

Introduction

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

Several of the questions relating to waste treatment, disposal and transfer to reprocessors have been replaced by a Question 100. The Question 100 interface was first introduced to a trial group of Welsh Local Authorities (LAs) for the October to December 2011 reporting period. After a gradual roll-out across Welsh LAs, for whom it became mandatory from April 2013, it was introduced in Scotland in April 2013 and became mandatory for all Scottish LAs from the October to December 2013 reporting period. It was 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 to December 2014. It became mandatory for all English LAs from reporting period April- June 2015.

The questions replaced by Q100 have been retained in this guidance note but marked as having been replaced by Q100.

Qu24 asks for the number of fly-tipping incidents reported. Many Local Authorities previously based the data in this question 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. Qu24 was removed from the WasteDataFlow question set during the reporting period 2015-16 Qtr2.

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
- Financial information (please note the financial questions are located within the annual return, which is optional)

The table below details the question numbers that relate to the waste management areas listed above.

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	Q003	Annual	How many of the following types of premise received a regular waste collection service?	Yes	Yes	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	Q008	Annual	How many households participated in Kerbside dry recyclable and green waste collection schemes?	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

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	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
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
Destination of recycling/reuse tonnages	(Q019) REPLACED BY Q100	Quarterly	What is the final destination of your materials sent for recycling?	Yes	Yes	Yes
Destination of recycling/reuse tonnages	(Q019a) REPLACED BY Q100	Quarterly	What is the final destination of your materials recovered from the residual stream and sent for recycling?	Yes	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
Destination of recycling/reuse tonnages	(Q035) REPLACED BY Q100	Quarterly	What is the final destination of your materials sent for reuse?	Yes	Yes	Yes
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	(Q024) REMOVED 2015/16	Quarterly	How many reported fly-tipping incidents were there in your local authority? This question was removed after 2015/16 Qtr1 when the WDF Fly-tipping module was added.	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	(Q051) REPLACED BY Q100	Quarterly	How many tonnes of waste were disposed of in Inert Landfill?	Yes	No	Yes
Waste management	(Q052) REPLACED BY Q100	Quarterly	How many tonnes of waste were disposed of in Non-Hazardous Landfill?	Yes	No	Yes
Waste management	(Q053) REPLACED BY Q100	Quarterly	How many tonnes of waste were disposed of in Hazardous Landfill?	Yes	No	Yes
Waste management	(Q054) REPLACED BY Q100	Quarterly	How many tonnes of waste were disposed of by Incineration with Energy Recovery?	Yes	No	Yes
Waste management	(Q055) REPLACED BY Q100	Quarterly	How many tonnes of waste were disposed of by Incineration without Energy Recovery?	Yes	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
Waste management	(Q056) REPLACED BY Q100	Quarterly	How many tonnes of waste were sent to RDF, Autoclave, MHT or similar treatment?	Yes	No	Yes
Waste management	(Q057) REPLACED BY Q100	Quarterly	How many tonnes of waste were disposed of by Advanced Thermal Treatment (e.g. Pyrolysis & Gasification)?	Yes	No	Yes
Waste management	(Q058) REPLACED BY Q100	Quarterly	How many tonnes of recyclables were sent to a Materials Recovery Facility?	Yes	Yes	Yes
Waste management	(Q059) REPLACED BY Q100	Quarterly	How many tonnes of waste were sent for Mechanical Biological Treatment (MBT)?	Yes	No	Yes
Waste management	(Q060) REPLACED BY Q100	Quarterly	How many tonnes of waste were sent for Anaerobic or Aerobic Digestion (AD)? – whole waste not source segregated organics	Yes	No	Yes
Waste management	(Q061) REPLACED BY Q100	Quarterly	How many tonnes of organic waste were sent for Anaerobic or Aerobic Digestion (AD)?	Yes	No	Yes
Waste management	(Q062) REPLACED BY Q100	Quarterly	How many tonnes of organic waste were sent for In-Vessel Composting?	Yes	No	Yes
Waste management	(Q063) REPLACED BY Q100	Quarterly	How many tonnes of organic waste were sent for Windrow or other composting?	Yes	No	Yes
Waste management	Q064	Quarterly	How many tonnes of residual waste were sent for sorting prior to disposal or recovery (Residual Waste MRF)?	Yes	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
Waste management	(Q065) REPLACED BY Q100	Quarterly	How many tonnes of waste were disposed of by any other method not covered elsewhere?	Yes	No	Yes
Waste management	(Q069) REPLACED BY Q100	Quarterly	Please provide the household/non-household split of residual waste sent for recycling. This is an optional question to compute household ratio which is applied to residual recycling – please see GN23 for more information.	Yes	No	Yes
Waste management	(Q070) REPLACED BY Q100	Quarterly	Enter the amount of waste separated from the residual waste and sent for recycling. The total should equal the outputs to recycling reported in Questions 56, 57, 59, 60, 64 and 65.	Yes	No	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
Financial information	Q031	Annual	What was the net cost of waste collection	Yes	Yes	Yes
Financial information	Q032	Annual	What was the net cost of waste disposal	Yes	Yes	Yes

How to use this document

This document details:

- The question text
- If the question should be completed on an annual or quarterly basis. **Important Note** – – Up 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. 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 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 as it is no longer our responsibility.

- 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
- References to useful guidance documents (in [blue](#))

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

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

Question	Question text	Guidance
Q001 / Annual / N/A – prefilled	Authority Data: Note this data is prefilled.	<p>For England & Wales, the Number of Households are mid-year estimates from the Department of Communities and Local Government (DCLG), the Dwelling Stock values are 31st March figures from the Valuation Office Agency, and the Index of Deprivation is from the Office for National Statistics (ONS).</p> <p>For Scotland, these fields are based on General Register Office for Scotland mid-year estimates and Scottish Executive data.</p>

Question	Question text	Guidance
		For information on the sources of current figures for all regions please see the Authority Administration page available from the Management menu.
Q002 / Annual / N/A – prefilled	Authority Data: Note this data is prefilled.	<p>For England & Wales, the Number of Households are mid-year estimates from the Department of Communities and Local Government (DCLG), the Dwelling Stock values are 31st March figures from the Valuation Office Agency, and the Index of Deprivation is from the Office for National Statistics (ONS). From reporting year 2014-15 the dwelling stock figures in WDF will be updated prior to the data entry period for qtr4 data (April-June) with the figures published by the VOA the previous June.</p> <p>For Scotland, these fields are based on General Register Office for Scotland mid-year estimates and Scottish Executive data.</p> <p>For information on the sources of current figures for all regions please see the Authority Administration page available from the Management menu.</p>
Q003 / Annual / 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 – – Up 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. 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 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 as it is no longer our responsibility.</p>
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</p>

Question	Question text	Guidance
		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
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> <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>
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</p>

Question	Question text	Guidance
		<p>materials ensure you count this as "Two recyclable materials" ONLY. Do not also count this in the "One recyclable material" option box.</p>
<p>Q008 / Annual / UA, WCA</p>	<p>How many households participated in Kerbside dry recyclable and green waste collection schemes?</p>	<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. In order 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 – – Up 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. This was because this data was used to calculate the 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 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 as it is no longer our responsibility.</p>
<p>Q010 / Quarterly / UA, WCA</p>	<p>Tonnes of material collected through kerbside schemes from household sources by LA or its contractors</p>	<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,

Question	Question text	Guidance
Household waste question		<ul style="list-style-type: none"> • 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> <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 most collected materials (in Questions 10, 11, 12, 14, 16, 17, 33, 34) that you are able to create in WasteDataFlow in order to increase the ease of 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. Please note that "Other material" will be classed as 0% biodegradable by the Mass Balance. More guidance on the Mass Balance Calculation can be found on the Mass

Question	Question text	Guidance
		<p>Balance report which is accessed from the data authorisation page. (Please note that the Mass Balance Calculation ceases to be used by the Environment Agency after the 2012-13 WasteDataFlow reporting year).</p> <ul style="list-style-type: none"> ■ 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. ■ 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 "How to report Local Authority Collected Segregated Construction and Demolition Waste from 1st April 2012 (England) (pdf)" on the 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>

Question	Question text	Guidance
<p>Q011 / Quarterly / UA, WCA, WDA</p> <p>Non-household waste</p>	<p>Tonnes of material collected from commercial, industrial or other non-household sources by LA or its contractors</p>	<p>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.</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 most collected materials (in Questions 10, 11, 12, 14, 16, 17, 33, 34) that you are able to create in WasteDataFlow in order to increase the ease of 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>

