



# **Waste Electrical and Electronic Equipment (WEEE)**

## **Waste Management Plan** **Guidance manual for WEEE Waste Management** **Plan 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.**

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## Introduction

The purpose of this guidance document is to assist self-complying business-to-business (B2B) producers who are required to submit a three-year WEEE Waste Management Plan to the EPA in part fulfilment of their producer responsibility obligations. 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 Plan must be submitted to the EPA **every 3 years**, no later than the 31<sup>st</sup> January. This is a legal requirement, set out in Regulation 25 of the European Union (Waste Electrical and Electronic Equipment) Regulations 2014 (S.I. No. 149 of 2014).

The purpose of a WEEE Waste Management Plan is to provide the EPA with information on how self-complying B2B producers will manage waste electrical and electronic equipment (WEEE) in an environmentally sound manner over the 3-year period of the plan. The following information must be included in the plan:

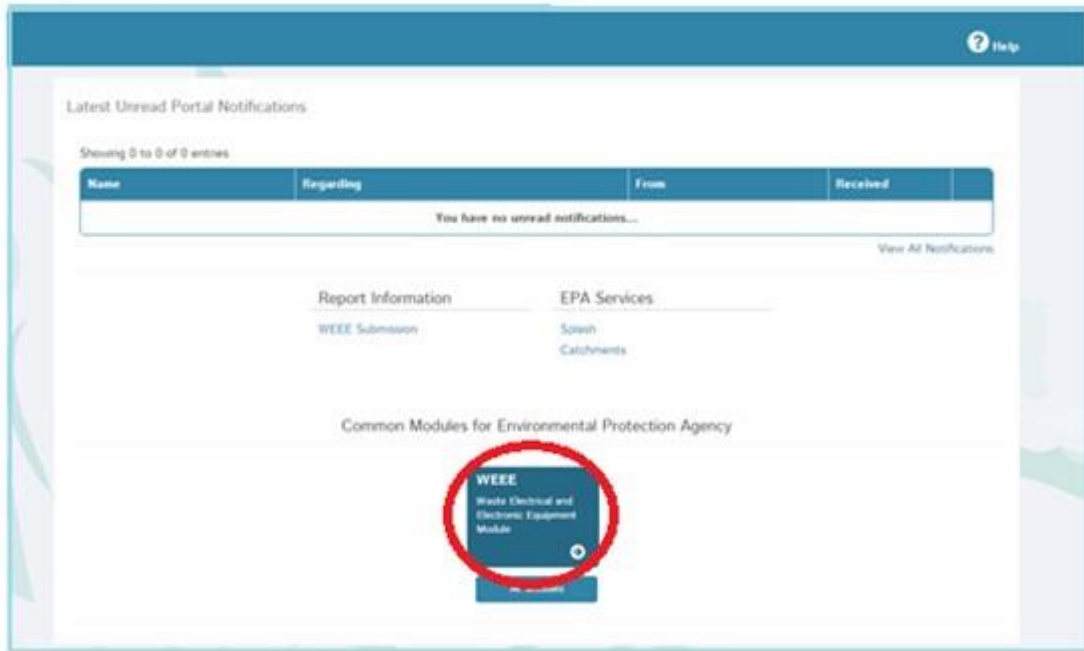
- **estimates** on the amount of WEEE that you might take back over the 3-year period of the plan and;
- **estimates** on the amount of WEEE that will be prepared for reuse, recovered and/or transferred to a treatment operator.

**Please note that the WEEE Waste Management Plan requires information on B2B WEEE only. No information on the management of your own use/office WEEE or on waste batteries should be included.**

## Completion of the Plan

The EPA's online reporting system which you use to submit your plan is available via the EDEN portal ([www.edenireland.ie](http://www.edenireland.ie)). You must have an account to use the EDEN portal. If you need to set up a new company account on EDEN, please download our [guidance document](#) for first time users of the system to find out how to set up your company account on the online system. If you have an existing account, please login at [www.edenireland.ie](http://www.edenireland.ie), click on 'Sign-In' and once logged in, click on the "WEEE Waste Electrical and Electronic Equipment Module" box (see Figure 1 below) to access the landing page (see Figure 2).

Figure 1: WEEE module access on EDEN



The landing page will default to the submission that you are currently required to make (e.g. plan or report; the 2021 plan in the case below in figure 2). Click “Load” to start making your currently required submission (See Figure 2 below).

