

Instructions for filling the detailed declaration form

Packaging data is reported using Rinki's Extranet service at **extranet.rinkiin.fi**. The declaration form is located on the Extranet home page. Instructions can be found beside the declaration form. Please note also that instructions open up from the info symbol ⓘ on the declaration form.

More information:

RINKI Ltd Customer service for
companies tel. +358 9 6162 3500
info@rinkiin.fi

This instruction concerns the detailed declaration form.

Report packaging data on the detailed declaration form if the volume of packaging put on the market is 50 tonnes or more.

Packaging put on the market includes packaging of products packed in-house or by a subcontractor in Finland and packaging of products imported to Finland. The reuse of packaging is not included in the volume of packaging put on the market.

If you declare less than 50 tonnes of packaging put on the market, you may choose between the detailed or the light declaration form. There is a separate instruction for filling in the light declaration form.

Please note! The 50 tonne limit is applied per contract. If the total of companies included in a Joint Contract exceeds 50 tonnes, you must use the detailed declaration form.

Instructions for filling the detailed declaration form

The reporting applies to the packaging of all products imported to Finland and to the packaging used in Finland for packing products. For statistical purposes, the reuse of packaging in Finland is also reported.

Do not report the packaging of products packed in Finland for export (incl. exports to the Åland Islands).

A product's packaging may consist of several parts of packaging that can be separated from one another, such as a plastic pot and aluminium foil lid.

► Parts of packaging made of different materials that can be easily separated from each other are reported separately as if they were separate packages.

Different packaging materials that cannot be easily separated from each other are reported separately under the predominant packaging material, unless they account for a small proportion of the weight of the packaging (please see pp. 6-8 for more details).

Please remember:

- Report the total volumes of packaging used by the companies covered in your agreement.
- Assess the actual weights of all packaging and the proportions of different materials in the weight of the packaging as accurately as possible. You can find examples of the weight of various types of packaging at Rinkiin.fi, but you should use the actual weights of the packaging in your calculations.
- Enter the packaging volumes in tonnes to one decimal place (e.g. 2,130 kg = 2.1 tonnes).
- Include all packaging and packaging materials used for preserving, protecting, handling and transporting and displaying your products. For example, a product may be packed in sales packaging which may be packed in grouped packaging, and may be transported together in transport packaging.
- Declare packaging used for packing or transporting your products even if you have contracted packaging or logistics services from another company.

PLEASE NOTE: deposit beverage packaging (plastic, metal, glass) is not reported to Rinki.

Examples of packaging:

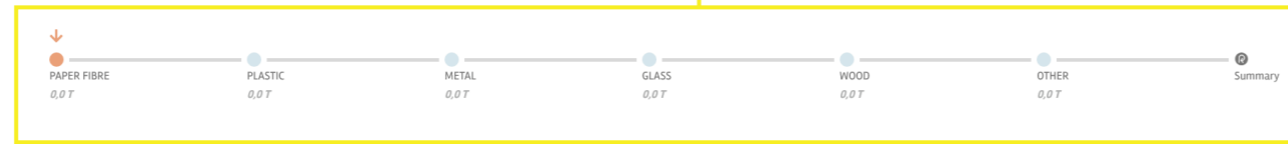
Glass jar
Metal lid

Shelf ready packaging
Display stand
Pallet

Pallet hood
Strapping

How to report

Report the packaging on the tab corresponding to the packaging's predominant material.



Single-use packaging and reusable packaging have their own sections.

Consumer and B2B packaging have separate sections.

Consumer packaging
PAPER FIBRE

B2B packaging
PAPER FIBRE

Single-material packaging and multi-material packaging are reported separately.

Single-material packaging

Multi-material packaging

Single-material packaging

Submenu for multi-material packaging

For multi-material packaging, enter the other materials the weight of each of which is more than 5% of the total weight of the packaging below the row for the predominant material.

Packaging of products packed in-house or by a subcontractor in Finland for the Finnish market.

Packed in-house or by subcontractor

Packaging of products imported to the Finnish market. Also, packaging of products imported for the company's own use when the products do not remain in the possession of the company.