Question	Question text	Guidance
		<p>Key considerations when entering data into Qu11:</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. Please note that "Other material" will be classed as 0% biodegradable by the Mass Balance. More guidance on the Mass Balance Calculation can be found on the Mass Balance report which is accessed from the data authorisation page. (Please note that the Mass Balance Calculation ceases to be used by the Environment Agency after the 2012-13 WasteDataFlow reporting year). ▪ 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 "How to report Local Authority Collected Segregated Construction and Demolition Waste from 1st April 2012 (England) (pdf)" on the Guidance page of the WasteDataFlow website. ▪ 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>
<p>Q012 / Quarterly / UA, WCA</p> <p>Household waste</p>	<p>Tonnes of material collected through kerbside schemes by non-contracted voluntary/community</p>	<p>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?,</p>

Question	Question text	Guidance
	sector from household sources	<p>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.</p> <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. Please note that "Other material" will be classed as 0% biodegradable by the Mass Balance. More guidance on the Mass Balance Calculation can be found on the Mass Balance report which is accessed from the data authorisation page. (Please note that the Mass Balance Calculation ceases to be used by the Environment Agency after the 2012-13 WasteDataFlow reporting year). ▪ 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>

Question	Question text	Guidance
		<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. 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	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

Question	Question text	Guidance
Household waste	Sites operated by LA or its contractors	<p>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.</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 are able to create in WasteDataFlow in order to increase the ease of 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 "How to report Local Authority Collected Segregated Construction and Demolition Waste from 1st April 2012 (England) (pdf)" 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. Please note that "Other material" will be classed as 0% biodegradable by the Mass Balance. More guidance on the Mass Balance Calculation can be found on the Mass Balance report which is accessed from the data authorisation page. (Please note that the Mass Balance Calculation ceases to be used by the Environment Agency after the 2012-13 WasteDataFlow reporting year).

Question	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>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 are able to create in WasteDataFlow in order to increase the ease of 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.

Question	Question text	Guidance			
		<p>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.</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. Please note that "Other material" will be classed as 0% biodegradable by the Mass Balance. More guidance on the Mass Balance Calculation can be found on the Mass Balance report which is accessed from the data authorisation page. (Please note that the Mass Balance Calculation ceases to be used by the Environment Agency after the 2012-13 WasteDataFlow reporting year). ■ 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. Please note that it is optional to report how much of the total tonnage is from household sources – please see Help for further information.</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 will then be 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> <table border="1" data-bbox="562 1203 1892 1235"> <tr> <td data-bbox="562 1203 957 1235"></td> <td data-bbox="963 1203 1415 1235">Household (HH)</td> <td data-bbox="1421 1203 1892 1235">Non-household (non-HH)</td> </tr> </table>		Household (HH)	Non-household (non-HH)
	Household (HH)	Non-household (non-HH)			

Question	Question text	Guidance									
		<table border="1"> <tr> <td>Municipal parks and grounds (MPG) collected for composting</td> <td>Dog faeces collected from street dog waste bins Green waste from council houses maintained by the council</td> <td>Parks and grounds green waste Dog faeces collected in parks/grounds Fly-tipped green waste</td> </tr> <tr> <td>Community skips</td> <td>Recyclables from skips located in residential areas for community use</td> <td>Recyclables from skips used to collect trade waste (e.g. from a skip located on an industrial estate)</td> </tr> <tr> <td>Other</td> <td>Recycling credits (household waste)</td> <td>Fly-tipped materials collected for recycling Old wheelie bins collected for recycling</td> </tr> </table>	Municipal parks and grounds (MPG) collected for composting	Dog faeces collected from street dog waste bins Green waste from council houses maintained by the council	Parks and grounds green waste Dog faeces collected in parks/grounds Fly-tipped green waste	Community skips	Recyclables 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)	Fly-tipped materials collected for recycling Old wheelie bins collected for recycling
Municipal parks and grounds (MPG) collected for composting	Dog faeces collected from street dog waste bins Green waste from council houses maintained by the council	Parks and grounds green waste Dog faeces collected in parks/grounds Fly-tipped green waste									
Community skips	Recyclables 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)	Fly-tipped materials collected for recycling Old wheelie bins collected for recycling									
		<p>N.B: No rubble or source segregated construction and demolition waste should be reported in Qu18. Please refer to rubble guidance and "How to report Local Authority Collected Segregated Construction and Demolition Waste from 1st April 2012 (England) (pdf)" on the Guidance page of the WasteDataFlow website.</p> <p>Street sweepings: Historically street sweepings and leaves sent for recycling have been recorded as collected for recycling in this question. In June 2012 street sweepings were reclassified as residual waste. The Environment Agency (EA) have released two guidance notes in June 2012 and more recently October 2012 providing advice to Local Authorities on how they should be classifying and recording their Street Sweepings and Gully Emptyings. The documents: "Recovery of Street Sweepings and Gully Emptying" and "Update – Recovery of Street Sweepings and Gully Emptyings" can be found on the WasteDataFlow website under the guidance page.</p> <p>The release of these documents led WasteDataFlow to review how we ask Local Authorities to record their street sweepings/ gully waste and dedicated leaf collections within WasteDataFlow. These are outlined 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>Street Sweepings and Gully emptying:</p>									

Question	Question text	Guidance
		<p>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).</p> <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>Q019 / Quarterly / UA, WCA, WDA</p> <p>Household and non-household waste</p>	<p>What is the final destination of your materials sent for recycling?</p>	<p>NOTE: DO NOT COMPLETE THIS QUESTION – QU100 REPLACES THIS QUESTION</p> <p>You will need to have set up your recycling destination list in order to use this question. To do this, go to ‘Management’ on the top tool bar click then choose ‘Selection Lists’. Select ‘Recycling Destinations (for Qu19) in the drop down box at the top of the page. Then use the ‘Facility Search’ area to find the recycling destinations where your waste is sent to. These MUST be the end destinations and not a transfer station or a MRF. When you find them in the list, tick the box on the left next to their name and press ‘Save’. Once you have added all of the destinations you require, click “save” again to ensure all is saved to Qu19 list. Then navigate back to your Qu19 data entry page.</p> <p>You need to record any material that is actually sent for recycling after collection/ sorting and record it against the FINAL recycling destinations.</p> <p>There are two ways of entering data in this question: 1) Choose one particular final recycling destination in the drop down menu at the top of the page and click ‘Select’. Then, go down the list of materials that comes up and enter the tonnages against the materials that go to this destination, then save and repeat for another destination; or</p>

Question	Question text	Guidance
		<p>2) Bring up the list of materials. For each material choose how many destinations there are, choose a recycling destination in the drop down box and enter the tonnage sent for recycling to that destination, repeat for as many destinations as necessary for that one material type, then repeat for each of the material types.</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 are able to create in WasteDataFlow in order to increase the ease of 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>Ensure that you only enter quantities for schemes operated by, or on behalf of, your authority only.</p> <p>Key considerations when entering data into Qu19:</p> <ul style="list-style-type: none"> ▪ Co-mingled materials: tonnages of co-mingled materials that have been through the MRF should only be those output from the MRF under the 'Tonnes for Recycling' box in Qu58, i.e. all rejected tonnage should have been removed in Qu58 and this does not need to be recorded again in this question – this will ensure there is no double counting. Any material that went through the MRF should have an individual tonnage to use when completing Qu19 – there is no co-mingled category available to record to in Qu19. If the MRF provider is not able to provide the split of tonnages for each of the individual materials, please refer to the 'Splitting of Co-mingled Materials' section within the 'Recording of Co-mingled Materials' guidance document on the guidance page of the website. ▪ Rejects– only rejects made at the gate of the reprocessor/ final reuse destination should be recorded in this question against 'Qty sent for reuse but actually rejctd/dispsd (@ the gate reproc)' (This guidance may change) ▪ Rejects do not need to be reported again anywhere else in your return or this would be double counting. (i.e. do not report rejects again in Qu23, Qu51-53, Qu54, Qu55, Qu56, Qu57, Qu59, Qu60, Qu64 or Qu65). ▪ White goods: White goods should also be placed in here but this needs to be discussed between two-tier authorities to ensure that double-counting does not occur.

