



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.

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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 an annual WEEE Waste Management Report 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 Report is an **annual report** that requires information on the take back and management of the Waste Electrical and Electronic Equipment (WEEE) that has arisen from the electrical/electronic products that your company has placed on the market in Ireland. The report must be submitted to the EPA no later than the 31st January each year. The legal requirement for submission of the report is set out in Regulation 25(3)(a) of the European Union (Waste Electrical and Electronic Equipment) Regulations 2014 (S.I. No. 149 of 2014). The report requires information concerning the take back and treatment of WEEE, generally for the preceding year. Unlike the three-year plan, the report requires the producer to provide **actual** figures relating to the:

- Quantities of B2B WEEE taken back during the reporting year;
- Quantities of B2B WEEE prepared for re-use, recovered and/or transferred to a WEEE treatment facility; and
- Achievement of B2B WEEE recovery and recycling targets by the WEEE treatment facility.

If a producer exports WEEE to another country e.g. for treatment or to their **parent company**, they will also need to provide additional details relating to onward movement, export and treatment.

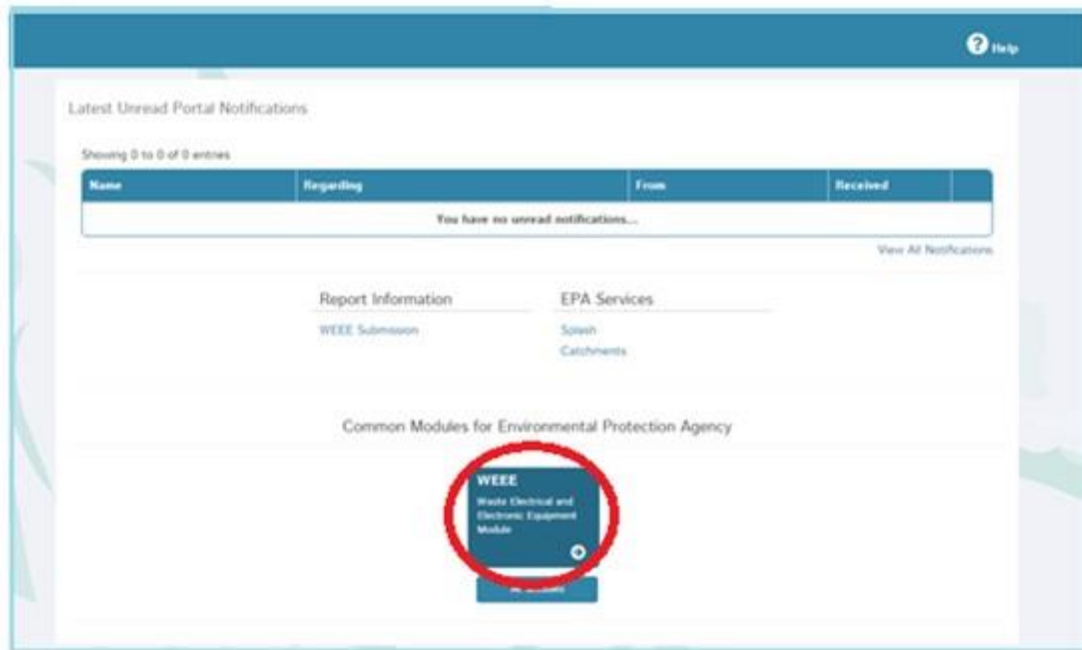
Please note that the WEEE Waste Management Report requires information on B2B WEEE only. No information on the management of your own use/office WEEE or on waste batteries should be included.

The information provided in the WEEE Waste Management Report allows the EPA to ensure that recovery and recycling targets are met by B2B producers. In addition, this information is required for reporting to the EU Commission on WEEE collected annually in Ireland.

Completion of the Report

The EPA's online reporting system which you use to submit your report is available via the EDEN portal (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, 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 2020 report 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	
2020	AnnualWasteReport	Load

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	Annual Waste Report	NotSubmitted	 Download PDF

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 for further assistance. Useful links are included throughout the report 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: Link 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 in Ireland 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 ² :	<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 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 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 finally submitted the EPA cannot fully assess your submission.

