



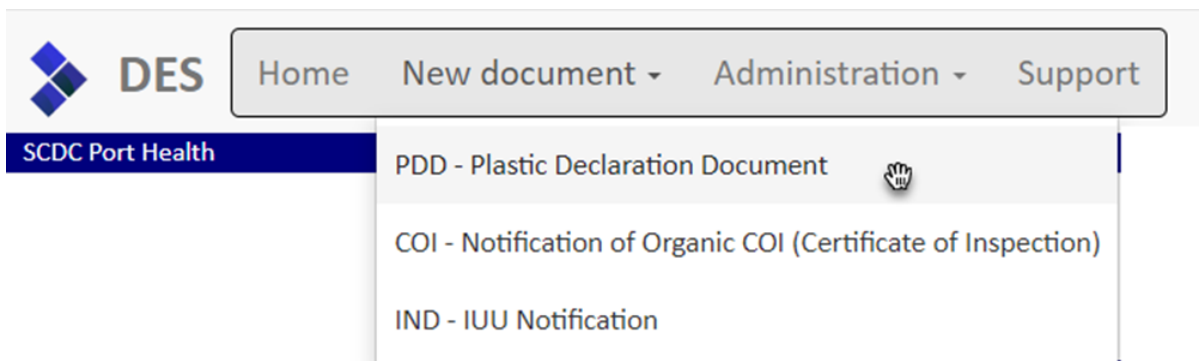
Plastic Declaration Document on PHILIS DES



Guidance of how to complete a Plastic Declaration Document (PDD)

Homepage

To create a PDD notification for submission, from the PHILIS DES Homepage click on **New Document** > **PDD – Plastic declaration document**.



The PDD submission document will be displayed for the user to complete prior to submission.

Reference	<input type="text"/>	BCP	<input type="text"/>
Document type	Plastic Declaration Doc	Product description	<input type="text"/>

Consignment Containers Documents Help

1 Reference	2 BCP
<input type="text"/>	<input type="text"/>
3 Name and full address (including telephone or e-mail address) of the natural or legal person issuing this declaration	Not set
4 Name and full address (including telephone or e-mail address) of the business operator(s) which manufacture(s) the plastic kitchenware of the consignment	Search <input type="text"/> <input type="button" value="New"/>
	Manufacturers
	Search <input type="text"/> <input type="button" value="New"/>



Consignment Tab

1. Reference

The reference number is read-only and is automatically generated upon the successful submission of the PDD.

2. BCP

The [Border Control Post](#) (BCP) refers to a list of ports. The list of entries shown on the DES submission form consist of Port Health Authorities that have signed up to receive PHILIS notifications.

Select the relevant point of entry from the drop-down list.

3. Name and full address of the natural or legal person issuing this declaration (including email address or telephone number)

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 complete such documents on behalf of their company.

The details in this section should match the details in the signatory section of the PDD.

4. Name and address of the business operator(s) which manufacture(s) the plastic kitchenware in the consignment (including email address or telephone number)

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 GB market.

Multiple entries can be entered as required.

5. Name and address of the business operator which is responsible for the first introduction into Great Britain of the consignment (including email address or telephone number)

Enter the details of the organisation responsible for importing the goods into Great Britain. This organisation is responsible for ensuring the plastic kitchenware import into Great Britain complies with the regulations on food contact materials.

This may or may not be the same organisation as the importer.

6. Commodity Code (HS code)

Use the Quickpick to enter the commodity code [3924 1000](#). Please note that this information is fixed as only one code is covered by the requirements of this legislation.



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.

8. Containers

This information is recorded within the 'Containers' Tab. The container number should be completed only once the information in the 'Consignment' Tab has been completed and saved. Details of this process can be found under [Containers Tab](#).

9. Type of articles in the consignment

Enter details of the plastic products covered by the 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.

Number of articles in the consignment

This field is numerical. No special characters should be used.

Enter the total number of individual pieces of product covered by the Declaration.

10. Declaration on type of kitchenware in the consignment

Select the correct material of the products entered in the Type section above. 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 uploaded on PHILIS DES via the 'Upload supporting documentation' tab. 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 uploaded on PHILIS DES via the 'Upload supporting documentation' tab. 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 confirming that the consignment meets the requirements concerning the release of primary aromatic amines or formaldehyde laid down in Directive 2002/72/EC



Document Entry System (DES)

This information is recorded within the Documents Tab. The documents should be completed once the 'Consignment' Tab details have been completed and been saved. Details of this process can be found under [Documents Tab](#).

