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November 7, 2006

Dear Trade Partner:

In keeping with the growing popularity of alternative packaging and the increasing number of such products in the Ontario marketplace, the LCBO has developed new shipping container standards specifically for Tetra Pak containers. These standards have been developed with the assistance of industry and trade representatives. They are designed to ensure the integrity of Tetra Pak containers at every stage of the supply chain, including safe storage within LCBO warehouses.

This is also an opportune time to introduce the new Single-field-of-vision labelling requirements and alcohol declaration formats, and the LCBO's simplified Guide to Canadian Labelling Requirements. We are also taking this opportunity to remind our trade partners of several existing packaging requirements and policies including: shrink wrapping of tray-packed goods, improperly load containers, elimination of LCBO Numbers (formerly CSPCs); and phytosanitary treatment of wood products entering Canada.

**Standards for Tetra Pak Shipping Containers:**

- Shall be die-cut Regular Slotted Containers (RSC) constructed from "C" flute corrugated fiberboard having a minimum burst strength of 275 pounds per square inch (p.s.i.) and a combined weight of facings of not less than 138 pounds per 1000 square feet (excludes the fluted medium but includes all inner facings used to construct double and triple wall corrugate). Fluted medium(s) shall be constructed from Kraft paper weighing not less than 33 pounds per 1000 square feet.
- Facings and corrugated mediums shall be constructed from 44 C Kraft paper.
- Top and bottom flaps shall be scored not perforated.
- Zippers are permitted, provided the strength and integrity of the corrugated board is not compromised, e.g., perforations are not permitted.
- Full contact printing is not permitted except on the lower portion of the shipping container if a zipper is used. Full pre-printing, simply printing and positive printing are permitted.
- Shipping containers will be configured in the following manner:
  - 4 x 3 - 1L (Prisma or Brick)
  - 6 x 4 - 500 mL (Prisma or Brick)
  - 2 x 3 - (4 x 250 mL) Multi- Pack Consumer Unit
- All shipments must be loaded in accordance with LCBO requirements for "Truck Loads and Inter-modal Containers. (see Product Packaging Standards)
- Selling- units and in the case of multi-pack selling units - the individual consumption units shall be marked with an official recycle symbol.



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LCBO Product Packaging Standards will be updated to include the above requirements in the next publication, November 2006. These standards are available on-line from the Trade Resources web-site at:

[http://www.lcbotrade.com/pdf/Prod%20Pkging%20Stds\\_Guidelines%20Chemical%20Analysis.pdf](http://www.lcbotrade.com/pdf/Prod%20Pkging%20Stds_Guidelines%20Chemical%20Analysis.pdf)

### **Single Field of Vision and Alcohol Declaration Formats:**

In anticipation of the Canadian Government's endorsement of the World Wine Trade Group's (WWTG) Agreement on Requirements for Wine Labelling, LCBO Quality Assurance will now accept placement of mandatory federal label information in a "Single Field of Vision," for all beverage alcohol products. In summary, this means all label information must be clearly visible, in the required formats, sizes and languages, on any panel of the "container" except top or bottom, in such a manner that all information appears in a single field of vision.

A "container" means a receptacle, package, wrapper or confining band in which a product is offered for sale, and includes decorative gift boxes, gift packages and tubes.

The LCBO will now also accept alcohol declarations in the following formats: X % alc./vol. or alc. X %/vol. Please note, both of these abbreviated formats are considered to be bilingual. Alc. X % by vol, Alcohol X% by Volume or X% Alcohol by Volume are considered to be English only and require the French equivalent to also appear.

### **Simplified Guide to Canadian Labelling Requirements:**

LCBO Quality Assurance has developed the *Simplified Guide to Canadian Labelling Requirements*. Although most requirements are Canadian federal regulations, some come from other sources (Canadian Food Inspection Agency (CFIA) policy, Province of Ontario regulations, Canadian Association of Liquor Jurisdictions (CALJ) Product Identification Standards and LCBO Product Packaging Standards).

This pictorial guide illustrates key elements that are required to appear on the labels of products purchased by LCBO. A copy is attached for your reference. The guide and answers to most commonly asked questions will be available this fall on-line, from our Quality Assurance web page on the LCBO's Trade Resources web site at, [http://www.lcbotrade.com/programs\\_qa.thm](http://www.lcbotrade.com/programs_qa.thm).



