

GOVERNMENT, GOVERNMENT AGENCIES & CROWN CORPORATIONS

These best practice reporting tips have been developed specifically for all levels of Government, Government Agencies and Crown Corporations. These organizations primarily distribute paper products to residential consumers. This sector also includes government-operated distributors of alcoholic beverages.

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 report all paper products distributed to consumers and households in your steward report. Most often this material is reported under *Other Printed Materials*. However, if printed on newsprint please report under: Other Newsprint - Non-CNA/OCNA Members (Ontario stewards) or *Newsprint (inserts and circulars)* for reporting outside Ontario.
- ✓ All alcoholic beverage containers are on deposit in BC, SK and ON therefore, alcoholic beverage containers should not be reported in these provinces. Beer containers are on deposit in MB therefore beer containers and their secondary packaging should not be reported in MB. Please refer to Part 1.9.2 of the Guidebook for guidance on how to report secondary packaging associated with beer containers as this material is obligated differently in each province. This section of the Guidebook also provides you with links to the Coordinating organizations for alcoholic beverage containers in BC, SK and ON.

COMMON PRODUCTS	COMPONENTS	TYPICAL WERECYCLE MATERIAL SUBCATEGORIES	REPORTING TIPS
Newsletters	N/A	<ul style="list-style-type: none"> • Other Printed Materials • Newsprint (Inserts and Circulars) • Other Newsprint – Non-CNA/OCNA Members 	
Complimentary promotional calendar	N/A	<ul style="list-style-type: none"> • Other Printed Materials 	

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COMMON PRODUCTS	COMPONENTS	TYPICAL WERECYCLE MATERIAL SUBCATEGORIES	REPORTING TIPS
Sticker on transit pass	N/A	<ul style="list-style-type: none"> Plastic Laminates – Non-Beverage 	Please do not report the Transit Pass as it is not designated.
Newspaper	Newspapers	<ul style="list-style-type: none"> Newspapers Other Newsprint – Non-CNA/OCNA Members 	
	Protective film	<ul style="list-style-type: none"> LDPE/HDPE Film PLA, PHA, PHB – Plastic Film Plastic Laminates – Non-Beverage 	
	Subscription letters	<ul style="list-style-type: none"> Other Printed Materials 	
	Envelope	<ul style="list-style-type: none"> Other Printed Materials 	
Statements	Statement of bill	<ul style="list-style-type: none"> Other Printed Materials 	
	Envelopes	<ul style="list-style-type: none"> Other Printed Materials 	
Pamphlets	N/A	<ul style="list-style-type: none"> Other Printed Materials Newsprint (Inserts and Circulars) 	
Lottery tickets	N/A	<ul style="list-style-type: none"> Other Printed Materials 	
Complimentary maps / park guides	N/A	<ul style="list-style-type: none"> Other Printed Materials Newsprint (Inserts and Circulars) Other Newsprint – Non-CNA/OCNA Members 	If printed on newsprint please report under Newsprint (Inserts and Circulars).
Scratch cards	N/A	<ul style="list-style-type: none"> Other Printed Materials 	

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COMMON PRODUCTS	COMPONENTS	TYPICAL WERECYCLE MATERIAL SUBCATEGORIES	REPORTING TIPS
Transfers (for public transit)	N/A	<ul style="list-style-type: none"> Other Printed Materials Newsprint (Inserts and Circulars) Other Newsprint – Non-CNA/OCNA Members 	

Reporting Alcoholic Beverage Containers:

