

# Waste Data Online

## Quick guide: Materials Recovery Facility annual return

The Materials Recovery Facility form is to be completed by facilities that sort recyclables, mostly from domestic recycling bins into marketable materials.

Please refer to the [Approved procedure](#) attached to the CEO notice for liable recyclers for information on how to estimate and calculate the data required to be reported in the annual return.

### Creating a draft annual return

1. Access Waste Data Online on the Department of Water and Environmental Regulation (the department) webpage at [der.wa.gov.au/your-environment/waste-data-online](http://der.wa.gov.au/your-environment/waste-data-online) and sign into your account.

Register and log in to Waste Data Online

If you are registered as the reporter, you will be responsible for creating the draft annual return before you submit it to your approver for internal approval.

2. Navigate to the home page by clicking on the  icon.

3. Click on the  button.

4. Click on the  button to create begin a new annual return.

5. The first page is the approved form for notifying the CEO of the department you are a liable person under r.18B(5) of the Waste Avoidance and Resource Recovery Regulations 2008 (WARR Regulations). Please complete the following:
  - a. Select the reporting year in the drop-down box.
  - b. Select the premises name you are entering data for in the drop-down box. The options presented will be for the premises that you are registered to report against.
  - c. Confirm the premises, reporter and approver details are correct by checking the  box. This is a mandatory field and you will not be able to proceed unless it is checked. If the details provided are not correct, you will need to contact the department at [waste.data@dwer.wa.gov.au](mailto:waste.data@dwer.wa.gov.au).

- d. Click on the  button to proceed with data entry.

### Data entry

#### 18C requirements

This page is the beginning of the approved form to submit data for the annual return under r.18C of the WARR Regulations. The requirements for liable persons are specified including details of penalties for offences provided for in r.18E of the WARR Regulations. Click on the

Next

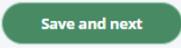
button to proceed.

### Inputs and losses

This is the screen where the quantities of waste received and processing losses during the reporting period are entered. You will not be able to proceed to the next section without completing the mandatory fields.

- Select which metric unit the data you are entering is in by clicking on the *Tonnes* or *Cubic metres* button.
- Enter in the total quantity of waste received. You are also required to report on the overall sector source and geographic source of the waste in percentage. Make sure each adds up to 100 per cent. A calculation of the total percentage entered is provided to assist.
- Enter the reprocessing losses as a percentage of total received.

- Select how the reported waste was measured in the  drop-down box.

- Click on the  button to proceed.

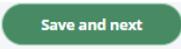
### Materials recovered

This is the page where the amount of waste materials recovered and stockpiled is entered.

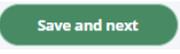
- Select which metric unit the data you are entering is in by clicking on the *Tonnes* or *Cubic metres* button. All waste material types must be entered in the same unit.
- Input data for each material type by clicking on the  button. A pop-up box will appear. You will need to select the material category and sub-category using the drop-down box. Then enter the quantity recovered in the reporting period and stockpiled at 30 June.

You will also need to enter the destination of the recovered material in percentage. Make sure it adds up to 100 per cent. A calculation of the total percentage entered is provided to assist.

Click on the  button once you have completed the pop-up form. The data entered now appears in the summary table on the Materials recovered screen. You can click on the  icon to edit or delete a product if you make a mistake.

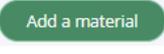
- Click on the  button to proceed.

### Additional information

The questions on this page are voluntary and are not required to be answered. Fill out this section if you want to provide answers, and click on the  button to proceed.

### Review and submit

You can review all the details you entered in the Inputs and losses and Materials recovered summary tables on this screen and lodge the report. Click on the  icon if you wish edit or

delete a material. Click on the  button if you want to add a material.

If you are a reporter, you can submit you report for internal approval by clicking on the  button. If you are an approver, click on the  button to lodge the report.