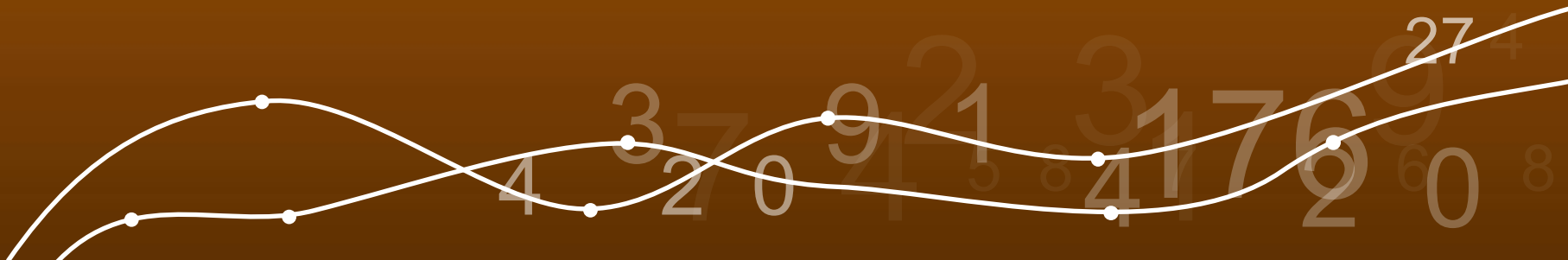


WasteDataFlow

Welcome to WasteDataFlow online training!

New Users



WasteDataFlow

Areas to be covered

- Background
- Different levels of user
- Overview of website
- Data progression
- Entering, rolling up and authorising data
- User administration
- Reports
- Process and deadlines
- Communication



WasteDataFlow

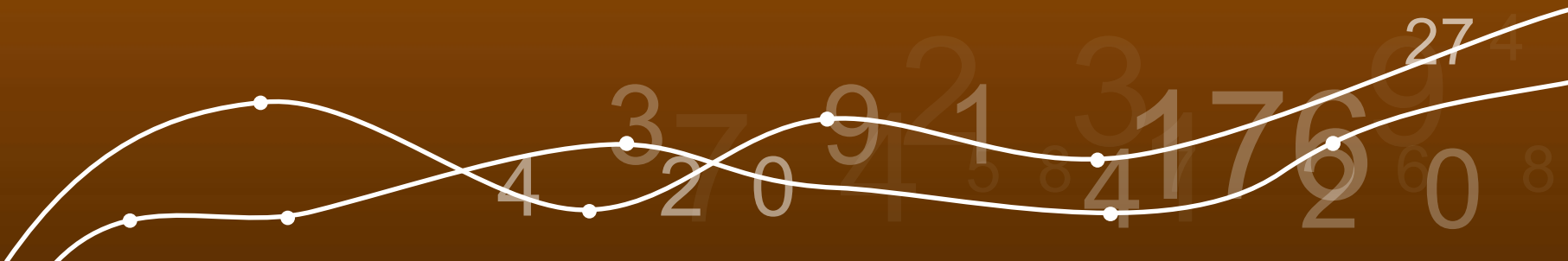
Background

- Live April 2004; replaced existing surveys
- Used by England, Northern Ireland, Scotland and Wales
- A series of questions used to record data relating to waste management
- Quarterly returns
 - 3 months after end of quarter (England)
- 2 main LA data user levels (plus report viewing user)
- Secure site
- Used for the Waste from Households (WfH) calculation and performance reporting to the EU.
- Previously used for the Landfill Allowance Trading Scheme (LATS), National Indicators (NIs) and Best Value Performance Indicators (BVPIs).

User levels in Local Authorities (1)

Data Entry users:

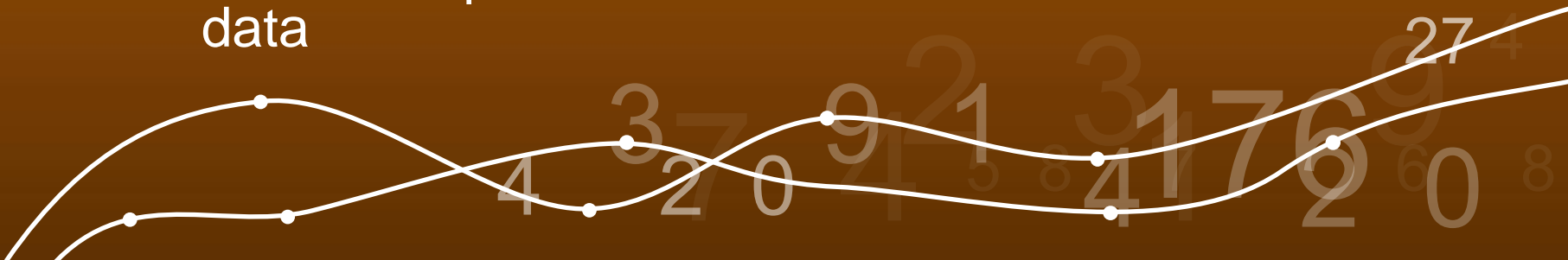
- Can be multiple Data Entry users
 - Enter data.
 - Roll up (authorise) data to next level
 - Check and edit data.
 - Can run reports on own and other local authorities' data (subject to the level reached).



