1.1 Introduction

This guidance note sheet is intended to provide you with all the information you need to get started using the WasteDataFlow system. It covers the following:

- Types of data that will be required for the WDF return;
- Technical aspects of what systems you need to be able to complete WDF;
- An overview of the various user levels;
- Instruction on how to register and the log on process;
- Basic navigation of the site; and an
- Overview of the timetables for the submission and validation of data.

1.2 Preparation

Before completing WasteDataflow's online survey questions, we recommend that you carefully read through this guidance document. This will give you an understanding of the scope and depth of the information we require from your authority.

You will first need to register (Section 1.6) to gain access to the data manager (section 1.7). This will enable you to enter data and create reports.

We also recommend that before starting, you look at the questions detailed in the Core Dataset, which is available to download from the Guidance page of the WDF website, and consider what information you will need to complete them. The questions in WDF are determined by your country and authority type and cover the following broad areas:

- Types and numbers of containment methods;
- Frequency of collections;
- Tonnages, types and destinations of waste collected, rejected and sent for recycling/re-use from kerbside, bring and civic amenity sites and from streetscapes and parks and grounds;
- Tonnages and destinations of residual waste collected;
- Tonnages and destinations by waste management method; and
- Financial costs (these are included under the annual questions and are now optional).

WasteDataFlow has been in operation since 2004. Much of the data will have been entered previously into other municipal waste surveys and is likely to be readily available. Other information, for example on the destinations of waste, will change over time and so may require some further preparation.

1.3 Data submission

As you will have seen in the Core Dataset document, there are annual and quarterly questions. The majority of the questions asked as part of WasteDataFlow's survey are completed on a quarterly basis and are referred to as 'quarterly returns'. These questions relate to tonnages of waste collected for recycling, reuse or disposal and provide details of how these various waste materials are treated and their end destinations. The annual returns collect information on contractual arrangements and the costs of waste management.

Up until the end of the 2007-08 reporting year English LAs were required to submit annual data by 30th June of the relevant reporting year. This was because this data was used to calculate the BVPI. As BVPI are no longer reported at a national level, LAs in England are no longer required to submit this data to WDF. If English LAs wish to complete them, they are usually submitted at a similar time to quarter 4's return (e.g. June). Further guidance on the annual returns for England is provided in the Annual Return guidance note, available to download from the WDF website.

Each return has to be submitted to WasteDataFlow by a certain deadline. These deadlines differ depending on which region of the UK your authority is based. The table below outlines the submission deadlines for each country. The submission deadline is the last working day of the month listed below:

Figure 1: Submission Deadlines – Quarterly Returns (Level 30)y

Quarter	Months covered by that return	Submission deadline			
		England	Scotland	Northern Ireland	Wales
1	Apr - Jun	September	42 days	August	July
2	Jul - Sept	December	42 days	November	October
3	Oct - Dec	March	42 days	February	January
4	Jan - Mar	June	42 days	May	April

Figure 2: Submission Deadlines – Annual Returns

Quarters	Months covered by that return	Submission deadline			
		England	Scotland	Northern Ireland	Wales
1 - 4	Apr - March	Not mandatory	As per Q4 quarterly return	Not mandatory	To be advised by Welsh Local Government Association

A return is considered to be submitted once it has reached 'level 30'. 'Data levels' are used within WasteDataFlow as a way of classifying the different stages your question answers have reached from initially being filled in (level 0), to eventually being published to the public (level 40). More information about moving your data through the levels is given in GN4.3: Data entry and GN4.4 Authorising data.

- **Level 0**: This is where your return starts. The questions are open to you to input and amend your data.

- **Level 10:** Once you have completed entering your data you will move your data to level 10. At level 10 your data is aggregated together and a number of checking tools become available to you, from checking the total amount of a material you have collected, to generating various performance indicator results.

- **Level 20**: Once you have checked through your data at level 10, the data can be moved to level 20 by the person who entered the data to indicate they have checked it and are happy with it.

