

## **How Compliance Schemes should submit data to the National Packaging Waste Database: Guidance note**



### **The Producer Responsibility Obligations (Packaging Waste) Regulations 2007**

#### **How Compliance Schemes should submit data to the National Packaging Waste Database**

Packaging compliance schemes must use an electronic template – the Scheme Data Template - to upload their scheme data into NPWD. The template is similar to the one that has been used for a number of years and can be obtained from the Agencies. There are a number of important issues to be aware of when using the data template:

- **No changes should be made to the layout of the Scheme Data Template - this may prevent the upload of data into NPWD.**
- **Schemes should also not paste data into any of the three shaded fields in the Targets Worksheet detailing member's obligations as this can overwrite formulas in the template. You may however paste text or data into template, the creation of any empty rows or gaps as a result of pasting in data or information should not cause any problems in the data upload process.**
- **You may if you wish insert extra worksheets to assist in the process of inserting or pasting information into the data template, but please delete these when you are ready to upload the data into NPWD.**

#### **Completing and uploading the template**

On the initial submission of data the template should be completed as directed by the relevant column headings, please refer to the comments at the head of each column for guidance.

#### **Resubmissions of producer's data**

When you come to make any further submissions of data (after the April 7<sup>th</sup> submission) it is important that you enter "Resubmission" in Column A in the Targets worksheet against the member for whom there is a change in data. NPWD will look for this cue in Column A and the amended information will be extracted into the system and form the new registration information for that scheme member. The former data set for that company will be retained in the system but will no longer be "live" data.

Entering "Resubmission" in column A of the Targets Worksheet applies whether it is a change to the obligation data for that scheme member or a change to their contact information.

You should continue to submit a covering letter and cheque outlining the reasons and background to any resubmission by post. You can also scan these documents and upload them at the same times as additional supporting documentation with your resubmitted data template.

The decision by the Agencies that only changes in obligation will trigger a resubmission fee or a late joiner's fee still applies. Changes to a scheme member's contact details will not trigger a resubmission fee, although you will be required to indicate on the template that it is a "resubmission" to ensure NPWD picks up the change.

#### **Members joining and leaving your scheme**

If a company joins your scheme the addition of a new scheme reference number in the relevant column in the Registration Worksheet will trigger the creation of a new entry on the system for that member. You should also enter this information in the Joiner's worksheet and enter "New Member" in Column A in the Targets worksheet.

If a scheme member leaves you should enter their details in the Leaver's worksheet and delete any entries for the former member from the other worksheets.

**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