

## Contents

<b>1</b>	<b>Dear member company of ICT Producer Co-operative.....</b>	<b>3</b>
<b>2</b>	<b>Glossaries .....</b>	<b>4</b>
<b>3</b>	<b>Producer responsibility of EEE (electrical and electronic equipment) .....</b>	<b>5</b>
	3.1 What does producer responsibility mean? .....	5
	3.2 Is our company a producer? .....	5
	3.3 What does the producer association do on behalf of the producer? .....	5
	3.4 Producers' obligations .....	6
	3.5 Device Categories .....	7
	3.6 Managing Producer Responsibility in Other EU Countries.....	8
	3.7 Other producer responsibilities.....	8
	3.7.1 Batteries included in EE equipment fall under responsibility of battery and accumulator producers....	8
	3.8 Summary of producer responsibilities and reporting obligations made through producer associations of Elker: .....	9
<b>4</b>	<b>Definition of devices for household (B2C) and professional (B2B) use .....</b>	<b>9</b>
<b>5</b>	<b>Certifications and Marketing of Producer Responsibility .....</b>	<b>10</b>
<b>6</b>	<b>Product labeling .....</b>	<b>10</b>
<b>7</b>	<b>Reporting to Producer association .....</b>	<b>11</b>
	7.1 How do I report the weight of the product? .....	12
	7.2 What is a definition of placing on the market? .....	12
	7.3 Delivery of annual follow-up data .....	12
	7.3.1 Distance Sellers.....	12
	7.4 Reporting of devices, placed on the Finnish market, in online system.....	13
	7.4.1 Reporting periods .....	13
	7.5 Using the reporting system .....	14
	7.5.1 Password change .....	14
	7.5.2 Forgot password.....	14
	7.5.3 Updating user information .....	15
	7.5.4 New username.....	16
	7.5.5 Adding a new company to producer responsibility.....	16



7.6	Entering data for reporting.....	16
7.6.1	Menu of the Reporting Period.....	17
7.6.2	Filling in the form.....	18
7.6.3	Kilograms or pieces?.....	18
7.6.4	Nothing to report in some period .....	19
7.7	Completion of the form – Household/Dual-Use devices(B2C).....	19
7.8	Completion of the form – devices suitable for professional use (B2B).....	19
7.9	Completion of the form - Company that produces devices suitable for both household and for professional use solely (B2C+B2B) .....	20
7.10	Corrections made to the report afterwards.....	20
7.10.1	Correcting the report that has not been charged yet .....	20
7.10.2	Making corrections afterwards in the report that was charged .....	20
7.11	Logout and Missing Reports Notification .....	21
<b>8</b>	<b>Operating instructions for B2B Producer Members .....</b>	<b>21</b>
8.1	B2B Member Reporting and Registration .....	21
8.2	Recycling of B2B devices.....	21
<b>9</b>	<b>Privacy statement.....</b>	<b>23</b>
<b>10</b>	<b>Links .....</b>	<b>24</b>



## 1 Dear member company of ICT Producer Co-operative

Every company is responsible to act for the benefit of the environment and to promote the circular economy. Welcome to join our team of responsible companies!

As a member of the ICT Producer Co-operative, your company manages its producer responsibility for electrical and electronic equipment centrally through the producer association. The supervisory authority, Pirkanmaa Centre for Economic Development, Transport and the Environment, will be notified about the members of ICT Producer Co-operative. Members of ICT Producer Co-operative are registered in the Centre for Economic Development, Transport and the Environment's producer register under ICT Producer Co-operative registration number PIRELY/554/07.00/2010. Upon joining the association as a member, your company commits to the [Regulations of ICT Producer Co-operative](#).

ICT Producer Co-operative has co-founded a service company, Elker Ltd, with the SELT Association and FLIP Association, which are other producer responsibility associations. Elker Ltd organizes collection operations, reporting, financial management, cost sharing and other tasks, assigned to it by producer associations. ICT Producer Co-operative does not employ its own staff. Elker Ltd employees will help you with affairs regarding producer responsibility:

Member support, EEE producer compliance, product categories	<b>Sini Jääskeläinen</b> +358 10 249 1709 membersupport (a) elker.fi / sini.jaaskelainen (a) elker.fi
Finance and operational issues, ID-numbers for retailers, invoicing	<b>Heikki Kemppainen</b> +358 10 249 1703 heikki.kemppainen (a) elker.fi
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Representative Agent for ICT Producer Co-operative -TY, communications	<b>Elina Tanskanen</b> (Available mainly before midday) +358 10 249 1706 elina.tanskanen (a) elker.fi
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Managing director	<b>Sakari Hietala</b> +358 10 249 1701 sakari.hietala (a) elker.fi

We inform our member companies of current issues and changes in the industry. We ask you to keep your contact information up to date. Please notify us of any changes through the reporting

system or by e-mail *membersupport (a) elker.fi*. To ensure reliable communication and make sure that the messages do not end up in spam folder, please add **no-reply (a) elker.fi** to the list of trusted addresses in your email. (Replace character (a) with @.)

## 2 Glossaries

**B2B product:** A product designed for professional use. Electrical and electronic device, applicable for use solely in professional setting (e.g. for industry). A device that does not meet the definition of a B2C device. See paragraph 4 [Definition of devices for household and professional use](#).

**B2B Producer:** A company that manufactures or imports devices, applicable solely for professional use, to the Finnish market (does not manufacture or import any B2C equipment to the Finnish market). See paragraph 4 [Definition of devices for household and professional use](#).

**B2C product:** Consumer product. Electrical and electronic device, which can be used in households without any modifications. Whether the product was sold to a household or to a company is not relevant, meaning that the channel of sale or delivery is not important in order to determine the category of the device. See paragraph 4 [Definition of devices for household and professional use](#).

