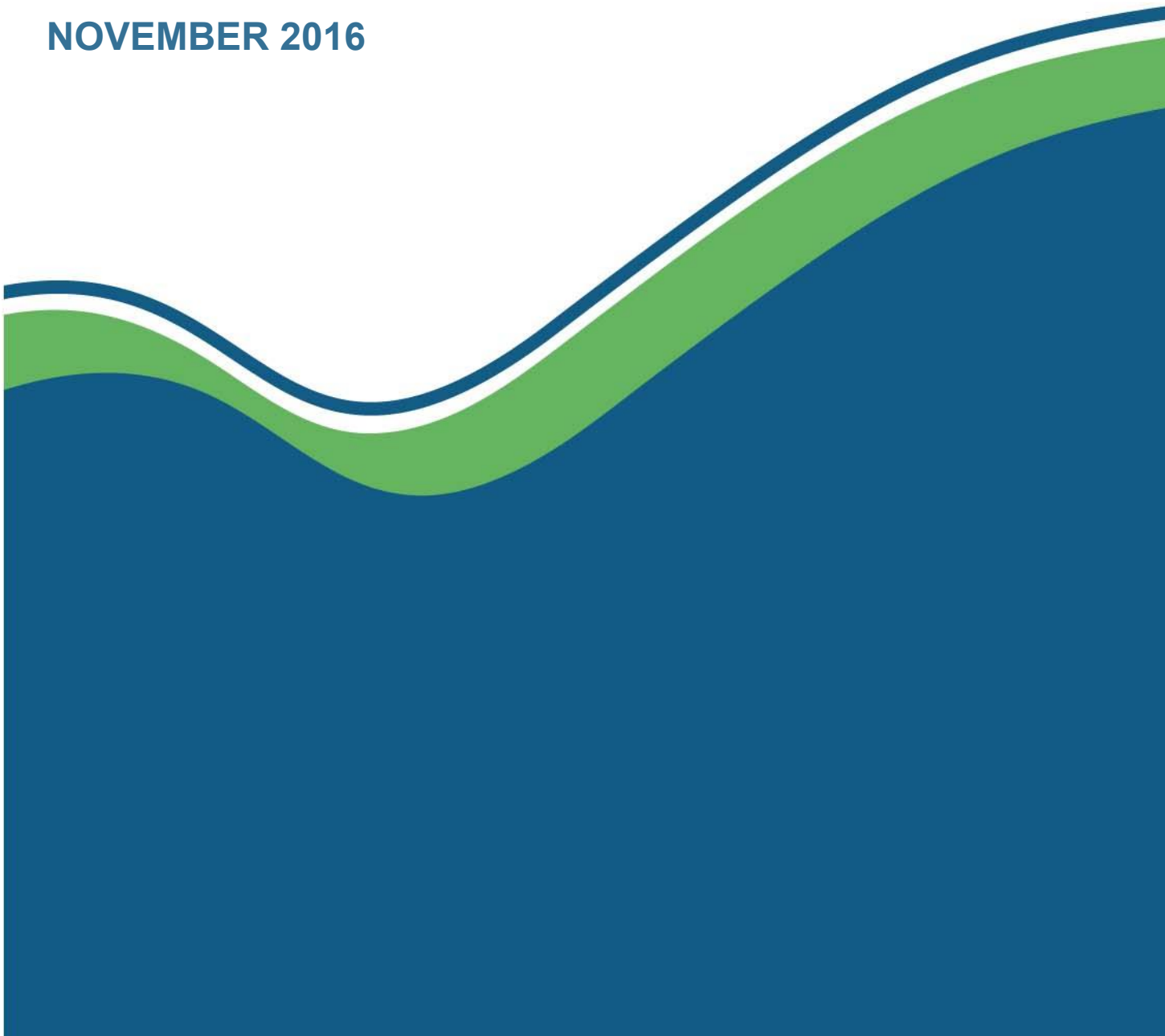
WasteDataFlow

Scotland Guidance

NOVEMBER 2016



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1. INTRODUCTION

WasteDataFlow is a data collection tool used by all Scottish Local Authorities' (LA's) to record its waste collected and managed. Initially conceived as a tool for tracking the landfill of biodegradable waste under the Landfill Allowance Scheme (Scotland) Regulations 2005, it is now the primary source of household and municipal waste data used to record the progress of recycling and waste management under Scotland's Zero Waste Plan (ZWP). The data is also used for reporting to the EU in accordance with the Waste Statistics Regulations, and for reporting the biodegradable waste landfilled in accordance with the EU Landfill Directive.

The guidance is separated into five sections:

- Annual data rollup. This section identifies how to submit annual data from quarterly datasets where the data is entered quarterly or annually.
- Collection questions. These questions are about the waste collected in each quarter/year.
- Management questions. This comprises one question – question 100. The interface is a graphical management tree that depicts the flow of collected waste through different management methods.
- WasteDataFlow User Tips: This section provides some general tips about data entry.
- Specific Issues. This section provides some details about common specific issues.

Note: this guidance applies for the Jan – Mar 2017 period and onwards. Please refer to the previous guidance for how to report prior to this period.

2. ANNUAL DATA ROLLUP

Local Authorities are given the choice of entering and validating data in WasteDataFlow either monthly, quarterly or annually. However, the data verification and reporting process undertaken by SEPA is done on an annual basis only.

Therefore, WasteDataFlow includes a mechanism to produce annual data from monthly datasets, quarterly datasets where data is entered quarterly the last month of each quarter or annually datasets where data is entered in quarter 4 only.

A screen shot of the new roll-up page is depicted in *Figure 1* below. The quarterly data is located at the upper half of the screen. A new section at the lower half of the screen comprises an annual period. **Clicking on the "*Rollup Data*" link associated with the annual period will place five sets of data into the roll-up queue.**

Each quarter for the year is placed into the roll-up queue, that is Jan-Mar, Apr-Jun, Jul-Sep and Oct-Dec

A Jan-Dec period is added to the queue. On successful completion of the roll-up, *the Jan-Dec period will contain data aggregated over the four quarters*.

An example of the roll-up queue generated as a result of rolling up data associated with the annual period is depicted in *Figure 2* below. In this figure, the annual period is circled in red.

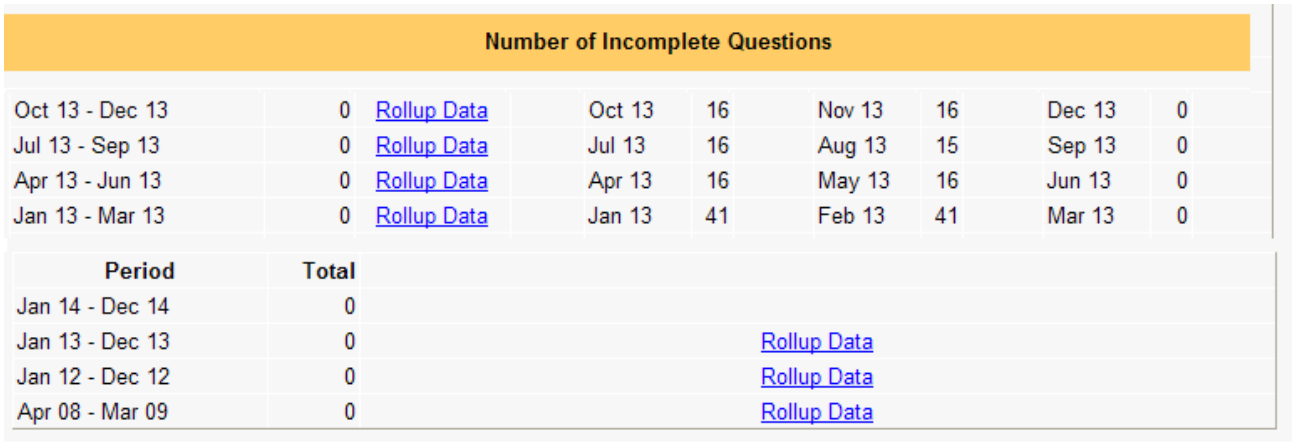
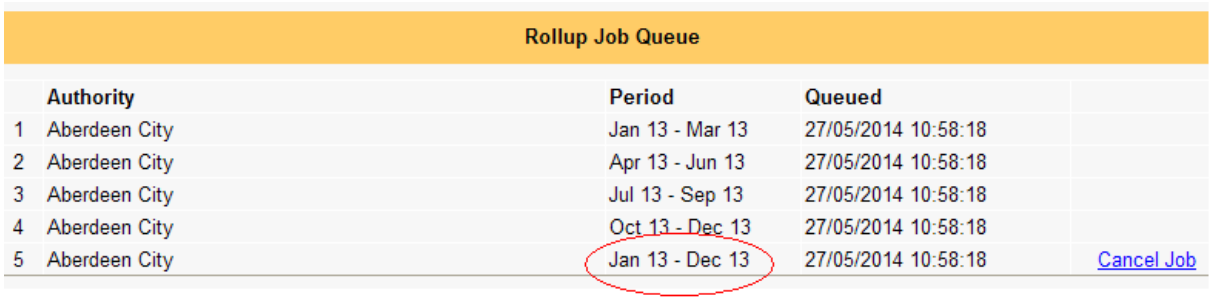


Figure 1. Data roll up screen



Rollup Job Queue

	Authority	Period	Queued	
1	Aberdeen City	Jan 13 - Mar 13	27/05/2014 10:58:18	
2	Aberdeen City	Apr 13 - Jun 13	27/05/2014 10:58:18	
3	Aberdeen City	Jul 13 - Sep 13	27/05/2014 10:58:18	
4	Aberdeen City	Oct 13 - Dec 13	27/05/2014 10:58:18	
5	Aberdeen City	Jan 13 - Dec 13	27/05/2014 10:58:18	Cancel Job

Figure 2. An example roll-up queue for roll-up of annual data

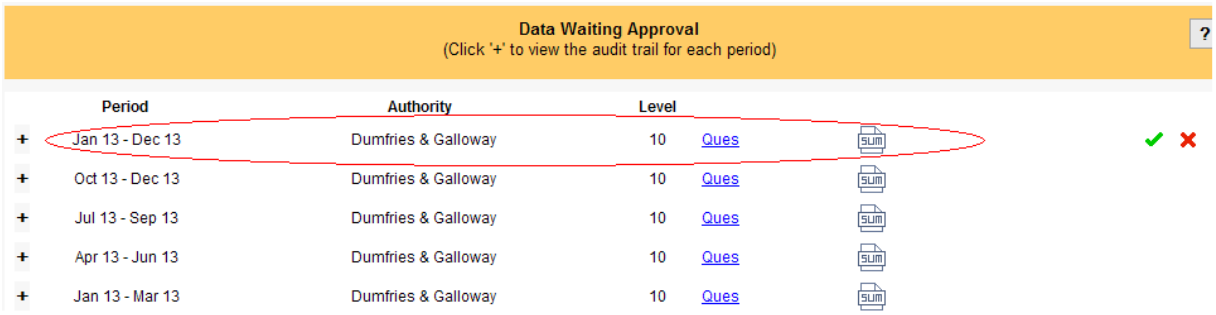
The final result is that a calendar year dataset is available in the data authorisation page.

Quarterly data entry

If you enter data quarterly, the result will be that all four quarters are rolled up (Jan-Mar, Apr-Jun, Jul-Sep, and Oct-Dec), and an additional calendar year aggregate of the four quarters is also rolled up (Jan-Dec). These five rolled up datasets are available in the data authorisation page and is available for viewing in the validation tool as normal. Please refer to *Figure 3* below.

Annual data entry

If you enter data annually, the first three quarters will be automatically "excluded" from the roll-up process. The result of your roll-up will be one quarter of rolled up data (Oct-Dec) and one calendar year of data in the data authorisation page, and three quarters of excluded data (Jan-Mar, Apr-Jun, Jul-Sep). Please refer to *Figure 4* below.



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

	Period	Authority	Level		
+	Jan 13 - Dec 13	Dumfries & Galloway	10	Ques	SUM
+	Oct 13 - Dec 13	Dumfries & Galloway	10	Ques	SUM
+	Jul 13 - Sep 13	Dumfries & Galloway	10	Ques	SUM
+	Apr 13 - Jun 13	Dumfries & Galloway	10	Ques	SUM
+	Jan 13 - Mar 13	Dumfries & Galloway	10	Ques	SUM

Figure 3. Data authorisation screen – quarterly submission

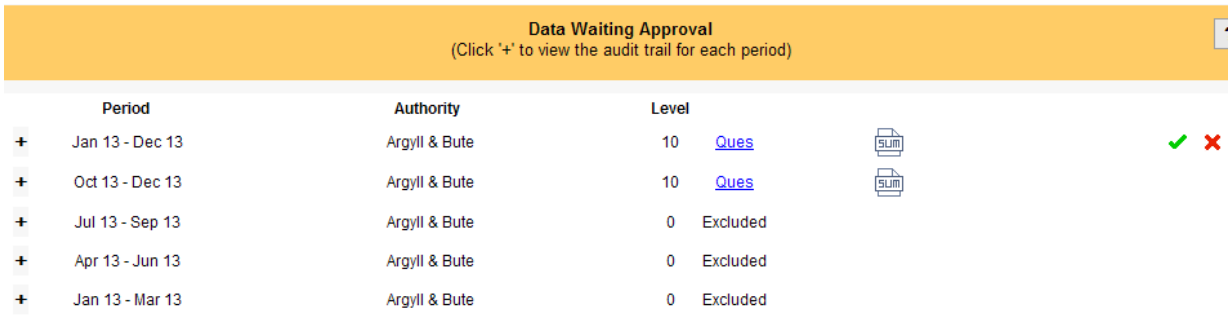


Figure 4. Data authorisation screen – annual submission

Routine data roll-up and roll-down

Irrespective of whether data is entered quarterly or annually, please be assured that you can continue to roll-up quarterly/annually data to level 10 on a quarter by quarter basis to enable viewing of quarterly/annually data in the on-line validation tool.

Annual Reconciliation

The on-line validation tool now contains an annual reconciliation of data entered for the calendar year. This includes previous years comparison of recycling rates and material arisings and management. It also includes a preview of annual data that will be published by SEPA. *Please note that the annual reconciliation is only visible for the Jan-Dec calendar year data.*

3. WASTE COLLECTION

There are four collection questions (questions 10, 23, 24-25). The household kerbside collected waste (Q10) and residual waste collected (question 23) should be filled out either quarterly or annually. However, the fly-tipping and abandoned vehicles questions (questions 24-25) should only be entered annually.

3.1. Question 10: Tonnes of material collected through kerbside schemes from household sources by LA or its contractors (Q)

For each material listed, enter the quantities that are collected by or on behalf of your authority from households for recycling/composting; the quantity collected for recycling/composting but actually disposed; the number of households receiving a collection; the quantity collected for reuse and the quantity collected for reuse but actually disposed. Also indicate if the material is collected co-mingled.

