Your Citeo contribution makes it possible to offer all French people a sorting and selective collection system. It funds prevention, i.e. the reduction at source of packaging and innovation and recycling. In almost 30 years, companies have invested nearly €10 billion!

Thank you for this solid commitment to the circular economy!

This contribution is based on your annual declaration, and Citeo’s teams are at your side to simplify your procedures. From October 12, 2020, visit your online customer space and get ahead by downloading your declaration files. You have until February 28, 2021 to finalise your declaration.

Too much packaging to declare?
Use Sprint, an assistant to help with your declaration.

Every year, the collection of declaration data is a complex and time-consuming task.

To better support you, Citeo offers you Sprint, a service to help you complete the declaration. Rather than collecting all the technical details relating to thousands of references, choose Sprint, the service that allows you to focus on your best-sellers. Guaranteed time savings, 100% reliable information and the guarantee of being on time!

TOOLS AND SERVICES TO SIMPLIFY YOUR DECLARATION!

Talk to our teams for the next declaration events and webinars. Ask your general or specific questions and benefit from our practical advice to facilitate your procedures.
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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.

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.

Our tools to help you

- Declaration meetings
  Our 2020 Declaration meetings are held on an exceptional basis remote this year. Our teams are mobilized to accompany you and answer your questions.

- Webinars: interactive online workshops to help you understand the declaration procedures and ask any question you may have.

- A guide to make your declaration step by step.

Find all the documents and tools available for your disposition for your declarations:

- DECLARATION
  - Declarative file, synthesis and access to declarations

- INVOICING
  - Account balance, historical invoices, etc.

- SCORECARD
  - CSR data, tonnages by material, amount contributions, etc.

- USEFUL DOCUMENTS
  - Certifications, guides, etc.

- TOOLS AND SERVICES
  - What is included in your contribution to help you eco-design your packaging, communicate about your commitments, etc.

- FAQ

CONCERNS? QUESTIONS?
Contact our advisers

- BY EMAIL AT THE ADDRESS
dients.emballages@citeo.com

- BY PHONE ON
  0 808 80 00 50*
  or your usual contact directly.

Please note
The deadline for filing a declaration for packaging placed on the market is February 28, 2021.
Given the context of the health crisis, Citeo has decided not to trigger the majoration initially planned on the 2020 declaration.

In case of an annual contribution of less than €80 excluding VAT, a fixed amount of €80 excluding VAT, is invoiced.

* For customers with an invoicing base greater than or equal to €5,000 excl. tax
** For customers with an invoicing base strictly lower than €5,000 excl. tax

2020
Putting packaging on the market

2021
1st January - 28th February
Declaration of packaging put on the market in 2020

From January
Invoicing to adjustment for the 2020 contribution
Differential between the declaration and the 2020 provisional call(s)

April
Invoicing the 1st 2021 call*

July
Invoicing the 2nd 2021 call*

October
Invoicing the 3rd call 2021*

December
Invoicing the 4th 2021 call* or invoicing the 2021 call**

* For customers with an invoicing base greater than or equal to €5,000 excl. tax
** For customers with an invoicing base strictly lower than €5,000 excl. tax
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 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, 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. 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 nature 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.

The packagings to declare

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 brand 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.

The packagings to declare

The Environmental Code lays down the definitions of household packaging.

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

The packagings to declare

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.

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Producers of packaged products placed on the French market for the products which:
• they package;
• they have packed with their brand 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

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 subsection.”

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 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.);
- sold in vending machines, regardless of their location;
- sold to take away, regardless of where the packaging is left, or consumed in a commercial dining space. When they are consumed indoors, this does not apply to packaging that is not sold to consumers and for which the consumer is clearly and visibly informed of the sorting process adapted to the collection system offered indoors. The flows of “takeaway” and “indoor” packaging must be traced and quantified, 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),

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.).

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.

Reusable packaging
If you place reusable packaging on the market (i.e. from the second placing on the market of such packaging), you can benefit from a contribution exemption for such packaging. In this case, you must provide evidence of the reusable nature of this packaging (evidence of the installation preparing the packaging for reuse). Do not hesitate to contact us if you are concerned.

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

PLEASE NOTE

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

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.

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.
Per CSU declaration
2020 declaration by CSU
(Consumer Sales Unit)

A simpler declaration process, in which the CSU becomes the reference unit. A calculation method that remains stable for the 2020 rate.

The calculation method

For each Consumer Sales Unit (CSU):

\[
\text{Total contribution of the CSU} = (1 + 2) \times 3
\]

<table>
<thead>
<tr>
<th>Contribution by weight</th>
<th>Contribution by CSU</th>
<th>Bonus-Penalty</th>
</tr>
</thead>
</table>

The 2020’s evolutions

New rates for plastics

Until 2019, there exists only one rates class for plastics, even though they are covered by recycling channels with very different maturity levels. In 2020, new rates were rolled out to reflect the degree of development achieved by recycling channels and allow you to better measure the level of recyclability of your packaging (see 2020 rate guide).

2 new categories for “Other materials”

Until 2019, there exists only one rates class for “Other materials”, even though some materials are energy recoverable. In 2020, 2 rates were rolled out to reflect the energy recovery of these packagings.

An evolving bonus/penalty system

The eco-modulation system was designed to encourage eco-design of packaging and integration of recycled materials, as well as awareness-raising about sorting, and to encourage companies to use packaging that is free of disrupting materials and recyclable (see p.38).
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.

<table>
<thead>
<tr>
<th>MATERIALS</th>
<th>Rate in ct €/kg</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steel</td>
<td>4.55</td>
</tr>
<tr>
<td>Aluminium</td>
<td>11.45</td>
</tr>
<tr>
<td>Paper &amp; Cardboard</td>
<td></td>
</tr>
<tr>
<td>Paper/cardboard</td>
<td>16.53</td>
</tr>
<tr>
<td>Brick</td>
<td>24.61</td>
</tr>
<tr>
<td>Glass</td>
<td>1.35</td>
</tr>
<tr>
<td>Plastic</td>
<td></td>
</tr>
<tr>
<td>Bottle and vial in clear PET</td>
<td>28.88</td>
</tr>
<tr>
<td>Bottle and vial in coloured PET, in PE or PP</td>
<td>30.92</td>
</tr>
<tr>
<td>Rigid packaging in PE, PP or PET</td>
<td>33.30</td>
</tr>
<tr>
<td>Flexible PE packaging</td>
<td>36.08</td>
</tr>
<tr>
<td>Rigid packaging</td>
<td>38.85</td>
</tr>
<tr>
<td>Complex packaging of other types excluding PVC</td>
<td>41.63</td>
</tr>
<tr>
<td>Packaging containing PVC</td>
<td>48.57</td>
</tr>
<tr>
<td>Other materials</td>
<td></td>
</tr>
<tr>
<td>Wood, cork, textiles, etc.</td>
<td>41.63</td>
</tr>
<tr>
<td>Stoneware, porcelain, ceramic</td>
<td>48.57</td>
</tr>
</tbody>
</table>

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

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:

THE MAJORITY-MATERIAL
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 except for packaging with a body made of plastic material and bricks (see p.19).

THE AFFIXED PRESENTATION LABEL
A label affixed to a packaging, regardless of its weight, can be declared using the weight of the main material of the CSU (see p.30).

Close-up on the majority-material simplification rule

To make the declaration process easier, when more than 80% of a given packaging unit is made of a single material, you can declare the unit weight as that of the majority material.

Examples:
- a cardboard toy box with a plastic window
- a glass perfume bottle with a plastic pump
- a steel and aluminium can

This simplification rule cannot be applied to:
- bricks, which have their own specific rate
- packaging with a body made of plastic material

Example for a paper-cardboard toy box (115g) with a small PE plastic window (12g). The paper/cardboard is the main material by weight by more than 80%.

You have 2 options:
1. You declare 115g as “paper/cardboard” material and 12g as “Flexible PE packaging” material.
2. You declare 127g as “paper/cardboard” material.

If the majority material rule (80/20) cannot be applied, the weight of the packing unit must be distributed between its different materials.

Example:
Bottle 60% glass and 40% steel
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
1 CSU = 1 declaration line

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 24)

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.

For CSUs composed solely of one or more units less than 0.1 g, the base contribution is 10% of €0.0656 ct.

Adjustment rules

<table>
<thead>
<tr>
<th>Number of units per CSU</th>
<th>% adjusted</th>
<th>Price per CSU in € ct</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 unit = no modulation</td>
<td>1</td>
<td>0.0656</td>
</tr>
<tr>
<td>2 to 5 units = 80% adjustment for each unit</td>
<td>2-5</td>
<td>80%</td>
</tr>
<tr>
<td>6 to 10 units = 60% adjustment for each unit</td>
<td>6-10</td>
<td>60%</td>
</tr>
<tr>
<td>11 to 15 units = 40% adjustment for each unit</td>
<td>11-15</td>
<td>40%</td>
</tr>
<tr>
<td>From 16 to 20 units = 20% adjustment for each unit</td>
<td>16-20</td>
<td>20%</td>
</tr>
<tr>
<td>From 21 units = modulation of 10% for each unit</td>
<td>21</td>
<td>10%</td>
</tr>
</tbody>
</table>

For CSUs composed solely of one or more units less than 0.1 g, the base contribution is 10% of €0.0656 ct.

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

A pack of 4 yoghurts = 9 packaging units

| 4 cups | 1 plastic tube | 1 plastic cap | 1 peel-off lid |

Small appliances = 5 packaging units

| 1 parcel | 2 wedges | 2 plastic bags |

Box of biscuits = 3 packaging units

| 1 cardboard sleeve | 1 plastic tray | 1 plastic bag |

Tube of cosmetic cream = 3 packaging units

* Alcohol-free Soft Drinks
How many packaging units for these special cases?

