

Business Readiness Forum

Resources & Waste

5 September 2023

Agenda

10:00 – 10:05	Welcome and updates	Kayti Boorman, Stakeholder Engagement, Resources & Waste
10:05 – 10:10	Regulatory Position Statement (RPS)	Chris Grove, Environment Agency
10:10 – 10:25	Reporting Packaging Data (RPD)	Peter Collins, Digital Team, Resources & Waste
10:25 – 10:35	Franchise Guidance	Jonathan Coldicott, Environment Agency
10:35 - 10:40	Statutory Instrument (SI)	Update given by host
10:40 – 10:55	Single Use Plastic (SUP)	Maria Alemao, Plastics and International Policy
10:55 – 11:05	Scheme Administrator (SA)	Georgia Ricketts and Jono Glassey, Participatory Design for Delivery

Agenda

11:05 – 11:20	Extended Producer Responsibility Engagement	Barbara Leach, Fees and Payments Calculator Lead
11:20 – 11:30	Round-Up, Next Meeting, Close	Kayti Boorman, Stakeholder Engagement, Resources & Waste

Regulatory Position Statement

Chris Grove
Environment Agency

Regulatory Position Statements (RPS)

The Environment Agency (Regulator in England) and the Scottish Environment Protection Agency (Regulator in Scotland) have now issued Regulatory Position Statement's (RPS) which confirms no legal enforcements will be taken as long as data, as per the regulations, is submitted by 31 May 2024 for businesses registered in England and Scotland.

Reporting Data

- Notwithstanding the publication of the RPS's for businesses registered in [England and Scotland](#), we encourage obligated producers to use all reasonable endeavours to report packaging data by the current reporting dates of 1 October 2023 and 1 April 2024 wherever possible.
- This packaging data is vital to our work and will be used to improve the modelling of illustrative base fees, which we know obligated producers need in order to plan effectively for their businesses. Without this reported packaging data, we cannot provide producers with the indicative costs they urgently require.
- The more data we have to work with the more accurate the illustrative base fees will be. We will share these first estimates by the end of 2023/early 2024.

Reporting Packaging Data

Peter Collins

Head of Digital

Resources & Waste

Department for Environment, Food and Rural Affairs

Reporting Packaging Data

- Large producers who are obligated under the new Extended Producer Responsibility (EPR) regulations to report their packaging data to the appropriate regulator in England, Northern Ireland, Scotland and Wales will need to create an account on the new Report Packaging Data (RPD) online service via gov.uk and enrol as a producer.
 - You can check to see if you need to report packaging data by checking the guidance on gov.uk.
 - Obligated large producers will need to report two sets of data for 2023 – from January to June, and July to December. If you don't have all the data from January to June, you can report data from March to June instead.
 - In 2023, obligated producers in Wales do not have to report data from January to June, but producers can choose to report that data if they wish.
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Reporting Packaging Data

- Obligated producers can nominate a compliance scheme to submit data on their behalf, but they will still need to create an account and enrol as a producer on RPD in order to do this.
 - RPD opened to producers on 16th August and over 2000 producers have already enrolled.
 - You can collect and record your data and upload it into the RPD online service now. Functionality to legally submit your data to the Regulator will be made available from 13th September 2023.
 - Unless you are a member of a Compliance Scheme and they have agreed to submit data on your behalf, you'll need to access RPD again on or after 13th September 2023 to make your legal submission to the regulator.
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Reporting Packaging Data

CSV Template – Detailed Input Sheet:

The screenshot displays the Microsoft Excel interface with a CSV template for packaging data. The spreadsheet is titled "PoM Universal Template draft v1..." and is open to the "DetailInput" sheet. The data is organized into columns: F (Packaging activity), G (Packaging type), H (Packaging class), I (Packaging material), J (Packaging sub-material), K (From Nation), L (To Nation), M (Quantity (kg)), and N (Quantity (units)).

