



Discover the World

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Attention: Trade Associations

Dear Sir/Madam,

**RE: LCBO Product Packaging Standards**

Over the past several years, LCBO has made substantial capital investments to further upgrade and automate our Retail Service Centres (Logistics warehouses). These investments not only improve operational efficiencies and reduce our overall case handling costs, but also improve ergonomics for our workforce. Highlights include the commissioning of destuffing platforms to off-load inter modal shipping containers, the introduction of outbound auto-palletizers to palletize store orders and the installation of new pallet and case conveyer systems to transport product throughout our facilities.

In addition, LCBO has consulted with industry packaging councils and trade organizations to review and enhance our *Product Packaging Standards*. Most notably, was the recent introduction of Edge Crush Test (ECT) as an acceptable test method for rating corrugated shipping containers and national acceptance of the Code 128 bar codes as valid formats for use as Shipping Container Codes (SCC-14's).

LCBO has been enforcing our *Product Packaging Standards* for several years. Despite this enforcement there are still many products arriving with non-conformances that impact our operations. In order to maximize the benefits of the investments, it has become necessary to ensure all products entering our RSC's are **fully** compliant with our *Product Packaging Standards*. Highlights include:

1. **Case Markings**

- Shipping Container Codes (SCC-14)
- Product date code
- Product description including size and number of units per case
- Weight of shipping container

2. **Shipping Container Design:**

- Corrugated cartons or trays must meet the required burst strength or ECT rating for the size and type of containers packaged inside
- Bottle partitions are mandatory and must meet the requirements for the size and type of containers packaged inside and must be secured within the carton to prevent displacement
- Trays must be shrink-wrapped
- Minimum dimensions: **Height** 11.5 cm (4.5 in.), **Length** 20.0 cm (7.9 in.), **Width** 16.0 cm (6.3 in.)
- Maximum dimensions: **Height** 51.0 cm (20.1 in.), **Length** 54.0 cm (21.3 in.), **Width** 40.6 cm (16.0 in.)
- Maximum case weight: 18.9 kg

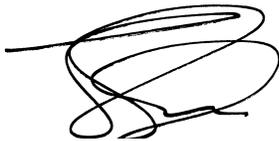
3. **Highway Trailers (product sourced from within Continental North America):**
  - Shipped on 48 x 40 inch CPC or equivalent pallets
  - Product is palletized in LCBO assigned Ti – Hi's
  - Anti-skid cohesive/adhesive is applied between each tier
  - Top tier is secured using poly straps or tie ropes
  - Load stabilized to prevent pallets from shifting
4. **Inter-Modal Containers (product arriving via ocean freight):**
  - Cartons loaded directly onto the floor of the containers
  - Product loaded in a contiguous manner by SKU across the width of the container from front to back
  - Load stabilized to prevent cartons from shifting
5. **Consumer Selling Units:**
  - Must be tamper-evident
  - Must meet all packaging and labeling requirements as specified

Effective immediately, LCBO will implement strict enforcement of all packing requirements for all products, including Vintages Front Line Release and Essentials, niche market and special purchases and LCBO wines, beers and spirits and gift items. Our Quality Assurance team has been directed to take immediate action to correct any deficient packaging and, per the Terms and Conditions of Purchase, charge back suppliers for all associated costs incurred. A soft copy of the LCBO's Packaging Standards and Guidelines for Chemical Analysis can be downloaded from our **Doing Business with LCBO** trade website.

We recognize and appreciate that many of our suppliers ship products to other markets where packaging requirements may be less stringent than those required by LCBO. We also recognize that there is a global shift towards a reduction in packaging in support of environmental and sustainability initiatives. LCBO is committed to supporting these initiatives, but at the same time we recognize the need to balance our environmental and sustainability programs with our operational requirements.

I am confident that together we can achieve packaging compliance and ensure our products are safely delivered to our retail stores, without delay or incurrence of additional costs to suppliers. Please contact the LCBO's Quality Assurance Department if you have any packaging related questions.

Sincerely,



George J. Soleas, M.Sc., Ph.D.  
Executive Vice President - LCBO

Copy: Bob Peter, President & CEO  
Nancy Cardinal, Senior Vice President, Sales & Marketing  
Bob Clevely, Senior Vice President, Retail Operations  
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