

NPWD02: How to issue ePRNs and ePERNs using the National Packaging Waste Database (NPWD)

Accredited reprocessors and exporters can issue electronic packaging waste recovery notes (ePRNs) and electronic packaging waste export recovery notes (ePERNs) by using the National Packaging Waste Database (NPWD). ePRNs and ePERNs are the only valid evidence of recovery and recycling which producers and compliance schemes will be able to use under the packaging waste regulations.

NPWD Logins and security

If you are an accredited reprocessor or exporter, nominated contacts within your organisation will receive individual NPWD login details from us based on information you gave us when you made an application. In England and Wales the logins will come from the Environment Agency, in Scotland from the Scottish Environmental Protection Agency (SEPA), and in Northern Ireland from the Northern Ireland Environment and Heritage Service (NIEHS). It is important that you as an accredited party help to maintain the security of the NPWD by keeping your own login details secret and ensuring any colleagues with logins to keep their login information safe also.

When you login to NPWD you will be taken to your home page (the 'welcome page') from where you will be able to record waste received or exported, submit quarterly returns, issue ePRNs or ePERNs and view details of your online account.

Your account in NPWD

The NPWD works on a 'bank account' principle. In order to issue ePRNs and ePERNs you will need to record the receipt or export of packaging waste in the waste recording section of your welcome page in NPWD. You do not need to record every load you receive or export, although the system is flexible enough to enable such recording, but we recommend that you record packaging waste received or exported on a monthly basis. If you do this NPWD will use the 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 regulator to discuss.

Issuing ePRNs and ePERNs

Once you have recorded packaging waste in your online account you can issue ePRNs or ePERNs to producers, compliance schemes and if appropriate to one of the agencies. The first step is to raise an ePRN or ePERN by specifying the material, tonnage and recipient of the ePRN or ePERNs. You will be able to find the registered

producers, compliance schemes and Agencies by searching or selecting from the drop down list in the ePRN/ePERN page in NPWD. Once the ePRN or ePERN has been raised it must be authorised for issue by a PRN signatory within your organisation.

Carry Over ePRNs and ePERNs

ePRNs and ePERNs issued on packaging waste received or exported in December in any year can be used by producers and compliance schemes for evidence of compliance in that year or the following year. When raising a carry over ePRN or ePERN you must check the tick box in NPWD for 'December waste'. This will mark the ePRN or ePERN as available for 'carry over'.

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.

Frequently asked questions

1. How do I obtain a login for NPWD?

Anyone who is an accredited reprocessor or exporter 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 are accredited for 2007 we will post or email your login details to you.

2. Can I become accredited online?

No. To become an accredited reprocessor or exporter you must make a paper based application. Forms are available from the agencies.

3. How do I sell ePRNs or ePERNs?

Transactions for selling and buying take place outside of NPWD. Such transactions will continue to be carried out as they were before NPWD.

4. 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.

5. 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.

6. Can I sell paper PRNs or PERNs?

No. From February 2007 there will be no paper PRNs or PERNs. However you can print of a copy of your ePRNs and ePERNs for record purposes if you want to. You may also print out a copy of an ePRN or ePERN prior to final authorisation or issue if the recipient of the evidence wishes to see a copy of the tonnage allocated to them prior to payment.

7. 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 90 695 338