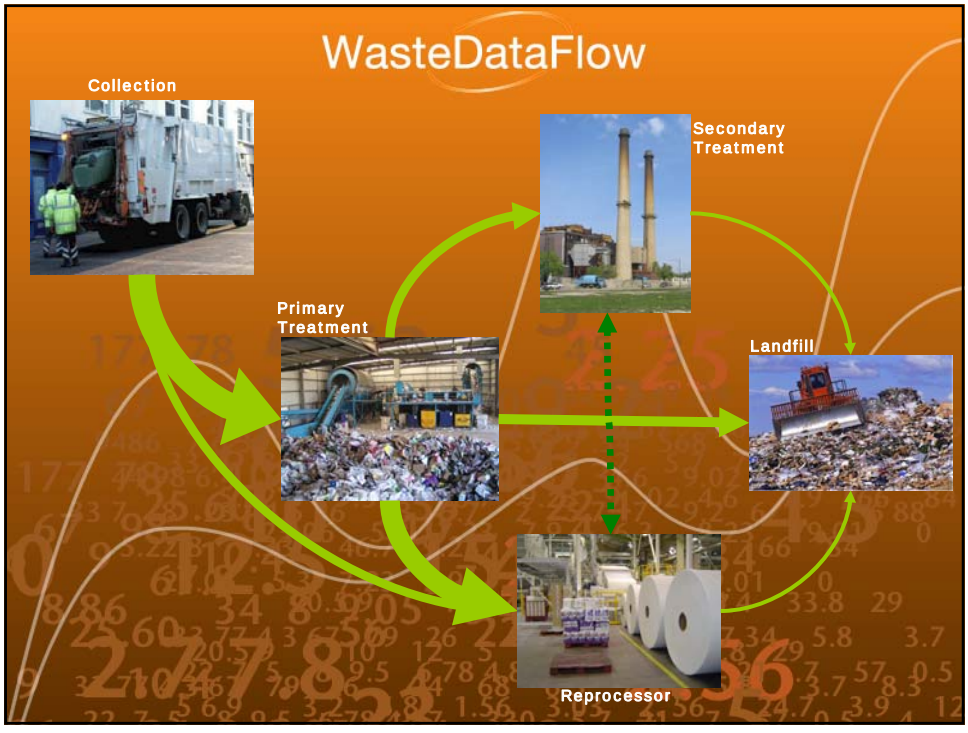
WasteDataFlow

Question 100 Guidance

The key to using Question 100 is to fully understand all the movements of your waste, from collection to end destination.

WasteDataFlow



WasteDataFlow

What is Q100?

- New question in WDF to record all the treatments and end destinations of all you residual, recycling, reuse and composting waste.
- It therefore has the capability to replace Questions 19, 19a, 35, 51-65 & 70.
- It fits in with WAG/EAW policy of reporting all end destinations of waste and rejected waste.
- It allows waste sent through several treatment processes to be recorded in WDF, which has not been possible previously.
- It allows the user to create a 'tree' structure that traces the movements of waste after collection to final destination.
- It can be time consuming to initially set up Q100, but once it has been created you can load structures from previous quarters making data entry faster.
- You still must record arisings data in Questions 10, 11, 12, 16, 17, 18, 33 & 34 AND 23, as well as the other non-tonnage data in WDF

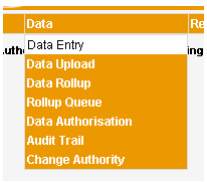
Before using Question 100, having your material and selection lists set up properly makes it much easier to use, guidance on these can be found here:

Selection Lists - **http://www.wastedataflow.org/Documents/Oct08/WDF_SelectnLst.pdf**

Material Lists - **http://www.wastedataflow.org/documents/guidanceManual/WDF_New_Materials_guidance.pdf**

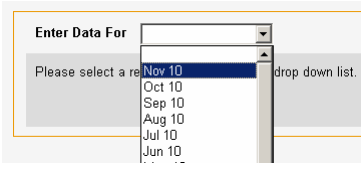
To access Question 100:

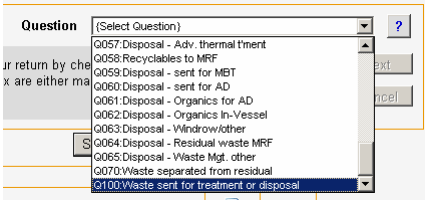
1. Log into WasteDataFlow as normal



2. Roll over **Data**, and click **Data Entry** from the drop down menu.

3. In the **Data Entry** page, choose a period.

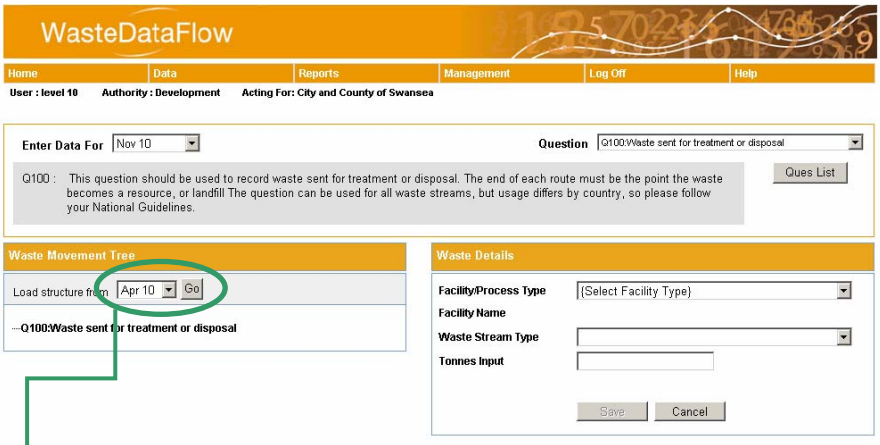




4. **Q100** now appears in your list of Questions, click to access.

Question 100

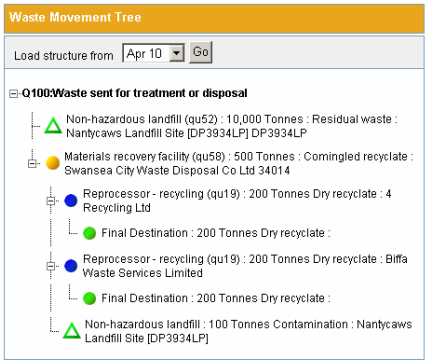
To use Q100 you need to build a 'tree' structure to trace the flow of your waste once collected, to show all treatment processes and the final destinations.

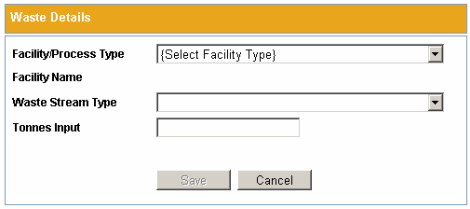


Initially, building this tree will take time, but once built, you can load structures from previous quarters using the '**Load structure from**' feature.

WARNING - if you load from previous periods it will overwrite anything you have already entered this period, so do this first!

