



Manual for reporters

Reporting on **Directive 2019/904** on the reduction of the impact
of certain plastic products on the environment



Version 1.0

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Acknowledgements

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List of abbreviations

EC	European Commission
EEA	European Environment Agency
EU	European Union
MS	Member State/s
SUP	Single-use plastics
SUPD	Single-use plastics Directive
WFD	Waste framework directive

1. Purpose of this manual

This manual has been developed to support Member States with the reporting obligations under [Directive 2019/904](#) of the European Union and the Council of 5 June 2019 on the reduction of the impact of certain plastic products on the environment (SUP Directive). It provides interpretations and clarifications on issues that are challenging. Please note that these are not legally binding, since only the European Court of Justice can give an authoritative interpretation of EU law. Member States may need to take individual decisions regarding how data can be reported, and this should be clearly explained within the dedicated sections within the quality check reports.

Moreover, this manual gives a step-by-step guidance for the reporting process. The manual has been developed by the EEA in close collaboration with the European Commission. This document covers, specifically:

- the legal basis and the scope of the single use plastics reporting obligation (section 2 Legal basis of the reporting obligation);
- types of support provided and contact details (section 3 Types of support and contact);
- step by step guide for reporting (section 4 Step by step guide for reporting), covering the filling in of the templates (section 4 Step 1. Filling in the templates for reporting) and the data exchange using the EEA platform “Reportnet 3” (section 4 Step 2. Use Reportnet 3 to upload the reporting files); and
- answers to frequently asked question (section 5 Frequently Asked Questions).

Whenever possible, this manual will provide all necessary information for reporting data/information. However, it will also refer to other documents, when there is a need for details on certain aspects, such as the complete clarifications of the interpretation of the terminology.

2. Legal basis of the reporting obligation

2.1. The reporting obligations according to the SUP Directive

[Directive 2019/904](#) of the European Union and the Council of 5 June 2019 on the reduction of the impact of certain plastic products on the environment (SUP Directive) aims at preventing and reducing the negative impact of certain plastic products on the (marine) environment and on human health, promoting the transition to a circular economy, and contributing to the efficient functioning of the internal market.

To allow the monitoring of progress towards the objectives and targets of the Directive, its Article 13 (“Information systems and reporting”) establishes that Member States shall report the data and information covering the items detailed in Table 1:

Table 1: Reporting obligations according to the SUP Directive.

Data and information	Legal basis for reporting	Reference year	First reporting by MS due
Amounts placed on market for: - cups for beverage - food containers	SUPD Article 13(a): Data on single-use plastic products listed in Part A of the Annex that have been placed on the market of the Member State each year, to demonstrate the consumption reduction in accordance with Article 4(1) Commission Implementing Decision (EU) 2022/162 of 4 February 2022 lays down the rules for the application of SUP Directive as regards the calculation, verification and reporting on the reduction in the consumption of certain single-use plastic products and the measures taken by Member States to achieve such reduction.	2022	End June-2024
Measures taken to reduce consumption of: - cups for beverage - food containers	SUPD Article 13(b): Information on the measures taken by the Member State for the purposes of Article 4(1). Commission Implementing Decision (EU) 2022/162	2022	End June-2024
Separate collection of SUP beverage bottles	SUPD Art 13(c): Data on single-use plastic products listed in Part F of the Annex that have been separately collected in the Member State each year, to demonstrate the attainment of the separate collection targets in accordance with Article 9(1). Commission Implementing Decision (EU) 2021/1752 of 1 October 2021 lays down rules for the application of the SUP Directive as regards the calculation, verification and reporting of data on the separate collection of waste single-use plastic beverage bottles.	2022	End June-2024
Fishing gear containing plastic: - amounts placed on market - amounts separately collected as waste	SUPD Art 13(d): Data on fishing gear containing plastic placed on the market and on waste fishing gear collected in the Member State each year. Commission Implementing Decision (EU) 2021/958 of 31 May 2021 lays down the format for reporting data and information on fishing gear placed on the market and waste fishing gear collected in Member States and the format for the quality check report in accordance with Articles 13(1)(d) and 13(2) of Directive (EU) 2019/904 of the European Parliament and of the Council.	2022	End June-2024
Recycled content in SUP beverage bottles	SUPD Art 13(e): Information on recycled content in beverage bottles listed in Part F of the Annex to demonstrate the attainment of the targets laid down in Article 6(5) Commission Implementing Decision (EU) 2023/2683 of 30 November 2023 laying down rules for the application of Directive (EU) 2019/904 of the European Parliament and of the Council as regards the calculation, verification and reporting of data on recycled plastic content in single-use plastic beverage bottles.	2023	End June-2025
Post consumption waste from filters for tobacco products	SUPD Art 13(f): Data on the post-consumption waste of single-use plastic products listed in Section III of Part E of the Annex that has been collected in accordance with Article 8(3). Commission Implementing Decision (EU) 2021/2267 of 17 December 2021 laying down the format for reporting data and information on the collected post-consumption waste of tobacco products with filters and of filters marketed for use in combination with tobacco products (Text with EEA relevance).	2023	End June-2025

SUPD=Single-use plastics Directive. Items in lighter font color (grey) will be due reporting in 2025.

2.2. Cross-cutting definitions

In the following, a selection of definitions that are relevant to the SUP Directive reporting obligations is provided, extracted from Article 3 of the SUP Directive. The **Commission guidelines on single-use plastic products in accordance with the SUP Directive (2021/C 216/01)** provide further clarifications to ease the interpretation and better determine the scope of the definitions within the SUP Directive. Please consult these Commission guidelines for further clarification, since the nuances of the text are very detailed and might have specific legal implications.

Article 3

Definitions

(1) **‘plastic’** means a material consisting of a **polymer as defined in point (5) of Article 3 of Regulation (EC) No 1907/2006¹**, to which additives or other substances may have been added, and which **can function as a main structural component** of final products, with the **exception of natural polymers that have not been chemically modified**.

-> See the Commission guidelines for further specifications of the concepts highlighted in bold in the ‘plastic’ definition provided above.

(2) **‘single-use plastic product’** means a product that is made **wholly or partly** from plastic and that is **not conceived, designed or placed on the market** to accomplish, **within its life span, multiple trips or rotations by being returned to a producer for refill or re-used for the same purpose for which it was conceived**;

The Directive does not include any *de minimis* threshold for the plastic content in a single-use product to determine whether or not that product is covered by the definition of single-use plastic product.

-> See the Commission guidelines for further specifications of the concepts highlighted in bold in the definition of ‘single-use plastic product’ above.

(4) **‘fishing gear’** means any item or piece of equipment that is used in fishing or aquaculture to target, capture or rear marine biological resources or that is floating on the sea surface, and is deployed with the objective of attracting and capturing or of rearing such marine biological resources;

(5) **‘waste fishing gear’** means any fishing gear covered by the definition of waste in point 1 of Article 3 of [Directive 2008/98/EC](#), including all separate components, substances or materials that were part of or attached to such fishing gear when it was discarded, including when it was abandoned or lost; [**‘waste’**: any substance or object which the holder discards or intends or is required to discard]

(6) **‘placing on the market’** means the first making available of a product on the market of a Member State;

(7) **‘making available on the market’** means any supply of a product for distribution, consumption or use on the market of a Member State in the course of a commercial activity, whether in return for payment or free of charge;

(9) **‘waste’** means waste as defined in point 1 of Article 3 of Directive 2008/98/EC; [**‘waste’**: any substance or object which the holder discards or intends or is required to discard]

(10) **‘extended producer responsibility scheme’** means extended producer responsibility scheme as defined in point 21 of Article 3 of Directive 2008/98/EC; [**‘extended producer responsibility scheme’**: a set of measures taken by Member States to ensure that producers of products bear financial responsibility or financial and organisational responsibility for the management of the waste stage of a product’s life cycle]

¹ REACH Regulations. Regulation (EC) No 1907/2006 of the European Parliament and of the Council of 18 December 2006 concerning the Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH), establishing a European Chemicals Agency, amending Directive 1999/45/EC and repealing Council Regulation (EEC) No 793/93 and Commission Regulation (EC) No 1488/94 as well as Council Directive 76/769/EEC and Commission Directives 91/155/EEC, 93/67/EEC, 93/105/EC and 2000/21/EC.

(11) **‘producer’** means:

(a) any natural or legal person established in a Member State that professionally manufactures, fills, sells or imports, irrespective of the selling technique used, including by means of distance contracts as defined in point (7) of Article 2 of [Directive 2011/83/EU](#) of the European Parliament and of the Council², and places on the market of that Member State single-use plastic products, filled single-use plastic products or fishing gear containing plastic, other than persons carrying out fishing activities as defined in point (28) of Article 4 of [Regulation \(EU\) No 1380/2013](#) of the European Parliament and of the Council³; or

(b) any natural or legal person established in one Member State or in a third country that professionally sells in another Member State directly to private households or to users other than private households, by means of distance contracts as defined in point (7) of Article 2 of Directive 2011/83/EU, single-use plastic products, filled single-use plastic products or fishing gear containing plastic, other than persons carrying out fishing activities as defined in point (28) of Article 4 of Regulation (EU) No 1380/2013;

‘distance contract’ (as defined in point (7) of Article 2 of Directive 2011/83/EU): any contract concluded between the trader and the consumer under an organised distance sales or service-provision scheme without the simultaneous physical presence of the trader and the consumer, with the exclusive use of one or more means of distance communication up to and including the time at which the contract is concluded;

‘fishing activity’ (as defined in point (28) of Article 4 of Regulation (EU) No 1380/2013): searching for fish, shooting, setting, towing, hauling of a fishing gear, taking catch on board, transshipping, retaining on board, processing on board, transferring, caging, fattening and landing of fish and fishery products;

(12) **‘collection’** means collection as defined in point 10 of Article 3 of Directive 2008/98/EC; [**‘collection’**: the gathering of waste, including the preliminary sorting and preliminary storage of waste for the purposes of transport to a waste treatment facility]

(13) **‘separate collection’** means separate collection as defined in point 11 of Article 3 of Directive 2008/98/EC; [**‘separate collection’**: the collection where a waste stream is kept separately by type and nature so as to facilitate a specific treatment]

(14) **‘treatment’** means treatment as defined in point 14 of Article 3 of Directive 2008/98/EC; [**‘treatment’**: recovery or disposal operations, including preparation prior to recovery or disposal]

(15) **‘packaging’** means packaging as defined in point 1 of Article 3 of [Directive 94/62/EC](#); [**‘packaging’**: shall mean all products made of any materials of any nature to be used for the containment, protection, handling, delivery and presentation of goods, from raw materials to processed goods, from the producer to the user or the consumer. ‘Non-returnable’ items used for the same purposes shall also be considered to constitute packaging]

(16) **‘biodegradable plastic’** means a plastic capable of undergoing physical, biological decomposition, such that it ultimately decomposes into carbon dioxide (CO₂), biomass and water, and is, in accordance with European standards for packaging, recoverable through composting and anaerobic digestion;

(17) **‘port reception facilities’** means port reception facilities as defined in point 6 of Article 2 of [Directive \(EU\) 2019/883](#) (amending Directive 2010/65/EU and repealing Directive 2000/59/EC): **‘port reception facility’** is any facility which is fixed, floating or mobile and capable of providing the service of receiving the waste from ships.

² Directive 2011/83/EU of the European Parliament and of the Council of 25 October 2011 on consumer rights, amending Council Directive 93/13/EEC and Directive 1999/44/EC of the European Parliament and of the Council and repealing Council Directive 85/577/EEC and Directive 97/7/EC of the European Parliament and of the Council (OJ L 304, 22.11.2011, p. 64).

³ Regulation (EU) No 1380/2013 of the European Parliament and of the Council of 11 December 2013 on the Common Fisheries Policy, amending Council Regulations (EC) No 1954/2003 and (EC) No 1224/2009 and repealing Council Regulations (EC) No 2371/2002 and (EC) No 639/2004 and Council Decision 2004/585/EC (OJ L 354, 28.12.2013, p. 22).

SUP CUPS FOR BEVERAGES AND FOOD CONTAINERS

SUP Directive, Annex, Part A, Single-use plastic products covered by Article 4 on consumption reduction

- (1) **Cups for beverages** including their covers and lids;
- (2) **Food containers**, i.e. receptacles such as boxes, with or without a cover, used to contain food which:
 - (a) is intended for immediate consumption, either on-the-spot or take-away,
 - (b) is typically consumed from the receptacle, and
 - (c) is ready to be consumed without any further preparation, such as cooking, boiling or heating, including food containers used for fast food or other meal ready for immediate consumption, except beverage containers, plates and packets and wrappers containing food.

SUP FOOD CONTAINERS

SUP Directive, Recital 12

Examples of food containers to be considered as single-use plastic products for the purposes of this Directive are fast-food containers or meal, sandwich, wrap and salad boxes with cold or hot food, or food containers of fresh or processed food that does not need further preparation, such as fruits, vegetables or desserts. Examples of food containers that are not to be considered as single-use plastic products for the purposes of this Directive are food containers with dried food or food that is sold cold requiring further preparation, containers containing food in more than single-serve portions or single-serve portion-sized food containers sold in more than one unit.

SUP BEVERAGE BOTTLES

SUP Directive, Annex, Part F, Single-use plastic products covered by Article 9 on separate collection and by Article 6(5) on product requirements:

Beverage bottles with a capacity of up to three litres, including their caps and lids, but NOT:

- a) glass or metal beverage bottles that have caps and lids made from plastic,
- b) beverage bottles intended and used for food for special medical purposes as defined in point (g) of Article 2 of Regulation (EU) No 609/2013 that is in liquid form.

3. Types of support and contact

Apart from the development of this manual for reporters, different materials and events have been developed to support reporters in MS. These include:

- Reporting templates
- Webinars
- A dedicated website where you can find all supporting materials and information related to the events, as well as the reporting templates: [Reporting under the Single-use plastics Directive](#).
- A helpdesk available to MS reporters: sup.reporting@eea.europa.eu. Note that while this address has been working as a normal email address, from the time-point when the reporting of the data will open, this will become a ticketing system.

4. Step by step guide for reporting

Timelines and format for reporting

Article 13(1) of the [SUP Directive](#) states that Member States shall report the data and information specified in Table 1 above electronically within 18 months of the end of the reporting year for which they were collected. The first reporting period shall be the **calendar year 2022**, which will cover items (a), (b), (c) and (d). This means that the deadline for reporting these items will be the end of June 2024. The reporting of (e) and (f) will be due for the calendar year 2023 (to be reported until end of June 2025).

Article 13(2) of the SUP Directive states also that the data and information reported by Member States shall be accompanied by a **quality check report** where, among other aspects, the methods for the calculations and for data verification and control are described.

The data and information shall be reported in the **format** established by the Commission, in the form of a series of implementing decisions laying down the format and methodologies for the data reporting, and the content and format of quality check report (see in Table 1 above).

In this section you will find more details about the reporting of each of the items. The diagram below summarizes the main steps and timelines:

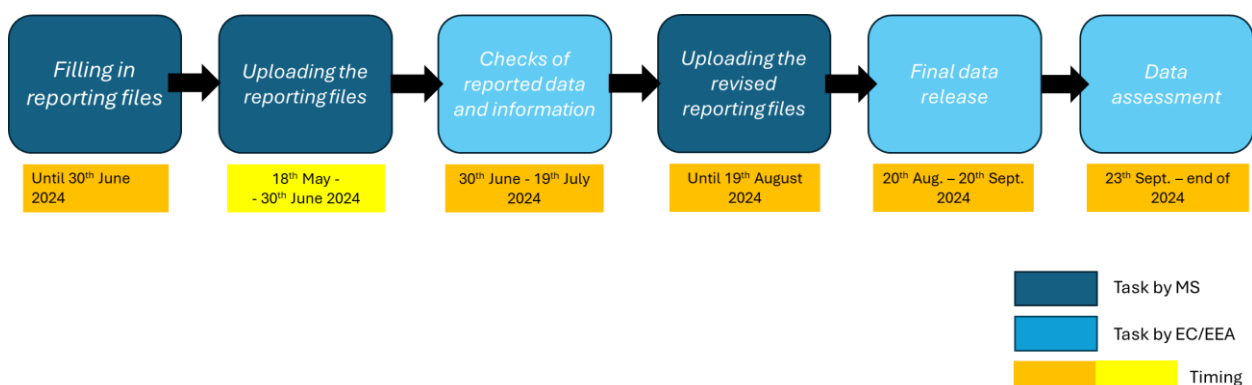


Figure 1: Main steps of the reporting process.

