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 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 Regulation 25 of the European Union (Waste Electrical and Electronic Equipment) Regulations 2014, S.I. No. 149 of 2014.

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 that 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-EDEN (https://www.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://www.edenireland.ie, click on ‘Sign-In’ and once logged on 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 Portal Access

The landing page will default to the submission that you are currently required to make (e.g. plan or report, a plan in this case in below). If your Plan has expired, you will first have to submit your last due Report before making the Plan submission. Click “Load” to start making your submission (See Figure 2).
If the landing page does not default to your next plan or report due, contact the enforcement team at weee@epa.ie or 021 4860801 for further assistance. Useful links are included throughout the plan submission form 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 1 is located.

Figure 3: Links for further information

Click here to check out examples of each category for assistance with selecting the categories relevant to your company.
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 the blue circle below in Figure 4). **Note:** the “Submit” button will remain disabled (greyed out) until all the tabs turn green (highlighted in red circle 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**

![Tab Colour Diagram](image-url)
Screen 1: Company Information

Question 1 requires information on your company's name, address and contact details. The "Environmental Protection Agency" is used as an example of a producer in Figure 5 below. 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 producer registration. This number will have one or both of the letters W/B at the end e.g. 1234W. If you have not yet registered with the Producer Register Limited you can do so by contacting them at +353 (0)1 5522606 or by emailing info@producerregister.ie. You can also get more information on the Producer Register Limited from their website: http://www.producerregister.ie/

Figure 5: Question 1 - Company Information
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. **Question 3** requires you to select the categories of 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 which you select as “Yes” will be available for you in the rest of the plan submission form.

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

[Image of a table showing various categories of EEE with Yes or No options selected for each category]
Question 4 contains three statements. The statement that best applies to your company should be selected. If you select statement one or two then 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 then you will need to provide the distribution address (the greyed out boxes will become active upon selection of statement three - see Figure 8 below).
Screen 2: Projections

Question 5 requires an estimate on the quantity of EEE that will be placed on the Irish market over the 3 year period of the plan. Note in Figure 9 how only certain categories are displayed - this is because categories 2, 3 and 6 were selected as “Yes” in question 3 (see Figure 6) while the other categories were selected as “No”. If you find the text boxes are not enabled after selection of the applicable WEEE Categories in Question 3 refresh your web browser.

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

<table>
<thead>
<tr>
<th>WEEE Categories</th>
<th>(1 metric tonne = 1,000kg)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category 2 Small household appliances</td>
<td>Kg</td>
</tr>
<tr>
<td>Category 3 IT and telecommunications equipment</td>
<td>Kg</td>
</tr>
<tr>
<td>Category 6 Electrical and electronic tools (with the exception of large-scale industrial tools)</td>
<td>Kg</td>
</tr>
</tbody>
</table>

Note: If entry for a category is disabled it is because the category is not selected previously in Q3.

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 3 are not displayed and categories 2, 3 and 6 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 5 to 6 years therefore in this question you will be able to show that the lifespan of the equipment is 5-6 years (see Figure 10 below). An average can be used, where necessary.

Figure 10: Question 6 – Life span of EEE

How long will the equipment your company is placing on the market last (best estimate) before it reaches end of life and becomes waste (WEEE)?

Note: If entry for a category is disabled it is because the category is not selected previously in Q3.

<table>
<thead>
<tr>
<th>WEEE Categories</th>
<th>Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category 2 Small household appliances</td>
<td>5-6</td>
</tr>
<tr>
<td>Category 3 IT and telecommunications equipment</td>
<td>4-5</td>
</tr>
<tr>
<td>Category 6 Electrical and electronic tools (with the exception of large-scale industrial tools)</td>
<td>7-10</td>
</tr>
</tbody>
</table>
**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).

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

![Figure 11: Question 7 – Weight of WEEE to be returned](image)

**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 expects to prepare for reuse and/or recover on your site.

**Note:** Recovery of WEEE can include activities such as melting metal, shredding plastic or the generation of energy (e.g. by incineration). Such 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 they 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 / recovered**

![Figure 12: Question 8 – WEEE to be reused / recovered](image)
**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 and the quantities of WEEE expected to be transferred for treatment should be added to each appropriate box.

**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 for treatment**

Of the total waste that is returned to your company how much of it is collected by a recovery operator and taken off site for treatment/recovery?

Please exclude quantities that have been reused, as reported under Question 8 above.

**Note:** if entry for a category is disabled it is because the category is not selected previously in Q8.

<table>
<thead>
<tr>
<th>WEEE Categories</th>
<th>Kg</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category 2 Small household appliances</td>
<td></td>
</tr>
<tr>
<td>Category 3 IT and telecommunications equipment</td>
<td></td>
</tr>
<tr>
<td>Category 6 Electrical and electronic tools (with the exception of large-scale industrial tools)</td>
<td></td>
</tr>
</tbody>
</table>

**Screen 3: Financing**

**Question 10** requires confirmation that your company will either:

Finance the environmentally sound management of EEE that they place on the market at its end of life (Regulation 18)

Or

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

If your company chooses Regulation 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 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 – 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 (shown 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 12** For this question you will need to confirm that your company complies with the **treatment** requirements as set out in Regulation 22 of the regulations (if applicable to your company). This can be done by selecting the tick box, shown 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 – Regulation 22*

![Image of a form to fill in with questions about treatment requirements for WEEE]

**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 EEE, which means that if your company transferred 100kg of Category 1 WEEE to a recovery operator then you would need to demonstrate that up to 80kg was recovered by the operator. 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 (and recycling) targets. **Note:** The obligation rests with the producer to prove that these targets are being met. There is a tick box (shown in Figure 17) that you must select in order to confirm that your company will receive written confirmation from all recovery operators that they can achieve the applicable recovery and recycling targets for the WEEE that they treat on behalf of your company.
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. “EPA” is used as an example in Figure 18 below.
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/enforcement/weee/guidanceanddownloads/ 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

[Image of Figure 19]
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 and that 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 (shown below in red).

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. 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.