

General Questions

1.	Is it possible to receive invoices quarterly instead all 4 invoices together in January?	Stewards have the choice of receiving an annual invoice or receiving four invoices with different quarterly due dates in January of each year. Invoices are not sent during the year. You are able to indicate your preference when you submit your report in the portal.
2.	When can we see 2019 fees in the portal?	If you are looking for the 2019 fee rates for the report that was submitted in 2018, they are available on the portal in your submission detailed report section. The 2020 fee rates, which will be applied to your 2019 report, will be presented to stewards during the annual steward meeting in late October and will be entered into the Portal in December.
3.	Can you please confirm that the Parallel Importation Policy might be delayed until the 2021 Reporting year?	The boards of directors of the four programs will determine what action to take on the Parallel Importation policy. The proposed policy would require the reporting of branded goods entering a province from outside the brand owner's Canadian distribution network. It was deferred in the fall of 2017. The policy seeks to reduce the amount of unreported obligated material supplied to the market and also addresses steward concerns about inter-provincial tracking and updating of internal systems. Program boards are expected to give the policy further consideration in March of this year. Stewards will be kept informed of any developments.
4.	Are we going to receive an e-mail of our invoice or should I check the website later after submission?	The report you are filing by May 31, 2019, will be used to determine your 2020 payments. Invoices are sent to stewards in early January each year, with an email asking that you log into the Portal to download your invoices for that calendar year. Invoices associated with your 2019 report (based on 2018 data) will be available in the Portal in January of 2020.

Material Categories and Designated Materials

5.	Are colouring book pages and construction paper considered recyclable?	Colouring books and activity workbooks previously reported as Paper for General Use in are now to be reported as Other Printed Materials in all four PPP programs, along with comic books and puzzle books. Construction and craft paper are designated materials only in the BC and SK programs and should be reported under Paper for General Use.
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6.	How do we tell aluminum and steel apart when the vendor does not give us the correct information? Steel is Category 4 and Aluminum is Category 5 which does not align with CSSA's material categories.	One way to tell the difference between steel and aluminum is to do the magnet test. The magnet will stick to steel but not to aluminum. In this example, assuming your vendor has accurately categorized the materials, you could map Category 4 items as Steel and Category 5 items as Aluminum in your PPP Report. You can refer to the online Materials Tool or to Part Three of the Guidebook to assist you in classifying your packaging. Also feel free to contact National Steward Services for assistance.
7.	Can we have same categories for all kinds of packaging for all provinces?	The designated packaging materials for each program are determined by provincial regulation and not by CSSA. In order to help stewards that report across multiple programs, CSSA has created a harmonized national materials list that maps to the materials for all four PPP programs.
Reporting/Portal		
8.	How would we report an item such as Tylenol pill bottle with multiple components including a carton, pill bottle, plastic around cap etc.?	All of the packaging materials associated with the pill bottle is designated and needs to be included in your report. That includes the bottle, closure, safety seal, label, carton and any printed information which might be included. Each of these components must be weighed and reported under the appropriate material category. For some types of packaging you can use the Component Threshold Rule which can help to simplify reporting. Please see the answer below for more on the Component Threshold Rule or refer to Part 2.4.1 of the Guidebook for Stewards for more information.

<p>9.</p>	<p>Does the 5% component rule for individual packages also apply to the total weight of all packaging material for our brand?</p>	<p>The Component Threshold Rule is designed to assist stewards in reporting a single package that is made up of two or more different material types. For example, this rule could be applied to the reporting of a water bottle which is made up of a plastic bottle, a paper label and a cap. If the paper label weighs less than 5% of the overall weight of the bottle, the weight of the paper label can be reported in the same material category as the bottle. A steward can use this rule when reporting the total volume of all water bottles it supplies to consumers. The Component Threshold Rule does not apply across packaging types and formats for a brand. Please see Part 2.4.1 of the Guidebook for Stewards for more information on how to use the Component Threshold Rule or contact National Steward Services for assistance.</p>
<p>10.</p>	<p>If we have a deduction, is that material reported first in the specific material category (say 1000 kg of PET Plastic) and then, if we have determined that 60% is eligible for a deduction, 600 kg would be listed as a deduction? Or should the initial report number be the total amount less the deduction of 600 kg resulting in a report of 400 kg?</p>	<p>If your organization is claiming a deduction, the amount being deducted must be identified in the Deduction Declaration Form and submitted with your report. Your report should include the kilograms of PPP supplied to the consumer which would be the total amount less the amount identified on the Deduction Declaration form.</p>
<p>11.</p>	<p>Please confirm that when reporting for on-line sales which are shipped directly to a consumer's home, we should use the consumer's home or 'ship to' address to determine under which program we report that material? Is that correct?</p>	<p>If you are shipping products directly to a consumer, it is best to use the consumer's home or 'ship to' address when determining which program to report the PPP associated with that product.</p>

12.	How do we declare subsidiary companies? For example: company ABC is a subsidiary of company 123. Do we declare under company 123 or company ABC?	In most cases, the parent company should include all its subsidiaries in one report. Therefore in your example, Company 123's report would include data for Company ABC. If you choose to report subsidiaries separately, you are not able to take advantage of any small business exemptions. For more information about reporting subsidiaries and/or affiliated companies please contact National Steward Services
Obligated Stewards		
13.	If you use a customs broker for importing a product, is the broker considered the 1st importer?	The customs broker is not the "first importer" for the purposes of reporting and paying fees to the recycling programs. The first importer is the first person to take possession or control of designated material for the purpose of supplying it to residential consumers. In most cases, this is a retailer.
14.	If we ask another company to print our statements for our clients, do we report this under Other Printed Materials since we are the company giving this material to the client?	Yes, that is correct. Despite out-sourcing the printing to another company, you would be the responsible party for reporting the printed materials you provide to your clients. Please report these statements under Other Printed Materials.
15.	To clarify, if I sell to food service providers, I do not report these items as the food service providers are the ones reselling it to end customers?	It depends on what is being sold to the food service providers. There are three scenarios to consider: <ul style="list-style-type: none"> • If you are supplying ingredients and its packaging is disposed on site, it is IC&I that should not be reported • If you are supplying containers that the provider uses as packaging for items it sells to its customers, the provider is obligated to report these items • If you are selling packaged items such as snacks or beverages that are provided directly to the consumer, you are obligated to report these items (materials are possibly eligible for deduction if consumed on site).