



**REPORTING FORM**

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# SELF-MONITORING

For Single-Use Packaging, Reusable Packaging  
and Take-Back Schemes

Version 1.1 - January 2026

EMBALLAGERETUR

# SELF-MONITORING FOR SINGLE-USE PACKAGING, REUSABLE PACKAGING, AND TAKE-BACK SCHEMES

According to the Packaging Executive Order (BEK no. 1706 of 30/12/2024), producers of single-use packaging, reusable packaging, and take-back schemes must carry out self-monitoring once a year, effective from 1 October 2025. This template has been developed by Emballageretur for use by its members to comply with §§ 90 and 91 of the Packaging Executive Order.

## Self-Monitoring for Producers of Single-Use Packaging

*§ 90. Producers making single-use packaging available must carry out self-monitoring to ensure the quality of collected and reported data on available packaging, cf. § 27, sections 1 and 3–6 and § 28.*

*Section 2: The producer must perform self-monitoring under section 1 at least once annually.*

*Section 3: The producer must prepare a written description of the procedure and documentation of the self-monitoring performed.*

*Section 4: The description and documentation must be made available to the Danish Environmental Protection Agency upon request.*

## Self-Monitoring for Producers of Reusable Packaging and Producers with Take-Back Schemes

*§ 91. Producers making reusable packaging available and producers with take-back schemes must carry out self-monitoring to ensure the following:*

- 1) That they finance the take-back and handling of packaging waste in accordance with the requirements in §§ 70 and 77.*
- 2) That they finance the obligation to inform end users about packaging in accordance with the requirements in § 71.*
- 3) The quality of the collected and reported data on packaging made available, cf. §§ 27 and 28.*
- 4) The quality of the collected and reported data on quantities of packaging waste collected through a take-back scheme, cf. § 70.*
- 5) That they comply with the requirements of Regulation (EC) No. 1013/2006 of the European Parliament and of the Council of 14 June 2006 on shipments of waste, as amended.*

*Section 2. Producers must carry out the self-monitoring described in section 1 at least once annually.*

*Section 3. Producers must prepare a written description of the procedure and documentation for the implementation of the self-monitoring described in section 1.*

*Section 4. The description and documentation referred to in section 3 must be made available to the Danish Environmental Protection Agency upon request.*

*Section 5. Producers who outsource the task of collecting and processing waste to third parties must use weight slips or other documentation from the third party as part of their self-monitoring of data on collected and processed packaging waste.*

*Section 6. Producers who make reusable packaging available and producers with take-back schemes are exempt from the obligation to conduct self-monitoring of the obligations listed in section 1, items 1, 3, and 4, to the extent that these obligations are assumed by a collective scheme, cf. § 82.*

## PROCEDURE FOR SELF-MONITORING

Emballageretur makes this template available to members. When the annual reporting deadline for available packaging quantities approaches, Emballageretur reminds members of the self-monitoring requirement. The member company fills in the form and keeps it as documentation for having performed self-monitoring that year. It must be stored in a way that makes it accessible to the Danish Environmental Protection Agency upon request.

## PURPOSE OF SELF-MONITORING

Producers are required to monitor the quality of their collected and reported data on packaging, packaging waste, and handling, as well as the financing and communication related to take-back schemes.

## COMPANY DESCRIPTION

### COMPANY INFORMATION:

*Company name:*

*Address:*

*Postal code:*

*CVR no.:*

*Phone:*

*Main email:*

### RESPONSIBLE EMPLOYEE / DEPARTMENT:

*Name:*

*Position:*

*Department:*

*Contact details:*

### THE COMPANY IS REGISTERED IN THE COLLECTIVE SCHEME:

Emballageretur  
Skagensgade 39, 2.  
2630 Taastrup  
Denmark

CVR no.: 44502275  
Phone: +45 33 36 91 98  
Email: info@emballageretur.dk

**THE COMPANY IS REGISTERED WITH AN AUTHORIZED REPRESENTATIVE**

*Name:* \_\_\_\_\_

*Address:* \_\_\_\_\_

*Postal code:* \_\_\_\_\_

*CVR-no.:* \_\_\_\_\_

*Phone:* \_\_\_\_\_

*Email:* \_\_\_\_\_

**THE COMPANY IS REGISTERED IN DPA UNDER THE FOLLOWING CATEGORIES:**

**Single-Use Packaging**

MATERIAL CATEGORY	HOUSEHOLD PACKAGING	COMMERCIAL PACKAGING
Glass		
Cardboard		
Paper		
Ferrous metals		
Aluminium		
Plastic		
Wood		
Cork		
Porcelain		
Textile		
Other		
Food and beverage cartons		
<b>Combined reporting</b> (only allowed for companies with less than 8 tons)		

