

Scotland Guidance

Please use this Guidance in parallel with the WasteDataFlow (WDF) Guidance Manual and the WDF Tips, Specific Issues and Extra Guidance you will find on the last few pages of this Scotland Guidance.

Questions should be entered quarterly (Q), annually (A) or optionally annually (OA) - see WDF Tips on the last page.

Where a question has an 'a' (for example Q11a) you will need to fill in consistently both Q11 and Q11a as the 'a' part relates to the waste source breakdown necessary for the Landfill Allowance Scheme (LAS).

Question 1: Authority Data.

These fields are pre-filled by SEPA and are based on General Register Office for Scotland (GROS) mid year estimates and Scottish Executive data.

Question 2: Authority Data.

These fields are pre-filled by SEPA and are based on GROS mid year estimates and Scottish Executive data.

Question 3: How many of the following types of premises received a regular waste collection service? (A)

Enter the number of households, commercial and industrial premises that receive a regular mainstream waste collection service by or on behalf of your authority. This is an annual question.

- Domestic denotes household
- The mixed hereditament option should not be used for Scottish local authorities.

Question 4: How many households were provided with the following methods of residual waste containment? (OA)

Enter the number of households that receive a mainstream collection for disposal service by or on behalf of your authority, and the frequency of collection for each containment method listed.

- The frequency of collection is chosen from a drop down list.
- Communal bin denotes multi-occupancy bin.
- If any containment methods are not listed, please use the 'other method of containment' box and add a description in the comments box.
- Please note that the total may be more than the actual number of premises if some premises use a number of different containment methods.
- If the frequency varies in different areas then put down the most common frequency for that bin size.

Question 5: How many households were offered the following containment methods for dry recyclable collection? (OA)

Enter the number of households offered a regular kerbside recycling collection by or on behalf of your authority, and the frequency of collection for each containment method listed. If the

materials are co-mingled indicate what percentage is sorted at the kerbside and what percentage is sorted at a MRF or Sorting Facility in the boxes provided.

- The frequency of collection is chosen from a drop down list.
- Kerbside box denotes plastic box; reusable sacks denotes hessian sacks; non-reusable sacks denotes plastic sacks.
- If any containment methods are not listed, please use the 'other' box and add a description in the comments box.
- Please note that the total may be more than the actual number of premises if some premises use a number of different containment methods.

Question 5a: How many commercial and Industrial premises receive a kerbside recycling collection service? (OA)

Enter the number of commercial and industrial premises offered a regular kerbside recycling collection by or on behalf of your authority.

Question 6: How many households were offered the following containment methods for green waste/organics collection? (OA)

Enter the number of households offered a kerbside green and organic waste collection by or on behalf of your authority, and the frequency of collection for each containment method listed. Include garden, kitchen or other compostable green waste.

- The frequency of collection is chosen from a drop down list.
- If kitchen waste is collected with garden waste, indicate this in the drop down box.
- If any containment methods are not listed, please use the 'other' box and add a description in the comments box.
- Please note that the total may be more than the actual number of premises if some premises use a number of different containment methods.

Question 7: How many households are served by a kerbside collection of: (OA)

Enter the number of households that received household recycling/composting collections of specifically one, two, three or four or more recyclable materials by or on behalf of your authority. To avoid double counting, if a household receives a collection of two recyclable materials ensure this is included under 'two recyclable materials' only and do not include this as one recyclable material. The purpose of this question is to cross check that the total number of premises equals the total number of household premises receiving a recycling collection in your local authority.

- Exclude properties offered a pick up on demand service.

Question 8: How many households participated in kerbside dry recyclable and green waste collection schemes? (A)

Enter the number of households participating in each dry recyclable, green and organic waste collection scheme listed in the drop down menu. See definition of participation in Annex 1. Scheme names can be populated by going to the selection list section of the website (see Section 2.3 of Guidance).

Question 9: <not applicable>

Question 10: Tonnes of material collected through kerbside schemes from household sources by LA or its contractors (Q)

For each material listed, enter the quantities that are collected by or on behalf of your authority from households for recycling/composting; the quantity collected for recycling/composting but actually disposed; the number of households receiving a collection; the quantity collected for reuse and the quantity collected for reuse but actually disposed. Also indicate if the material is collected co-mingled.

Please note that the tonnage of material sent to a clean MRF or Sorting Facility for recycling but which are subsequently disposed of should be reported in Question 58.