Import

Packaging type	Single-use packaging		Reusable packaging		
	Packed in-house or by subcontractor	Import	First use	Import	Reuse
Consumer packaging PAPER FIBRE					
Corrugated cardboard packaging	t	t	t	t	t
Single-material packaging	t	t	t	t	t
Multi-material packaging	t	t	t	t	t
Cardboard and paper packaging	t	t	t	t	t
Manufacture from more than one material (other materials in total max. 30%)	t	t	t	t	t
Manufacture from more than one material (other materials in total over 30%)	t	t	t	t	t
Carton liquid packaging	t	t	t	t	t
Multi-material packaging	t	t	t	t	t
B2B packaging PAPER FIBRE					
Corrugated cardboard packaging	t	t	t	t	t
Single-material packaging	t	t	t	t	t
Multi-material packaging	t	t	t	t	t
Cardboard and paper packaging	t	t	t	t	t
Manufacture from more than one material (other materials in total max. 30%)	t	t	t	t	t
Manufacture from more than one material (other materials in total over 30%)	t	t	t	t	t
Carton liquid packaging	t	t	t	t	t
Multi-material packaging	t	t	t	t	t
Industrial fibre packaging	t	t	t	t	t
Single-material packaging	t	t	t	t	t
Multi-material packaging	t	t	t	t	t

The first use in Finland of reusable packaging obtained as new.

First use

Reusable packaging imported with products that remain in Finland (see definition p.10).

Import

Reuse of previously used packaging for packing products in Finland.

Reuse

Definitions related to the reporting

Consumer packaging and B2B packaging

See page 5

Single- and multi-material packaging

See page 6-8

Single-use and reusable packaging

See page 9-10

Packed in-house or by subcontractor in Finland and imported packaging

See page 9

First use and reuse of reusable packaging

See page 10

Definitions of the materials

See page 11-13

		PAPER FIBRE 0,0 T	PLASTIC 0,0 T	METAL 0,0 T	GLASS 0,0 T	WOOD 0,0 T	OTHER 0,0 T	Summary	
		Consumer packaging PAPER FIBRE			Single-use packaging		Reusable packaging		
					Packed in-house or by subcontractor	Import	First use	Import	Reuse
Corrugated cardboard packaging	Single-material packaging	t	t	t	t	t	t	t	
	Multi-material packaging	t	t	t	t	t	t	t	
Cardboard and paper packaging	Single-material packaging	t	t	t	t	t	t	t	
	Manufacture from more than one material (other materials in total max. 30 %)	t	t	t	t	t	t	t	
	Manufacture from more than one material (other materials in total over 30 %)	t	t	t	t	t	t	t	
Carton liquid packaging	Multi-material packaging	t	t	t	t	t	t	t	
		B2B packaging PAPER FIBRE			Single-use packaging		Reusable packaging		
					Packed in-house or by subcontractor	Import	First use	Import	Reuse
Corrugated cardboard packaging	Single-material packaging	t	t	t	t	t	t	t	
	Multi-material packaging	t	t	t	t	t	t	t	
Cardboard and paper packaging	Single-material packaging	t	t	t	t	t	t	t	
	Manufacture from more than one material (other materials in total max. 30 %)	t	t	t	t	t	t	t	
	Manufacture from more than one material (other materials in total over 30 %)	t	t	t	t	t	t	t	
Carton liquid packaging	Multi-material packaging	t	t	t	t	t	t	t	
Industrial fibre packaging	Single-material packaging	t	t	t	t	t	t	t	
	Multi-material packaging	t	t	t	t	t	t	t	

Consumer and B2B packaging

Consumer packaging

Consumer packaging comprises the packaging that ends up to or may end up to consumers or households along with products.

Consumer packaging includes sales packaging for consumer products and some grouped packaging, for example. Consumer packaging also includes packaging used at the point of sale for packing products, such as paper and plastic bags, boxes, single-use containers, etc., that consumers take with them.



B2B packaging

B2B packaging comprises the packaging that ends up to companies along with products.