Please note that the tonnage of material sent to a clean MRF or Sorting Facility for recycling but which are subsequently disposed of should be reported in Question 58.

- Detailed information on the wastes to be included under household waste sources is provided in the Extra Guidance section of this guidance.

- If there are tonnages collected for recycling/composting/reuse but actually rejected/disposed, **do not** include them in the tonnage for waste sent to disposal in question 100.

- Use mixed glass if no colour breakdown; rubble denotes hardcore and bricks; vegetable oil denotes cooking oil

- If any NON BIODEGRADABLE materials are not listed, please enter the tonnage in the 'other' box. If any BIODEGRADABLE materials are not listed, please enter the tonnage in the 'other compostable waste' box. If the materials are partially biodegradable please allocate the tonnage in these two sections accordingly. Please also give a tonnage breakdown of 'other' materials in the comments box as there may be more than one type of materials.

3.2. Question 23: Please provide details of other waste collected for disposal (Q)

- Enter the quantity of waste collected for disposal by or on behalf of your authority for each method listed and the percentage weighed. This also includes mixed waste subsequently sent to a dirty MRF or MBT plant. Scottish Local Authorities **do not need to input the destination of the residual waste** for each type of waste. Include waste collected in the authority for disposal WITHIN the authority boundaries and waste collected in the authority for disposal OUTSIDE authority boundaries. Do not include waste separately collected for reuse, recycling and composting, this is dealt with in the collected for recycling/composting questions.

- If any other waste type is not listed, please enter the tonnages in the relevant 'other' box and give a breakdown in the comments box.

Waste Categories for Q23: (See also Extra Guidance at the end of this document)

- Collected household waste : Regular Collection
- Collected household waste: Street Cleaning – This category includes street sweepings and litter.
- Collected household waste : Bulky Waste
- Collected household waste : Other
- Civic amenity sites waste : Household
- Civic amenity sites waste: Non Household
- Collected gully emptyings - Refers to gully emptyings from a road for which the local authority is responsible.
- Collected non-household waste: Highways waste – Refers to waste/gully emptyings from a trunk road for which the local authority is not responsible, even when the local authority is undertaking the work.
- Collected non-household waste: Construction and Demolition– Refers to separately collected construction and demolition waste.
- Collected non-household waste: Grounds Waste – Including parks and gardens waste.
- Collected non-household waste : Commercial & Industrial (See 23a)
- Collected non-household waste: Other
- Separately collected healthcare waste – Refers to separately collected industrial waste and clinical waste not from households or residential homes.
- Beach cleansing
- Waste Arising from clearance of fly-tipped materials
- Asbestos Waste separately collected
- Other collected waste

3.3. Question 24: How many reported fly-tipping incidents were there in your local authority? (OA)

Enter the number of fly-tipping incidents reported directly to your authority or reported by your authority through the 'Dumb Dumpers' website.

3.4. Question 25: How many abandoned vehicles were disposed of by your authority and what percentage was recycled? (OA)

Enter the number and tonnages of abandoned or end of life vehicles that were handled by or on behalf of your authority; the tonnage can be estimated by multiplying the number of vehicles uplifted by 0.98. Please also indicate the percentage recycled by the dismantler.

4. WASTE MANAGEMENT - Question 100: Waste sent for treatment or disposal

4.1. Overview

The following guidance is to help local authorities enter data using Q100 on WasteDataFlow. The guidance is split into the following sections:

- Introduction to Q100
    - the questions it replaces for the reporting period Jul-Sep 2012 onwards
    - the advantages of the new question layout
    - an overview of the screen layout
- Important general tips – please read before going any further
- General advice on entering data for the first time in Q100
    - selecting management methods and waste input types
    - reporting household, commercial and industrial splits
    - entering waste material types, transfer stations and additional comments
    - reporting waste outputs and the final end use of waste
- Loading previous tree structures
- Site-specific help and advice for the following management types:
    - Incinerators
    - Landfill
    - Re-processors
    - Materials recovery facilities (MRF)
    - Composting
    - Mechanical biological treatment (MBT)
    - Residual waste materials recovery facilities (dirty MRF)
- Example waste movement trees for the following site types:
    - Landfill, Residual waste MRF, Composting plant, MBT plant

4.2. Introduction

The question 100 interface was introduced for the July – September 2012 reporting period. Question 100 replaces all of the following waste management questions in WasteDataFlow:

Q19 (Recycling Destination)
Q35 (Reuse Destination)
Q51-53 and Q53a (Landfill)
Q54-57 and Q57a (Incineration)
Q58 (Clean Material Recycling Facility)
Q59 (Mechanical Biological Treatment)
Q60-61 (Anaerobic Digestion)
Q62-63, Q63a (Composting)
Q65 (other method)
Q66-68 (Compost End Use, CLO End Use from MBT)
Q70 (Recyclate separated from residual waste)

The list of questions above are no longer available on WasteDataFlow. Question 100 offers a number of advantages over the previous question layout:

- Q100 enables you to report how all waste is managed within a single question
- Outputs from one facility can be recorded as inputs to another facility
- You can enter data in broadly the same way for quite different management methods
- Data can be more easily viewed and reconciled on WasteDataFlow using the "Waste movement tree"

Question 100 screen has two main sections:

- *The Waste Movement Tree* is on the left-hand side of the screen and is used to build up a picture of how individual waste types are managed. You also use the tree to navigate between different waste types when you are entering data in the waste details section
- The *Waste Details* section is available at every level of the "tree" and is used to enter information on tonnages, materials, household/commercial splits and transfer stations for a given waste type
- Both the waste movement tree and waste details sections are used during data entry and it is important to understand how both work before entering data in Q100

4.3. General tips – please read before going any further

- **Entering data for the first time will take additional time -** If your local authority is entering data in Q100 for the first time you will have to build the waste movement tree

for the first time. This will take some time and is largely dependent on the complexity of your waste management practices

- **Changes to household, commercial and industrial split reporting** – in the old management question layout local authorities were required to report splits by treatment type (e.g. the split of total waste landfilled). In Q100 you need to report the split for each primary waste management site (e.g. if you send waste to two landfill sites, you need to report splits for each site). This may impact on the way you extract information from your own systems

- **Loading "tree structures" from previous quarters –** Once a "tree" is built for one quarter you can reload structures from previous quarters and use them as a basis for your reporting (adjusting tonnages and other details as appropriate). Please see "Loading previous structure" section below for more details.

- **Saving changes -** Please use the save button each time you update information in the right-hand waste details section. If you move on to another "branch" of the tree structure without saving in the waste details section you will loose all unsaved work

- **Inputting waste types with different household/commercial splits -** If different types of materials are sent to a single facility but they have a different household/commercial split, you must enter the materials as separate, primary entries in the Waste Movement Tree. **Please consider this point when starting to build your waste movement tree**

4.4. How to enter data for the first time in Q100

- From the question list select "Q100: waste sent for treatment or disposal"

- Please double-check you have selected the appropriate quarter from the "Enter data for" drop down menu on the top left of the screen. To enter data quarterly, please only enter data in the last month of the relevant quarter.

- On the left hand side of the screen under the "Waste Movement Tree", click on "Q100: Waste sent for treatment or disposal"

4.5. Select a management method

- On the right hand side of the screen, "Waste Details" section, choose the appropriate management method from the "Facility/Process Type" drop down list.

- Then choose the facility where the waste is managed from the "Facility" drop down list. A list of sites where you have previously reported sending waste will appear. The list of sites is determined by the facility type you select and is based on what has been previously reported by your local authority. You may get an error message "There are no facilities of the selected type on your list". In this case select "Show all my facilities". This may bring up the site you send the waste to.

- If the site you are sending waste to is new you will need to add that site to your selection list. Please refer to section 2 of the WasteDataFlow System Manual on the WasteDataFlow web site for details on how to add a site to a selection list. If the site

is not available on WasteDataFlow lists please contact SEPA to have the site added into WasteDataFlow. The "Other/Exempt" facility should not be used.

- Once the correct site is available, click on the underlined "Organisation" link to select that site

4.6. Selecting the waste stream input type

- After selecting a specific site, select the appropriate waste stream input type from the drop down menu

- The waste stream input types available are determined by the facility/process type you select. In some cases there is no choice in the type of waste you can select. For example, any waste sent to landfill or incineration must be defined as residual waste

- *Table 1* below provides a summary of the waste stream input types available for each facility type

- Waste stream input type is only indicative of the waste type that enters a facility. For example, you may send separately collected wood direct to an incinerator. The only input type available for incinerators is "residual waste". In this case your only option is to enter "residual waste", but you would still enter the tonnage of "wood" in the more detailed materials section (see "materials" below)

Table 1. The facility/process types and corresponding waste stream input types available in the waste details section.

Facility/Process type	Waste stream input type available
All Incinerators, All landfills, RDF, MHT, Autoclave, MBT, Residual MRF, Anaerobic digestion (whole), Other method	Residual waste only
Clean MRF	Co-mingled recyclate only
Anaerobic digestion (segregated), In-vessel composting, Windrow/other	Food waste, Green waste, Mixed green and food waste
Re-processor, Reuse, Exporter (recycling)	Source-segregated recyclate, Food waste, Green waste, Mixed green and food waste
Exporter (reuse), Interim storage, Final destination	Source-segregated recyclate, Co-mingled recyclate, Food waste, Green waste, Residual waste, Mixed green and food waste

4.7. Entering tonnage inputs to sites

- After selecting the waste stream input type a tonnage must be entered. Two options will be available:

    - **For facility types with only one waste stream available -** the "Tonnes input" box will appear automatically. Enter the tonnage and click save. After saving, 4

sections appear under the waste details section – *waste source split*, *materials*, *transfer stations* and *comments*. Use the Expand/Collapse tabs to enter and view data. Guidance on completing each of the sections below waste details is given below

- **For facility types where more than one waste stream type is available -** select the waste stream type from the drop down menu, then click save. After saving, 4 sections appear under the waste details section – *waste source split*, *materials*, *transfer stations* and *comments*. The waste source split automatically expands. Guidance on completing each of the sections below waste details is given below

4.8. Waste source split (household, commercial, industrial)

- Enter the household, commercial, or industrial tonnages that were sent to a waste management facility

- **If different types of materials which are sent to a single facility have a different household/commercial split, you must enter the materials as separate primary entries in the Waste Movement Tree. Please consider this point when starting to build your waste movement tree**

- For example, you send 500 tonnes of wood to Incinerator A that is 100% household-sourced and 200 tonnes of chipboard to Incinerator A that is 50:50 household and commercial-sourced

- The 500 tonnes of wood should be entered under the Waste Movement Tree as a separate entry with a Waste Source Split of 500:0:0

- The 200 tonnes of chipboard should be entered under the Waste Movement Tree as a separate entry with a Waste Source Split of 100:100:0

- **The waste source split is only entered for waste sent directly to a facility. There is no option to enter waste source split when you are reporting waste that has already been through a previous, primary treatment step. For example you are reporting composting of green waste that was sourced from an MBT plant (which treated residual waste). You would only report the splits when entering input tonnages for the MBT plant**

4.9. Waste Materials

- Use this section to report tonnages by material type. Please note that for some processes (e.g. residual waste sent directly to landfill) you will not have tonnages by material type.

- Click the Expand tab on the materials section to access a list of materials to enter tonnages against. Once you have entered tonnages, click collapse and save.

- **Please note that all the materials included in the may not be applicable in Scotland.**

4.10. Transfer stations

- Only use this section if the waste passed through a transfer station on its way to the management site
- Expand the Transfer stations tab and enter the tonnage against the transfer station
- If a transfer station is not on the selection list refer to section 2 of the WDF System Manual on the WasteDataFlow web site for details on how to add a transfer station to a selection list

4.11. Comments

- Please use this section to provide any supporting information that you think may be useful
- For waste management processes and/or waste types where we need specific comments please refer to the site-specific advice sections further on in the guidance

4.12. Outputs from management facilities - overview

- For the majority of waste types managed by a facility you need to report what happens to the waste after it leaves that facility using the waste outputs function
- For each waste output you should account for that waste until it reaches what is considered a final destination
- Final destinations can be landfill sites, compost plants and re-processors
- Significant tonnage may also be "lost" from treatment plants such as incinerators, but there are still outputs that need to be reported (e.g. bottom ash, metals)
- A useful working example of how the waste movement tree is built using outputs is *Example 2. Residual waste sent to a dirty MRF* on page 40. Each output from the primary residual waste treatment plant is used to "build" the waste movement tree until all waste outputs are accounted for

4.13. How to report outputs

- To report outputs from a waste management facility use the "New Output" button in "Waste details" and then select "output waste type"
- The output waste type is determined by the facility/process type. *Table 2* on page 16 lists the facility types and their corresponding output types available
- **Like waste inputs, the output type is only indicative of the type of waste that leaves a facility**. **For example, an MBT plant might send treated waste for further separation in a dirty MRF. The only relevant output type to select in this case would be "contamination (process rejects)"**
- After entering output waste type, select the "Facility/Process type" to define where the output is sent to (see "Selecting the management method" above)

- **For each output reported, you must then go on to report what happens to that output at the next facility, using the same process described above**

- For example, you report contamination (process rejects) as one of the outputs from a clean MRF. You might report the rejects as going to an incinerator, and then report the separate incinerator outputs (e.g. bottom ash, metals recycled)

- For further site-specific advice on reporting outputs please see the following site-specific sections below

- To designate a re-processor as a final destination for waste, please see the section “Recyclables sent to a Re-processor”

Table 2. The facility/process types and corresponding waste stream output types available in Q100

Facility/Process type	Waste stream output type available
All landfills, final destinations, interim storage	None
All Incinerators	Contamination (process rejects), incinerator bottom ash, Metal, process loss, moisture loss, incinerator fly ash
RDF, autoclave, MHT or similar	Dry recyclate, contamination (process rejects), refuse derived fuel, Metal, process loss, moisture loss
Advanced thermal treatment	Dry recyclate, contamination (process rejects), process loss, moisture loss, char/slag
MBT	Dry recyclate, contamination (process rejects), compost like output (CLO), process loss, moisture loss
Residual MRF and Anaerobic digestion (whole residual)	As MBT above, plus mixed organic
Clean MRF	Dry recyclate, contamination (process rejects), process loss, moisture loss
Other method	Dry recyclate, composting, contamination (process rejects), compost like output (CLO), refuse derived fuel, incinerator bottom ash, mixed organic, food waste, metal, process loss, moisture loss. Char/slag, incinerator fly ash
Re-processor, Reuse, Exporter (recycling), Exporter (reuse)	As “Other method” above, plus Contamination (gate rejects)
Anaerobic digestion (segregated), In-vessel composting and Windrow/other	Composting, contamination (process rejects), contamination (gate rejects), compost like output (CLO), mixed organic, process loss, moisture loss

4.14. The coloured symbols in the waste movement tree

- *A legend for the coloured symbols available in the waste movement tree can be found below*

This is a 'top-level' node that should have some outputs or be confirmed as a final destination, so may be a primary treatment facility or a re-processor/reuse

This is a 'sub-level' node that should have some outputs or be confirmed as a final destination, so may be a secondary or tertiary treatment facility or a re-processor/reuse

This is an end node where waste has been confirmed as being recycled, reused or composted. So would be found under these facility types.

