



Packaging Data Template Guidance

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August 2014

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1. Introduction

Valpak Data Solutions (VDS) collect packaging data for numerous companies to help them comply with regulations or aid them in projects that help minimise their environmental impact. Regulations like the Packaging Waste Regulations in the UK require companies to collect packaging details by material and packaging layer so companies can aptly calculate their obligation to fund the recycling infrastructure in the UK. However, as companies aim to reduce the environmental impact of their packaging, or comply overseas, further details on data is required.

As a supplier to one of our customers, we aim to request data once from you only. We do not want to burden you with a request for a single set of requirements only then to send another request for another set of requirements.

This document outlines the requirements of your customers, and an explanation on how to populate the accompanying template. The template asks for basic product information and most importantly details on its packaging; an example of the required data can be found in the example tab of the template document. We have designed the template to be used by multiple suppliers, and if you find that this isn't working for you, we would appreciate your feedback and work with you to come up with the best solution possible.

2. Column Headings

The template asks you for the following column headings:

2.1.1 Product Details

Customer Name	If you supply this product to a single customer, specify who this is supplied it to. This helps us apply your data to the correct product and customer.
Product ID	Use the product list that Valpak provide you to indicate the product ID.
Product Description	Use the product description that Valpak provide you.
Barcode	
Single Product Size / Weight	Indicate the product size of the product, for example 330ml or 6 x 330ml.

2.1.2 Packaging Details

Packaging Layer	<p>Indicate which packaging layer you are describing. For further details please see Figure 1: Packaging Layer and Product Per Layer</p> <p>Primary: Any packaging that the customer will take home, remove and throw away e.g. aluminium can, plastic bottle</p> <p>Secondary: Any packaging that the retailer will throw away, usually before the product is</p>
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	<p>displayed for sale e.g. cardboard tray, plastic wrap. It can also include any packaging used to display the products, e.g. Shelf-ready packaging and counter-top display units (CDUs).</p> <p>Transit: Any transit packaging e.g. pallets, shrink wrap, staples or strapping.</p>
Material	<p>Materials should be as specific as possible, please see 'List of Materials' below for examples.</p> <p>If the material used in your packaging is not in the list below, please input this onto the sheet accordingly.</p>
Multipack Outer Packaging	<p>If you supply your customer products sold as a multipack (for example a 6 pack of crisps, or a 24 pack of lager), please indicate with a yes or no whether the packaging you are describing is the multipack outer packaging.</p> <p>For example: The bag around the packets of crisps or the box around the 24 cans of lager.</p>
Packaging Type	Indicate what the packaging is. For example, can, lid, box, case, etc.
Is the packaging biodegradable?	In this field indicate whether the specific packaging you are describing is biodegradable.
Place of Pack/fill	This should be where the specific packaging item is pack/filled. Please specify country of pack/fill.
Place of Manufacture	This should be where the specific packaging item is manufactured. Please specify country of manufacture.
Supplier of Packaging	Indicate who your supplier is of this specific piece of packaging.
Recycled Content Post Consumer	<p>If the packaging item has been manufactured using recycled material, please specify this as a percentage.</p> <p>Post-consumer relates only to material generated by households or by commercial end users.</p>
Recycled Content Pre Consumer	<p>If the packaging item has been manufactured using recycled material, please specify this as a percentage.</p> <p>Pre consumer relates only to material diverted from the waste stream during the manufacturing process.</p>

<p>Recyclability</p>	<p>Indicate in this field the recyclability category of the specific packaging you're describing.</p> <ul style="list-style-type: none"> • Widely recycled: used when 65% or more of local authorities have kerbside collection facilities for that packaging type in their area. • Check local recycling: used when 15% - 65% of local authorities have kerbside collection facilities for that packaging type in their area. • Not currently recycled: used when less than 15% of local authorities have kerbside collection facilities for that packaging type in their area. • Widely recycled at recycling point: check locally for kerbside: recycling provision exists in over 65% of local authorities (including bring site and kerbside); kerbside collection exists in less than 65% of local authorities. Used for multi material cartons and metal foil packaging. • Recycle at larger stores with carrier bags - not at kerbside: For use on certain clean plastic films.
<p>On Pack Sustainability Messaging</p>	<p>What is the on pack sustainability message displayed on the packaging?</p> <p>Keep Britain Tidy Recycle Now Mobius Loop Recyclable Steel On-Pack Recycling Label None</p> <p>Please specify which type (from above) and state the exact message as seen on the packaging.</p> <p>Please note that it is possible to have more than one message.</p> <p>See 'Sustainability Messaging Guidance' below for further information.</p>
<p>FSC or PEFC Compliant</p>	<p>This field is used to indicate whether packaging is sourced through sustainable forest management (Only in relation to wood and paper)</p>

Green Dot	<p>The Green Dot is a widely recognised symbol in many European countries. It signifies that for each piece of packaging, a financial contribution has been paid to a national packaging recovery organisation. Indicate in this field with a yes or no whether this product displays the Green Dot symbol.</p> <p>For more information visit: http://www.valpak.co.uk/compliance-services/international-compliance/green-dot</p>
Packaging Weight	<p>What is the weight of this specific piece of packaging?</p> <p>Please use a calibrated scale to weigh this piece of packaging. If you require help in conducting a weighing exercise, please do not hesitate to call the Valpak Data Management team.</p>
Unit of Measurement	Indicate what your unit of measure is.
Products Per Layer	<p>The “products per layer” is the number of consumer units within the packaging.</p> <p>Please see section on Packaging Layer and Products per Layer (PPL)</p>

3. Packaging Layer and Products per Layer (PPL)

3.1.1 Retailer Suppliers

If you are a supplier providing this information for a retailer, your primary PPL will always be "1":

We need PPL information for secondary and transit packaging layers in order to calculate the weights per single consumer unit.

