Waste Data Online

Quick guide: General recycler annual return

The General recycler form is to be completed by construction and demolition recyclers, scrap metal recyclers, mixed waste to energy premises, paper and cardboard recyclers, mixed materials recyclers and plastics recyclers.

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 and sign in to your account.

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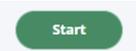
Data entry

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 button to proceed.

Material information

This is the page where details about the quantities of approved reportable waste materials received and recovered during the reporting period are entered. You will not be able to proceed to the next section without adding at least one material.

a. 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.

b. Input data for each material type by clicking on the **Add a material** button. A pop-up box will appear. You will need to select the material category and sub-category using the drop-down box.

    Enter in the quantities received and recycled for the material. The amount reprocessed is automatically calculated for you.

    You are also required to report on the sector source, geographic source and destination of the waste product in percentage. Make sure each adds up to 100 per cent. A calculation of the total percentage entered is provided to assist.

    Note that you will need to input data into all the mandatory fields denoted by the red asterisk*. An error message will appear at the top of the form if a mandatory field is missed.

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

    Repeat to enter data for each reportable waste material.

c. Select how the reported materials were measured in the drop-down box.

d. Click on the **Save and next** button to proceed.

Stockpiles

This is the page where you enter data if there were waste materials and products stockpiled at your facility at the end of the reporting period.

a. Select either *Yes* or *No* if there was stockpiled material at your facility at the end of the reporting period. If *No* is selected then you can proceed to the next page.

b. If you had stockpiled material, you will need to select which metric unit the data you are entering is in by clicking on the *Tonnes* or *Cubic metres* button.

c. Input data for each material type by clicking on the **Add a Stockpile** button. A pop-up box will appear. You will need to select the material category and sub-category using the drop-down box. Now enter in the quantity of unprocessed and/or processed material stockpiled.

    Click on the **Submit** button once you have completed the pop-up form. The data entered now appears in the summary table on the Stockpiles screen. Use the ⌄ icon if you need to edit or delete a material.

    Repeat to enter data for each reportable waste material stockpiled.

d. Select how the reported materials were measured in the drop-down box.

e. Click on the **Save and next** 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 **Save and next** button to proceed.
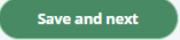
Review and submit

You can review all the details you have entered in the Materials and Stockpiles summary tables on this screen and lodge the report.

Click on the ⌄ icon if you wish to edit or delete a material. Click on the **Add a material** button or **Add a Stockpile** if you want to add a material.

If you are a reporter, you can submit your report for internal approval by clicking on the **Submit for Internal Approval** button. If you are an approver, click on the **Lodge to DWER** button to lodge the report.