

1 Introduction

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

- [Navigating around WasteDataFlow](#);
- [Registering as a public user](#);
- [Using the summary reports functions](#);
 - [Types of report](#);
 - [Performance Indicator \(PI\) reports](#);
 - [Analytical reports](#);
 - [Raw Data downloads](#);
 - [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.



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 helpdesk@wastedataflow.org; 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.

- 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.

- 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 [How to Register section](#) 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.

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

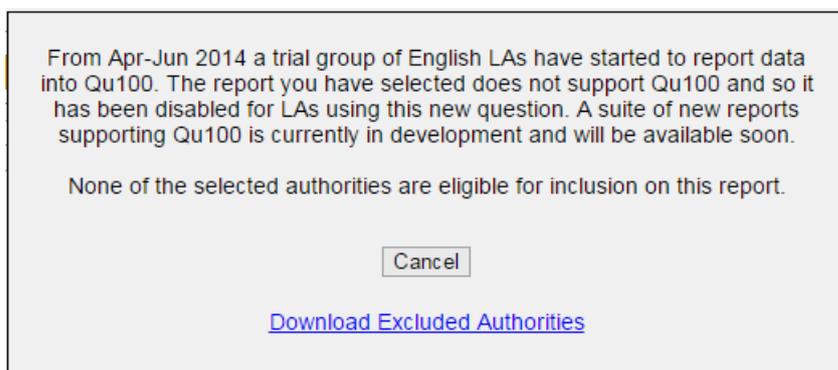
Selecting the National Region will set the list of available reports to those common to all National Regions and those specific to the chosen National Region.

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.

Figure 6. Report selection area detail.

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.

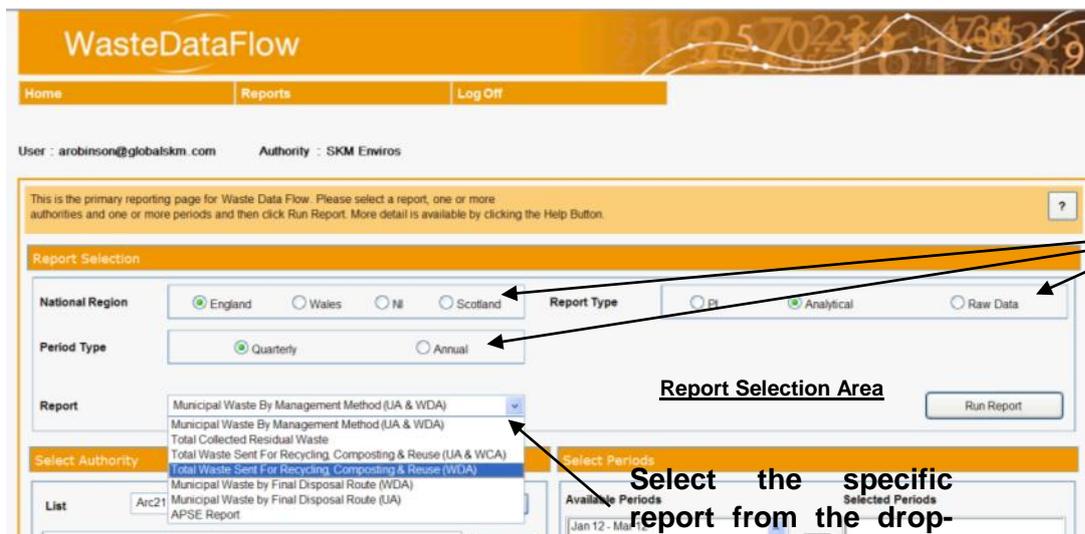
4.2 How to run a report

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.



