

2.1. Introduction

This fact sheet is intended to provide an overview of the functions of the **management section** within the 'Data Manager' of WDF. The **management section** contains the following options:

- User Administration;
- Change password;
- Authority Administration;
- Selection List;
- Material List; and
- My Authorities.

The options available to you will vary depending on your access rights, see below.

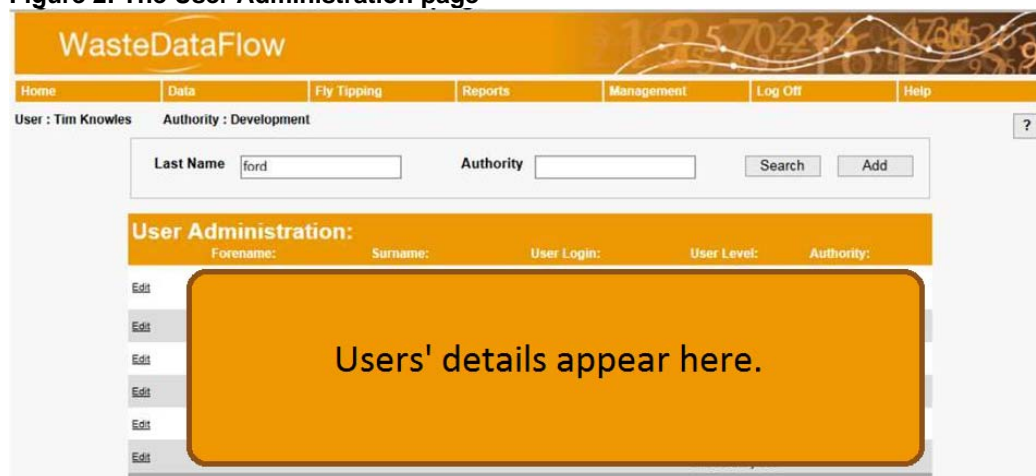
Figure 1: Management section options

	Admin User	Data Entry User	Report User	Public User
User Administration	✓	✓	✗	✗
Change password	✓	✓	✓	✗
Authority Administration	✓	✓	✗	✗
Selection List	✓	✓	✗	✗
Material List	✓	✓	✗	✗
My Authorities	✓	✓	✓	✗

2.2. User Administration

When you arrive at the User Administration page you will be presented with a list of users that you are responsible for managing. As long as you have the required permissions (this can be set up for you by the WDF helpdesk if you wish to manage your users), you will be able to edit an existing user, add a new user and issue new passwords.

Figure 2: The User Administration page



2.2.1. Edit an existing user

An Authority Administrator user (LA Admin User) can edit an existing user of the WasteDataFlow system for the Authority(s) they are responsible for by clicking on the “edit” link next to a user’s details.

Depending on the Admin User’s editing rights they will then have access to a range of options from changing their colleague’s user level, to setting access to editing facility selection lists. For further details please contact the helpdesk.

Once the required amendments have been made within the edit section click on “Update” to apply and save changes. If you need to remove a user who no longer uses the system click “Delete”.

2.2.2. Add a new user

An Authority Admin User can add a new user by clicking on ‘Add’. They must then complete the following:

- Name;
- User Login – this should always be the user's email address;
- Select the required User levels;
- If applicable, select ‘Create/Edit local lists’ if you want the user to manage selection lists;
- Click on the relevant Levels for the user to receive notifications of return level changes (see section 2.5 for more information); and
- Select the data for the user to access (usually Annual Data and Quarterly Data).

Once you have completed this, click on ‘Update’. The User will be sent an automatically generated email containing their username and password. For details on the email notification system see section 2.5.

Alternatively you can contact the WasteDataFlow Helpdesk to request a new user be added.

2.2.3. Issuing a new password to a user

An Authority Administrator User can also issue data entry users with a new password by clicking the “edit” link next to a user’s details. Once in the user’s details, click on ‘password’, and an automatically generated email will be sent to the data entry user containing the new password.

