



Packaging Compliance - Agency Review Preparation Guidance

“...we remain confident that Valpak provides us with a great combination of good value for money and excellent service provision...” KCOM Plc

One way in which the Environment Agency (EA), Northern Ireland Environment Agency (NIEA) and the Scottish Environment Protection Agency (SEPA) regulate the Packaging Waste Regulations is through an agency audit.

During an audit, data is reviewed to ensure it meets the accuracy requirements of the Packaging Waste Regulations, which requires data to be ‘as accurate as reasonably possible’.

It is the aim of the enforcement agencies to visit every three years; they will contact you directly to arrange these visits.

How to prepare

If you are expecting a visit from your relevant enforcement agency, the following advice should help you to prepare:

- Be prepared to discuss what your business does and what packaging it handles. The enforcement agency will expect a site tour if possible, or if not, examples of packaging
- Be prepared to talk through the data methodologies used including any assumptions made
- Have a copy of your current data form available in addition to any spreadsheets or paperwork that has been used in the data collection process. (Under the regulations you are required to keep data relating to your submission for four years)
- Have a full audit trail for the figures on the data form. For example; you will need to explain where the 100 tonnes of paper in table one packing/filling has come from
- Have a written procedure/methodology document in place. This should be kept updated and can be shown to the enforcement agency to illustrate your data collection methods. This will also help you each year when you come to submit your data

Following the compliance monitoring visit, the enforcement agency will send you a report summarising the visit and listing any actions or recommendations they wish you to take. We would be grateful if you could send us a copy of this report for our files. We can also help you with any resubmission required; please contact a technical advisor on [03450 682 572](tel:03450682572) or by email at info@valpak.co.uk.