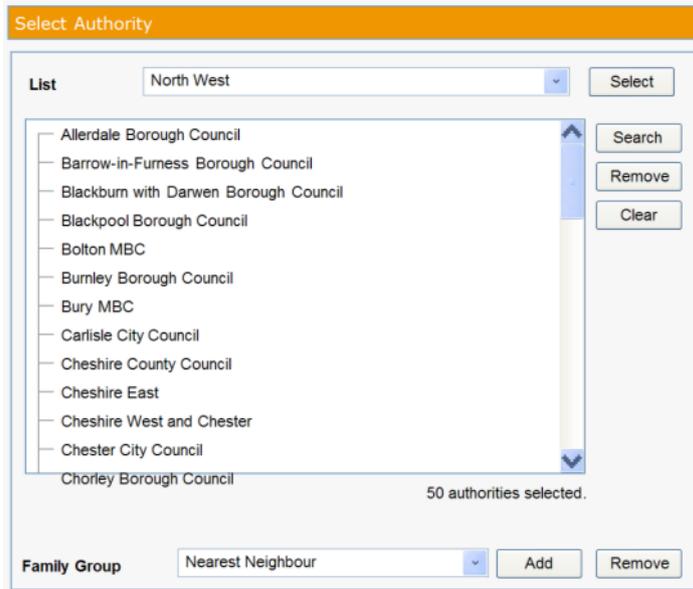
Click in the circle next to the Region, Report Type and Period you want to run a report for.

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

Method 1

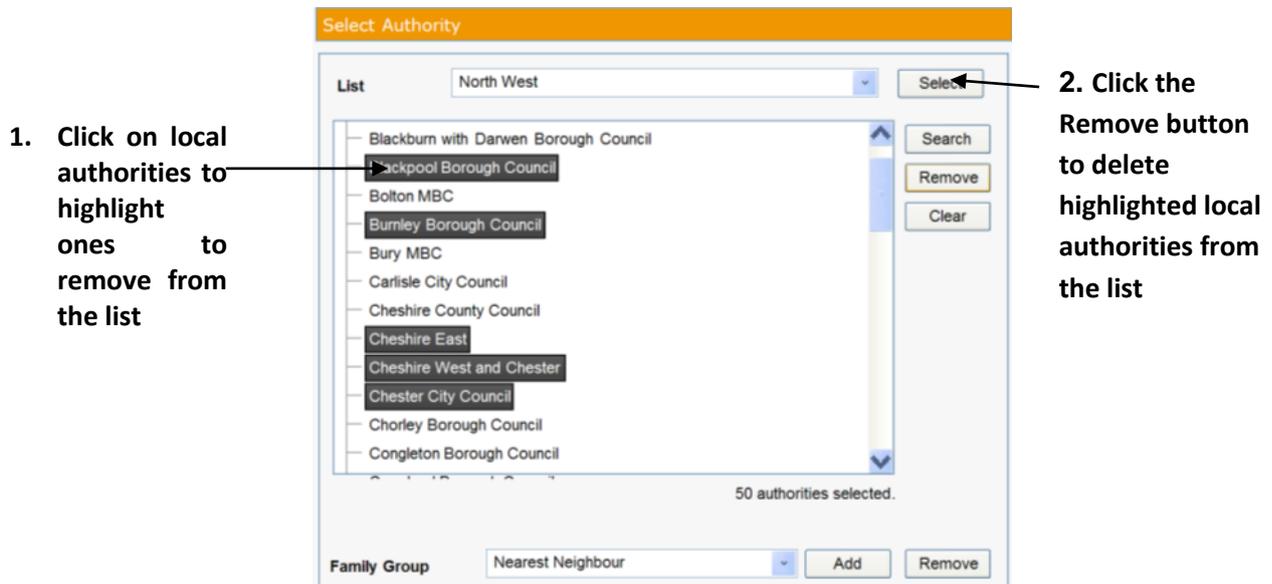
- In the **Select Authority** area click on the drop-down arrow and select the UK region that you would like to run the report for (Note Arc 21, NWRWGM and SWaMP2008 are the three groupings for the Northern Ireland authorities).
- Press the 'Select' button which will populate the Authority Selection 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).



- 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.



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.

Local authorities matching your search criteria

| Authority Name | National Region | Region | Population | IoD | Land Area | Dwelling Stock | LA Type | JPP Order | LA Code |
|---|-----------------|------------|------------|--------|-----------|----------------|------------|-----------|---------|
| <input type="checkbox"/> Copeland Borough Council | England | North West | 69500 | 25.209 | 77265 | 32860 | Collection | 37 | J0920 |
| <input type="checkbox"/> Eden District Council | England | North West | 51800 | 14.066 | 216133 | 25150 | Collection | 36 | T0925 |
| <input type="checkbox"/> Ribbles Valley Borough Council | England | North West | 58000 | 9.883 | 58472 | 24780 | Collection | 57 | T2350 |
| <input type="checkbox"/> Rossendale Borough Council | England | North West | 67400 | 23.524 | 13509 | 30760 | Collection | 56 | B2355 |

Once you have filled in the search criteria press "Go"

- 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.

