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 [CEO Notice for liable recyclers](#) for information about 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.

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 begin a new annual return.

18B(5) requirements

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:
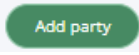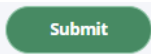
   a. Select the reporting year in the drop-down box.
   b. Select the premises name you are entering data for in the drop-down box. The options presented will be for the premises that you are registered to report against.
   c. Confirm the premises, reporter and approver details are correct by checking 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.

18C requirements

This page specifies the requirements for liable persons, including details of penalties for offences provided for in r.18E of the WARR Regulations. Click on the button to proceed.

E-waste information

This page is the approved form to determine if your premises is required to provide information relating to regulated e-waste in accordance with Regulation 11 of the Waste Avoidance and Resource Recovery (e-waste) Regulations 2024.

a. Select *Yes* or *No* if your premises is licensed under Part V of the *Environmental Protection Act 1986.* If *No* is selected, then you can proceed to the next page.

b. Select *Yes* or *No* if your premises stored, treated or processed regulated e-waste at this premises. If *No* is selected, then you can proceed to the next page.

c. Select *Yes* or *No* if your premises transferred regulated e-waste during the reporting period. If *No* is selected, then you can proceed to the next page. If "Yes" is selected continue to step d. below.

d. Click on the [Add party] button and enter the person 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

e. Enter the weight of regulated e-waste transferred (in tonnes), then click [Submit]. Please provide information on regulated e-waste received and processed on the material information page.

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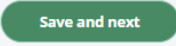
You are also required to report on the sector source, geographic source and destination of the waste product in percentages. Make sure each category adds up to 100 per cent. A calculation of the total percentage entered is provided to assist.

Note that you will need to enter data into all the mandatory fields marked with a red asterisk*. An error message will appear at the top of the form if a mandatory field is missing.

If you have selected the material category 'regulated e-waste', you will also be required to enter the weight or volume of regulated e-waste against each of the relevant separation and recycling techniques. Further information is available in the Reporting requirements of e-waste service providers fact sheet.

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. If you make a mistake, you can click on the ⌄ icon to edit or delete a material from the summary table.

Repeat to enter data for each reportable waste material.

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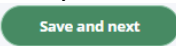
d. Click on the [Save and next] button to proceed.

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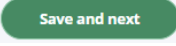
a. Select either *Yes* or *No* if there was stockpiled material at your facility at the end of the reporting period. If *No* is selected, then you can proceed to the next page.

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.

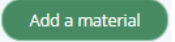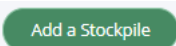Repeat to enter data for each reportable waste material stockpiled.

d. Select how the reported materials were measured in the drop-down box.
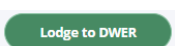
e. Click on the [Save and next] button to proceed.

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.