Department
for Environment,
Food & Rural Affairs

Webinar for Reprocessors and Exporters of UK packaging waste

11 November 2025

14:00

Yasmin Muqeet

Agenda

Approximate time	Item	Lead
14:00-14:10	Welcome	Yasmin Muqeet
14:10-14:20	Introduction to the summary log and waste recording	Environment Agency (Lucy Duffy, Callum Dowling)
14:20-14:40	Demonstration of the summary log 1.) Accredited reprocessor, on waste received ('on inputs') 2.) Accredited exporter.	Equal Experts – Jacky Mansfield
14:40-14:45	Waste reporting timelines on each service	Beth Wilson - pEPR Digital
14:45-14:50	Information for issuing PRNs/PERNs	Environment Agency
14:50-14:55	Raise and issue PRNs/PERNs demonstration	Equal Experts – Jacky Mansfield
14:55-15:00	Onboarding to the new digital service	Beth Wilson - pEPR Digital
15:00-15:05	How to stay informed	Beth Wilson - pEPR Digital
15:05-15:15	Upcoming user research	Equal Experts – Rachel Gage
15:15-15:30	Questions and Close	Hudda Bex

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Summary Log

- Summary logs will be the method of recording your packaging waste activity and getting it onto the digital service.
- Part of record-keeping and reporting requirements in the Regulations.
- You will be required to maintain this log from 01 January 2026.
- Registered only operators must upload & submit the log at least once every quarter, in line with regulatory reporting deadlines.
- For accredited operators, the summary log performs two functions. The data you provide in here will be used to calculate your waste balance, from which you will be able to issue PRNs/ PERNs. It will also form part of the reports that accredited operators are required to submit monthly.
- You will edit and upload the same document so that you only need to maintain one file per material registration or accreditation. If you're accredited, you don't need to maintain both a registered and accredited log.

Summary Log

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The first round of guidance for summary logs has just been published and can be found on GOV.UK. This covers:

- Summary log information page.
- Summary log data definitions page.
- Example template for accredited reprocessor issuing on waste received (inputs).
- The summary log template for **accredited exporters** is currently being finalised, as we work to implement changes based on the latest round of User Research. Defra and the regulators will have this template **published by Friday 21st November,** and will be providing a demonstration of the current exporter version during this webinar.

Equal Experts, the supplier delivering the new digital solution, will be doing a walkthrough of an accredited reprocessor template (on inputs) and an exporter accreditation log to illustrate the type of information you will need to provide.

These templates are examples only – we are also still developing all the necessary templates to cover different operating scenarios. Other operators, such as those issuing on outputs, and registered-only operators, will have slightly different data fields. You will be informed by regulator emails and Defra newsletter updates when these are available.

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Inputs and outputs – EA only

- The regulations allow for PRNs/ PERNs to be issued on an inputs-based model, "waste received" or "waste exported."

- Most reprocessors under 2007 Regs issue on inputs, with some case-by-case exceptions who issue on an outputs-based model.

- In 2026 we will allow some operators to continue to issue on outputs.

- If you're a reprocessor in England you should refer to the Environment Agency comms on 07 November 2025 for more detail on our approach. Please contact packaging@environment-agency.gov.uk to request this if you haven't received it.

- Reprocessors in Scotland, Northern Ireland and Wales can contact their regulator if they need further advice or guidance.

Navigate forward

Summary Log: data story

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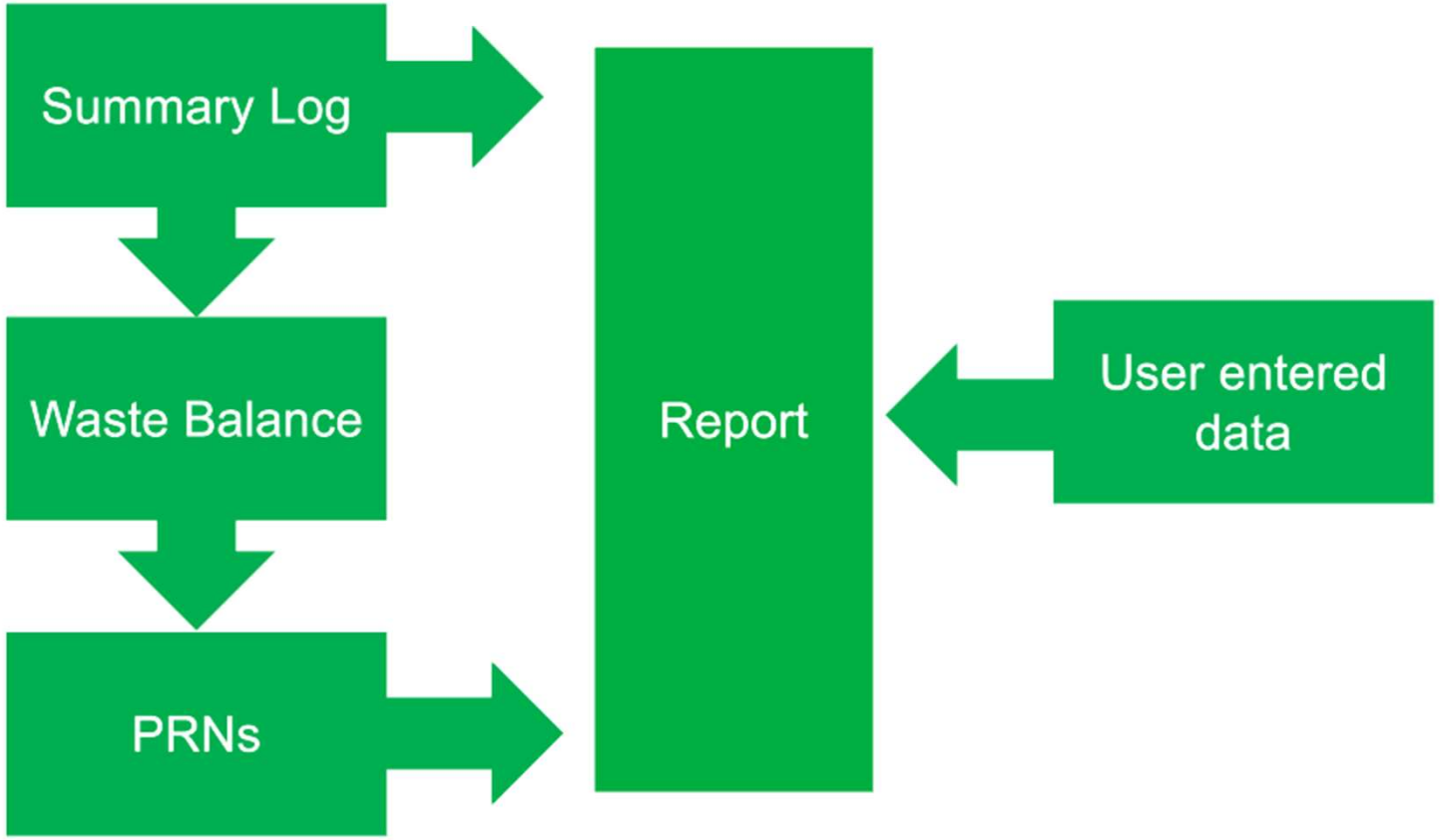