User levels in Local Authorities (2)

Administrator users:

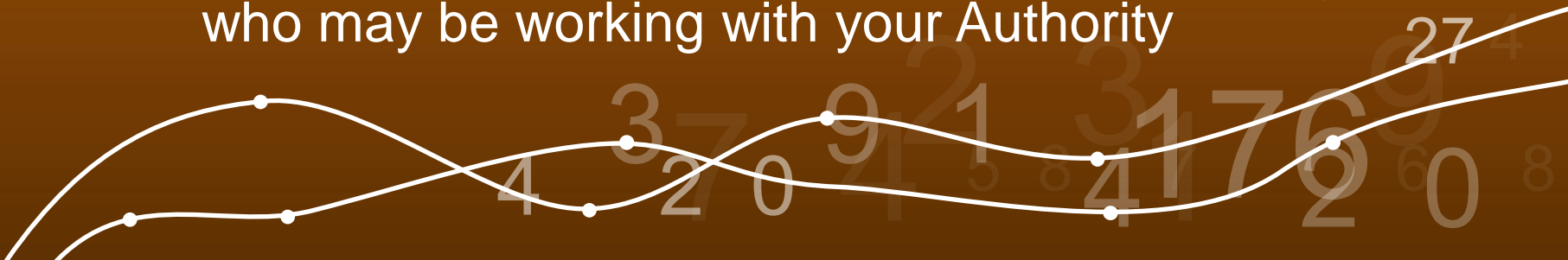
- At least one Administrator user in an authority
 - Can view data which has been entered/ authorised by Data Entry user(s)
 - Accept or reject data that have been authorised by Data Entry user(s)
 - Final level of data-checking within Local Authority
 - Have ability to create or amend Data Entry users
 - Can run reports on own and other local authorities' data



WasteDataFlow

Other user levels

- Reports only user:
 - LA user with access to all the reporting functions but are unable to edit data
- Public user:
 - Anyone can register, can be useful in answering FOI requests
 - Access to a limited number of reports for published data only
- Consultant:
 - You can setup access for an external company who may be working with your Authority



Overview of Site

- www.WasteDataFlow.org
- Data Manager
 - Main part of site for Data Entry etc. (secure)
- News
 - Newsletters, User Group meetings etc.
- Guidance
 - Many guidance notes
- Who's Who
 - Includes the England User Group



WasteDataFlow

Data Manager

- On Data menu:
 - Data Entry
 - Data Rollup
 - Data Authorisation
- On Management menu:
 - User Administration
 - Material Lists
 - Selection Lists
- On Reports menu:
 - Variety of reports

27 4



WasteDataFlow

Entering Data – Questions to answer

- Different question set for each type of authority (WCA, WDA, UA)
- Different question sets for all of UK, but lots of similarities
- To gain familiarity with questions, look at Core Dataset document (on the Introduction section of Guidance via the Home page).
- Question by question guidance (same place).
- Q100 guidance (England guidance page).



Entering Data – Categories

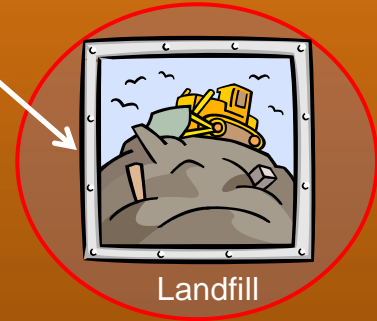
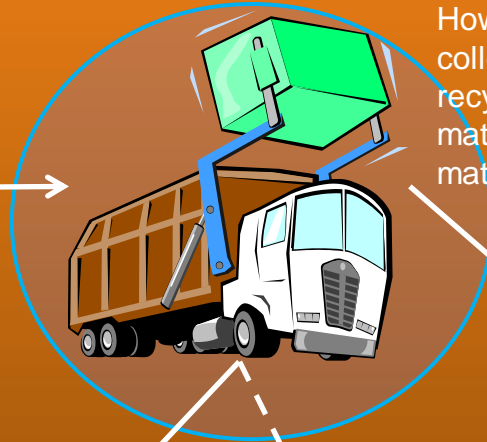
- General authority information (pre-filled)
- Collection infrastructure (only asked once a year in Qtr4)
- Recycling/reuse tonnages collected
- Destination of recycling/reuse tonnages
- Residual waste collected for disposal
- Residual waste management: predominantly WDA /UA questions, with the exception of tonnes sent to Materials Recovery Facility (MRF) or direct to Reuse or Reprocessors

WasteDataFlow

Number of Households, population etc

How is the waste collected, how many bins? Sizes? Frequency?

