

SHEET: COMPLETING YOUR WASTE PREVENTION AND ECODESIGN PLAN

Welcome to the step-by-step guide to help you complete your Waste Prevention and Ecodesign Plan in order to fulfill your legal obligation under Article 72 of the French AGEC law. This guide is dedicated to completing your Waste Prevention and Ecodesign Plan using the Jotforms tool.

BEFORE YOU START:

- Ensure that you are in compliance with Refashion.
- Make sure you are the declarant for your company and therefore the person who has access to the Member Extranet.
- Make sure you have the contact details of the Waste Prevention and Ecodesign Plan contact person (if this is not the same person as the declarant).

For help, consult the [Glossary](#), which explains the technical terms related to the Waste Prevention and Ecodesign Plan.



[Go to adherent.refashion.fr](https://adherent.refashion.fr)

Step 1: Log in to the Member Extranet

3

Your companies and contracts

4

1

Check the language of the Extranet on the top right corner.

Please note: if you want to access the English version, do so before logging in by clicking on the flag in the top right corner.

2

Log in to your Member account.

3

Go to the "Your company and contracts" tab.

4

Click on your company profile.

5 Waste prevention and ecodesign plan

Marketers of clothing, household linen, and footwear are required to develop and implement a Waste prevention and ecodesign plan. The plan must be reviewed at least every five years. It must be sent to Refashion so that a summary accessible to the public can be drafted every three years (the information in the plans will remain confidential, and the summary will be anonymized).

Learn more: [Click here](#)

Your Waste prevention and ecodesign plan

You have already submitted your Waste prevention and ecodesign plan to Refashion and it is still valid. However, if you wish, you can submit a new version of your plan using our new submission interface.

[Write my Waste prevention and ecodesign plan](#)

Special case: If you do not wish to use the format proposed by Refashion via the submission tool, you can contact the hotline.

RECORDS OF YOUR PREVENTION AND ECO-DESIGN PLANS

5 You will then be taken to the « Waste Prevention and Ecodesign Plan » section.

REMINDER:

As a marketer of clothing, household linen, and footwear, **you are required to develop and implement a Waste Prevention and design Plan**, which must be reviewed at least every 5 years and submitted to Refashion.

Depending on your situation, you will be affected by one of the following three cases:

Case 1: a gray message appears

Your Waste prevention and ecodesign plan

In order to submit your Waste prevention and ecodesign plan, your company must have signed the current Refashion membership contract. Your plan will be available for submission as soon as your company meets all of these criteria.

[Write my Waste prevention and ecodesign plan](#)

Case 2: a green message appears

Your Waste prevention and ecodesign plan

You have already submitted your Waste prevention and ecodesign plan to Refashion and it is still valid. However, if you wish, you can submit a new version of your plan using our new submission interface.

[Write my Waste prevention and ecodesign plan](#)

a

Special case: If you do not wish to use the format proposed by Refashion via the submission tool, you can contact the hotline.

RECORDS OF YOUR PREVENTION AND ECO-DESIGN PLANS

Note: Refashion considers the last imported Plan as your current Plan.

Deposit date Validity period

Viewing the plan

b

Case 3: a red message appears

Your Waste prevention and ecodesign plan

You have never submitted your Waste prevention and ecodesign plan to Refashion, or the validity period of your last plan has expired. In accordance with your obligations, you are required to draft and submit your plan to us immediately.

[Write my Waste prevention and ecodesign plan](#)

c

Case 1: your company does not meet the eligibility requirements to submit your Waste Prevention and Ecodesign Plan.

The 'Write my Waste Prevention and Ecodesign Plan' button will not be accessible.

Your company must first have a signed and active membership agreement with Refashion. You will be able to submit your Waste prevention and design plan (*automatic update*) as soon as your company meets these criteria.

Case 2: Your company meets the eligibility requirements but already has a valid Waste Prevention and Ecodesign Plan (less than 5 years old).

You have already submitted your plan to Refashion and **it is still valid**. However, if you wish, you can send us a new version of your plan using our new submission interface.

a In this case, click on the « Write my Waste Prevention and Ecodesign Plan » button.

b You can view the history of plans that you have already submitted to Refashion.

Case 3: Your company meets the eligibility requirements and does not have a valid Waste Prevention and Ecodesign Plan.

You have never submitted your plan to Refashion, or the validity period of your last plan has expired (more than 5 years). In accordance with your obligations, **you are required to draft and submit your Waste Prevention and Ecodesign Plan to us immediately**.

c In this case, click on the « Write my Waste Prevention and Ecodesign Plan » button.



In cases 2 and 3, you will be redirected to the Jotforms platform to submit your Waste Prevention and Ecodesign Plan.

Step 2: Verifying contact information

On the Jotforms platform

Re_fashion

Welcome to the Waste Prevention and Ecodesign Plan editing platform

Under Article 72 of France's AGEC anti-waste act, you are required to develop a Prevention and Eco-Design Plan (PPEC). The purpose of this regulatory exercise is to **reduce the use of non-renewable resources**, promote the **integration of recycled materials**, and improve the **recyclability of products** within treatment facilities located in France.

