

# Instructions

for you as a customer of Näringslivets Producentansvar



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# 1. INTRODUCTION

If your company places packaging on the Swedish market, you as a producer are responsible by law for ensuring that the packaging is collected and recycled. With these Instructions, we want to describe the rules you must follow, and support you with information on how your company can be compliant to the producer responsibility for packaging.

These Instructions should be read by everyone affected by the producer responsibility, so please take a few minutes to read them through.

As a producer, you have a responsibility to, for example:

- Be affiliated to an approved producer responsibility organization
- Register with the Swedish Environmental Protection Agency\*
- Take an operational or financial responsibility for collecting and processing packaging waste\*
- Reduce littering\*
- Report information to the Swedish Environmental Protection Agency annually\*
- Pay an annual enforcement fee to the Swedish Environmental Protection Agency

\*Näringslivets Producentansvar helps your company with these requirements

## 1.1. Producer responsibility for packaging

The producer responsibility has existed since the mid-1990s, and the purpose of the responsibility is that whoever contributes to an environmental problem must also contribute to the solutions. In this case, the problem is the lack of circularity: that packaging is not reused, or material recycled.

The producer responsibility for packaging covers all types of packaging – including consumer, group, transport, and service packaging – and applies to all types of material such as paper, plastic, metal, glass, wood, and other material such as ceramics.

As a business operator, you are also responsible for acquiring the knowledge needed to protect people's health and the environment against harm or inconvenience, according to Chapter 2. Section 2 of the Environmental Code. This means that it is your responsibility to know the legal requirements that relate to your business.

## 1.2. Background – the new packaging ordinance

The government decided in June 2022 on a new ordinance on producer responsibility for packaging. Ordinance (2022:1274) for producer responsibility for packaging (hereinafter referred to as the packaging ordinance) means, among other things, that producers must be affiliated to a producer responsibility organization (PRO) that is approved by the Swedish Environmental Protection Agency from 1 November 2023.

Another major change is that the collection responsibility for packaging from household's transfers from the producers to the municipalities on January 1, 2024, and from 2027 all households must be able to leave their packaging for recycling at the curbside. The producers, through producer responsibility organizations, are still responsible for paying for the collection of packaging and ensuring that the packaging waste is processed in the best possible way.

The main purpose of the new packaging ordinance is to increase material recycling of packaging, reduce the amount of packaging and packaging waste and ensure that packaging waste is handled in a health and environmentally acceptable manner.

### 1.3. About Näringslivets Producentansvar

The new packaging ordinance places new and higher demands on producers, with the aim of achieving a higher degree of material recycling.

**Näringslivets Producentansvar builds on the expertise and experience that has been developed within Förpackningsinsamlingen, FTI, over more than 25 years.**

In order to meet the development, the industry organizations Dagligvaruleverantörers Förbund (DLF), Svensk Dagligvaruhandel Ekonomisk förening, Svensk Handel AB, Sveriges Bryggerier AB and Sprit & Vinleverantörsföreningen (SVL) have taken the step to form a joint company - Näringslivets Producentansvar I Sverige AB.

With these organizations as owners, a strong foundation and great opportunities for influence are created for affiliated producers. As producer responsibility organization Näringslivets Producentansvar has the ambition to offer all producers a sustainable and responsible service portfolio of all types of materials covered by the packaging ordinance.

Through strategic partnerships with selected suppliers of recycling services, including Svensk Plaståtervinning and Svensk Glasåtervinning, the intention is to continue to drive development towards world-class circular and traceable material recycling.

### 1.4. What does a producer responsibility organization (PRO) do?

A PRO must:

- aim to prevent and manage packaging waste
- have an area of responsibility that includes packaging waste of all types of material
- treat producers equally and without conditions that discriminate against any producer
- be responsible for material recycling or otherwise processing packaging waste collected via the municipal collection system
- together with other approved producer responsibility organizations, finance the municipal collection system
- have a collection, process and information responsibility regarding businesses and their packaging waste
- report certain information to the Swedish Environmental Protection Agency connected to collection and processing
- only use their income for activities related to the organization's obligations according to the packaging ordinance or other constitution or to make a payment to the producers who have hired the organization.