Step 1. Filling in the templates for reporting

The reporting templates: background and overview

This manual describes the reporting templates to be used for the first reporting period: 2022 as reference calendar year, to be reported until the 30th June 2024. The templates are Excel-based and rely on the content of the annexes of the implementing decisions that lay down the reporting format for each data/information item.

This first reporting period include the data and information that needs to be reported using the following templates:

- [Template for items \(a\) and \(b\) under Article 13 of the SUP Directive](#). Single-use plastic cups for beverages and food containers placed on the market (a), to demonstrate the consumption reduction in accordance with Article 4(1), and measures taken to achieve reduction in the consumption thereof (b).

- **Template for item (c) under Article 13 of the SUP Directive.** Single-use plastic beverage bottles placed on the market and waste single-use plastic beverage bottles separately collected, to demonstrate the attainment of the separate collection targets in accordance with Article 9(1)).
- **Template for item (d) under Article 13 of the SUP Directive.** Fishing gear containing plastic placed on the market and waste fishing gear collected.

Figure 2: The reporting templates for the first reference year (2022) – view, for each template, of the first tab where data can be reported.

There are some differences as compared to the original format specified in the implementing decisions:

- changes to make the reporting clearer, for instance using different colors to indicate which fields are mandatory and voluntary to report;
- changes to make more operational the assessment of the data, for instance introducing drop-down menus or identifiers – country, year- in each item);
- the templates include also the tables related to the quality check report.

The templates are written in English. Using English language also to fill them in will extremely facilitate the work of the European Commission in the assessment of these data/information. However, reporters can use the national language to fill in the templates.

The following section of this manual provides an overview of the content to be reported in each of the reporting templates. It also provides guidance on how to fill in some specific fields. Reporters can also refer to the section Frequently Asked Questions of this manual, to find answers to questions raised by Member States about the reporting process.

Template for items (a) and (b) under Article 13 of the SUP Directive

Scope

[SUP Directive](#)

Article 13 (1)

(a) data on single-use plastic products listed in Part A of the Annex that have been placed on the market of the Member State each year, to demonstrate the consumption reduction in accordance with Article 4(1); this includes single-use plastic **cups for beverages** including their covers and lids (referred to in part A, point (1), and **food containers** (referred to in part A, point (2));

(b) information on the measures taken by the Member State for the purposes of Article 4(1), i.e. the reduction of the consumption of single use plastic cups for beverages and food containers.

Article 13 (2)

The data and information reported by Member States in accordance with this Article shall be accompanied by a quality check report. The data and information shall be reported in the format established by the Commission.

Methodological considerations

[Commission Implementing Decision \(EU\) 2022/162](#)

Article 1 (1) [parameters]

Article 1 (3) [exports/imports or movements]

Recital 8 [partly made of plastics when following the weight-based methodology]

Recital 9 [categories and sub-categories of measures]

Additional conceptual clarifications

[Commission guidelines on single-use plastic products in accordance with the SUP Directive \(2021/C 216/01\)](#)

CUPS FOR BEVERAGES

Section 4.4.1. Product descriptions and criteria in the Directive

Section 4.4.2. Caps, lids and covers

Section 4.4.3. Product-specific exemptions

Section 4.4.4. Product overview and list of illustrative examples

Section 4.5.1. Key elements to distinguish food containers from beverage containers

Section 4.5.2. Key elements to distinguish food containers from cups for beverages

Section 4.5.3. Key elements to distinguish between beverage containers, beverage bottles and cups for beverages

FOOD CONTAINERS

Section 4.1.1. Product description and criteria in the Directive

Section 4.1.2. Product overview and list of illustrative examples

Section 4.5.1. Key elements to distinguish food containers from beverage containers

Section 4.5.2. Key elements to distinguish food containers from cups for beverages

Section 4.5.4. Key elements to distinguish food containers from packets and wrappers

Section 4.5.5. Key elements to distinguish plates from food containers

Data sources and related considerations

Section to be complemented over time with feedback from MS, building on the sources listed in section 3.a and 3.b of Annex IV of the [Commission Implementing Decision \(EU\) 2022/162](#):

- Data from deposit refund schemes
- Extended Producer Responsibility (EPR) scheme data. Data from producers or from organisations implementing EPR obligations on their behalf
- Data from central registries on single-use plastic cups for beverages/food containers placed on the market
- Data from municipalities
- Surveys
- Compositional analyses
- Electronic registry
- Administrative reporting
- Production statistics - national codes
- Tax statistics
- Industry statistics

See dedicated Frequently Asked Questions at: [< Reporting of items \(a\) and \(b\) >](#)

Guidance to fill in the reporting templates

Excel sheets for reporting within the template	
Name	Description
CfB&FC-PoM	<p>Description: Data on single-use plastic products placed on the market.</p> <p>Guidance to fill in the sheet: To start the reporting here you need to first specify whether you are reporting based on weight or based on number, both for Cups for beverages (CfB) and Food containers (FC), in cells H4 and H5.</p> <div data-bbox="502 1377 1236 1702"> <p>INDICATE HERE IF YOU ARE REPORTING BY WEIGHT OR NUMBER</p> <p>Please specify whether you are reporting based on weight or based on number, both for Cups for beverages (CfB) and Food containers (FC).</p> <p>Please keep in mind that the choice made for this reporting year will have to be maintained for subsequent reporting years, i.e. it will not be possible to switch between reporting based on weight and based on numbers</p> <p>Cups for beverages (CfB) < Please select ></p> <p>Food containers (FC) < Please select > Please choose weight or number</p> </div> <p>The color of the cells will adapt to your choice, coloring as dark green mandatory fields and as lighter green voluntary data.</p> <p>Note that when reporting items made wholly of plastic, the total weight is calculated automatically in column H, since total weight must equal the weight of plastic reported in column F.</p> <p>The sheet allows you to also report values adjusted for movements of products within the EU at wholesale level. This applies to data on weight of plastic and reporting based on the number of products (cells G12 to G15 and K12 to K15,</p>

respectively). This applies also to the reporting of total weight, for products partly made of plastics (cells I14 and I15).

The cells for reporting have been formatted as numbers with two decimals. Please be as accurate as possible and note that if your report small values, Excel will display a value rounded to two decimals. For instance, if you report 321 kilogram (0.321 tonnes), you will see the rounded value (0.32). However, the accurate, complete value will be there in the cell.

The reporting unit is tonnes when reporting by weight or thousand units when reporting based on the number of products.

The cells for reporting have been formatted as numbers with two decimals. Please be as accurate as possible and note that if your report small values, Excel will display a value rounded to two decimals. For instance, if you report 321 kilogram (0.321 tonnes), you will see the rounded value (0.32). However, the accurate, complete value will be there in the cell.

The reporting unit is tonnes when reporting by weight or thousand units when reporting based on the number of products.

The reporting unit is tonnes when reporting by weight or thousand units when reporting based on the number of products.

**CfB-
Consump.Red.Measures**

<p>CfB-Consump.Red.Measures</p>	<p>Description: Measures to achieve reduction in the consumption of single-use plastic cups for beverages, including their covers and lids, referred to in Part A, point (1), of the Annex to Directive (EU) 2019/904.</p> <p>See provisions in the SUP Directive in Recital 14 and Article 4 (within the section dedicated to cups for beverages within section 2.2. Purpose of this manual) to learn more about the requirements that these measures need to fulfill.</p>
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CfB-Consump.Red.Measures	See provisions in the SUP Directive in Recital 14 and Article 4 (within the section dedicated to cups for beverages within section 2.2. Purpose of this manual) to learn more about the requirements that these measures need to fulfill.
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Guidance to fill in the sheet: Countries are asked to report here all the measures undertaken for the reduction of the consumption of cups for beverages. You can use the built-in list of categories and subcategories. Please allocate each measure only to one category and at most one sub-category (the most relevant one). Please do **not** duplicate measures. It is important that measures are classified in a consistent manner to make a robust assessment of the reported information.

Specifying whether there is any measure in your country for each of these categories/subcategories has been colored as compulsory, for the Commission to receive more detailed information about the measures in place:

	Country	Year	Consumption reduction measures categories*	Specification of the measure (sub-categories)	Measure currently in place in your country (Yes/No)
	< Please select >	2022	Quantitative targets	Quantitative targets for reducing the share of SUP CFB placed on the market and made available to consumers.	< Please select >
	< Please select >	2022	Quantitative targets	Quantitative targets for increasing the share of reusable alternatives to SUP CFB placed on the market and made available to consumers	< Please select >
	< Please select >	2022	Promotion of sustainable alternatives to SUP CFB (including reusable plastic CFB)	Measures promoting reusable alternatives to SUP CFB in public administrations	< Please select >
	< Please select >	2022	Promotion of sustainable alternatives to SUP CFB (including reusable plastic CFB)	Measures establishing obligations or incentives for economic operators to make reusable alternatives to SUP CFB available to consumers in large public events	< Please select >
	< Please select >	2022	Promotion of sustainable alternatives to SUP CFB (including reusable plastic CFB)	Measures establishing "bring-your-own" systems allowing consumers to bring their own cups for beverages	< Please select >
	< Please select >	2022	Promotion of sustainable alternatives to SUP CFB (including reusable plastic CFB)	Promotion of business models that provide reusable alternatives to SUP CFB	< Please select >
	< Please select >	2022	Promotion of sustainable alternatives to SUP CFB (including reusable plastic CFB)	Measures establishing obligations or incentives for economic operators to provide sustainable alternative CFB at the point of sale to the final consumer	< Please select >
	< Please select >	2022	Promotion of sustainable alternatives to SUP CFB (including reusable plastic CFB)	Promotion of free public sources of drinking water encouraging people to bring a refillable cup or drink from the tap	< Please select >
	< Please select >	2022	Economic instruments	Levies imposed on economic operators when placing SUP CFB on the market	< Please select >
	< Please select >	2022	Economic instruments	Green Public Procurement	< Please select >

You are also asked in the sheet to describe and characterize each of the measure you report. Note that some of these cells have text length constraints and try to be as concise, yet informative, as possible. You will receive a warning message in case your text does not meet the length requirements. In such case, please note that when you get a warning, Excel will ask you if you want to continue:



If you select “No”, you could go back to your text and reduce the length. If you click on “Yes”, Excel will let you continue filling in the form, even if the text is too long. If you select “Cancel” the text that you typed in the cell will disappear.

You can also add any other measure even if not explicitly mentioned in the indicative list of categories and sub-categories. For that, you can report in the space starting at [row 31](#), where you can add additional measures:

	< Please select >	2022	Awareness raising measures [focused on SUP CFB]	Campaigns to raise awareness of the negative littering and other inappropriate waste disposal campaigns
	< Please select >	2022	Awareness raising measures [focused on SUP CFB]	Promotion of sustainable alternatives to SUP CFB
	< Please select >	2022	Awareness raising measures [focused on SUP CFB]	Promotion of venues connected to reusable schemes)
Other additional measures	< Please select >	2022	< Please select >	< Please specify >
	< Please select >	2022	< Quantitative targets	< Please specify >
	< Please select >	2022	< Promotion of sustainable alternatives to SUP FC (including reusable plastics)	< Please specify >
	< Please select >	2022	< Economic instruments	< Please specify >
	< Please select >	2022	< Marketing and use restrictions	< Please specify >
	< Please select >	2022	< Agreements between competent authorities and economic sectors pursuant to Article 17(3) of Directive (EU) 2019/904	< Please specify >
	< Please select >	2022	< Awareness raising measures [focused on SUP CFB]	< Please specify >
	< Please select >	2022	< Other	< Please specify >
	< Please select >	2022	< Please select >	< Please specify >
	< Please select >	2022	< Please select >	< Please specify >

You can use these rows to report in case you need:

- to report more measures than there is space for above, for any specific category/sub-category;
- to report any measure belonging to a new category/sub-category.

The format laid down in the implementing decision allows you to add more rows as necessary. In this reporting template, 15 additional rows have been added for that. In case you need to add more additional rows, please reach out to sup.reporting@eea.europa.eu.

FC-Consump.Red.Measures

Description: Measures to achieve reduction in the consumption of single-use plastic food containers, referred to in Part A, point (2), of the Annex to Directive (EU) 2019/904.

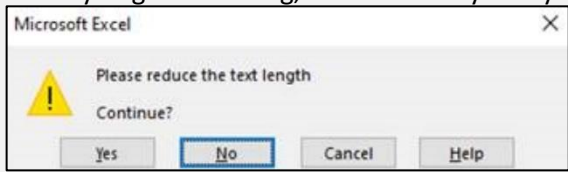
See provisions in the SUP Directive in Recital 14 and Article 4 (within the section dedicated to food containers within section 2.2. Purpose of this manual) to learn more about the requirements that these measures need to fulfill.

Guidance to fill in the sheet: Countries are asked to report here all the measures undertaken for the reduction of the consumption of food containers. You can use the built-in list of categories and subcategories. Please allocate each measure only to one category and at most one sub-category (the most relevant one). Please do **not** duplicate measures. It is important that measures are classified in a consistent manner to make a robust assessment of the reported information.

Specifying whether there is any measure in your country for each of the categories/subcategories has been colored as compulsory, for the Commission to receive more detailed information about the measures in place.

You are also asked in the sheet to describe and characterize each of the measure you report. Note that some of these cells have text length constraints and try to be as concise, yet informative, as possible.

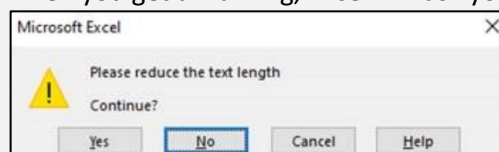
You can also add any other measure even if not explicitly mentioned in the indicative list of categories and sub-categories. For that, you can report in the space starting at [row 31](#), where you can add additional measures. You can use these rows to report in case you need:

	<p>-to report more measures than there is space for above, for any specific category/sub-category;</p> <p>-to report any measure belonging to a new category/sub-category.</p> <p>The format laid down in the implementing decision allows you to add more rows as necessary. In this reporting template, 15 additional rows have been added for that. In case you need to add more additional rows, please reach out to sup.reporting@eea.europa.eu.</p>
QUALITY CHECK REPORT	
QC1,2	<p>Description: General information and description of the parties involved in the data collection, as detailed in the Quality Check report within Annex IV of the Commission Implementing Decision (EU) 2022/162.</p> <p>Guidance to fill in the sheet: In Table 2 you need to fill in at least the first row, and then you can use as many rows as necessary, to identify the institutions that have contributed to the collection and reporting of the data, and what their key responsibilities have been in this data collection and reporting.</p> <p>Note that some of these cells have text length constraints and try to be as concise, yet informative, as possible. You will receive a warning message in case your text does not meet the length requirements. In such case, please note that when you get a warning, Excel will ask you if you want to continue:</p>  <p>If you select “No”, you could go back to your text and reduce the length. If you click on “Yes”, Excel will let you continue filling in the form, even if the text is too long. If you select “Cancel” the text that you typed in the cell will disappear.</p>
QC3	<p>Description: Description of (data sources and) methods used, as detailed in the Quality Check report within Annex IV of the Commission Implementing Decision (EU) 2022/162.</p> <p>Guidance to fill in the sheet:</p> <p>Tables a and b. In these sections it is mandatory to specify which type of data sources/methods have been used for the reporting of the data on single-use plastic products placed on the market provided in the sheet “CfB&FC-PoM”. This covers both cups for beverages (table a) and food containers (table b).</p> <p>It is mandatory to specify if the data sources/methods listed have been used or not. This can be done by selecting “yes” or “no” in the drop-down menus in the columns “Data source use” both in tables a and b.</p>

3. Description of methods used		
a. Data sources for calculating data on single-use plastic cups for beverages, including their covers and lids, placed on the market of a Member State		
Data sources	Data source used (yes/no)	Details
Data from deposit refund schemes	< Please select >	
Extended Producer Responsibility (EPR) scheme data. Data from producers or from organisations implementing EPR obligations on their behalf	< Please select >	Please select yes/no
Data from central registries on single-use plastic cups for beverages placed on the market	< Please select >	
Data from municipalities	< Please select >	
Surveys [Fill in details in section 4c within worksheet "QC4"]	< Please select >	
Compositional analyses	< Please select >	
Electronic registry	< Please select >	
Administrative reporting	< Please select >	
Production statistics - national codes	< Please select >	
Tax statistics	< Please select >	
Industry statistics	< Please select >	

The tables give also the space to describe the data sources/methods applied and to specify the share of the data that has been estimated using these sources/methods.

