

SMALL HOUSEHOLD GOODS (BEDDING, BATH & KITCHEN)

These best practice reporting tips have been developed specifically for businesses that distribute small household goods such as items for bedding, bath and kitchen in-store and/or through mail order.

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 all HR related documents and business cards are included in your steward report.
- ✓ Stewards may be able to use the Component Threshold Rule to report packaging that is made up of two or more different material types when certain components of the package constitute a small proportion of the entire package. Please see Part Two, section [2.4.1 of the Guidebook](#) for more details on how to use the Component Threshold Rule.
- ✓ If your organization supplies goods through retail locations, please ensure that all the packaging from products for which you are the first importer (where the brand owner has not elected to be a voluntary steward) are included in your report.

COMMON PRODUCTS	COMPONENTS	TYPICAL NATIONAL MATERIAL SUBCATEGORIES	REPORTING TIPS
Bedding Examples include: sheets, pillows, comforters, etc.	Outer film / protective packaging	<ul style="list-style-type: none"> • Other Plastic Packaging <5 Litres – Non-Beverage • LDPE/HDPE Film • PLA, PHA, PHB – Plastic Film • Plastic Laminates – Non-Beverage 	
	Inner liner	<ul style="list-style-type: none"> • Boxboard and Other Paper Packaging • Corrugated Cardboard 	

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COMMON PRODUCTS	COMPONENTS	TYPICAL NATIONAL MATERIAL SUBCATEGORIES	REPORTING TIPS
Cont'd Bedding Examples include: sheets, pillows, comforters, etc.	Handle	<ul style="list-style-type: none"> Other Plastic Packaging <5 Litres – Non-Beverage 	
	Label	<ul style="list-style-type: none"> Other Printed Materials Paper Laminates Boxboard and Other Paper Packaging 	
Bath Examples include: shower curtain, towels, mats, accessories, etc.	Box	<ul style="list-style-type: none"> Boxboard and Other Paper Packaging Corrugated Cardboard 	For blister packaging, please report the cardboard backing and the plastic separately.
	Hang tag	<ul style="list-style-type: none"> Natural and Synthetic Textiles Plastic Laminates – Non-Beverage Boxboard and Other Paper Packaging 	Report Natural and Synthetic Textiles in Ontario only.
	Tag attachment	<ul style="list-style-type: none"> Other Plastic Packaging <5 Litres – Non-Beverage 	For hang tags, ensure that the hang tag and the attachment are reported separately.
	Label	<ul style="list-style-type: none"> Paper Laminates Plastic Laminates – Non-Beverage Boxboard and Other Paper Packaging 	
	Outer film / protective packaging	<ul style="list-style-type: none"> Other Plastic Packaging <5 Litres – Non-Beverage LDPE/HDPE Film PLA, PHA, PHB – Plastic Film Plastic Laminates – Non-Beverage 	
	Blister packaging	<ul style="list-style-type: none"> Other Plastic Packaging <5 Litres – Non-Beverage PET Thermoform Containers <5 Litres – Non-Beverage Boxboard and Other Paper Packaging 	
Paper wrap	<ul style="list-style-type: none"> Boxboard and Other Paper Packaging 		

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Cont'd Bath	Hanging hook for in-store display	<ul style="list-style-type: none"> Other Plastic Packaging <5 Litres – Non-Beverage 	
Dining, kitchen, outdoor, living & home décor Examples include: dinnerware, glasses, mugs, cutlery, utensils, knives, cookware, gadgets, cutting board, vases, painting, mirror, window, coverings, Christmas tree, ornaments, garden tools, hoses, etc.	Box	<ul style="list-style-type: none"> Boxboard and Other Paper Packaging Corrugated Cardboard 	
	Inserts / dividers	<ul style="list-style-type: none"> Boxboard and Other Paper Packaging Corrugated Cardboard 	
	Protective packaging	<ul style="list-style-type: none"> Expanded Polystyrene - Other Boxboard and Other Paper Packaging PLA, PHA, PHB – Non-Beverage 	
	Individual wrap	<ul style="list-style-type: none"> LDPE/HDPE Film Plastic Laminates – Non-Beverage PLA, PHA, PHB – Plastic Film 	
	Twist ties / plastic ties	<ul style="list-style-type: none"> Other Steel Containers and Packaging – Non-Beverage Plastic Laminates – Non-Beverage Paper Laminates 	
	Warranty instructions	<ul style="list-style-type: none"> Other Printed Materials Newsprint (Inserts and Circulars) Other Newsprint – Non-CNA/OCNA Members 	
	Bubble wrap	<ul style="list-style-type: none"> Plastic Laminates – Non-Beverage PLA, PHA, PHB – Plastic Film LDPE/ HDPE Film 	
	Blister packaging	<ul style="list-style-type: none"> Boxboard and Other Paper Packaging Other Plastic Packaging <5 Litres – Non-Beverage PET Thermoform Containers <5 Litres – Non-Beverage 	
			For blister packaging, please report the cardboard backing and the plastic separately.