**Dual-Use Device:** A device that can be used both in households and in professional setting. Dual-Use devices are reported as products suitable for household use. See [Act amending the Waste Act 6 § Other definitions 3 a](#)).

**Producer:** Regardless of the sale method, any physical or legal person who: a) manufactures, orders designs for, or makes manufactured, and markets electrical and electronic devices under its own brand name; b) sells devices, produced by others under its own name or trademark; (c) puts on the market the devices that are professionally manufactured in another member state or in a third country; (d) sells equipment electronically, or remotely, directly to households and to other consumers in another member state or to a third country; (e) is located in another member state of the Union, or in a third country, and from that location sells devices directly to users in Finland remotely. The definition of a producer, in this regulation, does not apply to those who only offer financing based on the financial agreement, unless they also operate as a producer, according to one of the aforementioned definitions. See [Regulation of the Government of State on Electrical and Electronic Device Waste 2 § Definitions](#).

**Producer responsibility:** Producers and importers are obliged to organize the waste management of their devices at their own expense, when the devices are disposed. According to the [Chapter 6 of the Waste Act \(646/2011\)](#), producer responsibility is a legal obligation. In this manual, producer responsibility means the responsibility of a producer of electrical and electronic equipment.

**WEEE:** Waste Electrical and Electronic Equipment = Electrical and electronic device that is waste, according to [Waste within the meaning of Section 5 of the Waste Act](#) and including all the

components, component assemblies and materials that wear and are a part of the product when it is taken out of use ([Regulation of the Government of State 2 § Definitions](#)).

**EEE:** Electrical and electronic equipment is a device that requires electric power or electromagnetic field in order to operate properly, or a device that is intended to produce, transfer or measure such power or field, and is designed for use with alternating voltage with limit not exceeding 1000 Volt for alternating current and 1500 Volt for direct current. [Regulation of the Government of State on Electrical and Electronic Device Waste 519/2014, 2 §](#)

**Pirkanmaa Centre for Economic Development, Transport and the Environment:** Authority that supervises producer responsibilities.

**WEEE /EEE Directive:** The WEEE Directive is a [Directive](#) on electrical and electronic equipment.

### 3 Producer responsibility of EEE (electrical and electronic equipment)

#### 3.1 What does producer responsibility mean?

Producers and importers are obliged to organize the waste management of their devices, at their own expense, when the devices are disposed. In other words, the producer of electrical and electronic equipment organizes collection, reuse, recycling and waste management of the products it delivers to the market and is also responsible for expenses associated with them. Producer responsibility is based on the EU WEEE Directive and Finland's waste legislation and began in mainland Finland on 13 August 2005 and in Åland on 1 January 2007.

#### 3.2 Is our company a producer?

Producer responsibility applies to the companies that either produce or sell EEE on the European Union market. Additional information is available in section [Producer](#), as well as the link to the Regulation of the Government of State, which contains more detailed definition of the producer.

A list of EEE according to producer responsibility can be found in the Regulation of the Government of State 519/2014, [Annex 2](#). Producer responsibility also covers those EEE components, component assemblies and materials, which end-user installs or gets installed to an EE equipment.

The legislation also covers gas discharge lamps, fluorescent lamps (mercury, mixed light, sodium and multi metal lamps, as well as various plug in and energy saving lamps) and LED lamps. Incandescent, halogen and automotive lamps are not covered by producer responsibility.

#### 3.3 What does the producer association do on behalf of the producer?

The easiest way for a company to fulfil its producer responsibility obligations is to join a producer association, which puts out to tender such services, as collection points, transportation, reporting, reuse, and waste management for the member company, as well as makes the service

contracts with municipalities and firms in the industry and handles the required information notices and reporting to the authorities.

**Producer association:**

- Arranges the separate collection, necessary storage and delivery to the pre-processing facility for waste electric and electronic equipment that needs to be gathered. It maintains a nationwide collection network, so that the last user of the product gets a reasonable opportunity to dispose of the product, which needs to be discarded, for reuse, recycling or other waste management.
- Provides pre-processors and household users with the information on collection systems and locations. Informs and advises consumers on how to reduce the of waste and its harmfulness, as planned.
- Ensures that the producer responsibility obligations are shared between producers equally. Charges are scaled based on the environment and taking into consideration sustainability, reparability, reusability, recyclability and occurrence of harmful substances.
- Makes sure that the collection goals are met.
- Maintains the required member, product and other data in the public network.
- Reports annual follow-up data to the supervising authority (Pirkanmaa Centre for Economic Development, Transport and the Environment).
- Provides the supervising authority with sufficient guarantee of compliance with waste management obligations, such as recycling insurance or closed bank accounts, in regard of appliances used in households.
- Prepares a self-supervision plan for implementation of obligations set in law for the supervising authority from 1.1.2023.

### 3.4 Producers' obligations

**The producer must:**

- Report the data to the producer association quarterly about products, which were put on the market.
- Mark the products, put on the market, with the separate recycling label. For more information, see [Product labelling](#).
- Handle producer responsibility separately for each section of producer responsibility (e.g.. in addition to EEE, batteries and packaging). More on the subject in [3.7 Other producer responsibilities](#).

- Appoint an authorized representative for each destination country, if it sells EEEs remotely to other EU countries. More on this topic in [3.6 Managing Producer Responsibility in Other EU Countries](#).

If the producer's product range includes devices, intended solely for professional use (B2B), it may, as an exception, join the producer register of the Pirkanmaa Centre for Economic Development, Transport and the Environment, and personally organize the recycling, reuse and other waste management of the imported and manufactured devices that are disposed. Only a producer, who meets strict criteria, will be accepted into the register.

