Waste Electrical and Electronic Equipment (WEEE) Waste Management Report

Guidance manual for WEEE Waste Management Report online submission

This document is for guidance only. It does not purport to be and should not be considered a legal interpretation of the legislation referred to herein. Producers are advised to refer to the relevant legislation for comprehensive information on requirements.
Table of Contents

Introduction ................................................................. 3
Completing the report ....................................................... 3
Screen 1: Company Information .......................................... 5
Screen 2: WEEE Take Back – Information on WEEE Managed On Site 8
Screen 3: Information on WEEE Sent Off Site ...................... 10
Screen 4: Notice Requirements .......................................... 13
Screen 5: Declaration ...................................................... 14
Submission of report ...................................................... 14

Table of Figures

Figure 1: WEEE Launch page ............................................ 4
Figure 2: Landing page .................................................... 4
Figure 3: Links for further information .................................. 5
Figure 4: Tab Colour ....................................................... 5
Figure 5: Question 1 – Company Details............................. 6
Figure 6: Question 3 – Selection of Categories of EEE .......... 6
Figure 7: Question 4 – Confirmation of reporting to the Blackbox 7
Figure 8: Question 5 – Information on distribution of EEE .... 7
Figure 9: Question 5 – Information on distribution of EEE .... 8
Figure 10: Question 6 – WEEE take back ......................... 8
Figure 11: Question 7 - Total weight of WEEE Returned ...... 9
Figure 12: Question 8 - Reuse and Recovery ....................... 10
Figure 13: Question 9 - Details on WEEE sent off-site ......... 11
Figure 14: Question 9 - Details on WEEE sent off-site ......... 12
Figure 15: Question 9 – Addition of organisation to list ....... 12
Figure 16: Question 10 – Recovery Targets ......................... 13
Figure 17: Question 11 – Notice display ............................ 14
Figure 18: Declaration .................................................... 14
Introduction
The purpose of this guidance document is to assist business-to-business (B2B) producers who are required to submit an annual WEEE Waste Management report to the EPA in part fulfillment of their producer responsibility requirements. The EPA has developed an online reporting system to assist producers in this regard. This guidance document is divided into sections, with each section corresponding to a screen on the online system. The WEEE Waste Management Report is an annual report that requires information on your company’s Waste Electrical and Electronic Equipment (WEEE) taken back as part of your self-complying obligation and must be submitted to the EPA no later than the 31st January each year. The requirement for submission of the report is set out in Article 25(3) (a) of the European Communities (Waste Electrical and Electronic Equipment) Regulations 2011, S.I. No. 355 of 2011.

The report requires information concerning the take back and treatment of WEEE, generally for the preceding year. Unlike the three year plan, it requires the producer to provide actual figures relating to the:

- quantities of WEEE taken back during the reporting year
- quantities of WEEE prepared for re-use, recovered and/or transferred to a recovery operator
- WEEE recovery and recycling targets achieved on your company’s behalf

If any company exports WEEE to another country i.e. to their parent company, they will also need to provide additional details relating to onward treatment. Please note that the WEEE Waste Management Report requires information on waste electrical and electronic equipment (WEEE) only i.e. no information on waste batteries should be included.

The information provided in the WEEE Waste Management Report allows the EPA to ensure that recovery and recycling targets are met by Producers. In addition, this information is required for reporting of WEEE arising in Ireland and in part fulfillment of Ireland’s requirement to report to the EU Commission relating to business to business (B2B) WEEE.

Completing the report
If you have yet to set up your company account through the EPA Alder portal (https://alder.edenireland.ie/), download our guidance document for further information on how to set up your company account on the online system.

If you have your company account set up please login at https://alder.edenireland.ie/ and click on “Home” and “Launch” to proceed with your submission(s).
When you click “Launch” the landing page will default to the next submission you are required to make (e.g. plan or report). If your Plan has expired, you will first have to submit your last due Report before making the Plan submission. Click “Create” to start making your next submission (See Figure 2 below).

**Figure 1: WEEE Launch page**

When you click “Launch” the landing page will default to the next submission you are required to make (e.g. plan or report). If your Plan has expired, you will first have to submit your last due Report before making the Plan submission. Click “Create” to start making your next submission (See Figure 2 below).

