



2018 Declaration Guide PACKAGING

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CITEO

Donnons ensemble une
nouvelle vie à nos produits.

GEARING UP

2018, Your Citeo Declaration Full Speed Ahead

At a time when packaging is increasingly prominent in the news, Citeo wants to offer you solutions for your packaging: organising collection for them in a way that maximises recycling, providing services for eco-design needs, and clear communication without negative allegations for the consumer. So that you can easily fulfil your regulatory obligations – one of your first requests – we are also committed to simplifying your administrative procedures.

Our credo this year: helping you save time in your packaging declaration process. For this purpose, the whole Citeo team is proud to introduce you to **Sprint**, a new automatic auto-completion solution for CSU declarations. This tool, the result of meticulous work and tested with some of you, helps save time and reduce the number of lines in reports by an average of 30 to 60%. Find out all about **Sprint** in this guide and in your Citeo customer area from 20 November 2018.

Our commitment to support you remains the same: at each stage of your declaration, Citeo's teams are at your side.

- ➡ Gear up for the process with our declaration experts throughout France at the Declaration Meet-Ups in 8 French cities between 20 November and 17 January, or attend an interactive session via one of our declaration Webinars.
- ➡ Feel free to contact our advisers on 0 808 80 00 50 for any additional information (free service + call price)
- ➡ Take advantage of our hands-on tools such as the simulator and this declaration guide.

From 20 November 2018, get ahead using your online space and download your signed declaration files.
You have until 1 March 2019 to finalise your declaration.
On your marks, get set, declare!

Antoine Robichon
Strategy and Client Director

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Your declaration

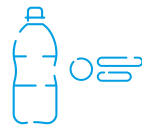
Declare your packaging simply and efficiently

**Choose the most suitable declaration
from among 3 possibilities**

1

Declaration by CSU

(Consumer Sales Unit)



A declaration concept in which the CSU becomes the reference unit.

Available to all customers and designed for those placing more than 500,000 CSUs per year on the market.

New

sprint
La déclaration à toute allure

Test out our new simplification tool: an automatic pre-completion solution for your declaration data. For more information, see pages 30 and 31.



2

The sector-specific declaration



A declaration available to companies putting up to **500,000 CSUs** per year on the market. The sector-specific declaration is based on flat-fees per product family and thereby can be entered quickly leading to **real time saving!**

3

The flat-fee of €80 without a declaration



Reserved for companies which put fewer than **10,000 CSUs** on the market yearly. If this is your case, **you do not have to provide any figures!** simply log on to your customer space to certify it.



You have until
1st March 2019
to declare your
packaging put
on the French
market in 2018

Our tools to help you

→ Declaration meetings

Every year, our teams go out to meet you and answer your questions. With dates planned for Paris and the regions, these meetings take place at the end of the year.

→ Webinars and interactive online workshops to understand the declarative measures and to ask all your questions.

→ A guide to make your declaration step by step.

→ Your personal **customer space:** clients-emballages.citeo.com



ANY DOUBTS? QUESTIONS?

Contact our advisers



BY EMAIL AT THE ADDRESS

clients.emballages@citeo.com



BY PHONE ON

0 808 80 00 50*

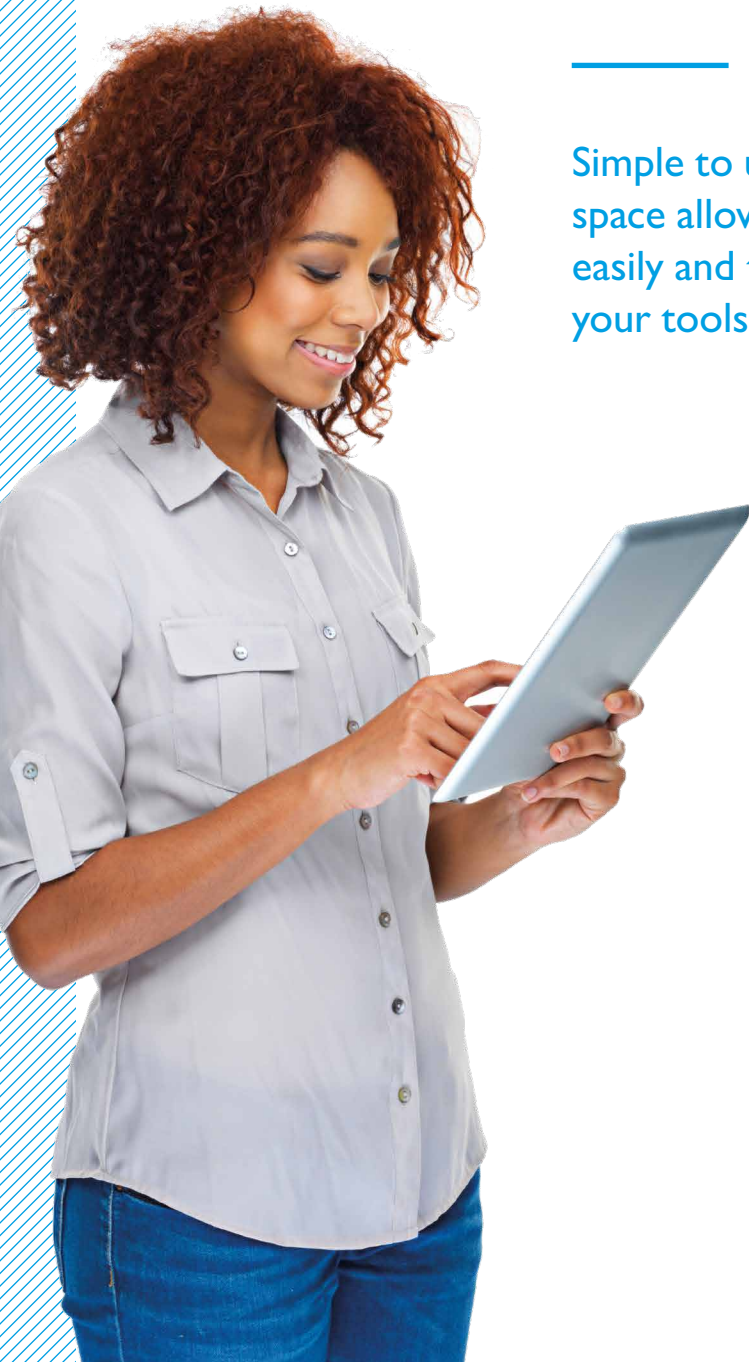
*free service + cost of call

or your usual contact directly.

Your customer space

clients-emballages.citeo.com

Simple to use, personalised, your customer space allows you to make your declaration easily and to find all your useful documents, your tools and your services.



Make your declaration

- ➞ Online or using the Excel file to be downloaded, available from mid-November 2018 for those who want to get ahead!
- ➞ Help with your choice of declaration: we suggest the type of declaration which will best suit you.
- ➞ Now in your customer area: find out about [Sprint](#) the automatic solution for your declarative data.



Need help?

Quickly find the answers to the most frequently asked questions or get in touch with your advisor for more personalised help.



All the other services

Membership certificate, electronic invoice, invoice history, a summary of your declarations... find all the tools and services designed to make life easier for you on your personal space.



01

Household
packaging ERP

The companies concerned

Since 1993, Citeo has assisted companies with their obligation to recycle household packaging put on the French market.* We guarantee 100% compliance with your regulatory obligations, ensuring the traceability of recycled tonnes and the quality of the materials.

The companies concerned are:

- ⇒ **Producers** of packaged products placed on the French market* for the products which:
- they package;
 - they have packed with their brands or without a brand;
 - they package under a private label brand (PLB).

- ⇒ **Introducers and importers**
- for packaged products purchased abroad – inside and outside the European Union – and resold on the French market*.

- ⇒ **The persons responsible for first putting the packaged product on the market,**
- in the absence of the producer's or the introducer/importer's identification.



Distributors are concerned:

- In their capacity as producers:**
- for service packaging sold or made available to households to be filled at the point of sale, for example:
 - so-called “in-store packaging”;
 - check-out/shop bags;
 - for shipping packaging used for a home-delivered product.
- In their capacity as introducer/importer:**
- for packaged products introduced (from a country of the European Union) or imported on the French market.

PLEASE NOTE



* The French market consists of Metropolitan France and the overseas departments and regions (Guadeloupe, Martinique, French Guiana, Reunion, Saint Pierre-et-Miquelon, Saint-Martin, Mayotte), as well as duty free and boarding areas in the above territories.

The packagings to declare

The Environmental Code lays down the definitions of household packaging.

What is household packaging?

Within the meaning of Article R. 543-55 of the French Environmental Code I, household packaging is any packaging:

- of a product sold or delivered free-of-charge² to a household³;
- which is put on the market for the purpose of the consumption or use of the product that it contains by a household.

Household packaging becomes a waste product if the household discards it or intends to discard it⁴, regardless of where it is discarded. As a reminder, all packaging, including spacing materials and overpacks, which is household packaging must be declared: regardless of its material (e.g. cardboard, plastic, porcelain, wood, etc.);

- regardless of its reusable nature⁵ or otherwise;
- regardless of whether it is paid-for or is free (e.g. samples, advertising gifts, donations);
- regardless of whether it is primary, secondary or tertiary packaging;
- regardless of its collection method (domestic waste, selective sorting, etc.).

Moreover, no account is made of whether or not it is biodegradable. Therefore, a water-soluble toilet paper core is packaging, whereas a water-soluble pouch for dishwasher detergent is a product because it dissolves at the same time as the detergent.

What is a household?

A household is any physical individual who consumes or uses, for personal purposes (food, recreation, etc.), a packaged product sold or given free-of-charge by a company.

Natural persons are not households if they:

- consume or use a product packaged for professional purposes;
- consume or use, for personal purposes, a packaged product purchased or received at a certain price, in their capacity as member of a specific community (university student, employee, patient, inmate, professional, etc.).

In all cases, the capacity of the person at the time they consume or use the packaged takes precedence over their capacity at the time they buy or receive the packaged product.

1-Article R. 543-55 of the Environment Code: “The management of waste generated by discarding packaging used to market products consumed or used by households is governed by the provisions of this subsection. “

2-Put on the market, in particular; means sold or given free-of-charge in accordance with Article R. 543-42 of the Environment Code which provides that “all packaging manufactured, imported, held for the purpose of sale or distribution free-of-charge, put up for sale, sold, rented or distributed free-of-charge is subject to the provisions of this sub-section”.

3-In accordance with Article L. 541-1-1 of the Environment Code which provides that the “waste holder” is the “producer of waste or any other person who is found in possession of waste”.

4-In accordance with Article L. 541-1-1 of the Environment Code which provides that “waste” is “any substance or object, or more generally any movable good which the holder discards or intends to be or is obliged to discard”.

5-The reusable nature of a packaging item meets an objective of reduction at source but is not a mode of management adopted by the legal texts to enable a household packaging producer to discharge its legal obligation as regards its broader responsibility.

Household packaging to declare and for which a contribution is made

All household packaging of products put on the French market must be declared and a contribution made for it.

Product packaging...

- **sold in distribution channels accessible to households:** supermarkets, convenience stores, traditional shops, home sales, etc.;
- **sold in mixed distribution channels**, i.e. accessible to both professionals and households, or **in distribution channels open exclusively to professionals**, which themselves sell part of the packaged products to households (e.g. wholesalers, cooperatives, professional stores, specialised works council channels, cash & carry, etc.);

For these circuits, only household packaging contributes. Evidence must exist to justify the volumes excluded from the contribution. By default, 100% of the volumes placed on the market in these circuits must contribute.

PLEASE NOTE

- **sold in vending machines**, regardless of their location;
- **sold to take away, regardless of where the packaging is discarded, or consumed in a commercial dining space**, for example, in such distribution circuits as:
 - modern catering outlets (cafeterias, fast-food restaurants, pastry/sandwich outlets, home-delivered ready-prepared food, etc.),
 - on-board catering (means of transport registered in France such as planes, trains and boats, regardless of their destination),
 - duty free and boarding areas,
 - service stations,
 - sites for which a licence has been purchased (amusement parks, cinemas, stadiums, etc.),

- alternative sale circuits (bakeries/ pastry shops, tobacconists, take-away stands, pizza-trucks, etc.);
- **packaging for sale or shipping** (catalogue/online, gift shipping, etc.) or delivered to households, including those items unpacked at the warehouse before delivery or taken back by a carrier;
- **multipack packaging**, except that left at the place of sale before check-out (e.g. film around a water multi-pack);
- **the packaging of products installed or laid by professionals in an individual's home** (e.g. installation of a boiler or a dishwasher).
- **packaging presenting products for sale** such as hangers unless they are not intended for delivery to the consumer at the time of purchase (see page 13).

Service packaging for consumers...

sold or made available to households free of charge, which contain a product at a point of sale or which are designed to be filled at the point of sale, such as gift packaging, shop/check-out bags* and "in-store packaging" (trays, bags, films, etc.).

Available at

- clients-emballages.citeo.com
- A non-exhaustive list of examples of products and packaging to guide you;
 - A list of examples of check-out/ shop bags* to declare.

PLEASE NOTE

Packaging which must not be included in the declaration

Product packaging...

- **consumed or used by professionals with solely professional packaging** (e.g. 10kg bucket of mayonnaise) **or with household packaging** (e.g. bag of 1 kg flour used by a baker) and sold in professional (e.g. wholesaler) or mixed circuits;
- **sold outside the French market;**
- **consumed in a commercial dining area, in a collective or traditional restaurant establishment ;**
- packaging of products **returned by households** with the products (shipment packaging of products sold by correspondence and returned by households with the products);
- **expired or broken** left at the place of sale;

Specific Diffuse Waste (DDS):

Packaging in direct contact with chemical products covered by these new regulations (list available on www.ecodds.com) are not to be declared to Citeo. However, you must continue to declare household packaging that is not in direct contact with such chemical products (overpacks, multipack packaging, etc.);

Multipack packaging, left in the place of sale before check-out(e.g. film around a pack of water);

Hangers left in-store if the customer is able to prove that this packaging is not intended to be delivered to the consumer at the time of purchase.



In the event of a check, you must be able to provide evidence for the quantities of packaging for which a contribution is not made. For example, for the volumes excluded from your contribution for sales to wholesalers, Citeo makes a model certificate available to you. For the other exclusions (e.g. multipack packaging left in the place of sale before check-out), you will find list of supporting documents to be shown at Citeo's request at clients-emballages.citeo.com

PLEASE NOTE

* Since 1st July 2016, stores are prohibited from providing one-time use plastic bags at the cash-desk.




02

Declaration
by CSU

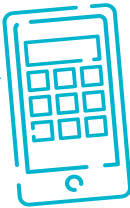
DECLARATION PER CSU

2018 declaration according to CSU (Consumer Sales Unit)



You have until **1st March 2019** to declare the packaging you have placed on the French market in 2018

A simpler declaration process, in which the CSU becomes the reference unit. You declare the weight of the material that goes into each CSU.



