EPR REGISTRY: USER MANUAL

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Introduction

The Extended Producer Responsibility (EPR) Act of 2022 institutionalised the extended producer responsibility on plastic packaging waste, amending Republic Act No. 9003, otherwise known as the Ecological Solid Waste Management Act of 2000. The EPRA lapsed into law on 23 July 2022. It requires companies to adopt and implement policies for the proper management of plastic packaging waste. The Act was crafted in response to the clamour to regulate single-use plastics and their production, importation and disposal by industries.

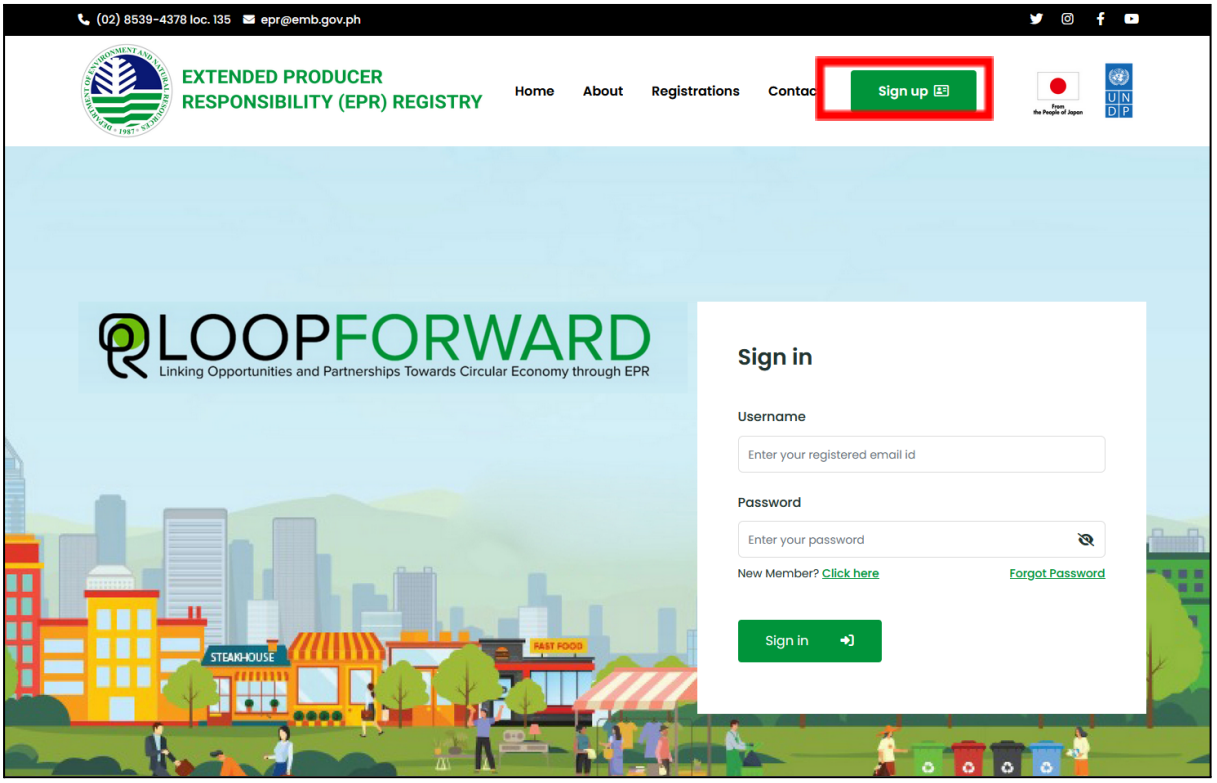
The EPR Registry is designed to facilitate the digital submission of EPR Programs by various stakeholders, including Original Equipment Manufacturers (OEs), Producer Responsibility Organizations (PROs) and Collectives.

This digital platform serves as a centralized hub where OEs, PROs and Collectives can electronically submit their EPR Programs. This streamlined process not only enhances efficiency but also promotes environmental responsibility by making it easier for key players to participate in and contribute to extended producer responsibility initiatives.

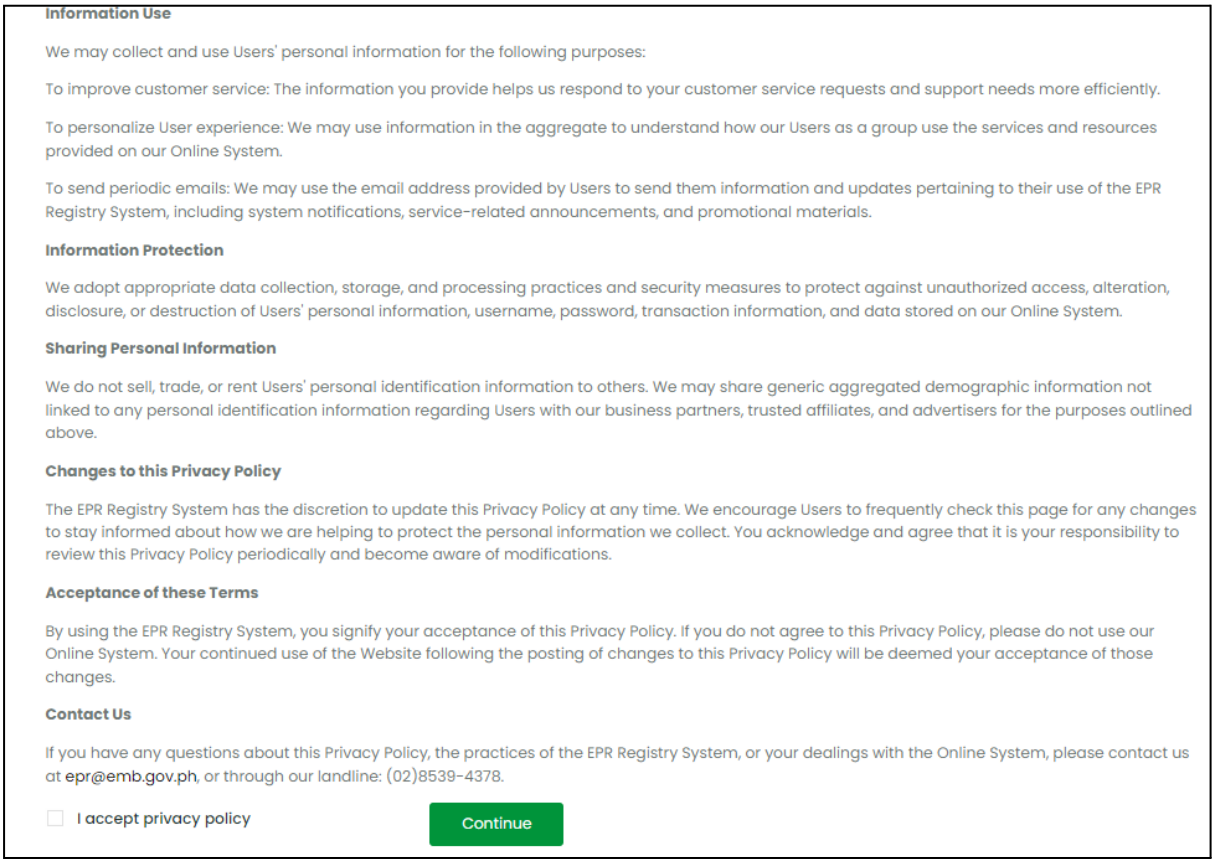
New Registration

Step 1: Open your web browser and visit the website epr.emb.gov.ph to access the sign-in page.

Step 2: Click on the "Sign up" button to access the registration form.



Step 3: Read the privacy policy and guidelines before accepting. Click on “Continue” to move ahead.



Information Use

We may collect and use Users' personal information for the following purposes:

To improve customer service: The information you provide helps us respond to your customer service requests and support needs more efficiently.

To personalize User experience: We may use information in the aggregate to understand how our Users as a group use the services and resources provided on our Online System.

To send periodic emails: We may use the email address provided by Users to send them information and updates pertaining to their use of the EPR Registry System, including system notifications, service-related announcements, and promotional materials.

Information Protection

We adopt appropriate data collection, storage, and processing practices and security measures to protect against unauthorized access, alteration, disclosure, or destruction of Users' personal information, username, password, transaction information, and data stored on our Online System.

Sharing Personal Information

We do not sell, trade, or rent Users' personal identification information to others. We may share generic aggregated demographic information not linked to any personal identification information regarding Users with our business partners, trusted affiliates, and advertisers for the purposes outlined above.

Changes to this Privacy Policy

The EPR Registry System has the discretion to update this Privacy Policy at any time. We encourage Users to frequently check this page for any changes to stay informed about how we are helping to protect the personal information we collect. You acknowledge and agree that it is your responsibility to review this Privacy Policy periodically and become aware of modifications.

Acceptance of these Terms

By using the EPR Registry System, you signify your acceptance of this Privacy Policy. If you do not agree to this Privacy Policy, please do not use our Online System. Your continued use of the Website following the posting of changes to this Privacy Policy will be deemed your acceptance of those changes.

Contact Us

If you have any questions about this Privacy Policy, the practices of the EPR Registry System, or your dealings with the Online System, please contact us at epr@emb.gov.ph, or through our landline: (02)8539-4378.

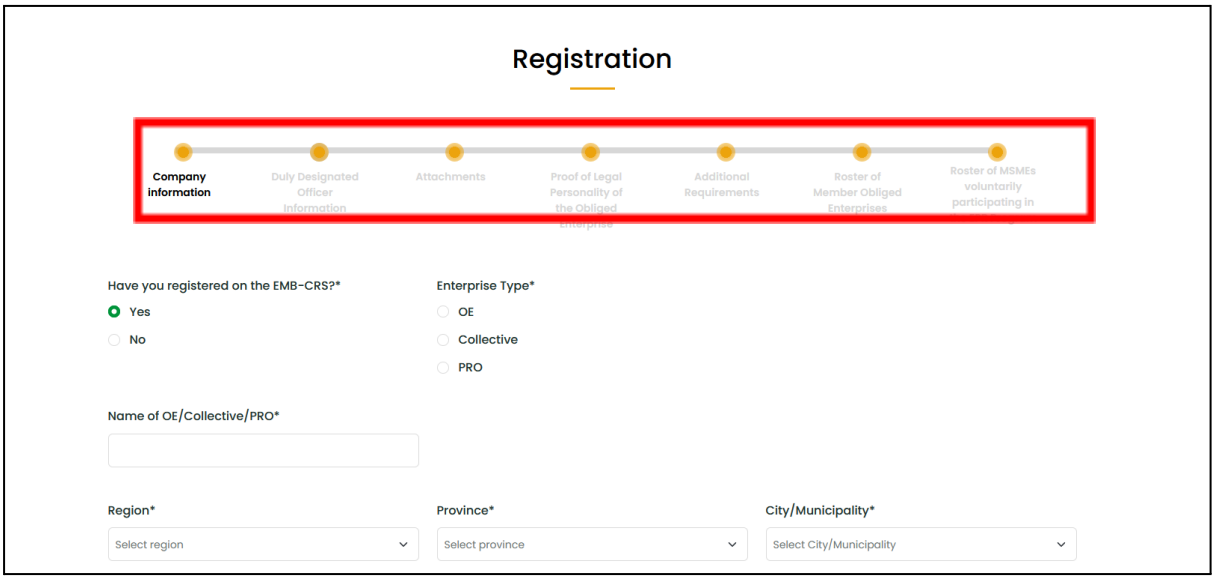
I accept privacy policy

Continue

1) Company Information

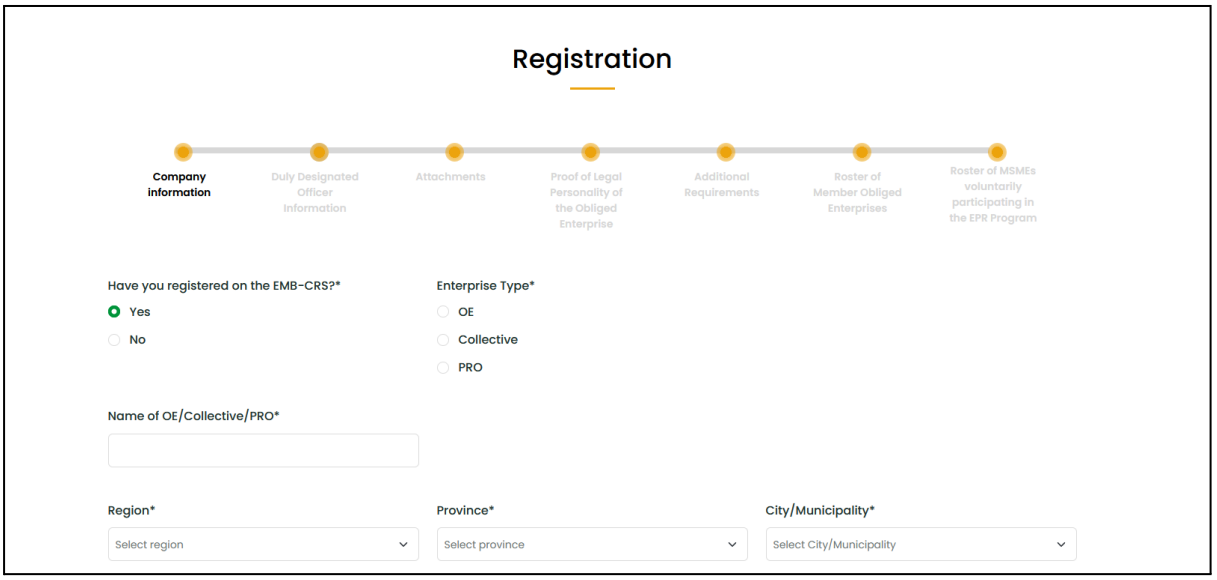
Step 1: The registration form is divided into seven sections for PROs/Collectives and five sections for OEs. To navigate through the form, entities can switch between different sections from the top menu bar.

