

# SINGLE USE PLASTIC PRODUCER TRAINING GUIDE

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## Getting Set Up

If you are obligated under the Single Use Plastic (SUP) Regulations you will need to register with Repak.

You are obligated under the SUP Regulations if:

1. You place SUP items on the Irish market, regardless of the amount/weight of items. If you are already in Repak membership you will still need to register as an SUP producer.
2. You place SUP items on the Irish market from outside Ireland i.e. via distance selling to households.

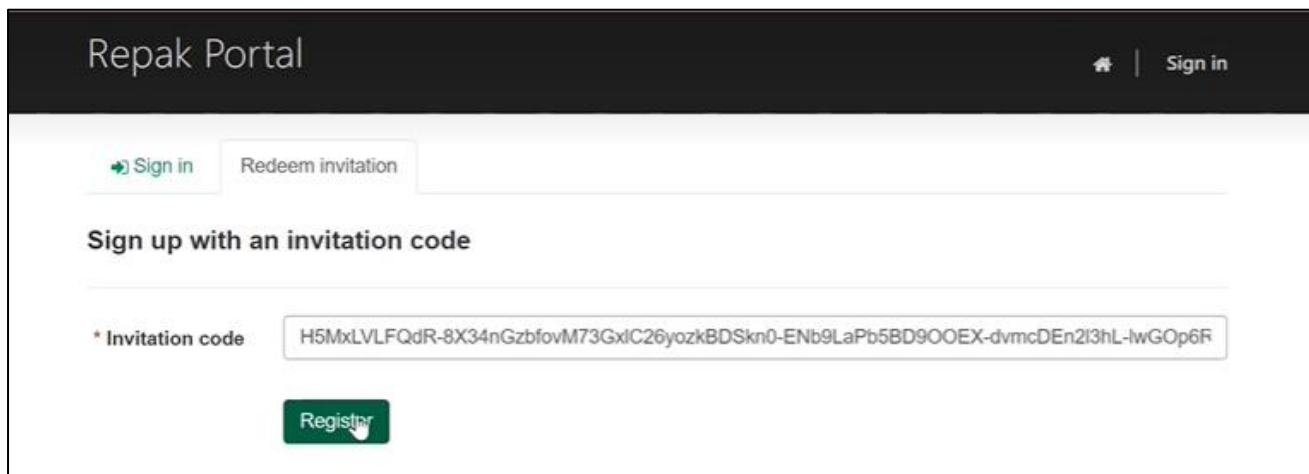
You can register as an SUP producer in one of the following ways:

1. If you are already in Repak membership, for your packaging obligation, please contact Repak for assistance in adding SUP details to your account at [sup@repak.ie](mailto:sup@repak.ie)
2. Click [here](#) if you have both packaging and SUP obligations but are not yet in Repak membership.
3. Click [here](#) if you need to register as an SUP producer only i.e. you do not have any obligations under the Packaging Regulations.
4. Click [here](#) if you are based outside ROI and place SUP items onto the ROI market by means of distance selling to households.

Once an application form has been approved you will receive an email containing details on how to access your online account.

## Redeeming an Invitation

1. Repak will send a unique invitation code from [no-reply@repak.ie](mailto:no-reply@repak.ie) to the SUP contact.
  - a. This code can only be redeemed once and by one person only.
  - b. If more than one person requires access to the portal please contact Repak and we will arrange for them to receive their own invitation code.
2. Click the link provided in the email.
3. Click the Register button.



The screenshot shows the Repak Portal interface. At the top, there is a dark header with the text 'Repak Portal' on the left and a 'Sign in' link on the right. Below the header, there are two tabs: 'Sign in' (with a right-pointing arrow) and 'Redeem invitation'. The 'Redeem invitation' tab is active. Underneath the tabs, the heading 'Sign up with an invitation code' is displayed. Below this heading, there is a form field labeled '\* Invitation code' containing the alphanumeric string 'H5MxLVLfQdR-8X34nGzbfvM73GxlC26yozkBDSkn0-ENb9LaPb5BD9OOEX-dvmcDEn2I3hL-lwGOp6F'. Below the form field is a green 'Register' button.

