

***Instructions for Waste Collection Permit Holders  
regarding the completion of the  
2011 Waste Collection Permit Annual Environmental  
Report (AER)***

**NOTE:**

**Failure to submit a completed 2011 AER** to the relevant Nominated Authority by the 28<sup>th</sup> February 2012 is an **OFFENCE** and **LEGAL ACTION** maybe initiated for failure to do so.

The on-line system is best viewed with a screen resolution of 1024 by 768 pixels (refer to link in log in page as to how to set your computer to this resolution).

**General Instructions:**

- a) **Read the instruction below carefully before completing the 2011 AER**
- b) If you have any queries regarding the completion of the 2011 AER please contact the Nominated Authority who issued your waste collection permit as per details below or via the links in the AER report form.

Nominated Authority	Contact
Meath County Council	Sandra Doherty, Jean Whelan or Leo Corrigan Tel: 046 9097200
Dublin City Council	Vincent Gleeson Tel (01) 222 4373 Fiona O'Brien Tel (01) 222 4312 Nicola Sheridan Tel (01) 222 4625 Email: <a href="mailto:cpdstats@dublincity.ie">cpdstats@dublincity.ie</a>
Kilkenny County Council	Larry Deevy Tel: (056) 7794469 Email: <a href="mailto:larry.deevy@kilkennycoco.ie">larry.deevy@kilkennycoco.ie</a>
Cork County Council	Staff Officer – Waste Section Tel: 021 4532700 Email: <a href="mailto:collectionaer@corkcoco.ie">collectionaer@corkcoco.ie</a>
Limerick County Council	Pauline McMahon or Carol Sweetnam Tel: 061 496596 Email: <a href="mailto:collectionpermits@limerickcoco.ie">collectionpermits@limerickcoco.ie</a>

Nominated Authority	Contact
Mayo County Council	Karen Gill Tel: 094 9024444 Email: <a href="mailto:cwm@mayococo.ie">cwm@mayococo.ie</a>
Offaly County Council	Environment: 057 9346895 Email: <a href="mailto:wastecollectionpermits@offalycoco.ie">wastecollectionpermits@offalycoco.ie</a>
Wicklow County Council	enforcement@wicklowcoco.ie
Kildare County Council	Environment: Tel: 045 980588
Donegal County Council	Dearn McClintock/ Rose Roarty Tel: 074 9172258/ 074 9172256

- c) The 2011 AER **must be completed and submitted on-line** and can be accessed via the webpage [www.wcpaer.ie](http://www.wcpaer.ie). The required ‘user name’ and password’ are detailed in a recent letter posted to you re: AER 2011.
- d) Once details are entered on-line they are automatically saved i.e. you can enter some details, log-out and re-enter the system at a later date to complete the returns i.e. any previously entered details shall be saved.
- e) The AER must contain summary information in relation to Waste Collection Permit activities in 2011 for ALL LOCAL AUTHORITIES **THE PERMIT HOLDER IS PERMITTED TO COLLECT IN.**

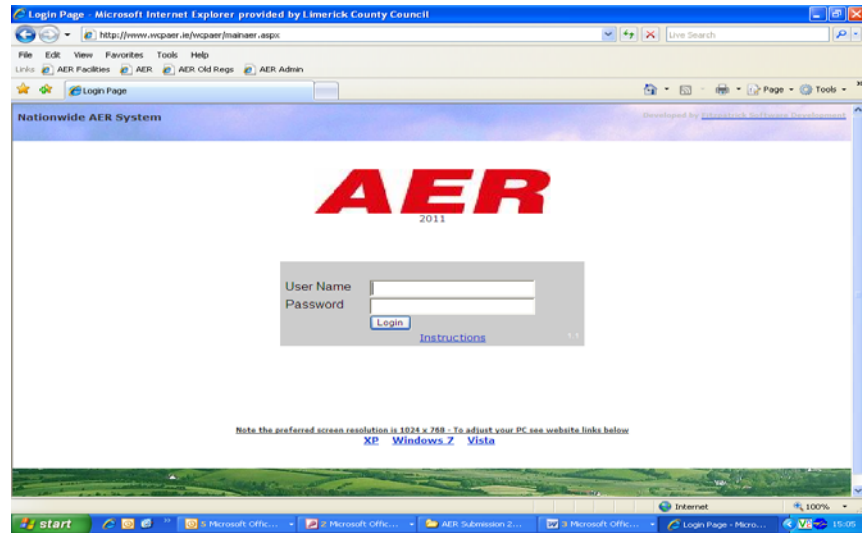
*“Note: If you have held a single region permit in 2011 and subsequently have been granted a multi-region permit, you are required to submit 1 AER to the Nominated Authority who granted your multi-region permit.”*