This is an end node where waste has been landfilled so would be found where any waste is reported as going to any kind of landfill.

This is an warning node to let you know that you have added a Facility or Process Type that WasteDataFlow expects to have some sub level outputs.

4.15. Loading previous tree structures

- Once your local authority has built a waste movement tree for the first time (for the July-Sept 2012 reporting period), you can reload the tree structure and use this as a basis for all subsequent reporting

- This part of the guidance briefly explains how to reload previous tree structures and make amendments to the structure, with some important caveats

- **Please note - if you are new to WasteDataFlow but your authority has previously entered data under Q100 you must still read through this Q100 guidance from start to finish. You must spend time familiarising yourself with how data is entered in Q100 before following the guidance below on reloading previous structures**

- To start entering data for a current quarter based on the tree from a previous quarter please use the 'Load structure from' feature

- Select the previous quarter you wish to load from, this should pull through the tree previously built up for this period

- **Please note - loading from previous periods will overwrite anything you have already entered in the current reporting period, so reload the tree and then start to enter data, rather than the other way around**

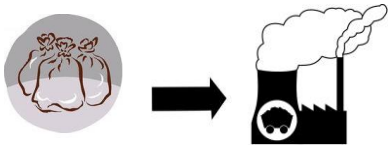
- After reloading a previous structure you will need to amend the waste details by firstly clicking on the appropriate part of the tree branch. This will bring up the right hand side waste details section for that site/waste type. Use the save and delete tabs to amend waste details.

- **Please note: The waste movement tree structure is not particularly flexible at present. For example, you want to change the type of facility from a MRF to a MBT or residual waste MRF, but some of the outputs destinations (e.g. re-processors or incinerators) stay the same.** Unfortunately, in this example you

cannot change the facility from a MRF to another facility type. You have to delete the current MRF *and all the outputs* previously built before rebuilding a new facility with new outputs

4.16. Site-specific guidance for Q100

4.16.1. Residual waste sent to an incinerator



- Please see the earlier sections for generic guidance on how to report inputs and outputs in the waste movement tree and waste details sections
- Table 3 below summarises how to report the various outputs from incinerators
- For reporting IBA in the materials section, please use “other materials”. Please do not use the “Incinerator Bottom Ash” until reporting period Jan-Mar 2013
- For both outputs “IBA for recycling” and “metals” designate this waste as recycled at a final destination. To do this, please refer to section *4.16.3* on page 19

Table 3. How to report incinerator outputs

Output	Output waste type	Facility/process type	Material to report
IBA sent to landfill	Incinerator Bottom Ash	Appropriate landfill site type	Incinerator bottom ash
IBA sent for recycling	Incinerator Bottom Ash	Re-processor – recycling	Incinerator bottom ash
Metals sent for recycling	Metals	Re-processor – recycling	Metals from incinerator bottom ash

4.16.2. Residual waste sent to landfill

- Please see the earlier sections for generic guidance on how to report inputs and outputs in the waste movement tree and waste details sections

- For landfill sites, once you have entered the waste stream type, tonnes input and waste source splits (and then saved) you do not need to report any outputs/final destinations. This is indicated by a green triangle in the waste movement tree.

- Please also see *Example 1. Waste sent direct to landfill* on page 39 for a working example of how waste sent to a landfill facility would look like in the waste movement tree

4.16.3. Recyclables sent to a re-processor

General advice

- Please see the earlier sections for generic guidance on how to report inputs and outputs in the waste movement tree and waste details sections

- A re-processor is defined as a facility that transforms waste into a product that is not a waste. Transfer stations, waste carriers, waste brokers, and MRFs should not be designated as a re-processor

- The "Facility/Process type" to be used for re-processors when inputting waste details in question 100 should be: "Re-processor – recycling", "Reuse", "Exporter – recycling", "Reuse" and "Exporter – reuse"

- Organics sent to composting should **not** be entered as going to a re-processor (see Section 4.16.6 on page 23)

- For common recyclate (e.g. glass, plastic, paper. card) sent directly to a re-processor choose "Source segregated recyclate" from the Waste Stream Type drop down box

- We do not normally expect more than one material type to go the same recycling facility e.g. glass and metal. Please enter the data for different material types going to a reprocessor as separate entries in Q100.

- **Please do not add another re-processor as an output from a re-processor**

Reporting re-processor rejects

- Waste rejected by a re-processor should be reported as an output (*Contamination (gate rejects))* from the site (see earlier general guidance on reporting outputs)

- Enter reject tonnages using the same material category as recorded for inputs. For example, if the rejects were from green glass inputs enter the rejects as green glass.

Designating a re-processor as a final destination

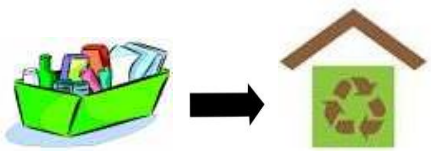
- A re-processor is designated as a final destination in Q100 when there is a final destination output.
- Under the *Waste Movement Tree* click on the Final Destination button.
- In the Waste Details section click on *New Output*. Choose *Dry Recyclate* as the waste type and *Final Destination* as the *Facility/Process* Type, click save
- There is no requirement to enter tonnages for the Final Destination
- Do not use the comments box for facility name and number in the final destination. This is the same as the re-processor you have already reported
- Once you have assigned waste to a final destination a new box "waste movement summary" should be available under the waste movement tree (by clicking on the blue re-processor line)
- As there are no outputs from a re-processor, the waste movement summary will always show a positive number for unallocated tonnes

Final Destinations and Commercial Confidentiality

Some organisations may be reluctant to provide information about the *Final Destination* of waste due to concerns that competitors may use this knowledge to gain a business advantage. Although reporting the Final Destination in WasteDataFlow is not a new requirement, the Question 100 interface is reliant on accurate *Final Destination* information. An understanding of Final Destinations is key to the Zero Waste Plan target of improving the quality of waste as a resource. SEPA acknowledges the reticence of some businesses to provide *Final Destination* information as a legitimate concern, however it does not regard this as just cause to withhold the provision of this information. Furthermore, it should be noted that:

- Any published statistics will use the information in general terms, such as part of a broader dataset on the general geographical destination of waste. It may also use the information in validating consistency between datasets, for example, licence site returns.
- The Final Destination is not visible to third parties in WasteDataFlow prior to rolling up the data to level 40
- All waste managers/brokers have a duty of care to know the Final Destination of all waste that it handles. This includes the provision of this information to the Local Authority when they accept it's waste
- Third parties will always be consulted before any information is provided under FOI

4.16.4. Recyclables sent to a clean Materials Recovery Facility (MRF)



Q100

Clean MRF

General advice

- Please see the earlier sections for generic guidance on how to report inputs and outputs in the waste movement tree and waste details sections
- Co-mingled recyclate is the only option for waste stream input type
- Where source-segregated recyclate is also sent to the same MRF please report co-mingled recyclate as a separate waste input and use the materials section to report the appropriate materials (e.g. separate tonnages of glass or wood)
- Please ensure that any source segregated materials are actually entered into the treatment process rather than being temporarily stored at the MRF without treatment.
- No weight loss is expected from treatment of waste at a clean MRF, therefore, if any weight loss occurs, please provide the reason behind it in comments.

How to report MRF outputs

- Outputs to re-processors (e.g. glass, paper, card, plastic) should be reported following the guidance in section 4.16.3 on page 19.
- The re-processor must be the facility where the material is converted into a final product. It cannot be a transfer station or the MRF itself. The MRF operator will be able to provide you with these details. If final destination is unknown, the next known destination should be reported. If this is also unknown, then report it as "unknown" (see section *6.5* on page 49 for more details). Please also see *Final destinations and commercial confidentiality* in the re-processor section *4.16.3* above.

Table 4. How to report clean MRF outputs

Output	Output waste type	Facility/process type	Material to report
Recyclables sent for remanufacture	Dry recyclate	Re-processor – recycling, Export – recycling	Actual recyclables
Rejects disposal	Contamination (Process rejects)	One of the Landfill or Incineration methods	Same material as inputs
Partially treated recyclate sent to another treatment	Dry recyclate	Any management method (e.g. another MRF, MBT, Other treatment)	Same material as inputs

facility			

4.16.5. Recyclables sent to other treatment method

Source segregated recyclate can now be used as a Waste Stream Type for the "Other Method (qu65)" Facility/Process type (applicable for 2014 submissions and later)

Prior to 2014 submissions, the waste stream types that could be used for the Other Method category were limited to Residual waste. This has been changed, and Source Segregated recyclate can be used for the Other Method (qu65) Facility/Process type. Please refer to *Figure 5* below, in which the waste stream type now available is circled in red.

This allows the use of the Other/Method for treatment such as physical treatment of waste, with waste outputs sent to a re-processor. Appropriate uses of the "Other Method (qu65) include:

- Physical treatment of WEEE prior to outputs being sent to a re-processor
- Physical treatment of wood to remove metal prior to sending wood for recycling and metal for recycling
- Any other facility where the source segregated recyclate is physically treated to produce two or more components before being sent to a re-processor

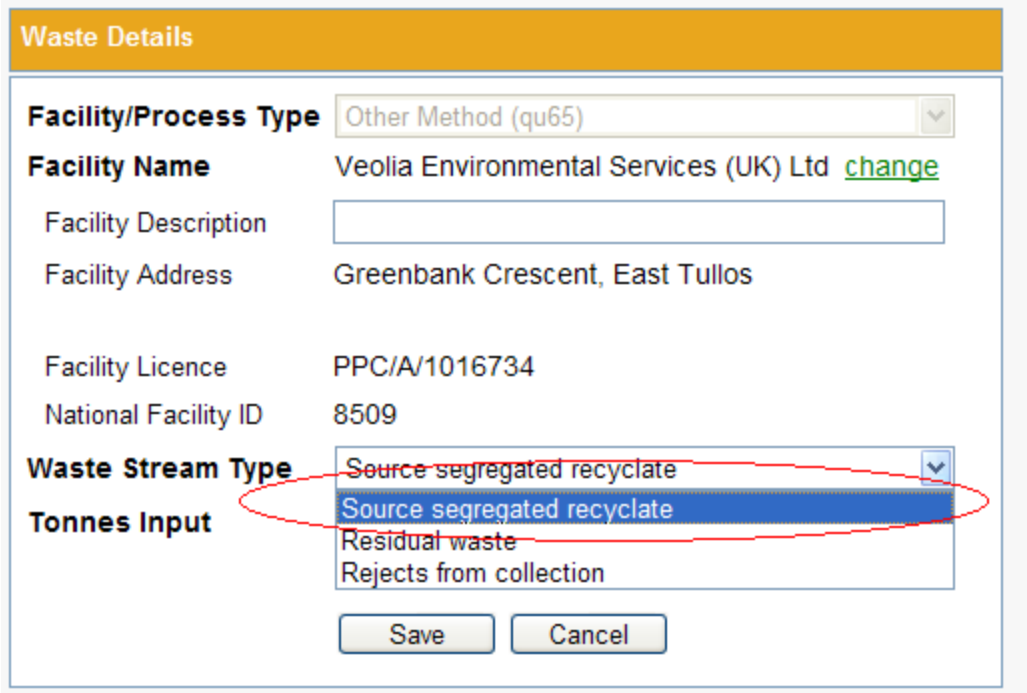
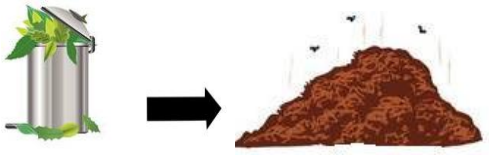


Figure 5. Use of source segregated recyclate for the Other Method (qu65) Facility/Process type

4.16.6. Organic recyclables sent to a Composting Facility



Q100

Compost

General advice

- Please see the earlier sections for generic guidance on how to report inputs and outputs in the waste movement tree and waste details sections
- Please also see Example 3. *Organic waste sent to a composting plant* on page 41 for a working example of how organic recyclables sent to a composting facility would look like in the waste movement tree.

Composting Process Rejects

- Use *Contamination (process rejects)* as the *Output waste type*
- Report tonnages in the materials section using the same material as inputted to the composting site. For example, if *Green Waste* was entered as the waste stream input and there are 50 tonnes of rejects, enter 50 tonnes against the *Green Waste* in the material summary

Compost Process Weight Loss

- From 2017 and onwards, it is no longer required to enter process weight loss. The weight loss is automatically calculated from the difference between the inputs to and outputs from the composting site
- It is normally expected there will be between 30% and 60% weight loss during the composting process
- Tip - The process weight loss can be determined by clicking on the composting site in the tree and looking at the “Waste Movement Summary” section below the “Waste Movement Tree”. The imbalance in tonnages will be equal to the process weight loss
- If the weight loss is not known, assume a weight loss of 50% and note that this is an estimate in the comments box
- Please note: process loss does not impact on recycling/composting rates

Compost End Use

- Under the Waste Movement Tree click on the Final Destination button.
- Choose Composting as the Output / Process Type. Choose either Final Destination or Final Destination – PAS Compliant as the Facility Type.

- Save and enter either landfill restoration, soil conditioner or landscaping from the *Usage* drop-down menu

- Enter the tonnages for this end use in the Materials section.

- Until compost outputs are marked as reaching a final destination there will be a red triangle to the left of their name

- If there is more than one end use from the compost site create a final destination for each end use

- Note: End use can only be entered when collected organics go directly to a composting site. When the composting input is the output from another process (e.g. Residual MRF) please enter the end use in the comments box

- If there is a free text box for a Facility Address and Facility Code, do not use these text boxes

- For compost outputs disposed to landfill or incineration, including compost used as daily cover, please follow the guidance in the sections for and *above*

PAS100 compliant facilities (applicable for 2014 submissions and later)

From 2014 PAS100 and PAS110 compliant facilities only will contribute to recycling rates. Non-compliant management will contribute to "Other recovery".

