Waste Electrical and Electronic Equipment (WEEE)

Waste Management Report

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

Introduction .......................................................................................................................... 3

Completion of the Report ..................................................................................................... 4

Figure 1: WEEE Portal Access .......................................................................................... 4

Figure 2: Landing page ........................................................................................................ 5

Figure 3: Links for further information ............................................................................... 5

Figure 4: Tab Colour ........................................................................................................... 6

Screen 1: Company Information .......................................................................................... 7

Figure 5: Question 1 – Company Information .................................................................... 7

Figure 6: Question 3 – Selection of Categories of EEE .................................................... 8

Figure 7: Question 4 – Confirmation of reporting to the Blackbox .................................... 8

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

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

Screen 2: WEEE Take Back – Information on WEEE Managed On Site ......................... 10

Figure 10: Question 6 – WEEE take back ....................................................................... 10

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

Figure 12: Question 8(A) Reuse on company premises .................................................... 11

Figure 13: Question 8(B) WEEE recovered onsite ............................................................. 12

Screen 3: Information on WEEE Sent Off Site................................................................. 13

Figure 14: Question 9 - Details on WEEE sent off-site ..................................................... 13

Figure 15: Question 9 – Addition of a collector and/or recovery operator ...................... 15

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

Screen 4: Notice Requirements ......................................................................................... 16

Figure 17: Question 11 – Notice display ........................................................................... 16

Screen 5: Declaration ......................................................................................................... 17

Figure 18: Declaration ....................................................................................................... 17

Submission of report .......................................................................................................... 17
Introduction
The purpose of this guidance document is to assist business-to-business (B2B) producers who are required to submit an annual WEEE Waste Management Report to the EPA in part 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 Report is an annual report that requires information on your company’s Waste Electrical and Electronic Equipment (WEEE) take back and management as part of your self-complying obligation and must be submitted to the EPA no later than the 31st January each year. The requirement for submission of the report is set out in 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, it requires the producer to provide actual figures relating to the:

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

If any company exports WEEE to another country e.g. to their parent company, they will also need to provide additional details relating to onward movement and treatment.

Please note that the WEEE Waste Management Report requires information on WEEE only i.e. no information on waste batteries should be included.

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

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 report in this case below). Click “Load” to start making your currently required submission (See Figure 2 below).
If the landing page does not default to your next plan or report due, contact the Producer Responsibility Team at weee@epa.ie or 021 4860801 for further assistance. Useful links are included throughout the report submission form which you can follow to find out more information on that section in the report. Figure 3 below shows where the first link on screen 1 is located.
The tabs at the top of the screen will show your progress. When the tab remains red it means that some information is missing. The tab will turn green once all the necessary information has been entered (see Figure 4). **Note:** the “Submit” button will remain disabled (greyed out) until all the tabs turn green. Please bear in mind, if the online system is left idle for more than 30 minutes, you will need to log back into the system to continue with your submission. There is an autosave function (the system will save your data every 15 minutes) however it is recommended that you save your report regularly to ensure no loss of data. Once a report has been saved the EPA will be able to view your saved data however until a report has been fully submitted the EPA cannot assess your submission.

**Figure 4: Tab Colour**

| Company Info | WEEE Managed On Site | WEEE Sent Off Site | Notices Requirements | Declaration |
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. Please note if the company information has been entered in a previous plan or report, this will be automatically populated into the next submission. You will also be asked for your Producer Register registration number. This is the number received from the Producer Register Limited when you applied for registration. 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 require renewed registration 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 access more information from the Producer Register Limited’s 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 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 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 for you in the rest of the report submission form.
Figure 6: Question 3 – Selection of Categories of EEE

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

- Category 1: Large household appliances
- Category 2: Small household appliances
- Category 3: IT and telecommunications equipment
- Category 4: Consumer equipment
- Category 5: Lighting equipment
- Category 6: Electrical and electronic tools (with the exception of large-scale industrial tools)
- Category 7: Toys, leisure and sports equipment
- Category 8: Medical devices (with the exception of all implanted and infected products)
- Category 9: Monitoring and control instruments
- Category 10: Automatic dispensers

**Question 4** requires confirmation that your company reported all EEE that was placed on the Irish market to the Blackbox during the report year. The WEEE Blackbox requires reporting of quantities of EEE that were placed on the Irish market each month. The WEEE Blackbox reports differ from the WEEE Waste Management Report because they require information in relation to EEE placed on the market (supply onto 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. If you have queries relating to Blackbox reporting you can contact the WEEE Blackbox team on +353 (0)1 4172228 or [www.weeeblackbox.ie](http://www.weeeblackbox.ie) for further assistance. You are required to confirm that your company reported to the WEEE Blackbox during the reporting year by ticking the box in Question 4 (see Figure 7 below).

