

TOBACCO INDUSTRY

These best practice reporting tips have been developed specifically for businesses that distribute tobacco 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 ensure all HR related documents and business cards are included in your steward report.

COMMON PRODUCTS	COMPONENTS	TYPICAL WERECYCLE MATERIAL SUBCATEGORIES	REPORTING TIPS
Cigarette and cigar packaging	Box	<ul style="list-style-type: none"> • Other Aluminum Packaging • Boxboard and Other Paper Packaging • Other Steel Containers and Packaging – Non-Beverage • Clear Glass – Non-Beverage • Other Plastic Packaging <5 Litres – Non-Beverage 	
	Protective film	<ul style="list-style-type: none"> • Plastic Laminates – Non-Beverage • PLA, PHA, PHB – Plastic Film • LDPE/HDPE Film 	
	Inner lining	<ul style="list-style-type: none"> • Paper Laminates 	
	Printed material (e.g. health alert)	<ul style="list-style-type: none"> • Other Printed Materials 	

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COMMON PRODUCTS	COMPONENTS	TYPICAL WERECYCLE MATERIAL SUBCATEGORIES	REPORTING TIPS
Individually wrapped cigars	N/A	<ul style="list-style-type: none"> • Plastic Laminates – Non-Beverage • PLA, PHA, PHB - Plastic Film • LDPE/HDPE Film • Clear Glass – Non-Beverage • Other Plastic Packaging < 5 Litres – Non-Beverage • Other Aluminum Packaging • Other Steel Containers and Packaging – Non-Beverage 	
Cigarette papers	N/A	<ul style="list-style-type: none"> • Boxboard and Other Paper Packaging 	Do not report the weight of the rolling papers as these are not designated.
Loose leaf tobacco	Box	<ul style="list-style-type: none"> • Boxboard and Other Paper Packaging 	To distinguish between aluminum and steel, apply a magnet to both materials. The magnet will stick to the steel and not to the aluminum.
	Pouch	<ul style="list-style-type: none"> • Plastic Laminates – Non-Beverage • PLA, PHA, PHB - Plastic Film • LDPE/HDPE Film 	
	Tin	<ul style="list-style-type: none"> • Other Steel Containers and Packaging – Non-Beverage • Other Aluminum Packaging 	

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If you are a retailer of tobacco 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 bags	N/A	<ul style="list-style-type: none"> • 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 • LDPE/ HDPE Film – Carry Out Bags • Paper Laminates 	<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>
Price sticker	N/A	<ul style="list-style-type: none"> • Paper Laminates • Plastic Laminates – Non-Beverage 	
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 	Do not report gift cards.
Receipts	Retail receipt	<ul style="list-style-type: none"> • Other Printed Materials 	
	Credit / debit receipt	<ul style="list-style-type: none"> • Other Printed Materials 	

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FAQ:

Am I able to apply the Component Threshold Rule to my cigarette packaging?

If you supply packaging that consists of multiple material categories (e.g. a cigar wrapper made of one type of plastic, with a paper label) you may be able to simplify your reporting by using the Component Threshold Rule. If the packaging component or ancillary packaging makes up a small percentage (less than 5%) of the total packaging weight, you can report that component under the material category that represents the majority of the package's weight. For practical examples and more information on the Component Threshold Rule, please refer to section 2.4.1 of Part Two of the Guidebook.

Do I report grouped or secondary packaging?

Please include all secondary packaging that goes to the household such as the plastic wrap around a multi-pack of cigarettes.

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.

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.