To record a composting or AD plant as PAS compliant, enter inputs and outputs in the normal way as described in section *4.16.6* on page 23. ***However, instead of a Final Destination output, use the new output type Final Destination – PAS Compliant*** *(see Figure 6*Figure 6. Choose the "Final Destination – PAS Compliant" to record PAS compliant compost or AD outputs below)

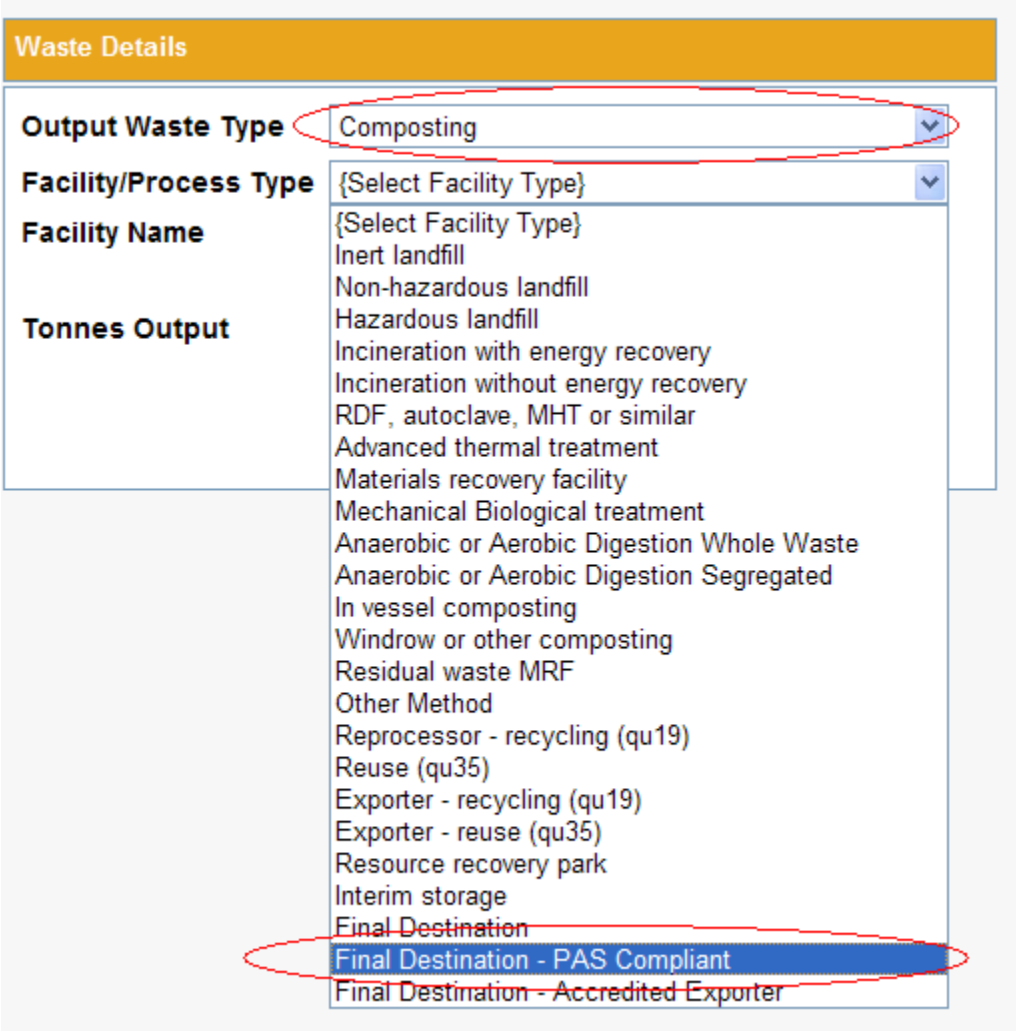


Figure 6. Choose the "Final Destination – PAS Compliant" to record PAS compliant compost or AD outputs

Non-PAS100 compliant composting sites

- For non-PAS100 facilities only, enter the licence number or waste exemption number *of the premises where the compost was used* in the comments box (e.g. the licence number which allows the use of the waste as a soil conditioner, landscaping or landfill restoration)

- For PAS-100 facilities, the compost is no longer considered a waste – the reuse of material is not required to go to a licensed or exempt site

Stockpiled compost

- Select *Composting* as the output waste type and Interim Storage as the Facility/process type. Click save and enter the tonnages stockpiled in the Materials section. To report by material use the same materials as reported for inputs

Check the compost waste movement summary

- After completing the entry of all tonnages, under the *Waste Movement Tree* click on the Composting site, then click on the *Waste Movement Summary* and check that there are no unallocated tonnes in this section of the tree. Unallocated tonnages will commonly be a result of not reporting process weight loss

4.16.7. Residual waste sent direct to Mechanical Biological Treatment (MBT), autoclave, Mechanical Heat Treatment (MHT) plant etc.

General advice

- Please see the earlier sections for generic guidance on how to report inputs and outputs in the waste movement tree and waste details sections
- Please also see *Example 4. Residual waste sent to an MBT Plant* on page 42 for an example tree structure for MBT. This could also be used to guide reporting for autoclave and MHT plant

MBT outputs

- *Table 5* below summarises how to report the various outputs from MBT plants
- For further instruction on the Facility/process type for each output, please see the corresponding site-specific guidance for these site types
- To enter MBT process loss please follow the guidance for *Compost Process Weight Loss o*n page 23.

Table 5. How to report MBT outputs

Output	Output waste type	Facility/process type	Material to report
Recyclables sent for remanufacture	Dry recyclate	Re-processor – recycling, Export – recycling	Actual recyclables
Rejects sent for disposal	Contamination (Process rejects)	Landfill or Incineration	Actual recyclables if known or Other material
Organics sent to composting	Contamination (Process rejects)	In-vessel or windrow composting, anaerobic digestion	Actual organics if known or Other compostable waste
Partially treated waste sent to another facility for further treatment	Contamination (Process rejects)	Other management method (e.g. MRF)	Actual recyclables if known or Other material
Compost like output reused	Compost like output (CLO)	Final destination	Other compostable waste
Compost like output disposed	Compost like output (CLO)	Landfill or Incineration	Other compostable waste

MHT and Autoclave outputs

- Use the general guidance for MBT output, except for organic outputs report as in *Table 6* below.

- Where organic outputs are sent direct to a final end use (e.g. landfill restoration) follow the guidance for compost end use in section *4.16.6* on page 23. Enter a description of the usage into the comments box including the name and waste management licence number of the premises where the material was used

Table 6. How to report organic outputs from RDF/autoclave

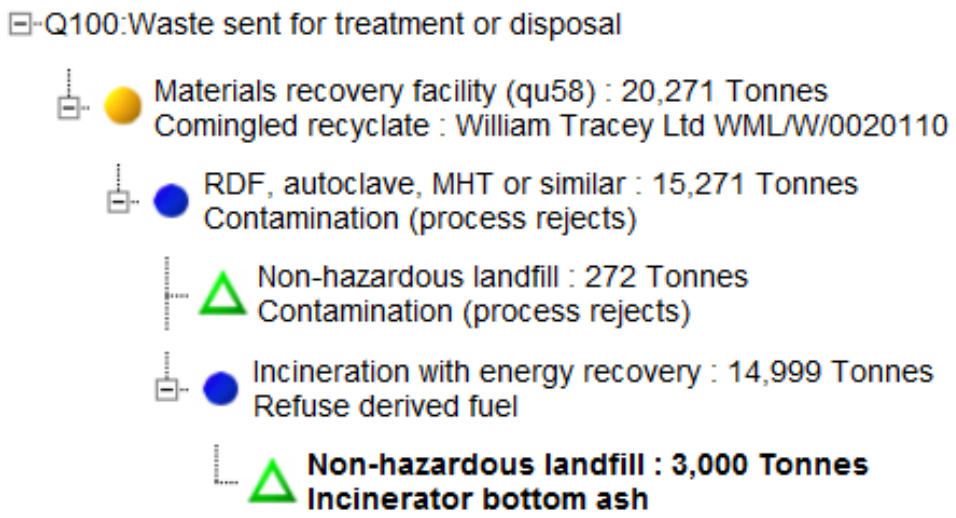
Output	Output waste type	Facility/process type	Material to report
Organic material sent to further biological treatment	Dry Recyclate[1]	In-vessel or windrow composting, anaerobic digestion	Other compostable waste
Organic material sent for reuse	Dry Recyclate[1]	Final destination	Other compostable waste

[1] An output type of Mixed Organics is scheduled to be added to the output types available in WasteDataFlow for Autoclave plants. When available, please used the output waste type of Mixed Organics.

4.16.8. Residual waste sent to Refused Derived Fuel plant (RDF plant)

General advice

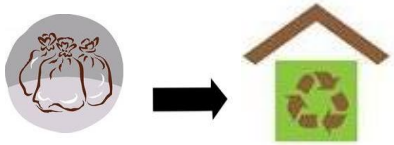
- The tree structure for reporting residual waste sent to an RDF plant tends to be based on process rejects from a residual waste material recycling facility that are sent to RDF treatment.
- Please see the earlier sections for generic guidance on how to report inputs and outputs in the waste movement tree and waste details sections
- RDF outputs should always go to an incinerator. Please refer to section 4.16.1Residual waste sent to an incinerator184.16.14.16.1above4.16.1, on page 18, on how to enter inputs and outputs to an incineration facility.
- There might be rejects at the RDF plant stage
- Please also see *Figure 7* below for a question 100 example tree for reporting residual waste from residual MRF to RDF plant.



Note: facilities are used for illustrative purposes only. Facilities in this tree may not be representative of activity undertaken at that facility.

Figure 7. Example question 100 tree for reporting residual waste to RDF plant

4.16.9. Waste sent to a residual waste materials recovery facility (dirty MRF)



Q100
Residual Waste MRF

General advice

- Please see the earlier sections for generic guidance on how to report inputs and outputs in the waste movement tree and waste details sections
- Please also see *Example 2. Residual waste sent to a dirty MRF* on page 40 for an example tree structure for a dirty MRF
- No weight loss is expected from treatment of waste at a dirty MRF, therefore, if any weight loss occurs, please provide the reason behind it in comments.

Residual waste MRF outputs

- For recyclable outputs choose Dry Recyclate as the Output Waste Type and follow the instructions as described in section *4.16.3* on page 19
- For process rejects incinerated or sent to landfill please see the earlier, corresponding site-specific guidance for these site types

4.16.10. Outputs sent to interim storage (Stockpiling)

General advice

- Q100 introduces a new category of Interim Storage. This management category allows the recording of stockpiled compost prior to reuse. It also allows for recording of stockpiled recyclates, such as the output from a MRF.
- Only report stockpiling of material if it is anticipated material will be stored long term (> 6 months) for reasons such as waiting for market conditions to improve for the demand of a material
- Please see the earlier sections for generic guidance on how to report inputs and outputs in the waste movement tree and waste details sections
- **Only report interim storage for waste outputs from a facility**
- For interim storage of stockpiled compost, also refer to the *Stockpiled compost* section on page 25.

How to record outputs to interim storage

- *Table 7* below summarises how to report outputs to interim storage

Table 7. How to report waste sent to Interim Storage

Output	Output waste type	Facility/process type	Material to report
Dry recyclables stored awaiting remanufacture or disposal	Dry Recyclate	Interim Storage	Actual recyclables
Compost stored awaiting reuse or disposal	Composting	Interim Storage	Input material or Other compostable waste
Compost like output stored awaiting reuse or disposal	Compost like output	Interim Storage	n/a
Refuse derived fuel	Refuse derived fuel	Interim Storage	n/a

4.16.11. How to Record Waste recycled or disposed FROM Interim Storage

General advice

- Q100 introduces a new management category of Stockpile Use. This management category allows the recording of stockpiled material which has been recorded as stockpiled in a previous quarter.

- To record material sent from storage, you will need to assign a facility to the "Stockpile Use". Please use the "pseudo" facility that has been created for this purpose, **facility number 35070 "Sent from storage"**

Note: if you cannot find this facility in your selection list you will need to update your selection lists. Please refer to section 2 of the WDF System Manual *on the* WasteDataFlow *web site for details on how to add a site to a selection list.*

- Please note that for composting and Composting like output, Question 100 expects stockpiled material to originate from the facility where it was originally produced.

- Please see the earlier sections for generic guidance on how to report inputs and outputs in the waste movement tree and waste details sections

How to record waste sent from interim storage

- Under the *Waste Movement Tree*, click on the "*Q100: Waste sent for treatment or disposal*" at the top of the tree

- For "Facility/Process Type" select "*Stockpile Use*".

- In the Waste Details section, for Waste Stream Type choose either;

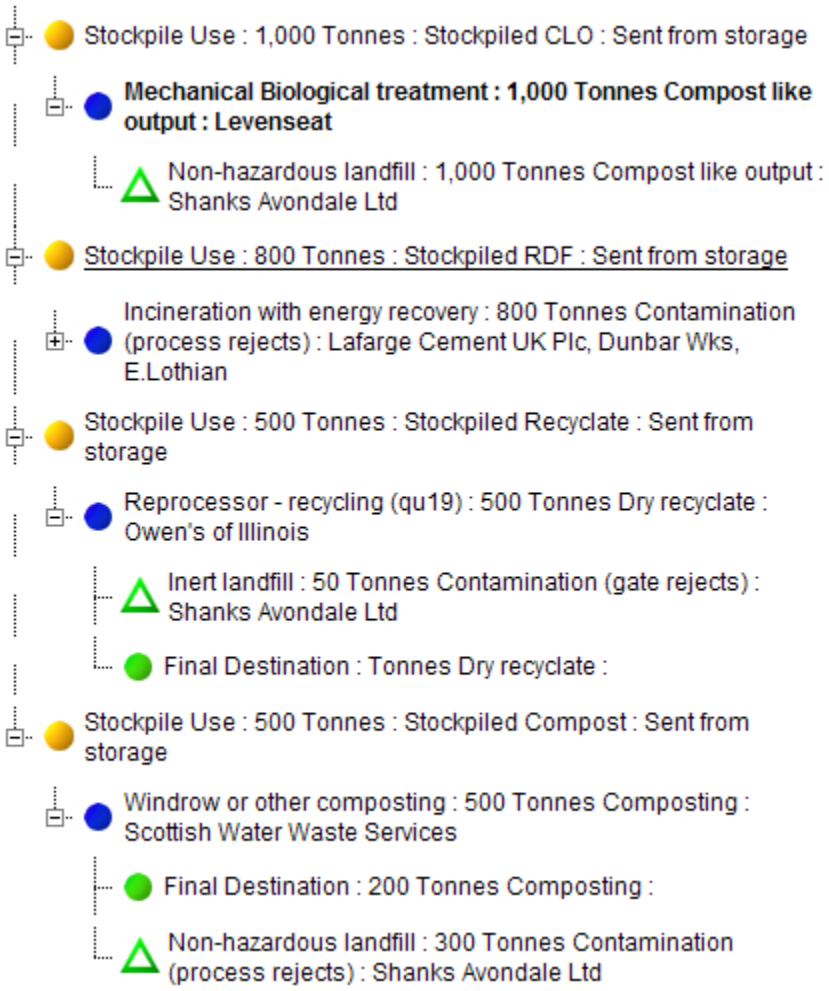
For recyclate, choose *Stockpiled Recyclate*

For compost, choose *Stockpiled Compost*;

For compost like output, choose *Stockpiled CLO*

For refuse derived fuel, choose *Stockpiled RDF*

- For “Facility name” choose facility number 35070 “Sent from storage”
- The output from the “Stockpile Use” is dependant on the type of stockpiled material. Please refer to the stockpiling sections below and Table 88 on page 34.
- When reading the section below, please refer to the example in *Figure 8* below



Note: facilities are used for illustrative purposes only. Facilities in this tree may not be representative of activity undertaken at that facility.