4. Set up your username and password.

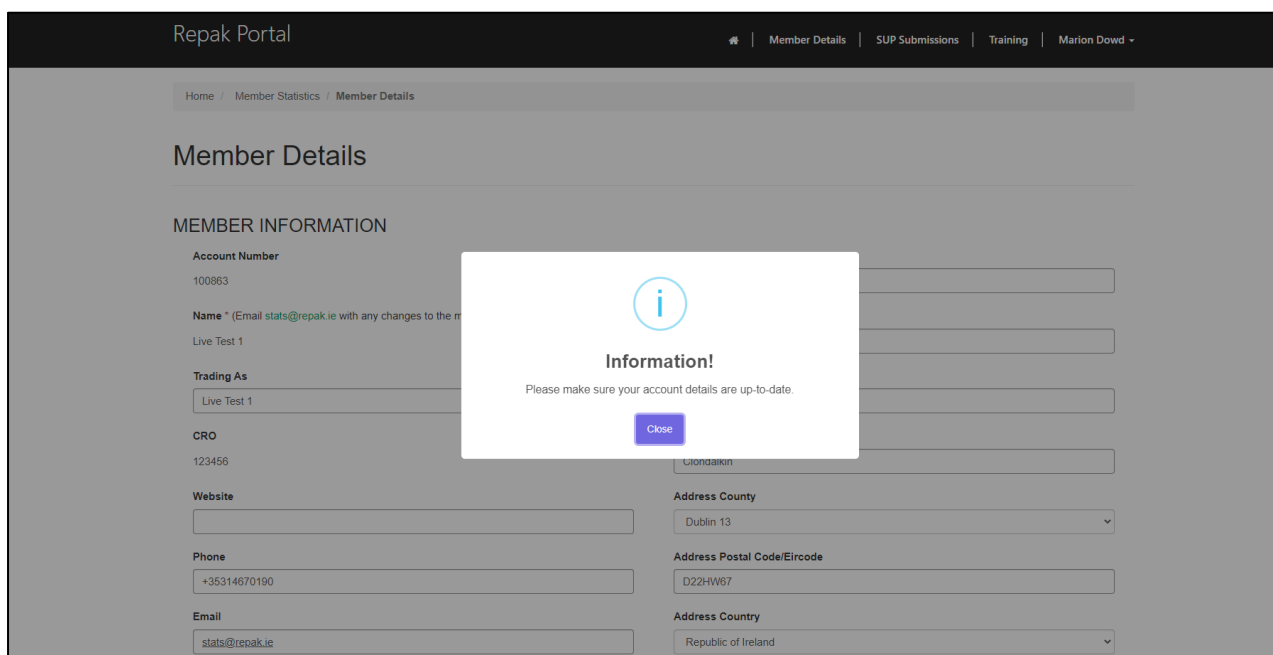
## Navigating the Portal

You can access your account [here](#).

An email, containing a security code, will be sent to the email address you provided. You must enter this code in order to proceed.

You should now be on the 'Member Details' page where a pop-up window will appear prompting you to check and update your account details.

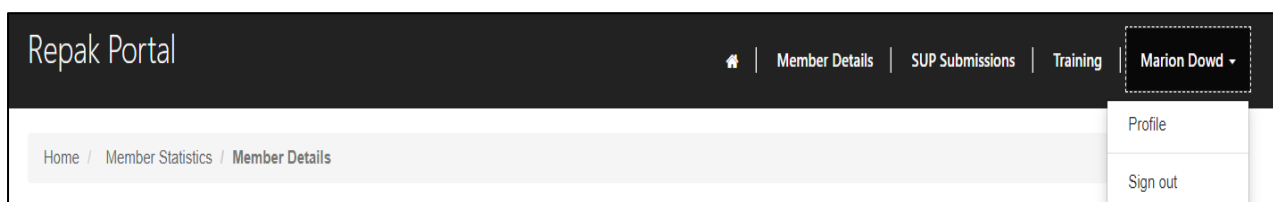
Click Close.



The screenshot shows the 'Member Details' page in the Repak Portal. A central pop-up window titled 'Information!' contains the text: 'Please make sure your account details are up-to-date.' and a 'Close' button. The background page shows various input fields for member information, including Account Number (100863), Name (stats@repak.ie), Trading As (Live Test 1), CRO (123456), Website, Phone (+35314670190), Email (stats@repak.ie), and Address details (County: Dublin 13, Postal Code: D22HW67, Country: Republic of Ireland).