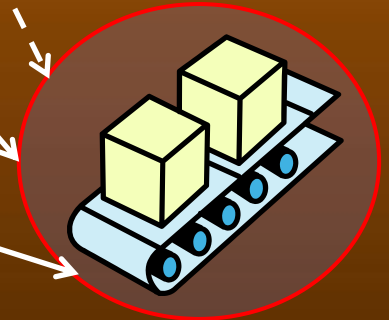
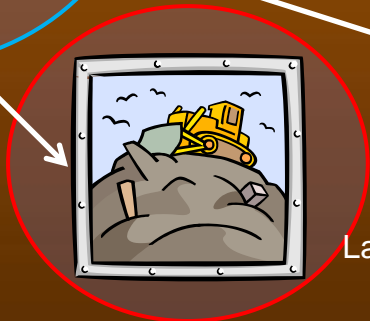
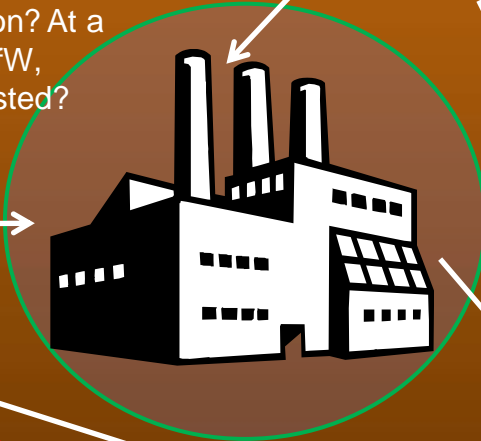
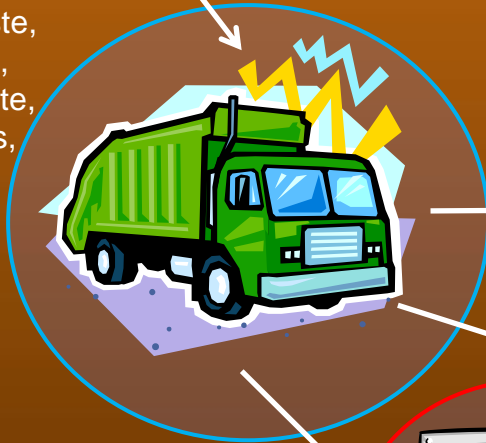
How much is collected? And for the recycled and reused material what different material are there?



'Other' waste collections, bulky waste, fly-tipping, trade waste, bring sites, HWRCs

Is it treated after collection? At a MRF, EfW, Composted?

Where is the material sent after collection and any extra processing?

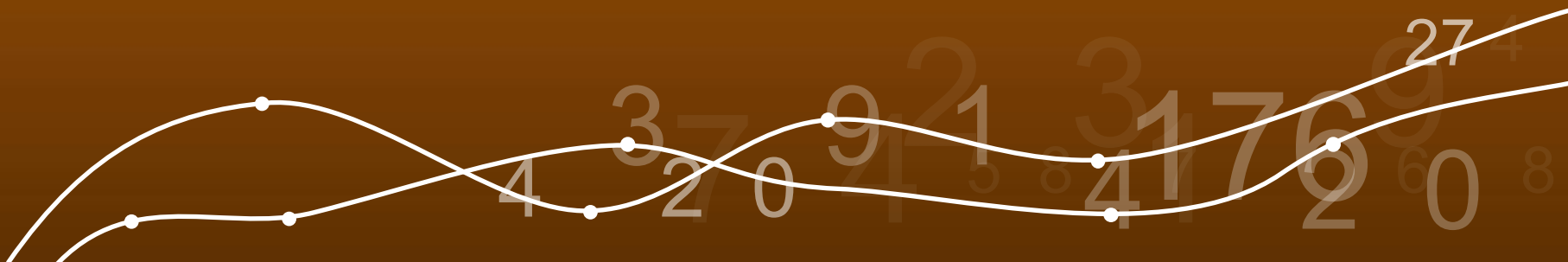


- General LA info
- Infrastructure
- Collection
- Treatment
- End destination

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Entering data

- Material types collected? – recycling, reuse or residual
- Where materials are collected from? – different questions for each collection point e.g. kerbside, bring banks, CA sites...
- Tonnages collected and sent?
- Where materials have been sent? – Qu100



Entering Data – Process

- Select 'Data Entry' from Data menu.
- Select Period
- Exclude any questions that are not relevant.
- Fill in data for all selected questions
- Click "Question complete" for all except Q100
- Option to default to comments based on previous quarter (edit as needed)
- Click "Save"
- Qu100 – option to upload tree from a previous month
- Data can be entered in to each month of a quarter, or aggregated into the final month of each quarter

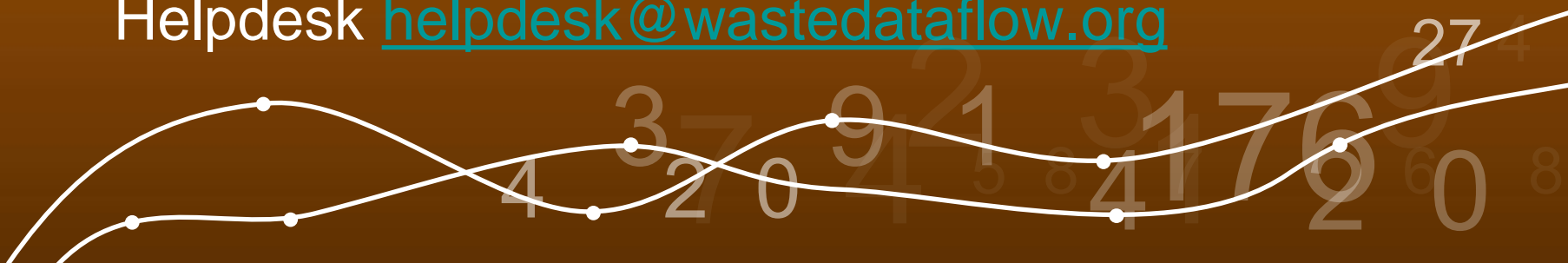
WasteDataFlow

Entering Data – alternative method

- XML Upload facility available to get data into WasteDataFlow
- Go to Data Upload, under the Data menu
- Documentation on Guidance Page: WDF System Manual Section 4: How to use the XML upload tool

<https://www.wastedataflow.org/htm/datasets.aspx>

- Alternatively contact the WasteDataFlow Helpdesk helpdesk@wastedataflow.org



Material Lists

- Collected and sent recycling/reuse tonnages are recorded against a specific material
- The material categories allow, for example:
 - The correct biodegradability to be assigned to the materials
 - Waste Electrical and Electronic Equipment (WEEE) to be reported accurately (see WEEE Reporting guidance sheet)
 - Grades of plastic to be reported accurately
- Your material list can be customised
- Do not use Aggregates!

