

METHODOLOGICAL SHEET

# RETAILERS



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.

3 Identify the components of each product for which you are responsible. For example, for a bottle of water sold individually, you must report:

- weight of the bottle including the label;
- cap.

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;
- snack, sandwich and freezer bags;
- paper and polystyrene plates and glasses.



**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** Include the materials added at the point of sale.

For example:

- receipts and invoices;
- shopping and prescription bags;
- meat trays;
- gift wrapping, etc.

**7** Include all marketing-related printed matter.

For example:

- flyers;
- catalogues;
- inserts;
- promotional booklets, etc.

**8** List all the containers, packaging and printed matter used to fulfill online orders.

For example:

- shipping boxes;
- padded envelopes, etc.

**9** List the products distributed free of charge at special and promotional events.

**10** 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** The transport packaging that is not ultimately meant for consumers.

**4** All containers, packaging and printed matter used or recovered in-house, unsold or not distributed.

**2** Containers, packaging and printed matter recovered after in-home delivery.

**5** All refundable containers. For example: soft drink containers, etc.

**3** Returned merchandise that is:

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

**6** 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.

For example:

- ↑ or ↓ in sales (%);
- launch of new products;
- store openings or closures;
- acquisition or sale of brands;
- reduction in packaging;
- implementation of new measures.

**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.