

NPWD03: How to carry out waste recording and submit quarterly returns using National Packaging Waste Database (NPWD)

Recording waste in NPWD

You do not need to record every load of packaging waste you receive on NPWD. NPWD allows such recording and we would encourage you to use it to record each load received if you can. 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.

If you do not record each load of waste received or the tonnage of an end product supplied, you must record the packaging waste on at least a monthly basis. NPWD uses these monthly records to populate your quarterly returns, making the submission of your quarterly returns to the agencies faster and easier.

Waste recording for accredited reprocessors

To record waste on NPWD, login, and on your 'Welcome Page' select '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 as once you hit the "Create Waste Receipt" button no further changes can be made to that entry on the system. If you make an error you must make an adjustment to correct the error. The 'Make an Adjustment' button can be used to make any amendments to the data.

You must 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

We 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 Agencies. This additional information is required to enable the us to verify that ePERNs are only issued in relation to packaging waste exported to sites which have been approved by us as part of your accreditation.

If you do **not** record each consignment of waste exported you must 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 as once you hit the 'Create Waste Receipt' button no further changes can be made to that entry on the system. If you have made any errors you must 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 accredited reprocessors and exporters

The data on waste received that you enter in the Waste Recording screens is used by NPWD 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 us. The deadlines for submitting quarterly returns are 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 allows you to put a marker on waste received or exported in December of any year. The marker 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 or scheme 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