



## User's Guide 1

### Getting Ready to Register and File a Company Report

**JUNE 2010**

**User's Guides** shall be used only as a reference and do not constitute legal documents. Legal obligations of targeted companies and organizations are described in the schedules of contributions adopted by Éco Entreprises Québec, which are published on its website. ÉEQ reserves the right to modify these User's Guides at any time. ÉEQ will provide updates to targeted companies and organizations as the registration process evolves.



### **For more information**

For more information, consult our website at **[www.ecoentreprises.qc.ca](http://www.ecoentreprises.qc.ca)**, call us at **514-987-1700** or **1-877-987-1491**, or e-mail your question to: [service@ecoentreprises.qc.ca](mailto:service@ecoentreprises.qc.ca).

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## 1. Is your company or organization targeted?

### Introduction

The first step for a company or organization that markets containers, packaging and/or printed matter in Quebec is to determine whether it is targeted according to the Environment Quality Act, the *Regulation respecting compensation for municipal services provided to recover and reclaim residual materials* and Éco Entreprises Québec's (ÉEQ) schedules of contributions.

### 1. Is your company or organization targeted?

A targeted company or organization is one that meets the following criteria:

#### 1.1 Has a place of business in Quebec

To be targeted, a company or organization must have a domicile, an establishment or a place of business in Quebec (normally including, but not limited to, a factory, warehouse, store, agency, fixed place of business, an address or a representative, etc.).

#### 1.2 Owns a brand, name or distinguishing guise appearing on a container, packaging or printed matter

However, if the owner has neither a domicile nor an establishment in Quebec, payment of contributions may then be required from the first supplier in Quebec of these products or containers and packaging, whether or not the supplier is the importer.

A "first supplier" that is domiciled or established in Quebec may be targeted by the legislation if it is the first to take title, or possession, or control, in Quebec of printed matter or a product offered in a container or packaging.

If a name or brand owned by your company or organization appears on a product or its packaging or on printed matter, your company or organization is therefore the owner of that product's brand as well as its packaging or printed matter.

As for containers and packaging added at the point of retail sale, the following special rules apply:

- When a point of retail sale is supplied or operated as a franchise, a chain of establishments or under the banner or any other similar form of affiliation or grouping of companies or establishments, contributions for containers and packaging added at the point of retail sale are required from either (1) the concerned franchisor, owner of the chain, banner or grouping, or (2) if they have neither a domicile nor an establishment in Québec, from their representative in Quebec, or (3) otherwise, the retailer.
- The company or organization that is not operated as a franchise or under a banner and that is not the owner of a brand, a name or a distinguishing guise is not targeted for those containers and packaging if it only adds them at the point of retail sale. It will, however, be targeted if it generates printed matter or is the first supplier in Quebec for obligation years 2005 and 2006, but is exempted from making payments as of 2007.

ÉEQ's schedules of contributions allow the owner of a brand, a name or a distinguishing guise whose domicile or establishment is outside Quebec to become a voluntary



## 1. Is your company or organization targeted?

contributor. These owners assume the responsibilities that would otherwise be born by their first suppliers in Quebec. See Annex A for more information on how to become a voluntary contributor.

**TABLE 1**  
**Examples of Targeted Companies and Organizations**

Companies (non comprehensive list)	Organizations (non comprehensive list)
<p><b>Retailers, such as:</b></p> <ul style="list-style-type: none"> <li>• Grocery stores</li> <li>• General merchandise</li> <li>• Pharmaceutical products</li> <li>• Hardware</li> <li>• Sports equipment,</li> <li>• Etc.</li> </ul> <p>Unsolicited materials delivered directly to households</p>	<p><b>Government organizations and agencies:</b></p> <ul style="list-style-type: none"> <li>• Government departments</li> <li>• Municipal corporations (municipalities, RCMs, local authorities)</li> <li>• Public corporations (liquor, electricity, lottery)</li> <li>• Etc.</li> </ul>
<p><b>Manufacturers, such as:</b></p> <ul style="list-style-type: none"> <li>• Food products</li> <li>• General merchandise</li> <li>• Pharmaceutical products</li> <li>• Hardware</li> <li>• Automobile</li> <li>• Sports equipment</li> <li>• Etc.</li> </ul> <p>On-premise factory store for the public or employees</p>	<p><b>Non-profit organizations, such as:</b></p> <ul style="list-style-type: none"> <li>• Charitable organizations and foundations</li> <li>• Religious organizations</li> <li>• Associations of all kinds, including sports and travel</li> <li>• Professional associations and orders</li> <li>• Etc.</li> </ul>
<p><b>Services and others, such as:</b></p> <ul style="list-style-type: none"> <li>• Insurance</li> <li>• Utilities (electricity, telephone)</li> <li>• Restaurants</li> <li>• Etc.</li> </ul> <p>Product sales via the Internet or mail-order catalogue</p> <p>Sales by independent sales contractors</p> <p>Direct home sales</p> <p>Subscriptions</p>	<p><b>Institutions such as:</b></p> <ul style="list-style-type: none"> <li>• School boards</li> <li>• Colleges</li> <li>• Universities</li> <li>• Hospitals</li> <li>• Financial</li> <li>• Etc.</li> </ul>



## 1. Is your company or organization targeted?

### 1.3 Materials designated by the Environment Quality Act, the Regulation respecting compensation and ÉEQ's schedules of contributions

Categories of materials subject to the compensation plan, as described by the Environment Quality Act and in ÉEQ's schedules of contributions, are as follows:

- **“Containers and packaging”**: all types of flexible or rigid materials including paper, carton, plastic, glass or metal, used alone or in combination with other materials to contain, protect or wrap a product or a set of products at any stage in the movement of the product or set of products from the producer to the ultimate user or consumer, especially for the presentation of such products.
- **“Printed matter”**: paper and other cellulose fibres, whether or not they are used as a medium for text or images, except for books and materials included in the written media class. These materials must be ultimately intended for Quebec consumers.

**TABLE 2**  
**Examples of Consumer Products Composed of Several Designated Materials\***

Products	Designated Materials
<b>Tray of 24 PET bottles of water</b>	<ul style="list-style-type: none"> <li>• Corrugated paper tray</li> <li>• Plastic overwrap</li> <li>• PET Bottle</li> <li>• Company bag or labelling confirming the sale</li> <li>• Invoice or register receipt</li> </ul>
<b>Tray of cookies from the supermarket bakery section</b>	<ul style="list-style-type: none"> <li>• Polystyrene tray/box</li> <li>• Paper</li> <li>• Paper or plastic carry-out bag</li> <li>• Invoice or register receipt</li> </ul>
<b>Cosmetics gift set</b>	<ul style="list-style-type: none"> <li>• Boxboard box</li> <li>• Clear plastic film</li> <li>• Plastic tray liner/insert</li> <li>• 1 glass bottle</li> <li>• 1 plastic tube</li> <li>• Plastic carry-out bag</li> <li>• Invoice or register receipt</li> </ul>



## 1. Is your company or organization targeted?

<p><b>A book ordered through the mail or Internet</b></p> <p><i>Note: the book itself is not a material designated for curbside recycling.</i></p>	<ul style="list-style-type: none"> <li>• Printed promotional materials (glossy or otherwise)</li> <li>• Corrugated paper box</li> <li>• Any packaging inside the box such as plastic bubble wrap, crumpled paper, foam protectors such as packing peanuts etc</li> <li>• Plastic shrink wrap</li> <li>• Envelope containing invoice</li> <li>• Invoice or register receipt</li> </ul>
<p><b>Home assembled shelving unit</b></p>	<ul style="list-style-type: none"> <li>• Corrugated paper box</li> <li>• Polystyrene foam protective forms</li> <li>• Plastic bag overwrap</li> <li>• Instruction manual</li> <li>• Warranty cards</li> <li>• Invoice or register receipt</li> </ul>
<p><b>Computer monitor</b></p>	<ul style="list-style-type: none"> <li>• Outer corrugated box</li> <li>• Inner polystyrene foam protection</li> <li>• Plastic bags</li> <li>• Instructional material</li> <li>• Promotional information</li> <li>• Invoice or register receipt</li> </ul>

*\*(Table 4 provides a complete list of designated materials as well as examples of materials that are included and excluded.)*

This list is not exhaustive; rather, it serves as an illustration of some of the materials that are designated by the Act.

Therefore, **a company is targeted** if it satisfies three criteria:

- Domicile, establishment or place of business in Quebec;
- Owner of a brand, a name or a distinguishing guise, or is a first supplier in Quebec;
- Produces designated materials ultimately intended for Quebec consumers;

over an obligation year established by law (i.e. 2004 for obligation year 2005, 2005 for obligation year 2006, and so forth). That company is therefore required to register and file a Company Report with ÉEQ for each obligation year for which it satisfies the criteria.