Note that some of these cells have text length constraints and try to be as concise, yet informative, as possible. You will receive a warning message in case your text does not meet the length requirements. In such case, please note that when you get a warning, Excel will ask you if you want to continue:



If you select “No”, you could go back to your text and reduce the length. If you click on “Yes”, Excel will let you continue filling in the form, even if the text is too long. If you select “Cancel” the text that you typed in the cell will disappear.

If you have used surveys as data source/method, please provide further details in [table 4c](#) of the worksheet “QC4”.

[Tables c and d](#). In these parts you have the space to report issues that might prevent your data sources from covering the whole market, and that made you use estimates to calculate the weight of plastic contained in the products and the total weight of the products. For instance, the existence of free-riders, online sales that are not monitored or the existence of de-minimis rules in the national regulation, which are not consistent with the scope of the SUP Directive. You are asked to indicate the issues encountered, describe these issues and specify how much (in percentage) of the value reported is affected by each of the issues.

There are two separate tables: “c” for the data reported based on the weight, and “d” for data reported based on the number of products. Both tables have separate spaces to report issues that related to cups for beverages and for food containers.

Note that some of these cells have text length constraints (see explanation above), so try to be as concise, yet informative, as possible. Note also that the cells to report percentage values have been formatted as numbers with two decimals, so Excel will display a value rounded to two decimals, yet the accurate, complete value will be there within the cell.

QC4

Description: Data verification and control system, as detailed in the Quality Check report within Annex IV of the Commission Implementing Decision (EU) 2022/162.

Guidance to fill in the sheet:

In [table 4.a](#) you are asked to indicate whether data verification processes have been undergone both for the data reported in on single-use products placed on the market (sheet “[CfB&FC-PoM](#)”), both for cups for beverages and for food containers. You can do it by selecting “yes” or “no” in the drop-down menus in each column. You have also the space to add any relevant additional comment:

4. Data verification and control system			
a. Verification of data on single-use plastic products placed on the market of a Member State			
Verification and control procedures	Applied for all relevant data on		Additional comments, if relevant
	Single-use plastic cups for beverages, including their covers and lids referred to in Part A, point (1), of the Annex to Directive (EU) 2019/904 placed on the market (yes/no/no data available at country level)	Single-use plastic food containers referred to in Part A, point (2), of the Annex to Directive (EU) 2019/904 placed on the market (yes/no)	
Data completeness checks	< Please select >	< Please select >	
Cross-checks	< Please select >	< Please select >	
Time-series checks	< Please select >	< Please select >	
Audit checks	< Please select >	< Please select >	
Other (specify)	< Please select >	< Please select >	

In [table 4.b](#) you are asked to indicate whether you encountered any factor that can affect the reliability of the data. You can specify this by selecting “yes” or “no” in the drop-down menus both for cups for beverages and food containers. You have also space to describe the factors and /or explain the methods applied to minimize the impact of each of these factors on the accuracy of the data reported, and any additional comment.

Note that there are text length limitations in these cells, so please try being as concise as possible, but mentioning all relevant considerations. You will receive a warning message in case your text does not meet the length requirements. In such case, please note that when you get a warning, Excel will ask you if you want to continue:

If you select “No”, you could go back to your text and reduce the length. If you click on “Yes”, Excel will let you continue filling in the form, even if the text is too long. If you select “Cancel” the text that you typed in the cell will disappear.

QC5,6

Description: Confidentiality, and main national websites, reference documents and publications, as detailed in the Quality Check report within Annex IV of the Commission Implementing Decision (EU) 2022/162.

Guidance to fill in the sheet: In this part of the Quality Check report ([table 5](#)) you can specify whether you want request to withhold the publication of any of the items reported, as well as the underlying reason for that. Note that there are text length limitations in these cells, so please try being as concise as possible, but mentioning all relevant considerations.

You are asked then (in [table 6](#)) to detail the national websites, reference documents and publications that can help the Commission to better understand the data and underlying methodologies.

Template for item (c) under Article 13 of the SUP Directive

Scope

[SUP Directive](#)

Article 13 (1)

(c) data on single-use plastic products listed in Part F of the Annex that have been separately collected in the Member State each year. This includes beverage bottles.

Article 13 (2)

The data and information reported by Member States in accordance with this Article shall be accompanied by a quality check report. The data and information shall be reported in the format established by the Commission.

Methodological considerations

[SUP Directive](#)

Article 9 (1) [separate collection for recycling and waste generated of SUP beverage bottles as alternative to estimate SUP beverage bottles PoM]

[Commission Implementing Decision \(EU\) 2021/1752](#)

Article 1 (1) [amount of separately collected waste SUP beverage bottles]

Article 2 [Methodology for the determination of the weight of separately collected waste single-use bottles]

Article 3 [Methodology for the determination of the weight of single-use bottles placed on the market]

Additional conceptual clarifications

[Commission guidelines on single-use plastic products in accordance with the SUP Directive \(2021/C 216/01\)](#)

BEVERAGE BOTTLES

Section 4.4.1. Product descriptions and criteria in the Directive

Section 4.4.2. Caps, lids and covers

Section 4.4.3. Product-specific exemptions

Section 4.4.4. Product overview and list of illustrative examples

Section 4.5.1. Key elements to distinguish food containers from beverage containers

Section 4.5.3. Key elements to distinguish between beverage containers, beverage bottles and cups for beverages

Data sources and related considerations

Section to be complemented over time with feedback from MS.

See dedicated Frequently Asked Questions at: [< Reporting of item \(c\) >](#)

Guidance to fill in the reporting templates

Excel sheets for reporting within the template

Name	Description
SUP bottles-PoM	Description: Data on weight of single-use bottles in tonnes calculated in accordance with Article 3 of the Implementing Decision (EU) 2021/1752, as detailed in its Annex II.

Guidance to fill in the sheet: To start the reporting here you need to first specify whether you are reporting based on weight of SUP beverage bottles (default approach) or based on the weight of the waste of such products, [cells E11](#).

INDICATE HERE IF REPORT BASED ON THE WEIGHT OF SUP BOTTLES PoM OR ON THE WEIGHT OF WASTE GENERATED FROM SUCH PRODUCTS

COUNTRY: < Please select >
REFERENCE YEAR: 2022
Please specify if you are reporting based on the default approach, i.e. weight of single-use bottles placed on the market, or based on the weight of waste generated from such products.
REPORTING BASED ON: < Please select >
Please choose by weight or by waste generated
If your country reports based on the weight of single-use bottles placed on the market

The color of the cells will adapt to your choice, coloring as dark green mandatory fields and as lighter green voluntary data:

REPORTING BASED ON:	Weight of single-use bottles placed on the market	Weight of waste generated
If your country reports based on the weight of single-use bottles placed on the market I. Format for reporting of data calculated based on the methodology set out in Article 3 Table 1: Weight of single-use bottles in tonnes calculated in accordance with Article 3 (in tonnes) Weight of single use bottles placed on the market (W_{BPM}) Adjustment of the weight of single-use bottles calculated in accordance with Article 3, paragraph 2 Weight of single use bottles placed on the market that have been imported (from outside the EU) by operators (W _{BPM,IMP}) Weight of single use bottles placed on the market that have been received from other Member States by operators (W _{BPM,MS}) Weight of single use bottles placed on the market that have been exported (out of the EU) by operators (W _{BPM,EXP}) Weight of single use bottles placed on the market that have been moved to other Member States by operators (W _{BPM,MS}) Estimated weight of single use bottles placed on the market that have been exported (out of the EU) by natural persons for their own personal use (W _{BPM,NP}) Estimated weight of single use bottles placed on the market that have been imported (from outside the EU) by natural persons for their own personal use (W _{BPM,NP}) Estimated weight of single use bottles placed on the market that have been moved to other Member State by natural persons for their own personal use (W _{BPM,NP}) Estimated weight of single use bottles placed on the market that have been moved from other Member State by natural persons for their own personal use (W _{BPM,NP}) Weight of single use bottles placed on the market adjusted (W _{BPM}) 0.00		If your country reports based on the weight of single-use bottles placed on the market I. Format for reporting of data calculated based on the methodology set out in Article 3 Table 1: Weight of single-use bottles in tonnes calculated in accordance with Article 3 (in tonnes) Weight of single use bottles placed on the market (W_{BPM}) Adjustment of the weight of single-use bottles calculated in accordance with Article 3, paragraph 2 Weight of single use bottles placed on the market that have been imported (from outside the EU) by operators (W _{BPM,IMP}) Weight of single use bottles placed on the market that have been received from other Member States by operators (W _{BPM,MS}) Weight of single use bottles placed on the market that have been exported (out of the EU) by operators (W _{BPM,EXP}) Weight of single use bottles placed on the market that have been moved to other Member States by operators (W _{BPM,MS}) Estimated weight of single use bottles placed on the market that have been exported (out of the EU) by natural persons for their own personal use (W _{BPM,NP}) Estimated weight of single use bottles placed on the market that have been imported (from outside the EU) by natural persons for their own personal use (W _{BPM,NP}) Estimated weight of single use bottles placed on the market that have been moved to other Member State by natural persons for their own personal use (W _{BPM,NP}) Estimated weight of single use bottles placed on the market that have been moved from other Member State by natural persons for their own personal use (W _{BPM,NP}) Weight of single use bottles placed on the market adjusted (W _{BPM}) 0.00
If your country reports based on the weight of waste generated Weight of single-use bottles placed on the market determined on the basis of the weight of waste generated from such products calculated in accordance with Art 3, paragraph 3 (in tonnes) Weight of waste single-use bottles collected separately for recycling in accordance with the requirements set out in Article 24(a) and (b) (W _W) Weight of waste single-use bottles collected separately not in accordance with the requirements set out in Article 24(a) and (b) (W _W) Weight of waste single-use bottles collected as mixed municipal waste (W _W) Weight of littered waste single-use bottles (W _W)		If your country reports based on the weight of waste generated Weight of single-use bottles placed on the market determined on the basis of the weight of waste generated from such products calculated in accordance with Art 3, paragraph 3 (in tonnes) Weight of waste single-use bottles collected separately for recycling in accordance with the requirements set out in Article 24(a) and (b) (W _W) Weight of waste single-use bottles collected separately not in accordance with the requirements set out in Article 24(a) and (b) (W _W) Weight of waste single-use bottles collected as mixed municipal waste (W _W) Weight of littered waste single-use bottles (W _W)

If you are reporting based on the weight of single-use bottles placed on the market (see image left above), apart from the mandatory data, you have also space to report the data needed to adjust data, according to Article 3(2) of the Commission Implementing Decision (EU) 2021/1752, where there are significant imports, exports or other movements within the Union of SUP bottles by operators or by natural persons for their own personal use. You can do it in the first table, in cells from [E17](#) until [E24](#). These metrics are detailed in Annex I of the Commission Implementing Decision (EU) 2021/1752. The last row of the table, cell [E25](#), the Excel sheet will compute the formula of the *Weight of single use bottles placed on the market adjusted* (*W_{BPM}*) based on the data you have introduced in the cells above.

	<p><u>If you are reporting based on the weight of waste generated of SUP bottles</u>, you have to report data from cell E29 to E32, according to Article 3(3) of the Commission Implementing Decision (EU) 2021/1752. These metrics are detailed in Annex I of the Commission Implementing Decision (EU) 2021/1752.</p> <p>The cells for reporting have been formatted as numbers with two decimals. Please be as accurate as possible and note that if your report small values, Excel will display a value rounded to two decimals. For instance, if you report 3.321 tonnes, you will see the rounded value (3.32). However, the accurate, complete value will be there in the cell.</p> <p>The reporting unit is tonnes, both when reporting based on the weight of single-use bottles placed on the market and on the weight of waste generated of SUP bottles.</p>
SUP bottles-Separate collection	<p>Description: Weight of separately collected for recycling waste single-use bottles calculated in accordance with Article 2(4) of the Implementing Decision (EU) 2021/1752, as detailed in its Annex II.</p>
	<p>Guidance to fill in the sheet: Here you are asked to report two mandatory values:</p> <ul style="list-style-type: none"> a) Weight of waste single use bottles collected separately from any other waste (W SCB apart) b) Weight of waste single use bottles collected together with other wastes (W SCB blended) <p>When your value for b) is higher than zero, you are also asked to describe the methods and sources that have been used for determining the weight of separately collected waste single-use plastic bottles. You can do that in section 3.1 of the Quality Check Report, under the Excel tab "QC III".</p> <p>The cells for reporting have been formatted as numbers with two decimals. Please be as accurate as possible and note that if your report small values, Excel will display a value rounded to two decimals. For instance, if you report 3.321 tonnes, you will see the rounded value (3.32). However, the accurate, complete value will be there in the cell.</p> <p>The reporting unit is tonnes, both when reporting based on the weight of single-use bottles placed on the market and on the weight of waste generated of SUP bottles.</p>
QUALITY CHECK REPORT	
QC I,II	<p>Description: General information and description of the institutions involved in the data collection, as detailed in sections I and II of the Quality Check report within Annex III of the Commission Implementing Decision (EU) 2021/1752.</p>
	<p>Guidance to fill in the sheet: In Table II you need to fill in at least the first row, and then you can use as many rows as necessary, to identify the institutions that have contributed to the collection and reporting of the data, and what their key responsibilities have been in this data collection and reporting.</p> <p>Note that some of these cells have text length constraints and try to be as concise, yet informative, as possible. You will receive a warning message in case your text does not meet the length requirements. In such case, please note that when you get a warning, Excel will ask you if you want to continue:</p>



If you select “No”, you could go back to your text and reduce the length. If you click on “Yes”, Excel will let you continue filling in the form, even if the text is too long. If you select “Cancel” the text that you typed in the cell will disappear.

QC III

Description: Description of the methods used, as detailed in section III of the Quality Check report within Annex III of the Commission Implementing Decision (EU) 2021/1752.

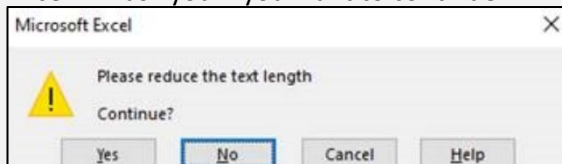
Guidance to fill in the sheet:

Methods for SUP bottles placed on the market (3.1): When reporting SUP bottles placed on the market based on the weight of waste generated from such bottles, the reporting of data in [table 3.1.1](#) is mandatory:

III. Description of methods used		
3.1. Single-use bottles placed on the market (Annex II, Table 1)		
3.1.1. Description of the methodology for surveys and composition analysis		
Where the weight of single-use bottles placed on the market is determined based on the weight of the waste generated from such products, a description of the methodology used for the sampling and the waste composition analysis referred to in Article 4.		
	Methodology used	Variations taken into account
Waste single-use bottles collected as mixed municipal waste		
Waste single-use bottles disposed of as litter		
3.1.2. Description of any significant inconsistencies between the weight of single-use bottles placed on the market and the weight of packaging waste generated or any other related issues, and explain any corrective measures applied.		

This value is mandatory when reporting based on waste generation.

Note that some of the cells have text length constraints and try to be as concise, yet informative, as possible. You will receive a warning message in case your text does not meet the length requirements. In such case, please note that when you get a warning, Excel will ask you if you want to continue:



If you select “No”, you could go back to your text and reduce the length. If you click on “Yes”, Excel will let you continue filling in the form, even if the text is too long. If you select “Cancel” the text that you typed in the cell will disappear.

You can then report, in [table 3.1.2](#), any significant between the weight of single-use bottles placed on the market and the weight of packaging waste generated or any other related issues, and explain any corrective measures applied. You can use as many rows as necessary: one for each significant inconsistency. Note that some of the cells have text length constraints and try to be as concise, yet informative, as possible (see details just above).

