

# Instructions for filling the light declaration form

## You may use the light declaration form to report packaging data if:

The total volume of packaging put on the market by your company is less than 50 tonnes. Packaging put on the market covers packaging that is used for packing products in Finland in-house or by a subcontractor or packaging that is imported to Finland with packed products.

Please note that the reuse of packaging is not included in the 50-tonne quota.

A company may always use the detailed declaration form for reporting even if the total volume of packaging put on the market is less than 50 tonnes. There is no obligation to use the light declaration form. All companies, independent of packaging volume, can report packaging data using the detailed form.

**The 50-tonne limit is applied per contract. If the total volume of packaging put on the market by companies included in a joint contract exceeds 50 tonnes, the company must use the detailed form for reporting.**

## What kind of packaging must be reported?

- **Packaging of products imported to Finland and packaging used to pack products in Finland** must be reported.
  - Packaging of products that are imported for the own use of the company, when the products do not remain in the possession of the company, must be reported. An example is packaging of raw materials for own production.
  - Packaging of products imported from Åland must also be reported if they fulfil the above definition. Do not report packaging of products imported by your company if you further deliver these products in their original packaging back abroad.
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- Packaging of products packed for export from Finland (incl. Åland) **is not reported.**
  - Deposit beverage packaging (plastic, metal, glass) **is not reported to RINKI.**
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- Packaging that is used in internal transfers within a company in Finland is not reported. An internal transfer means that a packed product moves in Finland within the same company (one business ID).

Packaging data is reported on the Extranet:



[extranet.rinkiin.fi](https://extranet.rinkiin.fi)

# Instructions:

**1. Assess the actual weights of all packaging as accurately as possible.** You can find examples of the weight of various types of packaging at [Rinkiin.fi](https://rinkiin.fi), but you should use the actual weights of the packaging in your calculations.

**2. Include all packaging and packaging materials used to preserve, protect, handle and transport as well as display the product, and divide them according to predominant materials.**

For example, a product is packed in a sales packaging, the sales packaging is packed in grouped packaging, and these together are transported in transport packaging.

Packaging is reported on the line for its predominant material. The predominant material in packaging is the material that accounts for the largest proportion in weight.

Packaging may consist of several detachable parts of packaging such as a plastic beaker and an aluminium lid. These parts of packaging, made of different materials that are easily detachable by hand, are reported separately as if they were separate packaging.

The different materials of a packaging that cannot easily be detached by hand are reported on the line for the predominant material.


**Note.** Include also the packaging used for packing or transport of your products, even if you buy packing or logistics services for another company.

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**3. Enter the packaging volumes in tonnes to one decimal place (e.g. 265 kg = 0,3 tonnes).** Less than 50 kg is rounded off to 0.0 tonnes.

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**4. Report packaging data on the RINKI Extranet.**

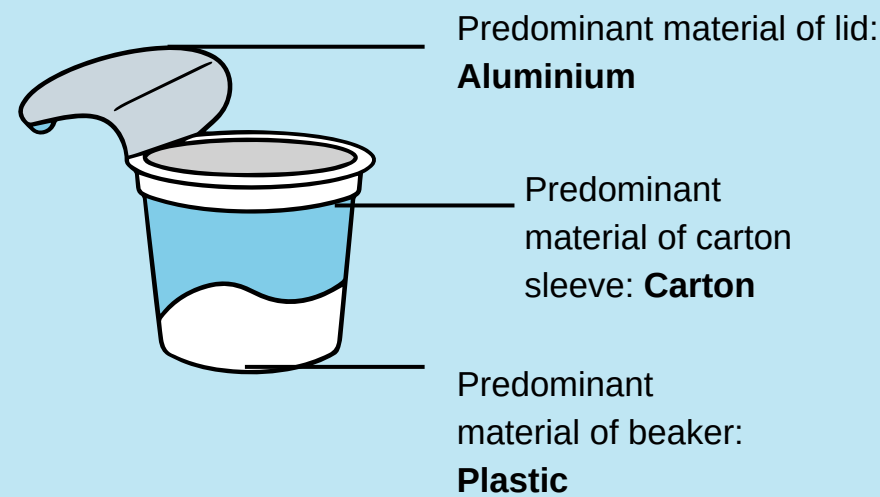
The declaration form is available on the homepage of the Extranet. When you fill in the form, you receive further information on the columns of the form by clicking on the information icon .

