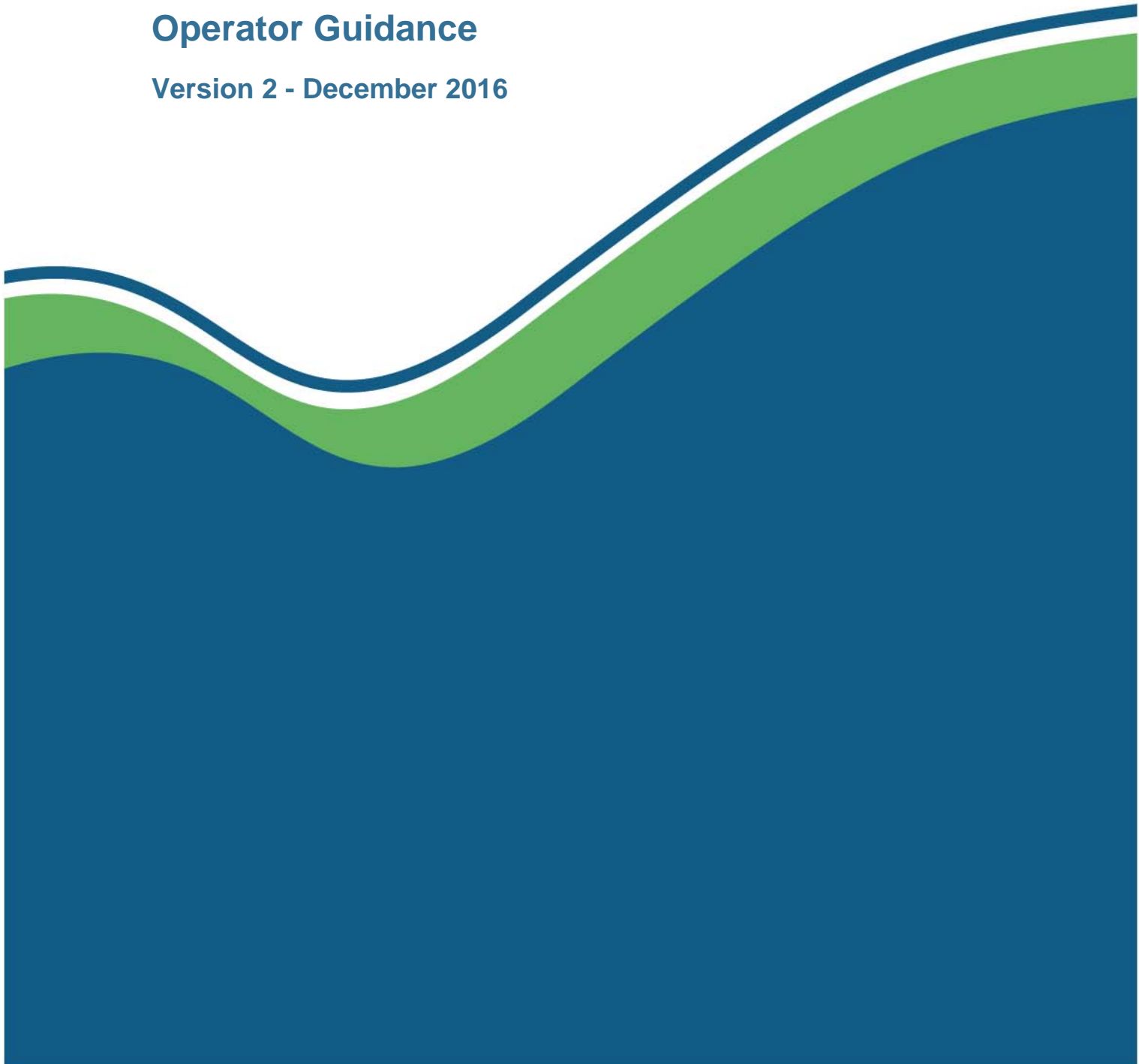




Material Recovery Facilities Recording and Reporting

Operator Guidance

Version 2 - December 2016



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1 Introduction

This guidance document is designed to assist operators in completing the Scottish Environment Protection Agency (SEPA) Sampling and Reporting at Material Recovery Facilities Return Form (MRF Return Form).

The document complements, and does not replace, existing SEPA guidance and position statements on waste. Relevant links to SEPA waste guidance and position statements can be found in the Useful Links section at the end of the document.

Note: This document and associated return form relate solely to the requirement to report under the statutory Code of Practice on Sampling and Reporting at Materials Recovery Facilities and associated condition within your licence. This does not replace the Licensed Site Returns guidance and corresponding return form, the submission of which is a separate requirement of your licence. You still have an obligation to report Licensed Site Return data separately to SEPA.

The information on Material Recovery Facility Return Form (and any paper based records associated with the sampling and recording/reporting requirements) must be retained for a minimum of four years from the date it was recorded.

1.1 Background

The collection and reporting of Material Recovery Facilities (MRF) data is a requirement set out in The Waste (Recyclate Quality) (Scotland) Regulations 2015 and the associated statutory Code of Practice on Sampling and Reporting at Materials Recovery Facilities.

The Code of Practice requires MRF operators to weigh, sample, record and report data for:

- input material in the form of mixed dry recyclable waste and separately collected dry recyclable waste received at the facility for the purposes of sorting; and,
- output material separated at the facility.

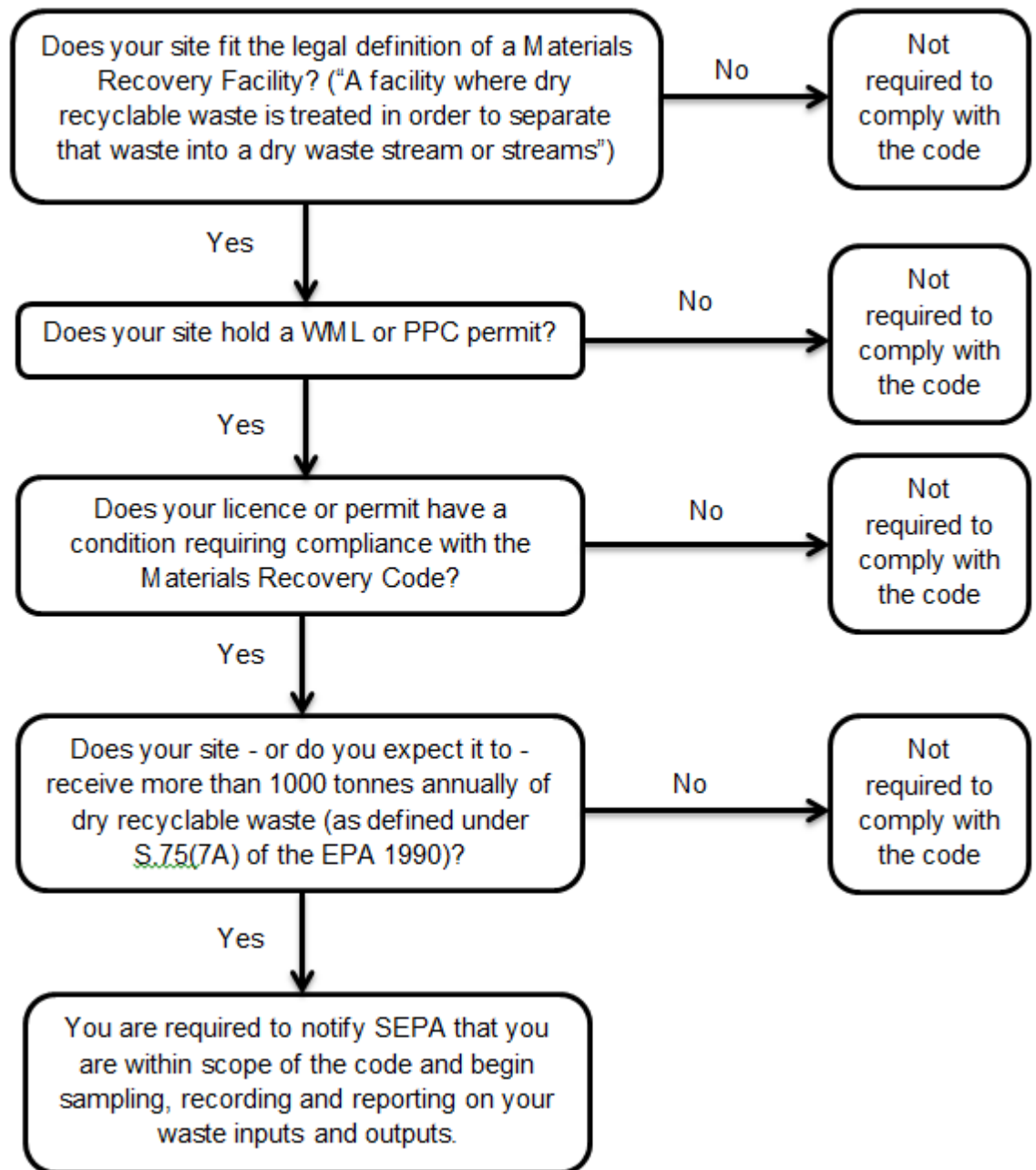
The Code of Practice sets out the requirements for sampling, including: weight, frequency, reporting periods, measurement, materials to be sampled, and the information to be recorded and reported to SEPA.

