



User Guide for WEEE Quarterly Returns from Approved Authorised Treatment Facilities

1.0 Document overview

This document sets out:

- when an Approved Authorised Treatment Facility (AATF) has to provide a quarterly return, including the regulatory background
- the deadline date for returns
- how to open, complete and submit the return template for AATFs.
- where to send your return
- where you can get more help.

2.0 Background

Under the WEEE regulations, AATFs have to send reports to us every quarter. You also have to provide an aggregated summary of all the information from your quarterly reports in the final report for the year. The information required in the quarterly and annual reports relates to the amount of WEEE in each category that you have received for treatment, recovery or re-use during the compliance period. This includes information about WEEE you have issued evidence on that has been refurbished at a different site, and WEEE that you have received for treatment and will be issuing evidence on that is treated at a different site. It is an offence not to submit your reports by the deadline dates.

The “Received for Treatment” table must only include the tonnages of obligated WEEE for which you will issue evidence.

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

3.0 Deadline for sending quarterly return information

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

- **30 April** for the period between 1 January and 31 March
- **31 July** for the period between 1 April and 30 June
- **31 October** for the period between 1 July and 30 September
- **31 January** for the period between 1 October and 31 December
- **31 January** the summary return for period between 1 January and 31 December

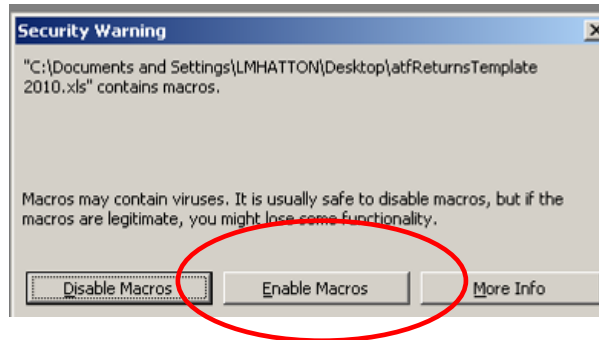
Important! these dates were revised by the amendment regulations and are now one day earlier than previously.

It is a condition of approval that you send accurate returns by the quarterly return deadline date and your approval may be at risk if you do not comply with this requirement.

4.0 Completing the form

4.1 Preparing the return form

The return form is Microsoft Excel spreadsheet. It is an “open” spreadsheet, but there are rules you must follow so that the spreadsheet will be accepted into the agencies’ WEEE IT system. When you open the return form you will be asked whether you wish to 'enable macros' within this sheet. **It is essential** that you select this tab '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.



You must enable macros to run in order for the template to work correctly.

The standard template has two worksheets. The first is a summary page and the second is the return by facility. If you are submitting a return for more than one facility you will need to copy and paste a new worksheet for each additional facility. You can re-name each worksheet in a way that will help you identify each one. You should only need to do this once, as you will be able to save the template with your own settings for future submissions.



4.2 Completing the return form

The form can be completed in any order, but make sure you complete every step.

Summary page

Reporting Year	
Reporting Period	
ATF Approval No	

Reporting Year – Select the compliance period from the pick list.

Reporting Period – Select the reporting period the data covers from the pick list provided. This could be a return quarter or the year end “Annual”.

AATF Approval Number – enter the approval number of the operator. If your approval includes a number of sites or facilities do not use the numbers for those sites.

Non-Obligated WEEE

This is a new requirement introduced by the 2010 WEEE amendment Regulations.

In the column **Non-Obligated WEEE Received** you will need to provide an estimate of the total tonnage of non-obligated WEEE that is received at your sites, broken down by category. This is UK WEEE that you cannot issue evidence on, as it has not come from a PCS or a DCF. If you receive lots of mixed loads of non-obligated WEEE we would advise you to apply the SMW or LDA or other protocol to provide your best estimate for the category breakdown.

This data is for information only, and may help the government introduce policies to capture more of this WEEE in the producer responsibility system in future. The regulations do not require you to break this data into household or non-household WEEE so you do not have to provide that information. However, we believe it would help us identify how much household WEEE is missing from the system and provide us with new information about total arisings of non-household WEEE.

Facility Returns

You must complete a separate worksheet for every AATF facility that is included on the operator approval.

Facility Approval number - Enter the approval number of the facility.

Scheme Section

You will need to complete this section for each scheme from who you receive WEEE. If a facility is receiving WEEE from more than one scheme then select the whole scheme section from **SCHEME SECTION** to **facility details country** box and paste the section in one of the next few rows below. You will need to repeat this for every scheme that has delivered WEEE to this AATF.

