

AGREEMENT FOR ORGANISING THE ADMINISTRATION, COLLECTION AND RECOVERY
OF ONE-WAY DEPOSIT-BEARING PACKAGING

HANDBOOK

This Handbook forms part of the Agreement for Organising the Administration, Collection and Recovery of One-Way Deposit-Bearing Packaging (**‘the Agreement’**). The Handbook contains instructions, specifications, practical information related to the conclusion, execution, etc. of the Agreement, which is intended for manufacturers, importers and the one-way packaging deposit system administrator – the Public Institution “Užstato sistemos administratorius” (Deposit System Administrator).

The terms used in the Handbook shall be interpreted within the meaning of the Agreement, except where the context clearly requires otherwise. In the case of any conflict between the terms and conditions of the Handbook and those of the Agreement, the Agreement shall prevail.

1. Entry into the Agreement

In order to enter into the Agreement with the Public Institution “Užstato sistemos administratorius”, a manufacturer or importer may download the Agreement and its annexes from the webpage of the Public Institution “Užstato sistemos administratorius” at www.usad.lt.

The Agreement, Annex 1 and Annex 2 shall be completed, signed in two copies and delivered to the following address of the Public Institution “Užstato sistemos administratorius”: _____. The Handbook needs not to be signed and submitted to the Public Institution “Užstato sistemos administratorius”, however, it should be noted that the latter forms part of the Agreement, and therefore its requirements shall become binding upon signing the Agreement.

Having received the Agreement and Annexes completed by a manufacturer or importer, the Public Institution “Užstato sistemos administratorius” (**‘the Administrator’**) will sign them and inform the manufacturer or importer of the signing of the Agreement and arrange the return of the manufacturer’s or importer’s copy. In the event of any uncertainty regarding the Agreement and/or Annexes so completed and submitted by the manufacturer or importer for signing, the Administrator will contact the manufacturer or importer in order to revise necessary details.

Following the signature of the Agreement, the Administrator will assign codes for logging in at the Administrator’s web site (codes will be sent by e-mail as indicated in the Agreement); this will enable manufacturers and importers (Customers) to apply for packaging registration and submit monthly sales reports.

2. Products subject to a deposit

Manufacturers and importers must request a deposit from packaging distributors or sellers and return it to packaging sellers as soon as they deliver packaging waste if they supply to the domestic market of the Republic of Lithuania beer, beer cocktails, cider, perry, fruit wine, fruit wine cocktails, other fermented beverages, alcoholic cocktails and non-alcoholic beverages (soft drinks, still water, kvass), natural mineral, spring water, pre-packed drinking water, juice, nectar in the following one-way packaging with the volume between 0.1 and 3 litres:

- * glass packaging;
- * plastic packaging;
- * metal packaging.

Manufacturers and importers will not require a deposit provided that:

- * products are sold to operators or users of air, waterborne, road or rail transport falling within the jurisdiction of the Republic of Lithuania and carrying passengers on international routes, and these beverages are intended for sale to and/or consumption by the passengers travelling by the said means of transport;
- * they, either by themselves or through third parties, transport or export from the Republic of Lithuania products that are subject to the deposit system;
- * the volume of a one-way packaging is under 0.1 litres or is 3 litres and more.

3. Emblem referring to the deposit system and the marking procedure

Manufacturers and importers supplying to the domestic market of the Republic of Lithuania products that are subject to a deposit must mark such packaging with a barcode registered with the Administrator's Register and an emblem referring to a deposit system for one-way packaging.

The requirements for the form of the one-way packaging deposit emblem and marking are as follows:

- * The one-way packaging deposit emblem shows a stylised bottle and an arrow symbolising letter D in a rectangular frame. The emblem may be used either as a positive or a negative.
- * The height of the emblem is at least 10.5 mm, and the width is no less than 10 mm. The dimensions of the deposit emblem may be increased proportionally.
- * The emblem is indivisible. The proportions of the symbols in the emblem and the frame may not be modified.
- * The emblem shall be used in a vertical position.
- * It is recommended that the emblem be placed on the one-way packaging label next to the barcode.

Positive version



Negative version



The image files are also available for downloading at the Administrator's web site www.usad.lt.

4. Registration of packaging

Prior to supplying to the market products in one-way deposit-bearing packaging the Customer must provide the Administrator with details necessary for the registration on one-way packaging/product packaging with the Register.

Registration of new one-way packaging/product packaging requires completing an application for registration of packaging with the Administrator's Register at www.usad.lt.

