

1. SUMMARY

When deciding how to record data in WasteDataFlow, there are a number of areas that need to be considered:

- There should be no double counting of tonnages within a Local Authority return;
- No double counting of tonnages between returns in two-tier areas;
- Appropriate entry for the calculation of BVPIs / NIs and the Mass Balance calculation for LATS; and
- Finally any implications for the validation checks need to be reviewed.

In line with the drive to reduce the amount of biodegradable municipal waste (BMW) being sent to landfill, there has been an increase in the number of Local Authorities (LAs) utilising alternative technologies to facilitate the sorting and / or processing of recyclable and compostable materials from their residual waste streams. Such technologies include:

- Mechanical Heat Treatment (MHT);
- Advanced thermal treatment;
- Mechanical Biological Treatment (MBT);
- Anaerobic digestion;
- Aerobic digestion; and
- Residual waste Material Recycling Facilities (MRFs)

Within WDF, total municipal waste is calculated as total residual tonnages entered in Q23 plus tonnages collected for recycling/composting/reuse entered in Q10, Q11, Q12, Q14, Q16, Q17, Q18, Q33 and Q34. For two-tier areas, Q10, Q11, Q12, Q16, Q17, Q18, Q33 and Q34 are completed by the WCA and data from Q23, Q14 and Q11 from the WDA return is used.

The purpose of this guidance note is to set out clear instructions for LAs on how to record residual waste sent for sorting and / or processing and any recyclable materials and compost which have been extracted from the residual waste stream within WasteDataFlow.

Where a WDA is sorting MSW (whether through MBT or 'dirty MRF') and getting some material out that is being sent for (and accepted by reprocessor) for recycling then this can be back allocated to the constituent WCAs for inclusion in their recycling. It is important that this guidance note is followed when recording back allocation to ensure that there is no double-counting.

2. RECORDING RESIDUAL WASTE COLLECTION (Q23)

UAs

Any residual waste sorting and / or processing undertaken by UAs will not impact how residual waste collection is recorded in Q23. Consequently UAs should continue to enter the quantity of waste collected for disposal by, or on behalf of, their authority within this question.

WDAs not back allocating recyclate or composting to their constituent WCAs

Any residual waste sorting and / or processing undertaken by WDAs not back allocating recyclate or composting to their constituent WCAs will not impact how residual waste collection is recorded in Q23. Consequently WDAs not back allocating recyclate or composting should continue to enter the quantity of waste collected for disposal by, or on behalf of, their authority within this question.

WDAs back allocating recyclate or composting to their constituent WCAs

To avoid double counting between two tier authorities, the tonnages of extracted recyclable material or composting back allocated by a WDA to their constituent WCAs should be deducted from the collected residual waste recorded in Q23 (household categories only as non household waste should not be being back allocated). Within the comments box of Q23 a note **must** be made regarding the amount of residual waste that has been excluded due to extraction for recycling or processing.

WCAs not receiving a back allocation of recyclate or composting from their WDAs

WCAs not receiving a back allocation of recyclate or composting from their WDAs should continue to enter the quantity of waste collected for disposal by, or on behalf of, their authority within this question.

WCAs receiving a back allocation of recyclate or composting from their WDAs

To avoid double counting, the tonnages of extracted recyclable material or composting back allocated from WDAs should be deducted from the collected residual waste recorded in Q23 (household categories only as non household waste should not be being back allocated). Within the comments box of Q23 a note **must** be made regarding the amount of residual waste that has been excluded due to extraction for recycling or processing.

3. SORTING, PROCESSING AND DISPOSAL (Q54 - Q57, Q59, Q60 and Q64)

UAs

Residual waste sorting and / or processing undertaken by UAs should not impact how these questions are completed. Consequently UAs should ensure that the input into these questions is the total amount of residual waste entering the process and that the outputs to landfill, treatment and recycling / composting are recorded, as appropriate.

The residual waste outputs from these questions should **not** be reported in the other disposal questions (Q51-Q57) as this would lead to double counting of landfilled

waste. As a general principle, output tonnages from a question should not be reported again as input tonnages to another disposal question.

Please note that imbalances in the data recorded in these questions may be likely as the tonnages recorded in these questions may be affected by water loss through evaporation or sand and grit removal during processing.

WDAs not back allocating recyclate or composting to their constituent WCAs

Any residual waste sorting and / or processing undertaken by WDAs not back allocating recyclate or composting to their constituent WCAs should not impact how these questions are completed. Consequently WDAs not back allocating should ensure that the input into these questions is the total amount of residual waste entering the process and that the outputs to landfill, treatment and recycling / composting are recorded, as appropriate.

The residual waste outputs from these questions should **not** be reported in the other disposal questions (Q51-Q57) as this would lead to double counting of landfilled waste. As a general principle, output tonnages from a question should not be reported again as input tonnages to another disposal question.