WasteDataFlow

Q100 Facility lists

Waste Details

Facility/Process Type

Facility

Enter 3 or more characters into the box to filter the choice.
[show all facilities](#)

Waste Stream Type

Tonnes Input

- Facility search options in Q100:
- Enter the first 3 characters
 - Drop down arrow and scroll function
 - Show all facilities

Enter Data For Question

Q100 : 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.

Waste Movement Tree

Load structure from

Waste Details

Facility/Process Type

Facility

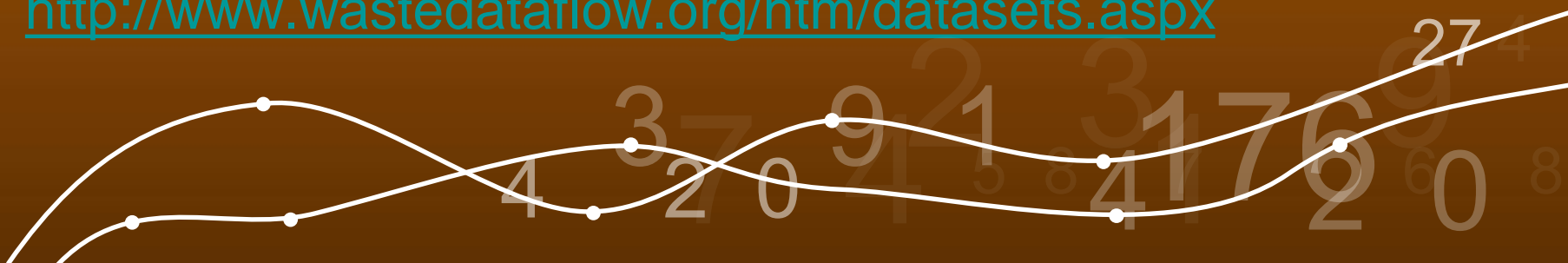
Q100 R Etchells and Sons Ltd [31463] - R Etchells and Sons Ltd, Unit 3, The Glover Centre, Egmont Street, Mossley - WEE/HF2768QX
14 WEST SHORE ROAD [26721] - 14 West Shore Road, Granton, Edinburgh - PPC/B/1004374
1st Choice Concrete & Skip Hire Ltd [36373] - 1st Choice Concrete & Skip Hire Ltd, Arbour Works, Arbour Lane, Kirkby, Liverpool, Merseyside - 54371 / AP3997CP
1st Choice Waste & Metals Limited [19313] - 150 Moss Lane, Macclesfield, Cheshire - 50450
1st Reynolds Skip Hire Ltd [14562] - Unit 3, 40 Wigmore Lane, Reading, Berkshire - 86373
3 C Waste Ltd [446] - Maw Green Road, Coppenhall, Crewe, Cheshire - 50400 / EP3794CA
3C Waste Limited [22128] - Arpley Landfill Site, Off Liverpool Road, Sankey Bridges, Warrington - BS7668IH
Abitibi Consolidated Recycling Europe [21199] - North Road, Ellesmere Port, Cheshire - England
Ace Lifeway Ltd [9501] - The Waste Centre, Yokesford Hill Industrial Estate, Belbins, Romsey, Hampshire, So51 0Pf, - 10232
Ace Lifeway Ltd [22159] - The Waste Centre, Yokesford Hill Industrial Estate, Belbins, Romsey, Hampshire - 100121
Adco Distribution (NI) Ltd & R4 Ltd [7756] - 16 Seagoe Industrial Estate, Portadown, Co. Armagh - WML 12/25 LN/10/14
Antrim and Newtownabbey Borough Council (Bruslee CAS) [22272] - Bruslee Civic Amenity Site, Belfast Road, Newtownabbey, Co. Antrim - WML 23/08 LN/13/14
Armstrong Waste Management Ltd [8655] - Auchenlosh Quarry, Dalbeattie, Galloway - PPC/A/1025270
Associated Waste Management Ltd [28039] - St Bernards Mill, Gelderd Road, Gildersome, Leeds, West Yorkshire - KP3396EJ
B D R Waste Disposal Limited [2125] - Grange Lane Transfer Station, Grange Lane, Stairfoot, Barnsley, South Yorkshire - 65004 / TP3694ZX

Q100 Facilities

- For Other/Exempt sites there is a requirement to include the following details in the Waste details box:
 - Full name
 - Address, postcode
 - Licence number (if known)
- Where appropriate, the facility will be added to the master selection list by the EA (procedure details in the England guidance page)
- For Outside UK (EU or non-EU) facilities please record the country name in the Facility address box or Comments box

