

ELVES Annual Return Checklist



Access to NWCPO Portal: www.nwcpo.ie

Make sure the following items are included in your AR

WASTE IN

Non-depolluted ELVs accepted (16 01 04)

*Depolluted ELVs accepted from other ATFs (16 01 06)

*All other waste accepted

*How the material was brought to site must also be included i.e named collection permit(s) and/or 'general public'.

In your return?

WASTE OUT

ELVs, Metals, Glass, Plastics:

Depolluted ELVs sent off site

Non-depolluted ELVs sent off site

Other metals/plastics/glass from ELVs and sent for recycling/recovery.

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*

Waste Onsite

An accurate opening and closing figure for ELVs & ELV metals onsite

Any other waste onsite e.g depollution materials

ATF Survey

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

Dismantling List/Parts sold for Reuse - **Include any batteries & catalytic convertors sold for reuse**

Include any batteries from hybrid/electric vehicles sold for reuse

Top Tips for Completing the Waste Facility AR

- Log-in to the NWCPO Portal requires your **Waste Facility username and password** sent to ATFs by the NWCPO.
- When selecting your **Waste Collectors** make sure to **include General Public and your company (collector permit)** if applicable.
- **Include all ELVs** (16 01 04* and 06) that you accepted (Waste In section) and sent out (Waste Out section). A separate line should be used for each different permit that brought **ELVs In**. **It is important your figure(s) for ELVs In include all ELVs received, even if they did not all receive a CoD.**
- If you have **used a conversion rate** to calculate tonnes or units, please provide this rate in the comments box - *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 in the 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, please use the *Detailed Description/ comment box* to **provide the % ELV content**.
- 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 questions under **Capacity Survey** and the **ATF Survey**.
- If you sent ELVs/ELV material to a Shredder on the Island of Britain, you need to inform ELVES of the **accurate number/tonnage sent** so that it can be included in the ELVES group **Shredder Credit** application.

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

Any Questions?

Detailed AR Guidance is provided by the NWCPO in the menu of the on-line AR portal under **Guidance Documentation**.

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

Problems Logging In? The NWCPO administer the portal and can also provide AR assistance if required – Tel: **057 937 3710** Email: **annualreturns@nwcpo.ie**.