

NSW Container Deposit Scheme: container approval process

All eligible beverage containers supplied into NSW must be approved by the EPA.

EPA Supplier registration

Before registering as a beverage supplier, check whether you qualify under the *Return and Earn* [First Supplier Guidelines](#).

Register with the Scheme Coordinator

First, suppliers must register with the Scheme Coordinator, Exchange for Change at returnandearn.org.au/supplier-sign-up Monthly volume reporting and scheme contributions are made to Exchange for Change, while the EPA manages container approvals and container compliance.

Steps for registering with the EPA

1. Register as a new supplier at the [NSW CDS Container Approval Portal](#).
2. Please ensure the following details are provided:
 - Company name
 - Contact name and details
 - ABN/ACN
 - Supplier type
 - Supplier arrangement number (if already registered with the scheme coordinator)

If your request for a supplier account is approved, you will receive an email titled “**Portal Supplier Approval Notification**”. Please click the link within the email to finalise your registration.

Your username is the email address you’ve registered, with the addition of “.cds” at the end.

If you have more than one person accessing your account, please ensure that the password is accessible to all administration.

Container approval process

Container search tool

Before registering your container for approval, please check that it isn’t already approved. To do so use the [Container Search Tool](#).

Please note, the application fee is not refundable once the application is made.

Eligibility

Before submitting your containers please make sure they are eligible. To find out which beverages are included, visit the *Return and Earn* [website](#).

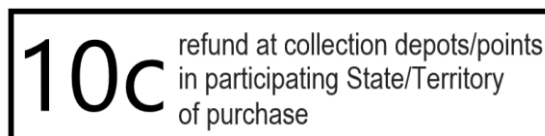
Obligations

From 1 December 2019 all beverage suppliers (including retailers) will be obligated to label eligible beverage products with the NSW refund marking. Additionally, container approval holders will be:

1. obligated to include a barcode, and
2. prohibited from supplying cans with removable ring-pull lids (see Reg Sched 2, cl 1A(1A) for exceptions.

Refund marking

Under the [Regulation](#) the refund marking must include the words: “**10c refund at collection depots/points in participating State/Territory of purchase**”, in clear and legible characters. For example:



The EPA does not need to review or approve labelling (font, colour, etc.) for your beverage container.

Barcode

Barcodes must be either a GTIN barcode or comply with the [GS1 Standards](#) and be between 8-13 digits. Please refer to [the Regulation](#) for the full barcode requirement.

Removable lids

It is a [condition of approval](#) that containers made of metal do not have a ring-pull removable mechanism, such as a 360 end removable lid.

Removable lids do not include twist tops and the popular stay-tab mechanisms.



Picture A shows an eligible metal container with a stay-tab opening. Picture B shows a prohibited removable end lid.

Steps for registering your container

1. Log into the [NSW CDS Container Approval Portal](#).
2. Click the Beverage Container Registrations.
3. Enter all the required details – take care that the barcode, dimensions, material type and beverage type are recorded accurately.
4. If your container has the NSW refund marking make sure this box is ticked.
5. Go to the Payment menu to finalise your registration.
6. Once payment is processed in the portal you will receive a payment receipt via email.
7. The EPA will review your container applications and you will receive a “Container Approval Notification Email” once your container has been approved.

Each transaction will have a unique CDS Reference Number. **Please ensure that you have the correct Reference Number before processing the payment**, as this may delay the approval phase.

A one-off application fee applies to each new container registration.

Bulk upload

Registrations of 10 or more containers can be bulk uploaded onto the supplier portal. To do so:

1. Select the Help menu.
2. Download the Bulk Container Upload Template.
3. Once completed, upload the template in the Help menu.
4. Upon a successful upload of the template, the EPA will finalise the bulk upload process.
5. Once this is completed you will be notified via email to process your payment of the approved containers.

Login reset

1. Go to the [NSW CDS Container Approval Portal](#)
2. Click on “forgotten username or password”. You will receive an email to your registered email address to reset your password.
3. Follow the instructions in the email to reset your password.
4. If required, once you are logged into the Supplier Portal, please update any details accordingly.

Please ensure that your username and password is accessible to all the people who manage the container approval process in your organisation.

User Guide for NSW CDS Container Approval Portal

For a more in-depth user guide please refer to the [User Guide for Suppliers](#) and refer to the resources within the Help section of the portal.

If you have any further questions, please email your queries to: container.approval@epa.nsw.gov.au.

References

EPA (2017), *Role of first suppliers of drink containers* (www.epa.nsw.gov.au/your-environment/recycling-and-reuse/return-and-earn/role-of-first-suppliers-of-drink-containers) *Waste Avoidance and Resource Recovery (Container Deposit Scheme) Regulation 2017* (“the Regulation”)

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