Supply Reporting Procedures

Nova Scotia Extended Producer Responsibility
Packaging, Paper Products and Packaging-Like Products

Effective November 2, 2026 the Supply Reporting Procedures is under review.

1.0 Purpose

Divert NS' Supply Reporting Procedures provide details of the key supply reporting requirements for Nova Scotia's Extended Producer Responsibility (EPR) for Packaging, Paper Products, and Packaging-Like Products (PPP) Regulations.

2.0 Categories of designated materials

The EPR for PPP Regulations require that producers submit the weight of designated materials supplied into Nova Scotia. Divert NS has established an online Portal to collect this data. The designated material categories are:

1. Paper
2. Rigid plastic
3. Flexible plastic
4. Glass
5. Metal

Producers are required to report supply data on an annual basis based on the previous calendar year.

According to section 28 of the regulations each producer shall report:

a) The total weight of designated materials in each designated material category supplied to consumers in Nova Scotia.

b) If applicable, the total weight of designated material in each material category deposited into a receptacle at a non-eligible source and collected from an eligible source at the time of product installation or delivery.

c) The difference between the total weight of designated material reported in (a) and the total weight reported in (b)

Please note: The weight for reporting purposes must be reported in kilograms (kgs).

The weight of each designated materials supplied to consumers in Nova Scotia for residential use is calculated by multiplying the number of units of a designated materials supplied into Nova Scotia and the unit weight. Review the procedures below to determine how to calculate both.

3.0 Procedure for determining the number of designated material units

To determine the weight of materials supplied into Nova Scotia, the producer will need to determine the number of units of designated materials supplied into Nova Scotia.

Producers may choose one of the following methodologies to determine the number of units supplied into Nova Scotia:

a) The actual number of designated material units; or

b) The number of designated material units calculated using the formula, set out below, to determine the Nova Scotia portion of the designated material units supplied into Canada.

Formula: (P1/P2) x Canada National Sales

The estimated number of units of a designated material supplied to consumers in Nova Scotia for residential use can be determined by using the formula:

(P1/P2) x Canada National Sales

"P1" is the population of Nova Scotia, as reported by Statistics Canada in the most recent official census. Nova Scotia Census Information.

"P2" is the total population of provinces and territories in Canada in which the producer sells the designated material, as reported by Statistics Canada in the most recent official census. Census Information for all Provinces/Territories in Canada.

"Canada national sales" is the total units of designated material that a producer sold in Canada in the previous calendar year.

The options described above do not reduce the obligation of a producer to provide complete and accurate supply data or limit the ability of Divert NS to review the data and related records for the purpose of determining compliance.

4.0 Procedure for determining the weight of designated materials

a) Producers must provide the actual weight of the designated material supplied to consumers in Nova Scotia for residential use rounded to the nearest 0.1 gram for each unit.

Designated materials must be assigned to a material category and no designated materials may be assigned to more than one (1) material category.

Designated material may be divided into separate components, and each component may be assigned to its own material category, as long as all the components of the designated material are assigned to a material category.

b) Where a designated material is made up of two or more different material types and certain components of the designated material constitute a small proportion of the unit, producers should apply the component threshold rule set out in Appendix A to determine in which designated material the unit should be reported.

5.0 Supply deductions

Producers are required to report the weight of designated materials in each material category that is eligible for a deduction. Reported weights must be accurate and complete.

Examples of materials eligible for deduction include:

1. Materials deposited into a receptacle at a location that is
    a) not an eligible source, and
    b) where the consumer both was supplied the product and used or consumed the product on site.

    Example: A fast-food restaurant.

2. Collected from an eligible source at the time a related product was installed or delivered.

    Example: A technician installs new equipment in a consumer's home and the technician takes away all the recyclable packaging materials after installation.

Producers must provide a list of sources used to determine the supply deductions for designated materials. This list should be made available for inspection by Divert NS upon request.

6.0 Maintenance of supply records and reporting

The Nova Scotia EPR for PPP regulations Section 31 requires each producer to keep all of the following in a paper or electronic format that can be examined in the province for a period of five (5) years from the date of their creation:

a) Records related to arranging, establishing or operating a common collection system for the purpose of fulfilling responsibilities relating to designated material,

b) Records related to information required to be submitted to the registry,

c) Records related to arranging, establishing or operating a promotion and education program required under these regulations,

d) Records related to the weight of designated material supplied to consumers in the province for which the person is a producer,

e) Any agreements relating to the information described in this Section.

Appendix A: Component Threshold Rule

For the purpose of the component threshold rule, the following definitions apply:

- A component is an integrated part of the packaging, paper products and packaging-like products, and is attached to the package when supplied to the consumer.

  Examples of components include the label on a water bottle, the steel lid on a glass bottle, staples holding together a calendar, tape holding together a cardboard box or the plastic window in an envelope.

- An ancillary component is defined as packaging, paper products and packaging-like products items that help the consumer use the product and are attached to the packaging or product when supplied to the consumer.

  Examples of ancillary components include a mascara brush forming part of a container closure, a toy on the top of candy packaging acting as part of the closure, devices for measuring that form part of a detergent container cap, or the pouring spout on a juice or milk carton.

The component threshold rule only applies to components and ancillary components as defined above. The component threshold rule cannot be applied to products in which several items are packaged together using different packaging materials. For example, the plastic film around a pack of juice boxes or water bottles or samples provided in a magazine must be reported separately.

The component threshold rule is applied as follows:

- If a component or an ancillary component weighs less than 5% of the overall weight of all packaging components combined, then the producer is required to report the weight of the component or the ancillary packaging under the material category that represents the majority of the package's weight.

- If a component or an ancillary component weighs more than 5% and remains attached to the packaging when the consumer discards the packaging, then the producer is required to report the packaging component or ancillary packaging under the material category that represents the majority of the package's weight.

- If a component or an ancillary component weighs more than 5% and will not remain connected to the packaging, when the consumer disposes of the product or packaging, then the producer is required to report the packaging component or ancillary packaging under the specific material category associated with the packaging component or ancillary component.