**Figure 2: Landing page**

If the landing page does not default to your next plan or report due, contact the enforcement team at [weee@epa.ie](mailto:weee@epa.ie) or Lo-Call 1890 33 55 99 for further assistance. Useful links are included throughout the report which you can follow to find out more information on that section in the report. Figure 3 below shows where the first link on screen one is located.
The tabs at the top of the screen will show your progress; when the tab remains red it means that some information is missing; the tab will turn green once all the necessary information has been entered (see Figure 4). **Note:** the “Submit” button will remain disabled (greyed out) until all the tabs turn green. Please bear in mind, if the online system is left idle for more than 30 minutes, you will need to log back into the system to continue with your submission. There is an autosave function (the system will save your data every 15 minutes) however it is recommended that you save your report regularly to ensure no loss of data. Once a report has been saved the EPA will be able to view your saved data however until a report has been fully submitted the EPA cannot assess your submission.

**Figure 4: Tab Colour**

**Screen 1: Company Information**

This section requires information on your company’s name, address and contact details. Please note if the company information has been entered in a previous plan or report, this will be automatically populated into the next submission. You will also be asked for your WEEE Registration number, this is the number you would have received from the WEEE Register Society when you applied for registration; it is a five digit number with one or both of the letters W/B at the end e.g. IE01234WB. If you have not yet registered or renewed registration with the WEEE Register Society Limited you can do so by contacting them at 01 6333 550/1 or by
Information on the type(s) of electrical and electronic equipment (EEE) manufactured and/or imported by your company is required. These questions require a Yes or No answer, for example Question 3 requires you to select the categories of electrical and electronic equipment (EEE) that your company manufacturers/imports; across from each category there is an option to select “Yes” or “No”. Select “Yes” to all categories that apply to your company. Please note that any categories selected as “No” will automatically be disabled (greyed out) throughout the rest of the report, this means that only the categories you select as “Yes” will be available for you.

Question 4 requires confirmation that your company reported all electrical and electronic equipment (EEE) that was placed on the Irish market to the Blackbox during the report year.
The WEEE Blackbox require quantities of EEE that were placed on the Irish market each month, the WEEE Blackbox reports differ to the WEEE Waste Management Report because they require information in relation to equipment placed on the market (supply onto market) whereas the WEEE Waste Management Report requires the quantities of Waste Electrical and Electronic Equipment (WEEE) that was taken back during the reporting year. If you have queries relating to WEEE Blackbox reporting you can contact the WEEE Blackbox team on 01-4172228 or www.weeeblackbox.ie for further assistance.

You are required to confirm that your company reported to the WEEE Blackbox during the reporting year by ticking the box in question 4 (see Figure 7 below)

Figure 7: Question 4 – Confirmation of reporting to the Blackbox

**Question 5** contains three statements; the statement that relates best to your company should be selected. If you select statement one or two you do not need to enter an address (address boxes will remain greyed out, see Figure 8 below) however if you select the third statement you will need to provide the distribution address (the greyed out boxes will become active upon selection of statement three, see Figure 9 below).

Figure 8: Question 5 – Information on distribution of EEE
Figure 9: Question 5 – Information on distribution of EEE

Screen 2: WEEE Take Back – Information on WEEE Managed On Site

Question 6 contains three statements that relate to the take back of WEEE, select “Yes” for any statement that applies to your company. If you select “No” for all statements you can skip to screen 4 (the next 2 screens will be disabled (greyed out) and the tabs will turn green). If you select “Yes” for statement(s) one and/or two and “No” for statement three you will need to provide further information in questions 7 and 8 but you will not need to answer any questions on the tab “WEEE Sent off Site” (this tab will automatically turn to green if you indicate that no WEEE was sent off site for treatment). If statements one and/or two are selected as “Yes” along with statement three then you will need to provide further information in the “WEEE Sent off Site” tab (See Figure 10: Question 6 –WEEE take back below).

Figure 10: Question 6 –WEEE take back

Question 7 Requires information on the amount of WEEE carried over by your company from the previous year and the amount of WEEE that was returned by your company during the
reporting year\(^1\). All documentation relating to WEEE take back, treatment and disposal should be kept as this additional documentation may be required by the WEEE Enforcement team in addition to the online submission.

As you can see from Figure 11 below, for each category applicable to your company you will need to enter the total quantity of WEEE carried over from the previous year (column 1) and the quantity of WEEE that was taken back by your company during the reporting year (column 2). Ensure you enter “0” for each of the applicable categories if no WEEE was taken back, otherwise the screen will be incomplete and the tab will not turn green. Column 3 will auto-calculate once figures have been added to columns 1 and 2.