Methods for separately collected waste SUP bottles (3.2): In [table 3.2.1](#) you are asked to explain the methods and sources for determining separately collected waste single-use bottles and waste single-use bottles collected together with other waste. This data is mandatory when you have reported the collection of bottles together with other waste in [cell E9](#) within the sheet “[SUP bottles-Separate collection](#)”. You are asked to:

“Explain the practices that are taken into account for calculating the share of separately collected waste single-use bottles, and the methods for determining that waste single-use bottles collected together with other waste are of comparable quality to waste single-use bottles collected separately from any other waste. Include the documentation of the quality assurance systems and of the third-party verification that are set up by the waste operators to verify that the conditions set out in Article 2(4)(b), points (i) and (ii), are fulfilled.” Note that some of the cells have text length constraints and try to be as concise, yet informative, as possible (see details just above).

QC IV

Description: Data verification and control systems, as detailed in section IV of the Quality Check report within Annex III of the Commission Implementing Decision (EU) 2021/1752.

Guidance to fill in the sheet:

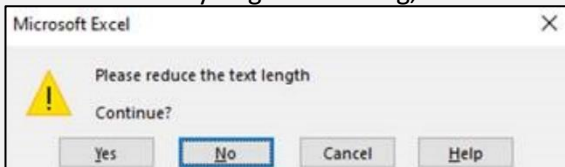
In [table 4.1](#) you are asked to indicate whether data verification processes have been undergone for the different data items. You can do it by selecting “yes” or “no” in the drop-down menus for the different data items and for each verification and control procedure. You have also the space to add any relevant additional comment:

IV. Data verification and control system					
4.1. Verification of data on separately collected waste single-use bottles					
Verification and control procedures	Applied for data on				
	Single-use bottles placed on the market (yes/no)	Waste single-use bottles (yes/no)	Waste single-use bottles collected separately from other waste as referred to in Article 2(4), point (a) (yes/no)	Waste single-use bottles collected together with other waste as referred to in Article 2(4), point (b) (yes/no)	Adjustment to account for other materials captured by separate collection, that are not part of the single-use bottles(1) (yes/no)
Data completeness checks	< Please select >	< Please select >	< Please select >	< Please select >	< Please select >
Cross-checks	< Please select >	< Please select >	< Please select >	< Please select >	< Please select >
Time-series checks	< Please select >	< Please select >	< Please select >	< Please select >	< Please select >
Audit checks	< Please select >	< Please select >	< Please select >	< Please select >	< Please select >
Other (specify)	< Please select >	< Please select >	< Please select >	< Please select >	< Please select >
Additional comments, if relevant					

Please note that even if the title of table 4.1 refers only to “separately collected waste single-use bottles”, as in the implementing decision, it asks for information also on single-use bottles placed on the market and waste single-use bottles (similar to table 4.2).

In [table 4.2](#) you are asked to indicate whether you encountered any factor that can affect the reliability of the data. You can specify this by selecting “yes” or “no” in the drop-down menus for each data item. You have also space to describe the factors and /or explain the methods applied to minimize the impact of each of these factors on the accuracy of the data reported:

4.2. Description of main factors affecting the accuracy of the data reported on waste single-use bottles, single-use bottles placed on the market and/or waste single-use bottles separately collected				
Potential factors affecting reliability of data	Factors			Description of how the accuracy of the data is affected and which methods are applied to minimize such impact
	Single-use bottles placed on the market (yes/no)	Waste single-use bottles (yes/no)	Waste single-use bottles separately collected (yes/no)	
Sampling errors(1) (e.g. coefficients of variation)	< Please select >	< Please select >	< Please select >	
Coverage errors(2) (e.g. de-minimis rules, regional coverage)	< Please select >	< Please select >	< Please select >	
Measurement errors(3) (e.g. measurement unit, material that is not part of an empty single-use bottle including its caps and lids)	< Please select >	< Please select >	< Please select >	
Data collection test instruments(4) (e.g. testing of questionnaires)	< Please select >	< Please select >	< Please select >	
Processing errors(5) (e.g. identification of errors, correction of errors)	< Please select >	< Please select >	< Please select >	
Non-response errors(6)	< Please select >	< Please select >	< Please select >	
Model assumption errors(7)	< Please select >	< Please select >	< Please select >	
Other (please specify)	< Please select >	< Please select >	< Please select >	

	<p>Note that there are text length limitations in these cells, so please try being as concise as possible, but mentioning all relevant considerations. You will receive a warning message in case your text does not meet the length requirements. In such case, please note that when you get a warning, Excel will ask you if you want to continue:</p>  <p>If you select “No”, you could go back to your text and reduce the length. If you click on “Yes”, Excel will let you continue filling in the form, even if the text is too long. If you select “Cancel” the text that you typed in the cell will disappear.</p> <p>In table 4.3 you can explain the scope and validity of the surveys you might have used to collect the data on waste single-use bottles, single-use bottles placed on the market and or waste single-use bottles separately collected. Note that there are text length limitations in these cells.</p>
QC V,VI	<p>Description: Confidentiality, and main national websites, reference documents and publications, as detailed in sections V and VI of the Quality Check report within Annex III of the Commission Implementing Decision (EU) 2021/1752.</p> <p>Guidance to fill in the sheet: In this part of the Quality Check report (table V) you can specify whether you want request to withhold the publication of any of the items reported, as well as the underlying reason for that. Note that there are text length limitations in these cells, so please try being as concise as possible, but mentioning all relevant considerations.</p> <p>You are then asked (in table VI) to detail the national websites, reference documents and publications that can help the Commission to better understand the data and underlying methodologies.</p>

Template for item (d) under Article 13 of the SUP Directive

Scope

SUP Directive

Article 13 (1)

(d) data on fishing gear containing plastic placed on the market and on waste fishing gear collected in the Member State each year.

Article 13 (2)

The data and information reported by Member States in accordance with this Article shall be accompanied by a quality check report. The data and information shall be reported in the format established by the Commission.

Methodological considerations

SUP Directive

Recital 25 [fishermen]

Article 8 (8) [national minimum annual collection rate of waste fishing gear]

Commission Implementing Decision 2021/958

Recital 5 [metric for reporting]

Annex 2 [reporting of conversion factors]

Additional conceptual clarifications

The [Study to support the implementation of obligations set out in the Single Use Plastics and Port Reception Facilities Directives](#) (2020) provides further clarifications and information for the reporting of the data.

Executive summary, SUP Directive

- Fishing gear includes both fishing and aquaculture gear without distinction in terms of commercial or recreational fishing gear.
- Most gears produced could be used in either freshwater or marine settings. Gear is only considered outside the scope of the SUP Directive if that gear is specific to freshwater, e.g. gear containing plastic associated with inland raceways.
- The SUP Directive, the fishermen themselves and artisanal makers of fishing gear containing plastic should not be considered as producers and should not be held responsible for fulfilling the obligations of the producer related to the extended producer responsibility. It will be up to the MS to establish who are the producers falling within the scope of the SUP Directive and to establish the Extended Producer Responsibility schemes.
- Landlocked MS could report the amounts of the gear that is placed on the market in their MS, but if they only export, it should be part of the reported imports by traders in those MS receiving the gear.

Section 1.2 Scope

Data sources and related considerations

[Study to support the implementation of obligations set out in the Single Use Plastics and Port Reception Facilities Directives](#) (2020).

Data: Fishing gear placed on the market

Executive summary

Existing Reporting Obligations & Data sources

The **PRODOCOM** dataset, with two codes related to fishing gear was considered as a data source that could be used to estimate the type and quantity of **fishing gear placed on the market** in MS. However, these codes do not include the numerous components used in fishing and aquaculture gear. There are also likely to be low coverage rates and confidentiality issues for such a niche manufacturing sector as ‘fishing gear producers’, which severely limits the utility of this data set to derive realistic totals for fishing gear placed on the market.

Section 2.2.1 Available data on products placed on the market [examples of approaches in different EU countries]

Section 2.1.3.1 Data on products placed on the market [examples of data sources and their limitations]

Data: Waste fishing gear

Executive summary

Existing Reporting Obligations & Data sources

No existing EU reporting obligations require the reporting of waste fishing gear or passively fished waste (including waste fishing gear) delivered to ports.

[While passively fished waste is not covered by the SUP reporting (only by the Port Reception Facilities), passively fished waste includes also waste fishing gear, which MS could use to complement the SUP reporting.] According to the new Port Reception Facilities (PRF) Directive, the European Maritime Safety Agency (EMSA) will receive data on volumes (expressed in m³) of passively fished waste (including waste fishing gear) disposed of by fishing vessels in port facilities. However, there are some important **limitations** identified with this source of data.

To determine the total amounts of waste fishing gear collected for SUP purposes (and so calculate recovery rate), the waste fishing and aquaculture gear that is not collected in a port or at another collection point would still have to be accounted for by other means.

Section 2.1.2.2 Specific waste streams [examples of how placed on the market and waste generated and collected are calculated for other waste streams]

Section 2.1.3.2 Data on waste fishing gear & passively fished waste

Section 2.2.2 Feedback on waste fishing gear [overview of how waste fishing gear is managed across different EU countries]

Methodology

Executive summary

Existing Reporting Obligations & Data sources

The methods and conversion factors used will be developed by each Member States to account for the circumstances specific to that MS. These details should be presented in quality reports to be submitted along with the reports.

Section 4 Methodology for calculating waste [methodology for calculating and verifying fishing gear placed on the market and waste fishing gear. The section presents the aspects and assumptions to consider and provides also decision trees showing possible approaches for the calculations. The

methodology refers to the breakdown by type of fishing gear and by material considered in the reporting template.]

Section 4.2 How existing reporting schemes calculate waste

Section 4.3.3 Conversion factors [use conversion factors]

Section 4.4 Decision trees for calculating waste

Annex 5 [data on proportion of plastic type per gear component]

Annex 7 [data on average densities per plastic type]

Characterization of fishing gear

The SUP Directive voluntary reporting uses a categorisation of fishing gear (by type and by material) developed in the study by gear specialists on the project team informed by industry consultation.

Section 3 Fishing and aquaculture gear taxonomy [complete overview of fishing and aquaculture gear taxonomy]

Annex 5 [collection of fiches detailing the typical structure and composition of fishing and aquaculture gears that are in use in the EU]

See dedicated Frequently Asked Questions at: < [Reporting of item \(d\)](#) >

Guidance to fill in the reporting templates

Excel sheets for reporting within the template																																																																																																																		
Name	Description and guidance																																																																																																																	
Fishing gear-PoM	Description: Data on fishing gear containing plastic placed on the market, as detailed in Annex 1, part A, of the Commission Implementing Decision (EU) 2021/958.																																																																																																																	
	Guidance to fill in the sheet: The reporting of total weight of fishing gear placed on the market is mandatory (colored in dark green), while filling in the weight per gear component and by type of material is voluntary. The more detailed data countries report, the more complete will be the overview of the status across countries. Some values are not required (blank) since this combination of material and fishing gear type is not relevant.																																																																																																																	
	<table><tr><td rowspan="2">(tonnes)</td><td colspan="4">PLASTIC AND NON-PLASTIC (IN FISHING GEAR CONTAINING PLASTIC)</td></tr><tr><td>Total fishing gear (tonnes) (A+B+C+D+E)</td><td></td><td>Non-plastic parts of gear (2) (D)</td><td>Buoys, floats, ropes (E)</td></tr><tr><td>Total (*)</td><td></td><td></td><td>0.00</td><td>0.00</td></tr></table> <table><tr><td></td><td colspan="4">PLASTIC AND NON-PLASTIC (IN FISHING GEAR CONTAINING PLASTIC)</td></tr><tr><td></td><td>Total plastic in fishing gear containing plastic components (A+B)</td><td>Plastics made of thin twine (net mesh size <= 1mm) (B)</td><td>Other plastic-based gear or parts thereof (C)</td><td>Buoys, floats, ropes (F)</td></tr><tr><td>Plastics total</td><td></td><td>0.00</td><td>0.00</td><td>0.00</td></tr><tr><td>Polypropylene (PP)</td><td></td><td></td><td></td><td></td></tr><tr><td>Polyethylene (PE)</td><td></td><td></td><td></td><td></td></tr><tr><td>High molecular polyethylene (HMPE)</td><td></td><td></td><td></td><td></td></tr><tr><td>Nylon</td><td></td><td></td><td></td><td></td></tr><tr><td>Other (PET, PVC, HDPE, EVA, etc.)</td><td></td><td></td><td></td><td></td></tr><tr><td>Mix of polymers</td><td></td><td></td><td></td><td></td></tr></table> <table><tr><td></td><td colspan="4">METALS (IN FISHING GEAR CONTAINING PLASTIC)</td></tr><tr><td></td><td>Total metal in fishing gear containing plastic and its components (tonnes) (G+I+J)</td><td></td><td>Non-plastic parts of gear (2) (I)</td><td>Buoys, floats, ropes (J)</td></tr><tr><td>Metals total</td><td>0.00</td><td></td><td>0.00</td><td>0.00</td></tr><tr><td>Steel</td><td></td><td></td><td></td><td></td></tr><tr><td>Aluminium</td><td></td><td></td><td></td><td></td></tr><tr><td>Lead</td><td></td><td></td><td></td><td></td></tr><tr><td>Other metal or mixed metal</td><td></td><td></td><td></td><td></td></tr></table> <table><tr><td></td><td colspan="4">RUBBER (IN FISHING GEAR CONTAINING PLASTIC)</td></tr><tr><td></td><td>Total rubber in fishing gear containing plastic and its components (tonnes) (H=K+L)</td><td></td><td>Non-plastic parts of gear (2) (K)</td><td>Buoys, floats, ropes (L)</td></tr><tr><td>Rubber total</td><td>0.00</td><td></td><td></td><td></td></tr></table>					(tonnes)	PLASTIC AND NON-PLASTIC (IN FISHING GEAR CONTAINING PLASTIC)				Total fishing gear (tonnes) (A+B+C+D+E)		Non-plastic parts of gear (2) (D)	Buoys, floats, ropes (E)	Total (*)			0.00	0.00		PLASTIC AND NON-PLASTIC (IN FISHING GEAR CONTAINING PLASTIC)					Total plastic in fishing gear containing plastic components (A+B)	Plastics made of thin twine (net mesh size <= 1mm) (B)	Other plastic-based gear or parts thereof (C)	Buoys, floats, ropes (F)	Plastics total		0.00	0.00	0.00	Polypropylene (PP)					Polyethylene (PE)					High molecular polyethylene (HMPE)					Nylon					Other (PET, PVC, HDPE, EVA, etc.)					Mix of polymers						METALS (IN FISHING GEAR CONTAINING PLASTIC)					Total metal in fishing gear containing plastic and its components (tonnes) (G+I+J)		Non-plastic parts of gear (2) (I)	Buoys, floats, ropes (J)	Metals total	0.00		0.00	0.00	Steel					Aluminium					Lead					Other metal or mixed metal						RUBBER (IN FISHING GEAR CONTAINING PLASTIC)					Total rubber in fishing gear containing plastic and its components (tonnes) (H=K+L)		Non-plastic parts of gear (2) (K)	Buoys, floats, ropes (L)	Rubber total	0.00			
(tonnes)	PLASTIC AND NON-PLASTIC (IN FISHING GEAR CONTAINING PLASTIC)																																																																																																																	
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Rubber total	0.00																																																																																																																	

Following the format of the Commission implementing decision, some of the columns are the sum of values provided in other columns, where the breakdown by gear type is provided. For instance, the mandatory value, in [cell E13](#) is the sum of A+B+C+D+E, which is the total weight of fishing gear by type. The template is prepared to calculate these sums, assuming the breakdown data are available. If you do not have the breakdown data by fishing gear type, please fill in directly the total values. This applies also to other columns which can potentially be the sum of values coming from other columns with

This value is mandatory. The template calculates it as the sum of the different types of fishing gear: A+B+C+D+E. If you do not have the breakdown data by fishing gear type, please fill in directly the total value.