Packaging activity	Packaging type	Packaging class	Packaging material	Packaging sub-material	From Nation	To Nation	Quantity (kg)	Quantity (units)
Self-managed organisation waste - (OW)	Organisation waste - (O2)	Aluminium - (AL)		England - (EN)			5	
Reusable packaging - (RU)	Non-primary reusable packaging - (P5)	Paper_Card - (PC)					9	
Self-managed consumer waste - (CW)	Consumer waste - (O1)	Other - (OT)	Bamboo				13	
Non-Household packaging - (NH)	Shipment packaging - (P3)	Paper_Card - (PC)					17	
Self-managed consumer waste - (CW)	Consumer waste - (O1)	Wood - (WD)					21	
Household drinks containers - (HD)	Primary packaging - (P1)	Steel - (ST)	Bamboo				25	5151
Small organisation packaging - all - (SP)	Non-primary reusable packaging - (P5)	Fibre Composite - (FC)					29	
Small organisation packaging - all - (SP)	Non-primary reusable packaging - (P5)	Glass - (GL)					33	
Household drinks containers - (HD)	Primary packaging - (P1)	Aluminium - (AL)					50	
Non-Household packaging - (NH)	Primary packaging - (P1)	Aluminium - (AL)						

A dropdown menu is open for the "Packaging material" column in row 12, showing the following options: Aluminium - (AL), Fibre Composite - (FC), Glass - (GL), Paper_Card - (PC), Plastic - (PL), Steel - (ST), Wood - (WD), and Other - (OT).

Reporting Packaging Data

CSV Template – Output Format Sheet:

The screenshot displays the Microsoft Excel interface with the following details:

- File Name:** PoM Universal Template draft v1...
- Formula Bar:** `=IFS(DetailInput!L9=0,"",AND(OutputFormat!J9="","",DetailInput!L9<>0),"ERROR: Remove To Nation",ISNUMBER(SEARCH("Error",OutputFormat!J9)),OutputFormat!J9,AND(OutputFormat!J9<>","",DetailInput!L9<>0),MID(DetailInput!L9,FIND("(",DetailInput!L9)+1,FIND(")",DetailInput!L9)-FIND("(",DetailInput!L9)-1))`
- Worksheet Data:**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
submission_period	organisation_id	subsidiary_id	organisation_size	packaging_activity	packaging_type	packaging_class	packaging_material	packaging_sub_material	from_nation	to_nation	quantity_kg	quantity_unit											
2023-P1	100001	L			OW	O2	AL		EN			5											
2023-P1	100001	L		IM	RU	PS	PC					9											
2023-P1	100001	100001A01	L		CW	O1	OT	Bamboo				13											
2023-P1	100001	L		SO	NH	P3	PC					17											
2023-P2	100002	S		ERROR: Pkg Activity Missing	CW	O1	WD					21											
2023-P2	100002	S		SO	HD		ST	ERROR: Should be BLANK				25	5151										
2023-P2	100002	100002A01	S	PF	SP	P1	FC					29											
2023-P2	100002	100002A02	S	SE	SP	PS	GL					33											
2023-P2	100003	L		HL	HD		AL					50	ERROR: Quantity Missing										

Taskbar: 18°C Windy, Search, Accessibility: Good to go, 15:52, 03/07/2023

Reporting Packaging Data

- As well as detailed guidance, we've released some short videos on our DEFRA YouTube channel to help producers through the account creation and enrolment process.
 - Further videos to support producers making their own data submission will be made available from 13th September 2023.
 - There is also a helpdesk dedicated to RPD:
 - Email: EPRCustomerService@defra.gov.uk or Telephone: 0300 060 0002
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Franchise Guidance

Jonathan Coldicott
Principal Technical Officer
Environment Agency

Licensors – licensed packaging

Schedule 2, paragraph 5

Only the following packaging or packaging materials are to be taken into account—

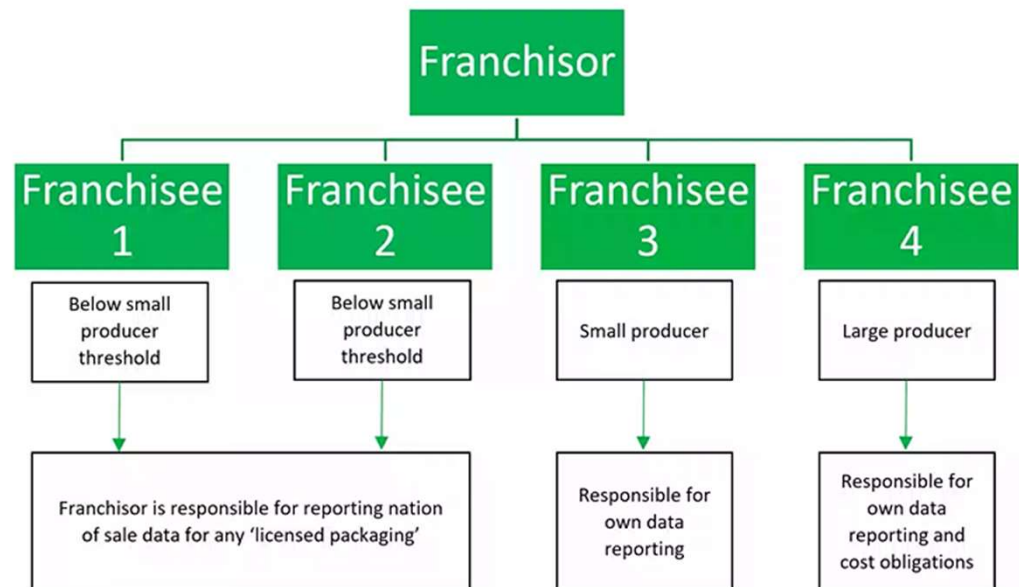
- a) packaging or packaging materials that bear a trade mark of the head organisation
- b) packaging associated with goods that bear a trade mark of the head organisation;
and
- c) where the member is obliged to—
 - i. purchase goods in packaging;
 - ii. purchase goods and associated packaging or packaging materials
 - iii. purchase packaging or packaging materials;