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

**Did your company report the amount of B2B Electrical and Electronic Equipment placed on the market in the Republic of Ireland during** [ ]

Please select to confirm ☐

If your company has not reported to the blackbox please contact them at 01-4172228 for further information
**Question 5** contains three statements. The statement that relates best to your company should be selected. If you select statement one or two you do not need to enter an address (address boxes will remain greyed out - see Figure 8 below) however if you select the third statement you will need to provide the distribution address (the greyed out boxes will become active upon selection of statement three - see Figure 9 below).

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

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 imported or produced is supplied directly to the customer’s premises.
- The distribution address (based in Ireland) is different from that provided in Question 1.

Only answer this question if you use another address for distribution, separate to the registered address of the company indicated under Question 1 above. Must be in the Republic of Ireland.

**Distribution Address:**
- [ ]
- [ ]
- [ ]

**County:**
- [ ] Select County

---

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

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 imported or produced is supplied directly to the customer’s premises.
- The distribution address (based in Ireland) is different from that provided in Question 1.

Only answer this question if you use another address for distribution, separate to the registered address of the company indicated under Question 1 above. Must be in the Republic of Ireland.

**Distribution Address:**
- [ ]
- [ ]
- [ ]

**County:**
- [ ] Select County
Screen 2: WEEE Take Back – Information on WEEE Managed On Site

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

**Figure 10: Question 6 – WEEE take back**

![Question 6](image)

**Question 7** requires information on the amount of WEEE carried over (i.e. held on site) by your company from the previous year and the amount of WEEE that was returned by your company during the reporting year. All documentation relating to WEEE take back, treatment and disposal should be kept as this additional documentation may be required by the EPA’s Producer Responsibility Team in addition to the online submission. As you can see from Figure 11 below, for each category applicable to your company you will need to enter the total quantity of WEEE carried over from the previous year (column 1) and the quantity of WEEE that was taken back by your company during the reporting year (column 2). Ensure you enter “0” for each of the applicable categories if no WEEE was taken back, otherwise the screen will be incomplete and the tab will not turn green. Column 3 will auto-calculate once figures have been added to columns 1 and 2. If you find the text boxes are not enabled after selection of the applicable WEEE Categories in Question 3 refresh your web browser.

**Note:** Certain categories are not shown while categories 1, 2 and 3 are shown - this is because categories 1, 2 and 3 were selected as “Yes” in Question 3 (screen 1) while the other categories were selected as “No”. If your company has electrical and electronic equipment that falls under categories 1, 3, 4, 5 or 10 please note that a further breakdown of WEEE taken back is required in Question 7 e.g. for Category 1 you are also asked to provide the quantity that related to refrigeration equipment.
**Question 8(A)** requires information on what happened to the WEEE on the company premises. For example, some parts from the item of WEEE may have been reused directly or the whole appliance may have undergone maintenance and have been deemed ready for reuse as a whole appliance (i.e. prepared for reuse as a whole appliance). If your company did not prepare for re-use or store WEEE on site then enter “0” into all applicable boxes for all applicable categories.
**Question 8(A)(i)(a)** requires the quantity of WEEE that was prepared for re-use as a whole appliance. Include any equipment which is supplied back onto the Irish market. (shown in red in Figure 12 above).

**Question 8(A)(i)(b)** requires the quantity of WEEE that was prepared for re-use as spare parts. For example parts that were taken from one piece of WEEE to repair another piece of EEE (shown in red in Figure 12 above). **Note:** Include quantities of WEEE that were returned to your parent company during the reporting year, where applicable.

**Question 8(A)(ii)** requires you to report the quantity of WEEE that was left on the company premises up until Dec 31st of the reporting year (shown in green in Figure 12 above).

