

1. Introduction

This guidance sheet is for English local authority users and explains how to open and use the Validation Spreadsheet (also known as the Summary report). This workbook enables you to check your return before submitting for validation, and re-check your data after making amendments before or during the validation process with the WasteDataFlow team. You can also look at older summary reports to see how your data was entered in previous quarters.¹

The validation workbook is a Microsoft Excel .xlsm file that can help to:

- Highlight any data entry errors and allow these to be corrected prior to authorising the data to Level 20 or submitting to Level 30, potentially reducing the number of queries raised during validation;
- Identify any anomalies in the dataset (based on previously submitted data) so that comments can be added to your return to explain why these have occurred; and
- Identify in advance the validation questions that the WasteDataFlow team may ask you when validating your data.

The use of this validation tool will give you an overview of your data before it is submitted to Level 30 for validation. If you identify any errors or want to add comments to your return and it is at Level 10 or Level 20, you can roll it back down to Level 0 (the process is detailed in the WDF System Manual, Section 4 which is available on the WDF guidance web page). If your data is at Level 30 and you wish to change it, contact the WDF helpdesk or your validator.

The validation workbook automatically downloads the data from WasteDataFlow for the current quarter and the same quarter of the previous year (e.g. Oct – Dec 2021 and Oct – Dec 2020). It then performs a series of checks, flagging up a query if the data falls outside a question-specific range. These are based on a set of assumptions, agreed with Defra and the Environment Agency (e.g. +/- 10% change in tonnages), which are applied to your dataset to identify any potential data entry errors and highlight any significant changes in comparison to previous data you have submitted². The workbook then pulls these queries together into a list of “Points to Check”, and an appropriate response to these queries is required before the WDF team can approve the data to L35.

Further assistance on how to record your data correctly can be found in the other guidance notes on the WDF website in the WDF System Manual [here](#) and English Guidance section [here](#). You may find the following guidance notes particularly useful:

- [GN65 Resolving validation checks query by query](#). Provides information about what each query in the Validation report is asking about, where to find the relevant data and what you may need to do to resolve the query.
- [GN29 Guidance on the validation process](#). Sets out the timescales and procedures by which English LAs’ quarterly returns are validated by the WDF team and approved to L35.

¹ During the 2014-15 data entry year, Qu100 replaced several questions relating to the treatment, disposal or reprocessing of waste. While the validation sheet is generated in the same way, there are several areas in which the older question set differs from Qu100. If you download a summary report for a period prior to the use of Qu100, some of the information in this guidance note will still apply but some of the worksheets will not be as described in this document.

In the current version of the workbook, the question numbers you see after facility/process types (e.g. Inert landfill (qu51)) refer to the old question number for that facility type.

² During 2020-21, some thresholds were temporarily adjusted because of the impact on recycling and waste management of the COVID-19 pandemic. This was to reduce the number of additional queries which local authorities would be required to answer.

- [GN63 Question 100 Data entry](#). Provides information about how to report the waste management processes undergone by your collected waste and some guidance on how to report specific situations.

WDF regularly run online training sessions for local authority users, including on the following topics:

- Qu100 Validation report;
- Qu100;
- New users; and
- Reports.

English LA users can sign up via the link to the online WDF training calendar on the WDF log-in page.

2. How to access and open the validation spreadsheet

- 1) After logging into the secure Data Manager section of the website, navigate to the Data Authorisation screen, through the “Data” menu.
- 2) Select your Authority name from the drop-down box on the top right-hand side of the screen.

Figure 1. Data authorisation page.

The screenshot shows the WasteDataFlow interface. At the top, there is a navigation bar with 'Home', 'Data', 'Fly Tipping', 'Reports', 'Management', 'Log Off', and 'Help'. Below this, the user is logged in as 'Liz Glynn' and the authority is set to 'Calderdale MBC'. A dropdown menu is open under 'Data', showing options like 'Data Entry', 'Data Upload', 'Data Rollup', 'Rollup Queue', 'Data Authorisation', 'Audit Trail', and 'Change Authority'. The 'Data Authorisation' option is highlighted. Below the menu, there is a 'Data Waiting Approval' message. A table lists data periods for Calderdale MBC with columns for Period, Level, and various icons (including 'Summ', 'Print', 'Download', 'Check', 'Cancel', and 'Refresh'). The 'Summ' button for the 'Oct 20 - Dec 20' period is circled.

Period	Level	Summ	Print	Download	Check	Cancel	Refresh
+ Oct 20 - Dec 20	35	Summ	Print	Download	Check	Cancel	Refresh
+ Jul 20 - Sep 20	35	Summ	Print	Download	Check	Cancel	Refresh
+ Apr 20 - Jun 20	35	Summ	Print	Download	Check	Cancel	Refresh
+ Jan 20 - Mar 20	40	Summ	Print	Download	Check	Cancel	Refresh
+ Oct 19 - Dec 19	40	Summ	Print	Download	Check	Cancel	Refresh
+ Jul 19 - Sep 19	40	Summ	Print	Download	Check	Cancel	Refresh

- 3) Press the “Summ” button next to the quarter you want to check, and then select OK. (Note: the validation workbook is only available once a quarter’s data has reached Level 10 for the first time. When the return is at Level 0, the data in the validation workbook will relate to the last time it was at Level 10, so to view the impact of any changes you will need to roll the data back up to Level 10 again and run a new report).
- 4) A dialogue box will ask if you wish to proceed. Clicking “OK” will generate and download a .xslm file. Clicking “Cancel” will close the dialogue box.