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### **Products Packaged in Shrink-Wrapped Trays:**

LCBO Product Packaging Standards set out minimum requirements for products packaged in shrink-wrapped trays. Ongoing reviews of products arriving at our Retail Service Centres suggest that not all suppliers are adhering to these standards. In some cases the shrink wrap is loosely applied, seams run along the length of the tray walls and the end joints are open.

Non-compliance with LCBO requirements creates potentially dangerous situations for employees and customers who handle tray pack products with loose shrink wrap. In addition, seams running along the length of the tray walls and open ends pose scanning and conveyability issues within our Retail Service Centres. The following is an excerpt from LCBO Product Packaging Standards.

- Care must be taken to ensure that the side and end panels of the shipping containers remain flat, smooth and free of any physical irregularities between the bottom of the container and a height of 3.5" (8.9 cm).
- The minimum thickness of the shrink-wrap for the corrugated fiberboard trays is 7.0 mils (.0007" or 0.18 mm).
- When visually inspecting the fiberboard trays the tension of the shrink-wrap must be tight.
- Seams or other imperfections must not interfere with the application of labels onto the side or end panels of the shipping containers. They must run the length of the tray over the top, bottom and end panels. Seams are not permitted to run along the length of the side panels, e.g. along the length of the tray walls.
- Shrink wrap shall be applied in such a manner as to ensure the shrink wrap material completely envelops the entire tray and its contents. Openings are not permitted.

### **Improperly Loaded Containers:**

LCBO Retail Service Centres (RSC's) continue to report problems receiving containers that are not loaded in accordance with LCBO requirements. Specifically, multiple Stock Keeping Units (SKU's) loaded in the same container must be separated across the width of the container. In addition, containers shall be loaded up to the face of the doors without head space between the doors and the last row of product. If order quantities do not permit this the load must be adequately secured to prevent shifting using braces or by stepping down the last three rows. Shifting loads pose a serious health risk to LCBO employees and result in decreased productivity and increased breakage.

Please ensure your suppliers are aware of the LCBO's requirements for Truck Loads and Inter-Modal Containers and Pre-Palletized Loads, detailed in our Product Packaging Standards. Suppliers should also be reminded it is the responsibility of the person loading the container to ensure the load is stabilized to prevent shifting during transit. Effective immediately, improperly



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loaded containers will be re-directed to a third party to be de-stuffed and all associated costs will be debited to against the suppliers account.

**LCBO/CSPC Numbers Discontinued:**

The Canadian Association of Liquor Jurisdictions has officially eliminated use of LCBO/CSPC Numbers. Effective January 1, 2006, suppliers were to remove these numbers from all packaging, including selling-unit labels and shipping containers. We continue to receive product with LCBO/CSPC Numbers on the packaging. Please be advised, LCBO will permit suppliers to exhaust existing inventories of product packaged with LCBO/CSPC Numbers until December 31, 2006. Shipments received after this date may require corrective work to remove these numbers from the packaging. Corrective work will also be performed if a product arrives with an LCBO/CSPC Number other than the number assigned by the LCBO. In either case the vendor will be responsible for all associated costs.

**Phytosanitary Treatment of Wood Packaging Materials:**

A reminder that all wood packaging materials, including pallets, dunnage, packing blocks, drums, spools, skids, crating, cases and gift boxes entering Canada from outside the Continental USA, must be heat treated or fumigated with methyl bromide in accordance with the ISPM No.15, *Guidelines for Regulating Wood Packaging Material*. In addition, all wood packaging materials must be marked with an approved international mark certifying treatment.

The Canadian Food Inspection Agency (CFIA) has begun their container inspection program and may refuse entry of containers carrying wood packaging materials that are not in compliance. Vendors shall be held responsible for any costs incurred by the LCBO as a result of containers being rejected.

Thank you for your continued cooperation and please share this information with your members and associates. Any questions should be directed to LCBO Quality Assurance at (416) 864-6724 or via e-mail at [qualityassurance@lcbo.com](mailto:qualityassurance@lcbo.com).

Sincerely,

George Soleas, M. Sc., Ph.D.  
Vice President, Quality Assurance