

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)

Any other waste accepted

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 08 01

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

Answered the ATF specific questions (green box) on Waste IN, OUT and ONSITE

Dismantling List/Parts 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 received (Waste In section) and sent out (Waste Out section) in 2021. A separate line should be used for each different source of your ELVs In. It is vital 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, provide this rate in the *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 must be identifiable** as such in the *Waste Out* section of your annual return. All ELV derived waste material (besides some fluids/gases) should be leaving site under a 16 code. If this is not possible e.g a mixed source load or where a non-16 code appears on the collection docket, then please use the Detailed Description 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.
- 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 must be entered into **Waste Onsite**.
- As is usual practice, if Depollution Materials are not listed in *Waste Out* or *Waste Onsite*, ELVES will query with you what happened to your **depollution materials** in 2021.
- 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 **Capacity Survey** and the **ATF Survey**.
- If you sent ELVs/ELV material to a Shredder on the Island of Britain in 2021, 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.