Figure 2: Landing page

### Next Submission

The next submission due is here:

Year	Submission Type	
2021	ThreeYearWastePlan	<b>Load</b>

Notes:

\* The form will be automatically saved every 15 min. Please ensure you save manually before exiting the system to ensure you do not lose any data you have entered.

### Blank Submissions

If you want to look at the questions that are in the webform before making your submission you can download a blank copy of the Plan or Report webforms here.


Please note that this is only to help you prepare your answers in advance of making your submission online. We will not accept hard copies of the Plan or Report.

[Download blank Plan PDF](#)

[Download blank Report PDF](#)

### Previous Submissions

The table below is a record of previous and outstanding submissions. You can download a Pdf of a submission by clicking on the download button on the right side of the table.

Year	Submission Type	Submission Status	Download PDF
2021 - 2023	3 Year Waste Plan	NotSubmitted	 <b>Download PDF</b>

If the landing page does not default to next plan or report that is required for submission, then contact the EPA at [weee@epa.ie](mailto:weee@epa.ie) for further assistance. Useful links are included throughout the plan submission form which you can follow to find out more information on that section. Figure 3 below shows where the first link on screen 1 is located.

**Figure 3: Links for further information**

**Question 2. What categories of B2B electrical and electronic equipment (EEE) does your company manufacture or import?**

[Click here to check out examples of each category for assistance with selecting the categories relevant to your company.](#)

Select Yes or No for each option below. This relates to new product that your company places on the market each year.

**Categories:**

Category 1	Temperature exchange equipment:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Category 2	Screens monitors and equipment containing screens having a surface greater than 100 cm <sup>2</sup> :	<input type="radio"/> Yes <input checked="" type="radio"/> No
Category 3	Lamps:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Category 4	Large equipment (any external dimension more than 50cm). This category does not include equipment included in categories 1 to 3:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Category 5	Small equipment (no external dimension more than 50cm):	<input type="radio"/> Yes <input checked="" type="radio"/> No
Category 6	Small IT and telecommunication equipment (no external dimension more than 50cm):	<input type="radio"/> Yes <input checked="" type="radio"/> No

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, that 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 draft plan regularly to ensure no loss of data. Once a plan has been saved the EPA will be able to view your saved data, however, until a plan has been finally submitted the EPA cannot fully assess your submission.

**Figure 4: Tab colour**

Waste Management Plan For 2021

Save **Submit** [-] Collapse

Company Info Projections Financing Storage, Treatment & Recovery Records & Notices Declaration

## Screen 1: Company Information

[Question 1](#) requires information on your company's name, address and contact details. 'Barntown Ltd' is used as an example of a producer in Figure 5 below. Please note, that if your company information has been entered with a previous plan or report, this will be automatically populated into the next submission. You will also be asked for your Producer Register registration number. This is the number received from the Producer Register Limited when you applied for registration as a producer. This number will have one or both of the letters W/B at the end e.g. 1234WB. If you have not yet registered or if you require renewed registration with the Producer Register Limited, you can do so by contacting them. Contact information is available on their website: [www.producerregister.ie/](http://www.producerregister.ie/).

Figure 5: Question 1 - Company information

**Question 1. Please provide your company information as requested below.**

Producer Register Registration Number:	<input type="text" value="1234W"/>	<small>Registration number as assigned by the Producer Register Ltd. It is in the format 1234W or 1234WB</small>
Registered company name:	<input type="text" value="Barntown limited"/>	<small>If you need to edit Company Detail you must go to the <a href="#">Eden Home Page</a></small>
Trade name of Company:	<input type="text"/>	<small>Name the company trades under or is more commonly known</small>
Alternate email address:	<input type="text"/>	<small>Generic email address, in case the main person is not available</small>
Address for correspondence:	Avenue 27, Forestry Road, Wexford,	
Post code:	<input type="text" value="25463"/>	
<b>Primary Contact</b>		
Confirm primary contact?	<input type="text" value="Select Option"/>	<small>Are you the main person responsible for WEEE compliance in Barntown limited.</small>
Primary contact full name:	<input type="text"/>	<small>This is the main person responsible for WEEE compliance in Barntown limited.</small>
Primary contact email address:	<input type="text"/>	
Telephone number:	<input type="text"/>	
Fax number:	<input type="text"/>	

[Question 2](#) requires you to select the categories of electrical and electronic equipment (EEE) that your company places on the market in Ireland. Across from each category there is an option to select “Yes” or “No” (as circled below in Figure 6). Select “Yes” for 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 plan.** This means that only the categories which you select as “Yes” will be available to you in the rest of the plan submission form.

