

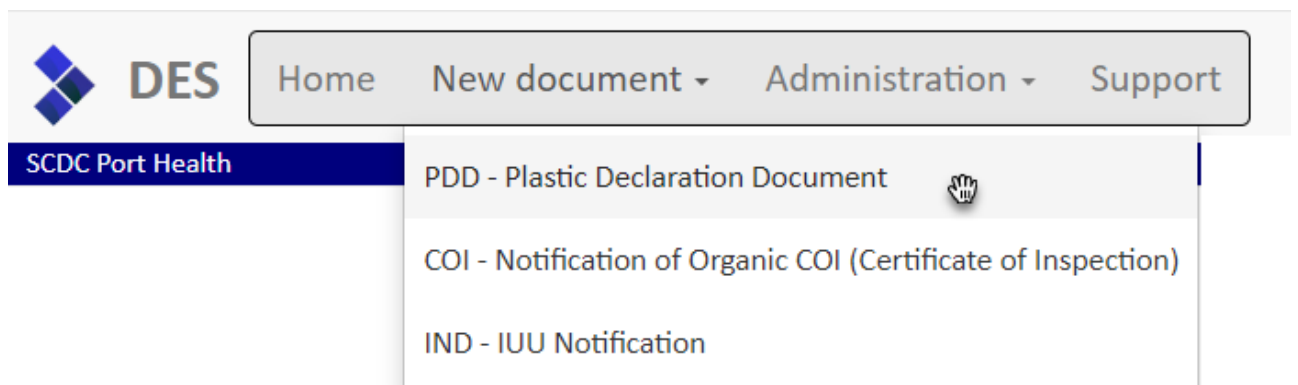
Plastic Declaration Document on PHILIS DES

Author	Brenda McRory
Intended Audience	PHILIS DES Users
Published date	16/07/2026
Version	V3
Review date	30/06/2027
Approved by	Adam Flatman and Laurence Jarrold

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

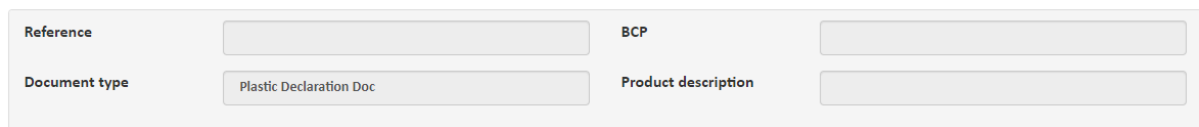
Homepage

To create a PDD notification for submission to Port Health, from the PHILIS DES Home page click on **New Document > PDD – Plastic declaration document.**

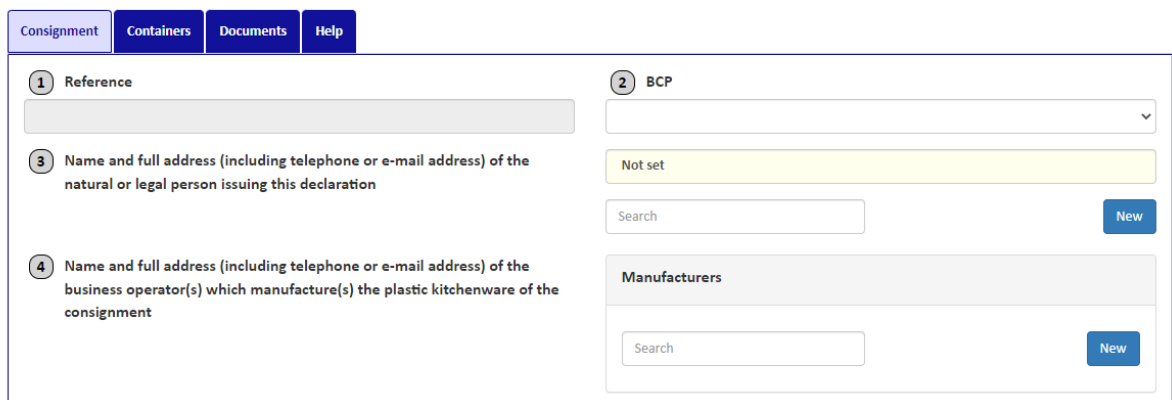


The screenshot shows the PHILIS DES Home page. The top navigation bar includes links for Home, New document, Administration, and Support. The 'New document' dropdown menu is open, showing three options: PDD - Plastic Declaration Document (highlighted with a mouse cursor), COI - Notification of Organic COI (Certificate of Inspection), and IND - IUU Notification. The left sidebar shows 'SCDC Port Health' as the selected section.

The PDD submission document will be displayed for the user to complete prior to submission. There are 4 tabs that need to be completed before submission (**Consignment. Containers. Documents. Upload supporting documentation.**)



The screenshot shows the header section of the PDD submission form. It contains four input fields: Reference, BCP, Document type (pre-filled with 'Plastic Declaration Doc'), and Product description.



