

PACKAGED FOODS

These best practice reporting tips have been developed specifically for brand owners who distribute packaged food products to consumers.

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 include all secondary packaging that goes to the household such as the plastic wrap around multiple cans of tuna or the plastic wrap around multiple cans of soup
- ✓ Please include all HR related documents and business cards are included in your steward report
- ✓ Stewards may be able to use the Component Threshold Rule in reporting packaging that is made up of two or more different material types when certain components of the package constitute a small proportion of the entire packaging. Please see Part Two, section 2.4.1 of the Guidebook for more details on how to use the Component Threshold Rule.

COMMON PRODUCTS	COMPONENTS	TYPICAL WERECYCLE MATERIAL SUBCATEGORIES	REPORTING TIPS
Boxed dry goods Examples include: cereal, granola bars, pasta, etc.	Box	<ul style="list-style-type: none">• Boxboard and Other Paper Packaging	The Component Threshold Rule cannot be used for the packaging of a free toy inside a box of cereal (or similar product give-aways that are included in or on a product).
	Liner	<ul style="list-style-type: none">• LDPE/HDPE Film• PLA, PHA, PHB – Plastic Film• Plastic Laminates – Non-Beverage• Paper Laminates	

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Bagged dry goods Examples include: pasta, cookies, bagged rice, rolled oats, etc.	Bag	<ul style="list-style-type: none"> • PLA, PHA, PHB – Plastic Film • Plastic Laminates – Non-Beverage • LDPE/HDPE Film • Paper Laminates • Natural and Synthetic Textiles 	Report Natural and Synthetic Textiles in Ontario only. <i>Laminated Kraft bags are reported as Paper Laminates.</i>
	Tray	<ul style="list-style-type: none"> • Other Plastic Packaging <5 Litres – Non-Beverage • PET Thermoform <5 Litres – Non-Beverage • Non-Expanded Polystyrene – Other 	
Frozen food Examples include: microwaveable meals, frozen fruit and vegetables, frozen burgers, etc.	Outer box	<ul style="list-style-type: none"> • Boxboard and Other Paper Packaging • Paper Laminates 	
	Tray	<ul style="list-style-type: none"> • Paper Laminates • Non-Expanded Polystyrene – Other • Plastic Laminates – Non-Beverage 	
	Freshness seal	<ul style="list-style-type: none"> • PLA, PHA, PHB – Plastic Film • Plastic Laminates – Non-Beverage • LDPE/HDPE Film 	
	Bag	<ul style="list-style-type: none"> • PLA, PHA, PHB – Plastic Film • Plastic Laminates – Non-Beverage • LDPE/HDPE Film 	
Canned food Examples include: canned soups, canned tuna, canned vegetables, etc.	Can	<ul style="list-style-type: none"> • Aluminum Food Containers – Non-Beverage • Other Steel Containers and Packaging – Non-Beverage 	To distinguish between steel and aluminum, apply a magnet to both materials. The magnet will stick to steel and not aluminum.
	Label	<ul style="list-style-type: none"> • Paper Laminates • Plastic Laminates – Non-Beverage • Boxboard and Other Paper Packaging 	

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Canned food Examples include: pasta sauce, baby food, condiments, salad dressing, etc.	Freshness seal	<ul style="list-style-type: none"> • Other Aluminum Packaging • PLA, PHA, PHB – Plastic Film • LDPE/ HDPE Film • Plastic Laminates – Non-Beverage 	
Bottles / jarred food Examples include: pasta sauce, baby food, condiments, salad dressings, etc.	Bottle	<ul style="list-style-type: none"> • HDPE Bottles and Jugs <5 Litres – Non-Beverage • PET Bottles <5 Litres – Non-Beverage • Clear Glass – Non-Beverage • Coloured Glass – Non-Beverage • Other Plastic Packaging <5L – Non-Beverage 	
	Lid	<ul style="list-style-type: none"> • Aluminum Food Containers – Non-Beverage • Other Steel Containers and Packaging – Non-Beverage • Other Plastic Packaging <5 Litres – Non-Beverage 	
	Label	<ul style="list-style-type: none"> • Paper Laminates • Boxboard and Other Paper Packaging • Plastic Laminates – Non-Beverage 	
Liquid goods (non-beverage in aseptic containers) Examples include: stock, ready-to-serve soups, etc.	Container	<ul style="list-style-type: none"> • Aseptic Containers – Non-Beverage 	
	Lid	<ul style="list-style-type: none"> • Other Plastic Packaging <5 Litres – Non-Beverage • Other Aluminum Packaging 	
	Pull tab/seal	<ul style="list-style-type: none"> • Other Plastic Packaging <5 Litres – Non-Beverage • Other Aluminum Packaging 	

