



# **Waste Electrical and Electronic Equipment (WEEE)**

## **Waste Management Plan** **Guidance manual for WEEE Waste Management** **Plan online submission**

**This document is for guidance only. It does not purport to be and should not be considered a legal interpretation of the legislation referred to herein. Producers are advised to refer to the relevant legislation for comprehensive information on requirements.**

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## Introduction

The purpose of this guidance document is to assist business-to-business (B2B) producers who are required to submit a three year WEEE Waste Management Plan to the EPA in part fulfilment of their producer responsibility requirements. The EPA has developed an online reporting system to assist producers in this regard. This guidance document is divided into sections, with each section corresponding to a screen on the online system.

The WEEE Waste Management Plan must be submitted to the EPA every 3 years, no later than the 31<sup>st</sup> January. This is a legal requirement, set out in Regulation 25 of the European Union (Waste Electrical and Electronic Equipment) Regulations 2014, S.I. No. 149 of 2014.

The purpose of the WEEE Waste Management Plan is to set out the method by which B2B self-complying producers manage waste electrical and electronic equipment (WEEE). This will ensure that the treatment of WEEE will be carried out in an environmentally sound manner. The plan requirements include:

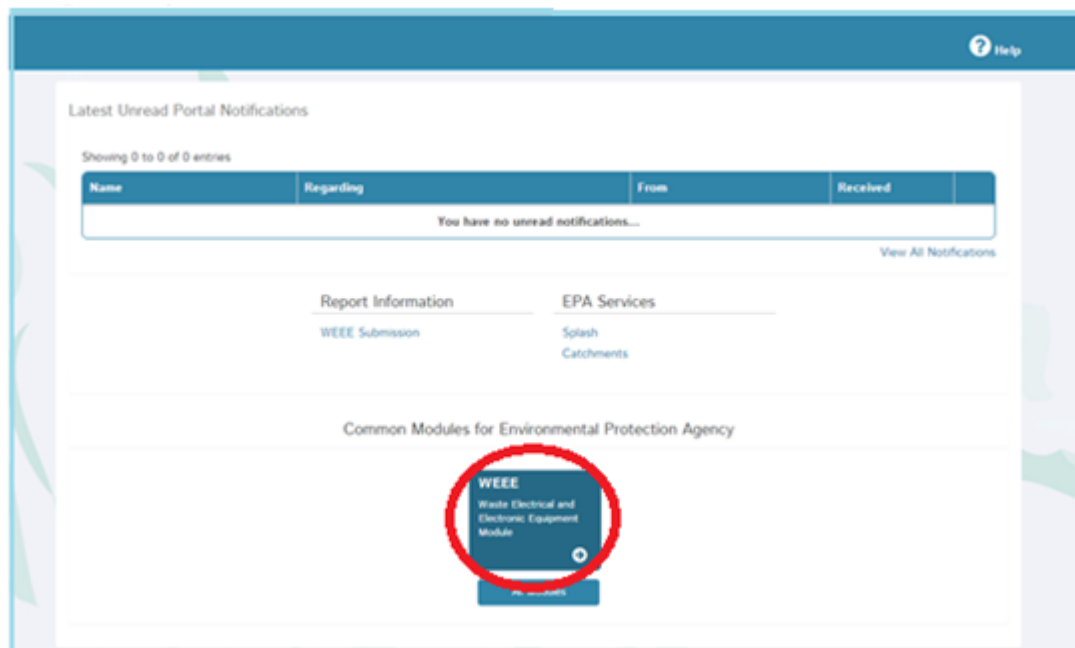
- **estimates** on the amount of waste electrical and electronic equipment (WEEE) that a company may take back over the 3 year period of the plan and;
- **estimates** on the amount of WEEE that may be prepared for reuse, recovered and/or transferred to a recovery operator.

