



Best practice guidance for waste data management

Waste Electrical and Electronic Equipment treatment facilities

Please submit the completed return to metals@epa.ie or by post to Resource Use Unit, EPA, PO Box 3000, Johnstown Castle Estate, Co. Wexford, by 2 March 2012.

Helpline: 053 916 7271

07-02-2012: Version 1.4

Contents

1	Background and context	3
	Importance of accurate waste data.....	3
	Improving standards in data management and consistency in data recording	3
2	Completing the survey: General information	3
	Advance preparation – maintenance of adequate data management systems.....	3
	Incoming waste	3
	Onsite storage of waste at beginning and end of year	4
	Outgoing wastes	4
3	The WEEE survey - sheet by sheet	5
	Important information sheet	5
	Sheet 1: Company information.....	6
	Sheets 2-7: Detailed information on WEEE families	6

1 Background and context

Importance of accurate waste data

Accurate and up to date information on waste is essential

- For statutory reporting to the European Commission;
- For monitoring progress towards national and EU targets;
- For monitoring the structure and functioning of the Irish waste industry;
- For highlighting trends in waste generation; and
- For helping to direct prevention efforts towards priority waste streams;

Improving standards in data management and consistency in data recording

As part of the effort to improve the quality and timeliness of waste data, standards need to keep improving. It requires national co-ordination to ensure that all waste operators are generating data on the same basis and in a similar manner. Desktop validation is carried out on each survey return and your company may be contacted to close out queries. Each year, a proportion of the data submitted are verified by data audits. Your company will receive advance notification if your data are due to be audited in 2012.

This guidance manual is intended to act as a reference guide for operators to use when completing the survey for their site. If you have any comments or queries relating to your survey please contact the EPA National Waste Report team at 053 916 7271.

2 Completing the survey: General information

Advance preparation – maintenance of adequate data management systems

You can fill in the survey with ease if you

- Maintain good data management systems;
- Provide good training to your weighbridge operator(s);
- Ensure that staff who leave your company pass on their expertise in completing the annual survey.

Incoming waste

- All incoming wastes should be visually inspected by an appropriately qualified member of staff. An incoming weight for each load should be recorded.
- Please use **tonnes** only. Use conversion factors where necessary e.g. to convert kg to tonnes, divide the kg number by 1,000.
- Please provide **raw data** - i.e. the tonnages of waste types arriving onsite as per weighbridge records.
- You must distinguish between **packaging** and **non-packaging** wastes.

- You must distinguish between waste generated in the Republic of Ireland and waste generated outside of the Republic of Ireland.
- If you handled non-WEEE waste in 2011, please also fill in the 'Metal survey 11', which can be downloaded from www.wastesurvey.ie. In addition to information on metal waste, this survey also allows you to enter data on non-metal waste you handled in 2011 under the 'Other' category. Non-metal waste may include:
 - Batteries;
 - Oils;
 - Plastics;
 - Timber;
 - Landfill material such as dusts;
 - Tyres;
 - Glass;
 - Sludges; and
 - Any other waste that may arise onsite.
- If you treated End-of-life vehicles (ELVs) in 2011, please also fill in 'ELV survey 11', which can be downloaded from www.wastesurvey.ie.

Onsite storage of waste at beginning and end of year

- The EPA requests data on onsite storage. Therefore it is imperative that you maintain a good understanding of the quantities of waste remaining onsite throughout the year, and we require as part of the survey that you report on quantity in storage on 1 January 2011 and 31 December 2011. The EPA appreciates that it may not be possible for some organisations to competently assess the exact tonnage of waste streams remaining onsite at beginning and end of each year and therefore accepts 'informed estimates' made by appropriately qualified staff, e.g. the site manager.

Outgoing wastes

- Relevant information should be recorded and maintained for each outgoing load of waste. In addition, full details of the offsite destination and the recovery and recycling rates achieved offsite should be obtained and recorded.
- Where appropriate, collection dockets/delivery dockets/invoices should be matched to weighbridge dockets and all documents retained on file.
- Please keep in mind that for waste streams removed offsite to multiple destinations, the EPA requires tonnages and recovery and recycling rates per destination. Please ensure your data management system is set up to accommodate this reporting requirement.

3 The WEEE survey - sheet by sheet

Important information sheet

Please ensure that you read the Important Information sheet. This worksheet provides key guidance and is a useful reference tool for completing each worksheet in your survey.

