

# FURNITURE, APPLIANCES & ELECTRONICS

These best practice reporting tips have been developed specifically for businesses that distribute furniture, appliances, and electronics to consumers either 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](mailto:stewards@cssalliance.ca).

## General Tips:

- ✓ Please ensure that all HR related documents and business cards are included in your report.
- ✓ If your business supplies goods through a retail location please ensure that all 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 WERECYCLE MATERIAL SUBCATEGORIES	REPORTING TIPS
<b>Boxed furniture (DIY or assembled), appliances and electronics</b> Examples include: crib, bookcase, shelves, dining table, fridge, washer, dryer, blender, flat screen TV, speakers, microwave, cell phones, computers, laptops, etc.	Box	<ul style="list-style-type: none"> <li>• Corrugated Cardboard</li> <li>• Boxboard and Other Paper Packaging</li> </ul>	
	Inserts / Dividers	<ul style="list-style-type: none"> <li>• Corrugated Cardboard</li> <li>• Boxboard and Other Paper Packaging</li> </ul>	
	Instruction manual	<ul style="list-style-type: none"> <li>• Other Printed Materials</li> <li>• Other Newsprint – Non-CNA/OCNA Members</li> <li>• Newsprint (Inserts and Circulars)</li> </ul>	
	Plastic bag for smaller component/protective bag for items such as cables/screws etc.	<ul style="list-style-type: none"> <li>• LDPE/HDPE Film</li> <li>• Plastic Laminates – Non-Beverage</li> <li>• PLA, PHA, PHB – Plastic Film</li> </ul>	
	Protective packaging	<ul style="list-style-type: none"> <li>• Expanded Polystyrene – Other</li> <li>• Boxboard and Other Paper Packaging</li> <li>• PLA, PHA, PHB-Non-Beverage</li> <li>• LDPE/HDPE Film</li> </ul>	
	Plastic ties	<ul style="list-style-type: none"> <li>• Other Plastic Packaging &lt;5 Litres – Non-Beverage</li> </ul>	

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<b>Cont'd Boxed furniture (DIY or assembled), appliances and electronics</b> Examples include: crib, bookcase, shelves, dining table, fridge, washer, dryer, blender, flat screen TV, speakers, microwave, cell phones, computers, laptops, etc.	Twist ties	<ul style="list-style-type: none"> <li>Other Steel Containers and Packaging – Non-Beverage</li> <li>Plastic Laminates – Non-Beverage</li> <li>Paper Laminates</li> </ul>	
	Warranty	<ul style="list-style-type: none"> <li>Other Printed Materials</li> <li>Other Newsprint – Non-CNA/OCNA Members</li> <li>Newsprint (Inserts and Circulars)</li> </ul>	
	Bubble wrap	<ul style="list-style-type: none"> <li>Plastic Laminates – Non-Beverage</li> <li>PLA, PHA, PHB – Plastic Film</li> <li>LDPE/ HDPE Plastic Film</li> </ul>	
<b>Blister packaging</b> Examples include: external hard drive, mouse, SIM card reader, etc.	NA	<ul style="list-style-type: none"> <li>Boxboard and Other Paper Packaging</li> <li>Other Plastic Packaging &lt;5 Litres – Non-Beverage</li> <li>PET Thermoform Containers &lt;5 Litres – Non-Beverage</li> </ul>	For blister packaging, please ensure that both the cardboard backing and plastic are reported separately.

If you are a retailer of furniture, appliances and/or electronics, please include any of the following materials that are supplied to consumers as service packaging:

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

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Complimentary gift wrapping		<ul style="list-style-type: none"> <li>Plastic Laminates – Non-Beverage</li> </ul>	
	Sealing sticker	<ul style="list-style-type: none"> <li>Paper Laminates</li> <li>Plastic Laminate – Non-Beverage</li> </ul>	
	Box	<ul style="list-style-type: none"> <li>Boxboard and Other Paper Packaging</li> <li>Corrugated Cardboard</li> </ul>	
	Gift bag	<ul style="list-style-type: none"> <li>Boxboard and Other Paper Packaging</li> <li>Kraft Paper – Non-Laminated</li> <li>Paper Laminates</li> </ul>	Report laminated Kraft bags as Paper Laminates.
Carry-out bags	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>Report laminated Kraft bags as Paper Laminates.</p>
Flyers	N/A	<ul style="list-style-type: none"> <li>Newsprint (Inserts and Circulars)</li> <li>Other Printed Materials</li> <li>Other Newsprint – Non-CNA/OCNA Members</li> </ul>	
Gift card holder	N/A	<ul style="list-style-type: none"> <li>Other Printed Materials</li> <li>Boxboard and Other Paper Packaging</li> <li>Other Plastic Packaging &lt; 5 Litres – Non-Beverage</li> </ul>	Do not report gift cards.
Receipts	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>	
Hang tags	Tag	<ul style="list-style-type: none"> <li>Boxboard and Other Paper Packaging</li> <li>Other Plastic Packaging (not listed above) &lt; 5 Litres – Non-Beverage</li> <li>Natural and Synthetic Textiles</li> </ul>	Report Natural and Synthetic Textiles in Ontario only.

