1 Introduction

This guidance document explains how as a public user you can access the data within WasteDataFlow, and in particular provides information on:

- <u>Navigating around WasteDataFlow;</u>
- Registering as a public user;
- Using the summary reports functions;
 - <u>Types of report;</u>
 - Performance Indicator (PI) reports;
 - Analytical reports;
 - <u>Raw Data downloads;</u>
 - How to run a report;
 - Understanding PI and Analytical reports; and
 - Understanding Raw Data downloads.

WasteDataFlow is the web-based system for waste data reporting by UK local authorities to government. The system went live on 30 April 2004, and was designed for local authorities to allow faster and more accurate data collection of waste statistics, to enhance their local data management for reporting and strategic planning purposes and to offer them streamlined access to performance benchmarking with other authorities.

Further to being a benefit to local authorities, WasteDataFlow also allows the UK Government:

- to monitor progress towards national and local targets;
- to produce National Statistics on waste; and
- to provide an evidence base to guide government policy.

It was previously also used to enable local authorities to meet the requirement to report quarterly data to the 'monitoring authority' under Landfill Allowances Schemes regulations (The scheme ran until the end of the 2012-13 scheme year with conclusion of trades on 30 September 2013).

The WasteDataFlow questions are completed quarterly by local authorities and each return is then validated by the WasteDataFlow team working with the local authority before being passed to the relevant regional body and national bodies for further checking. Only after final authorisation by these agencies are the data made available to the public. In England this occurs after all four quarters of the year have been validated and checked, usually in the December following the year end (e.g. data for 2017-18 are expected to be available in December 2018). A guide to the validation and publication timetables for the other countries is currently being developed and will be published on the WDF Guidance web page. The validated data can be downloaded by the general public, once they have registered as a public user on the site.

Helpful Tip: If you are unable to view some of the data selected, this may be because the data has not reached the required 'Validation level' for Public Users.

2 Navigating around WasteDataFlow

The Home page provides general background information on the purpose of WasteDataFlow and how you can obtain data.

Figure 1. WasteDataFlow homepage.

WasteDataFlow			2	2570	3/6-	3
Home	Objectives	News	Guidance	Who's Who	Data Manager	Contact Us
Welcome	to the WasteData	Flow website				
What is Wa	asteDataFlow?					
WasteDataF on 30 April 2	low is the web based s 2004. If you are a local a	system for munici authority and hav	pal waste data reportir e not yet registered ple	ng by UK local author ease Contact us.	ities to government.	The system went live
The aim is to departments Municipal W	o gradually replace the , agencies, institutions aste Management Surv	various and often and organisation /ey in England an	repetitive waste questi is with one essential d id similar surveys in W	onnaires issued to lo ata set. WasteDataF lales, Northern Ireland	cal authorities by go low has replaced the d and Scotland.	vernment, e current Defra

From the WasteDataFlow Home page you can navigate to the following sections:

- **Objectives –** The Objectives section provides information on the processes leading up to the creation of WasteDataFlow.
- News The News page provides relevant information in relation to any changes that may have occurred in legislation which may affect local authorities and other Public Access Users viewing the data. Each update is shown as a 'News Releases' and given its own separate section with its issue date.
- Guidance This page contains information on the data collected by WasteDataFlow and the guidance documents to assist data entry by local authorities. As a public user it may be useful to have a look at some of these documents to understand how the data is entered by local authorities and the type of data they have to report. The following guidance notes and factsheets are available:
 - 1) Core Dataset: provides details of all the questions available to complete in WDF. The questions are listed by question type, frequency of completion, by country (England, Northern Ireland, Scotland and Wales) and by type of local authority. The three types of local authority are as follows; Waste Collection Authority (WCA): records how much waste was collected, Waste Disposal Authority (WDA): records how the waste collected from its WCAs was disposed of and any additional waste collected by itself and Unitary Authority (UA): records both the collection and disposal of the waste.
 - 2) WasteDataFlow System Manual: In order to make downloading easier, the WDF manual is provided as a series of individual sections relating to different aspects of the system, data entry and reporting.
 - 3) England Guidance: This area contains a range of guidance notes to assist English local authorities in entering accurate data into WasteDataFlow.
 - 4) Northern Ireland Guidance: This area contains downloads for Northern Ireland local authorities.

- 5) Scotland Guidance: This area contains downloads for Scottish local authorities.
- 6) Wales Guidance: This area contains downloads specific for Welsh local authorities.
- 7) Fly-tipping module: This area contains the WDF guidance note for local authority users of the Fly-tipping module and a link to the national data set for fly-tipping on the .gov.uk website.
- Who's Who There are two sections to Who's Who:

Project Management: The current project management arrangements for WDF are set out in this section. This consists of the Project Management Board, the Operational Group and the User Group (England).

Developer Tools: This section contains tools that can be utilised by local authorities who wish to enter their data using an uploading tool rather than manually entering data question by question into WasteDataFlow. As a public user you are unlikely to use this section.

- Data Manager You can access data inputted by the local authorities through this page by registering to be a Public User on WDF (see further guidance on how to register in section 3 below. Once logged into WDF you can access a range of different reports through the Summary Reports page. Further information on the reports available to you and how to access them is provided in section 4.
- **Contact Us –** The WasteDataFlow helpdesk can be contacted by:
 - emailing <u>helpdesk@wastedataflow.org;</u> or
 - telephoning 0845 6000 890.

This helpdesk is manned between the hours of 9am and 5pm, Monday to Friday.

3 How to Register as a Public User

If you would like to view data that local authorities have entered into WasteDataFlow you will need to register for Public User access via the following steps.

1) Navigate to the Data Manager page

Figure 2. Data Manager web page.