### 1.4 Exemption from obligation

Companies and organizations that are already required to take measures for recovering and reclaiming containers, packaging or printed matter are exempt from paying contributions, including:

- 1° Those that already participate in an extended producer responsibility program such as that of the Société de gestion des huiles usées, Éco-peinture, tire recycling, etc.;



## 2. Are you ready to register with ÉEQ?

- 2° Companies that are already required, by virtue of a deposit system recognized by Quebec law, to take measures for recovering and reclaiming designated containers or packaging (e.g. single-use containers used for beer and carbonated beverages), or to finance such measures;
- 3° Companies that can provide evidence of their direct contribution to another system to recover and reclaim designated containers or packaging where that system has been operating in Quebec on a stable and regular basis such as the November 24, 2004, program to recycle multiple-use beer bottles.

However, it should be noted that packaging not recovered through the deposit system, such as plastic or carton packaging or soft drink/beer bottles or cans, is subject to the Act and must therefore be reported by targeted companies. On the other hand, carton boxes for beer bottles that are returned to the point of sale should be deducted from contribution calculations.

## 2. Are you ready to register with ÉEQ?

See the following checklist to be sure you have all the information required to register your company or organization.

**TABLE 3**  
**Registration Checklist**

Have you...	
✓	Designated a Primary Contact (i.e. the person who is authorized to act on behalf your organization with respect to its legal obligations) - you will need the primary contact's name, e-mail, title and phone number
✓	The company's exact address.
✓	The information allowing you to answer yes or no to the following question: Does your company or organization generate designated materials that are ultimately intended for Quebec consumers?



### 3. Register now!

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### 3. Register now!

If your company or organization is targeted, proceed with the following three steps:

#### 1: Logon to ÉEQ's website

Open an internet connection. Type: [www.ecoentreprises.qc.ca](http://www.ecoentreprises.qc.ca) in the address bar (at the top of your screen).

#### 2: Go to ÉEQ's registration page

Click on  the icon located at the right of the screen.

#### 3: Type in your company or organization's information

- Read the instructions and scroll to the registration fields.

Enter basic information on the company or organization, making sure all fields preceded by an asterisk (\*) are filled in. If the address you provide is outside Quebec, you will be asked to confirm whether you have a domicile or an establishment in Quebec and to provide that address. If so, you may continue the process. If not, you will be asked whether you generate materials ultimately intended for Quebec consumers. If you do, you will need to fill in and send in an application for voluntary contributor status.

You will also be asked to indicate your sector and sub-sector of activities. Questions on your obligation status will depend on your selection.

- Name a Primary Contact and provide all required information.

The Primary Contact is the person authorized by the company or organization to act on its behalf with respect to obligations related to the compensation plan. Once the company or organization's obligation status has been confirmed, this person will be responsible for naming secondary contacts to assist in researching and entering data online at reporting time. The Primary Contact is also responsible for reviewing and submitting the Company Report on which the automatic electronic invoice is based.

If the Primary Contact's address is different from that of the company, please indicate that information in case we need to contact him or her. If both addresses are the same, click on the appropriate icon and the information will be automatically copied. Don't forget to indicate the telephone extension to reach the Primary Contact.

When registering, the Primary Contact will need to answer, for the obligation years defined according to the year your company was founded, whether or not your company or organization has generated containers, packaging and printed matter designated in the schedule of contributions for the year preceding the obligation year.

By answering "Yes," you confirm that your company or organization is obligated for the calendar year in question.

Once you have replied for each of the years, click on "Next" to confirm your answers.



### 3. Register now!

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Once your registration is complete, ÉEQ will send an e-mail reply to your Primary Contact within the next 15 minutes, containing:

- A “company number,” a “username,” and a “password” which are needed by the targeted company or organization to file an online report. The e-mail subject line will read “ÉEQ registration accepted”. *Please be sure to keep your ÉEQ identifying information handy in your records to be able to access the interactive reporting system.*  
**You may proceed to the next step.**

**or**

- A confirmation of exempt status, indicating that your company or organization is not required to submit a Company Report because either you stated that you do not generate designated materials or the materials you generate are not intended for Quebec consumers. In such a case, you will receive neither a “company number”, nor a “username”, nor a “password” and you need do nothing more.

*Your company may be required to provide evidence supporting your answers at a later date.*

**Note:** *If your company is applying for voluntary contributor status, you will not immediately receive a company number, username and password. Instead, the Primary Contact will be asked to apply for voluntary contributor status. System access information will be provided upon authorization of the application.*

#### 3.1 Low-volume producers registration process

In order to lighten the administrative load of small companies and organizations, ÉEQ has made special arrangements in its schedules of contributions to simplify the contribution process for such low-volume producers.

For 2005 and 2006, an organization is considered a low-volume producer if it meets one of the following criteria:

- Its sales, revenues or receipts in Quebec are less than or equal to \$1.5 million for the obligation year;

**or**

- The total weight of materials generated is less than or equal to ten tonnes.

Instead of going through the entire calculation and reporting process for all materials generated, these organizations may opt for low-volume producer status and pay a flat fee of \$280 per year.

See the information sheet for low-volume producers, available on ÉEQ’s website, if you need more information.



## 4. The next step: Compiling data for your Company Report

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Starting in 2007, new conditions apply for payment exemptions. Companies and organizations that meet one of the following criteria are exempt from paying a contribution:

- Sales, revenues or receipts in Quebec for the reference year are below or equal to \$1 million;
- Total weight of materials generated is under or equal to 1 tonne;
- The company has a single point-of-retail-sale and is not supplied by or operated as part of a franchise, a chain or under a banner.

A company or organization that meets one of these criteria is not required to fill out an online Company Report.

In addition, conditions and amounts related to flat fees have also been changed starting in 2007. Therefore, an organization is a low-volume producer if it generates 5 metric tonnes or less of designated materials and may opt for one of two flat fees according to the quantity of materials marketed in Quebec:

- If the total weight of materials generated is over 1 metric tonne but less than, or equal to, 2.5 metric tonnes, the company is eligible for the \$150 flat fee;
- If the total weight of materials generated is over 2.5 metric tonnes but less than, or equal to, 5 metric tonnes, the company is eligible for the \$300 flat fee.

In this way, these organizations can use the quick online reporting method for low-volume producers rather than calculating and producing a report containing actual data on materials generated.

Consult the summary table showing examples of materials, weights and quantities for various sectors of low-volume producers to help you define the flat fee associated to your business.

## 4. The next step: Compiling data for your Company Report

Every targeted company or organization is required to submit a Company Report.

### 4.1 Materials to be included in the Company Report

The following table provides a detailed description of the classes and sub-classes of designated materials, including definitions and examples for each.



#### 4. The next step: Compiling data for your Company Report

**TABLE 4**

**Description of classes and sub-classes of designated curbside recycling materials**  
(Examples listed below are for illustration purposes only. This is not a comprehensive list)

### “Printed Matter” Class

Class	Sub-class of Materials	Description
<b>Printed matter</b>	Newsprint inserts and circulars	<p><b>Includes:</b> all newsprint materials, other than newspapers who are designated and agreed by RecycleMédias, with less than 15% of information content.</p> <p><b>Examples:</b> newsprint paper advertising inserts, circulars and leaflets usually bounded, distributed inside newspaper, publi-sac or directly to consumers, newsprint park guides and auto or real estate supplements, newspaper publications with glazed covert or not (e.g. Hebdo about cars, real estate). Published for "quick consumption".</p> <p><b>Excludes:</b> newspapers and newsprint used as product packaging (which are included as “boxboard and other paper packaging”)</p>
	Catalogues and publications	<p><b>Includes:</b> publications (periodicals printed on glossy paper and not designated nor agreed by RecycleMédias), catalogues (bound glossy paper containing product lists), or other printed and bound material (light or medium weight silk or gloss coated paper) which principal object aims at promoting or selling a product or service including publications not included in the “Written Media”.</p> <p><b>Examples:</b> retailer seasonal catalogue, travel magazines/brochures, sales directory, annual report, promotional guides printed on glossy paper.</p>
	Telephone books	<p><b>Includes:</b> printed directories of residential and/or business information such as private and business telephone numbers, postal codes and websites, glue binding.</p> <p><b>Examples:</b> phone books, quarter repertory.</p>



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	<p>Paper for general use</p>	<p><b>Includes:</b> white or coloured paper for general use, special white or coloured paper for printers or photocopiers, notepads usually glued with ruled paper, loose-leaf paper, graph paper.</p>
	<p>Other printed matter</p>	<p><b>Includes:</b> all other printed paper distributed or gave to consumers that is not included in the paper categories above.</p> <p><b>Examples:</b> blank and printed envelopes; promotional inserts with envelopes; circulars printed on glazed paper, printed information found within packaged products such as assembly instructions, user guides, promotional information, warranty cards, product safety information and coupons; annual policy information such as insurance policy documents and statements; monthly, quarterly or annual statements; investment fund reports and prospectuses; free promotional calendars; lottery tickets and fund raising tickets; cash register receipts.</p> <p><b>Excludes:</b> soft or hard covered fiction or non-fiction books or textbooks, greeting cards purchased individually or in bulk, blank envelopes purchased in bulk, personal agendas, personal medical records, purchased calendars, clothing hang tags (which are included in the curbside recycling as “other paper packaging”).</p>