Scheme Approval No	
Tonnage of Evidence Issued	

Scheme Approval number Enter the approval number of the scheme that has delivered the WEEE. The format will be WEE/LLNNNNLL/SCH, (each L refers to a letter and N to a number) . You can get this number from the reference document provided or from the scheme itself.

Tonnage of Evidence Issued Enter the total tonnage of evidence that has been issued to this scheme in this quarter.

WEEE Received for Treatment	WEEE Reused as a Whole Appliance for which Evidence has been Issued	Whole WEEE Sent to Another ATF for Treatment
(tonnes)	(tonnes)	(tonnes)

The data table is laid out with categories and types in rows, and activity carried out on the WEEE in columns. Data must be entered in tonnes and up to three decimal places. If you enter 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.

Do not enter data in the **Total** boxes as these have formulae which calculate the sum of the column above.

WEEE received for treatment

This is the amount of WEEE that you have received for treatment and will be issuing evidence upon. Do not include treated WEEE or WEEE that has been treated at another AATF. Do not include any WEEE where you will not be issuing evidence to this scheme.

WEEE reused as a Whole appliance for which Evidence has been issued

This is the amount of whole WEEE that has been refurbished for reuse by you or another ATF and for which you have issued evidence. You also need to include the details of the operator and the site carrying out that reuse or refurbishment. If you did the re-use yourself you will need to enter your own site details. If you have issued evidence on behalf of a number of reuse organisations please copy and paste this column to the right hand side of the table, ensuring there are no blank columns are left between the table and the copied column. You will need a column for each reuse organisation.

Whole WEEE sent to another ATF for treatment.

This is the amount of **untreated** WEEE that you have received and which you have sent to another ATF for treatment and on which you will issue evidence of treatment. If a number of different ATFs have been used then you will need to copy and paste this column to the right of the table, ensuring that no blank columns are left. You will need a column for each ATF whole WEEE has been sent to for treatment.

Operator and facility details

Where WEEE has been sent to another ATF or reuse organisation for treatment and you will be issuing evidence you need to provide the details of the operator and the facility used.

Operator Approval No		
Operator Name		
House No/Name		
Street		
Locality		
Town		
County		
Postcode		
Country		
Facility Approval No		
Facility Name		
House No/Name		
Street		
Locality		
Town		
County		
Postcode		
Country		

Important! You no longer need to tell us about how much or to where any of the WEEE you have treated will be going.

4.3 Saving the return form

Important! If you don't have any data in the second and third column of the facilities worksheet, (WEEE reused as a Whole appliance for which Evidence has been issued or Whole WEEE sent to another ATF for treatment) you will need to delete these columns before saving your form.

Choose a file name and location for your completed return. Go to the folder where you wish to store your copy of the return form and rename the return form by typing the desired file name into the 'Save As' box. Click the '**Save**' button to save the return form. You can open and edit the spreadsheet at any time.

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

- **WEEAB1234CDATF_110122.xls**

An AATF with the approval reference number WEE/AB1234CD/ATF submitting a return form to your environment agency on 22 January 2011.

4.4 Printing the return form

If you want to print the form Select the data you want to print, and choose the **set print area** option. You can view how it will print in the **print preview** page.

4.5 How to submit your return form

You should send us your spreadsheets attached to an e-mail using the following subject header:

AATF Quarterly return

If you want to send your return another way, please call us to discuss (see section 5.2 for contact details).

The e-mail addresses for returns are:

Environment Agency weeereturns@environment-agency.gov.uk

NIEA weee@doeni.gov.uk

SEPA producer.responsibility@sepa.org.uk

5.0 Further help

Frequently Asked Questions

Q1. What do I send if I have nothing to report in a quarter?

A1. The Regulations state that it is a condition of approval that you send us a quarterly report. If you have a “nil” return you will need to send us a letter or email, with the AATF reference number(s) and a statement to say that you have nothing to report for the previous quarter. You must send this by the deadline for quarterly reports given in section 3 of this guidance.

Q2. What should I include as non-obligated WEEE?

A2. Non-obligated WEEE is any WEEE that you receive that will not have evidence issued on it as it has not come directly or on behalf of a compliance scheme. It would include WEEE that has come direct from a business end-user or WEEE that arrived at your site from third parties not involved in the WEEE system. It does not include WEEE that has arisen outside of the UK.

5.1 Contacts

If you need any help with completing the form or have any queries about quarterly returns please contact your relevant authority as follows:

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

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

NIEA phone: 028 9056 9387 (NIEA Producer Responsibility Team)

e-mail: weee@doeni.gov.uk

SEPA: phone: 01786 457700 (Producer Compliance and Waste Shipments Unit)

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