

RESTAURANTS, QUICK SERVICE RESTAURANTS & THEATRES

These best practice reporting tips have been developed specifically for businesses in the quick service restaurant sector.

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:

✓ Reporting Beverage Milk and Milk Substitutes:

Recycle BC:

- Milk is not on deposit when milk appears as one of the first three ingredients in the ingredient list and needs to be reported to Recycle BC
- Milk substitutes (milk substitutes from vegetables, nuts or grains) are not on deposit and need to be reported to Recycle BC
- Ready-to-drink infant formula, dietary supplements and meal replacements are not on deposit and need to be reported to Recycle BC

MMSW:

- All milk beverages (including milk, buttermilk, cream, fluid coffee cream, lactose-free milk products, drinkable yogurts) and non-dairy ready-to-drink milk substitute beverages (such as rice milk, almond milk, soy milk, coconut milk) are included in the SK deposit program and should not be reported to MMSW.
- Ready-to-drink infant formula, dietary supplements & meal replacement beverages are not on deposit and should be reported to MMSW
- ✓ Please ensure that all HR related documents and business cards are included in your steward report.
- ✓ Please include all packaging and paper products associated with your private label brands.
- ✓ Please check the resin codes on your plastic packaging as different plastics are reported under different material subcategories.

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COMMON PRODUCTS	COMPONENTS	TYPICAL WERECYCLE MATERIAL SUBCATEGORIES	REPORTING TIPS
Receipts	Store receipt	<ul style="list-style-type: none"> Other Printed Materials 	
	Credit / debit receipt	<ul style="list-style-type: none"> Other Printed Materials 	
Promotional coupons / contests	N/A	<ul style="list-style-type: none"> Other Printed Materials 	
Take-out menus	N/A	<ul style="list-style-type: none"> Other Printed Materials 	
Carry-out bags, carry-out trays, molded fibreboard beverage trays for multiple food or beverage items	N/A	<ul style="list-style-type: none"> PLA, PHA, PHB – Carry-Out Bags LDPE/HDPE Film Kraft Paper Bags (Point of Sale) Boxboard and Other Paper Packaging Corrugated Cardboard Paper Laminated Plastic Laminates 	Report laminated Kraft bags as Paper Laminates
Pop beverage cup	Cup	<ul style="list-style-type: none"> Paper Laminates 	
	Lid	<ul style="list-style-type: none"> Non-Expanded Polystyrene – Other Other Plastic Packaging <5 Litres – Non-Beverage 	
Hot beverage cups	Cup	<ul style="list-style-type: none"> Paper Laminates Expanded Polystyrene – Food Packaging 	
	Lid	<ul style="list-style-type: none"> Non-Expanded Polystyrene – Other Other Plastic Packaging <5L – Non-Beverage 	
	Sleeve	<ul style="list-style-type: none"> Corrugated Cardboard Boxboard and Other Paper Packaging 	
	Spill stick	<ul style="list-style-type: none"> Other Plastic Packaging <5 Litres – Non-Beverage 	

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		<ul style="list-style-type: none"> Other Plastic Packaging <5 Litres – Non-Beverage 	
Cold coffee beverage cups	Cup	<ul style="list-style-type: none"> Non-Expanded Polystyrene – Other Other Plastic Packaging <5 Litres – Non-Beverage PET Thermoform Containers <5 Litres – Non-Beverage 	
	Lid	<ul style="list-style-type: none"> Non-Expanded Polystyrene – Other Other Plastic Packaging <5 Litres – Non-Beverage PET Thermoform Containers <5 Litres – Non-Beverage 	
Individual juice box	Juice box	<ul style="list-style-type: none"> Aseptic Containers – Beverage – Non-Alcoholic – Non-Carbonated Gable Top Containers – Beverage – Non-Alcoholic – Non-Carbonated 	<p>Stewards should not report the straw on a juice box.</p> <p>Juice boxes are on deposit in BC and SK.</p>
	Plastic straw wrapper	<ul style="list-style-type: none"> LDPE/ HDPE Film PLA, PHA, PHB Plastic Film Plastic Laminates – Non-Beverage 	
Bottled beverages – non-dairy	Bottle	<ul style="list-style-type: none"> PET Bottles < 5 Litres – Beverage – Non-Alcoholic – Non-Carbonated PET Bottles < 5 Litres – Beverage – Non-Alcoholic –Carbonated HDPE Bottles, Jars and Jugs < 5 Litres – Beverage – Carbonated HDPE Bottles, Jars and Jugs < 5 Litres – Beverage – Non-Carbonated 	Only report beverages for which you are the brand owner or first importer.