Figure 8. Example question 100 tree for use of stockpiled material

Stockpiled Recyclate: Outputs sent to a re-processor

In the Waste Details section, click on “New Output”. Select the Output Waste Type as Dry Recyclate.

Select a “Facility/Process Type” of type either:

Re-processor – recycling or;

Export – recycling

Follow the instructions in *Recyclables sent to a re-processor* section on page 19.

Stockpiled Compost: Outputs sent for recycling

In the Waste Details section, click on “New Output”.

Select the Output Waste Type as Composting.

Select a “Facility/Process Type” of either:

Anaerobic or Aerobic Digestion Segregated (Q61);

In-vessel composting (Q62); or

Windrow or other composting (Q63).

For the Composting Facility Name, **use the facility name of the composting site which the stockpiled material was originally output**.

For compost reused, enter a final destination as described in section *4.16.6* on page 23.

For stockpiled material disposed or used as landfill cover, enter an output to landfill as described above in section *4.16.6* on page 23 and Table 9 on page 35.

Do NOT enter any process loss, as the process loss has already been recorded in the previous return(s)

Stockpiled Compost Like Output (CLO): Outputs sent for recycling

In the Waste Movement Tree click on the entered Stockpile Use.

In the Waste Details section, click on “New Output”. Select the Output Waste Type as “Compost like output”.

Select a “Facility/Process Type” of MBT.

For the MBT Facility Name, **use the facility name of the composting site which the stockpiled material was originally output**.

For stockpiled material disposed or used as landfill cover, enter an output to landfill as described above in section *4.16.8* on page 26.

For compost reused, enter a final destination as described above in section *4.16.6* on page 23.

Do NOT enter any process loss, as the process loss has already been recorded in the previous return(s)

For Stockpiled Refuse Derived Fuel

Click on “New Output”.

Select the Output Waste Type as “Refuse derived fuel”.

Select a “Facility/Process Type” of either:

Landfill (all types)

Incineration (Q54-57)

Other (Q65)

For the Facility Name, again use the facility name of the site which the stockpiled material was originally output.

Table 8. How to report waste outputs FROM “Stockpile Use”

Output	**Output waste type**	**Facility/process type**	**Material to report**
Dry recyclables sent from storage to a re-processor	Dry Recyclate	Re-processor (see page 19 above)	Actual recyclables
Dry recyclables from storage sent to landfill or incineration	First record as Dry Recyclate to a Re-processor, then record rejects an output from the re-processor as Contamination (Gate rejects)		
Compost sent from storage to a final destination	Composting	Final Destination	N/A
Compost from storage sent to landfill or incineration	First record as Compost sent to a Composting Site, then record the rejects as an output from the Composting Site to landfill or incineration.		
Compost like output stored awaiting reuse or disposal	Compost like output	Interim Storage	Other compostable waste
Refuse derived fuel	Contamination (Process rejects)	Landfill or Incineration	Actual recyclables if known or Other material

Table 9. How to report disposal of stockpiled waste

Source	How to report		
Dry recyclables from storage sent to landfill or incineration	First record as Dry Recyclate to a Re-processor, then record as Contamination (Gate rejects) as an output from the Re-processor		
Compost from storage sent to landfill or incineration	First record as Compost sent to a Composting Site, then record the rejects as an output from the Composting Site to landfill or incineration. Please record the Composting facility as the original facility from which the compost		
Compost like output stored awaiting reuse or disposal	Compost like output	Interim Storage	Any depending on original compost source feedstock
Refuse derived fuel	Contamination (Process rejects)	Landfill or Incineration	Other material

Calculation of Recycling Rates for Stockpiled Material

Question 100 Stockpiling - Calculation of Recycling Rates

From 2014 only compost sent to a PAS100/110 destination and recyclate sent to a final destination will contribute to recycling rates. Stockpiled material will not contribute to the recycling rate (however, weight loss from the composting process will contribute to recycling).

Please note if you routinely stockpile waste outputs from a waste management sites (such as compost from a composting site), the first quarter in which waste is recorded as stockpiled will result in a lower recycling rate. However, when the stockpile is recycled in subsequent quarters, the recycling rate will increase by a proportional amount.

4.16.12. Preparing for reuse reporting

This section explains the importance of accurately reporting waste which is prepared for reuse and provides guidance on how it should be reported. Waste which is prepared for reuse counts towards the Scottish Government Zero Waste Plan targets.

Reporting drivers

The main reporting drivers are:

- To monitor impacts of preparing for reuse schemes implemented by Local Authorities and their partners
- To report against Zero Waste targets
- Recognition of “preparing for reuse” as a high priority option in the waste management hierarchy and its wider social and economic benefits
- Identify progress towards meeting the circular economy principles by driving the value of materials and products up the waste hierarchy

Definition

It is important to be clear about the difference between recycling and preparing for reuse, and to record data under the correct activity.

'Preparing for reuse' means checking, cleaning or repairing recovery operations, by which products or components of products that have become waste are prepared so that they can be reused without any other pre-processing[2,].

'Reuse' means any operation by which products or components that are not waste are used again for the same purpose for which they were conceived[2].

'Recycling' means any recovery operation by which waste materials are reprocessed into products, materials or substances whether for the original or other purposes…"[2]

Reuse (and therefore preparing for reuse) are essentially about retaining the integrity of the item (or its components) so that it can be used again for the same purpose. Recycling processes are more destructive, breaking down items into their constituent materials so that those materials can then be shaped into new products, which could be entirely different from the input product. Table 1 presents some typical examples of the processes involved in preparing for reuse and recycling for specific materials and Appendix 1 identifies typical materials within the WasteDataFlow materials list that can be "prepared for reuse".

Table 10: Examples of the processes involved in preparing for reuse and recycling for specific materials

Input product	Preparation for reuse	Recycling
Textiles	Sorting, checking, cleaning of textiles so that they can be used again for their original purpose.	Cutting and shredding of textiles so that they can be used for different purpose e.g. rags, insulation etc.
WEEE	Checking, cleaning and repairing WEEE so that it can be reused for its original purpose.	Shredding of WEEE followed by recovery of metals and plastic
Furniture	Checking, cleaning, repairing item so that it can be reused as furniture	Breaking down furniture into constituent materials (e.g. textiles, wood, metal) which are then reprocessed into new products which may or may not be furniture.
Mattresses	Checking, cleaning, repairing item so that it can be reused.	Breaking down mattresses into constituent materials (e.g. textiles, metal) which are then reprocessed into new products

[2] Source: Waste Framework Directive (2008/98/EC)

Floor coverings	Checking, cleaning, repairing, floor coverings so that they can be used again as floor coverings	Breaking down into constituent materials (e.g. wool fibres, rubber backing, so that they can be reprocessed into new products.
Soil		All secondary uses of soil are classed as recycling.
Rubble	Checking of bricks, concrete slabs etc. and making undamaged ones available for reuse for original purpose	Crushing / screening of rubble for use as hardcore for road construction
Wood	Checking wood, sawing off unusable sections, and making the functional sections available for reuse.	Shredding and chipping of wood to use for compost, mulch, absorbent products or as input to other process for manufacture into other products e.g. fibreboard.
Bicycles	Checking function of bicycle, repairing / replacing any broken parts and making the whole bicycle or its components available for reuse.	Sending bicycle for scrap metal recycling
Gas bottles / fire extinguishers	Checking integrity of bottle prior to refilling with gas and supplying to new customer	Sending empty gas bottle for scrap metal smelting
Tyres	Checking, cleaning and re-treading tyres so that they can be resold as tyres	Shredding of tyres
Paint	Checking tins of used paint so that they can be made available for use as-is. Mixing of used paint with other used paint to create a new paint product	

Note that components of products can be prepared for reuse – e.g. component parts of WEEE, bicycles. The salvaging of parts would also contribute towards reuse tonnage.

Calculation of weights

Calculation of weights tonnage data is required for WasteDataFlow reporting. To obtain this data, the local authority will require key figures on total tonnage, tonnage prepared for reuse and any subsequent recycling and disposal/reject data.

Obligations to provide this data can be captured in contracting arrangements with suppliers. In some cases, like large domestic appliances and sofas, the number of reused and recycled items may be captured with an average weight applied to achieve the tonnage data. In order to ensure a consistent approach to reporting, and use of a single source of weight data, SEPA considers the FRN 2009 average weights an appropriate dataset to use to calculate the

weight of items. The FRN weights can be found here;
http://www.frn.org.uk/documents/FRN%202009%20Final%20average%20weights%20list.pdf

Where the reuse organisation has an authority on the weights of their products and materials. Their own weights can be applied and will be accepted.

Final destination and rejects reporting

Final destination: Items being prepared for reuse, will cease to be waste when made available for reuse (and meeting all legal requirements for that reuse – e.g. PAT testing, labelling etc.). Preparing for reuse activities will therefore often be an end-destination (unless there is a multi-stage process to prepare for reuse and resale and/or redistribution, at different sites).

Some final destinations could be undertaking both recycling and preparing for reuse and local authorities need to make every effort to identify the split between each of these activities (for instance through contract conditions).

Typical organisations which provide preparing for reuse services are found within the private and third sector. These include textile reuse operations, community based reuse organisations and high street charity retailers. They undertake a number of activities such as checking, visual inspections, cleaning, repairing, testing and repackaging for resale or donation.

Rejects: See section 2.4 of the Zero Waste Plan – Guidance for Local Authorities (March 2011).

Entering "preparing for reuse" data in WasteDataFlow

Please see sections 4.4 to 4.13 for generic guidance on how to report waste inputs and outputs in the waste movement tree in Q100 and section 4.16.3 for specific guidance on how to report waste sent to a re-processor for recycling/preparing for reuse.

If your segregated waste is going to or is exported to a facility which will prepare it for reuse, make sure you select the "reuse (qu35)" or "exporter – reuse (qu35)" Facility/Process type options in Q100 (see Figure 1)

If the same re-processor is used both for recycling and preparing for reuse then enter two separate entries for the same re-processor identifying the materials, tonnages and rejects associated with each process type.

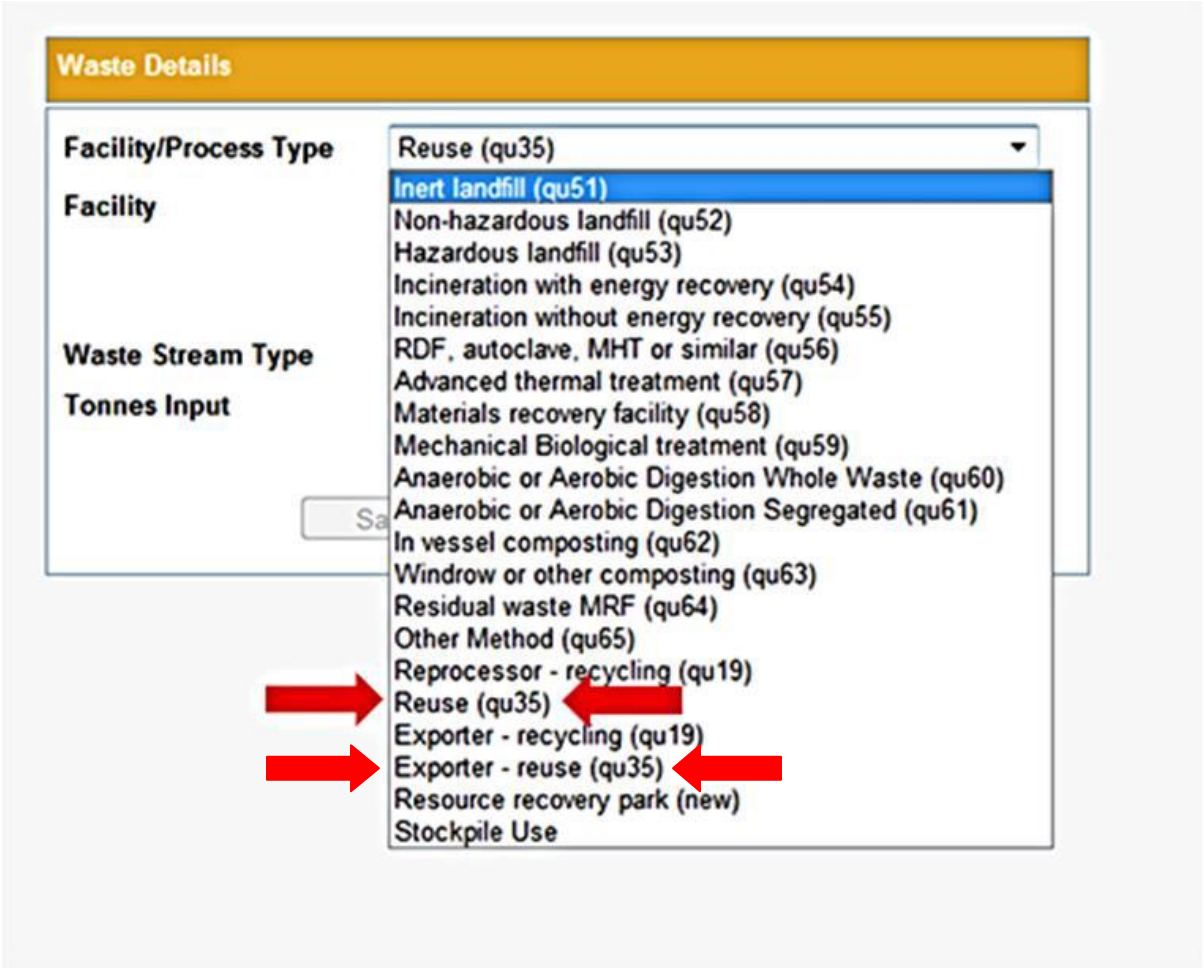


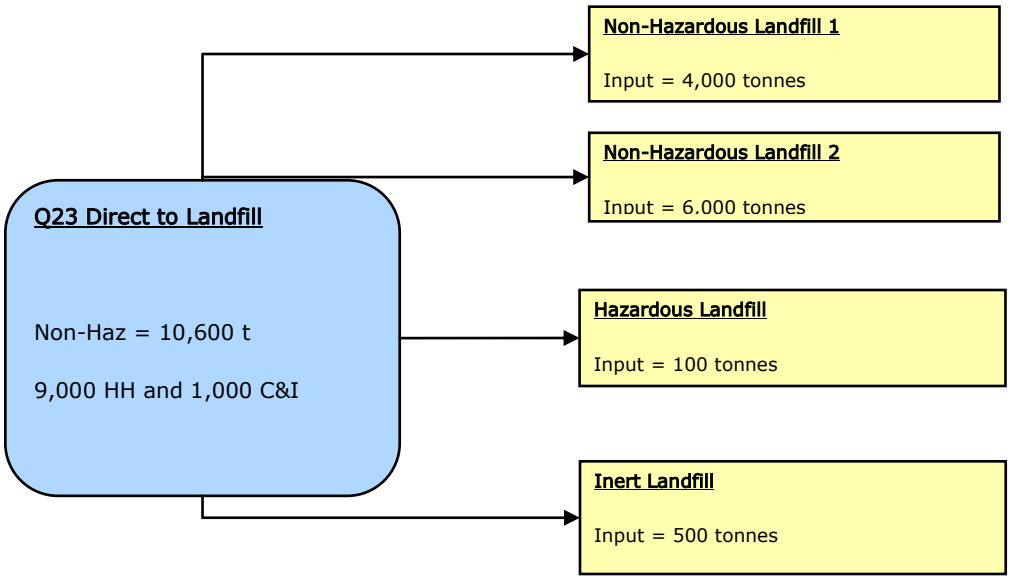
Figure 9: Options for entering preparing for reuse data in WasteDataFlow

4.16.13. Examples of waste movement tree structures in question 100

This section includes a selection of example waste movement tree structures. The examples are included to give you a feel for how each type of waste management process would look like.

