

METHODOLOGICAL SHEET

DISTRIBUTORS

An important part of the reporting process is detailing the methodology used to collect or estimate your data in the ECO-D reporting portal.

This information provides ÉEQ with the facts and clarifications it requires to review your report and understand the particulars of your company.

The description of the methodology must include three key components:

- 1 Relevant information on your company;
- 2 An explanation of the steps to calculate the weights of the designated materials;
- 3 Details to ensure your report is clear for our reviewers.

METHODOLOGICAL STEPS (WHEN CREATING WORKSHEETS)

1 List all the products sold during the reporting year.

2 Determine those responsible for each product:

- Include all the containers, packaging and printed matter related to your private brand products and those for which you are the first supplier in Québec;
- To help you identify products sold under a supplier's brand for which you are not responsible, consult the list of companies that must file a report in the reporting system.

3 Identify the components of each product for which you are responsible.

For example, for a box of resealable freezer bags:

- Weight of the box;
- The resealable bags themselves will be designated as a product CP&PM as of the 2018 Schedule of Contributions (see the following point).



4 Note that as of the 2018 Schedule of Contributions, the containers, packaging and printed matter sold as products (product CP&PM) are designated materials and must be reported by your company, if applicable. For example:

- aluminium pie plates;
- gift bags and greeting cards;
- paper and polystyrene plates and glasses;
- snack, sandwich and freezer bags.

5 Include all secondary and tertiary packaging that will ultimately end up with the consumer. For example: the plastic film and cardboard tray used to wrap bottles of water sold by the carton.

6 Indicate the data sources used to complete your report. For example: real unit weight determined manually or provided by the manufacturer, supplier or printer.



ALLOWABLE DEDUCTIONS (WHEN CREATING WORKSHEETS)

1 Transport packaging that is not ultimately meant for consumers.

2 Returned merchandise that is :

- recalled;
- expired;
- damaged and cannot be sold to a consumer;
- not distributed.

3 All containers, packaging and printed matter used or recovered in-house, unsold or not distributed due to recall.

4 All refundable containers. For example: soft drink containers, etc.

5 Containers and packaging meant for a final consumer that is an industrial, commercial or institutional establishment.



INFORMATION TO HAVE ON HAND WHEN FILING A REPORT ONLINE

1 Describe your activities and products and list the number of points of sale or entities in Québec.

2 Mention the changes since the last report.

3 Explain any considerable variations between the current quantities you are reporting and those included in the last report. For example:

- ↑ or ↓ in sales (%);
- launch of new products;
- reduction in packaging;
- implementation of new measures.