

## EPR in 7 Steps

*In accordance with Royal Decree 1055/2022*

### Intro

Royal Decree 1055/2022 establishes the obligations for product producers in Spain regarding the management and declaration of packaging. This manual aims to guide producers making this declaration for the first time through the compliance process using the Procircular system.

### 1. Initial registration

#### 1.1 Joining a PRO

- Access [Join Procircular](#).
- Fill in the membership form with your company details. You will receive a confirmation email with access to the producer portal.
- You will receive a confirmation email with access to the producer portal.

#### 1.2 Producer's registry (MITECO) registration

- Register in the [Packaging Producer's registry \(RPP\)](#).
- Obtain your Producer number in the format **ENV/202X/XXXXXXXXXX**.
- Upload your certificate of membership to Procircular to the Producer's registry before **March 31, 2025**.

### 2. Inventory of Packaging Placed on the Market

#### 2.1 Types of Packaging

Identify all types of packaging placed on the market by your company:

- **Household:** Packaging intended for the final consumer.

- **Commercial:** Packaging used in the exercise of commercial activity, catering services, bars, offices, markets and the rest of the service sector.
- **Industrial:** Packaging used in the exercise of activity of industries, agricultural, livestock, forestry and aquaculture holdings, excluding the two categories aforementioned.

If in previous years your company has submitted the report to the RPP, you can use the last report to the RPP (2023) as a starting point for identifying the packaging placed on the market.

If your company has never reported to a PRO or the RPP, it must carry out an inventory of the packaging placed on the market. For this, you can use the packaging purchases made by your company each year as a reference.

To correctly classify the packaging or if you have specific questions, consult the FAQ document prepared by MITECO: [Frequently Asked Questions about Packaging](#).

### 3. Download and Complete the Declaration Template

#### 3.1 Download the Template

- Access the [Procircular producer portal](#) with the same credentials your company used to join Procircular. In the left menu, you will find a new section called: **Declaration**. Download the Excel template for the declaration.

#### 3.2 Structure of the Excel Template

Procircular uses a single template for all declarations, whether simplified (less than 15 tons) or detailed (more than 15 tons), and for the three packaging streams: household, commercial, industrial and reusable. The difference will be in the fields that need to be completed in each case.

This template is designed with columns differentiated by colors:

- **ORANGE:** Mandatory for all producers (simplified and detailed).
- **AQUA GREEN:** Mandatory only for **detailed reports** (>15 tons).
- **LIGHT GREEN:** Mandatory (only if applicable).

- **BROWN:** Mandatory for reusable packaging.
- **PINK:** Optional depending on Producers needs.

### 3.3 Data entry

- Record the data of the packaging placed on the market **during 2024 for commercial and industrial packaging.**
- **If your company was a member of another PRO for household packaging in 2024, it must follow these steps:**
  - Prepare the final 2024 declaration using the Excel file from your previous PRO. Before submitting it, please download it following these instructions.
  - The same declaration you submitted to your previous PRO will be submitted to Procircular, and we will convert it to our format so that you do not have to make two declarations.
  - Further instructions on how to upload the previous PRO declaration information to the Procircular platform will be provided later.

## 4. Key dates

- **Before the end of February 2025:** Annual declaration to the PRO (According to the [RD Art 17.j](#))
- **March 31, 2025:** You must have registered as a producer and uploaded the relevant SCRAP membership certificate on the Producer's Registry.
- **March 31, 2025:** Informative packaging declaration to the Producer's Registry.

## 5. Invoice modifications

### 5.1 Ensure your invoices include:

- The registration number in the RPP (**ENV/202X/XXXXXXXXXX**).
- The financial contribution to the PRO (Article 23.5 of RD 1055/2022). More information about invoice details can be found [here](#) .

### 5.2 Exports

Do not include in the declaration the packaging exported outside of Spain but consider potential EPR obligations in the destination country.

## 6. Costs and Rates

### 6.1 Procircular rates

- **No membership fee**
- Payment based on the packaging placed on the market.
- Check the specific rates for:
  - Household.
  - Commercial and industrial.
  - Reusable.

## 7. Support and queries

### 7.1 Account manager

Contact your account manager for specific queries.

### 7.2 Additional resources

- [info@procircular.es](mailto:info@procircular.es)
- [Procircular Hub: Guides and manuals](#)
- [Query form.](#)

We are here to assist you throughout this process. If you have any questions, do not hesitate to contact us at [info@procircular.es](mailto:info@procircular.es), your account manager or through our website: [www.procircular.es](http://www.procircular.es).

Sincerely,

The Procircular Team