3. Validation Spreadsheet

The validation workbook contains a macro which will determine which worksheets are shown, depending on whether it covers a period in which Qu100 is used (i.e. after the change-over to Q100 in 2014-15). When you open the file, you will see the “Welcome” worksheet. After enabling the macros (by clicking on the “Enable content” and/ or “Enable Editing” button), the Welcome worksheet will disappear, and you will see the worksheets relevant to your return.

The workbook contains nine worksheets, listed below with hyperlinked section numbers which allow you to jump straight to the relevant sections of this document:

- Welcome;
- Materials Summary (3.1);
- Cross-check Summary (3.2);
- Qu100 Balance (3.3);
- Points to check (3.4);
- Address Details Qu100 (3.5);
- Qu100 Material Details (3.6);
- Final Destination Qu100 (3.7);
- Comments (3.8);
- Tonnage Breakdown (3.9); and
- High-level Summary (3.10).

WDF tip: The cells where data need to be checked are labelled in green as “OK” or in orange as “CHECK”.

WDF tip: Some of the cells have red triangles in the top right corner. Hovering over these brings up a comment with further information on the data which is being checked or compared.

Figure 2. Detail from the Cross-check Summary worksheet.

Miscellaneous Checks		Current	Previous
Q13 - No. of civic amenity sites	OK	-	-
Q15 - No. of civic amenity sites	OK	-	-
Q15a - No. of bring-sites	OK	-	-
Q24 - No. of fly-tipping incidents	CHECK	477	420
Q25 - No. of abandoned vehicles	CHECK		
Q26 - No. of fridges & freezers disposed of	OK		
Other Materials Check	OK		
Aggregates Check	OK		
Rubble Check	OK		

Check applicable to WCAs, WDAs and UAs.
Checks the number of abandoned vehicles against the same quarter of the previous year.

Areas that appear greyed out on the worksheet are not applicable to your authority type (UA, WCA or WDA). These will be listed as “OK” so no check is generated.

3.1. Materials Summary

The “Materials Summary” worksheet summarises the tonnages you have entered in WasteDataFlow into the following key areas:

3.1.1 Headline figures

This section provides overall data for the local authority total collected and household waste arisings, total residual waste collected, and tonnages sent to landfill, incineration, MBT (Mechanical Biological Treatment), residual MRF (Materials Recovery Facility) or other treatment routes. It also highlights the total organic waste treated and tonnes sent to a clean MRF.

3.1.2 Tonnage error checks

This section provides a balance worksheet for the total collected and sent tonnages for various headings. Expected sent tonnages (net of rejections) are also calculated, allowing you to compare the actual recorded collected and sent tonnages with the expected sent tonnages.

Figure 3. Tonnage error checks.

Tonnage Error Checks

		Actual Collected	Actual Sent	Expected Sent	Difference (collected minus sent)
Total residual tonnage sent	OK	12,386.2	12,386.2	12,386.2	-
Total tonnage sent to Primary MRF / Recycling / Composting	CHECK	13,221.9	13,000.5	13,221.9	221.5
Total organic waste collected and sent	OK	7,173.1	7,173.1	7,173.1	-
Total tonnage sent to Primary Reuse or Reuse Exporters	CHECK	43.1	9.9	43.1	33.2
Total rubble collected and sent	OK	772.8	772.8	772.8	-

The tonnes sent to a Primary MRF, Recycling, Reuse or Composting facility are based on the *input* to the reprocessors and clean MRFs (if used) so will include any material subsequently rejected at the MRF.

3.1.3 Summary of collection rejections

This provides total tonnages of the rejections occurring at the point of collection (those recorded in the collection Questions 10, 11, 12, 14, 16, 17, 33 and 34). Rejected tonnages reported in these questions are assumed to have been landfilled and should not be reported anywhere else in your return.

3.1.4 Material-specific recycling and reuse data

This is a material-specific table detailing the tonnage of each of the 68 material categories that have been collected (from questions 10, 11, 12, 14, 16, 17, 18, 33 and 34) with rejections at the point of collection (in the collection questions) and total inputs at the primary/root level in Q100, to the following facilities:

- Reprocessor – recycling;
- Exporter – recycling;
- Reuse;
- Exporter – reuse;
- Anaerobic or Aerobic Digestion Segregated;
- In-vessel composting; and
- Windrow or other composting.

Commingled material sent is taken to be the input at the primary/root level to Materials Recovery Facilities (MRFs).

This is useful for checking:

- If rejections have been recorded in the correct place (point of collection);
- If you have double-counted rejections by recording the tonnages rejected at the point of collection as input to the MRF then as MRF rejections;
- Tonnage imbalances by material type (e.g. collected tonnages are greater than or less than the corresponding sent tonnages). This may be caused by:
 - A tonnage being recorded as a different material in the primary node in Q100 than in the collection question;
 - Tonnage collected in one or more questions not being recorded as sent in Q100;
 - Materials being stockpiled between being collected and being sent for processing.

The worksheet “Tonnage breakdown” shows which collection questions the tonnages were recorded in.

3.1.5 Qu100 – Unexpected material types

There are points in Qu100 where inputs should be recorded by specific material or by the total tonnage input or where certain materials should not be reported because of the process type.

Figure 4. Unexpected Material types.