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Bread	Bag	<ul style="list-style-type: none"> • Other Aluminum Packaging • LDPE/HDPE Film • Other Plastic Packaging < 5 Litres – Non-Beverage • Plastic Laminates – Non-Beverage • Paper Laminates 	
	Twist tie / plastic closures	<ul style="list-style-type: none"> • Other Steel Containers and Packaging – Non-Beverage • Plastic Laminates – Non-Beverage • Paper Laminates • Other Plastic Packaging < 5 Litres – Non-Beverage 	
Snacks Examples include: chips, popcorn, pudding cups, gourmet snacks, etc.	Bag	<ul style="list-style-type: none"> • Paper Laminates • Plastic Laminates – Non-Beverage • PLA, PHA, PHB – Plastic Film 	Packaging for chips is most commonly reported under Plastic Laminates – Non-Beverage.
	Canister	<ul style="list-style-type: none"> • Paper Laminates • Boxboard and Other Paper Packaging 	
	Outer box	<ul style="list-style-type: none"> • Boxboard and Other Paper Packaging 	
	Outer film	<ul style="list-style-type: none"> • Plastic Laminates – Non-Beverage • PLA, PHA, PHB – Plastic Film • LDPE/ HDPE Film 	
	Lid	<ul style="list-style-type: none"> • Other Plastic Packaging <5 Litres – Non-Beverage 	
	Peel	<ul style="list-style-type: none"> • Other Aluminum Packaging • Plastic Laminates – Non-Beverage 	

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<p>Snacks Examples include: chips, popcorn, pudding cups, gourmet snacks, etc.</p>	Cups	<ul style="list-style-type: none"> PET Thermoform <5 Litres – Non-Beverage Other Plastic Packaging < 5 Litres – Non-Beverage Non-Expanded Polystyrene - Other 	
<p>Baking products and spices Examples include: spices, sugar, flour, salt, baking powder, sprinkles, chocolate chips, etc.</p>	Paper bag	<ul style="list-style-type: none"> Paper Laminates Kraft Paper – Non-Laminated Boxboard and Other Paper Packaging 	<p>To distinguish between steel and aluminum, apply a magnet to both materials. The magnet will stick to steel and not aluminum.</p>
	Plastic bag	<ul style="list-style-type: none"> PLA, PHA, PHB – Plastic Film LDPE/HDPE Film Plastic Laminates – Non-Beverage 	
	Jar or tin	<ul style="list-style-type: none"> HDPE Bottles and Jugs <5 Litres – Non-Beverage PET Bottles <5 Litres – Non-Beverage Other Plastic Packaging <5 Litres – Non-Beverage Aluminum Food Containers – Non-Beverage Other Steel Containers and Packaging – Non-Beverage 	
	Bottle	<ul style="list-style-type: none"> Clear Glass – Non-Beverage Coloured Glass – Non-Beverage Other Plastic Packaging <5 Litres – Non-Beverage PET Bottles and Jars <5L – Non-Beverage HDPE Bottles, Jars and Jugs <5L – Non-Beverage 	

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<p>Baking products and spices Examples include: spices, sugar, flour, salt, baking powder, sprinkles, chocolate chips, etc.</p>	Box	<ul style="list-style-type: none"> • Boxboard and Other Paper Packaging • Corrugated Cardboard 	
	Wrapper	<ul style="list-style-type: none"> • Paper Laminates 	
	Canister	<ul style="list-style-type: none"> • Paper Laminates • Boxboard and Other Paper Packaging 	
	Spout	<ul style="list-style-type: none"> • Other Aluminum Packaging • Other Steel Containers and Packaging – Non-Beverage 	
	Lid	<ul style="list-style-type: none"> • Other Plastic Packaging <5 Litres – Non-Beverage • Other Aluminum Packaging • Other Steel Containers and Packaging – Non-Beverage 	
<p>Coffee / tea</p>	Outer box	<ul style="list-style-type: none"> • Boxboard and Other Paper Packaging 	
	Tea / coffee can	<ul style="list-style-type: none"> • Other Aluminum Packaging • Other Steel Containers and Packaging – Non-Beverage 	
	Lid	<ul style="list-style-type: none"> • Other Plastic Packaging <5 Litres – Non-Beverage • Other Aluminum Packaging • Other Steel Containers and Packaging – Non-Beverage 	
	Label	<ul style="list-style-type: none"> • Paper Laminates • Boxboard and Other Paper Packaging • Plastic Laminates – Non-Beverage 	
	Bag	<ul style="list-style-type: none"> • Plastic Laminates – Non-Beverage • PLA, PHA, PHB – Plastic Film • LDPE/HDPE Film • Kraft Paper – Non-Laminated 	

