

Introduction

This guidance document provides information on how to complete questions in WasteDataFlow that are applicable to **English Authorities**.

The questions in WasteDataFlow cover the following stages of the waste management process:

- General authority information;
- Waste collection infrastructure;
- Recycling/reuse tonnages collected;
- Waste collected for disposal;
- Waste management – detailing the waste treatment / disposal process / recycling / reuse; and
- Financial information (these questions are located within the annual return, which is optional; guidance on completing these is provided in Appendix 1 Annual Return Questions (Optional)).

This document details:

- The question text;
- If the question should be completed on an annual or quarterly basis;¹
- The type of authority required to complete each question (either Waste Disposal Authority, Waste Collection Authority or Unitary Authority);
- Details regarding what information you need to provide to answer each question; and
- Links to useful guidance documents.

¹ Until the end of the 2007-08 reporting year, English local authorities were required to submit annual data on the costs of waste collection and treatment by 30th June of the relevant reporting year. This was because this data was used to calculate Best Value Performance Indicators (BVPIs). As BVPIs are no longer reported at a national level, local authorities in England are no longer required to submit this data to WasteDataFlow. If a local authority does submit this data, this financial information is in the WasteDataFlow system for use in calculating the BVPIs etc. alongside the relevant tonnage data. However, this financial data will not have been verified or validated by WasteDataFlow.

Some terms have been abbreviated, and the key clarifies the meaning of these abbreviations.

Key

WDF = WasteDataFlow

LA = Local Authority

WDA = Waste Disposal Authority

WCA = Waste Collection Authority

UA = Unitary Authority

Table 1 shows the question numbers that relate to the waste management areas listed above and which local authority types should complete them. Table 2 provides guidance on completing the questions.

Several older questions relating to waste treatment, disposal and transfer to reprocessors were replaced by Question 100 during the 2014-15 year (for English local authorities)². Qu24 (Number of fly-tipping incidents reported) was removed from the WasteDataFlow question set during the reporting period 2015-16 Qtr2³. A previous version of this guidance note which includes all the now-obsolete questions can be found in the guidance [Archive](#) on the WasteDataFlow website.

If you have any questions regarding the content of this document, please contact the WasteDataFlow helpdesk: helpdesk@wastedataflow.org or 0845 6000 890.

² The Question 100 interface had been used earlier by local authorities in Scotland and Wales, but was first trialled by a group of English LAs reporting data for April - June 2014 with an additional group of LAs volunteering from a starting point of data for October - December 2014. It became mandatory for all English LAs from reporting period April - June 2015.

³ Many local authorities previously based the data in Qu24 on information inputted into the Defra Fly-capture online web portal. In July 2015 the data entry capability of the Fly-capture website was removed and was replaced by a Fly-tipping module within WasteDataFlow.

Table 1. Quarterly return current question list.

Question type	Question number	Question frequency	Question text	Authority type required to complete the question		
				Unitary Authority	Waste Collection Authority	Waste Disposal Authority
General authority information	Q001	Annual	Authority Data: Note this data is prefilled.	No	No	No
General authority information	Q002	Annual	Authority Data: Note this data is prefilled.	No	No	No
Waste Collection Infrastructure	Q004	Quarterly (fourth quarter only)	How many households were provided with the following methods of residual waste containment?	Yes	Yes	No
Waste Collection Infrastructure	Q005	Quarterly (fourth quarter only)	How many households were offered the following containment methods for dry recyclable collection?	Yes	Yes	No
Waste Collection Infrastructure	Q006	Quarterly (fourth quarter only)	How many households were offered the following containment methods for green waste / organics collection?	Yes	Yes	No
Waste Collection Infrastructure	Q007	Quarterly (fourth quarter only)	How many households are served by a kerbside collection of:	Yes	Yes	No
Waste Collection Infrastructure	Q013	Quarterly (fourth quarter only)	Total no. of Civic Amenity Sites by District	No	No	Yes
Waste Collection Infrastructure	Q015a	Quarterly (fourth quarter only)	Total no. of Bring Sites operated by LA or its contractors	Yes	Yes	No
Recycling/reuse tonnages	Q010	Quarterly	Tonnes of material collected through kerbside schemes from household sources by LA or its contractors	Yes	Yes	No
Recycling/reuse tonnages	Q011	Quarterly	Tonnes of material collected from commercial, industrial or other non-household sources by LA or its contractors	Yes	Yes	Yes
Recycling/reuse tonnages	Q012	Quarterly	Tonnes of material collected through kerbside schemes by non-contracted voluntary/community sector from household sources	Yes	Yes	No
Recycling/reuse tonnages	Q014	Quarterly	Tonnes of material collected for recycling/reuse at CA Sites operated by LA or its contractors	No	No	Yes

Question type	Question number	Question frequency	Question text	Authority type required to complete the question		
				Unitary Authority	Waste Collection Authority	Waste Disposal Authority
Recycling/reuse tonnages	Q015	Quarterly (fourth quarter only)	Total no. of Civic Amenity Sites operated by LA or its contractors	Yes	Yes	No
Recycling/reuse tonnages	Q016	Quarterly	Tonnes of material collected for recycling/reuse at CA Sites operated by LA or its contractors	Yes	Yes	No
Recycling/reuse tonnages	Q017	Quarterly	Tonnes of material collected at bring sites operated by LA or its contractors	Yes	Yes	No
Recycling/reuse tonnages	Q018	Quarterly	Composting / Recycling tonnage collected through any other recycling schemes. Please note that it is optional to report how much of the total tonnage is from household sources – please see Help for further information.	Yes	Yes	No
Recycling/reuse tonnages	Q033	Quarterly	Tonnes of materials collected at bring sites operated by voluntary / community sector	Yes	Yes	No
Recycling/reuse tonnages	Q034	Quarterly	Tonnes of material collected for recycling at street recycling bins	Yes	Yes	No
Waste collected for disposal	Q023	Quarterly	Please provide details of other waste collected for disposal. (The destination of the residual is required for authorities in Wales only.)	Yes	Yes	Yes
Waste collected for disposal	Q025	Quarterly	How many abandoned vehicles were disposed of by your authority and what percentage was recycled?	Yes	Yes	Yes
Waste collected for disposal	Q026	Quarterly	How many fridges/freezers were disposed of by your authority?	Yes	Yes	Yes
Waste management	Q100	Quarterly	This question should be used to record waste sent for treatment or disposal. The end of each route must be the point the waste becomes a resource, or landfill. The question can be used for all waste streams, but usage differs by country.	Yes	Yes	Yes

Table 2. Guidance on completing questions.