The calculation method

For each Consumer Sales Unit (CSU):

Total contribution of the CSU

≡

(

1

+

2

)

×

3

Contribution by weight

Contribution by CSU

Bonus-Penalty

DECLARATION PER CSU

1 The contribution by weight

Rates by material are used to calculate the weight-based contribution of a given CSU. These rates by material are based on material support paid to Local Authorities, adjusted for recycling performance.

➡ Differentiated rates according to material.

Steel	4.43 €ct/kg
Aluminium	10.38 €ct/kg
Paper-cardboard other than bricks	16.30 €ct/kg
Brick pack	24.74 €ct/kg
Plastics	31.23 €ct/kg
Glass	1.42 €ct/kg
Other materials	31.23 €ct/kg

A 10% discount for the use of recycled paper/cardboard. Paper/cardboard packaging (excluding brick packs) that includes secondary recycled materials may undergo an increase in its weight. The contribution by weight consequently reduced by 10% if more than 50% of the total weight of the packaging is composed of recycled material. To benefit from this reduction, you must declare the presence of recycled paper/cardboard or the packaging in question and enclose only the form made available by Citeo, duly completed by your packaging suppliers. This form can be downloaded at clients-emballages.citeo.com

PLEASE NOTE

➡ The contribution by weight is based on an actual breakdown of the weight of the various materials making up the CSU.

There are 2 exceptions to this rule:

- A complex packaging unit (multi-material or multi-layer) of a CSU can be declared according to the main material if this material comprises more than 80% of the packaging unit.
Example for a paper-cardboard toy box (115g) with a small plastic window (12g). The paper/cardboard is the main material by weight by more than 80%.
You have 2 options:
 - You declare 115g as "paper/cardboard" material and 12g as "plastics" material.
 - You declare 127g as "paper/cardboard" material.
- A label affixed to a packaging, regardless of its weight, can be declared using the weight of the main material of the CSU.
Example assuming a laundry detergent vial (82g), with a plastic stopper (7.2g) and a paper label (2g) glued to the vial.
You have 2 options:
 - You declare 89.2g as "plastics" material and 2g as "paper/cardboard" material.
 - You declare 91.2g (89.2g + 2g) as "plastics" material because the glued label can be declared as part of the main material regardless of its weight.

DECLARATION PER CSU

2

Contribution by CSU

1 CSU = 1 declaration line

What is a CSU?

A Consumer Sales Unit (CSU) is a unit of packaged product which a consumer can buy separately from others. For beverages sold in packs that can be split up such as water, juice, soft drinks* and milk, the CSU is the bottle, the can or the brick regardless of whether it is purchased by unit or by batch. Shipment packing and POS packaging are each considered as an independent unit and equivalent to a CSU. The CSU can be composed of different elements of different materials.

Example: one pack of 4 yoghurts, one television, one bottle of water, one promotional pack of 2 shampoos, one shipping package, etc.
A CSU can be composed of different elements of different materials.

Contribution by CSU and number of Packaging Units
For each CSU, the basic contribution is 0.0589 €ct adjusted according to the number of Packaging Units that make up the CSU.

Adjustment rules	Number of units per CSU	% adjusted	Price per CSU in € ct
1 unit, regardless of weight = no adjustment	1 unit		0.0589
2 to 5 units = 80% adjustment for each unit	2 units	80	0.1060
	3 units	160	0.1531
	4 units	240	0.2003
	5 units	320	0.2474
6 to 10 units = 60% adjustment per unit	6 units	380	0.2827
	7 units	440	0.3181
	8 units	500	0.3534
	9 units	560	0.3887
	10 units	620	0.4241
11 to 30 units = 40% adjustment per unit	11 units	660	0.4476
	12 units	700	0.4712
	13 units	740	0.4948
	14 units	780	0.5183

More than 31 units = 10% adjustment per unit	31 units	1430	0.9012
	32 units	1440	0.9071

* Alcohol-free Soft Drinks

For water, juice, soft drinks* and milk, the CSU is the bottle, the can or the brick regardless of whether it can be split up. See page 22

For packaging units whose weight is less than 0.1g, a 10% adjustment per packaging unit in the CSU is applied.

DECLARATION PER CSU

Understanding Packaging Units

Your contribution by CSU is calculated based on the number of Packaging Units connected with your product.

What is a Packaging Unit?

A packaging unit is a component of total packaging that can be separated from the product when consumed or used by the household.
All stoppers or closures (detachable stoppers, peel-off lids, lids, parts of blister packs without perforation etc.) are considered to be separate packaging units.
Trays with non-peelable film or non-separable blisters form only one unit. Similarly, the following packaging components are not to be declared separately:

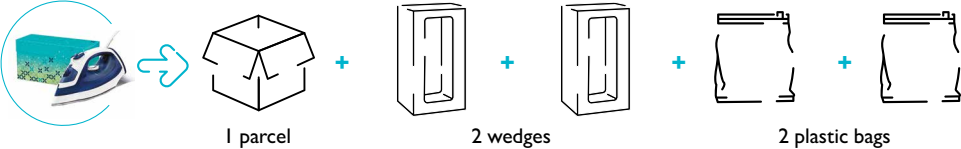
- those which do not require assembly during the manufacturing process (a milk carton without a cap for example) and/or
- those which have been pre-cut (pilferproof rings, single-dose container caps, blister packs with pre-cut section, etc.)

Examples to facilitate understanding of how CSUs are broken down into Packaging Units:

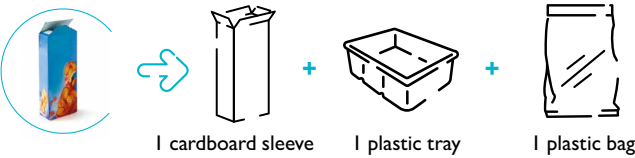
A pack of 4 yoghurts = 9 packaging units



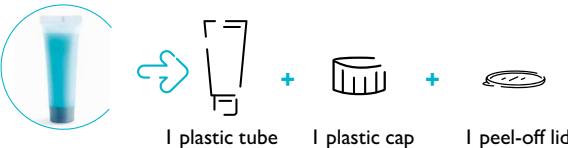
Small appliances = 5 packaging units



Box of biscuits = 3 packaging units



Tube of cosmetic cream = 3 packaging units



Special cases

Rolls, shipping packages and samples can be declared according to simplified rules

Rolls

These are the rolls used to package products in-store (cheese or cured meats for cutting, gift packaging, packaging for bouquets of flowers, etc.).

You have several options for reporting them:

- You know the exact number of sheets you can cut from a roll and the weight of each sheet and you declare the actual number in the “CSU Declaration” tab.
- You are not aware of the number or weight of the sheets you can derive from a roll; in that case, two declaration methods are available to you, using the standard weights defined by Citeo:

STANDARD WEIGHTS FOR PACKAGING ON ROLLS

Material	Food	Non-food
Paper	5g	25g
Plastic	1g	5g
Aluminium	2g	2g

➡ In the “CSU declaration” tab

You use the standard weight in grams and calculate the number of sheets to report.

Example: for 12 rolls of 10 kg of paper used at the prepared food counter section:

- unit weight of the sheet: 5g
- number of packaging items placed on the market from 12 x 10kg rolls = 120,000g/5g = 24,000 sheets

You are therefore required to include in your declaration: **24,000 5 g sheets of paper.**

➡ In the “Specific cases” tab:

Specify in kg the total weight of your rolls and the Excel file will automatically calculate the number of sheets to be declared based on the standard weights.

Example: for 12 rolls of 10kg of paper used at the prepared food counter section:
Just declare 120kg of paper/cardboard using the “Food rolls” code.
The number of CSUs is 24,000 (120/5 x 1,000: the figure has been divided by 1,000 to move from kg to g).



Shipping packages

These are packages in which your products are delivered directly to households.

You have two options for reporting them:

- Either you specify each parcel with the weight in grams per material in the “CSU Declaration” tab.
- Or you combine multiple shipping parcels of different sizes and weights in the “Special cases” tab, listing a total weight in kg per material.

Caution! You can only group together parcels made up of the same number of packaging units

Example: for one cardboard box, the dimensions of which are 30 cm (width) x 25 cm (height) x 20 cm (depth) containing polystyrene foam peanuts:

- unit weight of the peanut: 0.08 g
- number of peanuts per cm³ : 0.1
- volume of box in cm³:
30 cm x 25 cm x 20 cm = 15,000 cm³
- number of peanuts in the box:
15,000 cm3x 0.1 = 1,500 peanuts

You must therefore include in your declaration, 1,500 plastic foam peanuts of 0.08g.

Samples

These are samples of products distributed or made available to households.

You have two options for reporting them:

- Either you detail each sample listing the weight in grams per material in the “CSU Declaration” tab.
- Or you combine several samples of different sizes and weights into the “Specific cases” tab, indicating a total weight in kg per material.

How do you determine the number and weight of your wedging materials?

For polystyrene or starch-based foam peanuts used for protecting fragile objects for distance selling packages in particular, if you are unable to determine the exact number of peanuts per parcel, **Citeo has defined a set unit weight per peanut.** The number of foam peanuts is then calculated according to the size of the package (i.e., its volume), regardless of the volume of the product contained in the package.

STANDARD WEIGHT FOR FOAM PEANUTS AND NUMBER OF FOAM PEANUTS CHIPS PER CM³

Weight	Code	Material ¹	Chip/cm ³
Polystyrene	43	0.08 g	0.1
Corn	60	0.09 g	0.1



Shipping packages and samples can only be grouped together in the “Specific cases” tab if the number of packaging units is identical. (See example page 29)

PLEASE NOTE

Beverage multipack packaging

For the sectors of WATER, JUICE, SOFT DRINKS* and MILK

For beverages sold in packs that can be split up such as water, juice, soft drinks* and milk, the CSU is the bottle, the can or the brick regardless of whether it is purchased by unit or by batch. Multipack packaging for beverages need to be declared on a separate line under the 023900 product code.

Example: a pack of 6 bottles of water is made up of 6 CSUs.

To simplify the declaration process and enable you to leave out multi-pack packaging that remains in the store, standard batch-splitting weights have been defined based on panel data (source: Nielsen).

STANDARD PACK SPLITTING RATE

Product	Small size (<1L)	Large size (1L and > 1L)
Eau	9%	31%
Jus	9%	26%
BRSA*	13%	36%
Lait	25%	51%

These rates allow you to calculate the number of CSUs to indicate in the household packaging column.

PLEASE NOTE
For 2018, the contribution to the CSU for the multipack packaging is 0.0236 €ct.



For example: 100,000 packs of 6 bricks of juice of 50 cl. The rate to be applied is 25%.

Name	Packaging code	Packaging designation	Number of household packaging items	Number of non-household packaging items
50 cl Milk bottle in 6 pack	051	Film	75,000	25,000

*Alcohol-free Soft Drinks

The declaration per CSU step by step

Column by column, all the information you need to easily fill out your declaration.



Instructions:
ONE LINE = 1 CSU BROKEN DOWN BY WEIGHT PER MATERIAL

1 The reference (optional)

Specify your internal reference number if necessary. This column is optional.

2 Name

Specify a meaningful name to describe your CSU.
For example:

- plain Bonne Compote apple compote in a 4 pack
- gentle chamomile shampoo

PLEASE NOTE
It is possible to combine several CSUs with the same packaging / format / weight on the same line. e.g.: Different flavours, different brands (own brand and private label), etc.

3 Product code

Specify the product code by referring to the nomenclature on pages 66 to 69.

▶ See box for specific cases on page 24

4 Number of packaging units in the CSU

Indicate the number of packaging units in your CSU: firstly, greater or equal to 0.1 g and secondly less than 0.1 g.

Refer to the definition of a packaging unit on page 19

5 Weight of the materials

Specify the exact weight in grams of the materials that make up the CSU. There are 7 materials (See rates by weight on page 17)
For example: For a packet of biscuits, you must declare the unit weight in grams of the cardboard case and the 4 individual pouches. Weights can be declared up to 4 decimal places.
The weight of a complex packaging unit (multi-material or multi-layer) of a CSU can be declared according to the main material if this material comprises more than 80% of the packaging unit. In addition, the weight of a label affixed to a packaging item can be declared according to the weight of the main material of the CSU.

▶ See box for specific cases on page 24

6 Recycled paper/cardboard

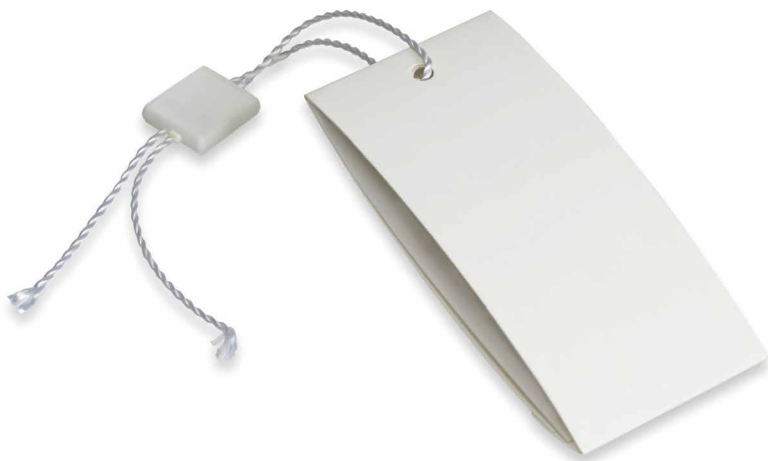
Indicate if your paper/cardboard packaging contains more than 50% of recycled material. To qualify for the 10% reduction on the contribution by weight, you must also attach the form made available by Citeo, duly completed by your packaging suppliers.

7 Bonuses for plastic packaging

Indicate whether your packaging is eligible for one of the two new bonuses offered on plastic (pages 54 and 55).

PLEASE NOTE

Only the form provided by Citeo will be accepted.
If you fail to produce the recycled material certificates at the same time as the declaration, you will be invoiced on the basis of your amount declared, with the recycled discount.
Your invoice will be adjusted after receipt and validation of your certificates.



The declaration of specific cases

1 line = several CSUs broken down by weight per material.
The weight is declared in kilograms.

- ⇒ The type of product needs to be chosen from among the 4 following specific cases:
- Shipping package
 - Samples
 - Food rolls
 - Non-food rolls

- ⇒ The total weight of the different CSUs that you have grouped needs to be indicated in kilograms.

- ⇒ The weights are rounded to 4 decimal places, rounded down if 4 or less and up from 5 or more.
- For example: If your CSUs weigh 6.21978 kilograms, specify 6.2198.

- ⇒ The quantities to declare:
- For shipping packages and samples, the number of CSUs matches the number of packages or number of samples distributed.
 - For food reels, the number of CSUs is calculated automatically.

For more details about specific cases, refer to page 20.

8 The bonus for reduction at the source or recyclability improvement

Specify the type of measure put in place (pages 44 to 52).

