



## EXPLANATORY NOTE ON THE DECLARATION

The information in this appendix is meant to assist you with your registration, as well as the preparation and submission of your declarations. Any document or other information referred to in this note may be found on [www.valipac.be](http://www.valipac.be) or requested by dialling 02/456.83.10.

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## 1. Definitions

### 1.1 Types of parties responsible for packaging

The Cooperation Agreement makes a distinction between 3 types of parties responsible for packaging:

**Party responsible for packaging A (PRP/A):** any party that packages or has goods packaged in Belgium with a view to or as a result of placing them on the Belgian market.

**Party responsible for packaging B (PRP/B):** any party that imports packaged goods (or has them imported) with a view to bring them on the Belgian market (the importer does not unpack or use them himself).

**Party responsible for packaging C (PRP/C):** if the products are not packaged by a PRP/A and are not imported by a PRP/B, then this definition applies to the unpacker of the imported products (raw materials, parts or showroom articles).

Often a company simultaneously responds to multiple types of parties responsible for packaging.

### 1.2 Primary, secondary and tertiary packaging

**Primary packaging** (sales packaging): any packaging that has been designed to constitute a sales unit for the end-user or consumer at the point of sale.

**Secondary packaging** (grouped packaging): packaging that encloses a collection of sales units. They may be sold to the end-user (multipack), or may otherwise be used to fill the shelves at the point of sale or for logistic purposes.

**Tertiary packaging** (transport packaging): packaging that simplifies loading or transport of packaged products or that helps to prevent damage.

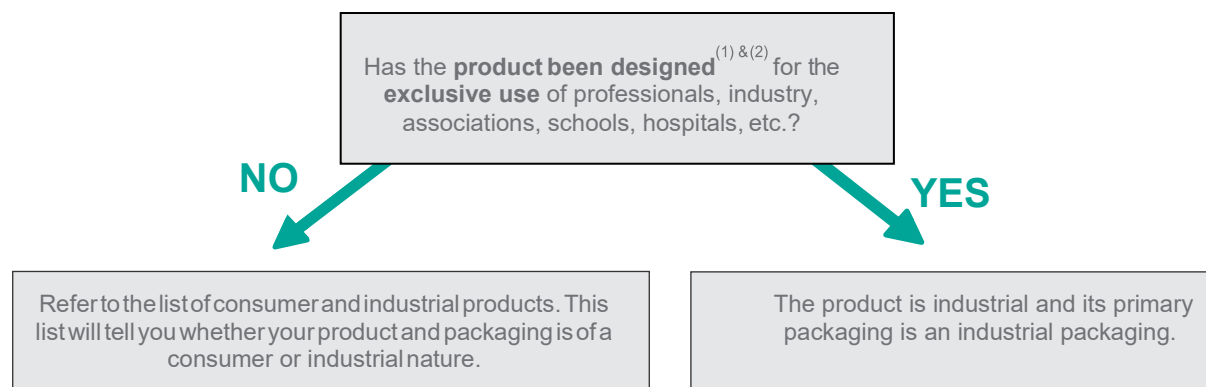
### 1.3 Difference between industrial and consumer packaging

**Tertiary packaging (transport packaging): is always industrial.**

**Secondary packaging** (grouped packaging): is an industrial packaging, except for those products intended for normal household use and that have been designed to serve as a sales unit (multipack) at a point of sale. For the definition of a multipack, please refer to the "List of consumer and industrial products" (Grijze Lijst/Liste Grise) on our website: [www.valipac.be](http://www.valipac.be).

**Primary packaging** (sales packaging): can be either a consumer or industrial packaging. In order to make the distinction, use the following diagram:

### Decision tree: consumer or industrial product



<sup>(1)</sup> The distribution network is therefore not a specific factor. If competitors distribute a product that is identical to yours to consumers via a distribution network, you must refer to the list of consumer or industrial products (Grijze Lijst/Liste Grise). There must be a clear and tangible evidence stating that the product is industrial.

<sup>(2)</sup> If the primary packaging of a product is designed to require the use of professional equipment in order to use the product, the primary packaging of that product is considered an industrial packaging. For example: a beer keg.

### Parts and accessories

- Parts are industrial. They are only used for product repairs that are primarily carried out by professionals.
- Accessories complete a product and are therefore considered to belong to the same category as the main product.

Example:      PC = industrial → accessories for the PC = industrial  
 Bicycle = consumer → accessories for the bicycle = consumer

The list of consumer and industrial products is available on our website: [www.valipac.be](http://www.valipac.be).