Following the format of the Commission implementing decision, some of the columns are the sum of values provided in other columns, where the breakdown by gear type is provided. For instance, the mandatory value, in cell E13 is the sum of A+B+C+D+E, which is the total weight of fishing gear by type. The template is prepared to calculate these sums, assuming the breakdown data are available. If you do not have the breakdown data by fishing gear type, please fill in directly the total values. This applies also to other columns which can potentially be the sum of values coming from other columns with

breakdown data, as specified in the column names. You find messages informing about this in each cell in the template to which this situation applies:

		PLASTIC (IN FISHING GEAR CONTAINING PLASTIC)				
Country	Year	Total plastic in fishing gear containing plastic and its components (tonnes) (A+B+C+F)	Net panels made of thick twine (I) (Diameter>1mm) (A)	Net panels made of thin twine (Diameter<=1mm) (B)	Other plastic-base gear or parts thereof (C)	Buoys, floats, ropes (F)
< Please select >	2022	Plastics total	=SUM(F18,G18,H18,I18)	0.00	0.00	0.00
< Please select >	2022	Polypropylene (PP)	SUM(number1, [number2], [number3], [number4], [number5], ...)			
< Please select >	2022	Polyethylene (PE)	value as the sum of the different types of fishing gear: A+B+C+F. If you do not have the breakdown data by fishing gear type, please fill in directly the total value.			
< Please select >	2022	High molecular polyethylene (HMPE)				
< Please select >	2022	Nylon				
< Please select >	2022	Other (PET, PVC, HDPE, EVA, etc.)				
< Please select >	2022	Mix of polymers				

Similarly, in the tables dedicated to the reporting of plastic and metal, you can report the weight of each type of plastic (PP, PE, etc.) and metal (steel, aluminium, etc.) for each fishing gear type. The template is prepared to calculate plastic and metal in each gear type base on the sum of the specific materials, assuming these data are available. If you do not have the breakdown data by material, please fill in directly the total plastic /metal value:

		PLASTIC (IN FISHING GEAR CONTAINING PLASTIC)				
Country	Year	Total plastic in fishing gear containing plastic and its components (tonnes) (A+B+C+F)	Net panels made of thick twine (I) (Diameter>1mm) (A)	Net panels made of thin twine (Diameter<=1mm) (B)	Other plastic-base gear or parts thereof (C)	Buoys, floats, ropes (F)
< Please select >	2022	Plastics total	=SUM(F19:F24)	0.00	0.00	0.00
< Please select >	2022	Polypropylene (PP)	SUM(number1, [number2], ...)			
< Please select >	2022	Polyethylene (PE)	value as the sum of the different types of fishing gear: A+B+C+F. If you do not have the breakdown data by material, you can fill the data directly in the cell for this fishing gear type.			
< Please select >	2022	High molecular polyethylene (HMPE)				
< Please select >	2022	Nylon				
< Please select >	2022	Other (PET, PVC, HDPE, EVA, etc.)				
< Please select >	2022	Mix of polymers				

The cells for reporting have been formatted as numbers with two decimals. Please be as accurate as possible and note that if your report small values, Excel will display a value rounded to two decimals. For instance, if you report 321 kilogram (0.321 tonnes), you will see the rounded value (0.32). However, the accurate, complete value will be there in the cell.

The reporting unit is tonnes.

Fishing gear-Separ.Coll.

Description: Data on waste fishing gear collected, as detailed in Annex 1, part B, of the Commission Implementing Decision (EU) 2021/958.

Guidance to fill in the sheet: The reporting of total weight of fishing gear separately collected is mandatory (colored in dark green), while filling in the weight per gear component and by type of material is voluntary. The more detailed data countries report, the more complete will be the overview of situation across countries:

		PLASTIC AND NON-PLASTIC (IN FISHING GEAR CONTAINING PLASTIC)			
(tonnes)		Total fishing gear (tonnes) (A+B+C+D+E)	Non-plastic parts of gear (Z) (D)		Buoys, floats, ropes (E)
			(D)		(E)
Total (*)		0.00	0.00		0.00
		PLASTIC (IN FISHING GEAR CONTAINING PLASTIC)			
		Total plastic in fishing gear containing plastic and its components (A+B+C+D+E)	Net panels made of thin twine (diameter <= 1mm) (B)	Other plastic-base gear or parts thereof (C)	Buoys, floats, ropes (F)
			(B)	(C)	(F)
Plastics total			0.00	0.00	0.00
Polypropylene (PP)					
Polyethylene (PE)					
High molecular polyethylene (HMPE)					
Nylon					
Other (PET, PVC, HDPE, EVA, etc.)					
Mix of polymers					
		METALS (IN FISHING GEAR CONTAINING PLASTIC)			
		Total metal in fishing gear containing plastic and its components (tonnes) (G=H+J)	Non-plastic parts of gear (Z) (I)		Buoys, floats, ropes (J)
Metals total		0.00	0.00		0.00
Steel					
Aluminium					
Lead					
Other metal or mixed metal					
		RUBBER (IN FISHING GEAR CONTAINING PLASTIC)			
		Total rubber in fishing gear containing plastic and its components (tonnes) (H=K+L)	Non-plastic parts of gear (Z) (K)		Buoys, floats, ropes (L)
Rubber total		0.00			

This value is mandatory. The template calculates it as the sum of the different types of fishing gear: A+B+C+D+E. If you do not have the breakdown data by fishing gear type, please fill in directly the total value.

Following the format of the Commission Implementing Decision, some of the columns are the sum of values provided in other columns, where the breakdown by gear type is provided. For instance, the mandatory value, in cell E11 is the sum of A+B+C+D+E, which is the total weight of fishing gear by type. The template is prepared to calculate these sums, assuming the breakdown data are available. If you do not have the breakdown data by fishing gear type, please fill in directly the total values. This applies also to other columns which can potentially be the sum of values coming from other columns with breakdown data, as specified in the column names. You find messages informing about this in each cell in the template to which this situation applies:

		PLASTIC (IN FISHING GEAR CONTAINING PLASTIC)				
		Total plastic in fishing gear containing plastic and its components (tonnes) (A+B+C+D+E)	Net panels made of thick twine (Diameter > 1mm) (B)	Net panels made of thin twine (Diameter <= 1mm) (C)	Other plastic-base gear or parts thereof (D)	Buoys, floats, ropes (E)
Country	Year		(A)	(B)	(C)	(F)
< Please	2022	Plastics total	=SUM(F16:J16)	0.00	0.00	0.00
< Please	2022	Polypropylene (PP)				
< Please	2022	Polyethylene (PE)				
< Please	2022	High molecular polyethylene (HMPE)				
< Please	2022	Nylon				
< Please	2022	Other (PET, PVC, HDPE, EVA, etc.)				
< Please	2022	Mix of polymers				
		METALS (IN FISHING GEAR CONTAINING PLASTIC)				
		Total metal in fishing gear containing plastic and its components (tonnes) (G+H+I)	Non-plastic parts of gear (Z) (I)		Buoys, floats, ropes (J)	
Metals total						
Steel						
Aluminium						
Lead						
Other metal or mixed metal						

The template calculates this value as the sum of the different types of fishing gear: A+B+C+D+E. If you do not have the breakdown data by fishing gear type, please fill in directly the total value.

Similarly, in the tables dedicated to the reporting of plastic and metal in fishing gear separately collected for each gear type, you can report the weight of each type of plastic (PP, PE, etc.) and metal (steel, aluminium, etc.) for each fishing gear type. The template is prepared to calculate plastic and metal in each gear type base on the sum of the specific materials, assuming these data are available. If you do not have the breakdown data by material, please fill in directly the total plastic /metal value:

		PLASTIC (IN FISHING GEAR CONTAINING PLASTIC)				
Country	Year	Total plastic in fishing gear containing plastic and its components (tonnes) (A+B+C+D)	Net panels made of thick twine (1) (Diameter > 1mm) (A)	Net panels made of thin twine (Diameter <= 1mm) (B)	Other plastic-base gear or parts thereof (C)	Buoys, floats, ropes (D)
< Please	2022	Plastics total	0.00	=SUM(F17:F22)	0.00	0.00
< Please	2022	Polypropylene (PP)				
< Please	2022	Polyethylene (PE)				
< Please	2022	High molecular polyethylene (HMPE)				
< Please	2022	Nylon				
< Please	2022	Other (PET, PVC, HDPE, EVA, etc.)				
< Please	2022	Mix of polymers				

The cells for reporting have been formatted as numbers with two decimals. Please be as accurate as possible and note that if your report small values, Excel will display a value rounded to two decimals. For instance, if you report 321 kilogram (0.321 tonnes), you will see the rounded value (0.32). However, the accurate, complete value will be there in the cell.

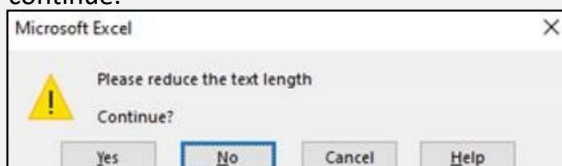
The reporting unit is tonnes.

QUALITY CHECK REPORT

QC1,2-PoM

Description: General information and description of the parties involved in the data collection, for fishing gear containing plastics placed on the market, as detailed in the Quality Check report within Annex 2, part II, tables 1 and 2 of the Commission Implementing Decision (EU) 2021/958.

Guidance to fill in the sheet: In [table 2](#) you need to fill in at least the first row, and then you can use as many rows as necessary, to identify the institutions that have contributed to the collection and reporting of the data on fishing gear containing plastics placed on the market, and what their key responsibilities have been in this data collection and reporting. Note the text length limit and try to be concise. You will receive a warning message in case your text does not meet the length requirements. In such case, please note that when you get a warning, Excel will ask you if you want to continue:



If you select “No”, you could go back to your text and reduce the length. If you click on “Yes”, Excel will let you continue filling in the form, even if the text is too long. If you select “Cancel” the text that you typed in the cell will disappear.

QC3.1-PoM

Description: Specifications of methods and sources, for fishing gear containing plastics placed on the market, as detailed in the Quality Check report within Annex 2, part II, table 3.1 of the Commission Implementing Decision (EU) 2021/958.

Guidance to fill in the sheet: In this part it is mandatory to specify which type of data sources/methods have been used for the reporting of the mandatory data on fishing gear placed on the market (i.e. total fishing gear placed on the market), reported in the sheet “[Fishing gear-PoM](#)”. You can do it by selecting “yes” or “no” in the drop-down menu in column “Mandatory data”. In the column to the right, you are asked to assign a number to each of the data sources /methods for which your reply has been “yes” (i.e. you have used it for the mandatory data). In the table below you are asked to specify the number you assigned in the table above and provide a description.

3. Description of methods used

3.1. Specification of methods and sources

Member States are required to describe here the data sources and methods used that apply to the data they have reported.

Data collection method/data source	Mandatory data (yes/no)	Reference number (more details in the table below)	Voluntary data (optional) (yes/no)
Administrative reporting (census)	< Please select >		< Please select >
Surveys (census or sampling) [Please provide further details in section 4.1 within worksheet "QC4-PoM"]	< Please select >	When answering 'yes', please indicate in the next column the number of the source of reference. This will be used to track the reference in the table below, where you can provide further details.	< Please select >
Trade statistics (e.g. using Prodcod or Comext data)	< Please select >		< Please select >
Extended producer responsibility (EPR) scheme	< Please select >		< Please select >
Gear producers/traders	< Please select >		< Please select >
Other (specify)	< Please select >		< Please select >
Other (specify)	< Please select >		< Please select >
Other (specify)	< Please select >		< Please select >

In this section you have also the possibility to indicate which type of data sources/methods you have used for the reporting of the voluntary data (i.e. any other data that you can report in the sheet "Fishing gear-PoM", apart from the total fishing gear placed on the market). You can do it by selecting "yes" or "no" in the drop-down menu in column "Voluntary data (optional)" (see figure above).

If you have used surveys (census or sampling) as data source/method, please provide further details in table 4.1 within worksheet "QC4-PoM".

QC3.2-PoM

Description: Specification of conversion factors, for fishing gear containing plastics placed on the market, as detailed in the Quality Check report within Annex 2, part II, table 3.2 of the Commission Implementing Decision (EU) 2021/958.

Guidance to fill in the sheet: This is the place to report the conversion factors that you might have used to estimate both mandatory (total fishing gear placed on the market) and voluntary data (any other more specific data that you can report) included in the sheet "Fishing gear-PoM". Similarly to the sheet "Fishing gear-PoM", only the conversion factors for total amounts of fishing gear (in tonnes) are mandatory (colored in dark green):

3. Description of methods used							
3.2. Specification of the conversion factors							
If conversion factors(1) have been used to estimate mandatory and voluntary data, specify them in the table below.							
(tonnes)	Total fishing gear (tonnes)	Net panels made of thick twine (Ø >1mm)	Net panels and lines made of thin twine (Ø ≤1mm)	Other plastic-based gear or parts thereof	Non-plastic parts of gear	Buoys, floats, ropes	Total per type of material
Total(*)							
Plastics total							
Polypropylene (PP)							
Polyethylene (PE)							
High molecular polyethylene (HMPE)							
Nylon							
Other (PET, PVC, HDPE, EVA, etc.)							
Mix of polymers							
Metals total							
Steel							
Aluminium							
Lead							
Other metal or mixed metal							
Rubber total							

A conversion factor is an arithmetical multiplier for converting a quantity expressed in one set of units into an equivalent expressed in another (e.g. from volume to mass). For more information, see section 4.3.3 Conversion factors of the [Study to support the implementation of obligations set out in the Single Use Plastics and Port Reception Facilities Directives](#).

The cells for reporting have been formatted as numbers with two decimals. Please be as accurate as possible and note that if your report small values, Excel will display a value rounded to two decimals. For instance, if you report 321 kilogram (0.321 tonnes), you will see the rounded value (0.32). However, the accurate, complete value will be there in the cell.

QC4-PoM

Description: Accuracy of the data, for fishing gear containing plastics placed on the market, as detailed in the Quality Check report within Annex 2, part II, table 4 of the Commission Implementing Decision (EU) 2021/958.

Guidance to fill in the sheet: In [table 4.1](#) within this sheet you need to specify whether you have used survey as data source/method for reporting the mandatory value in sheet “Fishing gear-PoM”. You can use as many rows as necessary, one for each survey used. In [column D](#) “Survey reference number” you are asked to assign a number to each survey used. This will be used to identify this survey in the table below, where you can provide further details on the survey. It is mandatory to fill in all the columns for each survey used, as well as the description in the table below.

4. Accuracy of the data								
4.1. Statistical surveys on the quantity of fishing gear placed on the market								
Countries are required to fill in this information when surveys have been used as method / data source [See section 3.1 within worksheet “QC3.1-PoM”]								
Survey reference number <small>[Assign a reference number to each survey made. This will be used to track the reference in the table below, where you can provide further details]</small>	Scope of the survey	Year	Statistical units	Percentage of population surveyed (%)	Confidence level	Error margin	Adjustments from the survey year to the current year	Other details

Add specific explanations in the table below for cells that were answered ‘yes’, using the reference numbers. Indicate the frequency of data collection (e.g. monthly, quarterly, annually, continuous) if available.

Reference number (in the table above)	Further explanation/description

Within [table 4.2](#) you can describe any accuracy issue linked to the data reported in sheet “Fishing gear-PoM”.

Within [table 4.4](#), you are asked to indicate whether data verification processes have been undergone both for the mandatory and voluntary data. You can do it by selecting “yes” or “no” in the drop-down menus in each column. It is mandatory to indicate “yes” or “no” for the mandatory data. The table below gives you the space to describe the verification methods applied.

4.4. Data verification				
	Cross-check (yes/no)	Time series check (yes/no)	Audit (yes/no)	Verification process (yes/no)
Mandatory data	< Please select >	< Please select >	< Please select >	< Please select >
Voluntary data	< Please select >	< Please select >	< Please select >	< Please select >
Additional information about the methodology used: combination of methods used.				
Detailed description of methods for verification				
Mandatory data				
Voluntary data				

Note that there are text length limitations in the cells of most tables, so please try to be as concise as possible, but mentioning all relevant considerations.

Note that table 4.3 of Annex 2.II of the Commission Implementing Decision (EU) 2021/958 has been omitted from this template. That table refers to differences in data as compared to the previous reporting period. That table will be relevant, and therefore added to the data collection forms, from the second reporting period on.