This regulation helps you, as a Marketer, to structure your thinking, define your strategy, and plan its implementation over time. It is also a milestone between the different teams, an opportunity to share progress and ongoing challenges. Finally, it is a useful basis for writing your non-financial reports.

6

Next

Re_fashion

Company concerned

Company name *

xx

7

Email of the declarant *

xx

7

Am I the person who will complete the Waste Prevention and Ecodesign Plan ?

- Yes
- No

Email address of the person who will complete the Waste Prevention and Ecodesign Plan?

example@example.com

8

Back

Process Now

10



Thank you

To continue, the person who will complete the Waste Prevention and Ecodesign Plan must consult the instructions in the email that was sent to them.

Once on the Jotforms platform, you will arrive at the introduction page presenting the principle of the Waste Prevention and Ecodesign Plan.

6 Once you have read it, click on "Next" at the bottom of the page.

7 As the **declarant** for your company, verify the pre-filled information on the "Company concerned" page.

8 To the question "Am I the person who will complete the PPEC?":

- Select "**Yes**" if you are the person responsible for completing the plan.
- Select "**no**" if you are not the person responsible for completing the plan. You must then enter the email address of the person who will complete the Waste prevention and ecodesign plan.

IMPORTANT:

Only the person whose email address is provided will be able to complete the Waste prevention and ecodesign plan. An email with a unique access link will be sent to them.

9 Click « Process Now » to confirm the information.

10 A pop-up window will appear.

IMPORTANT:

If you notice an error in the email address you entered, please return to the Member Extranet and start the process again.

Step 3: Drafting the Waste Prevention and Ecodesign Plan

On the Jotforms platform

- 11 Next, check your email inbox. You should have received an email from Refashion from the address noreply@formresponse.com. **Please check your spam folder if necessary.**
- 12 In the email, click on the « Display the form » button to start filling out the Waste Prevention and Ecodesign Plan.

There are two possible scenarios:

Case 1: you are the declarant and are responsible for completing the plan.

Case 2: You have been identified as the plan contact by the declarant who sent you the completion link.



Start drafting your Waste Prevention and Ecodesign Plan!

You wish to complete the Plan form for the company **XXX**. Start fill out this form by clicking on the button below.

12

Display the form

The Refashion Team



A Waste Prevention and Ecodesign Plan has been assigned to you!

example@example.com has assigned you the task of completing the Plan form for the company **XXX**. Start fill out this form by clicking on the button below.

12

Display the form

The Refashion Team

Once on the platform:

13

0% Completed Champs complétés 1 / 168

Introduction

Section 1 15 Section 2

Section 3

Section 4

Section 5

14

English (UK) ▾

Form The Waste prevention and Ecodesign Plan

Save

Next

16

13 You can check the progress of your plan by looking at the bar at the top of the window, which allows you to track the percentage of completion and the fields that have been completed.

14 You can change the language of the form by clicking on the "Français" / "English" button.

15 You can view the different tabs and topics that make up the plan.

REMINDER:

At the bottom of the page, you will see a reminder of the name of the company for which you are filing the Waste prevention and ecodesign plan and the company's contact details.

16 Click on "Next" at the bottom of the page.

FOR INFORMATION:

Each plan tab is structured in the same way:

- The name of the theme,
- The definition of the theme and its objective in relation to the PPEC,
- Questions to be completed.

Step 4: The 3 different types of questions

On the Jotforms platform

1) Mandatory questions

There are 5 errors on this page. Please correct them before moving on. [See errors](#)

2.1. Do you incorporate recycled materials into your products? *

In your current offer * • This field is required.

5-year goal * • This field is required.

1) Questions written in red and followed by an asterisk (*) are mandatory questions.

You can answer "I don't know," which will allow you to proceed to the next step.

If you do not complete all the mandatory questions, a pop-up banner will appear at the top of your page, indicating the questions that need to be answered.

The other questions are optional and provide additional information for your plan.

2) Questions with a single answer

3.3. Do you display the environmental footprint (= environmental cost) of your products on your e-commerce site?

- Yes
- Yes, but only for certain products.
- No
- Not applicable

2) Questions with a choice of answers in the form of round buttons (radio buttons) = 1 possible answer

3) Multiple-choice questions

1.8. Which recycling disruptors have you worked on reducing?

Check the box if you have worked on this topic, and indicate the percentage of references brought to market.	Within five years, check the box if you plan to work on this topic, and indicate the target as a percentage of references brought to market.
EXTERNAL DISRUPTORS	
Fasteners (zipper, button, hook and eye fastener, clasp, buckle, clasp, snap fastener, snap hook, etc.)	<input type="checkbox"/> (in %) <input type="text"/> <input type="checkbox"/> (in %) <input type="text"/>
Information	<input type="checkbox"/> (in %) <input type="text"/> <input type="checkbox"/> (in %) <input type="text"/>

3) Questions with a choice of answers in square button format = multiple choices possible

Step 5: saving and validating your plan

Back

14

Save

16

Next

15



Submission saved as a draft

We've sent you an email with a link to continue later.