Note: All the fields with an asterisk are mandatory fields.

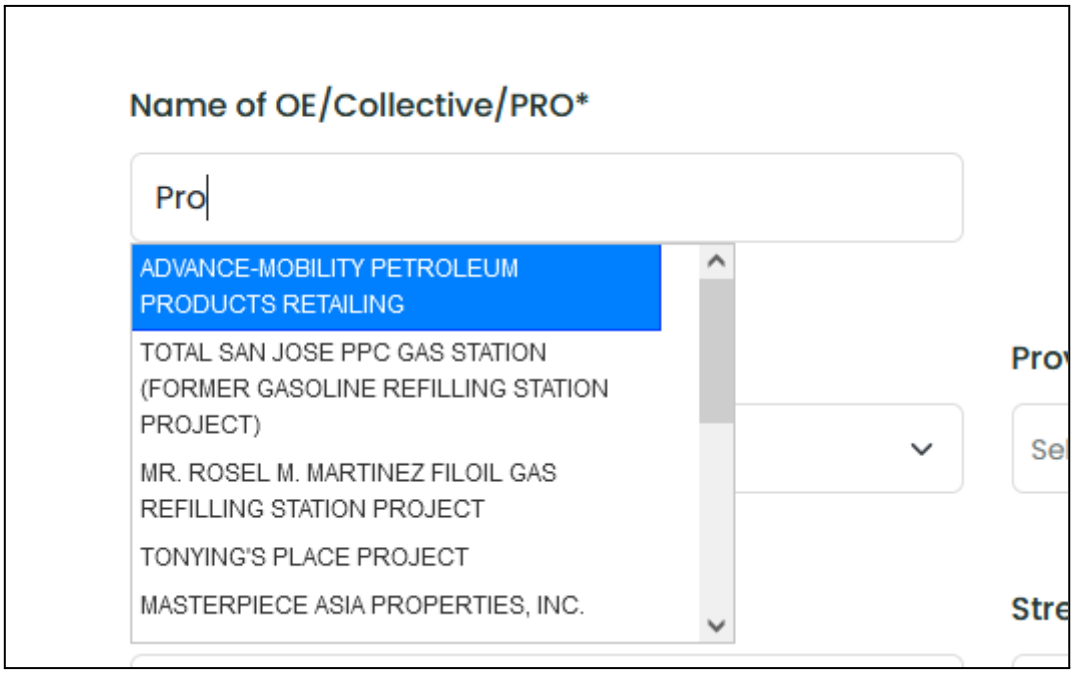


Step 2: In the initial field, the request is made for the entity's confirmation regarding data retrieval from the EMB-CRS platform, if registered there. If "No" is selected, all individual fields must be manually filled out to continue.

Step 3: Choose the enterprise type. If "OE" is selected, the last two parts (Roster of Member Obliged Enterprises and Roster of MSMEs voluntarily participating in the EPR program) will be hidden, as those sections are to be completed by PROs/Collectives.



Step 4: If "Yes" is selected for the initial form field, input the first three letters or the initial word of your company name and available options will be displayed. Click on your company name to continue.

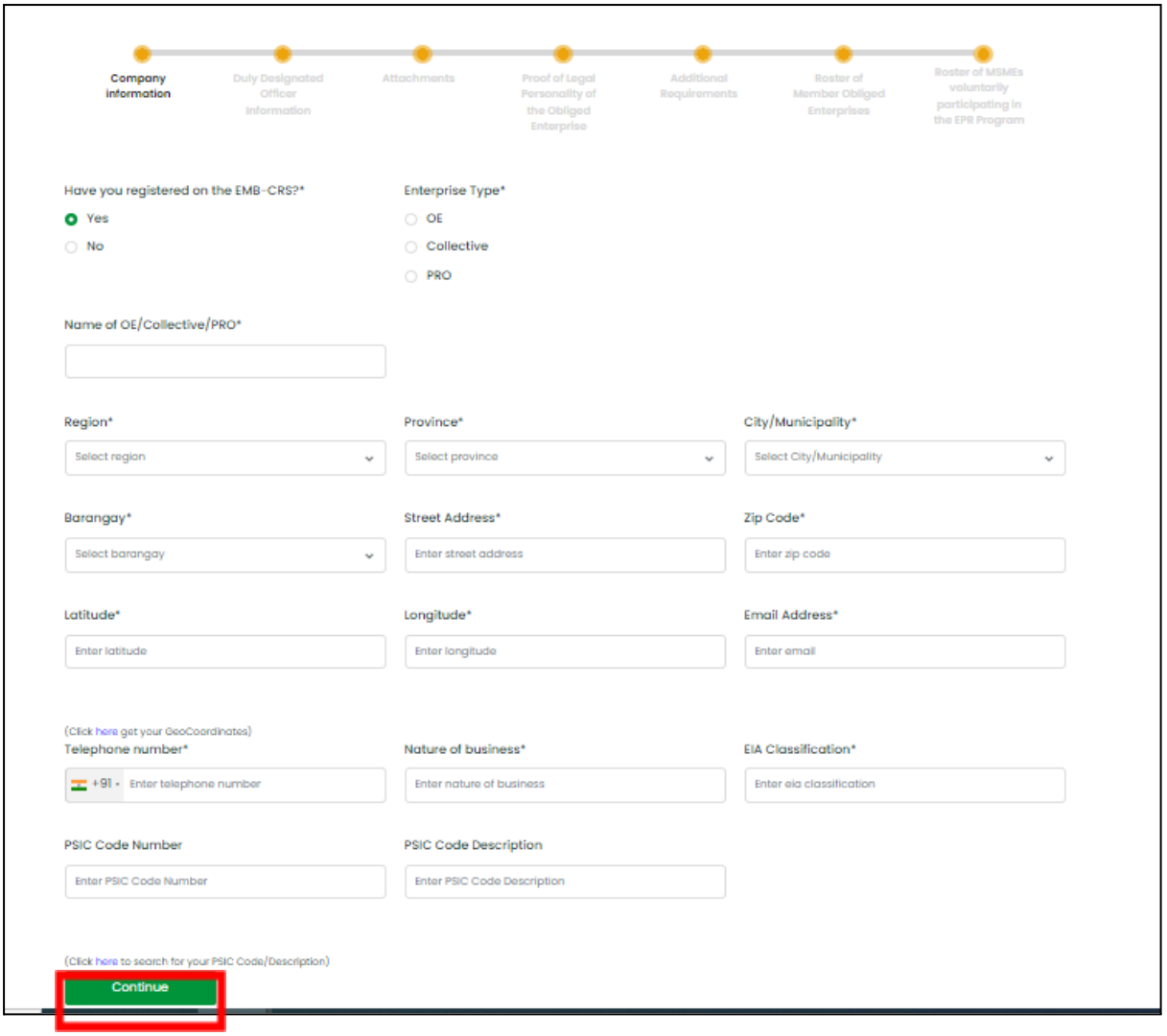


Step 5: The form will automatically populate the pertinent information. Except for the company name, entities have the option to modify all other details in the form before proceeding to the next section.

Step 6: To proceed to the next section, click on "Continue."

Note: Avoid navigating through the menu bar above after filling out the form, as doing so may not save the data.

Do not refresh the page without clicking on continue as it may lead to loss of data.

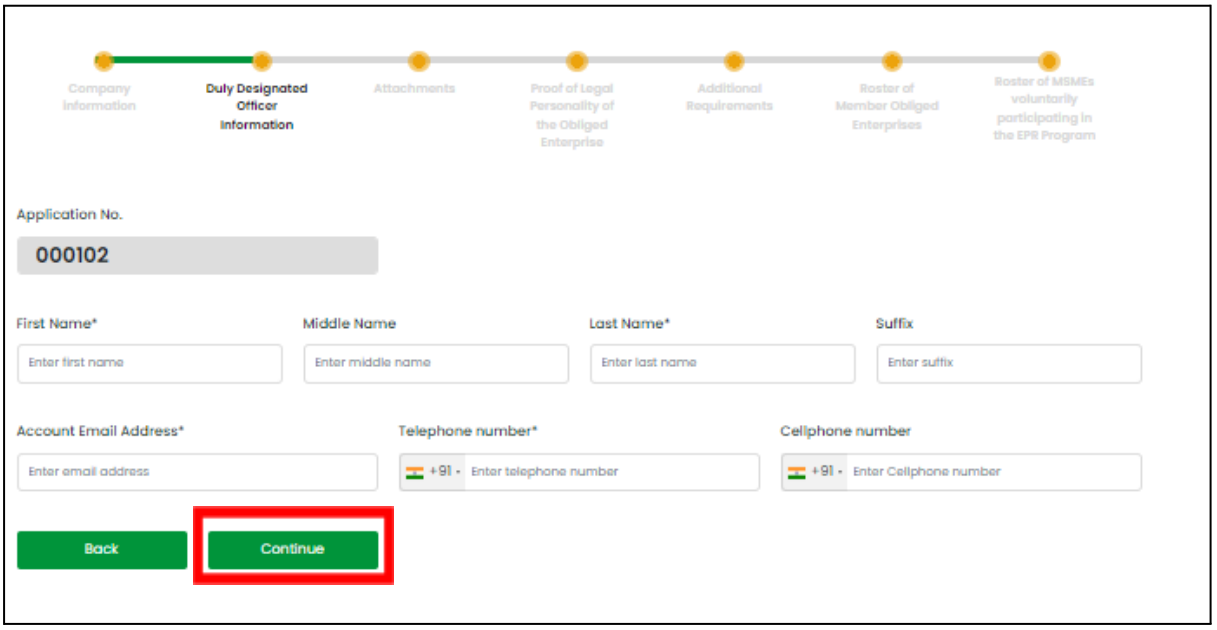

Company information
Duly Designated Officer Information
Attachments
Proof of Legal Personality of the Obliged Enterprise
Additional Requirements
Roster of Member Obliged Enterprises
Roster of MSMEs voluntarily participating in the EPR Program
Have you registered on the EMB-CRS?*
Yes
No
Enterprise Type*
OE
Collective
PRO
Name of OE/Collective/PRO*
Region*
Select region
Province*
Select province
City/Municipality*
Select City/Municipality
Barangay*
Select barangay
Street Address*
Enter street address
Zip Code*
Enter zip code
Latitude*
Enter latitude
Longitude*
Enter longitude
Email Address*
Enter email
(Click here get your GeoCoordinates)
Telephone number*
+91
Enter telephone number
Nature of business*
Enter nature of business
EIA Classification*
Enter eia classification
PSIC Code Number
Enter PSIC Code Number
PSIC Code Description
Enter PSIC Code Description
(Click here to search for your PSIC Code/Description)
Continue

2) Duly Designated Officer Information

Step 7: Fill in the required details.

Note: The email ID entered as a DDO Email address shall be used for all communications, ensure it is correct and accessible.

Step 8: Click on "Continue" to advance. You will receive an email from the platform for verification.

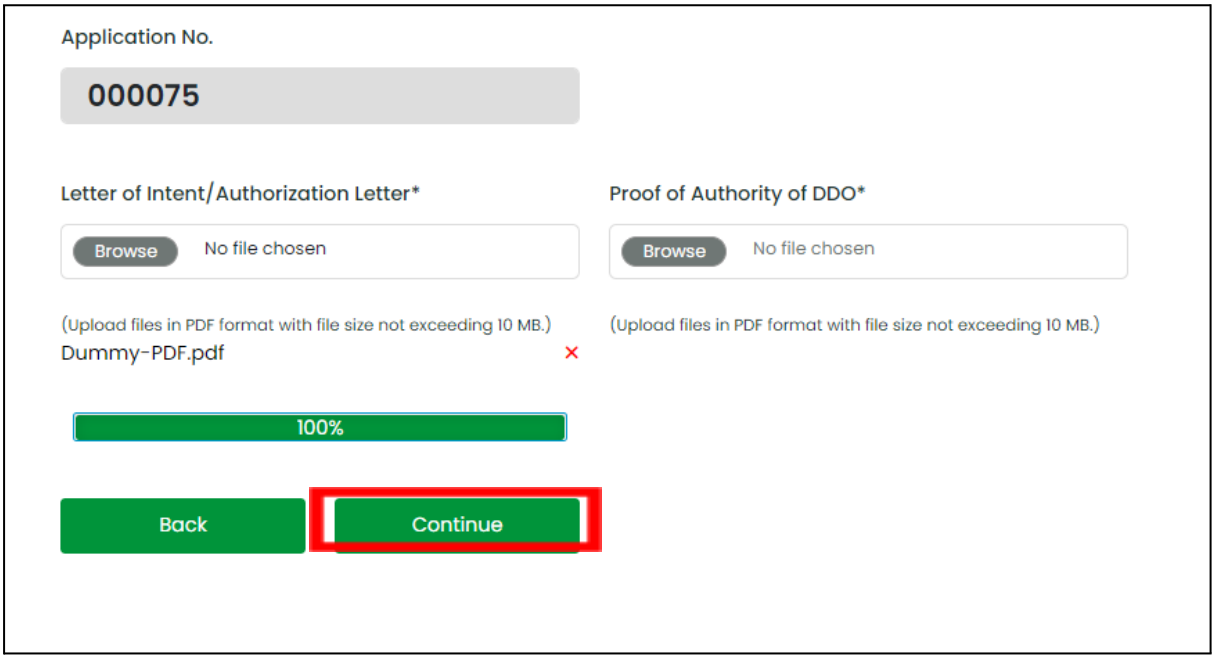


3) Attachments

Step 9: Click on “Browse" button to upload the relevant PDF document.

Upon uploading, the document title becomes visible below the browse button, accompanied by an 'x' button for easy removal if needed. Alternatively, users can click the browse button again to select a different file for replacement.

