

Ready to Report Webinars – February 23 and 24, 2022

Q&A Summary

Questions		Answers
1.	Are Stewardship Ontario and Blue Box Ontario the same program? If so, why does it seem like we get two reporting summaries required?	Stewardship Ontario operates the current Blue Box program in Ontario. The province is transitioning to a new Blue Box regulatory framework that includes new requirements for producers. More information is available on the RPRA website .
2.	Just to confirm, if I am in Ontario, I am only responsible for reporting items that I sell in Ontario --not what I would sell to BC for example?	Yes. If you're resident in Ontario, you are responsible for PPP supplied in the province. Similarly, obligated stewards who are resident in BC are responsible for materials supplied in BC. It is important to determine if your organization has residency in other provinces to ensure accurate reporting.
3.	Are poly bags in scope and reported separately from carton and paper? Our product is sealed in a poly bag before placing inside a folding carton.	For products containing multiple packaging items/types, each packaging element supplied to consumers needs to be reported separately.
4.	Can you see last report totals when entering data in the WeRecycle Portal?	Data from previous reports is available from the Past Report tile on the WeRecycle Portal homepage. The information can be download in a PDF version. It is not displayed when keying in new data.
5.	Can I use the WeRecycle Material List for reports for all provinces?	Stewards reporting for multiple programs have the option to submit a multi-program report using the WeRecycle Material List. We recommend using this harmonized approach to file multiple reports. The WeRecycle Material List allows stewards to report against the same materials for each of their PPP programs, facilitating data entry and comparison of supplied kg across programs.
6.	There used to be a button for copying your methodology from previous year, is it still there?	In the Methodology section of the WeRecycle Portal, stewards can copy (and edit) information from the previous reports.
7.	We usually print most of our items internally but have outsourced some of this printing. Would these still be in scope since they are sent to residential addresses in BC?	All paper materials distributed to consumers that will be managed in the residential waste stream are designated and must be included in the steward report. This would include statements, annual reports, invoices, promotional materials, envelopes, etc. Whether it is printed in-house or outsourced for printing, it is the responsibility of the brand holder.

8.	When will Ontario's simplified fee methodology be confirmed or available?	At the time of this webinar, Stewardship Ontario was waiting on a decision by RPRA. Updates on the Simplified Fee Methodology are available on the Stewardship Ontario website .
9.	To confirm, there are programs for reporting in Ontario, BC, Saskatchewan, and Manitoba. Is there a program for reporting in Quebec?	Yes. The residential recycling program Quebec is overseen by EEQ. Additional information on how to report to EEQ is available on the its website: https://www.eeq.ca/en/ .
10.	Where can we find the material reporting template, and can we use the same template for all four provinces?	Please visit the Reporting Resource page for a copy of an Excel-based workbook with the WeRecycle Material List, which allows stewards to report against the same materials for each of their PPP programs.
11.	PLP - does this include the boxes we ship products to our vendors?	These types of boxes are considered transportation packaging and not Packaging-Like Products. If they are not supplied to consumers and are used to ship your goods to your vendors, they would not need to be included in your report. Please note that any transportation packaging that goes home with the consumer and is managed by the residential waste stream is designated.
12.	Is there a brand list available on the website?	The Steward Lists that are published each year are based on the information provided by stewards. The lists available on the Reporting Resources page includes companies registered with the programs. Steward lists make it easier for retailers and other first importers to identify which suppliers' packaging and paper to include or exclude from their reports. There are no lists for specific brands.
13.	If my vendor is in India, do I need to report all the packaging that I get from this vendor?	If your organization is the first importer of paper or packaging that will be supplied to consumers in any of the four PPP provinces, your organization becomes the obligated party and needs to report all materials supplied to consumers.
14.	We use an outside vendor to provide labeling/tags specific to our products. Would we be responsible for reporting on the labelling/tags?	If the labelling/tags contain your brand, your organization is responsible for reporting this in your steward's report. If you are selling another brand owner's products/packaging and they are resident in the province they are responsible for reporting. If there is no brand owner, the company who is the first importer is the obligated steward.
15.	If a vendor is shipping the product direct to a customer, do we have to include shipping boxes for reporting?	If you are shipping the product in additional packaging directly to a consumer's home, this packaging needs to be reported.
16.	I was hoping to look through the resources for stewards, but the cssalliance.ca site no longer seems to be working?	The website URLs have recently changed. Please click on the link to access the Reporting Resources page .