## 1.4 Single-use and reusable packaging

The Cooperation Agreement imposes different obligations for single-use and reusable industrial packaging. Single use industrial packaging is subject to both the take-back and information obligation; while reusable packaging is only subject to the information obligation.

**Take-back obligation:** the duty incumbent upon every party responsible for packaging to meet the recycling and recovery quotas as specified in the Cooperation Agreement, for the packaging it is responsible for, i.e. that has been put on the Belgian market.

**Information obligation:** the duty incumbent upon every party responsible for packaging to annually inform the Interregional Packaging Commission of the terms and conditions for taking back the packaging waste and the percentages attained for recycling and recovery.

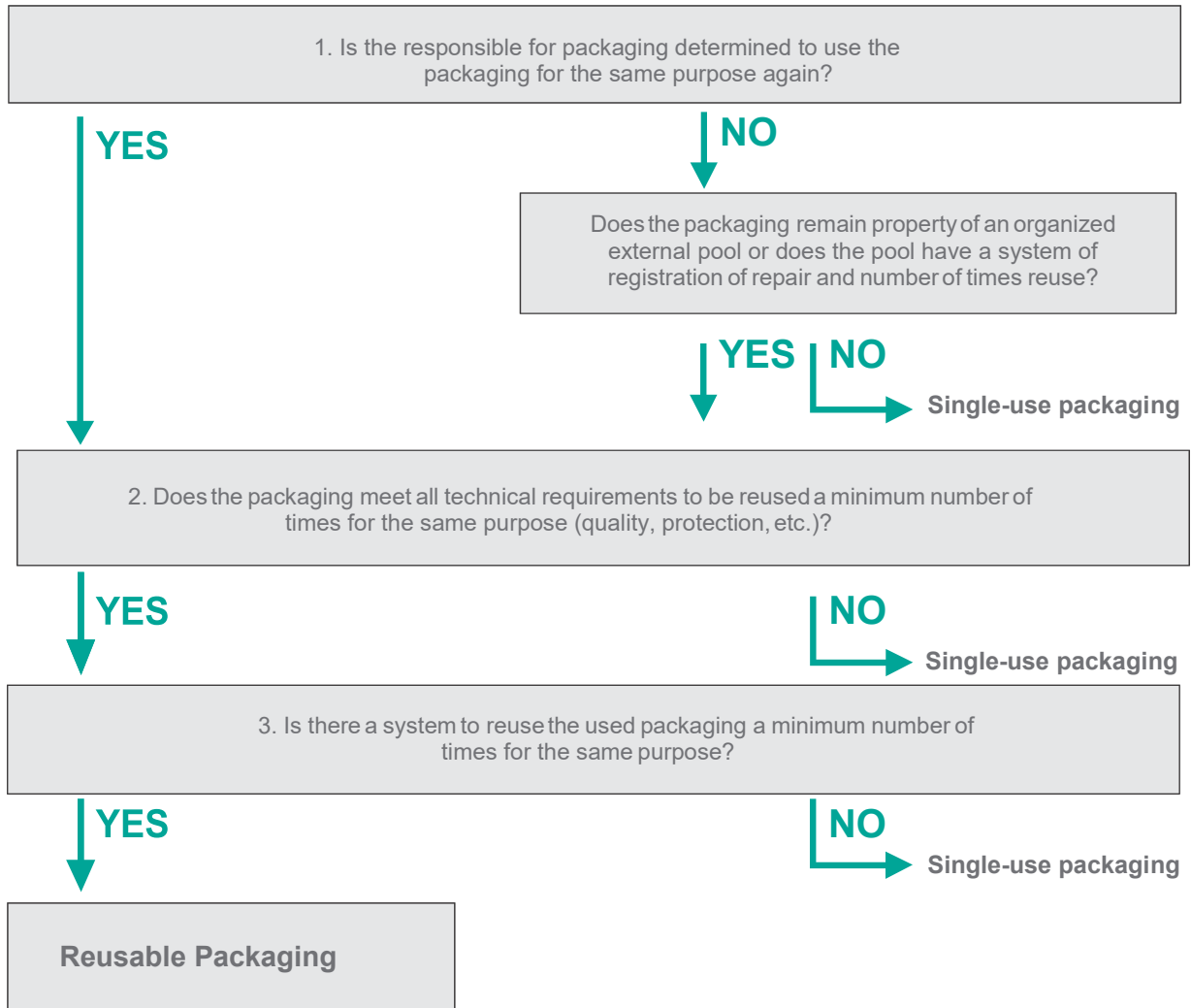
Is considered by the Cooperation Agreement as:

**Reusable packaging:** any packaging intended and designed to create a minimum number of cycles within its life cycle and to be refilled or reused for the same purpose for which it has been designed.

