

# **BBPA CONTAINER BEST PRACTICE**

## **EMPTY CASK & KEG SUPPLY CHAIN CHECKLIST**

### **CONTAINER OWNER**

- **Unique identification**
  - Establish unique markings for container (refer to container database)
  - Register markings on container database and maintain to ensure up to date
  
- **Marking**
  - Physically mark containers with unique ID to allow easy identification for return

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### WHOLESALE (BREWER & TRADE)

- **Container balance**
  - Maintain container balance with customer – fulls delivered minus empties uplifted
  - Monitor trends – investigate growing or decreasing balances
  
- **Collection**
  - Provide resource to ensure collection of all empties promptly (next delivery or within 4 weeks of last delivery)
  - Monitor collection performance of empties (inc. third party distributors performance)
  - Uplift 'at risk' and 'stranded' containers except for those marked with a SIBA orange sticker
  
- **Closed & Lost accounts**
  - Operate account procedure to collect all empty containers from accounts that are lost or become closed
  
- **SIBA Member Wholesalers - Orange Stickers**
  - Attach SIBA Orange Stickers to all containers delivered directly to and collected from Retailer premises
  - Collect Orange Stickered containers within collection guidelines at all times (within 4 weeks of delivery)
  
- **Storage:**
  - Containers sorted by owner, correctly palletised and where appropriate details entered onto Spa Trak,

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### DISTRIBUTOR

- **Timely collection**
  - All appropriate empties - next delivery or within 4 weeks maximum of last delivery
  - All containers, except for SIBA orange stickered, whose BBD expired at least 1 month prior ('stranded')
  
- **Handling & Return**
  - Sort empties by owner / supplier using correct boards & pallets
  - Store empty containers securely
  - Return promptly; liaise with suppliers, container owners and Kegwatch
  - Ensure return by an authorised agent
  
- **Information**
  - Crew debrief procedure to identify container hot spots and gather intelligence
  - Pick up empties from lost / closed accounts
  - Provide 'hotline' number for the reporting of excess empties
  - Update Spa Trak as appropriate in a timely manner

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### RETAILER

- **Ownership**
  - Containers must be returned to Owner or Wholesaler -ownership of container never transfers
  - Containers cannot be sold or disposed of
- **Storage**
  - Store empty containers securely to eliminate risk of theft
- **Return**
  - Return promptly ensuring collector is properly authorised
  - Request uplift of any Keg Star containers
- **Excess empties**
  - Request supplier to arrange uplift any excess empties
  - Report non collection of empties promptly
  - Request collection of empties on change of supplier or closure
  - Escalate any collection to Kegwatch on 0808 100 1945

### MULTIPLE RETAILER

- **Container balance**
  - Obtain number of containers for uplift from customer and pass to supplier / distributor to enable planning of empties uplift
  - Maintain container balance with outlet (if possible) and investigate growing or decreasing balances
- **Closed accounts**
  - Notify suppliers / distributors of closing accounts prior to closure enabling empties to be recovered
- **Promote outlet best practice**