

## WasteDataFlow Facility Selection List

March 2021

### How to request changes

The Environment Agency manages changes to the WasteDataFlow selection list for English facilities. This includes adding new facilities, changing the details of existing facilities, activating and deactivating existing facilities.

If you need a facility to be added to the selection list (or need to update details):

- 1) Check the facility is not already active on selection lists. Do this by logging into WasteDataFlow, go to “Selection Lists” via the “Management” drop-down and use the Facility Search function to check. If the facility is already on the list, is marked as “Active on National Lists” and the details are correct, you can add that facility to your Facility list for use in your returns and no further action is needed. If the site is not listed, is deactivated or details need changing, please follow steps 2 & 3 below.
- 2) Check the facility is permitted and get the correct facility details. Do this by using the public register: <https://www.gov.uk/guidance/access-the-public-register-for-environmental-information>.
- 3) Complete this template request email **WDF Selection List request** which will be sent to [LDM@environment-agency.gov.uk](mailto:LDM@environment-agency.gov.uk).

We aim to respond to requests within 10 working days in line with our customer service commitment. Requests without full details may be returned for further information.

### Adding new facilities and reactivating facilities

We will only add or reactivate permitted facilities. These will always have a permit number usually in this format:

- alphanumeric such as **AB1234CD** sometimes preceded by ‘EPR’ for example **EPR/AB12345CD**
- number such as **412345** which can be preceded by ‘EAWML’ for example **EAWML412345**

There are several other types of waste authorisation which are not permits, such as waste exemptions or waste carrier registrations. We will not reactivate or add these to the selection list.

Note that waste exemption references can be in the same format as permitted facilities. Exemptions can be found on the public register too. It is important to check on the register that the site you want to add or amend is a permitted facility rather than an exempted activity.

Examples of other authorisation types are below. Some operators may hold several different types, but for the selection list, the **permit details** are required.

- **CB/AB1234CD** – Carrier & Broker registrations
- **EX123456** – Packaging Regulations Exporter
- **ER123456** – Packaging Regulation Reprocessor
- **NPWD123456** – Packaging Regulation Producer
- **WEE/AB1234CD** – WEEE Regulations Registration

If you have checked the public register and cannot find the permit details for the facility, confirm with the operator what authorisation type is held and that you have the correct details for sites handling your waste, including the final destination facility. You should ensure that you always comply with Duty of Care requirements for handling controlled waste. See statutory guidance here: <https://www.gov.uk/government/publications/waste-duty-of-care-code-of-practice>.

If the details are correct but the site does not have a permit (for example, it is an exempted activity) then you will need to use one of the non-specific reporting options – “Other/exempt”, “Charity/exempt”, “Compost/exempt”, “Outside UK – EU” or “Outside UK – non-EU”. Give the site details in the comments section.

By exception, for example due to contractual difficulties or a delay in obtaining information, if you cannot obtain details of the site receiving your waste, then please refer to WasteDataFlow guidance on how to report:

[https://www.wastedataflow.org/documents/guidancenotes/Specific/GN63\\_Question\\_100\\_Data\\_Entry.pdf](https://www.wastedataflow.org/documents/guidancenotes/Specific/GN63_Question_100_Data_Entry.pdf)