**Figure 6: Question 2 – Selection of EEE categories**

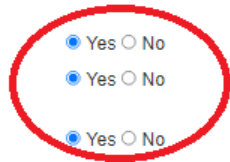
**Question 2. What categories of B2B electrical and electronic equipment (EEE) does your company manufacture or import?**

[Click here to check out examples of each category for assistance with selecting the categories relevant to your company.](#)

Select Yes or No for each option below. This relates to new product that your company places on the market each year.

Categories:

- |            |  |   |
|------------|--|---|
| Category 1 | Temperature exchange equipment:  | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Category 2 | Screens monitors and equipment containing screens having a surface greater than 100 cm <sup>2</sup> :                            | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Category 3 | Lamps:   | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Category 4 | Large equipment (any external dimension more than 50cm). This category does not include equipment included in categories 1 to 3: | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Category 5 | Small equipment (no external dimension more than 50cm):  | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Category 6 | Small IT and telecommunication equipment (no external dimension more than 50cm):   | <input type="radio"/> Yes <input checked="" type="radio"/> No |



Question 3 requires a description of the products you place on the market and information regarding who you supply those products to. **Note:** If you also supply products that are used in private households, then you are also a B2C (business to consumer) EEE producer. In that case, you must contact the Producer Register Limited regarding your obligations as a B2C producer. You will in fact be a dual producer - a B2B producer *and* a B2C producer - so you will have to meet the legal obligations that apply both types of producer.

**Figure 7: Question 3 - Information on distribution of EEE**

**Question 3. Who do you supply your products to?**

Select Yes or No for each option below.

Private Households	<input type="radio"/> Yes <input checked="" type="radio"/> No
Other Businesses	<input type="radio"/> Yes <input checked="" type="radio"/> No
Wholesalers	<input type="radio"/> Yes <input checked="" type="radio"/> No
Retailers	<input type="radio"/> Yes <input checked="" type="radio"/> No
Schools	<input type="radio"/> Yes <input checked="" type="radio"/> No
Universities	<input type="radio"/> Yes <input checked="" type="radio"/> No
Other	<input type="radio"/> Yes <input checked="" type="radio"/> No If Other please specify: <input type="text"/>

[Question 4](#) contains four statements in relation to the way that you distribute your products. 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, however if you select the third or fourth statement you will need to provide the distribution address (additional boxes will become active upon selection of statement three or four - see Figure 8 below).

**Figure 8: Question 4– Information on distribution of EEE**

**Question 4. Where is the electrical and electronic equipment distributed from?**

Please indicate where the equipment is distributed from by selecting the most appropriate option below. Only answer this question if you use another address for distribution, separate to the address of the company as provided under Question 1 above.

- My company distributes equipment from the same address as provided in question 1.
- The equipment is supplied directly to the customer's premises (e.g. from the manufacturer).
- The distribution address is in Ireland but is different from that provided in Question 1.
- The distribution address is outside Ireland but is different from that provided in Question 1.

Distribution address in the Republic of Ireland - please enter the details here:

Distribution Address:

County:

Post code:

## Screen 2: Projections

[Question 5](#) requires estimates of the quantities of EEE that you expect to place on the Irish market over the 3-year period of the plan. If you find the text boxes are not enabled after selection of the applicable EEE Categories in Question 2, then you should refresh your web browser.

**Note:** Certain EEE categories are not shown in Figure 9 while only categories 1, 2 and 3 are shown. This is because categories 1, 2 and 3 were selected as “Yes” in Question 2 above (see Figure 6) while the other categories were selected as “No”.

**Figure 9: Question 5 – Weight of EEE to be placed on the market**

● Question 5. What is the weight of B2B electrical and electronic equipment (new product) that you will place on the market in the Republic of Ireland over the next 3 years? Indicate in each of the WEEE categories listed below. Provide your best estimates.

Note: If an entry for a category is disabled below it is because the category was not selected by you in Q2.

WEEE Categories:		(1 metric tonne = 1,000kg)
Category 1	Temperature exchange equipment:	<input type="text"/> KG
Category 2	Screens monitors and equipment containing screens having a surface greater than 100 cm2:	<input type="text"/> KG
Category 3	Lamps:	<input type="text"/> KG

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[Question 6](#) requires an **estimate** of the lifespan of the electrical and electronic equipment that your company places on the *Irish* market. Again, the categories that were selected as “No” in Question 2 above are not displayed and categories 1, 2 and 3 are available because they were selected. If some EEE products have a range of life spans, e.g. 5 -10 years, then an average figure should be used, e.g. 7 years.