Links to relevant guidance can be found in the Useful Links section at the end of the document.

1.2 Who has to report

A MRF is required to report to SEPA if it fits the criteria detailed in the Code of Practice. The following flowchart provides further guidance:

Figure 1 Requirement to report flowchart



2 Submitting returns

The Sampling and Reporting at Materials Recovery Facilities Return Form should be submitted quarterly to SEPA. Operators are required to submit one return for each licence/permit held. The reporting periods and deadlines for submission of returns are shown in Table 1.

Table 1 Reporting periods and deadlines for submitting returns

Quarter	Reporting period	Deadline for submission to SEPA
1	1 January to 31 March	30 April
2	1 April to 30 June	31 July
3	1 July to 30 September	31 October
4	1 October to 31 December	31 January

Sending in your return after the deadline and/or submitting a return with poor, incomplete quality data constitutes a breach of your licence/permit condition and could adversely affect your compliance assessment score. Further information regarding compliance is available via the following link:

www.sepa.org.uk/about_us/what_we_do/compliance_assessment.aspx.

The Sampling and Reporting at Materials Recovery Facilities Return Form should be completed by someone who is familiar with operations, sampling and reporting regulations (Waste (Recyclate Quality) (Scotland) Regulations 2015) at your site and the classification of waste types using the European Waste Catalogue List of Waste (EWC code).

If you need to contact SEPA regarding the submission of your return please either email waste.data@sepa.org.uk, or call 01786 457700 and ask to speak with a member of the Data Unit.

This guidance is designed to be used with the Excel version of the return form. Returns should be submitted using the most recent version of the form which will be available on SEPA's website. Relevant links can be found in the Useful Links section at the end of the document.

Completed forms should be emailed to waste.data@sepa.org.uk

3 Completing the form

3.1 Entering data in the form

You can enter information in the form in three ways:

Manually

- Enter quantity data, dates and waste descriptions by keying in values. Enter all other information by selecting from the drop-down lists.
- Use the drop-down lists wherever they are available to ensure data is accurate and consistent.
- Check there are no unnecessary spaces in any of the cells in the form or blank rows.

Pasting values into the form (from your own database)

- If you are pasting data into the form, you should select the data you want to copy and paste it in the form using “Edit>Paste Special>Values” only.
- Check that the number and order of the columns in your spreadsheet match the columns with yellow headings in the form.
- The databases you are copying from should contain correct suppliers, destinations, European Waste Catalogue (EWC), management method and local authority codes.
- Check there are no unnecessary spaces in any of the cells in the form.

Using a copy from a previous return

You may find it convenient to create a copy from a previous return and amend the individual lines of data for the current reporting period. If you do this, please first check the SEPA website to ensure you are using the most up-to-date version of the tool. In addition, please ensure that you do not leave any blank cells for each line of data and that sampling data from the previously quarter is not reported twice. It is recommended that tabs such as Supplier_Details and Destination_Details remain generally unchanged across quarters, with only new suppliers and destinations being added as required.

Note: It is not acceptable, unless otherwise pre-agreed, to modify any parts of the template, or to cut and paste into new spreadsheets.

3.2 Summary of the returns form

Table 2 provides a summary of the reporting requirements associated with each section of the return form. As detailed previously, a return form should be submitted for each quarterly period stated in Table 1, therefore information contained within each return should relate only to the relevant reporting quarter. A more detailed breakdown of each section of the form is then provided.

Table 2 Summary of the Return Form

Section of form	Reporting requirements of the section
Front Sheet	General site and contact details, including confidentiality statement
Supplier Details	Each supplier from which waste is accepted
Destination Details	Each facility/company/buyer the waste is sent on to
Sample Input	Sample data relating to relevant inputs by supplier
Waste Input	Total waste inputs to site by supplier and summary of sample results by supplier
Sample Output	Sample data relating to outputs by material type
Specified Output	Total sampled waste outputs by material and summary of sample results by supplier
Waste Output	Waste sent off-site, including next/end destination information, and information on rejected and transferred waste.
Form Data	A protected tab containing reference lists used in the form. SEPA use only.

3.3 Front Sheet (Section A: Operator and Site Details)

Complete this section by choosing from the drop-down menus where available, or entering text. See screen shot below.

Screen Shot 1 - Front Sheet Operator and Site Details (1)

	A	B	C	D	E	F	G
1	SCOTTISH ENVIRONMENT PROTECTION AGENCY SAMPLING AND REPORTING AT MATERIALS RECOVERY FACILITIES RETURN FORM						
2							
3							
4	Section A: Operator and Site Details						
5							
6		Quarter		Oct - Dec			
7							
8		Year		2015			
9							
10	A.1	Site Licence/Permit Number		WML/W/9999999			
11							
12	A.2	Contact name		Joe Blogs			
13							
14	A.3	Job title		Plant Manager			
15							
16	A.4	Telephone number (Landline)		08251 653781			
17							
18	A.5	Mobile number		12345678910			
19							
20	A.6	E-mail		joe_blogs@sepa.org.uk			
21							
22	A.7	Do you use a weighbridge on site?		Yes			
23							
24		If yes, what is the percentage (%) of waste weighed?			100		
25							
26	A.8	Is this a NIL return?		No			
27							
28	A.9	Please explain how tonnages were calculated for waste that was not weighed. Include details of any assumptions made and volume to weight conversion factors used.					
29		If this is a NIL return, please explain why.					
30		All waste is weighed on site					

- Select the 'Quarter' and 'Year' from the drop-down menu of the data relevant to the data being submitted.
- A.1 Enter your Site Licence or Permit Number of the facility obligated to report data to SEPA. The correct format for your Licence/Permit number is XXX/X/1234567. It should be noted that one return form should be completed per facility.
- A.2 to A.6 Enter the contact details (Contact name, Job title, Telephone number, Mobile number and E-mail address).

The contact details should be of the person whom SEPA may contact in relation to changes in reporting requirements or for further information on reported data during the SEPA data verification process.

- A.7 If you use a weighbridge on site please select 'Yes' from the drop-down menu and the percentage of waste weighed. If no weighbridge is used, then please select 'No', there is no requirement to state that 0% was weighed.