### 3.5 Device Categories

ICT Producer Co-operative is responsible for implementation of recycling responsibilities of producers and importers of electrical and electronic equipment that are members of the producer association and, among others, is responsible for the following equipment:

- Information and telecommunications devices
- Cell phones and other telephones
- Display terminals, monitors and television devices
- Consumer electronics and solar panels

As a member of ICT Producer Co-operative, the company can also handle its producer responsibility for other devices:

- Heating and cooling equipment (SELT Association)
- Small appliances such as hair trimmers, coffee makers, watches, radios (SELT Association)
- Light fittings (SELT Association)
- Electrical and electronic tools (SELT Association)
- Toys, leisure and sports equipment (SELT Association)
- Medical Devices (SELT Association)
- Monitoring and surveillance devices (SELT Association)
- Vending machines (SELT Association)
- Lamps (FLIP Association)

The service company Elker Ltd is co-owned by producer associations that produce the above-mentioned devices, by ICT Producer Co-operative, FLIP Association and SELT Association. An internal clearing system works between the producer associations enables the reporting and cost allocation to the correct product groups in accordance with the matching principle of device groups, managed by the ICT Producer Co-operative and FLIP Association and SELT Association members.

### 3.6 Managing Producer Responsibility in Other EU Countries

If your company produces EEE for the markets of other European Community Member States in addition to Finland, the company must check if the producer responsibility obliges your company in those countries. For each country, producer responsibilities must be handled according to the regulations of that country. A producer selling EEE, remotely to other EU countries, straight to the end user, must appoint an [authorized representative](#) in the destination country.

The service company Elker is a member of the collaboration network WEEE Europe AG, which includes most European countries. More information about WEEE Europe and its services for ICT Producer Co-operative members: [European collaboration](#)

### 3.7 Other producer responsibilities

In addition to electrical and electronic equipments, producer responsibility applies to manufacturers and importers of the following products: vehicles, tires, batteries, accumulators, paper products and packaging. On the Environmental Administration website, in online services, you can check, if other producer responsibilities specified in the Finnish Waste Act apply to your company: [Producer responsibility in waste management](#)

#### 3.7.1 Batteries included in EE equipment fall under responsibility of battery and accumulator producers

Batteries and accumulators contained in electrical and electronic equipment fall under responsibility of battery producers. Producer responsibility for batteries and accumulators cannot be handled through a producer responsibility transfer agreement with ICT Producer Co-operative. Batteries and accumulators fall under separate legislation, therefore the companies that put EEE containing batteries and accumulators on the Finnish market must register as producers of batteries and accumulators. Recser Ltd is a producer association for companies that put portable batteries and accumulators on the Finnish market. More information about Recser: [www.paris-tokierratys.fi](http://www.paris-tokierratys.fi) and [info \(a\) recser.fi](mailto:info(a)recser.fi) .

Accumulator recycling Akkukierrätys Pb is the only producer association for automotive and industrial lead-acid batteries approved in Finland. In order to report these items, joining Akkukierrätys Pb, as a member of the producer association, is required. More information about Battery Recycling Akkukierrätys: [www.akukierratyspb.fi](http://www.akukierratyspb.fi) and info (a) batterykierratyspb.fi.

ICT Producer Co-operative, Recser ja Akkukierrätys Pb are using the same reporting system of Elker Ltd, in order to make the reporting of EEE, batteries and accumulators, and lead-acid batteries, less complicated.



### 3.8 Summary of producer responsibilities and reporting obligations made through producer associations of Elker:

Devices manufactured / imported by the company	Producer status	Producer association	Reporting obligations
EEE suitable for household use	WEEE - B2C	SELT/ICT/FLIP (depending on WEEE category)	<ol style="list-style-type: none"> <li>1. Report the B2C devices put on the market (4/year)</li> <li>2. Annual report on EEE (EU distance selling directly to end users)</li> </ol>
EEE suitable solely for professional use	WEEE - B2B	SELT/ICT (depending on WEEE category)	<ol style="list-style-type: none"> <li>1. Report the B2B devices put on the market (4/year)</li> <li>2. Annual report on EEE (EU distance selling directly to end users)</li> </ol>
EEE suitable for household use AND EEE suitable for professional use	WEEE - B2C+B2B	SELT/ICT/FLIP (depending on WEEE category)	<ol style="list-style-type: none"> <li>1. Report the B2C and B2B devices put on the market (4/year)</li> <li>2. Annual report the EEE (EU distance selling directly to end users)</li> </ol>
Portable batteries and accumulators (external or internal) Portable industrial accumulators Portable lithium automotive accumulators	B&A	Recser (requires separate registration)	Report the amount of B2B devices put on the market (4/year)
Automotive and industrial lead-acid accumulators	B&A	Akkukierrätys Pb (requires separate registration)	Report the amount put on the market (quarterly or semi-annually)

## 4 Definition of devices for household (B2C) and professional (B2B) use

A product suitable for household use is a product that can be used in households (B2C) without any modification. Products that do not meet this criteria are company products (B2B). It is irrelevant, whom the product was sold to - to a household or to a company. It does not make any difference either, if a company sells products to the consumers directly or, for example, through a dealer or another company, etc.

All lamps are classified as products suitable for household use.

Examples of products suitable for household use:

- all PC and tablet devices
- all small household appliances
- electric sauna stoves, heating appliances and air heaters
- all lamps covered by WEEE Directive
- electric tools
- TVs, displays and solar panels

- printers, faxing machines and multifunctional printers suitable for household use

Examples of company products:

- servers
- soft drink, candy and game machines
- large format business printers, copiers unsuitable for household use
- hospital devices

## 5 Certifications and Marketing of Producer Responsibility

For marketing purposes, the company that properly manages its producer responsibility, is advised to get a membership in a producer association. The fulfilment of producer responsibility can be mentioned on company's website, in the customer magazine and product brochures, among others. For this purpose the logo of the producer association can be obtained from Elker.

Members of ICT Producer Co-operative can request a certificate as a proof of membership in the producer association. The certificate shows the member number of the company and the registration number of the producer association at the Pirkanmaa Centre for Economic Development, Transport and the Environment. Members of ICT Producer Co-operative are registered in the Centre for Economic Development, Transport and the Environment's producer register under ICT Producer Co-operative registration identification number.