To exit the portal or navigate to a different section (Submissions or Training), use the navigation tool bar at the top of the page.

To change your password, use the drop-down feature where your name appears on the top left and click 'Profile' then 'Change Password'.



The screenshot shows the top navigation bar of the Repak Portal. The user's name 'Marion Dowd' is displayed in a dropdown menu, which is open to show options for 'Profile' and 'Sign out'. The navigation tabs include Home, Member Statistics, Member Details, Member Details, SUP Submissions, Training, and Marion Dowd.

The tabs relevant to you within the portal are:

1. **Member details**; this is where you can update the below information. When new information has been entered or existing information updated, scroll to the bottom right corner of the page and press 'Save'.
  - a. *Company details* i.e. addresses, emails, phone numbers. **Note:** If the company name has changed, email [sup@repak.ie](mailto:sup@repak.ie) to request this change.
  - b. *Finance details* i.e. billing address, bank account details. To update the IBAN details you must first click 'Edit', then enter the details and press 'Save'.

**FINANCE INFORMATION**

Finance Email: stats@repak.ie

Finance Phone: +35314670190

Finance Address Country: Republic of Ireland

Finance Address 1: Red Cow Interchange Estate

Finance Address 2: 1 Ballymount Road

Finance Address 3:

Finance Fax:

Send Invoice: Email

Finance Address Town: Clondalkin

Finance Address County: Dublin 13

Finance Address Eircode/Postal Code: D22HW57

**BANKING DETAILS**

Account Name: Live Test 1

Sort Code:

IBAN: \*\*\*\*\*4742

BIC: TRWIGB2L

[Edit](#)

- c. *Contacts* i.e. update/remove a contact person.
- d. *Premises* i.e. update/remove a premise (only relevant for packaging **and** SUP accounts).

To update a contact/premise click 'Create', enter the details and press 'Save'.

**CONTACTS** [Create](#)

Full Name ↑	Contact Type	Email	Title
Marion Dowd	Finance , CEO, SUP Stats, SUP Main Contact	stats@repak.ie	Ms.

PREMISES Only ROI Premises need to display a Repak Certificate of Compliance [Create](#)

Premises No	Name ↑	Certified As	Address 1	Address 2	Address 3	Town	County	Postal Code/Eircode	Status
There are no records to display									

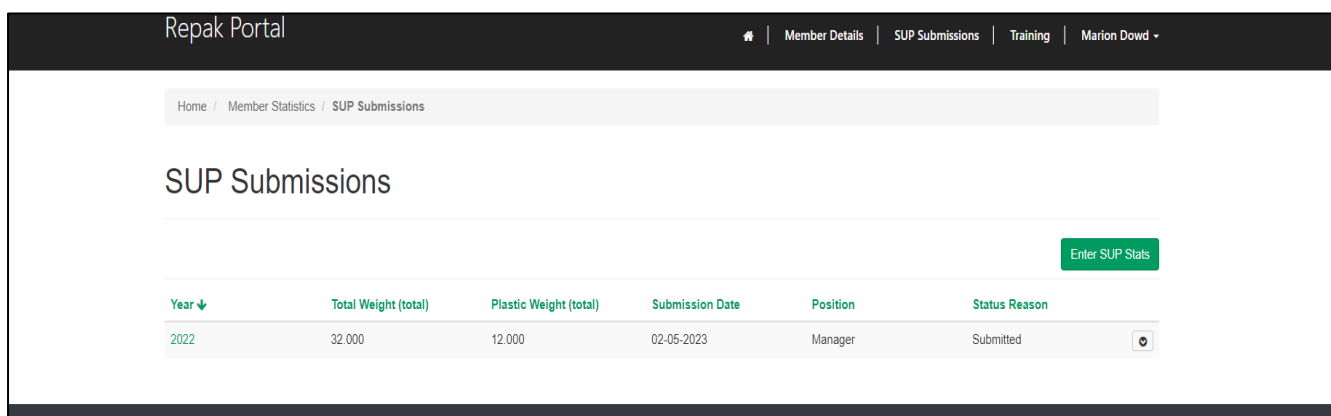
- e. *Single Use Plastic (SUP) Opt-Out* i.e. where you advise if you are no longer obligated under the SUP Regulations ([covered in more detail below](#)).
2. **SUP Submissions**; this is where you will submit your data and sign the Declaration of Compliance ([covered in more detail below](#)). If you are obligated for packaging and SUP you will need to submit two reports.
  3. **Stats Submissions**; If you are an SUP only or AR SUP account, you will not see this tab, this is only relevant for packaging **and** SUP accounts. Guidance on packaging statistics can be found under the Training tab within your account.
  4. **Training**; here you will have access to the relevant training videos and manuals to assist with navigating your account and submitting reports.