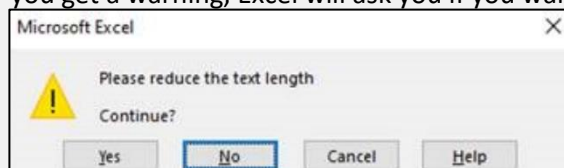
QC5,6,7-PoM	<p>Description: Confidentiality, dissemination (main national websites and publications) and metadata, for fishing gear containing plastics placed on the market, as detailed in the Quality Check report within Annex 2, part II, tables 5, 6 and 7 of the Commission Implementing Decision (EU) 2021/958.</p>
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	<p>Guidance to fill in the sheet: In this part of the Quality Check report (table 5) you can specify:</p> <ul style="list-style-type: none"> • Table 5.1: How confidentiality has been ensured for each data item reported (example: measures or procedures preventing unauthorised disclosure of data etc.) • Table 5.2: Whether you want request to withhold the publication of any of the items reported, as well as the underlying reason for that. Note that there are text length limitations in these cells, so please try being as concise as possible, but mentioning all relevant considerations. • Table 6: The national websites and publications used to disseminate the data reported. • Table 7: The reference documents that can help the Commission to better understand the data and underlying methodologies for data collection, processing and quality control.
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QC1,2-Separ.Coll.	<p>Description: General information and description of the parties involved in the data collection, for waste fishing gear collected, as detailed in the Quality Check report within Annex 2, part II, tables 1 and 2 of the Commission Implementing Decision (EU) 2021/958.</p>
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	<p>Guidance to fill in the sheet: In table 2 you need to fill in at least the first row, and then you can use as many rows as necessary, to identify the institutions that have contributed to the collection and reporting of the data on waste fishing gear collected, and what their key responsibilities have been in this data collection and reporting. Note the text length limit and try to be concise. You will receive a warning message in case</p>
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your text does not meet the length requirements. In such case, please note that when you get a warning, Excel will ask you if you want to continue:



If you select “No”, you could go back to your text and reduce the length. If you click on “Yes”, Excel will let you continue filling in the form, even if the text is too long. If you select “Cancel” the text that you typed in the cell will disappear.

QC3.1-Separ.Coll.

Description: Specifications of methods and sources, for waste fishing gear collected, as detailed in the Quality Check report within Annex 2, part II, table 3.1 of the Commission Implementing Decision (EU) 2021/958.

Guidance to fill in the sheet: In this part it is mandatory to specify which type of data sources/methods have been used for the reporting of the mandatory data on waste fishing gear collected (i.e. total waste fishing gear collected), reported in the sheet “[Fishing gear-Separ.Coll.](#)”. You can do it by selecting “yes” or “no” in the drop-down menu in column “Mandatory data”. In the column to the right, you are asked to assign a number to each of the data sources /methods for which your reply has been “yes” (i.e. you have used it for the mandatory data). In the table below you are asked to specify the number you assigned in the table above and provide a description.

3. Description of methods used			
3.1. Specification of methods and sources			
Member States are required to describe here the data sources and methods used that apply to the data they have reported.			
Data collection method/data source	Mandatory data (yes/no)	Reference number (more details in the table below)	Voluntary data (optional) (yes/no)
Administrative reporting (census)	< Please select >		< Please select >
Surveys (census or sampling) [Please provide further details in section 4.1 within worksheet “QC4-PoM”]	< Please select >	When answering 'yes', please indicate in the next column the number of the source of reference. This will be used to track the reference in the table below, where you can provide further details.	< Please select >
Trade statistics (e.g. using Prodcom or Comext data)	< Please select >		< Please select >
Extended producer responsibility (EPR) scheme	< Please select >		< Please select >
Gear producers/traders	< Please select >		< Please select >
Other (specify)	< Please select >		< Please select >
Other (specify)	< Please select >		< Please select >
Other (specify)	< Please select >		< Please select >
Other (specify)	< Please select >		< Please select >

In this section you have also the possibility to indicate which type of data sources/methods you have used for the reporting of the voluntary data (i.e. any other data that you can report in the sheet “[Fishing gear-Separ.Coll.](#)”, apart from the total waste fishing gear collected). You can do it by selecting “yes” or “no” in the drop-down menu in column “Voluntary data (optional)” (see figure above).

If you have used surveys (census or sampling) as data source/method, please provide further details in [table 4.1](#) within worksheet “[QC4-Separ.Coll.](#)”.

QC3.2-Separ.Coll.

Description: Specification of conversion factors, for waste fishing gear collected, as detailed in the Quality Check report within Annex 2, part II, table 3.2 of the Commission Implementing Decision (EU) 2021/958.

Guidance to fill in the sheet: This is the place to report the conversion factors that you might have used to estimate both mandatory (total waste fishing gear collected) and voluntary data (any other more specific data that you can report) included in the sheet “[Fishing gear-Separ.Coll.](#)”. Similarly to the sheet “[Fishing gear-Separ.Coll.](#)”, only the conversion factors for total amounts of fishing gear (in tonnes) are mandatory (colored in dark green):

3. Description of methods used							
3.2. Specification of the conversion factors							
If conversion factors(1) have been used to estimate mandatory and voluntary data, specify them in the table below.							
(tonnes)	Total fishing gear (tonnes)	Net panels made of thick twine (Ø >1mm)	Net panels and lines made of thin twine (Ø ≤1mm)	Other plastic-based gear or parts thereof	Non-plastic parts of gear	Buoys, floats, ropes	Total per type of material
Total(*)							
Plastics total							
Polypropylene (PP)							
Polyethylene (PE)							
High molecular polyethylene (HMPE)							
Nylon							
Other (PET, PVC, HDPE, EVA, etc.)							
Mix of polymers							
Metals total							
Steel							
Aluminium							
Lead							
Other metal or mixed metal							
Rubber total							
<p>A conversion factor is an arithmetical multiplier for converting a quantity expressed in one set of units into an equivalent expressed in another (e.g. from volume to mass). For more information, see section 4.3.3 Conversion factors of the Study to support the implementation of obligations set out in the Single Use Plastics and Port Reception Facilities Directives.</p> <p>The cells for reporting have been formatted as numbers with two decimals. Please be as accurate as possible and note that if your report small values, Excel will display a value rounded to two decimals. For instance, if you report 321 kilogram (0.321 tonnes), you will see the rounded value (0.32). However, the accurate, complete value will be there in the cell.</p>							
QC4-Separ.Coll.	<p>Description: Accuracy of the data, for waste fishing gear collected, as detailed in the Quality Check report within Annex 2, part II, table 4 of the Commission Implementing Decision (EU) 2021/958.</p>						
	<p>Guidance to fill in the sheet: In table 4.1 within this sheet you need to specify whether you have used survey as data source/method for reporting the mandatory value in sheet “Fishing gear-Separ.Coll.”. You can use as many rows as necessary, one for each survey used. In column D “Survey reference number” you are asked to assign a number to each survey used. This will be used to identify this survey in the table below, where you can provide further details on the survey. It is mandatory to fill in all the columns for each survey used, as well as the description in the table below.</p>						

Within [table 4.2](#) you can describe any accuracy issue linked to the data reported in sheet “Fishing gear-Separ.Coll.”.

Within [table 4.4](#), you are asked to indicate whether data verification processes have been undergone both for the mandatory and voluntary data. You can do it by selecting “yes” or “no” in the drop-down menus in each column. It is mandatory to indicate “yes” or “no” for the mandatory data. The table below gives you the space to describe the verification methods applied.

Note that there are text length limitations in the cells of most tables, so please try to be as concise as possible, but mentioning all relevant considerations.

Note that table 4.3 of Annex 2.II of the Commission Implementing Decision (EU) 2021/958 has been omitted from this template. That table refers to differences in data as compared to the previous reporting period. That table will be relevant, and therefore added to the data collection forms, from the second reporting period on.

QC5,6,7-Separ.Coll.	Description: Confidentiality, dissemination (main national websites and publications) and metadata, for waste fishing gear collected, as detailed in the Quality Check report within Annex 2, part II, tables 5, 6 and 7 of the Commission Implementing Decision (EU) 2021/958.
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Guidance to fill in the sheet: In this part of the Quality Check report ([table 5](#)) you can specify:

- [Table 5.1](#): How confidentiality has been ensured for each data item reported (example: measures or procedures preventing unauthorised disclosure of data etc.)
- [Table 5.2](#): Whether you want request to withhold the publication of any of the items reported, as well as the underlying reason for that. Note that there are text length limitations in these cells, so please try being as concise as possible, but mentioning all relevant considerations.
- [Table 6](#): The national websites and publications used to disseminate the data reported.
- [Table 7](#): The reference documents that can help the Commission to better understand the data and underlying methodologies for data collection, processing and quality control.

Step 2. Use Reportnet 3 to upload the reporting files

Below you can find a detailed explanation of how to log in to Reportnet 3 and how to submit the reporting Excel files.

Log in to Reportnet3

User authentication is carried out on the EU login platform; hence you need to have an EU login account before you can be authenticated for Reportnet 3 access. You can access the tool here:

<https://reportnet.europa.eu/>

In this guide you will find the steps for the following:

- A. **Regular login process:** For users with an EU account that have logged in to Reportnet 3 before.
- B. **Creating an EU login account:** For users who do not already have an EU account.
- C. **Logging on for the first time:** Where you have an EU account, but you have not logged on to Reportnet 3 before.

A. Regular log in

1. Navigate to Reportnet 3 and click on "Login" button on the top right.
2. You will be redirected to authenticate using EU login.
3. With successful login you will be redirected back to Reportnet 3
4. You will see the dataflows you have authorisation for.

B. Creating an EU log in

EU Login is the entry gate to sign in to the Reportnet 3 platform as well as different European Commission services and/or other systems. EU Login verifies your identity and allows recovering your personal settings, history, and access rights in a secure way.

1. If you do not have EU account with the entered email, you will see the message 'User not found' and you will need to create an account.
2. Click on the "Create an account" link on the EU Login sign-in page. You can find some step by step guidance on how to create an EU Login account on the Reportnet home page through this link: https://www.eionet.europa.eu/reportnet/docs/prod/howto_login_reportnet3
3. Fill in the provided form with your personal details.
4. If the form is correctly filled in, an e-mail is sent to the address you provided in order to verify that you have access to it. If you cannot find the e-mail, check your spam, or junk folder.
5. Click the link in the e-mail or copy/paste it in the address bar of your browser.
6. Select and confirm a password and click on "Submit".
7. You now have an EU Login account and can proceed with the login for Reportnet 3 from the home page.
8. As this is the first time you will login in to the Reportnet 3 platform, there are some additional steps to follow (next section) after you have been authenticated.
9. For any relevant issues in creating an EU Login please contact the following email address: helpdesk@reportnet.europa.eu

C. Logging in for the first time

1. If this is your first login to Reportnet 3, after you have been authenticated by EU login, you will be asked to fill a form. Username should just be your email address.

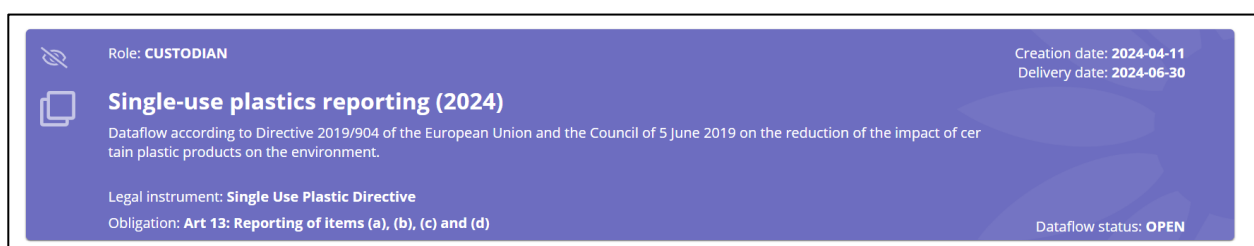
2. It could be Reportnet already knows about you because your email has been preloaded. In that case you will be told your 'Account already exists'
 - a. You first choose the option 'Add to existing account'
 - b. Then you enter a "one time password" in the following screen which is the same for all. Enter: !reportnet3.0! and then click 'Log in'

For further information on how to log in, please see this guide:

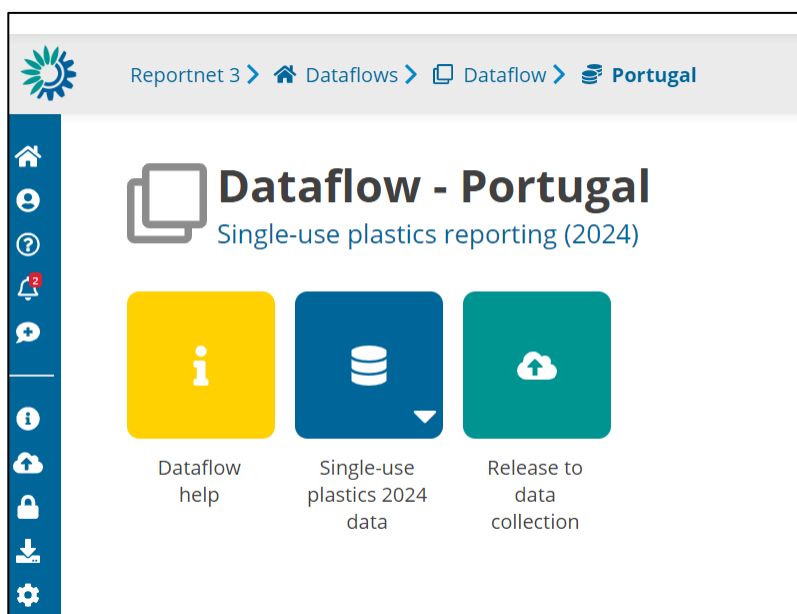
https://www.eionet.europa.eu/reportnet/docs/prod/howto_login_reportnet3.0

Uploading of the reporting files – reporting year 2024

When logged in, chose the “**Single-use plastics reporting (2024)**” in the tab “Reporting dataflows” (see figure below). This is the reporting tool for the upload of the reporting files in 2024.

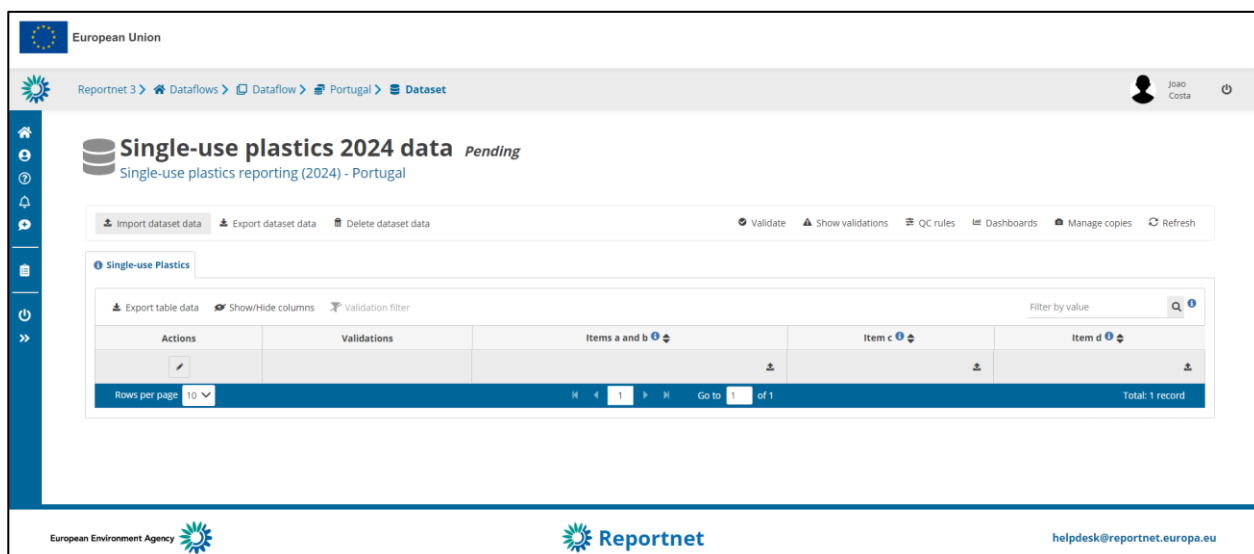


This is what it should look like when you have entered “Single-use plastics reporting (2024)” (but instead of Portugal, it should be your country). Under “Dataflow help” you can find documents which may help you in the reporting (this manual for reporters, for example).