WasteDataFlow	2570236-5386/9		
mume Objectives News Quictance	What's Who: Date Manager Contact Us		
Local Authority User Tips			
Local Authority Collected Waste The EU Landiti Directive definition of municipal waste is wider than the data collected in WDF. Within WDF documentation and outputs please treat references to municipal waste as being liced authority collected waste (LACW)	WasteDataFlow Login		
Choosing your facility: The Select button next to the facility drop down gives you more information when choosing a facility	Username Login Pasaword Forgotten pasaword? Enter username than click here.		
Checking your date: You can use the hyperinks against each quarterly return to run reports which are useful in validating your data	Want to use WasteDataFlow data?		
Materials list management: You can customise the list of materials to match the ones you collect, and then toggle in question between your list and the full list	Anybody can register for public access to WasteDataPlow. You can then run reports on the waste and recycling figures reported by all the local authorities in the UK.		
Question Mark: Each question page has a question mark button in the top right which will give you more information	If you haven't already got a password then all you have to do is register here for WasteOstaFlow.		

- 2) In the pale yellow log-in area click on the hyperlink register here for WasteDataFlow.
- 3) This will take you to the screen below where you will need to enter your email address and organisation (this is optional) and click on the Register button.

Figure 3. Registration web page.

A CONTRACTOR
rmation please enter your email address egister button and you will shortly receive an d and a link to allow you to login to the site.
Register

4) You will then receive an email with your username (the email address you entered into the registration screen) and a password (a combination of letters and numbers).

Note: you cannot change your password. Please make a note of this or save the registration email.

5) Navigate back to the Data Manager page to log in.

4 Using the Reports Functions

To access the Report functions, navigate to the Data Manager page and log in. (See the <u>How</u> <u>to Register section</u> regarding obtaining a username and password). Select "Reports" from the top toolbar and Summary Reports from the drop-down.

Further information about the reports available to you as a public user is provided in section 6 (Full List of Reports) of the WDF System manual, available to download from the Guidance web page or via "Help" on the top toolbar once logged in.

Figure 4. Summary reports page.

	Renor	-		LogOff				
: arobinson@glob	alskm.com Aut	hority : SKM E	Enviros					
a is the primary reporti horities and one or mo	ng page for Waste Data F re periods and then click F	low. Please selec Run Report. More	ct a report, one o detail is availab	or more le by clicking the He	ip Button			
port Selection								
ational Region	England	OWales	ОN	OScotland	Report Type	PI	O Analytical	O Raw Data
riod Type	Quar	terly	0	Annual	_			
					Report	t Selec	tion Area	
port	Bipi82a - HH Waste	Sent For Recycli	ing	~				Run Report
port	Bigi82a - HH Waste	Sent For Recycli	ing	×				Run Report
ect Authority	Bigi82a - HH Waste	Sent For Recycl	ing		Select Periods			Run Report
port act Authority st Arc	Bigi82a - HH Waste	Sent For Recycl	ing	V Select	Select Periods Available Periods Jan 12 - Mar 12		Selecte	Run Report
port act Authority at Arc	Bipi82a - HH Waste	Sent For Recycl	ing	Salact Search	Select Periods Available Periods Unit 12- Mar 12 Unit 10-Dec 11 Jul 11- Sep 11 Jul 11- Sep 11		Selecte	Run Report
ect Authority et Arc	B-pi82a - HH Waste 1	Sent For Recycl	ing	Select Search Remove Class	Select Periods Jan 12: Mar 12 Jan 11: Sap 11		Selecte	Run Rapot
part <mark>set Authority</mark> st Are	Bigi82a - HH Waste	Sent For Recycl	ing	Select Search Remove Clear	Select Periods Available Periods Jun 12- Mar 12 Jun 12- Mar 12 Jun 11- Dec 11 Jun 11- Dec 11 Jun 11- Mar 11 Jun 11- Mar 11 Jun 11- Dec 10 Jul 10- Dec 10 Jul 10- Dec 10 Jul 10- Jun 11		Selecte	Run Report
part set Authority st Arc	Bigili2a - HH Waste	Sent For Recycl	ing	Select Search Ramove Clear	Select Periods Available Periods Oct 11 - Dec 11 July 12 - Mar 12 Oct 13 - Dec 14 July 13 - Dec 19 July 14 - Dec 11 July 15 - Dec 19 July 10 - Dec 19		Selecte	Run Report
port net Authority ne Arc <u>Aut</u>	BeptZa - HH Wade	Sett For Recycl	area	Select Seach Remove Clear	Select: Periods Available Periods Jon 12: Mar 12: Jon 10: Mar 10: Mar 10: Jon 11: Jan 11: Jan 11: Jan 11: Jan 11: Jan 11: Jan 11: Jan 11:		Selecte	Pan Report
peet ect Authority et Arc	Beel2a - HH Waste	Sett For Recycl	area	Salect Search Cear	Select Periods Available Periods Jun 12: Mar 12: Mar 14 Jun 12: Mar 14: Dat 11 Jun 11: Dat 11 Jun 11: Dat 11 Jun 12: Jun 11 Jun 12: Jun 11 Jun 12: Jun 11 Jun 13: Jun 11 Jun 14: Jun 11 Jun 15: Jun 11 Jun 15: Jun 11 Jun 16: Jun 10 Jun 16: Jun 10 Jun 16: Jun 10 Jun 16: Jun 10 Jun 17: Jun 11 Jun 18: Jun 11 Jun 19: Jun 10 Jun 19: Jun 10 Jun 19: Jun 10 Jun 10: Jun 10<	Dutput	Selecte	Pan Report
pert <u>sci Authonity</u> sc Arci	Bootton HH Wadte	Sett For Recycl	area	Saluct Search Reamone Clear	Select Periods Available Periods Jan 12: Mar 12: Mar 14 Jan 12: Mar 14: Jan 11 Jat 11: Day 11 Jat 10: Day 10 Jat 01: Day 10 Day 10: Day 10: Day 10 Day 10: Day 10: Day 10 Day 10: Day 1	Dutput		Past Report
pert ect Authonity e Arc	BydEs-HH Wate	Set For Recycl	area	Select Search Remove Olear	Science: Previous Juni 12: Mar 12: Juni 12: Mar 12: Juni 12: Mar 12: Juni 12: Mar 13: Juni 13: Mar 11: Juni 11: Juni 11: Juni 11: Juni 11: Juni 11: Juni 11: Juni 12: Juni 14: Juni 12: Juni 14: Juni 12: Juni 14: Juni 14: Juni 14: Juni 14: Juni 14: Juni 14: Juni 14: Juni 14: Juni 14: Jun	Dutput	Selecte Sel	Bus Report

There are a number of reporting options available to you through the Summary Reports page. Reports can be produced for specific regions, local authorities, periods of time and different data sets. The next section of this guidance note will help you to understand the following:

- The types of reports available;
- How to run a report;
- Understanding Performance Indicator and Analytical Reports; and
- Understanding Raw Data Reports.