**Reusable packaging**

*It is a requirement to have a take-back scheme if reusable packaging is made available.*

MATERIAL CATEGORY	HOUSEHOLD PACKAGING	COMMERCIAL PACKAGING
Glass		
Cardboard		
Paper		
Ferrous metals		
Aluminium		
Plastic		
Wood		
Cork		
Porcelain		
Textile		
Other		
Food and beverage cartons		
<b>Combined reporting</b> (only allowed for companies with less than 8 tons)		

**Takeback-scheme for single-use packaging**

MATERIAL CATEGORY	HOUSEHOLD PACKAGING	COMMERCIAL PACKAGING
Glass		
Cardboard		
Paper		
Ferrous metals		
Aluminium		
Plastic		
Wood		
Cork		
Porcelain		
Textile		
Other		
Food and beverage cartons		

### Takeback-scheme for reusable packaging

Note: It is a requirement to have a take-back scheme if reusable packaging is made available.

MATERIAL CATEGORY	HOUSEHOLD PACKAGING	COMMERCIAL PACKAGING
Glass		
Cardboard		
Paper		
Ferrous metals		
Aluminium		
Plastic		
Wood		
Cork		
Porcelain		
Textile		
Other		
Food and beverage cartons		

## FREQUENCY OF IMPLEMENTATION

Self-monitoring is carried out at least once per year or:

Monthly

Quarterly

As needed

**Procedure for reviewing the self-monitoring and risk assessment**

**Storage of document**

**ACTIVITIES AND PRODUCER RESPONSIBILITY**

**Brief description of the company's activities:**

**Types of packaging made available by the company:**

PACKAGING TYPE	Made available under the company's own responsibility
General packaging and other packaging*	
Service packaging	
Reusable packaging	
Primary production packaging	
Transport packaging	

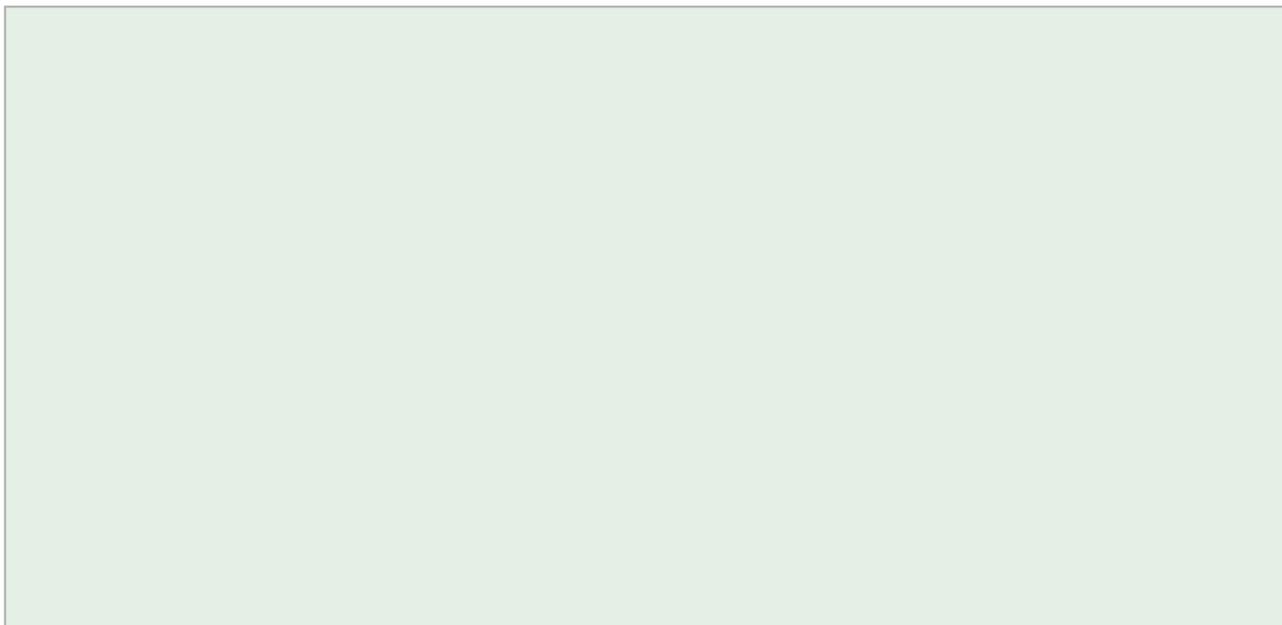
*\*refers to all other packaging types than the specifically defined types: service packaging, reusable packaging, primary production packaging, and transport packaging*