Question	Question text	Guidance					
		<ul style="list-style-type: none"> ■ Segregated construction and demolition waste: The following categories of waste are classed as falling within the definition of construction and demolition waste: Rubble, plasterboard, soils, ceramics/tiles, asbestos. All source segregated construction and demolition waste which has been sent for recycling should be reported against the relevant waste material category i.e. total tonnage of construction and demolition collected minus any rejects at the point of collection. Ceramics from a construction and demolition process should be reported under rubble for ease of data reporting. ■ Other materials: if tonnage is recorded against 'Other Materials' please include a comment to explain what this relates to. ■ Other/exempt destinations: if there are any destinations that are not in the selection lists then these will need to be recorded against 'Other / exempt' or 'Charity / exempt' – please ensure you add the facility name / address / licence number to the comments for each end destination covered by the exempt' category. ■ Overseas destinations: There are some specific exporters and overseas facilities listed on the selection lists already. However, if an exporter or overseas facility is not listed please use the Outside UK-EU (facility ID 23138) or Outside the UK-non EU (facility ID 23139) option as appropriate. ■ Rubble: If a tonnage is recorded against "Rubble" please include a comment to explain what it is used for and ensure that it is not being used for road fill, capping or any other use within an active landfill as this is classed as disposal and not recovery. 					
<p>Q019a / Quarterly / UA, WDA</p> <p>Household and non-household waste</p>	<p>What is the final destination of your materials recovered from the residual stream and sent for recycling?</p>	<p>NOTE: DO NOT COMPLETE THIS QUESTION – QU100 REPLACES THIS QUESTION</p> <p>The tonnage of recycling which has been extracted from the residual waste stream will be reported within the specific treatment question. Recovered recyclable categories from Qu54, 55, 56, 57, 59, 60, 64 and 65 need to be included in Qu19a. Please refer to the table below for the recyclable categories to include in Qu19a.</p> <table border="1" data-bbox="562 1133 1142 1305"> <tbody> <tr> <td>Qu54: Tonnes Incinerator Bottom Ash recycled</td> </tr> <tr> <td>Qu54: Tonnes of metals recycled</td> </tr> <tr> <td>Qu55: Tonnes Incinerator Bottom Ash recycled</td> </tr> <tr> <td>Qu55: Tonnes of metals recycled</td> </tr> <tr> <td>Qu56: Tonnes diverted for recycling</td> </tr> </tbody> </table>	Qu54: Tonnes Incinerator Bottom Ash recycled	Qu54: Tonnes of metals recycled	Qu55: Tonnes Incinerator Bottom Ash recycled	Qu55: Tonnes of metals recycled	Qu56: Tonnes diverted for recycling
Qu54: Tonnes Incinerator Bottom Ash recycled							
Qu54: Tonnes of metals recycled							
Qu55: Tonnes Incinerator Bottom Ash recycled							
Qu55: Tonnes of metals recycled							
Qu56: Tonnes diverted for recycling							

Question	Question text	Guidance								
		<table border="1" data-bbox="564 331 1142 607"> <tr><td>Qu57: Tonnes of Char / Slag recycled</td></tr> <tr><td>Qu57: Tonnes of materials diverted for recycling</td></tr> <tr><td>Qu59: Tonnes to recycling</td></tr> <tr><td>Qu59 Tonnes to Biological treatment</td></tr> <tr><td>Qu60: Tonnes to compost / fertiliser</td></tr> <tr><td>Qu60: Tonnes of contaminants for recycling</td></tr> <tr><td>Qu64: Tonnes for recycling</td></tr> <tr><td>Qu65: Tonnes to Recycling / Composting</td></tr> </table> <p data-bbox="564 646 1940 704"><i>In order to assess the impact that this recycling has on the biodegradable diversion from landfill, these tonnages need to be reported by material type.</i></p> <p data-bbox="564 743 1940 841"><i>Question 19a is only available for WDA and UAs. WCAs which receive back allocated recycling extracted from the residual waste stream, should report these tonnages in Qu19, as per the guidance note on ‘How to report residual recycling’. This is available to download from the WasteDataFlow website.</i></p> <p data-bbox="564 880 1940 1010">How to Complete Qu19a <i>To access Qu19a, you need to ensure this is included in your question list. To check this go to ‘Data>>Data Entry’ and select your reporting period. Question 19a should be visible on your question list (i.e. this question has not been ticked as excluded).</i></p> <p data-bbox="564 1049 1940 1146"><i>Question 19a works in the same way as Question 19. You need to select your final destinations (by populating your selection lists – see section 2.6 of the WasteDataFlow systems manual), and report the tonnages of materials (by type) which are sent to the final destinations.</i></p> <p data-bbox="564 1185 1940 1282">Overseas destinations: <i>There are some specific exporters and overseas facilities listed on the selection lists already. However, if an exporter or overseas facility is not listed please use the Outside UK-EU (facility ID 23138) or Outside the UK-non EU (facility ID 23139) option as appropriate.</i></p>	Qu57: Tonnes of Char / Slag recycled	Qu57: Tonnes of materials diverted for recycling	Qu59: Tonnes to recycling	Qu59 Tonnes to Biological treatment	Qu60: Tonnes to compost / fertiliser	Qu60: Tonnes of contaminants for recycling	Qu64: Tonnes for recycling	Qu65: Tonnes to Recycling / Composting
Qu57: Tonnes of Char / Slag recycled										
Qu57: Tonnes of materials diverted for recycling										
Qu59: Tonnes to recycling										
Qu59 Tonnes to Biological treatment										
Qu60: Tonnes to compost / fertiliser										
Qu60: Tonnes of contaminants for recycling										
Qu64: Tonnes for recycling										
Qu65: Tonnes to Recycling / Composting										

Question	Question text	Guidance
		<p>FAQs for Qu19a</p> <p><i>Q: What category should IBA recycled from Qu54 or 55 be recorded under in Qu19a? A: This should be recorded in the Incinerator Bottom Ash category.</i></p> <p><i>Q: What category should Metals from Qu54 or 55 be recorded under in Qu19a? A: This should be recorded as Metals from Incinerator Bottom Ash.</i></p> <p><i>Q: What category should Char/Slag recycled from Qu57 be recorded under in Qu19a? A: This should be recorded as Rubble, with a comment added stating the tonnage of Rubble recorded that is Char/Slag recycled from Qu57.</i></p> <p><i>Q: What category should Biological Treatment from Qu59 be recorded under in Qu19a? A: This should be recorded as Other Compostable, with a comment added stating the tonnage of Other Compostable recorded that is Biological Treatment from Qu59.</i></p> <p><i>Q: What category should Compost from Qu60 be recorded under in Qu19a? A: This should be recorded as Other Compostable, with a comment added stating the tonnage of Other Compostable recorded that is Compost from Qu60.</i></p> <p><i>Q: Should tonnages from Qu61-63 be recorded in Qu19a? A: No, as these questions do not relate to the disposal of residual waste.</i></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. (The destination of the residual is required for authorities in Wales only.)</p>	<p>For each waste type: enter the tonnage of waste collected.</p> <p>Please note: Only Welsh authorities are requested 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>

Question	Question text	Guidance	
		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)
		Collected household waste: Street Cleaning	Collected non-household waste: Highways waste (see note below on the difference between gully emptyings and highways waste)
		Collected household waste: Bulky Waste	Collected non-household waste: Construction and Demolition (to record source segregated C&D waste only. Refer to 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. Refer to the 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 below)	Collected non-household waste: Commercial and Industrial Collected non-household waste: Other (to be used for non-household material that does not fit into any other specified category)
		Collected gully emptyings (see note below on the difference between gully emptyings and highways waste)	Beach cleansing (non-household category)
		Separately collected healthcare waste (household category)	Waste arising from clearance of fly-tipped materials (non-household category) (All fly-tipped materials collected for disposal, including fly-tipped asbestos, should be recorded here)
		Asbestos waste separately collected	Other collected waste (this is a non-household category and should only be used if none of the other non-household categories are suitable).

