



## Suffolk Coastal Port Health Authority

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## Plastic Declaration Document (PDD) completion guidance

### Validation and Submission

- The declaration may be saved at any point during completion; this will not allocate a reference number or submit it to the declared point of entry.
- Once the form has been fully completed it may be submitted.
- Validation is undertaken on submission and any errors in the information required will be identified.
- On submission a reference number will be allocated and the declared point of entry notified.
- The declaration should be printed, signed and forwarded to the relevant declared point of entry with the relevant supporting commercial documents and analytical reports. A Declaration bearing the **original** signature of the importer is required.

### Completing the PDD Document

1. **Certificate number** – automatically generated on submission of the PDD.
2. **Declared Point of Entry** - select the relevant point of entry. Electronic pre-notification from PHILIS can only be done for arrivals at the Ports in the drop down list. A full list of designated ports who can receive Chinese / Hong Kong kitchenware is maintained by the Food Standards Agency.
3. **Name And Full address of natural or legal person issuing the Declaration** – The legal requirement is for the importer to complete the Declaration form. This section should contain details of an individual from the importing organisation who is authorised to sign such documents on behalf of their company. The details in this section should match the details in signatory section.
4. **Name and address of business operator which manufactures the plastic kitchenware** - enter the details of the manufacturer(s) in China / Hong Kong of the plastic kitchenware. This organisation is responsible for ensuring that the requirements of plastic regulations are met during the manufacturing process for products to be placed on the EU market.

*Multiple entries can be made, to enter details click **Add** then additional operators can be added by repeating the process.*

5. **Name and address of the business operator responsible for the first introduction in the union of the consignment** – enter the details of the organisation responsible for importing the goods into the EU. This organisation is responsible for ensuring the plastic kitchenware it imports into the EU complies with the regulations on food contact materials. This may or may not be the same organisation as the importer.

### Identification code of the consignment:

6. **CN code** – a link to the code covered is provided at the side of the box, click on this to enter this code into the box. Our Declarations will only deal with the 8 figure CN code despite the new 10 figure customs commodity heading (3924 10 00 11) for consignments which are covered.
7. **Country of Origin** - Select China or Hong Kong from the links at the side to denote the country of origin of the plastic kitchenware or where it has been consigned from
8. **Container(s)** - Enter details (container number/seal details) of the container(s) within the consignment covered by this Declaration

### 9. Type and number of articles in the consignment:

- **Type** - Enter details of the plastic products covered by this Declaration e.g. Children's melamine sets, Nylon kitchen utensils – serving spoons, pasta servers, fish slices. Details of each product covered by the declaration must be entered.
- **Quantity** – enter the total number of cartons / packages of product covered by this Declaration

### 10. Declaration on type of kitchenware in consignment – select the correct material of the products entered in the **Type** section. This can be either polyamide **or** melamine.

- **Polyamide** - enter the limit of detection for the analysis method used (this information should be available on the analytical test documentation). Copies of the Analytical test/s and commercial documentation (copy bill of lading, invoice & packing list) should be submitted to the Authority with the Declaration. The analytical test documents should give details of the results of test/s carried out and a description of the method of analysis.
- **Melamine** - Copies of the Analytical test/s and commercial documentation (copy bill of lading, invoice & packing list) should be submitted to the Authority with the Declaration. The analytical test documents should give details of the results of test/s carried out and a description of the method of analysis.

### 11. List of Documents annexed – provide details of the analytical test document/s included with the declaration.

- Select analytical report from the drop down box for document types; enter the reference number for the document and its date of issue.
- Multiple entries can be made - click **Add** then additional documents can be added by repeating the process.
- It is not necessary to include details of commercial paperwork (bill of lading, invoice, packing list) submitted with the Declaration in this section.

**12. Signatory Section** – enter details of:-

- the place (town / city) where the signatory has completed / signed the Declaration,
- the date the Declaration was completed,
- the name of the person signing the Declaration and their full address / contact details.

*Note:-* The signature box remains blank for the pre-notification stage. The Legislation requires the importer to sign Declaration documents submitted to us. The Importer is the business operator importing the goods into the EU. This operator takes the responsibility for ensuring the requirements of plastics regulations and in particular the requirements of Regulation 284/2011 covering the Chinese & Hong Kong kitchenware are met.

**13. Charges for the consignment** – this is a mandatory field. The information provided will be used for administration purposes and will not appear on the printed PDD document.

The printed document will show the **Competent Authority Declaration** as Section 13 – this is for completion by the verifying Authority on completion of the checks.