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Bottled beverages – non-dairy		<ul style="list-style-type: none"> • Clear Glass < 5 Litres – Beverage - Non-Alcoholic – Non-Carbonated • Clear Glass < 5 Litres – Beverage - Non-Alcoholic – Carbonated • Coloured Glass < 5 Litres – Beverage - Non-Alcoholic – Carbonated • Coloured Glass < 5 Litres – Beverage - Non-Alcoholic – Non-Carbonated • Other Plastic Packaging <5L – Beverage – Non-Alcoholic – Non-Carbonated • Other Plastic Packaging <5L – Beverage – Non-Alcoholic - Carbonated 	<p>Where a deposit program does not exist, report bottle caps, rings and labels. Stewards are to report caps and bottle rings from beverage containers under the non-beverage categories unless using the Component Threshold Rule.</p>
	Bottle cap and ring	<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 • Boxboard and Other Paper Packaging 	
Bottled beverages – milk and milk substitute beverages	Bottle	<ul style="list-style-type: none"> • PET Bottles < 5 Litres – Beverage - Milk and Milk Substitutes • HDPE Bottles, Jars & Jugs < 5 Litres – Beverage – Milk and Milk Substitutes • Clear Glass < 5 Litres – Beverage – Milk and Milk Substitutes • Coloured Glass < 5 Litres – Beverage – Milk and Milk Substitutes • Other Plastic Packaging <5L – Beverage – Milk and Milk Substitutes 	<p>Only report beverage containers for which you are the brand owner or first importer.</p> <p>Please refer to the General Tips for guidance on reporting milk and milk substitutes in BC and SK.</p>

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Bottled beverages – milk and milk substitute beverages	Bottle cap and ring	<ul style="list-style-type: none"> • Other Plastic Packaging <5 Litres – Non-Beverage • Other Steel Containers and Packaging - Non-Beverage 	<p>Where a deposit program does not exist report caps and bottle rings from beverage containers under the non-beverage categories unless using the Component Threshold Rule.</p> <p>Stewards should not report the straw attached to a ready-to-drink, beverage container.</p>
	Label	<ul style="list-style-type: none"> • Paper Laminates • Plastic Laminates – Non-Beverage • PLA, PHA, PHB – Plastic Film • Boxboard and Other Paper Packaging • LDPE/HDPE Film 	
	Carton	<ul style="list-style-type: none"> • Gable Top Containers – Beverage – Milk and Milk Substitutes • Aseptic Containers – Beverage – Milk and Milk Substitutes 	
	Straw wrapper	<ul style="list-style-type: none"> • LDPE/HDPE Film • PLA, PHA, PHB – Plastic Film • Plastic Laminates – Non-Beverage 	
Beverage cans	N/A	<ul style="list-style-type: none"> • Aluminum Beverage Containers – Non-Alcoholic – Carbonated • Aluminum Beverage Containers – Non-Alcoholic – Non-Carbonated • Other Steel Containers and Packaging – Beverage – Non-Alcoholic – Carbonated • Other Steel Containers and Packaging – Beverage – Non-Alcoholic – Non-Carbonated 	
Sandwich packaging	Wrapper	<ul style="list-style-type: none"> • Boxboard and Other Paper Packaging • Paper Laminates 	

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Sandwich packaging		<ul style="list-style-type: none"> Other Aluminum Packaging 	
	Box	<ul style="list-style-type: none"> Boxboard and Other Paper Packaging 	
French fry holder	N/A	<ul style="list-style-type: none"> Boxboard and Other Paper Packaging Paper Laminates 	
Salad containers	Tray	<ul style="list-style-type: none"> PET Thermoform Containers < 5 Litres – Non-Beverage Non-Expanded Polystyrene – Other Other Plastic Packaging < 5 Litres – Non-Beverage 	
	Lid	<ul style="list-style-type: none"> PET Thermoform Containers < 5 Litres – Non-Beverage Non-Expanded Polystyrene – Other Other Plastic Packaging < 5 Litres – Non-Beverage 	
Pizza packaging	Pizza box	<ul style="list-style-type: none"> Corrugated Cardboard 	
	Pizza slice holder	<ul style="list-style-type: none"> Boxboard and Other Paper Packaging 	
	Pizza 'table' (inside pizza box to keep lid off pizza)	<ul style="list-style-type: none"> Other Plastic Packaging < 5 Litres – Non-Beverage <ul style="list-style-type: none"> Non-Expanded Polystyrene - Other 	
Soup container	Container	<ul style="list-style-type: none"> Paper Laminates Expanded Polystyrene – Food Packaging 	
	Lid	<ul style="list-style-type: none"> Non-Expanded Polystyrene – Other Other Plastic Packaging <5L – Non-Beverage 	
Self-serve ice cream	Paper wrap around ice cream cone	<ul style="list-style-type: none"> Paper Laminates 	