**Please note that the WEEE Waste Management Plan requires information on waste electrical and electronic equipment (WEEE) only i.e. no information on waste batteries should be included.**

## Completion of the Plan






If you have yet to set up your new company account through the EPA's portal-EDEN (<https://www.edenireland.ie>) please download our [guidance document](#) to find out how to set up your company account on the online system. If you have an existing account already set up, please login at <https://www.edenireland.ie>, click on 'Sign-In' and once logged on click on the "WEEE Waste Electrical and Electronic Equipment Module" box (see Figure 1 below) to access the landing page (see Figure 2).

**Figure 1: WEEE Portal Access**



The landing page will default to the submission that you are currently required to make (e.g. plan or report, a plan in this case in below). If your Plan has expired, you will first have to submit your last due Report before making the Plan submission. Click "Load" to start making your submission (See Figure 2).

**Figure 2: Landing page**

Year	Submission Type	Submission Status	Download PDF
2013	Annual Waste Report	Submitted	 <a href="#">Download PDF</a>
2014	Annual Waste Report	Submitted	 <a href="#">Download PDF</a>
2015	Annual Waste Report	Submitted	 <a href="#">Download PDF</a>
2016 - 2018	3 Year Waste Plan	Submitted	 <a href="#">Download PDF</a>
2016	Annual Waste Report	NotSubmitted	 <a href="#">Download PDF</a>

**Current Submission:**

Year	Submission Type	
2016	ThreeYearWastePlan	<a href="#">Load</a>

If the landing page does not default to your next plan or report due, contact the enforcement team at [weee@epa.ie](mailto:weee@epa.ie) or 021 4860801 for further assistance. Useful links are included throughout the plan submission form which you can follow to find out more information on that section in the plan. Figure 3 below shows where the first link on screen 1 is located.

**Figure 3: Links for further information**

**Question 3. What categories of B2B Electrical and Electronic Equipment (EEE) does your company manufacture or import?**

[Click here to check out examples of each category for assistance with selecting the categories relevant to your company.](#)

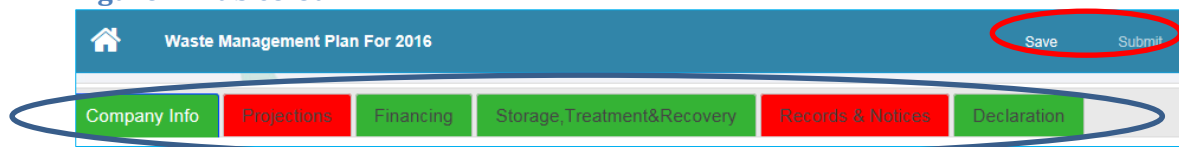
Select Yes or No for each option below, this relates to new product that your company places on the market each year.

**Categories:**

Category 1	Large household appliances	<input type="radio"/> Yes <input checked="" type="radio"/> No
Category 2	Small household appliances	<input checked="" type="radio"/> Yes <input type="radio"/> No
Category 3	IT and telecommunications equipment	<input checked="" type="radio"/> Yes <input type="radio"/> No
Category 4	Consumer equipment	<input type="radio"/> Yes <input checked="" type="radio"/> No
Category 5	Lighting equipment	<input type="radio"/> Yes <input checked="" type="radio"/> No
Category 6	Electrical and electronic tools (with the exception of large-scale industrial tools)	<input checked="" type="radio"/> Yes <input type="radio"/> No
Category 7	Toys, leisure and sports equipment	<input type="radio"/> Yes <input checked="" type="radio"/> No
Category 8	Medical devices (with the exception of all implanted and infected products)	<input type="radio"/> Yes <input checked="" type="radio"/> No
Category 9	Monitoring and control instruments	<input type="radio"/> Yes <input checked="" type="radio"/> No
Category 10	Automatic dispensers	<input type="radio"/> Yes <input checked="" type="radio"/> No

The tabs at the top of the screen will show your progress. When the tab remains red it means that some information is missing. The tab will turn green once all the necessary information has been entered (highlighted in the blue circle below in Figure 4). **Note:** the “Submit” button will remain disabled (greyed out) until all the tabs turn green (highlighted in red circle below). Please ensure that you click on the “Save” button as you go along; this means that you can work on your submission in stages and come back to it if you do not have time to complete it in one go. Bear in mind, if the online system is left idle for more than 30 minutes, you will need to log back into the system to continue with your submission. There is an autosave function (the system will save your data every 15 minutes) however it is recommended that you manually save your plan regularly to ensure no loss of data. Once a plan has been saved the EPA will be able to view your saved data however until a plan has been fully submitted the EPA cannot assess your submission.

**Figure 4: Tab colour**



## Screen 1: Company Information

[Question 1](#) requires information on your company's name, address and contact details. The "Environmental Protection Agency" is used as an example of a producer in Figure 5 below. You will also be asked for your Producer Register registration number. This is the number received from the Producer Register Limited when you applied for producer registration. This number will have one or both of the letters W/B at the end e.g. I234W. If you have not yet registered with the Producer Register Limited you can do so by contacting them at +353 (0)1 5522606 or by emailing [info@producerregister.ie](mailto:info@producerregister.ie). You can also get more information on the Producer Register Limited from their website: <http://www.producerregister.ie/>

Figure 5: Question 1 - Company Information

Question 1. Please provide your company information as requested below

Producer Register Registration Number:	<input type="text" value="1234WB"/>	Registration number as assigned by the Producer Register Ltd is in the format 1234W or 1234WB
Registered company name:	<input type="text" value="Environmental Protection Agency"/>	You must go to <a href="#">Eden Home Page</a> to edit Company Detail.
Trade name of company:	<input type="text"/>	Name the company trades under or is more commonly known
Alternate email address:	<input type="text"/>	Generic email address, in case the main person is not available
Address for correspondence:	EPA Headquarters  Johnstown Castle Estate Wexford Ireland	
Contact Email Address:	<input type="text"/>	
Primary contact person:	<input type="text"/>	Person responsible for WEEE compliance (Environmental Protection Agency).
Telephone number:	<input type="text"/>	
Fax number:	<input type="text"/>	

Information on the type(s) of electrical and electronic equipment (EEE) manufactured and/or imported by your company is required. These questions require a Yes or No answer. [Question 3](#) requires you to select the categories of EEE that your company manufactures/imports. Across from each category there is an option to select Yes or No (as circled below in Figure 6). Select “Yes” for all categories that apply to your company. Please note any categories you select as “No” will automatically be disabled (greyed out) throughout the rest of the plan. This means that only the categories which you select as “Yes” will be available for you in the rest of the plan submission form.

**Figure 6: Question 3 – Selection of EEE categories**

**Question 3. What categories of B2B Electrical and Electronic Equipment (EEE) does your company manufacture or import?**

[Click here to check out examples of each category for assistance with selecting the categories relevant to your company.](#)

Select Yes or No for each option below, this relates to new product that your company places on the market each year.

Categories:		
Category 1	Large household appliances	<input type="radio"/> Yes <input checked="" type="radio"/> No
Category 2	Small household appliances	<input checked="" type="radio"/> Yes <input type="radio"/> No
Category 3	IT and telecommunications equipment	<input checked="" type="radio"/> Yes <input type="radio"/> No
Category 4	Consumer equipment	<input type="radio"/> Yes <input checked="" type="radio"/> No
Category 5	Lighting equipment	<input type="radio"/> Yes <input checked="" type="radio"/> No
Category 6	Electrical and electronic tools (with the exception of large-scale industrial tools)	<input checked="" type="radio"/> Yes <input type="radio"/> No
Category 7	Toys, leisure and sports equipment	<input type="radio"/> Yes <input checked="" type="radio"/> No
Category 8	Medical devices (with the exception of all implanted and infected products)	<input type="radio"/> Yes <input checked="" type="radio"/> No
Category 9	Monitoring and control instruments	<input type="radio"/> Yes <input checked="" type="radio"/> No
Category 10	Automatic dispensers	<input type="radio"/> Yes <input checked="" type="radio"/> No



[Question 4](#) contains three statements. The statement that best applies to your company should be selected. If you select statement one or two then you do not need to enter an address (address boxes will remain greyed out, see Figure 7 below) however if you select the third statement then you will need to provide the distribution address (the greyed out boxes will become active upon selection of statement three - see Figure 8 below).

**Figure 7: Question 4 – Information on distribution of EEE**

Question 4. Where is the electrical and electronic equipment distributed from?

Please indicate where the equipment is distributed from by selecting the most appropriate option below

- ☒ My company distributes equipment from the same address as provided in question 1.
- ☐ The equipment imported or produced is supplied directly to the customer's premises.
- ☐ The distribution address (based in Ireland) is different from that provided in Question 1.

Only answer this question if you use another address for distribution, separate to the registered address of the company indicated under Question 1 above. Must be in the Republic of Ireland.

Distribution Address:

County: --Select County--

**Figure 8: Question 4– Information on distribution of EEE**

Question 4. Where is the electrical and electronic equipment distributed from?

Please indicate where the equipment is distributed from by selecting the most appropriate option below

- ☐ My company distributes equipment from the same address as provided in question 1.
- ☐ The equipment imported or produced is supplied directly to the customer's premises.
- ☒ The distribution address (based in Ireland) is different from that provided in Question 1.

Only answer this question if you use another address for distribution, separate to the registered address of the company indicated under Question 1 above. Must be in the Republic of Ireland.

Distribution Address:

County: --Select County--

## Screen 2: Projections

[Question 5](#) requires an estimate on the quantity of EEE that will be placed on the Irish market over the 3 year period of the plan. **Note** in Figure 9 how only certain categories are displayed - this is because categories 2, 3 and 6 were selected as “Yes” in question 3 (see Figure 6) while the other categories were selected as “No”. If you find the text boxes are not enabled after selection of the applicable WEEE Categories in Question 3 refresh your web browser.

**Figure 9: Question 5 – Weight of EEE to be placed on the market**

● Question 5. Estimate weight of B2B Electrical and Electronic Equipment (new product) that will be placed on the market of the Republic of Ireland over the next 3 years, in each of the categories listed below

**Note: If entry for a category is disabled it is because the category is not selected previously in Q3.**

**WEEE Categories:** (1 metric tonne = 1,000kg)

Category 2	Small household appliances	<input type="text"/>	Kg
Category 3	IT and telecommunications equipment	<input type="text"/>	Kg
Category 6	Electrical and electronic tools (with the exception of large-scale industrial tools)	<input type="text"/>	Kg

[Question 6](#) requires an **estimate** of the lifespan of the electrical and electronic equipment that your company places on the *Irish* market. Again the categories that were selected as “No” in Question 3 are not displayed and categories 2, 3 and 6 are available because they were selected in Question 3. Please note this question allows you to input a range indicating the lifespan of the equipment i.e. some equipment may have a lifespan between 5 to 6 years therefore in this question you will be able to show that the lifespan of the equipment is 5-6 years (see Figure 10 below). An average can be used, where necessary.

**Figure 10: Question 6 – Life span of EEE**

● Question 6. Estimated life span of Electrical and Electronic Equipment (in years) being placed on the market of the Republic of Ireland over the next 3 years.

How long will the equipment your company is placing on the market last (best estimate) before it reaches end of life and becomes waste (WEEE)?

**Note: If entry for a category is disabled it is because the category is not selected previously in Q3.**

**WEEE Categories:**

Category 2	Small household appliances	<input type="text" value="5-6"/>	Years
Category 3	IT and telecommunications equipment	<input type="text" value="4-5"/>	Years
Category 6	Electrical and electronic tools (with the exception of large-scale industrial tools)	<input type="text" value="7-10"/>	Years

[Question 7](#) requires you to estimate the **total quantity** of waste electrical and electronic equipment (WEEE) that is expected by you to be returned to your company over the 3 year period of the plan. Free text boxes are located across from each category and the expected quantities of WEEE to be returned should be added to each appropriate box (see Figure 11 below).

**Figure 11: Question 7 – Weight of WEEE to be returned**

**Question 7. Estimated weight of Waste Electrical and Electronic Equipment (WEEE) that will be returned over the three-year period of the plan.**

**Note: If entry for a category is disabled it is because the category is not selected previously in Q3.**

**WEEE Categories:** (1 metric tonne = 1,000kg)

Category 2	Small household appliances	<input type="text"/> Kg
Category 3	IT and telecommunications equipment	<input type="text"/> Kg
Category 6	Electrical and electronic tools (with the exception of large-scale industrial tools)	<input type="text"/> Kg

[Question 8](#) requires a further breakdown of the WEEE that is expected to be returned to your company. You will need to **estimate** the quantities of WEEE that your company expects to prepare for reuse and/or recover on your site.



**Note:** Recovery of WEEE can include activities such as melting metal, shredding plastic or the generation of energy (e.g. by incineration). Such activities require a waste authorisation (e.g. a permit from the local authority or a licence from the EPA depending on the type of activity). It should be noted that they cannot be carried out at your premises without the appropriate form of authorisation being in place. It is not considered typical for a producer to carry out these activities on their own premises.

**Figure 12: Question 8 – WEEE to be reused / recovered**

**Question 8. Of the WEEE returned (figure given in question 7) what is the estimated weight that will be:**

(A) Prepared or designated for reuse at your premises or at an alternative premises as (i) a whole appliance or (ii) spare parts.

This refers to parts or components of equipment which will be removed and used for the same purpose for which they were created, before collection by the recovery operator

	Kg (1 metric tonne = 1,000kg)	Kg
(i)	<input type="text"/>	Kg
(ii)	<input type="text"/>	Kg

(B) Reclaimed, recycled, regenerated or used to create energy on your the company premises. Please note that a waste authorisation (e.g. licence / permit) is required to carry out these activities.

This refers to any materials of this WEEE that will be reclaimed, recycled, regenerated or used to generate energy by your company, before collection by the recovery operator.

	Kg (1 metric tonne = 1,000kg)	Kg
0	<input type="text"/>	Kg

[Click here for more information on definitions of Reuse and Recovery.](#)

[Question 9](#) looks for the quantities of WEEE you expect to transfer to your recovery operator for treatment. Free text boxes are located across from each category and the quantities of WEEE expected to be transferred for treatment should be added to each appropriate box.

**Note: the quantities given in Questions 8 and 9 should add up to the total figure provided in Question 7.**

**Figure 13: Question 9 – WEEE to be transferred for treatment**

● Question 9. Of the waste returned (figure given in question 7) what estimated weight of WEEE will be transferred to your proposed recovery operator

Of the total waste that is returned to your company how much of it is collected by a recovery operator and taken off site for treatment/recovery?

Please exclude quantities that have been reused, as reported under Question 8 above.

**Note: If entry for a category is disabled it is because the category is not selected previously in Q3.**

WEEE Categories: (1 metric tonne = 1,000kg)

Category 2	Small household appliances	<input type="text"/>	Kg
Category 3	IT and telecommunications equipment	<input type="text"/>	Kg
Category 6	Electrical and electronic tools (with the exception of large-scale industrial tools)	<input type="text"/>	Kg

### Screen 3: Financing

[Question 10](#) requires confirmation that your company will either:

Finance the environmentally sound management of EEE that they place on the market at its end of life (Regulation 18)

**Or**

Has come to an agreement with your customers whereby the customers will finance the environmentally sound management of WEEE (Regulation 19).

If your company chooses Regulation 19, your company must have a written agreement with each customer stating that the customer accepts responsibility for the treatment of EEE at its end of life. The company must also retrieve the applicable recycling/destruction certificates following the treatment of WEEE (arising from EEE supplied by your company). Your company will be required to demonstrate that WEEE was treated by an authorised recovery operator and also required to show the quantities of WEEE that were treated by that recovery operator. ***Please note: although the financial management of WEEE is transferred to the customer, you as the producer will still be required to submit the relevant WEEE Waste Management Plans and Reports and any additional verification of treatment of WEEE financed by the end-user.*** Whether using Regulation 18 or 19, one box must be selected. A short explanation is provided under each tick box for your information (see Figure 14).

**Figure 14: Question 10 – Finance**

**Question 10.** Does your company have the financial resources to manage the collection, storage, treatment and if necessary the disposal of any WEEE arising from electrical and electronic equipment you place on the market?

Financing of WEEE take back is set out in regulations 18 and 19 of the WEEE Regulations.

[Please follow this link to view the requirements in regulations 18 and 19.](#)  
Regulation 18 refers to the producers' responsibilities to finance the environmentally sound management of waste electrical and electronic equipment that they place on the market.

I confirm that **Environmental Protection Agency** has set aside adequate financial resources to ensure the environmentally sound management of WEEE as required by Regulation 18 of the WEEE Regulations

Please select to confirm: ☒

**OR**

Regulation 19 says that the producer and end user can agree on another way to finance the environmentally sound management of WEEE, provided there is a written agreement between the two parties. The producer must notify the end user of their responsibilities in this respect. However, note that the requirement to keep records relating to the environmentally sound management of WEEE remains with the producer.

Please confirm if availing of alternative financing arrangements as per Regulation 19 of the WEEE Regulations.

Please select to confirm: ☐

## Screen 4: Storage, Treatment & Recovery

**Question 11** requests confirmation that your company's WEEE **storage** facility is compliant with the regulations. The address of the site where your company's WEEE will be stored should be added to the free text boxes provided and the tick box should be selected in order to confirm that the facility is in compliance with the regulations (shown in Figure 15 below). There is a link available in this question that will allow you to view the requirements for the storage of WEEE. If your company is going to store WEEE on site they will need to ensure that the surfaces are impermeable and that spillage collection facilities are provided.

**Figure 15: Question 11 – Storage Requirements**

**Question 11.** Are your company's premises compliant with the storage requirements of Schedule 8 of the regulations?

There are technical requirements set out for sites that are storing and/or treating WEEE such as impermeable surfaces, weatherproof covering, special containers etc. This is to ensure that no environmental pollution is caused and that the WEEE is protected for reuse and recovery.

[Follow this link for detailed list of technical requirements.](#)  
Please provide address of where Waste Electrical and Electronic Equipment will be stored (if different from address provided in Question 1):

Storing Address:

EPA
Johnstown castle estate

County: Wexford ▼

I confirm that **Environmental Protection Agency** has met conditions for the storage of WEEE as required by Regulation 21 (Schedule 8) of the WEEE Regulations.

Please select to confirm: ☐

[Question 12](#) For this question you will need to confirm that your company complies with the **treatment** requirements as set out in Regulation 22 of the regulations (if applicable to your company). This can be done by selecting the tick box, shown in Figure 16 below. In the free text box provided (highlighted in red in Figure 16) you will need to provide information on the treatment process(es) carried out for any of the substances that are mentioned on the list (follow the link provided in the question to view this list).

**Figure 16: Question 12 – Regulation 22**

**Question 12. Is your company fulfilling the requirements set out in Regulation 22 (Schedule 9) of the regulations, regarding the treatment of WEEE?**

Schedule 9 gives a list of the substances, preparations and components that have to be removed from all collected WEEE. It also indicates how certain waste must be treated.

[Follow link for complete list of substances.](#)

State below if the Schedule 9 is applicable to the WEEE generated by your company, and if so describe the treatment processes, where they are carried out and by whom. This includes WEEE treated in a country outside of the EU (in such cases, the producer must ensure that the facility is appropriately licensed and provide evidence of this).

The list provided in Schedule 9 is not an exhaustive list of hazardous WEEE. Any other WEEE that you deem in your professional capacity to be hazardous should be treated accordingly. Refer to the European Waste Catalogue and Hazardous Waste List (EWC) for classification of wastes and hazardous wastes.

I confirm that **Environmental Protection Agency** will ensure all treatment of WEEE is carried out in accordance with regulation 22 (Schedule 9) of the WEEE Regulations.

Please select to confirm: ☐

[Question 13](#) There are certain **recovery and recycling** targets set out in the regulations that you as a producer need to prove are being met when WEEE is treated on your behalf e.g. 80% is the minimum recovery rate for categories 1 and 10 EEE, which means that if your company transferred 100kg of Category 1 WEEE to a recovery operator then you would need to demonstrate that up to 80kg was recovered by the operator. If your equipment is mostly comprised of metal, this target can be easily achieved. You should ensure that the proposed recovery operator contracted by your company can assist you in meeting all applicable recovery (and recycling) targets. **Note:** The obligation rests with the producer to prove that these targets are being met. There is a tick box (shown in Figure 17) that you must select in order to confirm that your company will receive written confirmation from all recovery operators that they can achieve the applicable recovery and recycling targets for the WEEE that they treat on behalf of your company.

**Figure 17: Question 13 – Written confirmation from recovery operators**

**Question 13.** Please ensure that your company receives written confirmation from the recovery operator(s) confirming that the recovery targets, as set out in Regulation 23 (Schedule 10), will be achieved for all WEEE managed by them on your behalf.

There are specific recovery, reuse and recycling targets that need to be met for each of the categories of Electrical and Electronic Equipment. The producer must ensure that the recovery operators employed meets these targets.

The following table outlines the applicable targets, as set out in Regulation 23 (Schedule 10)

Categories	Description	Minimum recovery rate	Minimum component, material and substance reuse and recycling rate
1	Large household appliances	85%	80%
2	Small household appliances	75%	55%
3	IT and telecommunications equipment	80%	70%
4	Consumer equipment	75%	65%
5	Lighting equipment	75%	55%
	Gas discharge lamps		80%
6	Electrical and electronic tools (with the exception of large-scale industrial tools)	75%	55%
7	Toys, leisure and sports equipment	75%	55%
9	Monitoring and control instruments	75%	55%
10	Automatic dispensers	85%	80%

I confirm that **Environmental Protection Agency** will obtain written confirmation from our recovery operator(s) confirming that the recovery targets, set out in Regulation 23 (Schedule 10), will be achieved for all WEEE transferred and managed by them on our behalf over the next three years

**Please select to confirm:**

☐

## Screen 5: Records & Notices

[Question 14](#) requests the address where your company stores all records in relation to WEEE management i.e. invoices for EEE bought, recovery/destruction certificates, records of any WEEE that was reused on site and records for any WEEE that was exported for treatment. This address can be provided in the free text boxes available. “EPA” is used as an example in Figure 18 below.

**Figure 18: Question 14 – Company Records**

**Question 14.** Where are company records stored?

All records must contain the quantities of EEE placed on the market by your company and the quantities of Waste Electrical and Electronic Equipment entering and leaving a recovery facility.

These records must be retained at an address in the Republic of Ireland for a period of at least six years.

Please state the address where records will be held **(must be in the Republic of Ireland)**:

Records Address:

EPA

Johnstown castle

Wexford

County

Wexford ▼

**Reminder:**  
Please note that if your company and the end user make arrangements regarding financing methods you are still obliged to obtain adequate information from the end user to meet your record keeping requirements as set out in regulation 24 of the WEEE Regulations.

**Note:** These records may be subject to audit by the EPA and Local Authorities in the future.



[Question 15](#) requires confirmation that your company has a notice on display stating that your company has a WEEE Waste Management Plan completed. This notice can be found on the EPA's website: <http://www.epa.ie/enforcement/weee/guidanceanddownloads/> entitled "Waste Management Plan Signage". This can be confirmed by selecting the 'tick box' at the end of the question (circled in Figure 19 below).

**Figure 19: Question 15 – Display of Notice**

● Question 15. As stated in the Schedule 6 (Part 3) a notice should

The notice sets out that your company has a plan in place detailing how you will manage the collection, storage and treatment of any waste arising from the electrical and electronic equipment your company places on the market. It should also state that you can make the plan available if requested to do so.

If this is your first waste management plan, the required notice should be as set out in Schedule 6 (Part 3) of the WEEE Regulations, which is as follows:

"WASTE MANAGEMENT ACT 1996

As a self-complying producer of EEE, we undertake to finance the management of WEEE arising unless an alternative arrangement has been agreed at the time of purchase. For more information on the provisions made for the management of WEEE, please contact our offices. If your old equipment was bought prior to 2005 and you are replacing the equipment with new equipment supplied by us, we will take back your old equipment free of charge and dispose of it in an environmentally sound manner."

This explains that your company has a plan in place detailing how you will manage the collection, storage and treatment of any waste arising from the electrical and electronic equipment your company places on the market.

However, If this is NOT your first waste management plan and you have previously submitted a waste management report, the required notice should be as set out in Schedule 6 (Part 4) of the WEEE Regulations, which is as follows:

"WASTE MANAGEMENT ACT 1996

A report specifying the steps taken by [name of producer] for the purpose of recovering waste electrical and electronic equipment is available at these premises and, if so requested, will be sent by post, fax or electronic mail."

In terms of size and layout the notice (whichever one is appropriate) should be:

- (a) not be less than 42 centimetres in height and 29.7 centimetres in width or 29.7 centimetres in height and 42 centimetres in width,
- (b) be printed in black durable ink with a times new roman font size of at least 32 and line space of at least 1.5 lines on a white background.
- (c) be placed in an area where it is easily visible and legible and it should not be obscured or concealed at any time.

I confirm **Environmental Protection Agency** has the correct signage on display on company premises.

**Please select to confirm:** ☒ Yes ☐ No

If you answered No to this question please provide an explanation here:



## Screen 6: Declaration

This is the final section of the plan and it requires your company to confirm that the information provided in the plan is true and accurate. There are 2 tick boxes (circled in red in Figure 20 below) that you must select in order to confirm that the information provided is true and accurate and that the information provided is commercially sensitive. Free text boxes are also provided so that the name and position (must be senior management) of the person that approves the plan can be added (shown below in red)

Figure 20: Declaration

Declaration of Senior Management

As stated in the Waste Management Act 1996 (Section 14) any person who gives information, to an authorised person, a relevant local authority or the Agency, which to his or her knowledge is false or misleading in a material respect, shall be guilty of an offence.

☒ We confirm that the information given in this waste management plan is complete, true and accurate to the best of our ability.

☐ We declare that the information provided in this waste management plan is commercially sensitive.

Please confirm the above statements by ticking the box

Please complete the boxes below, as your company's declaration that the information presented in the report is accurate and correct.

Auditable records should be retained at your nominated address in the State. A copy of this report, signed by a Senior Manager, should be available for inspection by the EPA. This report should be submitted to the EPA before renewal of registration with the Producer Register Ltd. by 31st January of each year.

Name (Senior Manager):		Name (Senior Manager):	
Position in company:		Position in company:	
Date:	02/12/2016		

Submit this form to the EPA (and retain at your premises one hard copy signed by senior management).

## Submission of Plan

Once all screens have been fully completed and all tabs have changed from red to green, the "Submit" button becomes active. Click on "Submit" and the plan will be submitted to the EPA for assessment. You will be returned to the landing page where your submission will appear in the table of submissions. In addition, the next submission due will be included in the 'Current Submission' table on the landing page.

You will also see a link to "download PDF copy" of your submission on the landing page.