B2B packaging includes sales packaging as well as grouped and transport packaging for products intended for companies. B2B packaging also includes such grouped and transport packaging for consumer products that does not go to consumers with the product.



Please note:

Packaging suitable for consumer use, even if it is sold to businesses, is reported as consumer packaging. Examples include different types of food packaging that can be sold not only to households but also to restaurants and service companies.

Packaging made of one or more materials

Predominant materials and other materials

The predominant material in packaging is the material that accounts for the largest proportion in weight.

- If the packaging consists of several materials that cannot be easily separated manually from each other, it is reported on the tab on the declaration form corresponding to its predominant material.
- The predominant material is reported on its own row and the **other materials** separately below the predominant material unless they account for a small proportion of the weight of the packaging, in which case they are included in the weight of the predominant material.

Report as single-material packaging:

Packaging

- that is made of a single material; or
- that contains, in addition to the predominant material, a small quantity of other material or materials, each of which weighs a maximum of 5% of the total weight of the packaging (see examples on page 7).

Please note:

Material here refers to paper fibre, plastic, aluminium, other metal (steel and tinplate), glass, wood or ceramics, for example.



Report as multi-material packaging:

Packaging

- that is made up of several materials that CANNOT be easily separated manually; and
- that contains, in addition to the predominant material, at least one other material that weighs more than 5% of the total weight of the packaging. The predominant material is the material that accounts for the largest proportion of the weight of the packaging (see examples on pages 7-8)
- In some packaging groups packaging made of several materials are separated in subgroups according to the share of other materials.

How to report multi-material packaging

Packaging that consists of several materials which cannot be easily separated manually from each other is reported on the tab on the declaration form corresponding to its predominant material.

Report packaging as **single-material packaging** if it contains only small quantities of materials other than the predominant material (each accounting for a maximum of 5% of the total weight of the packaging).

If the packaging contains more than 5% in weight of any one material other than the predominant material, it is reported as **multi-material packaging**, and any materials exceeding 5% of the total weight are reported separately under the predominant material. In some packaging groups packaging made of several materials are separated in subgroups according to the share of other materials. See definitions on page 6.



Examples

Examples of packaging to be reported as single-material packaging:

Crisp bag made of metallised plastic film that contains a maximum of 5% aluminium of the total weight

The total weight of the packaging is reported under plastic packaging as

Combination packaging

- ▶ Single-material packaging

Corrugated cardboard box with metal rivets, the weight of which does not exceed 5% of the total weight of the packaging

The total weight of the packaging is reported under Corrugated cardboard packaging

- ▶ Single-material packaging

Glass bottle with an aluminium collar and a paper label which cannot be easily removed manually and each of which accounts for a maximum of 5% of the total weight

The total weight is reported under Glass packaging - class A

- ▶ Single-material packaging

(Loose aluminium cap is reported separately on the metal tab of the declaration form)

Wooden cable reel, the metal parts of which weigh a maximum of 5% of the total weight

Enter the total weight of the packaging on the Cable reels row

- ▶ Single-material packaging

Examples of packaging to be reported as multi-material packaging:

Carton liquid packaging made up of 75% paper fibre and 25% plastic

Reported under Carton liquid packaging

- ▶ Multi-material packaging
- ▶ Enter 75% of the total weight on the Predominant material Paper fibre row
- ▶ Enter 25 % of the total weight on the Other materials Plastic row

Composite packaging

Composite packaging with 60% plastic and 40% mineral

Reported as plastic packaging under Combination packaging

- ▶ Multi-material packaging
- ▶ Enter 60% of the weight as the Predominant material, Plastic, and below,
- ▶ in the field "Add other material", write "Mineral" and report 40% of the total weight of the packaging on this row

See next page for an example of Carton liquid packaging with plastic cap

Example: carton liquid packaging with plastic cap

Packaging 1 Packaging 2

The packaging consists of:

Packaging 1: Carton liquid packaging and a plastic cap collar that is not easily detachable from the carton liquid packaging. 75% of the total weight is paper fibre, 20% is plastic (the plastic in the carton liquid packaging + plastic in the collar) and a maximum of 5% aluminium.