**Single-use packaging:** any packaging that is not a reusable packaging.  
 E.g. a box originating from the unpacking of goods that is used by the responsible for packaging to collect waste paper or that he intends to use in turn to pack goods - since the box is still in good condition - does not meet the criteria of a reusable packaging and has to be reported as a single-use packaging.

The party responsible for packaging will have to decide by means of the decision tree shown below whether its packaging is truly reusable. If so, it must be able to prove the existence of a system that, in practical terms, makes reuse possible.

### Decision tree



### 1.5 Non-recyclable packaging

There are two basic factors that can hinder the recycling of packaging:

- The material used to make the packaging.
- The product itself.

Are considered as non-recyclable materials: all materials for which no recycling technology exists, or whose recycling is not economically feasible.

Generally speaking, if the product acts as an impediment to the recycling of the packaging, the packaging must be considered as being non-recyclable. With respect to contents, additional legal definitions apply.

The following packaging shall be declared as being non-recyclable :

<b>Paper/cardboard</b>	Refined, tar-saturated and siliconed paper/cardboard; Composite paper/cardboard with more than 15% non-fibre material; paper/cardboard that has been in direct contact with a hazardous product.
<b>Plastics</b>	Laminates, plastics affixed to another surface.
<b>Wood</b>	Wood that has been treated with hazardous products, such as preserved wood or wood that has been treated with fire-retardant products.
<b>Glass</b>	Glass that contains lead.
<b>Other</b>	Technical composites such as sandstone and porcelain.

This list is non-exhaustive and subject to change depending on the technological advances and legal amendments.

### 1.6 Single-use primary packaging of hazardous products

A distinction should also be made between primary industrial packaging that contains hazardous products and packaging that does not contain hazardous products. The primary industrial packaging of products subject to the duties of the CLP regulation have to be reported as single-use primary packaging of hazardous products.

### 1.7 Recyclable plastic packaging intended for the construction industry

Industrial recyclable plastic packaging intended for the construction industry must be reported separately in the declaration. (own production, private label - PRP/A, import PRP/B).

#### ***Which packaging is involved?***

Industrial recyclable plastic packaging intended for the construction industry covers all plastic foil and film, plastic covers and bags used for the packaging of:

- Bricks
- Cement, mortar, lime, plaster and additives that are to be mixed on construction sites
- Fibre cement
- Concrete products
- Sand, boulders and gravel
- Roofing materials
- Floor and wall tiles
- Windows and doors
- Plate glass
- Insulation material
- Facade cladding

These types of packaging are subject to a supplemental sector-specific contribution to partly finance Clean Site System.

## 2. Registration

### 2.1 Steps leading to registration

#### 2.1.1 Step 1

To open your membership, you have to provide the following documents:

- the **identification sheet** containing the general information about your company (address, etc.) and the person responsible for the Valipac reporting;
- the **declaration** reporting the weight of the packaging for which your company was responsible for packaging (for definition, see 1.1) during the year prior to the registration year;
- two original signed **membership agreements**.

##### 2.1.1.1 Identification sheet

**File details:** the general information about your company.

**Invoicing details:** enter here the name of the contact person and/or the address, if you want the Valipac invoice to be sent to a different address than that of the company.

**Account manager:** complete the details of the contact person who will be in charge of the Valipac file at your company. If you want all correspondence intended for that person to be sent to a different address than that of the company, you should enter that information as well.

##### 2.1.1.2 The declaration

Both single-use and reusable packaging (see 1.4) should be reported in the declaration. Reusable industrial packaging is only subject to the information obligation and should therefore be reported separately. Valipac does not charge **any contribution** on reusable packaging.

##### 2.1.1.2.1 Declaration forms for single-use industrial packaging

- Form A for the declaration of single-use industrial packaging for which you are party responsible for packaging type A;
- Form B for the declaration of single-use industrial packaging for which you are party responsible for packaging type B;
- Form C for the declaration of single-use industrial packaging for which you are party responsible for packaging type C. (for the definitions, see 1.1)

#### **Important:**

- Make the distinction between:
  - primary, secondary and tertiary industrial packaging (see 1.2).
  - primary packaging of consumer and industrial products (see 1.3).
  - primary industrial packaging of hazardous and non-hazardous products (see 1.6).
  - do not forget to report your reusable packaging separately.