2.3. Change Password

You will be given an automatically generated password when you register to use the Data Entry section of WDF. This will be made up of a random selection of letters and numbers and after you have used this the first time you log onto the system you will need to change this to a password that is known only to you. To change your password, go to the ‘Change Password’ option under the

'Management' section. Enter your old password (for security reasons) and then enter your new password twice. Then click on 'Update'.

2.4. Authority Administration

The Authority Administration page gives you access to various centrally managed (by WasteDataFlow) details for the authorities you are responsible for. This will usually mean there is only one authority in this section; your own.

By clicking the 'Edit' button next to the authority you will be taken to a page where you can view this data including a number of code identifiers as well as information on population, Households, Hectares, IoD, BMW% and Dwelling Stock.

WDF Tip – As a local authority user you will only be able to view data here, even though it is accessed via a link titled 'edit'. This data is managed centrally by WDF and is based on published data as per the source reference.

Figure 3: The Authority Administration page

The screenshot displays the 'Authority Administration' page in the WasteDataFlow system. At the top, there is a navigation bar with links for Home, Data, Fly Tipping, Reports, Management, Log Off, and Help. The user is identified as 'Tim Knowles' and the current authority is 'Development'. A search bar allows filtering by Name, Region, and Authority Type. The main section, 'Authority Details', shows the configuration for 'Huntingdonshire District Council'. Fields include ID (123), AC Number (153), LA Code (H0520), JPP Order (188), Authority Name, Authority Type (Collection), Country (England), Region (Eastern), and Disposal Authority (Cambridgeshire County Council). There are also checkboxes for 'Agreed To Share Data' and 'Data Collection Authority'. A 'Send Email When Data Approved To' section has radio buttons for levels 10, 20, 30, 35, 40, and 50. A table of statistics is provided at the bottom, including Population (174,968), House Holds (66,000), Hectares (91,238), Index of Deprivation (10.555), BMW% (68.000), and Dwelling Stock (74,560). An 'Add Authority' button is located at the bottom left.

2.5. Data Level Emails

If you have been working through this guide in order you will have noticed that the User and Authority Administration pages both contain sections relating to sending emails when data reaches specific levels within the system.

Figure 4: Automatic notification selection

This screenshot shows the 'Automatic notification selection' section. It features the text 'Send Email When Data Approved To:' followed by a row of radio buttons labeled 'Level 10', 'Level 20', 'Level 30', 'Level 35', 'Level 40', and 'Level 50'. The 'Level 10' radio button is currently selected.

WasteDataFlow can be set up to email certain users once data has reached a certain level as a way of notifying them that the data is now at a point where their input may be required.

For local authority users the system can be set up to automatically email against the following situations:

- **Level 10** – When data moves from Level 0 to Level 10. Data entry users will receive an email to let them know that they have successfully approved the data to Level 10.
- **Level 20** – When data moves from Level 10 to Level 20. All Admin Users associated with the authority will be notified that the data is ready to be reviewed and approved to Level 30. Approval requires you to go through any online validation checks raised and correct any incorrect data/ confirm data are correct and adding any further information required.
- **Level 30** – When data moves to Level 30, the Admin User who authorised the data and, if the authority is a WCA, then any WDA Admin User associated with that WCA will be emailed. This confirms that the data has been submitted to Level 30.
- **Level 35** – When data moves from Level 30 to Level 35 the Admin User who authorised the data to Level 30 will be sent confirmation that the data has reached level 35. (N.B. Level 35 isn't used by the Scottish validation process: instead data is kept at a lower level until it is published to Level 40).

WDF Tip – You may notice that you have the ability to check boxes at any level; however as a local authority user you will still only receive emails in line with the situations listed above.

