to MARR the total tonnage of metal (tin) collected on a quarterly basis. This reflects the total outbound metal tonnages from your collection site. For organizations with multiple sites, report tonnages by collection site.

Collection sites are also encouraged to report tonnages or percentages (actual or estimated) for each MARR product category separately, if available.

### SECTION 3: HOW TO SUBMIT ONLINE YOUR FORMS TO MARR

Before submitting your claims report online, ensure that:

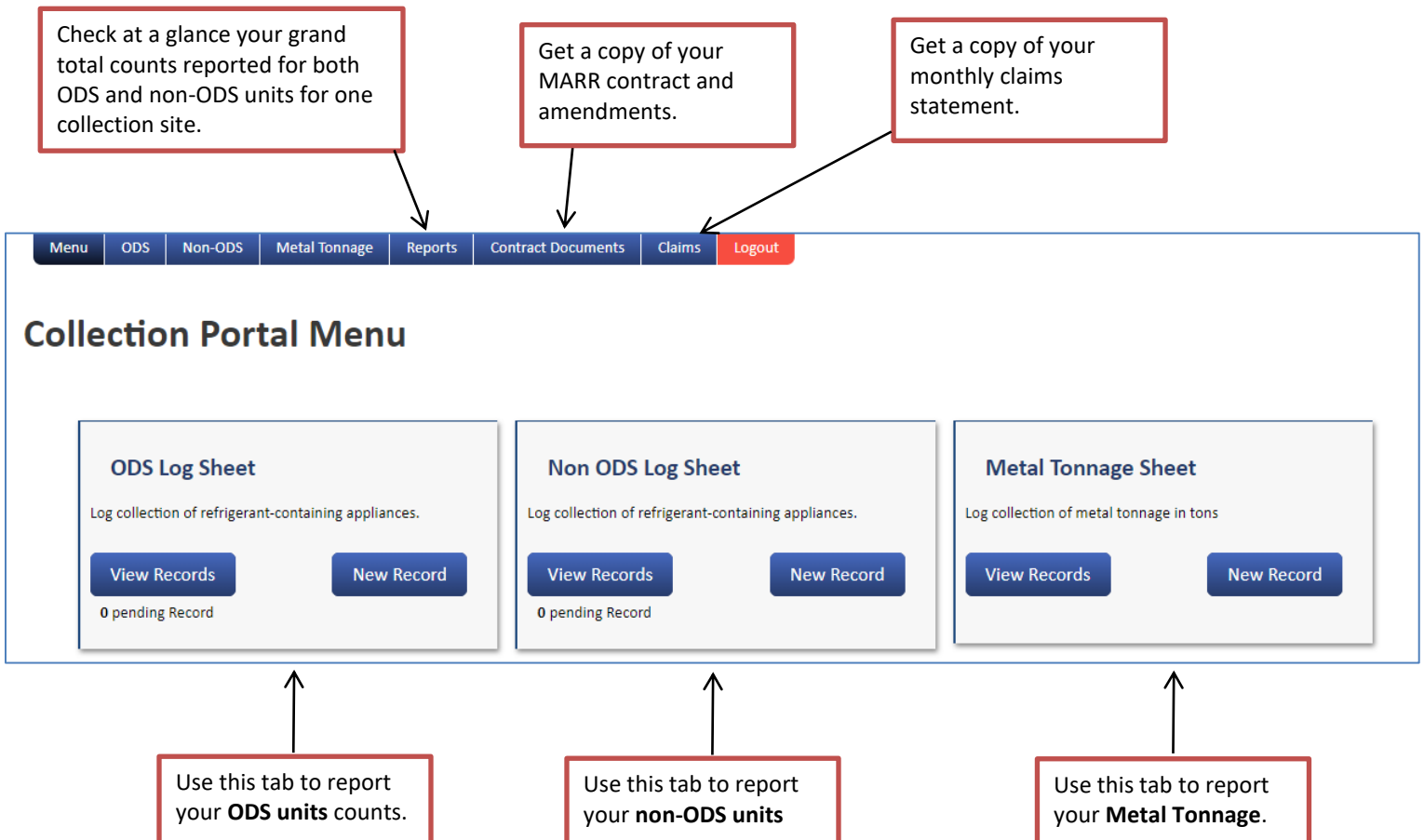
- All reporting documents are complete
- All data and totals reported are correct
- All supporting documentation is accompanying your claim
- Please make sure all writing is legible.