Elker provides PDF certificates in Finnish, English and Swedish. The certificates contain the signatures of the Chairman of ICT Producer Co-operative and the CEO of Elker. Certificates are free of charge to the member company and can be requested from Elker by e-mail at *membersupport (a) elker.fi*.

## 6 Product labeling

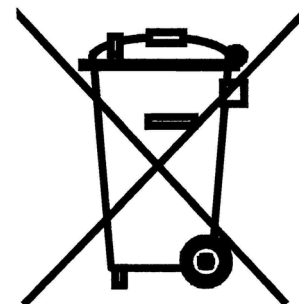
'The producer must ensure that EEE, placed on the market on or after 14 August 2005, is labeled as placed on the market on or after the mentioned date. If necessary due to the size or functionality of the device, the symbol referred to in section 1 moment 1 may, in exceptional cases, be put on the packaging, in the manual, and in the warranty information of the device.'; (Source: [Regulation of the Government of State Electrical and Electronic Equipment Waste, §11 Labeling of Electrical and Electronic Equipment](#)).

The producer must ensure that the EEE, brought by him to the market after 13 August 2005, contains a label, showing the manufacturer of the device that has placed it on the European Community market. The label of the device must also show that it has been placed on the market after this regulation came into force. These labels are required for WEEE processing operators.

The WEEE Directive requires that the electrical and electronic equipment that it applies to is labeled with a separate collection image (a crossed trash bin with wheels), so that the device user

is aware of the device with this icon, defined by the directive, is collected separately from other waste. **A WEEE label does not mean that the producer's responsibility for this specific has been taken care of.**

*The image of crossed trash bin with wheels shown in the picture, placed on electrical and electronic equipment, must be noticeable, readable and permanent. In special cases, due to the size or functionality of the product, a separate collection label may appear on the packaging, the user manual and the warranty certificate of the device.*



## 7 Reporting to Producer association

ICT Producer Co-operative reports electrical and electronic devices put/manufactured for the Finnish market. Members of the producer association submit quarterly notifications to the producer association about EE equipment placed on the Finnish market (mainland Finland and Åland Islands), both for household equipment and for professional devices. Based on these reports, ICT Producer Co-operative charges member companies for recycling fees of the devices suitable for household use, which covers the cost of collection, transportation and pre-processing of EEE. In addition, once a year EU remote sales data is separately collected for the purposes of the annual report for authority (number of remote EEE sales to another EU Member State).

The activities of producer associations are non-profit, and recycling charges are calculated according to the matching principle, matching recycling costs for each device category. Recycling charges are shown in the reporting system, and a list of separate recycling charges will also be sent to member companies by email at the end of the year.

If the company had placed electrical and electronic equipment on the Finnish market before joining the producer association already, the reports of recycling charges for devices suitable for household use, placed on the market, must be filled for the current calendar year retrospectively. If the producer responsibility has been taken care of through another producer association before joining, the company begins to report to ICT Producer Co-operative starting on the date of the company's transfer of its producer responsibility to be handled through ICT Producer Co-operative.

According to the State [regulation based on contribution](#), B2B producers that are in the producer register of Pirkanmaa Centre for Economic Development, Transport and the Environment do not pay recycling fees, only the reporting fee. Therefore, reporting to the Centre for Economic Development, Transport and the Environment does not remove the payment obligation of the recycling fees for household products to the producer association. Read more about the producer

register of the Pirkanmaa Centre for Economic Development, Transport and the Environment under [8.1 Reporting and registration of a B2B member](#).

### 7.1 How do I report the weight of the product?

Weight is reported as the net weight of the product, without packaging, instruction manual and supplementary parts, not covered by the WEEE Directive. The weight of the product must be reported without the weight of included battery or accumulator. Reporting of loose batteries and accumulators, and batteries and accumulators that are included in devices, requires registering in the battery and accumulator producer association. More information on battery and accumulator producer responsibility: [www.paristokierratys.fi](http://www.paristokierratys.fi) and in a user manual section [3.7.1 Batteries included in EE equipment are covered by battery and battery producer responsibility](#).

### 7.2 What is a definition of placing on the market?

The products are reported as placed on the market either after they have been brought into own warehouse/sold to the Finnish warehouse of the wholesaler, or after the imported/manufactured products have been sold to the dealer/end user. The report method may be chosen according to the business operation mode. However, the main issue is when the product is placed to the next stage. For groups with extremely high rotation this is not very important either.

### 7.3 Delivery of annual follow-up data

Each producer must report annual follow-up data to ICT Producer Co-operative in order for the producer association to make sure, that the statutory follow-up data is submitted to the authorities by the due date.

ICT Producer Co-operative reports the follow-up data, collected from member companies, by device category and type to the Pirkanmaa Centre for Economic Development, Transport and the Environment. The Pirkanmaa Centre for Economic Development, Transport and the Environment uses data, reported by producers and producer associations, to compile national statistics and reports, which are regularly submitted to the European Commission. This way a member company, that handles its producer responsibility through a producer association, does not have to personally file a separate report of the follow-up data to Pirkanmaa Centre for Economic Development, Transport and the Environment.

#### 7.3.1 Distance Sellers

In addition to the reporting listed above, member companies use a separate reporting link in order to make reports based on a weight annually, with the following data from the previous year.

- Distance selling = amount of electrical and electronic devices, sold directly to end-users *remotely* in another EU Member State.

Other information required for the annual report submitted to the authority ICT Producer Co-operative compiles the information, that the producers provided in online reporting system (4-year reports).

The reporting contact person of the member company gets an invitation and a link to the annual EU distance sales reporting of the producer association. The annual reporting link is used to collect statistical information for the authorities, and the member company will not be charged for this report. The EU distance selling data is submitted to the producer association in February or March through a link, and then the producer associations report the collected data to Pirkanmaa Centre for Economic Development, Transport and the Environment on behalf of their members by the set deadline.