#### 1.4.1. Contact details

In order for Näringslivets Producentansvar to be able to fulfil its duty as a producer responsibility organization, we need to have correct contact and address information for all affiliated companies. We communicate important information via email, such as notification about reporting. On the customer portal, you can see the registered contact details. It is the customer's, i.e. the producer's, responsibility that they are correct. To update the information, contact us by email to [producer@npa.se](mailto:producer@npa.se) or by phone.

## 2. REPORTING

### 2.1. Who should report?

In order to make it easier for producers, the producer who must report packaging volumes and pay packaging fees to Näringslivets Producentansvar is the same one that is obliged to report to the Environmental Protection Agency according to the packaging regulation Ch. 11, §1, i.e. anyone who by profession:

- fills or otherwise uses packaging (which is not a service packaging) for the purpose of protecting, presenting, or facilitating the handling of a product
- brings a packaged product to Sweden
- manufactures a service packaging in Sweden
- brings service packaging to Sweden
- from a country other than Sweden sells packaging or a packaged product to an end user in Sweden
- in Sweden manufactures or brings to Sweden a single-use cup

Brings into Sweden refers to imports from non-EU member states as well as goods moved freely between EU member states.

All companies – regardless of whether they are manufacturers, importers, wholesalers, e-merchant, stores or similar – which fall within the parameters of the definition above are producers. The packaging shall be reported, and the packaging fee shall be paid by the company who is obliged to report according to the Packaging Ordinance.

Packaging is reported by the filler of the packaging (2.1.1. - 2.1.3.) or the importer of packaged goods (2.1.4. - 2.1.6.). The packaging is reported in one of two categories: private use or other than private use and then by the respective material.

Service Packaging and packaging used for unprocessed products from agriculture or horticulture are reported by the Swedish packaging manufacturer or the party that imports this type of packaging (2.1.7.).

Single-use cups are reported by the Swedish packaging manufacturer or the party that imports this type of packaging (2.1.8.).

#### 2.1.1. The packaging "filler"

Any company that packages a product is a filler. This means that there can be more than one filler to a product if packaging is added in several stages. Decisive for whether you are considered a filler or not is if you have added packaging or packaging material to a product or a packaged product.

#### 2.1.2. Contract manufacturers and contract packers

Contract manufacturers are fillers if, at any stage, they own the goods and/or packaging. Companies that own neither goods nor packaging but provide a filling service (known as contract packers), are not regarded as fillers. In these cases, the outsourcer is seen as the filler.

#### 2.1.3. E-commerce and 3PL

If a company hires a third party (3PL) for packaging and/or distribution of a product, the contractor is considered the filler in those cases the hired company (3PL) own neither goods nor packaging. If the hired party own the product and/or the packaging, they are considered the filler.

### **2.1.4. Companies that import packaged goods**

For goods packaged abroad, the importer must affiliate and pay the packaging fee. This also applies in those cases when the importer doesn't handle or store the goods itself, but the goods are delivered directly from abroad to the importer's client. The importer is normally the company who first becomes the owner of the goods in Sweden. The same rules apply for import from EU member states as for a non-EU member state.

### **2.1.5. Agents**

For goods packaged abroad, the importer must affiliate and pay the packaging fee. This also applies in those cases when the importer doesn't handle or store the goods itself, but the goods are delivered directly from abroad to the importer's client. The importer is normally the company who first becomes the owner of the goods in Sweden. The same rules apply for import from EU member states as for a non-EU member state.

### **2.1.6. Foreign companies (not established in Sweden)**

Companies outside of Sweden who sell packaging or a packaged product to an end user in Sweden are obliged to report and pay packaging fee.

### **2.1.7. Manufacturer or importer of service packaging**

Special conditions apply to service packaging. These are described in Chapter 2.2. Service Packaging

### **2.1.8. Manufacturer or importer of single-use cups**

A single-use cup shall be considered a packaging even if it is not intended to be filled at the point of sale. Special conditions apply to single-use cups. These are described in Chapter 2.2. Service Packaging

### **2.1.9. Companies reported by producer representatives**

If your company is not established in Sweden, you may appoint a producer representative established in Sweden. The producer representative must be appointed through a written power of attorney and be approved by the Swedish Environmental Protection Agency. The representative will then be responsible for your obligations (see Ch. 4.) according to the packaging ordinance and the Ordinance (2021:1002) on littering fees.

A producer representative takes over the entire responsibility from the producer vis-à-vis Näringslivets Producentansvar and the Swedish Environmental Protection Agency.

### **2.1.10. Companies reported by another company**

A producer can hire a third party to report packaging in the producer's name. In these cases, a power of attorney signed by both parties must be sent to Näringslivets Producentansvar. However, it is still the obliged company that has producer responsibility and is responsible for the reported volumes being correct and that the fees are paid, etc.

## 2.2. Service packaging

According to the main principle, a packaging fee is paid by the filler and by the party that imports packaged goods.

To avoid a situation where all stores, restaurants, pizzerias, hot dog stands, pastry shops, laundries, growers, berry pickers, egg producers, etc. become affiliated only because they fill packaging, special terms are applied in accordance with the applicable legislation. This type of packaging is classified as service packaging and the common denominator is that it is reported by the packaging manufacturer or the importer.

The manufacturer/importer must disclose the packaging fee to its customers on the invoice. The size of the fee must be specified at the item level of the invoice text, so must the total packaging weight.

Service packaging is packaging that is filled at the point of sale or used for unprocessed products (foodstuff) from agriculture or horticulture. For example, carrier bags, pizza boxes, egg boxes and bags for potatoes. This applies regardless of the material the packaging is made of.

Please note that anyone who professionally fills or uses service packaging for the purpose of protecting, presenting, or facilitating the handling of a product is exempt from producer responsibility for this packaging, while anyone who brings in or manufactures service packaging is covered by the producer responsibility. Note that the packaging/wrapping containing service packaging must also be reported and these are not considered service packaging and must therefore be reported by the one who fills the packaging.

See information on categories for the packaging report in chapter 2.4.1. Reporting categories.

## 2.3. What shall be reported?

Packaging is defined as a single-use product or other product that has been manufactured to contain, protect or present a product or used to deliver a product or in other ways handle a product.

This includes consumer packaging, group packaging, transport packaging and service packaging. The rules also apply to packaging accessories such as lids and capsules, as well as shock absorbing packaging material.

### 2.3.1. Not to be reported – exceptions

In the following cases, packaging volumes are **not** to be reported:

- **Export**  
Packaging volumes exported (or transferred to another EU member state) are not to be reported.
- **Packaging for which the fee has been paid in a previous stage**  
If the packaging fee has been paid in a previous stage, by the producer obliged to report, it should not be reported and paid for again. This is normally the case for packaged goods from a Swedish supplier and purchase of service packaging from a Swedish packaging supplier. The packaging fee must be stated on the invoice for service packaging.

- **Service packaging sold separately and empty to households**  
Examples: disposable tableware (plates, straws etc.), wrapping paper, gift boxes, plastic and aluminium foil, freezer bags, greaseproof paper, baking moulds (single use), etc. N.B. A single-use cup shall always be considered a packaging. More information in chapter 2.2.
- **Moving boxes**
- **Large containers (approx. 1,000 litres), specifically IBC, OWC, Cipax and similar**  
These are handled in their own return systems or reconditioning systems.
- **Production waste**
- **Packaging that is part of an authorized return system.**  
For example, Returpack's deposit system for drinks in PET bottles and aluminium cans, see example below.
- **Beverage containers with deposit refund**  
Containers with deposit are regulated specifically in the legislation and are not to be reported to Näringslivets Producentansvar. Examples: aluminum and steel cans for beer and carbonated soft drinks and PET bottles for ready for consumption beverages. Companies that import or fill such packaging are referred to Svenska Returpack AB, [Breweries, Producers & Importers - Pantamera](#). The deposit requirement does not apply to beverages that consist primarily of dairy products. Packaging that is **not** part of the deposit system will continue to be reported to Näringslivets Producentansvar.
- **Reusable packaging that rotates in a market-driven system for reusable packaging, registered to the Swedish Environmental Protection Agency and for which the producer has obtained an exemption from the Swedish Environmental Protection Agency.**  
For example, plastic pallets and plastic boxes within Svenska Retursystem and wooden pallets within Retursystem Byggpall.
- **Packaging that contains residues of or is contaminated by dangerous substances and that according to ch. 2 Section 3 of the Waste Ordinance (2020:614) shall be considered hazardous waste**
- **Silage film and plastic packaging for agriculture**  
For more information, we refer companies and operations to [Svepretur – a simple recycling solution](#).
- **Rolls, tubes, and cylinders**  
Rolls, tubes, and cylinders on which pliable material is wound, in such cases where they are intended to be used as parts for manufacturing equipment and not to be used to present goods as sales items.
- **Dialysis bags, syringe trays and similar**  
Risk of having met bodily fluids.
- **Miscellaneous material that is not to be reported as packaging to Näringslivets Producentansvar**  
Envelopes, string, tape, coat hangers sold separately, flowerpots intended to stay with the plant throughout its lifetime, CD/DVD cases sold containing CD/DVDs, plastic grave candle holders, storage material for games, sausage skins, toner cartridges, tea bags, water-soluble pouches for detergents, toolboxes etc.