4.1 Types of Report available

Selecting the National Region will set the list of available reports to those common to all National Regions and those specific to the chosen National Region.

WDF Tip – The choice of National Region here does not limit the local authorities you can benchmark against, e.g. you can select England as the region and still run the reports against Welsh authorities.

Note: Q100 replaced a number of older questions for reporting waste treatment, disposal and reprocessing/ reuse for local authorities in England. This was first trialled by a number of LAs during 2014-15 Qtr1 (data for April – June 2014). Further LAs started using it during Qtr2 (July – September) and Qtr4 (January to March 2015) and all English local authorities have used it for data from April 2015 onwards. The PI reporting function does not currently support the

use of Q100 so if you select a local authority and a period where Q100 was used you will get the message below:

Figure 5. Message relating to use of Qu100 for local authority/ ies and period selected.



The Summary Reports page allows you to view the following reports for England, Northern Ireland, Scotland and Wales:

1.4.1 Performance Indicators (PI)

This report is available for Quarterly Periods only. The only exception to this is BVPIs for England which can be obtained for an Annual Period. Reports can be run against multiple authorities, and for multiple quarters.

Helpful tip – *to obtain an annual summary of the* performance indicators just select the four quarterly periods associated with the year you wish to view and the report will provide you with a total for the year. (Note – England, Northern Ireland and Wales work to financial year reporting periods, whereas Scotland uses calendar years.)

- England: this includes Best Value Performance Indicators (BVPIs) and National Indicators (NIs). (See the BVPI section of the Guidance web page detailing how these are calculated.)
- Northern Ireland: known as Key Performance Indicators (KPIs). More information is provided in the Northern Ireland section of the Guidance web page.
- Wales: these include Welsh Performance Indicators (WMTs). More information is provided in the Wales Guidance section of the Guidance web page.
- Scotland: Not applicable.

1.4.2 Analytical Reports

This report is available for Quarterly Periods only and provide the outputs of various data analysis methods. These aim to build on the analysis provided by the PI reports by giving additional details such as materials collected by various routes and breakdowns of final destinations. Reports can be run against multiple authorities, and for multiple quarters. Below is a list of the analytical reports available for each region.

England:

 Local authority collected waste (LACW) by management method (available for Unitary Authorities and Waste Disposal Authorities);

- Total collected residual waste;
- Total waste sent for recycling, composting and reuse (Unitary Authorities and Waste Collection Authorities);
- Total waste sent for recycling, composting and reuse (Waste Disposal Authorities);
- Local authority collected waste (LACW) by final disposal route (Waste Disposal Authority);
- Local authority collected waste (LACW) by final disposal route (Unitary Authority);
- Primary reprocessor report this presents details of reprocessors receiving local authorities' materials for recycling or reuse;
- Material collected report;
- and
- APSE: this is a summary of recycling, composting and energy recovery tonnages by local authority (note: the APSE report pre-dates the introduction of Q100. For periods prior to the use of Q100 the APSE report will include data from all the questions completed, including those relating to destinations and treatment of materials. For periods where the local authority selected has used Q100 it will not include the data entered in Q100 and may not give a complete picture of waste management for those periods).

Northern Ireland, Scotland and Wales:

- Primary reprocessor report this presents details of reprocessors receiving local authorities' materials for recycling or reuse; and
- APSE: this is a summary of recycling, composting and energy recovery tonnages by local authority (note: all Welsh LAs have been completing Q100 since April 2013 and Scottish LAs since Oct 2013 but the APSE report pre-dates Q100 so it does not include data entered in Q100 relating to the destinations of materials).

1.4.3 Raw Data

This report produces an Excel 97-2003 worksheet (.xls file) and can be run against multiple authorities for multiple periods. These files can look complicated at first but ultimately provide the greatest degree of flexibility for filtering and using as the base for running any formulae and macros you may create to query and process the data.

Helpful tip: when running a Raw Data report select the "Download the data in a compressed ZIP format" and "Exclude blank data from the report" (see figure below) which will reduce download time and remove unused rows, making the spreadsheet easier to use.



 PI	 Analytical 	Raw Data					
Download th	e data in a compressed 7ID (format					
Exclude blan	Download the data in a compressed ZIP format. Evaluate blank data from the report						

Helpful tip: When running a Raw Data report and generating an Excel document please beware that the documents are limited to around 4,000 rows. If the data requested exceeds this the following message will display at the bottom of the data set:

NOTE: The size of this download has been limited and some data not returned.

Please try downloading your report using a ZIP format by checking the tick box under the report type selection as per Figure 6 above.

4.2 How to run a report

The following step-by-step guidelines show you how to run a report.

- a) In the Report Selection area select the:
- National Region: England, Northern Ireland, Scotland or Wales;
- Period Type: Quarterly or Annual (see the 'Types of Report' section to determine which reports are available on an annual and quarterly basis);
- Report Type: either PI, Analytical or Raw Data (only the available report types will be visible depending on the region and period type selected); and
- Report: select from the drop-down box the specific report you would like to run.

Figure 7. Report selection options.