- If there are tonnages collected for recycling/composting/reuse but actually rejected/disposed, **do not** include them in the tonnage for waste sent to disposal (Q 51- 57, Q59- 63, Q65)
- Use mixed glass if no colour breakdown; rubble denotes hardcore and bricks; vegetable oil denotes cooking oil
- If any NON BIODEGRADABLE materials are not listed, please enter the tonnage in the 'other' box. If any BIODEGRADABLE materials are not listed, please enter the tonnage in the 'other compostable waste' box. If the materials are partially biodegradable please allocate the tonnage in these two sections accordingly. Please also give a tonnage breakdown of 'other' materials in the comments box as there may be more than one type of materials.

Question 11: Tonnes of material collected from commercial, industrial or other non household sources by LA or its contractors (Q)

For each material listed, enter the quantities that are collected by or on behalf of your authority from commercial, industrial or other non household sources for recycling/composting; the quantity collected for recycling/composting but actually disposed; the quantity collected for reuse and the quantity collected for reuse but actually disposed. Also indicate if the material is collected co-mingled.

Please note that the tonnage of material sent to a clean MRF or Sorting Facility for recycling but which are subsequently disposed of should be reported in Question 58..

- Use mixed glass if no colour breakdown; rubble denotes hardcore and bricks; vegetable oil denotes cooking oil
- If any NON BIODEGRADABLE materials are not listed, please enter the tonnage in the 'other' box. If any BIODEGRADABLE materials are not listed, please enter the tonnage in the 'other compostable waste' box. If the materials are partially biodegradable please allocate the tonnage in these two sections accordingly. Please also give a tonnage breakdown of 'other' materials in the comments box as there may be more than one type of materials.

Question 11a: How many tonnes of material were collected from commercial sources by the local authority or its contractors? (Q)

Enter the total tonnage of materials collected from commercial and non-household sources for recycling/composting.

This question is for the purpose of the Landfill Allowance Scheme to get a breakdown of commercial and industrial sources in order to exclude 'industrial waste collected and taken for disposal or treatment separately from any other waste' from municipal waste (as per LAS Guidance issued by the Scottish Executive).

Question 12: <not applicable>

Question 13: <not applicable>

Question 14: <not applicable>

Question 15: Total number of Civic Amenity Sites operated by LA or its contractors (OA)

Enter the total number of Recycling Centres operated by or on behalf of your authority.

Question 15a: Total number of Bring Sites operated by the local authority or its contractors (OA)

Enter the total number of Recycling Points operated by or on behalf of your authority

Question 16: Tonnes of material collected for recycling/reuse at CA sites operated by LA or its contractors (Q)

For each material listed, enter the quantities that are collected at Recycling Centres operated by or on behalf of your authority for recycling/composting; the quantity collected for recycling/composting but actually disposed; the quantity collected for reuse and the quantity collected for reuse but actually disposed.

Please note that the tonnage of material sent to a clean MRF or Sorting Facility for recycling but which are subsequently disposed of should be reported in Question 58.

- Use mixed glass if no colour breakdown; rubble denotes hardcore and bricks; vegetable oil denotes cooking oil.
- If any NON BIODEGRADABLE materials are not listed, please enter the tonnage in the 'other' box. If any BIODEGRADABLE materials are not listed, please enter the tonnage in the 'other compostable waste' box. If the materials are partially biodegradable please allocate the tonnage in these two sections accordingly. Please also give a tonnage breakdown of 'other' materials in the comments box as there may be more than one type of materials.

Question 16a: What is the tonnage by source of material collected for recycling/reuse at CA Sites operated by the local authority or its contractors? (Q)

Enter the tonnage of material collected from household, commercial and industrial sources by or on behalf of your authority for recycling/composting from Recycling Centres and the quantity that was collected for recycling/composting but actually disposed.

This question is for the purpose of the Landfill Allowance Scheme to get a breakdown of commercial and industrial sources in order to exclude 'industrial waste collected and taken for disposal or treatment separately from any other waste' from municipal waste (as per LAS Guidance issued by the Scottish Executive).

Question 17: Tonnes of material collected at bring sites operated by LA or its contractors (Q)

For each material listed, enter the quantities that are collected by or on behalf of your authority from Recycling Points for recycling/composting; the quantity collected for recycling/composting but actually disposed; the number of Recycling Points by material; the quantity collected for reuse and the quantity collected for reuse but actually disposed. Do not include any tonnage from Recycling Centres here.