**Note:** Certain categories are disabled (greyed out) while categories 1 and 7 are not - this is because categories 1 and 7 were selected in question 3 (screen 1) while the other categories were selected as "No".

If your company has electrical and electronic equipment that falls under categories 1, 3, 4, 5 or 10 please note that a further breakdown of WEEE taken back is required in question 7 e.g. for Category 1 you are also asked to provide the quantity that relates to refrigeration equipment.

**Figure 11: Question 7 - Total weight of WEEE Returned**

![Figure 11](image)

**Question 8** requires information on what happened to WEEE before it was transferred off site for treatment. If your company did not prepare for re-use/recover/store WEEE on site then enter “0” into all applicable boxes for all applicable categories.

**Question 8(a) (i)** requires the quantity of WEEE that was prepared for re-use as a whole appliance. Include any equipment which is supplied back onto the Irish market. (circled in red in Figure 12 below).

**Question 8(a) (ii)** requests the quantity of WEEE that was prepared for re-use as spare parts. For example parts that were taken from one piece of electrical and electronic equipment (EEE) to repair another piece of EEE (circled in red in Figure 12).

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\(^1\) Note: Include quantities of WEEE that was returned to your parent company during the reporting year, where applicable.
**Question 8(b)** requires the quantity of WEEE that was recovered on your premises. In this context recovery refers to any materials of WEEE that were reclaimed, recycled, regenerated or used to generate energy e.g. incineration. **Note:** Recovery is only relevant where a company dismantles WEEE on their premises and feeds this material back into the manufacturing process, it does not mean WEEE that was brought back to your company’s premises for reuse, storage or collection by your recovery operator (circled in blue in Figure 12).

**Question 8(c)** requires the quantity of WEEE that was stored on your company premises at the end of the reporting year i.e. if you are filling out a report for 2013 you would include the amount of WEEE that was stored on the premises in December 2013 in this section (circled in green in Figure 12).

**Figure 12: Question 8 - Reuse and Recovery**

**Screen 3: Information on WEEE Sent Off Site**

This section requires information on the quantities of WEEE that were sent off site (off site can mean off site from the company premises or from the end user premises) for further treatment (the destination can be a parent company for reuse or a recovery operator for further treatment).

Please note that quantities of WEEE sent off site should be recorded, you should receive all relevant documentation (collection dockets, recovery/destruction certificates) from authorised collectors and/or recovery operators. Where WEEE (arising from electrical and electronic equipment placed onto the Irish market) is forwarded to your parent company you will need to track the equipment sent to the parent company and the onward treatment of this WEEE; this will be reported in question 7. All documentation relating to WEEE returned to your parent company for treatment and disposal should be kept as this additional documentation may be required by the WEEE Enforcement team in addition to the online submission.
**Question 9** requires details on WEEE sent off site by your company to a recovery operator, parent company, charity\(^2\) and/or other. Information required includes the quantities and destination of the WEEE sent off site. Any collector/recovery operator collecting WEEE and/or treating WEEE should be authorised to do so i.e. they must have a relevant permit/licence to collect, store and treat WEEE. Information on all recovery operators and charities from Ireland and abroad must be supplied in this question.

To add information into the table provided in question 9 you will need to click on “Add a new record to this grid” (circled in red in Figure 13 below); this will provide you with a row to which you can add the required information. The drop down menus for ‘Category’ and ‘Destination’ will allow you to select the relevant category/destination (circled in red in Figure 14 below).

**Figure 13: Question 9 - Details on WEEE sent off-site**

You can add your WEEE collector and/or recovery operator details by clicking on the icon (circled in green in Figure 14 below), this will provide you with a list of organisations to choose from. Once these have been added you can then include the weight of WEEE that was sent to this recovery operator. Select the recovery operator location from the drop down menu provided under the heading “Recovery Operator Location”.

If you need to select more than one category, destination or WEEE collector/recovery operator click on “Add a new record to this grid” and a new row will appear and you can then select another category and destination, where applicable.

