

**Packaging-data
readiness checklist**

Eight checks for a small catalog sample. Free operational worksheet | September 2026

Company: _____ Reviewer: _____
Sample / period: _____ Review date: _____

1. Identify the sample

Choose a small set of active SKUs. Record the legal entity, product versions, review period, and programs already identified by your company or adviser.

Status: Ready / Gap / Needs review Owner: _____

2. List every packaging component

Separate the container, closure or pump, label, carton, inserts, and relevant shipping packaging. Record quantities per selling unit and supplier part numbers.

Status: Ready / Gap / Needs review Owner: _____

3. Locate weights and units

Find finished component weights, their units, source documents, and effective dates. Keep unknown values blank and visibly flagged; do not treat a blank as zero.

Status: Ready / Gap / Needs review Owner: _____

4. Connect material evidence

Link each material description to its specification or other supplied evidence. Record layers or assemblies needing clarification. Final classifications require authorized review.

Status: Ready / Gap / Needs review Owner: _____

Assign the next step

5. Keep supplier requests specific

Ask for the exact part number, revision, weight and unit, material description, source specification, effective date, and a contact for changes.

Status: Ready / Gap / Needs review Owner: _____

6. Reconcile the sales inputs

Identify the owner of aggregated sales by state and period. Document the connection between sold units and packaging quantities; keep consumer-level records out of this preliminary review.

Status: Ready / Gap / Needs review Owner: _____

7. Separate gaps from assumptions

For each missing field, record the needed source, action owner, due date, and review status. Record any proposed assumption separately with its basis and required approval.

Status: Ready / Gap / Needs review Owner: _____

8. Assign review and change control

Name the person who approves the dataset, tracks packaging changes, and keeps prior versions. Confirm the next review date.

Status: Ready / Gap / Needs review Owner: _____

Next action: _____

Next review date: _____

Use current program instructions and qualified advice for applicability, classification, reporting, and permitted estimation decisions. This checklist is not a compliance determination or a filing form.

Free fit call: synterasystems.com/packaging-epr-intro

Worked example: synterasystems.com/packaging-epr-walkthrough