Question 17a: What is the tonnage by source of material collected for recycling/reuse at Bring Sites operated by the local authority or its agents? (Q)

Enter the tonnage of material collected from household, commercial and industrial sources by or on behalf of your authority for recycling/reuse from Recycling Points and the quantity that was collected for recycling/composting but actually disposed.

This question is for the purpose of the Landfill Allowance Scheme to get a breakdown of commercial and industrial sources in order to exclude 'industrial waste collected and taken for disposal or treatment separately from any other waste' from municipal waste (as per LAS Guidance issued by the Scottish Executive).

Question 18: Composting/Recycling tonnage collected through any other recycling schemes (Q)

Enter the tonnage of material collected by or on behalf of your authority for recycling or composting by any other means which have not been accounted for in previous questions. Please remember to include waste from other departments within the local authority such as housing department waste or road sweepings. If using the 'other method of waste/material capture' option, please explain what this is in the comments box.

You only need to input tonnages in the boxes on the left (tonnage) and not on the right (tonnage from household sources and tonnage from non-household sources) as you have to provide a breakdown in Q18a.

Question 18a: Composting/Recycling tonnage collected through any other recycling schemes, and the tonnage by source (Q)

Enter the tonnage of material collected from household, commercial and industrial sources by or on behalf of your authority for recycling/composting/reuse through any other recycling or composting by any other means, which have not been accounted for in previous questions. This question is for the purpose of the Landfill Allowance Scheme to get a breakdown of commercial and industrial sources in order to exclude 'industrial waste collected and taken for disposal or treatment separately from any other waste' from municipal waste (as per LAS Guidance issued by the Scottish Executive).

Question 19: What is the final destination of your materials sent for recycling? (Q)

Select final recycling destinations by using the drop down menu. You may select as many recycler or reprocessors as necessary. Against each material enter the quantity sent for recycling/composting by or on behalf of your authority; the quantity sent for recycling/composting but actually disposed and the final destination of contaminants. Please note the materials disposed instead of recycled/composted should be only the ones rejected by the reprocessor. Do not re-input here materials disposed of instead of recycled/composted or other rejects that have been reported in other questions. Please note that as the breakdown by household, commercial etc is not known, rejects from Q19 will be automatically counted as household. Therefore if you know that some rejects from Q19 were actually industrial, in order to exclude them from the MSW calculation please report them in one of the other collected for recycling questions.

- Contaminants are the materials that are rejected/disposed of.
- If any NON BIODEGRADABLE materials are not listed, please enter the tonnage in the 'other' box. If any BIODEGRADABLE materials are not listed, please enter the tonnage in the 'other compostable waste' box. If the materials are partially biodegradable please allocate the tonnage in these two sections accordingly. Please also give a tonnage breakdown of 'other' materials in the comments box as there may be more than one type of materials.

- The final destination must be a recycler/processor and NOT a waste transfer station or MRF/Sorting facility.

Question 20: <not applicable>

Question 21: How many of the following types of home composting bins were distributed by your LA? (OA)

Enter the number of home composters distributed by or on behalf of your local authority. Scottish local authorities need only enter the number distributed during the current reporting financial year.

Question 22: Did your authority use any of the following methods to promote home composting by residents? (A)

Indicate whether your authority has used any of the methods listed to promote home composting. This is an annual question; only include initiatives for the current reporting year.

Question 23: Please provide details of other waste collected for disposal (Q)

- Enter the quantity of waste collected for disposal by or on behalf of your authority for each method listed and the percentage weighed. This also includes mixed municipal waste subsequently sent to a dirty MRF or MBT plant. Scottish Local Authorities **do not need to input the destination of the residual waste** for each type of waste. Include waste collected in the authority for disposal WITHIN the authority boundaries and waste collected in the authority for disposal OUTSIDE authority boundaries. Do not include waste separately collected for reuse, recycling and composting, this is dealt with in the collected for recycling/composting questions.
- Grounds waste denotes parks and gardens waste; separately collected healthcare waste denotes clinical waste; highways waste denotes road maintenance waste;
- Litter, non household bulky waste and garden waste are not given as options in the selection list, if these are used by your local authority and if any other waste type is not listed, please enter the tonnages in the 'other' box and give a breakdown in the comments box.
- If any industrial waste is collected in a mixed collection with other waste, please include this tonnage under the entry "**collected non-household waste: other**" in this question. Please state in the comments how much industrial waste was collected as a mixed. This is for the purpose of the Landfill Allowance Scheme in order to include this waste as municipal (as per LAS Guidance issued by the Scottish Executive).

