

INTRODUCTION

Local Authorities (LAs) have a duty under the Environmental Protection Act 1990 to keep relevant land and highways clean and clear of litter and refuse. In performing this role, there are 3 key collection and treatment methods:

1. Street cleansing waste collected and sent for disposal
2. Street cleansing waste collected for disposal and processed to extract recycling.
3. Dedicated seasonal leaf collection rounds.

The purpose of this guidance note is to set out clear instructions for LAs on how to record data within WDF for each of the above collection and treatment methodologies. Please be aware if you are a WDA treating street sweepings waste for your WCA, you will need to follow the principles of 'Back Allocation'. The steps involved in this are detailed below.

Note about moisture / water loss

By its very nature, street sweepings and gully emptyings are likely to contain an element of water that may increase during periods of heavy precipitation. Authorities may either

Scenario 1: dewater street sweepings / gully emptyings before sending them on to a designated treatment facility, or

Scenario 2: street sweepings / gully emptyings may be dewatered as part of the treatment process.

If your authority's arrangements differ to these scenarios, please contact the WasteDataFlow team for advice.

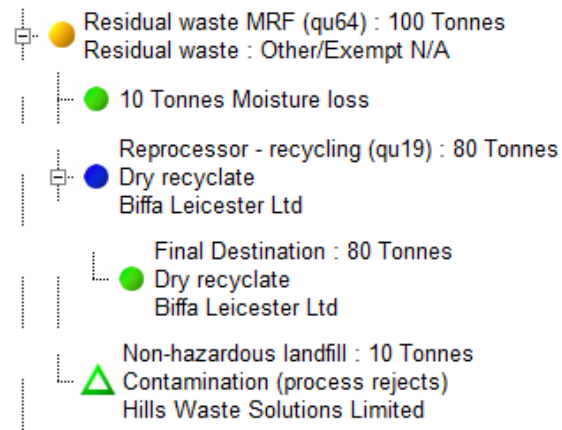
In both scenarios the water forms part of the collected tonnage and should be recorded in Qu23, in either the street cleaning, gully emptying or highways waste category as appropriate. The guidance below shows how to report the water loss in WasteDataFlow.

Scenario 1: street sweepings / gully emptyings dewatered before sending to a designated treatment facility

- **WCAs / WDAs / UAs:** Record the total collected tonnage in Qu23 (including water).
- **WDAs / UAs Qu100:** In the relevant treatment node the tonnage input to the facility will be net of the water removed through the dewatering process. In the relevant treatment node, make a note in the comments stating the tonnage of water removed prior to sending to the treatment facility. There will therefore be a discrepancy between total residual waste collected and total residual waste sent for treatment, which will equate to the tonnage of water removed from street sweepings / gully emptyings before treatment. Proceed to record the outputs from the treatment node in Qu100.
- **WCAs Qu100:** Applicable if the WDA back allocates recyclates from street sweepings to their WCAs. The recyclate tonnage recorded will be net of water loss and should be recorded in a Material from WDA node. The reprocessors used will be created as outputs from the Material from WDA node. (See the Qu100 Data Entry guidance document for further information about how to record back allocation).

Scenario 2: street sweepings / gully emptyings may be dewatered as part of the treatment process

- **WCAs / WDAs / UAs:** Record the total collected tonnage in Qu23 (including the water).
- **WDAs / UAs Qu100:** In the relevant treatment node the tonnage input to the facility will be the gross tonnage (including the water). Create a Moisture Loss node as an output from the primary treatment node and record the tonnage of moisture loss that occurs during the process. Then create outputs from the primary treatment node to show the remaining outputs from the facility i.e. tonnes to reprocessors and tonnes to a disposal site. The example below shows 100 tonnes input to a residual waste MRF, with 10 tonnes of moisture loss (recorded in the Moisture Loss node), 80 tonnes to a reprocessor and 10 tonnes rejected to landfill.



- **WCAs Qu100:** Applicable if the WDA back allocates recyclates from street sweepings to their WCAs. The recyclate tonnage recorded will be net of the water loss and should be recorded under the Material from WDA node. The reprocessors used will be created as outputs from the Material from WDA node. (See the Qu100 Data Entry guidance document for further information about how to record back allocation).

1. Street cleansing / gully emptying / leaf collection waste collected and sent for disposal

The majority of street cleaning waste is collected and sent for disposal and therefore should be reported as outlined in the table below.

