

This guidance note is intended to provide local authority users in England with information on resolving or responding to the online validation queries in WasteDataFlow.

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1. Introduction

After entering the data for a quarterly return, local authorities must actively review the data validation queries online on WasteDataFlow prior to rolling up the data to Level 30 (which submits the data to the WDF team for validation). This allows local authorities to address any obvious data inconsistencies or to otherwise confirm data are correct and provide any additional comments or explanation as appropriate. This should reduce time later on responding to queries from the WasteDataFlow validator and correcting data and thus provide overall efficiencies. The online checks are the same as on the Points to Check tab of the “Validation summary report” which can be downloaded from the Data Authorisation page at any time.

The aim of this guidance document is to provide tips and guidance for **English** local authority users on how to find and check discrepancies flagged up in the online checks page. The queries which could appear in the “Points to check” tab and as online checks are shown below in Table 3 (Queries for Response) and Table 4 (Queries for Notification). **Note** – you will probably only see a small proportion of these queries in your return.

These tables also provide:

- Further information about what data the query relates to;
- How to find further information to help to address it; and
- What actions are required to address the query so that it can be removed or signed off during the validation process.

The Query ID is a unique identifier for each query.

This guidance note should be read in conjunction with the guidance note “GN62a: How to use the Validation Spreadsheet” which can be found [here](#). Other sources of help include:

- Comments on individual cells in the Validation Summary Report – hover over cells with red triangles in the top right-hand corner for more information about the calculation and tolerance thresholds;
- The “Help” button on individual questions in the Data entry page – click on the ‘?’ button in the top right-hand corner of the screen;

- Guidance notes on the Guidance page on the website – click on “Help” on the top ribbon of the website. You will find the System Manual and English guidance sections most useful. In particular GN63: [Qu100 Data entry](#) and [GN62a How to use the Validation Spreadsheet](#).
- The WDF helpdesk – email helpdesk@wastedataflow.org or call 0845 600 890. The helpdesk is staffed between 9am and 5pm Monday-Friday; and
- The WDF team runs regular training sessions for English local authorities – see our emailed newsletter or follow the link on the website login page for details of upcoming sessions. The slides from these sessions are available on the WDF England guidance page [here](#).

2. General Q & A

2.1 *What data is the validation sheet based on and when does it update?*

The data included in the spreadsheet is based on the data in your return when it was **last rolled up to Level 10 (L10)**; if you have subsequently rolled back down to L0 and made any changes these will not be shown. You will need to roll back up to L10 to see these changes reflected in the validation summary. The validation summary report can be downloaded from the Data Authorisation section of the WDF website at any time by clicking on the “Sum” icon.

You should check the spreadsheet before submitting your data for validation and before re-submitting it after making any changes.

2.2 *What validation checks are carried out?*

The validation spreadsheet automatically downloads the data from WasteDataFlow for the selected quarter and the same quarter of the previous year (e.g. Oct-Dec 2022 and Oct–Dec 2021). 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) and are reviewed regularly.

Validation checks are designed to:

- identify significant quarter on quarter changes in waste collected;
- flag up missing data points or where there are inconsistencies e.g. between collected and sent/treated tonnages;
- check that branches of the Qu100 tree are complete and are balanced; and
- check that materials have been recorded to the correct facility types.

2.3 *What are ‘For response’ and ‘For notification’ queries?*

The spreadsheet separates the queries into ‘For Response’ and ‘For Notification’.

- ‘For Response’ – for more critical items and queries – WDF expects a response (or associated data amendments) for all these queries.

- ‘For Notification’- queries are highlighted so that potential issues can be drawn to your attention for review and possible action however if no response is given, WDF will assume that the data currently given in the return is correct. You can also use it to check all your comments for the quarter and the corresponding quarter of the previous year. If discrepancies are being flagged up, you can enter comments in the relevant questions to confirm this is correct and give a reason. The WDF validators will take these into account and it will reduce the number of queries sent to you during the validation process.

2.4 How do I find an error in the Qu100 Tree?

Useful tip: When checking your Qu100 tree, use the Find function on your browser to search for specific text or figures. First expand your tree (in either “Data authorisation” or “Data entry” view) to show all the branches then click CTRL+F and type what you’re looking for in the box that appears at the top of the browser window, **NOTE:** when searching for tonnages over 1,000 tonnes you must include the comma in the search field i.e. 1,000 NOT 1000.

If you complete your data by month, you will have three trees at the Data entry stage but the queries in the validation report are based on the consolidated data for the quarter so you may find the tonnages are not the same as in your monthly trees. You can check the tree via the “Data authorisation” page to help to identify the branch but you may need to check and possibly amend all three trees in “Data entry” to rectify an error.

3. Index of questions

3.1 List of queries for response

Click on the text to go to the guidance for that query in the tables below.

Table 1. Index of 'For response' queries.

Query ID	Query text – For response queries
4	There are more rows of Qu100 raw data in this workbook than it is designed to receive. Please contact the WasteDataFlow helpdesk for advice, and before reviewing any other validation checks displayed below.
5	There are more rows of Qu100 historic raw data in this workbook than it is designed to receive. Please contact the WasteDataFlow helpdesk for advice, and before reviewing any other validation checks displayed below.
6	There are more Qu100 Final Destination nodes in this workbook than it is designed to receive. Please contact the WasteDataFlow helpdesk for advice, and before reviewing any other validation checks displayed below.
7	There are more Qu100 Final Destination nodes in the historic data in this workbook than it is designed to receive. Please contact the WasteDataFlow helpdesk for advice, and before reviewing any other validation checks displayed below.
10	There is a discrepancy of X tonnes between the total residual tonnage collected (Y tonnes) and the total residual tonnage sent (Z tonnes).
20	You have recorded some primary residual treatment in Qu100. As a WCA this treatment should be recorded by your WDA.
30	You have recorded X tonnes as collected for recycling or composting. The expected tonnage sent for reprocessing is therefore X tonnes. The actual tonnage which you have sent for reprocessing is Y and this is a difference of Z tonnes.
40	There is a discrepancy of X tonnes between the total tonnage collected for reuse (Y tonnes) and the total sent for reuse (Z tonnes).

Query ID	Query text – For response queries
50	There is a discrepancy of X tonnes between the total organic waste collected (Y tonnes) and the total organic waste sent (Z tonnes).
60	Household Arisings – The total household arisings (all collected household waste in Qu10, 12, 14, 16, 17, 18, 23, 33 and 34) are X tonnes, but the tonnage in this quarter last year was Y tonnes.
80	Qu10: Households: A tonnage has been entered with no household number provided (or a household number entered without a tonnage) for the collection of a particular material.
70, 140, 160, 180, 200, 220, 240, 250	Within this Quarter X tonnes have been recorded, but in last year's return there were Y tonnes recorded. Is this correct? [Qu10, Qu11, Qu12, Qu14, Qu16, Qu17, Qu33 and Qu34]
130, 150, 170, 190, 210,	Organic Waste: Within this Quarter X tonnes have been recorded, but in last year's return there were Y tonnes recorded. Is this correct? [Qu10, Qu11, Qu12, Qu14 and Qu16]
230	Q18: Within this Quarter X tonnes have been recorded, but in last year's return there were Y tonnes recorded. Is this correct?
260	Qu100 Reuse: Within this Quarter X tonnes have been recorded as sent for reuse, but in last year's return there were Y tonnes recorded. Is this correct?
270, 280, 290, 300, 310, 320, 330, 340, 350, 360, 370, 380, 390, 400, 410, 420, 430	Qu23: Within this Quarter X tonnes of [waste category] have been collected, but in last year's return there are Y tonnes recorded. Is this correct?