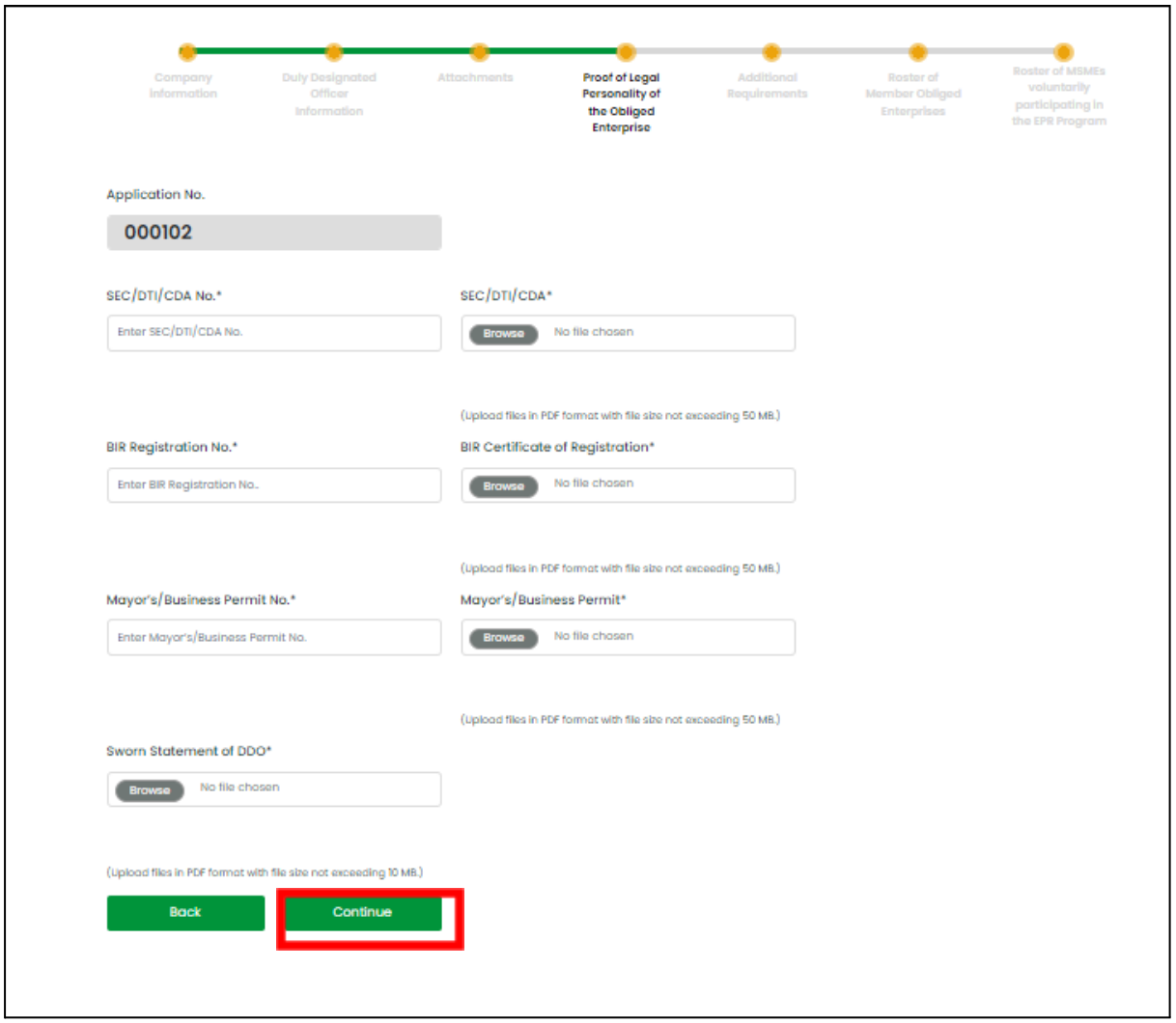
Step 10: Click on “Continue”.



4) Proof of Legal Personality of the Obliged Enterprise.

Step 11: Input the necessary information and then select the "Browse" button to upload the required documents.

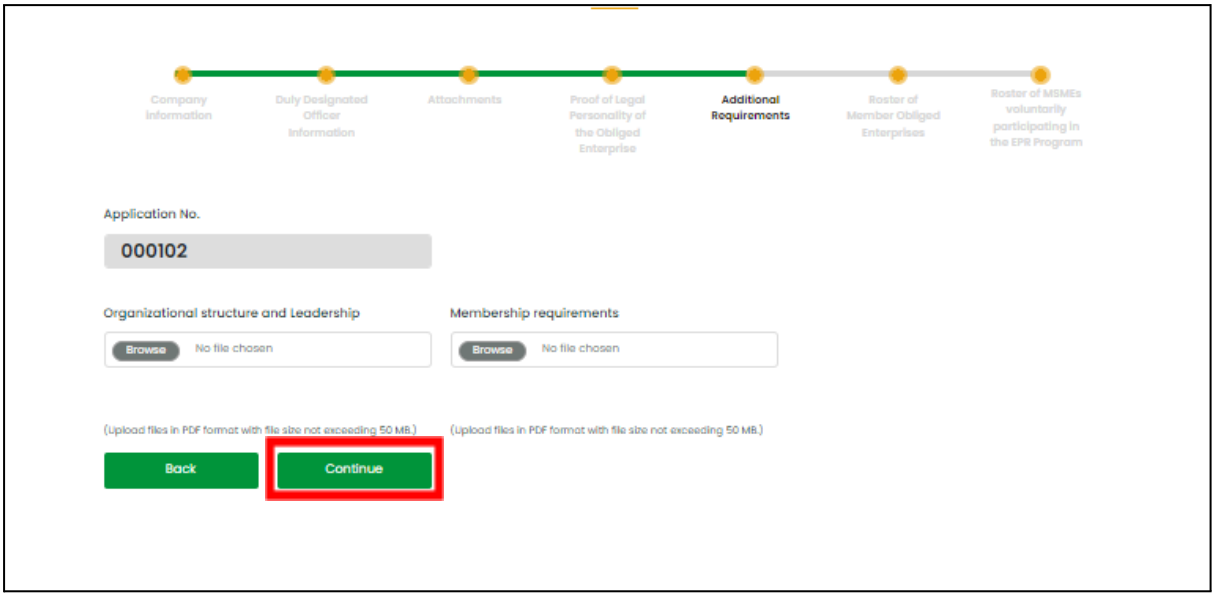
Step 12: Click on “Continue”.



5) Additional Requirements

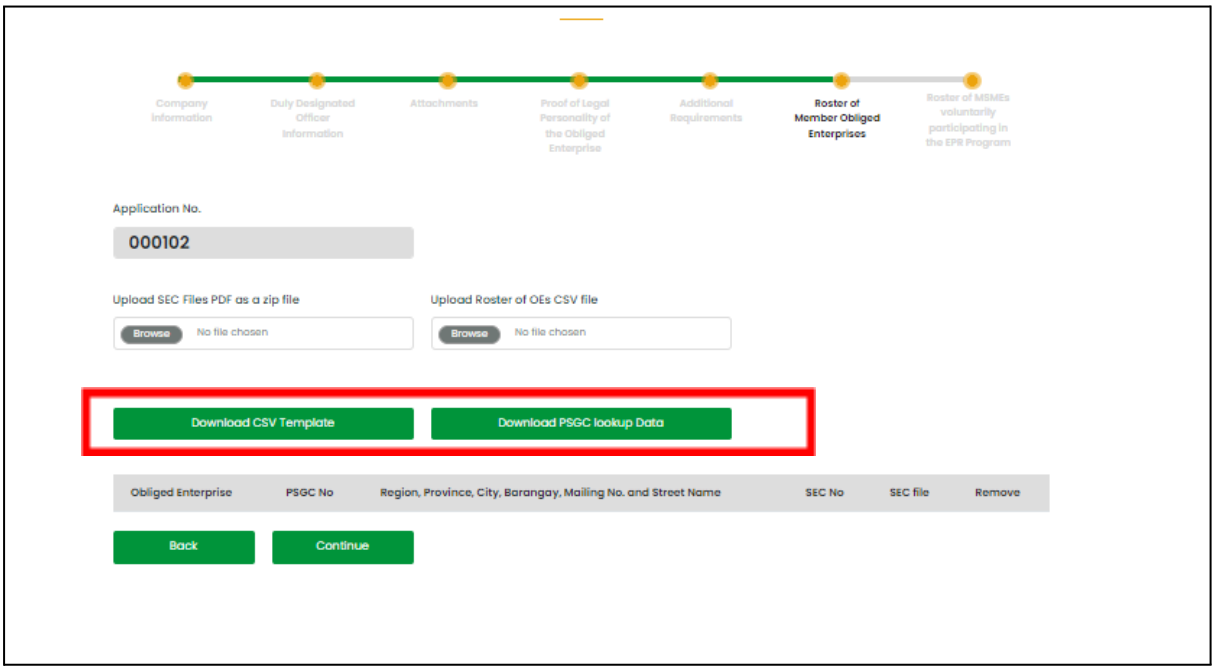
Step 13: Click on “Browse” button to upload the relevant PDF document.

Step 14: Click on “Continue”.



6) Roaster of Member Obliged Enterprise

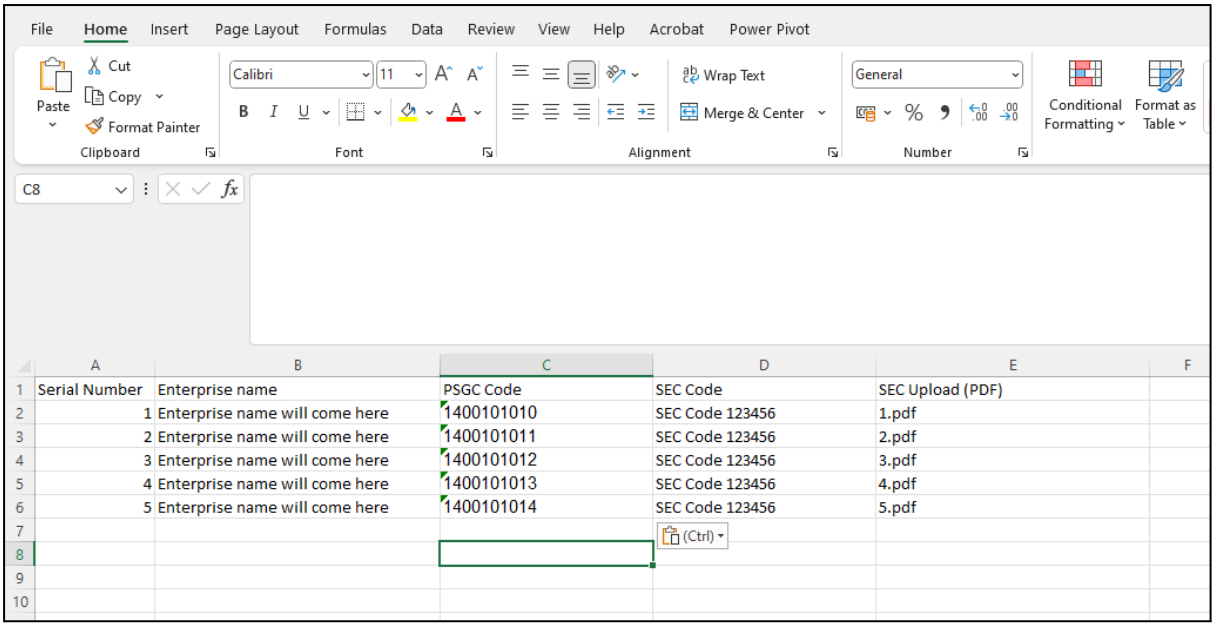
Step 15: The next section allows the entities to bulk upload the information of member OEs. Download the CSV template and the PSGC Code lookup file.



Step 16: Open the downloaded CSV template file and fill in the relevant details.