**Kortlægning af virksomhedens aktiviteter og producentansvar af tilgængelige emballager:**

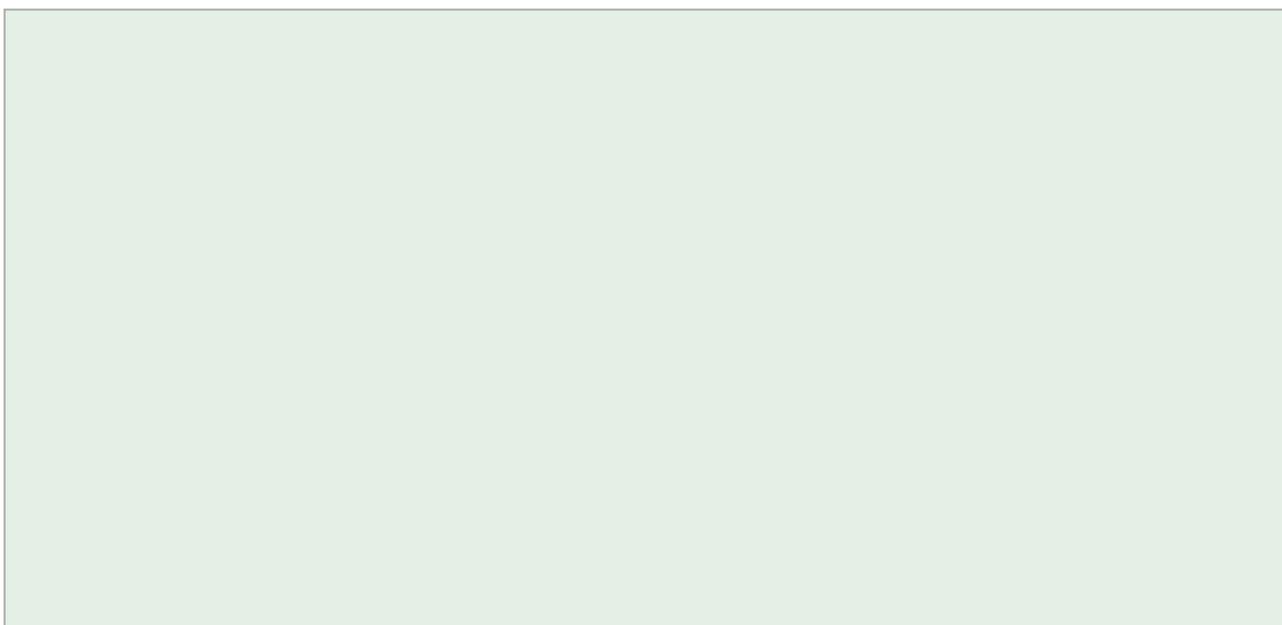
CHOOSE	SCENARIO	DESCRIPTION OF YOUR ACTIVITY IN THE COMPANY	Made available under the company's own producer responsibility. quantities are included in the reporting.	made available under another company's producer responsibility. quantities are not included.
	Imports packaged goods from companies established in another EU member state or third country <i>for resale on the Danish market.</i>			
	Imports packaged goods from companies established in another EU member state or third country <i>for use in own production in Denmark.</i>			
	Imports packaged goods from companies established in another EU member state or third country <i>on behalf of a private label holder.</i>			
	Imports <i>transport, primary production, service and/or reusable packaging</i> from companies established in another EU member state or third country for resale or use in Denmark.			
	Purchases <i>transport, primary production, service and/or reusable packaging</i> from a Danish company for use or resale in Denmark.			
	Purchases packaged goods from a Danish supplier for resale in Denmark or abroad.			