20. A reprocessor must report the following information to the appropriate agency for each category of packaging waste handled at each reprocessing site for which they are registered —

(a) the weight of packaging waste in that category received at the reprocessing site for recycling in the reporting period;

(b) details of each person from whom packaging waste was received at the reprocessing site for recycling, including—

(i) the name, address, telephone number and email address of that person;

(ii) a description of the role that person has in relation to the packaging waste, with details of what they do to the waste (for example, details of any sorting, cleaning or processing activities, or transportation of the waste, carried out by that person);

(c) the weight of packaging waste in that category recycled in the reporting period by the reprocessor at the reprocessing site;

(d) the weight of packaging waste in that category received at the reprocessing site in the reporting period which was not recycled by the reprocessor at the site ("unrecycled packaging waste");

(e) the weight of unrecycled packaging waste in that category which, in the reporting period, was—

(i) sent to another reprocessor;

(ii) exported; or

(iii) sent to any other facility or site;

(f) the final destination in the United Kingdom of all unrecycled packaging waste in that category, identifying each facility or site to which that unrecycled packaging waste was sent in the reporting period.

22.—(1) In this Part, a reference to the weight of packaging waste received for recycling is to the weight in tonnes of the recyclable proportion of that packaging waste, calculated in accordance with sub-paragraphs (2) and (3).

(2) The recyclable proportion may be calculated as one of the following amounts—

(a) the actual weight of packaging waste in a category received by the reprocessor for recycling, or by the exporter for exporting to an overseas reprocessing site for recycling, after deduction of everything which is not packaging waste in that category;

(b) the percentage of packaging waste specified in any protocol for packaging waste recycling which is approved by the appropriate agencies as applying to recycling of that category of packaging waste; or

(c) the amount identified by applying the sampling and inspection plan approved by the appropriate agency under regulation 8(1)(a) in relation to the category of packaging waste in question.

(3) The "recyclable proportion" is not to include any packaging waste which—

(a) is not in the same category of packaging waste as the waste being recycled; or

(b) does not originate in the United Kingdom.

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Summary Log: Accredited reprocessor on input

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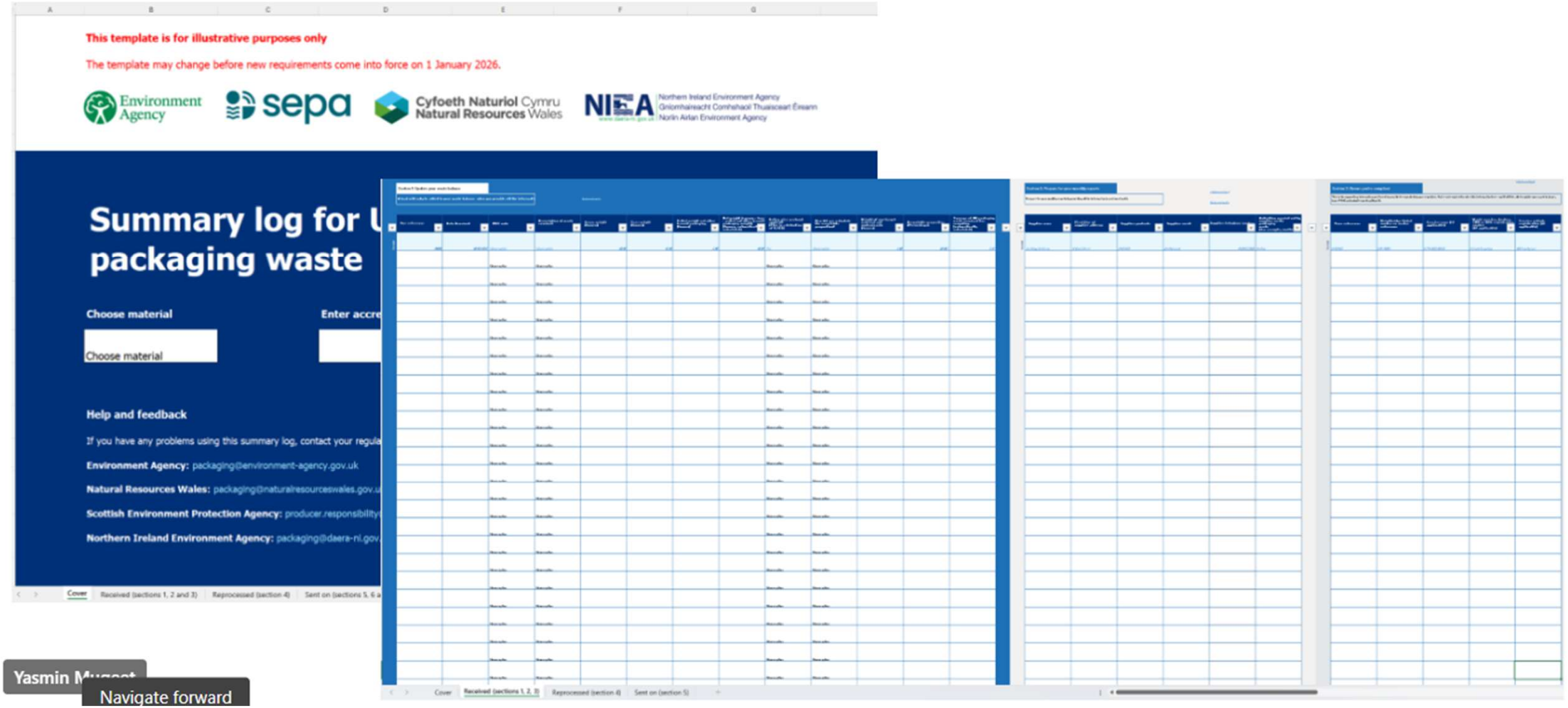

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Summary Log: Accredited reprocessor on input

