

This summary sheet presents the changes and important elements of the 2018 Schedule of Contributions, as well as the highlights of the reporting process.

Reminder for companies that have completed a preliminary report

If your company completed a preliminary report through the ECO-D portal ahead of the publication of the 2018 Schedule of Contributions (SoC) in the *Gazette officielle du Québec*, the data will be automatically transferred to the report. Simply confirm the information on each page and officially submit your report by October 9, 2018. Be sure to consider the changes to the rules of application detailed here, where necessary.

2018 Schedule of Contributions: changes and highlights

Changes to the rules of application

The *Regulation to amend the Regulation respecting compensation for municipal services provided to recover and reclaim residual materials* was published in the *Gazette officielle du Québec* on June 13. It provides administrative details on big box retailers and owners of franchises, banners, chains and other forms of affiliation or groups that are required to pay a contribution.

Big box retailer with a single retail outlet

The government confirmed the orientations of ÉEQ and contributing companies to require big box retailers (over 929 m²) that are not part of a chain or group to pay a contribution. These retailers must now report the printed matter (flyers and invoices) and containers and packaging for their imported products and those added at the point of sale for all materials generated.

This change meets the equity objectives of ÉEQ and addresses the concerns of smaller retailers, which will remain eligible for a payment exemption based on a single retail outlet since their outlets are smaller.

Owners of “groups” responsible for CP&PM generated by imported products or services by their “members”

The last change impacts the accountability of a franchisor or the owner of a banner, chain or group, which must now, as a first supplier, report the containers, packaging and printed matter generated by its members’ imports, whether or not it is the importer, in the same way as it reports the containers and packaging added at the point of sale.

A franchisor or the owner of a banner, chain or group must now report all the containers, packaging and printed matter put on the market with the products sold and services rendered by all franchisees or members. Be sure to make the appropriate adjustments if you are a franchisor or group owner.

Broadening of the material classes to CP&PM products

As announced during the [consultation](#) on the 2018 SoC and adopted by the BOD of ÉEQ, the short-life containers and packaging sold as products and the printed matter sold as products (CP&PM products) are now materials subject to a fee that must be included in the 2018 report (2017 data). Note that these materials, which have been designated under the compensation plan since 2013, are already accounted for in the municipal costs eligible for compensation.

Criteria for identifying a CP&PM product

In addition to the basic definition and in an effort to ensure coherence and equity, the following criteria have been set out to determine the CP&PM products that are designated under the broadening of materials subject to a fee.

	Short-life containers and packaging sold as products	Printed matter sold as products
Basic definition	Any flexible or rigid material used to contain, protect or wrap a product	Paper and other cellulosic fibres whether or not they are used as a medium for text or an image
Requirements for short-life and sold as products	<ul style="list-style-type: none"> • Single use or short life whose physical and esthetic features are altered after first uses • Sold as products • Purchased by consumers 	<ul style="list-style-type: none"> • Sold as products • Purchased by consumers <p>** Note: All printed matter intended for individuals is now subject to a fee</p>
Exclusions	<p>Products explicitly and exclusively designed to contain or package disposable waste or any other type of waste subject to another regulation, including</p> <ul style="list-style-type: none"> • garbage bags • compost bags • vacuum bags • biomedical waste bags 	<ul style="list-style-type: none"> • Books and materials in the newspaper class • Textbooks (comparable to books, which are excluded) • Medical files and identification documents (not intended for disposal) • Printed matter intended to be used or consumed at the point of distribution or sale

Examples	<ul style="list-style-type: none"> Aluminum paper Plastic wrap Sandwich and freezer bags Aluminum plates and all containers made from aluminum and other designated materials Gift bags Wrapping paper Moving and storage boxes Recycling bags <p>** Note: These containers and packaging are generally similar to those that were already designated (e.g. aluminum pie dishes were subject to a fee when the retailer used them to sell pies but not if they were sold by grocery stores for consumers to use at home).</p>	<ul style="list-style-type: none"> Notebooks (spiral and others) Envelopes and greeting cards Notepads Agendas Calendars Coloring books, activity books (sudoku, crossword puzzles, etc.) and exercise books (e.g. abc, math, etc.) Construction paper Art kits
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For more examples of CP&PM products or to look them up by product classes, click on the following link. Note that these classes are not restrictive and solely aim to facilitate the identification of the CP&PM products included in the broadening.

Examples of short-life containers and packaging sold as products and printed matter sold
eeq.ca/wp-content/uploads/CEI_sold_as_products_list_2018.pdf

Reporting and payment deadlines

Depending on the date of publication of the 2018 SoC, the 2018 report will be due by October 9, 2018. The payment deadlines for the 2018 contribution are as follows:

	2018	2019
	Q4	Q1
Payment deadlines	80% November 9, 2018	20% January 9, 2019

If your administrative procedures require 45 or 60 days to process a payment, please adjust the date of your report to ensure you meet the deadlines and avoid late fees.