- A.8 If no waste has been managed on-site during the quarter (no waste inputs or outputs occurring at your site); please select 'Yes' from the drop-down menu to inform SEPA that this is a nil return.
- A.9 If any waste inputs or outputs were not weighed, please detail how you calculated the tonnages for the waste inputs and outputs reported, including any conversion factors or assumptions you used. Additionally, if no waste has been managed on-site during the reporting quarter, please provide any relevant information relating to the why this situation has occurred.

Screen Shot 2 - Front Sheet Operator and Site Details (2)

	A	B	C	D	E	F	G
31	A.10 Disclosing information you provide within this return form.						
32	SEPA has a legal duty to give public access to certain environmental information. SEPA must place full particulars of your return on the public register. However, if you feel that any of the information in your return should not be made public, on the grounds of commercial confidentiality, you can apply to have the information withheld from the register.						
33	Do you wish to apply to have the next and end destination information excluded from the register on the grounds that it is commercially confidential?				No		
34	If Yes, can you explain why						
35							
36	If there is any other information in the return form which you believe should be excluded from the Register you should						
37	<ul style="list-style-type: none"> • Clearly mark it as 'confidential'. • Enclose a letter with the completed form explaining why. <p>Please note that even if information is excluded from the public register we will have to consider it for release if we receive a request under the Environmental Information (Scotland) Regulations 2004. Under those Regulations SEPA has to apply a presumption in favour of release unless there is an exception from the duty to make environmental information available. Where it has previously been determined by SEPA that information is commercially confidential then it may be considered appropriate to withhold the information. Third party feedback, referencing the earlier correspondence relating to commercial confidentiality, will be sought from operator before any decision is reached.</p>						
38							
39	A.11 Declaration - I certify this information in this return is correct						
40							
41	Form Completed by			Joe Blogs			
42	Position			Plant Manager			
43	Date			29/01/2016			
44							
45							
46							
Front Sheet / Supplier Details / Destination Details / Sample Input / Waste Input / Sample Output							

Generally, information provided to comply with licence conditions will be considered by SEPA as Public Register information, unless you request otherwise:

- A.10 If you wish to apply to have the next and end destination information excluded from the register on the grounds of commercial confidentiality, please select 'Yes' from the drop-down menu and provide an explanation of why the details are deemed confidential within the associated text box.

If there is any other information in the return form, which you believe should be excluded from the Public Register, you should:

- clearly mark it as 'Confidential'; and,
- enclose/attach a letter with the completed form explaining why.

- A.11 Please enter the details of the person responsible for certifying the accuracy of the data return.

This may or may not be the same person of the details you have provided as the 'Contact' in section A.2 of the form.

Note: The most recent version of the return form should always be used, which will be the version available on the SEPA website. There is version control information on the Front Sheet which can be checked against the version on the SEPA website, as required.

3.4 Supplier Details

Complete this section by choosing from the drop-down menus where available and entering text. See screen shot below.

Screen Shot 3 - Supplier Details

	A	B	C
1	Supplier Name	Waste type	Geographical Origin Local Authority Code (e.g. FA, Falkirk)
2	Falkirk Council	DMR	FA
3	Perth Council	DMR	PK
4	Stirling Council_1	DMR	ST
5	Stirling Council_2	Mixed cans and plastics	ST
6	Stirling Council_3	Paper - Cardboard	ST
7			

Navigation tabs: Front Sheet, **Supplier_Details**, Destination_Details, Sample_Input, Waste_Input, San

- Enter the relevant supplier/s name in Column A of the form

In relation to a batch of mixed dry recyclable waste or separately collected dry recyclable waste received at a MRF for sorting, suppliers are considered as follows:

- where that batch comprises material collected pursuant to arrangements made by a waste collection authority under section 45(1)(a) or (b) of the Environmental Protection Act 1990(a), that authority is the supplier;
- where the batch has been transferred from another MRF or group of facilities, the MRF licence or permit holder of that MRF or group of facilities from which that material was transferred is the supplier;
- in any other case, the person or organisation who collected the material or, if that person or organisation is not known, the person or organisation responsible for delivering it to the MRF is the supplier; and,
- where the batch comprises material from more than one supplier, and the proportion of that batch attributable to a particular supplier cannot accurately be ascertained, a reasonable estimate of the proportion is sufficient.

For suppliers who provide a single type of waste, then enter the supplier details in Column A of the form, as shown as an example in the screen shot above.

If one supplier provides different waste types (e.g. Dry Mixed Recycling (DMR), mixed cans and plastic, and cardboard) then separate entries for each material type should be entered for that supplier. Multiple entries for the supplier should be entered in Column A followed by a unique number for each material type. See an example of multiple waste streams from a single supplier in the screen shot above.

Note: By completing this section, the information entered in Column A will be available for selection within drop-down menus in the 'Waste_Input' and 'Sample_Input' sheets of the form.

Enter a clear, brief description of the waste type brought by the suppliers in Column B.

Note: When reporting the waste type of single waste streams under Column B use the 'Grade Output Material' description provided in the 'Form Data' tab under Column P. For example for cardboard, use 'Paper – Cardboard'.

- Select the associated geographical origin of the waste in Column C

The geographical origin of the waste should be selected from the drop-down menu for each supplier in Column C. Full descriptions of geographical areas are listed in the 'Form Data' tab of the return form and Appendix 2 of this document.

Note: If waste has originated from more than one local authority area (e.g. a large collection round covering more than one local authority area) please use the broader area waste codes starting "WSA" listed in the 'Form Data' tab.

Note: On a rolling quarterly basis, the supplier list should only be updated if new suppliers or additional waste streams are brought by an existing supplier. If a specific waste type for a supplier has not been received for the quarter, then please leave the supplier details in the list rather than renumbering the remaining supplier entries. Additionally, if no material has been received from a supplier for a quarter, please also leave this in the supplier list instead of deleting this out. This allows entries to be consistent across all time periods which then facilitates efficient data analysis.

3.5 Destination Details

Complete this section by choosing from the drop-down menus where available and entering text. See screen shot below.

Screen Shot 4 - Destination Details

	A	B	C
1	Company name- Licence / Permit number - Full Company Address Details	Material used (e.g. broker, pulped and used in paper production, smelted for using in metal products, made into pellets for using in plastic products, glass manufacturer, landfilled, further segregation/re-grading, RDF production...)	Geographical Destination Local Authority Code (e.g. FA, Falkirk)
2	Plastic company WML/X/0000000 - X Street, Town, Postcode	Plastic made into granular pellets. Pellets used to make a variety of end products	CL
3	Plastic company WML/X/0000000 - X Street, Town, Postcode	Plastic regrading and sold on to other buyers for processing.	ED
4	Paper company - X Street, Town, China	Paper mill - Paper is pulped and used in paper production	OEU
5	Mixed paper company WML/X/0000000 - X Street, Town, Postcode	Material is sorted and sold to other buyers.	NL
6	Metal company WML/X/0000000 - X Street, Town, Postcode	Material is shredded and made into ingots. Ingots are sold to be made into aluminium sheets	RE
7	RDF company WML/X/0000000 - X Street, Town, Postcode	RDF material is shredded and baled. Baled material exported to Europe to be used as an alternative fuel.	DG
8	Incinerator - X Street, Town, Holland	Incineration of RDF material	EU
9			
10	Next destinations		

- Enter the end/next destination details of relevant MRF material outputs in Column A of the form, as shown as an example in the screen shot above.

The end destination should be entered or, if this is not known, then the last known destination should be provided.

Destination is defined by the following criteria:

- The company or organisation the materials are being sent to, including but not limited to a 'Buyer'.
- A 'Buyer' is a person or organisation who has arranged to purchase output material from the MRF Licence or Permit holder, this includes but is not limited to end users and intermediaries.