Query ID	Query text – For response queries
550	Aggregates: X tonnes of Aggregates have been recorded this period. The material category of Aggregates is not to be used by English LAs and therefore you will need to use an alternative category. For assistance on where Aggregates has been used, please review row 38 of the Cross-check Summary tab.
570	Qu18: In Qu18 you have reported {tonnage in each category} please ensure you have accurately described these materials in the comments section.
580	Qu100 MRF: It has been recorded that there are X tonnes of MRF input, but there are Y tonnes of commingled materials collected. Is this correct, as we would only expect commingled materials to be sent to the MRF?
620	Qu100: There are X tonnes of Incinerator bottom ash and/or Metal from incinerator bottom ash recorded as an input material type to one or more primary/root level recycling, reuse or composting facility
630	Qu100: There are X tonnes of commingled material recorded in Qu100. Commingled material should not be reported in Qu100. If a material type is unknown or the tonnage represents a mix of materials of an unknown breakdown, then following attempts to identify the nature of the waste, the category of 'other materials' should be used.
770	Qu100: There are X tonnes of organic material recorded at primary facilities in Qu100. However there are Y tonnes of input to Windrow, IVC and AD, a difference of Z Tonnes. A difference in the values likely shows that there is either organic material types recorded at facilities other than Windrow, IVC and segregated AD, (a positive value), or that Primary Windrow, IVC and segregated AD have inputs of material types other than the five organic categories (a negative value). Is the way the data is currently recorded correct?
790, 800, 810, 820, 830, 840, 850, 860, 870, 880, 890, 900,	Qu100: There is/are X branch(es) of the Qu100 Tree, starting from a [facility type] type facility, which contain one or more imbalances between the inputs and outputs of the nodes of the branch.

Query ID	Query text – For response queries
910, 920, 930, 940, 950, 960,	
990, 1000, 1010, 1020, 1030, 1040, 1050, 1060, 1070, 1080, 1090	Qu100: There is/are X instance(s) of a Final Destination being recorded as a direct output of a [facility type] type facility in Qu100. A Final Destination should only be recorded as an output of a reprocessor, exporter or organic treatment facility. Please update your tree structure to reflect this.
1100	Qu100: Within this Quarter X tonnes of material other than IBA or IBA Metal, have been recorded at Final Destination with an output waste type set to something other than 'Dry Recyclate', 'Composting', or 'Compost Like Output'. The use of different output waste types will mean that these figures aren't included in NI or BVPI calculations. Are the Final Destination tonnages correctly categorised?
1102	Qu100: In most cases we would expect the proportion of "Incinerator Bottom Ash" (IBA) to recycling from each incinerator to be between 8% and 45% of the input to it. There are X incinerators in your Qu100 tree where the output to IBA is less than 8% or more than 45% of the input. Is this correct?
1104	Qu100: In most cases we would expect the proportion of "Metal from Incinerator Bottom Ash" (IBA Metal) to recycling from each incinerator to be no more than 5% of the input to it. There are X incinerators in your Qu100 tree where the output to IBA metal is more than 5% of the input. Is this correct?
1106	There is at least one branch of the Question 100 tree where an output from incineration has a material type other than "Incinerator Bottom Ash" (IBA), or "Metals from Incinerator Bottom Ash". Is this correct?

Query ID	Query text – For response queries
1108	There is at least one branch of the Question 100 tree where "Incinerator Bottom Ash" (IBA), or "Metals from Incinerator Bottom Ash" (IBA metal) is recorded although there is no incineration recorded. Is this correct?
1490	Since the same quarter last year, there has been an increase/decrease of X tonnes (X%) in your total recycling, composting and reuse at final destinations. Are you able to provide any information on the underlying reasons for this change, such as a change of service provision and the date it occurred, e.g. new separate food waste collection, introduction of charging for green waste, a change in frequency of collections or perhaps a new contractor or facilities being used?
1500	Since the same quarter last year, there has been a decrease of X tonnes (-X%) in your total input to incineration. Are you able to provide any information on the underlying reasons for this change, such as a change in contractor or waste treatment, plant maintenance or different facilities being used? Please give us the date of any change.
1510	Since the same quarter last year, there has been an increase of X tonnes (X%) in your total tonnage to landfill. Are you able to provide any information on the underlying reasons for this change, such as a change in contractor or waste treatment, plant maintenance or different facilities being used? Please give us the date of any change.
1520	Qu100 Treatment Unknown: There are X tonnes recorded as being sent to an unknown treatment following Composting/Recycling/Reuse Reprocessing. Please review this, as any tonnage not recorded at final destination will not count toward your recycling rate.

3.2 List of queries for notification

Click on the text to go to the guidance for that query in the tables below.

Table 2. Index of "For notification" queries.

Query ID	Query text – For notification queries
1120	Rejections: There are X tonnes of material which are rejected at the point of collection. Please can you confirm this is correct?
1130	Qu4 – Residual Containment: Within this Quarter it has been recorded that a total of X containers are provided for the residual waste collection. However, in last year's return Y containers were reported as being provided for this type of collection. Please can you confirm this is correct?
1140	Qu5 – Dry Recycling Containers: Within this Quarter it has been recorded that X containers are provided for the dry recycling collection. However, in last year's return Y containers were reported as being provided for this type of collection. Please can you confirm this is correct?
1150	Qu6 – Organic Containers: Within this Quarter it has been recorded that X containers were offered for the organic waste collection (green/food). However, in last year's return Y containers were reported as being offered for this type of collection. Please can you confirm this is correct?
1160	Qu7 – Total number of households (recycling collection): Within this Quarter X households are reported as receiving a recycling collection (including organics). However, in last year's return there were Y households reported as receiving a recycling collection. Please can you confirm this is correct?
1170	Qu10 – The highest number of households receiving a recycling collection (any material) in Qu10 is X. However, last year the highest number of households receiving a recycling collection (any material) was Y. Please can you confirm that this is correct?
1180, 1190, 1200	Qu13: CA Site WDA / Qu15: CA sites (WCA and UA) / Qu15a: Bring sites (WCAs and UAs) Within this Quarter X civic amenity sites / bring sites / fridges & freezers collected for disposal have been recorded, but in last year's return there are Y civic amenity sites / bring sites / fridges & freezers collected for disposal recorded. Is this correct?

Query ID	Query text – For notification queries
1230	Qu26: This quarter you report X fridges and freezers sent for disposal, whereas in the same quarter last year you reported Y. Please can you confirm this is correct?
1240	Qu100 MRF: The Primary MRF rejection rate, (the proportion of primary level input material which isn't directly output for reprocessing), has been calculated as X% of the input. Can you please confirm that this figure is correct?
1260, 1270, 1280	Qu100 [Facility type]: There are X tonnes of material recorded with an output waste type of 'Contamination (process rejects)', from a [facility type]. We would not normally expect this output waste type to be used as an output from this facility type. Please ensure a comment has been added to explain why this has been recorded in this way.
1290, 1300, 1310, 1320, 1330, 1340, 1350, 1360, 1370, 1380, 1390, 1400	Qu100 [facility type]: There are X tonnes sent/sent for recycling/sent for reuse to an Other/Exempt Destination. Please ensure that you have checked that the facilities you need are not available on the selection list by following section 2.4.2 of the guidance here: https://www.wastedataflow.org/documents/guidancenotes/Specific/GN63_Question_100_Data_Entry.pdf – this includes information on how to contact the Environment Agency if you believe an active permitted waste management site is missing. If you report tonnage data against an Other/Exempt facility please make a note in the facility address box of the site name, address, postcode and licence number.
1410, 1420	Qu100 Site details not known / Multiple destinations facility: There are X tonnes sent to one or more Site details not known facilities. Please ensure that you have checked that the facilities you need are not available on the selection list and that you have made efforts to obtain this information. Please try to obtain this information for future returns.
1430	Qu100 Treatment Unknown: There are X tonnes recorded as being sent to an unknown treatment. Please ensure that you have made efforts to obtain process information. Please try to obtain the full site and process information for future returns.
1440	Qu100 Material From WDA: There are X tonnes recorded as Material from WDA. Please can you ensure that the information is recorded as per the Question 100 Data Entry guidance.

