

AUTOMOTIVE & VEHICLE MANUFACTURERS

These best practice reporting tips have been developed specifically for automotive and vehicle manufacturers.

Intro:

Canadian Stewardship Services Alliance has created best practice reporting tips for specific sectors. These tips are designed to assist you in preparing your steward reports and to help you identify the proper material reporting categories for the common packaging and paper products used by businesses in this sector. These tips are provided for your guidance only. Any questions you may have about these reporting tips or any questions you may have in preparing your report can be directed to stewards@cssalliance.ca.

General Tips:

- ✓ Please ensure that all HR-related documents and business cards are included in your steward report.
- ✓ Please include all packaging used to transport mail order items directly to a consumer's home.
- ✓ Please ensure that all paper products (instruction manuals, promotional flyers, direct mail, etc.) distributed to consumers are included in your steward report.
- ✓ Stewards in the automotive sector are able to use an Automotive Calculator. Please contact your association to receive the sector calculator.

| COMMON PRODUCTS | COMPONENTS | TYPICAL NATIONAL MATERIAL SUBCATEGORIES | REPORTING TIPS |
|------------------|------------|---|--|
| Promotional mail | Mail | <ul style="list-style-type: none"> • Other Printed Materials | |
| | Envelope | <ul style="list-style-type: none"> • Other Printed Materials | |
| Magazines | Magazine | <ul style="list-style-type: none"> • Magazines • Newsprint (Insets and Circulars) • Other Newsprint – Non-CNA/OCNA Members | Magazines printed on newsprint should be reported as Newsprint (Insets and Circulars) or Other |

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|----------------------------|------------------------|--|--|
| Cont'd Magazines | Protective film | <ul style="list-style-type: none"> Plastic Laminates – Non-Beverage LDPE/HDPE Film PLA, PHA, PHB – Plastic Film | Newsprint – Non-CNA/OCNA Members |
| Catalogues | N/A | <ul style="list-style-type: none"> Catalogues Newsprint (Inserts and Circulars) Other Newsprint – Non-CNA/OCNA Members | Catalogues printed on newsprint should be reported as Newsprint (Inserts and Circulars) or Other Newsprint – Non-CNA/OCNA Members |
| Receipts / invoices | Retail receipt | <ul style="list-style-type: none"> Other Printed Materials | |
| | Debit / credit receipt | <ul style="list-style-type: none"> Other Printed Materials | |
| Hang tags | Hang Tag | <ul style="list-style-type: none"> Boxboard and Other Paper Packaging Natural and Synthetic Textiles | Report Natural and Synthetic Textiles in Ontario Only. For Hang Tags, ensure the hang tag and the attachment are reported separately. |
| | Hang tag attachment | <ul style="list-style-type: none"> Other Plastic Packaging <5 Litres – Non-Beverage | |
| | Price sticker | <ul style="list-style-type: none"> Paper Laminates Plastic Laminates – Non-Beverage | |
| Business cards | N/A | <ul style="list-style-type: none"> Other Printed Materials | |
| Car manuals | N/A | <ul style="list-style-type: none"> Other Printed Materials Newsprint (Inserts and Circulars) Other Newsprint – Non CNA/OCNA Members | <p>If the car manual is bound by a non-designated material such as leather, do not include that material in your steward report.</p> <p>Car manuals printed on newsprint should be reported as Newsprint (Inserts and Circulars) or Other Newsprint – Non-CNA/OCNA Members</p> |

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|-----------------|------------|---|--|
| Warranties | N/A | <ul style="list-style-type: none"> Other Printed Materials Newsprint (Inserts and Circulars) Other Newsprint – Non CNA/OCNA Members | Warranties printed on newsprint should be reported as Newsprint (Inserts and Circulars) or Other Newsprint – Non-CNA/OCNA Members |
| Carry-out bags | N/A | <ul style="list-style-type: none"> Boxboard and Other Paper Packaging Plastic Laminates – Non-Beverage LDPE/ HDPE Film – Carry-Out Bags PLA, PHA, PHB – – Carry-Out Bags Kraft Paper Bags – Point of Sale Natural and Synthetic Textiles Paper Laminates | <p>Report Natural and Synthetic Textiles in Ontario Only.</p> <p>If reporting in Manitoba, report both number of units of bags supplied as well as KG of bags supplied.</p> <p>Report laminated Kraft bags as Paper Laminates.</p> |

FAQ:

I distribute free promotional material to consumers. Do I need to report that material?

If you supply brochures, coupons or promotional materials to your residential consumers please include that printed material in your steward report under Other Printed Materials, or if printed on newsprint please report under Non-CNA/ OCNA Members – Newsprint (Ontario stewards) or Newsprint (Inserts and Circulars) for reporting outside Ontario.

Do I have to report HR documents distributed to my employees?

Documents such as T4s, Records of Employment and all other HR-related documents are designated materials and should be reported under Other Printed Materials.

Are business cards designated?

Business cards supplied to residential consumers are designated and should be included in your steward report under Other Printed Materials.

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FAQ:

How do I report envelopes?

If your business supplies printed material such as statements, bills or annual reports in an envelope to your residential customers in BC, SK, MB and/or ON, both the envelope and the printed material needs to be included in your steward report and reported under Other Printed Materials. However, blank envelopes sold as a product are a designated material in BC and SK only. If you sell blank envelopes to consumers in those two provinces, please report them under Purchased Posters, Calendars, Greeting Cards and Blank Envelopes.

My products are sold with instruction manuals and product warranty information. Do I report that material?

Please include in your steward report all paper materials that are supplied with your products to the consumer. This could include instruction manuals, safety or warranty information. While this material may be retained by the consumer for a period of time, it will eventually be disposed of in the residential waste stream and so this material must be included in your report under Other Printed Materials.

Why are stewards required to update the Methodology section on an annual basis?

It is recommended that stewards review and update their methodologies on an annual basis in order to validate their approach to reporting each year and to ensure their data collection processes remain current for their organization. Stewards are also required to update the brands/affiliates section of their reports each year with the most accurate information, which includes brands for which they are the brand owner or the obligated first importer. Changes in either of these areas will affect quantities reported year over year. During the report validation process, variances may be identified in one or more material category. If the methodology section clarifies the reason for those variances, it makes the report validation process more efficient for staff and stewards.

More Info:

You may supply other products that are not included in this sector tip sheet. Please refer to the Sector Tip Sheets listed below if you supply any of these additional products and require assistance in identifying the material category for reporting the packaging or paper products associated with these products.

| COMMON TYPES OF PRODUCTS | SECTOR TIP SHEET |
|---------------------------------|-----------------------|
| Clothing, jewellery, sunglasses | Apparel & Accessories |