"Select All" button

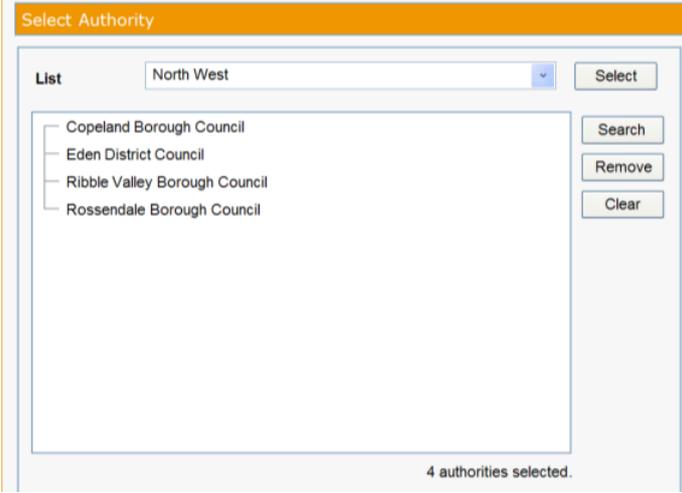
Press "Save and Exit"

Green ticks next to selected local authorities

| Authority Name | National Region | Region | Population | IoD | Land Area | Dwelling Stock | LA Type | JPP Order | LA Code |
|--|-----------------|------------|------------|--------|-----------|----------------|------------|-----------|---------|
| <input checked="" type="checkbox"/> Copeland Borough Council | England | North West | 69500 | 25.209 | 77265 | 32860 | Collection | 37 | J0920 |
| <input checked="" type="checkbox"/> Eden District Council | England | North West | 51800 | 14.066 | 216133 | 25150 | Collection | 36 | T0925 |
| <input checked="" type="checkbox"/> Ribbles Valley Borough Council | England | North West | 58000 | 9.883 | 58472 | 24780 | Collection | 57 | T2350 |
| <input checked="" type="checkbox"/> Rossendale Borough Council | England | North West | 67400 | 23.524 | 13509 | 30760 | Collection | 56 | 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.



The screenshot shows a web interface titled "Select Authority". At the top, there is a dropdown menu labeled "List" with "North West" selected. To the right of the dropdown is a "Select" button. Below the dropdown is a list of four local authorities: Copeland Borough Council, Eden District Council, Ribble Valley Borough Council, and Rossendale Borough Council. To the right of this list are three buttons: "Search", "Remove", and "Clear". At the bottom right of the interface, it says "4 authorities selected."

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.

- 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.

You can press either “Run Report” button to generate the 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.

| Jpp Order | Authority | MSW Q19 Sent for Recycling/composting (ex rubble) | MSW Q35 Sent for Reuse (ex Rubble) | Non-hh collected for recycling, composting or reuse (Q11 & Q18) | Q19 Recycling/composting rejects from hh sources (estimated) | Q35 Reuse rejects from hh sources (estimated) | Recycling Output from Residual Waste Attributable to HH Sources (UA only) | Proportion of rejects due to HH Sources |
|-----------|----------------------------|---|------------------------------------|---|--|---|---|---|
| 72 | 335 Knowsley MBC | 5,877.84 | 0.00 | 1.28 | 0.00 | 0.00 | 0.00 | 0.00 |
| 71 | 412 Liverpool City Council | 14,283.72 | 73.40 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 70 | 210 Sefton MBC | 12,947.17 | 128.23 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 69 | 137 St Helens MBC | 7,341.11 | 0.00 | 277.63 | 0.00 | 0.00 | 0.00 | 0.00 |
| 68 | 355 Wirral MBC | 15,328.68 | 0.00 | 94.80 | 0.00 | 0.00 | 0.00 | 0.00 |

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 dependant 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.