4. How to deal with queries

4.1 Detail of queries requiring a response

More critical items and queries are labelled as “For Response” and WDF expects a data amendment and/or a response for all these queries.

Table 3. Queries 'For response'.

Query ID	Query text	What is being checked / how does the check work?	Find further details (tabs and tables to check)	Action required
4	There are more rows of Qu100 raw data in this workbook than it is designed to receive. Please contact the WasteDataFlow helpdesk for advice, and before reviewing any other validation checks displayed below.	The Qu100 raw data associated with your current period’s tree exceeds the number of rows which the workbook is set up to deal with (800). Rows outside this range are not included in the spreadsheet calculations so spurious queries may be raised. Data are generated for all nodes within your tree, including those with no data (tonnages, materials, facility information, comments etc.) entered.	Qu100 tree	If you have any empty branches which are no longer needed (e.g. they have been replaced or you no longer send material to a particular facility) then removing them to reduce the amount of data. Roll down the data and remove these branches/nodes then roll up to L10 or L20 and run a new validation summary report. If the query remains, contact the WDF helpdesk.
5	There are more rows of Qu100 historic raw data in this workbook than it is designed to receive. Please contact the WasteDataFlow helpdesk for advice, and before reviewing any other validation checks displayed below.	The Qu100 raw data associated with the tree for the comparison quarter (the same quarter as is being validated but in the previous year) exceeds the number of rows which the workbook is set up to deal with (800). Rows outside this range are not included in the spreadsheet calculations so spurious queries may be raised. Data are generated for all nodes within your	Qu100 tree	Data from this period has been published and is no longer available to be amended. Contact the WDF helpdesk.

Query ID	Query text	What is being checked / how does the check work?	Find further details (tabs and tables to check)	Action required
		tree, including those with no data (tonnages, materials, facility information, comments etc.) entered.		
6	There are more Qu100 Final Destination nodes in this workbook than it is designed to receive. Please contact the WasteDataFlow helpdesk for advice, and before reviewing any other validation checks displayed below.	The number of Qu100 final destination nodes associated with your current period's tree exceeds the number which the workbook is set up to deal with (250). Rows outside this range are not included in the spreadsheet calculations so spurious queries may be raised. Data are generated for all final destination nodes within your tree, including those with no data entered.	Qu100 tree	<p>If you have any empty branches which are no longer needed (e.g. they have been replaced or you no longer send material to a particular facility) then removing them will reduce the amount of data.</p> <p>Roll down the return and remove these branches/nodes then roll up to L10 or L20 and run a new validation summary report. If the query remains, contact the WDF helpdesk.</p>
7	There are more Qu100 Final Destination nodes in the historic data in this workbook than it is designed to receive. Please contact the WasteDataFlow helpdesk for advice, and before reviewing any other validation checks displayed below.	The number of Qu100 final destination nodes associated with the tree for the comparison quarter (the same quarter as is being validated but in the previous year) exceeds the number which the workbook is set up to deal with (250). Rows outside this range are not included in the spreadsheet calculations so spurious queries may be raised. Data are generated for all final destination nodes within your tree, including those with no data entered.	Qu100 tree	Data from this period has been published and is no longer available to be amended. Contact the WDF helpdesk. They will be able to assess the number of excess nodes and the materials/tonnages affected.
10	There is a discrepancy of X tonnes between the total residual tonnage collected (Y	THIS QUERY CHECKS: the difference between the total residual collected (Question 23) and the total direct	"Materials Summary" tab: Tonnage Error Checks table,	Either amend any errors in Qu23 or Qu100 or confirm that the discrepancy is correct (e.g. "X tonnes less sent

Query ID	Query text	What is being checked / how does the check work?	Find further details (tabs and tables to check)	Action required
	tonnes) and the total residual tonnage sent (Z tonnes).	residual sent (recorded as input at the primary/root level in Question 100 to the following facility types: Inert landfill (qu51), Non-hazardous landfill (qu52), Hazardous landfill (qu53), Incineration with energy recovery (qu54), Incineration without energy recovery (qu55), RDF, autoclave, MHT or similar (qu56), Advanced thermal treatment (qu57), Mechanical Biological treatment (qu59), Anaerobic or Aerobic Digestion Whole Waste (qu60), Residual waste MRF (qu64), Other Method (qu65).	“Cross-check Summary” tab: Qu23 – Waste Type Checks table; and “Qu100 Balance” tab.	because of stockpiling at the transfer station” or “X tonnes of stockpiled material sent”). Please ensure you can account for all the tonnage difference.
20	You have recorded some primary residual treatment in Qu100. As a WCA this treatment should be recorded by your WDA.	<i>This query is for WCAs only.</i> THIS QUERY CHECKS: WCAs should not be recording residual waste sent directly for treatment or disposal. We would expect to see that recorded in the WDA’s return.	“Qu100 Balance” tab. Check the facility types of the Primary nodes in the Qu100 tree.	Remove the Qu100 branch with primary residual waste treatment/disposal in the primary node. Check that the WDA is recording this material as being sent in their return.
30	You have recorded X tonnes as collected for recycling or composting. The expected tonnage sent for reprocessing is therefore X tonnes. The actual tonnage which you have sent for reprocessing is Y and this is a difference of Z tonnes.	THIS QUERY CHECKS: the difference between the total collected for recycling (Questions 10, 11, 12, 14, 16, 17, 18, 33 and 34) and the total sent for treatment in Question 100 at the primary/root level to the following facility types: Reprocessor – recycling (qu19) Exporter – recycling (qu19)	“Materials Summary” tab – Tonnage Error Checks table “Materials Summary” tab: Material-specific Recycling and Reuse Data table (for breakdown of totals collected, rejected at the point of collection and sent for recycling or reuse)	Either amend any errors in the collection question(s) or Qu100 or confirm that the discrepancy is correct (e.g. “X tonnes less sent because of stockpiling at the transfer station” or “X tonnes of stockpiled material sent”). Please ensure you can account for all the tonnage difference.

Query ID	Query text	What is being checked / how does the check work?	Find further details (tabs and tables to check)	Action required
		<p>Anaerobic or Aerobic Digestion Segregated (qu61) In vessel composting (qu62) Windrow or other composting (qu63) Materials recovery facility (qu58)</p> <p>Small differences are accepted.</p>	<p>“Tonnage breakdown” tab (shows a breakdown for each collection question of individual materials collected, rejected and sent for recycling and reuse).</p>	<p><i>Note</i> – check if any material collected for recycling has been sent for reuse or vice versa and amend if incorrect, if correct please add a comment stating this.</p> <p><i>Note</i> – we would expect to see a discrepancy in the tonnes collected vs. sent if moisture loss occurred between collection and delivery to a treatment facility. You should report the actual tonnage received by the treatment facility in Qu100 and make a note either in the collection question or in the Qu100 facility node (e.g. X tonnes less sent than collected due to moisture loss during storage at the transfer station).</p> <p>The Waste output type “moisture loss” is designed only to be used in situations where residual waste or RDF is being treated. For source-segregated recycling, reuse or composting, please do not use the waste stream output types “process loss” or “moisture loss”, i.e. record only your input minus your gate</p>