Please note: The destinations selected in these examples are not accurate, but just used as a guide. Actual returns will also have details of material tonnages, transfer stations etc. which are not shown in these examples.

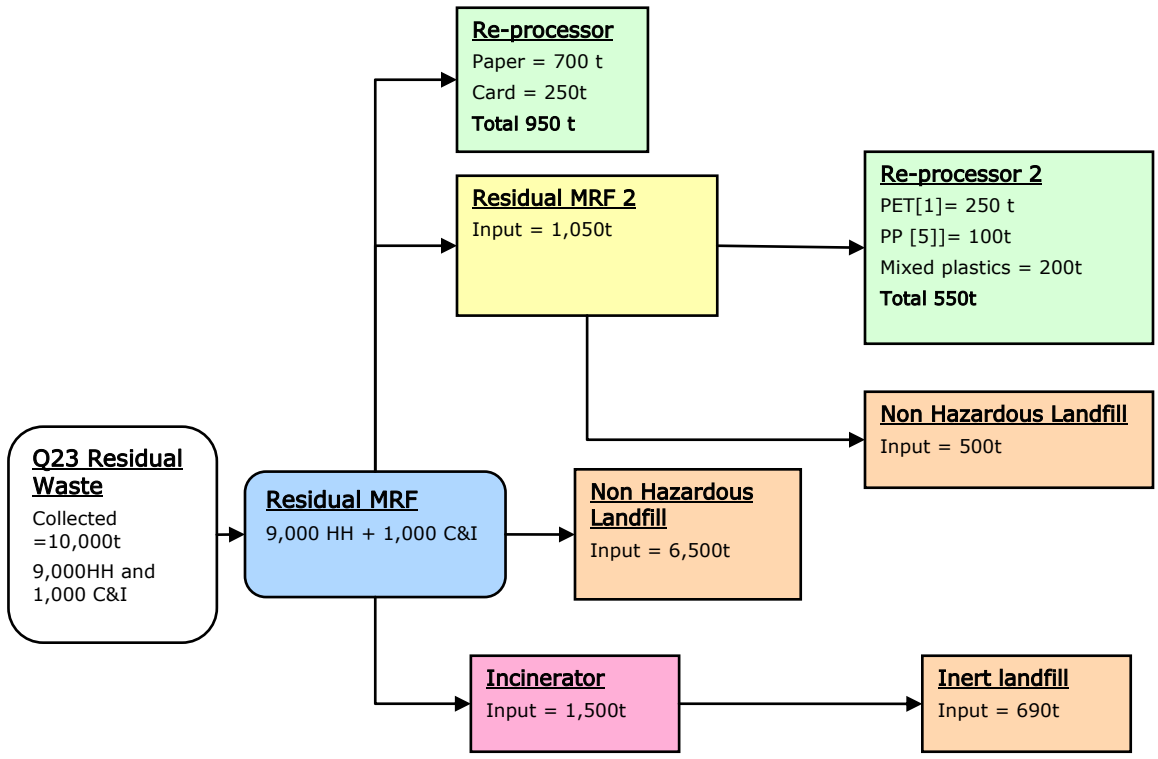
Example 1. Waste sent direct to landfill

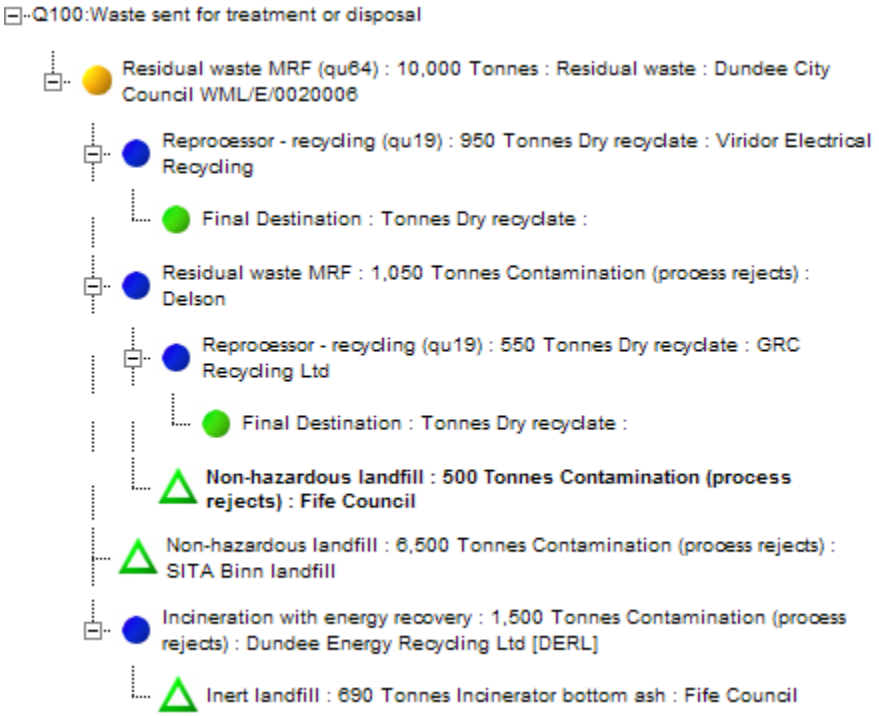


Q100:Waste sent for treatment or disposal

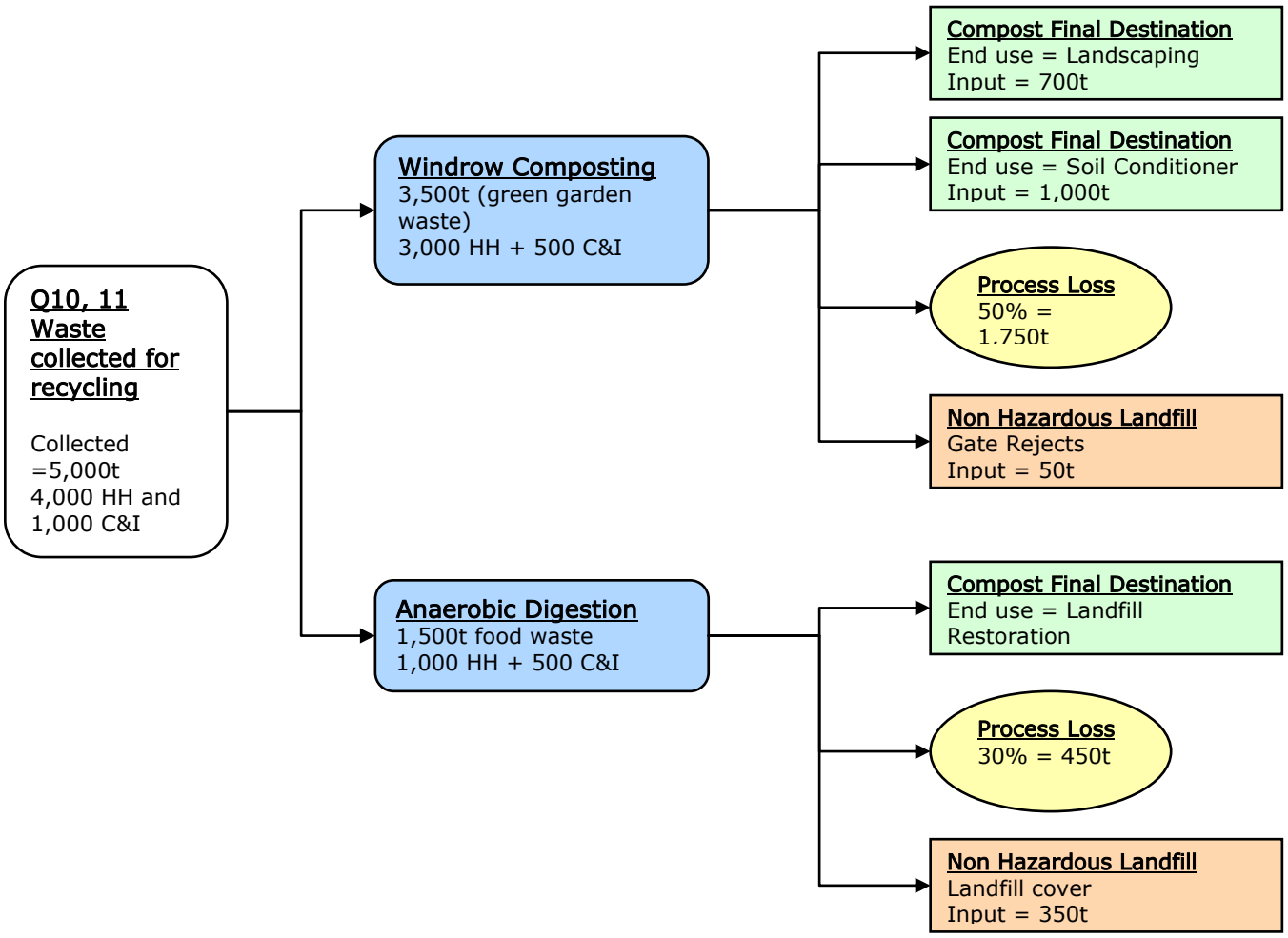
- Inert landfill (qu51) : 500 Tonnes : Residual waste : Marshall Farms (Alloa) WML/E/0020171
- Non-hazardous landfill (qu52) : 4,000 Tonnes : Residual waste : G R Service Company PPC/A/1004300
- Non-hazardous landfill (qu52) : 6,000 Tonnes : Residual waste : Shanks Avondale Ltd PPC/E/0020059
- Hazardous landfill (qu53) : 100 Tonnes : Residual waste : Shanks Avondale Ltd PPC/E/0020059

Example 2. Residual waste sent to a dirty MRF





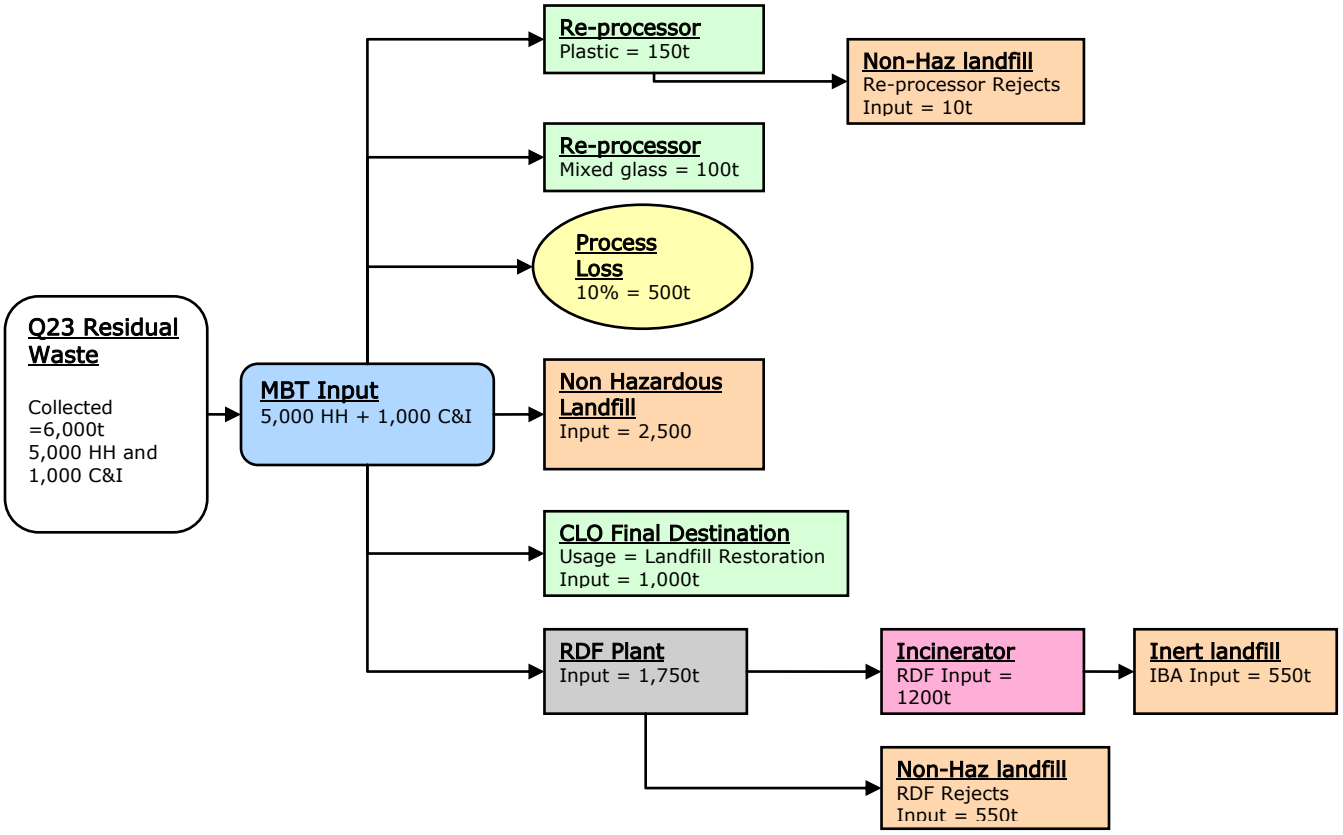
Example 3. Organic waste sent to a composting plant



