

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

Certificates of compliance for direct registrants

If you are a producer of packaging who is directly registered with us you must submit a certificate of compliance by 31st 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. From here you can go to the electronic certificate of compliance (eCoC) submission page. You can view and print a copy of your certificate of compliance and submit the certificate to us electronically.

You must remember to print off a copy of your eCoC, get it signed by an approved person and send it to the address below. In the case of a company an approved person is a director or company secretary, for a partnership it must be signed by all the partners.

Statements of compliance for compliance schemes

If you are a compliance scheme you must submit a statement of compliance by 31st 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 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. You can view and print a copy of your statement of compliance and submit the statement to us electronically.

You must remember to print off a copy of your eSoC, get it signed by an approved person and send it to the address below. In the case of a company an approved person is a director or company secretary, for a partnership it must be signed by all the partners.

Sending us Operational Plans via NPWD

You must submit a revised version of your operational plan to us by 31st 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.**

From your welcome page in NPWD you can go to the operational plan submission page. This is the same page from which you can send us an electronic certificate or statement of compliance (eCoC or eSoC). You can upload the operational plan in electronic format and send it to us with your eCoC or eSoC.

Address to send paper copies of certificates and statements of compliance:

Environment & Heritage Service
Producer Responsibility Unit
1st Floor
Klondyke Building
Cromac Avenue
Gasworks Business Park
Lower Ormeau Road
Belfast
BT7 2JA

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 Northern Ireland: 028 90 569338 Producer Responsibility Team