Query ID	Query text	What is being checked / how does the check work?	Find further details (tabs and tables to check)	Action required
				rejections. See GN63: Qu100 Data entry for more information.
40	There is a discrepancy of X tonnes between the total tonnage collected for reuse (Y tonnes) and the total sent for reuse (Z tonnes).	THIS QUERY CHECKS: the difference between the total collected for reuse (Qu 10, 11, 12, 14, 16, 17, 33 and 34) and the total sent for reuse in Question 100 at the primary/root level to the following facility types: Reuse (qu35) Exporter – reuse (qu35)	“Materials Summary” tab: Tonnage Error Checks table and Material-specific Recycling and Reuse Data table. “Tonnage breakdown” tab (shows a breakdown for each collection question of individual materials collected, rejected and sent for recycling and reuse).	Either amend any errors in the collection question(s) or Qu100 or confirm that the discrepancy is correct (e.g. “X tonnes less sent because of stockpiling at the transfer station” or “X tonnes of stockpiled material sent”). Please ensure you can account for all the tonnage difference. <i>Note</i> – check if any material collected for recycling has been sent for reuse or vice versa and amend if incorrect, if correct please add a comment stating this.
50	There is a discrepancy of X tonnes between the total organic waste collected (Y tonnes) and the total organic waste sent (Z tonnes).	THIS QUERY CHECKS: that the source-segregated collected organics (Qu10, 11, 12, 14, 16, 17, 33 and 34) and sent organics match (Qu100). Organics are included in the following material categories – green garden waste only, waste food only, mixed garden and food, wood for composting and other compostable waste.	“Materials Summary” tab: Tonnage Error Checks table and Material-specific Recycling and Reuse Data table. “Tonnage breakdown” tab (shows a breakdown for each collection question of individual materials collected, rejected and sent for recycling and reuse).	Either amend any errors in the collection question(s) or Qu100 or confirm that the discrepancy is correct (e.g. “X tonnes less sent because of stockpiling at the transfer station or moisture loss”, “X tonnes of stockpiled material sent”). Please ensure you can account for all the tonnage difference. <i>Note</i> – if you collect other materials in Qu18 which are then sent for composting then this will not balance as these will be reported as being

Query ID	Query text	What is being checked / how does the check work?	Find further details (tabs and tables to check)	Action required
				collected as 'Other materials' but sent under the relevant organic material categories as entered by you. The difference between the organic collected and sent tonnage should, in that case, equal the tonnage from Qu18 (other materials) which is sent for composting.
60	Household Arisings – The total household arisings (all collected household waste in Qu10, 12, 14, 16, 17, 18, 23, 33 and 34) are X tonnes, but the tonnage in this quarter last year was Y tonnes.	<p>THIS QUERY CHECKS: Total Household Arisings (as defined by NIs) against the figure in the same period of the previous year.</p> <p>This is calculated as Total LACW arisings – Recycling and reuse from Questions 10, 11, 12, 14, 16, 17, 18, 33, 34 (including collection rejections) plus residual waste from Qu23.</p> <p><i>minus:</i></p> <ul style="list-style-type: none"> - All non-household waste from Qu23 (highways waste, C&D, grounds, C&I, other collected waste, non-household other, beach-cleansing, fly-tipping, CA non-household); - All recycling and reuse tonnages in Qu11 (C&I); - All recycling and reuse tonnages of rubble and plasterboard from Questions 10, 12, 14, 16, 17, 33, 34; and - All tonnages from Qu18 non-household tonnage (Municipal Parks 	<p>“Materials Summary” tab: Headline figures table;</p> <p>“Cross-check Summary” tab: Qu23 Waste Type checks table and Data in Qu18 – Other recycling table; and</p> <p>“Tonnage breakdown” tab.</p>	Confirm that the figure recorded for this quarter is correct. If not – check data in questions 10, 11, 12, 14, 16, 17, 18, 33, 34 (recycling and reuse and including collection rejections) plus residual waste from Qu23 and make sure the figures are correct, if not make any amendments as required.

Query ID	Query text	What is being checked / how does the check work?	Find further details (tabs and tables to check)	Action required
		and Grounds non-household, skips non-household and other non-household).		
80	Qu10: Households: A tonnage has been entered with no household number provided (or a household number entered without a tonnage) for the collection of a particular material.	THIS QUERY CHECKS: that a household number has been recorded against each of the materials collected in Q10 and that where a household number has been recorded there is an associated tonnage.	“Tonnage breakdown” tab.	Enter the number of households offered the relevant kerbside collection service (including bulky waste collection services) against each material and remove any household numbers where no tonnage has been collected (or confirm in the comments that there was zero tonnage in the period).
70, 140, 160, 220, 240, 250	Within this Quarter X tonnes have been recorded, but in last year's return there were Y tonnes recorded. Is this correct? [Qu10, Qu11, Qu12, Qu14, Qu16, Qu17, Qu33 and Qu34]	THIS QUERY CHECKS: The figure recorded is in line with that of the same period of the previous year.	“Cross-check Summary” tab.	Confirm the figure recorded is correct (after any amendments, if required) and/or provide a reason (e.g. change of service provision) for the change, if possible. This can be done with a note in the “Comments” box.
130, 150, 170, 190, 210,	Organic Waste: Within this Quarter X tonnes have been recorded, but in last year's return there were Y tonnes recorded. Is this correct? [Qu10, Qu11, Qu12, Qu16]	THIS QUERY CHECKS: The figure recorded is in line with that of the same period of the previous year.	“Cross-check Summary” tab. Tonnage check table.	Confirm the figure recorded is correct (after any amendments, if required) and/or provide a reason (e.g. change of service provision) for the change, if possible. This can be done with a note in the “Comments” box. The tonnage is calculated based on the total collected tonnages for both recycling/composting and for reuse.
230	Q18: Within this Quarter X tonnes have been recorded, but in last year's return there were	THIS QUERY CHECKS: The figure recorded is in line with that of the same period of the previous year.	“Cross-check Summary” tab. Tonnage check table.	Confirm the figure recorded is correct (after any amendments, if required) and, if possible, provide a reason (e.g. change of service provision) for the

Query ID	Query text	What is being checked / how does the check work?	Find further details (tabs and tables to check)	Action required
	Y tonnes recorded. Is this correct?			change. This can be done with a note in the "Comments" box. Make sure you have also described the nature of the waste in each category and how/where it was collected [for query 570].
260	Qu100 Reuse: Within this Quarter X tonnes have been recorded as sent for reuse, but in last year's return there were Y tonnes recorded. Is this correct?	THIS QUERY CHECKS: The figure recorded is in line with that of the same period of the previous year.	"Cross-check Summary" tab.	Confirm the figure recorded is correct (after any amendments, if required) and/or provide a reason (e.g. change of service provision) for the change, if possible. This can be done with a note in the "Comments" box.
270, 280, 290, 300, 310, 320, 330, 340, 350, 360, 370, 380, 390, 400, 410, 420, 430	Qu23: Within this Quarter X tonnes of [waste category] have been collected, but in last year's return there are Y tonnes recorded. Is this correct?	THIS QUERY CHECKS: The figure recorded is in line with that of the same period of the previous year.	"Cross-check Summary" tab: Qu23 – Waste type checks table.	Confirm the figure recorded is correct (after any amendments, if required) and/or provide a reason (e.g. change of service provision or a one-off event) for the change, if possible. This can be done with a note in the "Comments" box.
550	Aggregates: X tonnes of Aggregates have been recorded this period. The material category of Aggregates is not to be used by English LAs and therefore you will need to use an alternative category. For assistance on where Aggregates has been used, please review	THIS QUERY CHECKS: whether the material category "Aggregates" has been used in your return.	"Cross -check Summary" tab: Row 38.	Identify the question where "Aggregates" has been used, delete the tonnage recorded against "Aggregates" and record the same tonnage against the appropriate alternative material. If you are recording rubble (used for Construction and demolition waste

