

Registration and annual reporting (WEEE, BAT)

DPA-System (former WEEE-System) is short for Danish Producer Responsibility System. DPA-System is in charge of administrative tasks associated with the rules on producer responsibility under Danish environmental law regarding waste from electrical and electronic equipment, end-of-life batteries, and in the future also end-of-life vehicles.

In pursuance of the rules on producer responsibility for waste electrical and electronic equipment (EEE) and batteries/accumulators this document describes data to be reported in connection with registration of a new producer or importer as well as data to be reported annually to DPA-System in the annual reporting period from 1 January to 31 March. Please notice, that apart from companies doing distance selling of electrical equipment to private households in Denmark, it is not possible to register a foreign VAT no. in DPA-System's register.

Producer responsibility for EEE has authority in the Danish Statutory Order on management of waste electrical and electronic equipment (the WEEE Order) no. 1296 of 12 December 2011. The Order is based on Directive 2002/96/EC of the European Parliament and of the Council of 27 January 2003 on waste electrical and electronic equipment (WEEE Directive).

Producer responsibility for waste batteries has authority in the Danish Statutory Order on batteries and accumulators and waste batteries and accumulators (the Battery Order) no. 1186 of 10 December 2009. The Order is based on Directive 2006/66/EC of the European Parliament and of the Council of 6 September 2006 on batteries and accumulators and waste batteries and accumulators (Battery Directive).

All statutory and other documents mentioned below can be found on www.dpa-system.dk.

Producer responsibility on EEE and batteries rests on the principle that each producer or importer assumes responsibility for collection and management of WEEE and waste batteries to the effect that products becoming waste are managed in an environmentally correct manner.

Producers and importers are in the following referred to as *producers* as the rules applying to both types are the same.

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1. Definitions (source: Statutory Order on Waste no. 1632 of 21/12/2010)

Treatment: Recovery or disposal operations, including preparation prior to recovery or disposal. Way in which waste is managed.

Disposal: Any operation which is not recovery even where the operation has as a secondary consequence the reclamation of substances or energy.

Waste suitable for incineration: Waste which is not suitable for recycling and which can be destroyed by incineration without causing unacceptable emission of pollutants. Waste suitable for incineration includes domestic waste, and waste similar to domestic waste from enterprises except for:

- a) waste which is prohibited from incineration by legislation,
- b) waste which is subject to legislation or regulations passed by a local council and shall be assigned to recycling or other treatment, including disposal,
- b) PVC waste, e.g. sewage pipes, windows and flooring, and heavy-metal containing waste, e.g. fishing nets with lead sinkers and waste from x-ray services, and waste which in a similar manner may cause environmental problems during incineration.

Recycling: Any recovery operation by which waste materials are reprocessed into products, materials or substances whether for the original or other purposes. It includes the reprocessing of organic material but does not include energy recovery and the reprocessing into materials that are to be used as fuels or for backfilling operations.

Management: Collection and transport, as well as recovery and disposal of waste including supervision and aftercare of landfills as well as activities of dealers and brokers.

Collection: Gathering of waste, including the preliminary sorting and preliminary storage of waste for the purposes of transport to a waste treatment facility.

Recovery: Any operation the principal result of which is waste serving a useful purpose by replacing other materials which would otherwise have been used to fulfil a particular function, or waste being prepared to fulfil that function, in the plant or in the wider economy.

2. Registration and annual reporting – user guide

This document describes data to be submitted in connection with registration of a producer or an importer in the national producer register. In addition it describes data to be submitted to DPA-System annually after registration in the reporting period from **1 January to 31 March**.

Producers having placed portable batteries on the market must furthermore submit data on quantities of portable batteries placed on the market in the previous calendar year. This must be done in the period from **1 January to 15 February**. Data must be reported to SKAT (Danish Tax and Customs Administration) who transfers these data to DPA-System.

For producers registered under a collective scheme this scheme will normally assume registration and reporting to DPA-System on behalf of the producer. However, producers placing portable batteries on the market must report such quantities to SKAT themselves. Producers must also sign a confirmation of registration and submit it to DPA-System.

Data to be reported are the same for individual compliers and collectively registered producers. You can find more information on collective producer schemes on www.dpa-system.dk.