- **Level 30**: Data at level 20 is then checked by a second person in the authority before being moved to level 30. You will be required to respond online to queries raised on the data by the validation report before you can roll up you data to L30.

  WDF Tip - Once your return is checked and the online validation checks completed, it will move straight to level 30. Data at level 30 then leaves the direct control of the local authority and moves to the WasteDataFlow team for checking. Level 30 is the point your data must reach by the deadlines outlined above.

- **Level 35**: WasteDataFlow then have until one month after the L30 deadline to review your return during a process referred to as 'Data Validation'. Once your return has been validated and approved it will be moved to level 35.

- **Level 40**: The data is then checked further by regional body and national bodies. Once they have checked the data it is eventually moved to level 40. At this point it becomes available to the public. The bodies responsible for approving data to L40 for each country are provided below, along with an overview of the data progression timetable for England.

  - **England** – The Environment Agency (EA) and Defra.
  - **Scotland –** The Scottish Environmental Protection Agency and Scottish Executive.
  - **Northern Ireland** - Northern Ireland Environment Agency.
 - **Wales** – Natural Resources Wales and the Welsh Assembly Government.

Figure 3: The progression of data for <u>English</u> authorities

	Qtr 1 (Apr-Jun)	Qtr 2 (Jul-Sep)	Qtr 3 (Oct-Dec)	Qtr 4 (Jan-Mar)
LA data submission deadline (L30)	30th Sept	31st Dec	31st March	30th June
Stage 1 validation (L35)	End Oct	End Jan	End April	End July
Stage 2 validation (EA)	End Nov	End Feb	End May	End Aug
Data received by Defra	End Dec	End March	End June	End Sept
Publication of final results (annual figures)	Nov/ Dec	Nov/ Dec	Nov/ Dec	Nov/ Dec

From Qtr2 15/16 Defra moved from quarterly statistics release to an annual release in November/ December each year. Local authority users can run reports and access some quarterly data for local authorities other than their own which has reached L30 via the Reports page of the WDF website and data can be accessed by public users once it has been authorised to L40 (although the range of reports they can run is more limited).

1.4 Getting help

There are 3 main sources of help with WasteDataFlow:

1) **The website -** Help with individual questions is available via the [?] link on each question page when entering data.

2) **Detailed guidance notes –** A series of detailed guidance notes are available to download from the Guidance section of the WDF website. These can also be accessed via the Help button on the navigation bar when you are in the Data section of the website.

3) **The helpdesk -** If you are unable to find an answer to your problem from the above sources, you can call our telephone helpdesk on 0845 6000 890 or email helpdesk@wastedataflow.org. The helpdesk is manned between the hours of 9am and 5pm Monday-Friday.

1.5   System requirements

To use WasteDataFlow you will require:

- An internet enabled PC/Laptop/Smartphone
- A web browser (such as Internet Explorer, Firefox, Safari, Netscape or Opera). N.B. depending on your software certain elements of the site may display differently.

Note: Microsoft ended its support of versions of Internet Explorer earlier than IE 11 in January 2016 and WDF are no longer developing our updates to support earlier versions either. Existing functionality will work, but new functionality cannot be guaranteed.
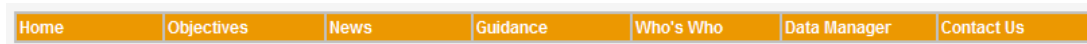
1.6   Access to WasteDataFlow

WasteDataFlow can be found at http://www.WasteDataFlow.co.uk. This will take you to the Home page.