Local Authority	Collection	Disposal/Treatment
WCA	Q23 - Street sweepings which are collected and sent for disposal should be recorded in Q23 under - 'Collected household waste: Street Cleansing'. Gully pot emptyings should be reported under 'Collected non-household waste: Highways waste'	<i>Not applicable as questions are not available to WCA.</i>
WDA	Q23 - WDA should report all their WCA Street sweepings which are collected and sent for disposal in Q23 under - 'Collected household waste: Street Cleansing'. Gully pot emptyings should be reported under 'Collected non-household waste: Highways waste'	Q100 – The street sweeping disposal / treatment process should be recorded from start to finish. (See the Q100 Data Entry guidance document regarding how to build your tree).
UA	Q23 - Street sweepings which are collected and sent for disposal should be recorded in Q23 under - 'Collected household waste: Street Cleansing'. Gully pot emptyings should be reported under 'Collected non-household waste: Highways waste'	Q100 – The street sweeping disposal / treatment process should be recorded from start to finish. (See the Q100 Data Entry guidance document regarding how to build your tree).

2. Street cleansing waste collected for disposal and processed to extract recycling

In line with the drive to reduce the amount of biodegradable municipal waste (BMW) being sent to landfill, there has been an increase in the number of LAs utilising alternative technologies to facilitate the sorting and / or processing of recyclable and compostable materials from their residual waste streams. In relation to street sweepings, the way that this is reported in WDF, will depend on which LA is claiming the extracted recycling tonnages. There are three possible options – A, B or C:

- A. WCA collects residual street sweepings and sends to WDA, who process and extract further recycling. **WDA reports and claims the recycling tonnages.**
- B. WCA collects residual street sweepings and sends to WDA, who process and extract further recycling. The recycling tonnages are back allocated to the WCA. **WDA and WCA reports and claims the recycling tonnages.**
- C. UA collects residual street sweepings and sends for further processing to extract further recycling. **UA reports and claims the recycling tonnages.**

The tables on the following pages outline how data should be reported against the above scenarios.

Scenario A – WCA collects street cleansing waste for disposal and sends to WDA who processing it to extract further recycling.
Recycling tonnages are claimed and reported by the WDA.

Local Authority	Collection	Disposal/Treatment	Recycling
WCA	<p>Q23 - Street sweepings which are collected and sent for disposal should be recorded in Q23 under - 'Collected household waste: Street Cleansing'.</p> <p>Gully pot emptyings should be reported under 'Collected non-household waste: Highways waste'</p>	<p><i>Not applicable as questions are not available to WCA.</i></p>	<p><i>Not applicable as recycling tonnages are not back allocated to the WCA.</i></p>
WDA	<p>Q23 - WDA should report all their WCA street sweepings which are collected and sent for further processing in Q23 under - 'Collected household waste: Street Cleansing'.</p> <p>Gully pot emptyings should be reported under 'Collected non-household waste: Highways waste'</p>	<p>Qu100 - Create a primary node in Qu100 which reflects the disposal / treatment method used. Enter the total tonnage sent to the primary disposal / treatment facility in the Waste Details box.</p> <p>If the primary node is a landfill node this will be the only node you are required to create and will form the end of the branch.</p> <p>If the primary node is a treatment process, e.g. MBT, residual waste MRF or other treatment method, you will need to create outputs from the primary treatment node to show ongoing reprocessor / disposal sites. (See Qu100 Data Entry Guidance document for further information regarding how to create your tree).</p> <p>Any water loss that occurs during the process will be recorded as a Moisture loss output node from the primary residual treatment facility.</p>	<p>Qu100 - Create Reprocessor nodes as outputs from the primary treatment node to show where the recyclate extracted from the residual waste is sent on for recycling. Create one reprocessor node per facility and record the tonnage sent for recycling by material type in the Materials box.</p> <p>Rubble, soil or inert waste extracted from street sweepings for recycling should be recorded under the Other materials category with a note in the comments stating the nature of the other materials recorded. If any organic waste from the street sweepings is sent for composting this should be recorded as Other compostable waste. Metals extracted from street sweepings should be recorded under the Other scrap metal category.</p> <p>If a secondary reprocessor is used a secondary reprocessor node can be created as an output from the primary reprocessor. The final reprocessor in the tree needs to be signified by creating a final destination node as an output from the final reprocessor.</p>

Scenario B – WCA collects street cleansing waste for disposal and sends to WDA who processes to extract further recycling. Recycling tonnages are back allocated to the WCA. *Recycling tonnages are claimed and report by the WCA – i.e. Back Allocation.*