## 2.4. How should it be reported?

Packaging is reported by kilogram (kg), without decimals, on Näringslivets Producentansvar's customer portal. You can access the portal via [npa.se](https://npa.se)

### 2.4.1. Reporting categories

The new ordinance involves changes in the reporting compared to previous regarding Packaging for private use and Packaging for other than private use.

#### Packaging for Private use

According to the Packaging Ordinance, Chapter 8 § 2, the following definition applies as a basis for reporting packaging for private use:

"For the purposes of this Chapter, packaging intended for private use means packaging generally used by private individuals or intended for use by both private individuals and professional activities."

Link to the ordinance (in Swedish only): [Ordinance \(2022:1274\) on producer responsibility for packaging | Sveriges riksdag \(riksdagen.se\)](https://www.riksdagen.se/sv/Pages/Ordning-2022-1274-on-producer-responsibility-for-packaging_20221274)

The Swedish Environmental Protection Agency has come up with the following **example**: An example of a packaging that is considered intended for private use is a one-liter milk carton. Regardless of whether the milk carton is purchased and used by employees of a company or if the carton is used by private individuals, it is considered as packaging intended for private use. A larger milk carton (e.g. 10 litres), on the other hand, is not considered to be packaging intended for private use. This as it may be considered to be intended for use by a business (for example in catering or other restaurant business) and not by private individuals.

Read more at the Swedish Environmental Protection Agency (in Swedish only) [Producentansvarsorganisationer för förpackningar \(naturvardsverket.se\)](https://naturvardsverket.se) - you will find relevant information under the heading Betalning till kommuner – Producentavgifter

#### Packaging for other than Private use

Packaging that is not defined as for private use is reported as other than private use.

#### For questions:

We have a dialogue with the Swedish Environmental Protection Agency as we believe that there are cases where the application of the above is not clear, but currently refer questions directly to the Swedish Environmental Protection Agency [Contact \(naturvardsverket.se\)](https://naturvardsverket.se)

## 2.5. When should it be reported?

### Quarterly reporting

A company whose packaging fees are **less than SEK 120,000/calendar year** reports quarterly, the month after a completed quarter (i.e., April, July, October, and January) unless otherwise agreed.

### Monthly reporting

A company whose packaging fees **exceed SEK 120,000/calendar year** reports monthly, after the end of the month.

Näringslivets Producentansvar will notify via email, in good time before reporting deadline.

The packaging must be reported to Näringslivets Producentansvar no later than the 25th of the month after a completed reporting period. In the event of late reporting, a late fee is applied according to the General Terms and Conditions. See also 3.1.1.

### 3. INVOICING

All companies pay an annual fee. Packaging fee is added, based on the reported kilograms (kg). All invoicing is in SEK. Statutory VAT is added.

#### 3.1. Invoice and payment dates

Invoicing is done quarterly or monthly, depending on the reporting period, after submission of packaging volumes. Invoices are sent mainly as PDF by email but can, by special agreement, also be sent by post. Näringslivets Producentansvar must receive payment no later than 30 days after the invoice date.