Collector agrees that they will not count and report any appliances to MARR that they receive for processing from another authorised MARR collection site.

You can request to receive a copy of the MARR collection sites list to [aterrien@marrbc.ca](mailto:aterrien@marrbc.ca).

When you are ready to submit online your counts, please go to [www.marrbc.ca/collection-portal](http://www.marrbc.ca/collection-portal) to enter the MARR Collector Portal.

After entering your Username and Password, the following main menu will appear:



The screenshot shows the 'Collection Portal Menu' with a navigation bar containing: Menu, ODS, Non-ODS, Metal Tonnage, Reports, Contract Documents, Claims, and Logout. Below the navigation bar are three main sections:

- ODS Log Sheet:** Log collection of refrigerant-containing appliances. Includes 'View Records' and 'New Record' buttons. Shows '0 pending Record'.
- Non ODS Log Sheet:** Log collection of refrigerant-containing appliances. Includes 'View Records' and 'New Record' buttons. Shows '0 pending Record'.
- Metal Tonnage Sheet:** Log collection of metal tonnage in tons. Includes 'View Records' and 'New Record' buttons.

Callouts provide additional information:

- From the 'Reports' tab: Check at a glance your grand total counts reported for both ODS and non-ODS units for one collection site.
- From the 'Contract Documents' tab: Get a copy of your MARR contract and amendments.
- From the 'Claims' tab: Get a copy of your monthly claims statement.
- From the 'ODS Log Sheet' section: Use this tab to report your **ODS units** counts.
- From the 'Non ODS Log Sheet' section: Use this tab to report your **non-ODS units**.
- From the 'Metal Tonnage Sheet' section: Use this tab to report your **Metal Tonnage**.

## A. Submit an ODS units Log Sheet

Collector agrees that they will not count and report any appliances to MARR that they receive for processing from another authorised MARR collection site.

You can request to receive a copy of the MARR collection sites list to [aterrien@marrbc.ca](mailto:aterrien@marrbc.ca).

### A. 1. Report ODS units counts

#### ODS Log Sheet

Log collection of refrigerant-containing appliances.

View Records
New Record

0 pending Record

After entering your username and password, to create a new report, click on New Record.

By clicking View Records, you will be able to see your previous records that have been either submitted or pending.

#### MARR Collection ODS Log Sheet

##### New Record

1
2
3

Record
Attach
Review

##### General Information

Location :

Service Date :

##### Tank Information

ODS Technician :

Number of Tanks :  Update

Count : 1

Tank Number :

Weight In (Kg) :

Weight Out (Kg) :

##### ODS Unit Count

Product	Refrigerant Type					Empty (ODS Units without ODS)
	R12	R22	R134A	R600A	R410A	
Fridges	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Freezers	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Compact Refrigerators	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

1 - Use the dropdown menu list to choose the collection site you would like to report for.

2 - Add the date the ODS service happened.

3 - Select the ODS technician that serviced you on that date.

Then, by choosing the number of tanks you would like to see, the computer will automatically create more cells for you to report the different gases. Please report everything in **Kilogram**.

4 - For each product type, write the number of units corresponding to each gas collected.

5 - If the refrigerant was already removed in a product, please mark those counts in the last column.

AC-Portable Units	0	0	0	0	0	0
Dehumidifiers	0	0	0	0	0	0
Electric Cold Beverage Dispensers	0	0	0	0	0	0
Others (Non-MARR)	0	0	0	0	0	0

6 – After entering all the units, you can either SAVE & EXIT to update and submit it later. Or click SAVE & SUBMIT if you are ready for the next step.