## How to complete the forms?

**Reference year** : year to which the reported data refers.

**Membership number** : as the membership number has not yet been assigned, enter "pending".

**Total weight of all packaging** : per packaging material, add up the tonnages of all primary, secondary and tertiary packaging.

**Name and signature of the account manager** : the account manager of the member signs the form.

## Form A and B



## Declaration of single-use packaging - responsible for packaging type A

To be completed by members being a party responsible for industrial packaging type A. This means : any party that packages or has goods packaged in Belgium with a view to or as a result of placing them on the Belgian market. To be returned to Valipac no later than **28th February 2020**

Reference year: 2019	Membership N° :		Product group :		
Packaging material	Total weight of primary packaging <sup>(1)</sup> (tonne)		Total weight of secondary packaging <sup>(1)</sup> (tonne)	Total weight of tertiary packaging <sup>(1)</sup> (tonne)	Total weight of all packaging (tonne)
	Hazardous products <sup>(2)</sup>	Non-hazardous products			
Recyclable paper / cardboard					
Recyclable metal					
Recyclable wood					
Recyclable glass					
Recyclable natural fibres					
Recyclable plastic					
Recyclable plastic construction industry <sup>(2)(3)</sup>					
Other recyclable materials					
Non-recyclable paper / cardboard <sup>(2)</sup>					
Non-recyclable wood <sup>(2)</sup>					
Non-recyclable plastic <sup>(2)</sup>					
Non-recyclable glass <sup>(2)</sup>					
Other non-recyclable materials <sup>(2)</sup>					
<b>TOTAL</b>					
Number of units marketed			Net weight of products marketed (tonne)		
Name and signature account manager					

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The data on this form refer to the entire calendar year 2019.

- <sup>(1)</sup> Primary packaging = sales packaging
- Secondary packaging = grouped packaging
- Tertiary packaging = transport packaging
- <sup>(2)</sup> See "Declaration guide for industrial packaging"
- <sup>(3)</sup> This applies to all plastic film, plastic covers and bags for goods intended for the construction industry

All documents are available on our website [www.valipac.be](http://www.valipac.be) - chapter "Existing clients"

This English version is only a translation of the French and Dutch document and is provided for reference only. In the event of any conflict or discrepancy between the original French/Dutch version and this English version, the French and Dutch version shall (for all intents and purposes) prevail and be treated as the correct version.

**Total weight of primary packaging** : indicate per packaging material, the weight in tonne of single-use primary industrial packaging for which you were the party responsible for packaging type A and/or B during the reference year. Make the distinction between packaging of hazardous and non-hazardous products.

**Total weight secondary/tertiary packaging** : indicate per packaging material, the weight of secondary/tertiary industrial packaging for which you were the party responsible for packaging during the reference year.

**Number of units marketed** : if known, indicate the number of units of the products brought onto the market for the totality of packaging materials stated on the form.

**Net weight of products marketed** : if known, indicate the total net weight of the products brought onto market for the totality of packaging materials stated on the form.



Form C

## Declaration of single-use packaging - responsible for packaging type C

To be completed by members being a party responsible for industrial packaging type C. This means : with regard to industrial packaging waste arising from products that do not come under type A or type B, any party that unpacks or uses the packaged goods in Belgium and is thereby deemed responsible for the packaging waste generated. To be returned to Valipac no later than **28th February 2020**

Reference year: 2019	Membership N°		
Packaging material	Primary packaging <sup>(1)</sup> of hazardous products <sup>(2)</sup>	All other packaging	Total weight of all packaging (tonne)
Recyclable paper / cardboard			
Recyclable metal			
Recyclable wood			
Recyclable glass			
Recyclable natural fibres			
Recyclable plastic			
Other recyclable materials			
Non-recyclable paper/cardboard <sup>(2)</sup>			
Non-recyclable wood <sup>(2)</sup>			
Non-recyclable plastic <sup>(2)</sup>			
Non-recyclable glass <sup>(2)</sup>			
Other non-recyclable materials <sup>(2)</sup>			
<b>TOTAL</b>			
Name and signature account manager			

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The data on this form refer to the entire calendar year 2019.

- <sup>(1)</sup> Primary packaging = sales packaging
- <sup>(2)</sup> See "Declaration guide for industrial packaging"

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**Primary packaging of hazardous products** : indicate per packaging material, the weight in tonne of single-use primary industrial packaging for which you were the party responsible for packaging type C during the reference year. In this column, enter only the single-use primary packaging of hazardous products.

**Other packaging of non-hazardous products** : in this column, enter the primary industrial packaging of non-hazardous products, as well as the secondary and tertiary packaging of both hazardous and non-hazardous products for which you were the party responsible for packaging type C during the reference year.