According to the decision of the producer association's board of directors, the producer association charges a default fee in case the member company fails to provide EU distance selling information on time. Due to very short reporting period to the next supervisory authority, and since the delay in getting data from the producer companies for compiling the report requires significant amount of extra work, the fee for the missing data is €1000.

## 7.4 Reporting of devices, placed on the Finnish market, in online system

Reports of EE devices placed on the Finnish (and Åland) market are filled out in online reporting system, which can be accessed by the reporting contact person using the provided password. Each three-month reporting period must be submitted in a separate form. Periods may not be combined in the same form. Devices placed both on the mainland Finland and Åland markets are listed in the reports.

If during any reporting period the company has not put on the Finnish market any EE devices, covered by the directive, the company must still submit a report and enter 0 amount in the report form for that period. Otherwise, an open report for that specific period will stay in the system and bill with a reminder fee will be sent to the producer.

### 7.4.1 Reporting periods

ICT Producer Co-operative members submit reports according to the following reporting periods:

- 1.01.-31.03. (report by 30.04.)
- 1.04.-30.06. (report by 31.07.)
- 1.07.-31.09. (report by 30.10.)
- 1.10.-31.12 **Note** Due to the tight financial reporting schedule of ICT Producer Co-operative in the beginning of the year, it is recommended that the report for this period is submitted by 15.01, if possible, but no later than 31.01.

The report for each reporting period must be submitted by the end of the month following the reporting period. According to the decision of the Board of Directors of ICT Producer Co-operative, the producer association charges companies a reminder fee of 150 euros, if the report is one

week overdue. The reporting company will have five weeks in total to complete the report before getting the reminder fee bill.

## 7.5 Using the reporting system

Login at <https://elker.prime.fi/>. The login page can also be found on Elker's website frontpage. Enter email address in the *ID* field and password sent by email in the *Password* field. In *The window size* menu you can select *Do not change* or *Full screen*. *Do not change* opens the reporting system in the same window and *Full screen* in a whole new window (pop-up window). If you select *Do not change*, do not use the Back button in the browser for reporting, but navigate through the reporting using only the buttons in the reporting portal. Press *In*.

If the window flashes on the screen, but the reporting system does not open after pressing the *Enter* button, your browser probably has blocked pop-ups and you attempted to log in with the window size set to *Full screen*. To try logging in again after selecting *Do not change* in *Window size* menu.

When you first log in to the reporting, the system will ask you to change your password.

### 7.5.1 Password change

After you log in to the system for the first time, you will be asked to change the password.

The new password must meet the following conditions:

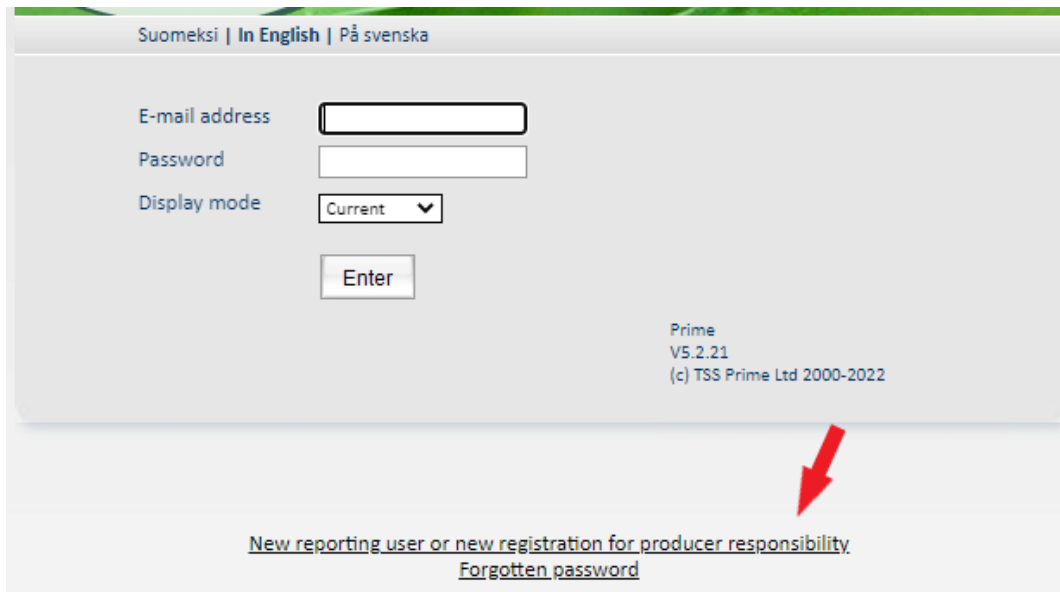
1. Contain **uppercase letters**
2. Contain **lowercase letters**
3. Contain **numbers**
4. Contain **at least 8 characters**

The system does not accept the passwords that do not meet **all four of the above conditions!** The password can be, for example, "Pekka123". After you change the password, you may proceed with reporting. **Note.** Do not use a comma (,), dot (.) or hyphen (-) as special characters.

### 7.5.2 Forgot password

If you forget your password, you can get a new one by pressing the *Forgotten password* link under the login menu. Fill in your email address in the *User name* field that appears and press *Send*.

If you do not receive the password by email, please check the spam folder. If the messages in the reporting system end up in spam folder, add **no-reply (a) elker.fi** to the list of trusted senders (replace (a) with @). If the password does not arrive in your email and is not found in the spam folder, you can contact member services *membersupport (a) elker.fi*. If you are copying a password from a message, make sure you do not copy empty spaces in the beginning or the end of the password.