## Submitting SUP Data & Declaration of Compliance

Under the SUP Regulations you are required to cease placing certain SUP items on the market and show a reduction in your supply of other SUP items, on to the Irish market, by 2026. Repak have developed a report template and declaration form to assist you in providing the relevant information. This in turn will help us to show that you are compliant with the Regulations and that, as a collective, a reduction of SUP items has occurred in line with consumption reduction targets.

The report template is available within the portal. Once you have logged into your account:

1. Click on the 'SUP Submissions' tab.
2. All reports (submitted and draft) can be viewed here.
3. Click on the 'Enter SUP Stats' button.



4. You will submit data for the previous year e.g. in 2023 you will need to submit data for full year 2022.

**Note:** If you cannot view the full item descriptions within the report template, zoom out.

5. Information on the report template:
  - a. Not all fields in the report are mandatory, just complete the boxes applicable to your company.
  - b. Enter the total weight of the SUP items placed on the market in the Republic of Ireland, in tonnes.
  - c. If you enter a weight for cups for beverages/food containers, where they are partly made from plastic, please provide the total weight of the items and also the weight of the plastic only.
 

**Note:** The weight of the plastic only must be filled in otherwise you will not be able to fully submit the report. The plastic weight cannot be greater than the overall weight.

SUP Line Items		
Item Description	Total Weight (t)	Plastic Weight (t)
Cups for beverages, including their covers and lids. (Made wholly from plastic)	0	0
Cups for beverages, including their covers and lids. (Made partly from plastic)	10,000	0
Food containers, i.e. receptacles such as boxes, with or without a cover, used to contain food (Made wholly from plastic)	0	0
Food containers, i.e. receptacles such as boxes, with or without a cover, used to contain food (Made partly from plastic)	20,000	50,000

6. Once you have entered all your data click 'Next'.

### SUP Line Items

Item Description	Total Weight (t)	Plastic Weight (t)
Cups for beverages, including their covers and lids. (Made wholly from plastic)	10,000	0
Cups for beverages, including their covers and lids. (Made partly from plastic)	10,000	5,000
Food containers, i.e. receptacles such as boxes, with or without a cover, used to contain food (Made wholly from plastic)	0	0
Food containers, i.e. receptacles such as boxes, with or without a cover, used to contain food (Made partly from plastic)	20,000	15,000
Beverage containers with a capacity of up to three litres, i.e. receptacles used to contain liquid, such as beverage bottles including their caps and lids and composite beverage packaging including their caps and lids	0	0
Packets and wrappers made from flexible material containing food that is intended for immediate consumption from the packet or wrapper without any further preparation;	20,000	0
Lightweight plastic carrier bags as defined in point 1c of Article 3 of Directive 94/62/EC.	0	0
Sanitary towels (pads), tampons and tampon applicators;	0	0
<b>Total</b>	<b>60,000</b>	<b>20,000</b>

Previous **Next**

7. Read and sign the Declaration of Compliance (digital signature will suffice).

**Note:** Please provide name in full.

8. Click 'Submit'.

General  SUP Line Items  **Confirmation**

### Confirmation

**Declaration of Compliance - Producer**  
European Union (Single Use Plastics) (No 2) Regulations 2021

The following definitions apply to this declaration:

<b>EU Directive</b>	means Directive (EU) 2019/904/EC of the European Parliament and of the Council of 5 June 2019 on the reduction of the impact of certain plastics on the environment.
<b>Officer</b>	means a person holding the position of director or secretary of the Company or any other authorised person nominated by the Company.
<b>PET</b>	means polyethylene terephthalate.
<b>placed on the market</b>	means the first making available of a product on the market of Ireland.
<b>Producer</b>	shall have the meaning given to it in the EU Directive.
<b>Repak</b>	means Repak Limited, a private limited company incorporated and registered in Ireland with company number 242159 whose registered office is at Red Cow Interchange Estate, 1 Ballymount Road, Dublin, D22 HW67, Ireland and/or any other successor entity as the context may require.
<b>Single Use Plastic Product</b>	means a product that is made wholly or partly from plastic and that is not conceived, designed or placed on the market to accomplish, within its life span, multiple trips or rotations by being returned to a producer for refill or re-used for the same purpose for which it was conceived.

**Declaration of Compliance:**

This declaration is an unsworn declaration of compliance with the legal requirements relating to the European Union (Single Use Plastics) (No 2) Regulations 2021 (the "Regulations") (as applicable to the Producer).

I Marion David do solemnly declare that I am an Officer of Live Test 1 and legally authorised to give this declaration on behalf of the Company [and on behalf of the legal entities in the Company's group].

I understand that as a Producer of Single Use Plastic Products it is the Company's legal responsibility to comply with the Regulations.

I further declare on behalf of the Company [and on behalf of the legal entities in the Company's group] that as of 1 January 2023:

- we have not placed on the market a product listed in Part B<sup>1</sup> of the Annex to the Regulations or a product made in whole or in part of oxo-degradable plastic; and
- we have not placed on the market a product listed in Part D of the Annex to the Regulations that does not comply with the marking specifications as set out in the Commission Implementing Regulation (EU) 2020/2151.

I further declare on behalf of the Company [and on behalf of the legal entities in the Company's group] that we understand that:

- as of 3 July 2024, no products listed in Part C of the Annex to the Regulations that has a cap or lid may be placed on the market unless the cap or lid is designed and manufactured so that it remains attached to the product; and
- as of 1 January 2025, no products listed in Part F of the Annex to the Regulations that is manufactured from PET may be placed on the market unless the beverage bottle contains 25% of recycled plastic.

I further declare that this form has been fully and accurately completed and we acknowledge that (1) Repak may, at its sole discretion, vary the information sought from Producers in connection with Single Use Products placed on the market; and (2) the legal requirements for compliance with the Regulations will be varied from time to time and that Repak may, at its sole discretion, adopt new and/or amend or vary the requirements set out in this Declaration.

Date  
05-05-2023

Signature \*  
|

Position \*  
|

Previous **Submit**



9. You will see the Status Reason of your report is now at “Submitted”.

SUP Submissions

[Enter SUP Stats](#)

Year ↓	Total Weight (total)	Plastic Weight (total)	Submission Date	Position	Status Reason
2023	60.000	20.000	05-05-2023	Manager	Submitted
2022	32.000	12.000	02-05-2023	Manager	Submitted

10. You will be able to view all the data you have submitted, but at this stage, you will not be able to amend the report.

11. If you need to amend any details on a submitted report, contact a member of the Repak membership team and they can set your report back to draft.

a. Once at draft you will be able to click on the little arrow beside the report and select edit.

SUP Submissions

[Enter SUP Stats](#)

Year ↓	Total Weight (total)	Plastic Weight (total)	Submission Date	Position	Status Reason
2023	60.000	20.000	05-05-2023	Manager	Approved
2022	32.000	12.000	02-05-2023	Manager	Draft

[View details](#)  
[Edit](#)

b. Make the necessary amendments.

c. Click ‘Submit’.

d. Status Reason will go back to “Submitted”.