<i>Question number / frequency / LA type</i>	<i>Question text</i>	<i>Guidance</i>
Q001 / Annual / N/A – prefilled	Authority Data: Note this data is prefilled.	For England, the population data are from the Office for National Statistics (ONS) and are updated annually in WDF after the ONS figures are published.
Q002 / Annual / N/A – prefilled	Authority Data: Note this data is prefilled.	For England, the Dwelling Stock values are 31st March figures from the Valuation Office Agency (VOA). The dwelling stock figures in WDF are updated annually after the figures are published by the VOA.
Q004 / Qtr4 only / UA, WCA	How many households were provided with the following methods of residual waste containment?	<p>This question needs to be completed in quarter 4 only.</p> <p>For each of the containment methods listed, enter the number of premises involved and the frequency of collection by your authority. Frequency of collection is selected from a drop-down list.</p> <p>If your local authority provides 2 bins to the same household please enter in the “no. of household” box the actual number of bins provided against the appropriate type of containment method. For example, if you had 20,000 households each with 2 wheeled bins of size 100-150 litres you would enter 40,000 in the ‘no. of households’ column against this containment method</p>
Q005 / Qtr4 only / UA, WCA	How many households were offered the following containment methods for dry recyclable collection?	<p>This question needs to be completed in quarter 4 only.</p> <p>For each of the containment methods listed: enter the total number of premises offered the collection scheme and the frequency of collection by your authority. Frequency of collection is selected from a drop-down list. Also, for co-mingled materials indicate what percentage is sorted at the KERBSIDE and what percentage is sorted at a MRF using the boxes provided.</p>

Question number / frequency / LA type	Question text	Guidance
		If your local authority provides 2 bins to the same household, please enter in the “no. of household” box the actual number of bins provided against the appropriate type of receptacle provided.
Q006 / Qtr4 only / UA, WCA	How many households were offered the following containment methods for green waste / organics collection?	<p>This question needs to be completed in quarter 4 only.</p> <p>For each of the containment methods listed: enter the number of premises offered the collection scheme and the frequency of collection by your authority. Frequency of collection is chosen from a drop-down list. Also, indicate whether kitchen waste is collected with garden waste for each of these containment methods. Use the drop-down lists provided to do this.</p> <p>If your local authority provides 2 bins to the same household, please enter in the “no. of household” box the actual number of bins provided against the appropriate type of receptacle provided.</p>
Q007 / Qtr 4 only / UA, WCA	How many households are served by a kerbside collection of:	<p>This question needs to be completed in quarter 4 only.</p> <p>This question is asking you to enter the number of households served by household collections of one, two, three or four or more recyclable materials of the following categories: paper/card, glass, cans, plastic, waste for composting, textiles, scrap metal/white goods or other. Do not double-count. For example if a household receives a collection of two recyclable materials ensure you count this as “Two recyclable materials” ONLY. Do not also count this in the “One recyclable material” option box.</p>
Q010 / Quarterly / UA, WCA Household waste question	Tonnes of material collected through kerbside schemes from household sources by LA or its contractors	<p>As you can see from the question layout you are being asked to input information for various materials under six headings. Five of these headings allow you to input numerical data: namely:</p> <ul style="list-style-type: none"> • Tonnage collected for recycling, • Tonnage collected for recycling but actually rejected/disposed, • Number of households receiving a collection (see further notes below for subscribed-to collections and bulky waste services), • Tonnage Collected for Reuse and Tonnage Collected for reuse but actually rejected / disposed. <p>The remaining question, Collected Co-mingled?, requires a Yes/No answer which you can select from the drop-down list provided.</p>

Question number / frequency / LA type	Question text	Guidance
		<p>Co-mingled guidance: This can be illustrated by two scenarios:</p> <ol style="list-style-type: none"> 1. Collected co-mingled and sent to a MRF: Collected co-mingled should be entered as a total tonnage here only if recyclate is taken to a MRF. The total tonnage collected should also be placed into Q100 as the total input to the MRF. Please follow Q100 guidance, and also refer to the “Recording co-mingled materials” guidance sheet on the Guidance page of the WasteDataFlow website in the England Guidance > Specific Reporting Guidance section. 2. Kerbside separated: If recyclate is collected from the kerbside in the same container but sorted by hand at the kerbside, the recyclate should be apportioned out into the individual material types (not the co-mingled category) and 'YES' should be selected on the collected co-mingled drop-down box. Note that this point also relates to Q11 & 12. <p>The default list of materials that appears is your “My Materials”. This is a list of your collected materials (in Questions 10, 11, 12, 14, 16, 17, 33, 34) that you can create in WasteDataFlow to simplify data entry. There is also a “Show All Materials” function which reveals the full list of materials that are available to enter tonnages against. You can condense this material list to the materials your authority collects (“My Materials”) by navigating to the “Management” tab on the top toolbar and selecting “Material Lists” from the drop-down menu. Check or uncheck the boxes next to the materials you want to add to or remove from your condensed list and then select “Save” at the bottom of the screen. When you navigate back to the collection question the default material list is the “My Materials” list that you have created. You can switch back to “Show All Materials” at any time.</p> <p>Key considerations when entering data into Qu10:</p> <ul style="list-style-type: none"> ■ Other materials: Record materials that do not have a specific material category as other materials and place a note in the comments box stating the nature of the material. ■ Subscription services: Where figures relate to a service which households pay a subscription for e.g. the collection of “Green garden waste only” the Number of households receiving a collection should be the number of households which have subscribed to the service.