Waste	DataFlow		19570???		
ome	Reports	Log Off			
म : arobinson@glob	alskm.com Authority : SKM Enviros				
is is the primary report ithorities and one or m	ting page for Waste Data Flow. Please select a report, or one periods and then click Run Report. More detail is avai	e or more lable by clicking the Help Button.		2	Click in t
eport Selection					
National Region	England Wales NI	Scotland Report Type	O PI Analytical	O Raw Data	Report Ty
Period Type	Quarterly O A	nnual			and Peri
Report	Municipal Waste By Management Method (UA & WDA) <u> </u>	Report Selection Area	Run Report	you want
elect Authority	Municipal Waste By Management Method (UA & WDA) Total Collected Residual Waste Total Waste Sent For Recycling, Composting & Reuse	(UA & WCA)	ds		run a repo
List Arc	India Waste Sent For Recycling, Composting & Reise Municipal Waste by Final Disposal Route (WDA) Municipal Waste by Final Disposal Route (UA) APSE Report	(WDA) Available Per Jan 12 - Ma	Select the species of	cific reriods rop-	tor.
			hown monu		

b) Selecting local authorities – There are two ways of selecting local authorities that you would like to obtain data for.

Method 1

- In the **Select Authority** area click on the drop-down arrow and select the UK region that you would like to run the report for (Note Arc 21, NWRWMG and SWaMP2008 are the three groupings for the Northern Ireland authorities).
- Press the 'Select' button which will populate the Authority Selection area with a list of local authorities located in the region you have selected. (In the example below 50 North West local authorities have been selected).

Figure 8. Example of local authorities selected via UK Region (Method 1).

List	N	orth West		*	Select
Allerda	le Borou	igh Council		^	Search
- Barrow	-in-Furn	ess Borough Council			Demour
Blackb	urn with	Darwen Borough Council		2	Remove
- Blackp	ool Boro	ugh Council			Clear
- Bolton	MBC				
- Burnley	Boroug	h Council			
- Bury M	IBC				
- Carlisle	e City Co	ouncil			
- Cheshi	re Count	ty Council			
- Cheshi	re East				
- Cheshi	re West	and Chester			
- Cheste	r City Co	ouncil		~	
Chorle	y Boroug	gh Council	50 authorities sel	ected.	

• You can refine the list by clicking on local authorities you do not need data for (so a black box appears around them) and then pressing the Remove button. To select more than one local authority to remove, hold down the Ctrl key on your keyboard whilst selecting the local authorities.

Figure 9. Removing local authorities from the UK Region list.

		Select Authority				
1.	Click on local authorities to highlight ones to remove from the list	List Blackburn with Sackpool Bo Bolton MBC Burnley Boro Burry MBC Carlisle City Cheshire Cot Cheshire Cot Cheshire We Cheshire We Chester City Chorley Boro Congleton Bo	North West h Darwen Borough Council rough Council ugh Council inty Council st and Chester Council ugh Council ugh Council rough Council	50 authorities selected.	Select Search Remove Clear	— 2. Click the Remove button to delete highlighted local authorities from the list
		Family Group	Nearest Neighbour	Add	Remove	

Method 2

- This method allows you to individually select the local authorities you want to run the report for. Press the 'Search' button in the Select Authority area.
- This opens a new screen (see below) which allows you to search for authorities using the following criteria: Authority name, National Region, Region, Population size, Index of Deprivation, Land Area, Dwelling Stock and Local Authority Type.

Once you have entered your search criteria press the Go button. This will bring up a list
of local authorities matching your search criteria. If you want to reset your search press
Reset Search.

Figure 10. Selecting local authorities using search criteria.

Home	Reports	Log	prr						
User : arobinson@globalskm.com	Authority : SKM Env	iros							
Select Authorities									
Authority Name Ingland England Region North West	Population betwee Index of Depriva Land Area betwee Dwelling Stock b	een: tion (IoD) between: sen: etween:	50000 and and and and and and	70000	ha. LA C	al Authonity Type A Order	4	Reset	Go Search & Exit Incel
Select All Clear All	Manual Design	Destate	Thursdallan	-	A most diverse	Desides Obst	10.7.00	ITD Outer	11.000
Copeland Borough Council	England	North West	69500	25 209	77265	32860	Collection	37	J092
Eden District Council	England	North West	51800	14.066	216133	25150	Collection	36	T092
Ribble Valley Borough Council	England	North West	58000	9.883	58472	24780	Collection	57	T235
Rossendale Borough Council	England	North West	67400	23.524	13509	30760	Collection	56	B235

 Now that you have a list of local authorities matching your search criteria, you need to click on the boxes next to each local authority that you would like to run the report for. You can press the "Select All" button to select all local authorities in the list.

Figure 11. Selecting individual or all local authorities.

	WasteDataF	low		5.702	1.13	0
	Home R	leports Log (no			
	Select Authorities	Authonity : SKM Enviros				
"Select All"	Authority Name	Population between:	50000 and 70000	Local Authority Type	Al 🖉	Go
button	National Region England	Index of Deprivation (IoD) between:	and	JPP Order		Reset Search Press
batton	Region North West	Land Area between:	and	ha. LA Code		Save & Exit "Save
		Dwelling Stock between:	and			Cancel Exit"
een ticks next_	Select All Clear All Authonty Name	National Region Region	Population IoD	Land Area Dwelling Stock	LA Type JPP Ord	er I.A.Code
selected local	Copeland Borough Council	England North West	69500 25.209	77265 32860	Collection :	s7 J0920
	Eden District Council	England North West	51800 14.066	216133 25150	Collection	M0 T0925
thorities	Ribble Valley Borough Council	England North West	58000 9.883	58472 24760	Collection !	57 T2350
	Rossendale Borough Council	England North West	67400 23.524	13509 30760	Collection !	96 B2355

- Then press "Save and Exit" to return to the Summary Report page
- The selected local authorities will then appear in the Authority Selection area on the Summary Report page (see below).

Figure 12. Selected local authorities on Report Summary page.