The application must indicate:

- * **EAN code** (barcode)
- * **EAN type:**
 - Unique: where the EAN code is planned to be used for sales on the territory of Lithuania only;
 - Universal: where the EAN code is planned also to be used on and outside the territory of Lithuania;
 - Unaltered: where the EAN code was used by the Customer and/or third parties to mark packaging before the relevant date of registration of one-way packaging with the Administrator's Register.
- * **Product name**
- * **Product category**: choose the product category from the list: beer, beer cocktail, cider, perry, fruit wine, fruit wine cocktail, fruit wine drink, other

fermented beverages, alcoholic cocktail, non-alcoholic cocktail (soft drink, still water, kvass), natural mineral water, spring water, pre-packed drinking water, juice, nectar);

* **Type of packaging:** choose from the list:

- PET,
- Metal aluminium packaging;
- Other metal (non-aluminium) packaging;
- Non-refillable glass packaging;
- Refillable glass packaging;

* **Volume** (litres);

* **Weight** (grams). Indicate the weight of empty packaging with a cap/lid

Following the on-line submission of the application, send the Administrator physical samples of packaging at least three weeks before placing the packaging on the market. Send three physical samples of each packaging/product packaging (as to be placed on the market).

Once sample packaging is received, the Administrator will make a visual check on the marking (i.e. the barcode and the emblem) by using gauges that are in conformity with the GS1 international standard.

The Administrator will give one sample of the packaging to reverse vending machine (RVM) operators, who will check the quality and legibility of the barcode in RVMs and enter the new barcode, the form and weight of the packaging in the RVM database and perform testing.

If the test is successfully passed, i.e. RVMs accept one-way packaging, the Customer will be informed thereof by e-mail indicating the date on which the packaging may be placed on the market.

If the test is failed, i.e. RVMs reject the packaging submitted for registration, the Customer will be immediately informed thereof by e-mail indicating that the packaging submitted for registration may not be placed on the market as they will be rejected by RVMs and proposing adding a standard EAN stick on the product as an option.

There are four possible types of EAN stickers:

* If the EAN code is in conformity with applicable requirements, but there is no deposit emblem on the packaging, a sticker with a deposit emblem may be put on it.

* If there is a deposit emblem, but the EAN code is not in conformity with applicable requirements, a sticker with a new EAN code may be fixed to cover the old EAN code.

* If the EAN code is not in conformity with applicable requirements and a deposit emblem is missing, a sticker with a deposit emblem and the EAN code may be fixed.

* If the EAN code is not in conformity with applicable requirements, a deposit emblem is missing and a text in Lithuanian must be additionally included

(e.g. content), a sticker with a deposit emblem, the EAN code and an additional text in Lithuanian may be fixed.

Stickers must be printed on moisture-proof and light-proof film-like material so that the text and the EAN code do not fade or smudge while in contact with moisture.

Important! The supply to the market (also gratuitous giving or transfer for promotional purposes) of products in one-way packaging that is subject to a deposit before the confirmation by the Administrator of the registration of the packaging with the Register is prohibited. The Customer may be held liable under Article 14 of the Agreement for the supply of the packaging to the market in breach of the packaging registration and/or marking (with an emblem or barcode) requirements.

5. Requirements for packaging

The following are mandatory and recommended requirements for different types of packaging.

The packaging that does not qualify according to these requirements is considered to be special packaging.

Metal packaging

MANDATORY		RECOMMENDED
Metal packaging (CAN)	Size/shape	• height: 80-200 mm • diameter: 50-100 mm • 0.1 litres < volume < 3.0 litres
	Material – metal packaging	• packaging material: aluminium, steel    • The density of crushable materials has an effect on the lifecycle and performance of RVMs that handle them. • The recommended density of the packaging (weight (g) / volume (cl) ratio): <50 cl packaging – 0 to 0.8 >50 cl packaging – 0 to 0.4
	Material – lid and bottom	• lid and bottom material: aluminium, steel
	Label	• label material: paper. The surface must not be rough (complicates EAN reading)
	Deposit emblem	• Placement: must not be on the lid, bottom or rim (must be on a smooth surface) • It is recommended to place the deposit emblem in the immediate vicinity of the barcode.
	EAN	• Placement: vertical in relation to the packaging, unless EAN has a 100% enlargement ratio, in which case EAN may be placed horizontally. • Size: the minimum enlargement ratio is 80%, unless EAN is placed horizontally, in which case the enlargement ratio must be 100%. • The recommended EAN enlargement ratio is not more than 115%.