### Figure 10: Question 6 – Life span of EEE

● Question 6. How long do you think it will take (in years) for the equipment that will be placed by you on the market in the Republic of Ireland over the next 3 years to reach its end-of-life and become WEEE? Indicate in each of the categories listed below. Provide your best estimate.

Note: If an entry for a category is disabled below it is because the category was not selected by you in Q2.

#### WEEE Categories:

Category 1	Temperature exchange equipment:	<input type="text"/>	Years
Category 2	Screens monitors and equipment containing screens having a surface greater than 100 cm2:	<input type="text"/>	Years
Category 3	Lamps:	<input type="text"/>	Years

[Question 7](#) requires you to *estimate* the **total quantity** of waste electrical and electronic equipment (WEEE) that is expected by you to be returned to your company over the 3-year period of the plan. Free text boxes are located across from each category and the expected quantities of WEEE to be returned should be added to each appropriate box (see Figure 11 below). You can also select if Used EEE (EEE that is not yet WEEE) is expected to be returned to you in the next three years.

**Figure 11: Question 7 – Weight of WEEE to be returned/taken back**

**● Question 7. How much WEEE do you think will be returned to you over the next three years? Indicate in each of the categories listed below. Provide your best estimate.**

**Note: If an entry for a category is disabled below it is because the category was not selected by you in Q2.**

WEEE Categories:		(1 metric tonne = 1,000kg)
Category 1	Temperature exchange equipment	<input type="text"/> KG
Category 2	Screens monitors and equipment containing screens having a surface greater than 100 cm2	<input type="text"/> KG
Category 3	Lamps	<input type="text"/> KG
Is used EEE (i.e. that is not yet WEEE) returned to your premises?		<input type="text" value="Select Option"/> ▼

[Question 8](#) requires a further breakdown of the WEEE that is expected to be returned to your company. You will need to **estimate** the quantities of WEEE that your company or a company working on your behalf, expects to reuse/prepare for reuse and/or recover on your premises.



**Note:** Recovery of WEEE can include activities such as melting metal, shredding plastic or the generation of energy (e.g. by incineration). Some activities require a waste authorisation (e.g. a permit from the local authority or a licence from the EPA depending on the type of activity). It should be noted that some of these activities (e.g. incineration) cannot be carried out at your premises without the appropriate form of authorisation being in place. It is not considered typical for a producer to carry out these activities on their own premises.

**Figure 12: Question 8 – WEEE to be reused/prepared for reuse/recovered**

**Question 8. Of the WEEE that will be returned to you (amounts given in question 7), how much WEEE will be managed at your premises?**

This question relates to what could be done at your premises only. We need to know if you plan to reuse the WEEE or carry out repairs on the WEEE that is returned to you over the next three years. We realise that you may not do anything to the WEEE at your premises and that you may simply store it or send it to a waste treatment operator.

- (A) Will it be 'reused' by another customer?
- (B) Will be it 'prepared for reuse'?
- (C) Will you 'recover' or recycle the WEEE in any way at your premises?

[Question 9](#) looks for the quantities of WEEE that you expect to transfer to a WEEE treatment facility. Free text boxes are located across from each category and the quantities of WEEE expected to be transferred for treatment should be added to each appropriate box (see Figure 13 below).

**Note: the quantities given in Questions 8 and 9 should add up to the total figure provided in Question 7.**

**Figure 13: Question 9 – WEEE to be transferred to a treatment facility**

**● Question 9. Of the WEEE that will be returned to you (amounts given in question 7), what amounts do you think will be given to your waste contractor and taken off-site over the next 3 years? Indicate in each of the categories listed below. Provide your best estimate.**

Note: This refers to the amounts of WEEE that will be collected by your waste contractor and taken off site for treatment/recycling. Please do not include the amounts that have been reported by you under Question 8 above.

Note: If an entry for a category is disabled below it is because the category was not selected by you in Q2 above.

