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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Office of Climate, Licensing & Resource Use
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Introduction

The purpose of this guidance document is to assist 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 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 Plan must be submitted to the EPA every 3 years, no later than the 31st January. This is a legal requirement, set out in Article 25(1) (a) of the European Communities (Waste Electrical and Electronic Equipment) Regulations 2011, S.I. No. 355 of 2011.

The purpose of the WEEE Waste Management Plan is to set out the method by which B2B self-complying producers manage waste electrical and electronic equipment (WEEE). This will ensure the treatment of WEEE will be carried out in an environmentally sound manner. The plan requirements include:

- **estimates** on the amount of waste electrical and electronic equipment (WEEE) that a company may take back over the 3 year period of the plan and
- **estimates** on the amount of WEEE that may be prepared for reuse, recovered and/or transferred to a recovery operator.

Please note that the WEEE Waste Management Plan requires information on waste electrical and electronic equipment (WEEE) **only** i.e. no information on waste batteries should be included.

Completion of the Plan

If you have yet to set up your new company account through the EPA’s portal-Alder (https://alder.edenireland.ie/), please download our guidance document to find out how to set up your company account on the online system.

If you have an existing account already set up, please login at https://alder.edenireland.ie/ and click on “Home” and “Launch” to proceed with your submission(s).

**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 or Lo-Call 1890 33 55 99 for further assistance. Useful links are included throughout the plan which you can follow to find out more information on that section in the plan.

Figure 3 below shows where the first link on screen one is located.

Figure 3: Links for further information

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 (highlighted in blue in Figure 4). **Note:** the “Submit” button will remain disabled (greyed out) until all the tabs turn green (highlighted in red below). Please ensure that you click on the “Save” button as you go along; this means that you can work on your submission in stages and come back to it if you do not have time to complete it in one go. 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 manually save your 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 fully submitted the EPA cannot assess your submission.

**Figure 4: Tab Colour**

![Image of Waste Management Plan](image_url)

**Screen 1: Company Information**

This section requires information on your company’s name, address and contact details. You will also be asked for your WEEE Registration number; this is the number received from the WEEE Register Society when you applied for producer registration; it is a five digit number with one or both of the letters W/B at the end e.g. IE 01234WB. If you have not yet registered with the WEEE Register Society you can do so by contacting them at 01 6333 550/1 or by emailing info@weeeregister.ie. You can also get more information on the WEEE Register Society from their website: [www.weeeregister.ie](http://www.weeeregister.ie).

**Figure 5: Company Information**

![Image of Company Information](image_url)
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 (as circled below in Figure 6). Select “Yes” for all categories that apply to your company. Please note any categories you select as “No” will automatically be disabled (greyed out) throughout the rest of the plan; this means that only the categories you select as “Yes” will be available for you (see Figure 8 below).

**Figure 6: Question 3 – Selection of EEE categories**

**Question 4:** contains three statements; the statement that best applies 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 7 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 8 below)

**Figure 7: Question 4 – Information on distribution of EEE**
Figure 8: Question 4 – Information on distribution of EEE

### Screen 2: Projections

**Question 5** requires an estimate on the quantity of electrical and electronic equipment that will be placed on the Irish market over the 3 year period of the plan. **Note** in Figure 9 how certain categories are disabled (greyed out) while categories 1, 5 and 7 are not - this is because categories 1, 5 and 7 were selected as “Yes” in question 3 (screen 1) while the other categories were selected as “No”.

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

**Question 6** requires an **estimate** on the lifespan of the electrical and electronic equipment your company places on the **Irish** market. Again the categories that were selected as “No” in question 3 are disabled (greyed out), and categories 1, 5 and 7 are available because they were selected in question 3. Please note this question allows you to input a range indicating the lifespan of the equipment i.e. some equipment may have a lifespan between 10 to 15 years therefore in this question you will be able to show that the lifespan of the equipment is 10-15 years (see Figure 10 below).
Figure 10: Question 6 – Life span of EEE

<table>
<thead>
<tr>
<th>WEE Categories</th>
<th>Life span of EEE (in years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category 1: Large household appliances</td>
<td>10-15</td>
</tr>
<tr>
<td>Category 2: Small household appliances</td>
<td>5-10</td>
</tr>
<tr>
<td>Category 3: IT and telecommunications equipment</td>
<td>5-10</td>
</tr>
<tr>
<td>Category 4: Consumer equipment</td>
<td>5-10</td>
</tr>
<tr>
<td>Category 5: Lighting equipment</td>
<td>5-10</td>
</tr>
<tr>
<td>Category 6: Electrical and electronic tools (with the exception of large-scale industrial tools)</td>
<td>5-10</td>
</tr>
<tr>
<td>Category 7: Toys, leisure and sports equipment</td>
<td>5-10</td>
</tr>
<tr>
<td>Category 8: Medical devices (with the exception of ill implanted and infected products)</td>
<td>5-10</td>
</tr>
<tr>
<td>Category 9: Monitoring and control instruments</td>
<td>5-10</td>
</tr>
<tr>
<td>Category 10: Automatic dispensers</td>
<td>5-10</td>
</tr>
</tbody>
</table>

**Question 7** requires you to estimate the **total quantity** of waste electrical and electronic equipment (WEEE) that may 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).