From the head organisation or, where the head organisation has negotiated some or all of the terms of the supply, a supplier nominated or authorised by the head organisation under the licence agreement, such packaging or packaging materials.

Licensors

- The licensor rules under EPR work differently to the 2007 regulations
- 2007 regulations
 - Licensor reports all 'licensed' packaging handled by licensees that are below the producer threshold
 - Licensor picks up the recycling obligation on licensed packaging handled by licensees below the producer threshold
- Extended Producer responsibility
 - Licensor reports 'licensed' packaging handled by licensees that are below the small producer threshold (25–50 tonnes of packaging & +£1 million turnover)

Licensors



EPR Statutory Instrument (SI) Consultation

W/C 11th September	Wednesday 13th – Producer fees Thursday 14th – Labelling provisions
W/C 18th September	Tuesday 19th – Disposal costs and Local Authority payments Thursday 21st – Reprocessor and exporter requirements
TBC	Cup takeback scheme engagement
9th of October	Consultation closes

Single Use Plastics (SUP) - England

Maria Alemao / Mark Wilkes

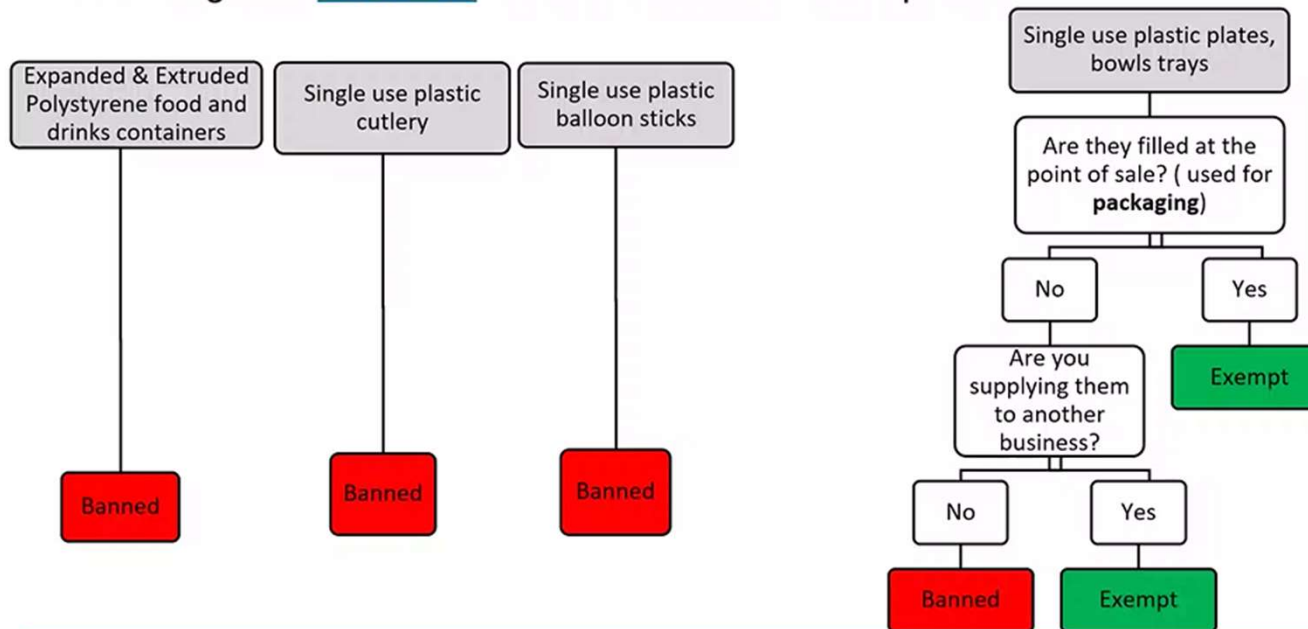
Plastics & International Policy

Resources & Waste

Department for Environment, Food and Rural Affairs

Single Use Plastics (SUP)