Figure 4: The Homepage
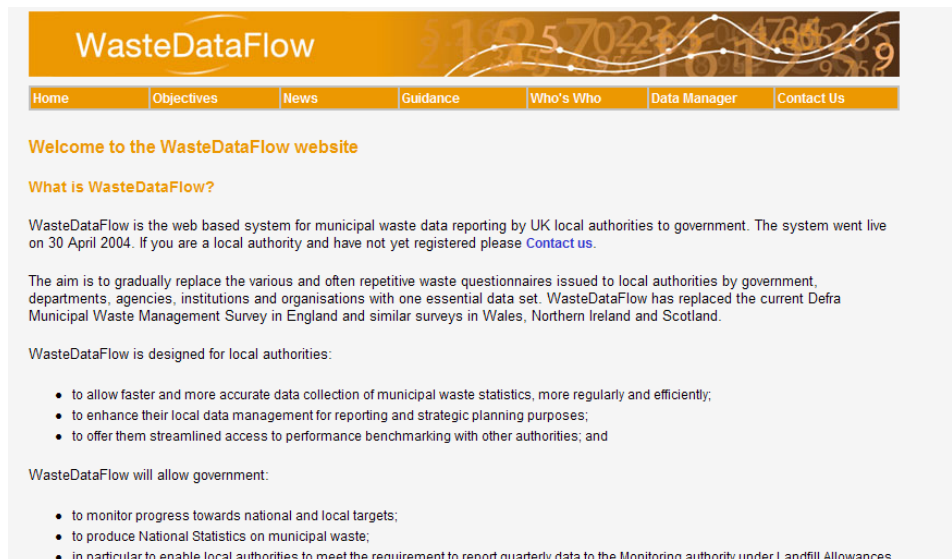
The navigation for the site is all contained within the navigation bar underneath the title banner. The navigation bar will vary depending on where you are in the site:

Figure 5: The navigation bar

Most of the site can be accessed without logging in. Open areas include:
* Objectives;
* News:
* Guidance:
* Who's Who: and
* Contact Us.

Clicking on Data Manager from the Home page will take you to the login page which allows you to access the secure parts of the website.

This page includes a panel on the left hand side with Local Authority User Tips which are updated regularly.

Figure 6: Login page
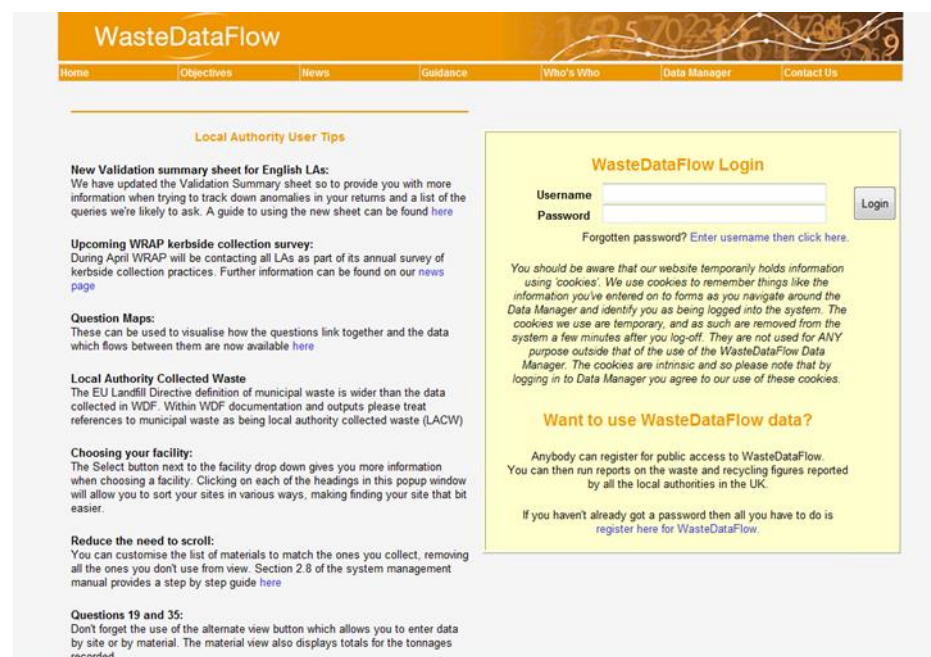
Anyone is able to register for 'public user' access to the site, allowing them to run reports to view data from across the country once it has been validated by the appropriate national body (level 40). This can be done by clicking the 'register here for WastedataFlow' link on the Data Manager login page.