Local Authority	Collection	Disposal/Treatment	Recycling
WCA	<p>Q23 - Street sweepings which are collected should be recorded in Q23 under - 'Collected household waste: Street Cleansing'.</p> <p>Gully pot emptyings should be reported under 'Collected non-household waste: Highways waste'</p> <p>Record the total tonnage of street sweepings collected in Qu23.</p>	<p><i>Not applicable as questions are not available to WCA.</i></p>	<p>Qu100 – Record the total tonnage of recyclate back allocated to the WCA from the WDA under the Material from WDA node. Record the total tonnage back allocated (net of any water loss that occurs during the treatment process) in the Waste details box.</p> <p>Create Reprocessor outputs from the Material from WDA node to show where the recyclate extracted from the residual waste is sent on for recycling. Create one reprocessor node per facility and record the tonnage sent for recycling by material type in the Materials box of the Reprocessor node.</p> <p>Rubble, soil or inert waste extracted from street sweepings for recycling should be recorded under the Other materials category with a note in the comments stating the nature of the other materials recorded. If any organic waste from the street sweepings is sent for composting this should be recorded as Other compostable waste. Metals extracted from street sweepings should be recorded under the Other scrap metal category.</p> <p>If a secondary reprocessor is used a secondary reprocessor node can be created as an output from the primary reprocessor. The final reprocessor in the tree needs to be signified by creating a final destination node as an output from the final reprocessor.</p>

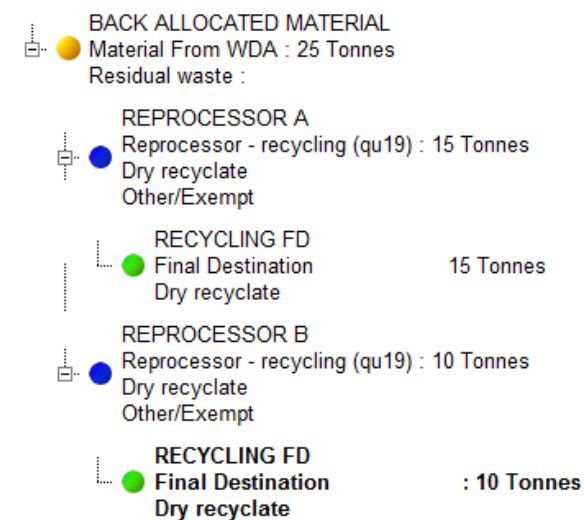
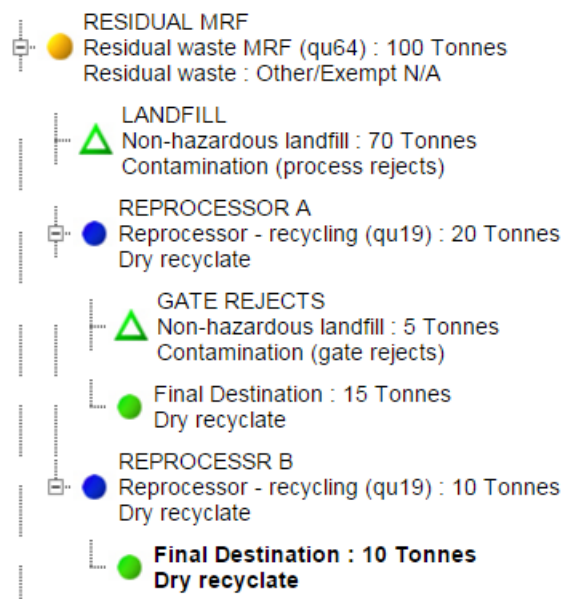
Scenario B – WCA collects street cleansing waste for disposal and sends to WDA who processes to extract further recycling. Recycling tonnages are back allocated to the WCA. Recycling tonnages are claimed and report by the WCA – i.e. Back Allocation.			
Local Authority	Collection	Disposal/Treatment	Recycling
WDA	<p>Qu23 - Street sweepings which are collected from all WCA's should be recorded in Qu23 under - '<i>Collected household waste: Street Cleansing</i>'.</p> <p>Gully pot emptyings should be reported under '<i>Collected non-household waste: Highways waste</i>'</p> <p>Record the total tonnage of street sweepings collected in Qu23.</p>	<p>Qu100 – Create a primary node in Qu100 which reflects the disposal / treatment method used. Enter the total tonnage sent to the primary disposal / treatment facility in the Waste Details box.</p> <p>If the primary node is a landfill node this will be the only node you are required to create and will form the end of the branch.</p> <p>If the primary node is a treatment process, e.g. MBT, residual waste MRF or other treatment method, you will need to create outputs from the primary treatment node to show ongoing reprocessor / disposal sites. (See Qu100 Data Entry Guidance document for further information regarding how to create your tree).</p> <p>Make a note in the primary treatment node comments box that x tonnes has been back allocated to the WCAs as recycling.</p> <p>Any water loss that occurs during the process will be recorded as a Moisture loss output node from the primary residual treatment facility.</p>	<p>Qu100 – Create outputs from the primary treatment node to show the ongoing reprocessor sites.</p> <p>Create one reprocessor node per facility and record the tonnage sent for recycling by material type in the Materials box. If a secondary reprocessor is used a secondary reprocessor node can be created as an output from the primary reprocessor.</p> <p>Rubble, soil or inert waste extracted from street sweepings for recycling should be recorded under the Other materials category with a note in the comments stating the nature of the other materials recorded. If any organic waste from the street sweepings is sent for composting this should be recorded as Other compostable waste. Metals extracted from street sweepings should be recorded under the Other scrap metal category.</p> <p>If a secondary reprocessor is used a secondary reprocessor node can be created as an output from the primary reprocessor. The final reprocessor in the tree needs to be signified by creating a final destination node as an output from the final reprocessor.</p>