Resend the email



Get the draft link

At the bottom of each page, you can:

14 Go back by clicking "Back."

15 Proceed to the next step by clicking "Next."

16 Save your completed PPEC by clicking on "Save."

When you click "Save," a pop-up window will open, allowing you to receive an email with a link to your plan or to copy and paste the link.

IMPORTANT:

If you wish to resume completing your plan after saving it, you will need to use the link you copied and pasted or click on "Display form" in the email you received.

Back

Save

Validate

17

17 Once your plan is complete, click "Validate" to send it to Refashion.
The 'Validate' button only appears in the last section (Section 5 - Collection).

IMPORTANT: Once you click "Validate," you will not be able to go back or correct your information.
You will have to start the form from scratch if you wish to replace it with new answers.

You will then receive two different messages depending on the situation:

Case 1: you are the declarant and are responsible for completing the plan. **Validating your answers is equivalent to validating the Waste Prevention and Ecodesign Plan.**

You will receive your answers in PDF format by email, along with the Refashion certificate confirming that the plan has been successfully submitted.



Sent !

Thank you for your answers. They have been successfully recorded.

This Waste Prevention and Ecodesign Plan summary document will be sent to you by email to the address you provided on the form. Please note that the sender's email address is noreply@formresponse.com. If you do not receive this email, please check your spam folder.

Case 2: you are the Waste Prevention and Ecodesign Plan representative.
Once your answers have been validated, they are sent to your company's declarant, who must validate them.

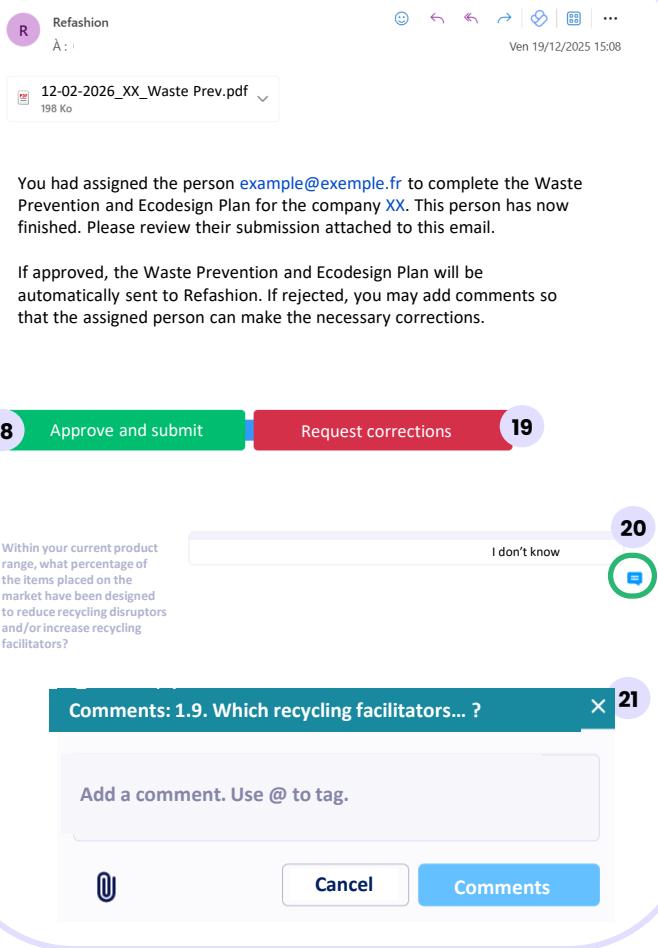
The declarant can either validate your answers or request certain changes before validating the answers.



Sent !

Your submission has been sent to exemple@example.com for review.

You will be notified if your submission has been approved and forwarded to Refashion or if it requires corrections.



(Continued) Case 2: The declarant receives the responses provided by the PPEC declarant in an email (as shown opposite), in PDF format as an attachment.

The declarant can either:

18 "Approve and submit,"

19 "Request corrections."

20 If the declarant selects "**Request corrections**," they will be taken to the form dashboard.

They can add a comment on one or more questions using the small dialog box to the right of the answer.

21 A dialog box will then open, allowing the declarant to add a comment.

The PPEC referent receives email notifications with the modification requests. They can then modify one or more responses. The declarant definitively validates the responses.

Once validated, the Waste prevention and ecodesign plan representative will receive an email attachment containing the responses to the plan in a PDF document, as well as confirmation that the plan has been successfully submitted.

The Waste Prevention and Ecodesign Plan representative will receive an email confirming that their responses have been validated by the declarant.

The Waste prevention and ecodesign plan has been completed!

For more information, visit:

- Our site: <https://pro.refashion.fr/en/marketer/drafting-your-waste-prevention-and-ecodesign-plan>
- Our [FAQ](#)

If you have any questions, please contact us:

- +33 1 89 16 94 06 Monday to Friday from 9 a.m. to 5 p.m.
- [Contact form](#)

Re_fashion