The destination details must include the company name, their permit, licence or exemption number and full address (including postcode) each of them separated by hyphens to facilitate data analysis. Where the waste is being sent out with the UK, the data return must include a full address for the site destination, including postcode and, where available, licence number and/or export reference number from the exporters' annex VII or notification paperwork. If brokers are used, please report the name of the destination facility and the brokers' name (e.g. "waste management site X, WML/PPC... (via broker Y, CB/UP...)").

Note: By completing this section, the information entered in Column A will be available for selection within a drop-down menu in the 'Waste_Output' sheet of the form.

- Enter the material use in Column B of the form, as shown as an example in the screen shot above: Column B allows sufficient information to be provided to detail as much as is known about the material use as is possible.

If an 'end destination' is reported in Column A, enter a brief description of the use the material will be put and/or the treatment to which the material will be subjected at the end destination. If a 'next destination' is reported in Column A, enter a brief description of the treatment to which the material will be subjected at the next destination and, if known, the use and / or treatment the material will be put at the end destination (if the latter is unknown, enter 'unknown').

- Select the geographical destination of the waste from the drop-down menu, full descriptions of geographical areas are listed in the 'Form Data' tab of the return form and Appendix 2 of this guidance.

Note: Similar to the supplier details, it is recommended that the destination details should only be updated if new destinations are added. If a specific destination has not been used for the quarter, then please leave the destination details in the list instead of deleting this out. This allows entries to be consistent across all time periods which then facilitates efficient data analysis.

3.6 Sample Input

Enter data for samples of mixed or separately collected dry recyclable waste received at the facility for the purpose of sorting, sampled from each named supplier during each reporting period. Complete these sections by choosing from the drop-down menus where available, or entering text. See examples provided in the screen shots below.

Screen Shot 5 - Sample Input (1)

	A	B	C	D
	Supplier	Licence / Permit Number of sourced site	Date of Sample (00/00/0000)	Total Weight of Sample in Kg
1				
2	Forth Resource Solutions	WML/E/0000000	04/04/2016	55.4
3	Forth Resource Solutions	WML/E/0000000	14/04/2016	77.5
4	Forth Resource Solutions	WML/E/0000000	25/04/2016	95.5
5	Forth Resource Solutions	WML/E/0000000	03/05/2016	69
6	Forth Resource Solutions	WML/E/0000000	16/05/2016	80.5
7	Forth Resource Solutions	WML/E/0000000	23/05/2016	62.5
8	Forth Resource Solutions	WML/E/0000000	26/05/2016	60
9	Forth Resource Solutions	WML/E/0000000	02/06/2016	61
10	Forth Resource Solutions	WML/E/0000000	06/06/2016	61.5
11	Forth Resource Solutions	WML/E/0000000	13/06/2016	74.4
12	Forth Resource Solutions	WML/E/0000000	24/06/2016	77.5
13	Forth Resource Solutions	WML/E/0000000	30/06/2016	60
14	Argyll & Bute Council		01/04/2016	60.93
15	Argyll & Bute Council		05/04/2016	62.43
16	Argyll & Bute Council		07/04/2016	60.37
17	Argyll & Bute Council		12/04/2016	63.14
18	Argyll & Bute Council		12/05/2016	60.62
19	Argyll & Bute Council		19/05/2016	60.58
20	Argyll & Bute Council		24/05/2016	61.86
21	Argyll & Bute Council		26/05/2016	64.05
22	Argyll & Bute Council		02/06/2016	63.16
23	Argyll & Bute Council		17/06/2016	60.75
24				

Front Sheet Supplier_Details Destination_Details **Sample Input** Waste_Input

- In Column A, select the supplier of the sample data to be entered from the drop-down menu (this list is populated with the information you have provided in the 'Supplier_Details' sheet of the form).
- Suppliers may send waste to the MRF from more than one facility. Enter the Licence / Permit Number or Source Site of the 'Supplier'. Leave blank if the waste comes directly from a waste collection round.
- Enter the date of when the sample was taken. This must be in the format of "dd/mm/yyyy".
- Enter the total weight of the waste being sampled. The weight must be reported in kilograms and rounded to 2 decimal places.

Screen Shot 6 - Sample Input (2)

	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
	Plastic Target in Kg	Plastic Non-Target in Kg	Glass Target in Kg	Glass Non-Target in Kg	Paper Target in Kg	Paper Non-Target in Kg	Cardboard Target in Kg	Cardboard Non-Target in Kg	Metals Target in Kg	Metals Non-Target in Kg	Other Target in Kg	Other Non-Target in Kg (food trays, electrical equipment)	Fragments Total in Kg	Non-Recyclable Material in Kg
1														
2	7.66	3.62	0	0.18	37.71	0.27	12.42	0.36	3.21	0.41	0	0.41	1.33	3.69
3	6.23	4.89	0	0.22	32.81	0.21	12.44	0.55	3.07	1.26	0	0.41	1.5	2.94
4	7.18	3.92	0	0	34.44	0.62	11.82	1.03	3.94	0.16	0	0.57	2	3.47
5	5.63	4.97	0	0.31	35.37	0.25	15.03	0.29	2.94	0.51	0	1.71	1.17	4.01
6	5.23	4.81	0	0.29	34.61	0.29	13.09	0.32	2.65	0.44	0	1.62	1.08	3.62
7	5.12	2.94	0	0.51	31.92	0.81	15.59	0.62	2.92	0.34	0	1.28	1.35	3.27
8	5.41	3.07	0	0.72	32.74	0.91	11.26	0.52	2.82	0.47	0	1.92	1.5	3.29
9	5.48	3.01	0	1.84	28.28	0	11.22	0.18	2.07	0	0	3.35	2.13	3.64
10	6.39	0	0	1.04	23.8	0	11.78	0	2.8	0	0	4.87	0	13.83
11	4.21	0.64	0	0.43	25	0	8.27	0	2.56	0	0	10.66	1.35	6.9
12														

The composition of a sample is determined by reference to:

- the types of target material, non-target material, and non-recyclable material that is contained in the sample; and
- the weight in kilograms of each type of target material, non-target material and non-recyclable material this is so identified.

More detail on the definitions of "target", "non-target" and "non-recyclable" material is provided in Appendix 3 of this document.

Enter the quantities in kilograms, rounded to 2 decimal places, for the material types identified within the sample.

The material identified in a sample must, as a minimum, be separately identified by reference to the following types:

- Plastic
- Glass
- Paper
- Cardboard
- Metal
- Other (if other materials are identified, enter a brief description of those materials in the relevant heading of the other materials reporting columns (columns O and P))

If the sample contains material fragments, it is assumed that the proportions of target, non-target, and non-recyclable materials in the fragments are the same as the proportions of target, non-target, and non-recyclable materials in the non-fragment fraction of the sample.

Therefore, it is not expected that operators separate fragments into their relevant category (target, non-target, non-recyclable) but simply record and report the total fragments in Column Q of the form. They will then be automatically apportioned into the relevant target, non-target, and non-recyclable material fractions and populated in Columns S, T and U. See screen shot below.

Screen Shot 7 - Sample Input Fragments (Columns Q, S-U)

	Q	R	S	T	U
	Fragments Total in Kg	Non-Recyclable Material in Kg	Fragments Target in Kg	Fragments Non-Target in Kg	Fragments Non-Recyclable in Kg
1					
2	1.33	3.69	1.16	0.10	0.07
3	1.5	2.94	1.26	0.17	0.07
4	2	3.47	1.71	0.19	0.10
5	1.17	4.01	0.97	0.13	0.07
6	1.08	3.62	0.90	0.13	0.06
7	1.35	3.27	1.15	0.13	0.07
8	1.5	3.29	1.24	0.18	0.08
9	2.13	3.64	1.70	0.30	0.13
10	0	13.83	0.00	0.00	0.00
11	1.35	6.9	0.92	0.27	0.16

Note: Weight of fragments should only be entered in column Q.