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Self-serve ice cream	Ice cream cup	<ul style="list-style-type: none"> Paper Laminates Other Plastic Packaging < 5 Litres – Non-Beverage PET Thermoform Containers < 5 Litres – Non-Beverage Expanded Polystyrene – Food Packaging 	
	Lids	<ul style="list-style-type: none"> Non-Expanded Polystyrene- Other Other Plastic Packaging < 5 Litres- Non-Beverage 	
Baked goods	Bag	<ul style="list-style-type: none"> Corrugated Cardboard Kraft Paper Bags (Point of Sale) Paper Laminates 	Report laminated Kraft bags as Paper Laminates
	Box	<ul style="list-style-type: none"> Boxboard and Other Paper Packaging 	
Popcorn container	Bag	<ul style="list-style-type: none"> Paper Laminate LDPE/HDPE Film Plastic Laminates – Non-Beverage PLA,PHA,PHB Plastic Film Natural and Synthetic Textiles 	Report Natural and Synthetic Textiles in Ontario only.
	Popcorn tin	<ul style="list-style-type: none"> Other Aluminum Packaging Other Steel Containers and Packaging – Non-Beverage Other Plastic Packaging < 5 Litres- Non-Beverage Non-Expanded Polystyrene – Other 	

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Popcorn container	Popcorn lid	<ul style="list-style-type: none"> • Other Aluminum Packaging • Other Steel Containers and Packaging – Non-Beverage • Other Plastic Packaging < 5 Litres- Non-Beverage • Non-Expanded Polystyrene – Other 	
Dressing and condiment packaging	Cup	<ul style="list-style-type: none"> • Non-Expanded Polystyrene – Other • Other Plastic Packaging < 5 Litres- Non-Beverage 	
	Peel	<ul style="list-style-type: none"> • Other Aluminum Packaging • Plastic Laminates – Non-Beverage 	
	Packet	<ul style="list-style-type: none"> • Plastic Laminates – Non-Beverage 	
	Salt, pepper and sugar packets	<ul style="list-style-type: none"> • Boxboard and Other Paper Packaging 	
Home delivery packaging	Container / tray	<ul style="list-style-type: none"> • PET Thermoform Containers < 5 Litres – Non-Beverage • Non-Expanded Polystyrene – Other • Other Plastic Packaging < 5 Litres – Non-Beverage • Expanded Polystyrene- Food Packaging 	

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Home delivery packaging	Lid	<ul style="list-style-type: none"> PET Thermoform Containers < 5 Litres – Non-Beverage Non-Expanded Polystyrene – Other Other Plastic Packaging < 5 Litres – Non-Beverage Boxboard and Other Paper Packaging 	
	Bucket (e.g. for chicken)	<ul style="list-style-type: none"> Paper Laminates Boxboard and Other Paper Packaging 	
Utensils packaging	Chopstick wrapper	<ul style="list-style-type: none"> Boxboard and Other Paper Packaging LDPE/HDPE Film PLA, PHA, PHB – Plastic Film Plastic Laminates – Non-Beverage 	
	Plastic cutlery wrapper	<ul style="list-style-type: none"> LDPE/HDPE Film PLA, PHA, PHB – Plastic Film Plastic Laminates – Non-Beverage Boxboard and Other Paper Packaging 	
Toy packaging	Toy wrap	<ul style="list-style-type: none"> LDPE/HDPE Film PLA, PHA, PHB – Plastic Film Plastic Laminates – Non-Beverage 	
	Instructions	<ul style="list-style-type: none"> Other Printed Materials Newsprint (inserts and circulars) Other Newsprint – Non-CNA/OCNA Members 	
Fortune cookie wrapping	Wrapper	<ul style="list-style-type: none"> LDPE/ HDPE Film PLA, PHA, PHB – Plastic Film Plastic Laminates – Non-Beverage 	
	Fortune	<ul style="list-style-type: none"> Other Printed Materials 	

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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 	
Ticket stubs	N/A	<ul style="list-style-type: none"> Other Printed Materials 	
Magazines	Magazines	<ul style="list-style-type: none"> Magazines Other Newsprint – Non-CNA/OCNA Members Newsprint (Inserts & Circulars) 	Magazines printed on newsprint should be reported under Newsprint (Inserts and Circulars) or as 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 	

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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FAQ:

I supply promotional items that are branded by another company. Do I need to report the packaging associated with those promotional products?

If the brand owner of the promotional item has residency in the province in which you are reporting, they are the obligated steward for that packaging. If that brand owner does not have residency and has not elected to be a voluntary steward, you are obligated as the first importer to report the packaging associated with that promotional item.

How do I use the steward list?

It is important that you only report the materials for which you are the resident brand owner, resident first importer or franchisor. Each year, CSSA provides a list of registered and voluntary stewards for each program. We recommend that you consult this list prior to preparing your steward report – that way you can be sure you do not report any material that is the responsibility of another steward. Please note that the data in the list is based on information provided by stewards.

I am a quick-service restaurant, 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 providing ketchup packages to consumers at 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.