	Produces and sells own packaged products under own name or brand.			
	Produces and sells packaged products under <i>another company's name or brand</i> .			
	Produces and sells packaging in Denmark that is not <i>transport, primary production, service, or reusable packaging</i> .			
	Produces and sells <i>transport, primary production, service, and reusable packaging</i> in Denmark.			
	Offers, as a Danish company, packaging to a micro-enterprise that has the packaging manufactured under its own name or brand ( <i>transport, reusable, primary production, service, sales, or multipack packaging</i> ).			
	Other activity:			

**Method for calculating the company's quantities of packaging made available:**

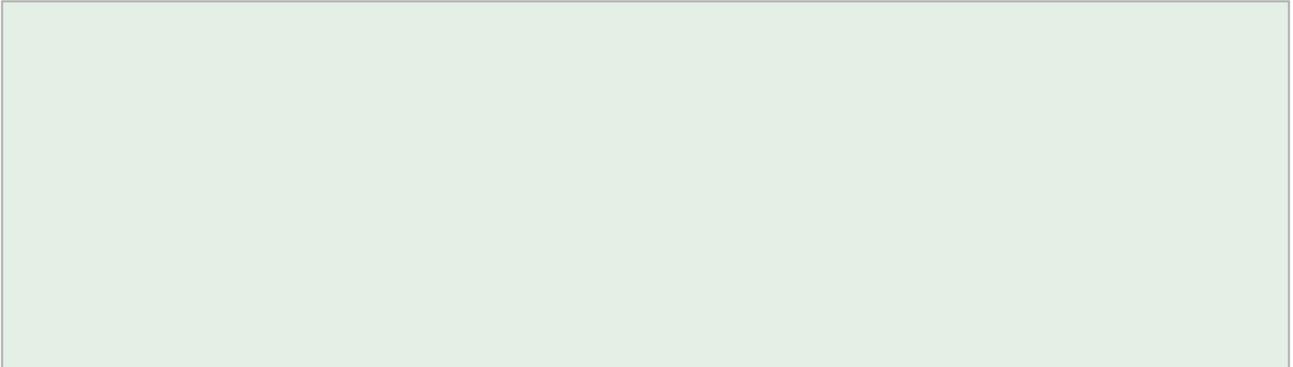
A large, empty rectangular box with a light green background and a thin black border, intended for the user to describe the method for calculating the company's quantities of packaging made available.

**Procedure for handling suppliers and customers with producer responsibility:**

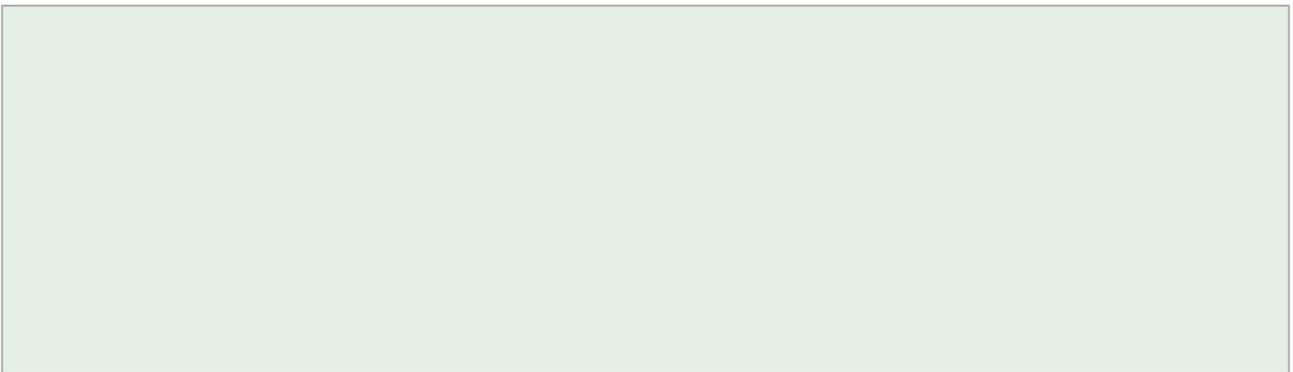
A large, empty rectangular box with a light green background and a thin black border, intended for the user to describe the procedure for handling suppliers and customers with producer responsibility.