COMMON PRODUCTS	COMPONENTS	TYPICAL WERECYCLE MATERIAL SUBCATEGORIES	REPORTING TIPS
Bottles (beer, wine or spirits)	Bottle	<ul style="list-style-type: none"> PET Bottles < 5 Litres – Beverage – Wine and Spirits HDPE Bottles, Jars and Jugs < 5 Litres – Beverage – Wine and Spirits Clear Glass < 5 Litres – Beverage – Wine and Spirits Coloured Glass < 5 Litres – Beverage – Wine and Spirits Other Plastic Packaging < 5 Litres – Beverage – Wine and Spirits 	<p>Wood is not a designated material – please do not include wood packaging in your report.</p> <p>Where a deposit program does not exist, report bottle caps, rings and labels. Report caps and bottle rings from beverage containers under the appropriate non-beverage categories if not using the Component Threshold Rule.</p>
	Bottle cap and ring	<ul style="list-style-type: none"> Other Aluminum Packaging Other Steel Containers and Packaging – Non-Beverage Other Plastic Packaging < 5 Litres – Non-Beverage 	
	Label	<ul style="list-style-type: none"> Boxboard and Other Paper Packaging Paper Laminates Plastic Laminates – Non-Beverage 	

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COMMON PRODUCTS	COMPONENTS	TYPICAL WERECYCLE MATERIAL SUBCATEGORIES	REPORTING TIPS
Bottles (beer, wine or spirits)	Outer packaging	<ul style="list-style-type: none"> • Boxboard and Other Paper Packaging • Corrugated Cardboard • Other Steel Containers and Packaging – Non-Beverage • Other Aluminum Packaging 	
Alcohol multi-packs	Box	<ul style="list-style-type: none"> • Corrugated Cardboard • Boxboard and Other Paper Packaging 	Secondary packaging that is distributed to the consumer is designated even if the actual beverage container is on deposit.
	Protective film	<ul style="list-style-type: none"> • LDPE/HDPE Film • Plastic Laminates – Non-Beverage • PLA,PHA,PHB – Plastic Film 	
	Six-pack ring	<ul style="list-style-type: none"> • Other Plastic Packaging < 5 Litres – Non-Beverage • Plastic Laminates – Non-Beverage 	
Gift set box	Box	<ul style="list-style-type: none"> • Corrugated Cardboard • Boxboard and Other Paper Packaging • Other Aluminum Packaging • Other Steel Containers and Packaging – Non-Beverage 	Secondary packaging that is distributed to the consumer is designated even if the actual beverage container is on deposit. This would include boxes or bags around a gift set.
	Window	<ul style="list-style-type: none"> • Plastic Laminates – Non-Beverage 	
	Inner mold	<ul style="list-style-type: none"> • Non-Expanded Polystyrene – Other • Other Plastic Packaging < 5 Litres – Non-Beverage 	
	Protective film	<ul style="list-style-type: none"> • LDPE/HDPE Film • Plastic Laminates – Non-Beverage • PLA,PHA,PHB – Plastic Film 	

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COMMON PRODUCTS	COMPONENTS	TYPICAL WERECYCLE MATERIAL SUBCATEGORIES	REPORTING TIPS
Promotional attachments (alcohol samples)	Bottle	<ul style="list-style-type: none"> • Clear Glass – Beverage – Wine and Spirits • Coloured Glass – Beverage – Wine and Spirits • PET Bottles < 5 Litres – Wine and Spirits • HDPE Bottles, Jars and Jugs < 5 Litres – Wine and Spirits • Other Plastic Packaging - < 5 Litres – Beverage – Wine and Spirits 	Not reported in BC, ON or SK. Where a deposit program does not exist, report bottle caps, rings and labels. Report caps and bottle rings from beverage containers under the appropriate non-beverage categories when not using the Component Threshold Rule.
	Bottle cap and ring	<ul style="list-style-type: none"> • Other Aluminum Packaging • Other Steel Containers and Packaging – Non-Beverage • Other Plastic Packaging < 5 Litres – Non-Beverage 	
	Label	<ul style="list-style-type: none"> • Boxboard and Other Paper Packaging • Paper Laminates • Plastic Laminates –Non-Beverage 	
	Plastic attachment	<ul style="list-style-type: none"> • Other Plastic Packaging < 5 Litres – Non-Beverage 	
	Film attachment	<ul style="list-style-type: none"> • Plastic Laminates – Non-Beverage • LDPE/ HDPE Film • PLA, PHA, PHB – Plastic Film 	
Bag in a box wine	Box	<ul style="list-style-type: none"> • Corrugated Cardboard 	Not reported in BC, ON, or SK.
	Bag	<ul style="list-style-type: none"> • PLA, PHA, PHB – Plastic Film • Other Plastic Packaging - < 5 Litres – Wine and Spirits • Plastic Laminates – Beverage – Wine and Spirits 	

