

Waste Recording and the National Packaging Waste Database: Guidance note for reprocessors and exporters



The Producer Responsibility Obligations (Packaging Waste) Regulations 2007

Waste Recording for Accredited Reprocessors

As a reprocessor you do not need to record every load of packaging waste you receive. However, the system is flexible enough to enable such recording and the Agencies would encourage you to consider using it to record each load received if practicable. Using the system to record each load of packaging waste received may mean that you no longer need to upload additional supporting information requested by the appropriate Agency. If you are accredited on the basis of the sale of an end product you must record the tonnage of end product sold rather than waste received. You can discuss this with the appropriate Agency if you have any queries.

If you do not record each load of waste received or, if appropriate, the tonnage of an end product supplied, you will need to record the packaging waste on at least a monthly basis. NPWD uses these monthly records to populate your quarterly returns, making the submission of quarterly returns to the agencies faster and easier. You can record packaging waste more frequently if you wish to, if you have any questions on the frequency of waste recording you can contact the appropriate Agency to discuss.

To record waste, login, and on your 'Welcome Page' click on 'click here' in the 'Waste Recording' section. Now select the "Waste Received" button to bring up the data entry screen. Weights should be entered in whole tonnes. Please complete each entry carefully once you hit the "Create Waste Receipt" button no further changes can be made to that entry on the system and if you have made any errors you will be required to make an adjustment. The "Make an Adjustment" button can be used to make any amendments to the data.

Use the "Waste Supplied On" button to record waste that has been received under your accreditation but which you have transferred to another reprocessor or exporter. The sections on the waste received page should be completed as follows:

- **Section 1** Enter the month in which the waste was received
- **Section 2** If a national protocol is applied to the waste you receive select the appropriate protocol or select "100% packaging waste" if that is appropriate. If you have agreed a protocol with the Agency select "other".
- **Sections 3-5** Enter the total waste received and if appropriate enter the percentage of the locally agreed protocol in operation. If you are operating under a protocol you should enter the gross weight of the packaging waste received, the system will calculate the packaging waste content.
- **Section 6** If your entry relates to a specific consignment of waste please enter the details of who supplied the waste and the date of supply.
- **Section 7** If your entry relates to a specific consignment of waste you may enter other relevant notes, these could include your own internal reference numbers.

Waste Recording for Accredited Exporters

The Agencies strongly encourage exporters to use the NPWD to record each consignment of packaging waste exported. Using NPWD to record each consignment of packaging waste may mean that you no longer need to upload any additional supporting information requested by the appropriate Agency. This additional information is required to enable the Agencies to verify that ePERNs are only issued in relation to packaging waste exported to sites which have been approved by the appropriate Agency as part of your accreditation.

If you do **not** record each consignment of waste exported you will need to record packaging waste exported on at least a monthly basis and submit additional information to the appropriate Agency listing the approved sites to which the waste has been exported. NPWD will use the monthly records entered on the system to populate your quarterly returns, making the submission of quarterly returns to the agencies faster and easier.

To record waste, login, and on your 'Welcome Page' click on 'click here' in the 'Waste Recording' section. Now select the "Waste Exported" button to bring up the data entry screen. Weights should be entered in whole tonnes. Please complete each entry carefully once you hit the "Create Waste Receipt" button no further changes can be made to that entry on the system and if you have made any errors you will be required to make an adjustment. The "Make an Adjustment" button can be used to make any amendments to the data.

The sections on the waste exported page should be completed as follows:

- **Section 1** Enter the month in which the waste was exported
- **Section 2** If a national protocol is applied to the waste you export select the appropriate protocol or select "100% packaging waste" if that is appropriate. If you have agreed a protocol with the Agency select "other".
- **Sections 3-5** Enter the total waste exported and if appropriate enter the percentage of the locally agreed protocol in operation. If you are operating under a protocol you should enter the gross weight of the packaging waste exported, the system will calculate the packaging waste content.
- **Section 6** Enter the name of the overseas reprocessing site to which the waste has been exported and the country. (If you are recording on a consignment basis)
- **Section 7** Enter the date of export, the name or names of the companies that supplied the consignment for export and any internal reference numbers used by you. (If you are recording on a consignment basis)

Quarterly Returns for Reprocessors and Exporters

The data on waste received that you enter in the Waste Recording screens is extracted by NPWD and used to populate your quarterly returns. On or before the quarterly return deadline someone from your accreditation, namely a person who is authorised to issue ePRNs or ePERNs, should log onto NPWD and review the quarterly return. If they are satisfied that the information in the return is correct, they must tick the boxes next to each figure – even if it is a nil return, and then submit the return to the Agency. The timetable for submitting quarterly returns remains the same as in previous years (21 April, 21 July, 21 September and 28 February).

Waste/ePRN Summary

From here you will be able to view a summary of waste received/exported against ePRNs issued – you can only issue ePRN/ePERNs for an accreditation that has a positive waste balance and only to the value of that balance.

Carry Over

NPWD puts a flag on waste received or exported in December of any year. The flag is shown on the ePRN or ePERN with a suffix 'D' next to the year of issue. EPRNs or ePERNs issued against this waste can be used by producers or schemes for compliance in that year or the following year e.g. an ePRN issued against December 2007 waste can be used by the producer for compliance in 2007 or 2008.

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: 028 90 546 408