

## 1. Introduction

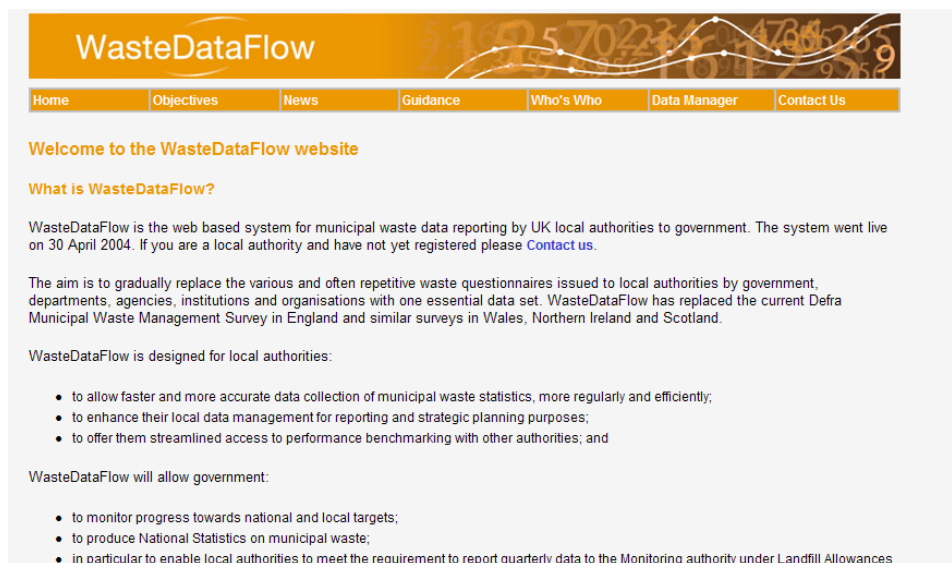
This guidance note sheet is intended to provide you with all the information you need to get started using the WasteDataFlow (WDF) system. It covers the following:

- Instruction on how to register and the log-in process;
- An overview of the various user levels;
- Basic navigation of the website;
- Types of data that will be required for the WDF return;
- Submission deadlines and the authorisation process from data entry to publication; and
- Getting help with WasteDataFlow.

## 2. Access to WasteDataFlow

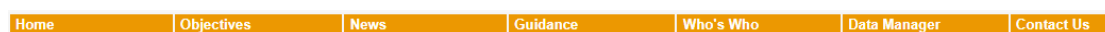
WasteDataFlow can be found at [wastedataflow.org](https://wastedataflow.org). This will take you to the “Home” page.

**Figure 1: The Homepage**



The navigation for the site is all contained within the navigation bar underneath the title banner. The navigation bar will vary depending on where you are in the site:

**Figure 2. The Navigation bar**



Most of the site can be accessed without logging in. Open areas include:

- Objectives;
- News;
- Guidance;
- Who's Who; and
- Contact Us.

Clicking on “Data Manager” from the “Home” page will take you to the log-in page which allows you to access the secure parts of the website.

This page includes a panel on the left-hand side with Local Authority User Tips which are updated regularly.

**Figure 3: Log-in page**

**WasteDataFlow**

Home | Objectives | News | Guidance | Who's Who | Data Manager | Contact Us

**Local Authority User Tips**

**Regional Guidance:**  
Region-specific guidance on the use of the WasteDataFlow system can be found at the following links: [England](#), [Northern Ireland](#), [Scotland](#), [Wales](#).

**Fly-Tipping Module Guidance:**  
Guidance on the use of the Fly-Tipping Module is available [here](#).

**Question Help:**  
Many questions show a question mark button in the top right which will give you more information about the expected information for that question. For Question 100, please see the relevant guidance for your nation: [England](#), [Scotland](#) or [Wales](#) (Question 100 is not completed by Northern Ireland).

**National Waste Statistics:**  
Information reported by local authorities in WasteDataFlow can be used in a variety of ways, and feeds into central government's production of related statistics. UK statistics on waste can be found [here](#).

**Related News:**  
News items relating to WasteDataFlow, including minutes of User Group meetings, can be found [here](#).