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Cont'd Dining, kitchen, outdoor, living & home décor Examples include: dinnerware, glasses, mugs, cutlery, utensils, knives, cookware, gadgets, cutting board, vases, painting, mirror, window, coverings, Christmas tree, ornaments, garden tools, hoses, etc.	Hang tag	<ul style="list-style-type: none"> Natural and Synthetic Textiles Plastic Laminates – Non-Beverage Boxboard and Other Paper Packaging 	Report Natural and Synthetic Textiles in Ontario only.
	Tag attachment	<ul style="list-style-type: none"> Other Plastic Packaging < 5 Litres – Non-Beverage 	
	Label	<ul style="list-style-type: none"> Paper Laminates Plastic Laminates – Non-Beverage Boxboard and Other Paper Packaging 	
	Bag for smaller components	<ul style="list-style-type: none"> LDPE/HDPE Film Plastic Laminates – Non-Beverage PLA, PHA, PHB Plastic Film 	
	Tea lights	<ul style="list-style-type: none"> Other Aluminum Packaging 	

If you are a retailer, please include any of the following materials that are supplied to consumers as service packaging:

COMMON PRODUCTS	COMPONENTS	TYPICAL NATIONAL MATERIAL SUBCATEGORIES	REPORTING TIPS
Complimentary gift wrapping	Wrapping paper	<ul style="list-style-type: none"> Paper Laminates Boxboard and Other Paper Packaging Kraft Paper – Non-Laminated 	Report Natural and Synthetic Textiles in Ontario only.
	Tissue paper	<ul style="list-style-type: none"> Boxboard and Other Paper Packaging 	
	Ribbon	<ul style="list-style-type: none"> Natural and Synthetic Textiles Plastic Laminates – Non-Beverage 	

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COMMON PRODUCTS	COMPONENTS	TYPICAL NATIONAL MATERIAL SUBCATEGORIES	REPORTING TIPS
Cont'd Complimentary gift wrapping	Sealing sticker	<ul style="list-style-type: none"> Paper Laminates Plastic Laminates – Non-Beverage 	
Carry-out bags	N/A	<ul style="list-style-type: none"> PLA, PHA, PHB – Carry-Out Bags Plastic Laminates – Non-Beverage Boxboard and Other Paper Packaging Kraft Paper Bags – Point of Sale Natural and Synthetic Textiles LDPE/ HDPE Film – Carry-Out Bags 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>Purchased Reusable bags sold as a product should not be included in your report.</p> <p>Report laminated Kraft bags as Paper Laminates</p>
Flyers	N/A	<ul style="list-style-type: none"> Newsprint (Inserts and Circulars) Other Printed Materials Other Newsprint – Non-CNA/OCNA Members 	
Gift card holder	N/A	<ul style="list-style-type: none"> Other Printed Materials Boxboard and Other Paper Packaging Other Plastic Packaging <5L – Non-Beverage 	Do not report gift cards.
Hang tags	Tag	<ul style="list-style-type: none"> Boxboard and Other Paper Packaging Natural and Synthetic Textiles Plastic Laminates – Non-Beverage 	Report Natural and Synthetic Textiles in Ontario only.
	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 	

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Receipts	Retail receipt	<ul style="list-style-type: none"> Other Printed Materials 	
	Credit / debit receipts	<ul style="list-style-type: none"> Other Printed Materials 	

Mail Order Packaging:

COMMON PRODUCTS	COMPONENTS	TYPICAL NATIONAL MATERIAL SUBCATEGORIES	REPORTING TIPS
Box	N/A	<ul style="list-style-type: none"> Boxboard and Other Paper Packaging Corrugated Cardboard 	
Shipping envelope	N/A	<ul style="list-style-type: none"> Plastic Laminates – Non-Beverage LDPE/HDPE Film PLA, PHA, PHB – Plastic Film Paper Laminates 	
Label	N/A	<ul style="list-style-type: none"> Paper Laminates Boxboard and Other Paper Packaging Plastic Laminates – Non-Beverage 	
Receipt / invoice	Receipt	<ul style="list-style-type: none"> Other Printed Materials 	
	Envelope	<ul style="list-style-type: none"> Other Printed Materials 	
Protective packaging	Tissue paper	<ul style="list-style-type: none"> Boxboard and Other Paper Packaging 	
	Peanut packaging	<ul style="list-style-type: none"> Expanded Polystyrene PLA, PHA, PHB – Non-Beverage 	
	Shredded paper	<ul style="list-style-type: none"> Boxboard and Other Paper Packaging 	
	Bubble wrap	<ul style="list-style-type: none"> Plastic Laminates LDPE/ HDPE Film PLA, PHA, PHB – Plastic Film 	

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FAQ:

I ship to a distribution centre and I don't know the final destination of my product. What do I do?

If you ship products to a third party's distribution centre and are uncertain of the final destination of your products, the best approach is to work with your customers to secure data about the 'sold to' parties. If however this information is not available, you may estimate the quantities of PPP supplied to each province (and sold to consumers) by referencing [Statistics Canada Population Percentage](#) data as provided in [section 2.0 of the Guidebook](#).

Some items I sell are seasonal. Do they need to be included in my annual report?

If your product line changes throughout the year because you sell seasonal products, we suggest that you consult your sales data in order to determine the packaging or printed paper material associated with those seasonal items that are supplied to residential customers. Please include this material in your steward report.

How do I use the steward list?

It is important that you only report the materials for which you are the resident brand owner, resident first importer or franchisor. Each year, CSSA provides a list of registered and voluntary stewards for each program. We recommend that you consult this list prior to preparing your steward report – that way you can be sure you do not report any material that is the responsibility of another steward. Please note that the data in the list is based on information provided by stewards.

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

Please include in your steward report all printed 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.