Link to the Extranet:

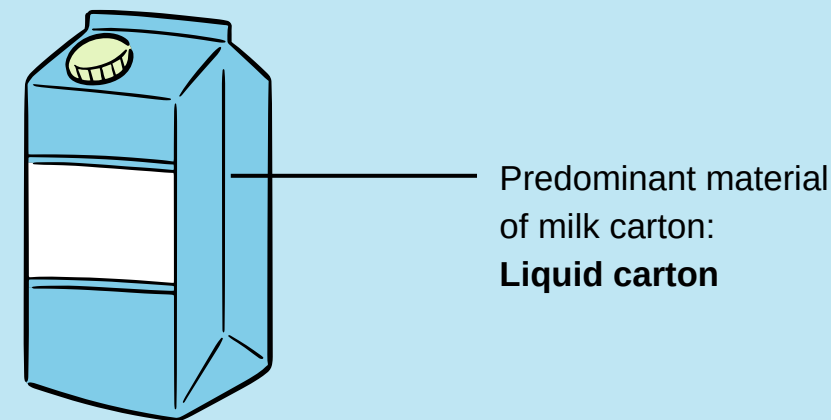


# How to report a packaging

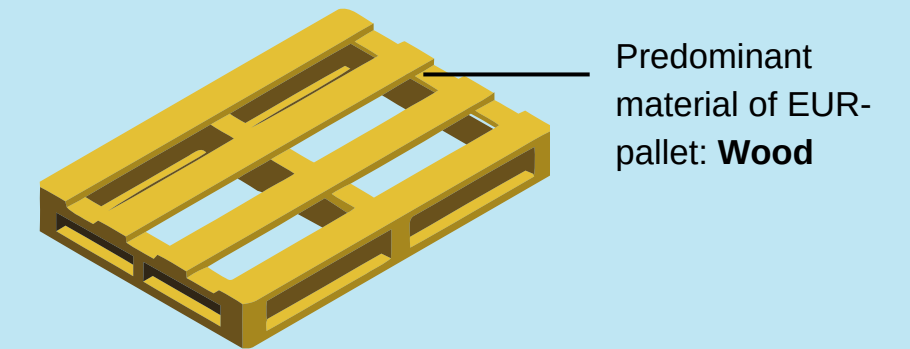
## 1) Yoghurt beaker with aluminium lid



## 2) Milk carton made of liquid carton, cap that remains attached



## 3) EUR-pallet



### This is how to report:

1) For example, the plastic beaker of a yoghurt packaging is reported on the line for plastic, the carton sleeve on the line for paper fibre packaging, and the aluminium lid on the line for metal. Parts of packaging, made of different materials, that are easily detachable by hand, are reported separately as if they were separate packaging.

2) The milk carton is reported on the line for paper fibres because its predominant material is paper fibre. The cap of the milk carton is not designed to be separated from the carton, so it is reported together with the milk carton according to its predominant material.

3) The EUR-pallet is reported on the line for wood packaging because its predominant material is wood.

**Paper fibre packaging**

2,5

tn

The carton sleeves of the yoghurt beakers & milk cartons

**Plastic packaging**

4,9

tn

The plastic yoghurt beakers

**Metal packaging**

1,2

tn

The aluminium lids

**Glass packaging**

tn

**Wood packaging**

6,7

tn

The EUR-pallets

**Other packaging**

tn

# Material definitions:

**Packaging is reported on the line for its predominant material. The predominant material in packaging is the material that accounts for the largest proportion in weight.**

## **Paper fibre packaging**

This is packaging made of for example corrugated cardboard, carton and paper packaging and carton liquid packaging.

Examples: milk carton, corrugated carton box, paper bag, cores for toilet and kitchen paper rolls, egg cartons, inner support for rolls, edge and corner support structures.

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## **Plastic packaging**

Plastic packaging includes packaging with plastic as predominant material. A plastic packaging can be made of several plastic types or a combination of plastic and another material.

Examples: shrink and other wrapping film, pallet hoods, plastic shopping bags and small 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 films and EPS packaging. Plastic packaging also comprises packaging made of biodegradable plastic.

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## **Metal packaging**

Metal packaging includes packaging with aluminium, tinfoil or steel as predominant material.

If the predominant material is some other metal than aluminium, tinfoil or steel, the packaging is reported on the line for "Other materials".

Examples: aerosol, food and beverage cans, aluminium trays, aluminium foil, metal lids of beakers and trays, bakery trays, metal closures such as screw caps for bottles, cigar boxes, paint pails, metal canisters and drums, metal strapping and bale wiring, metal cores and pressurised casks for carbonated beverages and gas bottles as well as different metal transport units such as roller cages, container trolleys, beverage dollies and pallets.

## Glass packaging

Glass packaging includes glass pots and jars and non-deposit glass bottles. Glass packaging can be made of soda lime glass (conventional packaging glass) or for example of opal, borosilicate, or crystal glass.

Examples: glass jam jars, cosmetic packaging made of glass, sauce bottles made of glass.

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## Wood packaging

Wood packaging is packaging with wood as predominant material.

Examples: FIN-pallets, EUR/EPAL-pallets, rental pallets, single-use pallets, cable reels, boxes, lids, collars, props, bearers and barrels.

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## Other packaging

Packaging with some other predominant material than paper fibre, plastic, metal, glass or wood. These are packaging made of ceramic, jute or natural rubber.

Examples: ceramic packaging, jute sacks, single-use take away dishes made of palm leaves.

**Do you have questions on reporting?**  
Our customer service for companies is happy to help!

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