#### “Containers and Packaging” Class

Sub-class	Materials	Description
<p><b>Paperboard</b></p>	<p>Corrugated Cardboard</p>	<p><b>Includes:</b> all cardboard/corrugated packaging and kraft paper bags that contain less than 15% by weight of other closely bonded, impregnated or laminated materials that cannot be easily separated.</p> <p><b>Examples:</b> boxes for televisions, boxes for pizza, paper take-out bags, bags for flour, sugar, potatoes, wheat, etc.</p>
	<p>Gable-top containers</p>	<p><b>Includes:</b> polycoated cartons.</p> <p><b>Examples:</b> milk, juice and molasses cartons.</p>



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Plastics	Aseptic containers	<p><b>Includes:</b> polycoated and foilized boxes. (Tetrapak)</p> <p><b>Examples:</b> juice boxes, soup containers.</p>
	Paper laminants	<p><b>Includes:</b> laminated paper packaging that is in majority paper by weight but has more than 15% by weight of non-paper. This includes metalized foil/paper/plastic laminates where paper represents the greatest percentage by weight.</p> <p><b>Examples:</b> fibre cans (with metal/plastic bottom and lid), granola bar wrappers, battery blister packaging, ice cream carton container, bubble envelop, cookies bags.</p>
	Boxboard and other paper packaging	<p><b>Includes:</b> boxboard or fibre board containers, molded pulp paper packaging as well as other paper packaging which contain less than 15% by weight of other closely bonded, impregnated or laminated materials that cannot be easily separated.</p> <p><b>Examples:</b> cereal boxes, egg cartons, formed trays, tissue paper box, clothing hang tags, newspaper used as packaging material (i.e. in shoe boxes or gift packaging), paper hot drink cups, paper bread or popcorn bags, tissue paper, bathroom tissue or paper towels.</p>
	PET Bottles	<p><b>Includes</b> <u>#1 bottles and jars only</u>. All other forms of PET should be entered as "Other rigid plastics."</p> <p><b>Examples:</b> energetic drink/water bottles, salad dressings bottles, peanut butter jars, edible oil bottles.</p>
	HDPE Bottles	<p><b>Includes</b> <u>#2 bottles and jars only</u>. All other forms of HDPE containers should be entered as "Other rigid plastics."</p> <p><b>Examples:</b> laundry detergent and bleach containers, vinegar jugs, windshield washer fluid.</p>
	Polystyrene	<p><b>Includes:</b> rigid forms of #6 plastic and foam.</p> <p><b>Examples:</b> hot drink cups, clamshell containers, meat trays, milk and cream little cups, eggs packaging, foam packaging (i.e. for appliances), foam packaging "peanuts".</p>



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<b>Plastics (cont')</b>	Other rigid plastics, polymers and polyurethane	<p><b>Includes:</b> other rigid plastic containers that are not included in the PET, HDPE or polystyrene categories. These include #1, #2, #3, #4, #5 and #7 jugs, tubs, lids, closures, trays, bottle pumps, cups, tubes, as well as non-coded products. Also includes polymers and polyurethane of all types.</p> <p><b>Examples:</b> margarine and yogurt tubs, ketchup bottles, hand cream tubes, microwaveable trays, pudding cups, plastic blister packaging, including PLA.</p>
	Plastic HDPE and LDPE Film	<p><b>Includes</b> <u>polyethylene film/wrap only</u>. It is typically stretchy and more porous than other types of film. All other film that is not HDPE and LDPE should be allocated to the "Plastic laminates" category.</p> <p><b>Examples:</b> plastic shopping bags, frozen vegetable bags, milk bags and pouches, shrink wrapped products (i.e. around a tray of 24 water bottles).</p>
	Plastic laminants	<p><b>Includes:</b> other flexible wraps, bags, and formed packaging including PET, PVC, PP as well as multilayered and laminated flexible packaging. Includes metalized foil/paper/plastic laminates where plastics represent the greatest percentage by weight.</p> <p><b>Example:</b> pouches for fresh pasta, dry pasta packaging, candy wrappers, coffee pouches, cheese wraps, cereal liner bags, pre-packaged deli meat pouches, yogurt stick pack, vacuum packaging products, blister packs for medication or gum.</p>
<b>Steel</b>	Aerosol containers	<p><b>Includes:</b> all aerosol containers that are more than 50% by weight of steel.</p> <p><b>Examples:</b> air freshener, deodorant and hairspray cans.</p>
	Other steel containers	<p><b>Includes:</b> all other containers that are more than 50% by weight of steel.</p> <p><b>Examples:</b> food cans (e.g. soup), large juice cans, lids and closures.</p>
<b>Aluminium</b>	Aluminium containers for food and beverages	<p><b>Includes:</b> sealed containers for food products and beverages.</p> <p><b>Examples:</b> non-deposit single-serve juice cans, small pet food cans, sardine cans.</p>
	Other aluminium packaging	<p><b>Includes</b> semi-rigid foil trays, lids, seals and aluminium tubes, caps, screw-on lids and aluminium aerosol containers.</p> <p><b>Examples:</b> foil wrap, pie plates, yogurt/sour cream seals, frozen lasagna trays, aluminium cans for hairspray and mousse.</p>



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<b>Glass</b>	Clear glass	<p><b>Includes:</b> clear glass container packaging with the exception of Pyrex, ceramics and crystal.</p> <p><b>Examples:</b> pickle, salsa or pasta sauce jars.</p>
	Coloured glass	<p><b>Includes:</b> coloured (e.g. green, brown, blue) glass packaging with the exception of Pyrex, ceramics and crystal.</p> <p><b>Examples:</b> wine bottles, olive oil and balsamic vinegar bottles.</p>

### 4.2 Materials exempt from contribution requirements

Targeted companies should not report designated materials intended for commercial, institutional or industrial customers. Cases for exemptions are provided below. These materials may be omitted from the Company Report.

**TABLE 5**  
**Exemptions for Packaging and Printed Matter**

Type of packaging	Distinctive Feature	Examples
<b>Tertiary or transportation packaging</b>	<p>Containers and packaging designed to facilitate handling and transportation of a certain number of sales units or grouped packaging in order to avoid their individual handling and damages related to transportation.</p> <p><i>(Please note that if this packaging is reused for wrapping at the point of sale for transportation of the goods to residential consumers, this packaging should then be reported by the retailer.)</i></p>	<ul style="list-style-type: none"> <li>▪ Wood pallets</li> <li>▪ Transportation containers</li> <li>▪ Plastic pallet wrap</li> <li>▪ Corrugated boxes recycled by retailers or grocery stores</li> </ul>
<b>Containers, packaging and printed matter sold as products</b>	<p>Containers, packaging and printed matter designed to accompany products but are sold as empty products themselves.</p> <p><i>(However, loose-leaf, lined or graph paper as well as notepads</i></p>	<ul style="list-style-type: none"> <li>▪ Trash bags</li> <li>▪ Envelopes</li> <li>▪ Empty CD cases</li> </ul>



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	<i>should be reported.)</i>	
<b>Durable containers and packaging</b>	Containers or packaging designed to hold, protect or store a product over its useful life, when the product is designed to have a useful life of five (5) years or more.	<ul style="list-style-type: none"> <li>▪ Durable case for shavers</li> <li>▪ Plastic case for cordless drill</li> <li>▪ Camera bag</li> <li>▪ CD/DVD cases</li> </ul>
<b>Containers, packaging or printed matter accompanying products used or consumed at the site of distribution</b>	Containers and packaging accompanying products used or consumed by the consumer at the site of distribution or sale of the product when their disposal is handled at that location.  <i>(However, those used for carry-out should be reported.)</i>	<ul style="list-style-type: none"> <li>▪ Packaging for take-out food from a restaurant</li> <li>▪ Menus</li> </ul>
<b>Other items</b>	Products not defined as packaging; “accessories” that serve no packaging function.	<ul style="list-style-type: none"> <li>▪ Plastic cutlery</li> <li>▪ Straws</li> <li>▪ Paper napkins</li> </ul>
	Books and other printed products included in the “written media” class.	<ul style="list-style-type: none"> <li>▪ Books</li> <li>▪ Newspapers and magazines covered by RecycleMédias</li> </ul>
	Items that constitute an integral part of the product.	<ul style="list-style-type: none"> <li>▪ Toner cartridges</li> </ul>

### 4.3 Admissible deductions

All deductions must be clearly and accurately described in the “Deduction” section of the Company Report and must be supported with evidence upon request. Deductions may be made for materials that are recovered or not distributed to consumers. If such materials are not included in the Company Report in the first place, they should not be deducted from the total weight of materials reported. A list of permissible deductions is provided below.



#### 4. The next step: Compiling data for your Company Report

**TABLE 6**  
**Allowable Deductions**

<b>Deductible Materials</b>	<b>Rationale</b>
<p><b>Designated materials that are reclaimed by the manufacturer or distributor</b></p>	<p>Some companies who market containers, packaging and printed matter intended for consumers offer consumers the option of collecting those materials either at home delivery or through recovery systems at the point of sale. For example, some distributors collect the carton packaging that protects large household appliances. The manufacturer must be able to provide evidence of the proportion of materials thus recovered vs. those left on site, in addition to styrofoam, plastics and other materials. Other companies sometimes offer to recover plastic bags at the point of sale or plastic overwrap on products.</p>
<p><b>Packaging or printed matter that have not been distributed and were eventually destroyed</b></p>	<p>Sometimes, excess materials are destroyed because they are obsolete or for other reasons. Such materials that have not been distributed should therefore be deducted from the Company Report.</p>

#### 4.4 Where to obtain data for your Company Report

Once you have determined which materials to include in your Company Report, you need to gather data on the quantities generated for each of them.

