

METHODOLOGICAL SHEET

MANUFACTURERS

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 aluminum foil:

- weight of the box including the seal tab;
- weight of the spool;
- the aluminum foil itself 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;
- plastic wine glasses;
- polystyrene plates;
- HDPE/LDPE (plastic) film, aluminum foil, parchment paper and waxed paper.



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 If you own a boutique, include the materials added at the point of sale. For example:

- receipts and invoices;
 - shopping and prescription bags;
 - gift wrapping, etc.
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7 If applicable, include all marketing-related printed matter. For example:

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

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

For example: shipping boxes, added 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 Transport packaging that is not ultimately meant for consumers.

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

3 Returned merchandise that is:

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

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

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

6 The private brands that you do not own and which are produced for another company.

7 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;
- acquisition or sale of brands;
- reduction in packaging;
- implementation of new measures.