Product Care's Interim Lamp Claims Submission Guide





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Table of Contents

1	Claii	m Submission	2
	1.1	Claim Submission from June 1 – September 30, 2015	2
	1.2	Claim Submission after September 30, 2015	2
	1.3	Where and What to Submit	2
	1.4	Checking Your Claim Before Submitting	2
	1.5	Claim Submission Schedule	3
2	Lam	p Claim Spreadsheet	5
	2.1	Help Tab	5
	2.2	Filling out the Lamp Claim Spreadsheet	6
3	Claii	m Payment	9
	3.1	Payment Terms	9
4	PCA	Contacts	9

1 Claim Submission

1.1 Claim Submission from June 1 – September 30, 2015

- The first claim to PCA must be one submission that includes all lamp post-collection services from June 1, 2015 to September 30, 2015;
- The first claim must be submitted **by the municipality** to PCA using the Lamp Claim Submission Spreadsheet (available on our website)
- The claim for services from June 1 September 30, 2015 must be submitted to PCA no later than November 30, 2015

1.2 Claim Submission after September 30, 2015

- All claims after the first claim must be submitted **each month** to PCA for a **monthly reporting period** (each claim is for one month only, example "December 2015", not a 30 day period)
- Until all documentation requests are complete and the agreement is fully executed the municipality must be the one to submit claims to PCA
- Once the agreement is executed and documentation requests are complete, the municipality may continue to submit claims to PCA or may coordinate with their service provider to have the service provider submit claims to PCA directly.
- If a service provider submits claims on behalf of a municipality, they must complete the Lamp Claim Submission Spreadsheet, and can only include one municipality per completed spreadsheet.

1.3 Where and What to Submit

- All claims must be sent to ONclaims@productcare.org
- Email Subject: ON Lamp Submission
- Each email to ONclaims@productcare.org must include the following attached:
 - o Completed Lamp Claim Submission Spreadsheet
 - o All invoices referenced in the Lamp Claim Submission Spreadsheet
 - All BOLs and/or Manifests associated with the Lamp Claim Submission Spreadsheet

1.4 Checking Your Claim Before Submitting

Before submitting your claim please review and check the following:

- ✓ Supporting documentation has been attached in the order the claim lines appear
- ✓ All data fields are complete. Please do not leave any monitory fields blank. If you are unsure of what to enter, please see the Lamp Claim Spreadsheet section
- ✓ All information has been entered correctly
- ✓ The Lamp Claim Spreadsheet is for lamp claims and for one municipality only
- ✓ The email subject is "ON Lamp Submission"

Any claims that are submitted with incorrect information or without supporting documentation will be rejected and the sender will be asked to resubmit the claim.

1.5 Claim Submission Schedule

Below summarizes the program claim submission schedule. Post-collection service claims for all program periods can be made to PCA according to the following schedule:

Table 1: Lamp Claim Submission Schedule

Program Period	Reporting Period	Claim Submission Requirements	How to Submit	Due Date
Retroactive Period for	Jun 1 – Sep 30,	- The municipality must use the	Email your Lamp Claim	All claims from Jun 1 –
all Municipalities	2015	Lamp Claim Spreadsheet	Spreadsheet and all supporting	Sep 30, 2015 must be
		(emailed October 15, 2015 and	documentation to:	submitted to PCA by Nov
Note: Municipalities		available on our website)	ONclaims@productcare.org	30, 2015
submit this claim to		 Please detail all post-collection 		
PCA		lamp services in this reporting	Email subject: ON Lamp	
		period on 1 Lamp Claim	Submission	
		Spreadsheet		
		 The completed Lamp Claim 		
		Spreadsheet and all supporting		
		documentation (Invoice, BOLs		
		etc.) for the entire reporting		
		period are attached to an		
		email		
Retroactive or Active	All claims for	 The municipality must use the 	Email your monthly Lamp Claim	October 2015 claims due
Period depending on	post-collection	Lamp Claim Spreadsheet	Spreadsheet and all supporting	before or by Nov 30, 2015
when the PCA-	services that	(emailed October 15, 2015 and	documentation to:	
Municipal Lamp	occur after Sep	available on our website)	ONclaims@productcare.org	November claims due
Program Agreement	30, 2015 must	- All post-collection lamp		before or by Dec 31, 2015
and onboarding	be submitted	services in a month are	Email subject: ON Lamp	
activities are complete	monthly	included in 1 Lamp Claim	Submission	Note: Municipal
		Spreadsheet		Agreements must be
The Active Period will		- The Lamp Claim Spreadsheet		executed by November
commence the 1st of		and all supporting		30, 2015.
the month following		documentation (Invoice, BOLs		
the completion of all		etc.) for this reporting period		December 2015 claims
program on-boarding		are attached to an email		due before or by Jan 29 ,
activities and the				2016
PCA-Municipal				