Qu100 - Unexpected Material types		Recycling / Composting	Reuse	Total
Qu100 - Incinerator Bottom Ash and/or Metals from Incinerator Bottom Ash recorded as input to primary recycling, reuse or composting facilities	OK	-	-	-
Qu100 - Material type of Commingled materials recorded at any point?	OK	-		
Qu100 - Individual material types recorded against facility types where only a total tonnage is expected:				
Inert landfill (qu51)	OK	-		
Non-hazardous landfill (qu52)	OK	-		
Hazardous landfill (qu53)	OK	-		
Incineration with energy recovery (qu54)	OK	-		
Incineration without energy recovery (qu55)	OK	-		
RDF, autoclave, MHT or similar (qu56)	OK	-		
Advanced thermal treatment (qu57)	OK	-		
Materials recovery facility (qu58)	OK	-		
Mechanical Biological treatment (qu59)	OK	-		
Anaerobic or Aerobic Digestion Whole Waste (qu60)	OK	-		
Residual waste MRF (qu64)	OK	-		
Other Method (qu65)	OK	-		
Material From WDA	OK	-		
Qu100 - Difference between organic materials sent to primary facilities and input to primary Windrow, IVC and AD	OK	-		

Incinerator Bottom Ash (IBA) and Metals from IBA should not be recorded as input to a primary recycling, reuse or composting facility as at the primary level these should only be used to record source-segregated materials. As IBA or metals from IBA will be generated as an output from incineration they should only be recorded from the secondary level onwards, where appropriate.

Materials collected as commingled should be recorded as such in the relevant collection questions. Although the material category of “commingled materials” is available for selection within Qu100, it should not be used. MRF input will be recorded in the “Tonnes input” box and is recorded as Commingled material by default. Where the material breakdown of MRF outputs is unknown then [Guidance Note 15, titled “Recording co-mingled materials”](#) provides a range of default splits based on the types of material sent to the MRF.

Materials in any of the five organic categories (Green garden waste only, Waste food only, Mixed garden and food waste, Wood for composting and Other compostable waste) are inferred to have been collected source-segregated and are expected to be input directly to an organic treatment facility: Windrow or other composting, Aerobic or anaerobic digestion or In-vessel composting. If the total tonnage input into these facility types on Qu100 does not match the tonnage collected as organics, this query will be raised.

Note: waste recorded in Qu18 in the “Other method of collection” section will be classed as “Other materials”. If this includes food waste (for example from schools), this will cause an imbalance but is accepted. Please add a comment regarding the tonnages reported in Q18. More information about how to report organic materials can be found in the [Reporting Organic Waste](#) guidance note.

3.2. Cross-check Summary

The “Cross-check Summary” worksheet compares tonnages recorded in the current quarter’s return with tonnages recorded in the same quarter of the previous WasteDataFlow year e.g. comparing Oct – Dec (Qtr3) 2020 with the historic data from Oct – Dec 2019.

The following figures are compared across the current and historic quarters:

3.2.1 Household number checks

Applicable to WCA and UA. Most of the checks in this section are only checked in Quarter 4.

Figure 5. Household number checks.

Household Number Checks		Household numbers		
		Current	Previous	
Compare Question 2 and 4	OK	Qu2 (Pre-filled number of dwelling stock)	90,580	88,560
Change in Question 4 Total	OK	Qu4 (Residual Containment)	-	-
Change in Question 5 Total	OK	Qu5 (Recycling Containment) Total Number	-	-
Change in Question 6 Total	OK	Qu6 (Organics Containment) Total Number	-	-
Change in Question 7 Total	OK	Qu7 (Recycling Collection) Total Number	-	-
Change in Question 10 Recycling Total	OK	Qu10 (Recycling Collection)	90,580	88,560
Check Qu10 Recycling with Qu7	OK	Qu10 (Green waste Collection)	71,545	70,978
Check Qu10 Green Waste with Qu6	OK			
Figures in Qu6 but no tonnage entered in Qu10	OK			
Check household figures are correctly recorded in Qu10	OK			
		Current arising	Previous arising	Current/ prev diff
Check household arisings against arisings in same Quarter last year	OK	22,354	24,017	6.9%

In Quarter 4, the checks identify whether there has been a significant change (between the current and historic quarter) in the number of:

- containers provided for residual collection (Qu4);
- containers provided for dry recycling collection (Qu5);
- containers provided for organic waste collection (Qu6); and
- households recorded as receiving recycling collections, including organics (Qu7).

In Quarter 4 this section also:

- Checks the number of residual collection containers are the same or +/-10% of the dwelling stock (Qu2) (Note: the data in Qu2 are pre-filled and based on data from the Valuations Office Agency (VOA) which are updated annually.);
- Compares the highest number of households in Qu10 with the total number in Qu7. These should be the same;
- Checks the number of households reported in Qu10 against the number of containers/households in Qu6; and
- Checks when a container is reported in Qu6 that there is a tonnage reported in Qu10.

Note – the total number of households in Qu6 may not be the same as the number recorded against the organic categories in Qu10 as you may provide containers for garden waste and for food waste collections. The number of households for subscription-based garden waste collections in Qu10 should be based on the number of households *subscribing* and in Qu6 you should report the number of households *offered* the various bin types.

In all quarters 1 to 4 this section also checks:

- for any changes in the highest number of households reported in Qu10 (any material type); and

- where a tonnage has been reported in Qu10, that the number of households which are provided with this service is also reported, or where a household figure has been entered that there is a corresponding tonnage.

This is useful for checking that all your household numbers are reported correctly across the corresponding questions. Any differences in household numbers (e.g. residents provided with two containers or different property types having different collection systems) should be detailed in the comments section.

Applicable to WCA, WDA and UA.

The household arisings check compares the current total household arisings against that reported in the same quarter of the previous year. The CHECK cell will be shaded orange if there is a difference of more than +/- 10%.