Question number / frequency / LA type	Question text	Guidance
		<ul style="list-style-type: none"> ■ Bulky waste: Please enter data in relation to bulky waste collections where items collected are reused or recycled. If all households have access to a bulky waste collection, then the total number of households within the authority needs to be cited. ■ Construction and demolition waste: Only separately collected construction and demolition waste collected for recycling should be reported in either the rubble, soil or plasterboard category. Please refer to the “Reporting Rubble” guidance on the England Guidance page of the WasteDataFlow website. ■ Fridges/Freezers: WCAs should report fridges/freezers collected from houses here. Fly-tipped fridge/freezers collected for recycling should be recorded in Qu18 as other non-household waste as fly-tipped waste is classed as non-household waste. Please also enter the total number of fridges and freezers collected in Qu26 (Note that this point also relates to Qu11, 12, 14, 16, 17, 18, 33, 34). Qu26 is an independent question from other questions relating to fridges/freezers. For Qu26 two-tier authorities should liaise to ensure double-counting does not occur. As the question refers to ultimate disposal it will usually be the WDA that completes this question. ■ Rejects entered here should not be recorded elsewhere on your return. <p>Where to record the recycling/reuse destination tonnages? Please record the destination tonnages in Qu100 under the appropriate Facility / process type.</p>
Q011 / Quarterly / UA, WCA, WDA	Tonnes of material collected from commercial, industrial or other non-household	As you can see from the question layout you are being asked to input information for various materials under five headings. Four of these headings allow you to input numerical data: Tonnage collected for recycling, Tonnage collected for recycling but actually rejected/disposed, Number of households receiving a collection, Tonnage Collected for Reuse and Tonnage Collected for reuse but actually rejected / disposed. The remaining question, Collected Co-mingled?, requires a Yes/No answer which you can select from the drop-down list provided.

Question number / frequency / LA type	Question text	Guidance
<p>Non-household waste</p>	<p>sources by LA or its contractors</p>	<p>An example for this question is trade waste collections such as paper/cardboard that are being recycled. All recycled waste from non-household sources should be reported in this question, including that collected through CA sites by UA/WCAs. WDAs can also use this question to report non-household recyclable waste from CA sites.</p> <p>Co-mingled guidance: This can be illustrated by two scenarios:</p> <ol style="list-style-type: none"> 1. Collected co-mingled sent to a MRF: Collected co-mingled should be entered as a total tonnage here only if recyclate is taken to a MRF. The total tonnage collected should also be placed into Q100 as the total input to the MRF. Please follow Q100 guidance, and also refer to the "Recording co-mingled materials" guidance sheet on the Guidance page of the WasteDataFlow website in the England Guidance / Specific Reporting Guidance section. 2. Kerbside separated: If recyclate is collected from the kerbside in the same container but sorted via hand at the kerbside, the recyclate should be apportioned out into the individual material types (not the co-mingled category) and 'YES' should be selected on the collected co-mingled drop-down box. Note that this point also relates to Q10 & 12. <p>The default list of materials that appears is your "My Materials". This is a list of your collected materials (in Questions 10, 11, 12, 14, 16, 17, 33, 34) that you can create in WasteDataFlow to simplify data entry. There is also a "Show All Materials" function which reveals the full list of materials that are available to enter tonnages against. You can condense this material list to the materials your authority collects ("My Materials") by navigating to the "Management" tab on the top toolbar and selecting "Material Lists" from the drop-down menu. Check or uncheck the boxes next to the materials you want to add to or remove from your condensed list and then select "Save" at the bottom of the screen. When you navigate back to the collection question the default material list is the "My Materials" list that you have created. You can switch back to "Show All Materials" at any time.</p> <p>Key considerations when entering data into Qu11:</p>

Question number / frequency / LA type	Question text	Guidance
		<ul style="list-style-type: none"> ▪ Other materials: Record materials that do not have a specific material category as other materials and place a note in the comments box stating the nature of the material. <p>Construction and demolition waste: Only separately collected construction and demolition waste collected for recycling should be reported in either the rubble, soil or plasterboard category. Please refer to the "Rubble Reporting" on the Guidance page of the WasteDataFlow website.</p> <ul style="list-style-type: none"> ▪ Fridges/Freezers: Fly-tipped fridge/freezers collected for recycling should be recorded in Q18 as Other non-household waste. Please also enter the total number of fridges and freezers collected in Qu26 (Note that this point also relates to Qu10, 12, 14, 16, 17, 18, 33, 34). Qu26 is an independent question from other questions relating to fridges/freezers. For Qu26 two-tier authorities should liaise to ensure double-counting does not occur. As the question refers to ultimate disposal it will usually be the WDA that completes this question. ▪ Rejects entered here should not be recorded elsewhere on your return. <p>Where to record the recycling/reuse destination tonnages? Please record the destination tonnages in Qu100 under the appropriate Facility / process type.</p>
Q012 / Quarterly / UA, WCA Household waste	Tonnes of material collected through kerbside schemes by non-contracted voluntary/community sector from household sources	This question asks you to include the quantity of material collected through household kerbside schemes by the voluntary or community sector which comes under the control of your authority (as per Defra's guidance on the definition of municipal waste). As you can see from the question layout you are being asked to input information for various materials under five headings. Four of these headings allow you to input numerical data: Tonnage collected for recycling, Tonnage collected for recycling but actually rejected/disposed, Number of households receiving a collection, Tonnage Collected for Reuse and Tonnage Collected for reuse but actually rejected / disposed. The fifth question, Collected Co-mingled?, requires a Yes/No answer which you can select from the drop-down list. Examples for this question are Oxfam, British Heart Foundation and Scout Group collections.