You can apply these changes to your own profile, or to the profiles of those users you manage, via the User Administration page, or to all users in the authority (if you are an Admin User), via the Authority Administration page. Alternatively, contact the helpdesk for further support.

2.6. Selection Lists

The selection list function on WDF is provided so that you can create lists of the facilities where you send your waste for treatment.

Other than those required by Scottish LAs, sites that operate under an exemption will not appear on the selection list as by their nature these sites are exempt from a waste management licence and the full information is not made available to the Environment Agency. Information on how to report waste tonnages which are sent to exempt facilities is provided below (see section 2.6.3) and in the 'Question 100 Data Entry' guidance; GN63.

From early 2016 the EA took over management of changes to the WDF selection list, including adding new facilities, changing the details of existing facilities and activating and deactivating existing listings. Please see the guidance note 'EA Selection list update procedure' and the associated template on the WDF Guidance page to request the EA to make a change.

There are two key aspects to consider when populating your selection lists – *Duty of Care and Final Destinations*.

Duty of Care

Local authorities have a Duty of Care for waste, which is laid down in section 34 of the Environmental Protection Act 1990. Under the duty of care a local authority must ensure that they have made the necessary checks to determine who is handling their waste and how it is being kept, treated or disposed of. If, for example, a local authority is using a reprocessor or a transfer station, then the local authority must check that the site is licensed to take all the types and quantities of wastes being delivered. The local authority is also expected to check what happens to the waste leaving the facility, including checking that anyone transporting, handling, keeping and treating their waste is licensed to do so. This extends as far as the final destinations for ALL the waste streams leaving the original facility. Further information on the duty of care is available at www.gov.uk.

Final destinations, following the principles of the Landfill Allowance Trading Scheme

The Environment Agency is required to demonstrate that biodegradable municipal waste (BMW) has been diverted from landfill and WDAs have the responsibility to ensure that their waste, and waste being dealt with by any WCA under their discretion, is being diverted from landfill and that it is being recycled and recovered legitimately. In order to fulfil these functions, the EA requires information on the final destination of waste i.e. the name and address of the final destination facility where the waste is handled in the UK. If waste is sent outside the UK (either directly or via an Exporter) it is very helpful to record the overseas final destination, where possible, of the material. Facility details can be included in the Reuse or Reprocessor–recycling node.

This information should be reported in quarterly returns, and final destinations should be updated in the WDF system through management of the selection lists.

2.6.1. Creating/Editing Selection Lists

You manage your own lists of facilities for use in Qu100 based on the entries in the National Facilities List. Once set up these lists then appear as a drop-down in Q100.

You can edit your own facility lists for the following sub-sections:

- Recycling Destinations (for Q019 & Q100):
- Reuse Destinations (for Q035 & Q100):
- Waste Treatment and Disposal facilities (Q051 to Q065 & Q100): and
- Transfer stations (Q051 to Q065 & Q100).

WDF Tip – To be able to edit selection lists, your account must have the “Create / Edit Local Lists” option within your user account settings ticked. See section 2.2.2.

Figure 5: Qu100 Facility selection

The screenshot shows a form titled 'Waste Details'. It contains two main input fields: 'Facility/Process Type' with a dropdown menu currently showing '{Select Facility Type}', and 'Facility' with a search box containing the text 'select facility'. Below the search box, there is a green instruction: 'Enter 3 or more characters into the box to filter the choice.' and a green link that says 'show all facilities'.

To edit your lists, select the 'Selection Lists' option from the 'Management' menu. Initially the screen does not show the contents of a list.

Figure 6: The Selection List page

The screenshot shows the 'Selection List' page. At the top, there is a navigation bar with 'Home', 'Data', 'Reports', 'Management', 'Log Off', and 'Help'. Below this, the user is identified as 'User: Kate Foley' and 'Authority: Development'. A dropdown menu says 'Please select a list to edit' with '(Select List)' selected. Below this is a large empty box labeled 'Selected Facilities' with a 'Remove Facilities' button at the bottom. At the bottom of the page is a 'Facility Search' section with input fields for 'Facility Name', 'Address', 'License Number', and 'Facility Type' (set to 'All'). There is also a checkbox for 'Active on National Lists' (set to 'Yes') and 'Go' and 'Reset Search' buttons. A note states 'A facilities search will return a maximum of 500'.