Please note that materials to be considered in contribution calculations are the following:

<b>Year of the Schedule of contributions</b>	<b>Reference year for which to collect data</b>
2005	January 1 to December 31, 2004
2006	January 1 to December 31, 2004 (or 2005)
2007	January 1 to December 31, 2007
2008	January 1 to December 31, 2007



## 4. The next step: Compiling data for your Company Report

### 4.4.1 Low-volume producers

- If you choose to pay the flat fee defined according to the obligation year, you do not need to enter all the data on the materials you generate;
- However, if you choose to report actual data on the materials you generate and pay the real cost of those materials up to the maximum related to your category of flat fee, you must determine all the data to be included in your Company Report. In that case, please continue reading this document. **Note that calculators are not available to low-volume producers because they have not been designed to calculate small quantities.**

### 4.4.2 Manufacturers

If you are a manufacturer, it is generally easy to collect the information on the number of units sold and the weight of each unit. You must include the total weight of all designated materials (as described in Table 4 on page 12) sold over the designated year under your company/organization's brands, names or distinguishing guises. The contribution is calculated on a \$/kg rate basis for each designated material.

As an example, for the 2008 obligation year, if your company produces jam sold in glass jars, you would need to determine how many jars of jam were sold in Québec in 2007. If you sold several different sizes of jars, you would need to know the number of each size sold and multiply this number by the weight of each empty jar. The weights need to be converted into kilograms to enter them into your Company Report in the "Clear Glass" class, including the weight of the label, glue and lid.

Following is a list of sources from which you may obtain this information.

- In-house packaging specifications and sales databases.
- Purchasing records with packaging composition, unit weights etc.
- Information about packaging composition, unit weights etc. from packaging material suppliers.
- Information about packaging composition, unit weights etc. from non-resident brand-owners (product suppliers).
- Bills of materials and other packaging specification documents.
- Third-party databases with unit weight information that companies with similar products might apply.
- If you are unable to obtain documentation on the weight of each material, you may weigh empty packaging.

A template methodology for your sector of activities is included in Annex B.

If you are unable to provide accurate unit-and-weight-based figures that pertain specifically to Québec, you may develop an estimate as a percentage of your total Canadian sales.

If data on the number of units sold and their weight is not available, you may use calculators as described in Section 4.5.



## 4. The next step: Compiling data for your Company Report

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### 4.4.3 Retailers

If you are a retailer and you are unable to collect the information as described for manufacturers, you may use the calculators provided to you. Please note that there is no calculator for printed matter since it is a simple matter to collect detailed information from your supplier.

A template methodology for your sector of activities is included in Annex B.

### 4.4.4 Service providers

If you are a service provider, you probably generate printed matter. You may contact your printing services provider to get information on the type of paper used as well as quantities and the weight of your printed matter.

A template methodology for your sector of activities is included in Annex B.

## 4.5 Calculators

If you are unable to obtain any weight data, you may want to use ÉEQ-approved calculators. You may also contact your industry association to inquire as to whether they have developed an ÉEQ-approved calculator. Other than for 2005 and 2006 Schedules of Contributions, you will need to apply for authorization to use any of the calculators available to ensure your company or organization meets the criteria for their use. ÉEQ strongly recommends that applications to use a calculator be submitted before the month of March of any given designated year. In that way, if ÉEQ does not give its approval, you will still have sufficient time to collect the data on material weight and file your Company Report on time.

Annex C contains the application form that should be filled out and sent in to Member Services in order to have a calculator activated in the online reporting system or forwarded to the company if it is in Excel format.

Please note that calculators do not include paper for general use or packaging added at the point of retail sale. It will therefore be necessary for you to obtain related data from your printing services provider or supplier so as to include them in a separate section of your Company Report.

Available calculators are described in the following sections.

### 4.5.1 Unit Based Calculator (UBC) (*Unit Based Calculator*)

The UBC is a tool that enables targeted companies producing food, beverage, cleaning and personal care products to enter unit sales data according to type and size of product packaging. These data are typically available to targeted companies through existing internal data management systems. The UBC was developed by Corporations Supporting Recycling (CSR) and the Canadian Council of Grocery Distributors (CCGD) and subsequently accepted by ÉEQ to help members fulfill their obligations with regard to private label and imported products. CCGD shares this tool with other targeted companies in the food and consumer products sector.



## 4. The next step: Compiling data for your Company Report

### 4.5.2 Composite Based Calculator (CBC) (*Composite Based Calculator*)

The Retail Council of Canada (RCC) worked with its members and Stewardship Ontario to produce a calculator that would help them determine their obligations for private label products and other products for which they are the first supplier. The CBC is based on the number of units sold in defined product categories.

#### Composite Based Calculators (number of units sold)

Sectors	Sub-sector
<b>Kitchen appliances</b>	Small kitchen appliances
	Kitchenware
<b>Electronic equipment</b>	Display – LCD screen television
	Display – CRT monitor
	Display – LCD monitor
	Computer equipment and accessories – large
	Computer equipment and accessories – small
	Home audio and video systems
	Portable audio and video systems
	Portable and home electronic accessories
<b>Games and toys</b>	Handicrafts and arts
	Boxed games and books
	Outdoor toys
	Electric toys
	Pool toys and maintenance products
	Dolls and accessories
<b>Furniture, bedding</b>	Furniture
	Bedding and linens
<b>Cleaning and maintenance</b>	Chemical cleaning products for the home
	Laundry products for the home
	Other cleaning products for the home
	Paper and paper products



## 4. The next step: Compiling data for your Company Report

### 4.5.3 Sectoral Calculators

Sectoral calculators for manufacturers, distributors and first suppliers use gross sales revenues in Quebec for a given obligation year to calculate payable contributions. Retailers, on the other hand, must use the cost of products sold. Many dollar-based calculators have been replaced with more accurate and detailed Excel-based calculators. Sectoral calculators will therefore be phased out.

**Please note that sectoral calculators are simply offered as a tool for companies that are unable to gather actual data on their materials. Users should therefore be aware that the data produced in this way are derived from industry averages that may not necessarily reflect your company or organization's actual generation of designated materials.**

#### Sectoral Calculators (\$ based)

Sectors	Sub-sectors
<b>Pet food, products and accessories</b>	Pet food, products and accessories
<b>Garden and outdoor appliances</b>	Garden and outdoor appliances
<b>Jewellery and watchmaking</b>	Jewellery and watchmaking
<b>Footwear</b>	Footwear
<b>Sport equipment</b>	Sport equipment and hiking accessories, camping
<b>Food</b>	Canned or frozen foods, sauces, dressings
	Packaged food/fresh fruits and vegetables
	Confectionary/sugar
	Ice cream and frozen desserts
	Savoury snacks
	Edible oils, fats, margarine
	Fish, red meat, poultry/eggs
	Bakery/cookies/pasta products
Dairy products (milk, butter, yogurt, cheese)	
<b>Automobile parts and accessories</b>	Automobile parts and accessories
<b>Prescription, non-prescription and healthcare products</b>	Healthcare products, non-prescription and prescription drugs
<b>Leather and travel products</b>	Leather and travel products
<b>Paper and stationery</b>	Paper and stationery
<b>Personal care products, cosmetics,</b>	Personal care products, cosmetics, fragrances



## 4. The next step: Compiling data for your Company Report

<b>fragrances</b>	
<b>Hardware/home repair</b>	Hardware/home repair
<b>Clothing/fabric/sewing</b>	Clothing/fabric/sewing

### 4.5.4 Unit-Based Calculators (UBC) in Excel format

Most sectoral calculators have now been replaced by complementary unit-based calculators in Excel format that provide a more accurate calculation of your contribution. The new calculators and their former \$-based equivalents are listed in the following table.

#### Complementary Calculators and Sectoral Calculators

<b>Complementary calculators (as of 2007) (Excel format)</b>	<b>Sectoral Calculators (\$) (online)</b>
Pet food, supplies and accessories	Pet food, supplies and accessories
Clothing, footwear, jewellery, leather goods and travel accessories	Jewellery and watchmaking
	Footwear
	Leather goods and travel accessories
	Clothing/Fabric/Sewing
Sports and garden equipment (outdoor and seasonal)	Sports equipment, camping accessories, hiking and bicycling
	Garden and outdoor products
Paper and office products	Paper and stationery
Automobile parts and hardware containers	Automobile parts and accessories
Health and personal care products	Health products, prescription and non-prescription medication
	Personal care products, cosmetics, fragrances

For more information on calculators, see *Calculators: A User's Guide* on ÉEQ's website at [www.ecoentreprises.qc.ca](http://www.ecoentreprises.qc.ca).



## 5. Schedule of contributions and timetable

### 4.6 Information to include in your Company Report

Targeted companies and organizations will need to enter the total number of kilograms for material in each sub-class that applies. ÉEQ requires that you include a detailed explanation of how you calculated the total weight entered into the system. All calculations, deductions and exemptions must be clearly explained. Supporting documentation (spreadsheets, tables, study results, etc.) must be kept on file and provided upon request.

