

WasteDataFlow – request for data changes at Level 35

The staged data entry, authorisation and validation process within WasteDataFlow means that only in very exceptional cases will changes to data be permitted after a quarterly return has reached level 35. In order for this to happen, agreement will be needed from both the Environment Agency and Defra.

A change to data will only ever be permitted **once per year** and it is important that an authority requesting this has identified exactly what led to this request, and what measures have been put in place to prevent any further need for authorised and validated data to be changed.

Such a request is significant and suggests that a best-practice approach to checking and authorising data has not been followed. Therefore, the significance of the event and the fact that urgent measures must be taken to ensure that this is not repeated must be recognised by the most senior waste manager within the Authority. This is likely to be the Head of Function or Director.

An electronic signature from the Head of Function or Director is needed, and where this is not possible then the completed and signed form must be faxed to Vicki Hook at Enviro on 0161 848 0181

The following form must be completed in full . It will then be emailed for consideration to the relevant person at Defra and the Agency by the WasteDataFlow Helpdesk. If the form is incomplete then the request will not be considered. **The completed form must reach Defra and the Agency by the following deadlines:**

Roll-down request for:

Quarter 1	By 15 November 2007
Quarter 2	By 15 February 2007
Quarter 3	By 15 May 2008
Quarter 4	By 15 July 2008*

* Please note that a Q4 roll-down request can only be made by an authority with their data at level 35 by 14 July.

Late forms will not be considered.

We will aim to make a decision within 5 working days and will notify the WasteDataFlow team (Enviro) of our decision and they will advise you of the outcome. Our decision is final and there is no appeal mechanism.

If the changes have been agreed then these will be made by Enviro on behalf of the Authority.

Section 1 – to be completed by Enviro		
Authority:	Quarter:	Year:
Requested by:	Position in respect of WDF:	Request date:
Current level of return:	Date level 30 reached:	Date level 35 reached:
WDF questions affected:	Specific data requested to be changed (original data and revised data):	
Initial assessment on implications for LATS or BVPIs	Previous data change requests by LA: None	
Name of person completing the form:	Date form completed and passed to authority:	
Section 2 – to be completed by local authority		
Reason for request for data change:		
Measures which have been put in place to ensure request does not need to be repeated:		

Signature of Head of Department/Director:	Who and how will the new measures be actively monitored?: .
Name of person completing the form:	Date form completed:
Section 3 – to be completed by the Agency and Defra	
Comments from the Agency:	Comments from Defra:
Date: Signature:	Date: Signature: