

Data Collection Checklist



Action	✓
Read 'Before Getting Started' guidance document	
Put a note in you diary for the deadline <ul style="list-style-type: none"> - Data needs to be ready to submit by the 28 February 	
Business description <ul style="list-style-type: none"> - Prepare a brief explanation of what your company does 	
Description of the packaging handled <ul style="list-style-type: none"> - i.e. the types of packaging your company handles and what you do with it 	
Check consultation changes <ul style="list-style-type: none"> - See our website for details of changes to the regulations that may affect you (https://www.valpak.co.uk/information-zone) 	
Review previous data sets if available <ul style="list-style-type: none"> - Check for any major differences in the data collected 	
Methodology <ul style="list-style-type: none"> - Keep a methodology which details how the data was collected and any assumptions made 	
Your data collection <ul style="list-style-type: none"> - Ensure you have access to total weights of materials handled split by activity and UK/Imports/Exports - Ensure you keep records relating to your data for the last 4 years. This will be required in the event of an EA audit 	

For further guidance and detailed information please contact the Valpak Data Management Team on 01789 208 733 or email data.managment@valpak.co.uk