As you fill out your Company Report, please be sure to record and report each brand, name and distinguishing guise for which your company is either the brand owner or first supplier. For private label products, it is the private label brand owner, not the manufacturer or assembler of the product, that is responsible for filing the Company Report and paying fees for its private label packaging.

### 5. Schedule of contributions and timetable

Contributions paid by targeted companies and organizations finance 50 % of the net cost of municipal residential curbside recycling programs in Quebec. They are based on the costs to manage each material type in these programs. The contribution rates for the first four obligation years are shown in Table 7 below.

**TABLE 7**  
**Contribution Rates**

**\*Schedule of Contributions = SoC**

<b>CLASS OF MATERIALS</b> Sub-class of materials	<b>SoC*</b> 2008 (\$/ton)	<b>SoC*</b> 2007 (\$/ton)	<b>SoC*</b> 2006 (\$/ton)	<b>SoC*</b> 2005 (\$/ton)
<b>PRINTED MATTER</b>				
Newsprint circulars and inserts	55.22	57.76	28,91	28,44
Catalogues and publications	134.83	145.84	79,25	77,96
Telephone books	134.83	145.84	79,25	77,96
Paper for general use			79,25	77,96
Other printed matter	134.83	145.84	79,25	77,96
<b>Total – Printed Matter</b>	<b>89.40</b>	<b>92.42</b>	<b>52,86</b>	<b>52,00</b>
<b>***</b>				
<b>CONTAINERS AND PACKAGING</b>				
<b>Paperboard</b>				
Corrugated cardboard	74.73	66.71	56,54	55,62
Gable-top containers	107.11	89.64	71,41	70,24
Aseptic containers	107.11	89.64	71,41	70,24
Paper laminants	107.11	89.64	71,41	70,24
Boxboard and other paper packaging	74.73	66.71	56,54	55,62



## 5. Schedule of contributions and timetable

<b>Total - Paperboard</b>	<b>79.81</b>	<b>70.50</b>	<b>58,97 \$</b>	<b>58,01</b>
***				
<b>Glass</b>				
Clear glass	36.80	37.32	26,00	25,57
Coloured glass	36.88	37.17	27,27	26,82
<b>Total - Glass</b>	<b>36.84</b>	<b>37.23</b>	<b>26.45</b>	<b>26,02</b>
***				
<b>Steel</b>				
Aerosol containers	56.48	81.58		
Other steel containers	56.48	81.58	35,90	35,31
<b>Total - Steel (Metal)</b>	<b>56.48</b>	<b>81.58</b>	<b>35.90</b>	<b>35,31</b>
***				
<b>Aluminium</b>				
Aluminium containers for food and beverages	44.85	62.03		
Other aluminium containers and packaging	44.85	62.03	11,45	11,21
<b>Total - Aluminium</b>	<b>44.85</b>	<b>62.03</b>	<b>11.45</b>	<b>11,21</b>
***				
<b>Plastic</b>				
PET bottles	102.73	109.22	87,48	86,04
HDPE bottles	105.56	83.10	70,37	69,22
Polystyrene	270.98	172.93	121,10	119,12
Other rigid plastics, polymers and polyurethane	151.99	128.78	121,10	119,12
Plastic HDPE and LDPE film	191.51	158.08	121,10	119,12
Plastic laminants	191.51	158.08	121,10	119,12
<b>Total - Plastic</b>	<b>163.94</b>	<b>135.50</b>	<b>109,05</b>	<b>107,27</b>
***				
<b>TOTAL - CONTAINERS AND PACKAGING</b>	<b>86.56</b>	<b>78.81</b>	<b>58,31</b>	<b>57,36</b>
<b>TOTAL - PRINTED MATTER</b>	<b>89.40</b>	<b>92.42</b>	<b>52,86</b>	<b>52,00</b>
<b>TOTAL</b>	<b>87.25</b>	<b>82.22</b>	<b>56,89</b>	<b>55,96</b>

### 5.1 Deadlines for submitting Company Reports and contribution payment

Company Reports must be submitted, and contributions paid, for each designated year within 90 days of the effective date of the schedule of contributions, i.e. 15 days after its publication in the *Gazette officielle du Québec* for the 2005, 2006 and 2007 Schedules of



## 5. Schedule of contributions and timetable

Contributions, and upon publication of the 2008 Schedule of Contributions. 100% of the contribution is due by that deadline.

Deadlines for submitting the Company Report and paying the contribution related to each obligation year are as follows:

**Table 8: Deadlines**

**\*Schedule of Contributions = SoC**

	<b>SoC* 2005 and 2006</b>	<b>SoC* 2007</b>	<b>SoC* 2008</b>
<b>Publication in the Gazette officielle du Québec</b>	February 28, 2007	March 25, 2009	Not published as of this writing
<b>Schedule of Contributions becomes effective</b>	March 15, 2007	April 8, 2009	n/a
<b>Registration and reporting</b>	Until July 13, 2007	August 7, 2009* <b>REVISED</b>	n/a
<b>Payment of contribution</b>	By July 13, 2007	By September 4, 2009* <b>REVISED</b>	n/a
<b>Application of interest charges</b>	As of July 14, 2007*	September 4, 2009	n/a
<b>Application de collection charges</b>	As of January 1, 2008	November 4, 2009	n/a

### 5.2 Interest and penalties for non-compliance

A company or organization that fails to make appropriate payments within 120 days of the effective date of the schedule of contributions will be found "non-compliant."

Any contribution that is due by a targeted company and remains unpaid to Éco Entreprises Québec at the deadline will bear interest according to the provisions of Article 53.31.16 of the Act, i.e. at a rate set according to Article 28 of the Ministry of Revenue Act, L.R.Q., c. M-31. Such interest will be calculated at the said rate on a daily basis on the unpaid amount of contribution from the date the contribution becomes due until full payment. Any change to the official rate will be immediately applied to the interest rate payable according to this article.

In addition to interest, any targeted company that has not paid the contribution due within a period of 210 days following the effective date of the schedule of contributions will be



## 6. Next step: Collecting data and filling out your Company Report

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subject to a penalty equal to 10 % of contributions due. Such penalty will rise to 20 % should Éco Entreprises Québec be forced to seek recourse to collect the sums due.

### 6. Next step: Collecting data and filling out your Company Report

You are now ready to begin entering the data for your Company Report. Open a session on ÉEQ's interactive reporting system using the company number, username and password that were supplied to you following your registration, and start building your Company Report. Turn to Guidebook 2 for step-by-step assistance on entering your data.



## Annex A

# Procedure to Become a Voluntary Contributor





# Procedures to Become a “Voluntary Contributor”

**JUNE 2010**

**eeqr**  
Éco Entreprises Québec

## PROCEDURE TO BECOME A VOLUNTARY CONTRIBUTOR

In accordance with the *Environment Quality Act* L.R.Q., c. Q2 (the "**Act**") and the *Regulation respecting compensation for municipal services provided to recover and reclaim residual materials* c. Q-2, r.2.3 (the "**Regulation**"), companies and organizations that are required to pay a contribution for materials in the "containers and packaging" and "printed matter" classes are defined as follows:

- Owners of a brand, a name or a distinguishing guise on containers and packaging used to sell or market products or services in Québec under that brand, name or distinguishing guise as well as containers and packaging identified by that brand, name or distinguishing guise;
- Owners of a brand, a name or distinguishing guise identifying materials included in the printed matter class.

The Regulation allows for companies that have neither a domicile nor an establishment in Québec but are owners of a brand, a name or a distinguishing guise to elect to fulfill the obligations that would otherwise be the responsibility of their first supplier in Québec of its products, containers, packaging or printed matter (also referred to as designated materials). The purpose of this procedure is to provide an opportunity for a company to accept reporting responsibilities and make payments on behalf of another company that would otherwise be named as a targeted company in order to reduce the latter's administrative burden.

Such companies are designated as "voluntary contributors" and become subject to the schedule of contributions applicable to the "containers and packaging" and "printed matter" classes for the designated year, this in addition to any other obligations they may have.

### Terms and conditions

In order to become a voluntary contributor, a company must sign a Voluntary Contributor Agreement with Éco Entreprises Québec ("**ÉEQ**") that establishes specific conditions, including:

- That the voluntary contributor agrees to pay required contributions according to the schedule of contributions applicable to the "containers and packaging" and "printed matter" classes for the designated year;
- That such a commitment is entirely voluntary;
- That the voluntary contributor agrees to produce the required Company Report in accordance with the schedule of contributions applicable to the "containers and packaging" and "printed matter" classes for the designated year with respect to the terms prescribed therein;
- That the voluntary contributor agrees to shoulder this responsibility for all its first suppliers in Québec;
- That the voluntary contributor agrees to observe the laws of Québec and accepts that any litigation shall be undertaken in Québec according to Québec law.

According to the provisions of the schedule of contributions applicable to the "containers and packaging" and "printed matter" classes for a designated year, the first supplier and the voluntary contributor are severally responsible for their obligations under the schedule of contributions.