The drop-down at the top of the page against 'Please select a list to edit' shows you the lists you can manage. Only one list can be amended at a time. Once chosen, the 'Selected Facilities' Box will populate with your existing list.

Figure 7: Selected facilities

The screenshot shows the 'Selected facilities' table. The table has columns for 'Facility Name', 'Licence', 'Reg Code', 'Address', 'Type', 'Sub-Type', 'Region', and 'Active on Nat List'. The table contains several rows of data, including 'Other/Exempt', 'Vivior Waste Management Ltd', 'Dalketh Demolition Ltd', and 'Kent Enviroppover Ltd'. A 'Remove Facilities' button is located below the table. The 'Facility Search' section at the bottom is identical to the one in Figure 6.

Facility Name	Licence	Reg Code	Address	Type	Sub-Type	Region	Active on Nat List
<input type="checkbox"/> Other/Exempt	N/A	N/A	National	Other/Exempt	N/A	National	Y
<input type="checkbox"/> Vivior Waste Management Ltd	BK6558D	SN11 8TR	SANDS FARM SAND PIT ROAD CALNE SN11 8TR	Landfill	N/A	South West	Y
<input type="checkbox"/> Dalketh Demolition Ltd	WML/E/0000993	EH22 4AH	UHQ 27, Mayfield Industrial East, Dalketh, Midlothian	Recycling	N/A	Scotland	Y
<input type="checkbox"/> Kent Enviroppover Ltd	100300	ME16 0LE	Leverstock Road 2500 Business Park Maidstone Kent ME16 0LE	Transfer Station	N/A	South East	Y
<input type="checkbox"/> Facilities (NF 511)	N/A	N/A	Facility outside the UK, but within	Other/Exempt	N/A	Outside the	Y

The table displays various details about each facility including its address, Licence number, type designation and whether it is currently active on the national list. If the facility is not currently active on the national list it will be displayed in red text (see section 2.6.2). If it has been locked the listing will be shaded in red. This means that you will not be able to roll up your return if that facility has been used. See section 2.6.2 below for further details.

WDF Tip – It is possible for a facility to carry out a number of functions, for example to be a MRF and a Transfer Station. However the system will only currently show one designation per facility.

You can edit the facilities list by adding or removing facilities. To remove a facility already on your list, select the tick box in the ‘Selected Facilities’ and then click ‘Remove Facilities’. You can remove multiple facilities by selecting multiple boxes.

Figure 8: Removing facilities from the selected list

The screenshot shows the 'Selected Facilities' section of the WasteDataFlow application. At the top, there is a navigation bar with 'Home', 'Data', 'Reports', 'Management', 'Log Off', and 'Help'. Below this, the user is identified as 'Kate Foley' with 'Development' authority. A dropdown menu is set to 'Waste Treatment and Waste Disposal facilities (Q051 to Q065)'. The main table lists several facilities, with checkboxes in the left margin. The 'Remove Facilities' button at the bottom of the table is circled. Below the table is a 'Facility Search' section with input fields for Facility Name, License Number, Post Code, Address, Facility Type, Facility Sub-Type, and Region, along with a 'Go' button and a 'Reset Search' button.

To add new facilities to your list, you need to use the ‘Facility Search’ function, at the bottom of the selection list page.