Registration of a new producer or importer and annual reporting follow a specific procedure in the DPA-System producer register. Each element of the registration/reporting procedure is illustrated by icons to be opened in a certain sequence.

Sections 5-11 describe the registration and reporting procedure.

3. My space

The registration and reporting system is designed in a way that after registration the producer gets his own 'My space' in the producer register. 'My space' is a screen where the registered producer can log in through a login ID and a password. On the site the relevant icons appear, for instance for annual reporting and information/reports available to the producer. By clicking on 'My space' in the top menu the producer can at any time return to the overview page.

4. Icons for registration and annual reporting

In connection with registration and annual reporting the sequence illustrated with the below icons is followed. After entry of data it is possible to make a print or an extract of reported data.

Icons for submission of data are:



Icons for print or extract of data:



5. Register new producer or Master data



Click LOGIN on www.dpa-system.dk and select 'Register producer' to open a new registration.

The icons must give updated contact information for the company. The system collects information on name and address from the Central Business Register (CVR) when the CVR number is entered.

Please notice that apart from companies doing distance selling of electrical equipment to private households in Denmark, it is not possible to register a foreign VAT no. in DPA-System's register.

Enter login ID and password and select 'Master data' to edit and report for already registered companies.

In some collective schemes members can choose whether to have the invoice on the annual DPA-System fee submitted through the collective scheme or directly to the company. If the invoice should be sent to the collective scheme this is marked by clicking the field 'Settings' next to 'Invoice through collective scheme'. On the next site you mark the collective scheme(s) that should receive the invoice on your behalf. Note that not all collective schemes offer this service.

Producers wishing to receive their invoice directly can choose between normal standard, where DPA-System sends the invoice to the address appearing in the CVR Register or to another invoicing address to be entered by the producer.

Contact person and e-mail address should refer to a contact in the company.

Note that all contact from DPA-System takes place through the e-mail address entered here. The producer is fully responsible for ensuring that information from DPA-System reaches the relevant persons in the company.

Already registered producers can change their password under the icon 'Master data'.

6. Categories and quantities



Under the icon 'Categories and quantities' you can register or add categories of electrical equipment (WEEE) and/or batteries (BAT) for which your company has producer responsibility. Read more about categories on www.dpa-system.dk.

For electrical equipment the categories are registered under end user 'Households' or 'Professionals' – depending on whether equipment is manufactured for use in private households or for professional use. It is possible to mark both types of end user under each relevant category.

Note that the producer responsibility takes different forms depending on the user type – and whether the company produces/imports electrical equipment for professional or private use. Also, duties under the producer responsibility scheme for portable batteries differ from those associated with industrial and automotive batteries.

On the site 'Selection of first active year' select per category the year in which the company placed equipment under the duty of registration in Denmark for the first time. Note that reports must be chronological (2006 before 2007 etc.).

Quantities put on the market (kg)

For those categories and end users a producer has registered previously he must report annually in the period 1 January to 31 March how much he has actually put on the market in the previous calendar year.

If the producer plans to deal in products in new categories, he must register a budget figure (expected quantities put on the market in kilograms for the present calendar year) for each of the new categories.

Electrical equipment

Quantities of electrical equipment put on the market must be broken down on categories and end users – i.e. how many kilograms have been used in households and professional companies respectively within each category. For a more detailed definition of the user categories of Households, Professionals and Dual-use see www.dpa-system.dk.

The weight is stated in entire kilograms, as the weight of the entire product (finished article) in the form it is sold to the purchaser, including electronic accessories but excluding batteries and accumulators, packaging, instructions and manuals.

The weight is stated as the exact weight in entire kilograms of products put on the market per category and per end user.

If a producer has not had any transactions in a selected category, 0 (zero) is registered.

Note:

Quantities of electrical equipment put on the market for the use by households must be attested by an auditor during reporting. Read more on Auditors' Attestation on www.dpa-system.dk.

Batteries

The producer must report how many products have been/are expected to be put on the market - distributed on chemical substance groups (lead-acid, nickel-cadmium, mercury, and other).