## Steps in applying for voluntary contributor status

To become a voluntary contributor, a company must follow the following steps:

1. Register with ÉEQ ([www.écoentreprises.qc.ca](http://www.écoentreprises.qc.ca)).
2. Read and fill out all sections and annexes in the Voluntary Contributor Agreement. If you have any questions, contact our Member Services Department by phone at (514) 987-1700 or toll free at 1-877-987-1491, or by e-mail at [service@ecoentreprises.qc.ca](mailto:service@ecoentreprises.qc.ca).
3. Sign and send, either by fax at (514) 987-1598 or by mail, a copy of the agreement and completed annexes to ÉEQ within 14 days of registering. ÉEQ recommends that a company wishing to become a voluntary contributor submit the completed Voluntary Contributor Agreement as soon as possible, since timing is critical to minimize double counting and to enable otherwise targeted companies to report on designated materials that are not covered by the Agreement but for which they remain responsible. Retain a copy of this correspondence for your records and to provide as evidence of the submission.
4. If your application to become a voluntary contributor is approved by ÉEQ, you will receive a copy of the Voluntary Contributor Agreement signed by ÉEQ within 30 days of its receipt at ÉEQ offices. As stipulated in the Agreement, the voluntary contributor is required to advise all the companies listed in Annex B of the Agreement that reporting and financial responsibilities for designated materials sold and distributed in Québec by the specified parties will be assumed by the voluntary contributor.
5. If your application for voluntary contributor status is not complete or not approved, ÉEQ will provide an explanation of its decision in an e-mail.
6. The approved voluntary contributor will then be required to prepare and submit a Company Report on the quantities, in kilograms, of designated materials for which it has volunteered to be responsible and will pay the related contributions.

## Questions

If you have any questions, contact ÉEQ by phone at (514) 987-1700 or toll free at 1-877-987-1491 or by e-mail at [service@ecoentreprises.qc.ca](mailto:service@ecoentreprises.qc.ca).



**VOLUNTARY CONTRIBUTOR AGREEMENT**

**Owner of a brand, a name or a distinguishing guise, without a place of business in Quebec**

**Please identify your class of voluntary contributor**

Check the box next to the year for which you wish to begin your status as voluntary contributor:

- 2007 Schedule of Contributions**
- 2008 Schedule of Contributions**
- 2009 Schedule of Contributions**
- 2010 Schedule of Contributions**

WHEREAS ÉEQ rules permit certain companies/organizations to become voluntary contributors;

WHEREAS ÉEQ accepts such a company/organization to become a voluntary contributor;

1. The undersigned (the “**voluntary contributor**”) hereby elects to become a targeted company/organization according to the Procedure to Become a Voluntary Contributor to ÉEQ, and according to the schedule of contributions applicable to the “containers and packaging” and “printed matter” classes for a designated year.

<b>Name of the company/organization wishing to become a voluntary contributor:</b>	
<b>Address:</b>	
<b>City:</b>	<b>Province/State:</b>
<b>Country:</b>	<b>Postal Code:</b>
<b>Name of Contact:</b>	
<b>Telephone:</b>	<b>Fax:</b>
<b>E-mail:</b>	

2. The voluntary contributor and ÉEQ agree that the voluntary contributor shall assume the obligations related to **all** designated materials sold or distributed in Quebec during the appropriate designated year and for which it is/was the owner of a brand, a name or distinguishing guise as defined by the schedule of contributions applicable to the “containers and packaging” and “printed matter” classes, and for which the voluntary contributor agrees to assume the responsibility for otherwise targeted companies.



3. The voluntary contributor accepts to provide details on the weight of materials according to the classes described in the schedule of contributions and related **Annex A** applicable to the “containers and packaging” and “printed matter” classes for a designated year, with regard to **all** designated materials sold or marketed in Quebec under the brands listed in **Annex A** of this Agreement during said designated year.
4. The voluntary contributor agrees to respect and to comply with this procedure and to submit a Company Report upon ÉEQ’s approval of voluntary contributor status.
5. The voluntary contributor confirms that **all** branded materials for which the voluntary contributor is volunteering are listed in **Annex A**.
6. The voluntary contributor confirms that **all** Québec first suppliers for which it is assuming responsibility are listed in **Annex B**. The voluntary contributor shall promptly notify companies named in **Annex B** that would otherwise be required to pay a contribution with respect to the branded materials in accordance with the terms of this Agreement.
7. The voluntary contributor consents to a notice of its status being posted on ÉEQ’s website and, upon such posting and for the term of this Agreement, companies listed in **Annex B** that have a business connection to the brands or the products listed in Annex A shall be relieved of their obligations as targeted companies/organizations with respect to those designated materials under the schedule of contributions applicable to the “containers and packaging” and “printed matter” classes for a given designated year.
8. According to the year of the Schedule of Contributions checked, voluntary contributor status takes effect on January 1st of the obligation year and continues in subsequent years.
9. When modifications are required to **Annexes A and/or B** with regard to a reporting period, the voluntary contributor agrees to provide ÉEQ with an updated copy of the concerned Annex.
10. The parties agree that the status of voluntary contributor shall extend for an indefinite period and will be in force up until it is cancelled following a written notice sent by the voluntary contributor to ÉEQ at least 30 days before the next obligation year begins.
11. Should a voluntary contributor default on its obligations as a targeted company, ÉEQ shall serve the voluntary contributor with a detailed notice of default with copies sent to the otherwise targeted companies listed in **Annex B**. If the default is not corrected within 30 days of receipt of notification, ÉEQ may elect to terminate this Agreement.
12. If this Agreement is terminated, ÉEQ shall inform otherwise targeted companies listed in **Annex B** and will also post a notice to that effect on ÉEQ’s website. As of that date, reporting and financial responsibility shall revert back to the original targeted companies upon posting of the Agreement cancellation on ÉEQ’s website.
13. Any notice related to the status of a voluntary contributor may be sent by first class mail, by fax or by e-mail at the above-mentioned voluntary contributor’s address or to ÉEQ at the following address:

**Éco Entreprises Québec**

1600 René-Lévesque Blvd. West, Suite 600  
Montréal, Quebec H3H 1P9  
Fax: (514) 987-1598  
E-mail: [service@ecoentreprises.qc.ca](mailto:service@ecoentreprises.qc.ca)



IN WITNESS WHEREOF, the parties have signed this Voluntary Contributor Agreement this \_\_\_\_\_ day of the month of \_\_\_\_\_ 20\_\_\_\_.

**Voluntary Contributor Declaration**

I declare that \_\_\_\_\_ is a company that meets the conditions of a targeted company according to the schedule of contributions applicable to the “containers and packaging” and “printed matter” classes for a designated year, and recognizes its obligation to submit a Company Report and pay contributions to Éco Entreprises Québec according to the terms and conditions contained in this Agreement and with respect to the schedule of contributions applicable to the “containers and packaging” and “printed matter” classes for a designated year. I also attest that the information listed in each of the Annexes is accurate. Finally, I declare that I am duly authorized to sign this Agreement on behalf of the company.

**Company**

\_\_\_\_\_  
Name of the authorized officer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of the authorized officer

**Éco Entreprises Québec**

\_\_\_\_\_  
Signature of the authorized officer



## ANNEX A

**List of brands, names or distinguishing guises for which the voluntary contributor with no domicile or establishment in Québec elects to assume the responsibility according the Act, the Regulation and the schedule of contributions applicable to “containers and packaging” and “printed matter” classes for a given designated year.**



## ANNEX B

**List of all suppliers to Quebec for which the voluntary contributor with no domicile or establishment in Quebec elects to assume the responsibility according the Act, the Regulation and the schedule of contributions applicable to the “containers and packaging” and “printed matter” classes for a given designated year, that have a business dealings with the voluntary contributor during the reference year and who would normally be responsible for such obligations as first suppliers in Quebec.**





## ANNEX B

# Template Methodologies





## Methodology Template: Retailers, Distributors and Supplier

### The purpose of the methodology is to:

1. Provide relevant information on the company;
2. Explain the steps taken to calculate the weight of containers, packaging and printed matter generated by your products and services;
3. Provide details and explanations to ensure that your report can be clearly understood when it is reviewed.

### 1. Relevant information on the company/organization

Begin your methodology by giving a brief description of your company and the type of business you conduct.

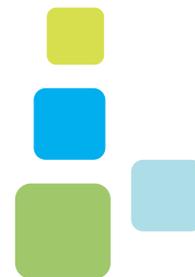
- Describe its activities and products as well as the number of retail outlets or establishments you operate in Quebec.
- Mention any changes that have taken place since the last report you filed.
- Mention whether you are the first supplier of certain products.
- Mention if you offer new services such as online shopping.
- Explain significant gaps in quantities reported this year vs. those in your last report.
  - Sales (%) ↑ or ↓
  - Opening or closing of stores
  - Reduction in packaging materials
  - New products put on the market
  - Acquisition or sale of brands
  - Implementation of new measures

**Example:** Our company, XXX, specializes in the retail sale of casual clothing for women aged between 25 and 35. We have been operating our business under this banner since March XXX. We have XX stores in Quebec. Two new stores were opened in XXXX. We do not import any products.