9 The awareness-raising bonus

Specify the type of measure put in place (pages 35 to 41).

10 Penalties

Indicate whether your packaging is subject to an increase (pages 60 to 63)

11 The quantities for which a contribution is made

Specify the number of Consumer Sales Units placed on the French market. See box for specific cases on page 24.



The rounding principle used in calculating the contribution

- ⇒ The unit contribution of the CSU is calculated in euro cents to 4 decimal places, rounded down if 4 or less and up from 5 or more.

For example:

UNIT CONTRIBUTION		ROUNDED UNIT CONTRIBUTION
0.0422189	⇒	0.0422
0.14885	⇒	0.1489
0.15917925	⇒	0.1592

- ⇒ The total contribution is calculated in euro to 2 decimal places, rounded down if 4 or less and up from 5 or more.

For example:

UNIT CONTRIBUTION		ROUNDED UNIT CONTRIBUTION
47.112	⇒	47.11
1,598.945	⇒	1,598.95
5.128	⇒	5.13

A concrete example in the CSU declaration

Better understanding how to declare on the Excel file using the example of a bottle of mineral water in PET.

The water bottle = 1 CSU = 1 line

Declaration 2018 Per CSU

A doubt?

Click on the button to consult the manual

The unit weight of your CSU has to be declare in GRAM. Multipack packaging for beverages need to be declared on a separate line under the 023900 product.

NOTE

Contents

Refresh

Product

Unit weight per material in Gram

Reference (optional)	Description of your CSUs	Product code	Product label	Number of package units per CSU weighting ≥ 0,1g	Number of package units per CSU weighting ultra-light <0,1g	Paper-cardboard			
						Steel	Aluminium	Paperboard excl. Bricks	Plastics
Option 1	Water bottle with paper label + cap	023200	Water	2					33,5000
Option 2	Water bottle + paper label + cap	023200	Water	2			1,5000		32,0000

List a reference (optional column)

Enter a meaningful name to describe your CSU

Choose a product code, referring to the nomenclature

Specify the number of separate packaging units in column E that makes up your CSU, if the unit is less than 0.1g use column F

Indicate the precise weight in grams of the materials that make up your CSU (in this case, the weight of the cardboard paper label)

Indicate the precise weight in grams of the materials that go into your CSU (in this case, the weight of all the plastic elements (also of the label by choosing to declare the weight of the label on your CSU's main plastic material



A sample calculation

Total contribution of the CSU = contribution by weight + contribution per CSU

Option 1

Contribution by weight for the bottle + cap + label: 31.23 € ct/ kg × 33.5 / 1000 = 1.0462 € ct.

The contribution to the total weight for this CSU is 1.0462 € ct.

The contribution per CSU is 0.1060 €ct (2 packaging units - see table on page 18)

Option 2

Contribution by weight for the bottle: 31.23 € ct/ kg × 32 / 1000 = 0.9994 € ct.

Contribution by weight for the stopper: 16.30 € ct/ kg × 1.5/1000 = 0.0245 ct €.

The contribution to the total weight for this CSU is 0.9994 + 0.0245 = 1.0239 ct €.

The contribution per CSU is 0.1060 €ct (2 packaging units - see table on page 18)

Special instance: bonus applies

Example with the same clear PET bottle with:

- the “PET, HDPE and PP bottles” bonus
- the “Weight reduction and volume” bonus
- the “8% Instruction” bonus

Contents

Refresh

Discount

Bonuses

Penalties

Reference (optional)	Description of your CSUs	Other materials (including wood and textiles)	Recycled cardboard	Type of plastic packaging eligible for the bonus	Reduction at source and recyclability improvement eligible for the bonus	Awareness-raising measure	> Disruptive materials > Without recycling facility > PET with mineral opacifiers
Option 1	Water bottle with paper label + cap	Non	Non	Bouteilles et flacons en PET, PEHD et PP	Réduction de poids et volume 8%	Consigne 8%	
Option 2	Water bottle + paper label + cap	Non	Non	Bouteilles et flacons en PET, PEHD et PP			

Indicate using Yes or No if your cardboard contains more than 50% recycled fibres

Indicate whether your packaging is eligible for the recyclable plastic packaging bonus (see pages 34-56)

Indicate whether your packaging is eligible for the recyclability / reduction-at-the-source bonus (see pages 34-56)

Indicate whether your packaging is eligible for the awareness-raising bonus (see pages 34-56)

Indicate whether your packaging is subject to any penalties (see pages 60-63)

Contents

Refresh

Awareness-raising measure

Penalties

Quantities

Total of your 2018 contribution CSU

Reference (optional)	Description of your CSUs	Awareness-raising measure	> Disruptive materials > Without recycling facility > PET with mineral opacifiers	CSU put on the market	Contribution by weight (cents of Euro)	Contribution per CSU (cents of Euro)	Total individual contribution (cents of Euro)	Total contribution per row (Euro)
Option 1	Water bottle with paper label + cap	Consigne 8%		10 000	1,0462	0,1060	0,9328	93,28
Option 2	Water bottle + paper label + cap			10 000	1,0239	0,1060	0,9148	91,48

Update to view contribution

The contribution is calculated automatically

List the number of Consumer Sales Units placed on the French market

The water bottle = 2 packaging units

➡

+


1 plastic bottle

1 plastic cap

Some examples to facilitate understanding

How do I break down my CSU by material?

Depending on the data you have, you have 2 options for declaring labels and materials that make up only a small amount of the total materials (multi-material or multi-layer packaging) (see page 17).





The 4 pack of yoghurt cups

	No. of packaging units in your CSU > 0.1g	No. of packaging units in your ultralight CSU < 0.1g	Paper/ cardboard except for bricks	Plastics
Option 1 The 4 pack of yoghurt cups	9		18g for the header label	18.4g for 4 cups of 4.6g (with labels and peel-off lids)
or Option 2 The 4 pack of yoghurt cups	9		22g for the header label and the 4 labels	14.4g for 4 cups of 3.6g (with peel-off lids and no label)

The jar of jam

	No. of packaging units in your CSU > 0.1g	No. of packaging units in your ultralight CSU < 0.1g	Steel	Paper/ cardboard except for bricks	Glass
Option 1 One jar of jam 370g	2		8.5g for the lid		174g for the jar and the label
or Option 2 One jar of jam 370g	2		8.5g for the lid	1.1 g for the label	172.9g for the jar without label





The pack of cakes

	No. of packaging units in your CSU > 0.1g	No. of packaging units in your ultralight CSU < 0.1g	Paper/ cardboard except for bricks	Plastics
Cake pack with a tray and film	3		19.60g for the case	11.2g for the tray and the film

Hi-fi stereo system

	No. of packaging units in your CSU > 0.1g	No. of packaging units in your ultralight CSU < 0.1g	Paper/ cardboard except for bricks	Plastics
Music centre	6		1 100g for the cardboard	115g for the 2 spacers and the 3 bags



Laundry detergent bottle

	No. of packaging units in your CSU > 0.1g	No. of packaging units in your ultralight CSU < 0.1g	Paper/ cardboard except for bricks	Plastics
Option 1 Vial + paper label + cap	2			91.2 g for the bottle + cap and label
or Option 2 Vial + paper label + cap	2		2 g for the label	89.2 g for the bottle + stopper



The toy box

	No. of packaging units in your CSU > 0.1g	No. of packaging units in your ultralight CSU < 0.1g	Paper/ cardboard except for bricks	Plastics
Option 1 The toy box	1		150g for the cardboard part	34g for the plastic window
or Option 2 The toy box	1		184g for the cardboard part and the plastic window	



Shipping package

	No. of packaging units in your CSU > 0.1g	No. of packaging units in your ultralight CSU < 0.1g	Paper/ cardboard except for bricks	Plastics
Shipping package comprised of 3 packaging units	3		150.54kg of cardboard	30.16kg of plastic
Shipping package comprised of 2 packaging units	2		75.20kg of cardboard	20.12kg of plastic



NEW

Citeo's new solution for your declaration needs

Every year, submitting your packaging data can become a complex and time-consuming exercise. That's why Citeo created **Sprint**, a solution for automatically filling your declaration.

Based on a robust calculation method, **Sprint** is available as an option to the CSU declaration. **Sprint** is above all a considerable time saver: no need to collect many technical characteristics, nor to enter in detail thousands of references in the submission file: on average, **you will have 30 to 60% of lines in less to grasp in detail!**

Launch on
**January,
15th 2019**

For the last bend in the declaration process, you have **Sprint!**

INSTRUCTIONS FOR USE

With **Sprint**, you no longer need to retrieve weight data by material or the number of packaging units of most of your references:
Sprint works with a specific declaration file to be downloaded from your customer space.

After downloading your **Sprint** declaration file:

- 1 Enter only the product label, product code and quantities sold for all your CSU. Click on "Refresh".
- 2 **Sprint** indicates in blue in column "A" of your file which references need to be declared in detail in order to get started. Complete at least these lines. "Updat" again.
- 3 Upload your completed file in your customer space, **Sprint** takes over and automatically complete the rest of your data.

Then all you have to do is validate your declaration!

You may return to the standard CSU declaration at any time.

CAUTION OF USE

Which declaration year to use Sprint?

- **Sprint** can only be used to complete the reporting data for 2018.
- You must at least have already filed a detailed declaration during the period 2015-2017.
- Only use the Sprint Excel file. You can not fill your declaration on line with Sprint.

Warning: the number of use of Sprint is limited!

Once your declaration has been made through Sprint and uploaded on your portal, you have the possibility:

- to make a single corrective declaration on Sprint;
- to switch at any time to another type of declaration.

The Citeo Tariff with Sprint:

- Access to the Sprint solution is included in your contribution. Automated data is increased by 5%.
- To receive a bonus, a CSU must be declared at its real cost and not automatically.
- Any CSU subjected to a penalty must be declared to its real cost.

The "Specific Cases" with Sprint:

- The "Specific cases" tab of your declarative file cannot be filled in automatically.





03

Bonuses

Awareness-raising bonuses

Bonuses heighten the eco-modulation effect on your contribution. They are an encouragement to eco-design your packaging and to raise awareness among consumers to develop the sorting reflex. Lower your impact on the environment, raise awareness of your consumers and reduce your invoice all at the same time!

OBJECTIVE:
Encourage messages designed to raise awareness and promote

These bonuses concern household packaging, whether it can be recycled or must be thrown away, with the exception of disruptive packaging and packaging included in the Sorting-info guidelines but for which there is no recycling channel.

Information on packaging

- ▶ The Sorting-info label on-pack, in-pack or on the notice
- ▶ The Triman logo
- ▶ Personalised Sorting-info guidelines
- ▶ Sorting-info guidelines through a QR Code

Media campaigns

- ▶ TV/Radio
- ▶ Display
- ▶ Press
- ▶ Digital media with purchase of space

SPECIAL CASE

The case of packs

- The sorting guideline can be indicated on the Consumer Unit or on the multipack packaging.
- The bonus applies to the CSU concerned by the measure. If the CSU is sold indiscriminately per unit or per pack and the sorting guideline only appears on the multipack packaging, the bonus applies only to the quantities sold in a pack.

If the same CSU undergoes several awareness measures (on pack, in pack, on a leaflet), the 8% bonus applies only once to the CSU in question.

The on-pack Sorting-info label



Overview and practical procedures

This bonus applies when the **Sorting-info label** is **directly affixed to the packaging**.

To be eligible, the **Sorting-info** must:

- ➞ be affixed to household packaging.
- ➞ be legible and visible to the consumer when the product is being purchased or made available.
- ➞ specify the material and its recyclability (recycle or discard) for each component of the packaging.
- ➞ respect the **Sorting-info** graphic charter.

To assist you effectively, we have prepared a guide that explains everything about the **Sorting-info**, its use and its construction. We also offer various downloadable versions of the **Sorting-info**.

For more information:
www.citeo.com/info-tri

We have created a multi-country Sorting-info label to help you meet requirements related to the export of your products. All of this information can be found at www.citeo.com/info-tri

PLEASE NOTE

EXAMPLE:



GUIDELINES MAY VARY BY LOCATION > WWW.CONSIGNESDIETRI.FR

SUPPORTING DOCUMENTATION
(to be produced upon request only)

Photographs of the packaging in question on which the guidelines are visible.

New in 2019

The Sorting Information and Triman on packaging with a recycling channel

Eligibility requirements for the bonus

By 2019, for any packaging with a recycling channel, the Sorting-info guidelines will have to be associated with the Triman on the packaging to benefit from the bonus on the Citeo contribution. This is the reason why we already advise you to integrate the Triman into your Sorting-info on your packaging comprising a recycling channel.

A packaging comprising a recycling channel carrying a Sorting-info and for which the Triman would be dematerialized will not be able to claim the bonus. The Triman logo must be affixed on the packaging, close to the Sorting-info

PLEASE NOTE

To accompany you efficiently, we have put at your disposal our Sorting-info guide. It will make it more understandable for you to know whether you must affix or not the Triman. We also offer different versions of the Sorting-info associated with the Triman logo to download.

For Further information:
www.citeo.com/info-tri

GUIDELINES MAY VARY BY LOCATION
WWW.CONSIGNESDETRI.FRGUIDELINES MAY VARY BY LOCATION > WWW.CONSIGNESDETRI.FR

The in-pack Sorting-info or on the notice

Overview and practical procedures

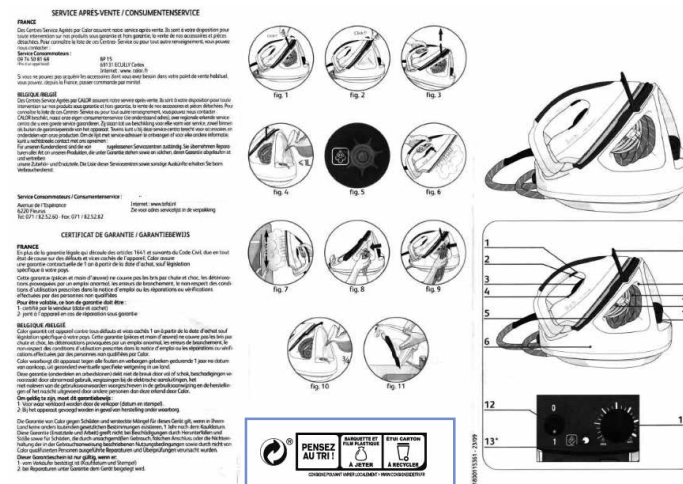
8%
BONUS

This bonus applies when the Sorting-info label is affixed in-pack or on the notice. This Sorting-info label is recommended for companies with **technical** constraints (packaging size, multi-country packaging, etc.) or **special regulatory** constraints (drug packaging).

To be eligible, the in-pack Sorting-info or Sorting-info on the notice must:

- ➔ be visible during consumption of the product.
- ➔ be affixed to household packaging.
- ➔ specify the material and its recyclability (recycle or discard) for each component of the packaging.
- ➔ be validated by Citeo in advance.
- ➔ respect the Sorting-info graphic charter:

EXAMPLE:



SUPPORTING DOCUMENTATION (to be produced upon request only)

Photographs of the packaging and/or notices in question on which the guidelines are visible.