WEEE Categories:		(1 metric tonne = 1,000kg)
Category 1	Temperature exchange equipment	<input type="text"/> KG
Category 2	Screens monitors and equipment containing screens having a surface greater than 100 cm <sup>2</sup>	<input type="text"/> KG
Category 3	Lamps	<input type="text"/> KG

### Screen 3: Financing

Question 10(a) requires confirmation that, when the EEE which you place on the market Ireland reaches end of life (i.e., becomes WEEE), your company will either:

1. Finance the environmentally sound management of the WEEE itself (Regulation 18 of the WEEE Regulations)
- Or**
2. Come to an agreement with your customers/users whereby the users will finance the environmentally sound management of WEEE (Regulation 19 of the WEEE Regulations).

If your company chooses Regulation 19, your company must have a pre-written agreement with each customer/user stating that the user accepts responsibility for the environmentally sound management of the WEEE. The EPA will check the wording of the agreement between you and your customers/users before you can be formally approved for Regulation 19 Financing. You should not presume that the EPA will approve use of Regulation by a B2B producer. Please contact the [WEEE@epa.ie](mailto:WEEE@epa.ie) for an approved Regulation 19 agreement statement.

Regulation 19 requires your company to demonstrate to the EPA (i) that the WEEE was treated by an authorised treatment operator and (ii) the quantities of WEEE that were treated by that operator. Therefore, you must be in a position to retrieve the relevant data and the applicable recycling/destruction certificates from the user following the treatment of WEEE (arising from EEE supplied by your company) by them.

***Please note:*** Although the responsibility for the financial management of WEEE is transferred to the user, you as the producer will still be required to submit the relevant WEEE Waste Management Plans and Reports to the EPA. You will also be required to provide any additional information that may be required by the EPA to verify the proper treatment of the WEEE which was arranged and financed by the end-user.

**Note:** B2B producers must use either Regulation 18 or Regulation 19 to manage the WEEE that results from their EEE products.

Whether using Regulation 18 or 19, one box must be selected. A short explanation is provided under each tick box for your information (see Figure 14).

## Figure 14: Question 10(a) – Financing the management of WEEE

### ● Question 10. Does your company have the financial resources to ensure that the WEEE is managed in a legal and safe way?

In this section, we are looking for confirmation that your company has the financial means to ensure that the WEEE is stored, treated, recycled and/or disposed of in an environmentally sound manner.

Your legal obligations regarding financing of WEEE take back and management are set out in regulations 18 and 19 of the WEEE Regulations. We need you to inform whether you will meet your financing obligations using either regulation 18 or 19.

Click [here](#) to see the legal requirements of regulations 18 and 19.

Regulation 18 - This means that you will finance the environmentally sound management of the WEEE yourself. If you are using regulation 18, we need you confirm that here.

I confirm that **Environmental Protection Agency** has set aside adequate financial resources to ensure the environmentally sound management of WEEE as required by regulation 18 of the WEEE Regulations

Please select to confirm that you are using regulation **18**:

If you are using regulation 18, please describe here how you will self-finance the environmentally sound management of the WEEE.

OR

Regulation 19 - This allows the producer (i.e. your company) and the end user of the equipment to agree on an alternative way to finance the environmentally sound management of the WEEE. There must be a written agreement between the two parties (i.e. you and the final user). You must also notify the end user of their responsibilities to ensure that the WEEE is managed safely. It must be noted that you are still required to keep records relating to the the environmentally sound management of the WEEE, so you will need to get the information from the end user. If you are using regulation 19 to avail of alternative financing agreements, we need you to confirm that here.

Please select to confirm that you are using regulation **19**:

[Question 10\(b\)](#) requires the WEEE takeback statement to be included on your website and your sales invoice documentation.

- Where Regulation 18 is in operation: Use either the long or short version outlined below.
- Where Regulation 19 is in operation: Use the following version outlined below.
- Where both Regulations are in operation, both take back statements are required on the invoice and website.

**Please note:** without evidence of an appropriate statement, the EPA will not approve your Waste Management Plan.

## **Regulation 18 WEEE takeback statement long version:**

### **1. Long version to be used in T&C's, websites or agreements where relevant:**

[Organisation name] is committed to meeting the requirements of the European Union (Waste Electrical and Electronic Equipment) Regulations 2014. These Regulations require producers of electrical and electronic equipment to finance the takeback of WEEE resulting from products that we place on the Irish market. This helps us to ensure that WEEE is reused or recycled safely. In line with that commitment [Organisation name] will take back WEEE from you. Please contact us for details.