Question	Question text	Guidance
		<p>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 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 guidance page of the website.</p> <p>The difference between gully emptyings and highways waste The inclusion of 'gully waste' from Question 23 in total household waste was questioned by several Local Authorities at the England User Group in October 2007. Discussions illuminated different interpretations of gully waste. It seems that where authorities are emptying gully pots and acting under the Highways Act, this was non-household waste, whereas the cleaning of gutters and gullies (by the edge of the road) was household waste. This clarification is incorporated into the WasteDataFlow guidance as: Note that 'gully emptyings' should only include waste arising from sweeping gullies. 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

Question	Question text	Guidance
		<ul style="list-style-type: none"> ■ Soils ■ Ceramics/tiles ■ Asbestos <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 HH other. This is not considered a segregated C&D waste stream and will therefore not be deducted from the mass balance calculation.</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: Historically street sweepings and leaves sent for recycling have been recorded as collected for recycling in Qu18. Street sweepings are now classed as residual waste and the total collected tonnage should be recorded in Qu23. The EA have released two guidance notes in June2012 and more recently October 2012 providing advice to Local Authorities on how they should be classifying and recording their Street Sweepings and Gully Emptyings, the documents “Recovery of Street Sweepings and Gully Emptying” and “Update – Recovery of Street Sweepings and Gully Emptyings” can be found on the WasteDataFlow website under the guidance page.</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	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 GN 63: 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. • 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 regards 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)
Q024 / Quarterly / UA, WCA, WDA	How many reported fly-tipping incidents were there in your local authority?	<p>THIS QUESTION HAS BEEN REMOVED FROM REPORTING PERIOD 2015-16 Qtr2 AS IT HAS BEEN REPLACED BY DATA ENTRY IN THE WDF FLY-TIPPING MODULE.</p> <p>Tonnages of waste arising should continue to be reported in Qu18 : Other method: non-household (if recycled) or Qu23: Waste arising from the clearance of fly-tipped materials (non-household) (if for disposal) as appropriate.</p> <p>You do also need to continue to record the number of fly-tipped fridge-freezers in Qu26.</p>

Question	Question text	Guidance
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> <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>
Q031 / Annual /	What was the net cost of waste collection?	Important Note – – Up 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 the Best Value Performance Indicator

Question	Question text	Guidance
<p>UA, WCA, WDA</p>		<p>(BVPI). 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 as it is no longer our responsibility.</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) 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>
<p>Q032 / Annual / UA, WCA, WDA</p>	<p>What was the net cost of waste disposal?</p>	<p>Important Note – – Up 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 the BVPI. As BVPI 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 as it is no longer our responsibility.</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, formerly ODPM) via Revenue Outturn form RO5 which relates to Cultural Environmental Planning.</p>

Question	Question text	Guidance
		<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>
<p>Q033 / Quarterly / UA, WCA</p> <p>Household waste</p>	<p>Tonnes of materials collected at bring sites operated by voluntary / community sector</p>	<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> <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 are able to create in WasteDataFlow in order to increase the ease of 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>

Question	Question text	Guidance
<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> <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 are able to create in WasteDataFlow in order to increase the ease of 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 a number of 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>Q035 / Quarterly / UA, WCA, WDA</p>	<p>What is the final destination of your materials sent for reuse?</p>	<p><i>NOTE: DO NOT COMPLETE THIS QUESTION – QU100 REPLACES THIS QUESTION</i></p> <p>You will need to have set up your reuse destination list in order to use this question. To do this, go to 'Management' on the top tool bar click then choose 'Selection Lists'. Select 'Reuse Destinations (for Qu35) in the drop down box at the top of the</p>

Question	Question text	Guidance
<p>Household and non-household waste</p>		<p>page. Then use the 'Facility Search' area to find the recycling destinations where your waste is sent to. These MUST be the end destinations and not a transfer station or a MRF. When you find them in the list, tick the box on the left next to their name and press 'Save'. Once you have added all of the destinations you require, click "save" again to ensure all is saved to Qu35 list. Then navigate back to your Qu35 data entry page.</p> <p>You need to record any material that is actually sent for reuse after collection / sorting and record it against the FINAL reuse destinations. Ensure that you enter quantities for schemes operated by, or on behalf of, your authority only.</p> <p>There are two ways of entering data in this question:</p> <p>1) Choose one particular final reuse destination in the drop down menu at the top of the page and click 'Select'. Then, go down the list of materials that comes up and enter the tonnages against the materials that go to this destination, then save and repeat for another destination; or</p> <p>2) Bring up the list of materials. For each material choose how many destinations there are, choose a reuse destination in the drop down box and enter the tonnage sent for reuse to that destination, repeat for as many destinations as necessary for that one material type, then repeat for each of the material types.</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, 19, 33, 34, 35).that you are able to create in WasteDataFlow in order to increase the ease of 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 Qu35:</p> <ul style="list-style-type: none"> ▪ Rejects– only rejects made at the gate of the reprocessor/ final reuse destination should be recorded in this question against 'Qty sent for reuse but actually rejected/disposed (@ the gate reprocer)1' (This guidance may change)

Question	Question text	Guidance
		<p>Rejects do not need to be reported again anywhere else in your return or this would be double counting. (i.e. do not report rejects again in Qu23, Qu51-53, Qu54, Qu55, Qu56, Qu57, Qu59, Qu60, Qu64 or Qu65)</p> <ul style="list-style-type: none"> ▪ White goods: White goods should also be placed in here but this needs to be discussed between two-tier authorities to ensure that double-counting does not occur ▪ Segregated construction and demolition waste: The following categories of waste are classified as falling within the definition of construction and demolition waste. Rubble, plasterboard, soils, ceramics/tiles, asbestos. All source segregated construction and demolition waste which has been sent for recycling should be reported against the relevant waste material category i.e. total tonnage of construction and demolition collected minus any rejects at the point of collection. Ceramics from a construction and demolition process should be reported under rubble for ease of data reporting. ▪ Other materials: if tonnage is recorded against 'Other Materials' please include a comment to explain what this relates to ▪ Other/exempt destinations: if there are any destinations that are not in the selection lists then these will need to be recorded against 'Other / exempt' or 'Charity / exempt' – please ensure you add the facility name / address / licence number to the comments for each end destination covered by the exempt' category ▪ Overseas destinations: There are some specific exporters and overseas facilities listed on the selection lists already. However, if an exporter or overseas facility is not listed please use the Outside UK-EU (facility ID 23138) or Outside the UK-non EU (facility ID 23139) option as appropriate.
<p>Q051 / Quarterly / UA, WDA</p> <p>Household and non-household waste</p>	<p>How many tonnes of waste were disposed of in Inert Landfill?</p>	<p>NOTE: DO NOT COMPLETE THIS QUESTION – QU100 REPLACES THIS QUESTION</p> <p>Give details on the waste management methods employed by your authority to dispose of waste to inert landfill.</p> <p>For a definition of Inert Waste please refer to Schedule 1 (Waste Acceptance Criteria) of the Landfill (England and Wales) Regulation 2002 & The Landfill (England and Wales) (Amendment) Regulations 2004.</p> <p>This data may be sub-divided into a maximum of two Transfer Stations. If more than two transfer stations are used place the total for the remaining transfer stations in one box and provide the detail in the comments box of the transfer station used & tonnages sent.</p>

Question	Question text	Guidance
		<p><i>Note: to enter a destination you must first add this destination to your list. This is done through the Management section of the website. For further information see section 2.6 of the WasteDataFlow systems manual which provides details on how to use the selection lists.</i></p> <p><i>With regards to "Mode of Transport to Facility", if more than one mode is used, enter details on the most common form employed. You may enter any additional relevant information in the "Comments" Box provided.</i></p> <p>Key considerations when entering data into Qu51:</p> <ul style="list-style-type: none"> ■ <i>Please note that rejections to landfill from any treatment/disposal questions should not be included here.</i> ■ Overseas destinations: <i>There are some specific exporters and overseas facilities listed on the selection lists already. However, if an exporter or overseas facility is not listed please use the Outside UK-EU (facility ID 23138) or Outside the UK-non EU (facility ID 23139) option as appropriate.</i>
<p>Q052 / Quarterly / UA, WDA</p> <p>Household and non- household waste</p>	<p><i>How many tonnes of waste were disposed of in Non-Hazardous Landfill?</i></p>	<p>NOTE: DO NOT COMPLETE THIS QUESTION – QU100 REPLACES THIS QUESTION</p> <p><i>Give details on the waste management methods employed by your authority to dispose of waste to non-hazardous landfill.</i></p> <p><i>For a definition of Non Hazardous Landfill please refer to Schedule 1 (Waste Acceptance Criteria) of The Landfill (England and Wales) Regulations 2002 & The Landfill (England and Wales) (Amendment) Regulations 2004.</i></p> <p><i>This data may be sub-divided into a maximum of two Transfer Stations. If more than two transfer stations are used place the total for the remaining transfer stations in one box and provide the detail in the comments box of the transfer station used & tonnages sent.</i></p> <p><i>Note: to enter a destination you must first add this destination to your list. This is done through the Management section of the website. For further information see section 2.6 of the WasteDataFlow systems manual, which provides details on how to use the selection lists.</i></p>