Query ID	Query text	What is being checked / how does the check work?	Find further details (tabs and tables to check)	Action required
	row 38 of the Cross-check Summary tab.			only in accordance with the WDF definition) then record the tonnage against "Rubble". Otherwise the most appropriate material may be "Other materials" (e.g. for reporting the recycles output from treatment of street sweepings in Qu100). If you have added "Aggregates" to your Materials list you may wish to remove it.
570	Qu18: In Qu18 you have reported please ensure you have accurately described these materials in the comments section.	THIS QUERY CHECKS: That you have included a comment covering all the categories of waste reported. Note – the system cannot read comments so this check is a prompt to include one rather than a note about any information you have provided.	"Cross-check Summary" tab: Qu18 Comment check.	If you have included suitable comments, an acknowledgement/confirmation of this in the online response box is sufficient.
580	Qu100 MRF: It has been recorded that there are X tonnes of MRF input, but there are Y tonnes of commingled materials collected. Is this correct, as we would only expect commingled materials to be sent to the MRF?	THIS QUERY CHECKS: that the tonnages input into any Material Recovery Facilities (MRFs) in Qu100 match the total tonnages collected comingled in the collection questions.	"Cross-check Summary" tab: Checks relating to the use of a clean MRF as a primary/root facility table; "Materials Summary" tab: Material Specific Recycling and Reuse Data table; and "Tonnage Breakdown" tab.	If the difference is correct (e.g. because you send other materials in addition to those recorded as comingled through the MRF process (not simply sent for bulking at the site and onward transport) or because of stockpile movements) then confirm this in the comments in either the collection question or in the MRF node in Qu100. Otherwise amend the collection question or the input tonnage in the MRF node (ensuring

Query ID	Query text	What is being checked / how does the check work?	Find further details (tabs and tables to check)	Action required
				<p>that any changes to the input are balanced in the output tonnages). You may need to record tonnages going direct to other facility types (e.g. Reprocessor – recycling).</p> <p>Note: Material sent simply for bulking at the site then onward transport, with no actual treatment, should not be recorded as input into the MRF, rather it can be shown as sent straight to the following branch types: Reprocessor – recycling (qu19); Exporter – recycling (qu19); Reuse (qu35); or Exporter – reuse (qu35).</p> <p>You can, if you wish, report information about the interim facility in the “Transfer station” box on the right-hand side of the branch.</p>
620	Qu100: There are X tonnes of Incinerator bottom ash and/or Metal from incinerator bottom ash recorded as an input material type to one or more primary/root level recycling, reuse or composting facility	THIS QUERY CHECKS: that you have not recorded any IBA or metals from IBA at a primary/root level node. These materials would only be expected as the output from an Incineration with energy recovery (qu54) or Incineration without energy recovery (qu55) node.	Qu100 tree.	Remove this branch.

Query ID	Query text	What is being checked / how does the check work?	Find further details (tabs and tables to check)	Action required
630	<p>Qu100: There are X tonnes of commingled material recorded in Qu100. Commingled material should not be reported in Qu100. If a material type is unknown or the tonnage represents a mix of materials of an unknown breakdown, then following attempts to identify the nature of the waste, the category of 'other materials' should be used.</p>	<p>THIS QUERY CHECKS: If you have used the Material "Commingled materials" in Qu100.</p>	<p>"Materials Summary" tab: row 116.</p> <p>"Qu100 Material Details" tab.</p> <p>"Final destination" tab: column P.</p>	<p>The only point in Qu100 at which Commingled materials are expected is in a MRF node where it is the default "Waste stream type". The recycle outputs from the MRF are expected to be broken down into the various materials being sent to reprocessor facilities. If you have reported tonnages against "Commingled materials" in the Materials box anywhere in Qu100 you need to change this to the actual material or, if this is not possible, to "Other materials" in which case we ask that you add a comment to explain the nature of the materials.</p> <p>If you have reported Commingled materials in both a facility node and "Final destination" node, please amend both.</p>
770	<p>Qu100: There are X tonnes of organic material recorded at primary facilities in Qu100. However there are Y tonnes of input to Windrow, IVC and AD, a difference of Z Tonnes. A difference in the values likely shows that there is either organic material types recorded at facilities other than Windrow,</p>	<p>THIS QUERY CHECKS: that any organic materials (Green garden waste only, Waste food only, Mixed garden and food waste, Wood for composting or Other compostable waste) which are collected source segregated are sent in Qu100 into a composting type facility at the primary/root level and that no other material types are sent to these facilities.</p>	<p>"Qu100 Balance" tab</p> <p>Qu100 tree.</p>	<p>Check materials are recorded being sent to the correct facility/process type in Qu100.</p> <p>A positive value would suggest that you have recorded an organic tonnage (green garden waste only, waste food only, mixed garden and food, wood for composting and other compostable waste) in a Qu100 branch which is not a Windrow, IVC or</p>

Query ID	Query text	What is being checked / how does the check work?	Find further details (tabs and tables to check)	Action required
	IVC and segregated AD, (a positive value), or that Primary Windrow, IVC and segregated AD have inputs of material types other than the five organic categories (a negative value). Is the way the data is currently recorded correct?			<p>segregated AD. Remove this tonnage and add to one of the three organic treatment branches instead.</p> <p>A negative value would suggest that primary branches of Windrow, IVC or segregated AD have tonnages which are not one of the five organic categories (green garden waste only, waste food only, mixed garden and food, wood for composting and other compostable waste), remove these tonnages and place in correct branch type.</p>
790, 800, 810, 820, 830, 840, 850, 860, 870, 880, 890, 900, 910, 920, 930, 940, 950, 960	Qu100: There is/are X branch(es) of the Qu100 Tree, starting from a [facility type] type facility, which contain one or more imbalances between the inputs and outputs of the nodes of the branch.	THIS QUERY CHECKS: that the total output tonnages match the input tonnage for each branch of the Qu100 tree.	<p>“Qu100 Balance” tab to identify which branches are affected and at which level (secondary, tertiary etc.), and tonnage differences.</p> <p>Qu100 tree. The “Waste Movement Summary” box for the branch will show the input and output for the primary node only, not any imbalances occurring within the individual output branches.</p>	<p>ACTION REQUIRED: If the imbalance is expected (e.g. due to stockpiling movement of time for material to complete the process) then add a note in the “Comments” box of the facility, otherwise check your data and amend the relevant nodes.</p> <p>Check that a tonnage is recorded in each node of all of the output branches, including the Final destination node.</p> <p>Note –branches for RDF plants must show the RDF produced being sent to an incinerator and the outputs from</p>