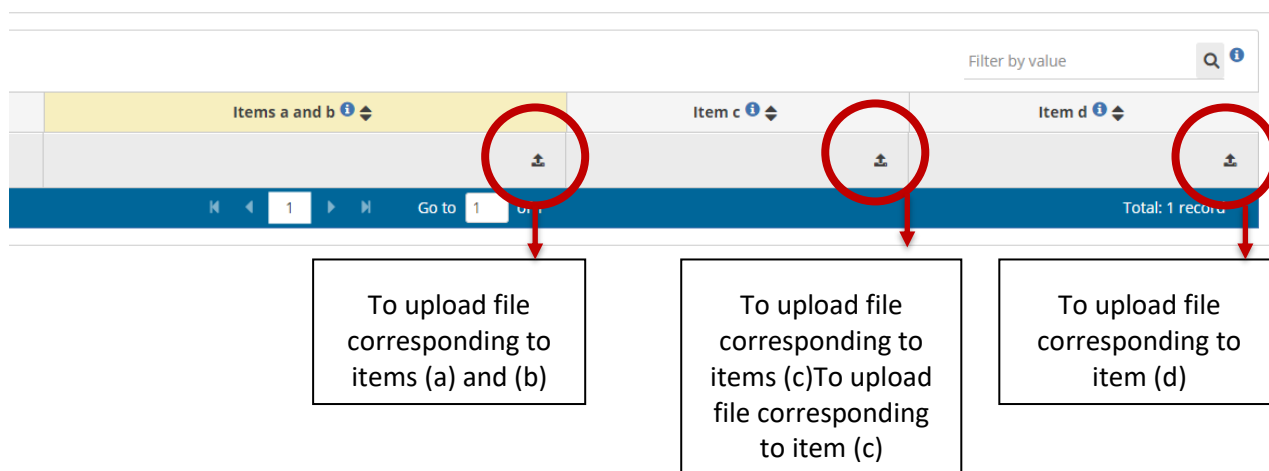


The relevant tab for the upload of the Excel files is “Single-use plastics 2024 data”. Finally, “Release to data collection” is where you submit it for our final validation.

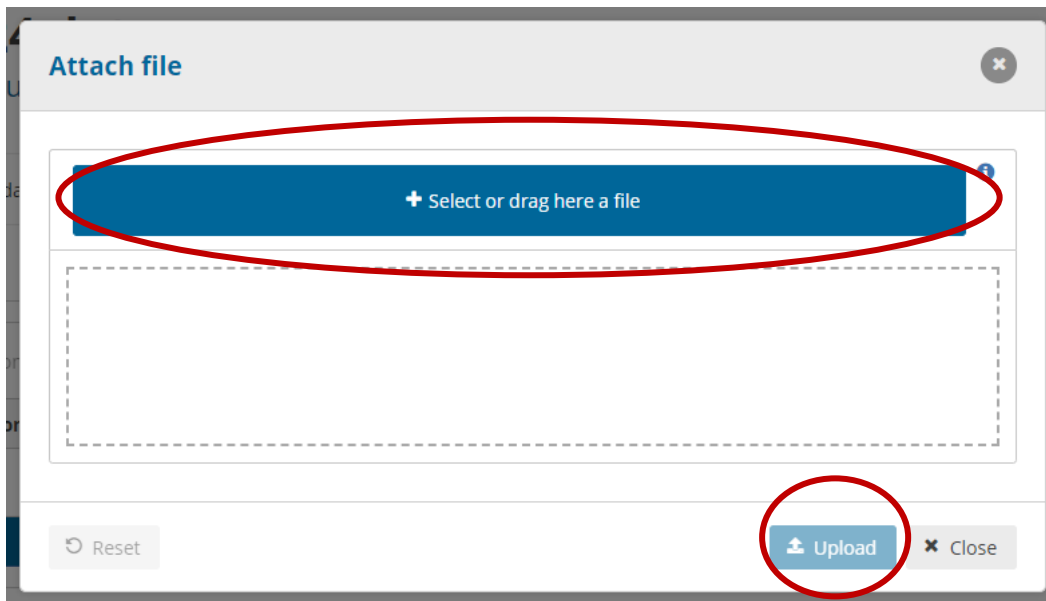
When you click on “**Single-use plastics 2024 data**”, you will see the following window view, where you have the tabular dataset to **upload the three Excel files**.



To upload the files, you click on the upload button in each one of the fields according to the item, as shown in the following figure:



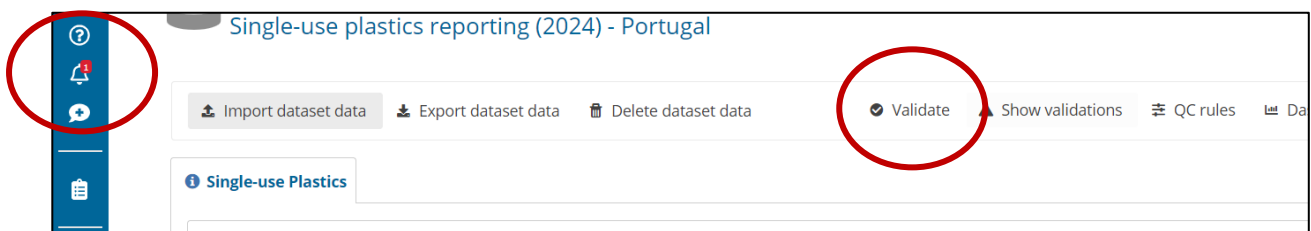
After clicking on the button, a new window will pop-up for you to select the file. Alternatively, you can drag it. After selecting the file, you click on “Upload”.



After uploading the three corresponding files, they should appear in the table like this (with their respective different names):

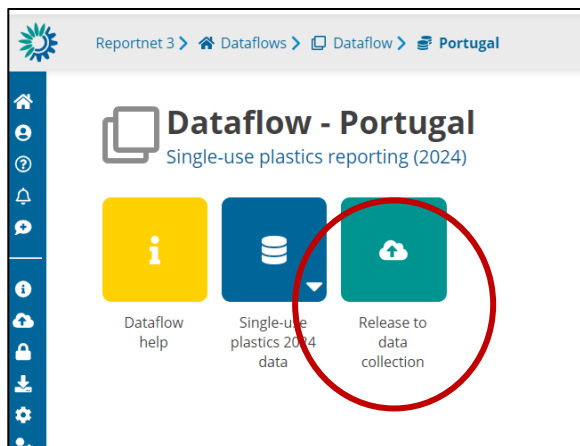
	Items a and b ⓘ	Item c ⓘ	Item d ⓘ
	Single-use plastics 2024 data.xlsx ⬇ ⬆ ⬇	Single-use plastics 2024 data.xlsx ⬇ ⬆ ⬇	Single-use plastics 2024 data.xlsx ⬇ ⬆ ⬇
<div> ⏮ ⏪ 1 ⏩ ⏭ Go to 1 of 1 Total: 1 record </div>			

When you are done with uploading the files, press “**Validate**” at the top to validate the entries. You will be notified when it is done (see the bell with the red notification).



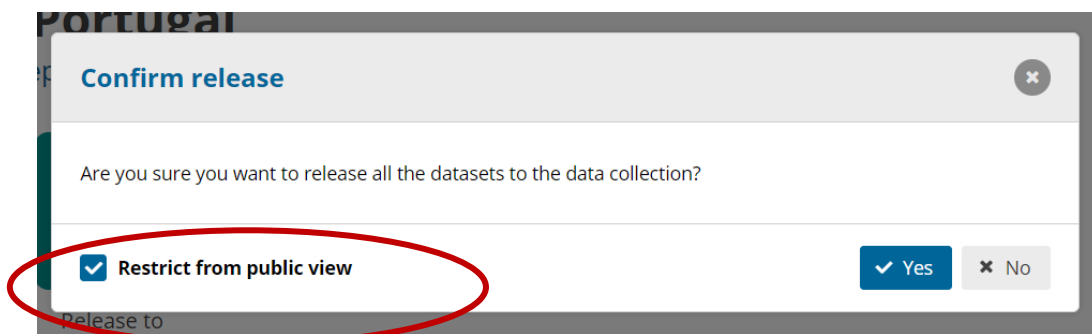
If the files were uploaded correctly, then the validation will show no errors and you can go back to the “Dataflow” on top of the page, the files uploaded will be saved automatically.

The final step is to release the files for our technical acceptance. To do this, you should click on the button “Release to data collection”, as shown below.

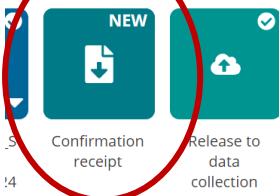


A window will pop up asking if you are sure to release the dataset.

(!) Important observation: if you have any fields in your reporting files that you would like to request to keep confidential, you need to tick the box on “**Restrict from public view**”. Please note, however, that the final decision of what data/information will be kept confidential in the final publication of the data will be made by the European Commission. Regardless of this Commission decision, this option here will allow you to restrict your dataset for the moment from public view in Reportnet3.



After this, your files will be successfully submitted for our technical acceptance, and you will be able to download a confirmation receipt of your delivery.



If you have questions regarding the reporting process or the tool, please contact the helpdesk sup.reporting@eea.europa.eu.

5. Frequently Asked Questions

< Reporting process >

Q: What is the deadline for reporting?

A: 30 June 2024 24:00 Central European Time.

Q: Which data year is applied in the reporting?

A: In this reporting period, you should provide data for the reporting year 2022.

Q: Will the Member States get feedback on the used methods for gathering reuse data?

A: SUP Directive Article 13(3) states that “The Commission shall review the data and information reported in accordance with this Article and publish a report on the results of its review. The report shall assess [...]. The assessment may include specific recommendations for improvement. [...]”. Therefore, data and information as well the quality check reports submitted by MS will be assessed and MS will have access to the assessment report, which may include recommendations to improve the reporting in the next reporting years.

Q: How can we ensure the comparability of reported items in subsequent years, if methodologies and accuracy improve?

A: In the related Implementing Decisions, the quality check reports include a section where Member States are asked to refer to "Differences from the data reported for the previous reporting years". While the templates for the reporting on the first reference year do not include this section, you will find it in the subsequent reporting year.

< Use of Reportnet 3 >

Q: Can additional reporters be added to access Reportnet3?

A: Yes, the EEA can add supporting reporters. This is done by the lead reporter through e-mailing the helpdesk at sup.reporting@eea.europa.eu.

Q: Will countries have the possibility to see a draft to check the data/information before submitting it?

A: 30 June 2024 is the deadline for the reporting of the data. Differently to what is been done for other data flows, we will be using the Reportnet 3 platform only to exchange files. Therefore, it will not be possible to see a draft of the submission integrated in the platform.

Q: Will countries have the possibility to replace the data if they spot any mistake?

A: 30 June 2024 is the deadline for the reporting of the data. After that, the EEA will need to validate your submission undergoing some data quality control checks, which will take from days to weeks (it is expected that it will take until mid-July). After any issue detected has been addressed by MS, MS should upload the revised reporting files. After a validation, the data will be considered final. If you spot any mistake after your submission, please contact the SUP Directive reporting helpdesk (sup.reporting@eea.europa.eu) as

soon as possible. If your data has not been yet considered final, you will be able to do modifications. See section Step 2. Use Reportnet 3 to upload the reporting files for a full overview of this process.

< Supporting materials >

Q: Where can I find the supporting materials?

A: The website [Reporting under the Single-use plastics Directive](#) has been developed with the purpose of providing the reporter community with: The reference background information on the SUP Directive reporting obligations as well as up-to-date information on the events and additional materials to support reporters throughout the reporting process. This site focuses on the reporting obligation of the SUP Directive, as described in its Article 13. There you will find the legal background documents, the reporting templates and last version of the manual for reporters, among other supporting materials.

This website complements the [European Commission site on Single-use plastics](#), which provides a more comprehensive overview of the different measures that are being applied to different single-use plastic products according to the SUP Directive (reduction of consumption, restriction on placing in the market, product requirements, marking requirements, etc), as well as the objectives of the SUP Directive and related targets.

< Scope and cross-cutting definitions >

Q: Are there barriers regarding the plastic content, i.e. wholly or partly made from plastic?

A: The definition of 'single-use plastic product' in the SUP Directive (Art. 3(2)) does not include any minimum threshold, i.e. any amount of plastic (as defined in Art. 3(1) of SUPD) makes a single-use product a 'single-use plastic product'.

Q: The SUP Directive covers single-use plastic 'products', shall operators distinguish between this and packaging?

A: Packaging can be a product itself, and the SUP Directive covers some SUP products that are packaging, e.g. food and beverage containers. For more specific details, see Table 3-1 "Single-use plastic products that do and do not constitute packaging under the Packaging and Packaging Waste Directive" within the [Commission guidelines on single-use plastic products in accordance with the SUP Directive \(2021/C 216/01\)](#).

Q: What is the difference between placed on the market and available on the market?

A: Article 3 (Definitions) of the SUP Directive refers to the following:

- (6) 'placing on the market' means the first making available of a product on the market of a Member State;
- (7) 'making available on the market' means any supply of a product for distribution, consumption or use on the market of a Member State in the course of a commercial activity, whether in return for payment or free of charge.

The difference is that 'placing on the market' is the **first** making available of a product on the market of a Member State. In each Member State, this can happen only once for each product, whereas 'making available' can happen several times, e.g. if it is sold by the manufacturer to a distributor, from there to a

retailer and from there to the final consumer. However, note that a product can be 'placed on the market' in several different Member States, e.g. if the manufacturer in State A sells it to a distributor in State B, it would count as placed on the market in both A and B. Member States are required to report data on products that have been 'placed on the market' on their territory.

< Reporting templates – cross-cutting >

Q: What is mandatory to report?

A: All relevant data and information requested in the reporting templates have to be reported, except those parts that are marked as voluntary in the Annex of the respective Commission Implementing Decision. This is reflected in the reporting templates, in which dark coloured cells have to be filled in. Light coloured cells have to be filled only if applicable, and it is possible to leave them blank if this is not the case. In certain places, Member States are asked to choose between several options, for example, whether to report by weight or by number. Depending on the choice, the colour of the cells for reporting will adapt to what is mandatory to report.

Q: What language should be used?

A: This manual and the helpdesk will only be available in English. The template in English will be considered the reference in terms of structure and content. Therefore, it is appreciated if the reporting is also provided in English, but also official national languages can be used. If you are using as reference for reporting the implementing decision in a language other than English, please double-check with the help of the English version of the related Commission Implementing Decision that you are filling your data in the right cells of the template and contact the helpdesk in case of doubt.

Q: What unit should be used?

A: Units are specified in the tables within the Excel templates. Most data is to be reported in tonnes, but other units are used in other cases, for instance thousand units when reporting cups for beverages and food containers based on the number of products. Please make sure the data reported is in the right unit.

Q: If the data required are not available or not of sufficient quality, how can this be reported?

A: Please use the templates to report the required data as accurately as possible. If data is unavailable, incomplete or inaccurate, this should be indicated in sections on data verification and control systems / accuracy of the quality check report. You can do this within sheet "QC4" for the reporting of (a) and sheet "QC IV" for the reporting of (c), within the section to describe the main factors affecting the accuracy of the data. For fishing gear, you can do it in sheets "QC4-PoM" and "QC4-Separ.Coll", within the table on Main accuracy issues. In any of the sheets, you can specify the unavailability of data in the rows to report "Other" factors/issues.

Q: What is the difference between movements and imports/exports?

A: Movements refer to trade within the EU, while imports and exports refer to trade with third countries, i.e. into and out of the EU.

Q: How can we flag confidential data? Can any data/information item be confidential?

A: You can specify which data/information you request to keep confidential, together with the reasons for doing so, within the dedicated section (5) of the quality check reports, which you find in each reporting template.

Q: Are there text length limits within in the templates?

