At a glance:

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.

What's the difference?

Planned volume reports are forecasts. They refer to a future period.

Actual volume reports refer to the past.

Planned volume reports (forecast reports)

How do I submit a planned volume 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'**.

Actual volume reports

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

+ **Before 15 May** of any given year, submit a **'year-end volume report'**.

+ **Starting 16 May** 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?
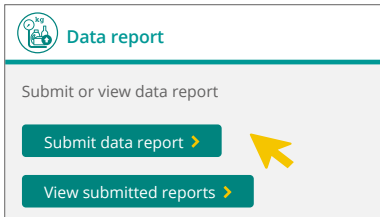
If so, then you have to file the exact same report as an **'intra-year volume report'** in the LUCID Packaging Register.
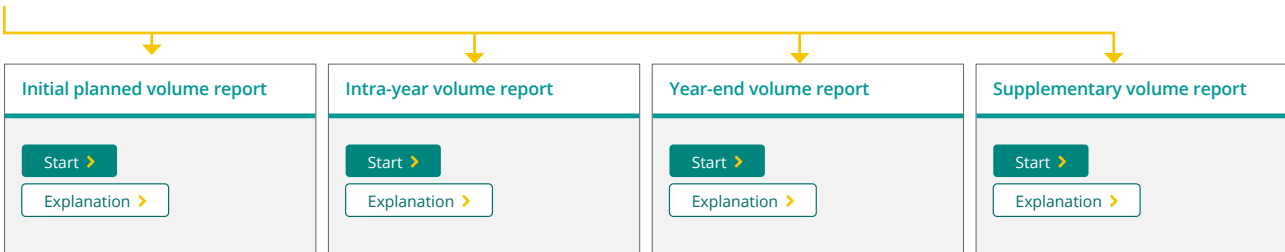
Step by step:

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

Use your login credentials to log in at **https://lucid.verpackungsregister.org/login**.
You will then be brought to your profile's landing page, the LUCID dashboard.

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

Data report

Submit or view data report

[Submit data report **›**]

[View submitted reports **›**]

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

Initial planned volume report	Intra-year volume report	Year-end volume report	Supplementary volume report
[Start **›**] [Explanation **›**]	[Start **›**] [Explanation **›**]	[Start **›**] [Explanation **›**]	[Start **›**] [Explanation **›**]

Enter volumes

Reporting period

[2024 ▾]

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

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

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

	🗑	🗑	Further system operator ⓘ
System operator	System 1 ▾	System 2 ▾	Select ▾
Glass	0.000 kg	0.000 kg	
PPC ⓘ	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	4,562.000 kg	
Other composite packaging ⓘ	0.000 kg	0.000 kg	
Plastics	5,623.000 kg	7.000 kg	
Other materials ⓘ	0.000 kg	0.000 kg	

[**‹** Cancel]   [Review **›**]

5. Click 'Review' and '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, clicking the 'Data reporting' tile and then 'View submitted data reports'. 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 if the report can be corrected, and how.