Figure 9: Facility search

The screenshot shows the 'Facility Search' form. It has a header 'Facility Search' and a grid of input fields: Facility Name, License Number, Post Code, Address, Facility Type (dropdown), Facility Sub-Type (dropdown), and Region (dropdown). To the right of these fields is a dropdown for 'Active on National Lists' set to 'Yes'. At the bottom right are three buttons: 'Go', 'Reset Search', and 'Save'. A note below the dropdown states: 'A facilities search will return a maximum of 500 facilities. Try amending your search if the facility you require is not shown.'

There are a number of search criteria that you can use. Any combination of one, more or all of these can be used at once, with most facilities identifiable with a combination of Name and Postcode.

WDF Tip – Try to use as much detail as you have in your searches to avoid having to scroll through pages of returns. For example, searching only against the name of some of the big waste management companies can return over 150 results. You may also have success from breaking a name down, for example, if searching against an address of ‘Crosshill Road’ doesn’t return your facility, try ‘Crosshill’ (without the Road) or ‘Cross Hill’ (split into two words or simply ‘Cross’.

Once you have entered the search criteria you wish to use, simply press the ‘Go’ button, (pressing the enter key won’t work). Your search results are shown just below the ‘Facility Search’ section.

Figure 10: Search results

Facility Name	License	Post Code	Address	Type	Sub-Type	Region	Active in Nat Lists
<input type="checkbox"/> Viridor Waste Management Ltd	WEE/QD0006ZT/ATF	WA9 1QW	Cornwall street, Parr Industrial Estate, St Helens, Merseyside.	Treatment Facility	WEEE	North West	Y
<input type="checkbox"/> Viridor Electrical Recycling	WML/E/0220252	PH2 8DT	Friarton Place, Perth, Perthshire	Recycling	Various	Scotland	Y
<input type="checkbox"/> Viridor EnviroScot Ltd	WML/W/0020118	G69 9RW	Langmuir Way, Bargeddie, Glasgow	Recycling	N/A	Scotland	Y
<input type="checkbox"/> Viridor Enviroscot Ltd.	WML/W/0022041	N/A	Hamilton Civic Amenity Site, East Avenue, Blantyre	Recycling	N/A	Scotland	Y
<input type="checkbox"/> Viridor Enviroscot Ltd.	WML/E/0020187	EH17 8RY	600 Gilmerton Road, Edinburgh	Reprocessor	N/A	Scotland	Y
<input type="checkbox"/> Viridor Glass Recycling	WML/XS/1081459	EH19 3HY	5 Dalhousie Business Park, Carrington Rd, Bonnyrigg, Midlothian	Recycling	Glass	Scotland	Y
<input type="checkbox"/> Viridor Glass Recycling Ltd	ER101998202	WA9 3EX	Lancots Lane, Sutton, St Helens, Merseyside	Reprocessor	Glass	North West	Y
<input type="checkbox"/> Viridor Glass Recycling Ltd	EX102009144	WA9 3EX	Lancots Lane, Sutton, St Helens, Merseyside	Exporter	Glass	North West	Y
<input type="checkbox"/> Viridor Limited	BT7272MW	BS13 8AF	YANLEY LANDFILL BRIDGWATER ROAD BRISTOL BS13 8AF	Landfill	N/A	South West	Y
<input type="checkbox"/> Viridor Limited	BW0991DX	S44 5HS	MARKHAM LANE DUCKMANTON CHESTERFIELD S44 5HS	Landfill	N/A	E Midlands	Y
<input type="checkbox"/> Viridor Polymer Recycling Ltd	ER102008107	WN8 9SU	Gerrard Place, East Gillibrands, Skelmersdale, Lancashire	Reprocessor	Plastic	North West	Y

The search results can be sorted by clicking on the column heading, (Facility name, Licence, Post Code etc). Either from lowest to highest entry, (shown by an upward pointing arrow next to the heading) or from highest to lowest (shown by a downward pointing arrow).

Depending on the number of results returned and your screen resolution, only the first 10 or so search results will be displayed. To move to the next group of results, scroll to the bottom of this list and select the results page you wish to view.