Interim Lamp Program Agreement		January 2016 claims due before or by Feb 29, 2016
Note: The municipality or the service provider can submit monthly		February 2016 claims due before or by Mar 31, 2016
claims to PCA during the Active period		March 2016 claims due before or by Apr 30, 2016
		April 2016 claims due before or by May 31, 2016
		May 2016 claims due before or by Jun 30, 2016

2 Lamp Claim Spreadsheet

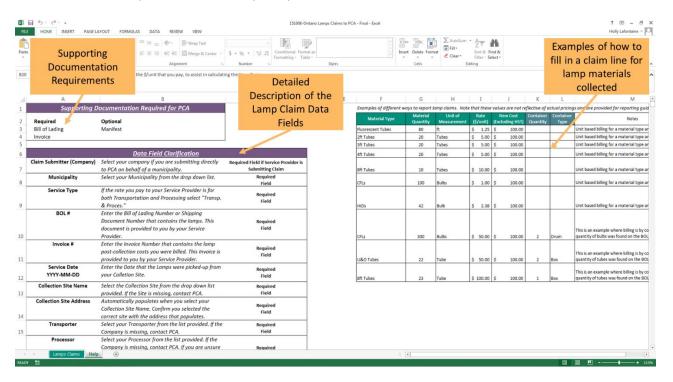
The Lamp Claim Spreadsheet has been created to ensure that claims can be submitted, processed and approved as efficiently as possible. Further, the spreadsheet was designed to accommodate a variety of service contracts. Some municipalities may report fluorescent tubes in feet or per tube; CFLs may be reported per bulb or per drum etc.

This spreadsheet is meant to accommodate all post-collection service contracts. Please read the Lamp Claim Spreadsheet guidelines below before submitting your first claim. If you are unsure if a column is applicable to you, please refer to the "Help" tab or contact PCA (ONclaims@productcare.org) before submitting. To download the Lamp Claim Spreadsheet, please visit our Service Partner Support page in Reporting & Registration.

Please note that each Lamp Claim Spreadsheet submitted to PCA must reflect the claims of only one municipality. This is not a problem if the municipality is submitting for themselves. However, if a service provider submits to PCA, they must provide a Lamp Claim Spreadsheet for each municipality that they are claiming on behalf of.

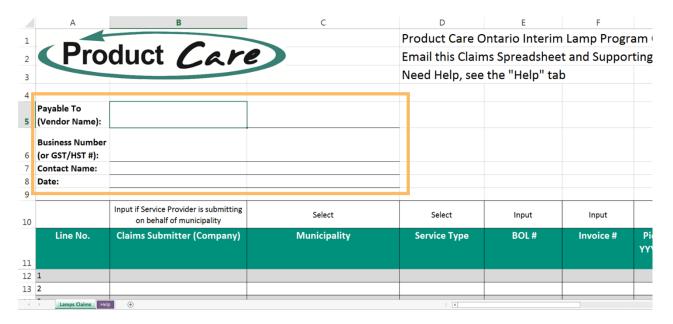
2.1 Help Tab

PCA has put together a "Help" tab to assist municipalities and service providers when completing the Lamp Claim Spreadsheet. You will find information on: supporting documentation requirements, claim data fields and examples of how to complete your claim lines.



2.2 Filling out the Lamp Claim Spreadsheet

1. Fill in "Payable To" using the legal name of the municipality/company that will be paid. The "Business Number" of the municipality/company being paid must be provided as well as the "Contact Name" of the person completing the claim and the "Date" you are submitting this claim.



If you are a service provider claiming directly to PCA for the municipality, you must complete
the "Claim Submitter (Company)" field by selecting your company name from the dropdown.
Municipalities submitting the claims to PCA do not need to complete this field.