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Cont'd Coffee / tea	Protective wrap	<ul style="list-style-type: none"> Plastic Laminates – Non-Beverage PLA, PHA, PHB – Plastic Film LDPE/HDPE Film 	<p>Report Natural and Synthetic Textiles in Ontario only (e.g., tea bag string).</p> <p>To distinguish between steel and aluminum, apply a magnet to both materials. The magnet will stick to steel and not aluminum.</p>
	Pods	<ul style="list-style-type: none"> Other Plastic Packaging <5 Litres – Non-Beverage Other Aluminum Packaging 	
	Tea string	<ul style="list-style-type: none"> Natural and Synthetic Textiles 	
	Jar	<ul style="list-style-type: none"> Clear Glass – Non-Beverage Other Plastic Packaging <5 Litres – Non-Beverage PET Bottles and Jars <5L – Non-Beverage HDPE Bottles, Jars and Jugs <5 Litres – Non-Beverage 	

Mail Order Packaging:

COMMON PRODUCTS	COMPONENTS	TYPICAL WERECYCLE MATERIAL SUBCATEGORIES	REPORTING TIPS
Box	N/A	<ul style="list-style-type: none"> Boxboard and Other Paper Packaging Corrugated Cardboard 	
Shipping envelope	N/A	<ul style="list-style-type: none"> Plastic Laminates – Non-Beverage LDPE/HDPE Film PLA, PHA, PHB – Plastic Film Paper Laminates 	
Label	N/A	<ul style="list-style-type: none"> Paper Laminates Boxboard and Other Paper Packaging Plastic Laminates – Non-Beverage 	

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Receipt / invoice	Receipt	<ul style="list-style-type: none"> • Other Printed Materials 	
	Envelope	<ul style="list-style-type: none"> • Other Printed Materials 	
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 • 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 • PLA, PHA, PHB – Plastic Film • LDPE/ HDPE - Film 	

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FAQ:

What do I do if I supply the same product to both commercial and residential consumers?

If you supply the same product to residential consumers and commercial customers, the PPP associated with the product supplied to commercial (IC&I) customers should be excluded from your report if the commercial customer never re-supplies the material to a residential consumer and disposes of the PPP through its commercial waste management services. Stewards must report all PPP associated with products supplied to residential consumers. Stewards must be able to demonstrate with auditable data that the PPP excluded from their report was supplied to commercial customers for their consumption and does not enter the residential waste stream. Stewards must retain supporting documentation regarding any exclusions as you may be required to substantiate the exclusion. Please note that PPP supplied to home offices is not a permitted exclusion. Please see section 2.3.1 of the Guidebook for Stewards for more information on exclusions.

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 is 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.

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.

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FAQ:

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.

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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 PRODUCTS	SECTOR TIP SHEET
Water, juices, pop	Non-Dairy Beverages
Chocolate, candies, mints, lollipops, gum, syrups	Confectionery
Milk, cream, meal replacements, shakes, infant formula, yogurt, sour cream, cream cheese, butter, whipped cream, cheese, ice cream, ice cream bars	Dairy and Milk & Milk Substitute Beverages
Meat, fruits and vegetables	Packaged Perishable Foods (Meat, Eggs & Produce)
Laundry detergent and bleach, wipes, window cleaners, polish, dryer sheets, toilet paper, facial tissues, shampoos and conditioners, hair removal products, hair colouring kits, hair styling products, skin care, nail care, makeup, perfume/cologne, deodorant, oral care, feminine care products, family planning and contraceptive products, health supplements, hair tools and accessories, diapers, baby products, eye care	Personal Care & Household Products