

# SMALL HOUSEHOLD GOODS (BEDDING, BATH & KITCHEN)

These best practice reporting tips have been developed specifically for businesses that distribute small household goods such as items for bedding, bath and kitchen 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 all HR related documents and business cards are included in your steward report.
- ✓ Stewards may be able to use the Component Threshold Rule to report 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 package. Please see Part Two, section 2.4.1 of the Guidebook for more details on how to use the Component Threshold Rule.
- ✓ If your organization supplies goods through retail locations, please ensure that all the packaging from 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>Bedding</b> Examples include: sheets, pillows, comforters, etc.	Outer film / protective packaging	<ul style="list-style-type: none"> <li>• Other Plastic Packaging &lt;5 Litres – Non-Beverage</li> <li>• LDPE/HDPE Film</li> <li>• PLA, PHA, PHB – Plastic Film</li> <li>• Plastic Laminates – Non-Beverage</li> </ul>	
	Inner liner	<ul style="list-style-type: none"> <li>• Boxboard and Other Paper Packaging</li> <li>• Corrugated Cardboard</li> </ul>	

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<b>Bedding</b> Examples include: sheets, pillows, comforters, etc.	Handle	<ul style="list-style-type: none"> <li>Other Plastic Packaging &lt;5 Litres – Non-Beverage</li> </ul>	
	Label	<ul style="list-style-type: none"> <li>Other Printed Materials</li> <li>Paper Laminates</li> <li>Boxboard and Other Paper Packaging</li> </ul>	
<b>Bath</b> Examples include: shower curtain, towels, mats, accessories, etc.	Box	<ul style="list-style-type: none"> <li>Boxboard and Other Paper Packaging</li> <li>Corrugated Cardboard</li> </ul>	<p>For blister packaging, please report the cardboard backing and the plastic separately.</p> <p>Report Natural and Synthetic Textiles in Ontario only.</p> <p>For hang tags, ensure that the hang tag and the attachment are reported separately.</p>
	Hang tag	<ul style="list-style-type: none"> <li>Natural and Synthetic Textiles</li> <li>Plastic Laminates – Non-Beverage</li> <li>Boxboard and Other Paper Packaging</li> </ul>	
	Tag attachment	<ul style="list-style-type: none"> <li>Other Plastic Packaging &lt;5 Litres – Non-Beverage</li> </ul>	
	Label	<ul style="list-style-type: none"> <li>Paper Laminates</li> <li>Plastic Laminates – Non-Beverage</li> <li>Boxboard and Other Paper Packaging</li> </ul>	
	Outer film / protective packaging	<ul style="list-style-type: none"> <li>Other Plastic Packaging &lt;5 Litres – Non-Beverage</li> <li>LDPE/HDPE Film</li> <li>PLA, PHA, PHB – Plastic Film</li> <li>Plastic Laminates – Non-Beverage</li> </ul>	
	Blister packaging	<ul style="list-style-type: none"> <li>Other Plastic Packaging &lt;5 Litres – Non-Beverage</li> <li>PET Thermoform Containers &lt;5 Litres – Non-Beverage</li> <li>Boxboard and Other Paper Packaging</li> </ul>	
	Paper wrap	<ul style="list-style-type: none"> <li>Boxboard and Other Paper Packaging</li> </ul>	

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<b>Bath</b> Examples include: shower curtain, towels, mats, accessories, etc.	Hanging hook for in-store display	<ul style="list-style-type: none"> <li>Other Plastic Packaging &lt;5 Litres – Non-Beverage</li> </ul>	
<b>Dining, kitchen, outdoor, living &amp; home décor</b> Examples include: dinnerware, glasses, mugs, cutlery, utensils, knives, cookware, gadgets, cutting board, vases, painting, mirror, window, coverings, Christmas tree, ornaments, garden tools, hoses, etc.	Box	<ul style="list-style-type: none"> <li>Boxboard and Other Paper Packaging</li> <li>Corrugated Cardboard</li> </ul>	For blister packaging, please report the cardboard backing and the plastic separately.
	Inserts / dividers	<ul style="list-style-type: none"> <li>Boxboard and Other Paper Packaging</li> <li>Corrugated Cardboard</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> </ul>	
	Individual wrap	<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>	
	Twist ties / plastic 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 instructions	<ul style="list-style-type: none"> <li>Other Printed Materials</li> <li>Newsprint (Inserts and Circulars)</li> <li>Other Newsprint – Non-CNA/OCNA Members</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 Film</li> </ul>	
	Blister packaging	<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>	

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COMMON PRODUCTS	COMPONENTS	TYPICAL WERECYCLE MATERIAL SUBCATEGORIES	REPORTING TIPS
<b>Dining, kitchen, outdoor, living &amp; home décor</b> Examples include: dinnerware, glasses, mugs, cutlery, utensils, knives, cookware, gadgets, cutting board, vases, painting, mirror, window, coverings, Christmas tree, ornaments, garden tools, hoses, etc.	Hang tag	<ul style="list-style-type: none"> <li>Natural and Synthetic Textiles</li> <li>Plastic Laminates – Non-Beverage</li> <li>Boxboard and Other Paper Packaging</li> </ul>	Report Natural and Synthetic Textiles in Ontario only.
	Tag attachment	<ul style="list-style-type: none"> <li>Other Plastic Packaging &lt; 5 Litres – Non-Beverage</li> </ul>	
	Label	<ul style="list-style-type: none"> <li>Paper Laminates</li> <li>Plastic Laminates – Non-Beverage</li> <li>Boxboard and Other Paper Packaging</li> </ul>	
	Bag for smaller components	<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>	
	Tea lights	<ul style="list-style-type: none"> <li>Other Aluminum Packaging</li> </ul>	

**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
<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> </ul>	Report Natural and Synthetic Textiles in Ontario only.
	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> <li>Plastic Laminates – Non-Beverage</li> </ul>	

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COMMON PRODUCTS	COMPONENTS	TYPICAL WERECYCLE MATERIAL SUBCATEGORIES	REPORTING TIPS
Complimentary gift wrapping	Sealing sticker	<ul style="list-style-type: none"> <li>Paper Laminates</li> <li>Plastic Laminates – Non-Beverage</li> </ul>	
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>Purchased Reusable bags sold as a product should not be included in your report.</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;5L – Non-Beverage</li> </ul>	Do not report gift cards.
Hang tags	Tag	<ul style="list-style-type: none"> <li>Boxboard and Other Paper Packaging</li> <li>Natural and Synthetic Textiles</li> <li>Plastic Laminates – Non-Beverage</li> </ul>	Report Natural and Synthetic Textiles in Ontario only.
	Attachment	<ul style="list-style-type: none"> <li>Other Plastic Packaging &lt;5 Litres – Non-Beverage</li> </ul>	
	Price sticker	<ul style="list-style-type: none"> <li>Paper Laminates</li> <li>Plastic Laminates – Non-Beverage</li> </ul>	

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Receipts	Retail receipt	<ul style="list-style-type: none"> <li>Other Printed Materials</li> </ul>	
	Credit / debit receipts	<ul style="list-style-type: none"> <li>Other Printed Materials</li> </ul>	

## Mail Order Packaging:

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

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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 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 section 2.0 of the Guidebook.*

### **Some items I sell are seasonal. Do they need to be included in my annual report?**

*If your product line changes throughout the year because you sell seasonal products, we suggest that you consult your sales data in order to determine the packaging or printed paper material associated with those seasonal items that are supplied to residential customers. Please include this material in your steward report.*

### **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.*

### **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.*