Query ID	Query text	What is being checked / how does the check work?	Find further details (tabs and tables to check)	Action required
				<p>that facility must account for all of the tonnage input. Due to the nature of the incineration process, there will be a large drop in the material tonnage coming out compared to the input. You should record any material sent to landfill/treatment then the balance should be recorded as process loss.</p> <p>Check the “Qu100 balance” tab after making changes and rolling up the data to L10.</p>
990, 1000, 1010, 1020, 1030, 1040, 1050, 1060, 1070, 1080, 1090	<p>Qu100: There is/are X instance(s) of a Final Destination being recorded as a direct output of a [facility type] type facility in Qu100. A Final Destination should only be recorded as an output of a reprocessor, exporter or organic treatment facility. Please update your tree structure to reflect this.</p>	<p>THIS QUERY CHECKS: if a “Final destination” node has been recorded directly from the following facility types: Incinerator (with or without energy recovery); RDF, autoclave, MHT or similar type facility; ATT facility; MRF, MBT facility; Anaerobic or Aerobic Digestion Whole waste type facility, Residual waste MRF; Other method facility; Material from WDA node.</p>	<p>“Final destination Qu100” tab. This shows details for the “Parent” node for the “Final destination” node and the Root (primary) facility of the branch.</p> <p>GN63: Qu100 Data entry. different scenarios are shown for correct recording of inputs and outputs at different facility types.</p>	<p>Outputs from these facility types need to go to another facility for further treatment, incineration or disposal or the output may be process loss, moisture loss or treatment unknown. If tonnages go for treatment or incineration further steps may then be required to complete the branch. The final destination node needs to be deleted and a new branch created showing the facility taking the material with any further steps required to complete the branch.</p>
1100	<p>Qu100: Within this Quarter X tonnes of material other than IBA or IBA Metal, have been recorded at Final Destination with an output waste type set</p>	<p>THIS QUERY CHECKS: That the appropriate output waste type has been recorded at Final Destination nodes. Tonnages recorded at Final Destination will only be considered for inclusion in</p>	<p>“Final Destination Qu100” tab – This tab lists all the final destination nodes used during the quarter, with column N of the table displaying the output</p>	<p>Unless the material is IBA or IBA Metal we wouldn’t usually expect an output waste type other than 'Dry Recyclate', 'Composting', or 'Compost Like Output' to be used at a Final</p>

Query ID	Query text	What is being checked / how does the check work?	Find further details (tabs and tables to check)	Action required
	to something other than 'Dry Recyclate', 'Composting', or 'Compost Like Output'. The use of different output waste types will mean that these figures aren't included in NI or BVPI calculations. Are the Final Destination tonnages correctly categorised?	the NIs and BVPIs if the output waste type is 'Dry Recyclate', 'Composting', or 'Compost Like Output'. This check highlights where a different output waste type is used so the data can be reviewed to make sure there is a reason for using a different output waste type, or to highlight where an amendment to the data is required. The check won't flag in situations where the material type is IBA or IBA metal as we would expect the output waste type of 'Incinerator Bottom Ash' to be used.	waste type recorded at each final destination. If you spot anything which isn't 'Dry Recyclate', 'Composting', or 'Compost Like Output', (or IBA if the material type is IBA or IBA metal), then you can use the information in column C-M of that row to help you locate the affected node within your Qu100 tree.	Destination, so it is likely that an output waste type needs amending to ensure the tonnage is included in the relevant indicator calculations.
1102	Qu100: In most cases we would expect the proportion of "Incinerator Bottom Ash" (IBA) to recycling from each incinerator to be between 8% and 45% of the input to it. There are 3 incinerators in your Qu100 tree where the output to IBA is less than 8% or more than 45% of the input. Is this correct?	THIS QUERY CHECKS: Incinerators will generally produce some solid waste from the incineration process and, where the information is available, you should report this in WDF as an output from the facility. This query will be generated if the reported tonnage of IBA output is more than 45% of the facility input (for facilities with at least 1000 tonnes input in the Incinerator node).	Qu100 tree. Check the "Waste Movement Summary" for your Incinerator branch to see the tonnages input and the tonnages output to reprocessor, landfill, process loss etc. and the materials to each.	Please check that the output tonnages are reported correctly or make any changes as required. When the data is correct, enter a response in the online Points to check confirming the data.
1104	Qu100: In most cases we would expect the proportion of "Metal from Incinerator Bottom Ash" (IBA Metal) to recycling from each incinerator to be no more than 5% of the input to it. There	THIS QUERY CHECKS: Incinerators will generally produce some solid waste from the incineration process and, where the information is available, you should report this in WDF as an output from the facility. This query will be	Qu100 tree. Check the "Waste Movement Summary" for your Incinerator branch to see the tonnages input and the tonnages output to reprocessor, landfill, process	Please check that the output tonnages are reported correctly or make any changes as required. When the data is correct, enter a response in the online Points to check confirming the data.

Query ID	Query text	What is being checked / how does the check work?	Find further details (tabs and tables to check)	Action required
	is one incinerator in your Qu100 tree where the output to IBA metal is more than 5% of the input. Is this correct?	generated if the reported tonnage of Metals from IBA output is less than 5% of the facility input (for facilities with at least 1000 tonnes input in the Incinerator node).	loss etc. and the materials to each.	
1106	There is at least one branch of the Question 100 tree where an output from incineration has material type other than "Incinerator Bottom Ash" (IBA), or "Metals from Incinerator Bottom Ash". Is this correct?	THIS QUERY CHECKS: The expected outputs from an Incinerator node are IBA, Metals from IBA and process loss. This query will be raised if other materials are reported as outputs.	"Final Destination Qu100" tab. You can filter on the Root Type or Parent Type to see what materials are recorded in the "Final destination" nodes in those branches.	Please check that all the incinerator outputs have been reported correctly. If the facility separates recyclates before burning waste (e.g. removes Steel cans) these can be reported as Dry recyclates going to a Reprocessor – recycling node then a Final destination node. Please add a comment to the Reprocessor node to confirm that these are from a pre-incineration sorting process.
1108	There is at least one branch of the Question 100 tree where "Incinerator Bottom Ash" (IBA), or "Metals from Incinerator Bottom Ash" (IBA metal) is recorded although there is no incineration recorded. Is this correct?	THIS QUERY CHECKS: IBA and Metals from IBA are only expected to arise as outputs from Incineration so should not be reported as output from any other type of Facility/process.	"Final Destination Qu100" tab. You can filter on the "Material Type" column to see where IBA or Metals from IBA have been recorded.	This entry is probably an error and will need to be removed.
1490	Since the same quarter last year, there has been an increase/decrease of X tonnes (X%) in your total recycling, composting and reuse at final destinations. Are you able to	THIS QUERY CHECKS: The change in tonnage reported as being sent for recycling, composting or reuse this quarter compared to the same quarter in the previous year. This is based on the tonnages reported in "Final	"High level summary" tab. The table "Recycling and reuse (final destination)" shows the tonnages in final destination nodes in your Qu100 tree split	Please check that the data entered are correct (other question-specific queries may help to point you towards changes in data compared to the previous year). If you are happy that the change is genuine then if possible

Query ID	Query text	What is being checked / how does the check work?	Find further details (tabs and tables to check)	Action required
	provide any information on the underlying reasons for this change, such as a change of service provision and the date it occurred, e.g. new separate food waste collection, introduction of charging for green waste, a change in frequency of collections or perhaps a new contractor or facilities being used?	destination” nodes in Qu100. The query is raised if the difference is 22% or more.	by material for the current quarter and the same quarter of the previous year. The tables in the “Collection summary (recycling and reuse)” section provide details of the tonnages collected by material type and collection method/source.	provide any reason for the increase/decrease e.g. a change of service, adverse weather etc.
1500	Since the same quarter last year, there has been a decrease of X tonnes (-X%) in your total input to incineration. Are you able to provide any information on the underlying reasons for this change, such as a change in contractor or waste treatment, plant maintenance or different facilities being used? Please give us the date of any change.	THIS QUERY CHECKS: The change in tonnage reported as being sent for incineration (with or without energy recovery) this quarter compared to the same quarter in the previous year. The query is raised if there is a decrease which is more than both 500 tonnes and 15% of the previous year’s tonnage.	“High level summary” tab. The table “Sent to incineration” shows the tonnages input into Incineration facilities (both with and without energy recovery) in your Qu100 tree and the outputs to landfill, IBA and IBA metals to reprocessors and process loss for the current quarter and the same quarter of the previous year.	Please check that the data entered are correct (other question-specific queries may help to point you towards changes in data compared to the previous year). If you are happy that the change is genuine then, if possible, provide any reason for the decrease e.g. a change of service or facility or downtime (planned or unplanned) at the receiving facility etc. and relevant dates/periods.
1510	Since the same quarter last year, there has been an increase of X tonnes (X%) in your total tonnage to landfill. Are you able to provide any	THIS QUERY CHECKS: The change in tonnage reported as being sent for disposal to landfill this quarter compared to the same quarter in the previous year. The query is raised if	“High level summary” tab. The table “Sent to landfill” shows the tonnages sent to landfill directly and as outputs	Please check that the data entered are correct (other question-specific queries may help to point you towards changes in data compared to the previous year). If you are happy that