Question number / frequency / LA type	Question text	Guidance
		<p>Key considerations when entering data into Qu12:</p> <ul style="list-style-type: none"> ▪ Other materials: Record materials that do not have a specific material category as other materials and place a note in the comments box stating the nature of the material. ▪ Rejects entered here should not be recorded elsewhere on your return. <p>Where to record the recycling/reuse destination tonnages? Please record the destination tonnages in Qu100 under the appropriate Facility / process type.</p>
Q013/ Qtr4 only / WDA	Total no. of Civic Amenity Sites by District	If your authority is separated into districts, enter the number of Civic Amenity Sites in each district separately. Do NOT include CA Sites operated by a Waste Collection Authority (WCA) in your authority area. If you have more than 3 WCAs in your area, fill in data for the 3 boxes on screen and press 'SAVE', a further 3 boxes will then appear.
Q014 / quarterly / WDA	Tonnes of material collected for recycling/reuse at CA Sites operated by LA or its contractors	<p>This question asks you to record the quantity of recycling collected at CA sites operated by the Waste Disposal Authority. The breakdown of tonnages by District is required by the Environment Agency to assist in their auditing role and by Defra when undertaking analyses for policy makers e.g. on relationships between recycling infrastructures.</p> <p>Firstly, choose a “District” from the drop-down list. The page will re-load to display a list of materials and four headings under which you are asked to input data. Only material rejected/disposed of PRIOR to the waste being sent to a recycling/reuse facility is relevant here.</p> <p>Key considerations when entering data into Qu14:</p> <ul style="list-style-type: none"> • Do not include tonnages from Civic Amenity sites that are operated by Waste Collection Authorities in your area. Authorities in two-tier areas should liaise to ensure no double-counting occurs.

Question number / frequency / LA type	Question text	Guidance
		<ul style="list-style-type: none"> Under the EU Landfill Directive rubble that is being used for road fill, capping or any other use within the landfill is classed as disposal and not recovery. Therefore if rubble has been collected at a CA site as recycling but taken to be used as the above it should be placed into Qu23 and then recorded as being sent to the appropriate landfill type in Q100. Rejects entered here should not be recorded elsewhere on your return. <p>Where to record the recycling/reuse destination tonnages? Please record the destination tonnages in Qu100 under the appropriate Facility / process type.</p>
Q015 / Qtr4 only / UA, WCA	Total no. of Civic Amenity Sites operated by LA or its contractors	Enter the number of Civic Amenity (CA) Sites operated by, or on behalf of, your authority in the box provided. DO NOT include CA Sites operated by a WDA in your authority area. Please make a note in the comments box if the number of CA sites has changed since last completing this question.
Q015a / Qtr4 only / UA, WCA	Total no. of Bring Sites operated by LA or its contractors	<p>Enter the number of Bring Sites operated by, or on behalf of, your authority in the box provided. DO NOT include Bring Sites operated by a WDA in your authority area.</p> <p>A Bring Site is a facility where members of the public can bring dry recyclable materials (for example paper, glass, cans, textiles, shoes etc.) at supermarkets or other locations, but not Civic Amenity (CA) sites. Bring Sites may be co-located and provided by a WCA at a CA site run by a WDA (in which case the WCA should record the tonnage and the WDA not).</p> <p>Please make a note in the comments box if the number of bring sites has changed since last completing this question.</p>
Q016 / Quarterly / UA, WCA	Tonnes of material collected for recycling/reuse at CA Sites operated by LA or its contractors	As you can see from the question layout you are being asked to input information for various materials under four headings, namely Tonnage collected for recycling, Tonnage collected for recycling but actually rejected/disposed, Tonnage Collected for Reuse and Tonnage Collected for reuse but actually rejected / disposed. If you are a WCA do not include tonnages from Civic Amenity (CA) sites run by a WDA in your authority area.

Question number / frequency / LA type	Question text	Guidance
Household waste		<p>The default list of materials that appears is your “My Materials”. This is a list of your collected materials (in Questions 10, 11, 12, 14, 16, 17, 33, 34) that you can create in WasteDataFlow to simplify data entry. There is also a “Show All Materials” function. Pressing this button reveals the full list of materials that are available to enter tonnages against. You can condense this material list to the materials your authority collects (“My Materials”) by navigating to the “Management” tab on the top toolbar and selecting “Material Lists” from the drop-down menu. Check or uncheck the boxes next to the materials you want adding to or removing from your condensed list and then select “Save” at the bottom of the screen. When you navigate back to the collection question the default material list is the “My Materials” list that you have created. You can switch back to “Show All Materials” at any time.</p> <p>Key considerations when entering data into Qu16:</p> <ul style="list-style-type: none"> ■ Rubble: Under the EU Landfill Directive rubble that is being used for road fill, capping or any other use within the landfill is classed as disposal and not recovery. Therefore if rubble has been collected at a CA site as recycling but taken to be used as the above it should be placed into Qu23 and then recorded as being sent to the appropriate landfill type in Q100. ■ Construction and demolition waste: Only separately collected construction and demolition waste collected for recycling should be reported in either the rubble, soil or plasterboard category. Ceramics/tiles from a construction and demolition process should be reported as rubble for ease of data reporting. Please refer to the “Rubble Reporting” on the Guidance page of the WasteDataFlow website. ■ Other materials: Record materials that do not have a specific material category as other materials and place a note in the comments box stating the nature of the material. ■ Rejects entered here should not be recorded elsewhere on your return. <p>Where to record the recycling/reuse destination tonnages? Please record the destination tonnages in Qu100 under the appropriate Facility / process type.</p>

Question number / frequency / LA type	Question text	Guidance
<p>Q017 / Quarterly / UA, WCA</p> <p>Household waste</p>	<p>Tonnes of material collected at bring sites operated by LA or its contractors</p>	<p>A Bring Site is defined as a “location where one or more banks or containers are situated close to one another”. This question asks you to provide details on the tonnes of material collected at bring sites in your authority. DO NOT include banks situated at Civic Amenity Sites. You are provided with five headings under which to enter data on a list of material types. These headings include: Tonnage collected for recycling, Tonnage collected for recycling but actually rejected/disposed, Number of LA bring sites by material type, Tonnage Collected for Reuse and Tonnage Collected for reuse but actually rejected / disposed.</p> <p>The default list of materials that appears is your “My Materials”. This is a list of your most collected materials (in Questions 10, 11, 12, 14, 16, 17, 33, 34) that you can create in WasteDataFlow to simplify data entry. There is also a “Show All Materials” function. Pressing this button reveals the full list of materials that are available to enter tonnages against. You can condense this material list to the materials your authority collects (“My Materials”) by navigating to the “Management” tab on the top toolbar and selecting “Material Lists” from the drop-down menu. Check or uncheck the boxes next to the materials you want to add to or remove from your condensed list and then select “Save” at the bottom of the screen. When you navigate back to the collection question the default material list is the “My Materials” list that you have created. You can switch back to “Show All Materials” at any time.</p> <p>Key considerations when entering data into Qu17:</p> <ul style="list-style-type: none"> ■ Waste collected at supermarket bring banks: If a supermarket collects waste through its own private arrangements – entirely separately from the WDA, WCA or UA, there is no legal obligation for the supermarket or private contractor to provide local authorities with this data. However, if the supermarket voluntarily supplies this data to the WDA, WCA or UA, then this data can be recorded in WasteDataFlow returns in Qu17. This waste falls within the definition of LACMW. If a supermarket is collecting waste through the Bring Bank scheme but this is operated through arrangements set up by a WDA, WCA or UA, then depending on the particular facts/circumstances this falls within the definition of LACMW and the local authority will be required to record this waste in WasteDataFlow returns in Qu17. ■ Other materials: Record materials that do not have a specific material category as other materials and place a note in the comments box stating the nature of the material.

Question number / frequency / LA type	Question text	Guidance
		<ul style="list-style-type: none"> ▪ Rejects entered here should not be recorded elsewhere on your return. <p>Where to record the recycling/reuse destination tonnages? Please record the destination tonnages in Qu100 under the appropriate Facility / process type.</p>
<p>Q018 / Quarterly / UA, WCA</p> <p>Household and non-household waste</p>	<p>Composting / Recycling tonnage collected through any other recycling schemes.</p>	<p>Enter the tonnage of material collected by the three schemes listed, namely from 1) Municipal parks/ground waste collected through 'other' means for composting'; 2) Waste collected in community skips' ; and 3) Other method of waste/material capture', which have not been accounted for in any previous questions. The total tonnage collected by each scheme should be listed in the 'Tonnage' column. You need to provide a tonnage for the proportion of this total tonnage that relates to household sources in the second column. The non-household tonnage is calculated automatically in the 3rd column when you save the question.</p> <p>Please enter notes in the comments section to indicate where/ how material has been collected.</p> <p>Guide as to what is classed as household / non-household from these sources:</p>

	Household (HH)	Non-household (non-HH)
Municipal parks and grounds (MPG) collected for composting	Green waste collected from grass verges at the side of the road. Dog faeces collected from street dog waste bins. Green waste from council houses maintained by the council.	Green waste collected from council-owned parks and grounds. Dog faeces collected in parks/grounds. Fly-tipped green waste.
Community skips	Recyclates and reuseables from skips located in residential areas for community use.	Recyclables from skips used to collect trade waste (e.g. from a skip located on an industrial estate).
Other	Recycling credits (household waste). Recyclates collected from schools.	Fly-tipped materials collected for recycling. Old wheelie bins collected for recycling.

N.B: No rubble or source segregated construction and demolition waste should be reported in Qu18. Please refer to [“Rubble Reporting”](#) on the [England Guidance](#) page of the WasteDataFlow website.

Street sweepings:

Street sweepings are classified as residual waste so must be reported in Q23, **not** in Qu18. Information about the reason for this is given in the Environment Agency (EA) documents: “Recovery of Street Sweepings and Gully Emptying” and “Update – Recovery of Street Sweepings and Gully Emptyings”, which can be found on the [Archive](#) page of the WDF website.

Guidance on how to report street sweepings and gully waste is provided in the WDF guidance note GN19: [“How to report street sweepings”](#) which covers various scenarios for collection and reporting of street sweepings/ gully emptyings and leaf waste collections.

Street Sweepings and Gully emptying:

Collected tonnages of street sweepings, gully emptyings and dedicated leaf collections should now be recorded in Qu23. Guidance on how to report materials that have been collected by WCAs where the treatment has been managed by the WDA with recycled tonnages back-allocated to the WCAs can be found in the guidance note GN63: [Question 100 Data Entry](#) (section 4.4).

Question number / frequency / LA type	Question text	Guidance						
		<p>Where to record the recycling/reuse destination tonnages? Please record the destination tonnages in Qu100 under the appropriate Facility / process type. These tonnages should be split out into the individual material categories in Q100 as appropriate.</p> <p>Any material that cannot be split out should be put into 'Other Materials' with a comment in Q100 to explain what this is made up of and why it cannot be put against a specific material category.</p>						
<p>Q023 / Quarterly / UA, WCA, WDA</p> <p>Household and non-household waste</p>	<p>Please provide details of other waste collected for disposal.</p>	<p>For each waste type: enter the tonnage of waste collected.</p> <p>Please note: Only Welsh authorities are required to record the destination of residual waste in this question (via the Destination of Residual drop-down box).</p> <p>Only include collections carried out by, or on behalf of, your authority. Include waste transferred to other authority areas. Exclude waste imported to your authority. Do not include waste collected for reuse, recycling and composting as these tonnages will have been captured in the recycling / reuse collected and sent questions.</p> <p>Please enter all tonnages which have been collected as residual waste and are being sent for disposal under the following household and non-household categories:</p> <table border="1" data-bbox="600 1070 2101 1326"> <thead> <tr> <th data-bbox="600 1070 1272 1110">Household</th> <th data-bbox="1272 1070 2101 1110">Non-household</th> </tr> </thead> <tbody> <tr> <td data-bbox="600 1110 1272 1219">Collected household waste: Regular Collection</td> <td data-bbox="1272 1110 2101 1219">Civic amenity site waste: Non Household (Do not include source segregated construction and demolition waste in this category. See note on C&D waste below)</td> </tr> <tr> <td data-bbox="600 1219 1272 1326">Collected household waste: Street Cleaning</td> <td data-bbox="1272 1219 2101 1326">Collected non-household waste: Highways waste (See note below on the difference between gully emptyings and highways waste)</td> </tr> </tbody> </table>	Household	Non-household	Collected household waste: Regular Collection	Civic amenity site waste: Non Household (Do not include source segregated construction and demolition waste in this category. See note on C&D waste below)	Collected household waste: Street Cleaning	Collected non-household waste: Highways waste (See note below on the difference between gully emptyings and highways waste)
Household	Non-household							
Collected household waste: Regular Collection	Civic amenity site waste: Non Household (Do not include source segregated construction and demolition waste in this category. See note on C&D waste below)							
Collected household waste: Street Cleaning	Collected non-household waste: Highways waste (See note below on the difference between gully emptyings and highways waste)							

