

8.0 Data management and reporting



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Audience: All audience groups

Benefits: All audience groups will find this section of the guidance of interest because all will be required to report WEEE tonnage or number of items collected for auditing and quality management needs.

Summary: Key consideration needs to be given to whether the data is needed for reporting purposes within the WEEE regime or for other reasons, such as local authority waste management statistics. Data management and reporting are key to demonstrate to stakeholders that targets are met and regulatory conditions are adhered to. Different stakeholders will have different requirements and therefore it is important to capture a range of data without it being too onerous for all parties.

Data reporting is important to ensure that there is a record of WEEE collections and transport to track where items are sent and the number or tonnage of those items. Producer Compliance Schemes (PCSs) will need information to ensure compliance for their members. Waste management companies and local authorities may need data to report against performance targets and contract requirements. Data is necessary for third sector organisations that wish to receive reuse or recycling credits from a local authority and it is important for the producer compliance schemes to report their members obligations.

When reporting WEEE evidence, it only counts when it is “received” at the first AATF where the weight is recorded and reported to the PCS. The PCS will report this back to the local authority or their contractor.

PCSs need accurate weights but other stakeholders may need data to report against other performance targets. Alternatively it may be part of the audit trail and may be reviewed by the environment agencies or a third party (for example the data may need to be made available to potential bidders for new waste management contracts).

8.1 Duty of Care

In order to demonstrate compliance with Duty of Care regulations it is essential to record who has removed waste from the premises. Waste Transfer Notes must be completed and held by both parties, detailing the amount of waste sorted for recovery or treatment and the type of treatment.

There is no requirement for householders to complete waste transfer notes.

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8.2 Method of reporting

Recording data can be manual or electronic. For example, many call centres now record bulky waste collection requests electronically and can print a list of collections for the crew on a daily basis. However at sites or on collection rounds it may be easier to record data such as tonnages and number of items collected on paper. Many HWRCs record when servicing is requested and when it occurs. This data can be subsequently transferred to a database; however it should be maintained in an easily accessible format and available to auditors on request.

It is essential that household and non-household WEEE are identified and recorded separately, especially when collected at the same DCF, and this will depend on the reporting requirements of the producer compliance schemes.

8.3 Proportion of WEEE that is reused and recycled

As data is needed by a number of stakeholders on the WEEE that is reused or recycled it is important to record this as accurately as possible. Usually, 100% is not reused and recycled and therefore it is important to have mechanisms in place for reporting:

- tonnage/number of items removed from site, collected through takeback and bulky waste collections;
- tonnage/number of items removed that have been reused as whole appliances, reused for parts, recycled or identified as non-WEEE residual waste;
- traceability of the proportion of WEEE that is recycled/recovered at the AATF/ATF;
- whole WEEE received by an approved reuse operator / reuse AATF and subsequently tested, repaired or refurbished and placed back on the market for re-sale; and
- WEEE received by an AATF for recovery / recycling (dismantling in to component materials).

Some of the above data may be required by a local authority for non-WEEE Regulation purposes, for example to report reuse figures to Defra. Data should be made available from the AATF to the PCS, regulatory body, waste management company or local authority for audit upon request. It is most helpful to provide data on a site-by-site basis where possible.



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8.4 QMS and EMS

Quality Management Systems (QMS) are a method for ensuring and demonstrating to stakeholders that proven processes are in place to meet their needs. Typically, requirements of a QMS include:

- procedures that cover all business processes;
- monitoring processes to ensure the procedures are effective;
- ability to take corrective action when necessary;
- record keeping; and
- continual improvement.

Environmental Management Systems (EMS) help organisations identify and minimise their negative effects on the environment.

It is good practice for businesses that collect and reuse or treat WEEE to adopt both internationally recognised QMS and EMS standards, for example ISO9001, ISO14001 or the EU EMAS (Environmental Management and Audit Scheme).

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