- **No assembly during manufacture and/or pre-cut**
  - Bottle with tamper-evident ring
    1 packaging unit
  - Unidose
    1 packaging unit
  - Milk carton without closing element
    1 packaging unit

- **Bottle with tamper-evident ring**
  - Peelable tray
    2 packaging units
  - Unidose
    1 packaging unit
  - Milk carton without closing element
    1 packaging unit

Simplified rules for certain packaging

**Reels**

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

You have two options for reporting them:

- Do you not know the number or weight of the sheets obtained from a reel?
- Citeo has defined standard weights to simplify your declaration.

**EXAMPLE**

If you have placed 12 10 kg food paper reels on the market, simply report 120 kg in the Paper-cardboard column with product code Food Reel 150000.

Here is the calculation performed to obtain the number of CSUs:

\[
\text{Number of CSUs} = \frac{120,000 \text{~g}}{5 \text{~g}} = 24,000 \text{~sheets}
\]

**Packing peanuts**

How do you determine the number and weight of your packing peanuts?

For polystyrene or starch-based foam peanuts used for protecting fragile objects for shipped packages in particular, if you are unable to determine the exact number of peanuts per parcel, Citeo has defined a fixed unit weight for a 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.

**EXAMPLE**

For a box with the dimensions 30 cm (width) x 25 cm (height) x 20 cm (depth) containing packing peanuts made of polystyrene:

- Unit weight of the peanut: 0.08 g
- Number of peanuts per cm³: 0.1
- Volume of box in cm³:
  \[
  30 \text{~cm} \times 25 \text{~cm} \times 20 \text{~cm} = 15,000 \text{~cm}³
  \]
- Number of peanuts:
  \[
  15,000 \text{~cm}³ \times 0.1 = 1,500 \text{ peanuts}
  \]

You must therefore include in your declaration 1,500 packing peanuts with a unit weight of 0.08 g of PS rigid packaging and count 1,501 packaging units in the column “Number of packaging units of your CSU” (1,500 chips + 1 unit for the box).
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

These rates allow you to calculate the number of CSUs to indicate in the household packaging column. For 2020, the contribution to the CSU for the multipack packaging is 0.0262 €ct.

<table>
<thead>
<tr>
<th>Product</th>
<th>Small size (&lt;1L)</th>
<th>Large size (1L et &gt;1L)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water</td>
<td>9%</td>
<td>31%</td>
</tr>
<tr>
<td>Juice</td>
<td>9%</td>
<td>26%</td>
</tr>
<tr>
<td>AFSD*</td>
<td>13%</td>
<td>36%</td>
</tr>
<tr>
<td>Milk</td>
<td>25%</td>
<td>51%</td>
</tr>
</tbody>
</table>

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

The per CSU declaration 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

3. Product code

Specify the product code by referring to the nomenclature on pages 88 to 89.

See box for reels on page 23

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 21

5. Weight of the materials

Specify the exact weight in grams of the materials that make up the CSU. There are 14 materials (See rates by weight on page 18)

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 (see p.19). In addition, the weight of a presentation label affixed to a packaging item can be declared according to the weight of the main material of the CSU (see p.30).

See box for the weight of reels on page 23

*Alcohol-free Soft Drinks
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. The awareness-raising bonus

Specify the type of measure put in place (pages 39 to 45).

8. The bonus for reduction at the source or recyclability improvement

Specify the type of measure put in place (pages 46 to 49).

9. The unit weight in polyethylene (PE) or polypropylene (PP) containing at least 50% recycled material (in g)

Indicate the weight of the polyethylene (PE) or polypropylene (PP) packaging unit(s) containing at least 50% recycled material (page 50 and 51).

10. Penalties

Indicate if your packaging is subject to a type of penalty for each level of 10%, 50% and 100% malus (page 54 to 69).

Reel declaration

- Product code: for food reels, use code 150000.
  For non-food reels, use code 160000.
- The number of packaging units is automatically filled. (1 by default: corresponds to a sheet).
- The weight must be reported in kg, this is the total weight of the reels placed on the market (the weight of the spindle is not to be taken into account).
- The number of CSUs is calculated automatically according to the standard weights.

How do I report packages and samples?

As of the 2019 declaration, shipping packages and samples are to be reported to the CSU, in grams, specifying the number of packaging units per product.

**Note:**
To report shipping packages, use the product code “Economat” 120000.

Penalties

Indicate if your packaging is subject to a type of penalty for each level of 10%, 50% and 100% malus (page 54 to 69).

The quantities for which a contribution is made

Specify the number of Consumer Sales Units placed on the French market.

The unit weight in polyethylene (PE) or polypropylene (PP) containing at least 50% recycled material (in g)

Indicate the weight of the polyethylene (PE) or polypropylene (PP) packaging unit(s) containing at least 50% recycled material (page 50 and 51).

The awareness-raising bonus

Specify the type of measure put in place (pages 39 to 45).

The bonus for reduction at the source or recyclability improvement

Specify the type of measure put in place (pages 46 to 49).

The quantities for which a contribution is made

Specify the number of Consumer Sales Units placed on the French market.

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:

<table>
<thead>
<tr>
<th>UNIT CONTRIBUTION</th>
<th>ROUNDED UNIT CONTRIBUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.0421189</td>
<td>0.0422</td>
</tr>
<tr>
<td>0.14885</td>
<td>0.1489</td>
</tr>
<tr>
<td>0.1591925</td>
<td>0.1592</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>UNIT CONTRIBUTION</th>
<th>ROUNDED UNIT CONTRIBUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>47.112</td>
<td>47.11</td>
</tr>
<tr>
<td>1,598.945</td>
<td>1,598.95</td>
</tr>
<tr>
<td>5.128</td>
<td>5.13</td>
</tr>
</tbody>
</table>
A concrete example in the CSU declaration

Better understanding how to declare on the Excel file using the example of an iron packaging (cardboard box + 2 wedges + plastic bag)

Iron = 1 CSU = 1 line

### Declaration 2020

<table>
<thead>
<tr>
<th>Description of your CSUs</th>
<th>Product code</th>
<th>Product label</th>
</tr>
</thead>
<tbody>
<tr>
<td>Iron</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTE**

- CAUTION: For coils (product codes 150000 and 160000) the number of CSU is automatically calculated on the basis of your weights declared in KILOGRAM.

1. List a reference (optional column)
2. Enter a meaningful name to describe your CSU
3. Choose a product code, referring to the nomenclature
4. Specify the number of separate packaging units in column E that make up your CSU if the unit is less than 0 g (see column F)

**FOR PLASTIC UNITS**

From now on, the weights of the packaging units must be grouped according to the plastic families below:

For simplification, the different families of material have been grouped under 4 families “Bottle”, “Rigid”, “Flexible”, and “PVC”. Refer to the decision tree on page 76 to help you identify the plastic family.

### Indicate whether your packaging is eligible for the recycled PE or PP bonus, the weight of the weight of the PE or PP recycled packaging (see pages 50-51)

### The contribution is calculated automatically

### Update to view contribution

**Examples**

- Description of your CSUs
- Product code
- Product label

**NOTE**

Small household appliances = 4 packaging units

1 parcel + 2 wedges + 1 plastic bag
Some examples to facilitate understanding

How do I dispatch my CSU by material?

Find some packaging cases that will help you to declare your packaging put in the market in 2020. If in doubt about the material rate, you can also refer to the decision tree (see p.76).

The case of the presentation label affixed on a package

The jar of jam

The weight of the presentation label, whatever its weight, can be declared on the weight of the material of the packaging unit on which it is affixed, 2 options are available to you:

<table>
<thead>
<tr>
<th>No. of packaging units in your CSU ≥ 0.1g</th>
<th>No. of packaging units in your ultralight CSU &lt; 0.1g</th>
<th>Paper/cardboard except for bricks</th>
<th>Glass</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option 1 or Option 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jar of jam</td>
<td>2</td>
<td>8.5g for the lid</td>
<td>17.4g for the jar and the label</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1.1g for the label</td>
<td>72.9g for the jar without label</td>
</tr>
</tbody>
</table>

A gourd of compote

The case of complex plastic packaging (composed of more than one plastic resin)

A gourd of compote

<table>
<thead>
<tr>
<th>No. of packaging units in your CSU ≥ 0.1g</th>
<th>No. of packaging units in your ultralight CSU &lt; 0.1g</th>
<th>Rigid packaging PE or PP or PET</th>
<th>Other flexible packaging except PVC (PET/PP/PEA, complex...)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jar of compote</td>
<td>2</td>
<td>2g for the cork</td>
<td>10g for the gourd</td>
</tr>
</tbody>
</table>

The case of packaging with several materials

A cardboard cup with a plastic lid

<table>
<thead>
<tr>
<th>No. of packaging units in your CSU ≥ 0.1g</th>
<th>No. of packaging units in your ultralight CSU &lt; 0.1g</th>
<th>Paper/cardboard except for bricks</th>
<th>Rigid PS packaging</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cardboard cup with lid</td>
<td>2</td>
<td>8g for the cup</td>
<td>3g for the lid</td>
</tr>
</tbody>
</table>

The case of packaging with “Other materials” packaging units

A stoneware yoghurt pot with aluminium lid

<table>
<thead>
<tr>
<th>No. of packaging units in your CSU ≥ 0.1g</th>
<th>No. of packaging units in your ultralight CSU &lt; 0.1g</th>
<th>Aluminium</th>
<th>Stoneware, porcelain, ceramics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stoneware yoghurt pot</td>
<td>2</td>
<td>1.4g for the cover</td>
<td>150g for the pot</td>
</tr>
</tbody>
</table>

The case of packaging with units packaging of different materials

A shipping carton

<table>
<thead>
<tr>
<th>No. of packaging units in your CSU ≥ 0.1g</th>
<th>No. of packaging units in your ultralight CSU &lt; 0.1g</th>
<th>Paper/cardboard except for brick</th>
<th>Rigid PS packaging</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shipping carton</td>
<td>3</td>
<td>150g for the box</td>
<td>12g for 2 wedges</td>
</tr>
</tbody>
</table>

PER CSU DECLARATION

PER CSU DECLARATION

Instruction leaflets and users’ manuals are not part of the household packaging, but of the graphic paper industry. Consult the declaration guide paper to find out if you need to declare them.
Focus on plastic material

Using our interactive tool, find the material rate for your plastic packaging unit in a maximum of five questions!