3.2.2 Miscellaneous checks

This section performs four checks on the data as follows:

1. In Qtr 4, this section checks for any difference between the current and historic data provided for the following questions:
 - Qu13 – number of civic amenity sites (WDA only);
 - Qu15 – number of bring sites (WCA and UA only); and
 - Qu15a – number of bring sites (WCA and UA).
2. In all quarters, this section checks for a difference of +/- 20% for the following (applicable to WCA, WDA and UAs):
 - Qu24 – number of fly-tipping incidents³;
 - Qu25 – number of abandoned vehicles; and
 - Qu26 – number of fridges and freezers disposed of.
3. Other Materials (WCA, WDA and UAs) – In all quarters, this section checks for any tonnages reported as “Other materials” in any of the recycling or reuse collection questions (Qu10, Qu11, Qu12, Qu14, Qu16, Qu17, Qu33 and Qu34) and the residual waste collected question, Qu23) and in Qu100. The tonnage you have reported as “Other materials” will be highlighted in orange in the relevant question box. This alerts you to check that you have provided a comment in the relevant question’s comment box to state the nature of the “Other Materials”. For example, “the other material is porcelain” or “Other materials is residual waste collected from schools”.
4. Aggregates (WCA, WDA and UAs) – the material “Aggregates” is not to be used by English local authorities and you will be asked to change this to “Other materials” or “Rubble” (if it is source-segregated C&D waste) and to add a comment as to the nature of the material.
5. Rubble (WCA, WDA, and UAs) – In all quarters this section checks that where you have reported rubble as being sent for recycling or reuse in Qu100 this is actually sent to a recycling or reuse

³ Since the system for local authorities to record their fly-tipping incidents (FlyCapture) was moved from the Environment Agency website to the Fly-tipping Module of WasteDataFlow, Qu24 is longer checked during the validation process, even if it is flagged CHECK.

process. Rubble reported here should not be sent for use as daily landfill cover or on roads for a landfill site. Rubble should not be recorded as the output from a residual waste treatment facility. Please see the [“Reporting rubble”](#) or the [“Qu100 Data entry”](#) guidance on the WDF website for further information.

3.2.3 Tonnage checks

This section performs several checks on the tonnages collected for recycling/reuse in questions 10, 11, 12, 14, 16, 17, 18, 33 and 34, and checks the tonnages sent for reuse in Qu100. These checks compare the tonnages reported this Qtr with the same Qtr of the previous year and look for differences of more than +20% and -10%. Qu11 and Qu100 are for WCA, WDA and UA, Qu14 for WDA only, all other checks WCA and UA only.

Figure 6. Tonnage checks.

Tonnage Checks	High	Low	Total			Green + Other compostable waste		
			Current	Previous	Difference	Current	Previous	Difference
Qu10 - Kerbside Recycling	OK	OK	913.2	876.3	36.9	5,467.8	4,354.5	1,113.3
Qu11 - Non-household Recycling	OK	CHECK	9.2	24.3	- 15.1	-	-	-
Qu12 - Kerbside non-contracted voluntary (HH)	OK	OK	-	-	-	-	-	-
Qu14 - CA Sites	OK	OK	-	-	-	-	-	-
Qu16 - CA Sites	OK	OK	3,780.6	3,830.8	- 50.2	962.3	936.7	25.6
Qu17 - Bring Site	OK	OK	55.6	60.3	- 4.7	-	-	-
Qu18 - Other Recycling	OK	OK	249.0	230.5	18.5	-	-	-
Qu33 - Bring site voluntary	OK	OK	34.5	32.0	2.5	-	-	-
Qu34 - Street Recycling	OK	OK	-	-	-	-	-	-
Qu100 - Sent for reuse	OK	CHECK	7.8	26.5	- 18.7	-	-	-

3.2.4 Qu18 comment check

Applicable to WCAs and UAs. This check looks to see if you have entered comments in Qu18. This is only flagged as a check if data has been entered in Qu18.

Figure 7. Qu18 comments check.

Qu18 Comment Check				Month	Comments
Data in Qu18 - Other Recycling	CHECK			Apr-14	No Comment Made
	Household	Non-household	Total	May-14	No Comment Made
Municipal parks and grounds waste	-	176.7	176.7	Jun-14	No Comment Made
Waste collected in community skips	-	-	-		
Other method of waste/material capture	29.8	7.7	37.5		

This check alerts you to ensure that comments are provided to explain the nature of the materials reported in Qu18. The query is raised if any tonnages have been reported in Qu18, even if a comment has been left. The validator will check that the comments match and account for all the tonnages reported and that the materials have been recorded correctly. The most common types of materials reported in this question include:

- Municipal parks & grounds, household –dog faeces from street dog waste bins;
- Municipal parks & grounds, non-household – organic waste from parks and gardens, fly-tipped green waste;
- Skips – Community skips (household);
- Other household – third party (e.g. schools) recycling;
- Other non-household – fly-tipped waste for recycling.

A table of other waste types suitable for recording in Qu18 can be found in “GN4.8: Question by question guidance” [here](#).

Please note that no segregated rubble or plasterboard should be included in Qu18. Please report this in Qu11 if it is collected for recycling or reuse so that it is treated correctly in metrics calculations such as the “Waste from Households” calculation.

3.2.5 Qu23 waste type checks

Applicable to WCA, WDA and UA, these checks are flagged with an orange “CHECK” if the difference between the current and previous year is 10 tonnes or more and one of the following applies:

- one result is 0 and the other isn't; or
- both results are positive, but there is a change of +/- 20% between last year's figure and this year's.

If these flagged tonnages are correct, please make a note in the comments box to confirm the flagged tonnage and, if possible, give a reason (e.g. a change in the collection service).

Note: “Other collected waste” is a non-household waste category.

Figure 8. Qu23 Waste type checks.