Are you ready? From 1 October 2023, it will be an offence to supply or sell the following items in England. [Guidance](#) for businesses has been published:



Single Use Plastics (SUP)

Plates, trays, and bowls used as packaging

The ban on the supply of single-use plastic plates, trays, and bowls will not apply to plates, trays, and bowls, that are used as packaging.

What counts as packaging?

This is a plate, bowl, or tray sold filled or filled at the point of sale.



Illustrative examples include:

- A plate, bowl, or tray pre-filled with food before sale, e.g., a pre-filled salad bowl
- A plate, bowl, or tray filled with food at the point of sale, e.g., at the counter of a takeaway
- A plate, bowl, or tray containing food covered with clingfilm prior to sale
- A selection of sandwiches on a tray, regardless of whether or not the tray is covered
- A plate, bowl, or tray used at a self-serve salad bar
- A plate, bowl, or tray used for delivery of food to a house

Single Use Plastics (SUP)

Context of other single-use plastic policies

Subject to existing restrictions:

- Single use plastic straws
- Single use plastic drink stirrers
- Plastic stemmed cotton buds
- Microbeads in rinse-off personal care products
- *We also continue to have a 10 pence charge for single-use plastic carrier bags.*

Single Use Plastics (SUP)

Definitions

Plastic definition

- Plastic is defined as a material consisting of a polymer to which additives and substances have been added and which can function as the main structural component of final products, with the exception of natural polymers that have not been chemically modified.
- This includes bio-based plastic, biodegradable plastic, compostable plastic, and recycled plastic. This is consistent with current single-use plastic regulations.
- With reference to the definition of plastic above, this includes items with a plastic lining.

Single-use

- Single-use means the item is not designed or intended to be reused.

Enforcement

Non-statutory options – e.g., warnings or advice. We're encouraging the use of non-statutory options where appropriate initially, especially in the first 6 months when some businesses may be familiarising themselves with the new requirements.

Enforcement powers come from the Regulatory Enforcement and Sanctions Act 2008. Sanctions include compliance notice, fixed monetary penalty, stop notice, enforcement notice.

Previous SUP legislation (straws, stirrers, and cotton buds + microbeads) has been updated to provide for fixed monetary penalties.

Applying the United Kingdom Internal Market Act



Only applies to trays and bowls.*

If trays and bowls can be sold legally in the part of the UK they are produced in or imported into (i.e. Wales, Scotland, or Northern Ireland), they can be legally sold in England.

*Because of the United Kingdom Internal Market Act 2020 (Exclusions from Market Access Principles: Single-Use Plastics) Regulations 2022.

Commonly asked questions

After 1 October 2023, can I continue to sell existing stock purchased before 1 October?

No.

Can I continue to sell this cup made from a different type of plastic to expanded and extruded polystyrene, e.g., a polypropylene cup?

Yes. Only expanded and foamed extruded polystyrene cups are banned.

Can I continue to sell reusable plastic items, e.g., reusable plastic cutlery?

Yes

Scheme Administrator Design Sprint

Jono Glassey

Participatory Design for Delivery

Resources & Waste

Department for Environment, Food and Rural Affairs

Scheme Administrator Design Sprint

- We have committed to introducing more participatory engagement on aspects of scheme design and delivery with members of the value chain. The initial focus is on SA design however there will be future sprints on other topics and we will extend out for volunteers who may be keen to get involved as we work through different areas of the programme through this PDD-approach
- The purpose of this Sprint is to draw from producers and wider value chain expertise to explore how external actors could be more involved in and/or own delivery of Scheme Administrator functions, for both the start of pEPR delivery and in the longer term.
- The Sprint will use a combination of higher-level sessions with Producer representatives and detailed workshops with technical experts as volunteered from across the value chain to explore what external ownership and delivery of SA functions could look like in practice.
- Over this five-week sprint, we intend to arrive at a recommended outline for enabling a more producer-involved Scheme Administrator from the start of the scheme, a defined proposal for a longer-term target-model cognisant of legal, commercial and classification considerations, and an outline for this transition.