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P |
|----|---|-------------|------------|-------------------------|--------------------------|-------------|---------|----------|----------|----------|----------|----------|-----------|------------|---------------|---|
| 1 | This file contains data (subject to change) for the selected authorities and periods only if returns have been completed. | | | | | | | | | | | | | | | |
| 2 | Authority | Period | QuestionNo | QuText | CollateTex | RowText | ColText | Data | RowOrder | ColOrder | RowIdent | ColIdent | CollateID | columnngro | MaterialGroup | |
| 3 | Knowsley | Jan 12 - Mi | Q001 | Authority Data: Note th | Population of Authority | | | 149100 | 1 | | 587 | 271 | -1 | | | |
| 4 | Knowsley | Jan 12 - Mi | Q001 | Authority Data: Note th | Area in Hectares | | | 8604.795 | 2 | | 588 | 271 | -1 | | | |
| 5 | Knowsley | Jan 12 - Mi | Q001 | Authority Data: Note th | Population Density of | | | 17.328 | 3 | | 589 | 271 | -1 | | | |
| 6 | Knowsley | Jan 12 - Mi | Q002 | Authority Data: Note th | Number of Household | | | 81000 | 1 | | 590 | 334 | -1 | | | |
| 7 | Knowsley | Jan 12 - Mi | Q002 | Authority Data: Note th | Dwelling Stock | | | 64680 | 2 | | 591 | 334 | -1 | | | |
| 8 | Knowsley | Jan 12 - Mi | Q002 | Authority Data: Note th | Index of Deprivation | | | 41.014 | 3 | | 592 | 334 | -1 | | | |
| 9 | Knowsley | Jan 12 - Mi | Q002 | Authority Data: Note th | BMW % Conversion fa | | | 68 | 4 | | 706 | 334 | -1 | | | |
| 10 | Knowsley | Jan 12 - Mi | Q002 | Authority Data: Note th | MBT Reduction Factor | | | 1 | 5 | | 2279 | 334 | -1 | | | |
| 11 | Knowsley | Jan 12 - Mi | Q004 | How many households | Wheeled E Number of | | | 60799 | 2 | | 262 | 2 | -1 | | | |
| 12 | Knowsley | Jan 12 - Mi | Q004 | How many households | Wheeled E Frequency | Weekly | | | 2 | | 262 | 336 | -1 | | | |
| 13 | Knowsley | Jan 12 - Mi | Q004 | How many households | Communal Number of | | | 3881 | 7 | | 267 | 2 | -1 | | | |
| 14 | Knowsley | Jan 12 - Mi | Q004 | How many households | Communal Frequency | Weekly | | | 7 | | 267 | 336 | -1 | | | |
| 15 | Knowsley | Jan 12 - Mi | Q005 | How many households | Wheeled b Number of | | | 63386 | 8 | | 277 | 5 | -1 | | | |
| 16 | Knowsley | Jan 12 - Mi | Q005 | How many households | Wheeled b Frequency | Fortnightly | | | 8 | | 277 | 6 | -1 | | | |
| 17 | Knowsley | Jan 12 - Mi | Q005 | How many households | Wheeled b Are materi | Yes | | | 8 | | 277 | 7 | -1 | | | |
| 18 | Knowsley | Jan 12 - Mi | Q005 | How many households | Wheeled b If Yes % K | | | 100 | 8 | | 277 | 8 | -1 | | | |
| 19 | Knowsley | Jan 12 - Mi | Q005 | How many households | Wheeled b and %MRf | | | 100 | 8 | | 277 | 338 | -1 | | | |
| 20 | Knowsley | Jan 12 - Mi | Q006 | How many households | Wheeled b Number of | | | 63386 | 4 | | 284 | 10 | -1 | | | |
| 21 | Knowsley | Jan 12 - Mi | Q006 | How many households | Wheeled b Frequency | Fortnightly | | | 4 | | 284 | 11 | -1 | | | |
| 22 | Knowsley | Jan 12 - Mi | Q006 | How many households | Wheeled b Is Kitchen | No | | | 4 | | 284 | 339 | -1 | | | |
| 23 | Knowsley | Jan 12 - Mi | Q007 | How many households | Four or mo Actual Num | | | 63386 | 4 | | 291 | 12 | -1 | | | |
| 24 | Knowsley | Jan 12 - Mi | Q010 | Tonnes of material col | Green garc Tonnage c | | | 789.14 | 1 | | 1445 | 21 | -1 | | Organic | |
| 25 | Knowsley | Jan 12 - Mi | Q010 | Tonnes of material col | Green garc No. of hous | | | 63386 | 1 | | 3 | 1445 | 61 | -1 | Organic | |
| 26 | Knowsley | Jan 12 - Mi | Q010 | Tonnes of material col | Green garc Collected (No | | | | 1 | | 6 | 1445 | 342 | -1 | Organic | |
| 27 | Knowsley | Jan 12 - Mi | Q010 | Tonnes of material col | Waste foot Tonnage c | | | 236.68 | 1 | | 1 | 1446 | 21 | -1 | Organic | |
| 28 | Knowsley | Jan 12 - Mi | Q010 | Tonnes of material col | Waste foot No. of hous | | | 11632 | 1 | | 3 | 1446 | 61 | -1 | Organic | |
| 29 | Knowsley | Jan 12 - Mi | Q010 | Tonnes of material col | Waste foot Collected (No | | | | 1 | | 6 | 1446 | 342 | -1 | Organic | |
| 30 | Knowsley | Jan 12 - Mi | Q010 | Tonnes of material col | WEEE - Fr Tonnage c | | | 5.32 | 1 | | 1 | 1455 | 21 | -1 | WEEE | |
| 31 | Knowsley | Jan 12 - Mi | Q010 | Tonnes of material col | WEEE - Fr No. of hous | | | 64680 | 1 | | 3 | 1455 | 61 | -1 | WEEE | |