Suomeksi | **In English** | På svenska

E-mail address

Password

Display mode

Prime  
V5.2.21  
(c) TSS Prime Ltd 2000-2022

[New reporting user or new registration for producer responsibility](#)  
[Forgotten password](#)

### 7.5.3 Updating user information

After logging in you can update user information in the *Own information* tab. Select *Edit* and, after making the necessary changes, press *Send Information* at the bottom of the page. You will be notified when the change request is processed. If the reporting contact person changes completely, fill the new user's contact information in *Own information* and press *Send Data* at the bottom of the page. The request will be processed by Elker's membersupport and the new contact person will get more detailed instructions.



#### Own information

First name

Last name

E-mail


Phone

#### 7.5.4 New username

If you need a new username for the reporting system, press *New reporting user* or *new registration for producer responsibility* on the login page below the login menu and complete the requested information. Please confirm your registration by following the link sent to your email, which is valid for 30 minutes. Then confirm your registration with the pin code sent to the mobile number provided by you. After getting the password in text message you will be able to log in to the reporting system with your new username.

After logging in to the reporting system, press the *My Information* button in the upper right corner and then the *Edit* button. Enter your company name and business ID in the form and press the *Submit Data* button. Once the new reporter's details are checked with the company, you will receive a confirmation message and reporting instructions by email.

**Add a company to producer responsibility or search with a business ID from those who have previously registered**

Name	y-id	Role
<input type="text"/>	<input type="text"/>	Reporter 
<input type="button" value="Search"/>		
<input type="checkbox"/> Add secondary trade names and subsidiaries		

#### 7.5.5 Adding a new company to producer responsibility

It is possible to state that a new company needs to become a member of the producer association, or to notify about the changes in the producer responsibility obligations of an existing company in the reporting system. Log in to the system and select *Own information*. Please fill in the company information in the field *Add company to producer responsibility or search by business ID from those who have previously registered*. Member support will contact you for confirmation.

You can add a new producer responsibility company or edit an existing saved role.

#### 7.6 Entering data for reporting

The items that are placed on the market of **mainland Finland** and **Åland** are submitted separately:

1. **electrical and electronic devices suitable for household/Dual-Use**
2. **electrical and electronic devices suitable for professional use** and
3. **portable batteries and accumulators.**



Each member company reports only the products that fall under producer responsibility in Finland. Devices, exported abroad or purchased from another importer in Finland, do not need to be reported.

**Note.** If the devices reported by your company contain a battery or an accumulator, the weight of the device must be stated in the electrical and electronic devices report without the weight of the battery or accumulator (SELT/ ICT / FLIP). The weight of the battery or accumulator included in the device is mentioned in the battery and accumulator report form (RECSER). This requires a separate transfer agreement of the producer responsibility with Recser Ltd, see [Paristokierrätys](#) and user manual section [3.7.1 Batteries included in EE equipment are covered by the Battery and Battery Producer Liability](#).

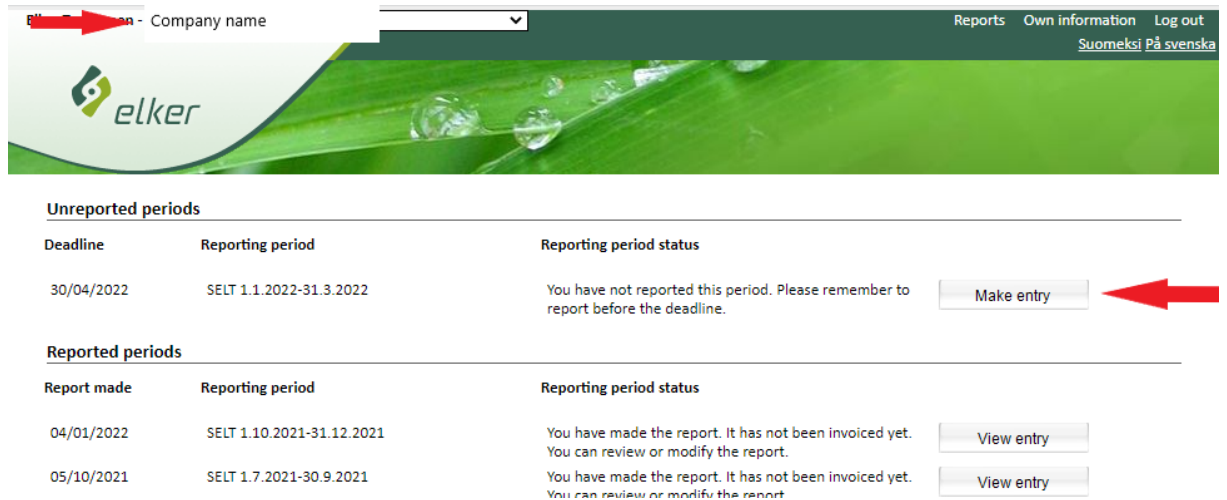
An incomplete report cannot be saved in the reporting system but must be completed in one session. **Be sure to send the completed report before logging out.**

#### 7.6.1 Menu of the Reporting Period

After logging in, a list appears on the screen and is divided into unreported and reported periods. **Electrical and electronic devices reports (SELT/ ICT / FLIP) and battery and accumulator reports (RECSER) are made using separate forms.** In case the company places on the market both electrical and electronic devices as well as batteries and accumulators (including batteries and accumulators included in the equipment), then two reports must be completed for each period: SELT, ICT or FLIP report for electrical and electronic equipment, and RECSER report for batteries and accumulators.

<i>Deadline</i>	Date by which the report is due
<i>Reporting period</i>	The name of the reporting period includes the name of the producer association and the reporting period
<i>Reporting period status</i>	If the notification status is in red, then notification is late
<i>Report made</i>	Date when the report is completed

**Note** If you're reporting on behalf of more than one company, from the drop-down menu at the top left of the page you can choose the company, whose notifications you are processing.