Question	Question text	Guidance
		<p>With regards to "Mode of Transport to Facility", if more than one mode is used, enter details on the most common form employed. You may enter any additional relevant information in the "Comments" Box provided.</p> <p>Key considerations when entering data into Qu52:</p> <ul style="list-style-type: none"> ▪ Please note that rejections to landfill from any treatment/disposal questions should not be included here. ▪ Overseas destinations: There are some specific exporters and overseas facilities listed on the selection lists already. However, if an exporter or overseas facility is not listed please use the Outside UK-EU (facility ID 23138) or Outside the UK-non EU (facility ID 23139) option as appropriate.
<p>Q053 / Quarterly / UA, WDA</p> <p>Household and non- household waste</p>	<p>How many tonnes of waste were disposed of in Hazardous Landfill?</p>	<p>NOTE: DO NOT COMPLETE THIS QUESTION – QU100 REPLACES THIS QUESTION</p> <p>Give details on the waste management methods employed by your authority to dispose of waste to hazardous landfill.</p> <p>For a definition of Hazardous Landfill please refer to Schedule 1 (Waste Acceptance Criteria) of The Landfill (England and Wales) Regulations 2002 & The Landfill (England and Wales) (Amendment) Regulations 2004.</p> <p>This data may be sub-divided into a maximum of two Transfer Stations. If more than two transfer stations are used place the total for the remaining transfer stations in one box and provide the detail in the comments box of the transfer station used & tonnages sent.</p> <p>Note: to enter a destination you must first add this destination to your list. This is done through the Management section of the website. For further information see section 2.6 of the WasteDataFlow systems manual, which provides details on how to use the selection lists.</p> <p>With regards to "Mode of Transport to Facility", if more than one mode is used, enter details on the most common form employed. You may enter any additional relevant information in the "Comments" Box provided.</p> <p>Key considerations when entering data into Qu53:</p> <ul style="list-style-type: none"> ▪ Please note that rejections to landfill from any treatment/disposal questions should not be included here.

Question	Question text	Guidance
		<ul style="list-style-type: none"> ▪ Overseas destinations: There are some specific exporters and overseas facilities listed on the selection lists already. However, if an exporter or overseas facility is not listed please use the Outside UK-EU (facility ID 23138) or Outside the UK-non EU (facility ID 23139) option as appropriate.
<p>Q054 / Quarterly / UA, WDA</p> <p>Household and non-household waste</p>	<p>How many tonnes of waste were disposed of by Incineration with Energy Recovery?</p>	<p>NOTE: DO NOT COMPLETE THIS QUESTION – QU100 REPLACES THIS QUESTION</p> <p>Give details on the waste management methods employed by your authority to dispose of waste by Incineration with Energy Recovery.</p> <p>Note: to enter a destination you must first add this destination to your list. This is done through the Management section of the website. For further information see section 2.6 of the WasteDataFlow systems manual, which provides details on how to use the selection lists.</p> <p>With regards to "Mode of Transport to Facility", if more than one mode is used, enter details on the most common form employed. You may enter any additional relevant information in the "Comments" Box provided.</p> <p>Key considerations when entering data into Qu54:</p> <ul style="list-style-type: none"> ▪ Please ensure that Incinerator Bottom Ash (IBA) is placed in the output section of this question. If there are tonnages for Fly Ash and Bottom Ash please add them together and make a note in the comments box. ▪ Tonnage inputs and outputs for this question are unlikely to add up, as a result of moisture loss during the process. ▪ Incinerator bottom ash sent for recycling should be reported in Qu19a in the Incinerator Bottom Ash category. Metals from IBA recorded as sent for recycling in this question should be reported in Qu19a in the Metals from IBA category. ▪ Please note that the tonnes to landfill do NOT need to be placed back into the landfill questions Q51- 53 and the tonnes to recycling should NOT be placed in Q19.

Question	Question text	Guidance
		<ul style="list-style-type: none"> Overseas destinations: There are some specific exporters and overseas facilities listed on the selection lists already. However, if an exporter or overseas facility is not listed please use the Outside UK-EU (facility ID 23138) or Outside the UK-non EU (facility ID 23139) option as appropriate.
Q055 / Quarterly / UA, WDA Household and non- household waste	How many tonnes of waste were disposed of by Incineration without Energy Recovery?	<p>NOTE: DO NOT COMPLETE THIS QUESTION – QU100 REPLACES THIS QUESTION</p> <p>Give details on the waste management methods employed by your authority to dispose of waste by Incineration without Energy Recovery.</p> <p>Note: to enter a destination you must first add this destination to your list. This is done through the Management section of the website. For further information see section 2.6 of the WasteDataFlow systems manual, which provides details on how to use the selection lists.</p> <p>With regards to "Mode of Transport to Facility", if more than one mode is used, enter details on the most common form employed. You may enter any additional relevant information in the "Comments" Box provided.</p> <p>Key considerations when entering data into Qu55:</p> <ul style="list-style-type: none"> Please ensure that Incinerator Bottom Ash (IBA) is placed in the output section of this question. If there are tonnages for Fly Ash and Bottom Ash please add them together and make a note in the comments box. Tonnage inputs and outputs for this question are unlikely to add up, as a result of moisture loss during the process. Incinerator bottom ash sent for recycling should be reported in Qu19a in the Incinerator Bottom Ash category. Metals from IBA recorded as sent for recycling in this question should be reported in Qu19a in the Metals from IBA category. Please note that the tonnes to landfill do NOT need to be placed back into the landfill questions Q51- 53 and the tonnes to recycling should NOT be placed in Q19.

Question	Question text	Guidance
		<ul style="list-style-type: none"> Overseas destinations: There are some specific exporters and overseas facilities listed on the selection lists already. However, if an exporter or overseas facility is not listed please use the Outside UK-EU (facility ID 23138) or Outside the UK-non EU (facility ID 23139) option as appropriate
Q056 / Quarterly / UA, WDA Household and non- household waste	How many tonnes of waste were sent to RDF, Autoclave, MHT or similar treatment?	<p>NOTE: DO NOT COMPLETE THIS QUESTION – QU100 REPLACES THIS QUESTION</p> <p>Give details on the waste management methods employed by your authority to dispose of waste by conversion to Refuse Derived Fuel (RDF).</p> <p>RDF is a fuel produced from combustible waste that can be stored and transported, or used directly on site to produce heat and/or power.</p> <p>Note: to enter a destination you must first add this destination to your list. This is done through the Management section of the website. For further information see section 2.6 of the WasteDataFlow systems manual, which provides details on how to use the selection lists.</p> <p>With regards to "Mode of Transport to Facility", if more than one mode is used, enter details on the most common form employed. You may enter any additional relevant information in the "Comments" Box provided.</p> <p>Key considerations when entering data into Qu56:</p> <ul style="list-style-type: none"> If RDF is produced as a result of MBT this should be entered in Qu59 and not in Qu56. This question relates to a technology to dry or sort the waste to produce RDF, and is not referring to an MBT process with RDF as one of the outputs. It should be noted that there should be good correspondence between the tonnage input and the sum of outputs for this question, but they may not necessarily add up as a result of moisture loss during the process. Please confirm the moisture loss tonnage in the comments.

Question	Question text	Guidance
		<ul style="list-style-type: none"> ■ Please note that the tonnes to landfill do NOT need to be placed back into the landfill questions Q51- 53 as this would be double counting ■ Tonnes to recycling should NOT be placed in Q19 as this would be double counting ■ Recyclables extracted from the process which are then sent for recycling should be reported in Qu19a. ■ Waste Disposal Authorities who back allocate residual waste recycling tonnages to their Waste Collection Authorities should refer to the “How to report recycling from the residual waste stream” guidance document on the guidance page of the WasteDataFlow website. ■ Overseas destinations: There are some specific exporters and overseas facilities listed on the selection lists already. However, if an exporter or overseas facility is not listed please use the Outside UK-EU (facility ID 23138) or Outside the UK-non EU (facility ID 23139) option as appropriate
<p>Q057 / Quarterly / UA, WDA</p> <p>Household and non- household waste</p>	<p>How many tonnes of waste were disposed of by Advanced Thermal Treatment (e.g. Pyrolysis & Gasification)?</p>	<p>NOTE: DO NOT COMPLETE THIS QUESTION – QU100 REPLACES THIS QUESTION</p> <p>Give details on the waste management methods employed by your authority to dispose of waste by Advanced Thermal Treatment (e.g. Pyrolysis & Gasification).</p> <p>Note: to enter a destination you must first add this destination to your list. This is done through the Management section of the website. For further information see section 2.6 of the WasteDataFlow systems manual, which provides details on how to use the selection lists.</p> <p>With regards to "Mode of Transport to Facility", if more than one mode is used, enter details on the most common form employed.</p> <p>Key considerations when entering data into Qu57:</p>