E.g.1 Product = Can of fizzy drink

Primary = PPL of 1 (sold as single cans)

Secondary = PPL of 10 (there are 10 cans of drinks in a tray with plastic wrap)

Transit = PPL of 100 (there are 10 trays, (each containing 10 cans) on the pallet wrapped in shrink wrap)

E.g.2 Product = 6-pack of bottled beer

Primary = PPL of 1 (sold as 6-packs)

Secondary = PPL of 4 (there are 4 6-packs of bottled beer in a tray with plastic wrap)

Transit = PPL of 40 (there are 10 trays, (each containing 4 6-packs) on the pallet wrapped in shrink wrap)



3.1.2 Wholesaler Suppliers

If you are a supplier providing this information for a wholesaler, your secondary PPL will always be "1"

E.g.1 Product = 6-pack of bottled beer, 4 units

Primary = PPL of 1 (sold as 6-pack by retailer so weight should be provided for a 6-pack of beer)

Secondary = PPL of 1 (sold as 4 6-packs by wholesaler so weight should be provided for 4 6-packs)

Transit = PPL of 10 (there are 10 trays, (each containing 4 6-packs) on the pallet wrapped in shrink wrap)

Figure 1: Packaging Layer and Product Per Layer

4. List of Materials

4.1.1 Paper and Cardboard

- Card
- Carton Board
- Corrugate Board
- Liquid Beverage Carton
- Other Paper / Card
- Cellulose Film

4.1.2 Plastic / Polymer Type








Symbol	Polymer type	Examples
	PET Polyethylene Terephthalate	Fizzy drinks Mineral water Squashes Cooking oils
	HDPE High Density Polyethylene	Milk bottles Juice bottles Washing up liquid Bath and Shower bottles
	Polyvinyl Chloride	Usually in bottle form however not that common these days
	LDPE Low Density Polyethylene	Many types of packaging are made from these materials for example, plastic formed around meats and vegetables
	PP Polypropylene	
	PS Polystyrene	
	Other All other resins and multi- materials	

Figure 2: Plastic Symbols

For further information visit <http://www.recycle-more.co.uk/nav/page689.aspx>

4.1.3 Glass

- Green Glass
- Brown Glass
- Clear Glass
- Mixed Glass

4.1.4 Aluminium




4.1.5 Steel






4.1.6 Wood

4.1.7 Other

- Laminates
- Nylon
- Rubber
- Cork
- Hessian
- String
- Ribbon
- Ceramics
- Tin Plate
- Copper

5. Sustainability Messaging

<p>Glass:</p> <p>This symbol identifies Glass products that can be recycled. Glass packaging bearing this logo should be deposited in a glass recycling collection facility.</p>	
<p>Aluminium:</p> <p>This symbol identifies Aluminium products that can be recycled. Aluminium packaging bearing this logo should be deposited in an aluminium recycling collection facility</p>	
<p>Steel:</p> <p>This symbol identifies steel products that can be recycled. Steel packaging bearing this logo should be deposited in a steel recycling collection facility</p>	
<p>Paper:</p> <p>National Association of Paper Merchants</p> <p>Paper and board that displays the NAPM Recycled Paper Mark will have been made from a minimum of 50% genuine recovered fibre</p>	

<p>Wood:</p> <p>The Forest Stewardship Council (FSC)</p> <p>The FSC logo is displayed on products which contain wood from sustainably managed forests. These forests have been independently certified in accordance with the rules of the Forest Stewardship Council A.C.</p>	
<p>Mobius Loop</p> <p>Packaging that displays the mobius loop is capable of being recycled. However, please be aware that this symbol does not necessarily mean that the material can be recycled in the UK.</p>	
<p>Mobius Loop with percentage</p> <p>If packaging displays this mobius loop it contains x% of recycled material. Use of this symbol is voluntary. Not all packaging with recycled material content carries this symbol.</p>	
<p>On-Pack Recycling Label Scheme</p> <p>The On-Pack Recycling Label scheme aims to deliver a simpler, UK-wide, consistent, recycling message on both retailer private label and brand-owner packaging to help consumers recycle more material, more often. Launched by the British Retail Consortium (BRC) with support from WRAP, the On-Pack Recycling Label scheme is administered through a subsidiary company called OPRL Ltd.</p>	
<p>Tidyman symbol</p> <p>The Tidyman symbol asks consumers to dispose of rubbish carefully and thoughtfully. Do not litter.</p>	
<p>Compostable</p> <p>The 'seedling' is the registered trademark of European Bioplastics. Products certified to be industrially compostable according to the European Standard may bear this logo</p>	