



EPR in 7 steps – According to Royal Decree 1055/2022

Introduction

Royal Decree 1055/2022 establishes obligations for product producers in Spain regarding packaging management and declaration. 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 Registration with the PRO

- Access the Procircular portal: [Procircular Adhesion Portal](#).
- Complete the adhesion form with your company details.
- You will receive a confirmation email with access to the producer portal.

1.2 Registration in the Ministry (MITECO)

- Register in the [Product Producer Registry](#) (RPP).
- Obtain your registration number in the format ENV/202X/XXXXXXXXXX.
- Upload your Procircular adhesion certificate to the RPP before March 31st.

2. Packaging Identification

2.1 Packaging Types

Identify the type of packaging placed on the market:

- **Household:** Packaging intended for the final consumer.
- **Commercial:** Packaging used in the commercial sector.
- **Industrial:** Packaging used in industrial processes.

2.2 Cataloging Criteria

Determine where the packaging waste is generated to classify it correctly. Consult the [Frequently Asked Questions about Packaging](#).

3. Download and Fill in the Declaration Template

3.1 Template Download

- Access the [producer portal](#) of Procircular with the same credentials used to register the producer with Procircular and download the Excel template for the declaration.
- Describe how to access the declaration.

3.2 Template Structure

Procircular will use 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, and industrial.

This template is designed with color-differentiated columns:

- **ORANGE:** Mandatory for all producers (simplified and detailed).
- **TEAL:** Mandatory for detailed declarations (<15 tons).
- **LIGHT GREEN:** Mandatory if applicable.
- **BROWN:** Mandatory for reusable packaging.
- **PINK:** Optional, depending on the producer's needs.

3.3 Data Entry

- Record the data for packaging placed on the market during the previous year.
- If you were affiliated with another PRO in the previous year, use that declaration to complete the template.

4. Key Dates

- **Before February 28th:** Annual declaration to the PRO (provisional / definitive).
- **Before March 31st:** Upload of the adhesion certificate to the RPP (Product Producer Registry).
- **Before March 31st:** Informative declaration of packaging placed on the market the previous year to the Ministry (MITECO).

5. Invoice Modifications

5.1 Invoice Information

Ensure your invoices include:

- The registration number in the RPP (ENV/202X/XXXXXXXXXX).
- The financial contribution to the PRO (Article 23.5 of Royal Decree 1055/2022).

5.2 Exports

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

6. Costs and Fees

6.1 Procircular Fees

- No adhesion or annual fee.
- Payment based on packaging placed on the market.
- Consult specific fees: [Procircular Fees](#) | [Procircular Envases S.L.](#)

7. Support and Inquiries

7.1 Account Manager

Contact your account manager for specific inquiries.

7.2 Additional Resources

- [Procircular Hub](#) - Guides, manuals, and informative videos.
- [Frequently Asked Questions Portal](#).
- [Inquiry Form](#).
- info@procircular.es

For any questions or comments, you can contact us through info@procircular.es, or with your account manager or through our website: www.procircular.es.

Sincerely,

Procircular Team