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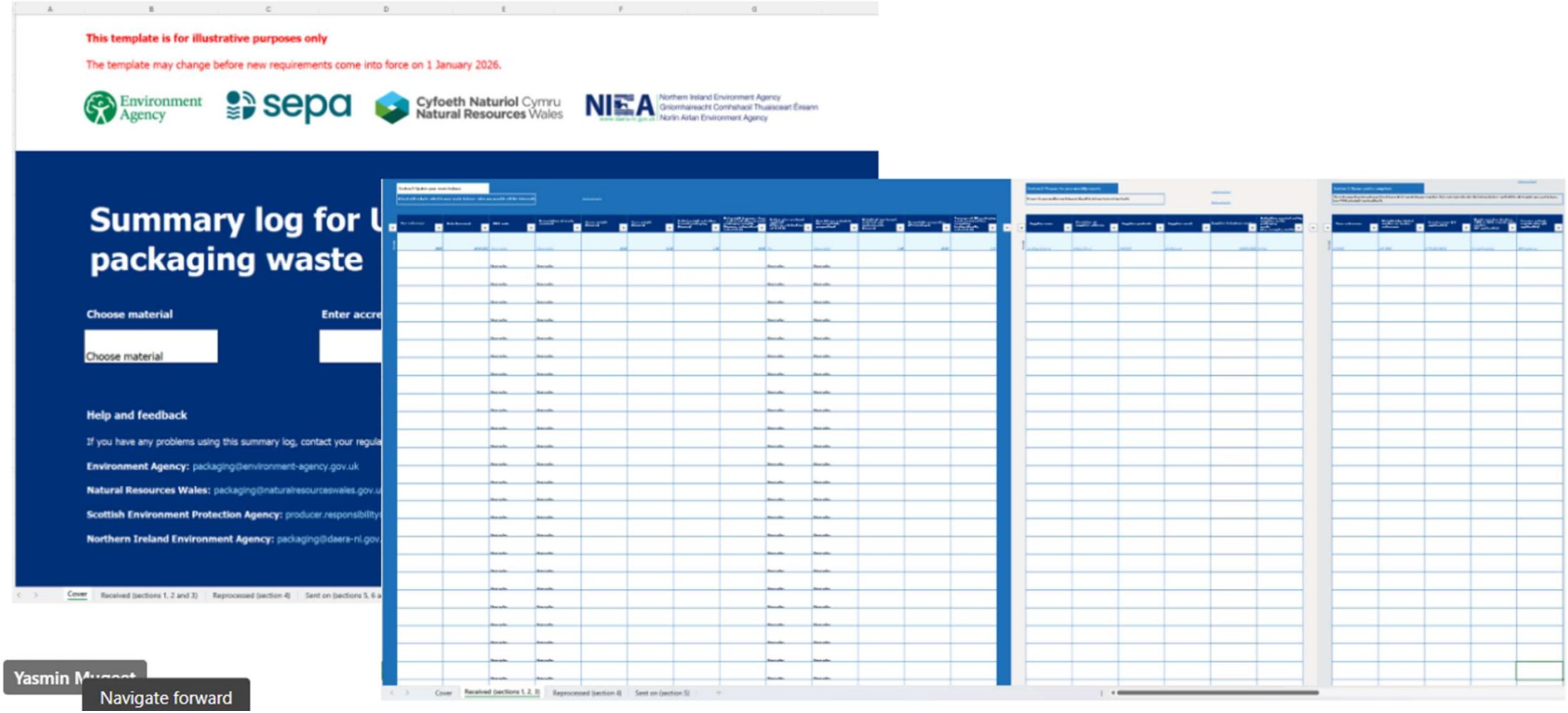

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Summary Log: Accredited Reprocessor on Input

Section 1 Waste Balance

- Date received
- EWC code
- Description of waste received
- Gross weight (Tonnes)
- Tare weight (Tonnes)
- Pallet weight or other transit packaging (Tonnes)
  - CALCULATION: **Net weight (excluding tare, pallet and other transit packaging) (Tonnes)**
- Baling wire protocol applied? (deduction of 0.15%)
- How did you calculate the recyclable proportion?
- Weight of non-target material and contaminants (Tonnes)
- Recyclable proportion (Percentage)
  - CALCULATION: **Tonnage of UK packaging waste received for recycling**

Section 2 Reporting

- Supplier name
- First line of supplier address
- Supplier postcode
- Supplier email
- Supplier telephone number
- Activities carried out by supplier on the packaging waste (For example, sorting)

Section 3 Audit / compliance

- Your reference
- Weighbridge ticket number or scales reference
- Carrier name (if applicable)
- Registration number of waste carrier, broker, CBD or
- Carrier vehicle registration (if applicable)

Note: if you are accredited on output, the same data will be required here for your monthly report "waste received for recycling, and supplier details - but this is not the input for your waste balance

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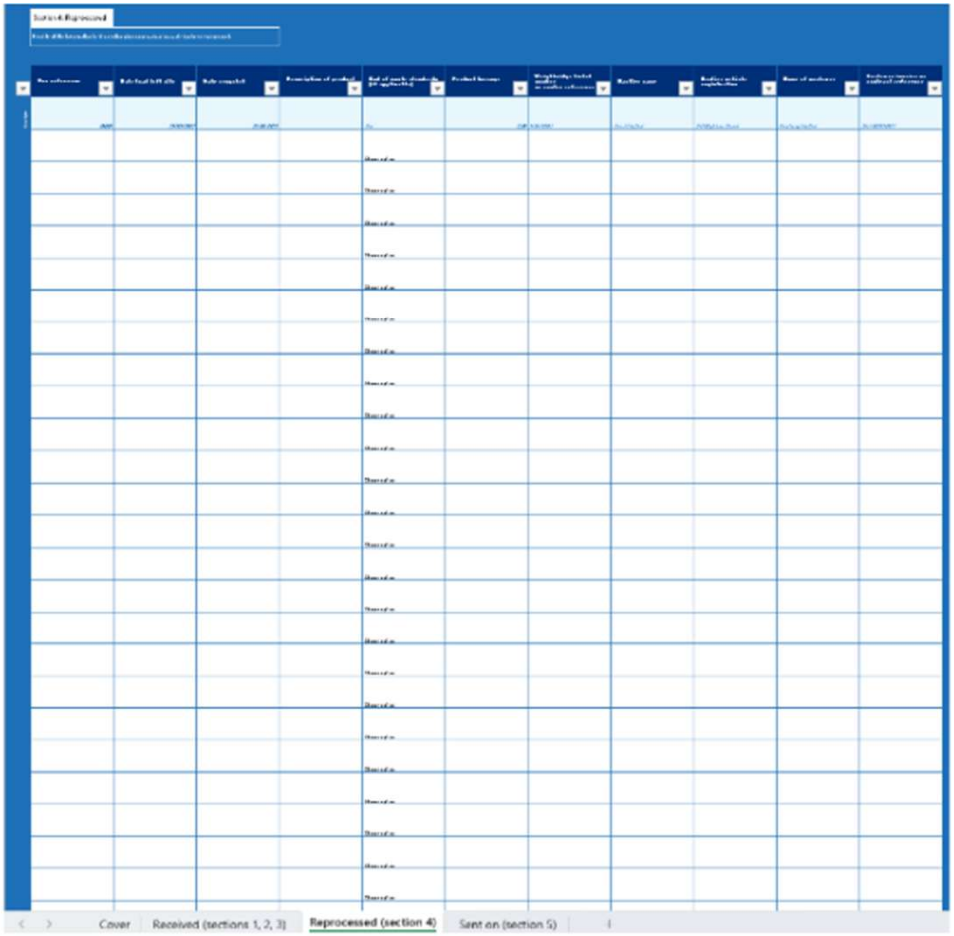
Summary Log: Accredited Reprocessor On Input