List	North West	~	Select
Copela	and Borough Council		Search
- Eden D	District Council		Pemove
- Ribble	Valley Borough Council		Remove
Rosse	ndale Borough Council		Clear

Helpful tip: If you want to clear the search and start again press the "Clear" button.

- c) Selecting Periods After selecting the local authorities you want to obtain data for you then need to select the Periods from the Select Periods area.
- Click on the Periods you want to run the report for. Multiple Periods can be selected by holding down the Ctrl key on your keyboard whilst selecting the Periods. The selected Periods are highlighted in blue. The shift key will also select a range if you click one extreme of your range and then the other end whilst holding down shift.
- Press the single arrow to move the highlighted Periods into the Selected Periods box.
- If you want to run a report for all available Periods press the double arrow key to move all Periods into the Selected Periods box.

Figure 13. Selecting periods.

	Select Periods		
Selected periods –	Available Periods Jan 12 - Mar 12 Oct 11 - Dec 11 Jul 11 - Sep 11 Apr 11 - Jun 11 Jan 11 - Mar 11 Oct 10 - Dec 10 Jul 10 - Sep 10 Apr 10 - Jun 10	Selected Periods	Double arrow moves all periods into the Selected Periods box
	Jan 10 - Mar 10 Oct 09 - Dec 09 Jul 09 - Sep 09 Apr 09 - Jun 09 Sorting Report Output Sort by: then by: finally by:	Authority	Single arrow moves highlighted periods into the Selected Periods box

d) Selecting Questions – Please note if you are running a Raw Data report there will be an additional Select Questions area where you will need to select the questions you want to obtain data for.

Select Auth	ority		Select Periods		
List Copelar Eden D Ribble V Rossen	Arc21 Ind Borough Council Istrict Council Valley Borough Council dale Borough Council	Select Search Remove Clear	Available Periods Jan 12 - Mar 12 Oct 11 - Dec 11 Jul 11 - Sep 11 Apr 11 - Jun 11 Jan 11 - Mar 11 Oct 09 - Jun 09 Jan 09 - Jun 09 Jan 09 - Mar 09 Oct 08 - Dec 08 Jul 08 - Sep 08 Apr 08 - Jun 08	Selected Periods Cot 10 - Dec 10 Jul 10 - Sep 10 Apr 10 - Jun 10 Jan 10 - Mar 10	
Family Group	Nearest Neighbour	4 authorities selected.	Available Questions Qu01 Authon(y) atta pt 1 Qu02 Authon(y) atta pt 2 Qu03 Thype of waste containment pro Qu05 hh with dy recyclable collection Qu05 hh with ks organics collection Qu07 No.hh with ks recycling Qu10 Tomes from hh recycling Qu12 Tomes from hh recycling Qu12 Tomes from hh recycling Qu12 Tomes from hh recycling Qu15 hb of CA sites Qu15a. No. of Bring sites	Selected Questions	Select Questio

- Click on the Questions you want to run the report for. Multiple questions can be selected by holding down the Ctrl key on your keyboard whilst selecting the Questions. The selected Questions are highlighted in blue.
- Press the single arrow pointing towards the 'Selected Questions' box to move the highlighted Questions into the Selected Questions box.
- If you want to run a report for all available questions press the double arrow key to move all Questions into the Selected Questions box.
- If you wish to remove selected questions/periods from the selected box do this by highlighting them with a click and pressing the arrow keys back towards the 'available' boxes.

- e) Selecting Facilities if you are running a Primary reprocessor report you will see a Select Facility area rather than Select Question.
 - Select the facility(ies) of interest as for Authority selection in b) (method 1 or 2).
- f) Run Report Once you have selected all your report criteria (National Region, Period Type, Report Type, Report, Local Authorities, Periods and Questions if a raw data report) you then need to press the "Run Report" button to generate your report.

Wastel	DataFlow		21			
Home	Reports	Log Off				
User : arobinson@globals	skm.com Authority : SKM I	Inviros				
This is the primary reporting authorities and one or more	page for Waste Data Flow. Please sele periods and then click Run Report. More	ct a report, one or more detail is available by clicking the Hel	lp Button.		?	
Report Selection						
National Region	England OWales	O NI O Scotland	Report Type	PI O Analytical	O Raw Data	
Period Type	(Quarterly	O Annual				
Report	Bvpi82a - HH Waste Sent For Recyc	ing 💌			Run Report	
Select Authority			Select Pariode			
List North	West	▼ Select	Available Periods	Selected F	Periods	You can
- Copeland Borough C	Council	Search	Apr 11 - Jun 11 Jan 11 - Mar 11	Oct 10 - D Jul 10 - Se	lec 10 ap 10	press either
Eden District Counc Ribble Valley Borou	il gh Council	Remove	Jul 09 - Dec 09 Jul 09 - Sep 09 Apr 09 - Jun 09	Apr 10 - J. Jan 10 - M	uh 10 Iar 10	"Run
- Rossendale Boroug	h Council	Clear	Jul 08 - Sep 08			Report"
			Jan 08 - Mar 08 Oct 07 - Dec 07			button to
			Sorting Report 0	Dutput		generate the
			Sort by:	Authority		report
	4	authorities selected.	then by:		¥	report
Family Group	Vearest Neighbour	Add Remove	finally by:		v	
	-				Run Report	

g) Once you have selected "Run Report" a dialogue box will appear. You can then either open the report straight away or save it to an appropriate location first and then open.

Helpful Tip: If you are unable to view some of the data selected within your chosen report this may be because the data has not reached the required 'Validation level' for Public Users. Local authority WasteDataFlow data is only available to the general public when it has been authorised to Level 40 by the regional/ national authorities.

5 Understanding Performance Indicator and Analytical Reports

Figure 14. Example Analytical Report.