Scenario B – WCA collects street cleansing waste for disposal and sends to WDA who processes to extract further recycling. Recycling tonnages are back allocated to the WCA. Recycling tonnages are claimed and report by the WCA – i.e. Back Allocation. Continued...

Scenario B can be illustrated by the example below:

WDA Qu100 (Left hand diagram): In the example below 100 tonnes of street sweepings is sent to a residual waste MRF. 25t of the 100t collected as residual waste was ultimately sent to a final recycling destination. It is this 25t which is then back-allocated to the WCA (N.B. not the 30t with 5t of rejects).

WCA Qu100 (Right hand side): 25t input to the new process type of “Material from WDA” (N.B. this must be selected as a root level node), with a waste stream type of residual waste. Only 25t is entered here as only 25t was ultimately recycled by the WDA. Reprocessor branches are created from the primary Material from WDA node to show the destinations of the back allocated recycle.



Scenario C – UA collects residual street sweepings and sends for further processing to extract further recycling. **UA reports and claims the recycling tonnages.**

Local Authority	Collection	Disposal/Treatment	Recycling
UA	<p>Qu23 – UA should report their street sweepings which are collected and sent for further processing in Q23 under - '<i>Collected household waste: Street Cleansing</i>'.</p> <p>Gully pot emptyings should be reported under '<i>Collected non-household waste: Highways waste</i>'</p>	<p>Qu100 - Create a primary node in Qu100 which reflects the disposal / treatment method used. Enter the total tonnage sent to the primary disposal / treatment facility in the Waste Details box.</p> <p>If the primary node is a landfill node this will be the only node you are required to create and will form the end of the branch.</p> <p>If the primary node is a treatment process, e.g. MBT, residual waste MRF or other treatment method, you will need to create outputs from the primary treatment node to show ongoing reprocessor / disposal sites. (See Qu100 Data Entry Guidance document for further information regarding how to create your tree).</p> <p>Any water loss that occurs during the process will be recorded as a Moisture loss output node from the primary residual treatment facility.</p>	<p>Qu100 – create outputs from the primary treatment node to show the ongoing reprocessor sites.</p> <p>Create one reprocessor node per facility and record the tonnage sent for recycling by material type in the Materials box. If a secondary reprocessor is used a secondary reprocessor node can be created as an output from the primary reprocessor.</p> <p>Rubble, soil or inert waste extracted from street sweepings for recycling should be recorded under the other materials category with a note in the comments stating the nature of the Other materials recorded. If any organic waste from the street sweepings is sent for composting this should be recorded as Other compostable waste. Metals extracted from street sweepings should be recorded under the Other scrap metal category.</p> <p>The final reprocessor in the tree needs to be signified by creating a final destination node as an output from the final reprocessor.</p>

3. Dedicated seasonal leaf collection rounds

In August 2013 the Environment Agency released a briefing regarding the management of seasonal, street leaf-sweeping waste and presented the main finding from local authority trials.