Query ID	Query text	What is being checked / how does the check work?	Find further details (tabs and tables to check)	Action required
	information on the underlying reasons for this change, such as a change in contractor or waste treatment, plant maintenance or different facilities being used? Please give us the date of any change.	there is an increase which is more than both 55 tonnes and 35% of the previous year's tonnage.	from MBT, MRF, rMRF, incinerator and other facilities for the current quarter and the same quarter of the previous year.	the change is genuine then, if possible, provide any reason for the decrease e.g. a change of service or downtime at an alternative facility usually used etc. and relevant dates/periods.
1520	Qu100 Treatment Unknown: There are X tonnes recorded as being sent to an unknown treatment following Composting/Recycling/Reuse Reprocessing. Please review this, as any tonnage not recorded at final destination will not count toward your recycling rate.	THIS QUERY CHECKS: That you have correctly completed Composting/Recycling/Reuse Reprocessing branches.	GN63: Qu100 Data entry for guidance on when to use "Treatment unknown" and how to complete Composting/Recycling/Reuse Reprocessing branches.	If the material has been recorded as being sent to a Composting/Recycling/Reuse Reprocessing facility, it is assumed that it has undergone the process relevant to that facility type and the facility node should be followed with a "Final destination" node. If you are not sure that is the case, do not report the material going to that facility type. Check with your contractor to confirm what is done with the material. Seek advice from the WDF Helpdesk if needed.

4.2 Detail of queries for notification

'For Notification'- queries are highlighted so that potential issues can be drawn to your attention for review and possible action however if no response is given, WDF will assume that the data currently given in the return is correct. You can also use it to check all your comments for the quarter and the corresponding quarter of the previous year. If discrepancies are being flagged up, you can enter comments in the relevant questions to confirm the information is correct and give a reason. The WDF validators will take these into account and it will reduce the number of queries sent to you during the validation process.

Table 4. Queries 'For notification'.

Query ID	Query text	What is being checked / how does the check work?	Find further details (tabs and tables to check)	Action required
1120	Rejections: There are X tonnes of material which are rejected at the point of collection. Please can you confirm this is correct?	THIS QUERY CHECKS: that rejects have been recorded in the correct question. Rejections occurring at the gate of a MRF or Reprocessor or after acceptance at the facility should not be recorded in the collection question.	Materials Summary tab – Summary of collection rejections table.	Confirm the rejects are recorded correctly. This can be done with a comment in the relevant collection question.
1130	Qu4 – Residual Containment: Within this Quarter it has been recorded that a total of X containers are provided for the residual waste collection. However, in last year's return Y containers were reported as being provided for this type of collection. Please can you confirm this is correct?	THIS QUERY CHECKS: whether there has been a change in the total number of containers provided for kerbside residual waste collections in Qu4. The query is raised if there is a difference of greater than 10% compared to the total number of containers in the previous year.	Qu4 data and comments entered.	Check and confirm that the numbers of containers of each type/volume and the frequencies have been entered correctly. If you provide two or more containers to a household, you need to enter the total number of containers provided against all relevant categories. So, if you provided 20,000 households each with two 100-150L wheeled bins, you would enter 40,000 against that container. If you want to provide further information about different collections or changes to the services provided, this can be added to the comment box.
1140	Qu5 – Dry Recycling Containers: Within this Quarter it has been	THIS QUERY CHECKS: whether there has been a change in the total number of	Qu5 data and comments entered.	Check and confirm that the data have been entered correctly.

Query ID	Query text	What is being checked / how does the check work?	Find further details (tabs and tables to check)	Action required
	recorded that X containers are provided for the dry recycling collection. However, in last year's return Y containers were reported as being provided for this type of collection. Please can you confirm this is correct?	<p>containers provided for kerbside dry recycling collections in Qu5.</p> <p>The query is raised if there is a difference of greater than 10% compared to the total number in the previous year.</p>		<p>If you provide two or more containers to a household, you need to enter the total number of containers provided against all relevant categories. So, if you provided 20,000 households each with two 100-150L wheeled bins, you would enter 40,000 against that container.</p> <p>If you want to provide further information about different collections, or a change in the services provided, this can be added to the comment box.</p>
1150	<p>Qu6 – Organic Containers: Within this Quarter it has been recorded that X containers were offered for the organic waste collection (green/food). However, in last year's return Y containers were reported as being offered for this type of collection. Please can you confirm this is correct?</p>	<p>THIS QUERY CHECKS: whether there has been a change in the total number of containers offered for kerbside organic collections in Qu6.</p> <p>The query is raised if there is a difference of greater than 10% compared to the total number in the previous year.</p>	Qu6 data and comments entered.	<p>Check and confirm that the data have been entered correctly.</p> <p>For those local authorities who have a chargeable garden waste service, the number of containers offered to households who <i>could subscribe</i> to the service should be entered, not the number that do subscribe. This differs from Qu10 where the number of subscribers is required.</p>

Query ID	Query text	What is being checked / how does the check work?	Find further details (tabs and tables to check)	Action required
				<p>The number of kerbside food waste caddies offered should be reported under the “Other” category.</p> <p>If you want to provide further information about different collections, or a change in the services provided, this can be added to the comment box.</p>
1160	<p>Qu7 – Total number of HH (recycling collection): Within this Quarter X households are reported as receiving a recycling collection (including organics). However, in last year's return there were Y households reported as receiving a recycling collection. Please can you confirm this is correct?</p>	<p>THIS QUERY CHECKS: whether there has been a change in the total number of households receiving kerbside collections of one, two, three or four+ recyclable materials.</p> <p>The query is raised if there is a difference of greater than 10% compared to the total number in the previous year.</p>	<p>Qu7 data and comments entered.</p>	<p>Check and confirm that the data have been entered correctly. If you want to provide further information about different collections, or a change in the services provided, this can be added to the comment box.</p>
1170	<p>Qu10 – The highest number of households receiving a recycling collection (any material) in Qu10 is X. However, last year the highest number of households receiving a recycling collection (any material) was X. Please can you confirm that this is correct?</p>	<p>THIS QUERY CHECKS: that you have recorded the correct number of households being offered kerbside collections for all the materials with tonnages recorded as collected.</p>	<p>“Tonnage breakdown” tab. Household numbers are shown in columns E and F.</p>	<p>Confirm the household numbers are correct. For materials collected through regular collection schemes as well as ad hoc collections (e.g. bulky waste collections), this should be the number of households offered the service, rather than the uptake.</p>