Data entry – Guidance

- More guidance sheets on the website:
<https://www.wastedataflow.org/htm/datasets-england.aspx>
 - Qu100 data entry (inc. Back Allocation)
 - Recording co-mingled material
 - Recording organic waste
 - Recording rubble
 - Avoiding double-counting
 - Street sweepings
- Guidance on the WDF systems:
<http://www.wastedataflow.org/htm/datasets.aspx>



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Data progression within Local Authority

- LEVEL 0 – Data entry

Data Entry user

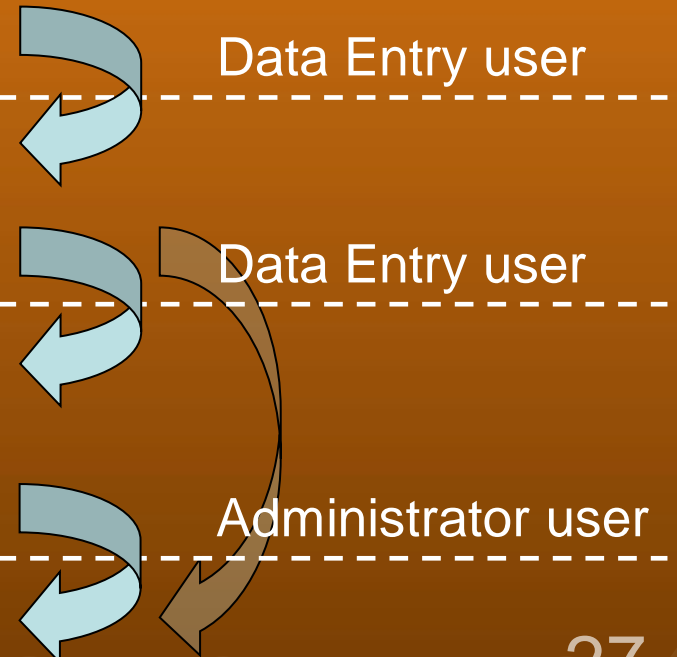
- LEVEL 10 – Data rolled up for checking

Data Entry user

- LEVEL 20 – Data ready for review by Administrator user

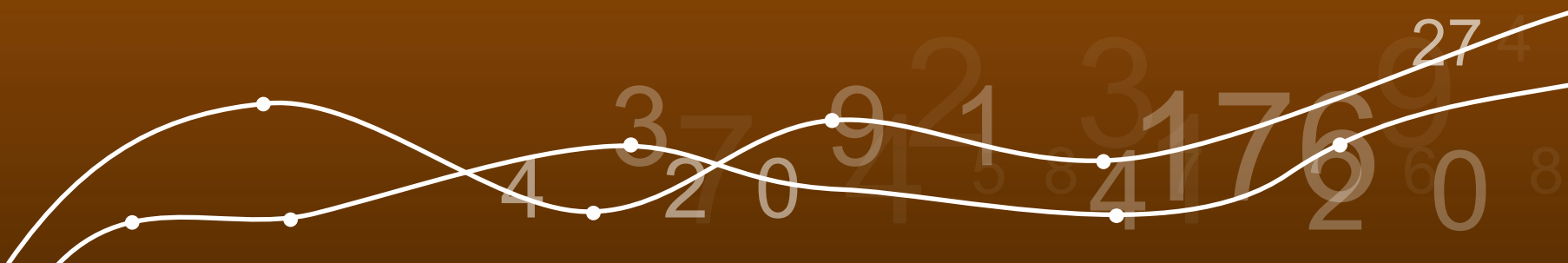
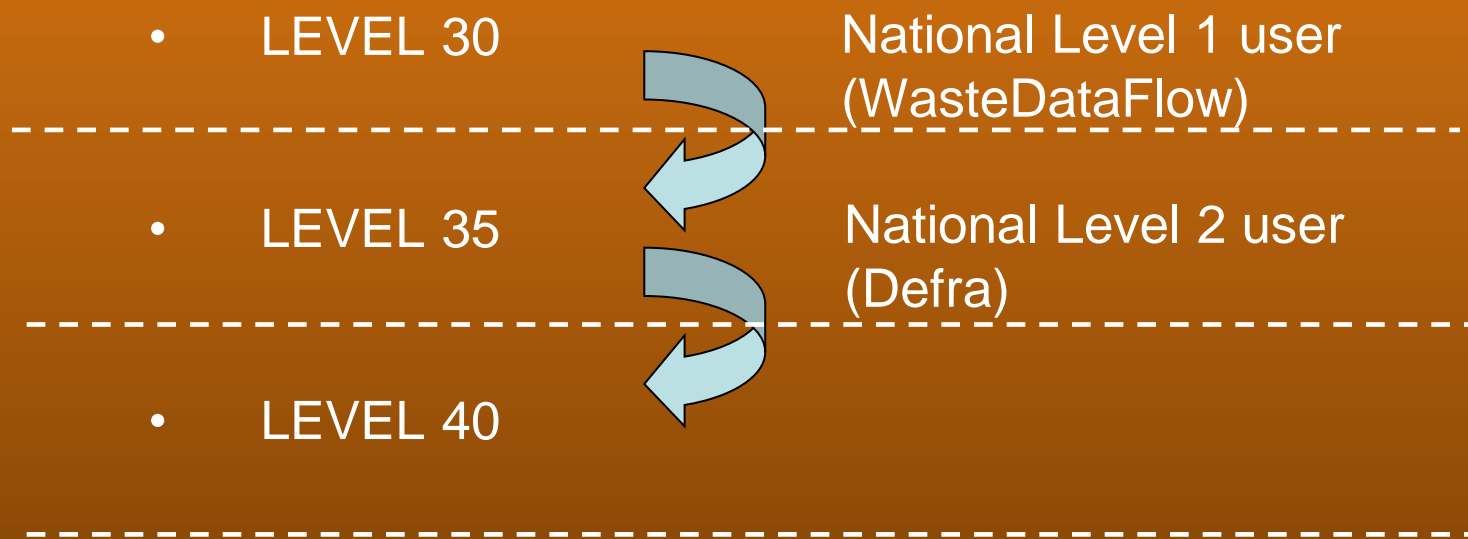
Administrator user