Note: Column S, T and U will be filled in automatically, therefore, these columns are protected and data cannot be inserted manually.

Screen Shot 8 - Sample Input (3)

	V	W	X
	Total Quantity of Target in Kg	Total Quantity of Non-Target in Kg	Total Quantity of Non-Recyclables in Kg
1			
2	62.16	5.35	3.76
3	55.81	7.71	3.01
4	59.09	6.49	3.57
5	59.94	8.17	4.08
6	56.48	7.90	3.68
7	56.70	6.63	3.34
8	53.47	7.79	3.37
9	48.75	8.68	3.77
10	44.77	5.91	13.83
11	40.96	12.00	7.06

Supplier_Details Destination_Details **Sample_Input** Waste_In

- Columns (V-X) 'Total Quantity of Target', 'Total Quantity of Non-Target' and 'Total Quantity of Non-Recyclables' automatically calculate the totals of materials entered for each material type.
- As these columns will be filled in automatically, these columns are protected and data cannot be inserted manually.

3.7 Waste Inputs

The 'Waste_Input' tab should contain details of **all relevant waste** that has entered the MRF site during the quarter from each supplier. This can include material that has not been sorted, any rejected loads, or loads of dry recyclables which are not sorted on site but are instead transferred to another MRF for the purpose of separating it.

Complete these sections by choosing from the drop-down menus where available, or entering text. See screen shots below.

Screen Shot 9 - Waste Inputs

	A	B	C	D	E
	EWC Code Six Digit Waste Code (e.g. 15 01 06)	Description of Waste Brief description (e.g.. Co-mingled etc.)	Total Quantity in Tonnes	Management Method SO (Sent Offsite) TR (Treated On Site)	Supplier Details
1					
2	15 01 06	DMR	3769.84	TR	Stirling Council_1
3	15 01 06	DMR	129.28	TR	Perth Council
4	15 01 06	DMR	522.88	TR	Falkirk Council
5	15 01 06	Mixed cans and plastics	321	TR	Stirling Council_2
6	15 01 01	Paper - Cardboard	37.15	SO	Stirling Council_3
7	15 01 06	DMR	10	SO	Falkirk Council
8					
9					

Sample_Input **Waste_Input** Sample_Output Specified_Output Waste_Output Form Data Version control

- Select the most accurate EWC code for the type of waste you managed, from the drop-down menu

More detailed guidance on the use of EWC codes is provided in Appendix 1 of this document.

- Enter a clear, brief description of the waste

The 'Description of Waste' should clearly state what the waste is (e.g. cardboard, co-mingled with paper). The description should be used alongside EWC code guidance to determine the most accurate EWC code.

Note: When reporting the description of single stream dry recyclable outputs under Column B use the 'Grade Output Material' description provided in the 'Form Data' tab under Column P. For example for cardboard, use 'Paper – Cardboard'. This allows efficient and consistent analysis of data.

- Enter the total quantity of waste in tonnes (rounded to 2 decimal places)

If you need to calculate from another unit of measurement into tonnes, then please provide the details of any estimations or calculations in Section A.9 on the front sheet of the form.

- Select the management method of the waste from the drop-down menu

Management methods available for selection are described in Table 3.

Table 3 Management methods for waste inputs to site

Management method	Waste Inputs
TR (Treated on-site)	All waste treated on-site
SO (Sent off-site)	All waste entering and then leaving site without any kind of treatment (including simple storage and bulking up/baling of wastes)

All waste taken on-site for treatment on-site should be reported as "TR" (treated on-site).

Simple storage and bulking up / baling of already segregated wastes is not considered treatment for reporting purposes. This material should be reported in this tab with the management method of "SO" (Sent Offsite). If the facility receives waste that is deemed as a rejected load, then waste inputs would be reported as "SO" (Sent Offsite) in the Waste Input section of the form and reported in more detail in the 'Waste_Outputs' section (e.g. next destination and reason for rejection or transfer). If material is classified as being Sent Offsite, then no sampling details will be brought through for this supplier, even if samples were recovered.

- Select the supplier from the drop-down menu

For further information on supplier details refer to Section 3.4 (Supplier Details).

Screen Shot 10 – Waste Input

	F	G	H	I	J	K	L	M	N	O	P
	Total Number of Samples	Total Weight of Sample(s) in Kg	Average % of Target Plastic	Average % of Target Glass	Average % of Target Paper	Average % of Target Cardboard	Average % of Target Metal	Average % of Target Material	Standard Deviation of Target Materials	Average % of Non-Target Material	Average % of Non-Recyclable Material
1											
2	8	541	8.87%	0.00%	49.58%	19.05%	4.36%	83.75%	0.02	10.95%	5.30%
3											
4											
5											
6											

Columns (F-P) will be filled in automatically based on the information supplied in the 'Sample_Input' section. These columns are therefore protected and data cannot be inserted manually.

The information contained in these columns is populated once the supplier has been selected in Column E. It includes the following columns:

- Total Number of Sample(s) and Total Weight of Samples(s): calculates the total number of samples and weight recorded in the 'Sample_Input' sheet by supplier;
- Average percentage of target material(s): calculates the average of samples recorded in the 'Sample_Input' sheet by supplier and target material e.g. glass.
- Standard deviation of target materials: based on the average percentage of total target material(s) recorded in the 'Sample_Input' sheet by supplier. It is calculated in the form using the function "STDEV.S"
- Average percentage of 'Target', 'Non-Target' and 'Non-Recyclable' material(s): based on the average percentage of all samples recorded in the 'Sample_Input' sheet by supplier.

3.8 Sample Output

Output materials by grade of material must be sampled and be defined by the types of target, non-target and non-recyclable materials based on the purchase specification.

More detail on the definitions of "target", "non-target" and "non-recyclable" material is provided in Appendix 3 of this document.

Complete these sections by choosing from the drop-down menus where available, or entering text. See screen shot below.

Screen Shot 11 - Sample Output (1)

	A	B	C	D	E	F
	Date of Sample (00/00/0000)	Material Grade	Total Weight of Sample in Kg	Quantity of Target (excl. fragments) in Kg	Quantity of Non- Target (excl. fragments) in Kg	Quantity Non- Recyclables (excl. fragments) in Kg
1						
2	01/04/2016	Metal - Steel	18.07	17.34	0.58	0.12
3	01/04/2016	Plastic - PET Bottles Clear	24.15	22.04	1.27	0.67
4	01/04/2016	Metal - Aluminium	11.37	10.37	0.29	0.04
5	01/04/2016	Plastic - PET Bottles Mixed	22.4	21.06	0.61	0.59
6	04/04/2016	Paper - Newspapers and Magazines	54.6	49.07	3.82	1.51
7	05/04/2016	Paper - Newspapers and Magazines	54.62	47.61	2.96	3.82
8	06/04/2016	Paper - Newspapers and Magazines	57.09	52.81	2.26	1.92
9	07/04/2016	Paper - Newspapers and Magazines	51.32	46.09	3.06	1.86
10	08/04/2016	Paper - Cardboard	54.46	52.72	0.64	0.96
11	08/04/2016	Metal - Aluminium	13.94	13.02	0.62	0.22
12	08/04/2016	Metal - Steel	19.27	14.09	2.92	2.81
13	08/04/2016	Plastic - PET Bottles Mixed	20.94	18.29	1.52	1.01
14	08/04/2016	Plastic - HDPE Bottles Clear	20.85	19.47	0.92	0.59
15	08/04/2016	Plastic - PET Bottles Clear	24.69	21.28	1.82	1.47
16	11/04/2016	Paper - Newspapers and Magazines	62.01	56.43	2.87	2.5
17	12/04/2016	Paper - Newspapers and Magazines	51.42	48.02	2.29	1.06

- Enter the date of when the sample was taken. This must be in the format “dd/mm/yyyy”.
- Select the material grade from the dropdown menu e.g. Glass - Mixed, Plastic - HDPE Bottles Clear.
- Enter the total weight of the waste being sampled. The weight must be reported in kilograms and rounded to 2 decimal places.
- Enter the total weight of waste defined by ‘Target’, ‘Non-Target’ and ‘Non-Recyclable’ excluding fragments. The weight must be reported in kilograms.