Qu23 - Waste Type Checks				
	Current	Previous	Difference	
Collected household waste : Regular Collection	10,234.7	9,998.6	236.1	OK
Collected household waste : Street Cleaning	465.0	396.7	68.3	OK
Collected household waste : Bulky Waste	44.8	50.2	- 5.4	OK
Civic amenity sites waste : Household	1,054.2	1,083.4	- 29.2	OK
Collected household waste : Gully emptyings	424.1	652.9	- 228.8	CHECK
Separately collected healthcare waste (household)	-	-	-	OK
Collected non-household waste : Highways waste	72.0	209.5	- 137.5	CHECK
Collected non-household waste : Construction and Demolition	-	-	-	OK
Collected non-household waste : Grounds Waste	-	-	-	OK
Collected non-household waste : Commercial & Industrial	201.5	178.0	23.5	OK
Civic amenity sites waste : Non-household	-	-	-	OK
Beach cleansing (non-household)	-	-	-	OK
Waste Arising from clearance of fly-tipped materials (non-household)	-	-	-	OK
Asbestos Waste separately collected (household)	-	-	-	OK
Collected household waste : Other	-	-	-	OK
Collected non-household waste : Other	-	-	-	OK
Other collected waste	-	-	-	OK
Qu23 TOTAL TONNAGE	12,496.3	12,569.3		

3.2.6 Checks relating to use of a clean MRF as a primary/root facility

Applicable to WCA, WDA and UA.

Figure 9. Checks relating to use of a clean MRF as primary/root facility (Qu100 users).

Checks relating to use of a clean MRF as a primary/root facility						
		Relevant figures			Difference	
Qu100 - Commingled tonnage and MRF input	OK	Tonnes commingled	4,808.7	4,808.7	MRF Input	0.0
Qu100 - Check MRF Input as total not by material		Tonnes by material	-			
Qu100 - Check MRF input with output	OK	MRF Input	4,808.7	4,808.7	Recycling + Rejections	0.0
Qu100 - Check MRF Rejections	CHECK	MRF Input	4,808.7	789.9	MRF Rejections	
		Current % MRF Rejections	16.4%		Previous % MRF Rejections	

There are 4 checks relating to the use of a clean MRF as a primary/root facility:

1. Checks that the commingled tonnage collected is equal to the input to the primary MRF(s).

Note: this check only looks at material sent to primary MRFs and does not include material input to secondary MRFs taking rejections from primary facilities (i.e. lower down the “branch”).

2. Checks if material has been input by material rather than a total tonnage figure.

Note: The only waste stream type available to record input to a MRF is “Commingled recyclate” so if you collected mixed materials which are processed at the MRF but do not report these as collected commingled you should record the total input including these materials as a single tonnage and make a note in the comments box to explain why the input to the MRF does not balance with the commingled collected. Do not create more than one record of material going into the same MRF.

3. Checks that the MRF outputs add up to the input. This means that what has been sent to the MRF has either been sent for recycling or been rejected to landfill or energy recovery or further treatment.

Note: We would expect the MRF input and output to balance. If this is not expected (for example, if material is being stockpiled at the MRF awaiting onward transfer to a reprocessor in a later quarter) please make a note in the comments box.

4. Checks that the rejection level is at least 10% but not more than 30% of the total. If the rejection level is similar to the previous Qtr then it will generally be assumed to be OK.

3.2.7 Qu100 – Other/Exempt entries

An orange “CHECK” box will appear next to the Facility type where a tonnage has been reported as sent to an “Other/exempt” facility.

This alerts you to check that for every facility where you have selected the facility name: “Other/exempt”, “Outside UK – EU” or “Outside UK – non-EU”, the details of the facility operator (name) and address (or destination country) have been provided in the relevant section of the Waste Details box, including the licence number (where appropriate) and postcode.

The address details and comments are shown on the “Address details Qu100” worksheet. Other/exempt facilities should only be used when the facility is not available on the selection list. Further details about the appropriate use of “Other/exempt” and the overseas facilities can be found in the guidance note “Question 100 Data entry”.

Note: The “Facility Description” box is for your use as an aide memoire. It is visible on the Data entry and Data authorisation screens but is not included in the Summary report so it is important that the facility name is entered into the “Facility Operator” box, even if you have also entered it in the “Facility Description box”.

3.2.8 Final Destination types and locations

WDF contains options for three different final destination types; “Final Destination”; “Final Destination (Compliant)” and “Final Destination (Non-Compliant)”. Only “Final Destination” is available to English local authorities.

“Final Destination” marks the previous node facility as being the end of the branch and is used in some metrics calculations. It should only be used at the end of the branch as an output of the following process types:

- Reprocessor – recycling (Qu19);
- Exporter – recycling (Qu19);
- Reuse (Qu35);
- Exporter – reuse (Qu35);
- Anaerobic or Aerobic Digestion Segregated (Qu61);
- In-vessel composting (Qu62); and
- Windrow or other composting (Qu63).

If a final destination is recorded under a different type of process, then it will not be correctly picked up by the indicator calculations and so this will need to be resolved.

3.2.9 Qu100: process rejections

For most materials going into a recycling, reuse or composting-type facility, you are not required to report any process rejections (rejections which occur after the material is accepted into the facility) and these checks look for process rejections from these facility types. There are some exceptions, including for Wood, WEEE, and some other materials. More details can be found in the “Qu100 Data entry” guidance note.

The “unexpected output waste type and material type combination at Final destination” check looks at any instances of output waste types other than “Dry recyclate”, “Composting” or “Compost-like output”

at a Final destination node. This check is to ensure the correct materials are included/excluded in National Indicator comparator (NI comparator) and Best Value Performance Indicator comparator (BVPI comparator) calculations.

3.2.10 Qu100: Question balance checks

If any branches in your Qu100 tree have an imbalance between the total tonnage input and the total tonnage output, this will raise a check. The Qu100 balance worksheet (see below) provides details of the branches affected. A point to check is only raised if the difference exceeds a set limit. You can see the total tonnages at each level of all the branches in the Qu100 Balance tab. This also shows imbalances which are below the threshold to trigger a point to check.