**Training Sessions for English local authorities:**  
We run a number of online training courses for users from local authorities in England. For information on upcoming sessions please see [here](#). Copies of the slides for these sessions can be accessed on our guidance page [here](#).

**Save Time, Reduce Errors?:**  
You can load comments, and non-tonnage data, from previous months; you could enter data with the XML uploader. For guidance on the XML uploader, please see [here](#).

**WasteDataFlow Login**

Username

Password

Forgotten password? [Enter username then click here.](#)

Click [here](#) for the WasteDataFlow Code of Conduct

Please note that your contact information will be passed to the following selected users within WasteDataFlow:

- Defra and the Environment Agency for reporting issues;
- WasteDataFlow User Group Representatives for the purpose of liaising with local authority users prior to User Group meetings

*You should be aware that our website temporarily holds information using 'cookies'. We use cookies to remember things like the information you've entered on to forms as you navigate around the Data Manager and identify you as being logged into the system. The cookies we use are temporary, and as such are removed from the system a few minutes after you log-off. They are not used for ANY purpose outside that of the use of the WasteDataFlow Data Manager. The cookies are intrinsic and so please note that by logging in to Data Manager you agree to our use of these cookies.*

**Want to use WasteDataFlow data?**

Anybody can register for public access to WasteDataFlow. You can then run reports on the waste and recycling figures reported by all the local authorities in the UK.

Anyone can register for “Public user” access to the site, allowing them to run reports to view data from across the country once it has been validated by the appropriate national body. This can be done by clicking the '[register here for WasteDataFlow](#)' link on the Data Manager log-in page.

As a local authority user, you will need to register for access to ‘Data Manager’. This will allow you to enter and authorise data, view reports and manage your end destination selection lists and materials list etc.

To do this you must hold a valid .gov.uk email address and gain permission from your authority’s “Data admin” user (the person responsible for your returns), or in their absence, the head of waste management. They will be able to arrange for an account to be set up for you, either by emailing the helpdesk, or by setting you up via their User Administration page.

For local authority users there are two main user types – *Data Entry and Authority Administrator*. These users have different roles within WasteDataFlow, ensuring timely and accurate data submissions to WDF:

- **Data Entry** – responsible for entering data into WasteDataFlow, (Levels 0-20). There can be multiple Data Entry users per authority.

- **Authority Administrator** (Admin) – responsible for managing WDF access for the LA and authorising data once it has been entered by the Data Entry user (Levels 20-30). There must be at least one Admin user per authority. However, it can be beneficial to have another designated Admin user as a backup to the main user.

*WDF Tip - Authority Admin users can also be designated as Data Entry users under the same account.*

There is also a third level of user which can be set up for local authorities, the **Report Only user**. These users have full access to all local authority reporting tools, however they do not have the ability to enter or authorise any data. This can be useful if there are members of other teams or management who may need to regularly report against the data held within WasteDataFlow.

The Fly-tipping database “FlyCapture”, was previously accessed via the Environment Agency website but moved to the WDF website in 2015. Local authority users can be registered to access the WDF Fly-tipping Module with or without access to the waste data areas and vice versa, depending on the needs of the local authority. They will need to seek permission from the Data Admin user for the relevant database – WasteDataFlow or the WDF Fly-tipping Module to register for access.

Once an account has been set up for you, you will receive an automated email containing confirmation of your username and password. The password you receive will be an automatically generated mixture of upper and lowercase letters and numbers. Local authority users can change this to something more memorable via the “Management” section once logged on.

There is also a password re-set function available on the log-in page. Should you forget your password, simply enter your WDF username (email address) in the Username field and click the hyperlink – ‘[Forgotten password? Enter username then click here](#)’. The new password will be emailed to that username.

The system runs an automatic log-off process for security. After 60 minutes of inactivity you will be logged off. Unsaved data entry will be lost and so, as with any software, it is good practice to save your work frequently.