You also have a role to play in ensuring that WEEE is reused and recycled safely. So, if you choose not to return WEEE to us then you should not dispose of it in your bin. The crossed out wheeled-bin symbol on the product reminds users not to dispose WEEE in the bin. You should ensure that the WEEE is collected separately and sent for proper treatment. WEEE contains hazardous substances and if not managed and treated safely it can cause pollution and damage human health.

## **Regulation 18 WEEE takeback statement short version:**

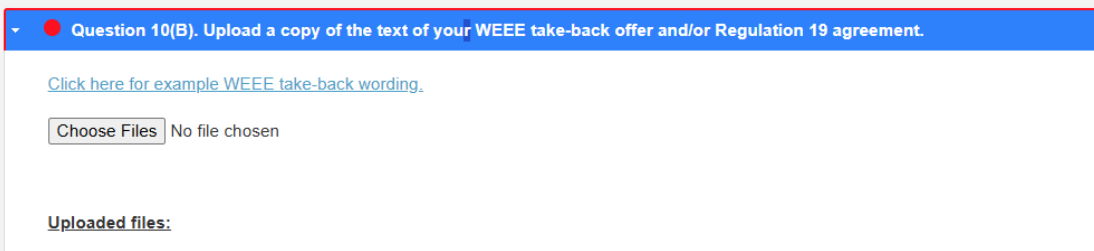
### **2. Short version for use on invoices or similar small sales documentation:**

[Organisation name] will take back the product when it reaches end of life, free of charge. Please contact us for details. WEEE can be dangerous. Do not dispose of WEEE in your bin. Send for safe disposal.

## **Regulation 19 WEEE takeback statement:**

[Organisation name] has written agreements with every individual consumer and under Regulation 19 of the WEEE regulations, all obligations are transferred to the final user in connection with the environmentally sound management of the waste electrical and electronic equipment.

**Figure 15: Question 10(b) - Upload a copy of WEEE take-back offer**



The screenshot shows a web form interface. At the top, there is a blue header bar with a red circle icon and the text "Question 10(B). Upload a copy of the text of your WEEE take-back offer and/or Regulation 19 agreement." Below the header, there is a link: "Click here for example WEEE take-back wording." Underneath the link is a file upload button labeled "Choose Files" with the text "No file chosen" to its right. At the bottom of the form area, there is a label "Uploaded files:" followed by a list of files, which is currently empty.

## Screen 4: Storage, Treatment & Recovery

[Question 11](#) requests confirmation that your company's WEEE **storage** area is compliant with the regulations. The address of the site where your company's WEEE will be stored should be added to the free text boxes provided and the tick box should be selected to confirm that the facility is in compliance with the regulations (shown in Figure 15 below). There is a link available in this question that will allow you to view the legal requirements for the storage of WEEE. If your company is going to store WEEE at your premises, you will need to ensure that the surfaces are impermeable and that spillage collection facilities are provided, where appropriate.

Figure 16: Question 11 – WEEE storage requirements

**Question 11. Are your company's premises compliant with the storage requirements of the WEEE Regulations?**

Schedule 8 of the WEEE Regulations lists the technical requirements for places that are used to store and/or treat WEEE. This can include use of impermeable surfaces, weatherproof covering, special containers etc. This is to ensure that no environmental pollution is caused by the WEEE when it is being stored and that the WEEE is protected for repair and reuse. We are looking for confirmation that you will store the WEEE in a manner that complies with Schedule 8 of the Regulations.

Click [here](#) to see the legal requirements of regulation 21 and schedule 8.

Please provide the address of the place where the WEEE is stored (if different from the address provided in Question 1). It is presumed that the WEEE will be stored in Ireland:

Address where WEEE is stored:

County:

Post Code:

I confirm that **Environmental Protection Agency** will store the WEEE in accordance with Regulation 21 (and Schedule 8) of the WEEE Regulations.

Please select to confirm:

[Question 12](#) For this question you will need to confirm that your company will ensure that the treatment operator that will be treating your WEEE complies with the **treatment** requirements as set out in Regulation 22 of the WEEE Regulations (if applicable to your company). This can be done by selecting the tick box, shown in Figure 16 below.

**Producers must ensure that the waste facilities treating their WEEE are accredited with the WEEELABEX (or equivalent) standard.**

**Figure 17: Question 12 – Treatment of WEEE (Regulation 22)**

**● Question 12. Will your company ensure that the treatment of the WEEE will meet the requirements of the WEEE Regulations?**

This question is related to the treatment of the WEEE by your waste treatment operator and is not related to what might happen at your own premises. Question 7 deals with activities at your premises.