To add a facility to your list, check the box next to the details and then press the 'save' button. You can then press 'Reset Search' to search for the next facility you may wish to add.

WDF Tip – If you move away from the page before pressing 'Save' any searching and selecting of facilities will be lost. There will be no prompt for this. However, if you try to load another list you will be prompted to 'Save' and that if you do not you will lose any unsaved changes.

2.6.2. Active, Inactive and locked Facilities

The National facility list never has a facility deleted. Old facilities are simply flagged as inactive and after a period of time, (12 months for England and Wales, 18 months for Northern Ireland and 20 months for Scotland), are 'Locked'. This ensures that data entered in historic periods is never orphaned as a result of the site no longer existing on the system, whilst also identifying where sites are no longer active and should not / cannot be used.

The status of a site can be identified on the selection list page or the relevant question where the site is used, e.g. Qu100. Sites shown in black text on the WDF selection list facility and the question drop-downs are active, those shown in red text an inactive/deactivated and those shown in black text highlighted with a red background are locked.

The default facility search on the selection list page is set to only look for active sites. Therefore unless you change this setting it may be that you can't find a facility because it is inactive. Waste should not be going to a facility that is inactive. However, to enable a full searching capability there is an option to search under 'both' active and inactive facilities. This is via the 'Active on National Lists' drop-down.

Figure 11: An inactive facility

<input type="checkbox"/>	Viridor Glass Recycling Ltd	ER101998202	WA9 3EX	Lancots Lane, Sutton, St Helens, Merseyside	Reprocessor	Glass	North West	Y
<input type="checkbox"/>	P & R Disposal Services Ltd t/a P & R Disposal Services Ltd	EAWML54030	PR5 3QS	Moss Side Industrial Estate, U. 117-120 Clydesdale Place, Leyland, Preston, Lancashire [EAWML54030]	Transfer Station	N/A	North West	N
<input type="checkbox"/>	Nationwide Recycling Ltd	ER102004792	SA10 6EN	Unit 10, Tank Farm Road, Llandarcy, Skewen, Nr Neath, West Glamorgan	Reprocessor	Glass	Wales	Y

Locked facilities will not be returned by the facility search, no matter the setting on the 'Active on National Lists' drop-down, however it may be that there are some locked sites within your selection list if they were added prior to them being locked. As returns cannot be rolled up if they contain locked sites it is best practice to remove them from your selection list.

Figure 12: A locked facility

<input type="checkbox"/>	Nottinghamshire Recycling Ltd	43763 / QP3690CD	S80 3HA	Workshop Recycling Centre, Shireoaks Road, Worksop, Nottinghamshire			E Midlands	Y	N
<input type="checkbox"/>	Oakwood Fuels Ltd	43209	NG22 8UA	Bilthorpe Ind Est, Brailwood Road, Bilthorpe, Newark, Nottinghamshire			E Midlands	N	Y
<input type="checkbox"/>	Darrington Quarries Ltd	60204 / ZP3290ZD	WF11 0AY	Darrington Leys, Cridding Stubbs, Knottingley, West Yorkshire			Yorkshire and Humber	Y	N

2.6.3. Facilities not on the list

If you cannot find the facility you are looking for after trying a number of different search criteria it may be that the site holds an exemption licence for its activities. In this case you will need to record the tonnage against the 'Other/Exempt' facility, (NB for Scottish LAs, please contact SEPA before using this facility type). It is likely that 'Other/Exempt' is already on your established list, however if it is not you can find it by searching on 'Other/Exempt' in the facility name box. If reporting tonnages against other/exempt facilities you should always ensure that the Address details box is completed with the name of the facility, the address, and postcode.

If an English site you believe to be licensed is not present on the selection list, please contact the EA using the template available on the Guidance page of the WDF website. In the meantime you should report this tonnage against 'other/exempt' and ensure that the Address details and comments boxes are completed with the relevant facility details.