Glass packaging (non-refillable and refillable)

MANDATORY			RECOMMENDED
Glass packaging	Size/shape	• height: 85-380 mm • diameter: 50-130 mm • 0.1 litres < volume < 3.0 litres	• The package should be symmetrically rotatable around its axis, i.e. round. An angular package would jump when rotated and the barcode would be difficult to read. Rotation around the axis is also affected by the height of the main part of the packaging relative to rest of the packaging, i.e. the centre of gravity of the packaging should be such that the packaging does not go out of balance when placed horizontally (a neck that is too long will cause imbalance).
	Material – bottle	• packaging material: glass	
	Material – cork	• cork material: PET, PP, PE, metal	
	Label	• label material: paper, OPP, PE, PET. The surface must not be rough (complicates EAN reading) • label glue: detaches when washed at +70°C	
	Deposit emblem	• Placement: must not be on the cork or bottom. The deposit emblem must be on a smooth surface.	• It is recommended to place the deposit emblem in the immediate vicinity of the barcode.
	EAN	• Placement: vertical in relation to the packaging, unless EAN has a 100% enlargement ratio, in which case EAN may be placed horizontally. • EAN must not be at the place where the label edges are glued together. • Size: the minimum enlargement ratio is 80%, unless EAN is on the neck of the bottle and placed horizontally, in which case the enlargement ratio must be 100%.	• The recommended EAN enlargement ratio is not more than 115%.

Plastic packaging (PET)

MANDATORY		RECOMMENDED
Plastic packaging (PET)	Size/shape	- height: 85-380 mm - diameter: 50-130 mm 0.1 litres < volume < 3.0 litres
	Material – bottle	packaging material: PET 
	Material – cap, liner	cap/liner material: PET, PP, PE,
	Label	- label material: paper, OPP, PE, PET. The surface must not be rough (complicates EAN reading) - label glue: detaches when washed at +70°C
	Deposit emblem	Placement: must not be on the cap, bottom or rim (i.e. the deposit emblem must be on a smooth surface). Other placements are also possible.
	EAN	- Placement: vertical in relation to the packaging, unless EAN has a 100% enlargement ratio, in which case EAN may be placed horizontally. - EAN must not be at the place where the label edges are glued together. - Size: the minimum enlargement ratio is 80%, unless EAN is on the neck of the bottle and placed horizontally, in which case the enlargement ratio must be 100%.
		- The package should be symmetrically rotatable around its axis, i.e. round. An angular package would jump when rotated and the barcode would be difficult to read. Rotation around the axis is also affected by the height of the main part of the packaging relative to rest of the packaging, i.e. the centre of gravity of the packaging should be such that the packaging does not go out of balance when placed horizontally (a neck that is too long will cause imbalance). - External added details, which are part of the packaging (handles, etc.), make crushing or feeding such packaging to the RVM system difficult or impossible.
		- The density of crushable packaging materials has an effect on the lifecycle and performance of RVMs that handle them. - The recommended density of the packaging (weight (g) / volume (cl) ratio): <50 cl packaging – 0 to 0.8 >50 cl packaging – 0 to 0.4
		It is recommended to place the deposit emblem in the immediate vicinity of the barcode.
		The recommended EAN enlargement ratio is not more than 115%.

6. Requirements for barcodes on the packaging

The Customer must mark every one-way packaging the organisation of administration, collection and recovery of which is delegated to the Administrator under the barcode issued by the association GS1 Lithuania (or any other person providing services related to the issue and use of a barcode).

RVMs will accept deposit-bearing packaging only if they are able to read the barcode, therefore it is highly important that barcodes are in conformity with the requirements laid down in the Agreement and this Handbook as follows below.

A barcode must be placed vertically on the packaging and its enlargement/reduction (magnification) rate must not be less than 0.80.

A barcode may also be placed horizontally on the packaging, but in this case the enlargement/reduction (magnification) rate must not be less than 1.00.



Vertical placement



Horizontal placement

Other enlargement/reduction (magnification) rates greater than 0.80 are also allowed. The enlargement rate over 1.15 is not recommended, as it would be too large for RVMs, which may have problems reading codes.

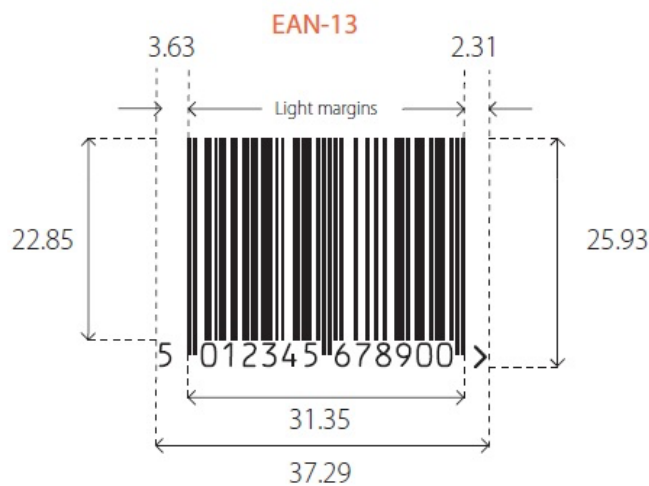
Various allowed enlargement/reduction rates and their exact dimensions are given in the table below:

Enlargement/reduction (magnification) rate	Ideal width of the element (mm)	EAN-13/UPC-A dimensions (mm) (including white areas)		EAN-8/UPC-E dimensions (mm) (including white areas)	
		Width	Height	Width	Height
0.80	0.264	29.83	20.73	21.38	17.05
0.85	0.281	31.70	22.02	22.72	18.11
0.90	0.297	33.56	23.32	24.06	19.18
0.95	0.313	35.43	24.61	25.39	20.24
1.00	0.330	37.29	25.91	26.73	21.31

1.05	0.346	39.15	27.21	28.07	22.38
1.10	0.363	41.02	28.50	29.40	23.44
1.15	0.379	42.88	29.80	30.74	24.51

The requirements for the EAN-13 barcode dimensions are as follows:

Enlargement/ reduction (magnification) rate	Ideal width of the element (mm)	Left white area (mm)	Right white area (mm)	Width from the first to the last black bar (mm)	TOTAL width including white areas (mm)	Height (mm)
0.80	0.26	2.904	1.848	25.08	29.83	20.73
0.85	0.28	3.091	1.967	26.64	31.70	22.02
0.90	0.30	3.267	2.079	28.21	33.56	23.32
0.95	0.31	3.443	2.191	29.80	35.43	24.61
1.00	0.33	3.630	2.310	31.35	37.29	25.91
1.05	0.35	3.806	2.422	32.92	39.15	27.21
1.10	0.36	3.993	2.541	34.49	41.02	28.50
1.15	0.38	4.169	2.653	36.06	42.88	29.80



The requirements for the EAN-8 barcode dimensions are as follows:

Enlargement/ reduction (magnification) rate	Ideal width of the element (mm)	Left white area (mm)	Right white area (mm)	Width from the first to the last black bar (mm)	TOTAL width including white areas (mm)	Height (mm)
0.80	0.26	1.848	1.848	17.68	21.38	17.05
0.85	0.28	1.967	1.967	18.79	22.72	18.11
0.90	0.30	2.079	2.079	19.90	24.06	19.18
0.95	0.31	2.191	2.191	21.01	25.39	20.24

1.00	0.33	2.310	2.310	22.11	26.73	21.31
1.05	0.35	2.422	2.422	23.23	28.07	22.38
1.10	0.36	2.541	2.541	24.32	29.40	23.44
1.15	0.38	2.653	2.653	25.43	30.74	24.51

Colours

The choice of colours is as important as the size of a barcode.

Requirements for barcode colours

Below is a listing of allowed and prohibited barcode colours. Black bars are the best.



Allowed (BEST/YES) and prohibited (NO) barcode colours.

Requirements for barcode background colours

Below is a listing of allowed and prohibited barcode background colours. Black bars and a white background are the best.



Allowed (BEST/YES) and prohibited (NO) EAN background colours

Other requirements for barcodes

* The code must not be placed on a conical surface, i.e. the bottleneck, unless the code is vertical and has the enlargement ratio of 1.00. It is difficult for RVM scanners to read barcodes from a conical surface.

* The code must not be placed where the label edges are glued together.

* The height of the code may be reduced to 15 mm. This means, for example, that if the EAN13 standard provides for 20.73 mm as the height of EAN13 at the enlargement rate of 0.80, it may be reduced to 15 mm. Such

reduction is allowed for all enlargement ratios except for the horizontal placement of barcodes on the packaging. A horizontal EAN on the packaging must be at least 20 mm.

- * In all case the code must not be lower than 15 mm.
- * The material of the label must not be rough.
- * The surface under the label must not be rough or uneven.
- * A new EAN code is always required whenever the material and/or volume of the packaging is changed.
- * A new EAN code is always required whenever the shape and/or weight of the packaging is changed by more than 20%.
- * A new EAN code is also required when, for example, refillable packaging becomes non-refillable and vice versa.
- * Packaging must not have two different EAN codes.
- * In order to ensure problem-free packaging testing, it is recommended that label design files be submitted for the approval of the Administrator.
- * EAN of the glass packaging must be changed if the colour of the packaging is changed.

7. Reporting

The Customer must submit to the Administrator a sales report for every calendar month, indicating the quantity of one-way packaging of products supplied to the domestic market of Lithuania during the reported month (specifying the barcode and quantities (in units) for each packaging). The sales report shall also include information on one-way packaging used for products that:

- ✓ were written off by the Customer;
- ✓ passed the best before date;
- ✓ were utilised by the Customer for its own use;
- ✓ were used for promotional purposes and/or given away as a gift.

[a sample form to be provided]

Sales reports should be submitted online on the Administrator's webpage at www.usad.lt.

Instructions for drawing up and completing reports are available on the Administrator's webpage at www.usad.lt.