Question 100 - Layout





This part of Q100 shows your current tree structure.

This part of Q100 allows you to add/edit/remove 'branches' on your tree.

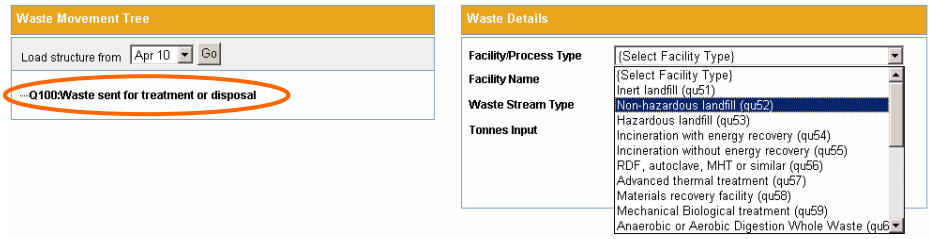
Question 100 - Growing your tree - the basics

1. Click '**Q100:Waste sent for treatment or disposal**' this allows you to build a new branch. Do this each time you want to start a new stream.

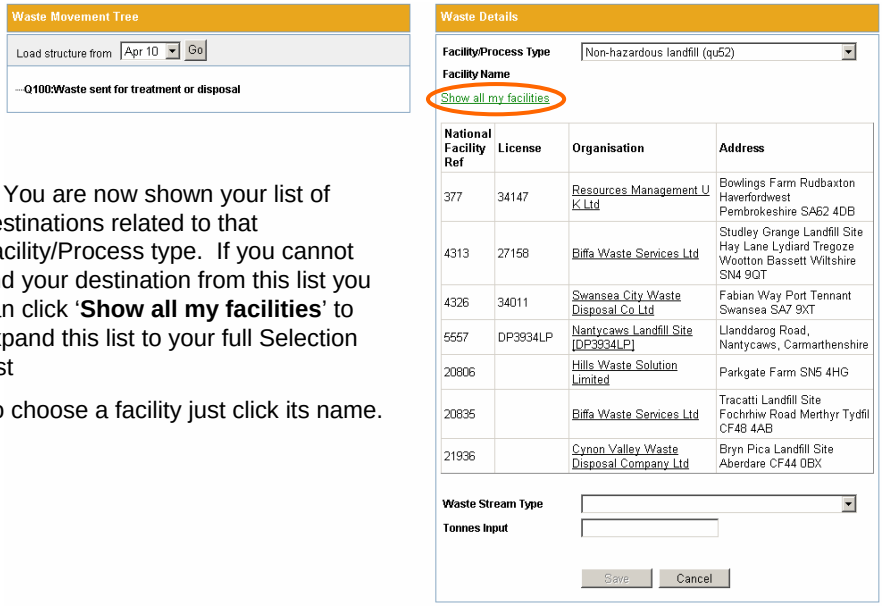
Choose the facility/process type that your waste goes to in the first instance from the drop down box.

This list is similar to the list of Questions 19, 19a, 35 and 51-65 in WasteDataFlow.

Next to each choice is a reminder of the original question number.



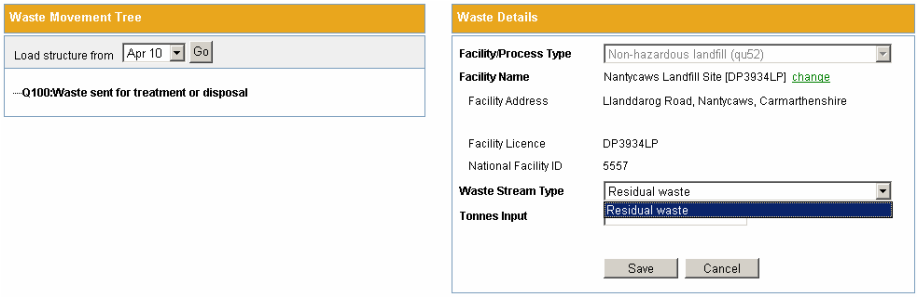
Question 100 - Growing your tree - the basics



2. You are now shown your list of destinations related to that Facility/Process type. If you cannot find your destination from this list you can click '**Show all my facilities**' to expand this list to your full Selection List

To choose a facility just click its name.

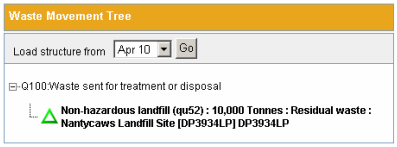
Question 100 - Growing your tree - the basics



3. You now need to select the '**Waste Stream Type**' entering the facility/process. In this example, being a Non-Hazardous Landfill, you are limited to **Residual Waste**.

Each Facility/Process has designated waste stream types, e.g. composters have green/food waste, MRFs have Co-mingled or Source Segregated recyclate etc.

Question 100 - Growing your tree - the basics



4. Add the tonnage input to the Facility/Process and click **Save**.

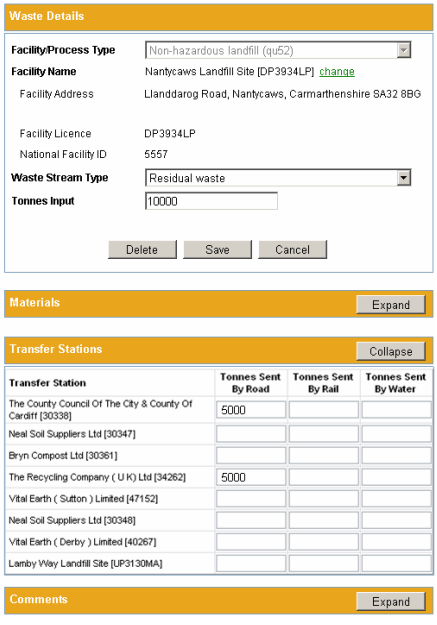
You can now access the **Materials**, **Transfer Stations** and **Comments** sections. You can **Expand** or **Collapse** by clicking the buttons.

In this example you would not need to give material types but for reprocessors, composters etc., you will be forced to do this.

In **Transfer Stations** you are given your list, where you can add data in the relevant boxes.

You can use **Comments** boxes as required.

Remember to click **Save** when you are finished.