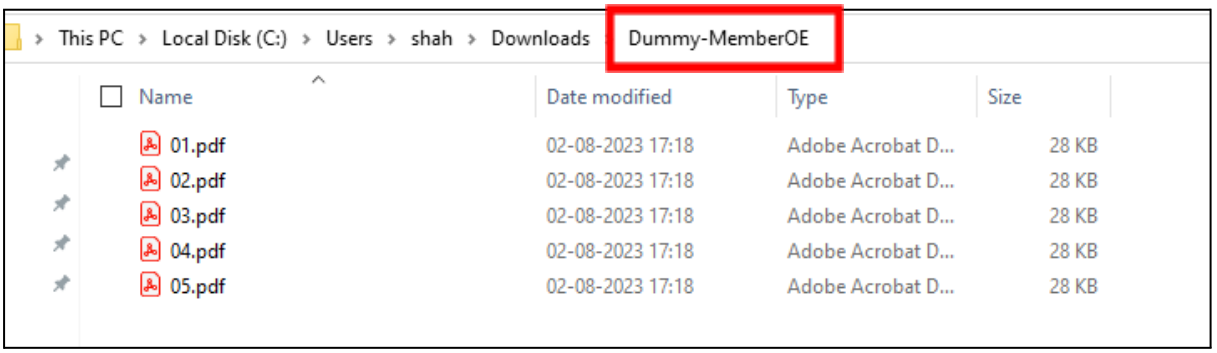
Note:

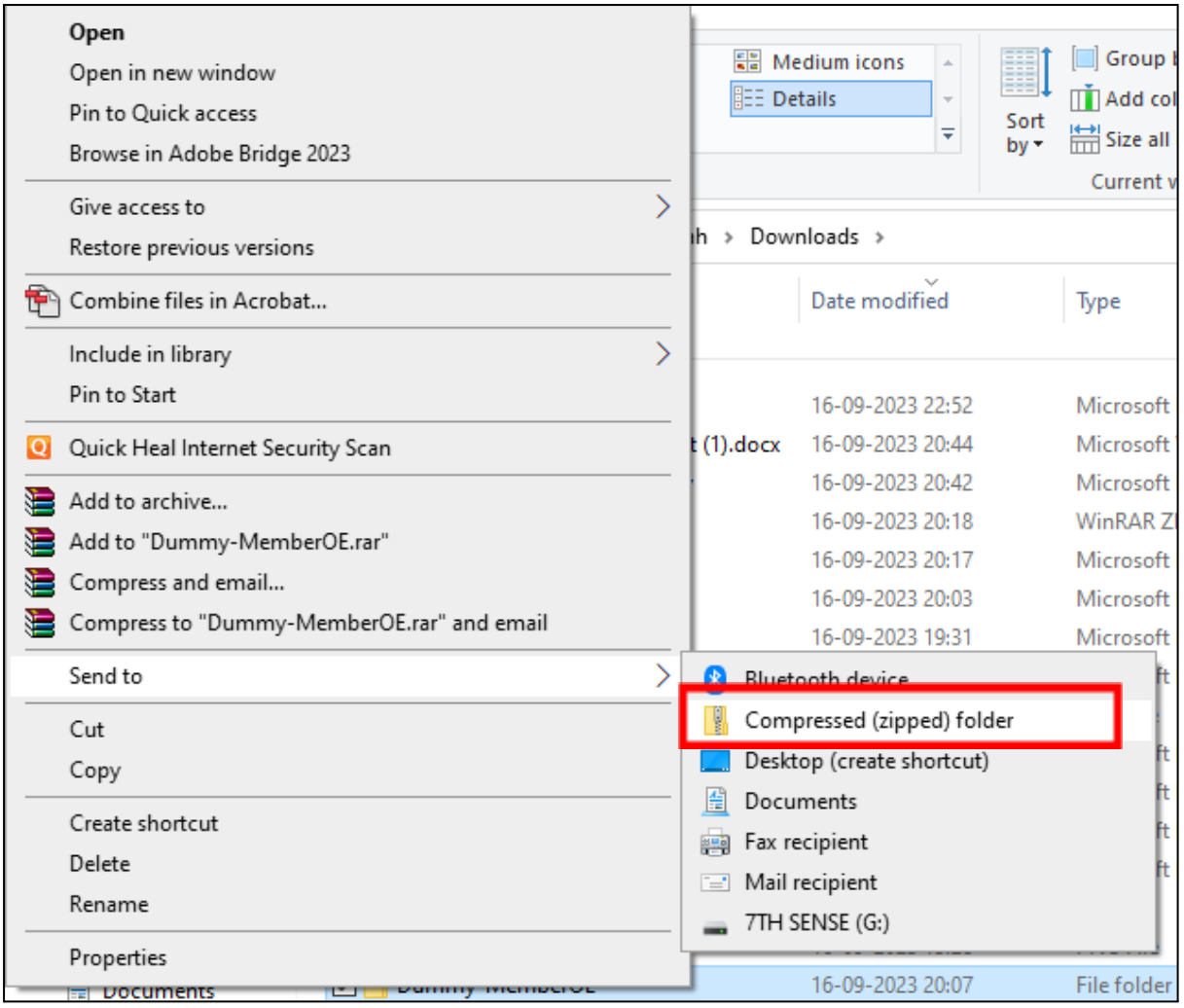
- Enterprise name and PSGC codes are mandatory fields, whereas SEC Code and SEC PDF uploads are non-mandatory fields.
- If you are not aware of the PSGC code, use the PSGC lookup data file to search for the relevant PSGC code of the Barangay. Enterprise and Barangay codes are mandatory fields.
- If you are uploading the SEC PDF, enter the file name against each enterprise followed by the extension as .pdf



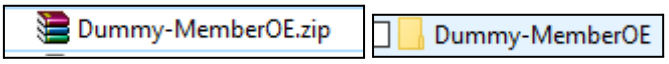
Serial Number	Enterprise name	PSGC Code	SEC Code	SEC Upload (PDF)
1	Enterprise name will come here	1400101010	SEC Code 123456	1.pdf
2	Enterprise name will come here	1400101011	SEC Code 123456	2.pdf
3	Enterprise name will come here	1400101012	SEC Code 123456	3.pdf
4	Enterprise name will come here	1400101013	SEC Code 123456	4.pdf
5	Enterprise name will come here	1400101014	SEC Code 123456	5.pdf

Step 17: Create a zip folder for all the SEC PDF files mentioned in the CSV template.



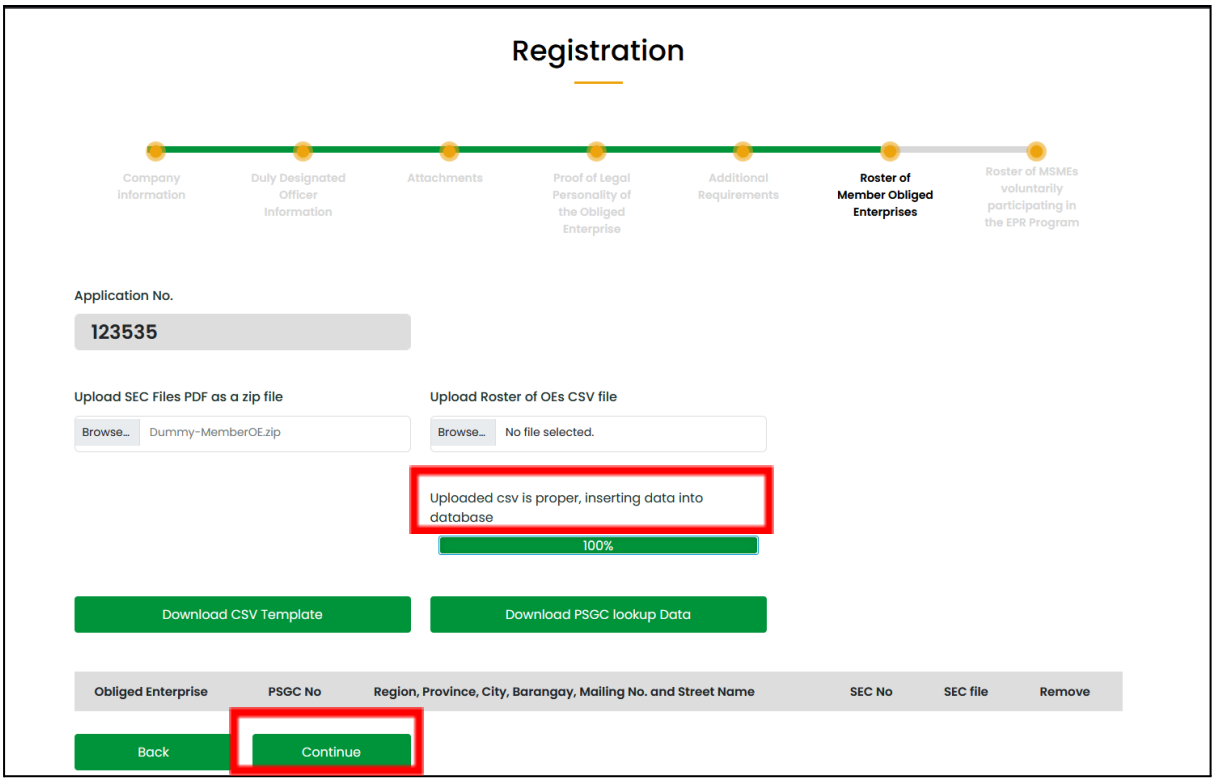


Note: The zip folder and the folder inside it should have the same name. Do not rename the zip file.



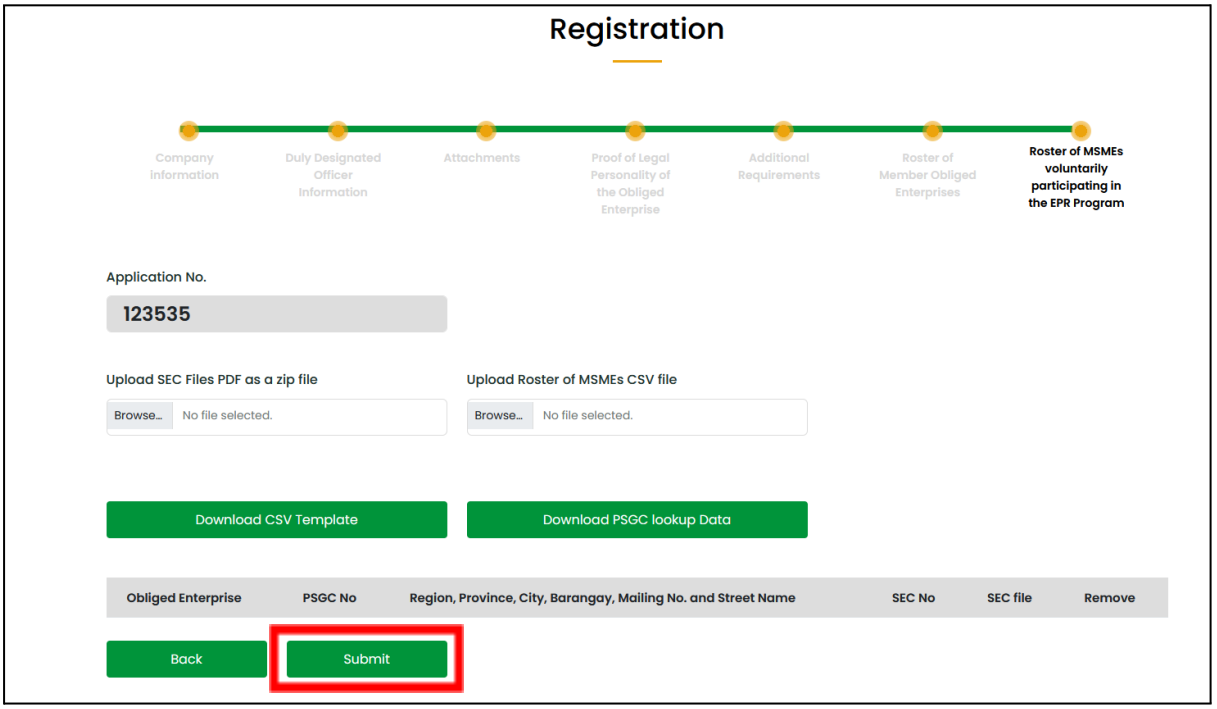
Step 18: Upload the zip file first, followed by the CSV file. If an error occurs, the system will display a message. Correct the file, refresh the page and then resubmit.

Step 19: Click on “Continue”.



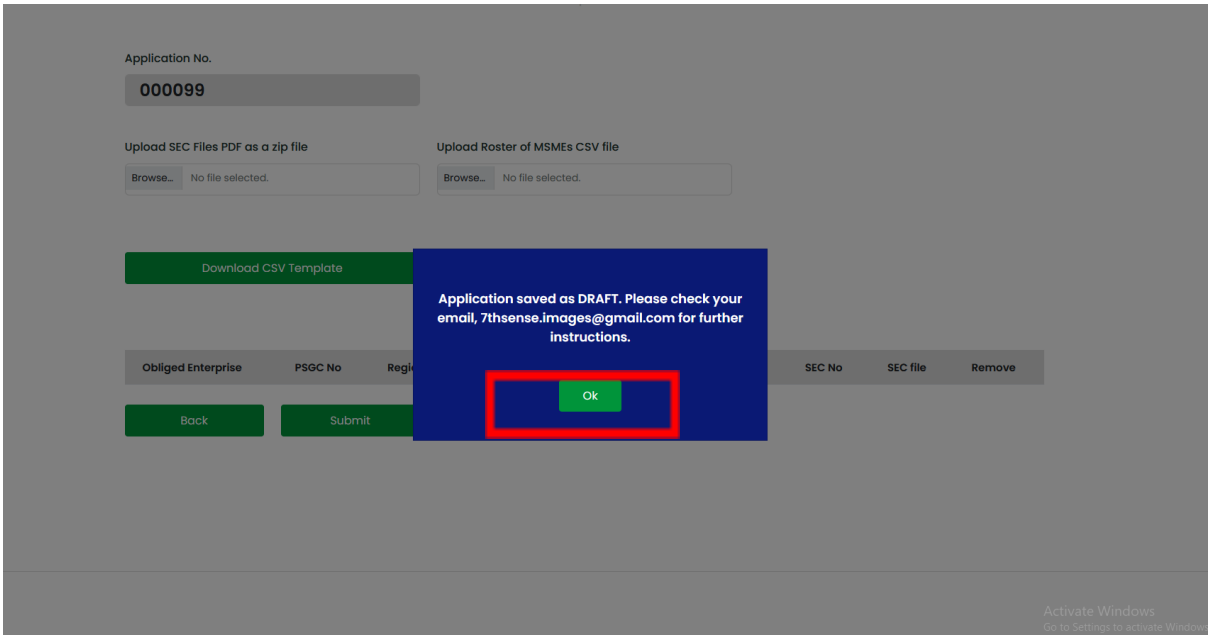
Step 20: Repeat Steps 15 to 20 to upload the MSMEs data.

Step 21: Click on “Submit”.

