Carestream

Guidance Notes for completing Carestream Health's (CSH) DCV Spreadsheet

This data is required to assist in compliance with the EU Packaging (Essential Requirements) and the Producer Responsibility Obligations (Packaging Waste) Regulations.

Instructions for Suppliers

Vendors are required to complete to this form to the best of their ability before returning to Carestream Health.

The Packaging Component Form is a excel spreadsheet made up of three worksheets; you are required to complete two of these sheets. An example of the information required is input in the cells as guidance.

Worksheet 1 – Supplier Details

Complete the Supplier Information section of the worksheet, giving company details and contact details.

Worksheet 2 – Packaging Details

Comment boxes and drop down menus will assist in completion of this form, also refer to Worksheet 3 which gives guidance as to the values that can be inserted.

Product Code: In most cases, this will be the Carestream Health product catalogue number, insert this if known.

Product Description: The official name of the product

Component Reference: The Carestream Health part number or supplier part number. If the component has no part number, this field may be left blank and the system will assign a reference number to the component

Component Details are required in the next section. If the CSH component reference is know, please use this.

Component Description: List all the components that comprise the packaging
(Consult the 'Look-Up Table Column A-Sheet 3 for examples)

Component Weight: The weight of the components (in grams).

BOM Qty: Enter the Bill of Material (BOM) quantity of the component used per sales unit / stock keeping unit (SKU). Some examples may be the best way to illustrate the concept:

The product is bottled soda water. There are 6 bottles in a paper carton, which is the sales unit (a consumer must buy 6 bottles and may not buy an individual bottle). In addition, the bottles are shipped to the store in cases of 24 bottles (4 sales units). Two 60 cm long pieces of tape are used to seal the case.

Component	BOM Qty
Bottle	6
Bottle Cap	6
Bottle Label	6
Paper Carton	1
Shipping Case	0.25 (1 case ÷ 4 sales units)
Tape	0.3 (1.2 meters ÷ 4 sales units)

The product is a package of eggs. There are 20 packages of eggs in a shipping case. There are two layers of 10 packages, and there is a protective pad on the bottom of the case, a second protective pad between the layers and a third protective pad on the top. The shipping case also contains a corrugated insert at each end to protect the eggs during shipping.

Component	BOM Qty
Egg Package	1
Shipping Case	0.05 (1 case ÷ 20 sales units)
Protective Pad	0.15 (3 pads ÷ 20 sales units)
Corrugated Insert	0.1 (2 inserts ÷ 20 sales units)

Component Type: Select the best choice from the drop down menu.

Pack Level: Select between Sales Packaging, Secondary Packaging or Transport Packaging.

Sales Packaging: The wrapping or containers handled by the consumer or end user. Protects and advertises the product (e.g. a foil wrapper around a chocolate bar)

Secondary Packaging: Larger cases or boxes that are used to group quantities of primary packaged goods for distribution and for display in shops. (e.g. the cardboard box around a large number of foil wrapped chocolate bars)

Transport Packaging: The containers that are used to gather the groups into larger loads for transport, which facilitates loading and unloading of goods. (e.g. wooden pallets and plastic wrapping)

1st/ 2nd / 3rd Materials: Most packaging components will be made from a single material and only requires data in the 1st material section. Selected items may be made from multiple materials, such as a film lamination of paper/aluminium/plastic. The components of these materials should be listed in order of highest content by weight.

Material Type: Select the basic material type from the pull-down list.

Material Sub Type: After selecting the Material Type, select the corresponding Material Sub Type from the pull-down list. If you make a change to the Material Type, you will need to remember to change the Material Sub Type as well; it does not update automatically.

Percentage: The total for 1st + 2nd + 3rd Materials must equal 100% reading across the row.

Recycled Material: Use this section to report the amount of recycled material used in the manufacture of the component.

Pre-Consumer Material: Materials and by-products from manufacturing processes that would be destined for disposal had they not been diverted from the waste stream for reuse or recycling. However, pre-consumer material does not include materials and by-products generated by and commonly reused in an original manufacturing process.

Post-Consumer Material: Materials generated by consumer, business or institutional sources that have served their intended use or completed their lifecycle and would be destined for disposal had they not been diverted from the waste stream for reuse or recycling

Total: Enter the weight in grams of recycled material used.

Post Consumer Waste: Enter the weight in grams of recycled material that is post consumer waste.

% Pre-Consumer: Enter the percentage of the material that is recycled pre-consumer waste.

% Post-Consumer: Enter the percentage of the material that is recycled post-consumer waste.

Plastic Form: For all parts with plastic as the primary material, you must identify the form:
Film (e.g. bag or bubblewrap)
Flexible - volume maintained (e.g. shampoo bottle)
Flexible - volume not maintained (e.g. toothpaste tube)
Rigid (e.g. CD case)

<u>Essential Requirements</u>

Heavy Metal Limits – Does the packaging contain less than   legal maximum permitted weight of heavy metals (these are currently cadmium, mercury, lead, hexavalent chromium, but it's the suppliers responsibility to comply to latest list and limits)? CEN Standard CEN/CR 13965-1

Dangerous   -   Any noxious substances as listed EU Directive 67/548/EEC CEN Standard
Substances   CEN/CR 13695-2

Re-use Route   - Indicate, Closed Loop (system by which packaging is reused by a company or group of companies) Open Loop (system by which packaging circulates amongst unspecified companies). Hybrid Reusable – remains with the end user. Hybrid One way – used to transport content to reusable packaging (ie. Detergent pouches to refill reusable container, CEN Standard CEN/CR 13429

Recovery Route   - It is not necessary to prove this is being done, only that the material is capable of being recycled. Select A, B or C from the drop-down menu.
CEN Standard CEN/CR 13430

Source Reduction   - The functionality of the individual packaging component. Enter the relative code from the drop down-menu. CEN Standard CEN/CR 13438

Support Document - Support documentation may include test report reference numbers, supplier declaration numbers, component specification, technical reference number, marketing statements etc.

Worksheet 3 – Look-ups

This worksheet provides look-up lists of options that will aid in the completion of the form.

Email the form to Carestream Health

• Send an email or click on this link:
  e-mail to: mailto:ww-mcd@carestreamhealth.com

Note: attach the completed Packaging Components Spreadsheet to the e-mail before sending.