Waste Categories for Q23: (see also Extra Guidance at the end of this document)

Collected household waste : Regular Collection

Collected household waste : Street Cleaning

Collected household waste : Bulky Waste

Collected household waste : Other

Civic amenity sites waste : Household

Collected non-household waste : Gully emptyings = Household

Collected non-household waste : Highways waste = Industrial

Collected non-household waste : Construction and Demolition = Industrial

Collected non-household waste : Grounds Waste = Commercial

Collected non-household waste : Commercial & Industrial (See 23a)

Collected non-household waste: Non-household

Separately collected healthcare waste = Household
Beach cleansing = Household
Waste Arising from clearance of fly-tipped materials = Commercial
Asbestos Waste separately collected = Industrial
Other collected waste = Other Non-household
Civic amenity sites waste: Non Household = Commercial

Question 23a: Of the 'Collected non-household waste: Commercial and Industrial' amount which was reported in Question 23, what is the tonnage breakdown by source? (Q)

Enter the breakdown tonnages of commercial and industrial waste collected for disposal as reported in Q23. This question is for the purpose of the Landfill Allowance Scheme to get a breakdown of commercial and industrial sources in order to exclude 'industrial waste collected and taken for disposal or treatment separately from any other waste' from municipal waste (as per LAS Guidance issued by the Scottish Executive). Please note this breakdown should not include any industrial waste collected in a mixed collection with other waste as it should be included under the entry "**collected non-household waste: other**" in question 23.

Question 24: How many reported fly-tipping incidents were there in your local authority? (OA)

Enter the number of fly tipping incidents reported directly to your authority or reported by your authority through the 'Dumb Dumpers' website.

Question 25: How many abandoned vehicles were disposed of by your authority and what percentage was recycled? (OA)

Enter the number or tonnages of abandoned or end of life vehicles that were picked up by or on behalf of your authority; if the tonnage is estimated then multiply the number of vehicles uplifted by 0.98; and by the percentage recycled - the remainder will be classed as disposal.

Question 26: How many fridges/freezers were disposed of by your authority? (OA)

Enter the number of fridges and freezers that were handled of by or on behalf of your authority. Do not include fridges and freezers that were reused.

Question 27: <not applicable>

Question 28: What type of organisation is contracted by your authority for the following types of collection for household waste? (A)

Enter details of the organisations used for each type of household waste collection service.

Question 29: What type of organisation is contracted by your authority for the following types of collection for non-household waste? (A)

Enter details of the organisations used for each type of non-household waste collection service. This is an annual question.

Question 30: What type of organisation is contracted by your authority for the following types of recycling and composting services? (A)

Enter details of the organisations used for each type of recycling and composting collection service. This is an annual question.

Question 31: <not applicable>

Question 32: <not applicable>

Question 33: <not applicable>

Question 34: Tonnes of material collected for recycling at street recycling bins (Q)

Enter the quantity of material collected at street recycling bins by or on behalf of your authority; the amount collected but actually disposed; and the number of segregated street recycling bins for each material type. If there is one bin segregated into a number of material segments, each material segment must be weighted separately.

Please enter the total number of street recycling bins operated by or on behalf of you authority in the comments box.

Question 35: What is the final destination of your material sent for reuse? (Q)

Select final reuse destinations by using the drop down menu. This can be done for as many reuse destinations as necessary. Against each material enter the quantity sent for reuse; the quantity sent for reuse but actually disposed and the final destination of contaminants.

Contaminants are the materials that are rejected and/or disposed of. Enter quantities only for schemes operated for by or on behalf of your authority.

This should be the actual organisation, company or group receiving an item for reuse NOT a MRF or waste transfer station.

Question 36: Did your authority carry out any of these waste awareness and educational initiatives during this period (A)

Indicate whether your authority has carried out any waste aware or educational promotions for any of the initiatives listed. This is an annual question; only include initiatives for the current reporting year.

Questions 51 to 65: (Q)

These questions relate to the final destination for all wastes collected by or on behalf of the authority that go directly for disposal or to waste treatment facilities. Before completing these questions create a drop down list specific to your local authority (to do this read Section 2.3 of this Guidance). Select the final use destination from the drop down list; if any Transfer station is used before final destination, highlight which one on the drop down list; enter mode of transport to the facility (if more than one mode of transport is used, input the most common form used); enter tonnage input to the facility. **Please enter here only waste sent directly to landfill, do not include any waste disposed of instead of recycled/composted or rejects from other treatment.** If waste is being sent to several landfills save after entering data for each facility, then highlight the next facility and enter the relevant data.