As a local authority you will need to register for access to 'Data Manager'. This will allow you to enter and authorise data, view reports and manage your end destination selection lists and materials list etc.

To do this you must hold a valid .gov.uk email address and gain permission from your authority's 'Data admin' user (the person responsible for your returns), or in their absence, the head of waste management. They will be able to arrange for an account to be set up for you, either by emailing the helpdesk, or by setting you up via their User Administration page.

For local authority users there are two main user types – *Data Entry and Authority Administrator.* These users have different roles within ensuring timely and accurate data submissions to WDF:

- **Data Entry** - responsible for entering data into WasteDataFlow, (levels 0-20). There can be multiple Data Entry users per authority.

- **Authority Administrator** (Admin) - responsible for managing WDF access for the LA and authorising data once it has been entered by the Data Entry user, (levels 20-30). There is usually only 1 admin user per authority. However, it can be beneficial to have another designated admin user as a backup to the main user.

WDF Tip - Authority Admin users can also be designated as Data Entry users under the same account.

There is also a third level of user which can be set up for local authorities, the **Report Only user**. These users have full access to all local authority reporting tools, however they do not have the ability to enter or authorise any data. This can be useful if there are members of other teams or management who may need to regularly report against the data held within WasteDataFlow.

The Fly-tipping data base, FlyCapture, was previously accessed via the Environment Agency website but moved to the WDF website in 2015. Local authority users can be registered to access the WDF Fly-tipping Module with or without access to the waste data areas and vice versa, depending on the needs of the local authority. They will need to seek permission from the Data Admin user for the relevant database – WasteDataFlow or the WDF Fly-tipping Module.

Once an account has been set up for you, you will receive an automated email containing confirmation of your username and password. The password you receive will be an automatically generated mixture of upper and lowercase letters and numbers. Local authority users can change this to something more memorable via the 'Management' section once logged on.

There is also a password re-set function available on the login page. Should you forget your password, simply enter your WDF user name (email address) in the Username field and click the hyperlink – '*Forgotten password? Enter username then click here*'. The new password will be emailed to that user name.

The system runs an automatic logoff process in order to manage the number of connections to the server and to support improved security of the system in situations outside local authority networks. After 60 minute of inactivity you will be logged off. Unsaved data entry will be lost and so as with any software it is good practice to save your work frequently.

1.7 Navigating around the data manager

Once logged on you will notice that the navigation bar has changed to provide you with more relevant options. The options available to you will depend on your user level:

- **Home**. This will return you to the Homepage.

- **Data**. This is a **secure part** of the site where you can enter and authorise data specific to your authority in relation to the types and quantities of municipal waste

collected, recycled, reused, treated and disposed of. The data section also contains various data checking and status tools.

- **Reports**. This is a **secure part** of the site allowing you access to a number of reporting and data download methods available against your own and any other UK authority.

- **Management**. This is another **secure section**, providing you with system management features, such as adding new users, changing passwords, and updating facility and material lists.

- **Log Off**. Use this to log off when you are finished and want to leave the site.

- **Help**. This section provides you with access to various guides and factsheets.

- If you are registered as a Fly-tipping Module user you will also see Fly Tipping in the navigation bar. Clicking this will take you to a separate secure area of the site covering data which would previously have been entered in FlyCapture. Further information can be found in guidance note GN64: Fly-tipping module, available from the Help page.

Figure 7: The data manager

So now you are logged on with access to 'Data Manager' to allow you to input and authorise data. You also understand what data is required, when you need to submit it and how the data moves through the system. Please see section 2 which takes you through the process of managing your user profiles, passwords and setting up your selection and material lists.