The screenshot shows the main content area of the PDD submission form. At the top, there are four tabs: Consignment (selected), Containers, Documents, and Help. Below the tabs, the form is divided into two columns. The left column contains two numbered sections: 1. Reference (with an input field) and 3. Name and full address (including telephone or e-mail address) of the natural or legal person issuing this declaration (with an input field). The right column contains two numbered sections: 2. BCP (with a dropdown menu) and 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 (with an input field). Below these sections, there are two search bars, one for 'Manufacturers' and one for 'Search', each with a 'New' button.

Consignment Tab

1. Reference

1 Reference

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

2. BCP

2 BCP

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

Select the relevant [point of entry](#) from the drop-down list (for example, if importing the product through Felixstowe select 'Felixstowe – GBFXT1').

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

3 Name and full address (including telephone or e-mail address) of the natural or legal person issuing this declaration

Not set

Search

New

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 (12) of the PDD.

The importer must have an EORI number.

Do not list the HMRC address as the importer's address – this is not acceptable.

If the company name and address you require is not already in the system you can add it by clicking on 'New'.



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

- 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

Manufacturers	
Search	New

Enter the details of the **manufacturer** 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.

Only one manufacturer should be entered per PDD.

If the company name and address you require is not already in the system you can add it by clicking on 'New'.

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)

- ⑤ Name and full address (including telephone or e-mail address) of the business operator which is responsible for the first introduction in Great Britain of the consignment

Not set
Search New

Enter the details of the **organisation responsible for importing the goods** into Great Britain This organisation must have a UK address (the HMRC address is not acceptable).

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.

If the company name and address you require is not already in the system you can add it by clicking on 'New'.

6. Commodity Code (HS code)

Use the Quickpick to enter the commodity code **3924 1000**.

3924 10 00

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.

[China](#)

[Hong Kong](#)

8. Containers

8 Please refer to the 'Containers' tab above

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. There are 2 sections to complete (type of and number of articles)

9 Type of articles in the consignment

Number of articles in the consignment

Type of articles in the consignment

Enter [description](#) of the plastic products covered by the Declaration.

Details of each product covered by the Declaration must be entered.

Number of articles in the consignment

Enter the [total number of individual pieces](#) of product covered by the Declaration (not the number of cartons).

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

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 \[nylon\]](#) or [melamine](#).

[Polyamide](#) [nylon]- enter the limit of detection for the analysis method used (this information should be available on the analytical test documentation).



- The detection limit of the method used is

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 for primary aromatic amines (PAA) 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 for formaldehyde 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

11 Please refer to the 'Documents' tab above

This information (analytical report) is recorded within the Documents Tab.

The analytical report 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

12
The undersigned, as importer in Great Britain of the consignment, confirm that such consignment meets the requirements concerning the release of primary aromatic amines or formaldehyde laid down in Directive 2002/72/ED

i
Place of declaration

ii
Date of declaration

iii
Name of signatory

Full address (including telephone and e-mail address)
Not set

Search
New

Enter details of the following:

- 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 (this should match box 3).

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.



Containers Tab

Consignment
Containers
Documents
Upload supporting documentation

Containers

Seal number
Container number

No containers entered

Save

Enter the container/trailer 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 analytical reports can now be recorded within the '[Document](#)' Tab.

Documents Tab

Consignment
Containers
Documents
Upload supporting documentation
Help

Documents

Please record the analytical reports within this section only.

Document type
Document number
Date of issue

No documents entered

Save

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

Document type

Select **analytical report** from the drop-down box for document types.

Document number

Date of issue

Enter the reference number for the analytical test report and its date of issue.

Add

Multiple entries can be made - click **Add** then additional documents can be added by repeating the process above.

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

Save

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
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 (bill of lading, invoice, packing list) 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**.

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 selected under box 2 to process the consignment.

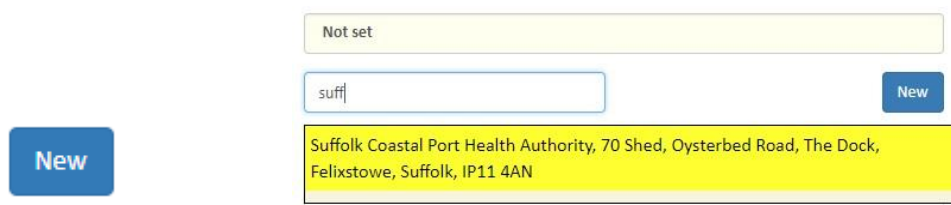
Amendments

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.