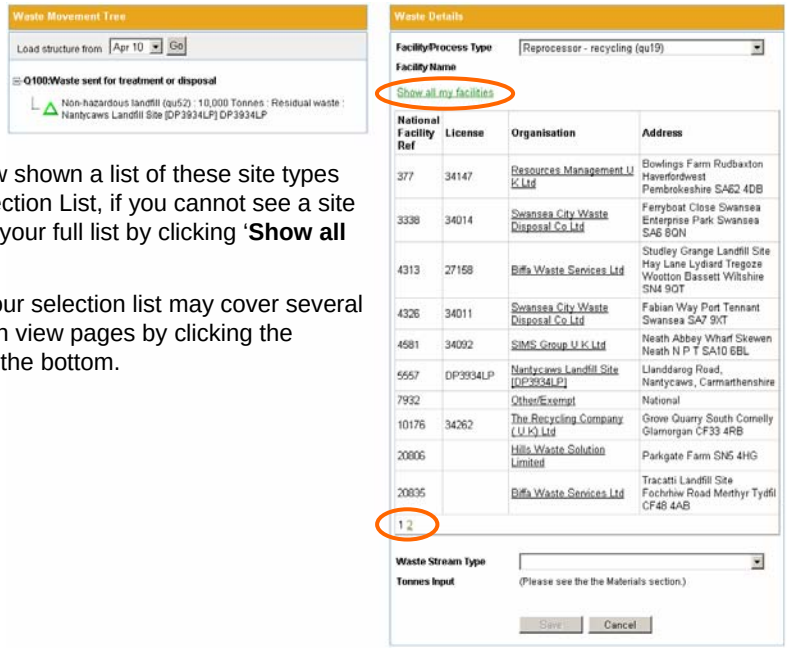
Question 100 - Growing your tree - the basics

The previous section covered simple waste movements, such as waste direct to landfill. Q100 can also replace Q19/35 for waste sent directly for recycling/reuse.

1. To add a new stream Click '**Q100:Waste sent for treatment or disposal**'.

You can now choose a '**Facility/Process Type**', in this example we choose '**Reprocessor - recycling**'

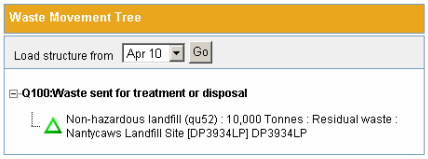
Question 100 - Growing your tree - the basics

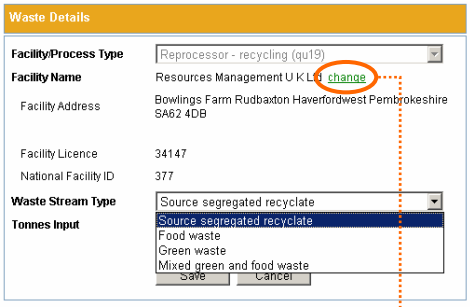


2. You are now shown a list of these site types from your Selection List, if you cannot see a site you can show your full list by clicking '**Show all my facilities**'

Remember, your selection list may cover several pages, you can view pages by clicking the numbers near the bottom.

Question 100 - Growing your tree - the basics



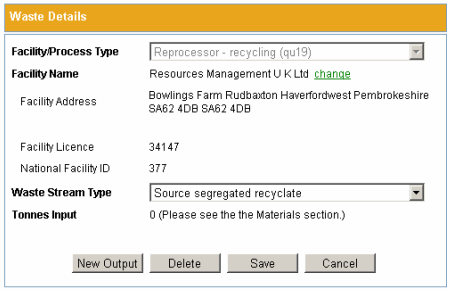


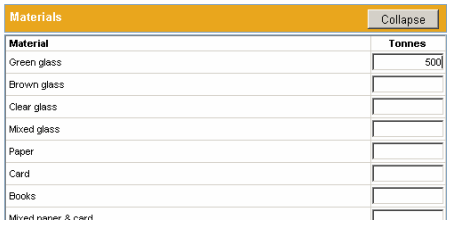
3. Now choose the **Waste Stream Type**. Notice, this list has changed from when we were dealing with a landfill.

For this example we'll choose '**Source segregated recyclate**'.

At any stage you can change the destination by clicking **Change**, rather than delete and start again.

Question 100 - Growing your tree - the basics

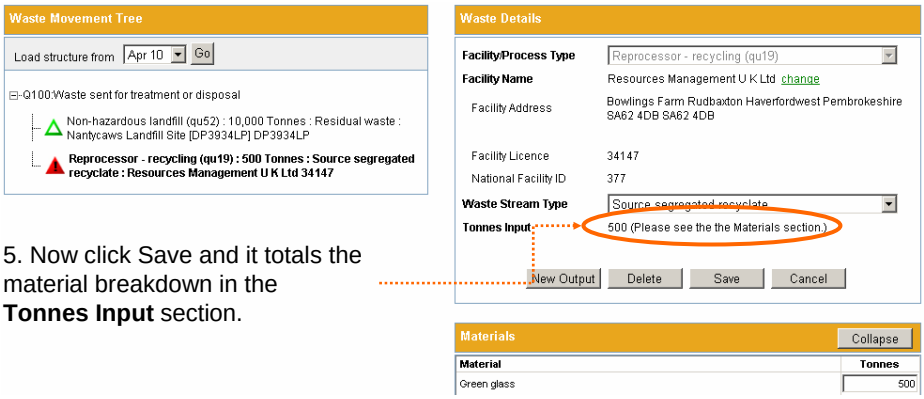




4. As a reprocessor has been chosen it requires a breakdown of the materials sent to that facility.

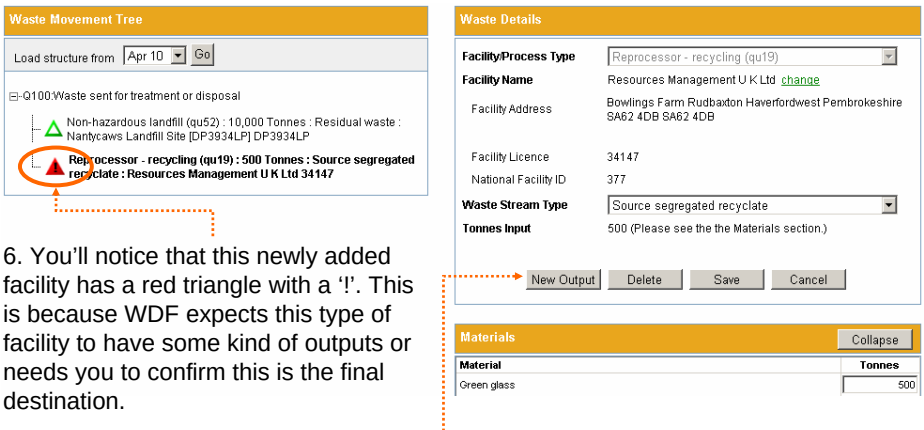
You can enter tonnages for all the materials sent to that facility.

Question 100 - Growing your tree - the basics



5. Now click Save and it totals the material breakdown in the **Tonnes Input** section.

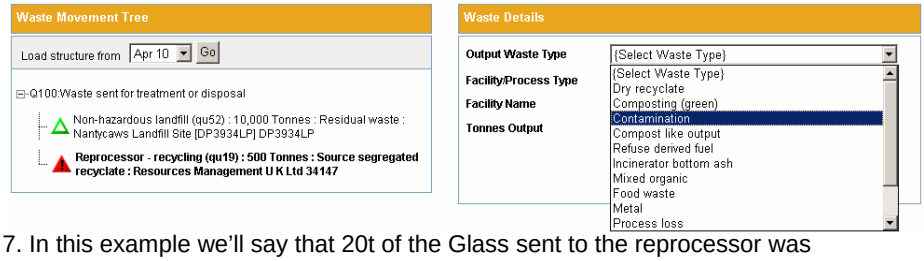
Question 100 - Growing your tree - the basics



6. You'll notice that this newly added facility has a red triangle with a '!'. This is because WDF expects this type of facility to have some kind of outputs or needs you to confirm this is the final destination.