If the sample contains material fragments, it is assumed that the proportions of target, non-target, and non-recyclable materials in the fragments are the same as the proportions of target, non-target, and non-recyclable materials in the non-fragment fraction of the sample.

Therefore, it is not expected that operators separate fragments into their relevant category (target, non-target, non-recyclable) but simply record and report the total fragments in Column G of the form. They will then be automatically apportioned into the relevant target, non-target, and non-recyclable material fractions and populated in Columns H, I and J. See screen shot below.

Screen Shot 12 - Sample Output Fragments (Columns G, H-J)

	G	H	I	J
	Total Quantity of Fragments in Kg	Total Quantity of Fragments Target in Kg	Total Quantity of Fragments Non-Target in Kg	Total Quantity of Fragments Non-Recyclable in Kg
1				
2	1.49	1.43	0.05	0.01
3	1.45	1.33	0.08	0.04
4	0	0.00	0.00	0.00
5	0.46	0.44	0.01	0.01
6	0.98	0.88	0.07	0.03
7	1	0.88	0.05	0.07
8	0.5	0.46	0.02	0.02
9	0.5	0.45	0.03	0.02
10	1	0.97	0.01	0.02
11	0.5	0.47	0.02	0.01
12	0.5	0.36	0.07	0.07
13	0.2	0.18	0.01	0.01
14	0.5	0.46	0.02	0.01
15	1	0.87	0.07	0.06
16	0.5	0.46	0.02	0.02
17				

Sample_Input Waste_Input Sample_Output Specified_Out

Note: Weight of fragments should only be entered in Column G.

Note: Columns H, I and J will be filled in automatically, therefore, these columns are protected and data cannot be inserted manually.

Screen Shot 13 - Sample Output (2)

	K	L	M
	Total Quantity of Target in Kg	Total Quantity of Non-Target in Kg	Total Quantity of Non-Recyclables in Kg
1			
2	18.77	0.63	0.13
3	23.37	1.35	0.71
4	10.37	0.29	0.04
5	21.50	0.62	0.60
6	49.95	3.89	1.54
7	48.49	3.01	3.89
8	53.27	2.28	1.94
9	46.54	3.09	1.88
10	53.69	0.65	0.98
11	43.49	0.64	0.03

Waste_Input Sample_Output Specified

- Columns (K-M) 'Total Quantity of Target', 'Total Quantity of Non-Target' and 'Total Quantity of 'Non-Recyclables' automatically calculates the totals of materials entered for each material type.
- As these columns will be filled in automatically, these columns are protected and data cannot be inserted manually.

3.9 Specified Output

Complete this section by entering the weight of the total quantity of specified output material during each quarter.

Screen Shot 14 - Specified Output

	A	B
	Description of Waste Specified output material	Total Quantity in Tonnes
1		
2	Metal - Aluminium	70.72
3	Metal - Steel	242.16
4	Paper - Newspapers and Magazines	3470.48
5	Paper - Cardboard	76.16
6	Plastic - HDPE Bottles Clear	112.74
7	Plastic - PET Bottles Mixed	302
8	Plastic - PET Bottles Clear	94.92
9		
10		

- Select the specified output material from the drop-down menu

Note: The specified output materials are generally the same as the sampled output materials. However, all waste streams segregated on site and subject to sampling requirements should be detailed within this tab, even if no associated samples were recovered in that quarter due to low sample volumes.

- Enter the total quantity of the specified output material. The weight must be reported in tonnes (rounded to 2 decimal places).

The weight of each specified output material refers to the actual tonnage of material segregated at the MRF within the relevant reporting quarter.

Note: This could differ from the output weight from the site reported in the 'Waste_Output' tab as this weight could be subjected to stockpiling.

Screen Shot 15 - Specified Output

	C	D	E	G	H	I	J	K	L
	Total Number of Samples	Total Weight of Sample(s) in kg	Average % of Target Material	Standard Deviation of Target Materials	Average % of Non-Target Material	Average % of Non-Recyclable Material		Material	Average % of Total Output Materials
1									
2	14	180.72	91.18%	0.04	5.69%	3.12%		Target	90.10%
3	12	228.67	76.37%	0.09	12.56%	11.07%		Non-Target	5.74%
4	53	2976.92	91.36%	0.02	5.14%	3.50%		Non-Recyclable	4.16%
5	12	646.31	95.71%	0.02	2.81%	1.48%			
6	11	244.19	90.65%	0.03	5.65%	3.70%			
7	14	305.18	90.83%	0.03	5.04%	4.12%			
8	10	231.78	90.08%	0.03	5.33%	4.59%			
9									
10									

Columns (C-L) shown in the above screen shot, will be filled in automatically, these columns are protected and data cannot be inserted manually.

The information is populated in the following columns when the specified output material has been selected in Column A of the form:

- Total Number of Sample(s) and Total Weight of Samples(s): calculates the total number of samples and weight recorded in the 'Sample_Output' tab;
- Average Percentage of Target Material, Non-target material and Non-recyclable material: calculates the average of all samples recorded by the material type and material grade e.g. Glass - Mixed, Plastic - HDPE Bottles Clear;
- Standard Deviation of Target Materials: based on the average percentage of total target material(s) recorded in the 'Sample_Output' tab by material grade; and,
- Average Percentage by Material ('Target', 'Non-Target' and 'Non-Recyclable' material(s)): based on the average percentage of all samples for all specified outputs recorded in the 'Sample Output' tab.

3.10 Waste Output

The 'Waste_Output' sheet of the form should contain details of all waste that has left your facility during the current quarter, including details of the waste destination.

During a given quarter you may take in waste but not send that waste off-site until the next quarter (sometimes referred to as "stockpiling"). For example, you take in mixed dry recyclables, sort it on-site and then store target materials for 4 months before sending it to your buyers. In this case you would report the tonnage leaving the site as a waste output in the quarter that it actually leaves the site.

Complete these sections by choosing from the drop-down menus where available, or entering text. See screen shots below.

Screen Shot 16 – Waste Output (1)

	A	B	C	D	E
1	EWC Code Six Digit Waste Code (e.g. 15 01 06)	Description of Waste Brief description (e.g. Glass - Clear, MRF rejects)	Material Type (target, non-target, non-recyclable)	Total Quantity in Tonnes	Management Method at End/Next Destination Site BT (Biological Treatment) CP (Composted) CS (Crushed and Screened) CT (Chemical Treatment) IN (Incinerated) LF (Landfilled) OT (Other Treatment) PT (Physical treatment) RC (Recycled) TF (Transferred Off Site)
2	19 12 01	Paper - Newspapers and Magazines	Target	3439.08	PT
3	19 12 01	Paper - Cardboard	Target	76.16	RC
4	19 12 04	Plastic - HDPE Bottles Mixed	Target	112.74	RC
5	19 12 04	Plastic - PET Bottles Clear	Target	1.82	TF
6	19 12 04	Plastic - PET Bottles Mixed	Target	40.14	RC
7	19 12 12	MRF rejects	Non-Recyclable	1529.25	PT
8	20 03 01	Rejected load	Non-Recyclable	4.04	LF

- Select the most accurate EWC code for the type of waste leaving the facility

More detailed guidance on the use of EWC codes is provided in Appendix 1 of this guidance.