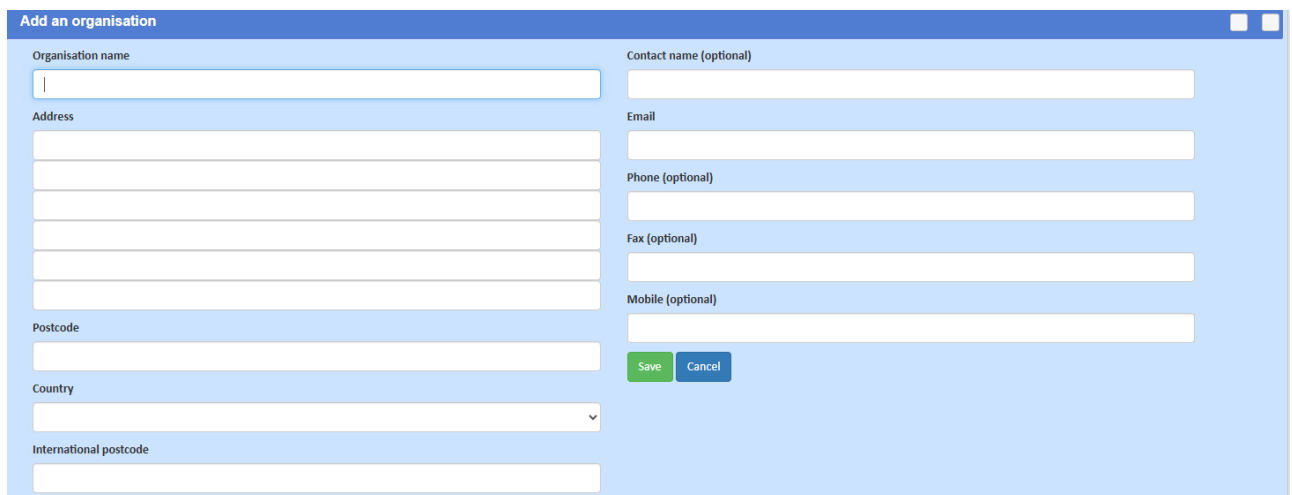


General Usage

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.



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.

<https://www.porthhealth.uk/import-guidance/plastic-kitchenware/>

Summary table

Box Title	Information required
Reference	Automatically generated on submission of the PDD.
BCP	Select the relevant point of entry from the dropdown list. The point of entry is the port that the products are being imported through.
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. The importer must have an EORI number. Do not list the HMRC address as the importer's address – this is not acceptable.
Name and address of the business operator which manufactures the plastic kitchenware in the consignment (including email address or telephone number)	Enter the details of the manufacturer in China or 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. Only one manufacturer should be entered per PDD.
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 must have a UK address (the HMRC address is not acceptable) 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.

Commodity Code (HS code)	CN code – 3924 1000 (information is fixed as only one code is covered by the requirements of this legislation). Quickpick can be used to enter the CN Code.
Country of origin	Country of origin - Select China or Hong Kong from the links at the side to denote the country of origin of the plastic kitchenware.
Container Number	Container(s) - Enter details (container number/seal details) of the container(s) within the consignment covered by this Declaration within the 'Containers' tab.
Type and number of articles in the consignment	Type - Enter description of the plastic products covered by the Declaration. Details of each product covered by the Declaration must be entered. The items must be either polyamide [nylon] or melamine – you cannot put both on the same PDD. Number of pieces/articles – enter the total number of individual pieces of products covered by the Declaration (not the number of cartons). This field is numerical. No special characters should be used.
Declaration on type of kitchenware in the consignment <i>This consignment contains plastic kitchenware made of:</i> Polyamide or Melamine	Select the correct material of the products entered in the Type section above. This can be either polyamide [nylon] or melamine. Polyamide [nylon]- 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 'Upload supporting documentation'. The analytical test documents should give details of the results of test/s that have been carried out for primary aromatic amines (PAA) 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 'Upload supporting documentation'. The analytical test documents should give details of the results of test/s that have been carried out for formaldehyde and a description of the method of analysis.
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	Provide details of the analytical test document(s) included with the Declaration via 'Documents' tab. Document type – select analytical report from the dropdown box. Document number – enter the reference number for the analytical report. Date of issue – enter the date of issue for the analytical report. Multiple entries can be made - click Add then additional documents can be added by repeating the process. It is not necessary to include details of commercial paperwork (bill of lading, invoice, packing list) submitted with the Declaration in this section.
Signatory <i>The undersigned importer confirms that such consignment meets the requirements concerning the release of primary aromatic amines or formaldehyde laid down in Directive 2002/72/EC.</i>	Enter details of: Place of declaration – town/city where the signatory has completed the Declaration. Date of declaration – date the Declaration was completed. Name of signatory – name of the person completing the Declaration. Full address – the full address and contact details for the signatory (email address and telephone number) Electronic completion of this section of the PDD is sufficient. A Declaration bearing the original signature of the importer is no longer required.

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 to be entered. Customs entry number - enter customs entry number if known. Not compulsory for imports through Felixstowe or Harwich.
Confirmation statement	Verification of statement required before submission.
Declaration of the competent authority on the consignment <i>Appears on the printed PDD</i>	Leave blank – this is for completion by the verifying Authority (Port Health) on completion of the checks.