Figure 11: Question 7 – Weight of WEEE to be returned

<table>
<thead>
<tr>
<th>WEE Categories</th>
<th>Weight of WEEE to be returned (kg)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category 1: Large household appliances</td>
<td>5-10 kg</td>
</tr>
<tr>
<td>Category 2: Small household appliances</td>
<td>5-10 kg</td>
</tr>
<tr>
<td>Category 3: IT and telecommunications equipment</td>
<td>5-10 kg</td>
</tr>
<tr>
<td>Category 4: Consumer equipment</td>
<td>5-10 kg</td>
</tr>
<tr>
<td>Category 5: Lighting equipment</td>
<td>5-10 kg</td>
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<td>Category 6: Electrical and electronic tools (with the exception of large-scale industrial tools)</td>
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<tr>
<td>Category 8: Medical devices (with the exception of ill implanted and infected products)</td>
<td>5-10 kg</td>
</tr>
<tr>
<td>Category 9: Monitoring and control instruments</td>
<td>5-10 kg</td>
</tr>
</tbody>
</table>

**Question 8** requires a breakdown of the WEEE expected to be returned to your company. You will need to **estimate** the quantities of WEEE your company expect to prepare for reuse and/or recover on site. In this context recovery refers to any materials of WEEE you expect to reclaim, recycle, regenerate or use 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 manufacturing process, it does not mean WEEE that is brought back to your company's premises for reuse, storage or collection by your recovery operator. If your company does not plan to reuse or recover any WEEE over the 3 year period of the plan then indicate this by adding a zero to each box.

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

**Question 9** looks for the quantities of WEEE you expect to transfer to your recovery operator for treatment. Free text boxes are located across from each category, the quantities of WEEE expected to be transferred for treatment should be added to each appropriate box. Please note the quantities given in questions 8 and 9 should add up to the total given in question 7.

**Figure 13: Question 9 – WEEE to be transferred for treatment**
Screen 3: Financing

*Question 10* requires confirmation that your company:

Will finance the environmentally sound management of EEE that they place on the market at its end of life (Article 18)

Or

Has come to an agreement with your customers whereby the customers will finance the environmentally sound management of WEEE (Article 19).

If your company chooses Article 19, your company must have a written agreement with each customer stating that the customer accepts responsibility for the treatment of EEE at its end of life. The company must also retrieve the applicable recycling/destruction certificates following the treatment of WEEE (arising from EEE supplied by your company). Your company will be required to demonstrate that WEEE was treated by an authorised recovery operator and also required to show the quantities of WEEE that were treated by that recovery operator. *Please note: although the financial management of WEEE is transferred to the customer, you as the producer will still be required to submit the relevant WEEE Waste Management Plans and Reports and any additional verification of treatment of WEEE financed by the end-user.*

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

**Figure 14: Question 10 – Finance**
Screen 4: Storage, Treatment & Recovery

**Question 11** requests confirmation that your company's WEEE storage facility 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 in order to confirm that the facility is in compliance with the regulations (circled in Figure 15 below). There is a link available in this question that will allow you to view the requirements for the storage of WEEE; if your company is going to store WEEE on site they will need to ensure that the surfaces are impermeable and that spillage collection facilities are provided.

**Figure 15: Question 11 – Storage Requirements**

![Question 11: Is your company's premises compliant with the storage requirements of the Sixth Schedule of the regulations?](image)

**Question 12** For this question you will need to confirm that your company will comply with the treatment requirements as set out in Article 22 of the regulations (if applicable to your company). This can be done by selecting the tick box, circled in Figure 16 below.

In the free text box provided (highlighted in red in Figure 16) you will need to provide information on the treatment process(es) carried out for any of the substances that are mentioned on the list (follow the link provided in the question to view this list).

**Figure 16: Question 12 – Article 22**

![Question 12: Is your company fulfilling the requirements set out in Article 22 (Seventh Schedule) of the regulations, regarding the treatment of WEEE?](image)
**Question 13** 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 should 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.*

There is a tick box (circled in Figure 17 below) that you must select in order to confirm that your company will receive written confirmation from all recovery operators used to treat WEEE on behalf of your company.

**Figure 17: Question 13 – Written confirmation from recovery operators**

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**Screen 5: Records & Notices**

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

**Figure 18: Question 14 – Company Records**
Question 15 requires confirmation that your company has a notice on display stating that your company has a WEEE Waste Management Plan completed. This notice can be found on the EPA’s website: [http://www.epa.ie/downloads/forms/weee/](http://www.epa.ie/downloads/forms/weee/), entitled “Waste Management Plan Signage”.

This can be confirmed by selecting the ‘tick box’ at the end of the question (circled in Figure 19 below).

Figure 19: Question 15 – Display of Notice

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 are 2 tick boxes (circled in red in Figure 20 below) 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 plan can be added (circled below in green).

Figure 20: Declaration
Submission of 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.

You will also see a link to “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.**