### 2.1.1.2.2 Declaration forms for reusable industrial packaging

Using the decision tree (see 1.4) drawn up in consultation with the Interregional Packaging Commission, you should determine whether your packaging falls within the scope of the official description of a reusable industrial packaging.

- Form A for the declaration of reusable industrial packaging for which you are party responsible for packaging type A;
- Form B for the declaration of reusable industrial packaging for which you are party responsible for packaging type B;
- Form C for the declaration of reusable industrial packaging for which you are party responsible for packaging type C (for the definitions, see 1.1).

The forms already specify the **most common** reusable industrial packaging. The quantity that you must report is equivalent to the number of packaging units (for which you are party responsible for packaging) if the packaging had been single-use.

#### Example:

*You have 10 reusable pallets that you use 10 times per year for deliveries. You report: 10 pallets x 10 deliveries = 100 pallets. If you did not have used reusable pallets, you would have had to use 100 single-use pallets for the same number of deliveries.*

If you use reusable industrial packaging that is **not already specified on the form**, complete the "Other" section with the number of packaging and:

- the type of packaging (the short description of the packaging);
- the volume (the volume of the reusable industrial packaging);
- the material (the material the packaging is composed of);
- the unit weight (the weight (per material) of the packaging).

### 2.1.1.3 Membership agreement

The membership agreement is signed in duplicate by a person duly authorised to bind the company. Pages 2 and 11 must be completed and signed.

Send the 2 originals of the membership agreement, along with the identification sheet and the declaration, to Valipac by post.

### 2.1.2 Step 2

Once we have received all your registration documents, we will return a signed copy of the membership agreement, along with your membership number and an invoice for the payment of your funding contribution. Your registration is legally registered as soon as your funding contribution has been paid.

### 2.1.3 Step 3

Every year (by no later than 28 February), you must submit a declaration to Valipac with respect to the industrial packaging that was brought onto the Belgian market in the previous year.

## 2.2 Retroactivity

The Valipac system is open to companies seeking to comply retroactively with the take-back and information obligation, regardless of their signature date of the membership agreement to the Valipac system. The prescription period with respect to environmental offences is 5 years.

Valipac has to apply a retroactive registration for the 5 calendar years prior to the year of signature of the agreement (retroactive registration). A derogation to this rule may be granted if the company can prove that it was not a party responsible for packaging of industrial packaging in the previous years or if the company can provide evidence that it had complied with its take-back and information obligation on its own or via a third party, or if the company had been subject to a penalty as provided for in article 32 of the Cooperation Agreement.

Retroactive registration covers you for those years against any fines provided for by the Cooperation Agreement for not having fulfilled the individual take-back obligation. Those fines are € 500 to € 1,000 per tonne of non-recovered or non-recycled industrial packaging.

## 2.3 Your funding contribution

You pay a funding contribution for all the years of your registration.

For the 5 calendar years prior to the year of registration, a fixed funding contribution is charged.

For the year of registration you pay an advance funding contribution, calculated by means of the weights of the industrial packaging you were responsible for during the previous year and multiplied by the current Valipac rates. If the result of this calculation (tonnage x rate) is lower than the minimum funding contribution, the minimum funding contribution is due.

The Valipac rates are available on our website: [www.valipac.be](http://www.valipac.be)

## 3. Preparation of the declarations

### 3.1 Registration declaration

You calculate the values for the industrial packaging material for which you were party responsible for packaging during the previous year. It is important that you keep **a record of your packaging data**, that you can complete and update later on when preparing your next declarations. This can be done in different ways:

- You use one of the Valipac methods (see 3.3) or set up your own inventory system based on one of the Valipac methods.
- You use the Valipac standard weights (see 3.4).
- If eligible, you use one of the simplified standard methods (see 3.5).

### 3.2 Annual Declaration

Once registered as member of Valipac, you will submit annually the information related to your industrial packaging by means of a declaration. That declaration is used by Valipac to comply with the take-back and information obligations of its members and to calculate the funding contributions. Valipac must have received your declaration by **28 February of each year**. The declaration submitted in **year n** relates to the industrial packaging of products for which you were party responsible for packaging during **year n-1**.

In order to submit a correct and accurate declaration, it is important that you keep **a record of your packaging information**. This can be done in different ways:

- You use one of the Valipac methods (see 3.3) or set up your own inventory system based on one of the Valipac methods.
- You use the Valipac standard weights (see 3.4)
- If eligible, you use one of the simplified standard methods (see 3.5).
- You keep your data using the ePack declaration system (see 4.3).