Please note not all recovery operators authorised to collect/store WEEE are also authorised to treat WEEE, please ensure that when you are transferring your WEEE to a recovery operator that you know the ultimate treatment destination of this WEEE. Also ensure that you receive recycling/destruction certificates from all recovery operators involved in the treatment of WEEE from your company as you may be asked to submit these to the WEEE Enforcement team as additional information to the annual report. All relevant recycling/destruction certificates can be uploaded by clicking on the “Browse” button (circled blue in Figure 14 below).

\(^2\) Person or persons, acting on behalf of a body, which has been granted charitable recognition by the Revenue Commissioners and issued with a Charity (CHY) number.
Figure 14: Question 9 - Details on WEEE sent off-site

If you cannot find your WEEE collector or recovery operator on the list provided, you can add them to the list by clicking on “Create New Organisation”. Before you proceed to add a new organisation to the list please ensure you have saved your work. Once you click on “Create New Organisation” a table will appear where you can add the details of your collector/recovery operator (see Figure 15 below). You will need to indicate if the organisation is a WEEE collector and/or WEEE Recovery Operator (circled in red in Figure 15 below); you will also need to provide the relevant permit/licence number(s) (circled in green in Figure 15: Question 9 – Addition of a collector and/or recovery operator below). Once you have added the required information click the “submit” button, this will save your organisation to the list of organisations provided under “Add a new record to this grid”, this means you can now click on “Add a new record to this grid”, provide the requested information and add your WEEE collector/recovery operator by clicking on the icon and selecting your WEEE collector/recovery operator that you have just added.

Figure 15: Question 9 – Addition of a collector and/or recovery operator
Please note if WEEE was sent outside of Ireland for treatment, recovery/destruction certificates will need to be submitted in addition to the report.

**Question 10** There are certain recovery and recycling targets set out in the regulations that you as a producer need to prove are being met when WEEE is treated on your behalf e.g. 80% is the minimum recovery rate for categories 1 and 10, this means that if your company transferred 100kg of Category 1 WEEE to a recovery operator a recovery rate of up to 80kg would need to be demonstrated. If your equipment is mostly comprised of metal, this target can be easily achieved. You will need to ensure that the proposed recovery operator contracted by your company can assist you in meeting all applicable recovery targets. The obligation rests with the producer to prove that these targets are being met. Figure 16 below) that you must select in order to confirm that written confirmation on achievement of the recycling/recovery targets has been received from your recovery operator(s).

**Figure 16: Question 10 – Recovery Targets**

<table>
<thead>
<tr>
<th>Question 10. Has your company received confirmation from your recovery operator stating that waste targets are met?</th>
</tr>
</thead>
<tbody>
<tr>
<td>I confirm that received written confirmation from our recovery operator(s) stating that the recovery targets given in Article 23 were achieved for the WEEE our company sent to them for treatment during the year in question.</td>
</tr>
<tr>
<td>Please select to confirm:</td>
</tr>
</tbody>
</table>

**Screen 4: Notice Requirements**

A notice stating that your company has a WEEE Waste Management Report completed should be on display on your company premises. This notice can be found on the EPA's website: [http://www.epa.ie/whatwedo/resource/weee/weeetaxandbatteries/guidanceanddownloads/](http://www.epa.ie/whatwedo/resource/weee/weeetaxandbatteries/guidanceanddownloads/) entitled “Waste Management Report Signage”.

**Question 11** requires confirmation that you have the appropriate signage on display on your premises. You can select either Yes or No to indicate if signage is on display or not. (See
Figure 17 below).

If you select “No” or “N/A” there is a free text box available that will allow you to explain why your company doesn't have the notice on display or why the notice is not applicable to your company (highlighted in red in Figure 17 below).
Screen 5: Declaration

This is the final section of the report and it requires your company to confirm that the information provided in the report is true and accurate. There are 2 tick boxes that you must select in order to confirm that the information provided is true and accurate. Free text boxes are also provided so that the name and position (must be senior management) of the person that approves the report can be added (See Figure 18).

Figure 18: Declaration

Submission of report

Once all screens have been fully completed and all tabs have changed from red to green, the “Submit” button becomes active. Click on “Submit” and the report will be submitted to the EPA for assessment. You will be returned to the landing page where your submission will appear in the table of submissions. A PDF copy of your submission will be emailed to the primary contact immediately after submission.

Alternatively you may download a copy of your submission by clicking to the hyperlink “download PDF copy” of your submission. You should download the PDF and save it immediately as this option will not be available once you exit the screen and return later.