## PROCEDURE FOR COLLECTION, HANDLING AND REPORTING OF DATA

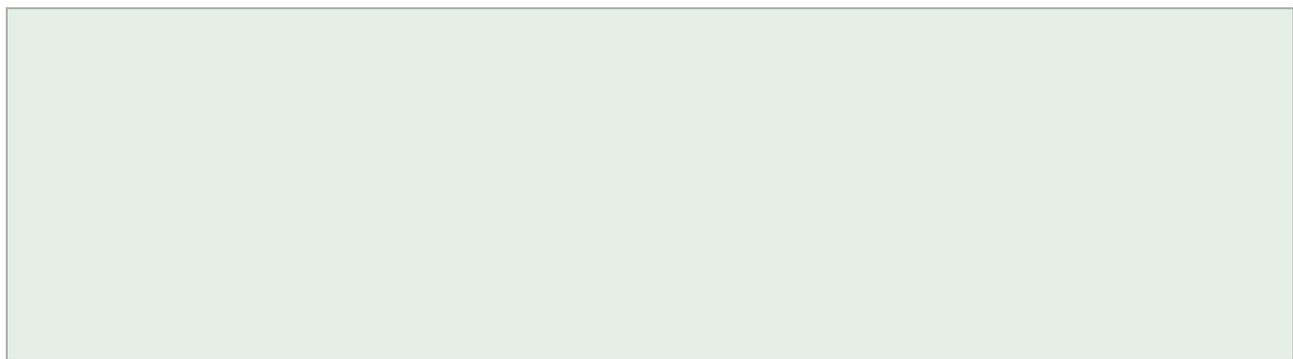
### DATA COLLECTION



### QUALITY ASSURANCE OF REPORTED QUANTITIES



### DATA MANAGEMENT, INCLUDING DOCUMENTATION FOR ANY ECO-MODULATION



**Reporting of quantities made available to Emballageretur**

Monthly

Quarterly (only for companies with less than under 8 tons)