Questions 59: (Q)

Question 59 refers to waste sent to Mechanical and Biological Treatment (MBT) plants. **The total input in this question is expected to be the sum of the other input parts (sent to landfill; sent for recycling; sent for biological treatment; sent to thermal treatment). The materials sent to landfill are materials that are not segregated for recycling or biological treatment. The outputs of MBT are recorded in Q67.** For the proportion of MBT output that is disposed of to landfill, including daily cover, an estimate of the reduction in BMW is needed to give credit for this reduction that is achieved through stabilising the material in the biological process. This factor can either be derived from loss of ignition testing, or is calculated from the data on the

basis that the weight loss in the MBT process will be a loss in the weight of biodegradable material.

The tonnage input for material [going for recycling and](#) going to biological treatment, and the total tonnages inputted for the end uses of the output material, are used to calculate the reduction factor to the BMW diverted, following the mass balance calculation as per Landfill Allowance Scheme Guidance issued by the Scottish Executive. This factor is then applied to that proportion of the end use that is disposal to landfill. Further guidance on how to deal with waste going to MBT plants is available at the specific issues section of this document.

Question 53a, 57a & 65a: (Q)

Enter the tonnage breakdown by source of material.

This question is for the purpose of the Landfill Allowance Scheme to get a breakdown of commercial and industrial sources in order to exclude 'industrial waste collected and taken for disposal or treatment separately from any other waste' from municipal waste (as per LAS Guidance issued by the Scottish Executive). Please enter the tonnage for any industrial waste collected in a mixed collection with other waste into the box '**tonnage from other non-household sources**' as this is municipal waste.

Question 66: Enter the tonnages for end use of compost accredited to BSI PAS 100 (Q)

Enter the tonnage of materials accredited to BSI PAS 100 that were used for landfill restoration, as a soil conditioner, landscaping or other uses. The tonnage of compost accredited to BSI PAS 100 disposed of to landfill should also be entered in the column entitled 'If any of this material was disposed of, enter tonnages.'

Enter the certificate reference for the compost accredited to BSI PAS 100 in the comments box. The SEPA licence, permit or exemption reference should also be entered in the comments box if this material is discarded as waste.

Where you need to enter more than one certificate reference, enter the tonnage breakdown for each. Each corresponding SEPA licence, permit or exemption reference should be entered where the compost is discarded as waste.

Question 67: Enter tonnages for end use of compost not accredited BSI PAS 100 (Q)

Enter the tonnage of materials not accredited to BSI PAS 100 that were used for landfill restoration, as a soil conditioner, landscaping, daily cover or other uses.

Enter the SEPA licence, permit or exemption reference in the comments box.

Where you need to enter more than one reference, enter the tonnage breakdown for each.

Enter the MBT output here, under MBT output column, with tonnages landfilled to be reported under 'daily cover' and specify in the comments if part of that is not daily cover.

Question 68: Enter tonnages for end use of other material (Q)

Enter the tonnages of other materials that were used to produce energy, as aggregate or other.

Enter the appropriate SEPA licence, permit or exemption reference in the comments box.

Where you need to enter more than one reference, enter the tonnage breakdown for each.

In certain circumstances aggregates may be deemed to have been fully recovered and may no longer be waste. Further guidance can be found via: http://stir-app-net02/SepaWebsite/waste/waste_regulation/is_it_waste.aspx

WasteDataFlow User Tips

- **Quarterly (Q)** questions can be entered **monthly or quarterly**. If quarterly, then data should be entered in the last month of the quarter.
- **Annual (A)** questions only need to be entered **annually**.
- **Optional Annual (OA)** questions give you the option to enter **monthly, quarterly or annually**. To do this annually, input the total for the year in the last month of the last quarter of the financial year (March). You will need to put N/A in the previous quarters in order to roll up the data.
- When you enter data into a question always remember to **save** it before going on to another question, otherwise you will lose this data.
- You can go back to a question to review and edit the data as often as required.
- Once a question is complete, click on the **'question complete' box and save**.
- All questions should be considered. If a question is not relevant for your local authority you must put something in the comments box, even just N/A would suffice, then click the 'question complete' box and save.
- An **asterisk (*)** will appear in the 'Question' drop down list to show once a question is **complete**. The question can still be edited, just remember to save.
- Questions do not need to be done in order; you can select any question at any time from the 'Question' drop down list.
- To create a drop down list specific to your local authority see Section 2.3 of the Guidance Manual.
- If a local authority collects Recycling Centre and Recycling Point materials together and does not have a breakdown then use a proportion ratio that can be justified for auditing purposes (e.g. based on a waste analysis within the council). The most important point is that the totals are correct.
- Rejects should only be entered once, in the question they refer to, otherwise double counting will occur in the WDF Summary.
- A breakdown of household and commercial waste is needed to satisfy EU reporting requirements through the Waste Statistics Regulations and other reporting purposes such as the Waste Data Digest.