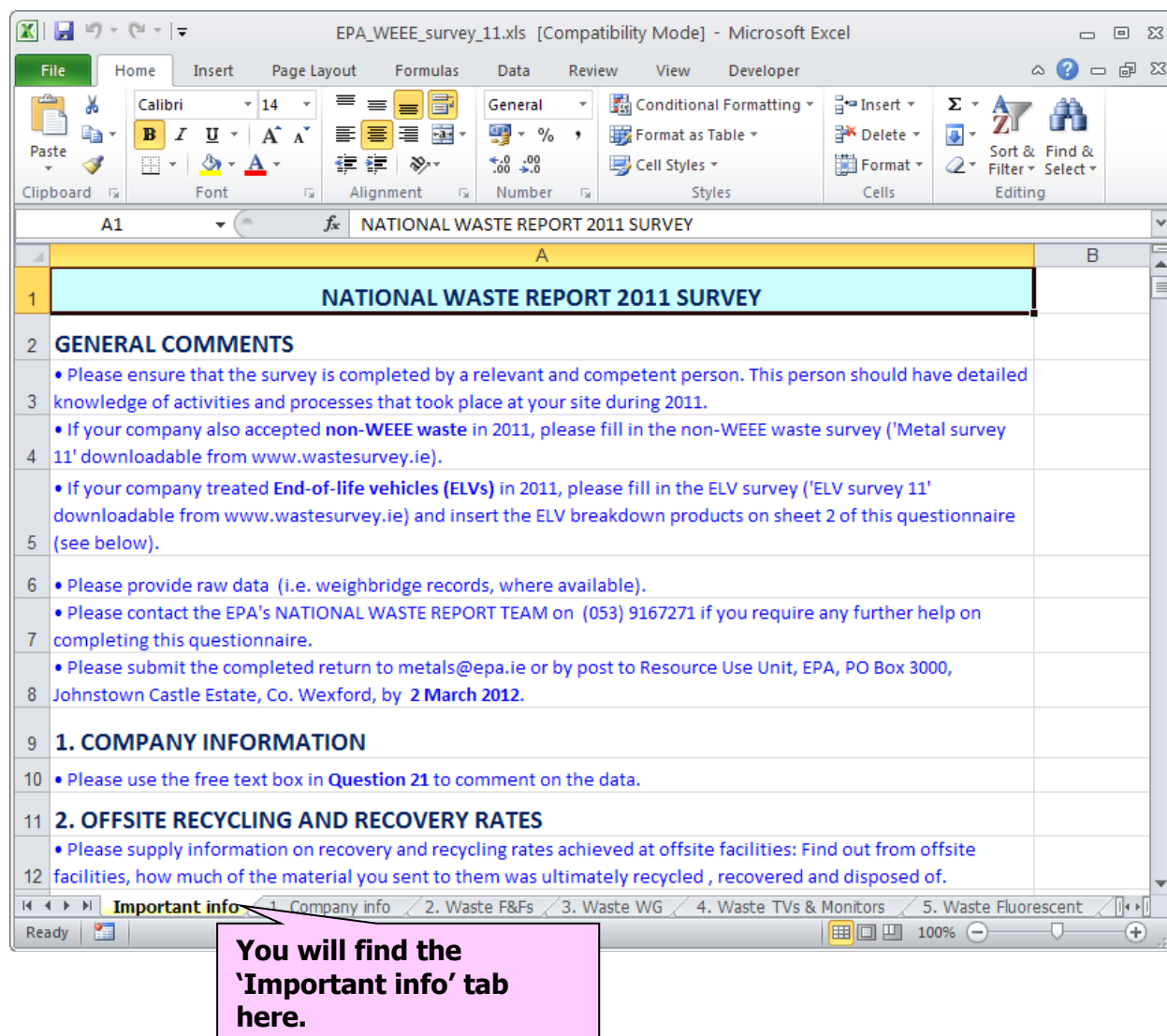


Figure 1: 'Important info' sheet

You must acknowledge on the 'Company info' sheet that you have read the 'Important info' sheet.

Sheet 1: Company information

Sheet one requests general information on your company, site activities, whether waste is brokered, whether the company has multiple sites, etc – basic information which allows the EPA to assess the data submitted in the return in a full and informed manner.

Use the free-text comments box to provide any additional commentary on the data or to provide feedback on the survey itself.

The screenshot shows the Microsoft Excel interface with the following content:

- Worksheet title: **NATIONAL WASTE REPORT 2011 SURVEY**
- Section: **PART ONE - GENERAL COMPANY INFORMATION**
- Instruction: ****PLEASE COMPLETE ALL SECTIONS****
- Form fields:
 - Year to which Data Applies:
 - Company Name:
 - Trade Names:
 - Trade Name 1:
 - Trade Name 2:
 - Trade Name 3:
 - Number of sites that your company operates: **5 If your company operates more than one site, please indicate if this is a combined return for all sites or an individual return for**
 - Facility Address(es):
 - Address 1:
 - Address 2:
 - Address 3:
 - Address 4:
- Worksheet tab bar: **Important info**, **1. Company info**, 2. Waste F&Fs, 3. Waste WG, 4. Waste TVs & Monitors, 5. Waste Fluorescent
- Callout box: **You will find the 'Company info' tab here.**

Figure 2: 'Company info' sheet

Sheets 2-7: Detailed information on WEEE families

A separate worksheet is dedicated to each WEEE family. See list below:

- Sheet 2: Waste Fridges and Freezers
- Sheet 3: Waste White Goods
- Sheet 4: Waste TVs and Monitors
- Sheet 5: Waste Fluorescent Lamps
- Sheet 6: Waste Light Fittings (B2B)
- Sheet 7: Other WEEE

The worksheets are all organised in the same way. They consist of flow diagrams collecting information on WEEE brokered, accepted, stored, pre-treated, prepared for reuse, treated and transferred offsite in 2011 per WEEE family.