WDF Tip – When using 'Other/Exempt' against any question you will need to enter a description in the Address details box of the question, including facility name, address and postcode. Further information such as the licence number of the site can be included in the comments. Note: Address details are carried over when a previous Q100 tree is uploaded to a new Qtr.'s return but the comments are not.

2.7. Material Lists

A number of the questions completed as part of WasteDataFlow relate to specific materials such as different grades of plastics, colours of glass, food waste, or garden waste in order to provide a higher resolution of data to simply aggregating all these together as recycling or composting.

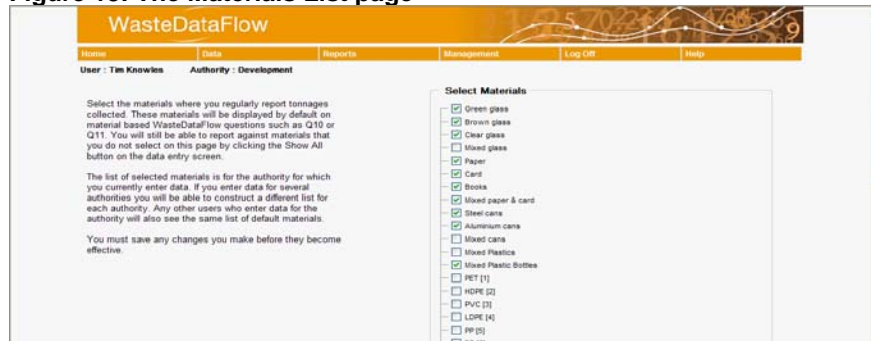
There are currently over 65 different material categories against which data can be recorded against in WasteDataFlow. However for everyday use it is unlikely that you will need to have all of them displayed all the time. So to reduce the amount of scrolling you have to do and time it takes for a page to load it is

possible to create a personalised list, containing only the categories you use regularly.

WDF Tip – if you are entering data for an English LA, please do not record any tonnages against the material category of 'Aggregates'.

To access the list, select 'Materials List' from the Management menu.

Figure 13: The Materials List page



The materials list page contains a full list of the materials which can be selected to appear on your personalised lists. To remove any materials you no longer want on your list, uncheck the box next to it, whilst checking any new ones not currently shown. Once complete, make sure you click the 'Save' button at the bottom of the list, (confirmation of save is given by a red message under the button once pressed). If you navigate away from the page without saving your changes will be lost.

By default the material specific questions (e.g. Qu10) will now display your defined list.

WDF Tip – The list of selected materials is for the authority for which you currently enter data. If you enter data for several authorities you will be able to construct a different list for each authority. Any other users who enter data for the authority will also see the same list of default materials.

It is possible to make the question show the full list of materials at any time by clicking the 'show all materials' button in the upper right hand corner of the question, (circled in the screenshot below).

Figure 14: An example of a personalised material list and show all materials option

Load comments only from:

Dwelling Stock: 0

Material	Tonnage collected for recycling	Tonnage collected for recycling but actually rejected/disposed	No. of households receiving a collection	Tonnage Collected for Reuse	Tonnage Collected for reuse but actually rejected / disposed	Collected Co-mingled?
+ Mixed glass	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="v"/>
+ Mixed paper & card	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="v"/>
+ Plastics	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="v"/>
+ Green garden waste only	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="v"/>
+ Mixed garden and food waste	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="v"/>
+ Furniture	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="v"/>
+ Rubble	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="v"/>
+ Co mingled materials	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="v"/>
Totals	0	0		0	0	

2.8. My Authorities

This section allows you to create and manage groups of authorities which you may wish to regularly report against within the summary reports section of the website.

This functionality is covered in detail in the WDF System Manual Section 5 – Reporting.

So now you know how to manage and set up your WDF users, selection lists and materials lists. Now it is time to start entering data. Guidance on this is covered in Section 3 – How to Enter Data.