A number of local authorities took part in trials involving the treatment, testing and analysis of seasonal street leaf sweepings collected during last autumn and early winter (2012-13). The aim of the trials was to try and identify generic circumstances where these materials could be collected and composted without compromising compost quality and safety. The Environment Agency has worked with the Organics Recycling Group, WRAP and Defra to assess the results and outcomes from these trials. The evidence shows that the Environment Agency need to re-affirm their guidance to local authorities that seasonal street leaf sweepings are not suitable for producing any compost that could be used on agricultural land.

The main conclusion from these trials is that contamination levels in the street leaf sweepings are too high to produce 'quality compost' marketed as non-waste, or compost that can be spread to agricultural land under waste controls. This is due to the high and variable levels of polycyclic aromatic hydrocarbons (PAHs) found in these trials, both in the street leaf sweepings and in their composted outputs. A number of PAHs are known to be carcinogenic and persistent (do not readily break down in the environment). The outcomes from these trials indicate the need to continue with a precautionary approach to composting street leaf sweepings. Although the Environment Agency want to encourage recovery of biodegradable waste through composting, the Environment Agency need to ensure that the resultant compost is fit for purpose and only used where it can confer agricultural or ecological benefit without harm to human health or the environment.

Although street leaf sweepings cannot be used to produce quality compost, they may be suitable to produce a Compost Like Output (CLO) which is used in the reclamation or redevelopment of previously developed land. This CLO remains a waste and therefore continues to be subject to waste controls.

Street sweepings can be washed and mechanically separated to recover grit and sand. It may be possible to use this sort of process to treat street leaf sweepings to produce leaf litter which is sufficiently contaminant free to compost, but the Environment Agency does not have any evidence yet to confirm this.

None of these findings affects leaf litter collected from parks and gardens, which can continue to be used to produce compost or 'quality compost'.

Recording dedicated seasonal leaf collection rounds sent for recycling

Tonnages of leaves collected for recycling through dedicated seasonal leaf collection rounds should be recorded in the same way as other street sweepings. Reporting protocols are set out in Scenarios A, B, and C within this document. However, comments should be made in Qu100 to explain the tonnage that is seasonally collected leaves from street cleansing operations.

FAQs on how to report Street Sweepings

1. I am a WCA and collect street sweepings and send them for further processing to extract recycling. How should I report my data? You will need to liaise with your WDA to confirm that they will 'back allocate' the recycling from this process to you. If this is the case then please follow scenario 2b listed above. If you are not receiving back allocation please follow scenario 2a listed above.

2. I am a WCA who reports back allocated recycling from street sweepings. Some of this material is reported as soils in Qu100. Do I need to update the way I report my data? Yes, recycling from back allocated street sweepings is not classed as a source segregated C&D waste stream. The soil and rubble category should only be used to report tonnages of source segregated construction and demolition waste. Report any soil or rubble extracted from street sweepings under the Other material category and make a note in the comments box of the relevant reprocessor node stating the nature of the other materials. (See the guidance note "How to report Local Authority Collected Segregated Construction and Demolition Waste from 1st April 2012 (England)" for further details on recording other source segregated C&D waste streams.)

3. I send street sweepings and gully pot emptying for further processing. How do I report this data? As street sweepings are classed as household waste and gully pot emptyings are non-household waste, you need to ensure that you reflect this in your WDF return. In Qu23 you would report the collected tonnage of street sweepings under '*Collected household waste: Street Cleaning*' and the gully pot emptyings under the '*Collected non-household waste: Highways waste*'. As a WDA/ UA you can record the HH to non-HH split of material sent for treatment in Qu100. Under the relevant treatment node you have the option of completing the Waste Source Split box to show the split of HH and non-HH waste sent for treatment. As a WCA you are able to record the HH to non-HH split of any back allocated recyclate from street sweepings by completing the Waste Source Split box in the Material from WDA node.

4. I experience moisture loss from collected street sweepings, how do I reflect this in the reporting of my data? You should report your data as it is, so you would take account of this in your return. For example, if you collect 100 tonnes of street sweepings and 5 tonnes is lost through moisture loss, you would report 95 tonnes as being sent for recycling. ([See note about moisture / water loss above](#)).

For information on treatment and recovery of street sweepings see Environment Agency guidance "Recovery of Street Sweepings and Gully Emptyings" which is available on WDF in the England Guidance section.

If you have any queries regarding recording of data in WasteDataFlow, please contact the WasteDataFlow Helpline on 0845 6000 890 or email helpdesk@wastedataflow.org