- Enter a brief description of the waste

The 'Description of Waste' should clearly state what the waste is (e.g. MRF rejects, Rejected load). The description should be used alongside EWC code guidance to determine the most accurate EWC code. The focus should be on ensuring that the description of waste in Column B is as simple and consistent as possible. For example, if there are multiple outputs associated with MRF rejects, then please describe these all within Column B as MRF rejects and then use the Management Method in Column E to differentiate between what happens with these waste streams. This may result in multiple rows for the same material.

Note: When reporting the description of single waste streams under Column B use the 'Grade Output Material' description provided in the 'Form Data' tab under Column P. For example for cardboard, use 'Paper – Cardboard'.

- Select the material type from the drop-down menu

More detail on the definitions of "target", "non-target" and "non-recyclable" material is provided in Appendix 3 of this document.

- Enter the total quantity of waste in tonnes (rounded to 2 decimal places)

If you need to calculate from another unit of measurement into tonnes, then please provide the details of any estimations or calculations in Section A.9 on the front sheet of the form.

Screen Shot 17 – Waste Output (2)

	C	D	E	F	G	H
1	Material Type (target, non-target, non-recyclable)	Total Quantity in Tonnes	Management Method at End/Next Destination Site BT (Biological Treatment) CP (Composted) CS (Crushed and Screened) CT (Chemical Treatment) IN (Incinerated) LF (Landfilled) OT (Other Treatment) PT (Physical treatment) RC (Recycled) TF (Transferred Off Site)	End / next Destination details includes export destination	Date of Rejected / Transferred Load (00/00/0000)	Reason for Rejection / Transfer
2	Target	3439.08	PT	Paper company - WML/X/0000000 - X Street, Town, Postcode		
3	Target	76.16	RC	Paper company - X Street, Town, China		
4	Target	112.74	RC	Plastic company - WML/X/0000000 - X Street, Town, Postcode		
5	Target	1.82	TF	Plastic company - WML/X/0000000 - X Street, Town, Postcode		
6	Target	40.14	RC	Metal company - WML/X/0000000 - X Street, Town, Postcode		
7	Non-Recyclable	1529.25	PT	Secondary MRF - WML/X/0000000 - X Street, Town, Postcode		
8	Non-Recyclable	4.04	LF	Landfill - PPC/X/0000000 - X Street, Town, Postcode	04/04/2016	DMR contaminated with garden waste
9						

- Select the management method of the waste from the drop-down menu

The management methods are listed in the Table 4 below, including common examples of waste treatment to help you decide how to report.

Table 4 Management methods for waste outputs from site

Management method	Correct use in Table D
LF (Landfill)	Waste sent off-site for landfill to the destination reported in column F
IN (Incineration)	Waste sent off-site for incineration to the destination reported in column F
BT (Biological treatment)	All wastes undergoing biological treatment at the next site, e.g. anaerobic digestion, treatment of sludges
CT (Chemical treatment)	All wastes undergoing chemical treatment at the next site, e.g. neutralisation, oil regeneration
CP (Composted)	All wastes undergoing composting at the next site (including in-vessel and windrow)
CS (Crushed and screened)	All wastes crushed or screened at the next site e.g. rubble or glass into aggregate
PT (Physical treatment)	All wastes undergoing primarily physical treatment at the next site, e.g. manual or mechanical sorting of mixed waste, stripping down vehicles, de-polluting engines, fragmentising waste, mechanical biological treatment (MBT), centrifugation, autoclaving/pyrolysis
RC (Recycled)	All wastes that are recycled to a final product or end-of-waste criteria at the site reported in Column F
OT (Other treatment)	All wastes undergoing any other kind of treatment at the

Management method	Correct use in Table D
	next site not specified above
TF (Transferred off-site)	All wastes sent to a transfer station where it does not undergo treatment, or waste where the management method at the next site is not known

Note: Some management methods are ONLY relevant when final destinations are entered in Column F, these are: Landfill (LF), Incineration (IN) and Recycled (RC).

- Select the End/Next destination details from the drop-down menu

For further information on end / next destination details refer to Section 3.5 (Destination Details).

If the facility receives waste that is deemed as a rejected load or loads of dry recyclables that are not sorted on site but are instead transferred to another MRF for the purpose of separating it, the date of the rejected / transferred load and the reason for the rejected / transferred load should also be reported.

- Enter the date of the rejected / transferred load. This must be in the format of “dd/mm/yyyy”.
- Enter the reason for rejection / transfer e.g. sent to another facility for sorting.

4 How we use your information

The information collected by SEPA through the requirements of the Statutory Code of Practice will support future policy consideration of measures to further improve recycle quality.

4.1 Contacting SEPA

If you need help with completing the form or have any questions about your site returns, please contact SEPA’s Data Unit by email: waste.data@sepa.org.uk, or by telephoning 01786 457700 and asking to speak to a member of the Data Unit.

Appendix 1 - Guidance on using the European Waste Catalogue (EWC) to code waste

This section is designed to assist operators in the use of EWC codes for wastes handled at sites that sort mixed or separately collected dry recyclable waste. It will promote the consistent use of EWC codes across the waste management sector in Scotland which will help improve the quality of data recorded for regulation, policy making and reporting.

The use of EWC codes for wastes handled at sites that sort mixed or separately collected dry recyclable waste should reflect the following broad principles:

- Packaging waste (e.g. cardboard, bottles, cans, pallets) should always be coded under Chapter 15.
- Mixed dry recyclable waste treated at the site should be coded with the relevant mixed dry recyclable waste code when entering the site and the relevant Chapter 19 code when leaving the site. For example, co-mingled recyclate arriving at the site would be coded as 15 01 06. After sorting, the individual waste streams would typically be coded as: plastic bottles 19 12 04, metal cans 19 12 04, cardboard 19 12 01 and sorting residues 19 12 12.
- The composition of comingled recyclate may vary from time to time. If the intention is to collect mixed dry recyclate, e.g. to comply with the separate collection requirements of section 34 and section 45 of the Environmental Protection Act 1990 as amended by the Waste Scotland Regulations 2012, then the waste should be coded as 15 01 06. For example, the majority of the collected material may be packaging with a small amount of paper but, provided the intention is to collect mixed dry recyclate, the waste should be coded as 15 01 06. If, however, the intention is to collect segregated paper and this is contaminated with small amounts of packaging then that should be coded as 20 01 01.
- If waste has been treated at another facility, the EWC code of waste entering your facility may be coded under Chapter 19.
- If waste entering your facility has no form of treatment, the code applied for the waste entering the site would not change for the waste leaving the site.
- The description of waste associated with each EWC code should be as consistent as possible across different reporting periods.

Table 5 EWC code commonly used for inputs, for the purpose of sorting mixed dry recyclate (comingled waste) or separately collected dry recyclate

Waste type [†]	EWC code
Mixed packaging (Comingled ,e.g. glass bottles, paper, card, metal cans, plastic bottles)	15 01 06
Paper and cardboard	15 01 01
Plastic packaging (mixed plastic bottles e.g. HDPE, PET)	15 01 02
Metallic packaging (mixed metals e.g. steel, aluminium, scrap metal)	15 01 04
Glass (mixed glass e.g. clear, brown, green or aggregate)	15 01 07
Paper (segregated)	20 01 01

[†] This list is intended as a guide only; it is not a complete list and should not be relied upon as the sole means for coding.