You now need to create sub-branches, to do this, ensure the **Reprocessor** is highlighted by clicking it in the tree and then click the **New Output** button.

Question 100 - Growing your tree - the basics

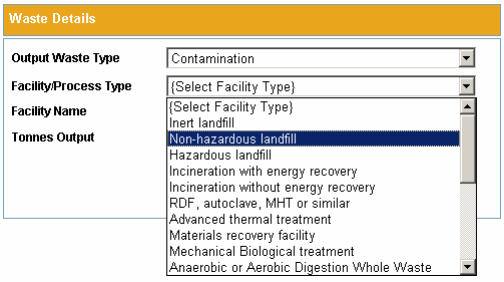


7. In this example we'll say that 20t of the Glass sent to the reprocessor was rejected to landfill.

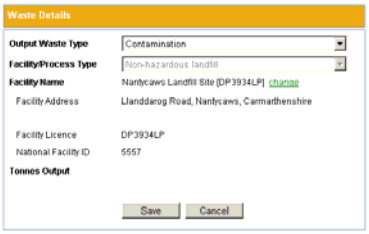
To do this select 'Contamination' as the Output Waste Type.

8. And now select '**Non-hazardous landfill**' as the **Facility/Process Type**.

You could select a variety of outputs for this contamination, such as a Residual MRF for further sorting or Incineration. You can also record the outputs of these processes by adding further sub-branches.

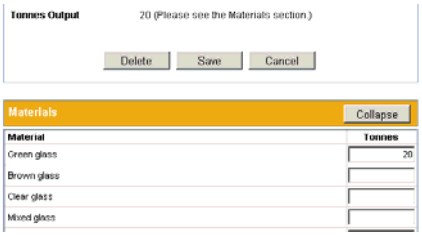


Question 100 - Growing your tree - the basics



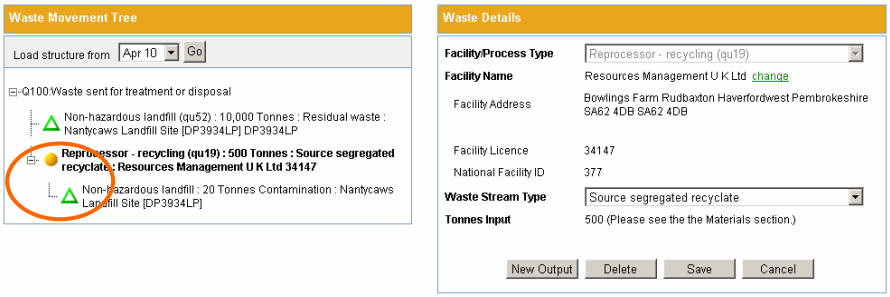
9. Again choose the name of the facility for this output. You'll notice that you cannot add to the **Tonnes Output** field, this is because it must be related to the material types entering the facility.

When you click save, you can access the materials box again, and add the rejects.



10. Add the reject against the corresponding materials and click save, the **Tonnes Output** field is now populated.

Question 100 - Growing your tree - the basics

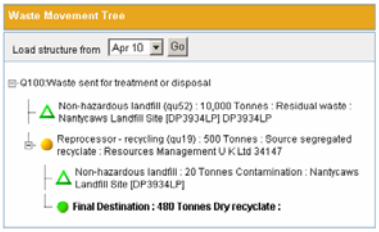


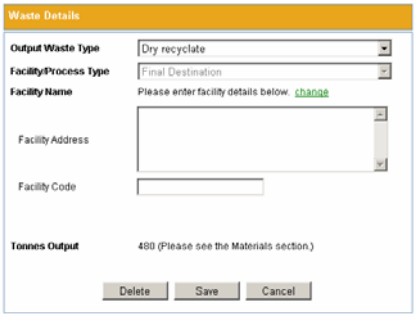
11. The symbols have now changed. However, in order for the LAS and PI reports to run, **IT IS VERY IMPORTANT** you confirm the weight that has gone for recycling, **even if it is the same as the input**.

In this example it would be the 480t not rejected.

To do this highlight the **Reprocessor** again by clicking it. And click **New Output.**

Question 100 - Growing your tree - the basics





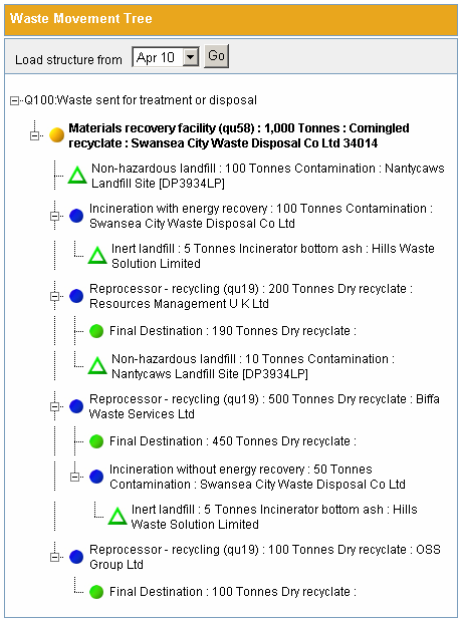
12. The **Output Waste Type** is '**Dry Recyclate**' in this case. The **Facility/Process Type** is '**Final Destination**'. You are also able to record the address if 'Other/Exempt' sites are used, if not leave blank and click **Save**.

You can now enter the material types that have been reprocessed, and click **Save**.

You now see that this Final Destination is added to the tree.

We now have an input to a reprocessor with a breakdown of what has actually been recycled and what has been rejected.

Question 100 - Growing your tree - the basics



Using these methods we can build more complex waste movements. In the example shown we have 1,000t of co-mingled waste sent to a MRF, and all the subsequent outputs and destinations of this waste.

At the top level is the MRF, with 1,000t input.

Under this we have some reject sent to landfill, with the name of the landfill.

We also have some reject sent to incineration, with the name of the incinerator and destination of any bottom ash.

Also shown are the reprocessors that recyclate is sent to, including any subsequent rejections at these facilities.

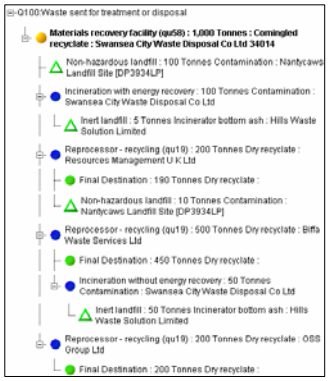
Later in the guidance are examples of how some waste movements should look in Q100.

Question 100 - Growing your tree - Tips

Mighty Oaks

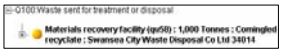
The more you use Q100 the larger it will get, so it is important to get things in a logical order, you can also use the '+' and '-' buttons to condense parts you have completed:

From this…



…to this…

…to this!