Simplify the process by making electronic payments!

Reminder: support available

ÉEQ provides free support services to companies seeking tips and information to better understand the designated materials, simplify the data collection process or ensure compliance. One-on-one meetings are also available. Contact the Company Services team today:

Phone number: 514 987-1700 / Toll-free : 1-866-987-1491 / E-mail: service@eeq.ca

CP&PM products reporting in the ECO-D portal

« Obligation » screen

The examples of CP&PM products available by clicking on the web link at the previous page are also listed here.

For companies that generate **fewer than 15 tonnes of materials** and which qualify to pay a flat fee and choose to do so: Be sure that you do not exceed the threshold limits when including CP&PM products.

[Reporting](#)
[Company](#)
[Contacts](#)
[Invoices](#)
[My profile](#)

Reporting process for the 2018 Schedule of Contributions

You must use the 2017 calendar year information for the 2018 Schedule of Contributions

Obligation confirmation

Please answer the following questions to determine your obligation for the year in question. Note that the answers shown for the previous year are only provided as a reference.

	2017 SoC	2018 SoC
Are the containers, packaging and printed paper you generate among those designated by ÉEQ's contribution schedule and ultimately intended for Quebec consumers? (Example: If you are a manufacturer and your products are sold as a private brand or distributed to consumers by retailers located in Quebec, you must answer "Yes.")	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>
Receipts, revenues or gross sales in Quebec (Select the appropriate level in millions \$)	<input type="text" value=" > 1M\$ et <= 2M\$"/>	<input type="text" value=" > 2M\$"/>
Quantities generated (Select the appropriate level of metric tonnes)	<input type="text" value=" > 15 mt"/>	<input type="text" value=" > 15 mt"/>

NOTE:
Once you click "Save," your answers will be locked and cannot be changed.

Make sure you have accounted for your containers, packaging and printed matter sold as products.

Your company is targeted

Companies that generate **over 15 tonnes of materials** and those that have not opted to pay a flat fee must report CP&PM products separately to ensure that particular attention is given to this novelty and to trace the new quantities reported.

« Data » screen

There is a new tab on this page. Click the tab to enter the quantities of materials generated by your CP&PM products. The process is the same as on the page you are familiar with.

Containers, packaging and printed matter | **Containers, packaging and printed matter sold as products**

List of materials, Company Éco Entreprises Québec

Submit for: Québec Modify

☐ Show only materials reported in the last Company report

	previous reporting kg	current reporting kg	Rate (\$ / kg)	Total
Class: Printed matter				
Newsprint insert and circulars	0	0	0.01000	\$0.00
Catalogues and publications	0	0	0.01000	\$0.00
Magazines	0	0	0.01000	\$0.00
Telephone Books	0	0	0.01000	\$0.00
Paper for general use	0	0	0.01000	\$0.00
Other printed matter	0	0	0.01000	\$0.00
Sub-total:	0	0		\$0.00

If you do not have any materials generated by CP&PM products to report, you must indicate the reason(s) at the bottom the page.

« Credit for recycled content » screen

You must answer the questions related to recycled content in each tab: for containers, packaging and printed matter and CP&PM products. If you do not wish to claim the credit or if the quantities you reported do not reach the thresholds, you must confirm your choice in each tab. Click the line to select the situation that applies to you.

Reporting process for the 2018 Schedule of Contributions

You must use the 2017 calendar year information for the 2018 Schedule of Contributions

Obligation | Statistics | Data | **Credit** | Methodology | Brands | Submit

Credit for recycled content

The data saved on the previous screen indicate that you have generated materials that could be the subject of a credit for recycled content if quantities reach or exceed thresholds set in the 2018 Schedule of Contributions.

Please indicate whether the "printed matter" generated:

- ☐ do not meet the **thresholds** required to receive the credit
- ☐ meet the thresholds, but you **do not** wish to take advantage of the credit
- ☐ meet the thresholds and you do wish to **take advantage** of the credit for recycled content

Please indicate the quantity (kg) that meets or exceeds the thresholds set for each material, as appropriate.

Company	Name	Number total of kg. submitted	Potential credit
	Éco Entreprises Québec(CP&PM)	0	\$0.00
	Éco Entreprises Québec(CP&PM products)	0	\$0.00

« Submit » screen

When submitting your report, if you did not enter the quantities of materials generated by CP&PM products or if you did not indicate the reason(s) why no data was entered, you will see an error message. Your report will not be submitted.

Notice

The quantity of kilograms must be greater than 0 or the absence of data must be justified for at least one division of CP&PM sold as products.