

## How to register as a producer of packaging using the National Packaging Waste Database



### The Producer Responsibility Obligations (Packaging Waste) Regulations 2007

NPWD provides the following functionality for producers:

- Online registration by producers registering directly with an agency
- Calculation of recovery and recycling obligation
- Online submission of Certificates of Compliance
- Ability to update and resubmit company details and data
- Issuing of 'Electronic packaging waste recovery notes' (ePRNs) and electronic packaging waste export recovery notes (ePERNs)
- Public registers of producers, compliance schemes and accredited reprocessor and exporters.

As producers, you have access to your historical data (2006 onwards) on the system and your details are rolled forward from previous applications in order to speed up re-registration.

#### Site address and User Guide

The NPWD site address is <http://npwd.environment-agency.gov.uk>

The NPWD User Guide can be accessed from the NPWD home page.

#### Frequently asked questions

##### **1. How do I obtain a login for NPWD?**

Anyone who is an obligated producer under the packaging regulations can request a login username and password from the Environment Agency in England and Wales, SEPA in Scotland and NIEA in Northern Ireland. If you have never been registered directly with us you will have to apply for an NPWD code for your company. Please get in touch with us to get an NPWD account set up. Please tell us if you were previously a member of a compliance scheme.

##### **2. How do I register as a producer?**

When you have been given a login name and password you will be able to go to your NPWD homepage and complete the online registration application form. Once you have checked and submitted the on-line form the agencies will carry out a check on your submission. We cannot accept your registration until we have received your application fee. We will then inform you on the outcome of your application.

### **3. What is an authorised electronic signatory?**

The packaging regulations require that an 'approved person' must sign the registration form and certificate of compliance. NPWD has a system where electronic signatures are used. Normally the electronic signatory would be a company director or company secretary. You will need to complete an authorised electronic signatory form that we will send to you.

### **4. What do I do if I need to submit an operational plan or consumer information obligations?**

You can upload documents as part of your online submission. You can upload an operational plan or CIO details as part as your application for registration.

### **5. How do I pay my fee?**

NPWD cannot accept online payment of fees so you must pay your application fee by cheque or BACS. We can also arrange for you to pay by credit card over the telephone. Only when we have received your on-line application and the fee will we be able to process the application.

### **6. How secure is NPWD?**

NPWD operates to a high level of security. Users are required to enter passwords and a 6 digit PIN in order to login and carry out transactions. In addition, the ePRNs and ePERNs have built in security features. You must keep your login details secure.

### **7. Can I have more than one user?**

Yes. The person from your organisation who obtains the NPWD login will be set up as a 'super user'. The super user will be able to set up other users from your organisation.

### **8. How do I purchase ePRNs and ePERNs?**

The database is not a trading system for ePRNs and ePERNs, it only records the evidence that has been acquired by you from an accredited reprocessor or exporter. You must still engage with reprocessors and exporters to undertake the transaction of acquiring evidence. Once you have agreed to purchase an ePRN or ePERN the reprocessor or exporter will issue it to you online. When you accept the ePRN and ePERN it will be credited to your online account. You can view your online account and see your ePRN and ePERN purchases at anytime.

### **9. What do I do if I need further help?**

For technical queries about how to use NPWD and for reporting problems phone 08708 506506.

For business and regulatory queries call: -

In England and Wales: 08708 506 506

In Scotland: 01786 457700 – Producer Responsibility Team

In Northern Ireland: 02890 569338