The screenshot shows a web interface for reporting. At the top, there is a navigation bar with 'Reports', 'Own information', and 'Log out'. Below this is a header with the 'elker' logo and a green background image of a leaf with water droplets. The main content area is divided into two sections: 'Unreported periods' and 'Reported periods'.

Deadline	Reporting period	Reporting period status	
30/04/2022	SELT 1.1.2022-31.3.2022	You have not reported this period. Please remember to report before the deadline.	<a href="#">Make entry</a>

Report made	Reporting period	Reporting period status	
04/01/2022	SELT 1.10.2021-31.12.2021	You have made the report. It has not been invoiced yet. You can review or modify the report.	<a href="#">View entry</a>
05/10/2021	SELT 1.7.2021-30.9.2021	You have made the report. It has not been invoiced yet. You can review or modify the report.	<a href="#">View entry</a>

### 7.6.2 Filling in the form

To report data for the specific period, press the *Make entry* button for that period to open the report form. If you want the invoice to contain order number/reference number, you can put it in the *Purchase number* field. The field *Amount* in the forms can be contain the amount of the products of that price group that the company has placed on the mainland Finland and/or Åland Islands market.

#### B2C WEEE II 2. Screens, monitors and equipment containing screens having a surface greater than 100cm<sup>2</sup>

Price group	Price	Continental Finland	Åland islands	Sum
6202 Television equipment (incl. DVD/VHS combinations)	0,1920 EUR/kg	<input type="text" value="0"/> kg	<input type="text" value="0"/> kg	0,00 EUR
6204 LCD and plasma displays (not inclusive of TV screens), monitors, terminal equipment, systems (incl. displays)	0,1400 EUR/kg	<input type="text" value="0"/> kg	<input type="text" value="0"/> kg	0,00 EUR
6205 Laptops and tablets, Notebooks, digital photo frames	-0,0430 EUR/kg	<input type="text" value="0"/> kg	<input type="text" value="0"/> kg	0,00 EUR

### 7.6.3 Kilograms or pieces?

Most amounts of products and product groups are entered in kilograms (kg). Comma (,) is used decimal to differentiate kilograms and grams. Do not use dots as a decimal symbol when reporting the amount - the system will ignore the dot and treat the numbers written this way as whole numbers (i.e- 102.65 kg in the system = 10 265 kg)

All lamps (class WEEE 3), speakers in large devices (WEEE 4) weighing over 10 kg, musical instruments as well as ionizing fire detectors (small appliances, WEEE 5) are reported in piece quantities. Be accurate when reporting those products in amounts, and make sure you always enter only whole numbers not using any weight data or decimal numbers. While holding browser's cursor over any price group, the additional information text about this price group appears on display.

**Make sure to send the completed report before logging out.** The portal does not store the data, entered in the report form, before submitting.

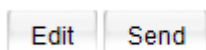
#### 7.6.4 Nothing to report in some period

Certain fields may be left blank, if there is nothing to report for some certain time period. **In any case, a blank form must be submitted**, even if no products were placed on the market during the reporting time period.

### 7.7 Completion of the form – Household/Dual-Use devices(B2C)

If you want the invoice to contain order number, you can enter it in the *Purchase number* field. In the field *Amount* in the form enter the amount of the products of this price group suitable for household use that the company has placed on the mainland Finland and/or Åland Islands market. The devices are listed by WEEE category, and the devices that belong to each device category are listed by the price group under that category. After completing the form, press the *To confirmation Page* button at the bottom of the page to display a summary of the report you have just filled out. Double-check that you entered the correct quantities in each product category.

To correct the report, click *Correct* to return back to the report form. After verifying that the report has the correct information, click *Send*. **Make sure you submit the form before logging out!** The system will not save the information entered in the report form before clicking the *Send* button.



Once you submit your report, the system will redirect you to the Thank you page. *Home* button will bring you back to the reporting system homepage, the reporting period menu.

Upon returning to the Reporting Portal homepage, under the title *Reported Periods* you will find the report you just completed. The reporting portal will send you a receipt notification of the completed report. Receipt notification will contain a summary of the report that you have filled out. Keeping your receipt notification emails is recommended for you, in order to view the reports afterwards.

### 7.8 Completion of the form – devices suitable for professional use (B2B)

If a company places the devices suitable solely for professional use on the Finnish market, the report dashboard will display a list of devices, suitable solely for professional use, by WEEE category. The list be titled "B2B WEEE II 1. Heating and cooling devices intender for professional use". The amount of the products, suitable solely for professional use, is entered in the fields of WEEE categories *Amount*, of the products in this specific WEEE category that the company has placed on the mainland Finland and/or Åland Islands market during this report time period.

After completing the form, press the *To confirmation page* button at the bottom of the page to display a summary of the report you have filled out. Double-check that you have entered the correct quantities in each product category. To correct the report, click *Correct* to return back to the report form. Click *Submit* after verifying that the report has the correct information. **Make sure to submit the form before logging out!** The program does not store the data, filled out in the report form, before *submitting*.



Upon returning to the Reporting Portal homepage, you will find the report you just completed under the title *Reported Periods*. The reporting portal will send you a receipt notification of the completed report. Receipt notification will contain a summary of the report that you have filled out. It's a good idea to keep your receipt notification emails, in order to view the reports later.

## 7.9 Completion of the form - Company that produces devices suitable for both household and for professional use solely (B2C+B2B)

Producers that on the market devices, suitable both for household use and devices, suitable solely for professional use, make a report according to the instructions in the previous sections. The report dashboard for these producers first displays a list of devices suitable for household use (categories titled beginning with B2C WEEE II and price groups under them), then a list of devices suitable solely for professional use (categories titled beginning with B2B, B2B WEEE II...).

Upon returning to the Reporting Portal homepage, you will find the report you just completed under the title *Reported Periods*. The reporting portal will send you a receipt notification of the completed report. Receipt notification will contain a summary of the report that you have filled out. It's recommended to keep your receipt notification emails, in order to view the reports later.