Question number / frequency / LA type	Question text	Guidance	
		Household	Non-household
		Collected household waste: Bulky Waste	Collected non-household waste: Construction and Demolition (For source segregated C&D waste only. See note on C&D waste below)
		Collected household waste: Other (to be used for household material that does not fit into any other specified category)	Collected non-household waste: Grounds waste (Source segregated soils from parks and grounds should be recorded in the C&D category and not the grounds waste category. See note on C&D waste below)
		Civic amenity site waste: Household (Do not include source segregated construction and demolition waste in this category. See note on C&D waste below)	Collected non-household waste: Commercial and Industrial
		Collected gully emptyings (See note below on the difference between gully emptyings and highways waste)	Collected non-household waste: Other (For non-household material that does not fit into any other specified category)
		Separately collected healthcare waste	Beach cleansing
		Asbestos waste separately collected	Waste arising from clearance of fly-tipped materials (All fly-tipped materials collected for disposal, including fly-tipped asbestos, should be recorded here)
			Other collected waste (This should only be used if none of the other non-household categories are suitable).
		Please note: The Controlled Waste Regulations 1992 were updated in April 2012 and they have reclassified waste collected from the following sources as commercial waste (previously household waste): domestic property used in provision of self-catering accommodation; caravan used as a business to provide self-catering accommodation; premises occupied by a charity	

Question number / frequency / LA type	Question text	Guidance
		<p>and wholly/mainly used for charitable purposes; a campsite or a tent pitched on land other than a camp site; and a royal palace. If you have reported any tonnage collected from these sources in a household category in Qu23, please update your data by reporting this in a non-household category. For full details please refer to the Controlled Waste Regulations on www.legislation.gov.uk</p> <p>For two-tier authorities (with a WDA and associated WCAs) this is the only question that replicates tonnages. The WDA needs to record the total residual waste tonnages from their WCAs. The WCAs need to report all their residual waste tonnages collected.</p> <p>Check that the total in Qu23 is balancing against the total residual tonnage input in Q100. If the tonnage doesn't balance (e.g. due to stockpiling) please explain the reason for the imbalance in the comments. (For further guidance on back-allocation please refer to the guidance note GN63: "Question 100 Data Entry" on the England guidance page of the website.</p> <p>The difference between gully emptyings and highways waste "Gully emptyings" should include waste arising from sweeping gutters and gullies (by the edge of the road). Waste from emptying drainage pots under the Highways Act should be reported as "Highways Waste" as this is not household waste under the Communities and Local Government (CLG) guidance.</p> <p>Segregated construction and demolition waste: The following categories of waste are classified as falling within the definition of construction and demolition waste.</p> <ul style="list-style-type: none"> ▪ Rubble ▪ Plasterboard ▪ Soils ▪ Ceramics/tiles ▪ Asbestos

Question number / frequency / LA type	Question text	Guidance
		<p>All source segregated construction and demolition waste tonnages (other than separately collected asbestos) should be reported under “Collected non-household waste: Construction and Demolition”. This includes rubble that is collected at CA sites. Separately collected asbestos tonnages should continue to be reported under “Asbestos Waste Separately Collected”. Fly tipped asbestos should continue to be reported under “Waste arising from fly tipped materials” or “Collected non household: other”. This is not considered a segregated C&D waste stream.</p> <p>Soils which are collected as a segregated waste stream from municipal parks and grounds maintenance operations are considered as segregated construction and demolition waste. Therefore these soils should be reported in Qu23 against the Collected non-household waste: Construction and Demolition category.</p> <p>WCA specific guidance: No construction and demolition waste should be back-allocated to and reported by WCAs following the further processing of their residual waste.</p> <p>Street sweepings: Street sweepings are classified as residual waste. Information about the reason for this is given in the Environment Agency (EA) documents: “Recovery of Street Sweepings and Gully Emptying” and “Update – Recovery of Street Sweepings and Gully Emptyings”, which can be found on the Archive page of the WDF website.</p> <p>Guidance on how to report street sweepings and gully waste is provided in the WDF guidance note GN19: “How to report street sweepings” which covers various scenarios for collection and reporting of street sweepings/ gully emptyings and leaf waste collections.</p> <p>Key points regarding the reporting of street sweepings and gully emptyings:</p> <ul style="list-style-type: none"> • ALL local authorities need to confirm whether their street sweepings, gully waste and dedicated leaf collections have undergone a biological or mechanical treatment process to separate out the materials, if they have not then this would not be classified as recycling.

Question number / frequency / LA type	Question text	Guidance
		<ul style="list-style-type: none"> • All UA/WDA should record street sweepings/gully waste which has either been sent for disposal or undergone a mechanical or biological treatment process under Qu23 (as street sweepings are classed as residual waste). Where material is sent for processing to extract recyclable material it should then be recorded in Q100 against the relevant Facility/ process type. • Please refer to the GN63 Question 100 Data Entry guidance document on how to record back-allocation in Q100. • WCAs should record the recycle extracted during the treatment of street sweepings under a Material from WDA node in Qu100 (if back-allocated from the WDA). • Destination and use – all UA/WDAs and WCA need to confirm that organic and aggregate (grit) material from their street sweepings, gully waste and dedicated leaf collections are not being sold to non-waste facilities and any organic waste is not used on agricultural land. • With regard to Qu23, all local authorities need to record their tonnages under the appropriate categories: <ul style="list-style-type: none"> o Collected Household Waste: Street Cleaning (street sweepings) o Collected household waste: Gully emptying; (see description above) o Collected non-Household waste: Highways (see description above)
Q025 / Quarterly / UA, WCA, WDA	How many abandoned vehicles were disposed of by your authority and what percentage was recycled?	<p>Enter the number, tonnage and percentage recycled rate of abandoned vehicles for which your authority had responsibility for ultimate disposal of during this reporting period.</p> <p>Only vehicles (as per the Refuse Disposal Act 1978) that are actually removed and destroyed by the local authority or its agents should be reported. The figures should not relate to the number of reports received or the number of reports that are investigated. Please note that the figure should not include those vehicles that are removed but subsequently collected by the owner.</p>

