

How to register as a producer of packaging using the National Packaging Waste Database: Guidance note



**ENVIRONMENT
AGENCY**

The Producer Responsibility Obligations (Packaging Waste) Regulations 2005

The National Packaging Waste Database

The National Packaging Waste Database (NPWD) is a web-based database supported by the Environment Agency, Defra, the Scottish Environmental Protection Agency (SEPA), the Northern Ireland Environment and Heritage Service (NIEHS), the Advisory Committee on Packaging, companies obligated by the packaging regulations, reprocessors and compliance schemes. The database is being rolled out in a number of stages. The first stage went live on 1st April 2006 and deals with the submission of quarterly returns by reprocessors and exporters. The next stage goes live on the 1st February 2007. This release of the database will provide the following functionalities:

- Online registration by producers registering directly with an agency
- Online registration by compliance schemes
- Issuing of 'Electronic packaging waste recovery notes' (ePRNs) and electronic packaging waste export recovery notes (ePERNs) (from February 2007 ePRNs and ePERNs will be the only evidence the agencies will accept for the fulfilment of producers obligations)
- Public register

Using the NPWD will have a number of advantages for producers including:

- Simplified data submission
- Calculation of producers obligations
- Historical data tracking
- Improved Agency fraud identification
- Speedier national data publication
- Reduced paperwork

NPWD has four key functions for producers:

1. **Online registration:** once you have obtained a login from us you can go online, visit your homepage and register as a producer of packaging waste by completing the online registration form.
2. **Calculation of obligation:** when you complete the online application form NPWD will calculate your obligation for you
3. **Online re-submission of data:** if you are required to re-submit packaging data you can do it online
4. **Online transactions for ePRNs and ePERNs:** you can obtain ePRNs and ePERNs from reprocessors and exporters online and keep a record of your ePRNs and ePERNs in your online account.

Producers will also have access to their historical data (all data from 2006 onwards will be stored in the database) on the system and this should simplify and speed up future registrations.

Paper Based applications

If you are unable to register online you can still register using a paper-based form. The application form can be downloaded from our web site. If you do not register on-line you will not be able to directly manage your ePRNs and ePERNs on line. Where this is the case you will have to notify us each time you undertake a transaction.

Payment of Application Fees

NPWD cannot accept online payment of fees so you must continue to pay your application fee by cheque. Only when we have received your on-line application and the fee will we be able to process the application.

Site address and User Guide

The NPWD site address is <http://www.npwd.org.uk>. The NPWD User Guide can be accessed from the NPWD home page.

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Frequently asked questions

1. How do I obtain a login for NPWD?

Anyone who is an obligated producer under the packaging regulations can obtain a login from the Environment Agency in England and Wales, SEPA in Scotland and NIEHS in Northern Ireland. If you were registered directly with us in 2006 we will automatically post out to you a login. If you have not been registered directly with us in 2006 you will have to apply for a login, visit NPWD at <http://www.npww.org.uk> and click on the 'Apply for a login' link on the left-hand sidebar. Fill out and submit the online login application form.

2. How do I register as a producer?

When you have been given a login you will be able to go online to your homepage and complete the online registration application form (this is the same as the paper based form which you may have completed previously). Once you have checked and submitted the on-line form the agencies will carry out a check on your submission, and also that you have sent the relevant application fee. We will then inform you on the outcome of your application.

3. What do I do if I need to submit an operational plan or consumer information obligations (CIO)?

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

4. How do I pay my fee?

Payment of fees is still a process outside of NPWD. You must pay your application fee by cheque at the same time as you make an online application.

5. How secure is NPWD?

NPWD operates to a high level of security. Users are required to enter passwords and a 6 number 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.

6. Can I have more than one user?

Yes. Once you have obtained a login and become an authorised user you will be able to set up other users from your organisation.

7. 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 reproducers and exporters to undertake the transaction of acquiring evidence. Once you have agreed to purchase an ePRN and 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 any time.

8. Can I get a paper PRNs or PERNs?

No. From February 2007 there will be no paper PRNs or PERNs. However you can print a copy of your ePRNs and ePERNs for record purposes if you want to.

9. What do I do if I can't go online and use NPWD?

You can continue to submit paper-based applications. Where we receive a paper-based application we will add your details to the database, however you will not have access to the system to manage your application or records associated with your acquisition of ePRNs/ePERNs. In such cases you will have to notify us of each transaction associated with acquisition of evidence. And we will manage your online account on your behalf.

10. What do I do if I need further help?

For technical queries about how to use NPWD and for reporting problems phone Solution7 on 08708 505801. 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