### 3.3 Methods for calculating quantities of industrial packaging

Valipac has developed a number of methods to help you to collect your data. You are free to use one of these procedures or to combine the different possible approaches. You should use the method that gives you the most accurate data. You may also set up your own system, provided that it is as effective as the methods suggested by Valipac.

Always keep your information up-to-date. In case of an audit (see 4.4), Valipac will ask you to present that information and supporting documentation. You only send the declaration itself to Valipac.

#### 3.3.1 Method based on product sheets

This method is based on the information per type of product brought onto the Belgian market. All types of parties responsible for packaging (see 1.1) can use this method. You can use your own data and/or the data provided by your foreign supplier.

You will need the following information:

- Description of the type of packaging (weight and material) used to pack your products;
- The quantities of products brought onto the market.

#### Example:

*A company imports 500 computer screens for sale in Belgium. There are various types, but all of them are packed in the same type of packaging<sup>(1)</sup>. The standard packaging for computer screens is a cardboard box with a weight of 3 kg containing 200 g of Styrofoam (EPS) as a shock absorber and a plastic cover (50 g) protecting the screen. The boxes are shipped on single-use pallets (15 kg) with a shrink-wrap cover (0.5 kg). There are 25 boxes on one pallet.*

Based upon that information, the company can draw up a "product sheet":

Product sheet				
Product: Computer Screen			Unit: one screen	
Packaging	Packaging material	Type of packaging	Hazardous/ non-hazardous <sup>(2)</sup>	Total packaging
Cardboard box	recyclable paper/cardboard	primary	non-hazardous	3 kg.
Styrofoam	recyclable plastic	primary	non-hazardous	200 g.
Plastic cover	recyclable plastic	primary	non-hazardous	50 g.
Single-use pallet	recyclable wood	tertiary	non-hazardous	0.60 kg (15 kg./25)
Shrink-wrap for pallet	recyclable plastic	tertiary	non-hazardous	0.02 kg (0.5 kg./25)



Weight intended for Valipac = the quantities of packaging per product sheet multiplied by the matching number of products sold.

<sup>(1)</sup> If you put products on the market in a wide variety of packaging types, you may base your calculation on the most commonly used type of packaging and extrapolate your data to the total quantities. E.g. If you have 100 different products, you can concentrate on the packaging of the 20 best-selling products, representing 80% of the sales volume, and extrapolate the results to 100%.

<sup>(2)</sup> Make a distinction between primary industrial packaging of hazardous and non-hazardous products (see 1.6).

### Comments:

- Sometimes it is easier not to include the quantities of tertiary packaging on the product sheet but to calculate this type of packaging by means of the quantities of packaging units used (e.g. number of pallets used, number of rolls of shrink-wrap, etc.) (see also 3.3.2).
- You can also use standard weights in your product sheets. More information about this topic is given in chapter 3.4.

### 3.3.2 Method based on packaging material

This method is based on the quantities of packaging used and is **most suited** for use by a party responsible for packaging **type A** (see 1.1).

To use this method, you will need the following information:

- Description of the packaging materials used;
- Calculation of the quantities of industrial packaging used.

### Example:

*A company purchases chemicals in bulk and distributes them in 220-litre barrels to its clients. The metal 220-litre barrels are stacked 4 to a pallet and wrapped in shrink-wrap. The empty barrels are not taken back by the clients. The 220-litre barrels are purchased from a barrel manufacturer, the shrink-wrap foil from a foil supplier and the pallets from a pallet manufacturer. The party responsible for packaging can indicate the quantities of industrial packaging used on the basis of the purchase invoices and differences in inventory levels. Half of the products packed in 220-litre barrels are sold to Belgian companies and the other half to companies in France. The member must therefore report 50% of the packaging used (barrels, shrink-wrap and pallets).*

Packaging purchased	Packaging material	Weight per unit (kg.)	Type of packaging	Hazardous/ non-hazardous <sup>(1)</sup>
Barrels	recyclable metals	17.2 kg per barrel	primary	hazardous
Shrink-wrap	recyclable plastic	5 kg per roll	tertiary	non-hazardous
Pallets	recyclable wood	15 kg per pallet	tertiary	non-hazardous

<sup>(1)</sup> Make a distinction between primary industrial packaging of hazardous and non-hazardous products (see 1.6).

Packaging material	Quantity purchased	Starting inventory	End Inventory	Quantity used	Weight per unit	Total quantity used	Used for the Belgian market (50%)
metal	150 pieces	135	100	185	17,2 kg.	3.182 kg.	1.591 kg.
plastic	30 rolls	5	2	33	5 kg.	165 kg.	82,5 kg.
wood	250 pieces	53	23	280	15 kg.	4.200 kg.	2.100 kg.