### 2. Explain the steps taken to calculate the weight of containers, packaging and printed matter generated by your products

- List all products sold during the reference year.
- Determine who is responsible for reporting each product (address in Quebec)
- If you are a retailer with multiple outlets, also include all service packaging.
- List the products that are distributed free of charge during special events and promotions.
- List all containers and packaging used for online orders.
- Indicate the sources used to prepare your reports, including:
  - Data on weight provided by a manufacturer, a supplier or printing services;
  - Weights determined by weighing each component of the product;
  - A sample of best selling products in each category weighed to determine the average for each designated material, with results being applied to all products sold in the category;
  - An estimate made of material tonnage according to the percentage of sales in Quebec vs. total sales in Canada;
  - Whether one or more approved calculators were used.

**Example:** We have determined the sectors that generate materials targeted by the compensation plan: Marketing, Finance, Service Packaging and Products/Services. We then listed all concerned products, determined quantities sold or distributed during the reference year and, in cooperation our suppliers, established the weight of each component.





## Methodology Template: Retailers, Distributors and Supplier

### 3. Details and specifics

Details and specifics on your products are necessary to allow an accurate analysis of the information provided and to ensure that all your containers, packaging and printed matter have been accounted for.

#### *Details:*

- List the materials included in your report;
- On an Excel worksheet, list the SKU, description, size, brand and supplier if you have a large range of products. (A sample is available on ÉEQ's website);
- Identify the components of each product, e.g.: bottle, tag or label, cover, etc.

#### *Specifics (quantity sold or distributed of each product)*

Provide data (quantities, \$, g or kg, etc.) on:

- Unit weight of each material making up the product's containers and packaging;
- Total weight in kg of each designated material for each product;
- Cost of each product sold if you are using a sectoral calculator.

#### **Example**

##### **Marketing:**

We distributed 2 circulars and 4 seasonal catalogues during the reference year.

Circulars: 100,000 copies X 2 X 25 g = 5,000 kg of other printed matter

Catalogues: 25,000 copies X 4 X 100 g = 10,000 kg catalogues

##### **Service packaging:**

Shopping bags, boxes, bags and gift cards, tissue paper and ribbon as well as cash register receipts were included.

230,000 bags X 15 g = 3,450 kg HDPE film

5,000 boxes + tissue paper + ribbon X 20 g = 100 kg boxboard

2,750 cash register rolls X 200 g = 550 kg other printed matter

##### **Finance:**

We have a credit card printed with our banner name. We determined the number of account statements sent to consumers and multiplied that number by the average weight of a mailing.

12,000 statements + envelope X 12 g = 144 kg other printed matter

##### **Products/Services:**

We sell clothing, handbags and accessories for women: hosiery, gloves, scarves, belts and jewellery. Each item is sold with a price tag and plastic stem. Handbags, totes and backpacks are sold stuffed with paper. All accessories are sold on a plastic hanger.

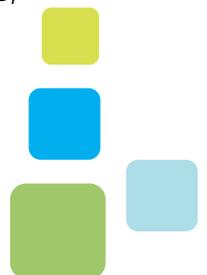
350,000 items sold X 0.5 g/tag = 175 kg other paper packaging

350,000 items sold X 0.05 g/stem = 17.5 kg other plastics

50,000 items sold X 2 g/hanger = 100 kg other plastics

2,500 handbags X 25 g paper stuffing = 62.5 kg other paper packaging

Keep your data on file. According to Article 5.3.4 of the 2007 Schedule of Contributions, you may be asked to produce them in coming years.





## Methodology Template: Consumer Goods Manufacturer

### The purpose of the methodology is to:

1. Provide relevant information on the company;
2. Explain the steps taken to calculate the weight of containers, packaging and printed matter generated by your products and services;
3. Provide details and explanations to ensure that your report can be clearly understood when it is reviewed.

### 1. Relevant information on the company/organization

Begin your methodology by giving a brief description of your company and the type of business you conduct.

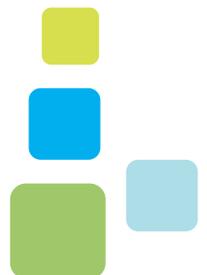
- Describe its activities and products as well as the number of sales outlets or establishments in Quebec.
- Mention any changes that have taken place since the last report you filed.
- Mention whether you are the first supplier of certain products.
- Mention if you offer new services such as online shopping.
- Explain significant gaps in quantities reported this year vs. those in your previous report.
  - Sales (%) ↑ or ↓
  - Opening or closing of stores
  - Reduction in packaging materials
  - New products put on the market
  - Acquisition or sale of brands
  - Implementation of new measures

**Example:** Our company, XXX, manufactures personal care products and cosmetics. We have been in operation since November XXXX. Our products are sold in large drug store chains and department stores. For the past six months, Quebec consumers have been able to order our products directly from our website. We import some products from the U.S.

### 2. Explain the steps taken to calculate the weight of containers, packaging and printed matter generated by your products

- List all products sold during the reference year as well as those distributed free during special events or promotions.
- Determine who is responsible for reporting each product (address in Quebec)
- List all containers and packaging used for online orders.
- Indicate the sources used to prepare your reports, including:
  - Data on weight provided by a manufacturer, a supplier or printing services;
  - Weight determined by weighing each component of the product;
  - A sample of best selling products in each category weighed to determine the average for each designated material, with results being applied to all products sold in the category;
  - An estimate made of material tonnage according to the percentage of sales in Quebec compared to total sales in Canada;
  - Whether one or more approved calculators were used.

**Example:** We determined that Marketing and Products/Services are the sectors that generate materials targeted by the compensation plan. We then listed all products sold in Quebec, identified any suppliers with establishments in Quebec, determined the quantities sold or distributed during the reference year as well as the weight of their components. We also established the number of online orders and estimated an average weight of materials generated for each





## Methodology Template: Consumer Goods Manufacturer

### 3. Details and specifics

Details and specifics on your products are necessary to allow an accurate analysis of the information provided and to ensure that all your containers, packaging and printed matter have been accounted for.

#### *Details:*

- List the materials included in your report;
- On an Excel worksheet, list the SKU, description, size, brand and supplier of all designated materials reported;
- Identify the components of each product, e.g.: bottle, tag or label, cover, etc.

#### *Specifics:*

Provide data (quantities, \$, g or kg, etc.) on:

- Quantities used, distributed, purchased or sold of each product;
- Unit weight of each designated material making up the products' packaging and printed matter;
- Total weight in kg for each designated material;
- Cost of each product sold if you are using sectoral calculators.

#### **Example**

##### **Marketing:**

We distributed several ad leaflets and 2 invitations to our warehouse sale during the reference year.

Leaflets: 200,000 copies X 5 g = 1000 kg other printed matter

Invitations: 250,000 copies X2 x 3 g = 1,500 kg other printed matter

##### **Products/Services:**

We have listed the 500 products we manufacture, providing descriptions and sizes. For each product, we then listed each of its components according to weight and type of material, divided into personal care products and cosmetics categories.

350,000 items sold X 0.5 g/tag = 175 kg other paper packaging

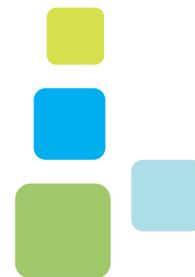
350,000 items sold X 0.05 g/stem = 17.5 kg other plastics

50,000 items sold X 2 g/hanger = 100 kg other plastics

2,500 handbags X 25 g paper stuffing = 62.5 kg other paper packaging

A number of manufacturers also have retail outlets. See that sector's template methodology for examples of materials to consider.

Keep your data on file. According to Article 5.3.4 of the 2007 Schedule of Contributions, you may be asked to produce them in coming years.





## Methodology Template: Durable Goods Manufacturer

### The purpose of the methodology is to:

1. Provide relevant information on the company;
2. Explain the steps taken to calculate the weight of containers, packaging and printed matter generated by your products and services;
3. Provide details and explanations to ensure that your report can be clearly understood when it is reviewed.

### 1. Relevant information on the company/organization

Begin your methodology by giving a brief description of your company and the type of business you conduct.

- Describe your activities and products as well as the number of sales outlets or establishments in Quebec.
- Mention any changes that have taken place since the last report you filed.
- State whether you are a first supplier for certain products.
- Mention if you offer new services such as online shopping.
- Explain significant gaps in quantities reported this year vs. those in your previous report.

**Example:** Our company, XXX, manufactures only high-end residential electrical lighting products such as table lamps, light fixtures and recessed fixtures. During reference year XXXX, we added a number of lamp-post models to our line of products. Our products are sold in about thirty retail stores in Quebec.

- Sales (%) ↑ or ↓
- Opening or closing of divisions
- Reduced packaging materials
- New products put on the market
- Acquisition or sale of brands
- Implementation of new measures

### 2. Explain the steps taken to calculate the weight of containers, packaging and printed matter generated by your products

- List all products sold during the reference year.
- Determine who is responsible for reporting each product (address in Quebec)
- List the products that are distributed free of charge during special events and promotions.
- List all containers and packaging used for online orders.
- Indicate any data sources used for report preparation, including:
  - Weights provided by a manufacturer, a supplier or printing services;
  - Weights determined by individually weighing each product component;
  - A sample of best selling products in each category weighed to determine the average for each designated material, with results being applied to all products sold in that category;
  - An estimate of material tonnage according to the percentage of sales in Quebec vs. total sales in Canada.
- Explain all deductions made.