Question 100 - Growing your tree - Tips

What the nodes mean

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 reprocessor/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 reprocessor/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 WDF expects to have some sub level outputs.

Question 100 - Growing your tree - Tips

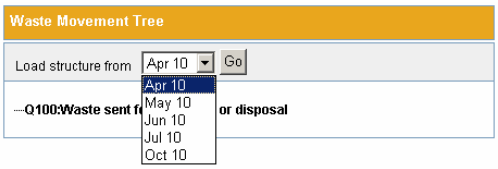
What the nodes mean

This node is designed to warn you that WDF expects an output for one of your Processes/Facilities. When it disappears, WDF is satisfied that you have added some kind of output. However, it **does not** mean the data you have added is correct or balances, this should be validated manually.

Question 100 - Growing your tree - Tips

Loading from Previous Quarters

You can load your tree structure from previous quarters by selecting a period and clicking **Go**.



This will load a replica of the tree structure from the chosen period, with all the same branches, sub branches and destinations, but without any tonnage data, you can then add this data in.

By doing this you can slowly develop your tree to incorporate all the regular movements of your waste over the months/quarters. Building the tree is the most time consuming part of Q100, but this allows a structure to be built over time

WARNING - if you load from previous periods it will overwrite anything you have already entered this period, so do this first!

Question 100 - Growing your tree - Tips

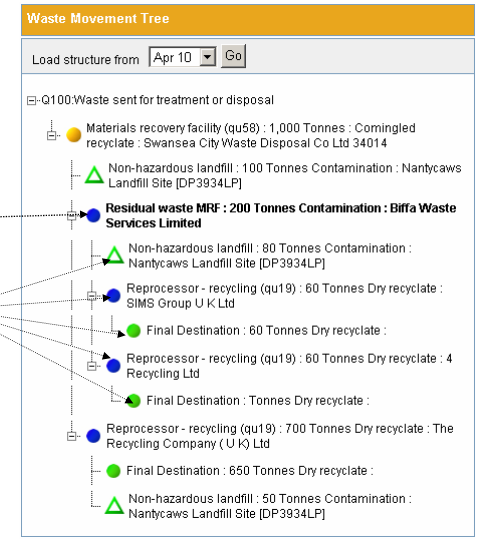
Pruning your tree

You can delete any part of your tree by clicking on it and clicking the Delete button.

Please remember! If you delete a part of your tree, all of its sub-branches will also be deleted:

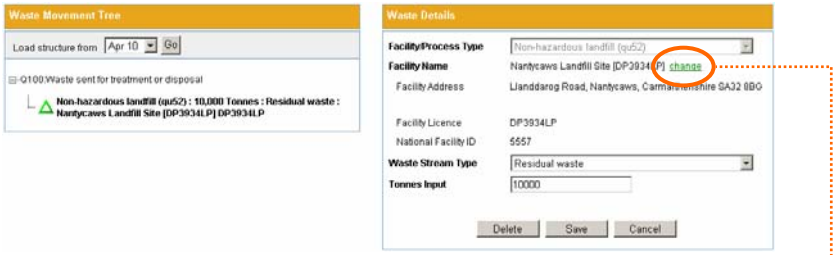
So deleting this

Will also delete all these



Question 100 - Growing your tree - Tips

Change rather than delete



You don't have to delete a facility if you are going to replace it with another of the same type.

By clicking Change, you can replace it with another facility.

This is handy if you are loading from previous quarters, but have a one-off change to a particular destination.

Question 100 - Growing your tree - Tips

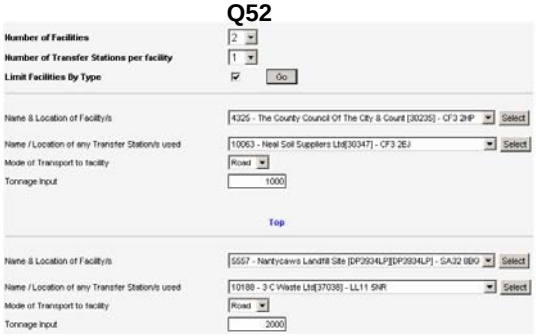
Avoiding Double Counting

Q100 runs parallel to the existing questions, meaning you can use one or the other. You can even use an existing question and its counterpart in Q100, as long as you are not entering tonnages twice:

Example 1

In this example, the same data for NonHaz Landfills has been recorded in Q52 and Q100. Data recorded in this manner **will be** double counted.

Q52



Q100

X

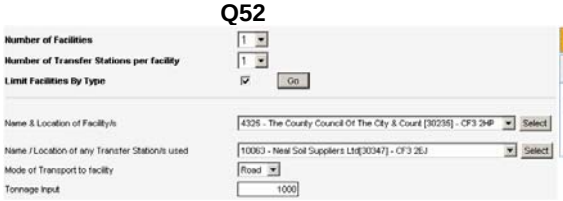
Question 100 - Growing your tree - Tips

Avoiding Double Counting

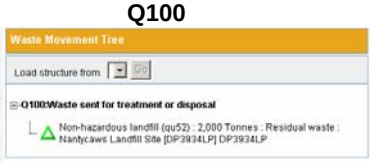
Example 2

In this example, both Question 52 and 100 have been used for NonHaz Landfills, but different data has been recorded in each, so will not be double counted.

Q52



Q100

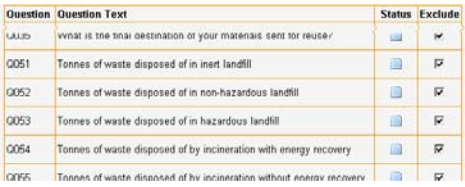


Question 100 - Rolling up your data

Rolling up your data is the same as before however there are a couple of things to note:

1. Q100 **DOES NOT** have a Question Complete box, so it is up to you to ensure you have properly finished the question.

2. As you begin to use Q100 to replace certain questions in WDF, you can exclude them in the **Data Entry** page. By doing this WDF does not expect these questions to be completed when you come to roll up your data.



Question	Question Text	Status	Exclude
Q035	What is the final destination of your materials sent for reuse?		
Q051	Tonnes of waste disposed of in inert landfill		
Q052	Tonnes of waste disposed of in non-hazardous landfill		
Q053	Tonnes of waste disposed of in hazardous landfill		
Q054	Tonnes of waste disposed of by incineration with energy recovery		
Q055	Tonnes of waste disposed of by incineration without energy recovery		

Question	Question Text	Status	Exclude
Q019	What is the final destination of your materials sent for recycling?		

3. Q19 does not have the option to exclude. If you do not use Q19, you will still have to access the question and check the **Question Complete** box.

Question 100 - Examples of Tree Structures

Included here are a selection of example tree structures that may suit certain waste movements.

