

When do you have to submit which reports to the LUCID Packaging Register?

When and how often you have to report your packaging volumes to your system operator and to the LUCID Packaging Register depends on your system participation agreement.

Is your report about the past, or is it a projection for the future? Depending on the reporting period, your data report to the LUCID Packaging Register will either be a planned volume report or an actual volume report.

The general rule is as follows:

- Planned volume reports are forecasts. They refer to a future period.
- Actual volume reports refer to the past.

How do I submit a planned volume report (forecast report)?

What matters is the period for which you would like to submit a report as defined in your system participation agreement:

- If the report you have submitted to your system operator or system referred to a period in the current year, then you have to submit an 'intra-year volume report' with the LUCID Packaging Register. In this case, you will have to specify the exact reporting period. If your system participation agreement covers the current year in its entirety, then your reporting period is January to December.
- If your report and/or your system participation agreement refers to the following year, then you have to submit an 'initial planned volume report'.

How do I report my actual volume for the past year?

- Before 1 June of any given year, submit a 'year-end volume report'.
- Starting 2 June of any given year, submit a 'supplementary volume report'. This is the only type of report that adds to a previous report, but does not replace it. Simply enter the difference between the actual volumes and the year-end volume report, i.e. the report that you have already submitted and that now needs to be corrected.



Does your system participation agreement require you to submit reports to your system every month, every three months or every six months? If so, then you have to file the exact same report as an 'intra-year volume report' in the LUCID Packaging Register.

How to submit data reports reported to your system to the LUCID Packaging Register

Use your login credentials to sign in to the LUCID Packaging Register. You will then be brought to your profile's landing page, the LUCID dashboard.

1. Click 'Submit data report' in the 'Data reporting' tile

→

 **Data reporting**
 Submit or view data report
 Submit data report >
 View submitted data reports >

2. Click the 'Start' button in the tile for your report type.

→

Initial planned volume report
 Start >
 Explanation >

Intra-year volume report
 Start >
 Explanation >

Year-end volume report
 Start >
 Explanation >

Supplementary volume report
 Start >
 Explanation >

3. Choose the period for which you filed the report with your system operator.

→

Enter data report
 Reporting period
 2024 ▾

4. Choose the system with which you have concluded your system participation agreement, then enter your packaging volumes.

→

Volumes of material types (in kg, stated to three decimal places, tonnes must be converted to kg. List can be moved with scroll bar.)

			Other system operator 
System operator	System 1 ▾	System 2 ▾	Select ▾
Glass	0.000 kg	0.000 kg	
Paper, paperboard, cardboard 	0.000 kg	0.000 kg	
Ferrous metals 	0.000 kg	0.000 kg	
Aluminium 	0.000 kg	0.000 kg	
Beverage carton packaging 	0.000 kg	4562.000 kg	
Other composite packaging 	0.000 kg	0.000 kg	
Plastics	5623.000 kg	7.000 kg	
Other materials 	0.000 kg	0.000 kg	

< Cancel
 Review >

5. Then click 'Review' followed by 'Save' in the summary to log your entries.



You can access and review the data reports you have submitted to the LUCID Packaging Register at any time by logging in and clicking 'View submitted data reports' in the 'Data reporting' tile. An overview of your reports is displayed. To access a particular data report, click 'Details' next to the report. This is also where you can find out whether and how a correction can be made.