Figure 4: Tab colour

Company Info | WEEE Take Back | WEEE Management | General Information | 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/.

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 Eden Home Page</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"/>	

Primary Contact

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 report.** This means that only the categories which you select as “Yes” will be available to you in the rest of the report submission form.

Figure 6: Question 2 – Selection of categories of EEE

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 ² : | <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.

You are also required to confirm if you sell EEE into another EU member state. If yes, you must comply with all relevant WEEE legislation in that member state. For example, you will need to appoint an Authorised Representative in each state into which you sell EEE. This only applies if your organisation is not established in the state into which you are selling (see Figure 7 below).

Figure 7: Question 3 – Information on distribution of EEE

Question 3. Who do you supply your products to?

Please provide a brief description of your products



Note: If you have provided this information in a previous report, the text above will be filled in automatically. Please amend if necessary.

Select Yes or No for each option below.
You must select Yes for at least one option.
You may select Yes for more than one option if required.

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:

Do you place EEE on the market in another EU member state?
Please select Yes or No to confirm Yes No

Note: Any EEE that you export should not be reported to the WEEE Blackbox in Ireland.

[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:

- 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.

Only answer this question if you use another address for distribution, separate to the address of the company as provided under Question 1 above.

Distribution address in Ireland - please enter the details here:

Distribution Address:	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
County	<input type="text" value="--Select County--"/>
Post code:	<input type="text"/>

[Question 5](#) requires confirmation that your company reported all EEE that was placed on the Irish market to the WEEE Blackbox during the reporting year. The WEEE Blackbox requires reporting of quantities of EEE that were placed on the Irish market each month. **Note:** The WEEE Blackbox reports differ from the WEEE Waste Management Report because the Blackbox requires information in relation to EEE placed on the market whereas the WEEE Waste Management Report requires the quantities of **Waste** Electrical and Electronic Equipment (WEEE) that were taken back during the reporting year. You are required to confirm that your company reported to the WEEE Blackbox during the reporting year by ticking the box in Question 5 (see Figure 9 below). If you have any queries relating to Blackbox reporting you can contact the WEEE Blackbox team on +353 (0)1 4172228 or www.weeeblackbox.ie for further assistance.

Note: The WEEE Blackbox is only for EEE that is placed on the market in Ireland. Do not report EEE that is placed on the market of another member state.

Figure 9: Question 5 – Confirmation of reporting to the WEEE Blackbox

Question 5. Did you report all B2B electrical and electronic equipment to the WEEE Blackbox?

Did you report the full amount of B2B EEE that your company placed on the market in Ireland during to the WEEE Blackbox?

Please select Yes or No to confirm Yes No

Note: If your company has not reported to the WEEE Blackbox, please contact them at +35314172228 for assistance on what to do.

Screen 2: WEEE Take Back and Carry Over

[Question 6](#) contains two statements that relate to the take back of WEEE. Select “Yes” for any statement that applies to your company. If you select “No” for both 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, you will need to provide further information in Questions 7 and 8 (See Figure 10 below).

Figure 10: Question 6 – WEEE take back/carry-over confirmation

Question 6. Did your company take back WEEE or was any WEEE collected on your behalf?

Please answer Yes or No to both questions below.

WEEE Taken Back	WEEE was taken back from customers by my company (or was collected on my behalf) during the reporting year	<input type="radio"/> Yes
WEEE Carried over	WEEE was carried over from the previous year and was stored on my premises	<input type="radio"/> No

[Question 7](#) requires information on (i) the amount of WEEE that was carried over (i.e. held on your premises) by your company from the previous year and (ii) the amount of WEEE that was taken back by your company (i.e. returned from the user) during the reporting year. As you can see from Figure 11 below, 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) for each category of EEE applicable to your company. The years 2018 and 2019 are used as an example in Figure 11. Ensure you enter “0” for each of the applicable categories even if no WEEE was carried over or 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:** 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 11 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 11: Question 7 - Total weight of WEEE taken back/carried over

Question 7. What is the total amount of B2B WEEE that was on your premises during the reporting year?