**A. 2. Check ODS counts report before submitting**

### MARR Collection ODS Log Sheet

Review Record & Attach a Log File

1 Record — 2 Attach — 3 Review

<b>Record Information</b>	<b>General Information</b>
Added On : September 10, 2019   10:27 AM	Service Date : July 05,2019
Last Edited : September 10, 2019   10:27 AM	

<b>Tank Information</b>	
Number Of Tanks :	1
Tank Number :	478
Weight In :	1.240
Weight Out :	2.357
Total ODS (Kg) Removed :	1.117

**ODS Log Sheet Attachment**

Attached Log File :  *Please Attach a log file to continue*

Product	Refrigerant Type					Empty (ODS Units without ODS)	Unit Total
	R12	R22	R134A	R600A	R410A		
Fridges	0	0	0	0	0	0	0
Freezers	0	0	0	0	0	0	0
Compact Refrigerators	0	9	0	0	0	0	9
AC-Window Units	0	0	0	0	0	0	0
AC-Portable Units	0	0	0	0	0	0	0
Dehumidifiers	0	0	0	0	0	0	0
Electric Cold Beverage Dispensers	0	0	0	0	0	0	0
Others (Non-MARR)	0	0	0	0	0	0	0
<b>MARR Total :</b>	9	<b>Other (Non-MARR) Total :</b>			0	<b>Grand Total :</b>	9

7 – a) After clicking on SAVE & CONTINUE, attach the ODS log sheet. (upload as PDF).  
*If you do not have this document on hands, click on SAVE & EXIT as the bottom of the page. You will be able to attach the log sheet at a later date, but you won't be able to submit a claim without the appropriate log sheet.*

### PowerSite Administration

« [Return to Site](#) | [Admin Menu](#) | [Logout](#) |

Edit ODS submission

PDF File Existing File: None

Choose File No file chosen

\* Denotes Required Fields

Save Changes Cancel

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Upload copies of the ODS log sheet (PDF).

ODS Log Sheet Attachment

Attached Log File : july\_30\_2019\_w\_c\_m\_recycling\_log\_sheet2.pdf

Product	Refrigerant Type					Empty (ODS Units without ODS)	Unit Total
	R12	R22	R134A	R600A	R410A		
Fridges	0	0	0	0	10	0	10
Freezers	0	0	0	0	0	0	0
Compact Refrigerators	0	0	0	0	0	0	0
AC-Window Units	0	0	0	0	0	0	0
AC-Portable Units	0	0	0	0	0	0	0
Dehumidifiers	0	0	0	0	0	0	0
Electric Cold Beverage Dispensers	0	0	0	0	0	0	0
Others (Non-MARR)	0	0	0	0	0	0	0
<b>MARR Total :</b>	10	<b>Other (Non-MARR) Total :</b>			0	<b>Grand Total :</b>	10

Menu Save & Exit Edit Submit

7 – b)  
 After submitting your log sheet, you will be able to review all the information.  
 Click EDIT if you would like to make any changes.  
 Click SUBMIT if you would like to send your record.

## B. Submit a Non-ODS Log Sheet

### B. 1. Report non-ODS counts

**ODS Log Sheet**

Log collection of refrigerant-containing appliances.

[View Records](#)   [New Record](#)

0 pending Record

**Non ODS Log Sheet**

Log collection of refrigerant-containing appliances.

[View Records](#)   [New Record](#)

0 pending Record

**Metal Tonnage Sheet**

Log collection of metal tonnage in tons

[View Records](#)   [New Record](#)

### MARR Collection Non-ODS Log Sheet

**New Record**

1

2

3

Record
Attach
Review

**General Information**

Location :

From Date :

To Date :

**Non ODS Unit Count**

Product	Count
Clothes Washers	0
Clothes Dryers	0
Ranges	0
Range Hoods & Downdrafts	0
Built-In Ovens	0
Built-In & Over Range Microwaves	0
Surface Cooking Units	0
Dishwashers	0
Food Waste Disposers	0
Trash Compactors	0
Electric Hot Beverage Dispensers	0
Others (Non-MARR)	0

[Back](#)
[Save & Exit](#)
[Save & Continue](#)

1- From the Menu options, click on New Record on the Non-ODS Log sheet tab.