- Section 4 audit / compliance
- Date load left site
- Date recycled
- Description of product
- End of waste standards (if applicable)
- Product tonnage
- Weighbridge ticket number or scales reference
- Haulier name
- Haulier vehicle registration
- Name of customer
- Customer invoice or contract reference

Note: if you are accredited on output, this data will be the input for your waste balance - there will be some additional fields to complete

Summary Log: Accredited Reprocessor On Input

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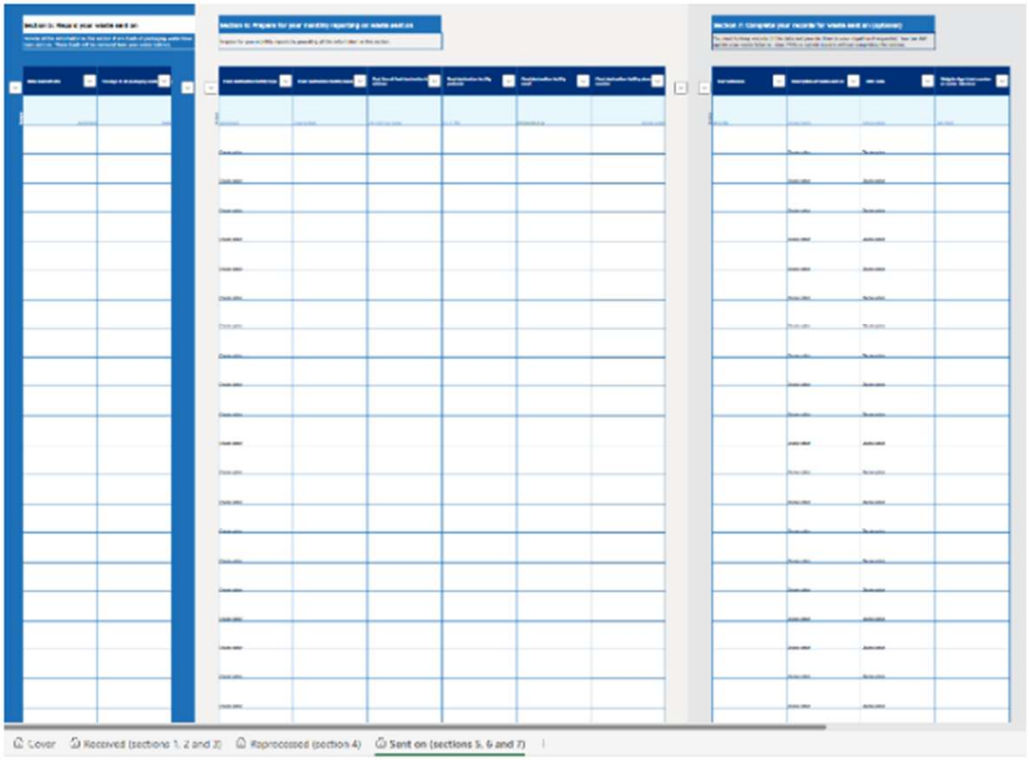

Section 5 Waste balance

Date load left site

Tonnage of UK packaging waste sent on

Section 6 Reporting

Final destination facility type

Final destination facility name

First line of final destination facility address

Final destination facility postcode

Final destination facility email

Final destination facility phone

Section 6 Audit / compliance

EWC code

Description of waste sent on

Weighbridge ticket number or scales reference

Note: if you are accredited on output, the same data will be required here for your monthly report "waste sent on, and recipient details - but this will not affect your waste balance

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Summary Log: Accredited Exporter