If your packaging is covered by a national recycling channel, you must affix the Triman. See page 36 for more information.

PLEASE NOTE

BONUSES

Personalised
Sorting-info guidelines



Overview and
practical procedures

This bonus applies to personalised **Sorting-info guidelines affixed on packaging**.
These personalised guidelines are recommended when there are special packaging constraints.
It may be affixed **on-pack, in-pack or on the notice**.

- To be eligible, the personalised guidelines must:**
- ➞ be visible when the product is purchased or consumed.
 - ➞ be affixed to household packaging.
 - ➞ specify the material and its recyclability (recycle or throw away) for each component of the packaging.
 - ➞ be validated by Citeo in advance.

EXAMPLE:



If your packaging is covered by a national recycling channel, you must affix the Triman. See page 36 for more information.

PLEASE NOTE

SUPPORTING DOCUMENTATION
(to be produced upon request only)
Photographs of the packaging and/or notices in question on which the guidelines are visible.

BONUSES

Sorting-info guidelines
through a QR code



Overview and
practical procedures

This bonus covers guidelines delivered through a QR Code. This **QR Code** can be used to address certain company constraints (convenience of using a QR Code that is already present on its packaging, format of the packaging, etc.).

- To be eligible, the QR code must:**
- ➞ link to a web page presenting the product or line of products and specifying the material and its recyclability (recycle or throw away) for each component of the packaging or link to www.consignesdetri.fr.
 - ➞ have a minimum size of 2.5 cm x 2.5 cm to ensure that it is legible.

- The bonus applies exclusively to the packaging bearing the QR Code.
- If the packaging already bears the sorting guideline label, adding a QR code will not allow you to combine bonuses.

PLEASE NOTE

If your packaging is covered by a national recycling channel, you must affix the Triman. See page 36 for more information.

PLEASE NOTE

EXAMPLE:



- SUPPORTING DOCUMENTATION
(to be produced upon request only)
- Photographs of the packaging in question on which the QR Code is visible.
 - URL of the web page + screenshot of the page + flashable QR Code.

The Triman



Overview and practical procedures

In accordance with Article L. 541-10-5 of the Environmental Code published 2 January 2014, "(...) any recyclable product subject to extended producer responsibility put on the market on or after 1 January 2015 is subject to a common marking, the Triman, which informs the consumer that said product is subject to Sorting-info guidelines". A 5% bonus is granted against the total Consumer Sales Unit (CSU) contribution if **the package bears the Triman logo only**.

To be eligible for this bonus, the Triman must:

- ➞ be affixed only on packaging for which there is a recycling channel as provided for in Article R.543-54-1 of the Environmental Code.
- ➞ be affixed on the packaging and be visible when the product is purchased or made available. For companies subject to technical or regulatory constraints, the logo may be displayed in-pack or on the notice (in other words, it must be visible when the product is consumed).
- ➞ measure at least 10 mm in diameter. A waiver may be granted for small packages: in this case, it should be no less than 6 mm in diameter.

A digital Triman logo on a website is not eligible for the bonus.

PLEASE NOTE



EXAMPLE:



For more information:
www.ademe.fr/signaletique-commune-tri-triman-guide-dutilisation

Media campaigns



Overview and practical procedures

This bonus applies to media campaigns **that encourage consumers to adopt the sorting habit or raise awareness regarding sorting**.

To be eligible, the media campaign must reach*:

- ➞ TV / Radio: 300 GRP *minimum*;
- ➞ display: 1000 GRP *minimum*.
- ➞ press: 150 GRP *minimum*.
- ➞ Digital media with purchase of space: *minimum* 20% of the chosen target with a *minimum* of 20 million "views" (number of opportunities to see the advertisement).

* Media performance is calculated on the target base: French population 15 years and +

A partnership agreement must first be signed with Citeo for these various actions. Among other things, this agreement specifies the CSUs that will benefit from the bonus.

PLEASE NOTE

EXAMPLE:



SUPPORTING DOCUMENTATION

The ready-for-press item + the media agency's assessment of the performance of the media plan.

How to benefit from the bonus?

You have launched actions that are eligible for the awareness raising bonus. Now you only have to declare them.

Information on packaging

- ① Indicate the actions on the declaration opposite each Consumer Sales Unit (CSU) covered by a Sorting-info guideline.
- ② Your bonus is automatically taken into account.

Media campaigns

- ① Indicate the actions on the declaration opposite each Consumer Sales Unit (CSU) covered by the partnership agreement.
- ② Your bonus is automatically taken into account.
- ③ Citeo will verify that the reported elements are consistent.

Supporting documentation must be provided upon request only.

PLEASE NOTE



La déclaration à toute allure

Did you choose the automatic solution for your declarative data?

To receive a bonus, a CSU must be declared at its real cost and not automatically. See page 31 for more information.

Eco-design initiatives

OBJECTIVE:

Reduce waste at the source and improve packaging recyclability

The bonus concerns household packaging, whether it can be recycled or must be thrown away.

Reduction at source

- ▷ Reduction of packaging weight
- ▷ Reduction of packaging volume
- ▷ Use of refills
- ▷ Removal of a packaging unit

Improvement of recyclability

- ▷ Removal of a non-main material from a multi-material packaging unit
- ▷ Replacement of complex rigid plastic packaging with rigid mono-resin packaging
- ▷ Addition of perforation on plastic sleeves
- ▷ Removal of carbon black dye from a plastic packaging item

For the same packaging, only one reduction at source or recyclability improvement action is eligible each year. Actions cannot be combined.

PLEASE NOTE

REDUCTION AT SOURCE ACTIONS

Reduction in packaging weight



Overview and practical procedures

This bonus covers actions intended **to reduce the weight of household packaging**, such as by decreasing its thickness or reducing the weight of the packaging.

To be eligible, the reduction:

- must take place at the **iso-material** level, meaning that the packaging material must stay the same in accordance with the definition of the NF EN 13428 standard.

A change in plastic resin is not considered a change in materials.

PLEASE NOTE

- must take place at the **iso-functionality** level – for a product rendering the same service to the consumer. For example: a product must contain the same amount of product.

For example: a product must contain the same amount of product.

- must not have resulted in a **transfer of packaging or weight** toward multiple-pack packaging or transport packaging.
- must preserve or improve the **recyclability** characteristics of the packaging in question.

The eligibility threshold for the reduction is a **2% reduction** in weight of the Consumer Sales Unit compared to the previous year.

EXAMPLE:

Reduction in the weight of a bottle



	Weight before (g)	Weight after (g)	% reduction	
Bottle	29	27	7%	Bonus

SUPPORTING DOCUMENTATION
(to be produced upon request only)

Technical sheets indicating the weight of the packaging units after each action.

REDUCTION AT SOURCE ACTIONS

Reduction of packaging volume



Overview and practical procedures

This bonus applies to actions intended **to reduce the number of packaging units comprising the CSU**, such as by concentrating the product or optimising the packaging (eliminating or reducing spacers, etc.)

To be eligible, the volume reduction:

- must take place at the **iso-material** level.

A change in plastic resin is not considered a change in materials.

PLEASE NOTE

- must take place at the **iso-functionality** level. **For example:** a concentrated cleaning product must offer the same number of washes, or a box of cereal must contain the same quantity of product.
- there must be **no transfer of packaging or weight** to the multi-pack or transport packaging.
- must preserve or improve the **recyclability** characteristics of the packaging in question.

The eligibility threshold for the reduction is a **2% reduction** in weight of the Consumer Sales Unit compared to the previous year.

EXAMPLE:

Compaction of a metal aerosol



	Weight before (g)	Weight after (g)	% reduction	
Box	36	27	25%	Bonus

SUPPORTING DOCUMENTATION
(to be produced upon request only)

Technical sheets indicating the weight and capacity after the action + photos.

REDUCTION AT SOURCE ACTIONS

Use of refills



Overview and practical procedures

Refills are products that allow you to refill reusable packaging again with the same product. The refill is not designed to be used alone.

- To be eligible:
- the use of the refill must take place at the **iso-functionality** level– for a product rendering the same service to the consumer.
 - the action must not have resulted in a **transfer of packaging or weight** toward multi-pack packaging or transport packaging

The eligibility threshold is a 2% reduction in **weight** for the refill compared to the refillable packaging.

EXAMPLE:
Plastic bag refills for a bottle of shower gel



		Weight (g)	
Main packaging	Plastic bottle	50	
Refill	Plastic bag	18	Bonus

The bonus only applies to the refill quantities and not to the main product packaging.

PLEASE NOTE

SUPPORTING DOCUMENTATION
(to be produced upon request only)
Technical sheets indicating the weight of the packaging units + photos.

REDUCTION AT SOURCE ACTIONS

Elimination of a packaging unit



Overview and practical procedures

This bonus applies to actions **reducing the number of units comprising the CSU**.

- To be eligible, the **elimination of the unit**:
- must take place at the **iso-material** level, meaning that the main element of the CSU stays the same.
 - must take place at the **iso-functionality** level – for a product rendering the same service to the consumer.
For example: a 4-pack of yoghurt must contain the same amount of product.
 - must not have resulted in a **transfer of packaging or weight** toward the secondary or tertiary packaging.
 - must preserve or improve the **recyclability** characteristics of the rest of the units of the CSU.

The eligibility threshold for the reduction is a 2% reduction in weight of the Consumer Sales Unit compared to the previous year.

EXAMPLE:
Elimination of the sheath from a 4-pack of yoghurt



	Weight before (g)	Weight after (g)	
4 cups	16	16	
4 peel-off lids	2.8	2.8	
Sheath	15	0	Eliminated element

SUPPORTING DOCUMENTATION
(to be produced upon request only)
Technical sheets indicating the weight of the packaging units + photos.

RECYCLABILITY IMPROVEMENT ACTIONS

Removal of a non-main material from a multi-material packaging unit

Overview and practical procedures

This bonus applies to actions designed to eliminate at least one of the materials comprising a packaging element that originally consisted of multiple materials. These materials include steel, aluminium, cardboard, plastic, glass, etc.

To be eligible, the elimination:

- must take place at the iso-material level, meaning that the main material of the unit stays the same.
- must take place at the iso-functionality level – for a product rendering the same service to the consumer.
For example: a pack of batteries must contain the same number of batteries.
- must not increase the weight of the CSU compared to the previous year.
- must not have resulted in a transfer of packaging or weight toward multiple-pack packaging or transport packaging.

EXAMPLE:

Elimination of plastic from a 4-battery blister pack with easy open



	Before	After	
Material	Cardboard + plastic	Cardboard	Bonus
Weight	8.0 g	8.0 g	

SUPPORTING DOCUMENTATION
(to be produced upon request only)
Technical data sheets for the packaging after the change and image (if the change is visible in a photograph).

RECYCLABILITY IMPROVEMENT ACTIONS

Replacement of complex rigid plastic packaging with rigid mono-resin packaging

Overview and practical procedures

This bonus applies to rigid plastic packaging, regardless of its initial composition and colour.

To be eligible, the replacement:

- must take place at the iso-material level, meaning the main material of the unit must still be the “plastic” material.
- must take place at the iso-functionality level for a product rendering the same service to the consumer.
For example: a tray of 4 slices of ham must contain the same number of slices.
- must not have resulted in a transfer of packaging or weight toward the multi-pack packaging or transfer packaging.
- after modification, the packaging must be in mono PET, mono PP or mono PE.
- after modification, the packaging must not contain carbon black based dyes.

EXAMPLE:

Tray of deli meats

Composition of the tray before the change:
body consisting of 85% PVC and 15% PE

Composition of the tray after the change:
100% A-PET body (for example)



SUPPORTING DOCUMENTATION
(to be produced upon request only)
Technical fact sheets on the tray after the change, indicating its composition.

RECYCLABILITY IMPROVEMENT ACTIONS

Addition of perforation on plastic sleeves

Overview and practical procedures

This bonus applies to **PET, HDPE or PP** packaging that covers more than 60% of the surface of the packaging in question. A perforation consists of **two perforated lines on the sleeve**.

To be eligible, the added perforation:

- ➞ must take place at the **iso-material** level, meaning that the main material of the unit stays the same.
- ➞ must take place at the **iso-functionality** level –for a product rendering the same service to the consumer.
- ➞ must not have resulted in a **transfer of packaging or weight** toward the secondary or tertiary packaging.
- ➞ must preserve or improve the **recyclability** characteristics of the rest of the units.

EXAMPLE:
Fruit juice bottle



Vial body in PET + sleeve in OPP

Safety seals are not eligible for the bonus.

PLEASE NOTE

SUPPORTING DOCUMENTATION
(to be produced upon request only)

Technical data sheets for the packaging after the change and image showing the perforation lines.

8%
BONUS

RECYCLABILITY IMPROVEMENT ACTIONS

Removal of carbon black dye from a plastic packaging item

Overview and practical procedures

This bonus applies to **all types of plastic packaging**, regardless of the initial nature of the plastic resin.

To be eligible, the action:

- ➞ must take place at the **iso-material** level, meaning that the main material of the element stays the same.

A change in plastic resin is not considered a change in materials.

PLEASE NOTE

- ➞ must take place at the **iso-functionality** level– for a product rendering the same service to the consumer.
- ➞ must not have resulted in a **transfer of packaging** or weight toward the secondary or tertiary packaging.
- ➞ must maintain or improve the **recyclability** characteristics of the packaging units of the CSU in question.

A switch from a carbon black based dye to a dark coloured dye without carbon black is eligible for this bonus.

PLEASE NOTE

SUPPORTING DOCUMENTATION
(to be produced upon request only)

Technical data sheets of the packaging after the change describing the dye composition in detail.

EXAMPLE:
Trays for deli products



Composition of the tray before the change:
99% PP and 1% carbon black



Composition of the tray after the change:
97% PP and 3% white dye

8%
BONUS

The additional bonus for publication in the Citeo catalogue of best practices



Overview and practical procedures

If you implemented an action that was eligible for a "reduction at source" bonus or an "improvement of recyclability" bonus, you have the option of sharing your experience in our catalogue of best practices.

The publication of a file describing your approach and the results you obtained will make you eligible for an additional 4% bonus.

One of our consultants will contact you to collect the necessary information.

SUPPORTING DOCUMENTATION

Text describing the action, your company's logo, images of the packaging before/after the action.

How you can benefit from these bonuses?

- ① In your declaration, indicate your reduction or recyclability action in the appropriate line. Your bonus is automatically taken into account.
- ② In order to benefit from the additional bonus of 4%, a Citeo consultant will contact you to collect the following information:
 - your company's logo
 - images before and after modification
 - a statement describing the action

PLEASE NOTE

Citeo may ask for additional supporting documentation, such as technical data sheets before and after the action.