Weight intended for Valipac = only that part that is intended for the Belgian market.  
In this example, that is 50% of the total quantity used.

If no information is available concerning the quantities sold in Belgium/abroad, you can base the calculation on the sales in Belgium/abroad, provided that the same product mix is being sold at the same sales prices. Preference is given to calculations based on sales statistics (quantities sold) rather than on sales revenue.

**Comment:**

Make a distinction between industrial and consumer packaging of your products (see 1.3). Also take into account product losses when the products are being packed.

**3.3.3 Method based on packaging waste**

This method is based on the quantity of packaging waste that has been sorted in selective containers and is **particularly applicable** for parties responsible for packaging **type C** (see 1.1).

You will need the following information:

- The content (in tonne) of the containers or other selective collection systems;
- The ratio between the quantity of industrial packaging waste originating from products manufactured by both domestic and foreign suppliers.

**Example:**

*A company produces cosmetics. For that purpose, it purchases chemicals abroad for use in its production process. The company has 3 selective waste containers: one for cardboard packaging, one for plastic packaging and one for wood. There is also a waste container for mixed waste (class II). The invoice from the waste collection company shows that the following quantities were collected: 12 tonnes of paper/cardboard; 6 tonnes of plastic; 20 tonnes of wood and 30 tonnes of mixed waste. The ratio between the quantity of industrial packaging waste originating from products manufactured by domestic and foreign suppliers is: 60% domestic, 40% foreign.*

Based upon that information, you draw up a declaration:

Container	Packaging material	Total quantit	Ratio purchase abroad = 40%	To be declared to Valipac
Selective cardboard container	recyclable paper/cardboard	12 tonnes	12 tonnes x 0,40	4,8 tonnes
Selective plastics container	recyclable plastic	6 tonnes	6 tonnes x 0,40	2,4 tonnes
Selective wood container	recyclable wood	20 tonnes	20 tonnes x 0,40	8 tonnes
Mixed waste <sup>(1)</sup>	5% plastic 4% paper/cardboard 1% wood	30 tonnes	30 tonnes x 0,05 x 0,40 30 tonnes x 0,04 x 0,40 30 tonnes x 0,01 x 0,40	0,60 tonnes 0,48 tonnes 0,12 tonnes



Weight intended for Valipac = only that part that has been purchased abroad. In this example, that represents 40% of the total quantity that was collected by the waste collection company.

<sup>(1)</sup> Sorting tests realised by Valipac showed that 10% of the total quantity of mixed waste may be attributed to industrial packaging. That consists of 5% plastic, 4% paper/cardboard and 1% wood. You can use these percentages if you cannot do a sorting test of your own mixed waste.

How to determine the percentage that has to be declared to Valipac?

- Limit yourself to the packed products flow for which you are truly the party responsible for packaging type C (raw materials, spare parts, etc.).
- Your bookkeeping records will provide you the ratio between your domestic/foreign purchases. Calculate that ratio as follows:

$$\frac{\text{Invoices related to products purchased from foreign suppliers}}{\text{Invoices related to products purchased from foreign and domestic suppliers}}$$

### 34 Standard weights

With the help of packaging manufacturers, Valipac has set up standard weights for the most common industrial packaging. This list is available on our website, [www.valipac.be](http://www.valipac.be).

### 35 Standard methods

Valipac has developed a number of standard methods that can be used by importers of products (party responsible for packaging **type B**) in the following sectors:

- Wine & spirits
- Fruits & vegetables
- Toys
- Tableware
- Corporate gifts
- Printing companies
- Publishing companies

All of the standard systems were set up in close consultation with the relevant professional associations and representatives from the different sectors. These systems ensure companies to submit a correct, and above all, a significantly simplified declaration.

For more information, please see [www.valipac.be](http://www.valipac.be).

## 4. Declaration submission

Once you have gathered all the information, you will submit it to Valipac. This can be done as follows:

- online using myDeclaration (see 4.1)
- in hard copy using the declaration forms (see 4.2)
- by means of ePack (see 4.3)

### 4.1 Online using myDeclaration

Henceforth the online declaration via the Valipac website is named 'myDeclaration'. This application does not only offer the possibility to submit a detailed declaration; from now on you can also submit a declaration based upon the turnover (provided your company complies with the eligibility conditions of the simplified declaration – see 4.2.4)

Additionally myDeclaration also offers many advantages: you can have a view on the data of previous declarations, consult your invoices and moreover all your communications with Valipac are centralised here.