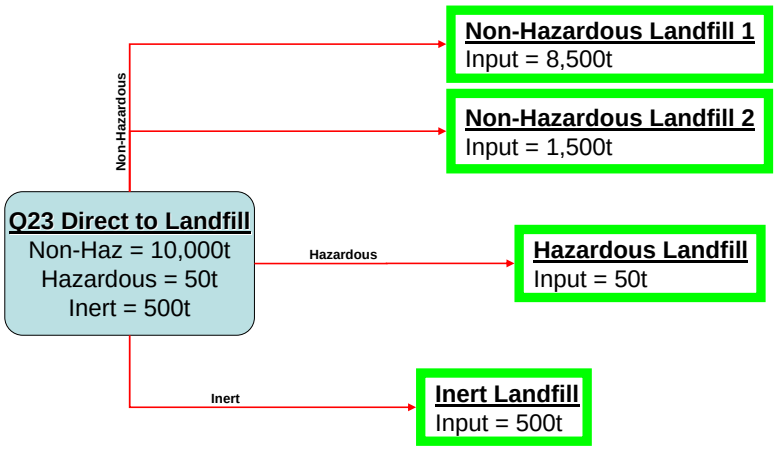
If there are any other waste movements you would like to see an example of, please contact us on the email below and we can provide these:

WasteDataFlowWales@environment-agency.wales.gov.uk

Please note the destinations selected in these example are not accurate, but just used as a guide.

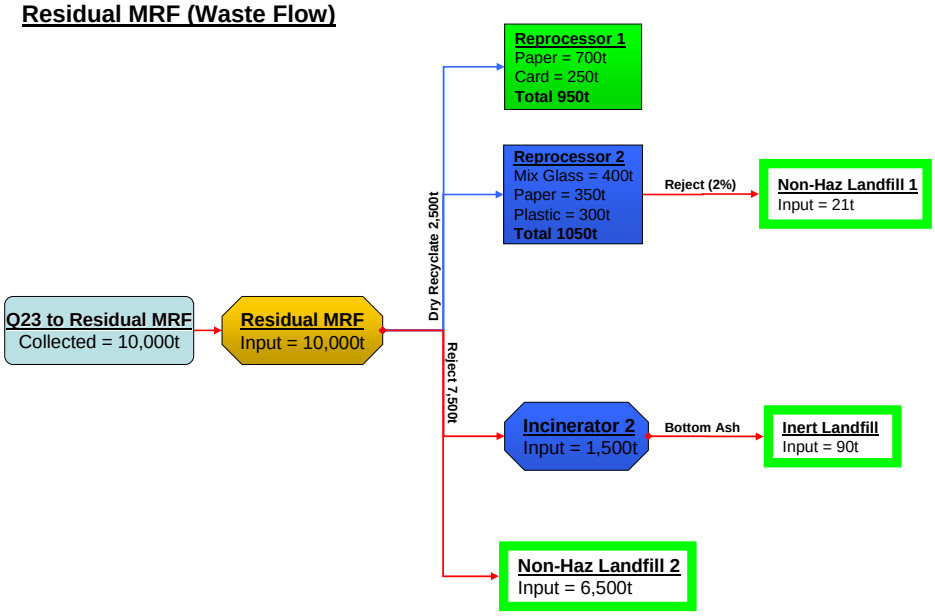
You will have to provide details of material tonnages, transfer stations etc. which are not shown in these examples.

Direct to Landfill (Waste Flow)



Direct to Landfill (Q100 Example)

Residual MRF (Waste Flow)



Residual MRF (Q100 Example)

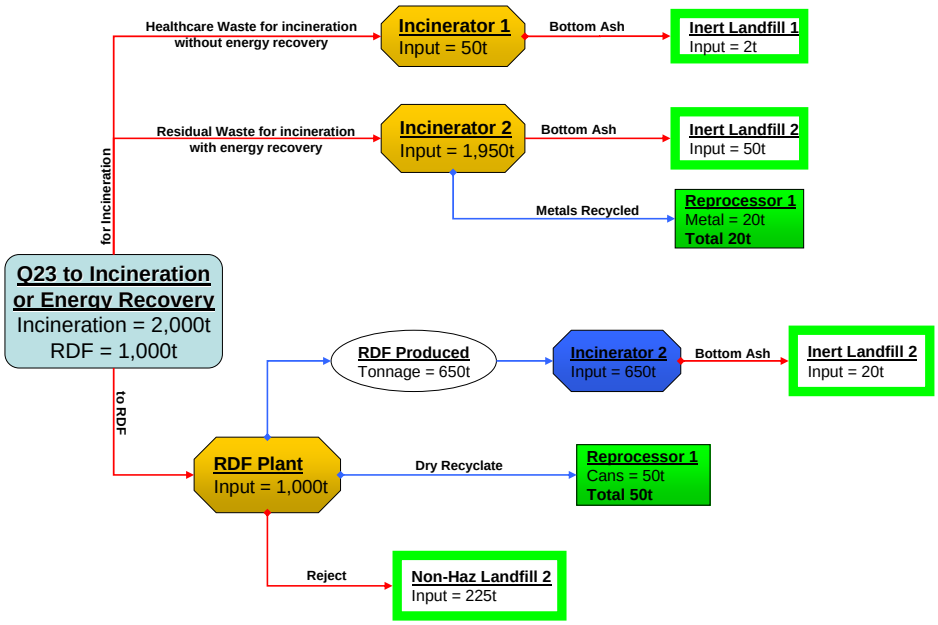
Waste Movement Tree

Load structure from [ ] Go

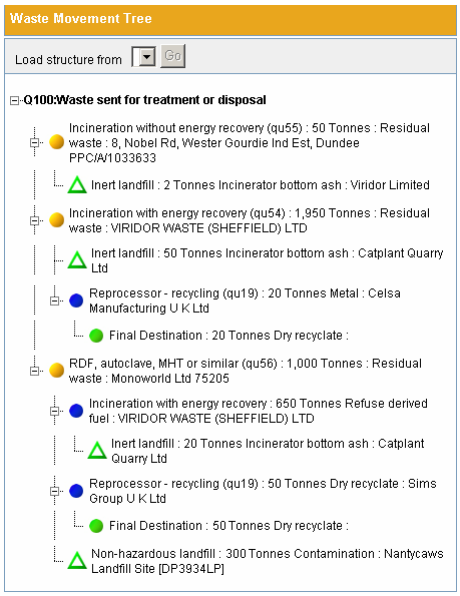
Q100:Waste sent for treatment or disposal

- Residual waste MRF (qu64) : 10,000 Tonnes : Residual waste : Morris & Co Handers Ltd 43740
  - Reprocessor - recycling (qu19) : 950 Tonnes Dry recyclate : Severnside Recycling
    - Final Destination : 950 Tonnes Dry recyclate :
  - Reprocessor - recycling (qu19) : 1,050 Tonnes Dry recyclate : The Recycling Company (U K) Ltd
    - Final Destination : 1,029 Tonnes Dry recyclate :
    - Non-hazardous landfill : 21 Tonnes Contamination : Nantycaws Landfill Site [DP3934LP]
  - Incineration with energy recovery : 1,500 Tonnes Contamination : 8, Nobel Rd, Wester Gourdie Ind Est, Dundee
    - Inert landfill : 90 Tonnes Incinerator bottom ash : Catplant Quarry Ltd
  - Non-hazardous landfill : 6,500 Tonnes Contamination : The County Council Of The City & County Of Cardiff