2 - Use the dropdown menu list to choose the collection site you would like to report for.

3 - Add the dates the non-ODS units were collected.

4 - Report all the units counts for each product category.

5 - After filling up all the categories, you can either SAVE & EXIT to update and submit it later.




Or click SAVE & CONTINUE if you are ready for the next step.

**B. 2. Check non-ODS counts report before submitting**

### MARR Collection Non-ODS Log Sheet

---

**Review Record & Attach a Log File**

1  Record
2  Attach
3  Review

Record Information	General Information
Added On : September 10, 2019   10:55 AM	From Date : July 04, 2019   12:00 AM
Last Edited : September 10, 2019   10:55 AM	To Date : August 22, 2019   12:00 AM

**ODS Log Sheet Attachment**

Attached Log File : Attach File Please attach a log file to continue

Non-ODS Unit Count		
Product	Count	
Clothes Washers	0	
Clothes Dryers	21	
Ranges	0	
Range Hoods & Downdrafts	0	
Built-In Ovens	0	
Built-In & Over Range Microwaves	0	
Surface Cooking Units	15	
Dishwashers	0	
Food Waste Disposers	0	
Trash Compactors	0	
Electric Hot Beverage Dispensers	0	
Others (Non-MARR)	0	
MARR Total : 36	Other (Non-MARR) Total : 0	Grand Total : 36

Menu
Save & Exit
Edit

6 – a)  
 After clicking on SAVE & CONTINUE, attach the non-ODS log sheet. (upload as PDF).  
  
*If you do not have this document on hands, click on SAVE & EXIT as the bottom of the page. You will be able to attach the log sheet at a later date, but you won't be able to submit a claim without the appropriate log sheet.*

Collector agrees that they will not count and report any appliances to MARR that they receive for processing from another authorised MARR collection site.  
 You can request to receive a copy of the MARR collection sites list to [aterrien@marrbc.ca](mailto:aterrien@marrbc.ca).

**PowerSite Administration**

« [Return to Site](#) | [Admin Menu](#) | [Logout](#) |

Edit ODS submission

PDF File Existing File: None  
 No file chosen

\* Denotes Required Fields

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 /var/www/MARR/test.marrbc.ca/htdocs/cfm/index.cfm

Upload copies of the non-ODS log sheet (PDF).

**MARR Collection Non-ODS Log Sheet**

**Review & Submit Record**

Record ✓ Attach ✓ Review 3

**Record Information**      **General Information**

Added On : September 10, 2019 | 10:55 AM    From Date : July 04, 2019 | 12:00 AM  
 Last Edited : September 10, 2019 | 11:01 AM    To Date : August 22, 2019 | 12:00 AM

**ODS Log Sheet Attachment**

Attached Log File :    Non\_ODS\_July\_20191.pdf

Non-ODS Unit Count	
Product	Count
Clothes Washers	0
Clothes Dryers	21
Ranges	0
Range Hoods & Downdrafts	0
Built-In Ovens	0
Built-In & Over Range Microwaves	0
Surface Cooking Units	15
Dishwashers	0
Food Waste Disposers	0
Trash Compactors	0
Electric Hot Beverage Dispensers	0
Others (Non-MARR)	0
<b>MARR Total : 36</b>	<b>Other (Non-MARR) Total : 0</b>
<b>Grand Total : 36</b>	

6 – b)  
 After submitting your log sheet, you will be able to review all the information.  
 Click EDIT if you would like to make any changes.  
 Click SUBMIT if you would like to send your record.