A plastic packaging unit with associated elements (integrated cap, tamper-proof ring, non-peelable lid, etc.)

**Bottle with integrated cap**

What is the primary material of your packaging unit:

- Paper/cardboard
- Plastic
- Glass

Is it a bottle or a vial:

- No
- Yes

Which plastic resin is used for the bottle or vial body:

- Clear PET
  - RATE 6.1

For this water bottle with integrated cap, the body is the PET bottle and the tamper-proof ring and label are components associated with the body.

In these two examples, therefore, it is the price of the body of the plastic packaging that will determine the material price for the entire packaging unit.

**A non-peelable tray**

What is the primary material of your packaging unit:

- Paper/cardboard
- Plastic
- Glass

Is it a bottle or a vial:

- No
- Yes

Is the packaging body flexible or rigid:

- No
- Yes

Which resin is used to make the rigid body:

- Rigid PET
  - RATE 6.3

For this non-peelable tray, the body is the tray and the non-peelable film is a component associated with the body.

A multilateral plastic packaging unit (more than one material within the same packaging unit)

**A battery blister pack with an easy opening at the back**

What is the primary material of your packaging unit:

- Plastic
- Paper & Cardboard

Is it a bottle or a vial:

- No
- Yes

Is the packaging body flexible or rigid:

- No
- Yes

Which resin is used to make the rigid body:

- Rigid PET
  - RATE 6.3

It is therefore the rate of the plastic packaging body that will determine the material rate for the entire packaging unit.

The weight of the packaging unit needs to be divided up between the various materials involved: specify the weight in grams of each material that goes into the packaging unit.

- 25 g rigid PET
  - RATE 6.3

Download the interactive tool to your customer space to help you find the material rate of your packaging with a simple click and in 5 questions maximum!

**PLEASE NOTE**

In these two examples, therefore, it is the price of the body of the plastic packaging that will determine the material price for the entire packaging unit.
The annual obligation of gathering information for your declaration is both complicated and time-consuming. In a bid to improve the support available, Citeo now offers Sprint, a service designed to help you fill in your CSU declaration.

Rather than collating numerous technical characteristics relating to thousands of items and entering the full details of all your sales in the standard CSU declaration form, you can now focus solely on your bestsellers. Your Sprint assistant will take care of all your other sales and automatically complete up to 60%* of the lines on your declaration!

1. **How to run your Sprint assistant**

   Your Sprint assistant is an electronic tool that operates with a special CSU declaration file entitled “Sprint Declaration”, which you can download from your declaration portal at clients-emballages.citeo.com.

   - In this “Sprint Declaration” file:
     - Just enter the description, product code and quantities sold for all your CSUs (just 3 columns).
     - And click on “Update”.
   - Your Sprint assistant then takes over:
     - It marks in blue any items that you need to complete in full before the tool can be run.
     - Only these lines need to be completed. Don’t get carried away and fill in any other lines! Sprint only needs the blue lines to be completed in order to be run.
     - Click on “Update” again.
   - To finalise work carried out by Sprint, access your Citeo client portal.
   - In the “Contents” tab of your “Sprint Declaration” file, click on “Convert” and drop the file in your client portal.
   - Sprint then automatically completes the remaining empty lines.
   - That’s it – your declaration is ready! All you need to do is submit it.

2. **For which declaration years can Sprint be used?**

   Sprint adapts to changes in the Citeo declaration over the years. In order to use it for your 2020 declaration, you need to have submitted at least a CSU declaration or detailed one since 2015.

   - Sprint adapts to slight changes made to the Citeo declaration every year. For the 2020 declaration, your assistant will complete relevant lines based on the new rates (various plastic resins and packaging types).

3. **How much does the Sprint service cost?**

   The Citeo rate remains unchanged with the Sprint assistant. A 5% surcharge is added only to the contribution for data entered by the assistant. This surcharge has been imposed on Citeo by the public authorities to ensure parity among customers. It is clearly indicated in the summary for your declaration before you submit it.

   You are entitled to an awareness-raising bonus for all lines completed by Sprint. However, if you wish to receive other bonuses or the discount for recycled material, you must declare the relevant CSUs in full. You must declare any CSUs subject to penalties in full yourself.

   Please note – you can only use Sprint a limited number of times!

   Once your declaration has been completed by your Sprint assistant in your client portal (step 3), you can:
   - produce one amended Sprint declaration;
   - switch back to any other type of Citeo declaration at any time.

   *60% on average for Citeo CSU declarations and up to 95% of lines for some lucky customers.

---

1. **Precious time saved every year**

   Focusing solely on your bestsellers will save you considerable time as you don’t have to gather information on all your packaging items and entering the full details of all your sales in the standard CSU declaration.

   Your Sprint assistant will enter the technical characteristics of all your other packaging itself.

2. **100% reliable information**

   Details of your packaging entered by your assistant is 100% reliable every year. Lines completed by your Sprint assistant are guaranteed to be error-free:
   - Every year, Sprint adapts to changes in the Citeo declaration.
   - In 2020, your assistant will apply the new rates for the various plastic resins and packaging types. You can also add your awareness-raising bonuses to these lines.

3. **You’ll be sure of meeting the deadline**

   Every year, the deadline for submitting Citeo declarations is 28 February. Why waste time gathering hundreds if not thousands of details regarding your packaging when your Sprint assistant can provide the support you need to submit your completed declaration on time.

4. **A solution that quickly pays for itself**

   The Citeo rate remains unchanged with the Sprint assistant. A 5% surcharge is added only to the contribution for CSUs completed by the assistant. This does not affect many sales as your bestsellers are still charged at the Citeo rate. The additional cost is not excessive and there are no unpleasant surprises as a breakdown is provided before you submit your declaration in your client portal.

   This surcharge for using the system has been imposed on Citeo by the government and in most cases it amply offsets by the considerable time savings made by your declarer.
Bonuses
The bonus penalty system

The eco-modulation system was designed to encourage eco-design of packaging and integration of recycled materials, as well as awareness-raising about sorting, and to encourage companies to use packaging that is free of disrupting materials and recyclable. For this purpose, 4 cumulative bonuses and 3 progressive penalties are now in effect. Every year, bonuses and penalties are reviewed in agreement with the public authorities at when the household packaging rate was drawn up.

4 CUMULATIVE BONUSES
to encourage eco-design of packaging and raise awareness about sorting.

- **AWARENESS-RAISING ABOUT SORTING**
  - 5% or 8% bonus
    - Triman alone
    - or with sorting guidelines block
  - 4% bonus
    - Media awareness campaign

- **REDUCTION AT THE SOURCE**
  - 8% bonus
    - Reduction at the source
      - (reduction in unit weight or number)

- **INTEGRATING POST-CONSUMPTION RECYCLED MATERIALS**
  - 50% bonus
    - Integration of recycled materials, for packaging in PE and PP

3 PROGRESSIVE PENALTIES
to encourage the abandonment of non-recyclable or recycling-disruptive packaging

- **LEVEL 1 PENALTIES**
  - 10% rate
    - STEP 1
      - Year N+1 to N+3

- **LEVEL 2 PENALTIES**
  - 50% rate
    - STEP 2
      - Year N+2 to N+5

- **LEVEL 3 PENALTIES**
  - 100% rate
    - STEP 3
      - Year N+2 to N+5

Awareness raising actions

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.

**Information on packaging**
- The Sorting-info label on-pack, in-pack or on the notice
- Personalised Sorting-info guidelines
- The Triman logo

**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.
8% BONUS

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.
- be affixed 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.

EXAMPLE:

If your packaging is covered by a national recycling channel, you must affix the Triman. See page 43 for more information.

PLEASE NOTE

If your packaging is covered by a national recycling channel, you must affix the Triman. See page 43 for more information.

8% BONUS

The in-pack Sorting-info or on the notice

Overview and practical procedures

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 or on the notice in 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:

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

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

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

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.

PLEASE NOTE

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

PLEASE NOTE
**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 43 for more information.

**PLEASE NOTE**

**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.

**EXAMPLE:**

Glass packaging is exempt from the Triman. According to the Environmental Code, companies are not required to affix the Triman on their glass packaging “Excluding packaging glass household appliances, any recyclable product subject to extended producer responsibility placed on the market as from January 1, 2015 is subject to a common signage informing the consumer that this product is subject to Sorting-info guidelines” (Article L. 541-10-5).

**PLEASE NOTE**

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

This bonus applies to media campaigns that incorporate a message to encourage the gesture of sorting the packaging of the product concerned by the advertisement.

