

HORTICULTURE & AGRICULTURE

These best practice reporting tips have been developed specifically for businesses that distribute plants, plant containers and floral products

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 that all HR related documents and business cards are included in your steward report.
- ✓ Please include in your report any plastic, corrugate or boxboard trays supplied to consumers for easy transportation of their plants home.
- ✓ Please check the resin codes on your plastic packaging as different plastics are reported under different material subcategories.

COMMON PRODUCTS	COMPONENTS	TYPICAL WERECYCLE MATERIAL SUBCATEGORIES	REPORTING TIPS
Plant packaging	Pot	<ul style="list-style-type: none"> • Other Plastic Packaging <5 Litres – Non-Beverage • Non-Expanded Polystyrene – Other 	Plant pots that are intended to remain with the perennial plant throughout its entire life (i.e. the plant is not temporarily packaged in a pot/holder until it can be re-potted or planted) are not designated packaging unless such packaging is considered 'dual use' plant packaging. Dual use plant
	Plant identifier	<ul style="list-style-type: none"> • Paper Laminates • Boxboard and Other Paper Packaging • Other Printed Materials • Other Plastic Packaging (not listed above) < 5 Litres – Non-Beverage 	
	Protective film	<ul style="list-style-type: none"> • PLA, PHA, PHB – Plastic Film • LDPE/HDPE Film • Plastic Laminates – Non-Beverage 	

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COMMON PRODUCTS	COMPONENTS	TYPICAL WERECYCLE MATERIAL SUBCATEGORIES	REPORTING TIPS
Plant packaging	Care instructions	<ul style="list-style-type: none"> • Other Printed Materials • Other Newsprint – Non-CNA/ OCNA Members • Newsprint (Inserts and Circulars) 	<p>packaging would be defined as: a plant pot format that is designed to either remain with the plant throughout its entire life, or to temporarily package plants prior to being re-potted or planted. Such packaging is considered to be “dual use plant packaging”. All dual use plant packaging supplied with a living perennial plant is designated regardless of whether or not the pot/holder remains with the plant throughout its entire life.</p>
Plant feed	Pouch	<ul style="list-style-type: none"> • Plastic Laminates – Non-Beverage 	
	Box	<ul style="list-style-type: none"> • Boxboard and Other Paper Packaging 	
	Bottle, jar or jug	<ul style="list-style-type: none"> • Other Plastic Packaging < 5 Litres – Non-Beverage • Other Plastic Packaging > 5 Litres – Non-Beverage • HDPE Bottles, Jars and Jugs < 5 Litres – Non-Beverage 	

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		<ul style="list-style-type: none"> • HDPE Bottles, Jars and Jugs > 5 Litres – Non-Beverage • PET Bottles < 5 Litres – Non-Beverage • PET Bottles > 5 Litres – Non-Beverage 	
	Plastic Lid	<ul style="list-style-type: none"> • Other Plastic Packaging < 5 Litres – Non-Beverage 	
	Inner protective film	<ul style="list-style-type: none"> • Paper Laminates • Plastic Laminates – Non-Beverage • Other Aluminum Packaging 	
	Tamper resistant film	<ul style="list-style-type: none"> • LDPE/HDPE Film • PLA, PHA, PHB- Plastic Film • Plastic Laminates – Non-Beverage 	
	Label	<ul style="list-style-type: none"> • Paper Laminates • Boxboard and Other Paper Packaging • Plastic Laminates – Non-Beverage 	
Plant seeds	Packets	<ul style="list-style-type: none"> • Paper Laminates • Plastic Laminates- Non-Beverage 	
	Bags	<ul style="list-style-type: none"> • LDPE/HDPE Film • PLA, PHA, PHB – Plastic Film • Plastic Laminates – Non-Beverage 	
Fresh cut flowers	Paper wrapping	<ul style="list-style-type: none"> • Paper Laminates • Plastic Laminates – Non-Beverage • Boxboard and Other Paper Packaging 	
	Protective film	<ul style="list-style-type: none"> • LDPE/HDPE Film • PLA, PHA, PHB – Plastic Film • Plastic Laminates – Non-Beverage 	