**Question 8(B)** refers to WEEE that was recovered on the company premises during the reporting year.

**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 13: Question 8(B) WEEE recovered onsite**

![Question 8 (B): Did your company recover WEEE during the reporting year, for example did your company shred, incinerate, melt or use WEEE as a fuel to generate energy?

(B) reclaimed, recycled, regenerated or used to create energy on your company premises.

This refers to any materials of this WEEE that will be reclaimed, recycled, regenerated or used to generate energy by your company, before collection by the recovery operator. Please note that a waste authorisation (i.e. permit/license) is required to carry out these processes.

**Please select to confirm**: Yes ☐ No ☑
**Screen 3: Information on WEEE Sent Off Site**

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

Please note that quantities of WEEE sent off site should be recorded. You should receive all relevant documentation (collection dockets and recovery/destruction certificates) from authorised collectors and/or recovery operators. Where WEEE (arising from electrical and electronic equipment placed onto the *Irish* market) is forwarded to your parent company you will need to track the equipment sent to the parent company and the onward movement and treatment of this WEEE. This should be reported in Question 7. All documentation relating to WEEE returned to your parent company for treatment and recovery/disposal should be kept as this additional documentation may be required by the EPA’s Producer Responsibility Team in addition to the online submission.

**Question 9** requires details on WEEE sent off site by your company to a recovery operator, parent company, charity\(^1\), etc. Information required includes the quantities and destination of the WEEE sent off site. Any collector/recovery operator collecting WEEE and/or treating WEEE should be authorised to do so i.e. they must have a relevant permit/licence to collect, store and treat WEEE. Information on all recovery operators and charities from Ireland and/or abroad must be supplied in the answer to this question. To add information to the table provided in Question 9 you will need to click on “Add a new record to this grid” (circled in red in Figure 14 below). This will provide you with a new row into which you can add the required information. The drop down menus for ‘Category’ and ‘Destination’ will allow you to select the relevant category/destination (circled in red in Figure 14 below).

---
\(^1\) (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)
You can add your WEEE collector and/or recovery operator details by clicking on the drop down icon. This will provide you with a list of organisations from which to choose. Once these have been added you can then include the weight of WEEE that was sent to this recovery operator. Select the recovery operator location from the drop down menu provided under the heading “Recovery Operator Location”. If you need to select more than one category, destination or WEEE collector/recovery operator click on “Add a new record to this grid” and a new row will appear and you can then select another category and destination, where applicable. Please note that not all recovery operators authorised to collect/store WEEE are also authorised to treat WEEE so you should ensure that when you are transferring your WEEE to a recovery operator or parent company that you know the ultimate treatment destination of this WEEE. Also ensure that you receive recycling/destruction certificates from all recovery operators involved in the treatment of your WEEE as you will be asked to submit these to the EPA’s Producer Responsibility Team as additional information to the annual report. Ideally, you should receive a certificate per WEEE shipment. All relevant recycling/destruction certificates can be uploaded by clicking on the “Select Files...” button.

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

**Question 10** There are certain recovery and recycling targets set out in the regulations that you as a producer need to prove are being met when WEEE is treated on your behalf e.g. 80% is the minimum recovery rate for categories 1 and 10 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. You will need to 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.** See the tick box in Figure 16 below that you must select in order to confirm that written confirmation on achievement of the recycling/recovery targets has been received from your recovery operator(s).
Screen 4: Notice Requirements
A notice stating that your company has a WEEE Waste Management Report completed and available should be on display on your company premises. This notice can be found on the EPA’s website: http://www.epa.ie/pubs/advice/waste/weee/weewastemanagmentreportsignage.html entitled “Waste Management Report Signage”.

**Question 11** requires confirmation that you have the appropriate signage on display on your premises. You can select either Yes or No to indicate if signage is on display or not (circled in red in Figure 17 below). If you select “No” or “N/A” there is a free text box available that will allow you to explain why your company does not have the notice on display or why the notice is not applicable to your company (highlighted in red in Figure 17 below).
Screen 5: Declaration

This is the final section of the report and it requires your company to confirm that the information provided in the report is true and accurate. There are 2 tick boxes that you must select in order to confirm that the information provided is true and accurate 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 report can be added (See Figure 18).

Figure 18: Declaration

Submission of report

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