Scheme Administrator Design Sprint

- The recommendations and outcomes from this Sprint directly contribute to the finalisation of the SI drafting and commercial processes for establishing the SA. As such, these Sprints are being carried out to a very limited timeline.
- Due to the very limited time and the technical level of detail that workshops will cover, we have had to keep the number of attendees limited while also making efforts to ensure sector and value-chain representation and input.

Producer Representatives

Role: provide the perspective of Obligated Producers in terms of what ownership and involvement in the Scheme Administrator means, SA functions of interest, and supporting the development of the end target model.

Size: 8-12 Members

Who: Members representing a range of producer sectors – both specific businesses and through trade associations.

Value Chain Technical Experts

Role: provide the detailed expertise and understanding to work through options and solutions for what ownership and delivery of functions and SA activity looks like in practice.

Size: 12-20 Members

Who: People with technical expertise in setting up similar schemes internationally, or similar functions within organisations, as well as experts from across the value chain who can provide sector expertise and specifically in a UK context.

Value chain involvement:

- While this Sprint is producer focussed, we will involve the wider value chain through the technical experts and a specific session focussed on getting the wider value chain feedback on the Sprint work
- Updates for all interested parties will be provided at the BRF and LARF, and through the CPR fortnightly newsletter

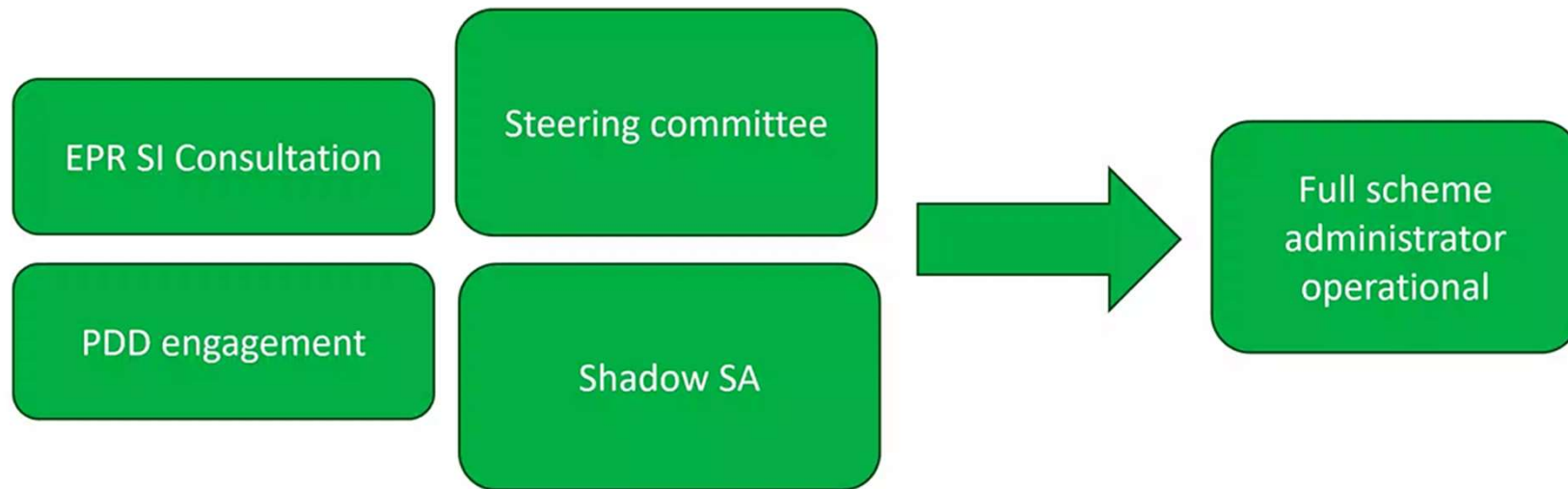
Scheme Administrator Design Sprint

- The recommendations and outcomes from this Sprint directly contribute to the finalisation of the SI drafting and commercial processes for establishing the SA.
- As such, these Sprints are being carried out to a very limited timeline and are scheduled to run over 5 weeks