Query ID	Query text	What is being checked / how does the check work?	Find further details (tabs and tables to check)	Action required
				For subscription-based garden waste collections, the number of subscribing households should be entered.
1180, 1190, 1200	Qu13: CA Site WDA / Qu15: CA sites (WCA and UA) / Qu15a: Bring sites (WCAs and UAs) Within this Quarter X civic amenity sites / bring sites / fridges & freezers collected for disposal have been recorded, but in last year's return there are Y civic amenity sites / bring sites / fridges & freezers collected for disposal recorded. Is this correct?	THIS QUERY CHECKS: The figure recorded is in line with that of the same period of the previous year.	"Cross-check Summary" tab.	Confirm the figure recorded is correct (after amending it, if required) and, if possible, provide a reason (e.g. change in number of sites) for the difference.
1230	Qu26: This quarter you report X fridges and freezers sent for disposal, whereas in the same quarter last year you reported Y. Please can you confirm this is correct?	THIS QUERY CHECKS: The figure recorded is in line with that of the same period of the previous year.	"Cross-check Summary" tab.	Confirm the figure recorded is correct (after amending it, if required) and / or provide a reason (e.g. change of service provision) for the change.
1240	Qu100 MRF: The Primary MRF rejection rate, (the proportion of primary level input material which isn't directly output for reprocessing), has been calculated as X% of the input.	THIS QUERY 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 figure (i.e. within 10%) then it will be assumed to be OK.	"Cross-check Summary" tab: Checks relating to use of a clean MRF as a primary/root facility.	Confirm that recorded reject rates are correct. Otherwise amend the Qu100 MRF branch outputs recording Contamination (process rejects) going to landfill or incineration.

Query ID	Query text	What is being checked / how does the check work?	Find further details (tabs and tables to check)	Action required
	Can you please confirm that this figure is correct?	Further information on MRF rejections can be located on the WDF guidance note page – EA Notice LATS MRF Reject (pdf).		<i>Note</i> – if you use a secondary MRF to further treat materials from the primary facility this should be recorded as an output to a MRF node as Contamination (process rejects). The MRF rejection rate is calculated using the tonnage of contaminated material at the primary level this includes material sent to landfill, incineration or further processing at a secondary MRF.
1260, 1270, 1280	Qu100 [Facility type]: There are X tonnes of material recorded with an output waste type of 'Contamination (process rejects)', from a [facility type]. We would not normally expect this output waste type to be used as an output from this facility type. Please ensure a comment has been added to explain why this has been recorded in this way.	<p>THIS QUERY CHECKS: that process rejects are only reported from expected facility types or those accepting certain material types. You are not generally required to report “Contamination (process rejects)” from a Reprocessor or Exporter facility (but should report any material rejected before it goes into the process as “Contamination (gate rejects)”).</p> <p>Exceptions to this are for facilities processing WEEE or Rubble for recycling and where materials (e.g. Wood or Carpet) have been separately collected for recycling at CA sites but due to quality issues or market conditions some is sent directly for incineration.</p>	<p>Qu100 tree.</p> <p>GN63: Qu100 Data entry for further information about how to record rejects in Qu100 and GN16 Reporting organics for how to record rejects from organic waste treatment facilities (including Wood sent for recycling but ultimately sent for energy recovery).</p>	Check Process rejects are reported as per WDF guidance note GN63: Qu100 Data Entry.

Query ID	Query text	What is being checked / how does the check work?	Find further details (tabs and tables to check)	Action required
1290, 1300, 1310, 1320, 1330, 1340, 1350, 1360, 1370, 1380, 1390, 1400	<p>Qu100 [facility type]: There are X tonnes sent/sent for recycling/sent for reuse to an Other/Exempt Destination. Please ensure that you have checked that the facilities you need are not available on the selection list by following section 2.4.2 of the guidance here: https://www.wastedataflow.org/documents/guidancenotes/Specific/GN63_Question_100_Data_Entry.pdf – this includes information on how to contact the Environment Agency if you believe an active permitted waste management site is missing. If you report tonnage data against an Other/Exempt facility please make a note in the facility address box of the site name, address, postcode and licence number.</p>	<p>THIS QUERY CHECKS: whether you have used the facility “Other/exempt” in your Qu100 tree and is a prompt to remind you to provide details of the facility name and address in the “Facility Address” box.</p>	<p>“Address details Qu100” tab.</p> <p>GN4: Section 2 – System Management for information, instructions and tips on how to search and the WDF selection list and update your question list.</p> <p>EA Selection list update procedure and EA Selection list update template.</p>	<p>First check whether the facility taking your material is listed in the WDF selection list before using the listing Other/exempt. If the facility is not shown or it is listed as inactive (and there are no equivalent Active listings) then check the EA selection list documents (both available from the WDF Guidance page) to request a list update from the EA.</p> <p><i>Note</i> – charities and some other facilities operate under an exemption so will not be added to the list and others are brokers/exporters which handle the waste but do not process it. These will also not be added to the list. In both cases Other/exempt should be used with details of the facility/company provided in the “Address details” box.</p>
1410, 1420	<p>Qu100 “Site details not known” facility: There are X tonnes sent to one or more “Site details not known” facilities. Please ensure you have followed section 2.4.4</p>	<p>THIS QUERY CHECKS: whether you have used the facility name “Site details not known” in your Qu100 tree and is a prompt to remind you to provide any available information in the “Comments” box.</p>	<p>“Address Details Qu100” tab.</p> <p>GN63: Qu100 Data entry for information about when it is</p>	<p>If possible, try to find out where the material is sent so it can be correctly recorded in future returns. Make a note in the “Comments” box of the node with</p>

Query ID	Query text	What is being checked / how does the check work?	Find further details (tabs and tables to check)	Action required
	of the guidance here: https://www.wastedataflow.org/documents/guidancenotes/Specific/GN63_Question_100_Data_Entry.pdf		appropriate to use this listing.	any information available and/or the reason for using this listing.
	Qu100 “Multiple destinations” facility: There are X tonnes sent to one or more “Multiple destinations” facilities. Please ensure you have followed section 2.4.5 of the guidance here: https://www.wastedataflow.org/documents/guidancenotes/Specific/GN63_Question_100_Data_Entry.pdf	THIS QUERY CHECKS: whether you have used the facility name “Multiple destinations” in your Qu100 tree and is a prompt to remind you to provide any available information in the “Comments” box.	“Address Details Qu100” tab. GN63: Qu100 Data entry for information about when it is appropriate to use this listing.	If output from a facility is sent to multiple destinations but you are not told which of them your materials go to or in what proportions, use “Multiple destinations and provide details of the facilities in the “Comments” box. If material is sent to a small number of sites on a regular basis, record tonnages going to those facilities. If output from a facility is sent to a large number of sites but 80% is sent to one particular site, you can report against that site and add details of the other sites in the “Comments” box.
1430	Qu100 Treatment Unknown: There are X tonnes recorded as being sent to an unknown treatment. Please ensure that you have made efforts to obtain process information. Please try to obtain the full site and	THIS QUERY CHECKS: whether you have used the facility/process type “Treatment Unknown” in your Qu100 tree and is a prompt to remind you to provide any available information in the “Comments” box.	“Address Details Qu100” tab. GN63: Qu100 Data entry for information about when it is appropriate to use this listing.	If possible, try to find out what treatment the material undergoes so it can be correctly recorded in future returns. Make a note in the “Comments” box of the node with any information available and/or the reason for using this listing.

Query ID	Query text	What is being checked / how does the check work?	Find further details (tabs and tables to check)	Action required
	process information for future returns.			
1440	Qu100 Material From WDA: There are X tonnes recorded as Material from WDA. Please can you ensure that the information is recorded as per the Question 100 Data Entry guidance.	THIS QUERY CHECKS: That you have correctly followed the guidance relating to back-allocation of recyclates from the treatment of residual wastes (including from street sweepings).	GN63: Qu100 Data entry for guidance on how to report this waste depending on your waste authority type.	Check and confirm that you are following the correct procedure or amend the data in Q23 or Qu100 as required.