Question number / frequency / LA type	Question text	Guidance
		<p>End of Life Vehicles should not be included here, unless they are collected due to being abandoned. The percentage recycled should be obtained from the dismantler. If the actual weight of the vehicle is not known, a conversion factor of 1 tonne per vehicle may be used.</p> <p>Two-tier authorities should liaise to ensure that double-counting does not occur here. The authority who has responsibility for disposal should submit the data. In two-tier areas this is the WDA, but often the WDA contracts responsibility for collection and disposal to their WCAs. In this case, the WCA should complete this question. The key point is that there should be no double-counting or gaps between the WCA-WDA returns; each WDA is responsible for ensuring there is consistency of data entry across their area. It would be useful for local authorities to include a comment in this question to confirm the agreed reporting process between the WCA/WDA.</p>
Q026 / Quarterly / UA, WCA, WDA	How many fridges/freezers were disposed of by your authority?	<p>Enter the number of fridges/freezers for which your authority had responsibility for ultimate disposal of during this reporting period. Note that this question is an independent question from other questions relating to fridges/freezers.</p> <p>Two-tier authorities should liaise to ensure double-counting does not occur. As the question refers to ultimate disposal it will usually be the WDA that completes this question. It would be useful for local authorities to include a comment in this question to confirm the agreed reporting process between the WCA/WDA.</p>
Q033 / Quarterly / UA, WCA Household waste	Tonnes of materials collected at bring sites operated by voluntary / community sector	<p>This question captures material collected at bring sites operated by the voluntary / community sector. Examples of organisations relevant to this question are Oxfam and British Heart Foundation, which have provided your authority with details of materials collected at bring sites in your area.</p> <p>Enter tonnage data for each material type using the headings provided, namely Tonnage Collected for recycling, Tonnage collected for recycling but rejected/disposed, Tonnage collected for reuse and Tonnage collected for reuse but actually rejected/disposed. You are also asked to enter the number of Bring Sites for each material type under the heading: Number of voluntary/private bring sites by material type.</p>

Question number / frequency / LA type	Question text	Guidance
		<p>The default list of materials that appears is your “My Materials”. This is a list of your collected materials (in Questions 10, 11, 12, 14, 16, 17, 33, 34) that you can create in WasteDataFlow to simplify data entry. There is also a “Show All Materials” function. Pressing this button reveals the full list of materials that are available to enter tonnages against. You can condense this material list to the materials your authority collects (“My Materials”) by navigating to the “Management” tab on the top toolbar and selecting “Material Lists” from the drop-down menu. Check or uncheck the boxes next to the materials you want adding to or removing from your condensed list and then select “Save” at the bottom of the screen. When you navigate back to the collection question the default material list is the “My Materials” list that you have created. You can switch back to “Show All Materials” at any time.</p> <p>Key considerations when entering data into Qu33:</p> <ul style="list-style-type: none"> ■ Note that adding together the number of bring sites reported within this question will not equal the total number of bring sites in your authority's area – this should be recorded in Q15a (from 2006/7) ■ Rejects entered here should not be recorded elsewhere on your return. <p>Where to record the recycling/reuse destination tonnages? Please record the destination tonnages in Qu100 under the appropriate Facility / process type.</p>
<p>Q034 / Quarterly / UA, WCA</p> <p>Household waste</p>	<p>Tonnes of material collected for recycling at street recycling bins</p>	<p>Street recycling bins are receptacles located in town centres, parks and pedestrian footpaths that are designated for the collection of dry recyclables. These are therefore different to the larger bring banks.</p> <p>In this question enter tonnage data for each material type using the headings provided, namely Tonnage collected for recycling, Tonnage collected for recycling but actually rejected/disposed, Tonnage collected for reuse and Tonnage collected for reuse but actually rejected/disposed. You are also asked to enter the number of segregated Street Recycling Bins for each material type under the heading: No of segregated litter bins by material type.</p>

Question number / frequency / LA type	Question text	Guidance
		<p>The default list of materials that appears is your “My Materials”. This is a list of your collected materials (in Questions 10, 11, 12, 14, 16, 17, 33, 34) that you can create in WasteDataFlow to simplify data entry. There is also a “Show All Materials” function. Pressing this button reveals the full list of materials that are available to enter tonnages against. You can condense this material list to the materials your authority collects (“My Materials”) by navigating to the “Management” tab on the top toolbar and selecting “Material Lists” from the drop-down menu. Check or uncheck the boxes next to the materials you want adding to or removing from your condensed list and then select “Save” at the bottom of the screen. When you navigate back to the collection question the default material list is the “My Materials” list that you have created. You can switch back to “Show All Materials” at any time.</p> <p>Key considerations when entering data into Qu34:</p> <ul style="list-style-type: none"> ■ Note: If there is one bin segregated into multiple material segments, count this once for each material type. ■ Rejects entered here should not be recorded elsewhere on your return. <p>Where to record the recycling/reuse destination tonnages? Please record the destination tonnages in Qu100 under the appropriate Facility / process type.</p>
<p>Q100 / Quarterly / UA, WCA, WDA</p> <p>Household and non-household waste</p>	<p>This question should be used to record waste sent for treatment or disposal. The end of each route must be the point the waste becomes a resource, or landfill. The question can be used for all waste</p>	<p>Note: this question was rolled out in phases for use by English local authorities during 2014-15 and from Quarter 1 (April-June) 2015-16 all English local authorities use Q100 in place of the disposal and treatment questions.</p> <p>Question 100 provides a structure to allow local authorities to record all of their disposal and treatment activities (i.e. anything which happens to the waste following its collection) in one place. Question 100 has replaced the following questions: 19, 19a, 35 & 51-65 and the optional questions 69 & 70 for English local authorities.</p> <p>Rather than using a question format like that of the existing questions, i.e. a series of row headings with an accompanying box to enter your data, Question 100 allows users to build up a flow diagram to better represent the movement of material between its various treatment and processing points to its ultimate end destination. This structure is referred to as the Question 100 “tree”.</p>