- **DO NOT use BACK** button as the system will crash
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- '0' does not need to be put in every question, **if blank, system will assume zero**
- Set up 'selection sites' under the Management tool bar
- If a site is not in a drop down list then put under 'other/exempt' and put information in the 'comments' box or e.mail the Waste Data Team so the site can be added
- Set up 'authority administration' allowing other local authorities to bench mark with yours
- If there are any materials that are not listed in the recycling materials questions (e.g. tyres and gas cylinders) please do the following:
If any **NON BIODEGRADABLE** materials are not listed, please enter the tonnage in the 'other' box.
If any **BIODEGRADABLE** materials are not listed, please enter the tonnage in the 'other compostable waste' box.
If the materials are partially biodegradable please allocate the tonnage in these two sections accordingly. Please also give a tonnage breakdown of 'other' materials in the comments box as there may be more than one type of materials.

Specific Issues

- **Co-Mingled Recyclates (Clean MRF)**

- Put the co-mingled collected tonnages in relevant recycling collection questions (Q10, Q11, Q11a, Q16, Q16a, Q17, Q17a, Q18 or Q18a), and include rejected tonnages here.
 - In Q58 select MRF and enter the total co-mingled tonnages sent to MRF and include rejects to landfill - do not include rejects that have already been included in the collection questions (Q10, Q11, Q11a, Q16, Q16a, Q17, Q17a, Q18 or Q18a) as we will add this back into the 'landfilled' figure.
 - In Q19 put tonnages against breakdown of materials, do not include rejects from MRF that have already been included in collection questions (Q10, Q11, Q11a, Q16, Q16a, Q17, Q17a, Q18 or Q18a). These material tonnages will not be double counted, a breakdown is needed to work out BMW content
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- If industrial waste is collected co-mingled with other commercial or household waste this should be reported as commercial in Q19 with a breakdown and an estimate provided in the comments. From the latest Guidance from the Scottish Executive on LAS and transfer stations/MRF, paragraph 30:

'Therefore, the balance is in favour of further restricting the exception, and saying that only separately collected industrial waste that arrives at MRFs in homogenous loads with a clear treatment or disposal destination (for example a load that is only construction and demolition waste suitable for reuse in road foundations) can remain separate from the measurement of collected municipal waste.'

NOTE 1: Any rejects in Q58 should show as a difference between net 'collected for recycling/composting' and 'recycling sent to reprocessor' in the Summary on WasteDataFlow.

NOTE 2: As a rule the rejects can be put in 'Collected for Recycling' Questions (Q10, Q11, Q11a, Q16, Q16a, Q17, Q17a, Q18 or Q18a), Q19 OR Q58 but NOT the same tonnages in ALL as this will be double counted.

- **Mixed waste collected for disposal that have materials extracted for recycling (Dirty MRF)**

- Put the collected tonnages in Q23 (Collected for Disposal)
- In Q64 select MRF and enter the total tonnages sent to MRF; tonnes for recycling; tonnes for recovery; tonnes to landfill. The amount extracted for recycling will be added to the 'total recycling figure'; the amount sent for recovery will be added to the 'total recovery figure' and the amount Landfilled will be added to the disposal tonnages.
- In Q19 put tonnages against breakdown of materials for recycling; do not include rejects if they have already been included in Q64. These tonnages will not be double counted; a breakdown is needed to work out BMW content.

If any industrial waste is collected as mixed residual waste with other commercial or household waste going to a dirty MRF, the tonnages should be reported as commercial because they are considered Municipal Waste as per LAS Guidance issued by the Scottish Executive. Therefore the breakdown

should be given in section 19 and an estimate provided in the comments. Please look at the Scottish Executive Landfill Allowance Scheme Guidance (par 3.3 and 3.4) for more details.