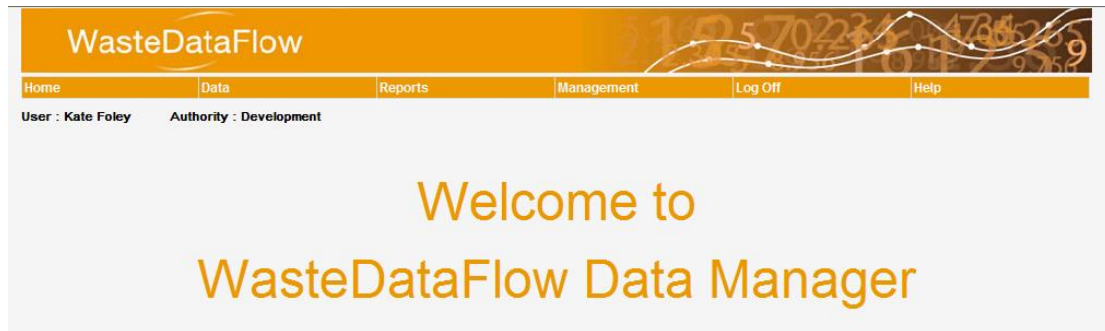
### 3. Navigating around the Data Manager section

Once logged on you will notice that the navigation bar has changed to provide you with more relevant options. The options available to you will depend on your user level:

- **Home.** This will return you to the Homepage.
- **Data.** This is a **secure part** of the site where you can enter and authorise data specific to your authority in relation to the types and quantities of municipal waste collected, recycled, reused, treated and disposed of. The data section also contains various data checking and status tools.
- **Reports.** This is a **secure part** of the site allowing you access to reporting and data download methods available against your own and any other UK authority.
- **Management.** This is another **secure section**, providing you with system management features, such as adding new users, changing passwords, and updating facility and material lists.
- **Log Off.** Use this to log off when you are finished and want to leave the site.

- **Help.** This section provides you with access to various guides and factsheets.
- If you are registered as a Fly-tipping Module user you will also see “Fly Tipping” in the navigation bar. Clicking this will take you to a separate secure area of the site covering data which would previously have been entered in FlyCapture. Further information can be found in guidance note [GN64: Fly-tipping module](#), available from the Help page.

**Figure 4: The “Data Manager” section**



## 4. Preparation for data entry

Before completing WDF’s online survey questions for the first time, we recommend that you read through this guidance document. This will give you an understanding of the scope and depth of the information we require from your authority.

You will need a log-in to gain access to the “Data Manager” secure area – see section 2, *Access to WasteDataFlow*, above. This will enable you to enter data and create reports.

We also recommend that before starting, you look at the questions detailed in the Core Dataset, which is available to download from the ["Guidance"](#) page of the WDF website, and consider what information you will need to complete them. The questions in WDF are determined by your country and authority type and cover the following broad areas:

- Types and numbers of containment methods;
- Frequency of collections;
- Tonnages, types and destinations of waste collected, rejected and sent for recycling/re-use from kerbside, bring and civic amenity sites and from streetscapes and parks and grounds;
- Tonnages and destinations of residual waste collected;
- Tonnages and destinations by waste management method; and
- Financial costs (these are included under the annual questions and are now optional).

## 5. Data submission

As you will have seen in the Core Dataset document, there are annual and quarterly questions. The majority of the questions asked as part of WasteDataFlow’s survey are completed on a quarterly basis and are referred to as “quarterly returns”. These questions relate to tonnages of waste collected for recycling, reuse or disposal and provide details of how these various waste materials are treated and their end destinations.



The annual returns collect information on contractual arrangements and the costs of waste management. LAs in England have not been required to submit this data to WDF since 2007-08<sup>1</sup>.

If English LAs wish to complete them, they are usually submitted at a similar time to quarter 4's return (e.g. June). Further guidance on the annual returns for England is provided in the [Annual Returns](#) guidance note, available to download from the WDF website.

Each return must be submitted to WasteDataFlow by a certain deadline. These deadlines differ depending on which region of the UK your authority is based. The table below outlines the submission deadlines for each country. The submission deadline is the last working day of the month listed below:

**Figure 5: Submission deadlines - quarterly returns (Level 30)**

Quarter	Months covered by that return	Submission deadline			
		England	Scotland	Northern Ireland	Wales
1	Apr - Jun	September	To be confirmed.	August	July
2	Jul - Sept	December	To be confirmed.	November	October
3	Oct - Dec	March	To be confirmed.	February	January
4	Jan - Mar	June	To be confirmed.	May	April

**Figure 6: Submission Deadlines – Annual Returns**

Quarters	Months covered by that return	Submission deadline			
		England	Scotland	Northern Ireland	Wales
1 - 4	Apr - March	Not mandatory	To be confirmed.	Not mandatory	To be advised by Welsh Local Government Association

A return is considered to be submitted once it has reached “Level 30” (you’ll see this written as “L30”). “Data levels” are used within WasteDataFlow as a way of classifying the different stages your question answers have reached from initial data entry (level 0), to eventually being published on the relevant government body’s website (Level 40). More information about moving your data through the levels is given in [GN4.3: How to enter, authorise and validate data](#).