Contact your contact or our consultants at:



0 808 80 00 50*

* free service + cost of call



La déclaration à toute allure

Did you choose the automatic solution for your declarative data?

To receive a bonus, a CSU must be declared at its real cost and not automatically. See page 31 for more information.

RECYCLABLE PLASTICS BONUSES

The bonus for plastic bottles and vials for which there is a recycling channel

Overview and practical procedures

A **bonus of 12%** of the total CSU contribution is granted for plastic packaging that falls under the national Sorting-info guidelines for which there is a recycling channel, i.e. PET, PE or PP bottles and vials.

- Disruptive packaging and packaging subject to penalties are not eligible.
- Bottles and vials containing carbon black based dyes in the outer layer are not eligible for the bonus.
- Plastic aerosols are not eligible for the bonus.

PLEASE NOTE



12%
BONUS

SUPPORTING DOCUMENTATION
(to be produced upon request only)
Technical data sheets specifying the composition of the packaging.

RECYCLABLE PLASTICS BONUSES

The bonus for rigid plastic packaging that can join an existing recycling channel

Overview and practical procedures

A **8 % bonus** is granted for packaging that can join currently existing recycling channels through the extension of the Sorting-info guidelines.

To be eligible, the packaging:

- ⇒ must be **rigid plastic** packaging (excluding bottles and vials)
- ⇒ must be in one of the following mono-resins: mono PET, mono PE or mono PP.
- ⇒ must **belong to one of the following categories**:
 - box: mono PET type pastry packaging.
 - tray: mono PP or mono PET type fruit and vegetable packaging.
 - box, cup, shell or blister pack: mono PE, mono PP or mono PET.
- ⇒ the packaging must not be sealed, covered with film or contain black carbon based dyes.

The bonus applies:

- ⇒ to the total contribution of the CSU, if it only contains plastic units.
- ⇒ to the plastic materials' contribution to the weight only if the CSU contains units in different materials other than plastic.



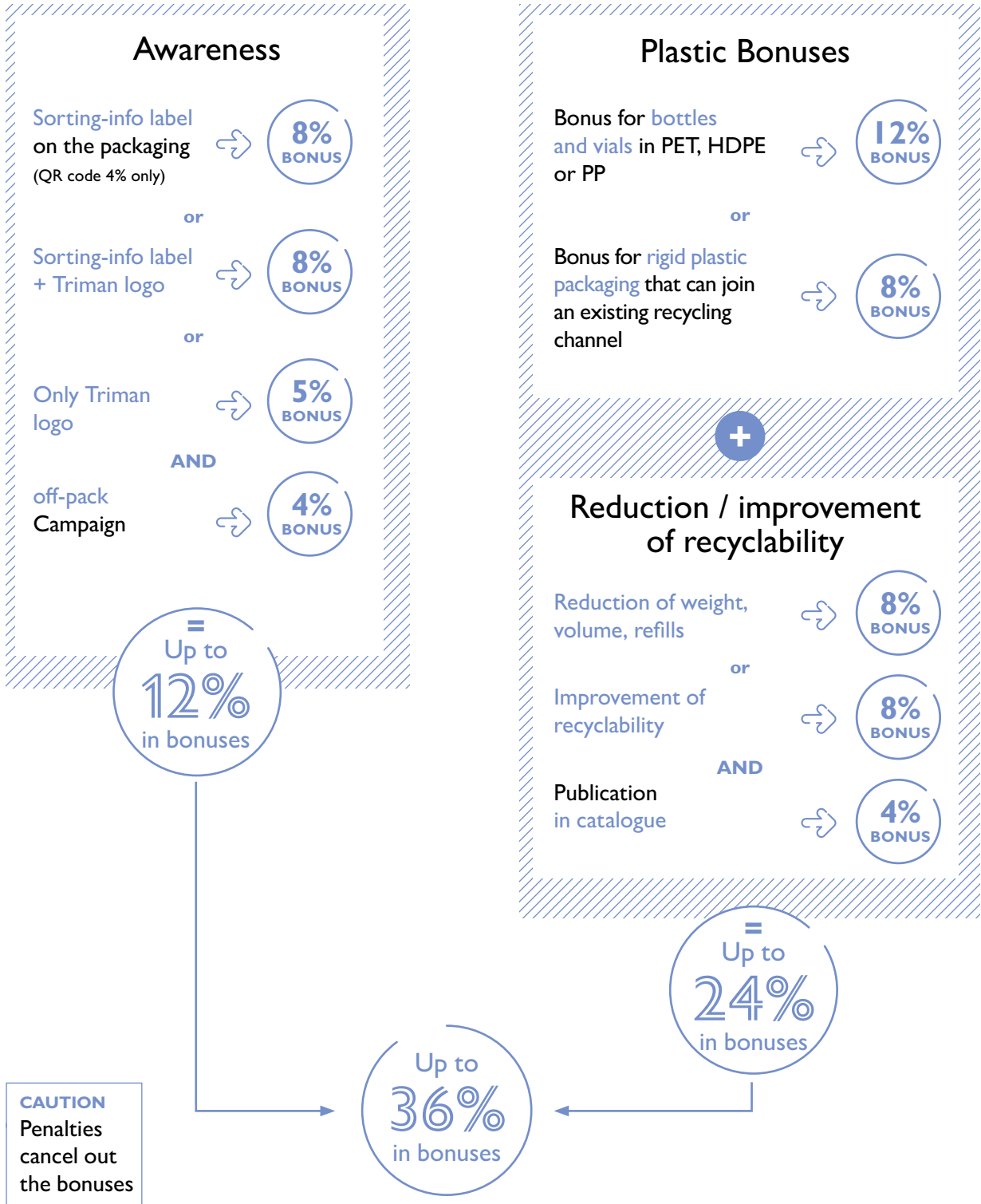
8%
BONUS

Disruptive packaging and packaging subject to penalties are not eligible.

PLEASE NOTE

SUPPORTING DOCUMENTATION
(to be produced upon request only)
Technical data sheets specifying the composition of the packaging.

Combining bonuses





04

Penalties

PENALTIES

Disruptive packaging

50%
PENALTY

A 50% mark-up on the total contribution of the respective CSU is applied for the packaging described below.

OBJECTIVE:
To limit disruptive packaging in the sorting and recycling system

- ⇒ What is disruptive packaging?

Disruptive packaging is packaging **addressed by sorting instructions** but which cannot be recycled or of which some characteristics disrupt the end-quality of the recycled materials, the sorting, the recycling process and significantly increase the cost of treatment, in the current situation of the packaging waste resource and the sorting and recycling technologies.
- ⇒ Who decides that a packaging item is disruptive?

The recycling issues faced are then analysed by technical committees (Cerec & Cotrep) and the recycling channels. Based on the technical considerations defined, and taking into account the opinion issued by its Materials and Packaging Committee, the Board of Directors of Citeo decides and changes where relevant the list of packaging to which an increase is applied.
- ⇒ Why a list of disruptive packaging?

The objective is twofold:


 - Raise awareness among companies to encourage them designing their packaging better by taking into account, when they are designed, the environmental impact at the end of the life stage of the packaging.
 - Reduce to the greatest extent possible the cost of treatment of packaging because these types of packaging items, due to their particular composition, disrupt recycling by increasing rejections or by compromising the quality of the recycled material.
- ⇒ What packaging is concerned?

This applies only to **packaging for which national sorting instructions have been set out**. Three families of materials are affected: glass, paper/ cardboard and plastic.
- ⇒ How is the disruptive packaging list updated?

The list of disruptive packaging may be updated on the initiative of Citeo or Adelphe, or upon the proposal of the stakeholders. When a disruption is reported, the subject is first investigated. Depending on the results, the packaging concerned can then enter (or be kept out of) the list of packaging subject to a price increase.
- Alternative solutions to the packaging in question exist. Please do not hesitate to contact the Citeo teams.

Glass packaging

- ⇒ Glass packaging with a porcelain or ceramic cap



La déclaration à toute allure

Did you choose the automatic solution for your declarative data?

Any CSU subjected to a penalty must be declared to its real cost. See page 31 for more information.




Cardboard-paper packaging

- ⇒ Drink cartons with paper/cardboard as the majority material but which contain less than 50% fibres
- ⇒ Reinforced paper-cardboard packaging

This increase concerns cardboard packaging containing a reinforcement/reinforced structure formed using any process whatsoever, and intended to reinforce the packaging.

Where the reinforcement backing constitutes a minority element of the packaging (labels, closure systems, adhesive tapes, etc.), the packaging is not considered to be a disruption to recycling. For more information, please contact our Citeo advisors.

PLEASE NOTE



To test the recyclability of your packaging and check if it is subject to a penalty, you can consult our online tool, **TREE** at tree.citeo.com. If you are unsure about a given form of packaging, you can contact our Citeo advisors.

Plastic packaging

↔ PET bottle/vial combined with aluminium

This increase pertains to bottles or vials the main material of which is PET combined with aluminium.

Elements combined with bottles and vials made primarily of PET, such as caps, peel-off lids, closures, labels or sleeves, must not contain aluminium in order to avoid this increase. Glossy or silver-edged labels are also to be avoided as they can be detected as the equivalent of a metallic element and therefore disturb the recycling device.

PET bottles with hybrid peel-off lids (aluminium/plastic) that must be entirely removed before the product can be consumed are not classified as disruptive.

PLEASE NOTE

↔ Bottle/vial combined with PVC elements

This increase concerns bottles or vials whose main material is PET combined with PVC elements (sleeve, label, etc.)

This increase does not concern the tamper-evidence sleeve which is removed upon first use by the consumer.
For more information: cotrep.fr Technical Fact Sheet 08 “PVC label on PET bottle”

PLEASE NOTE

↔ PET bottle/vial with silicone elements with density > 1.

The presence of plastic elements (valves, caps, seals, etc...) with a density greater than 1 in a cap is not compatible with PET during the recycling process. If this density is less than 1, the element will have no impact on recycling and the bottle or vial will not be considered disruptive.

An alternative has been developed (see Technical Notice VLP 07-01): a silicone valve with a density <1. It is suitable for PET recycling because it is easily separated from PET by flotation.

PLEASE NOTE

New

Opaque PET packaging

100%
PENALTY

A 100% increase in the weight contribution for plastic material is applied to opaque rigid PET packaging with a body containing a mineral filler content > 4%.

This increase concerns rigid opaque PET packaging with a mineral filler content of more than 4% in the body.

Opaque PET packaging is packaging composed of a PET mixture and opacifying mineral fillers such as titanium dioxide (TiO2). These mineral fillers are intended to provide functionalities to the packaging such as the light barrier. Opaque PET packaging is more difficult to recycle, which is why from 2018 PET packaging containing more than 4% mineral fillers will be subject to a 100% increase in the weight tariff.

Packaging in the sorting guidelines without a recycling channel

100%
PENALTY

A 100% increase in the total contribution of the respective CSU is applied to packaging included in the national sorting guidelines but without recycling channel.

This increase concerns packaging in national sorting instructions but without a recycling channel.

For example:

- Bottles and vials made of a plastic resin other than PET, PE, PP such as PVC, PLA, SAN and PC (see glossary on page 86-89)
- Non-soda-lime glass packaging

Only packaging covered by the national sorting instructions on 01/01/2018 can be subject to this surcharge.

REMINDER: PACKAGING ADDRESSED BY THE NATIONAL SORTING INSTRUCTIONS AT 01/01/2018

Steel	All household packaging
Aluminium	All household packaging
Paper and cardboard	All household packaging, including bricks
Plastic	Bottles and vials
Glass	All household packaging