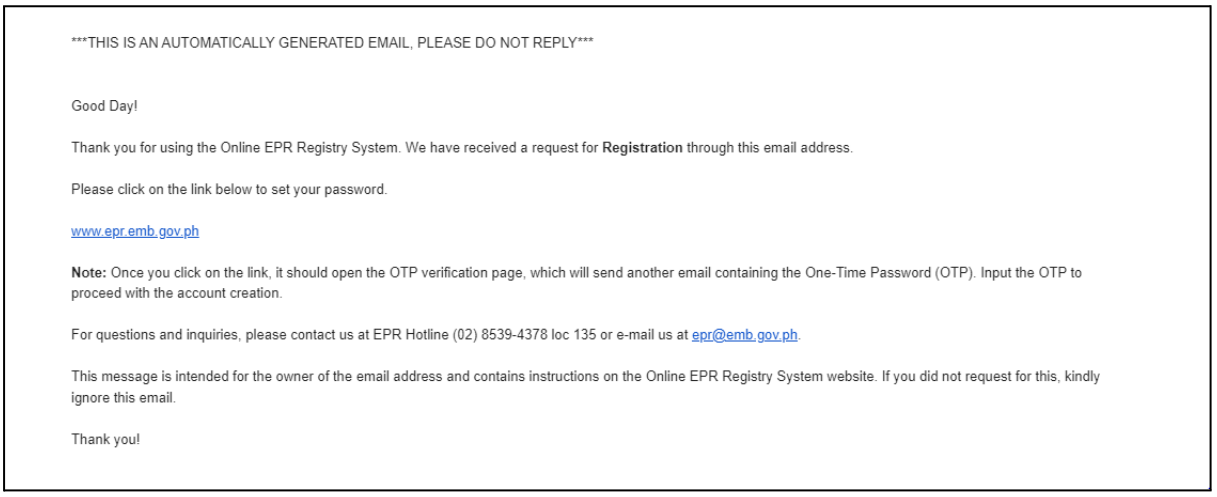


7) Setting the Password

Step 22: Click on “OK” and check the email you registered with. If no email is received in your Inbox, please check your Spam folder.



Step 23: Follow the instructions received in the email. Click on the link to set up your password.



THIS IS AN AUTOMATICALLY GENERATED EMAIL, PLEASE DO NOT REPLY

Good Day!

Thank you for using the Online EPR Registry System. We have received a request for **Registration** through this email address.

Please click on the link below to set your password.

www.epr.emb.gov.ph

Note: Once you click on the link, it should open the OTP verification page, which will send another email containing the One-Time Password (OTP). Input the OTP to proceed with the account creation.

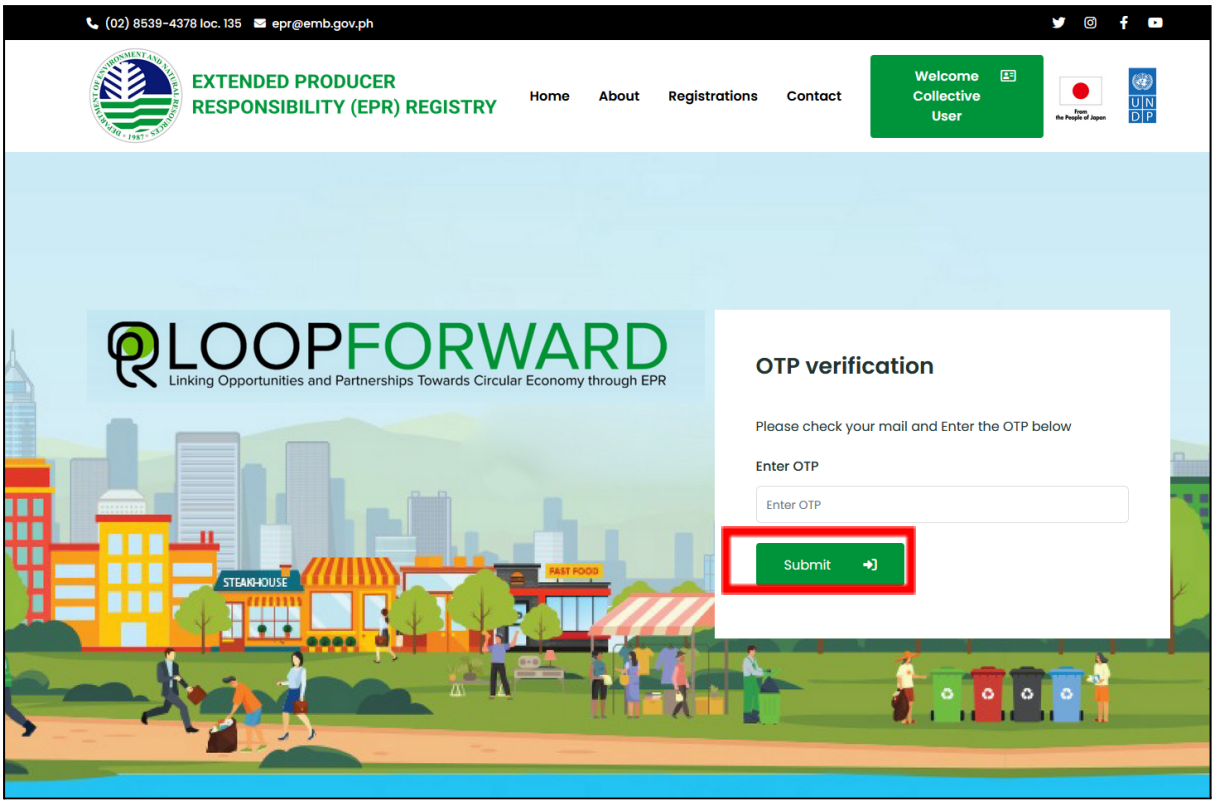
For questions and inquiries, please contact us at EPR Hotline (02) 8539-4378 loc 135 or e-mail us at epr@emb.gov.ph.

This message is intended for the owner of the email address and contains instructions on the Online EPR Registry System website. If you did not request for this, kindly ignore this email.

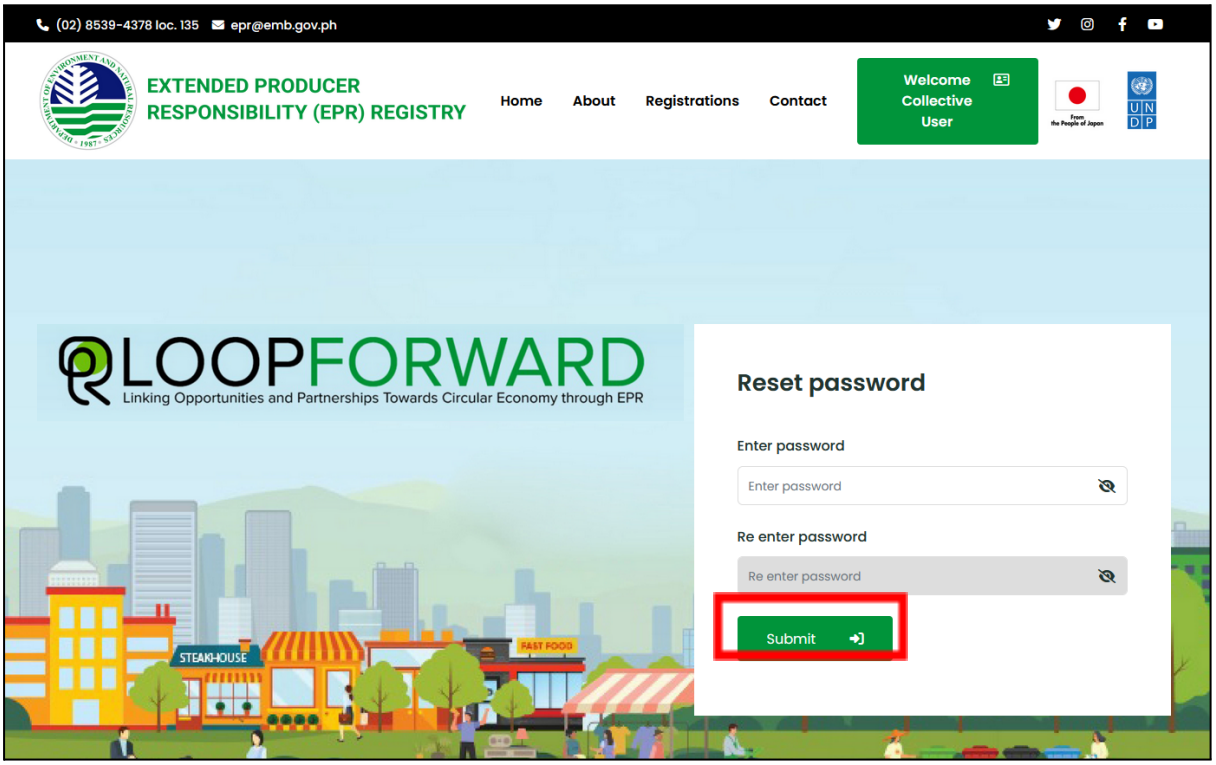
Thank you!

Step 24: This step will redirect to OTP verification and you will receive another email with the OTP.

Step 25: Enter the OTP and click on "Submit".

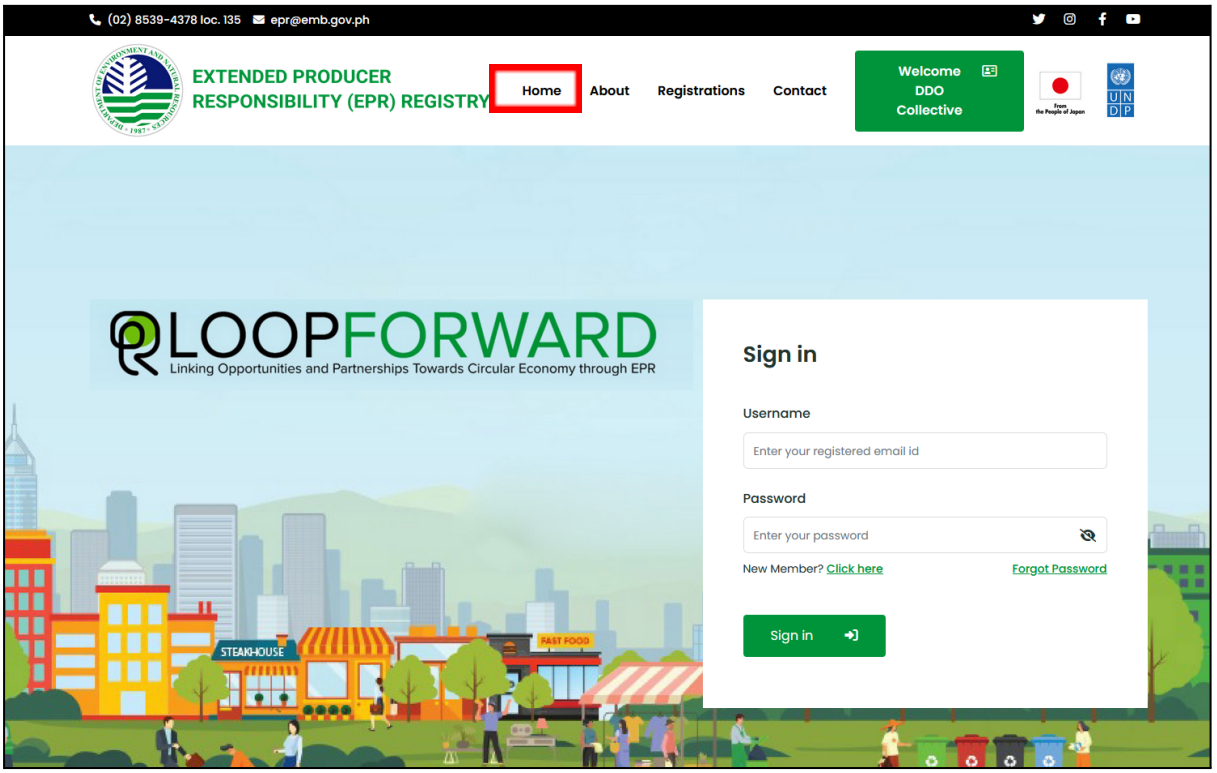


Step 26: Enter the password and click on “Submit”.

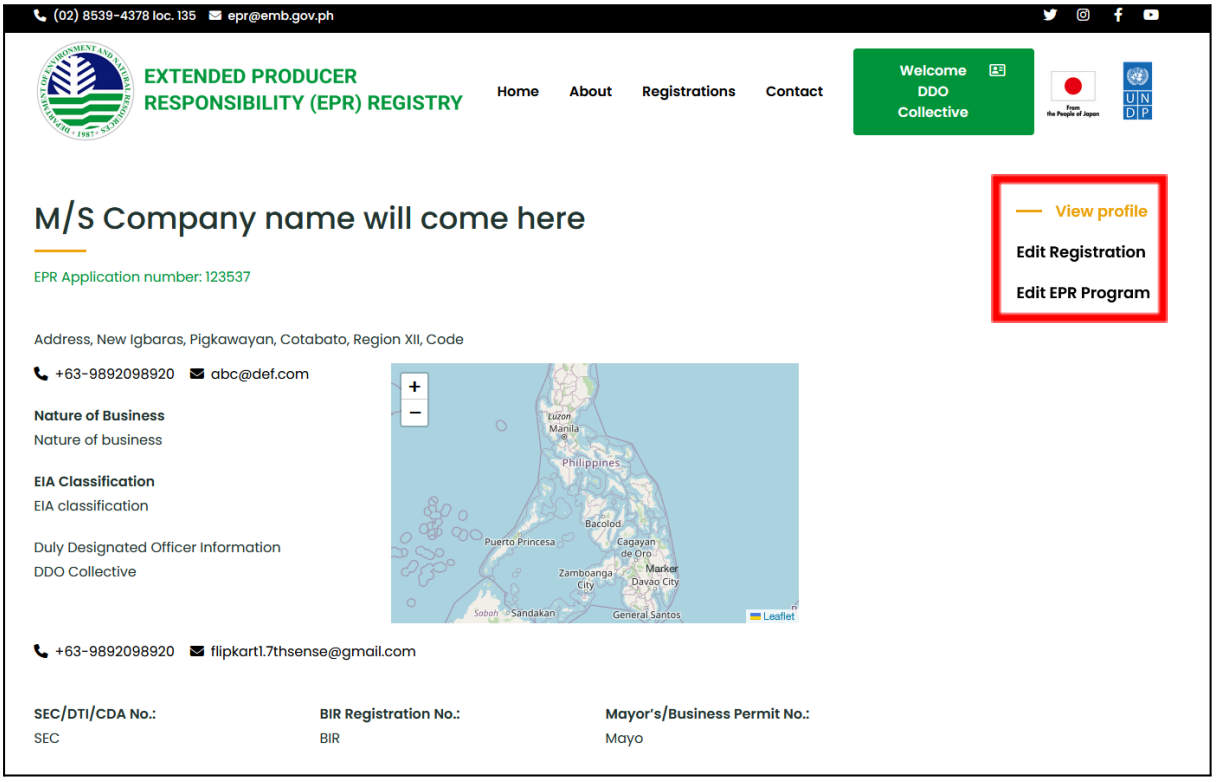


8) View Profile

Step 27: Click on Home to view your profile or sign in with your email and password.