12. Signatory

Enter details of the place (town / city) where the Declaration has been completed, the date the Declaration was completed, the name of the person completing the Declaration and their full address / contact details.

The Importer is the business operator importing the goods into Great Britain. This operator takes the responsibility for ensuring the requirements of plastics regulations and in particular the requirements of retained Regulation 284/2011 covering the China & Hong Kong kitchenware are met.

13. Company accepting charges for the consignment.

Name, address and contact details (email address and telephone number) of the company paying Port Health charges.

The information provided will be used for administration purposes and will not appear on the printed PDD document.

Estimated Time of arrival

Date and time of the arrival of the consignment into Great Britain to be entered.

Customs entry number

Enter the customs entry number if known. If unknown, click **TBC**.

14. Confirmation statement

Verification of statement required before submission.

Once these details have been recorded, save the submission, and proceed to the '[Containers](#)' Tab.



Containers Tab

Consignment Containers Documents Upload supporting documentation

Containers

Seal number Container number Add

No containers entered

Save

Enter the container number (s) covered by this declaration. Once typed click **Add**. Multiple containers can be added as required. Once this information is entered click **Save**.

The documents can now be recorded within the **'Document' Tab**.

Documents Tab

Consignment Containers Documents Upload supporting documentation

Documents

Document type Document number Date of issue Add

No documents entered

Save

Select the Documents tab to enter the details of the **analytical test document(s)** included with the declaration.



Document Entry System (DES)

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 above.

It is not necessary to include details of commercial paperwork (bill of lading, invoice, packing list) submitted with the Declaration in this section.

Click on the **Save** to store the declaration details.

Now proceed to the final tab to '[Upload supporting documentation](#)'.

Upload supporting documentation Tab.

Consignment Containers Documents **Upload supporting documentation**

Documents - use this page to upload any supporting documentation. Please include copies of all relevant laboratory reports, as well as copies of the bill of lading, packing list and invoice. PDD2.GB.2023.0000003

File name	File size
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Drop zone - Drop files here or click to select files manually to add them to this category.
Please note the maximum file size is 20MB

Upload copies of the supporting documents along with the laboratory report within this tab. To Add a document drag it onto the blue section marked 'Drop zone'. The document will then be uploaded and attached to the notification.

To add multiple files, simply drag and drop them on to the blue drop zone. The progress of the upload will be shown, and upload begin.

Please note, there must be no special characters in the file description for the supporting documents being uploaded. Document uploads cannot be deleted once the notification has been submitted.

Proceed to submit the notification by clicking **Submit**.



Document Entry System (DES)

Submitting the declaration

Once the information has been saved successfully, click on the **Submit** button (this button will only appear once the declaration has been saved). This will generate a reference number for the consignment.

Once submitted, an email notification will be automatically generated and sent to the Port health authority to process the consignment.

Amendments

If amendments are needed to the PDD notification, the record can be edited accordingly. Once amendments have been made, click **re-submit**. To avoid resubmitting each time an amendment is made, please only resubmit once all amendments have been made.

General Usage

To select an organisation in boxes 3, 4, 5, 12 or 13 enter the starting few characters of the organisation name into the search box. Any matching organisations will be shown underneath the search box. Select the required entry and the name and address of the organisation.

The screenshot shows a web interface for searching organisations. At the top, there is a yellow box containing the text "Not set". Below this is a search box containing the text "suff". To the right of the search box is a blue button labeled "New". Below the search box, a yellow box displays the search results: "Suffolk Coastal Port Health Authority, 70 Shed, Oysterbed Road, The Dock, Felixstowe, Suffolk, IP11 4AN".

To create a new organisation, click on the **New** button. A new window will appear on the page to allow you to specify the details of the new organisation. When the new organisation has been saved, it can then be searched for and then selected.

Import Guidance

When importing through Felixstowe and Harwich:

For more information regarding the procedure to follow for the importation of Polyamide and Melamine Plastic Kitchenware from China and Hong Kong, please click the link below.

http://www.porthhealth.eu/plastic_kitchenware.htm