### C. Submit your Metal Tonnage

<b>ODS Log Sheet</b> Log collection of refrigerant-containing appliances. <a href="#">View Records</a> <a href="#">New Record</a> 0 pending Record	<b>Non ODS Log Sheet</b> Log collection of refrigerant-containing appliances. <a href="#">View Records</a> <a href="#">New Record</a> 0 pending Record	<b>Metal Tonnage Sheet</b> Log collection of metal tonnage in tons <a href="#">View Records</a> <a href="#">New Record</a>
---	---	--

1– From the Menu options, click on New Record on the Metal Tonnage tab.

### MARR Metal Tonnage Log Sheet

**New Record**

1 Record    2 Attach    3 Review

Location :

Metal Scrap Company

Billing Date :

Net Weight (tons) :

[Back](#)    [Save & Exit](#)    [Save & Continue](#)

2 - Use the dropdown menu list to choose the collection site you would like to report for.

3 – Use the dropdown menu list to choose the Metal Scrap Company you are working with. If you do not find the company listed, please email [aterrien@marrbc.ca](mailto:aterrien@marrbc.ca) to have it added.

4 – Enter the Date of the shipment.

5 – Please enter the Net Weight of this shipment in **metal tonnes**.

6 – Press Save & Continue to access the second and last step.

### MARR Metal Tonnage Log Sheet

---

**Review Record & Attach a Bill of Lading**

---

Record **2** Attach Review

**Record Information**  
Added On : July 08, 2020 | 9:19 AM  
Last Edited : July 08, 2020 | 9:19 AM

**Metal Tonnage Information**  
Scrap Metal Company : ABC Recycling Ltd. - Burnaby  
Billing Date : July 01, 2020  
Net Weight (tons) : 45.140

**Bill of Lading Attachment**  
Attached Bill of Lading :  *Please attach a bill of lading to continue*

7 – After clicking on Save & Continue, a new page will pop up with a recap of the information just entered. You can click on “Edit” at the bottom right if you would like to make any changes.

8 – If the data is correct, please click on “Attach File” at the bottom left.

### PowerSite Administration

« [Return to Site](#) | [Admin Menu](#) | [Logout](#) |

Edit ODS submission

PDF File Existing File: None  
 No file chosen

\* Denotes Required Fields

pfn2A130.cfm Powered by [PowerSite](#) 2.90 © 2019 Stargate Connections Inc. STAR Inc.  
/var/www/MARR/test.marrbc.ca/htdocs/cfm/index.cfm

9 – On the new page, click on “Choose File” to upload a copy of the bill of lading.


10 – Then, click on “Save Changes”


## MARR Metal Tonnage Log Sheet


---

### Review & Submit Record

---

  
Record

  
Attach

  
Review

---

**Record Information**

Added On : July 08, 2020 | 10:00 AM  
Last Edited : July 08, 2020 | 10:00 AM

**Metal Tonnage Information**

Scrap Metal Company : ABC Recycling Ltd. - Burnaby  
Billing Date : July 02, 2020  
Net Weight (tons) : 78.000

**Bill of Lading Attachment**

Attached Bill of Lading : 2019\_Aug\_non\_ODS.pdf

Save & Exit

Edit

Submit

11 -

After submitting your document, you will be able to review one last time all the information.

Click EDIT if you would like to make any changes.

Click SUBMIT if you would like to send your record.