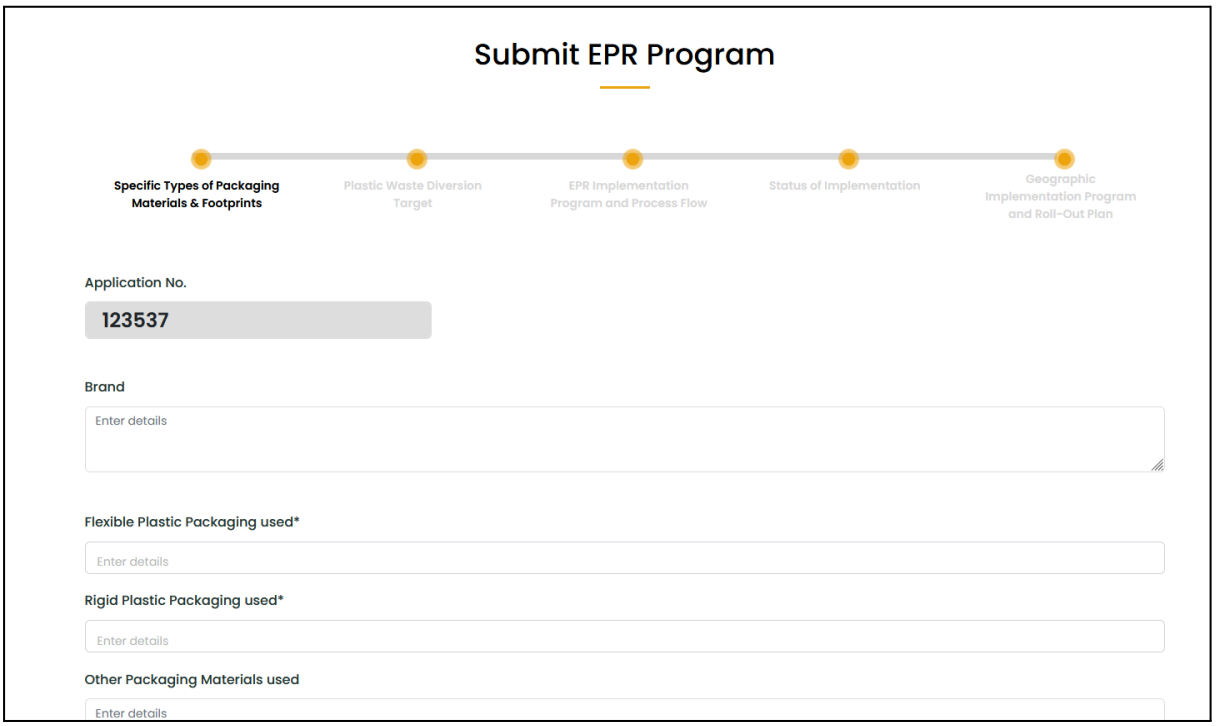
Step 28: Click on “Edit Registration” to edit details within the registration form. Or click on “Edit EPR Program” to fill in the details of the components of the EPR Program.



Submit EPR Program

1) Specific Types of Packaging Materials & Footprints

Step 1: Within the "Edit EPR Program" section, provide details for specific types of packaging materials and their footprints. Include information such as all brands (enter brand names separated by a comma), flexible packaging used, rigid packaging used and other materials, as well as the total volume of flexible, rigid and other packaging used.



Step 2: Enter all brand names separated by commas.

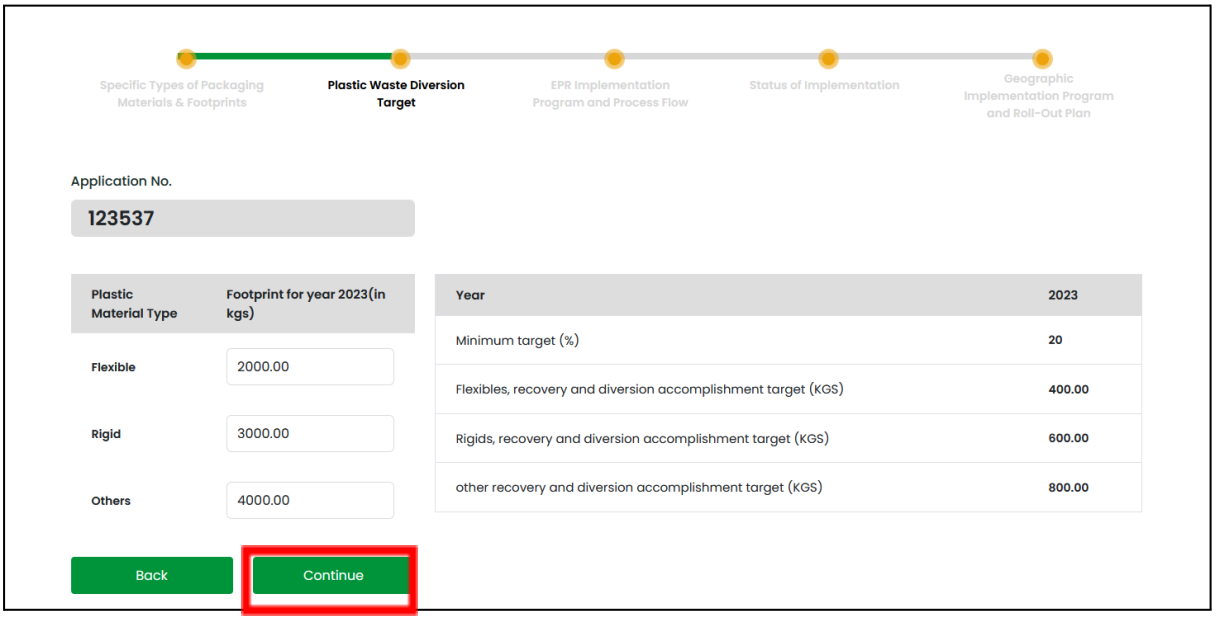
Step 3: To add flexible and rigid plastic packaging details, choose from the dropdown options. If a new entry is required in this field, type the name and then press enter.

Step 4: Other Packaging Materials used can be added in comma-separated values.

Step 5: Enter the total volume in number and click on “Continue”.

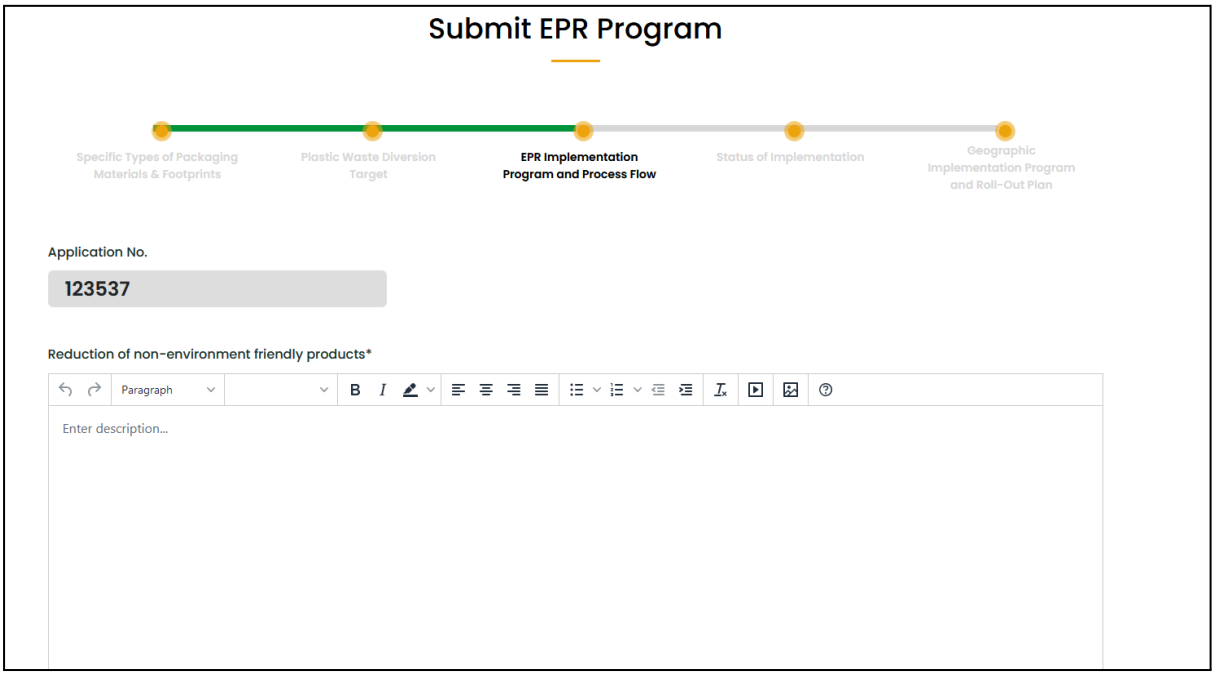
2) Plastic Waste Diversion Target

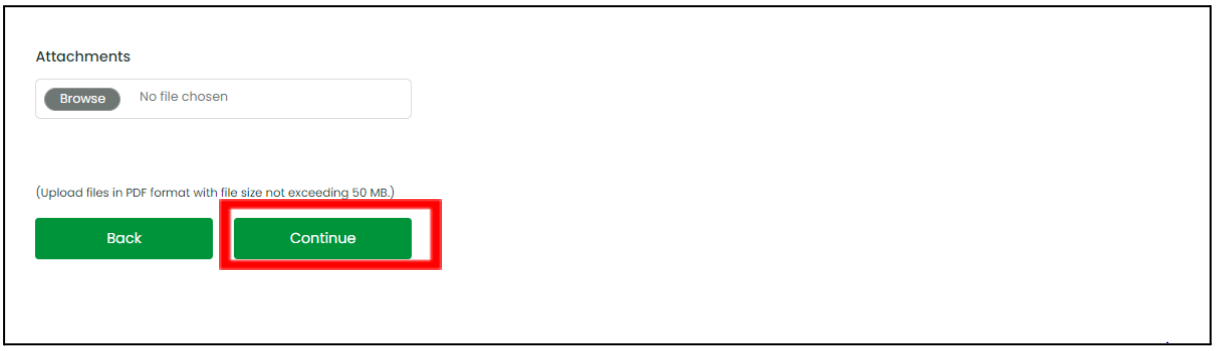
Step 6: The diversion targets shall be auto-calculated. This is a non-editable screen. Click on “Continue”.



3) EPR Implementation Program and Process Flow

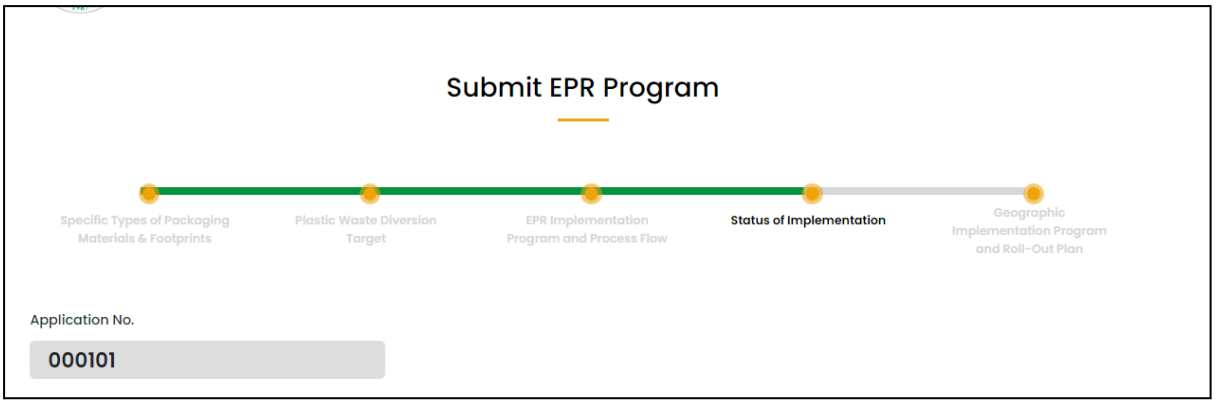
Step 7: Fill in the relevant details and click on “Continue”.