7							
8		Input if Service Provider is submitting on behalf of municipality	Select	Select	Input	Input	
	Line	Claims Submitter (Company)	Municipality	Service Type	BOL#	Invoice #	Pick
	No.						YYYY
9							
10	1						
11	2						
12	3						
	4						
1/	Lamps	Claims Help		: (b
READY	iii					▦ ▥ ◰	+ 205%

3. Select the "Municipality" from the dropdown.

	Input if Service Provider is submitting on behalf of municipality	Select	Select	Input	Input
Line No.	Claims Submitter (Company)	Municipality	Service Type	BOL#	Invoice #
1		-			
3					

4. Select the "Service Type" from the dropdown. In most cases the transportation and processing costs have been combined into a fixed per unit rate for each material (e.g. \$1.00/tube – this is one rate that reflects transportation and processing); however, some invoices may breakdown the processing and transportation costs for each material separately or may have processing rates and fixed transportation cost etc. Please select the "Service Type" that is most appropriate for the claim line.

	Input if Service Provider is submitting on behalf of municipality	Select	Select	Input	Input
Line No.	Claims Submitter (Company)	Municipality	Service Type	BOL#	Invoice #
1		v v			
2					
3					
4					

5. Fill in the supporting documentation numbers related to the claim line.

Select	Select	Input	Input	Input	Select
Municipality	Service Type	BOL#	Invoice #	Pick Up Date YYYY/MM/DD	Collection Site Nam
▼]					

6. Fill in the date that the material was picked up from the collection site, the "Pick Up Date", and select the "Collection Site Name" from the dropdown. The "Collection Site Address" will automatically populate once you select the collection site name.

Input Invoice #	Invoice # Pick Up Date Collection Site Name		Automatic Collection Site Address	Select Transporter
	YYYY/MM/DD			

7. Select the "Transporter" and "Processor" from the dropdowns.

Select	Automatic	Select	Select	Select
Collection Site Name	Collection Site Address	Transporter	Processor	Material Type

8. The following fields of the Lamp Claim Spreadsheet will vary based on the service contract and pricing between the municipality and the service provider. Please read the "Help" tab carefully

and review the examples provided. The "Material Type" should be selected based on the line item on the invoice. "Material Quantity" may be found on the invoice or on the BOL. "Container Quantity" and "Container Type" only apply to municipalities with per container rates. Please

Select	Select	Input	Select	Input Optional	Input	Input if applicable, see "Help" tab	Input if applicable, see "Help" tab	Input if applicable, see "Help" tab
Processor	Material Type	Material Quantity	Unit of Measurement	Rate (\$/unit)	Item Cost (Excluding HST)	Container Quantity	Container Type	Rate (\$/container)

9. The following is a list of accepted lamps that can be claimed to Product Care for funding under the Interim Lamp program.

Material Type	Accepted Program Lamps	Not Accepted Program Lamps
CFL bulbs	X	
2' Tube Florescent Units	X	
4' Tube Florescent Units	X	
8' Tube Florescent Units	X	
6' Tube Florescent Units	X	
5' Tube Florescent Units	X	
3' Tube Florescent Units	X	
1' Tube Florescent Units	X	
U Tube Florescent Units	X	
O Tube Florescent Units	X	
HID Bulb Units (Metal Halide)	X	
Incandescent bulbs		X
HPS Bulb Units		X
Sodium Bulb Units		X
UV light Units		X
Spot Light Units		X
LED Units		X
Halogen Bulb Units		X
Christmas Lights		X
Projector Lamps		X
Solar Light		X

3 Claim Payment

Claims submitted to PCA will be reviewed and processed according to Schedule B of the PCA-Municipal Interim Lamp Program Agreement. PCA will validate claim submissions and supporting documents within 10 business days of receipt. The service provider or the municipality who submitted the claim will receive an email once a claim has been rejected or approved.

3.1 Payment Terms

PCA will pay for 100 % of the lamp post-collection service costs (transportation and processing) to the claim submitter as well as an additional 10 % of the post-collection costs to the municipality for administration and other costs.

Approved lamp claims will be paid within 30 days from the date of approval. If a municipality has not submitted a signed agreement or if the municipality and/or service provider have not completed the onboarding activities, payments will be held until all activities are complete.

4 PCA Contacts

Our team is here to help. If you have any questions about the PCA Ontario Interim Lamp Program, feel free to contact us.

Patrick Chauvet

Ontario Program Director Direct: 416.307.2886

Toll Free: 1.877.592.2972 x 356

Email: patrick@productcare.org

Akash Pabla

Claims Analyst

Toll Free: 1.877.592.2972 x 361 Email: akash@productcare.org

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