17.	If we are shipping product packaged in clamshells that are in boxes to a store, do the boxes have to be reported?	If the exterior box is used to transport the product that is packaged in the clamshell to the retailer and it does not go home with the consumer, it does not have to be reported.
18.	I recently watched a webinar with EEQ and they are separating the plastic category for PP as they have acknowledged this type of plastic is easier to recycle and will look at different rates. Will these programs also look at it?	Material classification for the 2022 reporting cycle remains unchanged. It is expected there will be further consultation this year on aligning reporting categories with the Material Cost Differentiation (MCD) categories to further promote fairness and accuracy in fee setting. More information about the Disaggregation and Material Category (DMC) Review Project is available here .
19.	If the brand owner is in Ontario but first importer is the retailer, is the retailer responsible for reporting?	If the brand owner is resident in Ontario, they are responsible for materials supplied in Ontario. If there is no Ontario brand owner, the responsibility for reporting PPP rests with the first importer.
20.	Does shipping packaging to a retailer need to be included in PPP reporting?	If shipping packaging used to ship your products to retailer does not go home with the consumer it does not need to be reported.
21.	We operate a franchise food system. During 2021, since there were lockdowns at some parts of the year, how are some restaurants like ours, estimating the packaging that is associated with product being for "take out" vs. "eat in" (i.e., at a mall food court).	Restaurants and quick-service food establishments that provides dine-in, takeout and delivery services can apply deductions against their supplied material data for any PPP that is managed onsite and does not enter the residential waste stream. As each establishment differs, deduction methodologies also differ. For a deduction to be permitted, it must be supported with validation data (estimates are not accepted). For further information please refer to the Deduction and Exclusion Policy and Section 2.3.2 of the Guidebook for Stewards .
22.	Does packaging that is intended to be used as a case instead of thrown away still have to be reported? For example a CD case, or a storage case for a cutting tool.	There are only a few types of packaging, including the box used to contain a board game, CD case, that are referred to as durable packaging. Durable packaging has a useful life of at least five years, is intended to facilitate longer term storage of the product and remains with the product throughout its useful life. Durable packaging may be excluded from the steward report because it is not designated PPP. Stewards must retain all supporting documentation regarding any materials excluded from their report to substantiate the exclusion by providing auditable data upon request.
23.	In BC, are trash, garbage bags covered as SUP/PLP?	Garbage bags are not included in the scope of SUP/PLP reporting.

24.	When is the deadline for our vendors to join as voluntary producers for them to take responsibility for 2021 supply?	The annual deadline to become a voluntary steward for the following year is December 1. The deadline to become a voluntary steward for the 2022 report was December 1, 2021.
25.	Is there any reporting distinction between voluntary and resident reporters?	A voluntary steward is a non-resident brand owner who supplies packaging and/or printed paper into a regulated jurisdiction and voluntarily assumes responsibility for its material that would otherwise be reported by the first importer. There is no difference between what a voluntary steward and a resident steward are required to report.
26.	We are a company in Ontario and ship products to the US. Are we required to report the stickers on clamshells etc., even if it is going to the US?	Reports for each province only include materials supplied in that province. You would not report any materials that are shipped to the US.
27.	Where can I get the stewardship list?	National and provincial steward lists can be found under Preparing Your Report on the Reporting Resources page .
28.	What does an organization qualifying for single retail exemption mean?	Stewards that operate as a single point of retail in BC or Saskatchewan are exempt from the Regulation and do not need to register with Recycle BC or MMSW. To qualify, the steward must only operate one retail location and not supply products online, or as part of a chain or franchise.
29.	A company that manufactures products for our private label brand is listed as a voluntary steward in BC. Does this override our responsibility to report?	Your organization is responsible as a brand owner for all PPP which you supply in BC. Any private label PPP items should be reported by your organization as the brand owner.