



**TERMS OF REFERENCE FOR THE WORK PLAN
BY A SELF-COMPLIANT PRODUCER OF
PACKAGING OR PACKAGING MATERIAL**

Please ensure that you have understood your obligations as a producer of packaging or packaging material emanating from S.L. 549.43 – the Waste Management (Packaging and Packaging Waste) Regulations.

General Requirements:

- The Work Plan should be considered as a *‘living document’* since it may need to be reviewed and amended by the self-compliant producer from time to time.
- Any changes to the information provided in the Work Plan will require notification to and approval by the Environment and Resources Authority (ERA) no later than one month after the change.
- The information given in the Work Plan must be clear and unambiguous, providing quantifiable and enforceable instructions, procedures and standards for the self-compliant producer to comply with.
- The Work Plan should clearly provide a detailed description of how you intend to operate and achieve the relevant obligations pursuant to S.L. 549.43 as a self-compliant producer for back-end store packaging or packaging material, covering all aspect in Sections A to D.
- The Work Plan is to be handed in or sent by post together with *‘Form G – Registration Form as a Producer of Packaging or Packaging Material’*. You should also provide one (1) copy of the Work Plan in digital format.
- It is an offence if you deliberately give false or misleading information. You may be liable to prosecution. The Work Plan must be duly signed by the Contact Person.

Should you require further assistance please contact us on:

Phone: 2292 3500

Email: packaging@era.org.mt

A. Details of Company/Producer

This section of the Work Plan should provide specific information on the company/producer applying for registration as a producer of packaging or packaging material, namely address, contact number, e-mail address as well as the contact person to whom the Competent Authority may address communications.

B. Operations

This section of the Work Plan should include the following information:

1. To include a list of all the waste management undertakings in compliance with regulations 19 to 24 of Subsidiary Legislation 549.63 – the Waste Regulations, 2011 which shall be used and provide copy of agreements with the undertakings.
2. To provide an estimate on the quantity of back-end store packaging that will be put on the market.
3. To provide information on the annual packaging waste recovery and recycling targets, including material specific recycling targets, to be achieved by the producer.
4. To provide details of the procedure to be adopted in order to ensure the return of back-end store packaging by the distributor(s).
5. To provide a description of the procedure which will provide for the segregation, storage and transportation of the back-end store packaging waste.
6. Proposals on how the level of recovery and recycling of packaging waste generated will be determined and verified, including estimations and assumptions to be made in this process.

C. Record Keeping & Reporting

Provide a detailed description of the record keeping and reporting procedures to be adopted by the producer, particularly on how the information will be compiled and made available to the competent authority.

*Producers who opt to self-comply for all packaging remaining at their back-end store but participate in an authorised Packaging Waste Recovery Scheme for consumer packaging, are obliged to **KEEP** separate records for back-end store packaging and consumer packaging put on the market, and thus **REPORT** such information **SEPARATELY**.*

D. Other Information

The Work Plan may also contain any other information, which the applicant deems necessary to include and which is not listed above.