- LEVEL 30 – Data out of LA control,
(don't worry, you can still request it be returned to you if changes are required)



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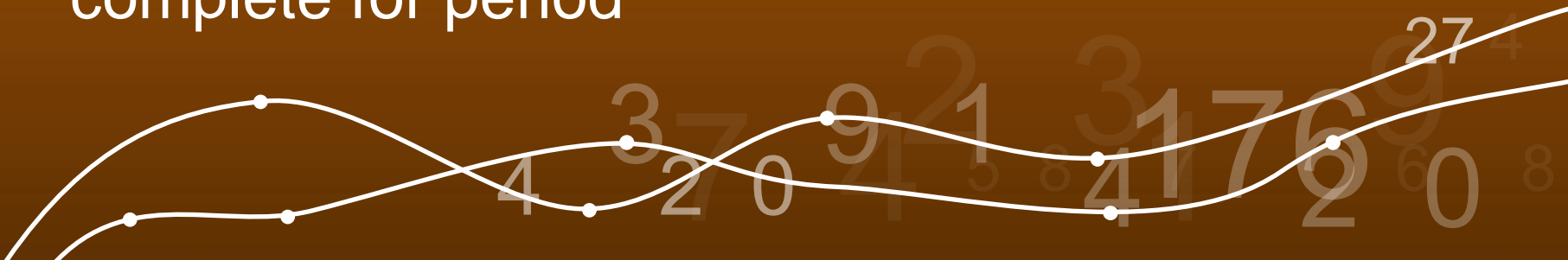
Data progression after Local Authority



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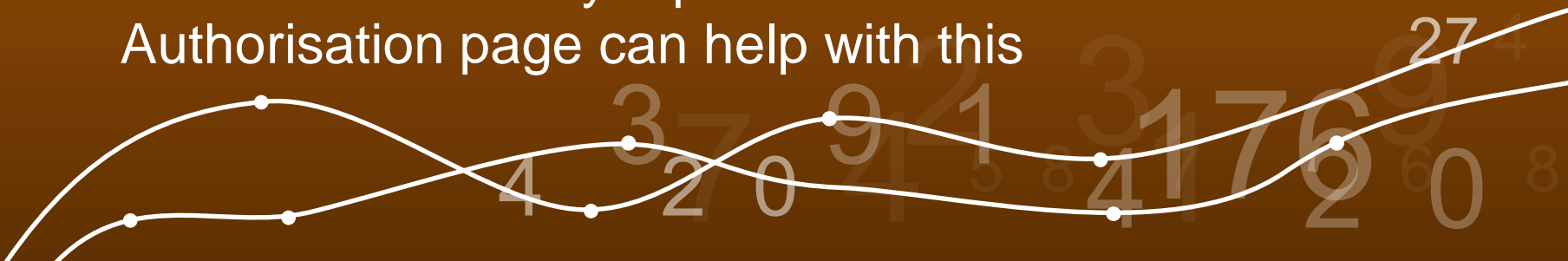
Data Roll-up

- Carried out by Data Entry user.
- All questions complete for period:
 - Quarterly
 - Each month, or
 - All data in last month of quarter
 - Annual (optional)
- Select 'Data Rollup' on Data menu
- 'Rollup Data' icon appears when all questions complete for period




Data Roll-up

- Click 'Rollup Data' icon
- Presented with message ok/cancel
- Added to the roll-up queue, then data are rolled up (aggregated) and sent to Level 10
- Return is then ready to be checked:
 - Questions can be viewed via the Data authorisation page
 - Validation summary report downloaded from Data Authorisation page can help with this



Data Authorisation – links

- **Ques** – View questions in non-editable format & can add comments.
- **Summ** – Summary report of quarter's figures & validation checks.
- **PI** – Performance Indicator report: National Indicators (and BVPIs) based on figures entered so far.
- **Tick** – Accept: accepts data and sends to highest level for user.
- **Cross** – Reject: rejects data back to the previous level.
- **Note**  – A note has been added to the return during validation.



WasteDataFlow

Data authorisation / approval to L30

- Once the return is complete and accurate, it can be authorised by Data Entry user to level 20 or by Data Admin user to level 30.
- On authorising/approving a return to L30, queries based on the Summary report will be displayed for the user to review/acknowledge. Responses to some of these will be required.
- Audit log is a record of each data change to a return, and of the return's movement between each level.

The approval page

- All the generated validation queries are displayed ready for review.
- Direct link to the England guidance page.

Data Waiting Approval
(Click '+' to view the audit trail for each period)

Authority : **Period : Jul 16 - Sep 16**

The queries in the table below have been generated from the quarterly return you are about to approve to level 30. You will need to review these queries and provide either a comment response or acknowledgement for each, before being able to approve the return.

