

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 data required to be reported in the annual return.

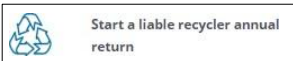
Creating a draft annual return

1. Access Waste Data Online on the Department of Water and Environmental Regulation (the department) webpage at www.wa.gov.au/service/building-utilities-and-essential-services/waste-management/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. If the details provided are not correct, you will need to contact the department at waste.data@dwer.wa.gov.au.

☒ Please confirm these details are correct before proceeding to your annual return under regulation 18C of the WARR Regulations.

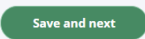
- d. Click on the  button to proceed with data entry.

18C requirements

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

E-waste information

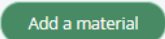
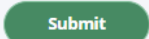
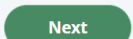
This page is the approved form to determine if your premises is required to provide information relating to regulated e-waste in accordance with Regulation 11 of the Waste Avoidance and Resource Recovery (e-waste) Regulations 2024.

- Select *Yes* or *No* if your premises is licensed underpart V of the *Environmental Protection Act 1986*. If *No* is selected, you can proceed to the next page.
- Select *Yes* or *No* if your premises stored, treated or processed regulated e-waste at this premises. If *no* is selected, you can proceed to the next page.
- 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.
- Click on the  button and select the person regulated e-waste was transferred to from the drop down list. If the person that regulated e-waste was transferred to is not on this list, please email waste.data@dwer.wa.gov.au
- Enter the weight of regulated e-waste transferred (in tonnes), then click .
- Once you have entered all required data, click the  button to proceed to the next page.

Please provide information on regulated e-waste received and processed on the material information page (pg 5).

Processing Capacity

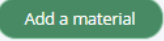
This is the page where you enter the maximum quantity (tonnes or cubic metres) of material that can be processed per year without substantial upgrades or amended approvals by waste type. You will not be able to proceed to the next section without adding at least one material.

- 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 category by clicking on the  button. A pop-up box will appear. You will need to select the material category (Tier 1) and sub-category (Tier 2) using the drop-down box.
- Enter in the annual processing capacity quantity.
- Click on the  button once you have completed the pop-up form. The data entered now appears in the summary table on the processing capacity 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 material type.
- Once you have entered all required data, click the  button to proceed to the next page.

Material information

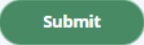
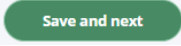
This is the page where details about the quantities of approved reportable waste materials received and recovered during the reporting period are entered. You will not be able to proceed to the next section without adding at least one material.

- 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 (Tier 1) and sub-category (Tier 2) using the drop-down box.
- c. Enter in the quantities received, contamination and residual waste losses, waste recycled (excluding waste recovered as energy), residual waste recovered as energy and non-residual waste recovered as energy for the material. Only waste to energy facilities should provide data for non-residual waste recovered as energy. The amount reprocessed is automatically calculated for you.
- d. You are required to report on the sector source, geographic source, intended destination and productive use of the final products 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.

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.

- e. 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.
- f. Repeat to enter data for each reportable waste material.
- g. Select how the reported materials were measured in the drop-down box.
- h. Click on the  button to proceed to the next page.

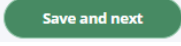
Stockpiles

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 (Tier 1) and sub-category (Tier 2) using the drop-down box. Now enter in the quantity of unprocessed and/or processed material stockpiled.

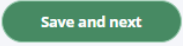
Click on the  button once you have completed the pop-up form. The data entered now appears in the summary table on the Stockpiles screen. Use the  icon if you need to edit or delete a material.

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 to the next page.

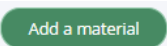
Additional information

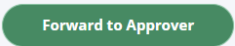
The questions on this page are voluntary and are not required to be answered. Fill out this

section if you want to provide any additional information to clarify the reported data. Click on the  button to proceed.

Review and submit

You can review all the details you have entered in the Processing capacity, Materials information, Stockpiles and E-waste transfers 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 or stockpile.

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.