NOTE: In the WDF Summary the tonnage for recycling/composting in a dirty MRF should equal the difference between net materials collected for recycling/composting and the waste sent to reprocessor.

- **Tromelling/Pulverisation and other material extracted for recycling (not from kerbside, bring or CA sites)**

- Put the figure in Questions 18 & 18a OR Q23 (if collected for disposal) and explain in the comments where this goes.
- In Q19 give the breakdown of recyclable material that was sent to reprocessor with tonnages

NOTE: As a rule the rejects can be put in 'Collected' Questions (Q18 & Q18a, Q23) OR Q19 but NOT the same tonnages in ALL as this will be double counted.

- **Q18 & Q18a Other recycling**

- Any tonnages that are not included in the previous 'collected for recycling' questions (Q10, Q11, Q11a, Q16, Q16a, Q17 or Q17a), need to be recorded in Q18 and Q18a
- If relevant then put reject tonnages here
- If the 'other' recycling is BMW, then put this figure in the top box 'Municipal parks/grounds waste collected through other means for composting'
- If it is not BMW then put in either of the 2 bottom boxes.
- Then put breakdown tonnages in Q19

NOTE: As a rule the rejects can be put in 'Collected for Recycling' Questions (Q18 & Q18a) OR Q19 but NOT the same tonnages in BOTH as this will be double counted.

- **Street sweepings and gully waste for recycling**

- Please note if any gully waste is industrial (see page 16 for guidance) it needs to be reported in the industrial part of Q18a
- For street sweeping and gully waste (household) use the following guidance:
- Put the figure in Q18 and 18a
- The percentage that is recycled or landfilled is 59% organic and 41% in-organic, so put the correct figures in each box (see bullet point above)
- Therefore in Q18 the total amount should be split into the 59% biodegradable and entered as 'Municipal parks/grounds waste collected through 'other' means for composting', and the 41% non biodegradable entered as 'Other method of waste / material capture'
- In Q18a enter same amounts under household in the appropriate boxes but include 15% disposal (rejects)
- In Q19 enter the net amount for the biodegradable part into other compostable waste, and for non biodegradable part enter into 'other materials'
- No rejects should be entered into Q19.

- If materials are composted please enter the tonnage into the composting questions (see Q60 to Q63 and Q63a), if not make a note in the comments.

- **MBT**

- Put the collected tonnage in Q23 (Collected for disposal)
- In Q59 put the total tonnages to MBT in tonnage input; tonnes to recycling; tonnes to biological treatment; tonnes to thermal treatment and; tonnes to landfill. The input should equal 'materials sent to landfill' plus 'materials sent for recycling' plus 'materials sent for composting'. The materials sent to landfill should be tonnages that are neither recycled or composted
- In Q67 put the tonnages that are exiting the MBT plant. Enter tonnages under 'Daily cover' for all waste that is landfilled after the MBT process. Please specify in the comments if part of that tonnage is not daily cover. The data reported are used to populate the table in the WDF Summary that deals with the BMW diversion from MBT plants. Use the 'Other' entry to report any tonnages which are being stockpiled and explain in the comments

NOTE: unless the tonnages are inputted correctly the reduction factor for BMW diversion will show incorrect results. The materials inputted in Q59 should not be inputted in Q19

- **Special uplifts from household**

- Put the collected tonnage in Q18 and Q18a (if collected for recycling) OR Q23 (if collected for disposal)
- In Q19 put tonnages against breakdown of materials sent to the reprocessor for recycling.

Extra Guidance

Extra Guidance on data inputting for WasteDataFlow (WDF) in order to understand which types of wastes are included in the calculations for municipal waste according to the Landfill Allowance Scheme (LAS).

Materials

Make sure tonnages for materials collected for recycling are put in the same corresponding materials in Q19. Eg, If there are separate tonnages for green glass and brown glass, but in Q19 you put this as mixed glass then put this as mixed glass in collection etc.

Industrial waste

This is excluded from Municipal Waste (MW) calculations where it is collected and taken for disposal or treatment separately from any other waste. . It has therefore to be recorded in the fields for industrial waste and local authorities have the option of reporting it monthly, quarterly or annually. Please state in the comments if you do not have industrial waste or if you are going to report it annually. If however any industrial waste is collected in a mixed collection with other waste this is municipal waste. (See LAS Guidance issued by the Scottish Executive).