Question	Question text	Guidance
		<ul style="list-style-type: none"> ■ Only MSW sent directly for advanced thermal treatment should be recorded here. If materials are produced for thermal treatment as result of MBT this should be entered in Qu59 only. ■ It should be noted that tonnage input and outputs for this question are unlikely to equate, as a result of moisture loss during the process. Please confirm the moisture loss tonnage in the comments. ■ Please note that the tonnes to landfill do NOT need to be placed back into the landfill questions Q51- 53 as this would be double counting ■ Tonnes to recycling should NOT be placed in Q19 as this would be double counting ■ Recyclables extracted from the process which are then sent for recycling should be reported in Qu19a. Char and slag sent for recycling from this process should be reported as Rubble in Qu19a with a note in the comments stating rubble is char/slag from Qu57. ■ Waste Disposal Authorities who back allocate residual waste recycling tonnages to their Waste Collection Authorities should refer to the “How to report recycling from the residual waste stream” guidance document on the guidance page of the WasteDataFlow website. ■ Overseas destinations: There are some specific exporters and overseas facilities listed on the selection lists already. However, if an exporter or overseas facility is not listed please use the Outside UK-EU (facility ID 23138) or Outside the UK-non EU (facility ID 23139) option as appropriate.
Q058 / Quarterly / UA, WCA, WDA	How many tonnes of recyclables were sent to a Materials Recovery Facility?	<p>NOTE: DO NOT COMPLETE THIS QUESTION – QU100 REPLACES THIS QUESTION</p> <p>Give details on the waste management methods used by your authority to send recyclables to a materials recovery facility.</p> <p>Please enter any tonnages collected as co-mingled (Qu 10, 11, 12, 14, 16, 17, 33, 34) that are being placed through a MRF to be separated. Example: Q10 has 100 tonnes collected co-mingled (and not kerbside sorted) with no collection rejects.</p>

Question	Question text	Guidance
Household and non-household waste		<p>The input to Q58 is therefore 100 tonnes. The output for Q58 should record the tonnes for recycling (e.g. 90t), the tonnes rejected to landfill (e.g. 10t) and the tonnes rejected to energy recovery (e.g. 0t). Cross check that the total tonnage input (100t) = landfilled rejects (10t) plus energy recovery rejects (0t) plus recycling tonnage (90t). Go to Q19 and enter the amount for recycling (90t) against the individual material categories and their final destinations.</p> <p>For further guidance: please refer to the "Recording co-mingled materials" document on the Guidance page of the WasteDataFlow website.</p> <p>Note: to enter a destination you must first add this destination to your list. This is done through the Management section of the website. For further information see section 2.6 of the WasteDataFlow systems manual, which provides details on how to use the selection lists.</p> <p>With regards to "Mode of Transport to Facility", if more than one mode is used, enter details on the most common form employed.</p> <p>Key considerations when entering data into Qu58:</p> <ul style="list-style-type: none"> ▪ Please note that the tonnes to landfill or Energy Recovery do NOT need to be placed back into either the landfill questions Qu51- 53, incineration questions Qu54-55 or the reject column in Qu19 as this would be double counting ▪ Overseas destinations: There are some specific exporters and overseas facilities listed on the selection lists already. However, if an exporter or overseas facility is not listed please use the Outside UK-EU (facility ID 23138) or Outside the UK-non EU (facility ID 23139) option as appropriate.
Q059 / Quarterly / UA, WDA	How many tonnes of waste were sent for Mechanical Biological Treatment (MBT)?	<p>NOTE: DO NOT COMPLETE THIS QUESTION – QU100 REPLACES THIS QUESTION</p> <p>Give details on the waste management methods used by your authority to dispose of waste by means of Mechanical Biological Treatment.</p>

Question	Question text	Guidance
<p>Household and non-household waste</p>		<p><i>Note: to enter a destination you must first add this destination to your list. This is done through the Management section of the website. For further information see section 2.6 of the WasteDataFlow systems manual, which provides details on how to use the selection lists.</i></p> <p><i>With regards to "Mode of Transport to Facility", if more than one mode is used, enter details on the most common form employed.</i></p> <p>Key considerations when entering data into Qu59:</p> <ul style="list-style-type: none"> ■ <i>Tonnages sent to an MBT plant and the outputs of this process should NOT be recorded in the other disposal questions.</i> ■ <i>If a Mechanical Heat Treatment is being used (such as autoclaving) this should be recorded in Q65 only.</i> ■ <i>It should be noted that tonnage input and outputs for this question are unlikely to equate, as a result of moisture loss during the process. Please confirm the moisture loss tonnage in the comments.</i> ■ <i>Please note that the tonnes to landfill do NOT need to be placed back into the landfill questions Q51- 53 as this would be double counting</i> ■ <i>Tonnes to recycling should NOT be placed in Q19 as this would be double counting</i> ■ <i>Recyclables extracted from the process which are then sent for recycling should be reported in Qu19a. Tonnes to biological treatment from Qu59 should be reported as Other Compostable waste in Qu19a with a note in the comments box explaining this along with the end use of the material.</i> ■ <i>Waste Disposal Authorities who back allocate residual waste recycling tonnages to their Waste Collection Authorities should refer to the "How to report recycling from the residual waste stream" guidance document on the guidance page of the WasteDataFlow website.</i>

Question	Question text	Guidance
		<ul style="list-style-type: none"> Overseas destinations: There are some specific exporters and overseas facilities listed on the selection lists already. However, if an exporter or overseas facility is not listed please use the Outside UK-EU (facility ID 23138) or Outside the UK-non EU (facility ID 23139) option as appropriate.
Q060 / Quarterly / UA, WDA Household and non- household waste	How many tonnes of waste were sent for Anaerobic or Aerobic Digestion (AD)? – whole waste not source segregated organics	<p>NOTE: DO NOT COMPLETE THIS QUESTION – QU100 REPLACES THIS QUESTION</p> <p>Give details on the waste management methods used by your authority to dispose of waste by means of Anaerobic Digestion (whole waste not source segregated organics). Anaerobic Digestion is a process where biodegradable material is broken down in the absence of oxygen. Material is placed in an enclosed vessel and in controlled conditions the waste breaks down, typically into a digestate, liquor & biogas.</p> <p>Note: to enter a destination you must first add this destination to your list. This is done through the Management section of the website. For further information see section 2.6 of the WasteDataFlow systems manual, which provides details on how to use the selection lists.</p> <p>With regards to "Mode of Transport to Facility", if more than one mode is used, enter details on the most common form employed.</p> <p>Key considerations when entering data into Qu60:</p> <ul style="list-style-type: none"> This question is for recording tonnages of residual MSW that is sent for AD. This can include facilities which are sorting waste prior to input to the AD process if AD is the primary function of the facility. In this case do not record this in Q59. Please note that the tonnes to landfill do NOT need to be placed back into the landfill questions Q51- 53 as this would be double counting Tonnes to recycling should NOT be placed in Q19 as this would be double counting

Question	Question text	Guidance
		<ul style="list-style-type: none"> ▪ <i>Recyclables extracted from the process which are then sent for recycling should be reported in Qu19a. Tonnes to compost should be reported as Other Compostable waste in Qu19a with a note in the comments box.</i> ▪ <i>Waste Disposal Authorities who back allocate residual waste recycling tonnages to their Waste Collection Authorities should refer to the “How to report recycling from the residual waste stream” guidance document on the guidance page of the WasteDataFlow website.</i> ▪ Overseas destinations: <i>There are some specific exporters and overseas facilities listed on the selection lists already. However, if an exporter or overseas facility is not listed please use the Outside UK-EU (facility ID 23138) or Outside the UK-non EU (facility ID 23139) option as appropriate.</i>
<p>Q061 / Quarterly / UA, WDA</p> <p>Household and non- household waste</p>	<p>How many tonnes of organic waste were sent for Anaerobic or Aerobic Digestion (AD)?</p>	<p>NOTE: DO NOT COMPLETE THIS QUESTION – QU100 REPLACES THIS QUESTION</p> <p><i>Give details on the waste management methods used by your authority to dispose of ORGANIC waste by means of Anaerobic Digestion. Anaerobic Digestion is a process where biodegradable material is broken down in the absence of oxygen. Material is placed in an enclosed vessel and in controlled conditions the waste breaks down, typically into a digestate, liquor & biogas.</i></p> <p><i>Note: to enter a destination you must first add this destination to your list. This is done through the Management section of the website. For further information see section 2.6 of the WasteDataFlow systems manual, which provides details on how to use the selection lists.</i></p> <p><i>With regards to "Mode of Transport to Facility", if more than one mode is used, enter details on the most common form employed.</i></p> <p>Key considerations when entering data into Qu61:</p> <ul style="list-style-type: none"> ▪ <i>The 'tonnes to compost' should be the amount entering the biological process, not the amount of compost/fertiliser produced. Therefore the input tonnages should approximately equal the sum of the output tonnages.</i>