Conditions for obtaining the bonus

The nature of the message

To be eligible for the bonus, this message must be designed both in its shape than in its substance, to have the maximum impact on the consumers who will view it. It should be like this:
- be understandable, unambiguous and motivational... sorting of the packaging of the Product(s) which is/are the subject of the creation of advertising (the use of an action verb is privileged).
- be integrated, by its form as well as by its content, as an integral part of the creation and not as a part of the title legal notices or other secondary information.
- be designed, in its form, to be quickly identified and understood by the consumer: by its size, its colour, its encapsulation in a cartridge... it has to be the most visible and legible possible.

Performances

For TV campaigns:
- achieve a minimum of 300 GRP*.
- be visible on the screen for at least 3 seconds so that the consumer has time to identify, read and understand it.

For radio messages:
- achieve a minimum of 300 GRP*
- be audible for a minimum of 3 seconds so that the consumer have time to identify and understand him.

For poster campaigns (including digital signage):
- achieve a minimum of 1’000 GRP*.

For press publications:
- achieve a minimum of 150 GRP*.

For digital campaigns (excluding digital signage):
- reach at least 20% of the French population of 18 and over.
- be visible on the support for at least 3 seconds so that the consumer has the time to identify, read and understand it.

* Media performance calculated on the target base: French population of 15 years and over. This rate of media performance can be achieved either in a single wave or in several waves of diffusion over the same calendar year.

The content(s) must not:
- generate confusion or misunderstanding for the purpose of the consumer by delivering messagesequivocal and/or may generate sorting errors.
- be too general (EXAMPLE: “think about sorting”).
- use globalizing mentions or claims (EXAMPLE: “environmentally friendly packaging”): wrong, misleading and/or inconsistent with the regulation.

For these different actions, Citeo must be associated as soon as possible with possible in reflection. A partnership agreement must first be signed with Citeo, this agreement must be specified, among other things, which CSUs will benefit from the bonus. Citeo must validate the copy, spot or ready-for-press item before media coverage to activate the bonus.

Supporting documents must be provided on request only.

Supporting documentation

The ready-for-press item or copy or sport + the media agency’s assessment of the performance of the media plan.

PLEASE NOTE

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.

3. Citeo will verify that the reported elements are consistent with / comply with the partnership contract.
Reduction waste at source actions

OBJECTIVE:
Reduce waste at 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
- Removal of a packaging unit

PLEASE NOTE
For the same packaging, only one action reduction at source is eligible every year. There is no accumulation of shares possible. The bonus is only valid for one year, which is the year of implementation of the reduction action. If other materials or additives are used in the composition of packaging, these must not impact the sorting and recycling process.

Reduction of 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 by reducing the volume of packaging or by compacting the product.

To be eligible, the reduction:
- must take place at iso-family of material, meaning that the packaging material family must stay the same, in accordance with the definition of NF EN 13428 standard.
- 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 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.

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

SUPPORTING DOCUMENTATION
(to be produced upon request only)
Technical sheets indicating the weight of the packaging units after each action.

EXAMPLE: Reduction in the weight of a bottle

<table>
<thead>
<tr>
<th></th>
<th>Weight before (g)</th>
<th>Weight after (g)</th>
<th>% of reduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bottle</td>
<td>29</td>
<td>27</td>
<td>7%</td>
</tr>
</tbody>
</table>

Bonus: 8%

EXAMPLE: Compaction of a metal aerosol

<table>
<thead>
<tr>
<th></th>
<th>Weight before (g)</th>
<th>Weight after (g)</th>
<th>% of reduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Box</td>
<td>36</td>
<td>27</td>
<td>25%</td>
</tr>
</tbody>
</table>

Bonus: 8%
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

<table>
<thead>
<tr>
<th>Element</th>
<th>Weight before (g)</th>
<th>Weight after (g)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 cups</td>
<td>16</td>
<td>16</td>
</tr>
<tr>
<td>4 peel-off lids</td>
<td>2,8</td>
<td>2,8</td>
</tr>
<tr>
<td>Sheath</td>
<td>15</td>
<td>0</td>
</tr>
</tbody>
</table>

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

How to benefit from the bonus?

You have launched actions that are eligible for the reduction waste at source bonus? Now you only have to declare them.

Information on packaging

1. Fill in the action of reduction waste at source on the declaration in front of each Consumer Sales Unit (CSU) concerned by the reduction action.
2. Your bonus is automatically taken into account.

Supporting documents must be provided on request only.

PLEASE NOTE

You have set up an action to reduce your packaging in the course of the year? Contact our advisers or your usual contact directly to help you to declare your CSU.

Did you choose the automatic solution for your declarative data?
To benefit from a bonus reduction waste at source, a CSU must be declared in detail by you and not by your Sprint assistant. See page 34 for more information.
Bonus for polyethylene (PE) or polypropylene (PP) packaging containing at least 50% recycled material

Overview and practical procedures

A 50% bonus is applied to contributions by weight for plastic material in the polyethylene or polypropylene unit(s) containing at least 50% post-consumer recycled material. Scrap materials (adjustment waste, non-compliant products, wastage…) used to produce PE or PP packaging are not eligible for this bonus.

SUPPORTING DOCUMENTATION
(to be produced upon request only)
Documents proving procurement in recycled material. The supplier of raw materials will have to certify the use of a minimum of 50% post-consumer waste only (from of household, industrial or commercial flows) for the production of its PE or PP recycled resin and must have obtained the Eucertplast certificate. The Eucertplast certificate of compliance from the recycled PE or PP supplier may be required.

How to benefit from the bonus?

You have launched actions that are eligible for the integration of recycled material bonus. Now you only have to declare them.

Information on packaging

1. Fill in the weight of recycled PE or PP of your packaging unit(s) in front of each Consumer Sales Unit (CSU) concerned.
2. Your bonus is automatically taken into account.

Supporting documents must be provided on request only.

---

1. These materials can come from the recycling of household, industrial or commercial packaging.
Penalties
Progressive penalties

THE OBJECTIVE: TO ENCOURAGE THE USE OF RECYCLABLE OR RECYCLING-COMPATIBLE PACKAGING.

Packaging is said to be recyclable if it is collected, sorted and recycled (to become new packaging or a new product) on a national scale. Its recyclability is determined by all the materials, related elements (stoppers, labels, lids, decorations, barriers, etc.) and other additives (inks, glues, colourants, etc.) that go into its composition.

Why is my packaging subject to a penalty?
When non-recyclable or disruptive packaging is placed on the market, some of these characteristics disrupt the sorting and recycling processes or the final quality of the recycled material, or significantly increase the cost of recycling processing, in the current state of the art. They are therefore subject to one or more penalties, to encourage the phasing-out of this packaging.

What is non-recyclable packaging?
Non-recyclable packaging is:
- packaging for which no nationwide recycling channel has been set up;
- or packaging that has a recycling channel but, due to its composition, disrupts the sorting or recycling stages.

In the non-recyclable packaging category, a distinction can be made between energy-recoverable versus non-recoverable packaging, the rate for household packaging reflecting this distinction (see 2020 rate list).

Who decides that a packaging item is disruptive?
The recycling difficulties are analysed by Citeo and the recycling channels, or for plastic packaging and cardboard-paper packaging by technical committees (Cotrep and CEREC). 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 the penalties are applied.

Why a progressive penalty?
By rolling out 3 increasing levels of penalties, in certain cases, we give the entities placing packaging on the market time to implement alternative solutions. As a result, the financial impact of the new penalties remains moderated, while eco-design approaches are encouraged by the outlook of being subject to a lower penalty.

How are progressive penalties developing?
Every year, the penalties are reviewed in agreement with the public authorities when the rate for household packaging is drawn up. Some penalties will remain in the same category (10% or 50%) while others will shift. Some penalties are already reflecting the changes to be applied in 2021.

Alternative solutions to the packaging in question exist in some cases — feel free to get in touch with the teams at Citeo.

Penalties 10%

New penalties are appearing this year with a 10% rate.

<table>
<thead>
<tr>
<th>MATERIAL</th>
<th>CHARACTERISTICS</th>
<th>MAIN ISSUES AT STAKE FOR RECYCLING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cardboard-paper packaging</td>
<td>Containing printing with inks</td>
<td>Quality of recycled material</td>
</tr>
<tr>
<td></td>
<td>manufactured with the addition of</td>
<td></td>
</tr>
<tr>
<td></td>
<td>mineral oils*</td>
<td></td>
</tr>
<tr>
<td>Glass</td>
<td>With a non-magnetic steel closing</td>
<td>Quality of recycled material, a</td>
</tr>
<tr>
<td></td>
<td>system</td>
<td>key safety issue for operators and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>an industrial tool degradation</td>
</tr>
<tr>
<td>Bottle and vial in PET</td>
<td>Containing glass beads</td>
<td>Quality of the recycled material</td>
</tr>
<tr>
<td></td>
<td></td>
<td>and deterioration of the industrial tool</td>
</tr>
<tr>
<td>Rigid plastic</td>
<td>Out of PE, PP packaging with a density greater than 1</td>
<td>Material loss</td>
</tr>
<tr>
<td>Rigid plastic</td>
<td>Dark, not detectable by optical</td>
<td>Loss of material at the sorting</td>
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<tr>
<td></td>
<td>sorting, in particular containing</td>
<td>stage</td>
</tr>
<tr>
<td></td>
<td>carbon black</td>
<td></td>
</tr>
</tbody>
</table>

* The “mineral oils” penalty will apply only to the contribution by weight of the cardboard-paper. The other materials that can be considered CSU are not affected by these rules.

Penalties evolutions for 2021 have been defined and are available in the 2021 rate list. For others, penalties are reviewed every year with the government, or they will remain on a penalty of 10% or will evolve on a 50% or even 100% penalty.