Here we are looking for the following:

- The weight of B2B WEEE that was carried over from the year before and was stored on your premises by January 1st of the reporting year.
- The weight of B2B WEEE that was returned to you by customers or collected on your behalf during the reporting year.

Category	WEEE carried over from (2018)	WEEE returned during (2019)	Total WEEE for (2019)
1. Temperature exchange equipment:	<input type="text"/> KG	<input type="text"/> KG	
2. Screens, monitors and equipment containing screens having a surface greater than 100 cm ² :	<input type="text"/> KG	<input type="text"/> KG	
3. Lamps:	<input type="text"/> KG	<input type="text"/> KG	

Notes:

1. If any Category number is disabled in the table above, it is because it has not been selected in Question 2 above. Insert zero if you have no amount to report.
2. It is understood that sometimes you will take back WEEE that is not yours (i.e. from another producer's product). That is ok but please include the amounts of that WEEE in the table above.
3. Any equipment returned under warranty should not be included in the table above. Equipment returned under warranty is not WEEE (i.e. it has not yet reached end-of-life).

Screen 3: Information on WEEE Management

[Question 8\(A\)](#) requires information regarding reuse of WEEE – either as spare parts or as a whole item – by your customers. For example, some parts from the item of WEEE may have been reused directly (i.e. WEEE Reused as spare parts) or the whole appliance may have undergone maintenance and have been deemed ready for reuse as a whole appliance (i.e. WEEE Reused as a whole appliance).

Figure 12: Question 8(A) - Reuse of WEEE

Question 8 (A) Was the WEEE 'reused'?

(A) Was the WEEE 'reused'? Yes

Reuse means that it was used again for the same purpose for which it was originally manufactured.

Here we need to know the amount of WEEE that was returned to you and then reused later by one of your customers either as a 'whole appliance' or as 'spare parts of the appliance'.

[Click here for definitions of relevant terms like EEE, WEEE, reuse and recovery.](#)

Indicate in the table below how much WEEE was reused per category either as (i) a whole appliance **OR** (ii) as spare parts during the reporting year.

Note: If an entry for a category is disabled below it is because the category was not selected by you in Question 2.

Category	WEEE Reused as a whole appliance (kg)	WEEE Reused as spare parts (kg)
1 - Temperature exchange equipment:	<input type="text"/> KG	<input type="text"/> KG
2 - Screens, monitors and equipment containing screens having a surface greater than 100 cm ² :	<input type="text"/> KG	<input type="text"/> KG
3 - Lamps:	<input type="text"/> KG	<input type="text"/> KG
Total	0 KG	0 KG

[Question 8\(B\)](#) requires you to firstly confirm whether WEEE was removed from your premises during the reporting year. The destination of the WEEE can be a waste treatment operator, your parent company or a charity¹ - See Figure 13 below.

Question 8(B) also requires information on the quantities of WEEE that were sent off site for treatment and the destination of the WEEE sent off site. If you answered 'Yes' to Question 8(B) i.e. WEEE *is* removed from your premises - you will need to click on "Add New Record" (circled in red in Figure 13 below) so that the categories and amounts of WEEE and the destination etc. can be recorded in the form. This will open a pop-up window with new rows into which you can add the required information. The drop-down menus for 'Category' and 'Destination' will allow you to select the relevant category and destination (See Figure 14 below).

Select 'other' for Location if the WEEE is sent to a destination other than a waste treatment plant e.g. a parent company or a charity. You can then add the name and location details of the destination.

Figure 13: Question 8(B) - WEEE sent off-site

Question 8 (B) Was WEEE removed from your premises during the reporting year?

(B) Was WEEE removed from your premises during the reporting year? Yes

Select Yes if WEEE was removed from your premises for any reason during the reporting year including if you sent it to a waste treatment operator, your parent company or a charity.