To have access, you only have to contact Valipac to sign up. You will then receive a registration email containing a link that will allow you to create your password. The username is set by Valipac. Once you have successfully registered, you can log on.

On the home page of myDeclaration a video tutorial shows how to submit a declaration, where to view your previous reports and consult your invoices.

Using myDeclaration not only reduces paperwork; all information related to your Valipac declaration is centralised at one place.

## 42 Declaration forms

### 4.2.1 Declaration forms for single-use packaging

- Form A for the declaration of single-use industrial packaging for which you are party responsible for packaging type A;
- Form B for the declaration of single-use industrial packaging for which you are party responsible for packaging type B;
- Form C for the declaration of single-use industrial packaging for which you are party responsible for packaging type C. (for the definitions, see 1.1)

### 4.2.2 Declaration forms for reusable packaging

- Form A for the declaration of reusable industrial packaging for which you are party responsible for packaging type A;
- Form B for the declaration of reusable industrial packaging for which you are party responsible for packaging type B;
- Form C for the declaration of reusable industrial packaging for which you are party responsible for packaging type C (for the definitions, see 1.1).

### 4.2.3 Group declaration

Companies that legally belong to the same group may submit a single declaration. Valipac must be informed by means of the "group declaration" form. Every year the member that submits the declaration informs the names and corporate registration numbers of all of its group members and specifies as well the percentage of the packaging responsibility each company represents in the declaration. These companies are only covered by the "group declaration" if they are mentioned on the list provided by the member.

### 4.2.4 Simplified declaration based on turnover

Valipac has developed a simplified method for members with annual declarations of less than 5 tonnes. The first declaration will determine whether you are eligible for this simplified administrative procedure. You will be informed automatically by Valipac if that is the case.

You submit a detailed declaration for your first year of membership. That declaration is the basis for the next four years: during that period, Valipac will only ask for your turnover. For that declaration, you complete the form "Simplified declaration based on turnover" and send it to Valipac by 28 February of each year.

Valipac will calculate your declaration and your annual contribution based upon the percentage evolution of your turnover. In the fifth year, you will resubmit a detailed declaration.



The system applies for 4 years, even if your tonnage exceeds 5 tonnes (up to a maximum of 10 tonnes). Nevertheless, we do ask you to inform us in the event of significant changes to your packaging tonnage (company takeover, change of packaging, etc.).

### 4.3 ePack

Companies that also joined Fost Plus to comply with their consumer packaging, may submit a joint declaration via ePack, the internet application developed in collaboration with Fost Plus.

ePack uses product sheets (see also method at 3.3.1), in which the primary, secondary and tertiary packaging of the products are described. This gives you an overview of all of your products and all of the levels of packaging and allows you to submit both your consumer and industrial packaging using a single application.

After having entered all of your product sheets in ePack, you complete the quantities of units sold per product. ePack automatically calculates the respective tonnages of consumer and industrial packaging and gives you an overview of all of the quantities entered per product group.

If you do not want to submit the declaration immediately or if it is not yet complete, you can save the partially completed declaration. This offers the possibility to modify the data or add new information later. Once the declaration is complete, you confirm its content and it will be automatically submitted to Valipac and Fost Plus.

Before you start using the system, you must sign up. This is easy to do via [www.valipac.be](http://www.valipac.be). After your registration, you will receive a username and password by e-mail, allowing you to log on to ePack. Only one person per company can register as being responsible for the declaration. That person will be responsible for complying with the terms of use and for assigning or removing users and assigning rights and permissions by means of the "user administration" function (on [www.valipac.be](http://www.valipac.be), - "online declaration" section). Each new user will receive his/her own username and password by e-mail.

### 4.4. Audit of the declaration

Valipac also places its own auditors at the disposal of the companies. They will essentially look at the system that the member uses for inventorying the industrial packaging. After his visit, the Valipac auditor will draw up a report with the points requiring attention, if any, in order to improve the declaration.

Members who pay an annual contribution of more than € 5,000 must have the declaration audited every 4 years by a company auditor in accordance with a fixed procedure. This does not apply to members who pay a lower contribution.

Upon receipt of the declaration, Valipac will contact the companies that need to have their declaration audited. The revision should be carried out within a specified period of time and the costs will be supported by the member.

*This English version is only a translation of the French and Dutch document and is provided for reference only. In the event of any conflict or discrepancy between the original French/Dutch version and this English version, the French and Dutch version shall (for all intents and purposes) prevail and be treated as the correct version.*



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