

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 Insights Team on **01789 208 733** or email data.insights@valpak.co.uk