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COMMON PRODUCTS	COMPONENTS	TYPICAL WERECYCLE MATERIAL SUBCATEGORIES	REPORTING TIPS
	Sticker	<ul style="list-style-type: none"> Paper Laminates Plastic Laminates – Non-Beverage 	
	Packet for the food	<ul style="list-style-type: none"> Paper Laminates Plastic Laminates – Non-Beverage 	
	Protective film for ring around multi-packs	<ul style="list-style-type: none"> PLA, PHA, PHB – Plastic Film LDPE/HDPE Film Plastic Laminates – Non-Beverage 	
Magazines and catalogues	Magazines	<ul style="list-style-type: none"> Newsprint (Inserts and Circulars) Other Newsprint – Non-CNA/OCNA Members 	Magazines and Catalogues printed on newsprint should be reported as Newsprint (Inserts and Circulars) or Other Newsprint – Non CNA/OCNA Members.
	Catalogues	<ul style="list-style-type: none"> Newsprint (Inserts and Circulars) Other Newsprint – Non-CNA/OCNA Members 	

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

COMMON PRODUCTS	COMPONENTS	TYPICAL WERECYCLE MATERIAL SUBCATEGORIES	REPORTING TIPS
Carry-out trays	N/A	<ul style="list-style-type: none"> Boxboard and Other Paper Packaging Corrugated Cardboard Other Plastic Packaging < 5 Litres – Non-Beverage 	

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COMMON PRODUCTS	COMPONENTS	TYPICAL WERECYCLE MATERIAL SUBCATEGORIES	REPORTING TIPS
Carry-out bags	N/A	<ul style="list-style-type: none"> • LDPE/ HDPE Film – Carry-Out Bags • PLA, PHA, PHB - Carry-Out Bags • Plastic Laminates – Non-Beverage • 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>
Receipts	Retail receipt	<ul style="list-style-type: none"> • Other Printed Materials 	
	Credit / debit receipt	<ul style="list-style-type: none"> • Other Printed Materials 	
Hang tag	Hang Tag	<ul style="list-style-type: none"> • Boxboard and Other Paper Packaging • Natural and Synthetic Textiles 	<p>Report Natural and Synthetic Textiles in Ontario Only.</p> <p>For Hang Tags ensure the hang tab and the attachment are reported separately.</p>
	Hang Tag Attachment	<ul style="list-style-type: none"> • Other Plastic Packaging < 5 Litres – Non-Beverage 	
	Price sticker	<ul style="list-style-type: none"> • Paper Laminates • Plastic Laminates – Non-Beverage 	

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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 2.0 of the Guidebook.

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 purchase non-branded packaging from a wholesaler for my garden centre. I am not putting my brand name on it. The packaging manufacturer's name is on the bottom of the container. 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.

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FAQ:

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.

I supply plant pots to retailers. Do I need to include 100% of these as some consumers may keep them with the plant?

Plants can be purchased in a variety of different types of containers some of which are designated in PPP stewardship programs and some are not. Whether or not a plant pot is a designated material is dependent upon its durability and whether or not it is designed for the consumer to keep the pot or dispose of it shortly after purchase.

- **Designated** plant pots are those that contain a plant, tree, shrub, flower or multiple plants that are meant to be transplanted shortly after purchase. These types of non-decorative containers provide only temporary packaging for plants and should be reported by the resident grower or company that fills the pots or plant containers – this may be the first importer and/or may be a retailer that has rebranded the plant container.
- **Non-designated** plant pots are decorative in nature and are meant to stay with the flower or plant for the life of that plant (this applies to indoor and outdoor plants) and should not be reported by the steward.

Dual use plant packaging would be defined as: a particular plant pot format designed to either remain with the plant throughout its entire life or to temporarily package plants prior to being repotted or planted. Such packaging is considered to be “dual use plant packaging”. All dual-use plant packaging supplied with a living perennial plant is designated regardless of whether or not the pot/holder remains with the plant throughout its entire life.

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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
Dairy beverages	Dairy Products and Milk and Milk Substitute Beverages
Cookies, chips, crackers, condiments	Packaged Foods
Candy, chocolate	Confectionary
Quick service food packaging	Restaurants & Quick Service Restaurants