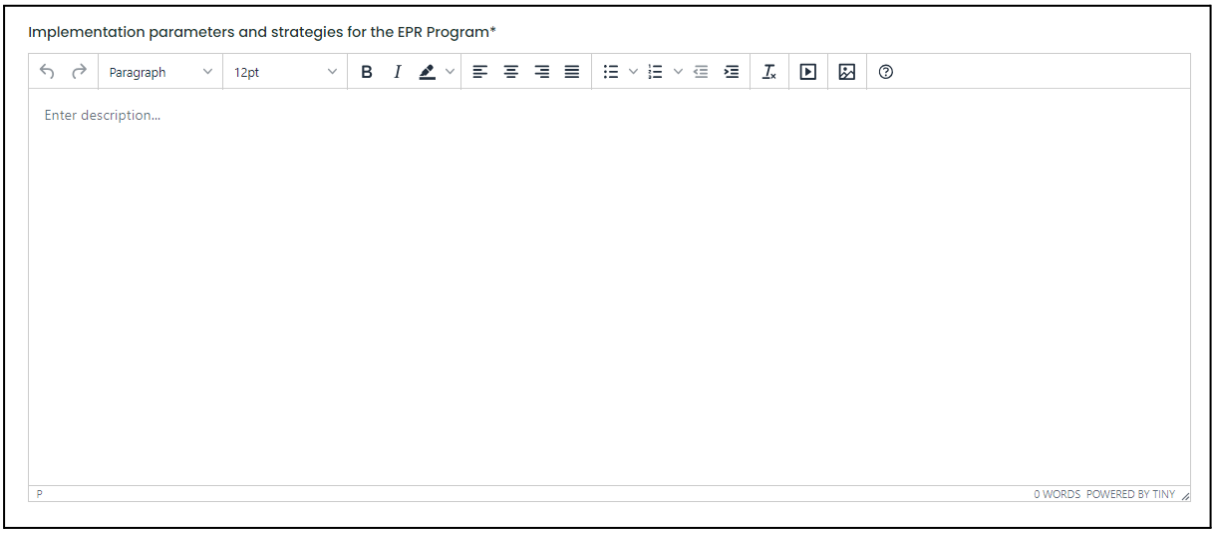


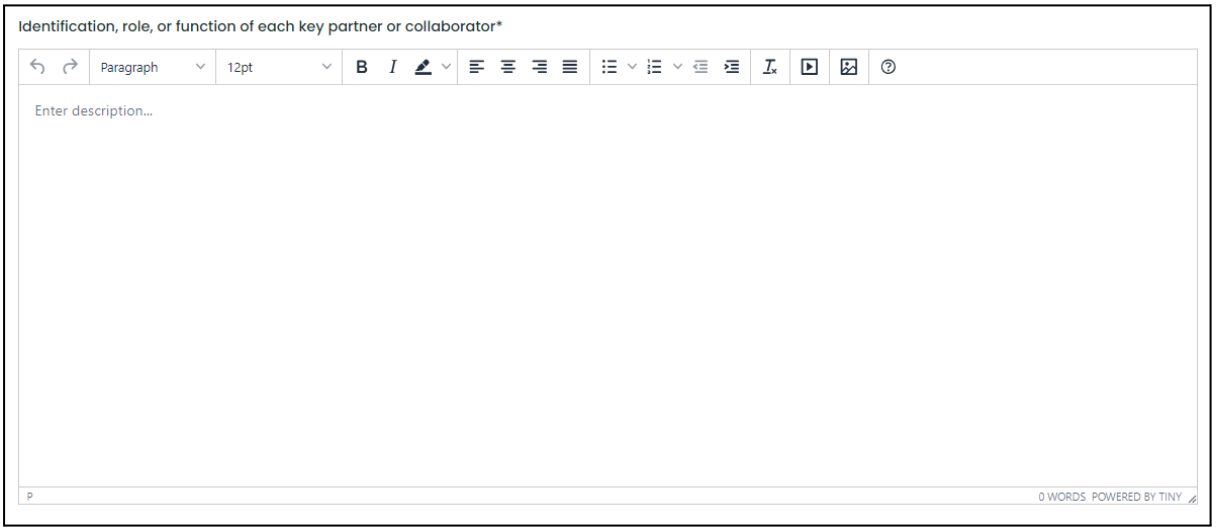


4) Status of Implementation

Step 8: Fill in the details for Status of Implementation and click on “Continue”.







The systems for data collection and database maintenance*

Paragraph 12pt

Enter description...

P 0 WORDS POWERED BY TINY

The system for reporting, verification, and accounting of waste footprint generation, recovery, and diversion for reuse, recycling, treatment, conversion, or proper disposal.*

Paragraph 12pt

Enter description...

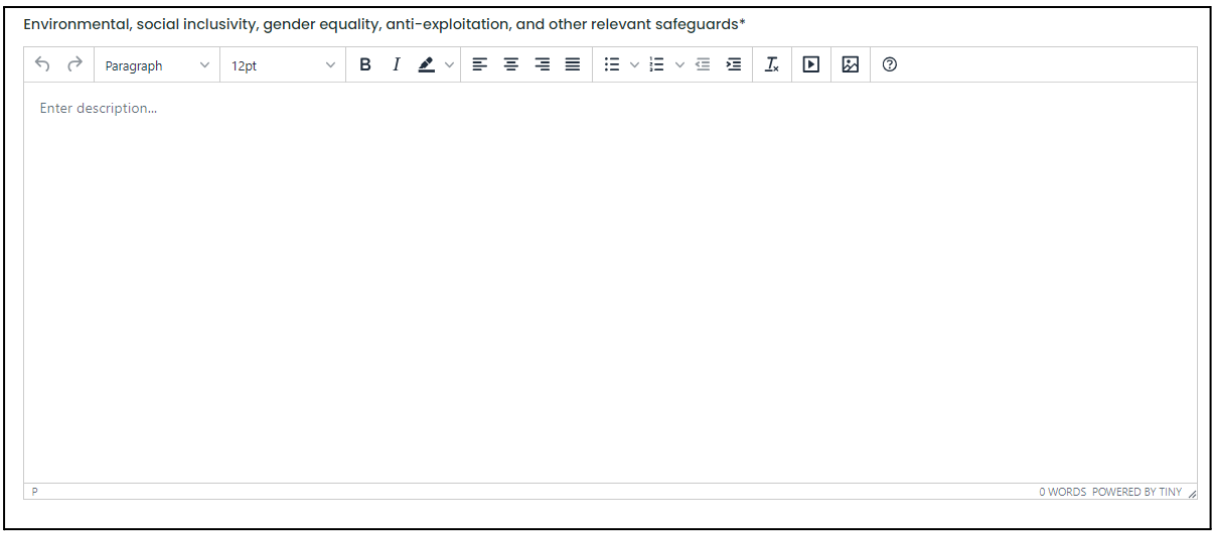
P 0 WORDS POWERED BY TINY

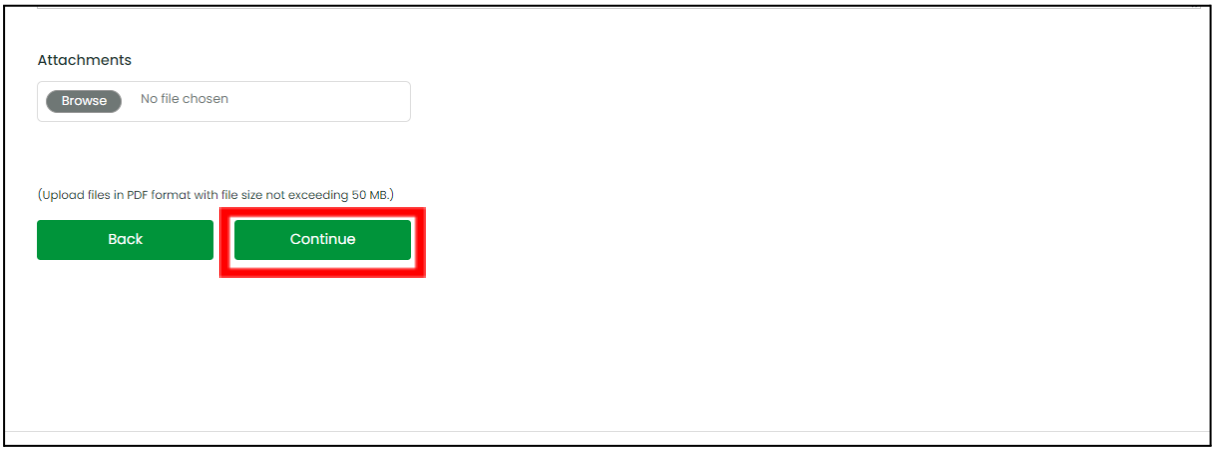
Financing mechanisms or expenses*

Paragraph 12pt

Enter description...

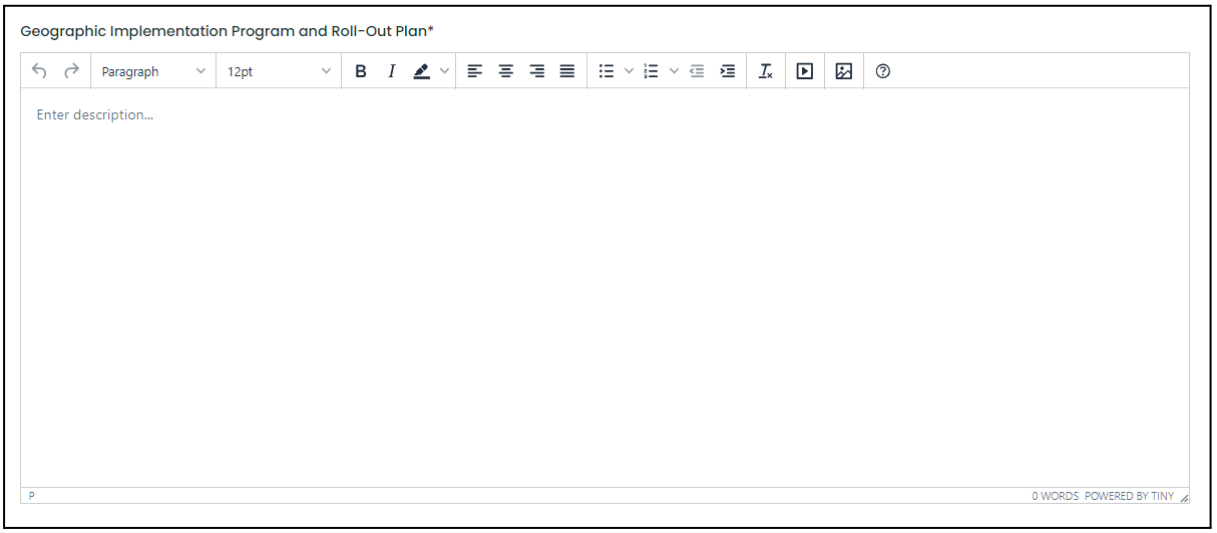
P 0 WORDS POWERED BY TINY

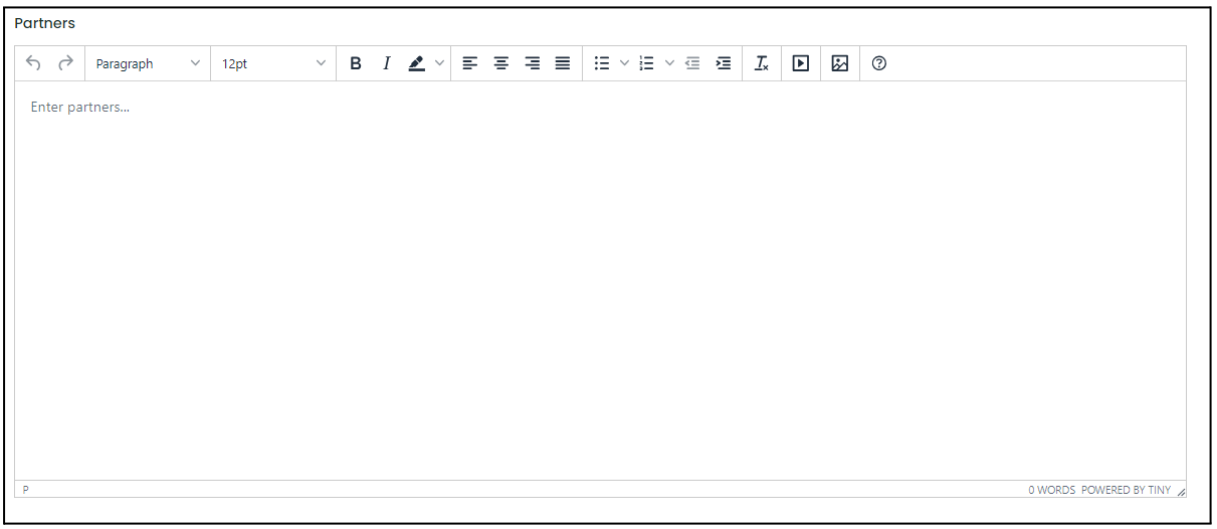

Environmental, social inclusivity, gender equality, anti-exploitation, and other relevant safeguards*
Paragraph
12pt
Enter description...
P
0 WORDS POWERED BY TINY

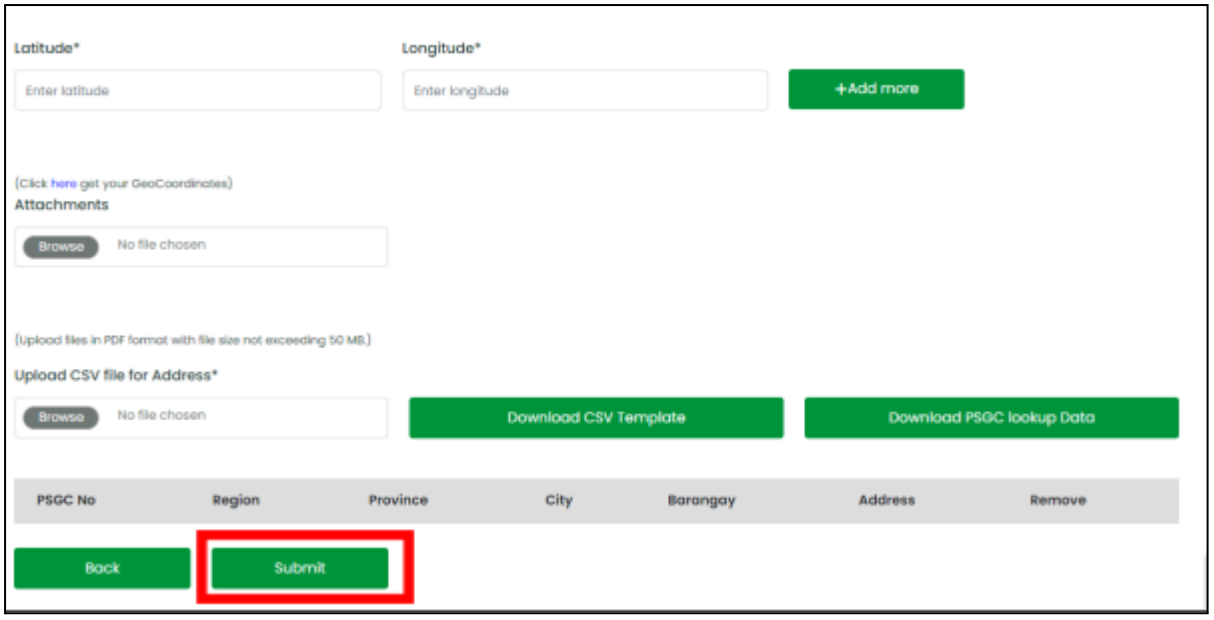

Attachments
Browse
No file chosen
(Upload files in PDF format with file size not exceeding 50 MB.)
Back
Continue

5) Geographic Implementation Program and Roll-Out Plan

Step 9: Fill in the details as per instructions provided in the last section - “Geographic Implementation Program and Roll-Out Plan”.