Question number / frequency / LA type	Question text	Guidance
	streams, but usage differs by country.	<p>The tree can be loaded from previous months or periods, retaining all the treatment type and facility location information, with just the tonnage information needing to be updated. As treatment methods and routes change, or are added or removed, these sections or “branches” of the tree can be altered, without the need to start a new tree.</p> <p>For more information, please refer to the following guidance documents: GN63 Question 100 Data Entry and GN62a: How to use the Validation Spreadsheet.</p>

Appendix 1 Annual Return Questions (Optional)

Table 3. Annual return questions list

<i>Question type</i>	<i>Question number</i>	<i>Question frequency</i>	<i>Question text</i>	<i>Authority type required to complete the question</i>		
				<i>Unitary Authority</i>	<i>Waste Collection Authority</i>	<i>Waste Disposal Authority</i>
Waste Collection Infrastructure	Q003	Annual (optional)	How many of the following types of premise received a regular waste collection service?	Yes	Yes	No
Waste Collection Infrastructure	Q008	Annual (optional)	How many households participated in Kerbside dry recyclable and green waste collection schemes?	Yes	Yes	No
Financial information	Q031	Annual (optional)	What was the net cost of waste collection	Yes	Yes	Yes
Financial information	Q032	Annual (optional)	What was the net cost of waste disposal	Yes	Yes	Yes

Table 4. Guidance on completing annual return questions.

Question	Question text	Guidance
Q003 / Annual (optional) / UA, WCA, WDA	How many of the following types of premise received a regular waste collection service?	<p>Only properties serviced by, or on behalf of your local authority should be entered here (not necessarily the total number in your authority's area).</p> <p>Important Note – Until the end of the 2007-08 reporting year English local authorities were required to submit this data by 30th June of the relevant reporting year because this data was used to calculate Best Value Performance Indicators (BVPIs). As BVPIs are no longer reported at a national level, local authorities in England are no longer required to submit this data to WasteDataFlow.</p> <p>If an LA does submit this data, this financial information is in the WasteDataFlow system for use in calculating the BVPIs etc. alongside the relevant tonnage data. However, this financial data will not have been verified or validated by WasteDataFlow.</p>
Q008 / Annual (optional) / UA, WCA	How many households participated in Kerbside dry recyclable and green waste collection schemes?	<p>Enter the number of households served by, and participating in, each scheme. The participation rate measures the proportion of households that take part in a kerbside scheme. Because not all households set out materials every time, it is important to measure participation over more than one collection opportunity. Normally three consecutive collections should be monitored. The only exception to this is where collections occur monthly or less frequently when monitoring timescales may mean data are required sooner; in such cases two consecutive collections will suffice. For more information see WRAP (2010) “Improving the Performance of Waste Diversion Schemes: A Good Practice Guide to Monitoring and Evaluation”.</p> <p>The organisation box is where the Scheme Name should be placed. To populate your Scheme Name please contact the WasteDataFlow helpdesk and provide the Scheme Name details you wish to add. A member of the WasteDataFlow team will then populate the question with this information.</p> <p>Important Note – Until the end of the 2007-08 reporting year English local authorities were required to submit this data by 30th June of the relevant reporting year because this data was used to calculate Best Value Performance Indicators (BVPIs). As BVPIs are no longer reported at a national level, local authorities in England are no longer required to submit this data to WasteDataFlow.</p> <p>If an LA does submit this data, this financial information is in the WasteDataFlow system for use in calculating the BVPIs etc. alongside the relevant tonnage data. However, this financial data will not have been verified or validated by WasteDataFlow.</p>

Question	Question text	Guidance
Q031 / Annual optional / UA, WCA, WDA	What was the net cost of waste collection?	<p>Important Note – Until the end of the 2007-08 reporting year English LA were required to submit this data by 30th June of the relevant reporting year. This was because this data was used to calculate Best Value Performance Indicators (BVPIs). As BVPIs are no longer reported at a national level, local authorities in England are no longer required to submit this data to WasteDataFlow.</p> <p>If an LA does submit this data, this financial information is in the WasteDataFlow system for use in calculating the BVPIs etc. alongside the relevant tonnage data. However, this financial data will not have been verified or validated by WasteDataFlow.</p> <p>If you choose to complete this question... Questions 31 and 32 ask authorities for financial data which cover waste collection and disposal costs. The data entered in Qu31 and 32 should be on the same basis as the data returned to Communities and Local Government (CLG) (now the Department for Levelling up, Housing and Communities) via Revenue Outturn form RO5 which relates to Cultural Environmental Planning.</p> <p>In many local authorities it will be the finance officer which completes the RO5 forms and should be able to provide you with the information you need.</p>
Q032 / Annual optional / UA, WCA, WDA	What was the net cost of waste disposal?	<p>Important Note – Until the end of the 2007-08 reporting year English LA were required to submit this data by 30th June of the relevant reporting year. This was because this data was used to calculate Best Value Performance Indicators (BVPIs). As BVPIs are no longer reported at a national level, local authorities in England are no longer required to submit this data to WasteDataFlow.</p> <p>If an LA does submit this data, this financial information is in the WasteDataFlow system for use in calculating the BVPIs etc. alongside the relevant tonnage data. However, this financial data will not have been verified or validated by WasteDataFlow.</p> <p>If you choose to complete this question... Questions 31 & 32 ask authorities for financial data which cover waste collection and disposal costs. The data entered in Q31 & 32 should be on the same basis as the data returned to Communities and Local Government (CLG) (now the Department for Levelling up, Housing and Communities) via Revenue Outturn form RO5 which relates to Cultural Environmental Planning.</p> <p>In many local authorities it will be the finance officer which completes the RO5 forms and should be able to provide you with the information you need.</p>