Note: Dates are indicative only and subject to change

Shadow Scheme Administrator

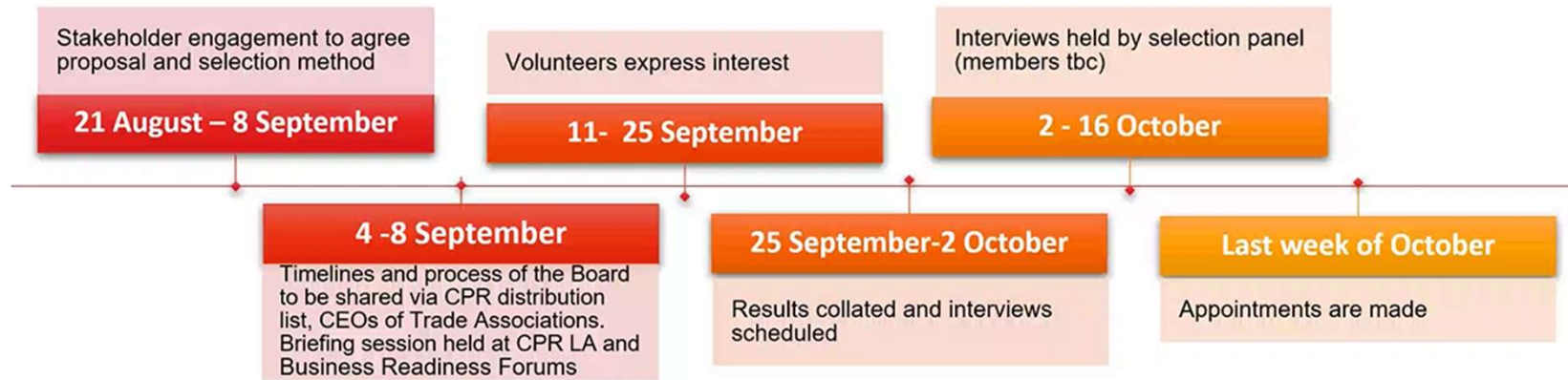


Scheme Administrator Steering Group

Proposal: Appointment Process for Producer Representation



Timeline



Extended Producer Responsibility (EPR) Engagement

Barbara Leach

Fees and Payments Calculator Lead
Resources & Waste

Opportunities for participatory design on modulated fees: Obligated Producer Focus All subject to confirmation

Designing the vision for fee modulation	Designing specific aspects of fee modulation	Designing an approach for 'difficult' materials	Discussing drivers of producer choices	Reviewing and commenting on proposals
Whole value chain workshop with breakouts to flesh out short, medium and longer term vision across the whole value supply chain	London Packaging Week Presentation, exhibition stand and drop-in clinic for producers on modulated fees detail	Online roundtable + surgery for producers with non-substitutable packaging	Webinar presentation on Kantar's research with breakouts for discussion	Online survey for the whole value chain to feedback on proposals for modulating fees in the early years of packaging EPR
Whole value chain	Producers Compliance schemes	Producers Compliance schemes	Producers	Producers Compliance schemes
Likely central London/ Excel Centre	ExCel London	Online	Online	Online
Max 200; open registration with a quota of places for producers	Open to all exhibition attendees	By application (details of the process by end September)	Open to all via online registration	Open to all
w/c 2 October TBC	21 & 22 September	w/c 6 November	Early to mid November	Mid November – early December

Opportunities for participatory design on modulated fees: Sessions aimed at other groups All subject to confirmation

Designing specific aspects of fee modulation				Reviewing and commenting on proposals
LARAC Conference Session on why modulation matters, taking views on which packaging ought to be disincentivised	Virtual session with local government network groups with a waste/recycling focus, explaining modulation and taking views	Workshop with parallel sessions and breakouts to draw out other stakeholder views on using modulation to achieve desirable outcomes	One-to-one interviews with material organisations to draw out their views and concerns about modulation	Online survey for the whole value chain to feedback on proposals
LAs and waste/recycling industry	LA Network Bodies	Green groups, consultants, academia	Material organisations	Whole value chain
Birmingham NEC LARAC Conference	Virtual	Likely central London	Teams meetings	Online
Open to all LARAC conference attendees	By invitation	Max 100; open to all via registration	By invitation	Open to all
Thursday 11 October 16.30 – 17.30	w/c 16 October TBC	w/c 16 October	Mid to end of October	Mid November – early December

Next Meetings

Future Business Readiness Forums

- 3 October, 10am – 11:30am
- 7 November, 10am – 11:30am
- 5 December, 10am – 11:30am

Future events

Come and see us at Stand A80, London Packaging Week – ExCel
London, 21st & 22nd September 2023

www.londonpackagingweek.com