PLEASE NOTE
Cardboard-paper packaging containing mineral oil-based prints

Presentation

A 10% penalty applies to the contribution by weight of cardboard-paper packaging, if the latter is printed with inks in which more than 1% mass is formed of added mineral oil (MOSH and MOAH) compounds.

In 2017, the French Agency for Food, Environmental and Occupational Health & Safety (ANSES) issued a notice on mineral oils, indicating the need to reduce consumer exposure to them, and to use MOAH-free printing inks to limit the potential risk of migration from packaging to food.

When cardboard-paper packaging containing mineral oil compounds is recycled, mineral oils may still be present in the fibre produced in the recycling process, thus limiting the potential use of such recycled material.

Aim for the recycling process

Quality of the recycled material.

GOING FURTHER

Limit mineral oils: Citeo has implemented an action plan to reduce the presence of mineral oils in cardboard-paper packaging and graphic paper, to offer guidance to make the right eco-design choices and secure the recycling channels for graphic paper and cardboard-paper packaging.

For more information: https://www.citeo.com/le-mag/525

1- MOSH: Mineral Oil Saturated Hydrocarbon
2- MOAH: Mineral Oil Aromatic Hydrocarbon

This penalty will amount to 50% in 2021.

GOING FURTHER

EXAMPLE:

Application rules

- The penalty applies only to the cardboard-paper weight of the consumer sales unit (CSU).
- All household cardboard-paper packaging, whatever the sector of activity (food or non-food) can be subject to the penalty.
- The use of an effective functional barrier against the migration of mineral oils (e.g. inner core...) does not entail exemption from the penalty.
- Any labels affixed to the packaging are also subject to this penalty. If your label gives rise to a penalty, the cardboard-paper packaging on which it is affixed will also be subject to the penalty.

To find out if your packaging is subject to the penalty, follow the self-diagnosis tree below:

1. Is the cardboard-paper in my packaging printed with offset ink?
   - Yes: Is my packaging mainly cardboard-paper?
     - Yes: Can my supplier certify that the ink used contains less than 1% MOSH and MOAH?
       - Yes: I should ask my packaging supplier for a certificate proving that my offset cardboard-paper packaging does not contain any added mineral oils. I must be able to show this certificate to Citeo on request.
         - No: Not applicable
       - No: Not applicable
     - No: Not applicable
   - No: Not applicable

Other options:

- If the packaging mainly contains graphic paper, the penalty will apply only to the contribution by weight of the cardboard-paper.
- If the packaging is mainly made of plastic, the penalty will not apply.
- If the packaging contains less than 1% mass of inks, the penalty will not apply.
- If the packaging contains both cardboard-paper and other materials, the penalty will apply only to the cardboard-paper weight.

I list in my declaration the CSUs to which the penalty applies. This penalty will apply only to the contribution by weight of the cardboard-paper.

Standard certificate format available at citeo.com

PLEASE NOTE

This penalty will amount to 50% in 2021.

GOING FURTHER

Limit mineral oils: Citeo has implemented an action plan to reduce the presence of mineral oils in cardboard-paper packaging and graphic paper, to offer guidance to make the right eco-design choices and secure the recycling channels for graphic paper and cardboard-paper packaging.

For more information: https://www.citeo.com/le-mag/525

1- MOSH: Mineral Oil Saturated Hydrocarbon
2- MOAH: Mineral Oil Aromatic Hydrocarbon
Glass packaging with non-magnetic steel closing system

Presentation

A 10% penalty is applied to glass packaging fitted with a so-called austenitic stainless-steel mechanical closure system.

Aim for the recycling process

Metal packaging elements are found in the broken glass (cap, capsule, clasp, etc.) stream at the end of the household used glass collection cycle. They are sorted out of the glass to be recycled by magnetisation (in the case of ferrous metals such as steel) or by eddy current (in the case of aluminium). Since 2017, glass recyclers have reported a significant number of non-magnetic metal elements. The consequences of the residual presence of non-magnetic metals in glass can vary: risk of technical incidents during the production of new glass bottles, consequences on machines, risk of serious workplace accidents, etc.

EXAMPLE:

Jar with non-magnetic closure

Some packaging elements currently on the market, such as jar closure systems, are made of stainless steel but are neither magnetic nor sensitive to eddy current. These are so-called “austenitic” stainless steels, often referred to as “3XX” steels, of which alloys 304 and 316 are the most widely used. They contain nickel, and are consequently non-magnetic.

All other stainless steels are magnetic, and therefore do not disrupt the recycling of glass packaging — these are consequently not affected by this penalty. In particular, stainless steel 430, referred to as “ferritic”, is a magnetic steel and has good resistance to oxidation. It could be used as a substitute for 304 steel.

Bottle and vials in PET containing glass beads

Presentation

A 10% penalty is applied to PET bottles and vials that use a spray system containing glass balls. These balls are mainly found in pistol heads for spraying detergents.

Aim for the recycling process

The presence of glass cannot be detected by sorting equipment, and crushed glass will be mixed in with PET flakes in the recycling process, disrupting it (e.g. clogging filters) and the quality of the recycled PET.

EXAMPLE:

PET cleaning product spray bottle with glass bead in the pistol head

PLEASE NOTE

This penalty will amount to 50% in 2021.

GOING FURTHER

Cotrep.fr
General opinion 46: Behaviour of glass elements in PET packaging.

Rigid PE, PP packaging with density greater than 1

Presentation

A penalty of 10% is applied to rigid polyethylene (PE) or polypropylene (PP) packaging with a density greater than 1, due to the added filler.

The vast majority of PE and PP packaging has a density lower than 1 and is thus not subject to the penalty.

Manufacturers may change the composition of the packaging (for example by adding mineral fillers) in order to limit the cost or achieve different mechanical properties or visual renderings. To check that the density has not been changed or remains below 1, the simplest solution is to contact your packaging manufacturer. The information can also be found on the technical fact sheet for your packaging.

Where the mineral filler integration rate and density of the filler used have been identified, a calculation formula is proposed in the COTREP opinion “Use of a filler with density greater than 1 in PP packaging”.

Aim for the recycling process

Recycling processes use water baths to separate packaging components by density, PE and PP float naturally while paper labels sink to the bottom, for example. Due to the reversal in density of PE and PP this packaging is lost during the floatation sorting step.

EXAMPLE:

Some bottles of PE or PP laundry detergent

GOING FURTHER

Cotrep.fr
General opinion 49: Use of a filler with density greater than 1 in HDPE packaging.
General opinion 50: Use of a filler with density greater than 1 in PP packaging.

PLEASE NOTE

This penalty will amount to 50% in 2021.
Dark, rigid plastic package not detectable by optical sorting, in particular containing carbon black

Presentation
A 10% penalty is applied to rigid plastic packaging the dark colour of which prevents optical sorting in sorting centres and at recyclers’ facilities.

Aim for the recycling process
Loss of material at the sorting stage.

Application rules
- Under the extended sorting guidelines, the penalty applies to both recyclable packaging and non-recyclable complex packaging.
- Dark packaging is dark-coloured packaging, whether this colour is mass-dyed or result from a large direct IML1 printed surface or similar.
- If the visible part of the packaging is mainly transparent, translucent or of a light colour, it is considered that the packaging can be detected. Consequently, if the dark surface accounts for less than 50% of the visible surface (after consumption), the packaging can be adequately detected in the sorting centre and will not be subject to the penalty.
- If only the cap on your plastic bottle or vial is dark, the penalty does not apply, as the cap does not affect the detection of the bottle or vial.

Using the results of tests carried out on a wide variety of packaging, we have produced the colour chart below to help you determine whether your rigid plastic packaging is subject to the penalty. Below are the colours considered detectable or non-detectable, by default:

1-IML = In-Mould Labelling.

GOING FURTHER
Dye producers and packaging manufacturers have developed detectable dark dyes that make it possible for packaging to be directed towards recycling channels through optical sorting. Cotrep has validated the dyes and dark packaging solutions as suitable for sorting, through opinions issued (www.cotrep.fr), a positive list of these dyes can be found at the Citeo website.

PLEASE NOTE
This penalty will amount to 50% in 2021.

There is no correlation between the visible colour of the packaging (as seen by the human eye) and its detectability by optical sorting in the sorting centre. By experience, dark/very dark colours, usually achieved using a pigment called carbon black, are not detectable by optical sorting. Transparent, translucent and clear packaging is generally detectable.

The proportion of carbon black in the packaging is not the only factor influencing its detectability by optical sorting. For instance, a low level of carbon black cannot guarantee packaging to be detectable. Several factors come into play: the resin, the thickness of the packaging, the composition of the colouring solution, the size of the pigments used, etc. For this reason, no maximum universal carbon black integration threshold has been determined to date.
Penalties 50%

Penalties already existing in 2019 are at least 50%.

Penalties evolutions for 2021 have been defined and are available in the 2021 rate list. For others, penalties are reviewed every year with the government, or they will remain on a penalty of 50% or will evolve on a 100% penalty.

Material | Characteristics | Main issues at stake for recycling
--- | --- | ---
Cardboard | Reinforced | Damage to the industrial facilities (process blockage)
Glass | Other than soda-lime | Quality of recycled material
Glass | Soda-lime with associated infuse elements (porcelain, ceramic, sandstone, etc.) | Damage to industrial facilities
Bottle, vial and rigid plastic in PET | Combined with aluminium, PVC or silicon with density greater than 1 | Quality of the recycled material and deterioration of the industrial tool

The rate connected with these criteria will increase to 100% in 2021.