## 7.10 Corrections made to the report afterwards

If you notice that you have made errors in your report, you may correct it afterwards.

### 7.10.1 Correcting the report that has not been charged yet

In the Reported periods menu, select the report you want to correct, click *View report*, correct incorrect data and send the corrected report again.

### 7.10.2 Making corrections afterwards in the report that was charged

If the report that was closed and charged contains incorrect data, you may correct it afterwards. Click *View entry* for the period you want to correct. When you have entered correct data, press *To confirmation page*, double check the data once more, and press *Send*. The corrected report

will replace the report you filled in earlier. A refund charge invoice is issued for that time period bill, and a new one is created using data from the corrected report.

### 7.11 Logout and Missing Reports Notification

After making the reports, log out of the system by clicking *Log out* on the upper side of the screen. If the company has unreported/overdue time periods, the system will ask if you want to log out even if the reports have not been filled in. Please complete your reports for unreported time periods on time.

## 8 Operating instructions for B2B Producer Members

### 8.1 B2B Member Reporting and Registration

Under the new Waste Act (from 19.07.2022), a producer had to join or establish a producer association with other producers by 31.12.2021. Nobody else but producers may join the producer association. The producer association must assume the responsibilities of the producer at the request of the producer if producer's business operations fall under the sector of the producer association. Equal and non-discriminatory conditions, compared to other producers, must be applied to the new producer alike.

Pirkanmaa Centre for Economic Development, Transport and the Environment may accept certain producers into the register, if joining the producer association is evidently unnecessary, considering the type and scope of business operation. It is possible only in rare exceptional cases. According to new requirements, a producer that does not belong to a producer association, must again apply to be included in the producer register on 30.06.2022 at the latest, even if the producer was registered before.

The producer association sends reports on behalf of its members to the authorities, so the member producer does not have to submit the follow-up data of the WEEE separately to the Pirkanmaa Centre for Economic Development, Transport and the Environment. If the producer handles producer responsibility through the producer association, reporting on devices placed on the market takes place four times a year through online reporting portal. Additional information, related to the reporting earlier, in [Chapter 7](#).

### 8.2 Recycling of B2B devices

When a producer wants to bring a B2B device back for recycling, he can use a collection point, organised by Elker for business products, arranged so it meets accepted operating and quality criteria. The company is responsible for its own contract for any additional services, such as transportation costs or data protection services. Collection points are listed on Elker's website: <https://www.elker.fi/en/reception-points-for-business-products/>

Recycling operator processes the devices and send reports of the processing to Elker as well.

It would be a good idea, if a producer makes simple general instructions for disassembly with information about possible raw materials and/or harmful substances used in the device and the way the device should be disassembled.



## 9 Privacy statement

**Registrars (producer associations):** SELT Association, ICT Producer Co-operative -TY, FLIP Association and Recser Ltd

**Personal data is processed by:** Elker Ltd, based on the separate service agreements made with producer associations.

**Mail and physical address:** Teknobulevardi 3-5, 01530 Vantaa

**Phone Number:** 010 249 1700

**Contact person/additional information and inquiries from the register:** Sakari Hietala, sakari.hietala@elker.fi

**Name of the register:** Member register of the Elker grouping by producer association

**Purpose of personal data processing:** Data that makes it possible to fulfill the producer responsibility obligations, according to the requirements and joining agreement, required by rules of the producer association and reporting to the authorities as required by producer responsibility legislation.

### Data content of the register:

- Producer association's member company name and names of the contact person (s), provided by the company
- Address, postal code and place of the member company
- E-mail addresses and phone numbers provided by the member company
- Member company's ID Number
- Member company's enrollment date and Reporting obligation Date
- Information about to the possible expiration of membership and member company's obligations
- Last reported or modified details of the member company and date modified
- Member company POM details and billing information.

### The most common sources of information in the register:

- Joining agreement of a member company in a producer association with attachments
- Information provided by the member company
- YTJ information service

**Disclosure and transfer of register data and data outside the EU or the European Economic Area:** Register data will not be disclosed to third parties and data will not be transferred outside the EU or the European Economic Area (data assurance service) without the specific agreement with the relevant producer association.

**General principles of data processing in the member register by producer associations:** The producer associations of the Elker grouping, or the one operating on their behalf on a contractual basis, process personal data in accordance with the Finnish Personal Data Act valid at the time.

**About using and protecting the data system:** Only the employees of the service company Elker Ltd and the employees of companies acting on behalf of Elker Ltd or producer associations have a right to use the data system information. System users have personal user IDs and passwords. The said persons may use system data only in

the way, required by the agreements and the respective tasks, and those persons are bound by the confidentiality obligation. The data system in use is protected by appropriate data security protection against data security threats and the information is properly secured.

## 10 Links

ICT Producer Co-operative: <https://elker.fi/en/ict-producer-co-operative/>

Elker Ltd – service company for producer associations SELT Association, ICT Producer co-operative, FLIP Association and Recser Ltd: <https://elker.fi/en/home/>

Recser Ltd - producer association for portable batteries and accumulators: [www.recser.fi](http://www.recser.fi), [www.paristokierratys.fi](http://www.paristokierratys.fi)

ICT Pruducer Co-operative rules: <https://elker.fi/en/ict-producer-co-operative/regulations-for-ict-producer-co-operative/>

Finnish Waste Act 646/2011: [www.finlex.fi/fi/laki/alkup/2011/20110646](http://www.finlex.fi/fi/laki/alkup/2011/20110646)

Government Decree on Electrical and Electronic Equipment Waste 519/2014: <https://www.finlex.fi/fi/laki/ajantasa/2014/20140519>

Pirkanmaa Centre for Economic Development, Transport and the Environment, supervisory authority: <https://www.ely-keskus.fi/web/tuottajavastuu/>

WEEE Europe AG: <https://www.weee-europe.com/en/>

[Recycling fee price list](#)