*WasteDataFlow Scotland, recycling request form v1*

**Request to Add 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*3*. 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 1. 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 |  |
| [[1]](#footnote-1)Recycling Facility Waste Licence or Exemption number |  |
| Accredited Reprocessor Number (if any) |  |
| [[2]](#footnote-2)Principal site activity |  |
| Recycling Activity | Please use Table 2 below |

Table 2. High and Acceptable Quality[[3]](#footnote-3) Recycling by Type of Material

|  |  |  |
| --- | --- | --- |
| Material | RecyclingQuality | Method[[4]](#footnote-4) |
| ***Metals*** | High Quality | [ ]  Re-melt |
|  | Acceptable Quality | *There are very limited applications* |
| ***[[5]](#footnote-5)Glass*** | High Quality | [ ]  Re-melt |
|  | Acceptable Quality | [ ]  Glass fibre production or similar applications |
| ***Food 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 |
| ***Other*** | Acceptable Quality | 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: |

1. 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” [↑](#footnote-ref-1)
2. 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. [↑](#footnote-ref-2)
3. Categories of High and Acceptable quality recycling are from the Scottish Government’s “*Guidance on applying the waste hierarchy*” [↑](#footnote-ref-3)
4. To check the tick-box, double click on the check-box, choose “Checked”, and then click OK. [↑](#footnote-ref-4)
5. Glass for use as aggregate is not acceptable recycling practice under the Scotland Government’s waste hierarchy guidance [↑](#footnote-ref-5)