05

The CSU
declaration
nomenclature

Nomenclature

Declaration by CSU

The product codes

Food products

01

Grocery

- 010100

Rusks and toasted breads
- 010101

Similar tasted products
- 010201

Savoury biscuits and snacks
- 010202

Sweet biscuits
- 010203

Gingerbreads, conservation pastries and Viennese pastries
- 010301

Whole grains of coffee, chicory, malt
- 010302

Ground coffee, chicory, malt
- 010303

Soluble coffee, chicory, malt
- 010401

Chocolate powder
- 010402

Breakfasts and instant drinks
- 010403

Cereals ready-to-eat or to prepare
- 010404

Spreads
- 010501

Tea and infusion leaves
- 010502

Soluble teas and infusions
- 010601

Chocolate in slabs
- 010602

Chocolate confectionery
- 010603

Chocolate bars
- 010701

Sweets and jellied sweets
- 010702

Sugar-coated nuts and drops
- 010703

Fruit pulp, candied fruit, marrons glacés
- 010704

Chewing gum and bubble gum
- 010705

Lollipops and barley sugars
- 010706

Other confectionery products
- 010801

Ready-to-eat desserts
- 010802

Cake-making products
- 010803

Preparations for desserts and puddings
- 010901

Concentrated milk
- 010902

Milk powder
- 011001

Flour
- 011002

Instant mashed potatoes
- 011003

Semolina and equivalent products
- 011100

Pasta
- 011201

Dried fruit
- 011202

Dried pulses, tapioca, other starches
- 011203

Rice
- 011204

Freeze-dried and dehydrated fruit and vegetables
- 011205

Salted grains
- 011301

Stock-cubes and culinary aids
- 011302

Dehydrated soups to prepare
- 011303

Instant soups
- 011304

Liquid soups
- 011401

Condiments
- 011402

Mayonnaises
- 011403

Mustards
- 011404

Dehydrated sauces
- 011405

Ready-to-use sauces
- 011406

Tomato sauces and tomato concentrates
- 011407

Salad dressings
- 011500

Spices and peppers
- 011601

Fine salt
- 011602

Coarse salt
- 011700

Food oils
- 011800

Vinegars
- 011901

Sugar cubes
- 011902

Caster sugar
- 011903

Granulated sugar
- 011904

Various sugars (candy sugar, brown sugar)
- 012001

Compotes
- 012002

Jams
- 012003

Chestnut creams
- 012004

Jellies
- 012005

Marmalades
- 012006

Honey
- 012007

Fruit in syrup
- 012100

Canned vegetables
- 012200

Canned fish
- 012300

Preserved meats, cooked meats and cured meats
- 012401

Crisps
- 012402

Cassoulets
- 012403

Garnished sauerkrauts
- 012404

Snails
- 012405

Dumplings
- 012406

Cooked dishes to prepare

- 012407

Ready-to-eat dishes
- 012501

Infant milk
- 012502

Health foods for children
- 012600

Health and dietary products
- 012601

Clinical nutrition products
- 012801

Wet foods for dogs and cats
- 012802

Dry foods for dogs and cats
- 012803

Canned pet food
- 012804

Other foods for other animals

02

Drinks

- 023001

Lemonades, limes
- 023002

Sodas, colas and & tonic waters
- 023003

Fruit juices and concentrates
- 023004

Nectars
- 023005

Fruit drinks
- 023006

Syrups and sugar cane
- 023007

Extracts for beverages and effervescent salts
- 023101

Beers
- 023102

Ciders
- 023103

Shandies
- 023200

Waters
- 023400

Wines
- 023500

Champagne and sparkling wines
- 023600

Aperitifs
- 023700

Spirits and liqueurs
- 023900

Beverage multipack packaging*

03

Fresh products

- 034001

Breads
- 034002

Bakery items
- 034003

Fresh pastries and ready-to-eat desserts
- 034101

Family ice creams
- 034102

Individual Ice creams
- 034103

Ice cream in bulk

- 034104

Frozen appetizers – cooked meats
- 034105

Frozen vegetables
- 034106

Frozen offal - meat - poultry
- 034107

Frozen fish - molluscs - crustaceans
- 034108

Frozen cooked dishes - sauces - soups
- 034109

Frozen pastries - breakfast pastries - frozen pasta
- 034110

Frozen fruit and fruit juices
- 034111

Frozen food dairy products
- 034112

Frozen food for animals
- 034201

Milks
- 034202

Yoghurts and equivalent products
- 034203

Creams and soft white cheeses
- 034204

Butters
- 034205

Margarines or vegetable fats
- 034206

Eggs
- 034207

Milk desserts and desserts
- 034301

Soft cheeses with mould or washed rind
- 034302

Cooked or uncooked pressed cheeses
- 034303

Goat and sheep cheeses
- 034304

Blue-veined cheeses
- 034305

Processed cheeses
- 034306

Fresh cheeses and equivalent
- 034400

Fresh fruit
- 034500

Fresh vegetables
- 034510

Flowers and plants
- 034601

Poultry and game
- 034700

Caterer's prepared products
- 034701

Hors d'œuvres
- 034702

Pastry products
- 034703

Cooked dishes and meats to re-heat
- 034704

Sandwiches
- 034800

Red meats and offal
- 034900

Fish - crustaceans - shellfish

04

Hygiene, beauty

- 046401

Shampoo
- 046402

Conditioners, beautifying balms
- 046403

Lotions and revitalisers
- 046404

Fixatives and oils
- 046405

Hair dyes
- 046406

Rollers and permanents
- 046407

Lacquers
- 046408

Hair accessories
- 046501

Solid and liquid toilet soaps
- 046502

Bathroom and shower products
- 046503

Tooth care
- 046504

Razors, blades, shaving products
- 046505

Deodorants
- 046506

Toilet waters and eaux de Cologne
- 046507

Perfumes and fragrances
- 046508

Body products
- 046509

Nail beauty and care
- 046510

Sun products
- 046601

Skin cleansing milks
- 046602

Lotions and tonics
- 046603

Beauty creams
- 046604

Cleansers and exfoliating creams
- 046605

Targeted facial care products
- 046606

Lip care
- 046607

Make-up removers
- 046608

Water atomisers
- 046609

Make-up products
- 046621

Childcare items
- 046701

Cottons
- 046702

Handkerchiefs
- 046703

Kitchen and toilet paper
- 046704

Babies' nappies
- 046705

Feminine hygiene
- 046706

Cleansing and beauty accessories
- 046712

Oral care
- 046713

Foot care
- 046714

Intimate hygiene
- 046715

Protective products
- 046716

Nutritional supplements
- 046717

Care products for babies

- 046718

Parapharmacy accessories
- 046719

Medical accessories
- 046720

Optics
- 046721

Non-medical optics
- 046722

Eyewear
- 046723

Measuring instruments (thermometer, barometer, etc.)

05

Household equipment

05 A

Cleaning and household products

- 055001

Soaps
- 055002

Laundry powders and liquids for linens
- 055003

Products for delicate washes, fabric softeners
- 055004

Bleach and laundry disinfectants
- 055005

Stain removers, starches, dyes
- 055006

Laundry products
- 055007

Dish-washing products
- 055008

Washing accessories
- 055101

Care of leathers and footwear
- 055102

Care of woods and floor coverings
- 055103

Care of metals and glazing
- 055104

Care of ovens and furnaces
- 055105

Scouring, descaling, unblocking, cleaning and disinfecting products
- 055106

Deodorants and insecticides
- 055107

Cellar items and various ingredients
- 055108

Brushware, brooms
- 055109

Household sponges, dishcloths, similar

05 B

Household equipment

- 055401

Kitchenware
- 055402

Kitchen utensils
- 055403

Cutlery and plates
- 055404

Table accessories
- 055405

Containers, bowls

- 055406 Household accessories
- 055407 Packaging and conditioning films
- 055408 Cellar equipment
- 055501 Heating devices
- 055502 Refrigerators and home freezers
- 055503 Dishwashers, washing machines, dryers
- 055504 Hoods and fans
- 055505 Electrical and gas cooking rings
- 055506 Ovens, microwave ovens
- 055507 Electrical devices for household cleaning
- 055508 Electric mixers and kitchen utensils
- 055609 Small electrothermal household appliances
- 055610 Electrical devices and utensils for cleansing-beauty
- 055611 Electrical devices for sewing and knitting
- 055701 Crockery
- 055702 Decorative crockery
- 055703 Glassware
- 055704 Crystal glassware
- 055705 Cutlery

05 C Gardening

- 055801 Plants
- 055802 Garden products
- 055803 Agricultural tools and horticulture
- 055804 Garden furniture
- 055805 Planters and containers
- 055806 Protective equipment

05 D DIY

- 055901 Tools
- 055902 General hardware and furnishings
- 055903 Plumbing - taps - sanitary ware
- 055904 Electrical equipment
- 055905 Wooden boards and carpentry
- 055906 Structural work, building equipment and building materials
- 055907 Paints and varnishes
- 055908 Housewares and painting accessories
- 055909 Glues and adhesives
- 055910 Wall coverings
- 055911 Floor coverings
- 055912 Tiling
- 055913 Locks, fittings
- 055914 Screws, nuts and bolts

05 E Furniture, furnishings, linen

- 056001 Kitchen furniture
- 056002 Dining room furniture
- 056003 Bathroom and toilet furniture
- 056004 Living room furniture
- 056005 Bedroom furniture
- 056006 Occasional furniture - accessories
- 056007 Office furniture
- 056008 Basketry
- 056101 Lighting devices
- 056102 Batteries
- 056103 Electric lamps

- 056201 Decorative fabrics and accessories
- 056202 Bedding
- 056203 Decorative objects and accessories
- 056204 Table, kitchen, bathroom, bed linen

06 Personal equipment

06 A Stationery, office automation, IT

- 066800 Papers
- 066801 Cards
- 066802 Writing materials
- 066803 Writing and office items
- 066804 Drawing accessories
- 066805 Filing accessories
- 066806 School, office and various accessories
- 066807 Offices supplies
- 066808 IT supplies
- 066809 Office automation
- 066810 Computers - IT

06 B Publishing, press

- 066901 Books
- 066902 Dictionaries - encyclopaedias
- 066903 Newspapers - specialised periodicals and journals

06 C Jewellery, watches, fantasy

- 067001 Jewellery
- 067002 Gold and silverware (other than table)
- 067003 Clocks and watches
- 067004 Souvenirs, gifts, knick-knacks
- 067005 Smokers' items

06 D Leather goods, travel

- 067101 Leather goods
- 067102 Travel bags
- 067103 Sport bags
- 067104 Suitcases, trunks and briefcases

06 E Sound, image, telephones

- 067201 Radio and accessories
- 067202 Television and accessories
- 067203 Music centre, audio and video players
- 067204 Photo, cinema and accessories
- 067205 Disks, magnetic tapes, cassettes
- 067206 Films
- 067207 Musical instruments
- 067208 Telephone and remote communications

06 F Toys and games

- 067301 Toys
- 067302 Games

06 G Animals

- 067400 Accessories for animals

06 H Open air, cycles, motorcycles

- 067501 Camping and beach furniture
- 067502 Camping and beach items
- 067503 Trailers
- 067504 Cycles, mopeds, motorcycles
- 067505 Cycle, moped and motorcycle equipment
- 067506 Cleaning products for cycles and mopeds, motorcycles
- 067507 Spare parts
- 067601 Lubricants

06 I Automotive products

- 067602 Automotive cleaning products
- 067603 Electrical items (battery, light)
- 067604 Technical spare parts
- 067605 Interior equipment items
- 067606 Exterior equipment items
- 067607 Automotive tools
- 067608 Tyres
- 067609 Automotive sound systems

06 J Sport

- 067701 Hunting items
- 067702 Fishing items
- 067703 Mountaineering items
- 067704 Yachting items
- 067705 Physical fitness items
- 067706 Other sports items

06 K Services

- 067800 Quick services (keys, shoe repairs)

06 L Haberdashery

- 068101 Sewing supplies
- 068102 Lingerie and trimmings supplies
- 068103 Patterns
- 068104 Sewing accessories

07 Personal clothing

- 078201 Stockings
- 078202 Tights
- 078203 Protective stockings
- 078301 Shoes
- 078302 Soles - laces
- 078501 Hats headgear
- 078502 Umbrellas
- 078503 Gloves
- 078504 Ties
- 078505 Glasses
- 078506 Track suits and sport clothing
- 078507 Work clothing
- 078508 Belts and braces
- 078509 Scarves, squares, scarves
- 078510 Handkerchiefs
- 078511 Pyjamas and night dresses
- 078512 Shirts, blouses, bodices
- 078513 Underwear

- 078514 Trousers
- 078515 Skirts, dresses
- 078516 Indoor clothing, aprons
- 078517 Suits, ensembles
- 078518 Jackets, anoraks, parkas
- 078519 Coats, overcoats
- 078520 Raincoats
- 078521 Socks, ankle socks
- 078522 T-shirts, polo shirts
- 078523 Sweaters, cardigans, sweat-shirts
- 078524 Baby knitwear
- 078525 Baby clothing accessories
- 078526 Baby hygiene accessories
- 079901 Fabrics by the metre

08 Tobacco and fuels

- 085201 Cigarettes
- 085202 Cigars, cigarillos
- 085203 Tobacco for pipes and to roll
- 085204 Chewing tobacco and snuff
- 085301 Matches and fire-lighters
- 085302 Lighters
- 085303 Solid fuels
- 085304 Gaseous fuels
- 085305 Domestic liquid fuels

09 Pharmaceutical products

- 096731 Allergology
- 096732 Anaesthesiology
- 096733 Cancer research
- 096734 Cardio-angiology
- 096735 Dermatology
- 096736 Diagnosis
- 096737 Pharmaceutical dietetics
- 096738 Endocrinology and hormones
- 096739 Gastroenterology
- 096740 Gynaecology
- 096741 Haematology
- 096742 Hepatology
- 096743 Infections
- 096744 Metabolism, nutrition and vitamins
- 096745 Neurology and psyche
- 096746 Ophthalmology
- 096747 Otology
- 096748 Parasitology
- 096749 Respiriology
- 096750 Rhinology
- 096751 Rheumatology and musculoskeletal health
- 096752 Stomatology
- 096753 Toxicology
- 096754 Urology and nephrology
- 096755 Acupuncture
- 096756 Herbal medicine
- 096757 Homeopathy
- 096758 Various pharmacy (painkillers, etc.)

12 Packaging

120000 Économat

Supporting documents and checks

New: In accordance with our new specifications, you must now send in your declaration with a certificate of compliance* signed by your company's legal representative or any duly authorised person.

The supporting documents to produce if they concern you*:

- Certificate for the use of recycled/cardboard
- Report of Procedures Agreed for customers with contributions of more than €60k.

The supporting documents to retain in case of a check*:

- Supporting documents for bonuses
- Tax forms and detailed sales records that can be used to reconcile the accounting documents of the declaration in order to check the contributory scope;
- Technical data sheets of the packaging in order to check its characteristics;
- Wholesaler certificate for non-household packaging to be declared;
- All documents used to validate the excluded volumes.

Focus on the Agreed Procedures Report

The Agreed Procedures Report or RPC is a diagnostic and support tool for assessing your declarative process and the quality of your data. This work programme is prepared in the form of control points, as a checklist, and must be produced by an Accountant or a Statutory Auditor. The cost of preparation of this document is borne by you.

➞ **Does it concern you?**
Yes, if your contribution is over €60,000.

➞ **3 RPC levels**
3 levels of checks are defined according to the amount of your contribution:
Level 1: > €800 K
Level 2: €200 K to €800 K
Level 3: €60 K to €200 K

➞ **When to submit your report?**
You must submit at least 1 report per 3-year cycle. The cycle in progress covers the 2017, 2018 and 2019 declarations. If you choose to file the RPC for 2018, it must be submitted before 31 December 2019.

➞ **How to submit your RPC?**
Everything is online: faster, more secure and with no risk of information getting lost!

From your customer space, you launch the mission in the declaration table by selecting your professional: Accountant or Statutory Auditor.

Once the mission is complete:

- **If you have chosen an Accountant**, the report is automatically sent to Citeo. It is thus immediately available in your space.
- **If you have chosen a Statutory Auditor**, log into your customer space to enter the activation code that he has sent to you. The report is thus sent to Citeo and immediately available in your space.

Caution! Your usual expert is not based in France? You cannot launch the online procedure and must contact us.

The various types of checks

These checks are a means to assist you in properly understanding the contributory scope and the associated declarative methodology as well as assuring us that you are invoiced correctly.

The checks relate to all customers, regardless of their activity sector, their type of declaration or the amount of their contribution.

There are several checks:

- **Variations in declarations** between the amounts of contribution of year N compared to N-1.
- **The corrective declarations** received.
- **The credit notes** according to the amount of the adjustment of the contribution.
- **On-site check** of the declarations made by consulting firms.

A closer look at regulatory verifications of declarations

As from 2018, the public authorities have made it mandatory that Citeo and its clients implement a regulatory verification procedure for a selection of parties placing packaging on the market. **This regulatory verification of your declaration is aimed at contributing to the full compliance of your packaging declarations with EPR.**

Required by the public authorities, commissioned by a fully independent third party, this regulatory verification process takes place outside your usual relationship with Citeo. Citeo has selected independent audit firms to make your regulatory controls more reliable by entrusting them to a recognised third party, at our expense. The auditors selected must secure accreditation from Cofrac to carry out the declaration verification as soon as this process, which is being finalised, is available.

From the time of random draw by the bailiff and notification of regulatory verification by Citeo, you have 3 months to complete this external verification with the audit firm. The verification itself lasts 1 to 2 days at your site. The list of documents and sampling is provided in advance by the audit firm. The verification pertains only to year N-1 of the declaration (in the event of a significant gap, the audit firm may schedule an additional verification for years N-2 and N-3).

The auditor's report will then be provided to you within 1 month, and will request a possible corrective statement within 3 months, to be provided to the auditor only and not to Citeo. Once it has been validated, the auditor will inform our services, which will adjust the invoicing upwards or downwards.

If you have completed your RPC for the triennial period concerned (from declarations 2017 to 2019), regulatory control is reduced and mainly concerns consistency reviews.

