

# CSSA GUIDEBOOK: OUTLINE OF REVISIONS

Below are the sections of the Guidebook that have been revised as of March 2016.

## PART ONE:

| SECTION | TITLE  | REVISION   |
|---------|--|--|
| 1.6     | Determining if your organization or company is a steward   | There is no change to the definition of residency, however, stewards will find additional scenario examples to help them determine their residency status.   |
| 1.8     | What is a voluntary steward?   | The voluntary steward policy had not been adopted when the 2014 Guidebook was published. The 2016 Guidebook incorporates language from the Voluntary Steward Policy which is harmonized across all four programs.        |
|         | I would like to sign up as a voluntary steward; how do I join a stewardship organization?                          | New section providing information for stewards who want to join one or more stewardship organization   |
| 1.9     | What is packaging and printed paper?   | Definitions for packaging and printed paper now reference the four program plans which provide stewards with more useful detail on obligated materials. Previous Guidebook referenced the Provincial Regulations.        |
|         | Exclusions – what packaging not to include in a steward report   | New table outlining containers covered by separate regulation. Provides stewards with guidance on how to identify which containers to include in your PPP report and which to report to other stewardship organizations. |
| 1.10    | How do I determine if my business or organization is responsible as the brand owner, franchisor or first importer? | Updated to reflect obligation of non-resident franchisors in BC and SK.  |
| 1.11    | What is a Small Business policy?   | Updated to reflect both permanent and transition period exemptions from the MMSW Program.  |
| 1.12    | How do I register with one or more stewardship programs?   | New section with guidance on how to join one or more of the PPP stewardship programs.  |



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## PART TWO:

| SECTION | TITLE  | REVISION   |
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| 2.0     | Accuracy of reporting                            | For stewards who need to estimate the distribution of their products across regions or provinces, a link is provided to the Statistics Canada website for % provincial population distribution.  |
|         | Reporting & payment cycle                        | Addition of annual reporting and payment timelines.  |
| 2.1     | Identify Scope                                   | Link provided to Steward List to help ensure stewards do not report for material that is the responsibility of another steward.  |
| 2.3.1   | Data that should not be included in your reports | <p>Updated to provide more specifics and examples of what data should be excluded from a steward report. This section covers:</p> <ul style="list-style-type: none"> <li>- Durable Packaging;</li> <li>- Materials supplied to consumers but not managed in the residential waste stream (e.g. products consumed at a theatre or quick-service restaurant);</li> <li>- Transportation and distribution Packaging removed from consumer's Home;</li> <li>- IC&amp;I Packaging;</li> <li>- Product supplied to both commercial and residential customers;</li> <li>- Accessories to packaging that do not serve a packaging function (straws, cutlery etc.);</li> <li>- Packaging sold as a product (garbage bags, lunch bags, food storage bags); and</li> <li>- Packaging that constitutes an integral part of the product (toner cartridges and single-use cameras).</li> </ul> |



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## PART THREE:

| SECTION                              | TITLE   | REVISION   |
|--------------------------------------|---|--|
| <b>Paper &amp; Plastic Packaging</b> | Gable Top Containers, Aseptic Containers, PET and HDPE Bottles & Jars, PLA, PHA, PHB, Non-Expanded Polystyrene, Other Plastic Packaging – <b>Beverage – Milk &amp; Milk Substitutes</b> | <p>New reporting tips in all Milk and Milk Substitute material categories clarifying milk and milk substitute beverages on and off deposit in BC and SK:</p> <p><b>MMBC:</b></p> <ul style="list-style-type: none"> <li>- Milk is on deposit when milk appears as <u>one of first three ingredients</u> in ingredient list and should not be reported to MMBC</li> <li>- Milk substitutes (milk substitutes from vegetables, nuts or grains) are <u>not</u> on deposit and need to be reported to MMBC</li> <li>- Ready-to-drink infant formula, dietary supplements and meal replacements are <u>not</u> on deposit and need to be reported to MMBC</li> </ul> <p><b>MMSW:</b></p> <ul style="list-style-type: none"> <li>- All milk beverages (regardless of where milk falls on the ingredient list) are on deposit and should not be reported to MMSW</li> <li>- All milk substitute beverages (soy milk, almond milk, rice milk etc.) are on deposit and should not be reported to MMSW</li> <li>- Ready-to-drink infant formula, dietary supplements &amp; meal replacement beverages are not on deposit and should be reported to MMSW</li> </ul> |
| <b>Plastic Packaging</b>             | Plastic Laminates – Beverages – Milk and Milk Substitutes   | <p><b>MMSW:</b></p> <ul style="list-style-type: none"> <li>- Plastic Laminate Beverage Pouches (regardless of what beverage it contains) are <u>not</u> on deposit in SK and should be reported to MMSW</li> </ul>   |
| <b>Plastic Packaging</b>             | PLA, PHA, PHB Carry-out Bags & LDPE/HDPE Film Carry-out bags  | <p><b>MMSM:</b></p> <ul style="list-style-type: none"> <li>- Report both KG of carry-out plastic bags supplied to consumers as well as number of units supplied</li> </ul> <p><b>SO:</b></p> <ul style="list-style-type: none"> <li>- Report KG of carry-out bags supplied to consumers; optional to report number of units supplied</li> </ul>  |

