

Guidelines for Completing the Data Collection Template

Introduction

This document has been designed to help your company understand and collect the relevant data required to comply under the packaging waste regulations. It has been designed for use in conjunction with one of our data collection templates.

Please read the 'Before Getting Started' document to give you some background information relating to The Producer Responsibility Obligations (Packaging Waste) Regulations and what may be involved in calculating your obligation.

"Imported Raw Materials" Sheet

List all raw material that you may use during the manufacturing process.

Examples include:

- Component parts
- Chemicals/liquids
- Plastic polymers
- Ingredients
- Paints

"Imported Empty Packaging" Sheet

List any directly imported empty packaging that you may fill on site or sell on.

When you are importing empty packaging you also need to declare the packaging it arrived in. Therefore you will need to populate columns I - AG for applicable materials.

"UK Empty Packaging" Sheet

List any UK Empty packaging that you sourced in the UK and packed/filled, e.g. empty cardboard boxes or bottles you filled with product.

"Finished Goods" Sheet

List all Packed/finished goods that you would bring in and supply on to your customer(s), e.g. packed toys that you would sell on.

You will note that there are multiple distribution channels listed Sales Information. Only complete the columns that are applicable to your business activities, e.g. you may only sell to wholesalers and distributors therefore leave out columns D, E G H & I.

Packaging Weights:

On the template record the weights of the packaging in grams. The grams will be converted to metric tonnes (1,000,000 grams in a tonne) for the data submission form at a later stage. Record packaging weights separately for each material type.

Keep a record of the sales units used. The packaging weight should be for that sales unit. E.g. If you sell 60 bottles of shower gel in cardboard cartons with 30 cartons per pallet, your sales units may be number of bottles sold or number of cartons sold or number of pallets sold.

Sales units	Bottle weight (Primary)	Carton weight (Secondary)	Pallet weight (Transit)
Bottle sales	Weight of 1 bottle	Weight of carton / 60 (no. of bottles per carton)	Weight of pallet / 1800 (no. of bottles per pallet)
Carton sales	Weight of bottle x 60 (number of bottles per carton)	Weight of 1 carton	Weight of pallet / 30 (no. of cartons per pallet)
Pallet sales	Weight of bottle x 1800 (no. of bottles per pallet)	Weight of carton x 30 (no. of cartons per pallet)	Weight of 1 pallet

Sales/Purchase Information:

The data you enter must be based on the packaging handled in the previous calendar year. E.g. 1st January - 31st December.

Unit of measure must be considered. If your sales UOMs are in litres or kilograms etc. please convert these to single unit measure. For example, one 25kg drum of product should be recorded as 1 single unit of sale.

This template does not calculate or populate the data submission from but provides a facility to collect and store your compliance data.

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