
PET bottle categorisation tool user guide

Helping you to make your PET bottle as recyclable as possible

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1.0 Introduction

This tool was developed to allow users to input their company's sales data and individual component characteristics, and receive an output report providing:

- a) their own sales data spread across the three categories of recyclability, and
- b) a comparison of this output report with industry benchmark data.

This tool uses gathered sales data from other participating Retailers and Brands to generate industry benchmarks of 'recyclability categories'.

The tool is targeted at those organisations producing soft drinks, juices and mineral water in PET bottles.

2.0 Getting started

The online tool is available at <http://pet.wrap.org.uk>.

QUICK CHECK – the tool has been designed to allow non-registered users such as schools, universities and students to quickly check the recyclability of PET bottles to help support the academic sector.

REGISTER / LOG IN – **only retailers and brands** can register to use the tool's full capability. This is to ensure that gathered data can be accurately benchmarked across the drinks sector. To use the tool you must first request a user account from WRAP at the welcome screen. Click '**register/log in**' and then '**create a new account**'. The WRAP administrators will then set up your company, and each company can have **one** 'editor' account with permission to enter/edit data, and **one** 'read only' account with limited access.

3.0 Your company home screen

The first screen a registered user will see after logging in will be their company's home screen. Key areas have been highlighted on the screen grab below to help guide you through the options available for inputting data and producing reports.

Download the matrix showing the split of attributes across categories

Download a report of the previous years market benchmark data

Send a message to the WRAP staff who manage the tool

Click here to visit the main WRAP site

Back to WRAP >

PET CATEGORISATION TOOL

Welcome, Daniel | Home | Categorisation matrix | Previous benchmark | Email WRAP | Change password | Log out

Enter your data, view and analyse existing reports, compare with industry benchmark data (when available), create pdf reports and submit to WRAP

our Company Ltd

WELCOME | **REPORTS** | **SCENARIOS** | **CONTACTS** | **ORGANISATION**

Hi Daniel

Welcome to the PET categorisation tool. Here you can:

- Enter reports
- Create scenarios
- Edit your contact and organisation details

Quick links to the main features

If you need help, we have compiled a user guide to help you use the system.

- Download user guide as a PDF

Edit your initial password to something more memorable

Manage your organisation's details

Manage individual details of relevant staff at your organisation

Create hypothetical scenarios based on your data to predict impacts of planned changes

4.0 Key concepts of the tool

The tool is based around several key concepts:

■ Categorisation

- There are three different categories of recyclability: **A – ideal; B – not ideal but not detrimental**, and **C - detrimental**.
- Every attribute of a product is placed in one of these categories. A document showing this split can be found via the 'Categorisation matrix' link in the tool.

■ Products

- Each one of your bottle types is a 'product'. Products have several core attributes (e.g. name, your reference code, sales volume, weight).
- Products have multiple additional attributes, which determine categorisation as A, B or C (e.g. colourant, closure, label).
- A single attribute with a value of either B or C will make that entire product a B or C, even if all other attributes are A.

■ Reports

- You can create a single report per reporting year.
- Reports can include an unlimited number of products.
- Reports can be saved and edited up until the point they are submitted to WRAP, at which point they are locked. Only WRAP administrators can unlock the report.
- Data provided from all companies during the year will be collected and used to create the 'industry benchmark'. WRAP will inform you when this information will become available.

■ Analysis

- You can preview a draft analysis while editing a report.
- Once your report is submitted to WRAP, you can view by analysis and graphs, how your organisation is performing and compare to previous years (e.g. when data starts to be provided yearly).
- You can also compare the performance of your company against the industry benchmark, once this data becomes available.
- Analysis drafts and final reports can be downloaded in PDF format.

■ Scenarios

- Scenarios can be created from new or based upon an existing year (i.e. copying an existing report, and allowing extra changes).
- Scenarios can be used to see the effects of making changes to your products, without editing the actual reporting data for a previous year – or to create a hypothetical report for a future year based on manufacturing plans.
- Scenarios can be saved for future editing.

5.0 Creating a report

For ease of use whilst inputting the data, the data should be arranged and condensed per each unique product. Distinct brands or flavours of products are irrelevant where component categorisation is not affected. For example, if all 7 flavours of the product 'Fruit Pop' come in the exact same PET bottle, the sales data for these 7 varieties can be condensed into one product, provided the sales figures are summed. Therefore, sales data can be condensed according to distinct PET bottle/product types.

Data is entered within the 'Reports' tab. You will see a list of existing reports (if any) and the option to add a new report. You can add a new report assigned to any year for which you don't already have a report.

When creating or editing a report you can **(a) add new bottles**, **(b) edit existing bottles**, or **(c) copy existing bottles**. Copying is useful where you have very similar products, as the data will already be filled in. However, when copying existing bottles from previous year's to create a new report, current sales data will need to be provided.

Clicking 'Add bottle' provides you with a form to fill in. Hovering your mouse on the [?] icons will give you further notes if you need them. Once you've finished, click save. Any omissions will be highlighted. You are able to edit any bottle at a later date after you've saved it here.

In the report listing, click on a product name to view that product's details, and to make any changes.

NB: 'Quantity – Sales' input is required in whole numbers, not in 1000's or millions. Special care is required to ensure that quantity data is entered correctly, as the purpose of the tool is to compare market share quantities.

NB: The 'Density (g/cm³)' input asks the user to select which components are of a density greater than 1g/cm³. If no components are, select 'None'.

Icons appear next to each product name to indicate whether it is categorised as A, B or C.

Buttons at the bottom of the screen allow you to save your progress, view the draft PDF, or submit to WRAP. Once you submit to WRAP, the report is locked. WRAP administrators will raise any queries about your data.

6.0 Analysis

When you have submitted a report, the results can be viewed by clicking 'View/analysis' in the report listing.

The top of this page compares your data to the established 'industry benchmark'. The benchmark initially will only become available after a period of time when data from other companies also using the tool will be gathered. In future years, the previous year's benchmark will be available whilst the current year will again be produced once the data is gathered.

WRAP will inform the deadline to provide in order to be part of the industry benchmark for that year. The benchmark is administered by WRAP and will change over time as more companies input their data.

The data is presented in 'sales' and 'weight' format (grams), so that it can be seen what the absolute mass of materials is in the market.

A 'bottle issues' list provides a quick overview of which bottles are categorised as B or C, along with a list of the attributes that caused the bottle to be categorised in such a way.

Beneath the overview is a full listing of products, which can be sorted using the different attributes if necessary.

You can also download the full data as a PDF for your records.

7.0 Scenarios

Scenarios can be created from new or using data from an existing report. Scenarios work in a similar way to reports, allowing you to add or edit bottles. Once you've finished your scenario, you can choose a reporting year to compare it to, and view the analysis.

You can also download scenarios as a PDF.

8.0 Disclaimer

This tool uses gathered sales data from other participating Retailers and Brands to generate industry benchmarks of 'recyclability categories'. Therefore it is not representative of the industry, only those companies who are using and adding data to the tool.

WRAP will not publish or share the names of the companies or any specific information about the companies registered and using the tool. However, WRAP could mention that an industry benchmark was created based on e.g. 10 companies, when publishing the overall industry benchmark data.

The PET matrix was developed in partnership with UK plastic bottles reprocessors and will be reviewed periodically to incorporate any relevant changes in the PET bottle industry.