Reinforced cardboard-paper packaging

Presentation

A 50% penalty is applied to packaging with a reinforced cardboard-paper body. Cardboard-paper packaging is said to be “reinforced” when its thickness includes a frame/structure of any kind intended to reinforce the packaging.

The penalty does not apply if only a minority part of the packaging is reinforced (labels, closure systems, adhesive tapes, etc.)

Aim for the recycling process

The presence of this reinforcement/structure impairs the recovery of fibres at the recycling facility and disrupts the operation of the pulper.

Glass packaging other than soda-lime

Presentation

A 50% penalty is applied to glass packaging when it is made of a material other than soda-lime glass.

Aim for the recycling process

Only soda-lime glasses have a recycling channel. Other non-soda-lime glasses cannot be recycled. These include, for instance, boro-silicated glasses and crystal. This non-soda-lime glass can disrupt the operation of glass ovens and impact the quality of recycled material.
**Glass packaging with associated infuse elements (porcelain, ceramic, stoneware, etc.)**

**Presentation**
A 50% penalty is applied to glass packaging combined with an infuse element such as porcelain, ceramic, sandstone, etc.

**Aim for the recycling process**
The combined infuse elements do not melt in the ovens and can disrupt the operation of glass ovens and impact the quality of the recycled material.

**EXAMPLE:**
Glass bottle with porcelain stopper

**50% PENALTY**

**GOING FURTHER**
cotrep.fr
Technical Fact Sheet 08: Behaviour of a PVC label or sleeve during recycling of PET bottles and vials.
Technical Opinion VLP 07-01: A silicone valve with a density <1. Such valve is suitable for PET recycling as it separates easily by flotation.

---

**Rigid PET bottles, vials and other packaging, combined with aluminium, PVC or silicone with a density greater than 1**

**Presentation**
A 50% penalty applies to bottles, vials and rigid packaging the main material of which is PET, and which is combined with aluminium, PVC elements or silicone elements with a density greater than 1.

**ALUMINIUM**
- Associated components such as plug, peel-off cap, closing system, label or sleeve containing aluminium.
- This applies to shiny or silver-edged labels, since they are detected as the equivalent of a metal element.

**PVC**
- Elements made of PVC, such as sleeves, labels, etc.
- This does not apply to tamper-proof sleeves and items containing PVDC (such as certain frangible discs).

**SILICONE ELEMENTS WITH DENSITY GREATER THAN 1**
- Plastic elements (valves, plugs, seals, etc.) with a density greater than 1 in the closing system.

**Aim for the recycling process**
- Disruption to the recycling system
- Quality of recycled material
- Damage to the industrial tool

**EXAMPLE:**
Glass bottle with porcelain stopper

**PLEASE NOTE**
This penalty will amount to 100% in 2021.

**GOING FURTHER**
cotrep.fr
Technical Fact Sheet 08: Behaviour of a PVC label or sleeve during recycling of PET bottles and vials.
Technical Opinion VLP 07-01: A silicone valve with a density <1. Such valve is suitable for PET recycling as it separates easily by flotation.

---

**50% PENALTY**

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**GOING FURTHER**
cotrep.fr
Technical Fact Sheet 08: Behaviour of a PVC label or sleeve during recycling of PET bottles and vials.
Technical Opinion VLP 07-01: A silicone valve with a density <1. Such valve is suitable for PET recycling as it separates easily by flotation.
Penalties 100%

Some penalties already existing in 2019 remain at 100%.

### Presentation

A 100% penalty applies to rigid opaque PET packaging with a mineral filler content of more than 4% in the body.

### Application rules

- The penalty applies to packaging composed of a PET mixture and opacifying mineral fillers such as titanium dioxide (TiO2).
- The mineral filler must be greater than 4%.

### Aim for the recycling process

As opaque PET packaging is more difficult to recycle in current sectors, since 2018, PET packaging containing more than 4% mineral fillers have been subject to a penalty.

### GOING FURTHER

The eco-design and recycling work coordinated by Citeo has made it possible to find a balance to recycle the current quantities of rigid opaque PET packaging. Any increase in quantities could in the short-term call into question this balance; this penalty is aimed at sustaining the current solution. In the longer term, Citeo and its partners are working on channels dedicated to opaque PET, so that more of the latter can be recycled.

PVC bottle and vial

Presentation
A 100% penalty is applied to polyvinyl chloride (PVC) bottles and vials.

Application rules
PVC bottles or vials can be recognised by the number 3 in the international classification for the identification of plastics.

Aim for the recycling process
PVC bottles and vials are subject to national sorting guidelines but do not have their own recycling channel. They must therefore be separated from the other packaging at the sorting centre and sent as rejects. This PVC removed cannot be recovered for the production of solid recovered fuel (SRF), the most efficient energy recovery, due to the presence of chlorinated compounds.

Moreover, sorting is not 100% efficient and PVC bottles and vials can mistakenly end up with PET bottles, disrupting both the process and the quality of the recycled PET.

GOING FURTHER
Fostering the recyclability of packaging
Since 2012, Citeo has launched numerous calls for proposal for eco-design projects in order to replace packaging containing PVC with recyclable packaging, via current or future channels, moving towards 100% recyclable packaging. For more information: https://www.citeo.com/le-mag/428

How to declare your penalties?
If your packaging is subject to one or more penalties, all you have to do is declare them.

Information on packaging
1. Fill in the penalty or penalties on the declaration in front of each Consumer Sales Unit (CSU) concerned by penalties (10%, 50% and 100%).
2. Penalty or penalties will be taken into account.

The penalties across the 3 levels are cumulative (10%, 50% and 100%) but not within the same level. For example, reinforced cardboard-paper packaging containing mineral oil-based prints will carry a 10% penalty and a 50% penalty. In contrast, PE plastic packaging with a density greater than 1 and which is dark and undetectable, will be subject to a single penalty of 10%.

If the penalty for packaging is removed over the course of the year, you will need to enter 2 lines in the declaration: one with the quantities placed on the market for the old packaging with the penalty and another with those of the new packaging without the penalty.

PLEASE NOTE:
Did you choose the automatic solution for your CSU declaration? To declare your penalty, a CSU must be reported in detail by you, and not by your assistant Sprint. See page 34 for more information.
The CSU declaration nomenclature
The CSU Declaration Nomenclature

### Food products

<table>
<thead>
<tr>
<th>Code</th>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Grocery</td>
<td>Starches (salted rice, wheat)</td>
</tr>
<tr>
<td>02</td>
<td>Drinks</td>
<td>Starches (sugar, dextrin, maltose)</td>
</tr>
<tr>
<td>03</td>
<td>Fresh products</td>
<td>Starches (sorbitol, cellulose)</td>
</tr>
</tbody>
</table>

### Non-food products

<table>
<thead>
<tr>
<th>Code</th>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>04</td>
<td>Hygiene, beauty</td>
<td>Starches (glycerin, cellulose)</td>
</tr>
<tr>
<td>05</td>
<td>Household equipment</td>
<td>Starches (wood, organic)</td>
</tr>
</tbody>
</table>

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**Note:** The above table lists some of the categories and descriptions of products as outlined in the CSU Declaration Nomenclature document.
### Personal equipment

#### 06 Stationary, office automation, IT
- **06 A**
  - Stationery, office automation, IT
  - Papers
  - Cards
  - Writing materials
  - Writing and office items
  - Drawing accessories
  - File-accessories
  - School, office and various accessories
  - Offices supplies
  - IT supplies
  - Office automation
  - Computers - IT

#### 06 B Publishing, press
- Books
- Dictionaries - encyclopaedias
- Newspapers - special periodicals and journals
- Jewellery, watches, fantasy
- Gold and silverware (other than table)
- Clocks and watches
- Souvenirs, gifts, brick-bracks
- Smokers’ items

#### 06 C Leather goods, travel
- Leather goods
- Travel bags
- Sport bags
- Suitcases, trunks and briefcases

#### 06 D Sound, image, telephones
- Radio and accessories
- Televisions and accessories
- Music centre, audio and video players
- Photo, cinema and accessories
- Films
- Musical instruments
- Telephone and remote communications

#### 06 E Toys and games
- Toys
- Games

#### 06 F Animals
- Accessories for animals

### Personal clothing

#### 07 Stockings
- Tights
- Protective stockings

#### 07 A Shirts
- Men headgear
- Umbrellas
- Gloves
- Socks
- Belts and braces
- Scarves, squares, scarves
- Handkerchiefs
- Pyjamas and night dresses
- Shirts, blouses, bodices
- Underwear

### Tobacco and fuels

#### 08 Cigarettes
- Cigars, cigarellos
- Tobacco for pipes and to roll
- Smoking tobacco and snuff
- Matches and lighters
- Lighters
- Solid fuels
- Gasoline fuels
- Domestic liquid fuels

### Pharmaceutical products

#### 09 Allergology
- Anaphylactology
- Cancer research
- Cardio-angiology
- Dermatology
- Diagnosis
- Pharmaceutical diagnostics
- Endocrinology and hormones
- Gastroenterology
- Gynaecology
- Haematology
- Hepatology
- Infections
- Metabolism, nutrition and vitamins
- Neurology and psyche
- Ophthalmology
- Otology
- Parakology
- Respiratology
- Rheumatology
- Stomatology
- Toxology
- Urology and nephrology
- Acupuncture
- Herbal medicine
- Homopathy
- Various pharmacy (painkillers, etc.)
Still a doubt about the price material to be applied to a packaging or to a packing unit?

To find the right material rate, use the decision tree below or go to the Interactive Guide available on your customer space in the section “Useful documents”, where you will find your answer in no more than five clicks.

