HSP Verification Report Template

For use by a Verifier. Complete each bracketed step with your findings.

Producer Information	
Producer Name	
ARMA's Registration Number	
Reporting Year	

As a [describe verifier's qualification], I have performed the following procedures outlined in the Authority's HSP Supply Data Verification Procedure to assist [Producer name] in verifying its HSP supply data report to meet the compliance requirements.

Reported Weights

Provide the reported supply weights submitted to the Authority for each Material Type for the reporting period covered by this verification.

Material Type	Weight (kg)	Reporting year
Single-use Batteries		
Rechargeable Batteries		
Corrosive Products (including containers)		
Flammable Products (including containers)		
Pesticides (including containers)		
Toxic Products (including containers)		

Results of Verification Steps

For the applicable steps, record the population, sample size selected (per Table 1), procedures applied, and result. Use the phrase "Exception noted" followed by a description for any variance found.

Step A1 / B1 — Documented responses
[Summarize responses obtained and from whom, e.g., "Per discussion with [name, title] ..."]

Findings

A2 / B2 — Unit accuracy
[Sample population, sample size, method, result]
Findings

A3 / B3 — Weight accuracy

[Sample population, sample size, method, result]

Example:
A sample of 40 products was selected from the Flammable category. Please refer to the attached Excel spreadsheet for details of the sampled products.

The producer reported weights based on manufacturer specifications dated 2026. Based on the sample reviewed and the recalculated weights, the reported weights were consistent with the recalculated weights, except for the findings noted in this report.

Findings

Exceptions Noted:
Product XXXX: The reported weight was 4,446 kg; however, the recalculated weight is 4,556 kg. As a result, the reported total was underreported by 110 kg, based on 1,234 units sold and supplied in Alberta.

Product YYYY: The reported weight was 501 kg; however, the recalculated weight is 1,601 kg. As a result, the reported total was underreported by 1,100 kg, based on 255 units sold and supplied in Alberta.

A4 — Non-obligated SKUs
[Population of adjustments, sample size, reasonableness assessment]
Findings

A5 / B4 — Exclusions and adjustments
[Population of adjustments, sample size, reasonableness assessment]
Findings

A6 / B5 — Net Reportable Weight
[Sample population, sample size, method, result]
Findings

A5 / B4 — Exclusions and adjustments
[Population of adjustments, sample size, reasonableness assessment]

Findings

A6 / B5 — Net Reportable Weight
[Sample population, sample size, method, result]

Findings

C1–C2 — Collection system
[Evidence reviewed and conclusion]
Findings

Overall Opinion

Summarize your opinion on the accuracy of the data reported in the Producer's supply report and note any unresolved exceptions.

Independence Statement

I declare that I am independent of the preparation and submission of the report subject to verification. I have not prepared, completed, authored, or contributed to the development of the report, underlying calculations, data compilation, or supporting documentation. I have no actual, potential, or perceived conflict of interest that could impair my objectivity, impartiality, or professional judgment in conducting this verification.

Sign-Off	
Name (please print)	
Signature	
Professional Designation	
Registration Number	
Contact information	
Date submitted	

Questions about this template or a Verification Report may be directed to epr@albertarecycling.ca .