	A B	С	D	E	F	G	Н	1	J							
1	Percentage HH	Waste Sent For	Recycling, R	euse or Comp	osting (NI192)											
2																
	This report is calculated	ihis report is calculated from data reported by local authorities to WasteDataFlow. Where returns are not at level 40 the data are														
	subject to change. Furt	her breakdown of the su														
	Variables' (or calculated	l variables) can be found														
	WasteDatatFlow.															
3																
	National Indicators 191, 192 and 193 apply from 2008/9 onwards but the reports can be run for earlier years on WasteDataFlow for															
	broad comparison purp	oses only. The calculatio	on of NI 193 is based	on the definition of 'M	unicipal Waste' (i.e. all	LA waste) rather										
	than 'Local Authority Co	llected Municipal Waste'	in use from 1st April	2012, which subtracts	C&D waste as per the	e updated mass										
4	balance calculation und	er LATS.														
5							1									
6	This report is calculated for	Unitary and Collection auth	orities only. Any Dispose	al authorities selected hav	e been excluded from this	s report.										
7																
8							Apr	11 - Jun 11	_							
9																
						Q19	Recycling Output									
					Non-hh collected	Recycling/compos	from Residual Proportion of I									
			MSW Q19 Sent for		for recycling,	ting rejects from	Q35 Reuse rejects	Waste Attributable re	jects due to r							
			Recycling/compos	MSW Q35 Sent for	composting or	hh sources	from hh sources	to HH Sources (UA	housel							
10	Jpp Order Authority	d Authority	ting (ex rubble)	Reuse (ex Rubble)	reuse (Q11 & Q18)	(estimated)	(estimated)	only)	sour							
11	72 335	Knowsley MBC	5,877.84	0.00	1.28	0.00	0.00	0.00	1							
12	71 412	Liverpool City Council	14,283.72	73.40	0.00	0.00	0.00	0.00	1							
13	70 210	Sefton MBC	12,947.17	128.23	0.00	0.00	0.00	0.00	1							
14	69 137	St Helens MBC	7,341.11	0.00	277.63	0.00	0.00	0.00	1							
15	68 355	Wirral MBC	15,328.68	0.00	94.80	0.00	0.00	0.00								
16																
17																
18		00.55.44														
19	Report Generated : 28/11/2013	09:55:14														
20																
21																
22	-															
22	Report / Data / CVariables					I 4 III			↓							

The data displayed in the report will differ depending on the criteria used to generate it, but PI and Analytical reports will always output with the same three-tab format of; Report, Data, and C-Variables.

• **The Report tab** – contains the report with titles laid out in an easy to follow form. This is the tab where you would copy the formulae if you have more than 60 LAs and/or 4 periods. As the data is in Excel format you can easily create graphs or add extra formulae as you wish.

Helpful Tip: The Excel template is set up to process 60 local authorities (rows of data) to the Report tab, as a way of limiting the download size. If more than 60 LAs are selected data will come through to the Data tab of the report. You will have to fill the rows below the bottom LA on the Report tab with formulae, in order for it to be pulled across from the Data tab.

- The Data tab contains the raw information from WasteDataFlow. This is in the form of the C-Variables that are used throughout the system. The term "C-variable" is short for "calculated variable". We use C-variables to show the interim stages of calculations such as those done to work out performance indicators. C-Variables themselves can provide useful pieces of information.
- **The C-Variables tab** includes a definition of the C-Variable code numbers used in the report and displayed on the Data tab.

6 Understanding Raw Data Reports

The Raw Data report has superseded the CSV download which was available from the Reports section until September 2013. The Raw Data report offers a number of benefits over the CSV download including the ability to exclude rows which don't contain any data, a higher number of rows of data available in the report as well as support for Qu100 data.

The Raw Data download produces an excel file (.xls) and can be run against multiple authorities for multiple periods. The file contains no formatting options and the data is arranged in its rawest form. These files can look complicated at first but ultimately provide the greatest degree of flexibility for filtering and using as the base for running any formulae and macros you may create to query and process the data.

The Raw Data report generated from within the summary reports creates an Excel worksheet (.xls file) with either two, three or four tabs dependent on the data requested:

- **NotQ100** (present dependant on the questions selected for reporting) will contain information for all questions (currently excludes Qu100).
- **Q100** (present if Qu100 data has been requested) contains any Qu100 data if present.
- **Service** (present if downloading data from Welsh LAs) contains data from Qu170-Qu176 if present.
- **Comments** contains comments present for any of the questions contained within Tab 1, listed by Authority, Question number and date.

Figure 15. NotQ100 tab of a Raw data report.