PLEASE NOTE

* Standard models of certificates are available on clients.emballages.citeo.com



06

The sector-specific declaration

Close scrutiny of the sector-specific declaration



You have until
1st March 2019
to declare your
packaging put on
the French market
in 2018

Did you put less than 500 000 Consumer Sales Units (CSU) on the French market in 2018?

In that case, you can benefit from the sector-specific declaration procedure, with simplified declaration procedures.

How do I calculate my number of CSUs?

A **Consumer Sales Unit** is a unit of packaged product which a consumer can buy separately from others.

For example: The following are considered to be 1 CSU: a batch of 4 yoghurt cups, a pack of 3 tights, a vial of fabric softener sold in promotional pack of 2, etc. To calculate whether you put fewer than 500,000 CSUs per year on the market, you must include all the CSUs put on the French market for household consumption for the declared year.

Samples* are not counted in the 500,000 CSU eligibility threshold. However, they are household packaging to be declared and for which a contribution is made. For example, if you put 400,000 perfumes and 200,000 perfume samples on the market, you remain eligible for the sector-specific declaration. You must declare 600,000 Consumer Units.

PLEASE NOTE

What is the declarative principle?

If you are eligible for the sector-specific declaration, you must, for each product family put on the market, communicate the number of Consumer Units placed on the French market (CU). A **Consumer Sales Unit** is the smallest packaged unit that the consumer can consume. For each product family, a rate per CU is set.

For example: For a pack of 4 cups of yoghurt (= 1 CSU), you must count 4 CUs.

For a pack of 40 bolts (= 1 CSU), you must consider it to be 1 CU.



Calculation method

Quantities (CU)



Rate per unit per product family

Perhaps you do not know in which family of products to declare your CUs? For more details, refer to the products nomenclature of the sector-specific declaration on pages 80 to 83 of this guide.

PLEASE NOTE

How have the rates per family been set?

The contribution per family of products has been established using real declarative data, from the declaration of Citeo customers. It takes into account the material mix and packaging of each of the families of products proposed.

Food example

► If, in 2018, you put 200,000 packs of yoghurt on the French market, then you are eligible for the sector-specific declaration. Each pack of 4 yoghurts is composed of 4 cups of 125g, so 4 CUs per pack (the header label is not a Consumer Unit).

You must declare:

4 CUs (= 4 cups) x 200,000 CSUs (= packs of 4 cups) = 800,000 CSUs for the Dairy products family.
Your contribution for the Dairy products family for 2018 comes to:
800,000 CUs x €0.0089 per CU = € 7,120 excl. VAT

Non-food example

► If, in 2018, you put 130,000 music centres on the French market, then you are eligible for the sector-specific declaration. The music centre is composed of a single CSU (the music centre). It is not necessary to count the number of total packaging items (spacers, bags, pouches, films, etc.). Your contribution for the Various small household products family for 2018 comes to:
130,000 CUs x €0.0296 per CU = €3,848 excl. VAT

And for wines and spirits?

The sector-specific declaration for wines and spirits is accessible to customers putting fewer than 500,000 CSUs on the market per year.

Caution! A bottle is considered to be a CSU.

If your company puts wine, champagnes and sparkling wines only on the market and chooses the sector-specific declaration, it must opt for this specific declaration.

For this declaration, overpacks containing bottles need to be declared separately.

Example for a carton case of 6 75 cl glass wine bottles

You must declare:

- 6 CUs "Normal glass wine bottles - 75"
- 1 CU "Carton cases - case of 6 bottles"

Your contribution for 2018 comes to:

$$\begin{array}{r} 6 \text{ CUs} \times \text{€}0.0086 \text{ per CU} = \text{€}0.0516 \text{ excl. VAT} \\ + \\ 1 \text{ CU} \times \text{€}0.0434 \text{ per CU} = \text{€}0.0434 \text{ excl. VAT} \\ \hline \end{array}$$

TOTAL for the carton case of 6 75 cl glass wine bottles =
0.0516 + 0.0434 = €0.095 excl. VAT

If you put wines and spirits and other families of products on the market, then you must declare all your products, including the wines and spirits, in the generalist sector-specific declaration.

PLEASE NOTE

*see glossary p. 86-89.

Rates per consumer unit

Rates per product family (Generalist sector-specific declaration)

CODE	PRODUCT FAMILY DESCRIPTION	RATES PER CONSUMER UNIT IN €
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Food

P012001	Jam, compotes, honey, spread	0.0056
P010201	Sweet or savoury biscuits, cereals, pastries, bread and equivalent products	0.0083
P010301	Coffee, tea and other instant beverages	0.0173
P011901	Sugar, confectionery, chocolate and equivalent	0.0016
P011100	Pasta, rice, canned foods, deli products and prepared foods	0.0057
P011500	Spices and condiments	0.0064
P034601	Meat and fish	0.0035
P034202	Dairy products (except butter)	0.0089
P034204	Butters	0.0025
P034101	Ice creams and frozen foods	0.0185
P034400	Fruits and vegetables	0.0030

Drinks

P023101	Beer and shandies	0.0047
P023003	Fruit juices and syrups	0.0072
P034201	Milks	0.0058
P023001	Alcohol-free carbonated drinks	0.0063
P023600	Aperitifs, alcohols and brandies	0.0075
P023400	Wines, champagnes, sparkling wines and ciders	0.0100
P023200	Waters	0.0103

Cleaning and household products

P055002	Washing products and detergents	0.0213
P055001	Soaps	0.0045
P055101	All cleaning products, deodorants and insecticides	0.0383
P055008	Washing and cleaning accessories	0.0105

Body, hair and tooth care products

P046401	Body hygiene and care products (including hair and tooth)	0.0068
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Pharmaceutical products

P046719	Pharmaceutical and optical products	0.0266
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Gardening products

P055801	Products for the garden and equivalent	0.0375
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DIY

P055901	Tools, DIY, glues, paints and equivalent	0.0395
P055902	General hardware and furnishings	0.0226

Clothing, shoes, textiles and accessories

P078201	Clothing, textiles, soles, laces, fabrics and sewing accessories	0.0041
P078301	Shoes	0.0128

Household appliances

P055501	Various large household appliances	0.0857
P055508	Various small household appliances	0.0296
P056102	Household appliance accessories and equivalent	0.0072

Outfitting and furniture

P055401	Various housewares	0.0213
P056001	Indoor and outdoor furniture	0.0553

Animals

P012801	Products and accessories for animals	0.0155
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Other

P066800	Various supplies, lighters, souvenirs, gifts, recreational items, writing items	0.0175
P067001	Jewellery and watches	0.0075
P067101	Leather goods and travel bags	0.0230
P085201	Tobacco	0.0040
P067207	Musical instruments	0.0805
P067301	Games and toys	0.0230
P067504	Cycles, motorcycles, mopeds, yachting and physical fitness items	0.1112
P085305	Domestic liquid fuels	0.2807
P067800	Quick services (keys, shoe repairs)	0.0004

Service and shipping packaging (e.g. mail-order sales, pouches, bags, trays, etc.)

PI20301	Paper/Cardboard	Weight per unit < 5g	0.0015
PI20302		Weight per unit from 5 to 15g	0.0027
PI20303		Weight per unit from 15 to 50 g	0.0072
PI20304		Weight per unit > 50g	0.0136
PI20201	Aluminium	Weight per unit < 5g	0.0012

PI20202		Weight per unit from 5 to 15g	0.0019
PI20203		Weight per unit from 15 to 50g	0.0045
PI20204		Weight per unit > 50g	0.0080
PI20431	Plastic	Weight per unit < 5g	0.0019
PI20432		Weight per unit from 5 to 15g	0.0041
PI20433		Weight per unit from 15 to 50g	0.0135
PI20434		Weight per unit > 50g	0.0228
PI20601	Others	Weight per unit < 5g	0.0017
PI20602		Weight per unit from 5 to 15g	0.0035
PI20603		Weight per unit from 15 to 50g	0.0100
PI20604		Weight per unit > 50g	0.0189

Rates for wines and spirits

(Wines and Spirits sector-specific declaration)

➞ Individual bottles (note, overpacks containing bottles need to be declared separately)

CODE	VOLUME (CL)	RATES PER CONSUMER UNIT IN €
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Wines – normal glass bottle

P023401	<= to 50	0.0071
P023402	75	0.0086
P023403	100 and 150	0.0151
P023404	300 and more	0.0303

Wines – reduced-weight glass bottle

P023405	<= to 50 (1)	0.0057
P023406	75 (2)	0.0069
P023407	100 (3) and 150 (4)	0.0113

Champagne – glass bottle

P023501	< 75	0.0111
P023502	75	0.0164
P023503	150	0.0294
P023504	300 and more	0.0505

Sparkling wines – glass bottle

P023505	< 75	0.0110
P023506	75	0.0148
P023507	150	0.0269

Spirits – glass bottle

P023701	70 and 100	0.0108
P023702	150	0.0165

PET bottles

P023408	75	0.0145
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Cubitainer Bag in box types

P023409	300	0.0305
P023410	500	0.0424
P023411	1000 and more	0.0783

Rigid Cubitainer

P023412	< = 500	0.0523
P023413	> 500	0.0877

➞ Other packaging (note, bottles need to be declared separately)

CODE	PACKAGING	RATES PER CONSUMER UNIT IN €
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Wooden case

PI21601	Case	1 bottle	0.2290
PI21602	Case	2 bottles	0.3789
PI21603	Case	3 bottles	0.5557
PI21604	Case	6 bottles	0.6569
PI21605	Case	12 bottles	0.8549

Cardboard case containing 6 or 12 bottles

PI21301	Case	6 bottles	0.0434
PI21302	Case	12 bottles	0.0749

Cardboard box containing 1, 2 or 3 bottles

PI21303	Box	1 bottle	0.0185
PI21304	Box	2 bottles	0.0275
PI21305	Box	3 bottles	0.0316

Metal box containing 1 bottle

PI21101	Box	1 bottle	0.0122
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Service and shipping packaging (e.g. paper bags, plastic bags, etc.)

PI21306	Paper/cardboard	Weight per unit < 30g	0.0055
PI21307		Weight per unit > 30g	0.0149
PI21431	Plastic	Weight per unit < 15g	0.0053
PI21432		Weight per unit > 15g	0.0111

Detailed nomenclature of the sector-specific declaration

Food

Jam, compotes, honey, spread

- Compotes
- Jams
- Chestnut creams
- Jellies
- Marmalades
- Honey
- Spreads
- Fruit in syrup
- Small cups

Sweet savoury biscuit, cereals, pastry, bread and equivalent

- Rusks and toasted breads
- Similar tasted products
- Salted biscuits and snacks
- Crisps
- Sweet biscuits
- Gingerbreads, conservation pastries and Viennese pastries
- Breads
- Bakery items
- Fresh pastries and ready-to-be-eaten desserts
- Cereals ready-to-eat or to prepare
- Ready-to-eat desserts
- Cake-making products
- Preparations for desserts and puddings
- Flour

Coffee, tea and other instant beverage

- Whole grains of coffee, chicory, malt
- Ground coffee, chicory, malt
- Soluble coffee, chicory, malt
- Chocolate powder
- Breakfasts and instant drinks
- Leaf teas and infusions
- Soluble teas and infusions

Sugar, confectionery, chocolate and equivalent

- Sweets and jellied sweets
- Sugar-coated nuts and drops
- Fruit pulp, candied fruit, marrons glacés
- Chewing gum and bubble gum
- Lollipops and barley sugars

- Other confectionery products
- Chocolate in slabs
- Chocolate confectionery
- Chocolate bars
- Sugar lumps
- Caster sugar
- Granulated sugar
- Various sugars (candy sugar, brown sugar)

Pasta, rice, canned foods, deli products and prepared foods

- Instant mash potatoes
- Semolina and equivalent products
- Pasta
- Dried pulses, tapioca, other starches
- Rice
- Canned vegetables
- Canned fish
- Preserved meats, cooked meats and cured meats
- Cassoulets
- Garnished sauerkrauts
- Snails
- Dumplings
- Cooked dishes to prepare
- Ready-to-eat dishes
- Dehydrated soups to prepare
- Instant soups
- Liquid soups
- Caterer's prepared products
- Hors d'œuvres
- Pastry products
- Cooked dishes and meats to re-heat
- Sandwiches

Spices and condiment

- Stock-cubes and culinary aids
- Condiments
- Mayonnaises
- Mustards
- Dehydrated sauces
- Ready-to-use sauces
- Tomato sauces and tomato concentrates
- Salad dressings
- Spices and peppers
- Fine salt
- Coarse salt
- Food oils
- Vinegars

Meat and fish

- Poultry and game
- Red meats and offal
- Fish-crustaceans-shellfish

Milk products except butter

- Yoghurts and equivalent products
- Creams and soft white cheeses
- Margarines or vegetable fats
- Eggs
- Milk desserts and desserts
- Soft cheeses with mould or washed rind
- Cooked or uncooked pressed cheeses
- Goat and sheep cheeses
- Blue-veined cheeses
- Processed cheeses
- Fresh cheeses and equivalent

Butters

Ice creams and frozen foods

- Family ice creams
- Individual Ice creams
- Ice cream in bulk
- Frozen starters-cooked meats
- Frozen vegetables
- Frozen offal-meat-poultry
- Frozen fish-molluscs-crustaceans
- Frozen cooked dishes
- Frozen pastries-Viennese pastries-dough
- Frozen fruit and fruit juices
- Frozen food dairy products

Fruits and vegetables

- Fresh fruit
- Fresh vegetables
- Freeze-dried and dehydrated fruit and vegetables
- Salted grains
- Dried fruit

Drinks

Beer and shandies

- Beers
- Shandies

Fruit juices and syrups

- Fruit juices and concentrates
- Nectars
- Fruit drinks
- Syrups and sugar cane

Milks

- Milks
- Infant milk
- Concentrated milk
- Milk powder

Alcohol-free carbonated drinks

- Lemonades, limes
- Sodas, colas and & tonic waters
- Extracts for beverages and effervescent salts

Aperitifs, alcohols and brandies

- Aperitifs
- Spirits and liqueurs

Wine, champagne, sparkling wine and cider

- Wines, champagnes, sparkling wines
- Ciders

Waters

Cleaning and household products

Washing products and detergent

- Laundry powders and liquids
- Products for delicate washes, fabric softeners
- Bleach and laundry disinfectants
- Stain removers, starches, dyes
- Laundry products
- Dish-washing products
- Scouring, descaling, unblocking products

Soaps

All cleaning products, deodorants and insecticides

- Care of leathers and footwear
- Care of woods and floor coverings
- Care of metals and glazing
- Care of ovens and furnaces
- Deodorants and insecticides
- Cellar items and various ingredients
- Cleaning products for cycles and mopeds, motorcycles
- Lubricants
- Automotive cleaning products

Washing and cleaning accessories

- Washing accessories
- Household sponges, tea towels, equivalent items
- Household sponges, tea towels, equivalent items
- Household accessories
- Containers, bowls

Body, hair and tooth care products

Body hygiene and care products (hair and tooth)

