

TELECOMMUNICATIONS, COMMUNICATIONS SERVICES & FINANCIAL INSTITUTIONS

These best practice reporting tips have been developed specifically for companies who primarily distribute paper products to consumers.

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.
- ✓ Please include all packaging used to transport mail order items directly to a consumer's home.
- ✓ Include in your steward report all printed materials distributed to consumers such as: promotional materials, flyers, coupons, product warranties, instruction manuals, statements, bills and invoices and consumer contracts.
- ✓ The majority of the designated paper products will be reported under *Other Printed Materials*.

COMMON PRODUCTS	COMPONENTS	TYPICAL NATIONAL MATERIAL SUBCATEGORIES	REPORTING TIPS
Statements, contracts, bills Examples include: investment statements, bank account and credit card statements, contracts, etc.	Printed material	<ul style="list-style-type: none"> • Other Printed Materials 	
	Envelope	<ul style="list-style-type: none"> • Other Printed Materials 	
Phonebooks	N/A	<ul style="list-style-type: none"> • Directories 	

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COMMON PRODUCTS	COMPONENTS	TYPICAL NATIONAL MATERIAL SUBCATEGORIES	REPORTING TIPS
Promotional mail	Letter	<ul style="list-style-type: none"> Other Printed Materials 	Magazines and catalogues printed on newsprint should be reported under Newsprint (Inserts and Circulars) or Other Newsprint – Non - CNA/OCNA Members
	Magazine/ Catalogue	<ul style="list-style-type: none"> Magazines Catalogues Newsprint (Inserts and Circulars) Other Newsprint – Non-CNA/OCNA Members 	
	Inserts	<ul style="list-style-type: none"> Other Printed Materials Other Newsprint – Non-CNA/OCNA Members Newsprint (Inserts and Circulars) 	
	Protective film	<ul style="list-style-type: none"> LDPE/HDPE Film PLA, PHA, PHB – Plastic Film Plastic Laminates – Non-Beverage 	
	Envelopes	<ul style="list-style-type: none"> Other Printed Materials 	
Promotional calendars	N/A	<ul style="list-style-type: none"> Other Printed Materials 	Free promotional calendars distributed to residential consumers should be included in your steward report.
Warranties	N/A	<ul style="list-style-type: none"> Other Printed Materials Newsprint (Inserts and Circulars) Other Newsprint - Non-CNA/ OCNA Members 	
Phones and phone accessories	Outer box	<ul style="list-style-type: none"> Boxboard and Other Paper Packaging Corrugated Cardboard 	

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Cont'd Phones and phone accessories	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 	For blister packaging, please report the cardboard backing and the plastic separately.
	Protective packaging	<ul style="list-style-type: none"> • Non-Expanded Polystyrene – Other • Expanded polystyrene – Non-Beverage • Boxboard and Other Paper Packaging 	
	Instructions, promotional material, contract and warranty	<ul style="list-style-type: none"> • Other Printed Materials • Newsprint (Inserts and Circulars) • Other Newsprint – Non-CNA/ OCNA Members 	
	Film for small components	<ul style="list-style-type: none"> • LDPE/HDPE Film • PLA,PHA,PHB - Plastic Film • Plastic Laminates – Non-Beverage 	
	Bubble wrap	<ul style="list-style-type: none"> • Plastic Laminates – Non-Beverage • LDPE/ HDPE Film • PHA, PHB, PLA – Plastic Film 	
	Twist ties	<ul style="list-style-type: none"> • Other Steel and Metal Containers and Packaging – Non-Beverage • Paper Laminates • Plastic Laminates – Non-Beverage 	
	Sim card packaging	<ul style="list-style-type: none"> • Other Plastic Packaging < 5 Litres- Non-Beverage 	

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Gift card holder / replacement card mailings	Backing	<ul style="list-style-type: none"> Other Printed Materials Boxboard and Other Paper Packaging Other Plastic Packaging <5L – Non-Beverage 	Do not report gift card as it is a product not packaging.
	Envelope	<ul style="list-style-type: none"> Other Printed Materials 	
	Letter	<ul style="list-style-type: none"> Other Printed Materials 	

Mail Order Packaging:

COMMON PRODUCTS	COMPONENTS	TYPICAL NATIONAL MATERIAL SUBCATEGORIES	REPORTING TIPS
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 – Other 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 - Non-Beverage PLA, PHA, PHB – Plastic Film LDPE/ HDPE Film 	
Label	N/A	<ul style="list-style-type: none"> Paper Laminates Boxboard and Other Paper Packaging Plastic Laminates – Non-Beverage 	
Shipping envelope	N/A	<ul style="list-style-type: none"> Plastic Laminates – Non-Beverage LDPE/HDPE Film PLA, PHA, PHB – Plastic Film Paper Laminates 	

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Box	N/A	<ul style="list-style-type: none"> Boxboard and Other Paper Packaging Corrugated Cardboard 	
Receipt / invoice	Receipt	<ul style="list-style-type: none"> Other Printed Materials 	
	Invoice	<ul style="list-style-type: none"> Other Printed Materials 	

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
Receipts	Retail receipt	<ul style="list-style-type: none"> Other Printed Materials 	
	Credit / debit receipt	<ul style="list-style-type: none"> Other Printed Materials 	
Carry-out bags	N/A	<ul style="list-style-type: none"> Plastic Laminates – Non-Beverage LDPE/HDPE Film PLA, PHA, PHB – Plastic Film Paper Laminates Boxboard and Other Paper Packaging 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>Reusable bags sold to residential consumers as a</p>

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			product should not be included in your report Report laminated Kraft bags as Paper Laminates
Price sticker	N/A	<ul style="list-style-type: none"> • Paper Laminates • Boxboard and Other Paper Packaging • Plastic Laminates- Non-Beverage 	

FAQ:

Some calendars need to be reported and some don't. How do I report calendars?

For all programs, free calendars distributed to consumers for promotional or informational purposes need to be included in your steward report under Other Printed Paper. However, in BC and SK, calendars sold as a product are also designated and need to be included in your steward report under Purchased Posters, Calendars, Greeting Cards and Blank Envelopes.

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 need to be included in your steward report and reported under Other Printed Materials. However, blank envelopes sold as a product are designated in BC and SK only. If you sell blank envelopes as a product to consumers in those two provinces, please report them under Purchased Posters, Calendars, Greeting Cards and Blank Envelopes.

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FAQ:

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.

My plastic film is not LDPE/HDPE film or PLA, PHA, PHB- Plastic Film. Where should I report it?

If your plastic film does not fall under either of these two material categories, please report it under Plastic Laminates- Non-Beverage.

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

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