

User Guide for WEEE Quarterly Returns from Designated Collection Facilities

1.0 Document overview

This document sets out:

- the circumstances when a designated collection facility (DCF) has to provide information, including the regulatory background
- the deadline for returns
- how to open, complete and submit the return template for DCFs
- where to send your return
- where you can get more help.

2.0 Background

The WEEE regulations include the criteria for approval as a designated collection facility. One of the criteria is that an approved DCF will work with one or more compliance schemes to secure the collection and removal of WEEE arising at the DCF. In practice this will normally occur through a contract between the DCF and one or more compliance schemes.

If the DCF hasn't got an arrangement like this in place, it will finance the collection, delivery and treatment/recovery of the WEEE arising at the DCF and normally obtain the evidence note from the Approved Authorised Treatment Facility (AATF) or an Approved Exporter (AE).

Where the DCF pays for this work, it has to provide information to the appropriate authority. This requirement is set out in parts 5 and 6 of Schedule 9 of the regulations.

To make it easier for you to submit your report, we have generated a quarterly returns template using Microsoft Excel software.

3.0 Deadline for sending quarterly return information

The appropriate authority should receive your return by the following dates:

- **1 November 2007** - for the period between 1 July and 30 September 2007
- **1 February 2008** – for the period between 1 October and 31 December 2007.

4.0 Completing the form

4.1 Opening the return form

The return form is intended to function with Microsoft Excel. When you open it, you will be asked whether you wish to 'enable macros' within this sheet. **It is essential** that you select '**Enable**' to allow the form to function correctly. If using Windows XP or Vista you may receive a Security message alert just below the menu bar, if this occurs you should 'accept' the warning.

The first page of the return form gives some 'quick guidance' regarding its completion. To begin to complete the form click the 'Create Return' button on this page. The main body of the return form will be displayed.

4.2 Completing the return form

The form should be completed by following, in order, the steps set out below.

Relevant Authority – select the authority that issued your Waste Management Licence or Exemption i.e. Environment and Heritage Service (EHS) or Scottish Environmental Protection Agency (SEPA) or Environment Agency (EA).

WML ID – enter the Waste Management Licence or Exemption number for the facility that has been approved as a DCF. Placing the mouse cursor over the input box will activate a 'tool tip' box which shows the acceptable number formats

Return Period - Select the return period the return applies to from the drop down list provided. This is either a return quarter or in the case of the year end summary report 'Annual Summary'.

Tonnage Data - The tonnage data required is the **household WEEE** which has been separately collected at the DCF and which has been passed to either an AATF or an AE.

If your facility/site has arrangements in place to receive WEEE which is **non-household**, any tonnage data in relation to this WEEE should not be recorded in the quarterly return form.

Data must be entered in tonnes and with up to three decimal places. If you supplied to an AATF less than 1 tonne of WEEE in any category ensure that you enter the data as 0.XXX e.g. 525kg would be 0.525 and not 525

After each value is entered the values at the bottom of each column will update to show the cumulative total.

Validation - When you have completed the return form click on the 'Validate' button at the bottom of the return form. If the form contents are valid a message saying so will appear in green at the top right-hand corner. You will then be prompted to save the return form.

If the return form is invalid a message will appear in the top right-hand corner. Clicking on the validate button will generate an error message indicating the problem. You must click the 'OK' button to acknowledge this message. You will not be prompted to save the form until it is corrected and re-validated.

4.3 Saving the return form

Once validated a standard 'Save As' dialogue box will appear so that you may choose a file name and location for your completed return. Using the controls, navigate to the folder where you want to store your copy of the return form and rename the return form by typing the desired file name into the 'File Name' input box. Click the 'Save' button to save the return form. The return form will close and the guidance page will be displayed. Close the spreadsheet within Microsoft Excel to quit the returns process.

To help with our file management we recommend you use the following file name format:

- **WMLID_DDMMYYYY.xls.**

For example a DCF with the Waste Management Licence ID reference number EAWML/12345 submitting a return form to the Environment Agency on 22 January 2008 would name their return form:

- **EAWML/12345_22012008.xls.**

4.4 Saving invalid forms

An invalid form can be saved so that 'work in progress' may be saved before submission. To do this click the 'Close' button while the form is invalid (indicated by the red 'Return form is not valid' message at the top of the form). The form will display an error message indicating which area of the form is invalid. You must click the 'OK' button to acknowledge this message.

The form will then ask if you are sure that you wish to close and save the invalid form. Clicking the 'Yes' button will then show a standard 'Save As' dialogue box so that you may choose a file name and location for your completed return. Using the controls, navigate to the folder in which you wish to store your copy of the return form and rename the return form by typing the desired file name into the 'File Name' input box. Click the 'Save' button to save the return form. The return form will close and the guidance page will be displayed. Close the spreadsheet within Microsoft Excel to quit the returns process.

When you re-open the form the previously entered values will be displayed and the form will still be invalid. Complete and validate the form before submitting it to the Agency as described in sections 4.2 and 4.3.

4.5 Submitting your return form

You should submit your validated forms via e-mail to the relevant authority using the following subject header:

- **DCF Quarterly return**

If you want to submit your return another way, please call the appropriate authority to discuss (see section 5 for contact details).

The e-mail addresses for returns are:

- Environment Agency weee@environment-agency.gov.uk
- EHS Gwyneth.Evans@doeni.gov.uk

- SEPA producer.responsibility@sepa.org.uk

5.0 Getting further help

Should you require any assistance with completing the form or have any queries related to quarterly returns please contact your relevant authority as follows:

Environment Agency: phone: 08708 506 506 (National Customer Contact Centre)

e-mail: weee@environment-agency.gov.uk

EHS phone: 028 9056 9471 (Gwyneth Evans)

e-mail: Gwyneth.Evans@doeni.gov.uk

SEPA: phone: 01786 457700 (Producer Responsibility Team)

e-mail: producer.responsibility@sepa.org.uk