Question	Question text	Guidance
		<ul style="list-style-type: none"> ■ For Unitary Authorities (UAs) the tonnage inputs to Qu61-63 should be equal to amounts of collected source-segregated green/compostable waste (net of rejects) which have been recorded as sent for recycling in Qu19. ■ Waste Disposal Authorities (WDAs) should report their WCAs organic waste in sent for treatment in Qu61 – 63 (depending on the facility type used by your authority). This will lead to an expected imbalance between WDA organic waste reported as sent for treatment in Qu19 and the total inputted to treatment in Qu61 – 63. The discrepancy will equate to the WCAs organic waste. Please also note that Waste Disposal Authorities should not double count organic waste rejects that have already been reported by their WCAs. ■ Please note that the tonnes to landfill do NOT need to be placed back into the landfill questions Q51- 53. ■ Rejects sent for incineration with or without energy recovery should not be included in the output tonnage in Qu61. This will result in an imbalance in the input vs output tonnages which should be explained by a note in the comment e.g. “XX tonnes to EfW and recorded in Qu54”. The tonnage should then be recorded in Qu54 (Incineration with Energy Recovery) or Qu55 (Incineration without Energy Recovery) as appropriate. ■ Overseas destinations: There are some specific exporters and overseas facilities listed on the selection lists already. However, if an exporter or overseas facility is not listed please use the Outside UK-EU (facility ID 23138) or Outside the UK-non EU (facility ID 23139) option as appropriate. <p>For further guidance please refer to the “Reporting Organic Waste” guidance document on the WasteDataFlow website</p>
Q062 / Quarterly / UA, WDA	How many tonnes of organic waste were sent for In-Vessel Composting?	<p>NOTE: DO NOT COMPLETE THIS QUESTION – QU100 REPLACES THIS QUESTION</p> <p>Give details on the waste management methods used by your authority to dispose of ORGANIC waste by means of In-Vessel Composting. In Vessel Composting is the aerobic decomposition of shredded and mixed organic waste within an enclosed container, where the control systems for material degradation are fully automated.</p>

Question	Question text	Guidance
<p>Household and non-household waste</p>		<p><i>Note: to enter a destination you must first add this destination to your list. This is done through the Management section of the website. For further information see section 2.6 of the WasteDataFlow systems manual, which provides details on how to use the selection lists.</i></p> <p><i>With regards to "Mode of Transport to Facility", if more than one mode is used, enter details on the most common form employed.</i></p> <p>Key considerations when entering data into Qu62:</p> <ul style="list-style-type: none"> ■ <i>The 'tonnes to compost' should be the amount entering the biological process, not the amount of compost/fertiliser produced. Therefore the input tonnages should approximately equal the sum of the output tonnages.</i> ■ <i>For Unitary Authorities (UAs) the tonnage inputs to Qu61-63 should be equal to amounts of collected source-segregated green/compostable waste (net of rejects) which have been recorded as sent for recycling in Qu19.</i> ■ <i>Waste Disposal Authorities (WDAs) should report their WCAs organic waste in sent for treatment in Qu61 – 63 (depending on the facility type used by your authority). This will lead to an expected imbalance between WDA organic waste reported as sent for treatment in Qu19 and the total inputted to treatment in Qu61 – 63. The discrepancy will equate to the WCAs organic waste. Please also note that Waste Disposal Authorities should not double count organic waste rejects that have already been reported by their WCAs.</i> ■ <i>Please note that the tonnes to landfill do NOT need to be placed back into the landfill questions Q51- 53.</i> ■ <i>Rejects sent for incineration with or without energy recovery should not be included in the output tonnage in Qu62. This will result in an imbalance in the input vs output tonnages which should be explained by a note in the comment e.g. "XX tonnes to EfW and recorded in Qu54". The tonnage should then be recorded in Qu54 (Incineration with Energy Recovery) or Qu55 (Incineration without Energy Recovery) as appropriate.</i>

Question	Question text	Guidance
		<ul style="list-style-type: none"> ■ Overseas destinations: There are some specific exporters and overseas facilities listed on the selection lists already. However, if an exporter or overseas facility is not listed please use the Outside UK-EU (facility ID 23138) or Outside the UK-non EU (facility ID 23139) option as appropriate. <p>For further guidance please refer to the “Reporting Organic Waste” guidance document on the WasteDataFlow website.</p>
<p>Q063 / Quarterly / UA, WDA</p> <p>Household and non-household waste</p>	<p>How many tonnes of organic waste were sent for Windrow or other composting?</p>	<p>NOTE: DO NOT COMPLETE THIS QUESTION – QU100 REPLACES THIS QUESTION</p> <p>Windrow Composting is the aerobic decomposition of appropriate shredded biodegradable waste using open linear heaps. Give details on the waste management methods used by your authority to dispose of green waste through Windrow or other composting.</p> <p>Note: to enter a destination you must first add this destination to your list. This is done through the Management section of the website. For further information see section 2.6 of the WasteDataFlow systems manual, which provides details on how to use the selection lists.</p> <p>With regards to "Mode of Transport to Facility", if more than one mode is used, enter details on the most common form employed.</p> <p>Key considerations when entering data into Qu63:</p> <ul style="list-style-type: none"> ■ The 'tonnes to compost' should be the amount entering the biological process, not the amount of compost/fertiliser produced. Therefore the input tonnages should approximately equal the sum of the output tonnages. ■ For Unitary Authorities (UAs) the tonnage inputs to Qu61-63 should be equal to amounts of collected source-segregated green/compostable waste (net of rejects) which have been recorded as sent for recycling in Qu19. ■ Waste Disposal Authorities (WDAs) should report their WCAs organic waste in sent for treatment in Qu61 – 63 (depending on the facility type used by your authority). This will lead to an expected imbalance between WDA organic

Question	Question text	Guidance
		<p>waste reported as sent for treatment in Qu19 and the total inputted to treatment in Qu61 – 63. The discrepancy will equate to the WCAs organic waste. Please also note that Waste Disposal Authorities should not double count organic waste rejects that have already been reported by their WCAs.</p> <ul style="list-style-type: none"> ▪ Please note that the tonnes to landfill do NOT need to be placed back into the landfill questions Q51- 53. ▪ Rejects sent for incineration with or without energy recovery should not be included in the output tonnage in Qu62. This will result in an imbalance in the input vs output tonnages which should be explained by a note in the comment e.g. "XX tonnes to EfW and recorded in Qu54". The tonnage should then be recorded in Qu54 (Incineration with Energy Recovery) or Qu55 (Incineration without Energy Recovery) as appropriate. ▪ Overseas destinations: There are some specific exporters and overseas facilities listed on the selection lists already. However, if an exporter or overseas facility is not listed please use the Outside UK-EU (facility ID 23138) or Outside the UK-non EU (facility ID 23139) option as appropriate. <p>For further guidance please refer to the "Reporting Organic Waste" guidance document on the WasteDataFlow website.</p>
<p>Q064 / Quarterly / UA, WDA</p> <p>Household and non- household waste</p>	<p>How many tonnes of residual waste were sent for sorting prior to disposal or recovery (Residual Waste MRF)?</p>	<p>NOTE: DO NOT COMPLETE THIS QUESTION – QU100 REPLACES THIS QUESTION</p> <p>Give details on the waste management methods employed by your authority to send residual waste to Material Recovery Facility (MRF).</p> <p>Note: to enter a destination you must first add this destination to your list. This is done through the Management section of the website. For further information see section 2.6 of the WasteDataFlow systems manual, which provides details on how to use the selection lists.</p> <p>With regards to "Mode of Transport to Facility", if more than one mode is used, enter details on the most common form employed.</p>