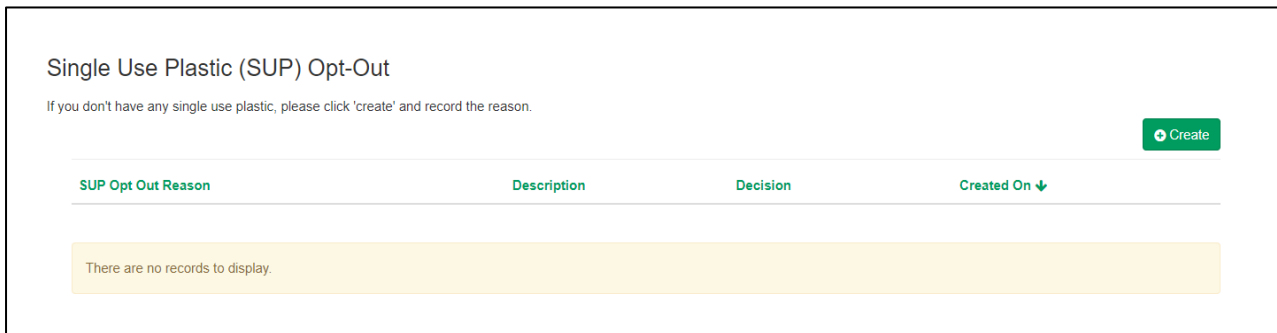
12. Once the report has been approved, the Status Reason will update to “Approved”.

13. If a report has been rejected, the Status Reason will update to “Rejected” and you will need to amend your report before resubmitting.

## Opt-Out Request

If you are no longer obligated under the SUP Regulations you will need to notify Repak so your account can be closed and your company taken off the Producer listing. To submit this request:

1. Log into your account.
2. Go to the Members Details tab and scroll to the bottom.
3. Under the Single Use Plastic (SUP) Opt-Out heading click 'Create'.



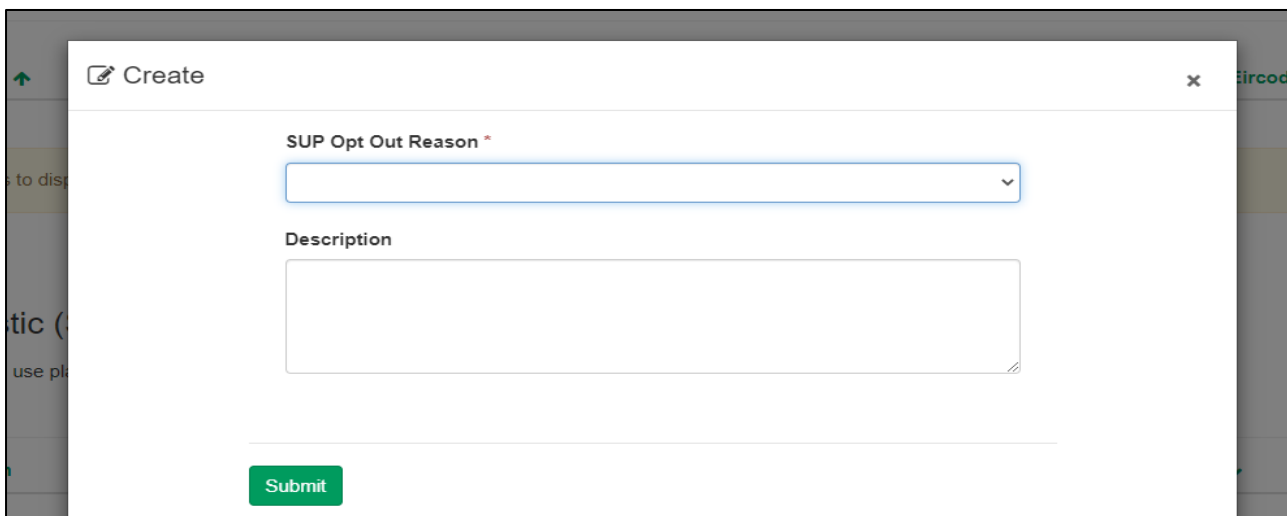
Single Use Plastic (SUP) Opt-Out

If you don't have any single use plastic, please click 'create' and record the reason.

Create

SUP Opt Out Reason	Description	Decision	Created On ↓
There are no records to display.			

4. Select the reason from the drop down menu.
5. Provide a detailed description of the reason.



Create

SUP Opt Out Reason \*

Description

Submit

6. Click 'Submit'.
7. Your request will be reviewed by Repak and the decision made can be viewed under this section also i.e. if the request has been approved or denied.
8. If a request has been denied a member of the team will be in contact to request further details.