

CONFECTIONERY

These best practice reporting tips have been developed specifically for businesses that distribute confectionery products 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:

- ✓ If your confectionery product is provided to the consumer with a toy, the packaging for that toy should be included in your report.
- ✓ Please include any packaging from promotional samples/gifts with purchase that are offered in-store or online.
- ✓ Please include HR-related documents and business cards in your steward report.
- ✓ Please include all secondary packaging that goes to the household such as the plastic wrap around multi-pack of candy, chocolates or gum.
- ✓ If you are a retailer, please include any packaging for which you are the first importer of (where the brand owner is not a resident steward or a voluntary steward).

COMMON PRODUCTS	COMPONENTS	TYPICAL WERECYCLE MATERIAL SUBCATEGORIES	REPORTING TIPS
Candy / Chocolate wrapper Examples include: chocolate bar, individually wrapped candies, etc.	N/A	<ul style="list-style-type: none"> • Plastic Laminates – Non-Beverage • Paper Laminates • Other Aluminum Packaging • PLA, PHA, PHB – Plastic Film • LDPE/HDPE Film 	

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COMMON PRODUCTS	COMPONENTS	TYPICAL WERECYCLE MATERIAL SUBCATEGORIES	REPORTING TIPS
Box / tin / tub, etc. Examples include: box of chocolates, mints, gourmet candies/ chocolates, etc.	Box	<ul style="list-style-type: none"> Boxboard and Other Paper Packaging 	To distinguish between steel and aluminum apply a magnet to both materials. A magnet will stick to steel and not aluminum.
	Tin	<ul style="list-style-type: none"> Other Aluminum Packaging Other Steel Containers and Packaging – Non-Beverage 	
	Inner liner	<ul style="list-style-type: none"> Plastic Laminates – Non-Beverage Paper Laminates PLA, PHA, PHB – Plastic Film LDPE/HDPE Film 	
	Canister	<ul style="list-style-type: none"> Other Aluminum Packaging Other Steel Containers and Packaging – Non-Beverage Other Plastic Packaging <5 Litres – Non-Beverage 	
	Tub	<ul style="list-style-type: none"> Other Plastic Packaging <5 Litres – Non-Beverage PET Thermoform Containers <5L – Non-Beverage Non-Expanded Polystyrene – Other 	
	Lid	<ul style="list-style-type: none"> Other Aluminum Packaging Other Steel Containers and Packaging – Non-Beverage Other Plastic Packaging <5 Litres – Non-Beverage 	
Lollipop stick	N/A	<ul style="list-style-type: none"> Other Plastic Packaging <5 Litres – Non-Beverage Boxboard and Other Paper Packaging 	

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Candy / chocolate protective mold Examples include: chocolate bunny, chocolate Santa, etc.	N/A	<ul style="list-style-type: none"> • Non-Expanded Polystyrene – Other • Other Plastic Packaging <5 Litres – Non-Beverage • PET Thermoform Containers <5L – Non-Beverage 	
Candy packaging Examples include: gum, stand-up candy pouches, etc.	Box	<ul style="list-style-type: none"> • Boxboard and Other Paper Packaging 	
	Blister packaging	<ul style="list-style-type: none"> • Plastic Laminates – Non-Beverage • Other Aluminum Packaging • PET Thermoform Containers < 5 Litres – Non-Beverage • Paper Laminates 	
	Individual wrappers	<ul style="list-style-type: none"> • Plastic Laminates – Non-Beverage • Paper Laminates • PLA, PHA, PHB – Plastic Film • LDPE/HDPE Film • Other Aluminum Packaging 	
	Container	<ul style="list-style-type: none"> • Other Aluminum Packaging • HDPE Bottles, Jars and Jugs <5 Litres – Non-Beverage • Other Plastic Packaging <5 Litres – Non-Beverage 	
	Carton	<ul style="list-style-type: none"> • Gable Top Containers – Non-Beverage 	
	Lid	<ul style="list-style-type: none"> • Other Plastic Packaging <5 Litres – Non-Beverage 	
	Stand-up pouches	<ul style="list-style-type: none"> • Plastic Laminates – Non-Beverage 	

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Candy packaging	Tubes	<ul style="list-style-type: none"> • Other Plastic Packaging <5 Litres – Non-Beverage • Plastic Laminates – Non-Beverage 	
Syrups Examples include: chocolate milk syrup, ice cream syrup, pancake syrup, etc.	Bottle	<ul style="list-style-type: none"> • HDPE Bottles, Jars and Jugs <5 Litres – Non-Beverage • Other Plastic Packaging <5 Litres – Non-Beverage • PET Bottles <5 Litres – Non-Beverage 	
	Cap	<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 	
	Inner protective seal (inside cap)	<ul style="list-style-type: none"> • Other Aluminum Packaging • Paper Laminates • Plastic Laminates – Non-Beverage 	
	Protective film around cap	<ul style="list-style-type: none"> • LDPE/HDPE Film • Plastic Laminates – Non-Beverage • PLA, PHA, PHB – Plastic Film 	

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Mail Order Packaging:

COMMON PRODUCTS	COMPONENTS	TYPICAL WERECYCLE 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 Plastic 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 	
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 	

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

COMMON PRODUCTS	COMPONENTS	TYPICAL WERECYCLE 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 - Carry-Out Bags PLA, PHA, PHB – Carry-Out Bags Paper Laminates Boxboard and Other Paper Packaging Kraft Paper Bags – Point of Sale Natural and Synthetic Textiles 	<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>
Complimentary gift wrapping	Sealing sticker	<ul style="list-style-type: none"> Paper Laminates Plastic Laminates – Non-Beverage 	Report Natural and Synthetic Textiles in Ontario only.
	Wrapping paper	<ul style="list-style-type: none"> Paper Laminates Boxboard and Other Paper Packaging Kraft Paper – Non-Laminated 	
	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 	
	Box	<ul style="list-style-type: none"> Boxboard and Other Paper Packaging 	

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COMMON PRODUCTS	COMPONENTS	TYPICAL WERECYCLE MATERIAL SUBCATEGORIES	REPORTING TIPS
Complimentary gift wrapping	Gift bag	<ul style="list-style-type: none"> Boxboard and Other Laminated Packaging Kraft paper – Non-Laminated Paper Laminates 	Report laminated Kraft bags as Paper Laminates
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. Report laminated Kraft bags as Paper Laminates.
Hang tags	Hang Tag	<ul style="list-style-type: none"> Natural and Synthetic Textiles Boxboard and Other Paper Packaging 	Report Natural and Synthetic Textiles in Ontario only.
	Hang tag attachment	<ul style="list-style-type: none"> Other Plastic Packaging <5 Litres – Non-Beverage 	For Hang Tags, ensure the hang tag and the attachment are reported separately.
	Price sticker	<ul style="list-style-type: none"> Paper Laminates Plastic Laminates – Non-Beverage 	
Self-service bulk bags (for bulk candy)	Bag	<ul style="list-style-type: none"> Plastic Laminates – Non-Beverage LDPE/HDPE Film PLA, PHA, PHB – Plastic Film Kraft Paper Bags – Point of Sale Paper Laminates 	Report laminated Kraft bags as Paper Laminates.
	Twist tie	<ul style="list-style-type: none"> Paper Laminates Other Steel Containers and Packaging – Non-Beverage Plastic Laminates – Non-Beverage Paper Laminates 	

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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 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 Part Two of the Guidebook.

I sell seasonal items, how do I report that material?

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 paper products associated with those seasonal items that are supplied to residential customers. Please include this material in your steward report.

I supply my branded products to quick-service restaurants, where some of my products are consumed on site and not taken home. How do I prepare my report accordingly?

A steward may deduct packaging from products supplied to consumers that are consumed at the steward's on-site premises when the packaging and/or printed materials associated with the product is disposed of at the steward's business premises. For example, at quick service food establishments, a portion of customers eat in the restaurant and dispose of their waste at the restaurant. Other customers may have the food delivered to their residence or pick up the food and remove the associated packaging and paper from the restaurant and dispose of it at their residence. The portion of PPP that is disposed of on-site at the steward's business premises may be deducted in the steward's annual report. Stewards must ensure that they do not claim deductions for PPP which is removed by consumers from their premises. For example, if a steward is supplying ketchup packages to a quick service restaurant, the only packages that can be deducted from the total supplied quantities are those that are disposed of onsite at the restaurant. The rest must be reported. A deduction may only be made if it is substantiated through the completion of a Deduction Declaration Form, supported by appropriate validation data (applied to SKU-level information) and the steward describes their methodology for calculating the deduction in the methodology section of the annual report. Please see Section 2.3.2 of the Guidebook for Stewards for more information on deductions.

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FAQ:

I purchase non-branded packaging from a wholesaler for my bakery business. I am not putting my brand name on it. The packaging manufacturer's name is on the bottom of the bag. Who is obligated to report this?

You would be the obligated steward to report this material. Even though you are purchasing packaging as a product from a manufacturer whose brand is on the packaging, you are then distributing this material to consumers as "service packaging" containing your product. This makes you the obligated steward for this material.

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 categories. If the methodology section clarifies the reason for those variances, it makes the report validation process more efficient for staff and stewards.

I received a letter from one of my business partners, who is telling me they won't do business with my company anymore if I don't sign up as a voluntary steward. I do not meet the criteria to become a Voluntary Steward. What do I do?

If your business is resident in Canada, you may be eligible to register as a voluntary Steward in all provinces where your business does not have residency. Please contact Steward Services to determine whether you are eligible. Unfortunately, if you do not meet the criteria outlined in the [Voluntary Steward Policy](#), you are not eligible to become a voluntary steward. In this case, the obligation would fall on the resident first importer.

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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
Water, juices, pop	Non-Dairy Beverages
Crackers, chips, cookies	Packaged Foods
Milk, cream, meal replacements, shakes, infant formula, yogurt, sour cream, cream cheese, butter, whipped cream, cheese, ice cream, ice cream bars	Dairy, Milk and Milk Substitute Beverages
Meat, fruits and vegetables	Packaged Perishable Foods (Meat, Eggs & Produce)