

User Guide for WEEE Quarterly Returns from Approved Authorised Treatment Facilities

1.0 Document overview

This document sets out:

- when a 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 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 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. It is an offence not to submit your reports by the deadline dates.

You must only report the tonnages of WEEE for which you intend to issue evidence.

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

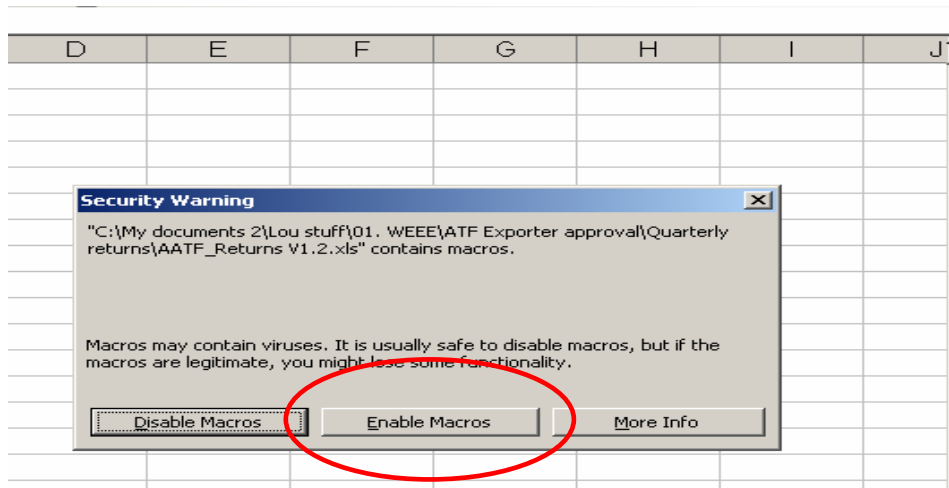
The appropriate authority must receive your return by the following dates:

- **1 May 2008** - for the period between 1 January and 31 March 2008
- **1 August 2008** – for the period between 1 April and 30 June 2008
- **1 November 2008** – for the period between 1 July and 30 September 2008-02-14
- **1 February 2009** – for the period between 1 October and 31 December 2008
- **1 February 2009** – the summary return for period between 1 January and 31 December 2008.

4.0 Completing the form

4.1 Opening the return form

The return form is Microsoft Excel format. 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 '**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 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.

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ENVIRONMENT AGENCY

1.0 AATF Return Form - Quick Guidance

1. You should complete this form only if you are the operator of AATF's
2. From the Main Menu enter your Operator Name, and the Return Period for which you are reporting, if this is for your 4th quarter return you will also be required to submit an Annual Return.
3. You should create a return for each facility you are responsible for, if there is no tonnage to report leave the field blank, but enter the ATF approval number at the top of the form.
4. The 'Validate' button will validate your form and indicate which, if any, fields require further attention.
5. 'Prev' and 'Next' will allow you to scroll through individual records, 'New' will create a new record for data entry.
6. 'View Sites' will allow you to enter information where an AATF has sent WEEE for Treatment, Reprocessor (final recycling/recovery site) or Export.
7. For each additional site WEEE has been sent to you must complete the operator and site details, either an approval number or an address must be entered.
8. On Closing or successful validation of a form, you will be prompted to save the workbook, please select an appropriate folder and choose to save your information on a regular basis to avoid data loss.
9. Click 'Create Return' below to begin completing your return.

For Help Contact:

EA: WEEE Help Line 08708 506506 or Email: weee@environment-agency.gov.uk
EHS: Gwyneth Evans 028 9056 9471 or Email: Gwyneth.Evans@doeni.gov.uk
SEPA: Producer Responsibility Team 01700 437700 or Email: producer.responsibility@sepa.org.uk

CREATE RETURN

Click the Create Return button to start entering your return data.

4.2 Completing the return form

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

AATF Name – enter the approved Operator name. If your approval includes a number of sites do not use the names of these sites, you must use the exact name that you supplied in your application for the Operator of the ATFs.

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'.

Then click on the '**view facility returns**' button. This will take you to the next page of the return. From this page you can start to enter the data for each of the sites included in your approval.

The screenshot shows a web form titled 'AATF Returns V1.2' displayed within a Microsoft Excel window. The form includes a header with logos for Environment & Heritage Service, SEPA, and Environment Agency. The main content area contains a form with the following fields and buttons:

- AATF Name :** A text input field.
- Return Period :** A dropdown menu with three options: 'July 01 - September 30 2007', 'October 01 - December 31 2007', and 'Annual 2007'. The first option is selected.
- Buttons:** 'Close Application' and 'View Facility Returns'.
- Footer:** 'For Help Contact:' followed by contact information for EA, EHS, and SEPA, and a 'CREATE RETURN' button.

Three red callout boxes with arrows point to specific elements:

- 1. Insert AATF operator name – This must be exactly the same as in your approval letter.** (Points to the AATF Name field)
- 2. Select whether return is for a specific quarter or the annual summary return** (Points to the Return Period dropdown menu)
- 3. Click on View Facility Returns to start entering your data** (Points to the View Facility Returns button)

If you have more than one ATF site included in you approval you must complete a returns page for each approved site. This is done by clicking on the '**New**' button at the bottom right-hand side of the page. Only create a new ATF page once you have completed in full the previous ATF pages.