	А	В	С	D	E	F	G	н		J	K	L	М	N	0	P
1	This file co	ntains da	ta (subject to	change) fo	or the select	ed authoritie	s and period	s only if ret	urns have b	een compl	eted.	_				
2	Authority	Period	QuestionN	QuText	CollateTe	x RowText	ColText	Data	RowOrder	ColOrder	Rowldent	Colldent	CollateID	columngro	MaterialGrou	ıp
3	Knowsley	Jan 12 -	MaQ001	Authority	Data: Note	th Population	n of Authority	149100	1	1	587	271	-1	-		
4	Knowsley	Jan 12 -	MaQ001	Authority	Data: Note	thArea in He	ectares	8604.795	2	1	588	271	-1			
5	Knowsley	Jan 12 -	MaQ001	Authority	Data: Note	th Population	Density of	17.328	3	1	589	271	-1			
6	Knowsley	Jan 12 -	Mt Q002	Authority	Data: Note	tr Number o	f Household	61000	1	1	590	334	-1			
7	Knowsley	Jan 12 -	MtQ002	Authority	Data: Note	th Dwelling S	Stock	64680	2	1	591	334	-1			
8	Knowsley	Jan 12 -	Mt Q002	Authority	Data: Note	tr Index of D	Deprivation	41.014	3	1	592	334	-1			
9	Knowsley	Jan 12 -	Ma Q002	Authority	Data: Note	th BMW % C	Conversion fa	68	4	1	706	334	-1			
10	Knowsley	Jan 12 -	Ma Q002	Authority	Data: Note	th MBT Red	uction Facto	1	5	1	2279	334	-1			
11	Knowsley	Jan 12 -	MaQ004	How man	y household	ls Wheeled	ENumber of	60799	2	1	262	2	-1			
12	Knowsley	Jan 12 -	MaQ004	How man	y household	ls Wheeled	EFrequency	Weekly	2	2	262	336	-1			
13	Knowsley	Jan 12 -	MaQ004	How man	y household	ls Communa	I Number of	3881	7	1	267	2	-1			
14	Knowsley	Jan 12 -	MaQ004	How man	y household	ls Communa	I Frequency	Weekly	7	2	267	336	-1			
15	Knowsley	Jan 12 -	Mt Q005	How man	y household	ls Wheeled	b Number of	63386	8	1	277	5	-1			
16	Knowsley	Jan 12 -	Mt Q005	How man	y household	ls Wheeled	b Frequency	Fortnightly	8	2	277	6	-1			
17	Knowsley	Jan 12 -	Ma Q005	How man	y household	ls Wheeled	b Are materi	Yes	8	3	277	7	-1			
18	Knowsley	Jan 12 -	McQ005	How man	y household	ls Wheeled	b If Yes % K	100	8	4	277	8	-1			
19	Knowsley	Jan 12 -	Ma Q005	How man	y household	ls Wheeled	b and %MR	100	8	5	277	338	-1			
20	Knowsley	Jan 12 -	MaQ006	How man	y household	ls Wheeled	b Number of	63386	4	1	284	10	-1			
21	Knowsley	Jan 12 -	MaQ006	How man	y household	ls Wheeled	b Frequency	Fortnightly	4	2	284	11	-1			
22	Knowsley	Jan 12 -	Mt Q006	How man	y household	ls Wheeled	b Is Kitchen	No	4	3	284	339	-1			
23	Knowsley	Jan 12 -	MaQ007	How man	y household	ls Four or m	o Actual Nun	63386	4	1	291	12	-1			
24	Knowsley	Jan 12 -	McQ010	Tonnes o	of material co	ol Green ga	c Tonnage c	789.14	1	1	1445	21	-1		Organic	
25	Knowsley	Jan 12 -	McQ010	Tonnes of	of material co	ol Green ga	c No. of hou	63386	1	3	1445	61	-1		Organic	
26	Knowsley	Jan 12 -	McQ010	Tonnes of	of material co	ol Green ga	c Collected	No	1	6	1445	342	-1		Organic	
27	Knowsley	Jan 12 -	McQ010	Tonnes of	of material co	ol Waste for	Tonnage c	236.68	1	1	1446	21	-1		Organic	
28	Knowsley	Jan 12 -	MaQ010	Tonnes of	of material co	ol Waste for	No. of hou	11632	1	3	1446	61	-1		Organic	
29	Knowsley	Jan 12 -	MaQ010	Tonnes o	of material co	ol Waste for	Collected	No	1	e	1446	342	-1		Organic	
30	Knowsley	Jan 12 -	MaQ010	Tonnes o	of material co	WEEE - F	r Tonnage c	5.32	1	1	1455	21	-1		WEEE	
31	Knowsley	Jan 12 -	MaQ010	Tonnes o	of material co	WEEE - F	r No. of hou	64680	1	3	1455	61	-1		WEEE	
.22	14.	1 40	14.0040	.	A	JANEEE F		AL-		-	4400	0.40			MEEE	

Key points about the NotQ100 tab:

- Columns A D contain data relating to the authority, period and question number and can be filtered to display the data you require.
- **Column E** contains collated data from the responses to certain questions, e.g. destinations for material.
- **Column H** contains all the data entered under each question. It is important to note that depending on the questions downloaded this therefore means it could contain not only tonnage data, but also bin numbers, collection frequency, household numbers etc.

- Columns F G contain a description of the data held in column H. Therefore, it is possible to apply filters to these columns to reduce the amount of data displayed to only that which is of interest to you, for example only data relating to the tonnage of glass.
- Columns I N contain various id tags which relate to where the data resides within the system. They can prove useful if you plan on building more advanced formulae and macros to process the data but in most cases they do not provide any benefit when simply viewing the file. In these cases, you may wish to consider hiding or deleting these columns to avoid confusion. Once these columns are removed from view you will also have more space to expand the remaining columns.
- Column O contains the material descriptor, where appropriate, for that data line. Some of these map directly to the 60+ materials available for local authorities to record data under (e.g. Furniture), others group two or more of these together. For example, all organic materials (Green garden waste only, Mixed garden and food waste, Other compostable waste and Waste food only) are grouped under "Organic".

