

# UNIVERSITIES & COLLEGES

These best practice reporting tips have been developed for Universities, Colleges and other educational institutions.

## 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](mailto:stewards@cssalliance.ca).

## General Tips:

- ✓ Universities/ colleges are not-for-profit organizations in BC and therefore not obligated by BC's Recycling Regulation. In Ontario, Manitoba, and Saskatchewan, universities and colleges must register and report their PPP supplied to residential consumers in those provinces.
- ✓ Please ensure all HR related documents and business cards are included in your steward report.

COMMON PRODUCTS	COMPONENTS	TYPICAL NATIONAL MATERIAL SUBCATEGORIES	REPORTING TIPS
<b>Newspaper, newsletters, and promotional material</b>	Newspaper	<ul style="list-style-type: none"> <li>• Other Newsprint – Non-CNA/OCNA Members</li> <li>• Other Printed Materials</li> <li>• Newsprint (Inserts and Circulars)</li> </ul>	Do not report campus or student newspapers under <i>Newspapers – CNA/ OCNA Members</i> .
	Protective film	<ul style="list-style-type: none"> <li>• Plastic Laminates – Non-Beverage</li> <li>• PLA, PHA, PHB – Plastic Film</li> <li>• LDPE/HDPE Film</li> </ul>	
	Envelope	<ul style="list-style-type: none"> <li>• Other Printed Materials</li> </ul>	
<b>Course selection book / syllabus</b>	N/A	<ul style="list-style-type: none"> <li>• Catalogues</li> <li>• Other Newsprint – Non-CNA/OCNA Members</li> <li>• Newsprint (Inserts and Circulars)</li> </ul>	Catalogues printed on newsprint should be reported as Newsprint (Inserts and Circulars) or Other Newsprint - Non-CNA/OCNA Members

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<b>Contracts and application forms</b>	N/A	<ul style="list-style-type: none"> <li>Other Printed Materials</li> </ul>	
<b>Complimentary calendar</b>	N/A	<ul style="list-style-type: none"> <li>Other Printed Materials</li> </ul>	Please report free calendars distributed to consumers.

COMMON PRODUCTS	COMPONENTS	TYPICAL NATIONAL MATERIAL SUBCATEGORIES	REPORTING TIPS
<b>Film around textbooks</b>	N/A	<ul style="list-style-type: none"> <li>Plastic Laminates – Non-Beverage</li> <li>PLA, PHA, PHB - Plastic Film</li> <li>LDPE/HDPE Film</li> </ul>	
<b>Diplomas / certificates</b>	Diploma / certificate	<ul style="list-style-type: none"> <li>Other Printed Materials</li> </ul>	
	Envelope	<ul style="list-style-type: none"> <li>Other Printed Materials</li> </ul>	

**Please include any of the following materials provided as service packaging:**

COMMON PRODUCTS	COMPONENTS	TYPICAL NATIONAL MATERIAL SUBCATEGORIES	REPORTING TIPS
<b>Carry-out bags</b>	N/A	<ul style="list-style-type: none"> <li>PLA, PHA, PHB – Carry Out Bags</li> <li>Plastic Laminates – Non-Beverage</li> <li>Boxboard and Other Paper Packaging</li> <li>Kraft Paper Bags – Point of Sale</li> <li>Natural and Synthetic Textiles</li> <li>LDPE/ HDPE Film – Carry Out Bags</li> <li>Paper Laminates</li> </ul>	<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 purchased by residential consumers</p>

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			should not be included in your report.  Report laminated Kraft bags as Paper Laminates.
<b>Receipts</b>	Retail receipt	<ul style="list-style-type: none"> <li>• Other Printed Materials</li> </ul>	
	Credit / debit receipt	<ul style="list-style-type: none"> <li>• Other Printed Materials</li> </ul>	

COMMON PRODUCTS	COMPONENTS	TYPICAL NATIONAL MATERIAL SUBCATEGORIES	REPORTING TIPS
<b>Hang tags</b>	Hang tag	<ul style="list-style-type: none"> <li>• Boxboard and Other Paper Packaging</li> <li>• Natural and Synthetic Textiles</li> </ul>	Report Natural and Synthetic Textiles in Ontario only.
	Hang tag attachment	<ul style="list-style-type: none"> <li>• Other Plastic Packaging &lt;5 Litres – Non-Beverage</li> </ul>	
	Price sticker	<ul style="list-style-type: none"> <li>• Paper Laminates</li> <li>• Plastic Laminates – Non-Beverage</li> </ul>	

## Mail order packaging:

COMMON PRODUCTS	COMPONENTS	TYPICAL NATIONAL MATERIAL SUBCATEGORIES	REPORTING TIPS
<b>Protective packaging</b>	Tissue paper	<ul style="list-style-type: none"> <li>• Boxboard and Other Paper Packaging</li> </ul>	
	Peanut packaging	<ul style="list-style-type: none"> <li>• Expanded Polystyrene – Other</li> <li>• PLA, PHA, PHB – Non-Beverage</li> </ul>	
	Shredded paper	<ul style="list-style-type: none"> <li>• Boxboard and Other Paper Packaging</li> </ul>	

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	Bubble wrap	<ul style="list-style-type: none"> <li>• Plastic Laminates - Non-Beverage</li> <li>• LDPE/ HDPE Film</li> <li>• PLA, PHA, PHB – Plastic Film</li> </ul>	
<b>Box</b>	N/A	<ul style="list-style-type: none"> <li>• Boxboard and Other Paper Packaging</li> <li>• Corrugated Cardboard</li> </ul>	

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

**FAQ:**  
**I'm in Ontario and I use the University Calculator. Does this mean that I do not need to report any other categories other than the three listed?**

*The University and College calculator only provides assistance in reporting printed paper typically distributed by all universities such as marketing material, alumni magazines, promotional material, acceptance letters etc. The calculator does not factor into the calculation any packaging materials from products sold at on-campus stores or restaurants. Packaging materials for which your institution is the brand owner must be reported to Stewardship Ontario separately from the material reported through the University and Colleges calculator.*

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## FAQ:

### **I am a university based in Ontario and have international students. Do I need to include this PPP in my report?**

*You may exclude from your report any material that is supplied to consumers while they are resident outside of Canada. Once the international student is resident in the province where the University/College is located, PPP supplied to the international student is obligated because the international student is then a residential consumer.*

### **Are textbooks designated in any of the programs?**

*Textbooks are not designated in any of the provinces.*

### **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 below chart if you supply any of these products.

COMMON PRODUCTS	SECTOR TIP SHEET
Notebooks, loose-leaf paper, purchased calendars, agendas, journals, notebooks, writing utensils	Paper, Stationary & Office Supplies
Clothing, hats, jewellery	Apparel & Accessories
Glassware, Mugs	Small Household Goods (Bedding, Bath & Kitchen)
Stuffed animals	Toys