


Waste Data Online

Quick guide: E-waste service provider annual return

The e-waste service provider annual return is to be completed using the approved form in [Waste Data Online](#) by e-waste service providers as defined in regulation 11(3) of the Waste Avoidance and Resource Recovery (e-waste) Regulations 2024 (WARR e-waste Regulations).

Please refer to the [E-waste service provider reporting requirements](#) fact sheet for further information on reporting requirements.

Registering for Waste Data Online

1. To register as an e-waste service provider in Waste Data Online please email the Waste Data team at waste.data@dwer.wa.gov.au, who will provide you with a registration link.
2. Once you have completed the registration form, the details will be reviewed by DWER. You will receive an email (once your details have been verified) with a link to follow to complete your registration to log into Waste Data Online.
3. Once logged into Waste Data Online, navigate to the home page by clicking on the  icon.

Reporting roles

There are two reporting roles in Waste Data Online: a **reporter** and an **approver**.

- If you are registered as the reporter, you will be responsible for creating the draft annual return before you forward it to your approver for internal approval.
- If you are registered as the approver (normally the CEO or director), you will be responsible for reviewing the data entered by the reporter and lodging the annual return to DWER.


For smaller organisations it is not unusual for the reporter and the approver to be the same person.

Creating a draft annual return



Start an E-waste Service
Provider annual return

1. Click on the button.
2. The first page is the approved form for notifying the CEO of DWER that you are an e-waste service provider under r.11(3) of the Waste Avoidance and Resource Recovery Regulations (e-waste) 2008. On this page you will need to complete the following:

- a. Select the e-waste service provider name you are entering data for in the liable identity drop-down box. The options presented will be for the premises that you are registered to report against.
- b. Select the reporting year in the drop-down box.
- 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 email the department at waste.data@dwer.wa.gov.au.
- d. Click the  button to proceed with data entry.

Data entry

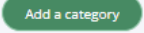

Regulation 11(3) requirements

This page is the beginning of the approved form to submit data for the annual return under r.11(3) of the WARR e-waste Regulations. The requirements for e-waste service providers are specified, including details of penalties for offences provided for in the regulations.

Click the  button to proceed.



Regulated e-waste received

This is the page is where data entry begins. Enter the amount of regulated e-waste received.

- a. Click on the  button to enter the details about regulated e-waste received during the reporting period. A pop-up box will appear. Note that you will need to enter data into all the mandatory fields marked with a red asterisk.
- b. Select regulated e-waste from the Tier 1 drop-down list.
- c. Select the relevant regulated e-waste sub-category from the Tier 2 drop-down list.
- d. Enter the total tonnes received, total residual waste produced and how much was recovered/recycled. The total amount processed will be automatically calculated.
- e. If separation was undertaken, enter the weight the tonnes of regulated e-waste against each of the separation techniques (manual dismantling, shredding or other process).
- f. If recycling was undertaken, enter the weight (in tonnes) of regulated e-waste against each of the recycling techniques (mechanical recycling, chemical recycling, smelting and refining, and reuse and refurbishment).
- g. Click on the  button once you have completed the pop-up form.
- h. Repeat these steps to enter data for each regulated e-waste category.


Regulated e-waste transferred



Enter the amount of regulated e-waste transferred on this page.

- a. *Did your premises transfer regulated e-waste during the reporting period?* Click on *Yes* or *No*. If *No* is selected, then you can proceed to the next page.
- b. If *Yes* is selected, then click on the  button and select the person the regulated e-waste was transferred to. If the person that regulated e-waste was transferred to is not on this list, please email waste.data@dwer.wa.gov.au.
- c. Enter the weight of regulated e-waste transferred (in tonnes), then click the  button.

Review and submit

This page provides an opportunity to review the data you have entered.

Click on the  icon if you wish to edit or remove a data entry for e-waste received or e-waste transferred.

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.