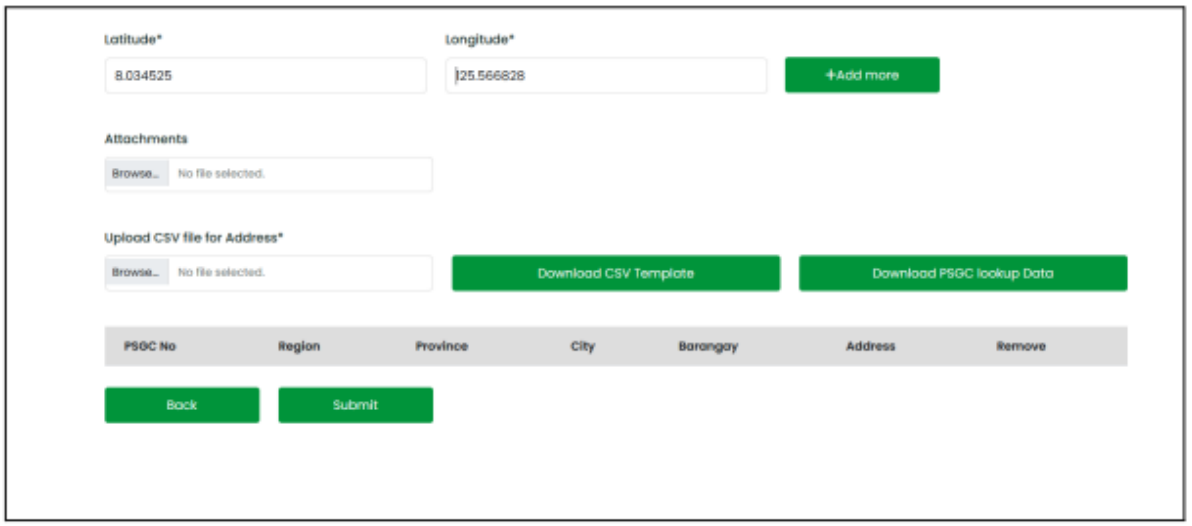






Step 10: Copy the latitude and longitude of the location from Google Maps and enter the relevant field. Click on “Add more” to add additional information.

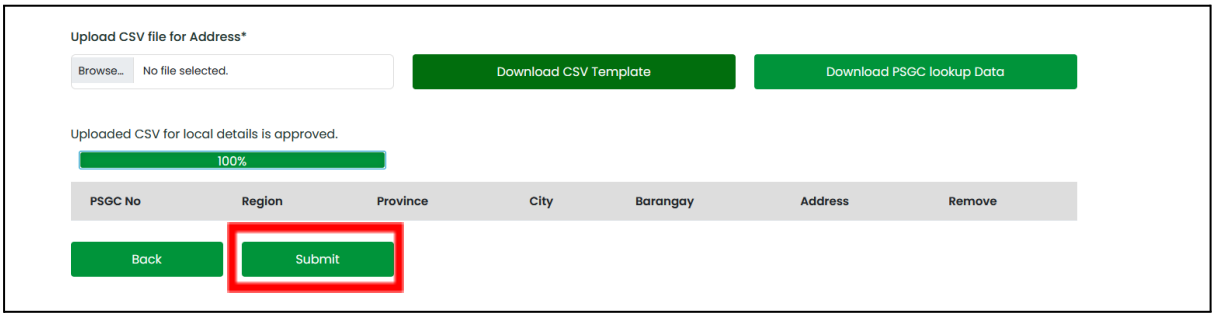
Step 12: Entities can bulk upload the address of the OE’s. To do so, please download the CSV template and PSGC lookup file.



Step 13: Fill in the CSV template and upload.

Serial Nur	PSGC Code	Address
1	0300802004	Address will come here
2	0300802006	Address will come here
3	0300802007	Address will come here
4	0300802008	Address will come here
5	0300802009	Address will come here
6	0300802010	Address will come here
7	0300802012	Address will come here
8	0300802013	Address will come here
9	0300802014	Address will come here
10	0300802015	Address will come here
11	0300802016	Address will come here

Step 14: Click on “Submit”.

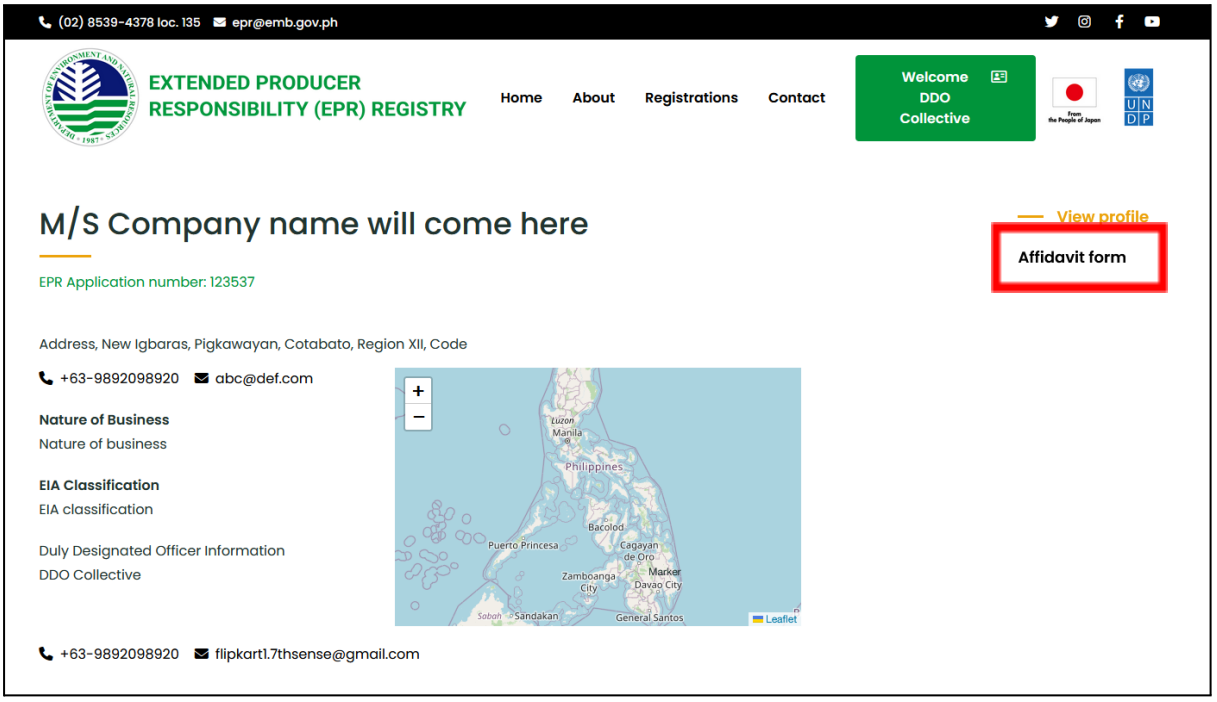


Step 15: The form is submitted for review to the administrators. Further actions shall be communicated via email.

- In case of incomplete form notification, the form needs to be edited and re-submitted.
- In case of approval, please upload the Affidavit Form under your profile section.

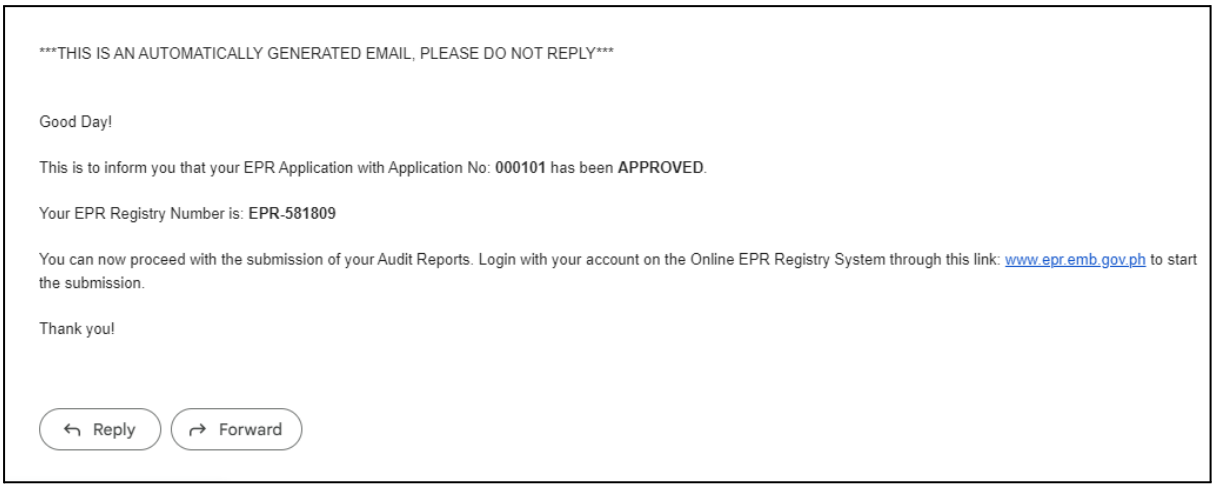
Upload Affidavit Form

Step 1: Sign in using the login details and click on the Affidavit form from the menu.



Step 2: Upload the affidavit form in PDF format and click on “Submit”.

Step 3: After submitting the affidavit form, there are three levels of approval. In case of any rejection, you will receive an email with the reason for rejection. The forms shall be edited and resubmitted for approval. Upon final approval, the EPR Registration number shall be assigned.



THIS IS AN AUTOMATICALLY GENERATED EMAIL, PLEASE DO NOT REPLY

Good Day!

This is to inform you that your EPR Application with Application No: **000101** has been **APPROVED**.

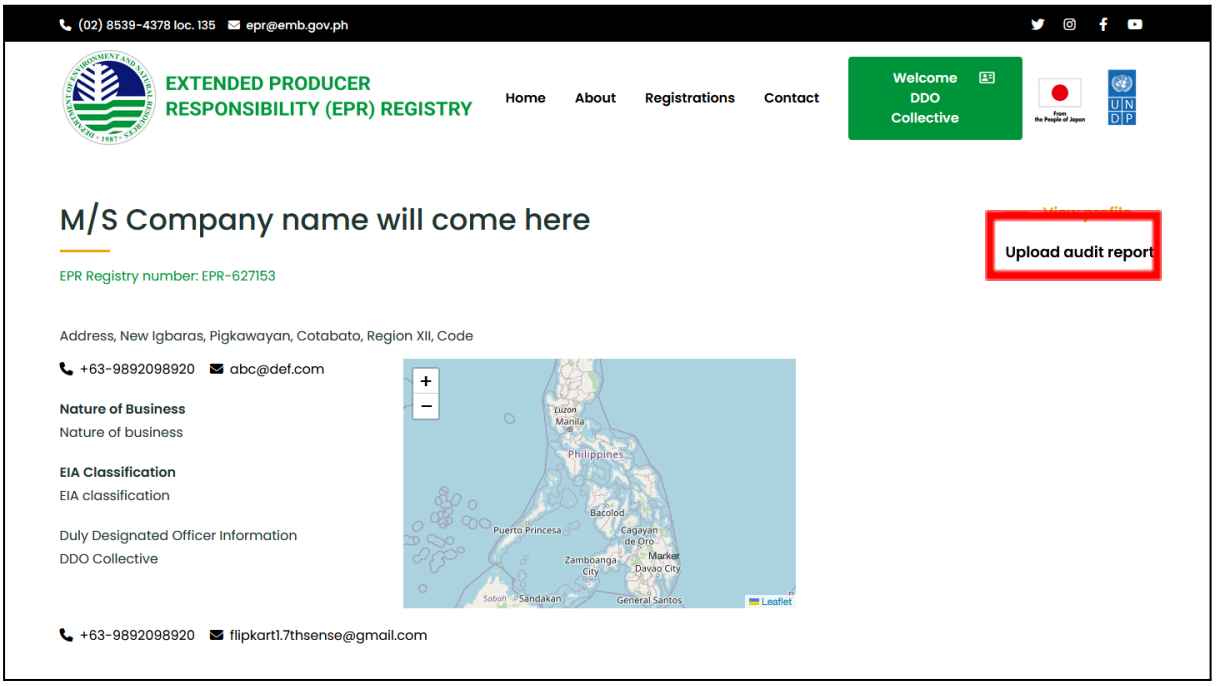
Your EPR Registry Number is: **EPR-581809**

You can now proceed with the submission of your Audit Reports. Login with your account on the Online EPR Registry System through this link: www.epr.emb.gov.ph to start the submission.

Thank you!

Reply Forward

Step 4: Log in to submit the Audit Report whenever available.



Step 5: Upload the PDF file and click on “Submit”.

M/S Company name will come here
View profile
Upload audit report
Upload audit report
Browse...
No file selected.
Submit