Question	Question text	Guidance
		<p>Key considerations when entering data into Qu64:</p> <ul style="list-style-type: none"> ■ Please enter the total tonnages of residual waste as a total input. The output tonnages to recycling, recovery and landfill should equal the input tonnage. If the input and output tonnages do not balance please put a note in the comments to explain the reason for this e.g. input is greater than the output by X tonnes due to stockpiling. ■ Please note that the tonnes to landfill do NOT need to be placed back into the landfill questions Q51- 53 as this would be double counting ■ Tonnes to recycling should NOT be placed in Q19 as this would be double counting ■ A note needs to be made in the comments box where the landfill tonnages are going to and the split of recyclables by material type. ■ Recyclables extracted from the dirty MRF process which are then sent for recycling should be recorded in Qu19a. ■ Waste Disposal Authorities who back allocate residual waste recycling tonnages to their Waste Collection Authorities should refer to the “How to report recycling from the residual waste stream” guidance document on the guidance page of the WasteDataFlow website. ■ Overseas destinations: There are some specific exporters and overseas facilities listed on the selection lists already. However, if an exporter or overseas facility is not listed please use the Outside UK-EU (facility ID 23138) or Outside the UK-non EU (facility ID 23139) option as appropriate.
Q065 / Quarterly / UA, WDA	How many tonnes of waste were disposed of by any other method not covered elsewhere?	<p>NOTE: DO NOT COMPLETE THIS QUESTION – QU100 REPLACES THIS QUESTION</p> <p>Give details on the waste management methods employed by your authority to dispose of waste by any other method not covered elsewhere. An example of method of disposal not covered elsewhere could be autoclaving.</p>

Question	Question text	Guidance
<p>Household and non-household waste</p>		<p><i>Note: to enter a destination you must first add this destination to your list. This is done through the Management section of the website. For further information see section 2.6 of the WasteDataFlow systems manual, which provides details on how to use the selection lists.</i></p> <p><i>With regards to "Mode of Transport to Facility", if more than one mode is used, enter details on the most common form employed.</i></p> <p>Key considerations when entering data into Qu65:</p> <ul style="list-style-type: none"> ▪ <i>Please enter the total tonnages of residual waste as a total input. The output tonnages to recycling, recovery and landfill should equal the input tonnage. If the input and output tonnages do not balance please put a note in the comments to explain the reason for this e.g. input is greater than the output by X tonnes due to stockpiling.</i> ▪ <i>Please note that the tonnes to landfill do NOT need to be placed back into the landfill questions Q51- 53 as this would be double counting</i> ▪ <i>Tonnes to recycling should NOT be placed in Q19 as this would be double counting</i> ▪ <i>Recyclables extracted from the treatment process, which are then sent for recycling, should be recorded in Qu19a.</i> ▪ <i>Waste Disposal Authorities who back allocate residual waste recycling tonnages to their Waste Collection Authorities should refer to the "How to report recycling from the residual waste stream" guidance document on the guidance page of the WasteDataFlow website.</i> ▪ Overseas destinations: <i>There are some specific exporters and overseas facilities listed on the selection lists already. However, if an exporter or overseas facility is not listed please use the Outside UK-EU (facility ID 23138) or Outside the UK-non EU (facility ID 23139) option as appropriate.</i>

Question	Question text	Guidance
<p>Q069 / Quarterly / UA, WDA</p> <p>Optional question</p>	<p>Please provide the household/non-hhld split of residual waste sent for recycling. This is an optional question to compute household ratio which is applied to residual recycling</p>	<p>NOTE: DO NOT COMPLETE THIS QUESTION – QU100 REPLACES THIS QUESTION</p> <p><i>This question is not answered by WCAs.</i></p> <p><i>For WDAs and UAs, this is an optional question. However, completing this question will allow a more accurate household recycling tonnage from the residual recycling waste stream to be included in the National Indicator (NI) reports. Further guidance on how to complete this question and how this question is included in the NI calculations is available from the following guidance notes, available to download from the WasteDataFlow website:</i></p> <ol style="list-style-type: none"> <i>1. How to report data in Question 69 (pdf)</i> <i>2. WasteDataFlow Guidance – NI Calculations (pdf)</i> <p><i>(Please note that from the 2012-23 WasteDataFlow reporting year National Indicators are no longer used as a national performance indicator).</i></p> <p><i>This question allows you to enter a household/non-household breakdown of the residual waste tonnage sent for disposal. It was originally implemented for the English BVPIs and so asked for the split on landfill and energy recovery.</i></p> <p><i>If completed under NIs prior to April 2010 the total of the value entered into the landfill and energy recovery row will be used to calculate a ratio to be used when calculating how much household recycling has been recovered from the residual stream, the same ratio will be used on all routes (in effect ignore the labels for the rows). If not completed then the hh/non-hh split from the collected tonnages in question 23 will be used to create the ratio.</i></p> <p><i>From April 2010 onwards each row will be used to generate a separate household factor to be incorporated into the NI calculation so that recycling from each treatment route can have its own hh/non-hh ratio, as before, if the appropriate row is not used, then any recycling by that treatment route will be calculated using the household ratio from question 23.</i></p> <p><i>When entering data into this question it may be useful for you to check the following:</i></p>

Question	Question text	Guidance
		<ol style="list-style-type: none"> 1. Check total in Qu69 (household + non-household) against the input to the specific question (e.g. Qu64 input should equal household + non-household tonnes in Qu69 for sent for sorting residual MRF). 2. If recycling has been sent from the specific treatment question e.g. Qu64 sent for recycling, you may want to consider completing Qu69 to generate the coinciding HH factor to be used in the NI calculation. 3. Check the % household and non-household against the data reported in the same quarter of the previous year.
<p>Q070 / Quarterly / UA, WDA</p> <p>Optional question</p>	<p>Enter the amount of waste separated from the residual waste and sent for recycling. The total should equal the outputs to recycling reported in Questions 56, 57, 59, 60, 64 and 65.</p>	<p>NOTE: DO NOT COMPLETE THIS QUESTION – QU100 REPLACES THIS QUESTION</p> <p>Please note that data entry within this question is not compulsory for English or Welsh Authorities. Question 70 is available in WasteDataFlow to allow local authorities who report recycling extracted from the residual waste stream, to record the material composition of the tonnages sent for recycling after treatment/sorting of residual waste. Question 70 will enable the collation of information on what materials are being extracted from the residual waste stream by WDAs and UAs. This question is only available to WDAs and UAs as sorting of residual waste is normally a disposal authority activity.</p> <p>Question 70 has a similar layout as all other recycling questions in WasteDataFlow in that all 67 material types are listed. The various headings of this question include:</p> <ul style="list-style-type: none"> • Material – lists the materials which are sent for recycling from the residual waste stream. • Quantity sent for recycling from Qu56, 57, 59, 60, 64 and 65 – Enter the tonnages of the separate material types which are sent for recycling from the different treatment processes. • Quantity sent for recycling, but rejected at the gate or by the reprocessor – Enter the tonnages of materials (by type) that are rejected at the gate or by the reprocessor. • Tonnage Cross Check – Any imbalances between the data recorded in this question and the data recorded in Qu59, Qu60 and Qu64 will be flagged at the top of the Qu70 page in the row entitled “Check value from disposal question”. This check will enable WDAs and UAs to identify whether the total tonnage recorded as being recycled in Qu70 matches the totals recorded in Qu59, Qu60 and Qu64 as extracted for recycling. <p>Avoiding Double Counting: Reporting data in Qu70 will not lead to double counting of tonnage. This question is simply used to track the tonnages of each material sent to recycling by treatment type.</p>

Question	Question text	Guidance
		<p><i>How is Qu70, different to Qu19a?</i></p> <p><i>The tonnages in Qu19a will give the total of material weights going to individual reprocessors. Qu70, which was introduced in 2008/9, has been expanded so that you can track the tonnage of each material sent to recycling from each of questions 56, 57, 59, 60, 64 and 65. Questions 54 and 55 have a metal output that could be recycled but as this is only one material type it is not included in Qu70.</i></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 streams, but usage differs by country.</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>In Wales and Scotland Qu100 fully replaced the previous treatment and disposal question set in returns from April – June 2013 (Wales) and 2013 Calendar year (Scotland).</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 similar to 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.</p> <p>The first time question 100 is used it is a completely blank canvas which requires the user to build up the all the points of treatment, disposal and reprocessing and the links between them. This structure is referred to as the Question 100 “tree”.</p> <p>After this initial build, the tree can then be loaded into subsequent months and 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>

<i>Question</i>	<i>Question text</i>	<i>Guidance</i>
		For more information please refer to the following guidance documents: GN63 Question 100 Data Entry and GN62a: How to use the Validation Spreadsheet – Qu100 returns.