---

**THE CSU DECLARATION NOMENCLATURE**

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To find the right material rate, use the decision tree below or go to the Interactive Guide available on your customer space in the section “Useful documents”, where you will find your answer in no more than five clicks.

---

**THE CSU DECLARATION NOMENCLATURE**

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* For these material categories, if your packaging unit/packaging is multi-material or multi-layer, check the breakdown by material to see whether you can apply the majority material rule (see p. 19).

** Mixture of two or more resins, mixture of a plastic resin with another material
Supporting documents and checks

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, as soon as one of your contributions on the declaration 2020, 2021 and/or 2022 exceeds €60 000 HT.

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 2020, 2021 and 2022 declarations. If you choose to file the RPC for 2020, it must be submitted before 31 December 2021.

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 auditor's 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 2020 to 2022), regulatory control is reduced and mainly concerns consistency reviews.

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

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The sector-specific declaration
## Scrutiny of the sector-specific declaration

Did you put less than 500,000 Consumer Sales Units (CSU) on the French market in 2020? In that case, you can benefit from the sector-specific declaration procedure, with simplified declaration procedures.

### 1. I will check my eligibility for the sector declaration

#### What is a CSU?

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

View your sales reports: 1 CSU = 1 product placed on the French market.

#### Example: The following are considered as a single CSU: a pack of 4 yoghurts, a pack of 3 tights, a jam jar, a bottle of water, 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.

#### Sample*: are not counted in the 500,000 CSU eligibility threshold. However, they are household packaging to be declared 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.

#### The case of shipping packaging

Shipping packaging is not to be taken into account when it comes to eligibility for sector reporting in terms of the number of CSUs unless your activity is limited solely to shipping packaging (for example: shipments of goods in your shipping parcels that are not in your reporting scope because they have already been declared by another entity).

*See glossary p. 96

### 2. I will declare a number of consumer units (CU)

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).

#### Calculation method

| Quantities (CU) | Rate per unit per product family |

How is your contribution calculated?

#### What is a Consumer Unit?

A Consumer Unit is the smallest packaged unit that the consumer can consume. For each product family, a rate per CU is set

**Example:** For a pack of 4 pots of yoghurt (1 CU), you should count 4 CUs.

For a pack of 40 bolts (1 CU), you should count 1 CU.

- A pack of 4 yoghurts = 4 CU
- A pack of 6 bottles = 6 CU

### Please note

You have until February 28, 2021 to declare your packaging put on the French market in 2020.

Perhaps you do not know which family of products to declare your CUs in?

For more details, refer to the products nomenclature of the sector-specific declaration on pages 90 to 93 of this guide.

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*See glossary p. 96
Which sector declaration should be chosen?

Depending on the consumer units you wish to declare, you can choose between two types of declaration:

• Generalist sector-specific declaration
• Wines and Spirits sector-specific declaration

Generalist sector-specific declaration

Food example
You put 200,000 packets of sweets on the French market in 2020. Each packet holds 10 sweets, so 10 CU per packet (the packet is not a consumer unit).

You must declare:
10 CU (= 10 sweets) × 200,000 CSU (= packets of 10 sweets) = 2,000,000 CU for the Sugar, confectionery, chocolate and similar families. Your contribution for the Various small household products family for 2020 comes to:

2,000,000 CU × € 0.0018 per CU = €3,600 excl. tax

Non-food example
You put 130,000 computers on the French market in 2020. The computer consists of a single CU (the computer).

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 2020 comes to:

130,000 CU × € 0.0332 per CU = € 4,316 excl. tax

Wines and Spirits sector-specific declaration

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

Example for 100 cardboard cases of 6 75 cl glass wine bottles

You must declare:
• 600 CU “Normal glass wine bottles - 75”
• 100 CU “Cardboard boxes - box for 6 bottles”

Your contribution for 2020 amounts to:

600 CU × € 0.0088 per CU = €5.28 excl. tax

100 CU × € 0.0442 per CU = €4.42 excl. tax

TOTAL for 100 cardboard case of 6 75 cl glass wine bottles = 5.28 + 4.42 = €9.70 excl. tax

A bottle is considered to be a CSU.

For this declaration, for products sold in cases, do not forget to declare your grouping packaging (films, cardboard boxes, etc.).

A packet of 10 sweets = 10 CU

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.

NOTE
# Rates per consumer unit

## Rates per product family
(Generalist sector-specific declaration)

<table>
<thead>
<tr>
<th>CODE</th>
<th>PRODUCT FAMILY DESCRIPTION</th>
<th>RATES PER CONSUMER UNIT IN €</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P012001 Jam, compotes, honey, spread</td>
<td>0.0063</td>
<td></td>
</tr>
<tr>
<td>P010201 Sweet or savoury biscuits, cereals, pastries, bread and equivalent products</td>
<td>0.0097</td>
<td></td>
</tr>
<tr>
<td>P010301 Coffees, tea and other instant beverages</td>
<td>0.0159</td>
<td></td>
</tr>
<tr>
<td>P011901 Sugar, confectionery, chocolate and equivalent</td>
<td>0.0015</td>
<td></td>
</tr>
<tr>
<td>P011100 Pasta, rice, canned foods, deli products and prepared foods</td>
<td>0.0064</td>
<td></td>
</tr>
<tr>
<td>P011500 Spices and condiments</td>
<td>0.0072</td>
<td></td>
</tr>
<tr>
<td>P034601 Meat and fish</td>
<td>0.0440</td>
<td></td>
</tr>
<tr>
<td>P034202 Dairy products (except butter)</td>
<td>0.0010</td>
<td></td>
</tr>
<tr>
<td>P034204 Butters</td>
<td>0.0027</td>
<td></td>
</tr>
<tr>
<td>P034101 Ice creams and Frozen foods</td>
<td>0.0208</td>
<td></td>
</tr>
<tr>
<td>P034400 Fruits and vegetables</td>
<td>0.0024</td>
<td></td>
</tr>
<tr>
<td>Drinks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P023101 Beer and shandies</td>
<td>0.0057</td>
<td></td>
</tr>
<tr>
<td>P082301 Fruit juices and syrups</td>
<td>0.0057</td>
<td></td>
</tr>
<tr>
<td>P034201 Milk</td>
<td>0.0064</td>
<td></td>
</tr>
<tr>
<td>P023001 Alcohol-free carbonated drinks</td>
<td>0.0071</td>
<td></td>
</tr>
<tr>
<td>P023600 Aperitifs, alcohols and brandies</td>
<td>0.0084</td>
<td></td>
</tr>
<tr>
<td>P023400 Wines, champagnes, sparkling wines and colors</td>
<td>0.0111</td>
<td></td>
</tr>
<tr>
<td>P023200 Waters</td>
<td>0.0111</td>
<td></td>
</tr>
<tr>
<td>Cleaning and household products</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P035002 Washing products and detergents</td>
<td>0.0237</td>
<td></td>
</tr>
<tr>
<td>P055001 Soaps</td>
<td>0.0059</td>
<td></td>
</tr>
<tr>
<td>P055101 All cleaning products, deodorants and insecticides</td>
<td>0.0440</td>
<td></td>
</tr>
<tr>
<td>P055008 Washing and cleaning accessories</td>
<td>0.0111</td>
<td></td>
</tr>
<tr>
<td>Body, hair and tooth care products</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P046401 Body hygiene and care products (including hair and tooth)</td>
<td>0.0072</td>
<td></td>
</tr>
</tbody>
</table>

**Pharmaceutical products**
- P046719 Pharmaceutical and optical products | 0.0299 |

**Gardening products**
- P055801 Products for the garden and equivalent | 0.0420 |

**DIY**
- P055901 Tools, DIY, glues, paints and equivalent | 0.0442 |
- P055902 General hardware and furnishings | 0.0234 |

**Clothing, shoes, textiles and accessories**
- P078201 Clothing, textiles, soles, laces, fabrics and sewing accessories | 0.0046 |
- P078301 Shoes | 0.0145 |

**Household appliances**
- P055501 Various large household appliances | 0.0962 |
- P055508 Various small household appliances | 0.0313 |
- P056102 Household appliance accessories and equivalent | 0.0891 |

**Outfitting and furniture**
- P055401 Various housewares | 0.0325 |
- P056001 Indoor and outdoor furniture | 0.0620 |

**Animals**
- P012801 Products and accessories for animals | 0.0178 |

**Other**
- P066800 Various supplies, lighters, souvenirs, gifts, recreational items, writing items | 0.0197 |
- P067001 Jewellery and watches | 0.0088 |
- P067101 Leather goods and travel bags | 0.0262 |
- P085201 Tobacco | 0.0046 |
- P067207 Musical instruments | 0.0992 |
- P067301 Games and toys | 0.0228 |
- P067504 Cycles, motorcycles, mopeds, yachting and physical fitness items | 0.1248 |
- P085305 Domestic liquid fuels | 0.3150 |
- P067800 Quick services (keys, shoe repairs) | 0.0005 |

**Service and shipping packaging**
(e.g. mail-order sales, pouches, bags, trays, etc.)
- P120001 Paper/Cardboard Weight per unit < 5g | 0.0017 |
- P120301 Paper/Cardboard Weight per unit from 5 to 15g | 0.0039 |
- P120303 Paper/Cardboard Weight per unit from 15 to 50 g | 0.0047 |
- P120304 Paper/Cardboard Weight per unit > 50g | 0.0151 |
- P120201 Aluminium Weight per unit < 5g | 0.0014 |
- P120202 Aluminium Weight per unit from 5 to 15g | 0.0022 |
## Rates for wines and spirits

(Wines and Spirits sector-specific declaration)

