

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, in the insurance sector, for an insurance contract sent by mail:

- envelope or plastic film;
- insurance contract.

4 Include the materials added at the point of sale.
For example: receipts and invoices, plastic film bags, etc.

5 Include all marketing-related printed matter.
For example: catalogues, flyers, inserts, guidebooks, etc.

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

For example: shipping boxes, padded envelopes, etc.

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

8
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 Especially for companies in telecommunications, reeturned merchandise that is:

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

2 All containers, packaging and printed matter used or recovered in-house (i.e. copies of contracts signed by clients, forms filled in and returned by clients, etc.), unsold or not distributed.

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

4 Books and materials included in the newspaper class. For example: travel book.


## INFORMATION TO HAVE ON HAND WHEN FILING A REPORT ONLINE

1 Describe your activities and products and list the number of establishments you operate in Québec.

2 Mention the changes since the last report.

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

- $\uparrow$ or $\downarrow$ in sales (\%);
- launch of new products;
- branch openings and closings;
- acquisition or sale of brands;
- reduction in packaging;
- implementation of new measures.