- Shampoos
- Conditioners, beautifying balms
- Lotions and revitalisers
- Fixatives and oils
- Hair dyes
- Wave set and permanent
- Lacquers
- Hair accessories
- Care and other hair products
- Solid and liquid toilet soaps
- Bathroom and shower products
- Tooth care
- Razors, blades, shaving products
- Deodorants
- Toilet waters and eaux de Cologne
- Perfumes and fragrances
- Body products

- Nail beauty and care
- Sun products
- Face care and treatment products
- Products for hands
- Body care and treatment
- Skin cleansing milks
- Lotions and tonics
- Beauty creams
- Cleansers and exfoliating creams
- Specific face care
- Lip care
- Make-up removers
- Water atomisers
- Make-up products
- Childcare items
- Cottons
- Handkerchiefs
- Kitchen and toilet paper
- Babies' nappies
- Feminine hygiene
- Cleansing and beauty accessories
- Oral care
- Foot care
- Intimate hygiene
- Protective products
- Nutritional supplements
- Care products for babies
- Parapharmacy accessories

Pharmaceutical products

Pharmaceutical and optical products

- Medical accessories
- Optics
- Non-medical optics
- Eyewear
- Measuring instruments (thermometer, barometer, etc.)
- Allergology
- Anaesthesiology
- Dermatology
- Diagnosis
- Pharmaceutical dietetics
- Endocrinology and hormones
- Gastroenterology
- Gynaecology

- Haematology
- Hepatology
- Infections
- Metabolism, nutrition and vitamins
- Ophthalmology
- Otology
- Parasitology
- Rhinology
- Rheumatology and musculoskeletal health
- Urology and nephrology
- Herbal medicine
- Homeopathy
- Anti-inflammatory products
- Drugs and diagnostic products

Gardening products

Products for the garden and equivalent

- Plants
- Garden products
- Flowers and plants
- Various gardening
- Planters and containers
- Protective equipment
- Solid fuels

DIY

Tools, DIY, electricity, glue, paint and equivalent

- Agricultural tools and horticulture
- Tools
- Plumbing-taps-sanitaryware
- Wooden boards and carpentry
- Structural work, building equipment and building materials
- Electrical equipment
- Paints and varnishes
- Glues and adhesives
- Wall coverings
- Floor coverings
- Tiling
- Locks, fittings
- Various DIY

General hardware and furnishings

- General hardware and furnishings
- Screws, nuts and bolts
- Housewares and painting accessories

Apparel, shoes, textiles and accessories

Clothing, textiles, soles, laces, fabrics and sewing accessories

- Stockings
- Tights
- Protective stockings
- Hats headgear
- Umbrellas
- Gloves
- Ties
- Glasses
- Track suits and sport clothing
- Work clothing
- Belts and braces
- Scarves, squares, scarves
- Pyjamas and night dresses
- Shirts, blouses, bodices
- Underwear
- Trousers
- Skirts, dresses
- Indoor clothing, aprons
- Suits, ensembles
- Jackets, anoraks, parkas
- Coats, overcoats
- Raincoats
- Socks, ankle socks
- T-shirts, polo shirts
- Sweaters, cardigans, sweat-shirts
- Baby knitwear
- Baby clothing accessories
- Baby hygiene accessories
- Various clothing
- Soles, laces
- Fabrics by the metre
- Sewing accessories
- Lingerie and trimmings supplies
- Patterns
- Sewing accessories
- Sewing supplies

Shoes

Household appliances

Various large household appliances

- Heating devices
- Refrigerators and home freezers
- Dishwashers, washing machines, dryers
- Hoods and fans
- Electrical and gas cooking rings
- Ovens, microwave ovens
- Electrical devices for household cleaning
- Television and accessories

Various small household appliances

- Food mixers and electrical utensils
- Small electrothermal household appliances
- Electrical devices and utensils for cleansing-beauty
- Electrical devices for sewing and knitting
- Cellar equipment
- Office automation
- Computers, IT
- Radio and accessories
- Music centre, audio and video players
- Telephone and remote communications

Household appliance accessories and equivalent

- Batteries
- Films
- Decorative objects and accessories
- Photo, cinema and accessories
- Disks, magnetic tapes, cassettes

Outfitting and furniture

Various housewares

- Kitchenware
- Kitchen utensils
- Cutlery and plates
- Table accessories
- Crockery
- Decorative crockery
- Crystal glassware
- Glassware
- Cutlery
- Various household equipment
- Lighting devices
- Electric lamps
- Decorative fabrics and accessories
- Bedding
- Table, kitchen, bathroom, bed linen

Indoor and outdoor furniture

- Garden furniture
- Kitchen furniture
- Dining room furniture
- Bathroom and toilet furniture
- Living room furniture
- Bedroom furniture
- Occasional furniture - accessories
- Office furniture
- Camping and beach furniture
- Basketry

Animals

Products for animals

- Wet foods for dogs and cats
- Dry foods for dogs and cats
- Canned pet food
- Other foods for other animals
- Accessories for animals

Other

Various supplies, lighters, souvenirs, gifts, recreational items, writing items

- STATIONERY, ACCESSORIES AND OFFICE AND IT SUPPLIES
- Papers
- Cards
- Writing materials
- Drawing accessories
- Filing accessories
- School, office and various accessories
- Offices supplies
- IT supplies
- Books
- Dictionaries, encyclopaedias
- Newspapers, specialised periodicals and journals

LIGHTERS AND FUELS

- Matches and fire-lighters
- Lighters
- Gaseous fuels

SOUVENIRS, GIFTS, KNICK-KNACKS

LEISURE ITEMS, BICYCLES AND CARS

- Camping and beach items
- Trailers
- Cycle, moped and motorcycle equipment
- Spare parts
- Electrical items (battery, light)
- Technical spare parts
- Interior equipment items
- Exterior equipment items
- Automotive tools
- Tyres
- Automotive sound systems
- Hunting items
- Fishing items
- Mountaineering items
- Other sports items

WRITING AND OFFICE ITEMS

Jewellery and watches

- Jewellery
- Gold and silverware (other than table)
- Clocks and watches

Leather goods and travel bags

- Leather goods
- Travel bags
- Sport bags
- Suitcases, trunks and briefcases

Tobacco

- Cigarettes
- Cigars, cigarillos
- Tobacco for pipes and to roll
- Chewing tobacco and snuff
- Smokers' items

Musical instruments

Games and toys

- Games
- Toys

Cycles, motorcycles, mopeds, yachting and physical fitness items

- Yachting items
- Physical fitness items
- Cycles, mopeds, motorcycles

Domestic liquid fuels

Quick services (keys, shoe repairs)





07

Glossary

Glossary

Bonus-Penalty system

An ecological adjustment system applied to the contribution aimed at encouraging customers to design their packaging ecologically and raising-awareness of consumers to the importance of sorting.

Bottle

A bottle is a rigid packaging item for containing liquids. As a general rule, the diameter of the packaging item is smaller at its aperture; the packaging item is fitted with a closure system and can have a handle. Vials, drums, carboys, jerry cans and cubitainer containers are considered to be bottles. Packaging with the same characteristics but containing powders or any other content intended to be poured may also be considered to be equivalent to bottles.

Brick

A rigid multi-layer packaging item mainly made of paper and cardboard with an opening for pouring a liquid or a solid (powder, granules).

Sorting guideline

Instructions defined by Citeo which enable citizens to know in what container they should discard their household packaging waste. The instructions are passed on by the local authorities and adapted according to their territorial specificities (collection facilities in particular).

Contributors

Companies which finance the Citeo system for the management of household packaging waste and which can affix, as proof of their involvement, the Green Dot on the packaging that they put on the market.

Household packaging waste

Within the meaning of Article R. 543-55 of the Environmental Code household packaging waste is any packaging:

- of a product sold or delivered free-of-charge to a household;
- which is put on the market for the purpose of the consumption or use of the product that it contains by a household;
- and which the household discards or intends to discard, regardless of where it is discarded.

Flat-fee declaration

Contractual document to send to Citeo each year (before 1 March 2019 for the 2018 declaration) in which the company certifies having put fewer than 10,000 CSUs on the market. Invoicing will be made on the basis of €80.

Detailed declaration

Contractual document to send to Citeo each year (before 1 March 2019 for the 2018 declaration) in which the company enters the details of the household packaging units put on the market for the previous year. It is on the basis of this declaration that your invoice will be prepared.

Sector-specific declaration

Contractual document to send to Citeo each year (before 1 March 2019 for the 2018 declaration) containing the simplified declaration measures offered to customers which put fewer than 500,000 CSUs per year on the French market. It is on the basis of this declaration that your invoice will be prepared.

Declaration per Consumer Sales Unit (CSU)

Contractual document to send to Citeo each year (before 1 March 2019 for the 2018 declaration) in which the company declares the CSUs put on the market for the previous year. It is on the basis of this declaration that your invoice will be prepared.

Sample

Small quantity of a product distributed free-of-charge to make it known to the public. A sample cannot have the same capacity/the same packaging as a product that is sold.

Eco-design

Inclusion of the environment into the design of products (goods or services). It is a multi-criteria approach, divided in two main stages (what is consumed and what is discarded) which takes into account all stages of the product's life cycle.

Eco-adjustment

Adjustment of the amount of the Green Dot contribution in accordance with Article L. 541-10. IX. of the French Environmental Code, which indicates that “the financial contributions to eco-organisations are adjusted according to the extent to which, at the time of the design of the product, its impact on the environment at end-of-life was taken into consideration, and in particular its material conversion opportunities”.

Packaging

Any form of container or media intended to contain a product, to facilitate its carriage or presentation for sale and fulfilling the criteria of Article 3 of Directive 94/62/EC as amended relating to packaging and packaging waste, transposed in Article R. 543-43 of the French Environmental Code and in the order of 7 February 2012 (Official Journal of 23/02/2012).

Household packaging

Within the meaning of Article R. 543-55 of the French Environmental Code, household packaging is any packaging:

- of a product sold or delivered free-of-charge to a household;
- which is put on the market for the purpose of the consumption or use of the product that it contains by a household.

Household packaging becomes a waste product if the household discards it or intends to discard it, regardless of where it is discarded.

Multi-layer packaging

Packaging obtained by combining layers of different materials (plastic, aluminium or cardboard).

Disruptive packaging

Disruptive packaging is packaging which has a sorting guideline but which cannot be recycled or of which some characteristics disrupt the end quality of the recycled materials, the sorting, the recycling process and significantly increase the cost of treatment, in the current situation of the packaging waste resource and the sorting and recycling technologies.

Multipack packaging

Packaging designed to constitute, at the point of sale, a group of a certain number of items, whether it is sold to the end user or consumer, or whether it is used only to be placed on the presentation racks in the points of sale. It can be separated from the goods that it contains or protects without changing their characteristics.

Channels

Companies whose business is the collection, salvaging, recycling or recovery of 5 types of materials (steel, aluminium, glass, plastic, paper/cardboard).

Contributing packaging waste resource

Packaging placed on the market in France by Citeo customer companies.

Household packaging waste resource

Quantity of waste produced and collected within a defined territory. The packaging waste resource comprises the quantities of each material present in the waste products.

Iso-functionality

The product and packaging pair provides the same service to the consumer (number of uses, number of washes, or quantity of products for example).

Iso-material: constant material

A reduction at source measure must be made without changing material. Within this context, all types of plastic, for example, are considered to be a single category of material.

Household

An individual who consumes or uses, for personal purposes (food, recreation, etc.), a packaged product sold or handed out by a company.
Natural persons are not households if they:

- consume or use a product packaged for professional purposes;
- consume or use, for personal purposes, a packaged product acquired or received at a certain price, in their capacity as member of a specific community (university student, employee, patient, inmate, professional, etc.). In all cases, the capacity of the person at the time they consume or use the packaged takes precedence over their capacity at the time they buy or receive the packaged product.

Household waste

Waste from the everyday domestic activity of households which is taken into account by traditional collection.

PC (polycarbonate)

Thermoplastic polymer used primarily in the cosmetics sector

LDPE (low-density polyethylene)

Thermoplastic polymer of the polyolefin family used mainly for the manufacture of flexible packaging and films.

HDPE (high-density polyethylene)

Thermoplastic polymer of the polyolefins family used for the manufacture of packaging such as bottles and vials, films, cups, trays and stoppers.

PET (polyethylene terephthalate)

Thermoplastic polymer of the polyester type used for the manufacture of packaging such as bottles, trays and lids.

Green Dot

Logo mark that allows the customer to identify the household packaging of which it gets Citeo to take charge.

PP (polypropylene)

Thermoplastic polymer of the polyolefins family used for the manufacture of packaging such as bottles and vials, films, cups, trays and stoppers.

Prevention

Any measure taken before a substance, material or product becomes waste, aimed at reducing the overall impact on the environment of the waste generated and to facilitate its subsequent management. A reduction at source, a reduction in its quantity and a reduction in its harmfulness or an improvement in its capacity to be recycled.

PS (polystyrene)

Styrene-based polymer used for the manufacture of packaging such as yoghurt cups or trays (not to be confused with EPS, expanded polystyrene).

Recycling

Operation aimed at transforming the materials stemming from waste into new materials which go back into a production cycle, totally or partially replacing a completely unused raw material.

Recycling rate

Financially supported tonnes (recycled packaging + compost) / contributing packaging waste resource.

Rejection rate

Share of sorted packaging, rejected in the sorting centre. Rejection is related to sorting errors by the citizen, but also to the losses inherent in the process. The calculation formula is: tonnes collected - tonnes recycled / tonnes collected x 100.

SAN (styrene acrylonitrile copolymer)

Thermoplastic polymer used primarily in the cosmetics sector

Consumer Unit (CU)

The smallest packaged unit that the consumer can consume.

Packaging unit

A packaging unit is a component of the packaging that can be separated from the product when consumed or used by the household.
All stopper items (detachable stoppers, peel-off lids, lids, etc.) are separate packaging units.

Consumer Sales Unit (CSU)

A packaged product unit which a consumer may buy separately from others.

Recovery

A generic term covering in particular, the preparation with the intention of the reuse, regeneration, recycling, composting or energy recovery of waste.

Energy recovery

Use of a source of energy (electricity, heat, etc.) resulting from a waste treatment facility which has energy efficiency greater than a threshold defined at community level.

Material recycling

Treatment of waste allowing it to be reused or recycled.

Composting

A use to improve soils with compost, digestate or other organic waste processed by a biological process.

Glass packaging

Soda lime glass is called glass packaging. Consequently, any other type of glass is considered to be special glass. Indeed, special glasses (borosilicate or of the Pyrex type) must be considered to be materials without a recycling channel and therefore are subject to a 100% increase.

Notes

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.[illegible]

UNSURE ABOUT SOMETHING? A QUESTION?

Contact our advisers on

0 808 80 00 50 Free service
+ cost of call

or your usual contact directly.



All papers should be sorted and recycled.
This one too!



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