We are looking for confirmation that you will ensure that the WEEE will be treated in a manner that complies with Regulation 22 and Schedule 9 of the WEEE Regulations.

Regulation 22 requires that the treatment facilities that are treating the WEEE must be accredited with the WEEELABEX (or equivalent) standard. Schedule 9 provides a list of substances and components that must be removed from the WEEE when it is being treated. Many of these substances are hazardous. The list provided in Schedule 9 is not an exhaustive list of hazardous WEEE (or parts of WEEE). So if you think that other parts of the WEEE are hazardous then you should ensure that they are treated safely.

Click [here](#) to see the legal requirements of regulation 22 and schedule 9.

We need you to confirm that the WEEE returned to you will be treated as required by the WEEE Regulations.

I confirm that **Environmental Protection Agency** will ensure that all WEEE will be treated in accordance with Regulation 22 (and Schedule 9) of the WEEE Regulations.

Please select to confirm:

**Question 13** There are certain recovery and recycling targets set out in the WEEE regulations that you as a producer need to confirm are being met when WEEE is being treated on your behalf e.g. 80% is the minimum recovery rate for category 1 WEEE, which means that if your company transferred 100kg of Category 1 WEEE to a treatment operator then you would need to confirm that up to 80kg of this WEEE were recovered by the operator. You will need to ensure that the proposed treatment operator contracted by your company can achieve all applicable WEEE recovery (and recycling) targets. **Note: The obligation rests with you the producer to confirm that these targets are being met by the treatment operator.** There is a tick box (shown in Figure 17) that you must select to confirm that your company will receive written confirmation from all treatment operators that they can achieve the applicable recovery and recycling targets for the WEEE that they treat on behalf of your company.

**Figure 18: Question 13 – Written confirmation from treatment operators**

**Question 13. Are you ensuring that the recovery targets are being met by the treatment operator that is treating your WEEE?**

Schedule 10 of the WEEE Regulations sets specific targets for the recovery, reuse and recycling of WEEE. You must ensure that the treatment operators that you are employing to treat your WEEE are meeting these targets, where appropriate. The following table outlines the applicable targets in Schedule 10.

Categories	Description	Minimum recovery rate	Minimum reuse and recycling rate
Category 1	Temperature exchange equipment	85%	80%
Category 2	Screens monitor and equipment containing screens having a surface greater than 100 cm <sup>2</sup>	80%	70%
Category 3	Lamps	N/A	80%
Category 4	Large equipment (any external dimension more than 50cm). This category does not include equipment included in categories 1 to 3	85%	80%
Category 5	Small equipment (no external dimension more than 50cm)	75%	55%
Category 6	Small IT and telecommunication equipment (no external dimension more than 50cm)	75%	55%

I confirm that **Environmental Protection Agency** will obtain written confirmation from our waste treatment operator(s) confirming that the recovery targets as set out in Schedule 10 of the WEEE Regulations will be achieved for all WEEE managed by them on our behalf over the next three years.

Please select to confirm:

## Screen 5: Records & Notices

[Question 14](#) requests the address where your company stores all records in relation to WEEE management i.e. invoices for EEE bought, recovery/destruction certificates, records of any WEEE that was reused on site and records for any WEEE that was exported for treatment. This address can be provided in the free text boxes available (see Figure 18).

**Figure 19: Question 14 – Company records**

**● Question 14. Where are your company records stored?**

Regulation 24 of the WEEE Regulations requires you to maintain records related to WEEE management. The records must contain (i) the quantities of EEE being placed on the market in Ireland by your company and (ii) the quantities of WEEE entering and leaving waste treatment facilities. These records must be retained at an address in the Republic of Ireland for a period of at least six years.

Please state the address where records will be held **(it must be in the Republic of Ireland):**

Records Address:

County

Post Code:

**Reminder:**

Please note that if your company and the end user of your products decide to make alternative arrangements to finance the management of the WEEE, as permitted by regulation 19 of the WEEE Regulations (See your reply to Question 10), you are still obliged to obtain adequate information from the end user to meet your record keeping requirements under the WEEE Regulations.

**Note: These records may be subject to audit by the EPA in the future.**

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[Question 15](#) requires confirmation that your company has a notice on display stating that your company has completed a WEEE Waste Management Plan **or** Report. This can be confirmed by selecting the 'tick box' at the end of the question (circled in Figure 19 below). If you answer 'No' you must provide an explanation in the free text box provided.