Here we need to know the amounts of WEEE that were taken off site for any reason. Please do not include the amounts that have been reported by you under Question 8 (A) above.

Note: If an entry for a category is disabled below it is because the category was not selected by you in Question 2.

ADD NEW RECORD

WEEE treatment operator

Category	Location	Weight (kg)	Certificate
----------	----------	-------------	-------------

¹ (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 8(B) - WEEE treatment operator

The screenshot shows a web form titled "B2B Electronic Waste". The form contains the following elements:

- Category:** A text input field with the placeholder "Please Select..." and a close button (x).
- Destination:** A dropdown menu with the text "Choose Destination".
- WEEE treatment operator Location:** A dropdown menu with the text "Choose Location".
- Weight (kg):** A text input field.
- Upload relevant recovery/ destruction certificates:** A large text area containing a button labeled "UPLOAD CERT".
- Footer:** Two buttons: "SAVE & CLOSE" and "CANCEL".

Select the location of the WEEE treatment operator from the drop-down menu provided under the heading “WEEE Treatment Operator Location”. This will provide you with a pre-populated list of operators from which to choose. Once these have been added you can then include the weight of WEEE that was sent to this treatment operator.

If you need to select more than one category, destination or WEEE collector/ treatment operator click on “Add New Record” as described above and you can then select another category and destination, where applicable.

Note: Any collector/treatment operator collecting WEEE and/or treating your WEEE must be authorised to do so i.e. they must have a relevant waste licence/permit to collect, store and treat WEEE. Information on all treatment operators and charities in Ireland and/or abroad must be supplied in the answers to question 8(B).

Not all operators that are authorised to collect/store WEEE are also authorised to treat WEEE, so you should ensure that, when you are transferring your WEEE to a treatment operator or parent company, you know the ultimate treatment destination of your WEEE. Ensure that the collector has a waste collection permit to collect WEEE, that the treatment operator has a facility permit or licence to treat WEEE and that they treat WEEE in accordance with WEEELABEX normative requirements or equivalent EN treatment standards. You must also ensure that you receive (i) a collection certificate for all WEEE shipments that are moved to a WEEE treatment facility and (ii) recycling/destruction certificates from all treatment operators involved in the treatment of your WEEE. You will be asked to submit these to the EPA as additional information to the annual report.

When preparing your report, all relevant treatment certificates can be uploaded by clicking on the “UPLOAD CERT” button. These include recycling/recovery/destruction certificates from your treatment operator. See Figure 14 above.

Note: All documentation relating to WEEE take back, movement, treatment and disposal should be kept as this additional documentation may be required by the EPA in addition to the online submission.

If you cannot find your WEEE collector or treatment operator on the pre-populated list provided in the form, you can add them to the list by clicking on the “Create New Organisation” button. 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/treatment operator (see Figure 15 below). You will need to indicate if the organisation is a WEEE collector and/or a WEEE treatment operator. You will also need to provide the relevant permit/licence number(s). Once you have added the required information for the new collector/ treatment operator click the “submit” button, this will save your organisation to the pre-populated list of organisations available under “Add New Record”. This means you can now click on “Add New Record”, provide the requested information and choose your WEEE collector/treatment operator by clicking on the icon and selecting the WEEE collector/treatment operator that you have just added.

Figure 15: Question 8(B) - Addition of a collector and/or treatment operator

Add New Organization

Organisation Name *	<input type="text"/>
Email Address	<input type="text"/>
Operator Phone Number *	<input type="text"/>
Address Line 1 *	<input type="text"/>
Address Line 2	<input type="text"/>
Address Line 3	<input type="text"/>
Town/City	<input type="text"/>
County	--Select County-- ▾
Eircode/Postcode	<input type="text"/>

Note: If WEEE was sent outside Ireland for treatment or recovery/destruction, then the relevant certificates will need to be submitted in addition to the report.

[Question 8\(C\)](#) requires information on the amounts of WEEE that remained on your premises at the end of the reporting year up to December 31st. (See Figure 16 below).

Figure 16: Question 8(C) – WEEE stored on premises at end of year

Question 8 (C) Did you store WEEE at your premises?