You must create a returns page for each ATF site included in your approval. Where a site has not received any WEEE during the reporting period the only information required on that returns page will be the ATF approval reference number with the tonnage fields left blank i.e. a nil return for that site.

1. Enter the approval number of each site before entering data

2. Enter the total number of evidence notes issued in the quarter

3. Enter your tonnage of each category of WEEE received at this site and that treated in each of the boxes in the table.

You must create a return for each site in your approval

Click on NEW to enter data for other approved sites in your approval

The screenshot shows the WEEE reporting interface. At the top, there are logos for Environment & Heritage Service, SEPA, and Environment Agency. The main form includes:

- ATF Approval No: WEE/AA1234ZZ/ATF
- Evidence Notes Issued: 16
- A table for entering tonnage data:

	Received For Treatment (Tonnes)		Treated on Site (Tonnes)		For Reuse (Tonnes)	
	Household	Non-Household	Household	Non-Household	Household	Non-Household
Large Household Appliances:	5	0				
Small Household Appliances:	1	2				
IT and Telecomms Equipment:	5	4				
Consumer Equipment:						
Lighting Equipment:						
Electrical and Electronic Tools:						
Toys Leisure and Sports:						
Medical Devices:						
Monitoring and Control Instruments:						
Automatic Dispensers:						
Display Equipment:						
Cooling Appliances Containing Gas Discharge Lamps:						
Totals:	11	6	0	0	0	0

At the bottom of the form, there are buttons: DELETE, CLOSE, << PREV, 1 Of 1, NEXT >>, VALIDATE, and NEW. The 'NEW' button is circled in red.

1. ATF Approval Number – Each ATF site included in your approval will have been given an approval reference number (format will be WEE/AA1234BB/ATF). Enter this reference number.

2. Evidence Notes – Enter the actual number of evidence notes that have been raised against WEEE received at this site and which has subsequently been treated, recovered or re-used.

3. Tonnage Data - The tonnage data required is the **household and non household WEEE** which has been received by this site for treatment, recovery/recycling or re-use. Enter the tonnages under the relevant column and against the relevant WEEE category.

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.

If all the WEEE received by this site is either treated and recovered/recycled or processed for re-use on this site then you do not need to add extra pages.

If any of the WEEE is sent away from this site you need to tell us where it has been moved to. You do this by clicking on the 'view sites' button. Include any sites where you send WEEE to be refurbished for re-use as a whole appliance.

This is a close-up of the bottom section of the WEEE reporting interface. It shows the 'VIEW SITES' button circled in red, along with other navigation buttons: DELETE, CLOSE, << PREV, 1 Of 1, NEXT >>, VALIDATE, and NEW.

Clicking on the 'view sites' button will take you to a new page where you can record the tonnage of WEEE or WEEE materials that have been sent off site and where they have been sent. You will need to fill in a new page for each site you have sent WEEE or WEEE materials to during the quarter you are reporting on. If you are sending WEEE from your site as whole appliances for re-use, then this should be recorded under the site type which will be either and ATF or AATF. The tonnage should be recorded under the 'treatment' columns.

Select the type of site where the WEEE has been sent

For each site you must enter tonnages and WEEE types you have sent to those sites.

Site Type – The drop down box will allow you to pick from one of four different site types, which are ATF, AATF, Reprocessor or Exporter. Depending on which site you pick you will be required to provide various contact and reference numbers.

ATF: Operator address and site address are required. You will need to enter operator and site address even if they are the same.

AATF: Operator address and the AATF site approval reference number (format will be WEE/AA1234BB/ATF).

Exporter: Operator approval reference number and the site address of the exporter.

Reprocessor: Operator address and site address are required. You will need to enter operator and site address even if they are the same.

Tonnage data for each site – for each of the sites you have sent WEEE to, you must record against the household / non-household column and the WEEE category the tonnage of WEEE you have sent.

Validation – As you complete each page of the return form the message in the top right hand corner will indicate if the page is valid or not.

Your return form is Not Valid (Please make corrections)

Your return form is Valid

Clicking on the **validate** button will either confirm the page in valid or give an error message indicating which information is either missing or invalid.

This will show whether the return is valid or not.

An error message will show where information is incorrect or missing

Clicking the VALIDATE button will show why the form is invalid

4.3 Saving the return form or add new pages

Once validated, a standard **'Save As'** dialogue box will appear so that you may 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 '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.

If after validating a page you want to add more pages then cancel the save as dialogue box and continue adding information into the return form. As you validate further pages you will again see the save as dialogue box and have the option of saving or cancelling this and continuing with the form.

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

- **WEEAB1234CDATF_22012008.xls**

For an AATF with the approval reference number WEE/AB1234CD/ATF submitting a return form to the Environment Agency on 22 January 2008.

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 '**Your 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 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.

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 appropriate 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:

- **AATF Quarterly return**

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

The e-mail addresses for returns are:

- Environment Agency WeeeReturns@environment-agency.gov.uk
- EHS weee@ehsni.gov.uk
- SEPA producer.responsibility@sepa.org.uk

5.0 Further help

5.1 Frequently Asked Questions

Why does nothing happen when I click CREATE RETURN?

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

I can't scroll down the page.

You may need to change your screen resolution or your view settings in order to see the whole page.

5.2 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

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

e-mail: weee@ehsni.gov.uk

SEPA: phone: 01786 457700 (Producer Responsibility Team)

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