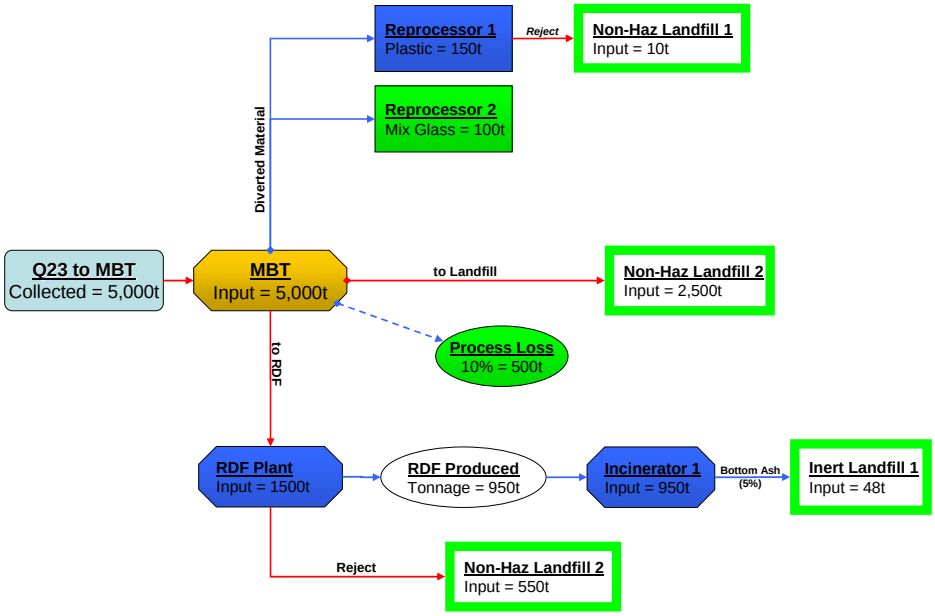
Incineration/Energy Recovery (Waste Flow)



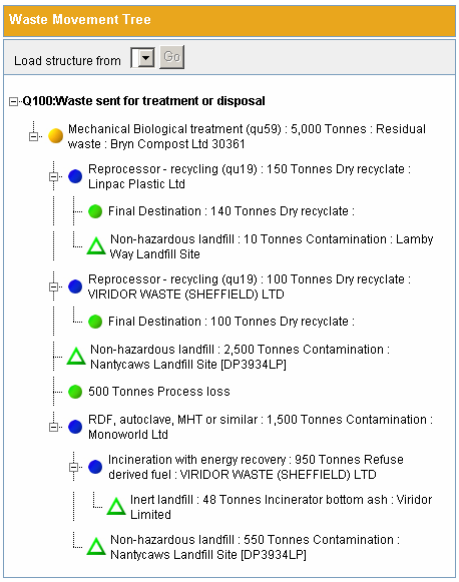
Incineration/Energy Recovery (Q100 Example)



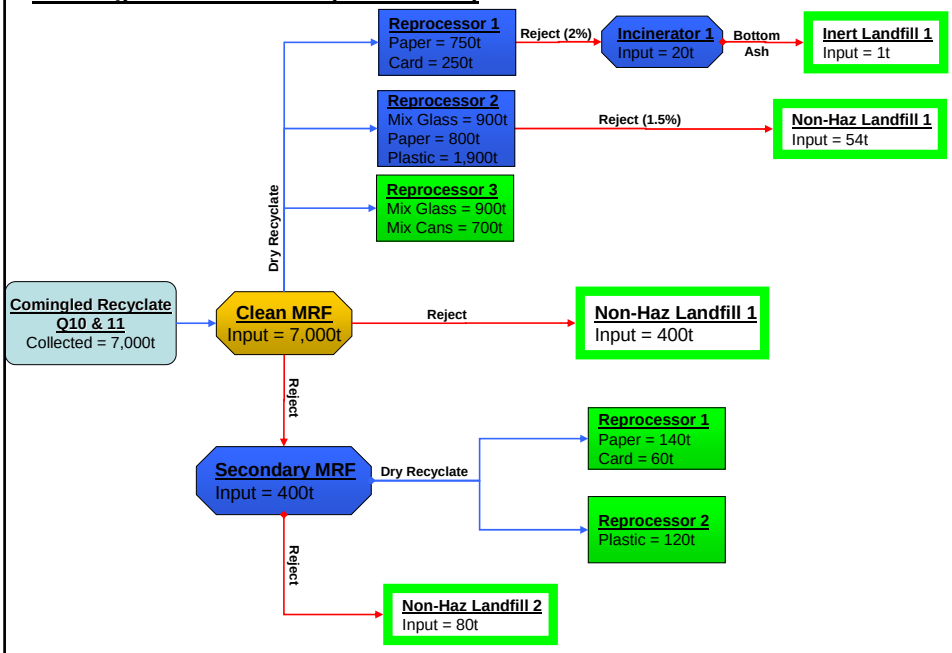
MBT (Waste Flow)



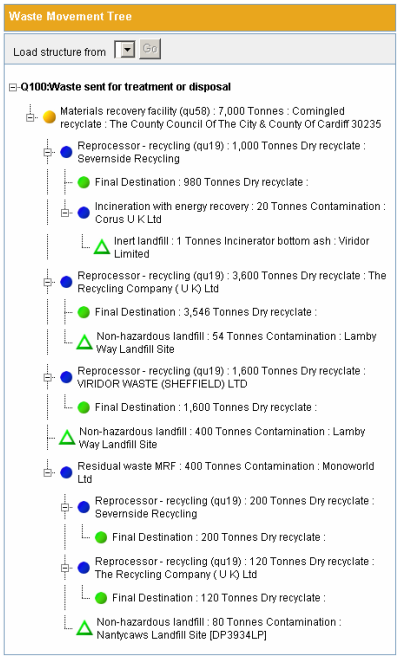
MBT (Q100 Example)



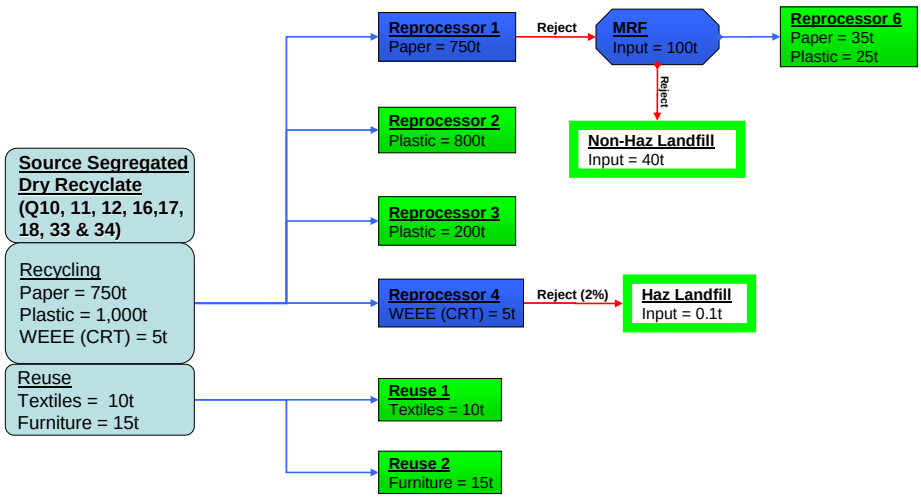
Co-mingled to Clean MRF (Waste Flow)