(C) Did you store WEEE at your premises?

This refers to any WEEE that you did not reuse or move off-site during the reporting year but kept in storage instead.

Here we need to know the amount of WEEE that you stored at your premises at the end of the reporting year.

Category	WEEE remaining on your premises at the end of (2020) (kg)
1 - Temperature exchange equipment:	<input type="text"/> KG
2 - Screens, monitors and equipment containing screens having a surface greater than 100 cm2:	<input type="text"/> KG
3 - Lamps:	<input type="text"/> KG
Total	0 KG

[Question 8\(D\)](#) requires you to confirm whether Used EEE (UEEE) was exported to customers outside of Ireland. (See Figure 17 below).

Figure 17: Question 8(D) – Export of used EEE (UEEE)

Question 8 (D) Did you export Used EEE?

(D) Did you export Used EEE?

It is known that some producers have used EEE (UEEE) returned to them from customers. UEEE is product that has been used by a customer and has been returned to you because the customer might want a newer model or it has been returned under warranty. UEEE has not yet reached end-of-life and therefore is **not** waste. **UEEE is not WEEE.**

Here we need to know if you are exporting any UEEE that was returned to you to customers outside of Ireland.

I exported UEEE to customers abroad:

Note: If you exported UEEE, you should negate the amounts of it from the WEEE Backbox as exported UEEE will never arise as WEEE in Ireland. This will help maintain the accuracy of the WEEE Blackbox.

Screen 4: General Information

Question 9 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.** See the tick box in Figure 18 below which you must select in order to confirm that written confirmation has been received from your treatment operator(s) that the recycling/recovery targets are being achieved by them.

Figure 18: Question 9 - Recovery targets

Question 9. Were the recovery targets met by your waste treatment operator?

Regulation 23 of the WEEE Regulations sets specific targets for the recovery, reuse and recycling of WEEE (known as 'recovery targets'). These targets are listed in Schedule 10 of the WEEE Regulations and ensure that the WEEE is treated to a high standard. You must ensure that the treatment operators that you are employing to treat your WEEE are meeting these targets.

Here we are looking for confirmation that your WEEE treatment operator(s) is able to achieve the recovery targets. You should be able to get a letter from them confirming this. The letter should be an official letter from the WEEE treatment operator on headed paper and signed by one of their senior managers.

I confirm that **Environmental Protection Agency** received written confirmation from our WEEE treatment operator(s) stating that the recovery targets given in regulation 23 of the WEEE Regulations were achieved at their treatment facility during the reporting year.

Please select to confirm:

Select Option

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



Question 10 You must display a notice stating that a complete copy of your company's WEEE Waste Management Report is available for anyone who requests it. 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. A copy of this notice can be found on the EPA's website:

www.epa.ie/publications/compliance--enforcement/waste/weee-waste-management-report-signage.php

The notice is entitled "WEEE Waste Management Report Signage". You can download it, add your company name and then put on display.

Question 10 requires confirmation that you have the appropriate signage on display on your premises. You can select either "Yes" or "No" to indicate whether the signage is on display or not. If you select "No" or "N/A" there is a free text box available that will allow you to explain why your company does not have the notice on display or why the notice is not applicable to your company (See Figure 19 below).

Figure 19: Question 10 – Signage on display confirmation

Question 10. Are you displaying the correct statutory notice?

The WEEE Regulations require that a notice is displayed at your premises. Schedule 6 (Part 4) of the WEEE Regulations require that the wording of the notice should be as set out in the box below. You can create this notice as a separate word document, insert your company name, print it out and display it.

"WASTE MANAGEMENT ACT 1996

A report specifying the steps taken by [insert name of your company] 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 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) be 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) be 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 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 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 report can be added (See Figure 20 below).

Figure 20: 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 report is accurate and correct.

Confirm that the information given in this waste management report 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 report 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:	<input type="text"/>
Position in company:	<input type="text"/>
Date:	27/08/2021

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

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 will be guilty of an offence.

Submission of the 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 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.