The weight is always stated in entire kilograms, as the weight of the entire product (finished article) in the form it is sold to the purchaser, but excluding the weight of transport packaging, instructions and manuals. If the battery is incorporated into an appliance only the weight of the battery is stated. For batteries containing liquids (electrolyte) the weight is stated including liquid and gel.

If a producer has not had any transactions in a selected category, 0 (zero) is registered.

Note on portable batteries:

New producers/importers of portable batteries must report quantities expected to be put on the market (budget figures) to DPA-System.

By contrast, realised sales of portable batteries must be reported to SKAT and they are subsequently transferred to DPA-System. Reporting to SKAT must be done no later than 15 February. More details on reporting to SKAT can be found on www.dpa-system.dk.

Portable batteries transformed into industrial batteries (in battery packs used exclusively for industrial purposes) or exported by the purchaser (subsequent level) can be deducted from the quantity of portable batteries put on the market, provided that documentation is available. This documentation must be presented to SKAT. If an adjustment is made SKAT will transfer the adjusted data to DPA-System.

Transfer of responsibility

Producers/importers dealing in:

- Electrical equipment with professional users and/or
- Automotive batteries and/or
- Industrial batteries

may enter agreements with a subsequent level in the distribution chain about transfer of the take-back duty under the producer responsibility scheme. This is known as 'quantities subject to transfer of responsibility'.

Note that it is not possible to transfer responsibility for electrical equipment for use in households and for portable batteries. You can read more about transfer of responsibility on www.dpa-system.dk.

Quantities subject to transfer of responsibility will be lower than or equal to quantities put on the market in the calendar year in question. If no quantities have been transferred, click Next.

Quantities taken back

For the categories registered previously, the producer must report annually quantities taken back as WEEE/waste batteries.

For household products and portable batteries the producer or the collective scheme must register the share of WEEE/waste batteries that the producer has collected from the municipal collection sites. This quantity is stated as collection from 'Municipal collection sites'.

Correspondingly, the producer under a collective scheme has a share in WEEE from households and waste portable batteries collected at the collection sites of the collective scheme. This quantity is registered under 'Collective collection'.

In addition, the producer may have initiated his own collection of WEEE/waste batteries. This quantity must be registered under 'Producer's own collection'. The sum of these three figures per category represents total quantity per category taken back by the producer.

If you have not collected any WEEE or waste batteries, click Next.

Quantities treated at recycling facilities

For the categories registered previously the producer must report to which recycling facility/-ies waste products have been sent for environmental treatment. It is possible to select between already registered recycling facilities or to add a new one with country code, CVR number, name and address.

Note that the requirement for reporting per recycling facility entered into force for the calendar year 2010. Therefore it is not possible to report quantities treated in years before 2010.

If no products have been sent for treatment – and you have consequently not selected any recycling facility – click Next.

After selection of recycling facility state per category for electrical equipment and at substance level for batteries how large quantities of WEEE/waste batteries have been 'Sent for treatment'.

Electrical equipment

For WEEE you must state per category how large quantities have been sent for treatment and how large a share has been incinerated (energy recovery). In addition, state EITHER quantities recycled (material recovery) OR efficiency rate of the facility as a percentage of total quantities sent for treatment. Subsequently the system calculates the remaining field, i.e. either quantities recycled or efficiency rate. It is not possible to enter both quantities recycled and efficiency rate. Energy recovery and recycling sum up to recovery. Any remaining quantity, which has been subject to neither incineration nor recycling, is computed automatically in the system. Calculations will appear from the producer's annual statement.

Batteries

For waste batteries you must state at substance level how large quantities have been sent for treatment, including how large a share has been treated in view of recycling (material recovery). Any remaining quantity is computed automatically in the system and will appear from the producer's annual statement.

Definitions of recycling, recovery etc. can be found in section 1 of this document.

If no products have been sent for treatment, click Save to complete registration/reporting of quantities.

7. Brands



Under the icon 'Brands' the brands (trademarks) that the producer places on the market in Denmark are listed at category level.

After registration/updating of brands, click Save.

8. Info for reprocessor



Under the icon 'Info for reprocessor' information is stated allowing reprocessors to contact producers or importers. This may be an e-mail address, website, telephone number etc.