3.2.11 Qu100: Incineration inputs and outputs

Defra expects the output from incineration to include “Incinerator bottom ash” (IBA) at between 8% and 45% of the input tonnage and “Metals from IBA” to be at least 5% of the input tonnage. Where the total input to an Incinerator (with or without energy recovery) is greater than 1,000 tonnes, these checks are raised if the tonnage sent for recycling does not fall within these limits. Note: the calculation does not recognise IBA sent to landfill.

If you record materials other than “IBA” or “Metals from IBA” as output from an incinerator this will be checked, as will “IBA” or “Metals from IBA” recorded as output in a branch where there is no incinerator facility higher in the branch.

3.3. Qu100 Balance

The first table on this worksheet shows a summary list of all the available primary/root facility types and will be populated with the total number of each type in the return being validated which show an imbalance.

Figure 10. Table of sites with imbalances.

Primary / Root Facility Type	Count of Sites with Imbalances	Check
Incineration with energy recovery (qu54)	1	CHECK
Incineration without energy recovery (qu55)	-	OK
RDF, autoclave, MHT or similar (qu56)	-	OK
Advanced thermal treatment (qu57)	-	OK
Materials recovery facility (qu58)	2	CHECK
Mechanical Biological treatment (qu59)	-	OK
Anaerobic or Aerobic Digestion Whole Waste (qu60)	-	OK
Anaerobic or Aerobic Digestion Segregated (qu61)	-	OK
In vessel composting (qu62)	-	OK
Windrow or other composting (qu63)	2	CHECK
Residual waste MRF (qu64)	-	OK
Other Method (qu65)	-	OK
Reprocessor - recycling (qu19)	25	CHECK
Reuse (qu35)	1	CHECK
Exporter - recycling (qu19)	-	OK
Exporter - reuse (qu35)	-	OK
Resource recovery park (new)	-	OK
Material From WDA	-	OK

The table below shows the detail used to create the summary table. It lists each of the primary facilities recorded in Qu100 for the return being validated; the input of each as well as the tonnages expected at the secondary, tertiary, quaternary, etc. levels. Where there is an imbalance in the input and output, the difference will be highlighted. The table is effectively providing a summarised list of all the unallocated tonnages shown on Qu100 data entry within the “Waste Summary” of each node.

With the information provided in the tables covered above you can then go back to your data and make amendments, add a comment or send the validator an explanation for the discrepancy.

Figure 11. Section of branch tonnage balance checks.

Waste Stream Type	Primary / Root Facility name	Primary / Root Facility type	Total tonnage input to root facility	Tonnage expected to be present at the secondary level	Tonnage actually present at the secondary level	Difference	Tonnage expected to be present at the Tertiary level	Tonnage actually present at the Tertiary level	Difference	Tonnage to be present quaterly
residual waste	3C Waste Limited	Non-hazardous landfill	113.6	-	-	-	-	-	-	-
residual waste	Orchid Environmental Ltd	Incineration with energy recovery	12,344.2	12,344.2	12,224.2	-120.0	2,566.0	2,145.2	-421.8	-
omingle recycle	Upm Kymmene (UK) Ltd	Materials recovery facility	3,320.5	3,320.5	3,320.5	-	3,320.5	145.7	-3,175.9	-
omingle recycle	W R S Recycling Ltd	Materials recovery facility	65.0	65.0	0.9	-64.0	0.0	-	-	-
reen waste	Other/Exempt	Windrow or other composting	2,066.8	2,066.8	-	-2,067.0	-	-	-	-
reen waste	Whitemoss Horticulture Ltd	Windrow or other composting	4,456.7	4,456.7	-	-4,457.0	-	-	-	-
ource segregated recycle	Reuse Collections Ltd T/A Berryman	Reprocessor - recycling (qu19)	1.2	1.2	-	-1.0	-	-	-	-
ource segregated recycle	Upm Kymmene (UK) Ltd	Reprocessor - recycling (qu19)	34.2	34.2	-	-34.0	-	-	-	-
ource segregated recycle	R Plevin & Sons Ltd	Reprocessor - recycling (qu19)	998.7	998.7	-	-999.0	-	-	-	-
ource segregated recycle	G & P Batteries Ltd	Reprocessor - recycling (qu19)	1.2	1.2	-	-1.0	-	-	-	-
ource segregated recycle	Karalius Brothers Waste Ltd	Reprocessor - recycling (qu19)	1.1	1.1	-	-1.0	-	-	-	-
ource segregated recycle	Other/Exempt	Reprocessor - recycling (qu19)	43.5	43.5	-	-44.0	-	-	-	-
ource segregated recycle	Other/Exempt	Reprocessor - recycling (qu19)	3.6	3.6	-	-4.0	-	-	-	-
ource segregated recycle	Other/Exempt	Reprocessor - recycling (qu19)	0.3	0.3	-	-	-	-	-	-
ource segregated recycle	Other/Exempt	Reprocessor - recycling (qu19)	63.9	63.9	-	-64.0	-	-	-	-
ource segregated recycle	Other/Exempt	Reprocessor - recycling (qu19)	153.9	153.9	-	-154.0	-	-	-	-

3.4. Points to check

This worksheet contains a list of automatically generated questions which are based on any checks that have been highlighted (in orange) on the “Materials Summary”, “Cross-check Summary” or “Qu100 Balance” worksheets.

When you first enter data and roll up to Level 10, column D (Response on submission) will be empty. This is populated from the responses entered online prior to submission to Level 30. Once you have entered responses to (or acknowledged) all the points to check and clicked on “Approve”, your responses will be shown next to the relevant query.