Table 6 EWC codes commonly used for outputs after sorting mixed dry recyclate (comingled waste) or separately collected dry recyclate

Waste type [†]	EWC code
Cardboard	19 12 01
Glass	19 12 05
Metals - ferrous	19 12 02
Metals - non ferrous	19 12 03
Paper	19 12 01
Plastic	19 12 04
Sorting residues (non-hazardous)	19 12 12
Sorting residues (hazardous)	19 12 11

[†] This list is intended as a guide only; it is not a complete list and should not be relied upon as the sole means for coding.

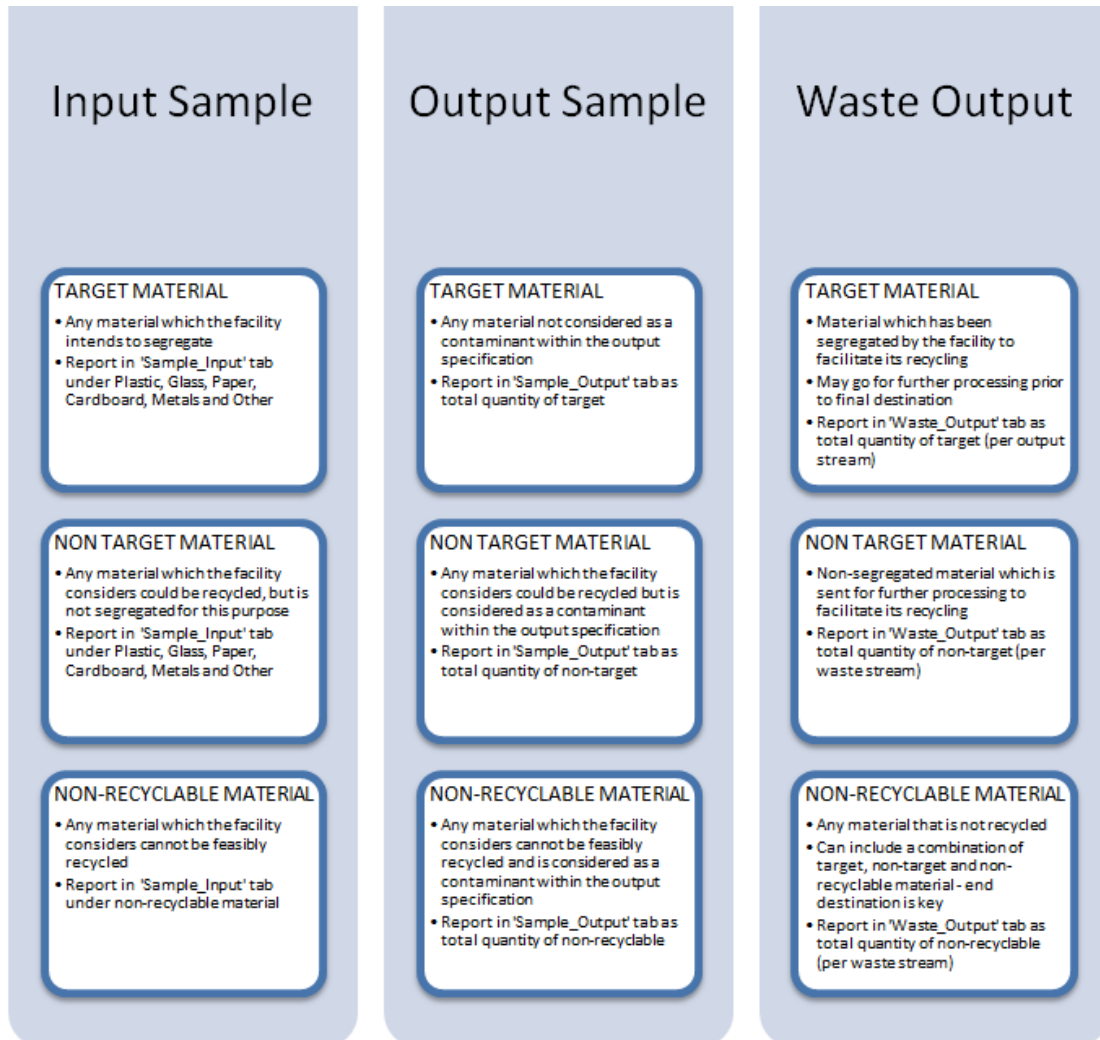
Appendix 2 - List of geographical area codes

The table below lists the geographical areas that are used to classify the **geographic origin (Waste_Input tab)** or **geographic destination (Waste_Output tab)** of waste. These classifiers can also be viewed in the 'Form Data' tab of the return form.

Code	Geographical area	Code	Geographical area
AB	Argyll and Bute	OR	Orkney Islands
AC	Aberdeen	PK	Perth and Kinross
AN	Angus	RE	Renfrewshire
AS	Aberdeenshire	SA	South Ayrshire
CE	Edinburgh	SB	Scottish Borders
CG	Glasgow	SC	Scotland
CL	Clackmannanshire	SE	South East Scotland
DC	Dundee	SH	Shetland Islands
DG	Dumfries and Galloway	SL	South Lanarkshire
EA	East Ayrshire	ST	Stirling
ED	East Dunbartonshire	SW	South West Scotland
EL	East Lothian	UK	UK
EN	England	WA	Wales
ER	East Renfrewshire	WD	West Dunbartonshire
EU	Europe (outwith UK)	WI	Western Isles
FA	Falkirk	WL	West Lothian
FI	Fife	WSA1	Orkney and Shetland
HIG	Highlands, Islands and Grampian	WSA2	Western Isles (Eilean Siar)
HL	Highland	WSA3	Highland
IN	Inverclyde	WSA4	Moray, City of Aberdeen and Aberdeenshire
ML	Midlothian	WSA5	City of Dundee, Angus and Perth and Kinross
MO	Moray	WSA6	Stirling, Clackmannanshire and Falkirk
NA	North Ayrshire	WSA7	Fife
NI	Northern Ireland	WSA8	City of Edinburgh, East and West Lothian, Midlothian and Scottish borders
NL	North Lanarkshire	WSA9	North, East and South Ayrshire, Dumfries and Galloway
OEU	Outwith Europe	WSA10	Inverclyde, Renfrew and East Renfrew, Glasgow, North and South Lanarkshire, East and West Dunbartonshire
OF	Offshore	WSA11	Argyll and Bute

Appendix 3 – Definitions of “target”, “non-target” and “non-recyclable” material

The definitions vary depending on which stage of the cycle your material is at. The following diagram sets out the criteria to follow when determining how a material should be categorised:



Useful links

Information on SEPA waste guidance and position statements can be found at <http://www.sepa.org.uk/regulations/waste/guidance/>

The Waste (Recyclate Quality) (Scotland) Regulations 2015 can be found here - http://www.legislation.gov.uk/ssi/2015/101/pdfs/ssi_20150101_en.pdf

The statutory Code of Practice on Sampling and Reporting at Materials Recovery Facilities can be found at <http://www.gov.scot/Resource/0047/00472355.pdf>

Detailed advice on material sampling can be found at: <http://www.zerowastescotland.org.uk/content/mrf-code-practice>

Further information regarding compliance is available via the following link: www.sepa.org.uk/about_us/what_we_do/compliance_assessment.aspx

This guidance is designed to be used with the Excel version of the return form. Returns should be submitted using the most recent version of the form which will be available on SEPA's website:

<http://www.sepa.org.uk/environment/waste/waste-data/guidance-and-forms-for-operators/material-recovery-facilities/>

European Waste Catalogue, also known as the European List of Waste, can be found at <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:2000D0532:20020101:EN:PDF>

Code of Practice on Sampling and Reporting at Material Recovery Facilities (The "Materials Recovery Code") - Frequently Asked Questions: <http://www.sepa.org.uk/media/219451/materials-recovery-facilities-frequently-asked-questions.pdf>