

## **NPWD08: How to submit an application for approval as an Approved Battery Treatment Operator or Approved Battery Exporter using the National Packaging Waste Database**

The National Packaging Waste Database has been developed over the past three years to provide an online interface for anyone with duties or responsibilities under the Packaging Regulations. The Batteries Regulations are very similar in scope, therefore NPWD is being further developed to support the batteries regime. Approved Battery Operators and Approved Battery Exporters can now apply for approval online.

### **Site address and User Guide**

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

### **Frequently asked questions**

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

Anyone who is intending to make an application to be an Approved Battery Treatment Operator (ABTO) or Approved Battery Exporter (ABE) under the batteries regulations can request a login username and password from the Environment Agency in England and Wales, SEPA in Scotland and NIEA in Northern Ireland. Please get in touch with us to get an NPWD account set up.

#### **2. Can I use my packaging login for NPWD?**

No. You must request a separate Batteries login which will give you access to the pages you will need.

#### **3. Will I need anything else before I make my application?**

When you request a login name and password you will be sent guidance notes to help you fill in your application and Word templates which will specify exactly what information you need to include in your initial application. You will also be sent a form requesting details of your “appropriate person”.

#### **4. Who is an “appropriate person”**

The batteries regulations require that an ‘appropriate person’ must sign the application form. NPWD uses electronic signatures so we will need to set up your appropriate

person to be the electronic signatory. This is normally a company director or company secretary. You will need to complete and return the electronic signatory form before you can submit your application.

## **5. How do I make an application?**

When you have been given a login name and password you will be able to access your NPWD batteries homepage and complete the online application form. You can complete part of your application and save it to complete at a later time. Once you have checked and submitted the online form the agencies will carry out a check on your submission. We cannot accept your application until we have received your application fee. The fee will be dependent on the number of sites being applied for, and the tonnage of Batteries treated, accepted, or exported during the compliance year.

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

NPWD cannot accept online payment of fees so you must pay your application fee by cheque, CHAPS or BACS. We can also arrange for you to pay by credit card over the telephone (not available in Northern Ireland). Only when we have received your online application and the fee will we be able to process the application.

## **7. What do I do to submit my Battery recycling efficiencies/process details and additional documents?**

You can upload documents as part of your online application. There is a section to upload specific documents, such as your Recycling processes and there is a section where you can upload any additional information. You can only upload files with extensions PDF, DOC, DOCX, XLS, CSV, PNG, TIF, TIFF, JPG, JPEG, GIF AND GIFF. The maximum supported file size is 20MB per file. If you have a file larger than 20MB you will need to save it into smaller sections and upload them separately.

## **8. What happens next?**

Once we have received your application we will check that it contains all the information we need to start our determination and decide whether you will be approved or not. You may apply for approval as an ABTO or ABE at any time and the approval is for one year only. It will last until the end of the year to which the application relates. If your application is complete we will accept it and it will be further processed to determine whether or not to grant your approval as a ABTO or ABE. Part of this process may include further clarification and submission of extra information that we require.

You will apply to the relevant environment agency in respect of sites in that agency's area of responsibility. For example, an applicant will make one application to SEPA in respect of all sites in Scotland, and you will need to specify the sites covered by the application. If you operate within more than one part of the UK, you will need to make more than 1 application. You should apply to the Environment Agency in respect of

sites in England and Wales, SEPA in respect of sites in Scotland and NIEA in respect of sites in Northern Ireland.

## **9. 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. You must keep your login details secure.

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

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

## **11. What further developments will there be for batteries?**

NPWD will be developed over the next year to provide full functionality for the batteries regime. The site will also be re-branded to reflect its wider status as a system for Producer Responsibility. This will include:

- Online registration by small portable, automotive and industrial battery producers
- Online registration of batteries producers by compliance schemes
- Online submission of Declaration of Compliance
- Ability to update and resubmit company details and data
- Issuing of 'electronic batteries evidence notes' (eBENs)
- Public registers of producers, compliance schemes and ABTOs and exporters.

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

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

To request a batteries username and password, or to arrange payment of the application fee and other related enquiries please call: -

In England and Wales: 08708 506 506

In Scotland: 01786 457700 – Producer Responsibility Team

In Northern Ireland: 028 90569383