During the validation process the WasteDataFlow team go through these questions and use the responses you have entered online, comments you have written in the comments boxes and your responses to previously validated data to provide an answer to the current quarter’s questions. The WasteDataFlow team will then send you any questions where a suitable response can’t be found.

You can use this section to:

- review the questions which the WasteDataFlow validation team will ask you;
- use the questions generated to check your data before authorising it to Level 30; and
- improve the comments you have written in your return to help answer some of these questions.

Please note the “Points to Check” are automatically generated, and there may be on-going reasons why your data generates certain checks (e.g. the MRF rejection rate is always queried). These are reviewed during the validation process, and where possible checks are eliminated based on your comments and previous data trends. Equally there may be checks that are not automatically generated on this worksheet but which your validator will ask for further information about.

3.5. Address Details Qu100

This worksheet shows the information provided in the “Facility Operator” and “Facility Address” fields of the Waste Details section of Qu100, relating to each “Other/Exempt”, “Charity/Exempt”, “Outside UK-EU” and “Outside UK-non-EU” facility used. If these address details have not been provided (as below in figure 13 for the 1st, 3rd, 4th and 6th sites shown), you may be asked during the validation process to consider providing them for the current or next period return.

It is highly unlikely that residual waste treatment or disposal facilities in the UK are unlicensed so they should be available on the WDF selection list. More information on how to check the lists and add facilities and how to ask the EA about adding or amending a facility listing is provided in the System Manual Section 2: System Management and the Q100 Data entry guidance.

Figure 12. Address Details worksheet.

Use the dropdown boxes below to see the facility address, code and comments relating to an Exempt or Outside UK site
The following site types used in Qu100 are picked up here: Other/Exempt, Charity/Exempt, Outside UK-EU, Outside UK-Non EU

Type	Root Type	Parent Type	Facility Type	Material	Address Details
Other/Exempt	Incineration with energy recovery	In vessel composting	Non-hazardous landfill	Other materials	
Other/Exempt	Materials recovery facility	Materials recovery facility	Reprocessor - recycling (qu19)	HDPE [2]	Plasrecycle (address unknown)
Other/Exempt	Materials recovery facility	Materials recovery facility	Reprocessor - recycling (qu19)	Mixed paper & card	Melosch
Other/Exempt	Materials recovery facility	Materials recovery facility	Reprocessor - recycling (qu19)	Mixed paper & card	
Other/Exempt	Materials recovery facility	Reprocessor - recycling (qu19)	Non-hazardous landfill	Co mingled materials	
Other/Exempt	Windrow or other composting	No Parent - Is Root	Windrow or other composting	Green garden waste only	A Broster Ltd, Diggle Farm, Culcheth, Warrington,
Other/Exempt	Reprocessor - recycling (qu19)	No Parent - Is Root	Reprocessor - recycling (qu19)	Footwear only	
Other/Exempt	Reprocessor - recycling (qu19)	No Parent - Is Root	Reprocessor - recycling (qu19)	Mixed paper & card	D S SMITH Recycling Facilities, Caerphilly, CF83
Other/Exempt	Reprocessor - recycling (qu19)	No Parent - Is Root	Reprocessor - recycling (qu19)	Textiles only	Bag It Up, Address unknown
Other/Exempt	Reprocessor - recycling (qu19)	No Parent - Is Root	Reprocessor - recycling (qu19)	Card	DARWEN, LANCS
Other/Exempt	Reprocessor - recycling (qu19)	No Parent - Is Root	Reprocessor - recycling (qu19)		DIVERSE RECYCLING, KIRKBY, MERSEYSIDE
Other/Exempt	Reprocessor - recycling (qu19)	No Parent - Is Root	Reprocessor - recycling (qu19)	Carpets	ECO2 ENTERPRISES, BURNLEY, BB11 5SX
Other/Exempt	Reprocessor - recycling (qu19)	No Parent - Is Root	Reprocessor - recycling (qu19)	Mineral Oil	ECO OIL, TRAFFORD PARK, PRAED ROAD, M/1PQ
Other/Exempt	Reprocessor - recycling (qu19)	No Parent - Is Root	Reprocessor - recycling (qu19)	Textiles only	European Recycling Co Ltd, Whitehead House, 12 Croydon, CR0 4TD
Other/Exempt	Reprocessor - recycling (qu19)	No Parent - Is Root	Reprocessor - recycling (qu19)	Footwear only	European Recycling Co Ltd, Whitehead House, 12 Croydon, CR0 4TD
Other/Exempt	Reprocessor - recycling (qu19)	No Parent - Is Root	Reprocessor - recycling (qu19)	Textiles only	TRAID, address unknown
Other/Exempt	Reprocessor - recycling (qu19)	No Parent - Is Root	Reprocessor - recycling (qu19)	Automotive batteries	WORKSHOP RECYCLING, ROTHERHAM, SOU

3.6. Qu100 Material Details

Instances of the use of “Other materials”, “Aggregate” or “Rubble” in Qu100 are shown on this worksheet. It shows the Tonnage reported, Root type (processor type) and the Parent (processor type and name) and any comments entered.

Instances of these materials in both the facility node and final destination node are shown so there should be duplicate entries for each tonnage, otherwise the final destination node may not correctly reflect the tonnage or materials recorded in the facility node above it in the branch and the tree needs to be amended.

Note: the material “Aggregates” is not to be used by English local authorities. “Rubble” should not be used for output from a residual waste treatment facility; “Other materials” should be used instead. Further details of how to report Rubble are provided in the guidance note: Reporting Rubble.

3.7. Final Destination Qu100

This worksheet can be used together with the “Final destinations” check on the “Cross-check Summary” worksheet. It shows the Root type (processor) and the Parent (processor type and name), the Output waste type and the material type and tonnage.