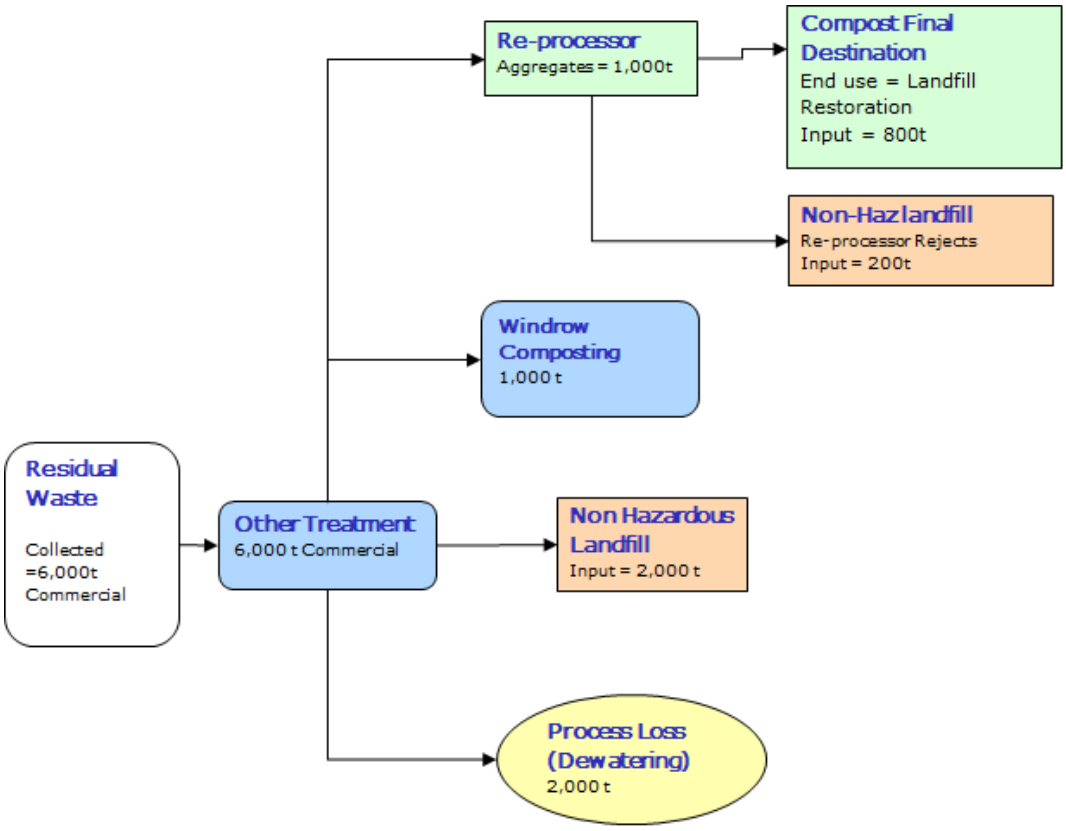
Q100:Waste sent for treatment or disposal

- **Anaerobic or Aerobic Digestion Segregated (qu61) : 1,500 Tonnes : Food waste : Scottish Water Waste Services PPC/A/1017756**
  - 450 Tonnes Process loss
  - Final Destination : 700 Tonnes Composting :
  - Non-hazardous landfill : 350 Tonnes Composting : Waste Recycling Group (Scotland) Ltd
- Windrow or other composting (qu63) : 3,500 Tonnes : Green waste : Forth Resource Management Ltd WML/E/0220228
  - 1,750 Tonnes Process loss
  - Final Destination : 700 Tonnes Composting :
  - Final Destination : 1,000 Tonnes Composting :
  - Non-hazardous landfill : 50 Tonnes Contamination (gate rejects) : Waste Recycling Group (Scotland) Ltd

Example 4. Residual waste sent to an MBT Plant



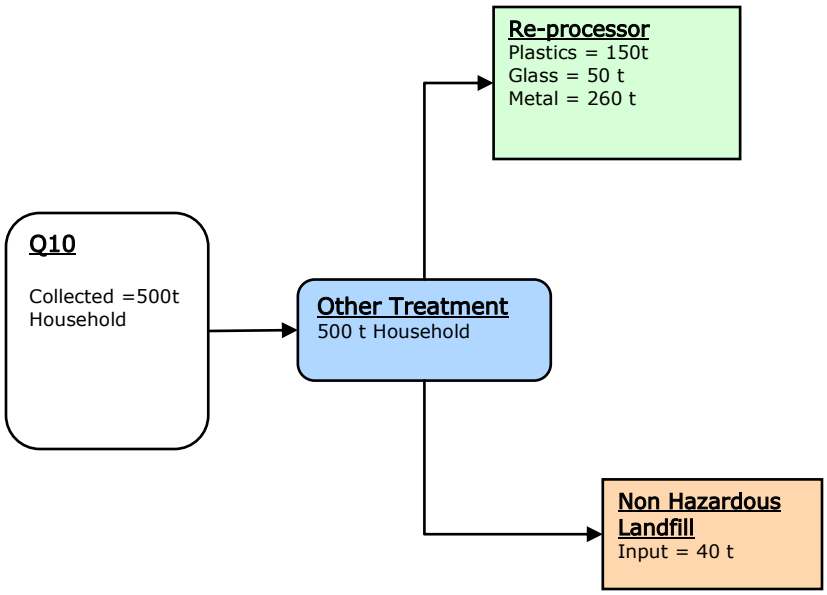
Example 5. Street Sweepings treated into biodegradable and non-biodegradable components.



⊟··Q100:Waste sent for treatment or disposal

- **Mechanical Biological treatment (qu59) : 6,000 Tonnes : Residual waste : Shanks Argyll & Bute Limited PPC/A/1004280**
  - 500 Tonnes Process loss
  - ⊞ Reprocessor - recycling (qu19) : 150 Tonnes Dry recyclate : Viridor Electrical Recycling
  - ⊞ Reprocessor - recycling (qu19) : 100 Tonnes Dry recyclate : John R Adam & Sons Ltd
  - Non-hazardous landfill : 2,500 Tonnes Contamination (process rejects) : Shanks Argyll & Bute Limited
  - ⊟ RDF, autoclave, MHT or similar : 1,750 Tonnes Contamination (process rejects) : P X Ltd
    - Non-hazardous landfill : 550 Tonnes Contamination (process rejects) : Barr Limited
    - ⊞ Incineration with energy recovery : 1,200 Tonnes Refuse derived fuel : E.on Stevens Croft Biomass Power Station
  - Final Destination : 1,000 Tonnes Compost like output :

Example 6. WEEE sent for treatment and recycling



- Q100:Waste sent for treatment or disposal
  - Other Method (qu65) : 500 Tonnes
    Source segregated recyclate : Viridor Electrical Recycling
    PPC/A/1035205
    - **Reprocessor - recycling (qu19) : 50 Tonnes**
      Dry recyclate
      Viridor Glass Recycling
      - Final Destination : 50 Tonnes
        Dry recyclate
    - Reprocessor - recycling (qu19) : 150 Tonnes
      Dry recyclate
      Preston Plastics Ltd
      - Final Destination : 150 Tonnes
        Dry recyclate
    - Reprocessor - recycling (qu19) : 260 Tonnes
      Dry recyclate
      European Metal Recycling Ltd
      - Final Destination : 260 Tonnes
        Dry recyclate

5. WASTEDATAFLOW USER TIPS

- **Quarterly (Q)** questions can be entered **monthly** or **quarterly**. If quarterly, then data should be entered in the last month of the quarter.
- **Optional Annual (OA)** questions give you the option to enter **monthly, quarterly or annually**. To do this annually, input the total for the year in the last month of the last quarter of the calendar year (October – December quarterly return). You will need to put N/A in the previous quarters in order to roll up the data.
- When you enter data into a question always remember to **save** it before going on to another question, otherwise you will lose this data.
- You can go back to a question to review and edit the data as often as required.
- Once a question is complete, click on the **'question complete'** box and **save**. Question 100 does not have or require a question complete box to be ticked.
- The management questions for which Question 100 replace (question 19, 51-53, 35, 58-67, 70) have an "exclude" check box in the main question list. For all WasteDataFlow returns from the July – September 2012 period onwards, Please tick the *exclude* button for these questions.
- All questions should be considered. If a question is not relevant for your local authority you must put something in the comments box, even just N/A would suffice, then tick the 'question complete' box and save.
- An **asterisk (*)** will appear in the 'Question' drop down list to show once a question is **complete**. The question can still be edited, just remember to save.
- Questions do not need to be done in order; you can select any question at any time from the 'Question' drop down list.
- To create a drop down list specific to your local authority see section 2 of the WDF System Manual on the WasteDataFlow web site.
- Rejects should only be entered once in the question they refer to, otherwise double counting will occur in the WasteDataFlow Summary.
- A breakdown of household and commercial waste is needed to satisfy EU reporting requirements and other reporting purposes such as the Waste Data Digest.
- **DO NOT use the BACK** button as the system will crash.
- '0' does not need to be put in every question, **if left blank, the system will assume zero.**
- You can set up 'selection sites' under the Management tool bar.

- If a site is not in the selection list for your drop down menu then please fill a request form to add a facility to WasteDataFlow (included in Appendix 2) and e-mail the form to the Waste Data Team at wastedata.flow@sepa.co.uk so the new site can be added to the system. This form is currently only for preparing for reuse/recycling sites as all other sites should be available in the list.

- You can set up 'authority administration' to allow other local authorities to compare their information with yours.

- If there are any materials that are not listed in the recycling materials questions please do the following:

    - If any NON BIODEGRADABLE materials are not listed, please enter the tonnage in the 'other' box.

    - If any BIODEGRADABLE materials are not listed, please enter the tonnage in the 'other compostable waste' box.

    - If the materials are partially biodegradable please allocate the tonnage in these two sections accordingly.

    - In every case, please also give a breakdown of the tonnages and types of the 'other' materials in the comments box as there may be more than one type of material.

6. SPECIFIC ISSUES

6.1. Co-Mingled Recyclates (Clean MRF)

- Put the co-mingled collected tonnages collected from households in kerbside collection in question 10.

- In Q100 in the *Waste Movement Tree* click on *Q100: waste sent for treatment or disposal* and enter the net total co-mingled tonnages collected and sent to MRF as described in section *4.16.4* on page 21. Do not include rejects that have already been accounted for from collection (e.g. rejects from kerbside collection, from CA site collection, bring site collection, etc.). Collection rejects should also be in the collection question 10 as we will add this back into the 'landfilled' figure.

6.2. Mixed waste collected for disposal that have materials extracted for recycling (Dirty MRF)

- Put the collected tonnages in Q23 (Collected for Disposal).

- In Q100 in the *Waste Movement Tree* click on *Q100: waste sent for treatment or disposal* and enter the tonnages sent to dirty MRF as described in section *4.16.10* on page 29.

- Mixed waste collected for disposal includes bulky waste from special bulky waste collection uplifts that are sent to a MRF for further separation of recyclables.

6.3. Tromelling/Pulverisation and other material extracted for recycling (not from kerbside, bring or CA sites)

- In Q100 enter the recyclate as going directly to a re-processor as described above in *4.16.3* on page 19.

6.4. Collection Rejects

The waste stream type "Rejects from collection" should be used for collection rejects disposed or treated. This waste stream type is available as an alternative to the "Residual waste" waste stream type, and can be used for any of the management types that would have a "Residual waste" waste stream type e.g. landfill, residual waste MRF, incineration.

The Rejects from collection waste stream type is used to record the management of rejects from waste collected for recycling. These tonnage are those that are recorded as "Tonnage collected for recycling but actually rejected/disposed" in question 10 and the old collection questions 16, 17 and 18 (see Figure 10 below)

Q010 : Tonnes of material collected through kerbside schemes from household sources by LA or its contractors

Material	Tonnage collected for recycling	Tonnage collected for recycling but actually rejected/disposed	No. of households receiving a collection	Tonnage Collected for Reuse	Tonnage Collected for reuse but actually rejected / disposed
+ Green glass	264.100	-	-	-	-
+ Brown glass	150.910	-	-	-	-
+ Clear glass	339.560	-	-	-	-
+ Mixed glass	-	-	-	-	-
+ Books	-	-	-	-	-
+ Mixed paper & card	1280.480	-	-	-	-
+ Steel cans	-	-	-	-	-

Figure 10. Example of collection rejects in the collection questions

These must now be explicitly recorded in Q100. Please use the “Rejects from collection” Waste stream type when these are recorded in Q100. Please refer to *Figure 11* below for an example of the use of this Waste stream type to record collection rejects.

In the materials section, please record the actual material if known, otherwise record the material as the materials of the collection service.

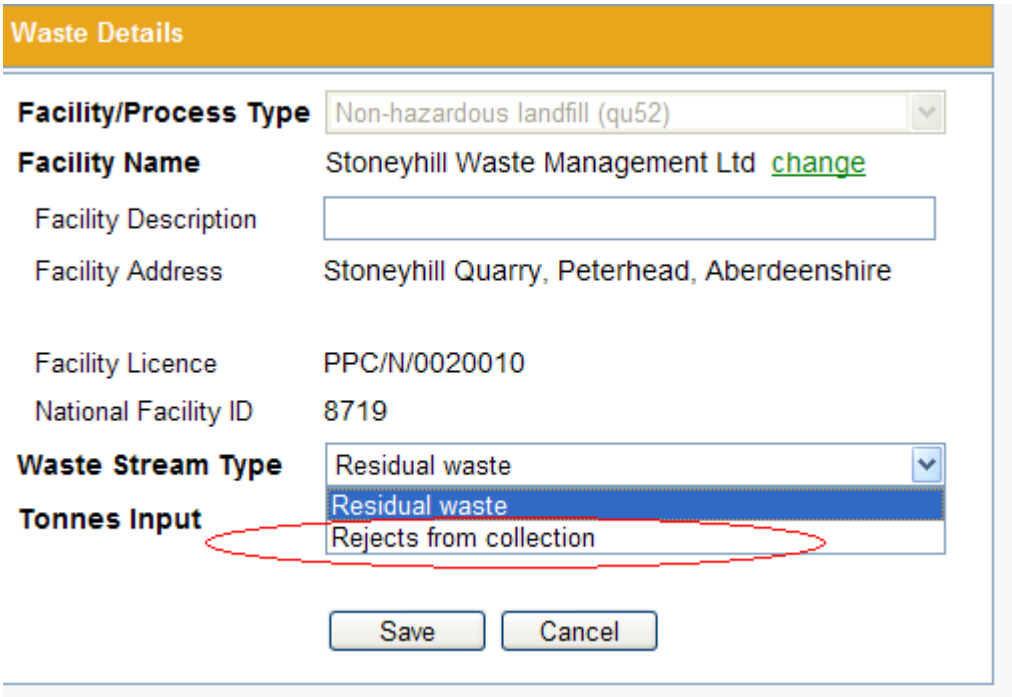


Figure 11. Waste stream type of rejects from collection

6.5. Use of facility name "Unknown"

The facility name of all waste final destinations should be reported. However, if the name of the final destination is not known, the name of the last known destination should be reported. If the final destination or next destination of a waste output from a waste management facility is unknown then the Unknown Facility name should be used.