Please note that imbalances in the data recorded in these questions may be likely as the tonnages recorded in these questions may be affected by water loss through evaporation or sand and grit removal during processing.

WDAs back allocating recyclate or composting to their constituent WCAs

For those WDAs back allocating recyclate or composting to their constituent WCAs the input to these questions should be the total amount of residual waste entering the process. The outputs to landfill and treatment (if appropriate) should be completed. However, the output tonnages sent for recycling or processing should **not** be completed by the WDA as the tonnages should be included within the WCA returns (see Sections 4 and 5 below) and so including them within these question outputs would lead to double counting of this recyclate.

Recording data in this manner will lead to small discrepancies in the validation cross-check between total collected residual waste in Q23 and that input to the disposal questions (Q51-Q57, Q59, Q60, Q64, Q65). This difference should be the separated recyclate and compost from the residual waste due to the sorting and processing and can be verified by reference to the comments in Q23.

Please note that further imbalances in the data recorded in these questions may be likely as the tonnages recorded in these questions may be affected by water loss through evaporation or sand and grit removal during processing.

WCA

These questions are not applicable to WCAs.

4. RECORDING RESIDUAL WASTE EXTRACTED FOR RECYCLING

UAs

To avoid double counting UAs should not record any extracted recyclable materials in their returns either as being collected (Q10, Q11, Q12, Q14, Q17, Q18, Q33 and Q34) or as being sent to a final destination (Q19), as this information will have already been recorded in questions Q54 - Q57, Q59, Q60 and Q64 as detail in Section 3.

WDAs not back allocating recyclate to their constituent WCAs

WDAs not back allocating recyclate waste to their constituent WCAs should not record any extracted recyclable materials in their returns either as being collected (Q11 and Q14) or as being sent to a final destination (Q19), as this information will have already been recorded in questions Q54 - Q57, Q59, Q60 and Q64 as detail in Section 3. **Please note that the WDA should ensure that there is no double-counting of the tonnages sent for recycling across their WCA returns and their own return.**

WDAs back allocating recyclate to their constituent WCAs

WDAs back allocating recyclate to their constituent WCAs should not record any extracted recyclable materials or composting in their returns either as being collected (Q11 and Q14) or as being sent to a final destination (Q19). **Please note that the WDA should ensure that there is no double-counting of the tonnages sent for recycling across their WCA returns.**

If any residual waste collected from civic amenity sites run by the waste disposal authority is processed, the recyclate attributed to the processing of this waste should **not** be back allocated to the WCAs.

WCAs receiving a back allocation of recyclate from their constituent WDAs

For those WCAs who receive a back allocation of recyclate from their WDA the *net* amount of recyclate (post treatment and sorting) should be recorded as collected waste for recycling by the WCAs. This should be the 'other method of waste capture' row of Q18 (household or non-household column as appropriate). It should also appear in Q19 against the specific material type. Within the comments box of Q18 a note **must** be made regarding the amount of recyclate that has been 'back allocated' from the WDA.

5. RECORDING RESIDUAL WASTE EXTRACTED COMPOSTING

UAs

To avoid double counting UAs should not record the net compost resulting from sorting or processing (e.g. anaerobic digestion) in their returns either as being collected (Q10, Q11, Q12, Q14, Q16, Q17, Q18, Q33 and Q34) or as being sent to a final destination (Q19), as this information will have already been recorded in questions Q54 - Q57, Q59, Q60 and Q64 as detail in Section 3.

WDAs not back allocating composting to their constituent WCAs

WDA not back allocating composting should not record the net compost resulting from sorting or processing (e.g. anaerobic digestion) in their returns either as being collected (Q11 and Q14) or as being sent to a final destination (Q19), as this information will have already been recorded in questions Q54 - Q57, Q59, Q60 and Q64 as detail in Section 3. **Please note that the WDA should ensure that there is no double-counting of the tonnages sent for composting across their WCA returns.**

WDAs back allocating composting

The WDA should not record the net compost resulting from sorting or processing (e.g. anaerobic digestion) either as being collected (Q11 and Q14) or as being sent to a final destination (Q19). **Please note that the WDA should ensure that there is no double-counting of the tonnages sent for composting across their WCA returns.**

If any residual waste collected from civic amenity sites run by the waste disposal authority is processed, the recyclate attributed to the processing of this waste should **not** be back allocated to the WCAs.

WCAs receiving a back allocation of composting from their constituent WDAs

For those WCA who receive a back allocation of compostable material from their WDA the *net* amount of compost that is produced after sorting or processing (e.g. anaerobic digestion) should be recorded in the municipal parks/grounds waste row of Q18 and Q19 by the WCAs. The tonnage recorded in this question should not include any water loss or sand and grit removed during processing operations. Within the comments box of Q18 a note **must** be made regarding the amount of recyclate that has been 'back allocated' from the WDA.

If you have any queries regarding recording of data in WasteDataFlow, please contact the WasteDataFlow Helpline (0161 874 3602).