Packaging fees of less than SEK 500 are invoiced on a consolidated basis annually.

##### 3.1.1. Late fee for late reporting

The packaging volumes must be submitted to Näringslivets Producentansvar no later than the 25th, the month after a completed reporting period. If packaging volumes are not reported on time, Näringslivets Producentansvar is entitled to charge a fee for late reporting. The minimum fee in case of late reporting is SEK 60 per invoicing occasion. See further in General Terms and Conditions.

##### 3.1.2. Late fee for late payment

Näringslivets Producentansvar is entitled to charge penalty interest on arrears pursuant to the current Interest Act in respect of payments that are not made in a timely fashion. See further in General Terms and Conditions.

### 4. REPORTING TO THE SWEDISH ENVIRONMENTAL PROTECTION AGENCY

Unless otherwise agreed, it is part of Näringslivets Producentansvar's duty to you as an affiliated producer to fulfil each producer's reporting obligation to the Environmental Protection Agency. We help your company with the following:

#### **Register with the Swedish Environmental Protection Agency;**

- the name, contact details and personal identity or registration number of the producer or, if not available, the tax identification number.

#### **Information on which basis the company is registered as a producer:**

- fills or otherwise uses packaging (which is not a service packaging) for the purpose of protecting, presenting or facilitating the handling of a product,
- brings a packaged product to Sweden
- manufactures a packaging in Sweden
- brings packaging to Sweden, or
- from a country other than Sweden sells packaging or a packaged product to an end user in Sweden

## Report statistics to the Swedish Environmental Protection Agency every year via Näringslivets Producentansvar's customer portal:

### 1. Packaging and reusable packaging

The report to the Swedish Environmental Protection Agency must contain information on the amount of packaging that the producer has provided on the Swedish market during the preceding calendar year. The data must show the quantity of the packaging that is:

- consumer packaging,
- reusable packaging,
- reusable consumer packaging,
- beverage bottles that are single-use plastic products.

### 2. Composite packaging

A composite packaging is a packaging consisting of two or more layers of different materials which cannot be separated by hand and form an integral unit, consisting of an inner container and an outer shell, which is filled, stored, transported and emptied as such.

Composite packaging and other packaging consisting of more than one material is calculated and reported per material included in the packaging. Deviation from this requirement may occur where a given material constitutes an insignificant part of the packing unit and in no case more than 5 %\* of the total mass of the packaging.

\*Does not apply to packaging that is single-use plastic products according to the table below. For these, composite must always be specified.

### 3. Single-use plastic packaging and plastic carrier bags

The report must contain information on the number of packaging that a producer has provided on the Swedish market during the preceding calendar year which is:

Type of product	Quantity (pcs)	Weight plastic(kg)
Food containers consisting solely of plastic		
Food containers consisting partly of plastic		
Cups consisting solely of plastic		
Cups consisting partly of plastic		
Single-use plastic lids for cups consisting solely of plastic		n/a
Single-use plastic lids for cups consisting partly of plastic		
Flexible wrapping		n/a
Plastic bottles for beverages that hold less than 0.6 litres		n/a
Beverage containers other than plastic bottles that hold less than 0.6 litres		n/a
Very thin plastic carrier bags (0–15 micrometre)		n/a
Thin plastic carrier bags (15–50 micrometre)		n/a
Thick plastic carrier bags (> 50 micrometre)		n/a

It is your responsibility as a producer, that the information is correct and submitted on time to the Swedish Environmental Protection Agency. Therefore, ensure that you have completed the report to the Environmental Protection Agency via our customer portal and approved it in time so that we can hand over the information to the Environmental Protection Agency.

## **5. LABELING**

### **5.1. Using Näringslivets Producentansvar's logo**

Näringslivets Producentansvar's logo may only be used by Näringslivets Producentansvar's customers. It is proof that your company is affiliated to Näringslivets Producentansvar's and fulfils its obligations. It can be used on sales material, websites, invoices, packing slips, brochures, and similar but not on packaging. The logo can be downloaded from our website, [npa.se](http://npa.se).