It must be possible for reprocessors to contact the producer/importer if they have questions in connection with waste management of electrical equipment or waste batteries from the producer.

9. Reception sites for automotive batteries



If the producer has selected the category of automotive batteries he must create/select reception sites established for reception of waste automotive batteries.

Select among already created reception sites and/or create a new reception site by entering name and address of the site.

10. System users



Under the icon 'System users' the producer can create further users of the system. New users have the same rights as the system user that creates them. It is also possible to see the company's users of the system, delete users, and change password.

11. Confirmation or Registration certificate



After the first registration the icon 'Confirmation' is shown on 'My space'. Click the icon to get a printer-friendly version of master data entered in the DPA-System producer register.

It is a statutory obligation to have a registration in the DPA-System producer register approved by the responsible management of the company. Therefore, upon registration, the responsible manager of the company must sign this form and submit it by mail or in scanned form in an e-mail to DPA-System.

Registration must be complete – i.e. stating categories and quantities, brands and info for reprocessor – before the company's registration is finalised. In addition, the responsible manager must submit the signed confirmation to DPA-System. Completed registration AND submission of signed confirmation is a precondition for legal sale of products on the Danish market.

Lack of submission of signed confirmation and incomplete registration will cause cancellation of the company in the producer register.

Note:

After having ascertained a complete first registration and received a signed confirmation, DPA-System will approve the registration electronically in the register and the company will appear in searches on the DPA-System website. The icon 'Confirmation' will disappear from 'My space' and will be replaced by the icon 'Registration certificate'.

The confirmation must only be submitted in connection with the first registration – i.e. not in subsequent amendments to an existing registration.

The registration certificate can be printed and used as a proof of statutory registration towards clients and/or trade partners.

Click the icon Pdf to print confirmation or registration certificate.

12. Annual report



Under the icon 'Annual report' you can see previously registered quantities for a given year. Enter the year in question and click Show.

13. Export of data



Under the icon 'Export of data' it is possible to export previously entered information to Excel. Select the year/-s in question and mark which information to export to Excel for further processing in your company.

14. DPA-System use of reports

The general purpose of reporting to DPA-System is to allow the Environmental Protection Agency to control whether the producer responsibility scheme works, including whether the duties of take-back have been allocated correctly and to get an overview of management of WEEE and waste batteries.

Also, reported data are used to check whether EU objectives for recovery of waste batteries and recovery and recycling of WEEE are met in the Member States.

The purpose of reporting and payment of tax to SKAT for portable batteries is to have the producers pay their share of municipal costs for collection of batteries from residents.

Electrical equipment: quantities put on the market, households:

For household products DPA-System uses quantities put on the market to calculate how large a share of WEEE collected in municipalities each producer (or his collective scheme) should take back and treat. Correspondingly, DPA-System uses this figure to calculate how large a financial guarantee each producer (or his collective scheme) must provide to DPA-System.

Electrical equipment: quantities put on the market, households and professional users:

For both household and professional products DPA-System uses quantities put on the market to calculate fees to be paid to DPA-System. DPA-System calculates fee rates on the basis of reported total quantities put on the market.

Batteries: quantities put on the market:

Reported quantities put on the market regarding portable batteries are used in DPA-System to calculate how large a share of waste portable batteries collected in the municipalities should be taken back and treated by each producer. This is called the allocation scheme. Reported total quantities put on the market for all battery categories are used to calculate fees to be paid to DPA-System. Quantities put on the market in conjunction with collected quantities are used to give an overview of the efficiency of collection.

Electrical equipment and batteries: Quantities taken back:

Quantities taken back are used in DPA-System to adjust the allocation scheme in relation to WEEE from households and portable batteries. For WEEE from professional sources and industrial and automotive batteries quantities taken back are used to

calculate how large a share of WEEE and waste batteries is taken back compared with quantities put on the market.

Electrical equipment and batteries: Quantities treated:

Quantities of WEEE treated are used to control whether the producer has recovered and recycled a sufficiently large share of WEEE taken back compared with statutory rates in the WEEE Order (sections 36-37).

Quantities of waste batteries treated are used to control whether the producer has recycled a sufficiently large share of waste batteries taken back compared with statutory rates in the Battery Order (section 41).

DPA-System, 2012

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