Packaging 2: Separate plastic cap.

How to report it:

Packaging 1: Carton liquid packaging and plastic cap collar are reported on the **Paper fibres** tab of the declaration form.

Carton liquid packaging

► Multi-material packaging

The predominant material is reported on the **Paper fibre** row (80% of the weight of the packaging as aluminium is included in the predominant material as its weight does not exceed 5% of the total weight of the packaging) and plastic is reported below the predominant material, on the **Other materials Plastic** row (20% of the weight).

Packaging 2: The separate plastic cap is reported on the **Plastic** tab of the declaration form.

Mono-plastic packaging

► Single-material packaging

The diagram illustrates the reporting process for carton liquid packaging with a plastic cap. It features a material flow chart at the top with categories: PAPER FIBRE (0,0 T), PLASTIC (0,0 T), METAL (0,0 T), GLASS (0,0 T), WOOD (0,0 T), OTHER (0,0 T), and a Summary icon. Below the chart are three forms:

- Consumer packaging PAPER FIBRE:** A form with sections for 'Corrugated cardboard packaging' (Single-material and Multi-material), 'Cardboard and paper packaging' (Single-material and Multi-material), and 'Carton liquid packaging' (Multi-material).
- Consumer packaging PLASTIC:** A form with a table for reporting plastic packaging types. The 'Separate plastic cap' is highlighted in green.
- Carton liquid packaging:** A form for reporting the predominant material (Paper fibre) and other materials (Plastic, Aluminium, Ferrous metal, Glass, Wood).

Note! Carton liquid packaging with a **plastic cap that remains attached** to beverage container as required by the SUPD: The total weight of the packaging, including the plastic cap, is reported on the **Paper fibre** tab as multi-material carton liquid packaging. The predominant material is reported on the Paper fibre row. The cap is reported among the other plastic used in the packaging on the **Other materials, Plastic** row.

Single-use packaging

Single-use packaging

Single-use packaging is intended to be used only once for the original purpose.

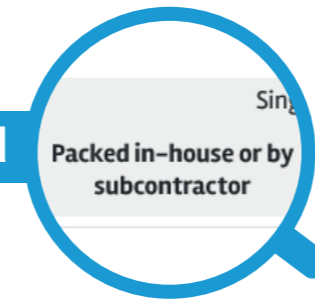


Please note:

Packaging that is intended for single use such as cardboard boxes can also be used more than once. However, the reuse of packaging classified as single use is not reported on the declaration form. For packaging classified as single use, declare only their first use.

Packaging that is packed in-house or by a subcontractor in Finland

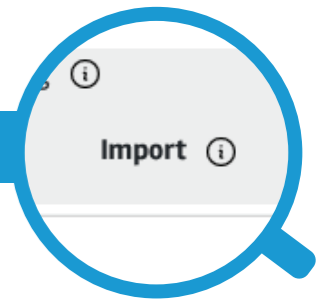
Single-use packaging of products that are packed in-house or by a subcontractor for the Finnish market in Finland. The packaging remains in Finland and your company owned the product at the time of packing.



Please note: packaging used in internal transfers within the same company in Finland is not reported on the declaration form. An internal transfer means that a packed product is transferred in Finland within the same business ID.

Imports

Single-use packaging of products imported to the Finnish market. Also, packaging of products imported for the company's own use when the products do not remain in the possession of the company. For example, packaging of raw materials for own production. Remember to declare also packaging of products imported from Åland if these fulfil the above definition.

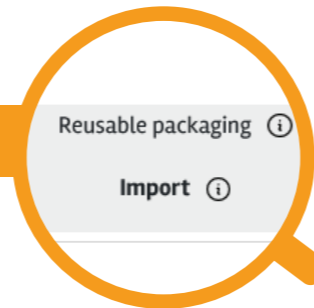


Please note: do not declare any packaging of products that your company imported to Finland and then returned to another country in their original packaging.

Reusable packaging

Reusable packaging

Reusable packaging is designed to withstand multiple uses for its original purpose.
Examples include plastic bakery and meat boxes, reusable pallets, metal roller cages and refillable gas bottles.



