

# 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.

### Material information

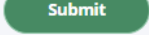

This is the page where details about the quantities of approved reportable waste materials received and recovered during the reporting period are entered. You will not be able to proceed to the next section without adding at least one material.

- 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  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.

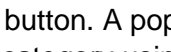
Click on the  button once you have completed the pop-up form. The data entered now appears in the summary table on the Materials information screen. You can click on the  icon to edit or delete a material from the summary table if you make a mistake.

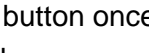

Repeat to enter data for each reportable waste material.

- c. Select how the reported materials were measured in the drop-down box.
- d. Click on the  button to proceed.

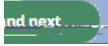

### Stockpiles

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.

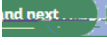

- a. Select either *Yes* or *No* if there was stockpiled material at your facility at the end of the reporting period. If *No* is selected then you can proceed to the next page.
- b. If you had stockpiled material, you will need to select which metric unit the data you are entering is in by clicking on the *Tonnes* or *Cubic metres* button.
- c. Input data for each material type by clicking on the  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  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   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 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  button or  if you want to add a material.

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