

METHODOLOGICAL SHEET

# RESTAURANTS AND FAST-FOOD RESTAURANTS

An important part of the reporting process is detailing the methodology used to collect or estimate your data in the ECO-D reporting portal.

This information provides ÉEQ with the facts and clarifications it requires to review your report and understand the particulars of your company.

The description of the methodology must include three key components:

- 1 Relevant information on your company;
- 2 An explanation of the steps to calculate the weights of the designated materials;
- 3 Details to ensure your report is clear for our reviewers.

## METHODOLOGICAL STEPS (WHEN CREATING WORKSHEETS)

- 1 List all the products sold during the reporting year.  
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- 2 Determine those responsible for each product.  
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- 3 For take-out, drive-through and delivery food orders, you must include all the containers, packaging and printed matter related to your products and those for which you are the first supplier in Québec.
- 4 Identify the components of each type of designated food order.
  - For example, for pizza delivery, report the weight of the pizza box, pizza saver that prevents the box from touching the top of the pizza, receipt given to the consumer and all other designated materials.
  - For example, for take-out rotisserie chicken, report the weight of the box, plastic tie around the box (if applicable), aluminum foil, polystyrene tray, sauce and salad containers and lids, disposal utensil packaging and all other designated materials.

Note that the disposable utensils themselves and napkin are not subject to a fee.



**5** Include the materials added at the point of sale.  
For example: receipts and invoices, shopping bags, promotional material, leftover bags, etc.

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**6** Include all marketing-related printed matter.  
For example: take-out menus and leaflets, inserts, envelopes (packaging) for gift cards, etc.

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

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**8** If you sell or order food products under your brand (in grocery stores or at the restaurant):

- List all the products sold under your brand in the reference year;
- Determine those responsible for each product.

**9** Indicate the data sources used to complete your report.  
For example: real unit weight determined manually or provided by the manufacturer, supplier or printer.



## ALLOWABLE DEDUCTIONS (WHEN CREATING WORKSHEETS)

**1** All containers, packaging and printed matter consumed and disposed of on site.

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**2** Returns on orders.

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**3** All refundable containers.  
For example: soft drink containers, etc.

**4** Containers identified by a brand owned by a company with a place of business in Québec (e.g. soft drink cups).

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

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

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

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**2** Mention the changes since the last report.

**3** Explain any considerable variations between the current quantities you are reporting and those included in the last report.

For example:

- ↑ or ↓ in sales (%);
- launch of new products;
- restaurant openings or closings;
- acquisition or sale of banners;
- reduction in packaging;
- implementation of new measures;
- change in materials.