

# ELVES Facility Annual Return Checklist

Access to NWCPO Portal: [www.nwcpo.ie](http://www.nwcpo.ie)



**Ensure the following items are included in your AR**

## WASTE IN

- \*Non-depolluted ELVs accepted (16 01 04\* **A** and **B**)
- \*Depolluted ELVs accepted from other ATFs (16 01 06)
- \*All other waste accepted
- \*How the material was brought to site must be included accurately i.e named collection permit(s) and/or 'general public'.

in your return?


## WASTE OUT

- Depolluted ELVs sent off site
- Non-depolluted ELVs sent off site
- \*Other metals/plastics/glass from ELVs sent for recycling/recovery
- \*All ELV material should be identifiable as such on your AR either by use of 16 waste codes or the comments box.


### Depollution materials:

- Oils 13 02 05\*/13 02 06\*/13 02 08\*
- Oil/fuel filters 16 01 07\* / 15 02 02\*
- Brake fluids 16 01 13\*
- Catalytic convertors 16 01 22 / 16 08 --
- Lead batteries 16 06 01\*
- Antifreeze 16 01 14\* /15
- Tyres 16 01 03
- Petrol/diesel 13 07 02\*/ 13 07 01\*
- AC Gas/refrigerant 16 01 21\*
- \*EV batteries 16 06 05

\*Enter the electric vehicle battery chemistry (NiMH/Li-ion/other) and condition of the battery into the relevant 'comments' box in AR.


## Waste Onsite

- An accurate opening and closing figure for ELVs & ELV metals onsite
- Any other waste onsite at start and end of reporting year e.g depollution materials


## ATF Survey

Answer the ATF specific questions (in green box) in Waste IN, OUT and ONSITE

- Shredder Credit Application questions – Step 2 of Survey: See last bullet point of next page.
- Parts Sold for Reuse - Step 3 of Survey: Include in this list any batteries, catalytic convertors & hybrid/electric vehicle batteries sold for reuse in the reporting year.


## Top Tips for Completing the Waste Facility AR

- Log-in to the NWCPO.ie portal using your **Waste Facility** username & password sent by the NWCPO.
- When selecting your **Waste Collectors** make sure to include **General Public** and your **collector permit** if applicable.
- Include **all ELVs** (16 01 04\* and 06) that you accepted in (Waste In section) and sent out (Waste Out section). Use a separate line for each different permit that brought **ELVs In**. **It's important your figure(s) for ELVs In include all ELVs received in that year, even if they did not all receive a CoD.**
- If you have **used a conversion rate** to calculate tonnes or units, then please provide this conversion rate in the comments box in the AR - *Detailed Description of Waste/Comment* box.
- Assign the **correct LoW/EWC code** to your entries. If the waste code(s) is not on the relevant docket/invoice, you can find the full list of waste codes at the ELVES.ie link below.
- **ELV material should be identifiable** as such in the **Waste Out** section of your annual return. If it is not possible to label outgoing ELV metal under a 16-code, e.g a mixed source load or where a non-16-code appears on the collection docket, then please use the *Detailed Description/ comment box* to **provide the % ELV content** e.g this tonnage is 70% ELV material.
- If in doubt **confirm the destinations of loads** with the **collector/assumed destination site**. For example, if a company has more than one site, or if material may have gone direct to a Port.
- Ensure **all ATF Specific questions** (in the green boxes) are completed in the *Waste In, Out and Onsite* sections. M1 is a passenger car, N1 is a small van.
- Opening & Closing balances for ELVs/depollution materials should be entered into **Waste Onsite**.
- As is usual practice, if required Depollution Materials are **not** listed in *Waste Out* or *Waste Onsite*, ELVES will query what happened to your **depollution materials** in the reporting year.
- If you '**broker waste**' (collect or arrange for waste to be delivered abroad or to a site that is not your own) complete the relevant question under the **ATF Survey**.
- **Shredder Credits:** As a Network ATF, if you sent ELVs/ELV material to a Shredder on the Island of Britain or to mainland Europe you need to inform ELVES of the **accurate number/tonnage sent** so that it can be included in the ELVES group **Shredder Credit** application. You will then be sent the recycling credit figure(s) to include in your AR – Step 2 of the ATF Survey.

The **For ATFs** page on the ELVES website includes the List of LoW/EWC Codes, AR Guidance & Video and the ELV Regulations which includes ATF depollution requirements in *Schedule 2*: [www.elves.ie/foratfs](http://www.elves.ie/foratfs)

### **Any Questions?**

Detailed Annual Return guidance is provided by the NWCPO in the AR portal under **Guidance Documentation**.

**Problems logging in, saving data or technical issues?** The NWCPO administer the portal and can also provide AR assistance if required. Their contact details are:

**Tel:** 057 937 3710 **Email:** [annualreturns@nwcpo.ie](mailto:annualreturns@nwcpo.ie).

You can also call ELVES and we will do our best to help – **087 138 1614** (Lee) or **089 239 6296** (Elena).