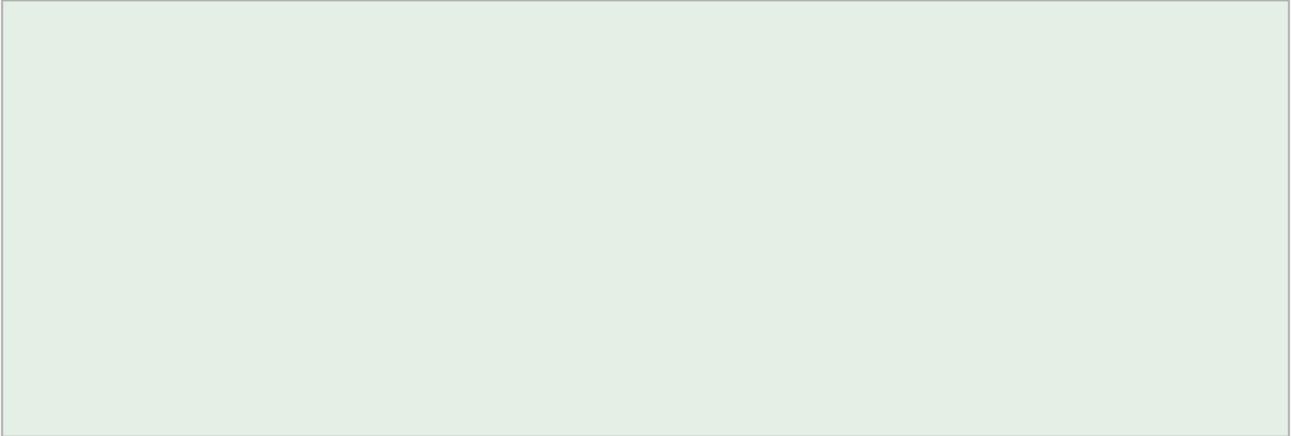
**ASSESSMENT OF HOUSEHOLD WASTE AND COMMERCIAL WASTE**

**If quantities have been reported under residual waste:**

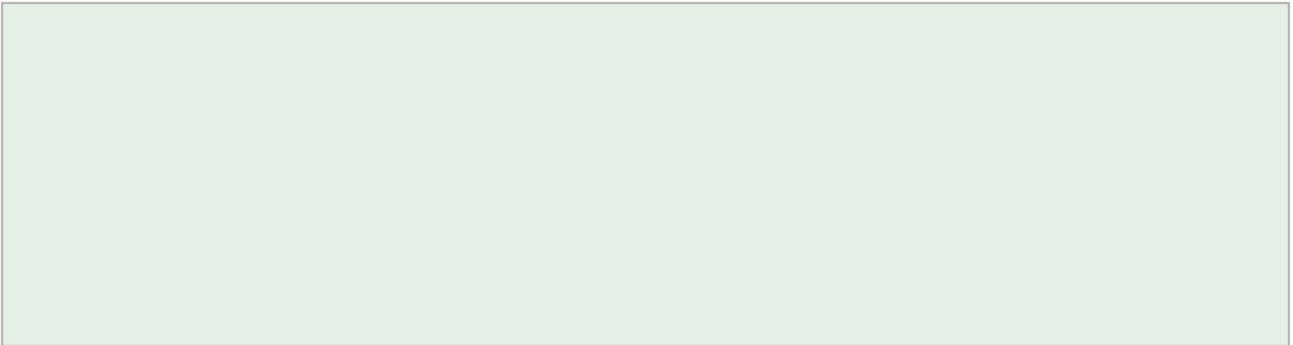
**If quantities have been reported under hazardous waste:**

## REUSABLE PACKAGING AND TAKE-BACK SCHEMES

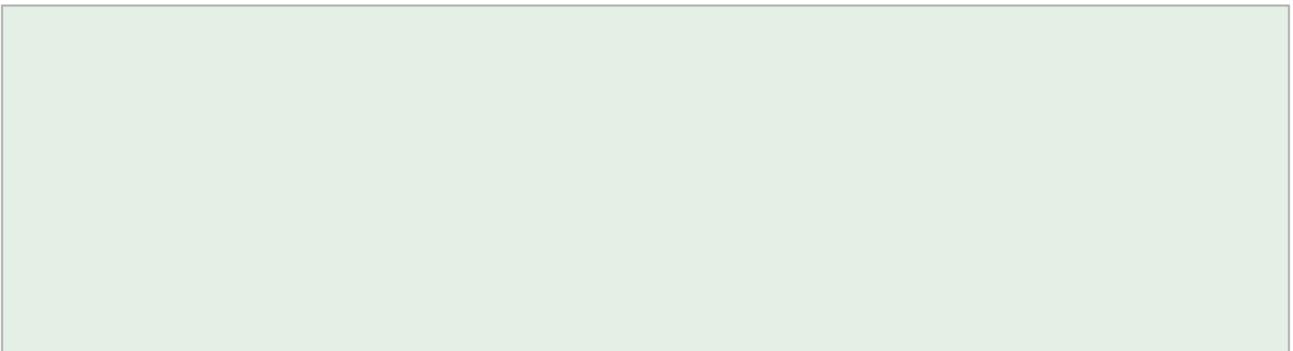
### REUSABLE PACKAGING MADE AVAILABLE ON THE MARKET



### REUSE SYSTEM



### METHOD FOR CALCULATING QUANTITIES MADE AVAILABLE



**TAKE-BACK SCHEME** (applies to both single-use and reusable<sup>1</sup> packaging)

**Waste treatment**

**Take-back method**

SELECT	METHOD	DESCRIPTION (address, times, agreements, other).
	You collect the packaging waste from the end user.	
	The end user returns the packaging waste to you.	
	The end user returns it to a location or area designated by you.	
	Other:	

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<sup>1</sup> According to the Packaging Executive Order § 70, section 3, producers of single-use packaging who establish a take-back scheme may only collect packaging waste from households when this takes place in connection with the delivery of a new product.

Section 4: A producer who takes back packaging waste, cf. section 1, may only take back quantities of packaging waste corresponding to the quantities made available by the producer in the relevant calendar year.

Section 5: A producer who has taken back packaging waste may not apply for reimbursement for the collection, transport, and treatment of commercial packaging waste originating from the packaging the producer has made available.

**Information in sales and communication materials**

## IMPLEMENTATION

**The self-monitoring was last carried out:**

*Date:*

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*Completed by:*

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*Signature:*

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**Reason for implementation:**