- f) For **each relevant EWC Code**, the total quantity of waste collected in **each** Local Authority Area must be recorded in **TONNES ONLY** - decimal points can be entered however commas cannot be entered (i.e. 1,500)  
**Conversion factors:** 1,000 kg = 1 tonne, 1 gallon = 4.55 litres, 1,000 litres = 1 tonne (for liquids).  
*\*Refer to boundary information on last page of notes if collecting in Mid-West Region.*  
*\*\*Refer to boundary information on the last page if collecting in the Dublin region*
- g) EWC Code 20 03 01 (mixed municipal waste) must only be used to record the regular commercial or domestic waste collection service (i.e. weekly/fortnightly). If you select EWC Code 20 03 01 a sub-option to either select residual or dry recyclable shall appear and must be completed as appropriate. **You shall also be required to submit details of waste collected from apartment blocks** (the

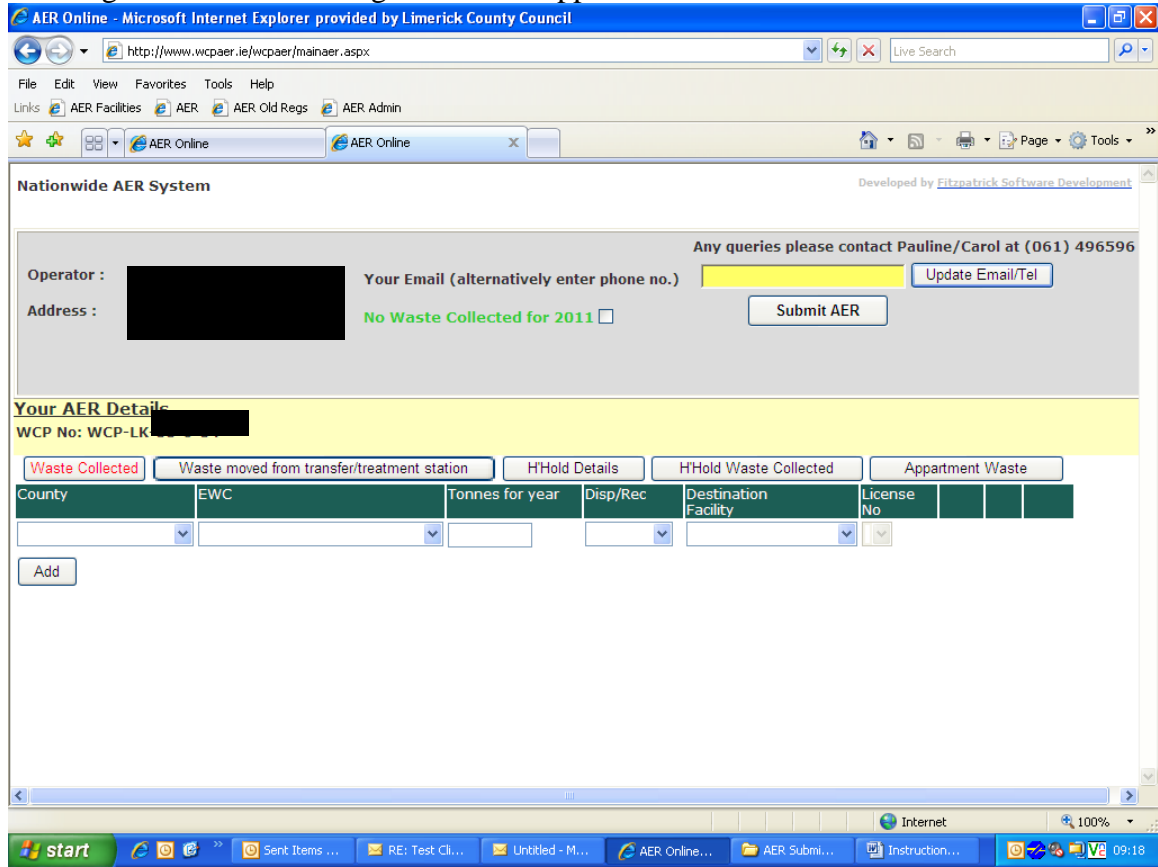
- regular weekly/fortnightly collection service) **under a separate tab** (refer to Point 11 below)
- h) Where waste is collected in **skips** EWC Code 20 03 07 (bulky waste) should be used where the waste is residual in nature. If you select EWC Code 20 03 07 a sub-option to either select household or commercial shall appear and must be completed as appropriate. If the waste collected in skips is primarily construction & demolition (C&D) then the relevant C&D code should be used.
  - i) EWC Code 20 03 04 (**septic tank sludge**) must only be used to record septic tank sludge from single private houses. Where sludge/wastewater is collected from treatment plants or housing estates use EWC Code 19 08 05 (sludges from treatment of urban waste water). If sludges are collected from water treatment plant use EWC Code 19 09 02 (sludges from water clarification)