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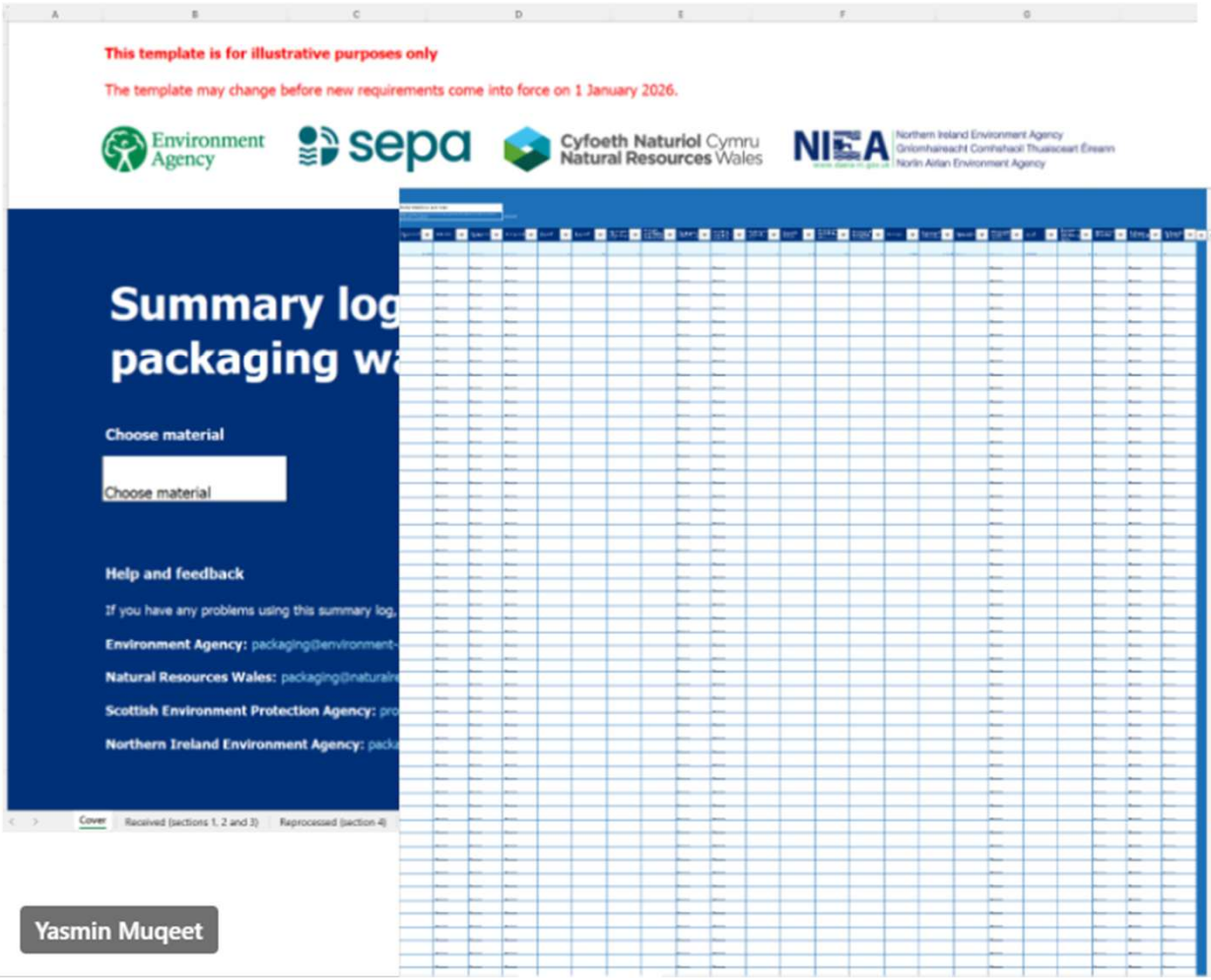

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Summary Log: Accredited Exporter

Section 1 Waste Balance

- Date received for export
- EWC code
- Description of waste received
- Basel Code
- Gross weight (Tonnes)
- Tare weight (Tonnes)
- Pallet weight or other transit packaging (Tonnes)
  - CALCULATION: **Net weight (excluding tare, pallet and other transit packaging) (Tonnes)**
- Baling wire protocol applied? (deduction of 0.15%)
- How did you calculate the recyclable proportion?
- Weight of non-target material and contaminants (Tonnes)
- Recyclable proportion (Percentage)
  - CALCULATION: **Tonnage of UK packaging waste received for export**
- Tonnage of UK packaging waste exported (recyclable proportion only)
- Date of export
- Date received at overseas reprocessor
- Approved overseas reprocessor ID
- Did you export the waste through an interim site? Interim site ID
- Tonnage received by overseas reprocessor site, if using an interim site
- Tonnage of waste stopped, refused , repatriated

Section 2 Reporting

- Supplier name
- First line of supplier address
- Supplier postcode
- Supplier email
- Supplier telephone number
- Activities carried out by supplier on the packaging waste (For example, sorting)

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Summary Log: Accredited Exporter

Section 3 Audit / compliance

- Customs code (HS code)
- Your reference
- Weighbridge ticket number or scales reference
- Waste Transfer Note or Hazardous Waste Consignment Note
- Loading site name
- First line of loading site address
- Loading site postcode
- Loading site email
- Loading site telephone number
- Carrier name
- Registration number of waste carrier, broker, CBD or ROC
- Vehicle registration of waste carrier on export
- Trailer number
- Container number
- Container seal number
- Export controls
- Notification reference
- Bill of lading reference
- CMR reference number
- Customs declaration form reference number
- Approved overseas reprocessor's country
- Tonnage of waste received by overseas reprocessor
- Approved overseas reprocessor's contract or invoice reference

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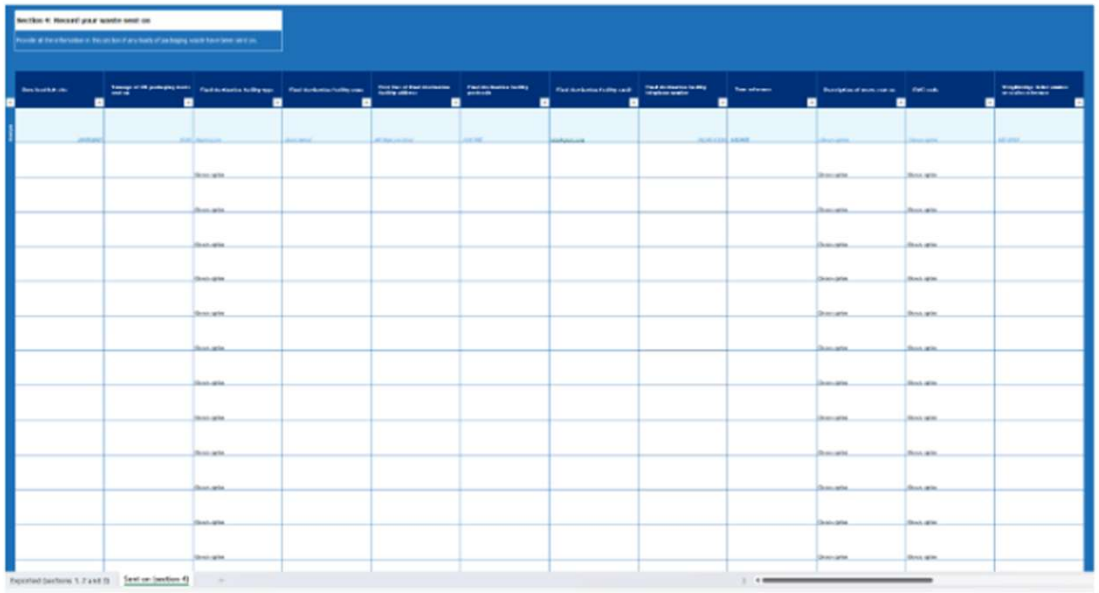
Summary Log: Accredited Exporter



- Section 4 Reporting
- Date load left site
- Tonnage of UK packaging waste sent on
- Final destination facility type
- Final destination facility name
- First line of final destination facility address
- Final destination facility postcode
- Final destination facility email
- Final destination facility phone
- EWC code
- Description of waste sent on
- Weighbridge ticket number or scales reference

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What this means for you

- **Specific circumstances** – your sampling and inspection plan(s) explain your processes - this is where you demonstrate them. The processes outlined in your S&I plan will determine what summary log template you need to use.

