

## NPWD05: How to submit certificates of compliance, statements of compliance, and revised operational plans using the National Packaging Waste Database (NPWD)

### Certificates of compliance for direct registrants

Producers of packaging who are directly registered with us must submit a certificate of compliance by 31<sup>st</sup> January each year. The certificate will show if you have complied with the packaging regulations and lists details of ePRNs and ePERNs which you have purchased to meet your recovery and recycling obligation.

You can view the summary of your obligation on your welcome page in NPWD, by selecting the relevant compliance year. You will need to accept any outstanding ePRNs and ePERNs before submitting your certificate. From here you can go to the electronic certificate of compliance (eCoC) submission page. There is an option to upload any additional information, for example a covering letter. If your main activity is selling you should also upload details of how you have complied with your consumer information obligations.

You can view a copy of your eCoC before you submit it. When you have accepted all your ePRNs and ePERNs and checked your eCoC, your authorised signatory can submit it by entering their PIN details, and pressing the **Click to submit** button. You do not need to send us a separate copy, but you can print a copy for your own records.

### Statements of compliance for compliance schemes

If you are a compliance scheme you must submit a statement of compliance by 31 January each year. The statement will show if you have complied with the packaging regulations and lists details of ePRNs and ePERNs which you have purchased to meet your recovery and recycling obligation. You must have uploaded your final template, and it must have been accepted before you submit your eSoC. You can submit a revised template up until 28 January. If you intend to submit after 21 January please contact your account manager so your template can be assessed promptly.

You can view the summary of your obligation on your welcome page in NPWD, by selecting the relevant compliance year. From here you can go to the electronic statement of compliance (eSoC) submission page. There is an option to upload any additional information, for example a covering letter. If you have consumer information obligations, you should also upload details of how these have been met.

You can view a copy of your eSoC before you submit it. When you have accepted all your ePRNs and ePERNs and checked your eSoC, your authorised signatory can submit it by entering their PIN details, and pressing the **Click to submit** button. You do not need to send us a separate copy, but you can print a copy for your own records.

### **Sending us Operational Plans via NPWD**

You must submit a revised version of your operational plan to us by 31<sup>st</sup> January each year if you are a:

- compliance scheme; or
- a producer of packaging who is directly registered with us and you have an recovery and recycling obligation of 500 tonnes or more.

You can upload the operational plan in electronic format onto NPWD. From your welcome page in NPWD, you can access the operational plan submission page by clicking on the link. Please ensure you select the relevant compliance year before uploading your operational plan and any supporting documents (e.g. operational plan excel template).

### **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