A: Text fields often include a text length limit, to ease the assessment of the data and information that countries will be reporting. The length provided should be enough to summarize the content that is asked for. So please try to be as concise as possible but mention all relevant considerations. Note that, if you judge it as extremely necessary, you can also provide a longer text within the template. This is described in the section providing guidance on how to fill in the templates within this manual:

Template for items (a) and (b) under Article 13 of the SUP Directive

Template for item (c) under Article 13 of the SUP Directive

Template for item (d) under Article 13 of the SUP Directive

< Reporting of items (a) and (b) >

Q: Are there targets for the reduction of consumption of single-use plastics product in Part of the Annex of the SUP Directive?

A: There are no quantitative targets. However, according to the SUP Directive, Members States are required to take the necessary measures to achieve an ambitious and sustained reduction in the consumption of the single-use plastic products listed in Part A of the Annex. Member States shall report on progress made to the Commission with a view to the establishment of binding quantitative Union targets for consumption reduction after the evaluation of the SUP Directive by July 2027.

Q: Are there barriers regarding the plastic content, i.e. wholly or partly made from plastic?

A: The definition of 'single-use plastic product' in the SUP Directive (Art. 3(2)) does not include any minimum threshold, i.e. any amount of plastic (as defined in Art. 3(1) of SUPD) makes a single-use product a 'single-use plastic product'. The data collection form on the cups for beverages and food containers has separate rows for cups/containers that are made wholly of plastic and partly of plastic to make it clear that for cups/containers that are only partly made of plastic the weight of plastic is smaller than their total weight. Recital 8 of Implementing Decision 2022/162 explains that the total weight should be also reported, as such information contributes to data comparability and makes it possible to obtain a broader overview of the impact of the consumption reduction requirement set out in the SUP Directive.

Q: Where can I find clear definitions of cups for beverages ad food containers?

A: Part A of the Annex of the SUP Directive specifies the following for food containers:

Food containers, i.e. receptacles such as boxes, with or without a cover, used to contain food which:

(a) is intended for immediate consumption, either on-the-spot or take-away,

(b) is typically consumed from the receptacle, and

(c) is ready to be consumed without any further preparation, such as cooking, boiling or heating, including food containers used for fast food or other meal ready for immediate consumption, except beverage containers, plates and packets and wrappers containing food.

The Commission has elaborated on its understanding of both this category and the category cups for beverages in section 4 of the [Commission guidelines on single-use plastic products in accordance with the SUP Directive \(2021/C 216/01\)](#).

Q: Do the NACE codes provide a good coverage of the production of single-use plastic products “cups for beverages” and “food containers”?

A: The sector classification under NACE is not meant to fulfil the data requirements of SUP Directive. When using it to derive the data from plastic production manufacturing sectors, the coverage of these single use plastics could be incomplete. It is important to reflect this clearly in the Quality Check report, for the reporting on this first reference year. For the subsequent reporting years, it will be also important to monitor and explain changes in the methodology that might have an impact on the comparability.

Q: Are cups for beverages considered beverage containers?

A: Cups for beverages and beverage containers are considered as two separate categories of single-use plastic products for the purposes of the SUP Directive, and different measures apply to them. Beverage bottles constitute a third category, they are a subset of the category of beverage containers. The key element for distinguishing between the three product categories is their shape, please see the illustrative examples in section 4.5.3. of the [Commission guidelines on single-use plastic products in accordance with the SUP Directive \(2021/C 216/01\)](#).

Q: When a measure could fit in more than one category/sub-category, where should we place it? Can we duplicate the measure under more than one category/sub-category?

A: Please allocate each measure only to one category and at most one sub-category (the most relevant one). Please do **not** duplicate measures. It is important that measures are classified in a consistent manner to make a robust assessment of the reported information.

Q: Where can I report “Other” measures (e.g. if there is more than one measure for any of the defined sub-categories or whenever you want to add any additional category/sub-category)?

A: You can provide this information in the space dedicated to report “Other additional measures”, which starts from row 31 on within the sheets to report the measures (“CfB-Consump.Red.Measures” and “FC-Consump.Red.Measures”). Here you can report any measure that belongs to the categories and subcategories provided, but for which you need an additional row. You can also report any measure for which you need to add a new sub-category, and also measures that relate to categories not covered in the list provided in the template.

Q: How to indicate more than one target group of a measure?

A: The template allows you to indicate the main target group and an additional target group. While it is important to map all the target groups, it is also important to understand what the main targets of the measure are, which is what the template asks for.

< Reporting of item (c) >

Q: When choosing to report by weight of the waste of single use plastic bottle, shall countries need to report also based on the weight of single use plastic bottles?

A: The default way of reporting is based on the weight of single use plastic bottles placed on the market. Alternatively, according to Art. 9(1) of the SUP Directive, Member States have the possibility to use the data on the weight of waste generated from such products as a proxy for the weight of single use plastic bottles placed on the market.

If you report the weight of single use plastic bottles placed on the market, it is not necessary to report also the weight of waste generated from such products. However, you will still need to report the weight of separately collected waste single-use plastic bottles according to Article 2 of Commission Implementing Decision (EU) 2021/1752.

Q: Is the weight of the label of the beverage bottle to be included in the reporting?

A: The inclusion of labels is optional for the reporting of item (c). Article 2(3) of the Implementing Decision (EU) 2021/1752 states that "The weight of the waste single-use bottles may include the weight of labels and adhesives only if it is included also in the weight of the single-use bottles placed on the market."

Q: Are milk bottles within the scope – is milk considered a beverage?

A: Yes. Recital 12 of the SUP Directive states: "Examples of beverage containers to be considered as single-use plastic products are beverage bottles or composite beverage packaging used for beer, wine, water, liquid refreshments, juices and nectars, instant beverages or milk (...)". The Commission guidelines also state "As Recital 12 specifically refers to milk bottles as a beverage container, milk should also be considered a beverage for the purposes of the Directive. This is in line with general criteria on consumption through drinking, its density and viscosity (liquid) and the type of receptacle, which for milk is similar to that for other beverages".

Q: Should operators declare bottles weight full or empty?

A: The SUP Directive covers single-use plastic beverage bottles, not the beverages they contain. Article 2(2) of Commission Implementing Decision (EU) 2021/1752 states that "the weight of the waste single-use bottles shall not include the weight of any remaining beverage".

Article 3(1) of the same implementing decision states that "The weight of single-use bottles placed on the market shall include only the weight of such bottles that were placed on the market after having been filled with beverage." The reference here to "after having filled with beverage" does not imply that the beverage weight should be included. It refers instead to the moment in which a bottle is considered to be placed on the market: the moment it is filled with beverage and joined to its cap.

< Reporting of item (d) >

Q: Are there targets for fishing gear placed on the market or separate collection of waste fishing gear?

A: Member States shall monitor fishing gear containing plastic placed on the market of the Member State as well as waste fishing gear containing plastic collected and shall report to the Commission in accordance with Article 13(1) of this Directive with a view to the establishment of binding quantitative Union collection targets following the evaluation of the SUP Directive in 2027.

Q: If we don't have data on fishing gear placed on the market and collected by material and by fishing gear type, what do we do?

A: Please report the totals, which appear formatted as the mandatory values to report.

Q: How to report data on mix of polymers which would contain also types of fishing gear under A and B?

A: When reporting on mix of polymers which may include parts under column A and parts under column B but are part of a larger mix of polymers, you should report the data under column C "Other plastic-base gear or parts thereof".

Q: How to deal with the lack of data on the amounts of fishing gear placed on the market, when Extended Producer Responsibility schemes have not been set up?

Template for item (d) under Article 13 of the SUP Directive provides information on possible sources of data for fishing gear placed on the market, based on the findings of the [Study to support the implementation of obligations set out in the Single Use Plastics and Port Reception Facilities Directives](#).

Please use the templates to report the required data as accurately as possible. If data is unavailable, incomplete or inaccurate, this should be indicated in sheets "QC4-PoM" and "QC4-Separ.Coll", within the table on Main accuracy issues. In any of the sheets, you can also specify the unavailability of data in the rows to report "Other" factors/issues.

Q: How to deal with the lack of data on the amounts of waste when harbours and producers are not required to sort this type of waste?

A: The Port Reception Facilities Directive foresees "separate collection of waste from ships, including derelict fishing gear (...) to ensure its further recovery to enable it to be prepared for reuse or recycling in the downstream waste management chain and to prevent it from causing damage to marine wildlife and environments". Therefore, Member States shall ensure separate collection of waste (derelict) fishing gear to facilitate reuse and recycling of this type of waste from ships in ports. The European Maritime, Fisheries and Aquaculture Fund (EMFAF) can also provide funding for investments in adequate port reception facilities to provide for separate collection of marine litter in ports.

Template for item (d) under Article 13 of the SUP Directive provides information on possible sources of data for waste fishing gear, based on the findings of the [Study to support the implementation of obligations set out in the Single Use Plastics and Port Reception Facilities Directives](#).

Please use the templates to report the required data as accurately as possible. If data is unavailable, incomplete or inaccurate, this should be indicated in sheets "QC4-PoM" and "QC4-Separ.Coll", within the table on "4.2. Main accuracy issues". There, you can specify the unavailability of data in the rows to report "Other (specify)" factors/issues.

Q: In the Commission Implementing Decision (EU) 2021/958, Member States are asked to distinguish between net panels made of thick twine (> 1mm) and those made of thin twine (≤ 1mm). What to do if this distinction does not correspond with the classification used by the producers that we have consulted?

A: The [Study to support the implementation of obligations set out in the Single Use Plastics and Port Reception Facilities Directives](#) explains the categorisation of fishing gear used by the SUP Directive, developed by gear specialists informed by industry consultation. You can find the full gear taxonomy in section 3.2 of the study (Figure 5 and Table 8).

Apart from that, in Annex 5 of this study you have a detailed standardised description of gear. If the taxonomy followed in the reporting template does not fully match the data that you can report, you should specify this in the tabs “QC4-PoM” and “QC4-Separ.Coll.”, within table “4.2 Main accuracy issues” are included.

Q: Are lobster pots included under the scope of reporting of fishing gear placed on the market and waste fishing gear?

A: Article 3(4) of the SUP Directive defines ‘fishing gear’ as ‘any item or piece of equipment that is used in fishing or aquaculture to target, capture or rear marine biological resources or that is floating on the sea surface and is deployed with the objective of attracting and capturing or of rearing such marine biological resources’. Therefore, lobster pots containing plastics, used to capture or attract marine biological resources, fall under the scope of the Directive.

The [Study to support the implementation of obligations set out in the Single Use Plastics and Port Reception Facilities Directives](#) explains the categorisation of fishing gear used by the SUP Directive, developed by gear specialists informed by industry consultation. You can find the full gear taxonomy in section 3.2 of the study (Figure 5 and Table 8 – see here below). Apart from that, in Annex 5 of this study you have a detailed standardised description of gear. If the taxonomy followed in the reporting template does not fully match the data that you can report, you should specify this in the tabs “QC4-PoM” and “QC4-Separ.Coll.”, within table “4.2 Main accuracy issues” are included.

Q: Do we need to consider a plastic content percentage to include/exclude fishing gear from reporting?

A: The definition of ‘fishing gear’ in the SUP Directive (Art. 3(4)) does not include any minimum threshold of plastic content.

Q: How to consider fishing nets that are returned to the manufacturers? Does the waste definition include self-repaired nets?

A: Definition of "waste fishing gear" under the SUPD: ‘waste fishing gear’ means any fishing gear covered by the definition of waste in point 1 of Article 3 of Directive 2008/98/EC, including all separate components, substances or materials that were part of or attached to such fishing gear when it was discarded, including when it was abandoned or lost. This covers both waste fishing gear delivered to ports and fishing gear at the end-of-life. If there is waste from self-repaired nets, then it would fall under the definition of waste in point 1 of Article 3 of Directive 2008/98/EC, and therefore under the scope of the reporting obligation.

Q: Where can I find conversion factors?

A: If conversion factors have been used to estimate either mandatory or voluntary data, reporters are asked to report the in the sheets “QC3.2-PoM”, or fishing gear placed on the market and in “QC3.2-Separ.Coll.” for waste fishing gear. As referred to in section

Template for item (d) under Article 13 of the SUP Directive within this manual, section 4.3 of the [Study to support the implementation of obligations set out in the Single Use Plastics and Port Reception Facilities](#)

[Directives](#) provides options how to use conversion factors. That section links to Annex 7 and Annex 5 of the same study, which provide data on, respectively, average densities per plastic type and proportion of plastic type per gear component. The same study states also that methods and conversion factors used will be developed by each MS to account for the circumstances specific to that MS. The conversion factors should be based on empirical studies. The values of the conversion factors, their justification and reference to the source should be provided in the quality report, within the sections indicated above.

Q: When reporting on the data sources (QC3.1-PoM, section 3.1 and QC3.1-Separ.Coll., section 3.1), when surveys have been used that address targets that are referred to as possible options in the built-in list of data sources (e.g. gear producers), shall countries indicate to have used “surveys” or the specific target of the survey (e.g. gear producers)?

A: For the reporting in the sheet QC3.1-PoM and QC3.1-Separ.Coll., when surveys have been used to collect the data from gear producers/traders, reporters should indicate “Yes” both for “Surveys (census or sampling)” and “Gear producers/traders”. Then, reporters should specify in the sheet QC4-PoM – which asks for further details of the surveys used – what was the target of the survey. Similarly, for the reporting in the sheet QC3.1-Separ.Coll., when surveys have been used to collect the data from gear producers/traders, ports or waste management operators, reporters should indicate “Yes” both for “Surveys (census or sampling)” and for any of the targeted actors. Then, reporters should specify in the sheet QC4-Separ.Coll. – which asks for further details of the surveys used – what was/were the target/s of the survey.

Q: When reporting on the methods and data sources (QC3.1-PoM, section 3.1), what is intended by “reference number”?

A: A reference number here refers to a number that the reporter is asked to assign to each data source/method used, in a way that these items could be further described (and identified by this reference number) in the table below.

Q: When reporting on the methods and data sources (QC3.1-PoM, section 3.1), what is intended by “voluntary data”?

A: Any data that the template allows you to report, which is not indicated as mandatory.

< Quality check reports >

Q: What is the objective of the quality report?

A: The quality check report aims to gather information on the data compilation methods and the quality of the data submitted. The report is to allow a better understanding of the approaches taken by Member States on data collection as well as to enable data to be compared across Member States.

The quality check report is to evaluate the quality of data collection processes, including the scope and validation of administrative data sources and the statistical validity of survey-based approaches.

Moreover, the quality check report is to consider reasons for significant changes in reported data and ensure confidence in the accuracy of that data.

Q: Do we need to complete the quality check report part of the templates if we are not reporting any data/information?

A: Yes, because in this case it is important for the Commission to understand why no data/information has been reported. As explained above (under the question “If the data required are not available or not of sufficient quality, how can this be reported?” within the section < Reporting templates – cross-cutting >), even if you don’t have any data to report, you still need to fill in the Quality Check Report, since this part is also mandatory. If there are data missing, this should be indicated in sections on Data verification and control systems of the quality check report (sheet 4 for the reporting of (a) and (c)), within the section to describe the main factors affecting the accuracy of the data. For fishing gear, you can do it in section IV (sheet IV) on Main accuracy issues. There, you can specify the unavailability of data in the row to report "Other (specify)" factors/issues.

Q: How detailed should the description of methods and data source be?

A: It should be a summary that includes enough information for another person to understand how you have gathered your data, including which methods and possible calculations you have used. The description should be reasoned and explain why you have chosen to use the data gathering method(s) in question. Please include references, internet links etc. if relevant and possible. This is also a way of making descriptions shorter.

Q: Is the national reporter the person who needs to be indicated as contact in the Quality Check Report?

A: Please indicate the name of the MS lead reporter in the Quality Check Report.

Q: The institution responsible for the data and its main responsibilities must be indicated in the quality check reports. Do countries need to refer to the SUPD-related responsibilities or the overall attributions?

A: In the general information of the Quality Check Reports, MS are asked to first provide the information of the organisation submitting the data. Then, MS are also asked to indicate the institutions that have been involved in the data collection. There, MS are asked to specify the responsibilities of these institutions in the data collection for this SUP Directive reporting obligations - and not the general responsibilities/attributions of the institution.

If you have further questions regarding the reporting process,
please contact the helpdesk at sup.reporting@eea.europa.eu

