



Protocol for CSR's "The Price Sheet" for Ontario

1. A few days prior to the 15th of each month, a combination of approximately 25 Ontario-based municipalities, end-users and brokers are "email surveyed" to collect and update recycled commodities pricing information. Initial contact is followed-up by more email and/or phone calls, as needed, to obtain and verify data.
2. Pricing data are entered into an electronic spreadsheet and, where necessary, converted to Canadian dollars and metric tonnes and adjusted for transportation to maintain consistent reporting. The current data are automatically displayed in a table format and an "average" of the municipal data is calculated to determine current market prices. Where there are sufficient data points (five or more), the highest and lowest prices are dropped prior to calculating the average.
3. CSR staff in a monthly meeting evaluates tables of both previous and current month's data. Information from other contacts such as brokers, end-users and published sources are used as check points to verify the trends.
4. The final data are entered into a publishable format, saved as a PDF, and emailed around the 15th of each month to several hundred recipients. The Price Sheet is also posted on CSR's website. The spreadsheet file is archived each month on the CSR Dataserver.