

User Guide for WEEE Quarterly Returns from Approved Exporters

1.0 Document overview

This document sets out:

- when an Approved Exporter 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 Approved Exporters
- where to send your return
- where you can get more help.

2.0 Background

Under the WEEE regulations, Approved Exporters have to send reports to the appropriate authority 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 report relates to the amount of WEEE in each category that you have exported during the compliance period. Under the regulations, it is an offence not to provide these reports.

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 must 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' about how to fill it out. To start completing the form click the 'Create Return' button on this page. This will take you to the first page of the form where you start entering information.

4.2 Completing the return form

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

Exporter ID – enter the approval reference ID issued to you by your authority i.e. Environment Agency or Environment and Heritage Service or Scottish Environmental Protection Agency. This ID will be in the format WEE/AB1234CD/EXP or WEE/AB1234CD/AE.

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 and non household WEEE** which has been exported by you **AND** on which you as an Approved Exporter will have the responsibility for issuing the evidence. This therefore excludes any WEEE that has been passed to you for export from an Approved Authorised Treatment Facility.

If you are exporting the WEEE that you are responsible for treating and subsequent recovery or recycling, enter the amount exported from the UK under the treatment columns household or non household and against the relevant category. Enter the amount of WEEE materials that are sent for recovery/recycling from the overseas treatment site under the recovered/recycled columns (household or non household).

In you are exporting the WEEE you are responsible for as whole appliances for re-use you must **only** enter the data under the re-use columns against the relevant category.

Any data about partially treated WEEE or WEEE materials or whole appliances which is being exported on behalf of an AATF must not be reported in the quarterly return. Where you are exporting such materials on behalf of an AATF you will need to provide information to that AATF about the export of this WEEE. That AATF will then include this information in their quarterly return to us.

If all the exports that you have undertaken during the period have been on behalf on an AATF you are still required to make a return to us, which will be a nil return.

Data must be entered in tonnes and with up to three decimal places. If you exported 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 total.

Validation - When you have completed the return form click on the 'Validate' button at the bottom. 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:

- **ExporterID_DDMMYYYY.xls**

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

- **WEE/AB1234CD/EXP_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:

- **AE 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

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: 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