The first use and reuse of reusable packaging and subsequent reuse

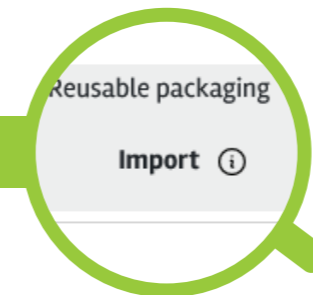
First use

The first use in Finland of reusable packaging obtained as new.
Report the subsequent use as reuse.



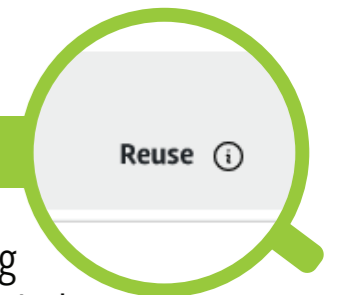
Imports

Reusable packaging imported with products that remain in Finland. Report also reusable packaging that is imported for the own use of the company when the products do not remain in the possession of the company. For example, reusable packaging of raw materials for own production.
Report the subsequent use as reuse.



Reuse

The use in Finland of reusable packaging after the first use and the reuse of imported packaging.
Also enter the packaging that your firm has leased or borrowed for its own use (e.g. rental pallets or post office roller cages). Add up all the times they were used and multiply this by the packaging weights.



Definitions of the materials

Paper fibre packaging

Corrugated cardboard packaging comprises packaging and packaging accessories made of corrugated cardboard. Corrugated cardboard can be identified from its crinkled, wave-like layer combined with one or two smooth surface carton layers. Examples: various cardboard boxes, platforms, displays, layer boards, pallet containers, pallet hoods and pallets.

Cardboard and paper packaging comprises, for example, cores for toilet paper and kitchen rolls, cereal and biscuit boxes, sweet boxes, paper bags such as sugar and flour bags, paper labels, wrapping for copy paper and fibre-based single-use packaging filled at the point of sale such as hamburger boxes, plates and coffee cups.

Carton liquid packaging comprises, for example, cartons and containers for milk, cream, sour milk, yoghurt, juice, syrup, seasoning, laundry liquids and fabric softeners. The packaging may contain other substances than liquids, such as powders, spices or foodstuffs.

Industrial fibre packaging is packaging of products delivered to industry. It comprises fibre-based industrial wrapping and sacks as well as industrial cores. Industrial wrapping and sacks are often plastic coated or laminated. These are, for example, wrapping and end labels for paper rolls, wrapping for paper sheets, wrapping laminates for timber, plywood, board and steel industry and paper sacks. Industrial cores are inner cardboard cores for rolls and are used, for instance, in paper, plastic and textile industries.

Definitions of the materials

Plastic packaging

Plastic packaging comprises, for example, shrink and other wrapping film, pallet hoods, plastic shopping bags and smaller bags, cups, tubes, bottles, trays and their lid films, closures, caps, canisters, plastic sacks and big bags, strapping, plastic boxes, crates, pallets, trays used for transporting deposit plastic bottles, bubble packaging and polystyrene packaging. Declare also packaging made of biodegradable plastic. Plastic IBCs and containers with a volume of over 1000 litres are not reported.

Mono-plastic packaging packaging is made of one plastic type (plastic types are e.g. PET, PE, PP, PS etc.).

- May contain multiple layers of the same plastic type (e.g. LDPE and MDPE).
- Label can be made of same or different plastic type or a different material (e.g. paper).
- Can contain additives (e.g. talcum, lime) or, for example, EVOH-barrier layers.
- Note: PVC/PVDC plastic or biodegradable plastic containing packaging is reported separately.

Multi-plastic packaging is made of several plastic types.

- May contain multiple layers of different plastic types.
- Label can be made of same or different plastic type or of a different material (e.g. paper).
- Can contain additives (e.g. talcum, lime) or, for example, EVOH-barrier layers.
- Note: PVC/PVDC plastic or biodegradable plastic containing packaging is reported separately.