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”.

Figure 16. Q100 tab of a Raw data report.

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q |
|----|-----------|-----------|-----------|----------|-----------|-------------|-------------|----------|-----------|------------|-------------|-------------|------------|--------------|-----------------------|-------------|-------------|
| 2 | WasteProc | WasteStre | WasteProc | SenderWa | Authority | AuthorityId | Period | PeriodId | WasteStre | WasteStre | FacilityTyp | FacilityTyp | NationalId | FacilityName | FacilityAdd | FacilityPos | FacilityLic |
| 3 | 150813 | 150882 | 0 | 0 | Aberdeens | 442 | Jan 13 - Mi | 194 | 5 | Residual w | 2 | Non-hazarc | 8719 | Stoneyhill 1 | Stoneyhill (AB42 0PR | PPC/N/00 | |
| 4 | 150814 | 150883 | 0 | 0 | Aberdeens | 442 | Jan 13 - Mi | 194 | 5 | Residual w | 2 | Non-hazarc | 25989 | Easter Hatt | Easter Hatt AB23 8YY | PPC/N/00 | |
| 5 | 150815 | 150884 | 0 | 0 | Aberdeens | 442 | Jan 13 - Mi | 194 | 5 | Residual w | 3 | Hazardous | 25989 | Easter Hatt | Easter Hatt AB23 8YY | PPC/N/00 | |
| 6 | 150816 | 150879 | 292909 | 0 | Aberdeens | 442 | Jan 13 - Mi | 194 | 3 | Food wast | 0 | | | | | | |
| 7 | 150816 | 150879 | 0 | 0 | Aberdeens | 442 | Jan 13 - Mi | 194 | 3 | Food wast | 12 | In vessel c | 26830 | Ley Farm C | Ley Farm C (AB45 2XS | PPC/A/10 | |
| 8 | 150816 | 150879 | 292908 | 0 | Aberdeens | 442 | Jan 13 - Mi | 194 | 3 | Food wast | 22 | Final Desti | | | | | |
| 9 | 150817 | 150880 | 292911 | 0 | Aberdeens | 442 | Jan 13 - Mi | 194 | 4 | Green was | 0 | | | | | | |
| 10 | 150817 | 150880 | 0 | 0 | Aberdeens | 442 | Jan 13 - Mi | 194 | 4 | Green was | 12 | In vessel c | 26830 | Ley Farm C | Ley Farm C (AB45 2XS | PPC/A/10 | |
| 11 | 150817 | 150880 | 292910 | 0 | Aberdeens | 442 | Jan 13 - Mi | 194 | 4 | Green was | 22 | Final Desti | | | | | |
| 12 | 150818 | 150881 | 292913 | 0 | Aberdeens | 442 | Jan 13 - Mi | 194 | 4 | Green was | 0 | | | | | | |
| 13 | 150818 | 150881 | 0 | 0 | Aberdeens | 442 | Jan 13 - Mi | 194 | 4 | Green was | 13 | Windrow oi | 8275 | Grant Keer | Hillhead Of AB53 6YH | WML/N/00 | |
| 14 | 150818 | 150881 | 292912 | 0 | Aberdeens | 442 | Jan 13 - Mi | 194 | 4 | Green was | 22 | Final Desti | | | | | |
| 15 | 150818 | 150881 | 0 | 0 | Aberdeens | 442 | Jan 13 - Mi | 194 | 4 | Green was | 13 | Windrow oi | 8275 | Grant Keer | Hillhead Of AB53 6YH | WML/N/00 | |