Display of the notice is a statutory requirement, and the wording of the notice is specified in the WEEE Regulations. It must be displayed on your company premises.

If this is your first plan and you have not yet submitted a report, you must display the notice entitled "Statutory Notice - B2B Producer WEEE Waste Management Plan" which can be found on the EPA website at: <https://www.epa.ie/publications/compliance--enforcement/waste/self-complying-b2b-producers---weee-waste-management-plan-signage.php>

If you have already submitted a WEEE waste management report then you must display the notice entitled "Statutory Notice - B2B Producer WEEE Waste Management Report" which can be found on the EPA website at: <https://www.epa.ie/publications/compliance--enforcement/waste/self-complying-b2b-producers---weee-waste-management-report-signage.php>

## Figure 20: Question 15 - Display of statutory notice

### Question 15. Are you displaying the correct statutory notice?

The WEEE Regulations require that a notice is displayed at your premises. There are two types of notice and the one that you should display depends on whether you have already submitted a WEEE waste management plan.

If this is your first WEEE waste management plan, Schedule 6 (Part 3) of the WEEE Regulations requires that the notice should be as follows:

"WASTE MANAGEMENT ACT 1996

As a self-complying producer of EEE, we undertake to finance the management of WEEE arising unless an alternative arrangement has been agreed at the time of purchase. For more information on the provisions made for the management of WEEE, please contact our offices. If your old equipment was bought prior to 2005 and you are replacing the equipment with new equipment supplied by us, we will take back your old equipment free of charge and dispose of it in an environmentally sound manner."

The notice just explains that your company has a plan in place detailing how you will manage the collection, storage and treatment of any WEEE arising from the electrical and electronic equipment that your company places on the market.

However, if this is NOT your first WEEE waste management plan and you have previously submitted a WEEE waste management report, Schedule 6 (Part 4) of the WEEE Regulations requires that the notice should be as follows (you must insert your company name into the notice):

"WASTE MANAGEMENT ACT 1996

A report specifying the steps taken by [name of producer] for the purpose of recovering waste electrical and electronic equipment is available at these premises and, if so requested, will be sent by post, fax or electronic mail."

In terms of size and layout the notice (whichever one is appropriate) should be:

- (a) not be less than 42 centimetres in height and 29.7 centimetres in width or 29.7 centimetres in height and 42 centimetres in width,
- (b) printed in black durable ink with a times new roman font size of at least 32 and line space of at least 1.5 lines on a white background.
- (c) placed in an area where it is easily visible and legible and it should not be obscured or concealed at any time.

I confirm that Environmental Protection Agency has the correct statutory notice on display on our company premises.

Please select to confirm:  Yes  No

If you answered No to this question, please provide an explanation here:

## Screen 6: Declaration

This is the final section of the plan and it requires your company to confirm that the information provided in the plan is true and accurate. There is a tick box to confirm that the information provided is true and accurate. You must also separately confirm whether the information provided is commercially sensitive. Free text boxes are also provided so that the name and position (must be senior management) of the person that approves the plan can be added (See Figure 20 below).

Figure 21: Declaration

**Declaration of Senior Management**

A declaration by a Senior Manager (or equivalent) is required here to confirm, as your company's declaration, that the information presented in this waste management plan is accurate and correct.

I confirm that the information given in this waste management plan is complete, true and accurate to the best of our ability:

If you consider that the information and/or data provided is commercially sensitive in anyway, please confirm that below.

I declare that the information provided in this waste management plan is commercially sensitive:

Don't forget to confirm the statements above by ticking the box(es).

Please provide the name of the Senior Manager here:

Name of Senior Manager:

Position in company:

Date:

This waste management plan should be submitted to the EPA using the online system before renewal of registration with the Producer Register Ltd. by 31st January of each year. In addition to this, a record of the plan should be retained at your nominated address in the State (see Question 14).

Please Note: As stated in the Waste Management Act 1996 (Section 14) any person who gives information, to an authorised person, a relevant local authority or the Agency, which to his or her knowledge is false or misleading in a material respect, is guilty of an offence.

## Submission of the Plan

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 plan 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 that have been completed. In addition, the next submission due will be included in the 'Current Submission' table on the landing page.

You will also see a link to "download PDF copy" of your submission on the landing page, should you wish to do so.