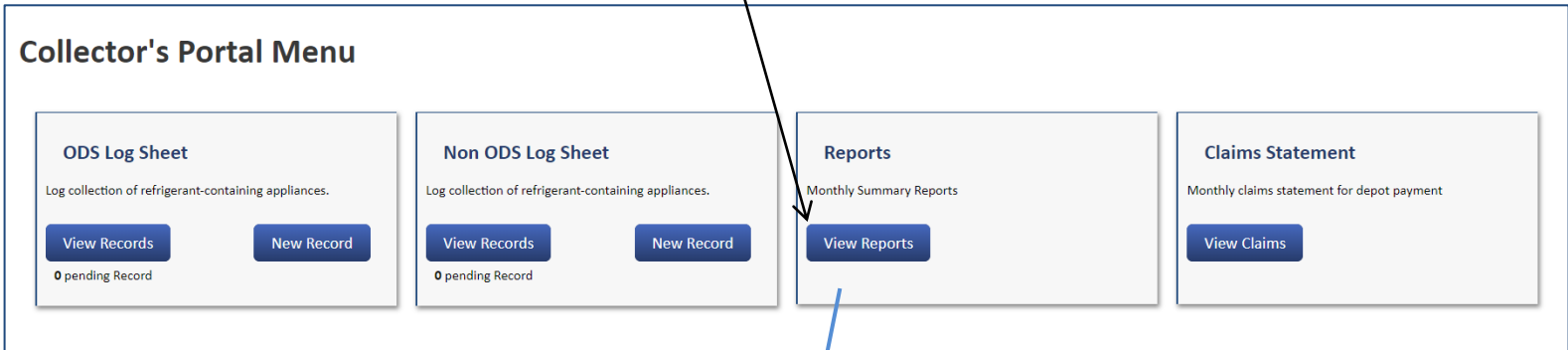
Metal tonnages must be submitted monthly.

Failure to report total metal tonnages could result in delays or discontinuance in processing a collector's claims.

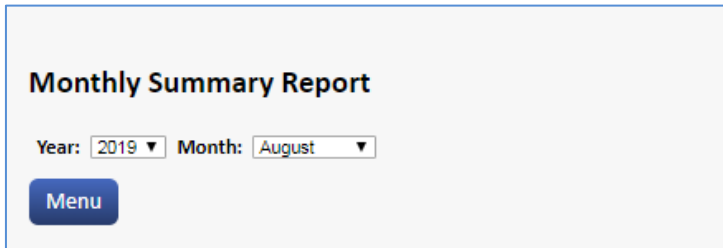
### D. View monthly reports

You can view a summary of the details and grand total you have submitted for ODS and non-ODS units, per collection site.

On the menu options, choose VIEW REPORTS.



The screenshot shows the 'Collector's Portal Menu' with four main sections: 'ODS Log Sheet', 'Non ODS Log Sheet', 'Reports', and 'Claims Statement'. Each section has a 'View Records' button and a 'New Record' button. The 'Reports' section also includes a 'View Reports' button. A black arrow points from the text above to the 'View Reports' button in the 'Reports' section.



The screenshot shows the 'Monthly Summary Report' page. It features a 'Year' dropdown menu set to '2019' and a 'Month' dropdown menu set to 'August'. Below these is a 'Menu' button. A blue arrow points from the 'View Reports' button in the previous screenshot to this page.

Choose the year via the scroll down option and choose the month you would like to review. The system will then display the requested information.

## E. View Collector Claims Statement

You can view and print a summary of your claims statement, combining all your collection site reports. On the menu options, choose VIEW CLAIMS.

**Collector's Portal Menu**

<p><b>ODS Log Sheet</b> Log collection of refrigerant-containing appliances.</p> <p><a href="#">View Records</a>   <a href="#">New Record</a></p> <p>0 pending Record</p>	<p><b>Non ODS Log Sheet</b> Log collection of refrigerant-containing appliances.</p> <p><a href="#">View Records</a>   <a href="#">New Record</a></p> <p>0 pending Record</p>	<p><b>Reports</b> Monthly Summary Reports</p> <p><a href="#">View Reports</a></p>	<p><b>Claims Statement</b> Monthly claims statement for depot payment</p> <p><a href="#">View Claims</a></p>
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**Claim Statement For Payment**

Year:  Month:

[Menu](#)

Choose the year via the scroll down option and choose the month you would like to review. The system will then display the requested information.

Monthly summary reports and accompanying logs for the reporting month are due by the 15<sup>th</sup> of the following month.

Metal tonnages must be submitted quarterly. Failure to report total metal tonnages could result in delays or discontinuance in processing a collector's claims.

Once your claim has been processed, you will receive a remittance advice with your claims information.

## **ADDITIONAL SUPPORT**

For further assistance please contact MARR at 1-888-252-4621 or by e-mail at [operations@marrbc.ca](mailto:operations@marrbc.ca).