

Waste Data Online

Quick guide: Organics recycler annual return

The Organics recycler form is to be completed by recyclers who convert garden waste, food waste and other organics into organic products such as mulches and soil conditioners and/or energy.

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) web page 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.

18B5 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. AORA has asked the department to collect information about product outputs and markets. This is voluntary and individual facility responses will not be provided.

Check the ☐ box if you consent to this information being shared.

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

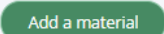
18C requirements

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 provided including details of penalties for offences provided for in r.18(E) of the WARR Regulations. Click on

the  button to proceed to the next page.

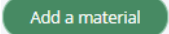
Processing Capacity

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.

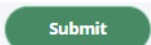
- Select which metric unit the data you are entering is in by clicking on the *Tonnes* or *Cubic metres* button. All waste material types must be entered in the same unit.
- Input data for each material category by clicking on the  button. A pop-up box will appear. You will need to select the material 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 material type.
- Once you have entered all required data, click the  button to proceed to the next page.

Inputs

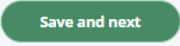
This is the page where details about the quantities of approved reportable waste materials received and recovered during the reporting period are entered. You will not be able to proceed to the next section without adding at least one material.

- 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.
- 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 the quantities of materials received, recycled (excluding waste recovered as energy), reprocessing losses if any and residual waste recovered as energy. The amount reprocessed is automatically calculated for you.
- 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.

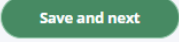
Note that you will need to input data into all the mandatory fields denoted by the red asterisk*. An error message will appear at the top of the form if a mandatory field is missed.

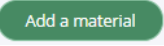
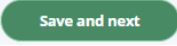
Click on the  button once you have completed the pop-up form. The data entered now appears in the summary table on the Inputs screen. You can click on the  icon to edit or remove a material from the summary table if you make a mistake.

Repeat to enter data for each reportable waste material.

- a. Select how the reported materials were measured in the drop-down box.
- b. Click on the  button to proceed to the next page.

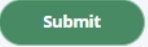
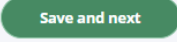
Organic outputs

The questions on this page are about the quantity of organic products sold and are voluntary. This information may be provided to AORA. If you don't wish to provide this information, click on  to proceed or follow the steps below.

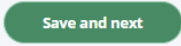
- a. If you wish to provide information, select which metric unit the data you are entering is in by clicking on the *Tonnes* or *Cubic metres* button. All waste material types must be entered in the same unit.
- b. Input data for each product type by clicking on the  button. A pop-up box will appear.
- c. You will need to select the product type using the drop-down box and enter the quantity of the product sold.
- d. Enter the percentage of recycled organic material that was in the sold product.
- e. You can also report on the markets the product was sold to in percentage. Make sure each adds up to 100 per cent. A calculation of the total percentage entered is provided to assist.
- f. Click on the  button once you have completed the pop-up form. The data entered now appears in the summary table on the Outputs screen. You can click on the  icon to edit or remove a product if you make a mistake.
- g. Repeat the above steps to enter data for each organic output material type.
- 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.

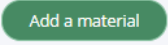
- a. Select either *Yes* or *No* if there was stockpiled material at your facility at the end of the reporting period. If *No* is selected you can proceed to the next page.
- b. If you had stockpiled material, you will need to select which metric unit the data you are entering is in by clicking on the *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.
- d. Click on the  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.
- e. Repeat to enter data for each reportable waste material stockpiled.
- f. Select how the reported materials were measured in the drop-down box.
- g. 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 answers, and click on the  button to proceed.

Review and submit

You can review your all the details entered in the Materials, Outputs and Stockpiles summary tables on this screen and lodge the report.

Click on the  icon if you wish edit or remove 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.