| 16 | 150818 | 150881 | 292912 | 0 | Aberdeens | 442 | Jan 13 - Mi | 194 | 4 | Green was | 22 | Final Desti | | | | | |
| 17 | 150819 | 150851 | 0 | 0 | Aberdeens | 442 | Jan 13 - Mi | 194 | 1 | Source seq | 16 | Reprocess | 146 | Upm Kymn | Weighbridg CH5 2LL | NPWD100 | |
| 18 | 150819 | 150851 | 292880 | 0 | Aberdeens | 442 | Jan 13 - Mi | 194 | 1 | Source seq | 22 | Final Desti | | | | | |
| 19 | 150820 | 150852 | 0 | 0 | Aberdeens | 442 | Jan 13 - Mi | 194 | 1 | Source seq | 16 | Reprocess | 170 | Jfc Plastic | Unit 6, Gole CV37 7NB | NPWD100 | |
| 20 | 150820 | 150852 | 292881 | 0 | Aberdeens | 442 | Jan 13 - Mi | 194 | 1 | Source seq | 22 | Final Desti | | | | | |
| 21 | 150821 | 150853 | 292882 | 0 | Aberdeens | 442 | Jan 13 - Mi | 194 | 1 | Source seq | 22 | Final Desti | | | | | |
| 22 | 150821 | 150853 | 0 | 0 | Aberdeens | 442 | Jan 13 - Mi | 194 | 1 | Source seq | 16 | Reprocess | 3182 | G & P Batti | Crecent V WVS10 8JR | 42701 | |
| 23 | 150822 | 150854 | 0 | 0 | Aberdeens | 442 | Jan 13 - Mi | 194 | 1 | Source seq | 16 | Reprocess | 8263 | A&M Smith | Bankhead, AB12 4RX | WML/N/00 | |
| 24 | 150822 | 150854 | 292883 | 0 | Aberdeens | 442 | Jan 13 - Mi | 194 | 1 | Source seq | 22 | Final Desti | | | | | |
| 25 | 150822 | 150854 | 0 | 0 | Aberdeens | 442 | Jan 13 - Mi | 194 | 1 | Source seq | 16 | Reprocess | 8263 | A&M Smith | Bankhead, AB12 4RX | WML/N/00 | |
| 26 | 150822 | 150854 | 292883 | 0 | Aberdeens | 442 | Jan 13 - Mi | 194 | 1 | Source seq | 22 | Final Desti | | | | | |
| 27 | 150823 | 150855 | 0 | 0 | Aberdeens | 442 | Jan 13 - Mi | 194 | 1 | Source seq | 16 | Reprocess | 8270 | Nathans W | 13, Winche FK6 6QE | WML/XS/ | |
| 28 | 150823 | 150855 | 292884 | 0 | Aberdeens | 442 | Jan 13 - Mi | 194 | 1 | Source seq | 22 | Final Desti | | | | | |
| 29 | 150824 | 150856 | 0 | 0 | Aberdeens | 442 | Jan 13 - Mi | 194 | 1 | Source seq | 16 | Reprocess | 8271 | Panda Ros | Harehill, Br AB23 8BQ | WML/N/00 | |
| 30 | 150824 | 150856 | 292885 | 0 | Aberdeens | 442 | Jan 13 - Mi | 194 | 1 | Source seq | 22 | Final Desti | | | | | |
| 31 | 150825 | 150857 | 0 | 0 | Aberdeens | 442 | Jan 13 - Mi | 194 | 1 | Source seq | 16 | Reprocess | 8374 | Sevenside | 18 Garrel F G65 9JX | WML/XS/ | |
| 32 | 150825 | 150857 | 292886 | 0 | Aberdeens | 442 | Jan 13 - Mi | 194 | 1 | Source seq | 22 | Final Desti | | | | | |

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 helpdesk@wastedataflow.org.