- **Data reporting requirements** - increased data requirements under pEPR, providing more information than before.

- **Record keeping** – the summary logs capture most of the key data that will feed into the reports you must submit to regulators; you must still retain your full audit-trail to support it.

- **Quarterly/ monthly reporting** – summary logs provide most of the key data which feeds into your reports, for you to check and confirm.

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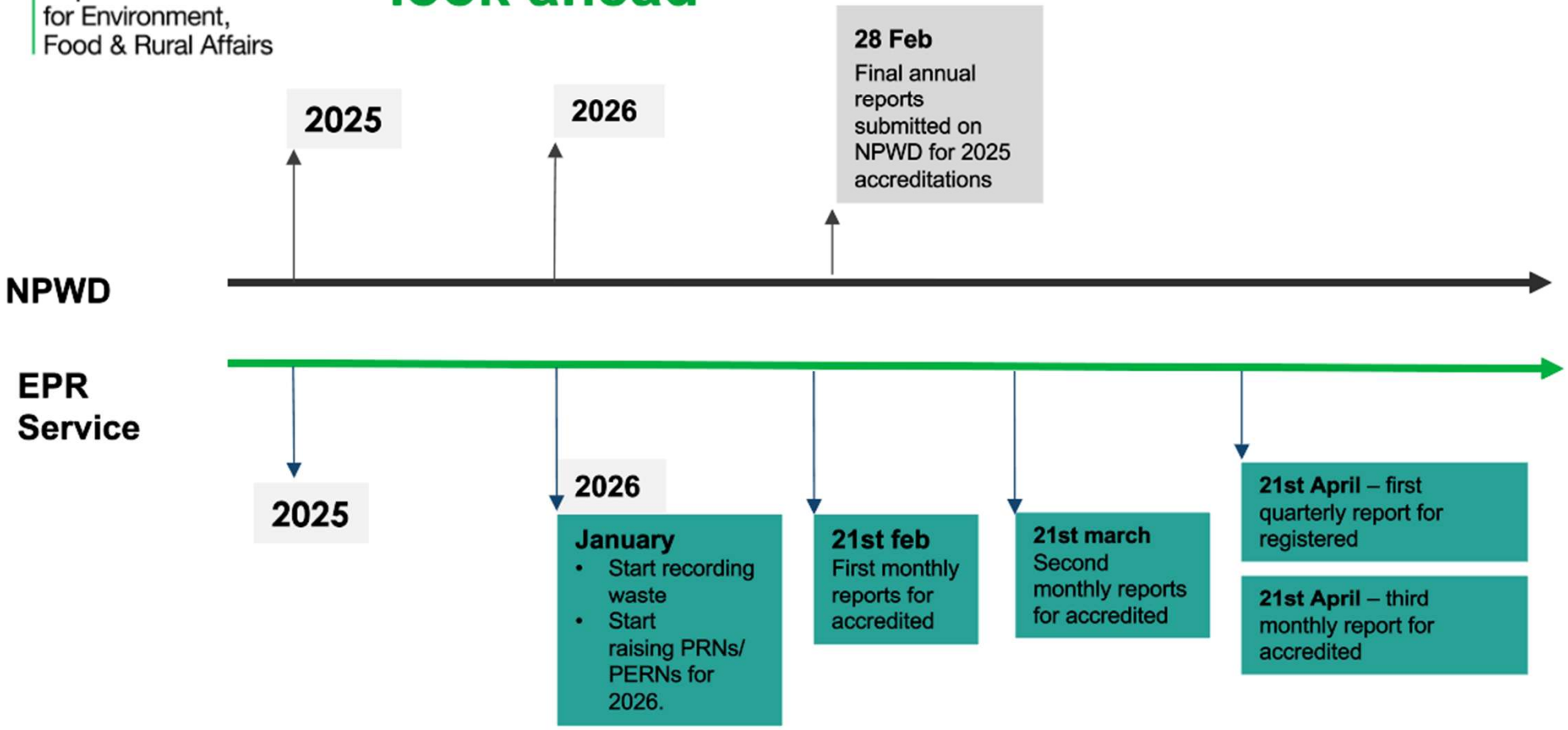
Reporting timeline and submissions – 2026 Q1 look ahead



Raise and issue PRNs

- Waste balance – populated by the data from your uploaded summary log(s). Only applicable to accredited operators rather than registered.
    - Accredited reprocessor on inputs
    - Accredited reprocessor on outputs
    - Accredited exporter – waste exported to overseas site.

- Update your waste balance every time you upload the summary log.
- Raise and issue PRNs/ PERNs from your available waste balance.
- EE will demo some screens to show you how the process of raising and issuing PRNs/PERNs will look on the new service.