**Example:** We listed all products sold in Quebec during the reference year. For each of these products, we then determined the quantity sold as well as the weight of each packaging component. We were thus able to determine the total tonnage for each type of material targeted by the compensation plan. Most of our products are packaged in cardboard boxes with styrofoam or boxboard separators; plastic bags are used for some items, a maintenance booklet and user's manual are also included.





## Methodology Template: Durable Goods Manufacturer

### 3. Details and specifics

Details and specifics on your products are necessary to allow an accurate analysis of the information provided and to ensure that all your containers, packaging and printed matter have been accounted for.

#### *Details:*

- List the materials included in your report;
- On an Excel worksheet, list the SKU, description, size, brand and supplier of all designated materials reported;
- Identify the components of each product, e.g.: bottle, tag or label, cover, etc.

#### *Specifics:*

Provide data (quantities, \$, g or kg, etc.) on:

- Quantities of each product sold or distributed;
- Unit weight of each material making up the product's containers and packaging;
- Total weight in kg of each targeted material for each product;
- A list of calculators used;
- Cost of each product sold if you are using a sectoral calculator.

Please note that an Excel file can be provided upon request.

**Other printed matter:** includes all booklets and manuals added to your packaged products.  
150,000 packaged products x 50g/booklet = 7,500 kg

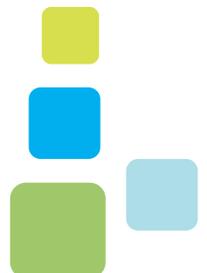
**Corrugated boxes:** 150,000 products X average of 175 g/box = 26,250 kg

**Boxboard and other carton containers:** 50,000 products X average of 25 g = 1,250 kg

**Plastic film:** 150,000 products X average of 5 g/pouch = 750 kg

**Polystyrene:** 100,000 products x 19 g = 1,900 kg.

Keep your data on file. According to Article 5.3.4 of the 2007 Schedule of Contributions, you may be asked to produce them in coming years.





## Methodology Template: General and Service

### The purpose of the methodology is to:

1. Provide relevant information on the company
2. Explain the steps taken to calculate the weight of containers, packaging and printed matter generated by your products and services.
3. Provide details and explanations to ensure that your report can be clearly understood when it is reviewed.

### 1. Relevant information on the company/organization

Begin your methodology by giving a brief description of your company and the type of business you conduct.

- Describe your activities and products, the number of retail sale outlets or establishments Quebec.
- Mention any changes that have taken place since the last report you filed.
- Specify whether you are a first supplier of any products.
- Mention if you offer new services such as online shopping.
- Explain significant gaps in quantities reported this year vs. those in your last report.
  - Sales (%) ↑ or ↓
  - Opening or closing of divisions
  - Reduction in packaging materials
  - New products put on the market
  - Acquisition or sale of brands
  - Implementation of new measures

**Example:** Our company, XXX, is an insurance company that offers Quebec consumers a variety of products, including home, auto and life insurance policies and contracts. The company operates five subsidiaries and 20 branches. We also offer the exclusive products (services) under the “XXX brand.”

### 2. Explain the steps taken to calculate the weight of containers, packaging and printed matter generated by your products

- List all products sold during the reference year.
- Determine who is responsible for reporting each product (address in Quebec)
- List all containers and packaging used for delivery, take-out orders.
- List the products that are distributed free of charge during special events and promotions.
- List all containers and packaging used for online orders.
- Indicate any data sources used for report preparation, including:
  - Weights provided by a manufacturer, a supplier or printing services
  - Weights determined by individually weighing each product component.
  - A sample of best selling products in each category weighed to determine the average for each designated material, with results being applied to all products sold in that category.
  - An estimate of material tonnage according to the percentage of sales in Quebec vs. total sales in Canada.

**Example:** We identified all departments that generated materials targeted by the compensation plan. Each department then made a list of all documents produced or distributed during the reference year. We asked for the cooperation of suppliers to determine the quantities of printed matter as well as the weight of each document. In a number of cases, our employees had to weigh some documents.

We distributed bottles of water and T-shirts printed with our logo for a fundraising campaign.





## Methodology Template: General and Service

### 3. Details and specifics

Details and specifics on your products are necessary to allow an accurate analysis of the information provided and to ensure that all your containers, packaging and printed matter have been accounted for.

#### *Details:*

- List the materials included in your report;
- On the Excel worksheet, list the SKU, description, size, brand and supplier if you have a large range of products. (A sample is available on ÉEQ's website).
- Identify the packaging components of each product, e.g.: envelopes, letters, reports, protective plastic wrap, etc.

#### *Specifics:*

Provide data (quantities, \$, g or kg, etc.) on:

- Quantities of each product sold or distributed.
- Unit weight of each material making up the product's containers and packaging.
- Total weight in kg of each designated material for each product

**Other printed matter:** We included all annual documents related to insurance policies as well as the insurance policies themselves, statements of account and envelopes. Also included were promotional leaflets distributed to consumers and those attached to mailings. An Excel spreadsheet can be provided upon request.

50,000 insurance policies + leaflet + envelope X 60 g = 3,000 kg

265,000 inserts distributed X 27 g = 7,155 kg

**Catalogues:** We distribute annual reports and a few corporate brochures.

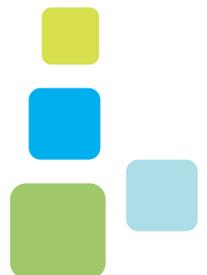
5,200 annual reports X 212 g = 1,102 kg

100,000 brochures x 31 g = 3,100 kg.

**PET bottles:** We distributed bottles of water and T-shirts with our logo for a fundraising event.

96,000 bottles x 9 g = 864 kg. The T-shirts did not generate designated materials.

Keep your data on file. According to Article 5.3.4 of the 2007 Schedule of Contributions, you may be asked to produce them in coming years.





## ANNEX C

# Application to use one or more calculators





## Request to use a calculator

### Information of your company

Company Name: \_\_\_\_\_ Company Number: \_\_\_\_\_

Main activity sector of your company in Québec:

- Retailers and distributors       Manufacturers of consumer products  
 Manufacturers of durable goods       Services provider

Sub-sector (ex.: food, clothing, food service, furniture, travel) \_\_\_\_\_

### Information of the primary contact of your company

Name of primary contact: \_\_\_\_\_

Extension: \_\_\_\_\_ Telephone: (    ) \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

*Address*

*unit*

*City*

*Province*

*Postal Code*

### Request to use a calculator

The use of a calculator is requested for:  2007

The main reason(s) why your company is requesting the use of a calculator:

What are the steps your company will take in order to improve your next report:



Please confirm the calculator(s) your company is requesting :

	New complementary (UBC) (Excel Spreadsheet)	Sectoral Calculators (\$) (on line)	
<input type="checkbox"/>	Pet food, supplies and accessories	■ Pet Food, supplies and accessories	<input type="checkbox"/>
<input type="checkbox"/>	Clothing, footwear, jewellery, leather goods and travel accessories	■ Clothing/Fabric/Sewing	<input type="checkbox"/>
		■ Footwear	<input type="checkbox"/>
		■ Jewellery and watchmaking	<input type="checkbox"/>
		■ Leather goods and travel accessories	<input type="checkbox"/>
<input type="checkbox"/>	Sporting, garden and living equipment	■ Garden and outdoor products	<input type="checkbox"/>
		■ Sport equipment, camping accessories, hiking and bicycling	<input type="checkbox"/>
<input type="checkbox"/>	Automotive parts containers	■ Automobile parts and accessories	<input type="checkbox"/>
<input type="checkbox"/>	Stationery and office products	■ Paper and stationery	<input type="checkbox"/>
<input type="checkbox"/>	Health and personal products	■ Health products, prescription and non prescription medication	<input type="checkbox"/>
		■ Personal care, Cosmetics and Fragrances	<input type="checkbox"/>
<input type="checkbox"/>	Hardware containers	■ Hardware (partially)	<input type="checkbox"/>
		■ Food	<input type="checkbox"/>
	Unit Based Calculator (UBC) (Excel Spreadsheet)	Composite Based Calculator (CBC) (online)	
<input type="checkbox"/>	UBC Calculator (for grocery product packaging, same calculator as 2005-2006 but with the revised 2007 rates)	■ Kitchen Appliances	<input type="checkbox"/>
		■ Electronics	<input type="checkbox"/>
		■ Toys and Games	<input type="checkbox"/>
		■ Furniture and Bedding	<input type="checkbox"/>
		■ Cleaning and Maintenance	<input type="checkbox"/>

**Other relevant information :**

**Once this form is completed, send either by email or fax to our membership services.**

1600 René-Lévesque Blvd. West, Suite 600, Montréal (Québec) H3H 1P9  
Tel : 514 987-1700 or 1-877-987-1491 | Fax : 514 987-1598

Email : [service@ecoentreprises.qc.ca](mailto:service@ecoentreprises.qc.ca) | Website: [www.ecoentreprises.qc.ca](http://www.ecoentreprises.qc.ca)