How to report on Waste Electrical and Electronic Equipment (WEEE) according to Commission Decision 2005/369/EC

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1. Introduction

The aim of this guidance document is to assist Member States in their efforts to produce high-quality, harmonised information on waste electrical and electronic equipment (WEEE) in accordance with the requirements of Commission Decision 2005/369/EC. This Commission Decision lays down rules for monitoring compliance of Member States and establishing data formats for the purposes of Directive 2002/96/EC of the European Parliament and of the Council on waste electrical and electronic equipment.

This guidance is not legally binding but focuses on aspects of harmonisation and quality, based on the experience with the reporting for previous reference years. The transmission of data and the use of the data transmission tool (eDAMIS web forms) are explained in a separate document.

This guidance document is primarily aimed at national experts involved in the production of national statistics on WEEE. Experts are kindly invited to provide comments so that the document can be improved.

2. Definitions

Article 3(d), Article 3(e) and Article 3(f) of the WEEE Directive 2002/96/EC provide definitions for reuse, recycling, energy recovery and recovery:

**Article 3 (d):** ‘reuse’ means any operation by which WEEE or components thereof are used for the same purpose for which they were conceived, including the continued use of the equipment or components thereof which are returned to collection points, distributors, recyclers or manufacturers;

**Article 3(e):** ‘recycling’ means the reprocessing in a production process of the waste materials for the original purpose or for other purposes, but excluding energy recovery which means the use of combustible waste as a means of generating energy through direct incineration with or without other waste but with recovery of the heat;

**Article 3(f):** ‘recovery’ means any of the applicable operations provided for in Annex IIB to Directive 75/442/EEC.

If waste electrical and electronic equipment is exported for treatment, the recycled and recovered amounts will only be credited to the Member State that has collected and exported that equipment. (Art. 2(3)). WEEE exported out of the Community shall only count for the fulfilment of obligations and the targets (Article 7(1) and (2) of Directive 2002/96/EC) if the exporter can prove that the recovery, reuse and/or recycling operation took place under conditions that are equivalent to the requirements of this Directive.

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1 OJ L 119, 11.5.2005, p. 13
2 OJ L 37, 13.2.2003, p. 24
3. Guidance on how to draft the Quality Report

Directive 2002/96/EC and Commission Decision 2005/369/EC contain provisions on information explaining the methods used for data compilation and evidence on proper treatment of WEEE. The submission of a detailed description of how the data have been compiled is a mandatory requirement (Art.3, 2005/369/EC) while it is up to Member States to determine whether documentary evidence on the appropriate treatment of WEEE in third countries is necessary (Art.2 (3), 2005/369/EC).

Article 3 of the Commission Decision (2005/369/EC) stipulates “When transmitting Tables 1 and 2 of the Annex to the Commission, Member States shall provide the Commission with a detailed description of how the data have been compiled, and shall give an explanation of estimates and methodology used.”

The subsequent sections provide guidance on how to address these requirements.

3.1 General information

Please put the following general information on the cover page of the Quality Report

- Country: ______________
- Title: Detailed description of how the data have been compiled according to the Article 2 (3) and Article 3 of Commission Decision 2005/369/EC on WEEE
- Organisation submitting the data and the description: ___________________
- Contact person / contact details: ____________________________________
- Reference period (e.g. “data for the year 2011, 2012”): __________________
- Delivery date / version of the Quality Report:___________________________

3.2 Recommended content and guidance on structure of the Quality Report

Chapter A: Information according to Article 2 (3):

In cases where the Member State reports amounts “Treated in other Member States” or “Treated outside of the EU” please report:

- if these exports are considered for the calculation of the recovery rates and the reuse and recycling rates;
- how the recovery rates and the reuse and recycling rates for these exported amounts have been derived;
- if your country has determined whether documentary evidence additional to the proof required under the second subparagraph of Article 6(5) of Directive 2002/96/EC is necessary, and if so please describe the required documentary evidence.

Chapter B: Information according to Article 3:

Section 1: Source of information
Section 1: Source of information and methodology
a) Describe the source of information for the different items “Put on the market”, “Collected from private households”, “Collected from other than private households”, “Treated”, “Recovery” and “Reuse and Recycling” (e.g. census / national statistics / reporting obligations of business or certified business units / agencies / associations / surveys of waste composition / specific related implications of national laws and relevant regulations).

b) Describe how the rates are derived or calculated. Specify in particular which data have been used as denominator. If a denominator other than the total amount of WEEE treated (table 2, sum of #5, #6, #7) has been used, then please explain the reasons.

Section 2: Quality of information sources
a) Does the information cover the entire sector or is there a relevant portion of WEEE collected and treated beyond the reporting scheme? (What portion is covered, or estimated to be covered, by the reporting scheme).

b) Please describe the estimations / calculation methods conducted to complete the table. Please explain how the data by product categories, as required in tables 1 and 2 of Decision 2005/369/EC, are derived from the WEEE categories that are actually collected together (e.g. through sorting analyses).

c) Please describe the validation process (how was the validity of the data established?).

Sections 3: Export and import
a) Describe actions undertaken by the Member State to avoid double counting of imported WEEE, which shall not be considered for figures for treatment, recovery respectively reuse and recycling in the importing country as stipulated in Article 2 (2) of the Commission Decision (2005/369/EC).

b) Describe any corrections to account for imports and exports for instance to consider private imports and exports or misleading declarations (used good instead of WEEE) or others?

Section 4: Other comments
a) If mandatory information / data are missing, please give the reasons for these gaps and state what measures are being taken to overcome this situation.

b) Please describe changed methodologies relative to the previous data delivered.

4. Guidance for the completion of Table 1 and Table 2
This section describes how to complete the cells of the tables and what needs to be considered.

General aspects:
‘The Member States shall provide data for each year as stipulated in Article 12(1) of Directive 2002/96/EC: “Member States shall draw up a register of producers and collect information, including substantiated estimates, on an annual basis.” … “Member States shall ensure that
the information required is transmitted to the Commission on a two-yearly basis within 18 months after the end of the period covered."

All obligatory cells shall be filled without exemption. If this is not possible, please explain in the Quality Report (Chapter B, Section 4 a) why and what measures are foreseen to achieve complete reporting in the future.

Please distinguish carefully between real zeros (0 tonnes) and missing values / unknown amounts. This will avoid a lot of unnecessary question in the course of data validation.

- Enter “0” for real zeros.
- Enter “M” where amounts are unknown.
Table 1: Waste electrical and electronic equipment (WEEE) collected and exported (Article 5 and 12 of Directive 2002/96/EC)

<table>
<thead>
<tr>
<th>Column number</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Product category</strong></td>
<td>Put on the market</td>
<td>Collected from private households</td>
<td>Collected other than from private households</td>
<td>Total WEEE collected ((2)+(3))</td>
<td>Treated in the Member State</td>
<td>Treated in another Member State</td>
<td>Treated outside the EU</td>
</tr>
<tr>
<td>Total weight in tonnes (^1)</td>
<td>Total weight in tonnes</td>
<td>Total weight in tonnes</td>
<td>Total weight in tonnes</td>
<td>Total weight in tonnes</td>
<td>Total weight in tonnes</td>
<td>Total weight in tonnes</td>
<td></td>
</tr>
<tr>
<td>1. Large household appliances</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Small household appliances</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. IT &amp; Telecommunication</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Consumer equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Lighting equipment (excl. 5a)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5a. Gas discharge lamps</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Electrical &amp; electronic tools</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Toys, leisure &amp; sports equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Medical devices</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Monitor &amp; control instruments</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Automatic dispensers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

\(^1\) if this is not possible, by numbers

During the recent reporting periods only one country provided the value for the EEE put on the market in numbers (which is in accordance to the Commission Decision if it is not possible to report the weight). All other Member States preferred to give the weight. As a mixed approach generates non-comparability between the countries it would be desirable that all countries provide the figures in tonnes.

The product category “Gas discharge lamps” (cat 5a) is a sub-category of the product category “Lightning equipment” (cat 5) but has to be reported separately because specific recycling and reuse targets apply. Please make sure that the amounts of “gas discharge lamps” (5a) are NOT included in the amounts reported for the product category “Lightning equipment” (5) in order to avoid double-counting. This applies also to table 2.
Table 2: Recovery, recycling and reuse, targets (Article 7(2) of Directive 2002/96/EC)

<table>
<thead>
<tr>
<th>Product category</th>
<th>Column number</th>
<th>Recovery</th>
<th>Recovery rate</th>
<th>Reuse and recycling</th>
<th>Reuse and recycling rate</th>
<th>WEEE reused as whole appliance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total weight tonnes</td>
<td>(%)</td>
<td>Total weight tonnes</td>
<td>(%)</td>
<td>Total weight tonnes</td>
</tr>
<tr>
<td>1. Large household appliances</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Small household appliances</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. IT &amp; Telecommunication</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Consumer equipment</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Lighting equipment (excl. 5a)</td>
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<tr>
<td>5a. Gas discharge lamps</td>
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<tr>
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<td>7. Toys, leisure &amp; sports equipment</td>
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<td>8. Medical devices</td>
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<tr>
<td>9. Monitor &amp; control instruments</td>
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</tr>
<tr>
<td>10. Automatic dispensers</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

NB: Grey boxes mean that the data need only be reported on a voluntary basis.

1) if this is not possible, by numbers

During the recent reporting periods the Member States applied different methods to calculate the rates for table 2. Most countries calculated the recovery and reuse/recycling rates on the basis of the total amount treated, some took the WEEE collected as denominator, and for a few countries it was not clear which amount had been used for the denominator.

Article 7 (2) of Directive 2002/96/EC stipulates that: “Regarding WEEE sent for treatment in accordance with Article 6, Member States shall ensure that, by 31 December 2006, producers meet the following targets:...” Accordingly, the total amount sent for treatment (sum of column (#5) + (#6) + (#7) of Table 1) shall be taken into account as denominator. This total amount sent for treatment should also be very close to (column (#4) of table 1). According to Article 5(4) of the Directive, the difference between the total amount sent for treatment (sum of column (#5) + (#6) + (#7) of Table 1) and the amount collected (column (#4) of table 1) should only be the amount of appliances reused as a whole plus or minus changes in stock of WEEE collected.

The numerator and the denominator must not include the amounts of WEEE reused as whole appliances (column (#5) in table 2). Appliances that can be reused as a whole are not considered as “treated” in the meaning of Directive 2002/96/EC and are therefore no considered in the calculation of the rates.
5. Coherence check (sums and rates)

Checks done at data entry in the webform

Table 1:
- Total collected (#4) should be less or equal to ‘Put on the market’ (#1). Otherwise existing stocks might decline and an explanation should be provided in the Quality Report.

Table 2:
- The amount of “reuse and recycling” (#3), should be less or equal to ‘Recovery’ (#1), as the recycling is a subsector of recovery and the amount of reuse is deemed as relatively small. The same applies to the respective rates for “recovery” (#2) and “reuse and recycling” (#4), as they have to be calculated on the basis of the same denominator.
- Calculated: “recovery rate” (#2) shall be equivalent to “recovery” (#1) divided by the “total treated” (Table 1: #5+#6+#7). Result should be less or equal 100%.
- Calculated: “reuse and recycling rate” (#4) shall be equivalent to “reuse and recycling” (#3) divided by the “total treated” (Table 1: #5+#6+#7). Should be less or equal Recovery Rate (#2) and less or equal 100%.

Checks done by Eurostat at data validation

Table 1:
- “Total collected” (#4) and total treated” (#5+#6+#7) should be in the same order of magnitude (+/− 10%), if not, the difference indicates the establishment of a rising (or declining) stock and this would require an explanation in the Quality Report.
- The target rate for WEEE collected per capita from private households (Article 5 (5) of the Directive 2002/96/EC) will be calculated with the amounts (#2) reported by the MS and the inhabitants, according to Eurostat’s database.

Table 2:
- The amounts of “recovery” (#1) should be lower than the “total treated” (Table 1: #5+#6+#7) as otherwise the respective rates would be larger than 100%.

CONTACT
Should you have any questions please do not hesitate to contact us. The best way to contact us is via our functional email address: ESTAT-WASTE-STATISTICS@ec.europa.eu

Please specify your contact details and indicate what your question is about: e.g. registration in CIRCA, use of the EDAMIS system, waste concepts.

If you have specific eDAMIS problems, please use the following address for support: estat-support-edamis@ec.europa.eu, Tel: (+352) 4301 33213.