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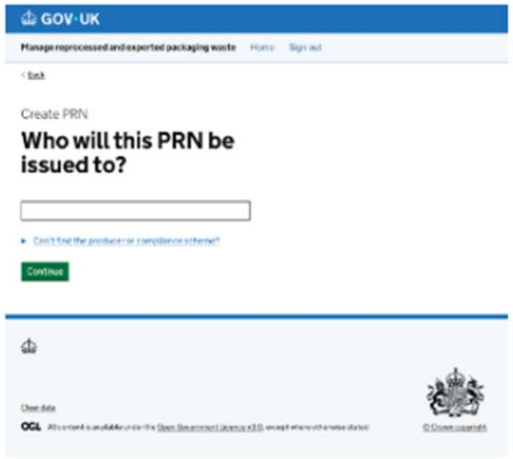
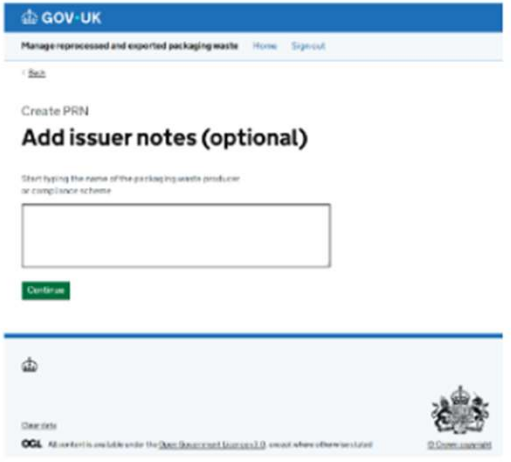
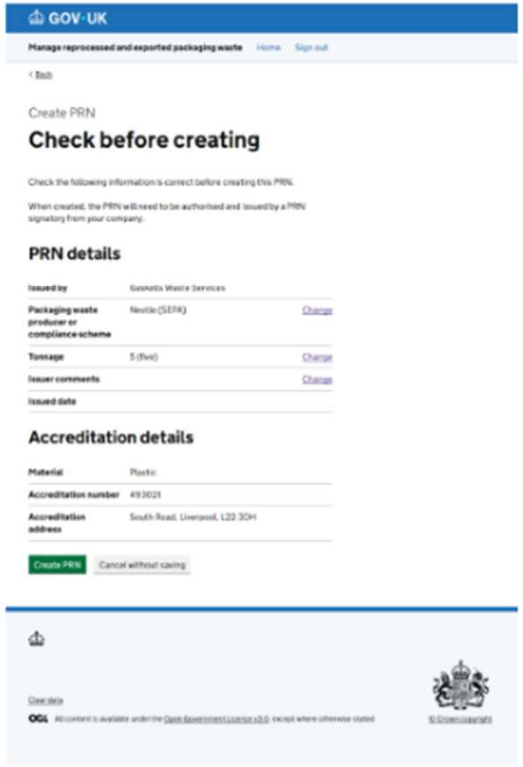
Create and issue PRNs
(prototype)







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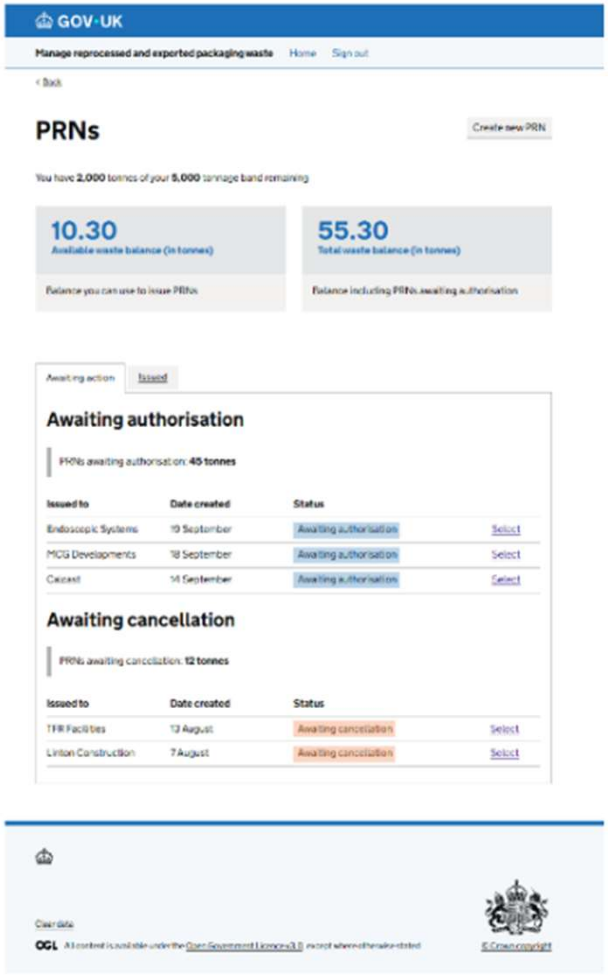
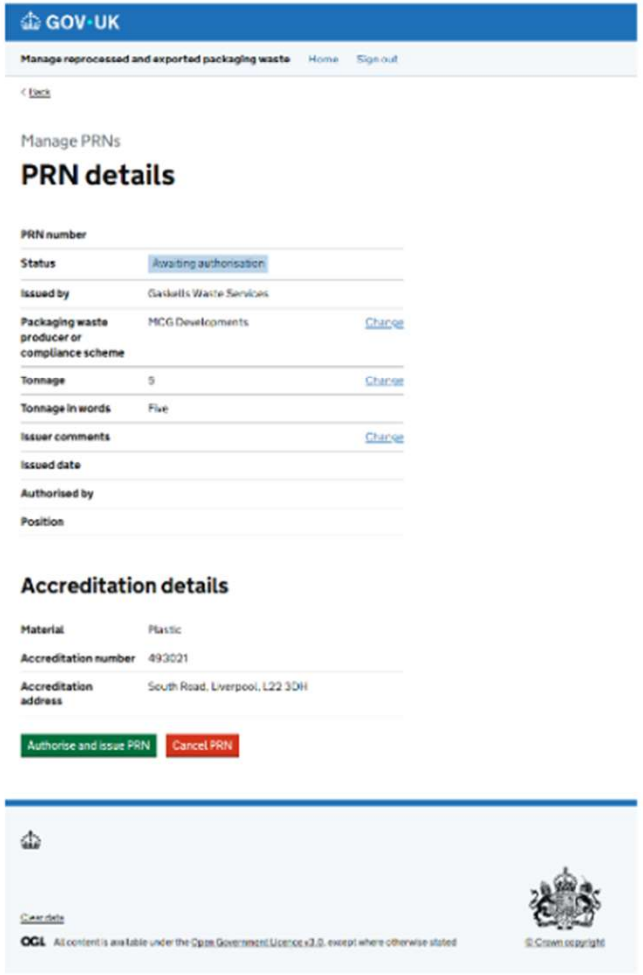
Manage PRNs
(prototype)





Access to new digital service

- We will start onboarding people to the new digital service before January – the exact timing of this for each user and organisation is still being determined.
- We will be in touch using the contact details contained in your registration applications with instructions on how to log in.
- All early users will have the ability to record waste and upload summary logs.
- You will have the ability to add other users as required (including consultants).

What you can do:

- Think about who in your organization will need to have access to the service.

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How to stay informed

Regulator email communications

...For reminders about upcoming regulatory deadlines, and information regarding compliance.

Updates to GOV.UK guidance

...For formal guidance on any changes under the 2024 regulations.

'How-to' video guides for new digital service

...For step-by-step walkthroughs of key new functionality releases, as it becomes available on the service.

Helpdesk support*:

...Defra EPR helpdesk for technical queries regarding the digital service.
…Regulator helpdesks for questions about compliance, or your obligations under the regulations.

Defra Joint Stakeholder Forum
Defra Circular Economy newsletters

...released monthly, for high level updates, including on when new functionality and guidance is live.