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Bag in a box wine	Spout	<ul style="list-style-type: none"> Other Plastic Packaging – < 5 Litres – Non-Beverage 	
Carton wine	Carton	<ul style="list-style-type: none"> Gable Top Containers – Beverage – Wine and Spirits Aseptic Containers – Beverage – Wine and Spirits 	Not reported in BC, ON, or SK.
	Cap and seal	<ul style="list-style-type: none"> Other Plastic Packaging < 5 Litres – Non-Beverage 	
Magazines	Magazine	<ul style="list-style-type: none"> Magazines Newsprint (Inserts & Circulars) Other Newsprint – Non-CNA/OCNA Members 	Magazines printed on newsprint should be reported under Newsprint (Inserts & Circulars) or Other Newsprint – Non-CNA/OCNA Members.
	Protective film	<ul style="list-style-type: none"> LDPE/HDPE Film Plastic Laminates – Non-Beverage PLA,PHA,PHB – Plastic Film 	
Accessory packaging	Box	<ul style="list-style-type: none"> Boxboard and Other Paper Packaging Corrugated Cardboard 	
	Protective film	<ul style="list-style-type: none"> LDPE/HDPE Film Plastic Laminates – Non-Beverage PLA,PHA,PHB – Plastic Film 	
	Price tag	<ul style="list-style-type: none"> Paper Laminates Plastic Laminates – Non-Beverage 	
Alcoholic canned beverages	N/A	<ul style="list-style-type: none"> Aluminum – Beverage Containers – Wine and Spirits Other Steel Containers and Packaging – Beverage – Wine and Spirits 	Not reported in BC, ON, or SK.

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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 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 	<p>Report Natural and Synthetic Textiles in Ontario only.</p>
	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 	

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	Box	<ul style="list-style-type: none"> Boxboard and Other Paper Packaging 	
Gift card holder	N/A	<ul style="list-style-type: none"> Other Printed Materials Boxboard and Other Paper Packaging 	Do not report gift cards.
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. For Hang Tags, ensure that the hang tag and attachment are reported separately.
	Hang tag attachment	<ul style="list-style-type: none"> Other Plastic Packaging (not listed above) <5 Litres – Non-Beverage 	
	Price sticker	<ul style="list-style-type: none"> Paper Laminates Plastic Laminates – Non-Beverage 	
Carry-out boxes	N/A	<ul style="list-style-type: none"> Corrugated Cardboard Boxboard and Other Paper Packaging 	

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FAQ:

Are lottery tickets and scratch cards designated?

Yes. Please ensure that both lottery tickets and scratch cards are included in your report as they are paper products distributed to consumers and therefore are designated under Other Printed Materials.

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 obligated materials and should be reported under Other Printed Materials.

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 needs to be included in your steward report and reported under Other Printed Materials.

However, blank envelopes sold as product are a designated material in BC and SK only. If you sell blank envelopes to consumers in those two provinces, please report them under Purchased Posters, Calendars, Greeting Cards and Blank Envelopes.

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FAQ:

Why should I include transit transfers in my report when people normally dispose of them on the street?

If you know the portion of transfers that are not disposed of in the residential waste stream you may deduct that portion of material from your annual report by completing the Deduction Declaration Form, providing appropriate validation data and describing the methodology used for calculating the deduction in the methodology section of the annual report.

If you do not have actual data to determine the portion of transfers not disposed of in the residential waste stream, you may undertake a third-party study to provide the necessary data. This could be a waste audit data or market research. If using this type of data, please ensure that:

- a copy of the study, data or research is included along with your submission,
- information such as time frame of the study/research/data, demographics, location, survey questions, and results are clearly stated,
- any other relevant information is provided and that the questions asked in the research and study demonstrate the percentage of transfers managed outside the residential waste stream.