Any industrial waste collected as part of a mixed waste collection has to be reported quarterly by including it in the **other non-household** field in the relevant part of the questions in order to be considered in the MW calculations. Please also input an estimate for the tonnage of industrial waste collected as mixed waste in the comment box for the relevant question.

Stockpiling

Stockpiling should be dealt with as it was with the LASQM, inputting the tonnage collected in the quarter when it is actually sent to the reprocessor in order to facilitate the verification.

Stockpiling of composted materials

The stockpiling of composted material has to be recorded in order to facilitate auditing and planning. There is not a specific entry in WDF to identify material stockpiled after composting. Therefore please state in the comments in the End Use questions (Q66 to Q68) for composting how many tonnes of material were stockpiled for the quarter.

Daily cover

Materials composted and used as daily cover in landfills are considered disposed and therefore not diverted for the purpose of the Landfill Allowance Scheme. They will be shown as landfilled and removed from the composted section in the WDF Summary. It is possible that material composted in one quarter is used for daily cover in another quarter. Therefore the WDF Summary could show a negative figure for material composted (household) if the materials composted during previous quarters and used as daily cover in another quarter are higher in tonnage than the materials being composted in the same quarter. For materials disposed to landfill after MBT report the tonnage under 'daily cover' and clarify in the comments the tonnage inserted which was not used as daily cover.

NOTE: this guidance differs than the one provided in WDF factsheets for green waste, where daily cover is reported in Q23 and Q52 or Q53. Please follow Scottish guidance for this matter.

Collected for Disposal (Q23) Waste Categories:

Collected gully emptyings

Gully waste is classified as household waste if collected from a relevant road for which the local authority is responsible for.

Gully waste would not be classed as household if collected from a trunk road for which the Scottish Executive is responsible, even when the local authority is undertaking the work, it would then be classed as industrial waste and would not be counted for the purpose of the LAS. If any gully waste collected by the local authority is industrial then please input the tonnage under Collected non household waste: Commercial and Industrial and then in Q23a Industrial.

Collected non-household waste: highway waste

Road planings and other wastes arising from repairs, is excluded from MW for the LAS. Other wastes such as litter and gully waste would be classed as household.

Collected non-household waste: Construction and Demolition waste

This is industrial and therefore excluded from the MW calculation if collected separately and not disposed or treated with any other waste as per LAS Guidance issued by the Scottish Executive. Please note even soil and rubble from Recycling Centres (Civic Amenity Sites) should be reported under this entry as only soil and rubble from households collected at Recycling Centres are considered MW. Please note refurbishment waste is industrial waste (for example waste arising from kitchen refurbishments in council houses)

Collected non-household waste: Ground waste

This is commercial and is therefore included in the calculations for MW.

Collected non-household waste: Other

This entry will be included in the calculations for MW, therefore consider the definitions set in the LAS Guidance and if the waste you were going to add to this field is separately collected industrial waste, in order to exclude it from the MW calculations, it has to be recorded as other industrial.

Separately collected health care waste

Clinical waste from domestic premises and residential homes is household waste. Other clinical waste is industrial (e.g. from nursing homes).

Healthcare wastes (other than clinical waste) from domestic premises, residential home, nursing homes and hospitals are household waste.

This field is considered household waste in WDF and it is currently included in the calculations for MW (however the Scottish Executive is still considering whether it should be excluded).

Beach cleaning

Beach cleaning waste from a public beach is household waste. Waste from Crown Land is commercial.

This field is added to household waste in WDF and therefore will be included in the MW calculations.

Waste arisings from clearance of fly-tipped materials

This is commercial and therefore will be included in the calculations for MW. Fly-tipped material removed with the consent of the occupier is commercial waste and therefore included in the calculations for MW.

Asbestos waste separately collected

This is considered industrial waste in WDF. This is in accordance with the Executive's line on refurbishment 'Asbestos waste should be included in the industrial ... where it has arisen as part of construction and demolition works (e.g. wholesale replacement of a roof). Other asbestos waste arising from households is household waste.'

Civic Amenity waste – non-household

This entry in Q23 has been linked to Commercial and therefore is included in the MW calculations. Any construction and demolition (C+D) waste from non-household sources should be entered in the relevant part as C+D and therefore excluded from MW calculations, as it is industrial waste. Bricks and rubble from households taken to Recycling Centres (Civic Amenity Sites) must be included in collected municipal waste in the relevant section for civic amenity sites waste: household.