The queries are generated via the Validation Summary sheet, which can be downloaded using the button marked 'Summary' below. Where you identify a need for changes to be made to your data, you can re-open your return by clicking cancel to return to the Authorisation page

For further information on the validation process, guidance is provided [here](#).

10	For Response	There is a discrepancy of 132.0 tonnes between the total residual tonnage collected (8,789.1 tonnes) and the total residual tonnage sent (8,921.2 tonnes). Can you please check the figures and confirm if this is correct? If this is correct please provide a reason for this discrepancy.	<div style="border: 1px solid #ccc; padding: 5px; min-height: 80px;">Yes, We had some stockpiled material last quarter which has now been sent for treatment in this quarter, therefore a 132t discrepancy is expected.</div>
30	For Response	You have recorded 6,990.2 tonnes as collected for recycling or composting. The expected tonnage sent for reprocessing is therefore 6,990.2 tonnes. The actual tonnage which you have sent for reprocessing is 6,960.2 and this is a difference of 30.0 tonnes. Can you please check the figures and confirm if this is correct? If	<div style="border: 1px solid #ccc; padding: 5px; min-height: 80px;">Example Response Text</div>


The approval page

- Options at the bottom of the page



- Summary – Opens your validation summary report
- Reopen – rolls down your return so you edit the data
- Cancel – takes you back to the Data Authorisation page
- Approve – greyed out until all the queries have had a response. Clicking this rolls up the data

What happens to my responses?

- Once you have entered your responses and clicked Approve, you will be taken back to the Data Authorisation page
- If you are a Data Entry user the return will now be at L20 and will require further approval from a Data Authorisation user
 - When they go in to approve the return, clicking the green tick  will open up the new Approvals page pre-populated with the responses you have given, ready for their review
- If you are a Data Admin user completing the Approval page will mean the return will be at L30 and will be submitted to WDF for validation

What happens to my responses?

- For all users with data authorisation rights, the current responses will be available via the Validation summary report (i.e. those responses given the last time someone approved the data for that LA)

This is how the validation summary report will look when a return is rolled to L10 for the first time. The approval page has yet to be completed, so no responses are provided.

	A	B	C	D
1	Query ID	Category	Description	Response on submission
2	10	For response	There is a discrepancy of 132.0 tonnes between the total residual tonnage collected (8,789.1 tonnes) and the total residual tonnage sent (8,921.2 tonnes). Can you please check the figures and confirm if this is correct? If this is correct please provide a reason for this discrepancy.	0
3	70	For response	Q10: Within this Quarter 1,477.4 tonnes have been recorded, but in last year's return there were no tonnes recorded. Is this correct?	0
4	140	For response	Q11: Within this Quarter 3,078.0 tonnes have been recorded, but in last year's return there were no tonnes recorded. Is this correct?	0

Once the approval page has been completed, the responses will appear within the validation summary report when next downloaded.

	A	B	C	D
1	Query ID	Category	Description	Response on submission
2	10	For response	There is a discrepancy of 132.0 tonnes between the total residual tonnage collected (8,789.1 tonnes) and the total residual tonnage sent (8,921.2 tonnes). Can you please check the figures and confirm if this is correct? If this is correct please provide a reason for this discrepancy.	Yes, We had some stockpiled material last quarter which has now been sent for treatment in this quarter, therefore a 132t discrepancy is expected.
3	70	For response	Q10: Within this Quarter 1,477.4 tonnes have been recorded, but in last year's return there were no tonnes recorded. Is this correct?	We have started to operate a new kerbside service since last year. I can confirm that a total tonnage of 1,477.4 is expected
4	140	For response	Q11: Within this Quarter 3,078.0 tonnes have been recorded, but in last year's return there were no tonnes recorded. Is this correct?	Correct, We have rolled out a new trade recycling service

What happens to my responses?

- This approach has the benefit that:
 - Queries are raised and available online at the point the data is being submitted
 - Highlights if amendments need to be made prior to submitting the data to Level 30
 - Anyone else with data authorisation rights to your LA, (e.g. WDA users that need to review WCA data) will be able to pick up the responses and reasons for any changes, right within WDF
 - If a member of your LA's WDF team is unavailable, a record of their responses will be available via the summary report, making it easier for others to pick the return up if needed
 - Once the return is submitted to WDF for validation, responses will already be there, removing the need for responses to be emailed to WDF. This also reduces the number of follow-up queries WDF send to you

Process and deadlines

- Data progression during the year

	Quarter 1 (Apr-Jun)	Quarter 2 (Jul-Sep)	Quarter3 (Oct-Dec)	Quarter 4 (Jan-Mar)
LA data submission deadline (L30)	30th Sept	31st Dec	31st March	30th June
Stage 1 validation complete (L35)	End Oct	End Jan	End April	End July
Data received by Defra for checking	End Aug	End Aug	End Aug	End Aug
Publication of final results (annual figures L40)	Nov / Dec	Nov / Dec	Nov / Dec	Nov / Dec

- Defra publish an annual stats release in Nov/Dec each year



Validation of quarterly return

- On reaching Level 30, return is allocated to a member of the validation team
- Checks on the return carried out to identify anomalies, omissions etc
- Validator will liaise with local authority to resolve or clarify any issues – return may be released for amendment
- Return should be authorised to Level 35 within one month of reaching Level 30