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

<table>
<thead>
<tr>
<th>CODE</th>
<th>VOLUME (CL)</th>
<th>RATES PER CONSUMER UNIT IN €</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Wines – normal glass bottle</td>
</tr>
<tr>
<td>P023401</td>
<td>&lt;= to 50</td>
<td>0.0074</td>
</tr>
<tr>
<td>P023402</td>
<td>75</td>
<td>0.0088</td>
</tr>
<tr>
<td>P023403</td>
<td>100 and 150</td>
<td>0.0150</td>
</tr>
<tr>
<td>P023404</td>
<td>300 and more</td>
<td>0.0295</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wines – reduced-weight glass bottle</td>
</tr>
<tr>
<td>P023405</td>
<td>&lt;= to 50 (1)</td>
<td>0.0061</td>
</tr>
<tr>
<td>P023406</td>
<td>75 (2)</td>
<td>0.0072</td>
</tr>
<tr>
<td>P023407</td>
<td>100 (3) and 150 (4)</td>
<td>0.0114</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Champagne – glass bottle</td>
</tr>
<tr>
<td>P023501</td>
<td>&lt; 75</td>
<td>0.0119</td>
</tr>
<tr>
<td>P023502</td>
<td>75</td>
<td>0.0170</td>
</tr>
<tr>
<td>P023503</td>
<td>150</td>
<td>0.0293</td>
</tr>
<tr>
<td>P023504</td>
<td>300 and more</td>
<td>0.0494</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sparkling wines – glass bottle</td>
</tr>
<tr>
<td>P023505</td>
<td>&lt; 75</td>
<td>0.0137</td>
</tr>
<tr>
<td>P023506</td>
<td>75</td>
<td>0.0151</td>
</tr>
<tr>
<td>P023507</td>
<td>150</td>
<td>0.0268</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>CODE</th>
<th>PACKAGING</th>
<th>RATES PER CONSUMER UNIT IN €</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Wooden case</td>
<td></td>
</tr>
<tr>
<td>P121601</td>
<td>Case 1 bottle</td>
<td>0.2651</td>
</tr>
<tr>
<td>P121602</td>
<td>Case 2 bottles</td>
<td>0.3491</td>
</tr>
<tr>
<td>P121603</td>
<td>Case 3 bottles</td>
<td>0.7465</td>
</tr>
<tr>
<td>P121604</td>
<td>Case 6 bottles</td>
<td>0.8754</td>
</tr>
<tr>
<td>P121605</td>
<td>Case 12 bottles</td>
<td>0.1393</td>
</tr>
<tr>
<td></td>
<td>Cardboard case containing 6 or 12 bottles</td>
<td></td>
</tr>
<tr>
<td>P121301</td>
<td>Case 6 bottles</td>
<td>0.0462</td>
</tr>
<tr>
<td>P121302</td>
<td>Case 12 bottles</td>
<td>0.0761</td>
</tr>
<tr>
<td></td>
<td>Cardboard box containing 1, 2 or 3 bottles</td>
<td></td>
</tr>
<tr>
<td>P121303</td>
<td>Box 1 bottle</td>
<td>0.0188</td>
</tr>
<tr>
<td>P121304</td>
<td>Box 2 bottles</td>
<td>0.0279</td>
</tr>
<tr>
<td>P121305</td>
<td>Box 3 bottles</td>
<td>0.0321</td>
</tr>
<tr>
<td></td>
<td>Metal box containing 1 bottle</td>
<td></td>
</tr>
<tr>
<td>P121101</td>
<td>Box 1 bottle</td>
<td>0.0126</td>
</tr>
<tr>
<td></td>
<td>Service and shipping packaging (e.g. paper bags, plastic bags, etc.)</td>
<td></td>
</tr>
<tr>
<td>P121306</td>
<td>Paper/cardboard Weight per unit &lt; 30g</td>
<td>0.0054</td>
</tr>
<tr>
<td>P121307</td>
<td>Weight per unit &gt; 30g</td>
<td>0.0152</td>
</tr>
<tr>
<td>P121431</td>
<td>Plastic Weight per unit &lt; 15g</td>
<td>0.0169</td>
</tr>
<tr>
<td>P121432</td>
<td>Weight per unit &gt; 15g</td>
<td>0.0146</td>
</tr>
</tbody>
</table>
### Detailed nomenclature of the sector-specific declaration

#### Food

- Jam, compotes, honey, spread
- Cereals and bread and equivalent
- Canned food
- Beverages and equivalent products
- Coffee, tea and other instant products
- Leaf teas and infusions
- Chocolate powder
- Soluble coffee, chicory, malt
- Ground coffee, chicory, malt
- Malt
- Rusk and toasted breads
- Similar textured products
- Salted biscuits and snacks
- Crops
- Sweet biscuits
- Gingerbread, 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
- Preparation for desserts and puddings
- Flour

#### Drinks

- Beer and shandies
- Milk products except butter
- Yoghurts and equivalent products
- Creams and soft white cheeses
- Margarine 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 products

#### Meat and fish

- Poultry and game
- Red meats and offal
- Fish-trout-sea fish

#### Spices and condiment

- Stock-cubes and coliany aids
- Condiments
- Mayonnaise
- Mustards
- Dried breads sauce
- Ready-to-use sauces
- Tomato sauces and tomato concentrates
- Salad dressings
- Spices and peppers
- Fine salt
- Coarse salt
- Food oil
- Vinegars

#### Fruits and vegetables

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

#### Ice creams and frozen foods

- Family ice creams
- Individual ice creams
- Ice cream mix
- Frozen starters-cooked meats
- Frozen vegetables
- Frozen offal-meat-poultry
- Frozen fish-fish loaves-trout-salmon
- Frozen cooked dishes
- Frozen pastries-Viennese pastries-dough
- Frozen fruit and fruit juices
- Frozen fruit dairy products

#### Spices and condiment

- Stock-cubes and coliany aids
- Condiments
- Mayonnaise
- Mustards
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- Ready-to-use sauces
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- Fine salt
- Coarse salt
- Food oil
- Vinegars

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- Ice cream mix
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- Frozen vegetables
- Frozen offal-meat-poultry
- Frozen fish-fish loaves-trout-salmon
- Frozen cooked dishes
- Frozen pastries-Viennese pastries-dough
- Frozen fruit and fruit juices
- Frozen fruit dairy 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 crockery and furnaces
- Deodorants and insecticides
- Car perfume and car fragrances
- Cleaning products for cycles and mopeds, motorcycles
- Lubricants
- Automotive cleaning products

#### Cleaning and household products

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

#### Body, hair and tooth care products

- Body hygiene and care products (hair and tooth)

#### Body hygiene and care products (hair and tooth)

- Body hygiene and care products (hair and tooth)

#### 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 crockery and furnaces
- Deodorants and insecticides
- Car perfume and car fragrances
- Cleaning products for cycles and mopeds, motorcycles
- Lubricants
- Automotive cleaning products

#### Pharmaceuticals

- Pharmaceutical and optical products

#### Pharmaceutical and optical products

- Pharmaceutical and optical products

#### Pharmaceutics

- Pharmaceutical and optical products

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- Pharmaceutical and optical products

#### Pharmaceutical and optical products

- Pharmaceutical and optical products

#### Pharmaceutical and optical products

- Pharmaceutical and optical products
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
- Bulks and braces
- Scarves, squares, scarves
- Pyjamas and night dressing
- Shirts, blouses, blazers
- 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 linenwear
- Baby clothing accessories
- Baby hygiene accessories
- Various clothing
- Suits, tuxes
- Fabrics by the metre
- Sewing accessories
- Linen and trimmings supplies
- Patterns
- Sewing accessories
- Sewing supplies

Shoes

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
- Building
- Table, kitchen, bathroom, bed linen

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 cleaning-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
- Dials, magnetic tapes, cassettes

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
- Glass and adhesives
- Wall coverings
- Floor coverings
- Tiling
- Locks, fittings
- Various DIY

DIY
Tools, DIY, electricity, glue, paint and equivalent
- General hardware and furnishing
- General hardware and furnishings
- Screws, nuts and bolts
- Housewares and painting accessories

Gardening products
Products for the garden and equivalent
- Plants
- Garden products
- Flowers and plants
- Various gardening
- Planters and containers
- Protective equipment
- Solid fuels

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

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

Leisure items, bicycles and cars
SOUVENIRS, GIFTS, KNOCK-KNOCKS

Lighters and fuels
- Matches and fire-lighters
- Lighters
- Gas fuels

Leather goods and travel bags
- Leather goods
- Travel bags
- Sport bags
- Suitscases, trunks and briefcases

Tobacco
- Cigarettes
- Cigars, sigarettes
- 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
- Cycling items
- Bicycle, moped and motorcycle equipment
- Spares parts
- Electrical items (battery, lights)
- 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
- Suitscases, trunks and briefcases

Tobacco
- Cigarettes
- Cigars, sigarettes
- 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
- Cycling items
- Bicycle, moped and motorcycle equipment
- Spares parts
- Electrical items (battery, lights)
- 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
- Suitscases, trunks and briefcases

Tobacco
- Cigarettes
- Cigars, sigarettes
- 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
- Cycling items
- Bicycle, moped and motorcycle equipment
- Spares parts
- Electrical items (battery, lights)
- 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
**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 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 could 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 28th February 2021 for the 2020 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.

**Sector-specific declaration**
Contractual document to send to Citeo each year (before 28th February 2021 for the 2020 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 28th February 2021 for the 2020 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 material; 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 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.

Consumer Unit (CU)
The smallest packaged unit that the consumer can consume.

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, 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.) see page 20 for more examples.