

NPWD06: How to apply for accreditation as a reprocessor or exporter of packaging waste using the National Packaging Waste Database (NPWD).

Applying for accreditation as a reprocessor or exporter of packaging waste

You need no longer use a paper form to apply for accreditation. You can apply online using an electronic form in NPWD. The web address for NPWD is <http://npwd.environment-agency.gov.uk>.

Getting access to the online application form to apply for accreditation

If you are currently accredited and use NPWD to submit quarterly returns and issue ePRNs and ePERNs you can use your login to apply for an accreditation. You should log in and click on the 'Apply for an Accreditation' button. You can specify the type of accreditation you are applying for and make multiple applications for your organisation on NPWD.

If your organisation does not have an accreditation and login for NPWD you should use the 'Apply for a Login' facility on the NPWD home page.

Completing and submitting the form

The online form is similar to the paper based form you may have used in previous years. You should follow the instructions and complete all the parts of the form. You need not complete all the sections at once. You can complete part of the form and return to it later.

If you are applying as a reprocessor you will be prompted to upload documents such as a business plan, a sampling and inspection plan and, details of the recovery and recycling process you operate. You must upload these documents to complete the application.

If you are applying as an exporter you will be prompted to upload documents such as a business plan, and evidence of broad equivalence for overseas reproducers outside the European Union. You must upload these documents to complete the application.

You should make sure you have electronic copies of all these documents to hand when you make your online application.

When you have completed the form you will need to enter a PIN number to submit it to us electronically.

When we have received the completed electronic form and the payment we will pass it on to an officer at your local area office to determine the application.

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 a complete on-line application and the fee will we be able to process the application. You can view and print off a copy of remittance advice when you make your application on NPWD. The twelve week application period will commence when you have submitted the electronic form and we have received your payment.

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 you should already have a login. If you have never been accredited you should use the 'Apply for a Login' facility on the home page of NPWD.

2. 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.

3. Can I have more than one user?

Yes. Once you have obtained a login you can set up a 'super user' for your organisation. The super user will be able to set up access to NPWD to other users from your organisation.

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

You can submit a paper-based application. Where we receive a paper-based application we will add your details to the database. We need five working days to ensure that your application details are entered. If you do not apply using NPWD you will not have access to the system to manage your application or records associated with your issuing of ePRNs/ePERNs. In such cases you will have to notify us of each transaction associated with the issuing of evidence. We will manage your online account on your behalf.

5. 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

customer service line

08708 506 506

www.environment-agency.gov.uk

incident hotline

0800 80 70 60

floodline

0845 988 1188