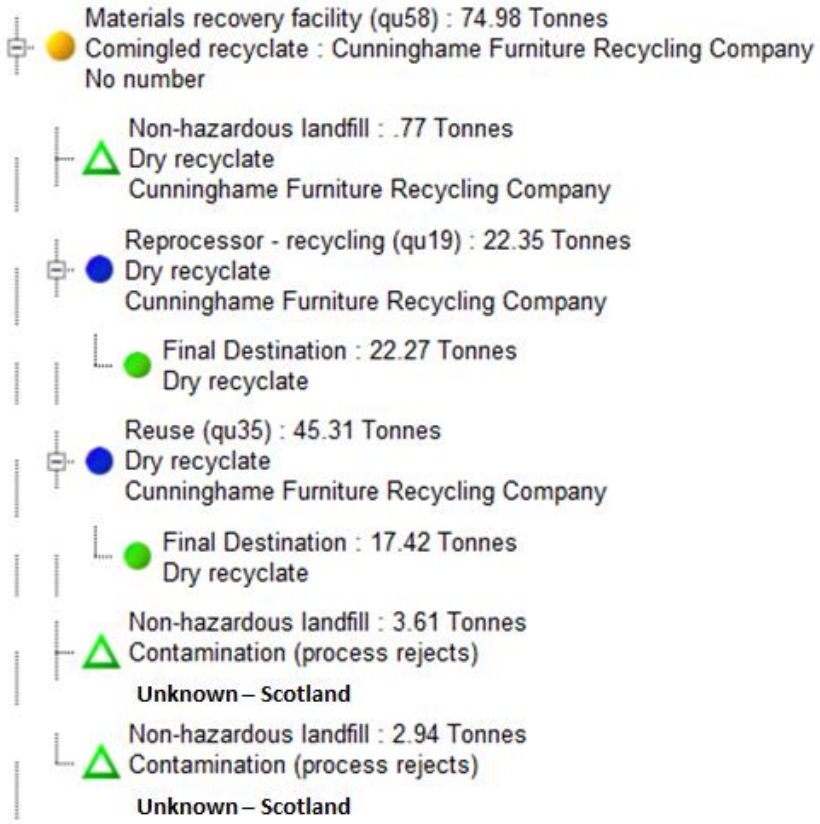
If the last known destination is in Scotland, then report "UNKNOWN in Scotland" (national facility ID 39531). If the last known destination is outside Scotland, or is an accredited exporter, then report as "UNKNOWN outwith Scotland" (national facility ID 39532).

The use of unknown facilities should be limited to outputs from waste management facilities whose next destination/final destination is unknown.

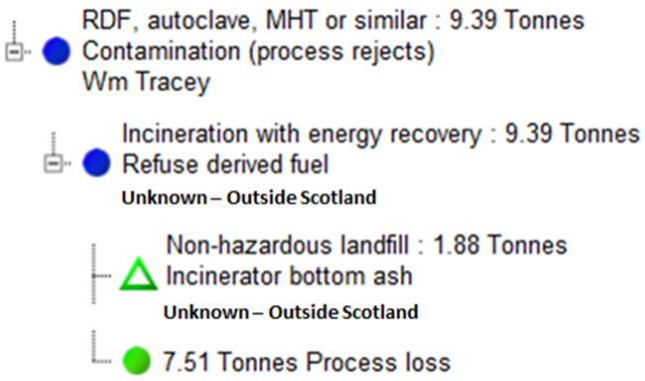
The next destination/final destination of wastes sent to a primary facility should always be known. Therefore, the "Unknown" option should never be used for primary facilities.

Examples of use of facility name "unknown" in question 100

Example 1: Use of facility name "unknown" for waste that goes from a known MRF to a known re-processor and known reuse facility, then the process rejects are landfilled at two different unknown landfills, which the re-processor / reuse facility has advised is within Scotland.



Example 2: Use of facility name “unknown” for waste that goes from a known MRF to a known RDF plant, then to an unknown incinerator, which the RDF Plant operator has advised is outside the UK.



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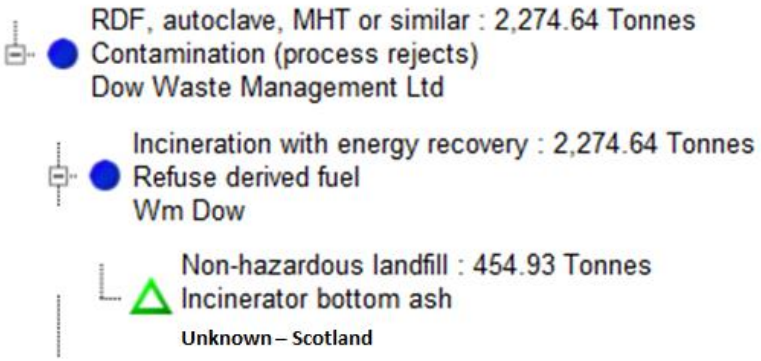
***** As the incinerator is outside the UK, it would be reasonable to assume that the bottom ash is landfilled outside the UK.

Example 3: Use of facility name “unknown” for waste that goes from a known MRF to a known RDF plant then to a known incinerator, and the bottom ash is landfilled at an unknown landfill, which the Incinerator operator has advised is within Scotland :



6.6. Street sweepings and gully waste for recycling

Street sweepings and gully emptyings from a road for which the local authority is responsible are associated with commercial sources, therefore they should be reported as commercial tonnages in Q100. Gully emptyings from a trunk road for which the local authority is not responsible, even when the local authority is undertaking the work, are associated to industrial sources.

The biodegradable outputs from street sweepings are recorded as "Other Compostable Waste". From 2017 and onwards, the non-biodegradable outputs from street sweepings are recorded as "Aggregates". Prior to 2017 these were recorded as "Other Materials" and the description of the waste as street sweepings added to the comments section.

An example of recording street sweepings in Q100 may be found on page 43.

6.7. Allocation of household, Commercial and industrial Waste

Household waste

Waste from household sources denotes waste from domestic properties **only**, excluding non-domestic properties such as hospitals and nursing homes, residential hostels, residential homes, schools, universities and other educational facilities, caravan sites and campsites, self catering holiday accommodation, prisons and penal institutions, public halls, royal palaces and premises occupied by charities and used for charitable purposes.

Household waste will count towards the Zero Waste Plan 2013 and 2020 household waste recycling targets and Article 11(2)a of the EU Waste Framework Directive.

Commercial waste

Waste from commercial sources includes:

- Waste from commercial premises, including non-domestic properties such as hospitals and nursing homes, residential hostels, residential homes, schools, universities and other educational facilities, caravan sites and campsites, self catering holiday

accommodation, prisons and penal institutions, public halls, royal palaces and premises occupied by charities and used for charitable purposes.

- Waste from industrial sources that is similar to that generated by households which includes all waste types under European Waste Catalogue Code 20 and some wastes under Codes 15 and 19.

- Waste from industrial sources that is mixed with the waste from commercial premises or household sources as part of the same waste collection round.

Commercial waste together with household waste form part of the Local Authority Collected Municipal Waste (LACMW) and will count towards the Zero Waste Plan 2025 70% recycling target for all waste and the municipal waste targets for the purpose of the Landfill Directive and the Landfill Allowance Scheme targets.

Industrial waste

Waste from industrial sources is industrial waste taken for disposal or treatment separately from any other waste, excluding waste from industrial sources that is similar to households which should be reported under commercial waste (see the commercial waste section above).

Industrial waste together with household and commercial waste form part of the Local Authority Collected Waste (LACW) and will count towards the 2025 all waste 7% recycling/composting target (with the exception of asbestos separately collected).

Collected for Disposal (Q23) Waste Categories:

Table 11 below identifies the waste categories that are available in WasteDataFlow for reporting of waste collected for disposal or mixed waste collected for further treatment, their associated waste sources, and applicable targets according to the Landfill Allowance Scheme Guidance published in March 2011[3]

[3]Full Guidance can be fount at: http://www.sepa.org.uk/waste/waste_data/idoc.ashx?docid=a63382c3-580c-4060-a2e6-9d2e853531ac&version=-1

Table 11. WasteDataFlow waste categories, associated waste source and applicable targets

Waste category	Associated waste source	Counts towards household waste target?	Counts towards 2025 all waste target?	Municipal for the purpose of the Landfill Directive targets?
Collected household waste : Regular Collection	Household	Yes	Yes	Yes
Collected household waste : Street Cleaning	Commercial	No	Yes	Yes
Collected household waste : Bulky Waste	Household	Yes	Yes	Yes
Collected household waste : Other	Household	Yes	Yes	Yes
Civic amenity sites waste : Household	Household	Yes	Yes	Yes
Civic amenity sites waste: Non Household	Commercial	No	Yes	Yes
Collected gully emptyings	Commercial	No	Yes	Yes
Collected non-household waste : Highways waste	Industrial	No	Yes	No
Collected non-household waste : Construction and Demolition	Industrial	No	Yes	No
Collected non-household waste : Grounds Waste	Commercial	No	Yes	Yes
Collected non-household waste : Commercial & Industrial	Commercial	No	Yes	Yes
Collected non-household waste : Other	Commercial	No	Yes	Yes
Separately collected healthcare waste	Industrial	No	Yes	No
Beach cleansing	Commercial	No	Yes	Yes
Waste Arising from clearance of fly-tipped materials	Commercial	No	Yes	Yes
Asbestos Waste separately collected	Industrial	No	Yes	No
Other collected waste	Industrial	No	Yes	No

Appendix 1 Typical materials that can be “prepared for reuse”

Materials	Potential to be "prepared for reuse"
Green glass	
Brown glass	
Clear glass	
Mixed glass	
Paper	
Card	
Books	X
Mixed paper & card	
Steel cans	
Aluminium cans	
Mixed cans	
Plastics	
Mixed Plastic Bottles	
PET [1]	
HDPE [2]	
PVC [3]	
LDPE [4]	
PP [5]	
PS [6]	
OTHER PLASTICS [7]	
Green garden waste only	
Waste food only	
Mixed garden and food waste	
Wood for composting	
Other compostable waste	
Wood	X
Chipboard and MDF	X
Composite wood materials	
WEEE - Large Domestic App	X
WEEE - Small Domestic App	X
WEEE - Cathode Ray Tubes	
WEEE - Fluorescent tubes and other light bulbs	
WEEE - Fridges & Freezers	X
Other Scrap metal	
Automotive batteries	
Post-consumer, non-automotive batteries	
Car tyres	X
Van tyres	X
Large vehicle tyres	X
Mixed tyres	X
Furniture	X
Rubble	X
Soil	
Plasterboard	
Vegetable Oil	
Mineral Oil	
Aluminium foil	
Aerosols	
Bric-a-brac	X
Cardboard beverage packaging	
Fire extinguishers	X
Gas bottles	X
Ink & toner cartridges	X
Mattresses	X
Paint	X

Textiles & footwear	X
Textiles only	X
Footwear only	X
Video tapes, DVDs and CDs	X
Yellow Pages	
Other materials	X
Bicycles	X
Carpets	X
Absorbent Hygiene Products (AHP)	
Co-mingled materials	

Appendix 2. Request to add preparing for reuse/recycling facility to WasteDataFlow

Instructions:

Please use this form for each facility you wish to use for reporting waste recycled in WasteDataFlow. This form is for *recycling* facilities only[6]. Do not use this form for requests to add disposal or reuse facilities.

Prior to making a request to add a facility, *please check that the facility is not already on the WasteDataFlow list of sites*.

Please ensure that both table 1 and table 2 are fully complete. Table 1 contains physical information about the company. Table 2 contains information about the recycling activity.

When fully complete, please email this form to wastedata.flow@sepa.org.uk. We will try to complete the request within 3 business days.

Table 6. Information about the local authority and the recycling facility

LA and Company Information	
Person Completing Form:	
Local Authority:	
Company Name of Recycling Facility:	
Address of Recycling Facility:	
Recycling Facility Postcode	
[4]Recycling Facility Waste Licence or Exemption number	
Accredited Re-processor Number (if any)	
[5]Principal site activity	
Recycling Activity	Please use Table 7 below

[4] SEPA licences are always prefixed by "WML" or "PPC". SEPA exemption numbers are always prefixed by "WML", "WMX", "WMS". If the facility is an accredited exporter the number will commence with "SX"

[5] For sites where there are multiple activities, please state the primary activity. For example, if a MRF is located at a landfill site, then the primary activity may be Landfill.

Table 7. High and Acceptable Quality[6] Recycling by Type of Material

Material	Recycling Quality	Method[1]
Metals	*High Quality*	☐ Re-melt
	Acceptable Quality	*There are very limited applications*
Glass[2]	*High Quality*	☐ Re-melt
	Acceptable Quality	☐ Glass fibre production or similar applications
Waste/Garden Waste	*High Quality*	☐ Composting or Anaerobic digestion with PAS100/110 outputs
	Acceptable Quality	☐ Composting or Anaerobic digestion where PAS100/110 outputs are not met
Paper and Card	*High Quality*	☐ Paper mill feedstock for production of new pulp
	Acceptable Quality	☐ Production of other fibre based products
Plastics	*High Quality*	☐ Recycling into pellets and flakes for manufacture of new plastic products, that can be readily recycled again
	Acceptable Quality	☐ Recycling into pellets and flakes for manufacture of lower grade plastic products, that lose the ability to be recycled in the future ☐ Recycling of plastic film into new packaging applications
WEEE	*High Quality*	☐ Recycling of component materials (metals, plastics, glass and rare-earth metals – see above)
	Acceptable Quality	*There are very limited applications*
Wood	*High Quality*	☐ Recycling of wood into other wood products
	Acceptable Quality	*There are very limited applications*
Textiles	*High Quality*	☐ Recycling of textiles into yarn ☐ Recycling of textiles into filling materials (e.g. insulation)
	Acceptable Quality	☐ Conversion of textiles into usable product such as wipers/rags
Tyres	*High Quality*	☐ Recovery of rubber for use in road surfaces ☐ Recovery of metals for recyclings ☐ Use of recycled tyre crumb in place of virgin rubber
	Acceptable Quality	☐ Sea defences or drainage fill, replacing materials such as gravel
		If the material or recycling activity is not covered above, and you believe the material is recycled to an acceptable quality, please provide details here:
Other	*Acceptable Quality*	

[1] To check the tick-box, double click on the check-box, choose "Checked", and then click OK.

[2] Glass for use as aggregate is not acceptable recycling practice under the Scotland Government's waste hierarchy guidance

[6] Categories of High and Acceptable quality recycling are from the Scottish Government's "*Guidance on applying the waste hierarchy*"