* **Helpdesk emails:**

Defra EPR: EPRCustomerService@defra.gov.uk
EA: packaging@environment-agency.gov.uk
SEPA: producer.responsibility@sepa.org.uk
NIEA: repandexp@daera-ni.gov.uk
NRW: packaging@naturalresourceswales.gov.uk

Research

So far we have conducted:

86
Research sessions

46 different companies

65 unique participants

- We have done site visits and online interviews
- We have sent out a survey to find out about how "digital" your company is.
- You have taken part in creating diagrams of your processes; you have usability tested our prototypes and you have given us feedback that has allowed us to make changes and improvements.

0
Aluminium reprocessors

0
Steel reprocessors

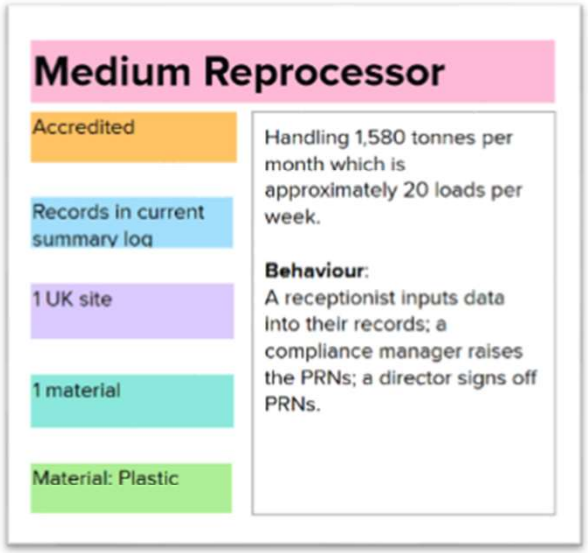
The value of your participation cannot be overstated.

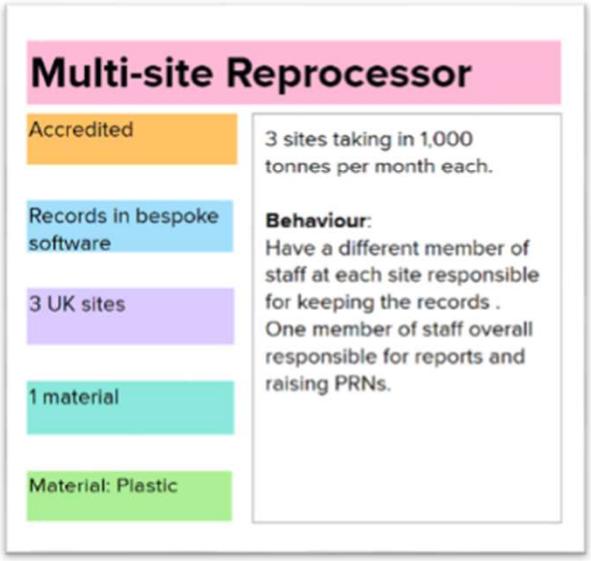
We cannot build a service for you, without you.

We can see that...

Every company is unique

Not just in materials that you are accredited for, but also size, the way you keep records and your physical processes.



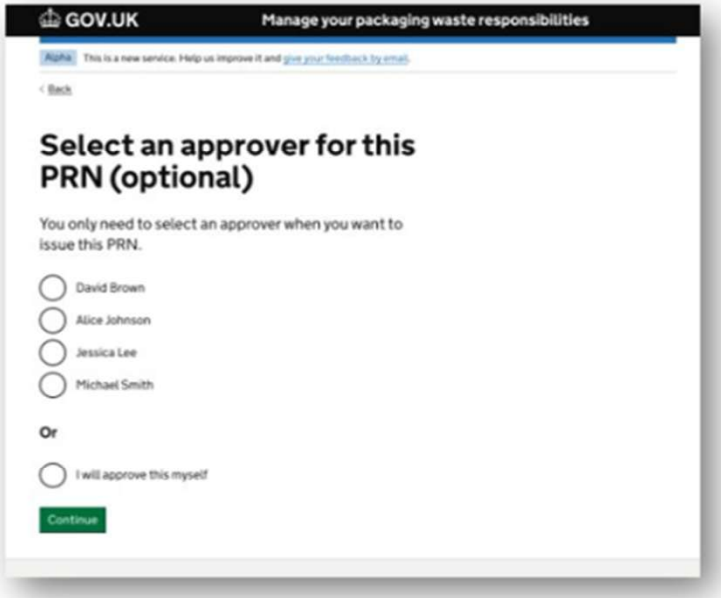


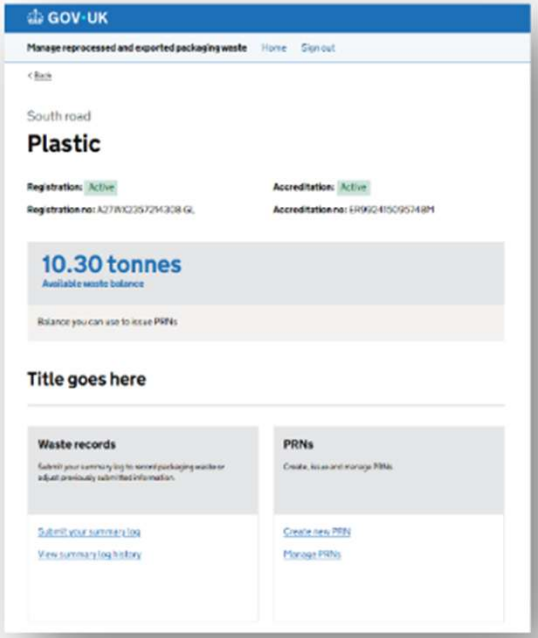
Examples of accreditation size in relation to behaviours and user needs

You are making a difference

For example...

You told us that authorising PRNs internally can be done by different people at different times depending on availability and what else needs to be done. So we have created a pathway that allows you to authorise PRNs/PERNs in your own time by any authorised person.





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We will continue to talk to you through into next year

How can you get involved?

- Sign up to our user panel online.
- Sign up to the user panel by emailing wasteuserresearch@defra.gov.uk.
- Or keep an eye out for our recruitment emails coming through your regulator.

Questions

Regulator contacts:

- England (EA): packaging@environment-agency.gov.uk
- Scotland (SEPA): producer.responsibility@sepa.org.uk
- Wales (NRW): packaging@naturalresourceswales.gov.uk
- Northern Ireland (NIEA): repandexp@daera-ni.gov.uk