-	~	1.5		0110			1		1 1972			1	1 222			1	
1	A	В	С	D	E	F	G	Н	1	J	K	L	M	N	0	P	Q
2	WasteProc	WasteStre	WasteProc S	SenderWa	Authority	AuthorityId	Period	PeriodId	WasteStre	WasteStre	FacilityTy	FacilityTyp	NationalFa	FacilityNam	FacilityAd	d FacilityPo:	s FacilityLic
3	150813	150882	0	0	Aberdeens	442	Jan 13 - M	194	5	Residual w		2 Non-hazar	8719	Stoneyhill \	Stoneyhill	(AB42 OPF	R PPC/N/00
4	150814	150883	0	0	Aberdeens	442	Jan 13 - M	194	5	Residual w		2 Non-hazar	25989	Easter Hatt	Easter Ha	tt AB23 8YY	PPC/N/00
5	150815	150884	0	0	Aberdeens	442	Jan 13 - M	194	5	Residual w		3 Hazardous	25989	Easter Hatt	Easter Ha	tt AB23 8YY	PPC/N/00
6	150816	150879	292909	0	Aberdeens	442	Jan 13 - M	194	3	Food waste		0	0				
7	150816	150879	0	0	Aberdeens	442	Jan 13 - M	194	3	Food waste	1:	2 In vessel o	26830	Ley Farm C	Ley Farm	CAB45 2X5	3 PPC/A/10
8	150816	150879	292908	0	Aberdeens	442	Jan 13 - M	194	3	Food waste	2	2 Final Desti	0				
9	150817	150880	292911	0	Aberdeens	442	Jan 13 - M	194	4	Green was)	0				
10	150817	150880	0	0	Aberdeens	442	Jan 13 - M	194	4	Green was	1:	2 In vessel o	26830	Ley Farm C	Ley Farm	(AB45 2X5	3 PPC/A/10
11	150817	150880	292910	0	Aberdeens	442	Jan 13 - M	194	4	Green was	2	2 Final Desti	ı 0				
12	150818	150881	292913	0	Aberdeens	442	Jan 13 - M	194	4	Green was		0	0				
13	150818	150881	0	0	Aberdeens	442	Jan 13 - M	194	4	Green was	1	3 Windrow o	8275	Grant Keer	Hillhead C	AB53 6YH	1 WML/N/02
14	150818	150881	292912	0	Aberdeens	442	Jan 13 - M	194	4	Green was	2	2 Final Desti	ı 0				
15	150818	150881	0	0	Aberdeens	442	Jan 13 - M	194	4	Green was	1	3 Windrow o	8275	Grant Keer	Hillhead C	AB53 6YH	1 WML/N/02
16	150818	150881	292912	0	Aberdeens	442	Jan 13 - M	194	4	Green was	2	2 Final Desti	0				
17	150819	150851	0	0	Aberdeens	442	Jan 13 - M	194	1	Source seg	1	Reprocess	146	Upm Kymn	Weighbrid	CH5 2LL	NPWD108
18	150819	150851	292880	0	Aberdeens	442	Jan 13 - M	194	1	Source seg	2	2 Final Desti	ı 0				
19	150820	150852	0	0	Aberdeens	442	Jan 13 - M	194	1	Source seg	10	Reprocess	170	Jfc Plastics	Unit 6, Go	CV37 7NE	3 NPWD108
20	150820	150852	292881	0	Aberdeens	442	Jan 13 - M	194	1	Source seg	2	2 Final Desti	ı 0				
21	150821	150853	292882	0	Aberdeens	442	Jan 13 - M	194	1	Source seg	2	2 Final Desti	ı 0				
22	150821	150853	0	0	Aberdeens	442	Jan 13 - M	194	1	Source seg	1	Reprocess	3182	G & P Batt	Crescent	VWS10 8J	R 42701
23	150822	150854	0	0	Aberdeens	442	Jan 13 - M	194	1	Source seg	1	Reprocess	8263	A&M Smith	Bankhead	, AB12 4R)	K WML/N/OC
24	150822	150854	292883	0	Aberdeens	442	Jan 13 - M	194	1	Source seg	2	2 Final Desti	ı 0				
25	150822	150854	0	0	Aberdeens	442	Jan 13 - M	194	1	Source seg	10	Reprocess	8263	A&M Smith	Bankhead	, AB12 4R)	K WML/N/00
26	150822	150854	292883	0	Aberdeens	442	Jan 13 - M	194	1	Source seg	2	2 Final Desti	ı 0				
27	150823	150855	0	0	Aberdeens	442	Jan 13 - M	194	1	Source seg	10	Reprocess	8270	Nathans W	13, Winch	FK6 6QE	WML/XS/
28	150823	150855	292884	0	Aberdeens	442	Jan 13 - M	194	1	Source seg	2	2 Final Desti	ı 0				
29	150824	150856	0	0	Aberdeens	442	Jan 13 - M	194	1	Source sec	10	Reprocess	8271	Panda Ros	Harehill, E	Br AB23 880	2 WML/N/00
30	150824	150856	292885	0	Aberdeens	442	Jan 13 - M	194	1	Source seg	2	2 Final Dest	0				
31	150825	150857	0	0	Aberdeens	442	Jan 13 - M	194	1	Source seg	10	Reprocess	8374	Severnside	18 Garrel	FG65 9JX	WML/XS/
32	150825	150857	292886	0	Aberdeens	442	Jan 13 - M	194	1	Source seg	2	2 Final Desti	1 0				
11	H Noto100	0100 0000	ants 2	^	A	440		404		·····		n n		• A	0 4 D.24-		At
Read		and control													1000	145% (-)	0 4

Figure 16. Q100 tab of a Raw data report.

Key points about the Q100 tab:

- The Q100 tab contains more information about the movement of waste streams between facilities used and the processes undergone by the waste than the NotQ100 tab. It has more columns, all of which can be filtered to display the data you require. Care should be taken when filtering as some rows will be blank in one column but may contain relevant information in another. It may be advisable to save an unaltered version of the spreadsheet before applying multiple filters.
- Columns A D contain coded data relating to the waste stream and waste processor.
- **Columns E H** contain data relating to the authority and period.
- **Columns I J** contain data relating to the waste stream type.
- Columns K S contain data relating to the facility (type, National ID, name, address, license number, output process). It may be better to identify the facility of interest then use the relevant WasteProcessorID in column A to filter as not all rows in columns K-S contain data and there will often be information regarding a particular facility on multiple rows.

- **Columns T U** contain data relating to the output process and tonnage.
- Columns V AA contain data relating to the input material and source (household, commercial or industrial). The data here will depend on the region so some columns may not have data in them.
- Columns AB AC contain data relating to the usage of the output material, where applicable.
- Columns AD AE contain monthly and quarterly comments entered by the Local Authority in Q100, where applicable. Comments for all other questions are displayed on the Comments tab.
- Columns AF contains the material descriptor, where appropriate, for that data line. Some
 of these map directly to the 60+ materials available for local authorities to record data
 under (e.g. Furniture), others group two or more of these together. For example, all
 organic materials (Green garden waste only, Mixed garden and food waste, Other
 compostable waste and Waste food only) are grouped under "Organic" and Metal applies
 to Aluminium cans, Steel cans and Other scrap metal.

If you have any further questions in relation to your public access to the site, please contact the WasteDataFlow helpdesk on 0845 6000 890 or email <u>helpdesk@wastedataflow.org</u>.