- **Level 0:** This is where your return starts. The questions are open to you to input and amend your data. This can be done by either a local authority registered Data Entry user or Data Administration (‘Data admin’ or ‘Admin’) user.
- **Level 10:** Once you have finished entering your data you will move your data to Level 10. At Level 10 your data is aggregated and a number of checking tools

<sup>1</sup> Up until the end of the 2007-08 reporting year English LAs were required to submit annual data by 30th June of the relevant reporting year. This was because this data was used to calculate the BVPIs. As BVPI are no longer reported at a national level, English LAs no longer have to complete these annual returns and they are not validated by the WDF team.

become available to you, from checking the total amount of a material you have collected, to generating various performance indicator results.

- **Level 20:** Once you have checked through your data at Level 10, the data can be moved to Level 20 by the person who entered the data to indicate they have checked it and are happy with it.
- **Level 30:** Data at Level 20 is then checked before being moved to Level 30. The Admin user will be required to respond online to queries raised on the data by the validation report before you can roll up your data to L30.

*WDF Tip* - Data at Level 30 leaves the direct control of the local authority and is assigned to a member of the WasteDataFlow team (your validator) for checking. Level 30 is the point your data must reach by the deadlines outlined above.

- **Level 35:** The WasteDataFlow team then has until one month after the L30 deadline to review your return during a process referred to as “Data Validation”. Once your return has been validated and approved it will be moved to Level 35.
  - **Level 40:** The data is then checked further by regional and/or national bodies. Once they have checked the data it is finally moved to Level 40. At this point it becomes available to the public. The bodies responsible for approving data to L40 for each country are provided below, along with an overview of the data progression timetable for England.
- **England** – The Department for the Environment, Food and Rural Affairs (Defra).
  - **Scotland** – The Scottish Environmental Protection Agency (SEPA) and Scottish Executive.
  - **Northern Ireland** – Northern Ireland Environment Agency.
  - **Wales** – Natural Resources Wales and the Welsh Government.

**Figure 7: The progression of data for English authorities**


	Qtr 1 (Apr-Jun)	Qtr 2 (Jul-Sep)	Qtr 3 (Oct-Dec)	Qtr 4 (Jan-Mar)
LA data submission deadline (L30)	30 Sept	31 Dec	31 March	30 June
Stage 1 validation (L35)	31 Oct	31 Jan	30 April	31 July
Stage 2 validation (Defra)	From August following completion of Stage 1 validation.			
Publication of finalised data	November/ December following completion of Stage 2 validation.			

During 2015/16 Defra moved from quarterly statistics release (publication on the Defra website) to an annual release in November/December each year. On the day of publication, all the English returns are rolled up to L40.

Local authority users can run reports via the WDF Reports webpage and access some quarterly data for local authorities other than their own which has reached L30. Data can be accessed by public users once it has been authorised to L40 (although the range of reports they can run is more limited).

## 6. Getting help

There are 3 main sources of help with WasteDataFlow:

- 1) **The website Data Entry pages** – Help with individual questions is available via the  link on each question page when entering data.
- 2) **Detailed guidance notes** – A series of detailed guidance notes are available to download from the Guidance section of the WDF website. These can also be accessed via the Help button on the navigation bar when you are in the Data Manager section of the website.
- 3) **The helpdesk** – If you are unable to find an answer to your problem from the above sources, you can call our telephone helpdesk on 0845 6000 890 or email [helpdesk@wastedataflow.org](mailto:helpdesk@wastedataflow.org). The helpdesk is staffed between the hours of 9am and 5pm Monday-Friday (except on Bank Holidays and from Christmas Day to New Year's Day).