This worksheet is very useful for checking that materials have been reported using the correct “Output waste type” and for finding specific entries based on a known tonnage or facility type or name.

3.8. Comments

This worksheet contains all the comments you have written in the current return and in the same quarter’s return of the previous year. You can filter the worksheet to pull up the question, root or parent facility type, period or month which you want to review comments for.

This allows you to check that you have included all the comments you need to help the WasteDataFlow team validate your data and for Defra and others to understand data when running reports.

Examples of comments you need to include are:

- Qu18: details of materials reported in all categories.
- Qu23: details of waste streams reported as “Collected household waste: Other”, “Collected non-household waste: Other” or “Other collected waste”.
- Qu100: MRFs and residual treatment facilities: if there are expected differences between the input and output tonnage of facilities, please make a note in the comments box to explain why this is.

- Qu100: Any information available or the reason for using “Multiple destinations” or “Site details not known” in place of specific facilities.
- It is also useful to include comments on the following:
- Qu100: Rubble recycled or reused: if rubble has been reported as recycled or reused you need to include a note in the comments detailing how the rubble has been reused or recycled.
- Qu100: Other materials: if a tonnage has been reported against “Other Material” a description of the material needs to be provided in the comments.

It should be noted that some of the “Points to Check” (see section 3.4) will relate to the comments section, and these will still flag as a check even when a comment has been provided. The comments are reviewed by the validation team prior to sending you validation queries, so if the Points to Check indicate that you should have provided a comment, please ensure that this has been done.

3.9. Tonnage Breakdown

This worksheet contains a list of the 68 materials that you can report as being collected or sent for recycling or reuse in questions 10, 11, 12, 14, 16, 17, 18, 33, 34 (collection questions) and Qu100. You can use this worksheet to view in more detail the tonnages that have been reported against each material type for each question.

For each material you can scroll across the worksheet to check:

- If a tonnage has been reported in Qu10, that the number of households receiving a collection of that material has also been reported. This check would be highlighted in orange on the “Cross-check Summary” worksheet in the “Household Number Checks” section. By navigating to the Tonnage Breakdown worksheet, you can see which material does not have a household number recorded against it in Qu10 (or where a household number has been entered with no tonnage recorded for that material).
- Material collected for recycling in questions 10, 11, 12, 14, 16, 17, 18, 33, 34.
- Material-specific rejections reported at the point of collection in the above questions.
- Total tonnages by material recorded as input to primary level recycling reprocessors and recycling exporters in Qu100.
- The same information as above but relating to tonnages collected and sent for reuse.

3.10. High-level summary

This worksheet shows a number of tables comparing data in the current quarter with the same quarter of the previous year. A check is raised on the “Points to check” worksheet if:

- The total tonnage sent for recycling, composting or reuse (in final destination nodes) has changed by +/- 22%;
- The total tonnage sent for incineration has decreased by more than both 500 tonnes and 15%; or
- The total tonnage sent to landfill has increased by more than both 55 tonnes and 35%.

3.10.1 Overall collected versus sent

This table compares the total tonnage of LA-collected waste and the total tonnage sent (entered as input into all primary nodes) in Qu100 for both the current quarter and the equivalent quarter from the previous year.

3.10.2 Collection summary (recycling and reuse)

This section has a table for both the current and the comparator quarter showing by collection method the tonnages collected for commingled materials, nine other commonly collected recyclates and "Other", which covers any other materials. Two other tables laid out in the same format show the tonnage change and percentage change in the current period compared to the year before.

3.10.3 Recycling and Reuse (Final destination)

This table shows the total tonnages of the same categories of materials recorded in Qu100 in Final destination nodes for Reuse, Exporter-reuse, Reprocessor-recycling and Export-recycling nodes. These may differ from the tonnages in the section above (Collection summary) as some material collected for recycling or reuse may be rejected in Qu100 (at the gate or during processing) and recyclates can be recovered from residual waste in Qu100. The tonnage change and percentage change for each material category are shown.

A check is raised on the "Points to check" worksheet if the total tonnage sent for recycling, composting or reuse in final destination nodes has changed by +/- 22% compared to the same quarter of the previous year. This table allows you to check which material has contributed most to the change.

Note: in the "Recycling and reuse (final destination)" table, the "Other" category includes IBA and Metals from IBA recovered from incinerators, and other materials recovered from other residual waste treatment are included in the relevant Material columns. These tonnages are not included in the "Collection summary" recycling and reuse tables as the materials would have been included in residual waste tonnages at the point of collection.

3.10.4 Sent to Landfill

This table shows the total tonnages sent for disposal at landfill for all primary landfill nodes as well as from outputs of various waste treatment facility types. These are compared with the tonnages in the comparator quarter and the tonnage change and the percentage change are shown.

A check is raised on the "Points to check" worksheet if the total tonnage sent to landfill has increased by more than both 55 tonnes and 35% since the same quarter in the previous year. This table allows you to see how much each facility type has contributed to that change.

3.10.5 Sent to Incineration

This section has tables for the current and comparator quarters showing the total input to "Incineration with energy recovery" and "Incineration without energy recovery" and the tonnage and percentage outputs to "Incinerator bottom ash" (IBA) and "Metals from IBA", sent for recycling and process loss. There are also tables showing the tonnage change and percentage change for each of these outputs which allow you to see changes in the input to incineration and changes to the proportions of the various outputs.

A check is raised on the "Points to check" worksheet if the total tonnage sent for incineration has decreased by more than both 500 tonnes and 15% since the same quarter in the previous year.

If you have any further queries in relation to using the Validation Spreadsheet please contact the WasteDataFlow helpline on 0845 6000 890 or email helpdesk@wastedataflow.org