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<b>Hang tags</b>	Hang tag attachment	<ul style="list-style-type: none"> <li>Other Plastic Packaging (not listed above) &lt;5 Litres – Non-Beverage</li> </ul>	For hang tags ensure the hang tag and the attachment are reported separately.
	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 WERECYCLE MATERIAL SUBCATEGORIES	REPORTING TIPS
<b>Box</b>	N/A	<ul style="list-style-type: none"> <li>Boxboard and Other Paper Packaging</li> <li>Corrugated Cardboard</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 - Non-Beverage</li> </ul>	
<b>Label</b>	N/A	<ul style="list-style-type: none"> <li>Boxboard and Other Paper Packaging</li> <li>Paper Laminates – Non-Beverage</li> <li>Plastic Laminates – Non-Beverage</li> </ul>	
<b>Receipt / invoice</b>	Receipt	<ul style="list-style-type: none"> <li>Other Printed Materials</li> </ul>	
	Invoice	<ul style="list-style-type: none"> <li>Other Printed Materials</li> </ul>	
<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>	
	Bubble wrap	<ul style="list-style-type: none"> <li>Plastic Laminates – Non-Beverage</li> <li>PLA, PHA, PHB – Plastic Film</li> <li>LDPE/ HDPE Plastic Film</li> </ul>	

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## FAQ:

### **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.*

### **I am a distributor, and I would like to elect to become a voluntary steward. Am I eligible?**

*If your company is resident in Canada, you are eligible to become a Voluntary steward for brands for which you are the brand owner or you hold the exclusive license to sell the product. If you meet the [voluntary steward criteria](#), you are eligible to become a voluntary steward for those brands in the provinces where you are not resident.*

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## FAQ:

**I am a retailer registered in all 4 programs and we offer a return-to-retail program for my plastic carry-out bags. Sometimes other retailers carry out bags are returned to us. A private contractor manages the end of life of these bags. Am I able to exclude this tonnage from my report as it will not end up in the residential waste stream?**

*MMSM and Stewardship Ontario are the only programs in which stewards may claim a deduction for plastic bags which are returned to retail as part of a return to retail program for plastic bags. A Deduction Declaration Form must be completed and submitted on the WeRecycle Portal by all stewards in Manitoba and Ontario that report a reduced quantity of their total plastic bags supplied due to their return to retail program. Stewards may claim a deduction for all plastics bags returned to retail, regardless of whether those returns include other retailers' bags, with appropriate substantiation on the total quantity of bags returned to retail.*

## **Do I report transportation packaging?**

*Where a steward supplies PPP to the industrial, commercial or institutional (IC&I) sector and the material is not disposed of in the residential waste stream, this constitutes material which is not designated by the programs. It can include corrugated or boxboard shipping cases, plastic pallet wrap or any other material used for the delivery of the product to a retail outlet but is disposed of or recycled through the commercial waste stream and is never provided as packaging to the consumer. Stewards must be able to demonstrate with auditable data that the packaging was supplied only to ICI customers and never supplied to residential consumers and was never managed in the residential waste stream. Stewards must retain all supporting documentation regarding any materials excluded from their report as they may be required to substantiate the exclusion of this material by providing auditable data upon request.*

*On occasion, goods delivered to residential consumers may have packaging that is delivered with the product, but that packaging is sometimes removed from the consumer's home by the delivery service. This packaging is designated because it is supplied to the residential consumer at the time of the delivery but may be eligible for a deduction if the packaging is removed from the residential consumer's home and disposed of outside of the residential waste stream. The steward must have validation data such as auditable documentation from various retailers and their delivery network that supports the deduction of this material from their report, provide supporting information in the Deduction Declaration Form and describe their methodology for calculating the deduction in the methodology section of the annual report. Please see section 2.3.2.3 of the Guidebook for Stewards for more information on Deductions.*

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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.*

## 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
Décor, bedding, china	Small Household Goods (Bedding, Bath & Kitchen)