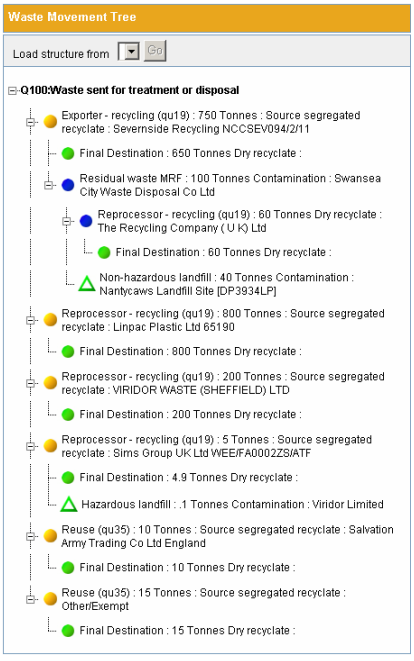
Co-mingled to Clean MRF (Q100 Example)



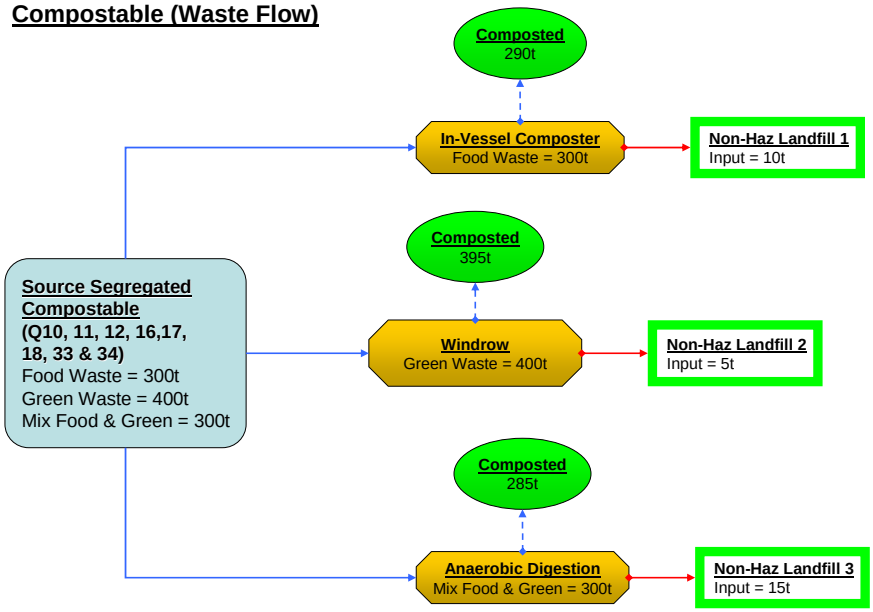
Source Segregated Dry Recyclate (Waste Flow)



Source Segregated Dry Recyclate (Q100 Example)



Compostable (Waste Flow)



Compostable (Q100 Example)

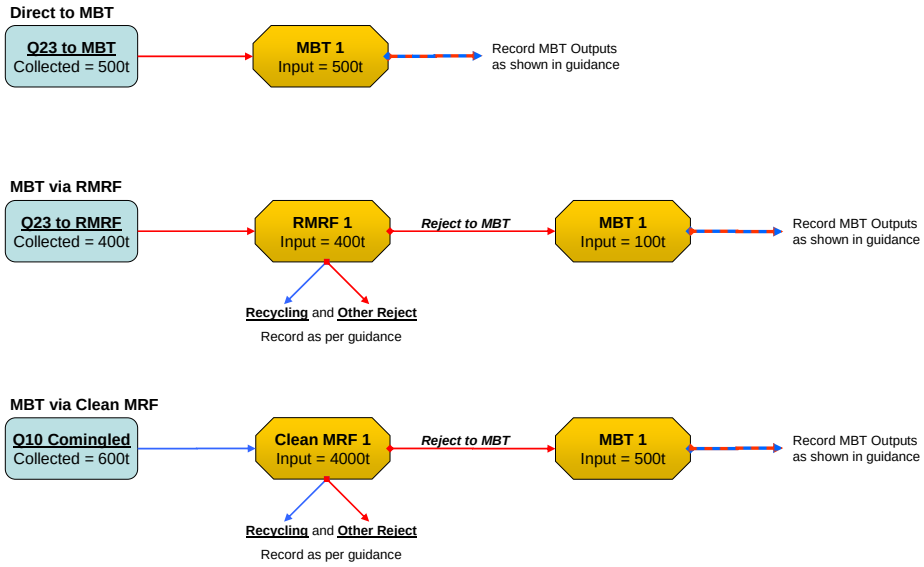
Waste Movement Tree

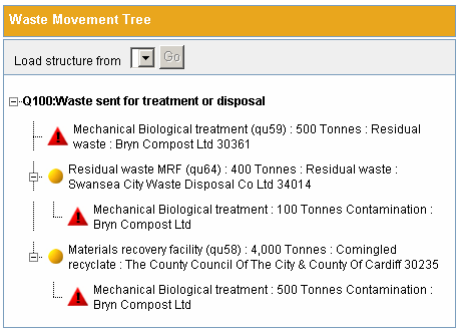
Load structure from Go

- **Q100:Waste sent for treatment or disposal**
  - In vessel composting (qu62) : 300 Tonnes : Food waste : Vital Earth (Sutton) Limited 47152
    - Final Destination : 290 Tonnes Composting :
    - Non-hazardous landfill : 10 Tonnes Contamination : Nantycaws Landfill Site [DP3934LP]
  - Windrow or other composting (qu63) : 400 Tonnes : Green waste : Bryn Compost Ltd 30361
    - Final Destination : 395 Tonnes Composting :
    - Non-hazardous landfill : 5 Tonnes Contamination : The County Council Of The City & County Of Cardiff
  - Anaerobic or Aerobic Digestion Segregated (qu61) : 300 Tonnes : Mixed green and food waste : Vital Earth (Derby) Limited 40267
    - Final Destination : 285 Tonnes Composting :
    - Non-hazardous landfill : 15 Tonnes Contamination : Viridor Limited

Complex, three streams to same MBT (Waste Flow)

Unfortunately you will have to record same MBT more than once



Complex, three streams to same MBT (Q100 Example)

Unfortunately you will have to record same MBT more than once