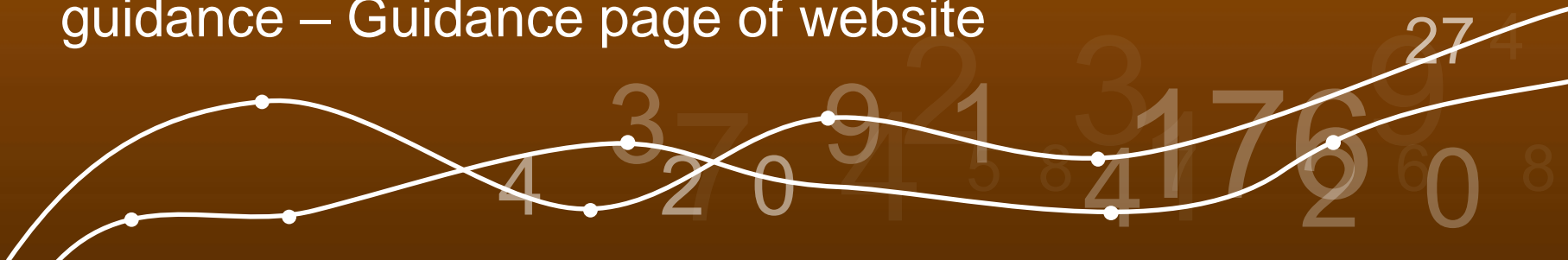


Adding new users

- LA Administrator users can add Data Entry users (for their LA):
 - Select 'User Administration' from Management menu
 - 'Add User' button
 - User Log-in – email address
 - Tick 'Create/Edit Local Lists'
 - Click 'Update'
 - An automatically generated password is emailed to the new user
- Or an Admin user can authorise the helpdesk team to create a new Data entry user or Admin user

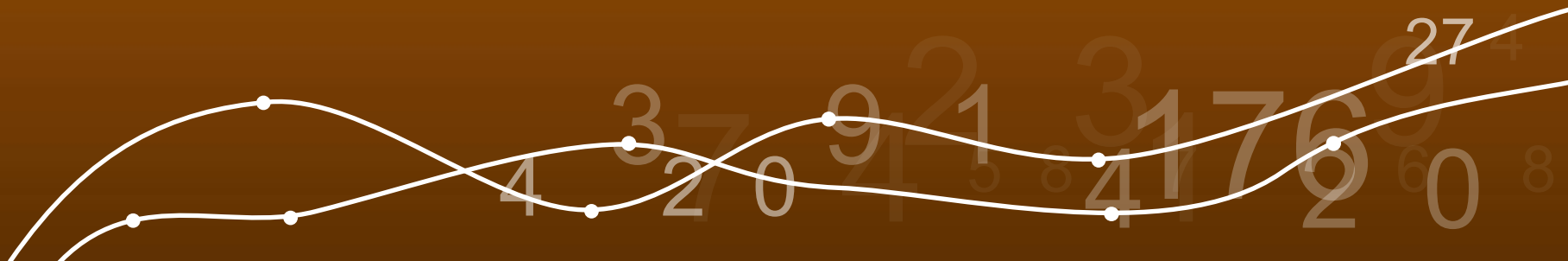
Reports

- Summary Reports:
 - Best Value Performance Indicators (BVPIs)
 - National Indicators (NIs)
 - Analytical reports
 - Question Reports
 - Raw Data
- See Section 5 and 6 of the WDF System Manual for guidance – Guidance page of website



System Communication

- Helpline – contact by telephone or email
- England User Group – Meeting actions/report placed on the website
- Email reminders prior to end of the quarter
- Online news section

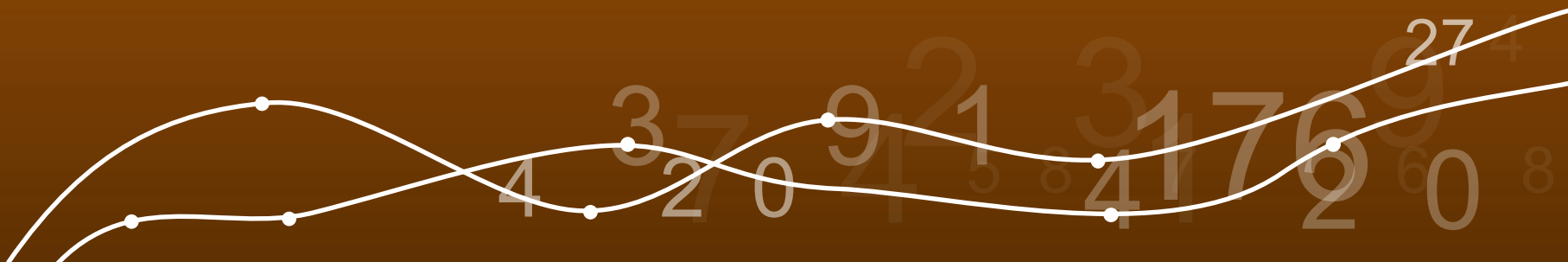


What if I have problems?

- Guidance manual
- Other Guidance Notes ([Guidance Page](#))
- Online help facility for data entry (next to question)
- Contact the helpdesk by phone or email

Email: helpdesk@wastedataflow.org

Telephone: 0845 6000 890



WasteDataFlow

Feedback!

Please give feedback on this session so we can improve future training.

[WDF training feedback form](#)