Combination packaging is plastic packaging containing also some other material than plastic.

- If the share of any other single material does not exceed 5% of the total weight of the packaging, the packaging is reported as a single-material packaging.
- If packaging contains more than 5% of another single material, the packaging is reported as a multi-material packaging and quantities of the predominant material and the other materials are reported separately.
- Note: PVC/PVDC plastic or biodegradable plastic containing packaging is reported separately.

Biodegradable plastic packaging is plastic packaging, that is entirely or partially made of biodegradable plastic. Biodegradable plastic can be bio-based or oil-based. Biodegradable plastic packaging decomposes in a physical, chemical, thermal or biological process so that most of the material is decomposed into carbon dioxide, biomass and water.

Biodegradable plastic packaging must meet the requirements of EN13432 or a similar internationally approved standard. Oxo-degradable plastic packaging is not considered biodegradable.

PVC/PVDC-packaging is plastic packaging, that is entirely or partially made of PVC or PVDC plastic.

Shopping bags and small bags for consumer use are reported separately. Shopping bags and small bags for company use are not reported separately, but are reported together with other plastic packaging.

Shopping bags are large bags regardless of the plastic used in their production. Please note: reusable shopping bags are not reported as they are products, not packaging.

Small bags are those used for fruit and vegetables, for example, as well as small bags used in speciality shops such as pharmacies.

Definitions of the materials

Metal packaging

Aluminium packaging comprises, for example, aluminium trays and food, aerosol and beverage cans made of aluminium as well as aluminium foil and lids for beakers and trays, bakery trays and aluminium closures such as screw caps for bottles.

Tinplate packaging comprises, for example, food cans, certain aerosol and beverage cans, cigar boxes, paint pails and cans, canisters and closures such as crown caps and lids for glass jars.

Steel packaging comprises, for example, steel drums and containers (containers with a volume of over 1000 litres are not reported), metal strapping and bale wiring, various metal transport units such as roller cages, container trolleys, beverage dollies, pallets, metal cores, pressurised casks for carbonated beverages and gas bottles (excl. fire extinguishers).

Ferrous metal packaging comprises tinplate and steel packaging.

Glass packaging

Glass packaging comprises glass pots and jars and non-deposit glass bottles.

Glass packaging - class A

- Conventional packaging glass (soda lime glass) packaging.
- May contain other materials (e.g. plastic, metal, paper fibre, wood etc.) a maximum 5% of each, but not at all stainless steel or CSP (ceramic, stone, porcelain).

Glass packaging - class B

- Soda lime glass packaging, with stainless steel or CSP material.
- Soda lime glass packaging, with over 5% of some other material (e.g. wood, plastic etc.).
- Glass packaging with opal-, borosilicate- or crystal glass.

Wooden packaging

FIN pallets are stamped wooden pallets that conform to the standard (100 x 120 cm).

EUR/EPAL pallets are stamped wooden pallets that conform to the standard (80 x 120 cm).

Rental pallets are different types of pallets that can be rented.

Please note: please check whether the pallets you used were new or used when you bought them. If you use rental pallets, check with your pallet supplier in Finland to determine what proportion of the pallets you are using are completely new and being used for the first time, and what proportion have been used before. Report the new ones (First use) and the used ones (Reuse) in the correct columns.

Please note: do not report pallets owned by an overseas pallet provider that were used to import products into Finland if you return them empty to another country. Transfers within the same company are not reported either. An internal transfer means that a packed product is transferred in Finland within the same business ID.

Other wooden pallets include other pallets of different sizes, including FIN and EUR-sized single-use pallets.

Cable reels are used to pack various cables.

Other wooden packaging comprises boxes, lids, collars, stickers, bearers, barrels, etc.

Other packaging

Other packaging refers to packaging the predominant material of which is something other than paper fibre, plastic, metal, glass or wood, such as ceramic packaging, jute bags and single-use take-away dishes made from palm leaves.

Enter the material that the other packaging is made of on the form.

Packaging made of biodegradable and bio-based plastic is reported as plastic packaging.