

Condition for Re-filing	Procedure to Re-file Online Material Data Reports
<p>(1) Double Reporting on a Brand</p>	<p>Examples:</p> <ul style="list-style-type: none"> • Manufacturer reports on private label product • Retailer reports on products where a brand owner Steward has reported
	<p>Steward Action</p>
	<ul style="list-style-type: none"> • Notify MMSM by email of double reporting and provide verifiable and supporting documentation for the change to your Steward's Report
	<p>MMSM Action</p>
	<ul style="list-style-type: none"> • Review to confirm double reporting has occurred • Make necessary internal adjustments to Steward's Reports • Credits issued within the current year and applied to future invoice(s) • MMSM has the discretion to issue credits in subsequent years if the adjustments cannot be managed within the current year's funding envelope. In such case, interest will be paid to the Stewards as calculated from the date in which the Steward provides all required data supporting re-filing to the date which MMSM applies the credit in subsequent years. The rate of interest equals the rate earned by MMSM
<p>Limitations & Re-filing Timing</p>	
<ul style="list-style-type: none"> • No time limit • MMSM requests that Stewards re-file by March 31, 2012 for double reporting prior to this date 	

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<p>(2) Verifiable Calculation or Reporting Error</p>	<p>Examples:</p> <ul style="list-style-type: none"> • Allocation errors (e.g. reported on total Canadian sales, not Manitoba sales only) • Errors made in calculating material weights (e.g. reported pounds instead of kilograms, used incorrect packaging weights, etc.) • Reported on packaging that does not flow into residential waste stream • Product line or packaging omitted (e.g. did not report service packaging, printed paper, or all brands, etc.) • Errors made by third party (e.g. packaging supplier or consultant used incorrect data)
	<p>Steward Action</p>
	<ul style="list-style-type: none"> • Notify MMSM by email of error and provide verifiable supporting documentation for the change to your Steward's Report
	<p>MMSM Action</p>
	<ul style="list-style-type: none"> • Review and make internal adjustments to Steward's Reports • Credits issued within the current year and applied to future invoice(s) • MMSM has the discretion to issue credits in subsequent years if the adjustments cannot be managed within the current year's funding envelope • No interest will be paid to Stewards with respect to re-filing on calculation and/or reporting errors
<p>Limitations & Re-filing Timing</p>	
<ul style="list-style-type: none"> • There is a limit on the length of time adjustments due to reporting errors will be allowed • Stewards re-filing by March 31, 2012 are able to have applicable adjustments made to any Steward's Report filed in the 2011 and 2010 calendar years 	

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<p style="text-align: center;">(3) From a Unit Based Calculator or Composite Based Calculator to Real Data</p>	<p>Examples:</p> <ul style="list-style-type: none"> Steward that used unit based calculator or composite based calculator to meet their filing deadline. Real data acquired within 90 days of first submitted date or filing deadline whichever is later.
	<p>Steward Action</p>
	<ul style="list-style-type: none"> Notify by email and provide MMSM with real data and the details about how the packaging and/or printed paper is calculated
	<p>MMSM Action</p>
	<ul style="list-style-type: none"> Review and make adjustments to Steward's Reports
<p>Limitations & Re-filing Timing</p>	
<ul style="list-style-type: none"> Stewards may re-file on real data no later than 90 days from their first submitted date or filing deadline (whichever is later) for each obligation year MMSM will review, on a case by case basis, extenuating circumstances that a Steward may wish to bring forward related to re-filing with real data beyond the timing set out below 	