  - j) ***‘Waste moved from waste transfer/treatment station’*** tab must only be used where waste is moved from waste transfer stations i.e. the waste is not generated on the site where collection takes place **OR** bring bank facilities **OR** civic amenity sites. For example collecting end-of-life vehicles from a car dismantler, cardboard from Mr. Binman or Greenstar Ltd., waste from Enva Ireland Ltd. **Waste entered in this sheet IS NOT TO BE INCLUDED in the ‘waste collected’ tab.** The transfer facility where the waste is collected from **MUST BE RECORDED** and selected from the drop-down menu. If the transfer facility is not available from the drop-down menu contact the relevant Nominated Authority.
  - k) If the permit holder is permitted to use a number of facilities owned by the same company e.g. Greenstar Ltd., the relevant licence numbers can be viewed in the box next to the name of the facility. You must ensure that you select the option with the relevant waste permit/waste licence number of the particular facility. Refer to relevant Appendix B of Waste Collection Permit to ascertain the relevant waste permit/waste licence number of the facility.
  - l) If **construction and demolition (C&D)** waste goes for **infill** then record the activity as **‘recovery’** under the ‘Waste collected’ tab. If mixed C&D waste is brought to a transfer station then record the activity as **‘disposal’**, if however a source separated waste (i.e. EWC 17 02 01 wood) is brought to a transfer station then record the activity as **‘recovery’** under the ‘Waste collected’ tab.
  - m) **Information provided may be subject to verification by audit** therefore, all underlying data should be kept and all assumptions and calculations documented.

## Instructions for completion of 2011 AER:

1. Log onto the website: [www.wcpaer.ie](http://www.wcpaer.ie)



2. Enter the 'User name' and 'Password' detailed in a recent letter re AER. Click 'Login' and the following screen will appear:



**Note:**

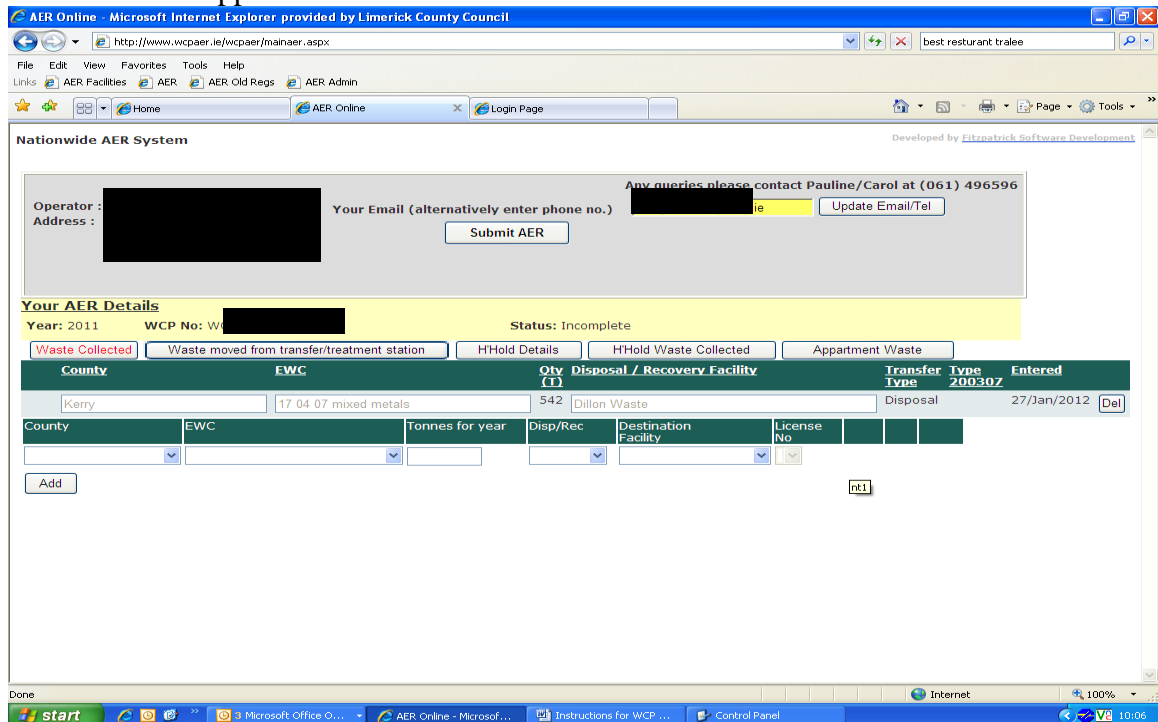
- **If you collected NO waste in 2011** tick the box which states ‘*No waste collected for 2011*’ and move to Point 15.
  - If you are NOT a door-to-door commercial waste collector OR a door-to-door household waste collector ONLY 2 tabs will be visible i.e. ‘*Waste Collected*’ and ‘*Waste moved from transfer/treatment station*’
3. If the Nominated Authority has an e-mail address for you it will appear in the yellow box at the top of the screen. If the address is correct move to Point 5 below.
  4. If the address given is incorrect or there is no email address/telephone number shown (*as in the example above*) type the correct e-mail address/telephone number into the yellow box and click the ‘Update Email/Tel’ button (the box temporarily changes to a bright yellow). Note: You will **not be permitted to submit the AER unless this box is complete.**
  5. **If you collected NO waste in 2011** tick the box which states ‘*No waste collected for 2011*’ and move to Point 15.
  6. Unless you are a door-to-door commercial waste collector OR a door-to-door household waste collector there will be ONLY 2 tabs visible in the on-line AER report sheet ‘*waste collected*’ and ‘*waste moved from transfer/treatment station*’ and the correct tab must be selected prior to entering details of waste collected for 2011.  
The tab heading in **red** is the one which details are currently being entered under  
For example in Point 2 above the screen shot shows the tab ‘*Waste collected*’ in **red**, hence enter details on this screen where the collector collects waste from a private individual or commercial premises.  
**ONLY** enter details under ‘*Waste moved from transfer/treatment station*’ tab where waste is moved from waste transfer stations/bring bank/civic amenity site i.e. the waste is not generated on the site where collection takes place. For example collecting end-of-life vehicles from a car dismantler, cardboard from Mr. Binamn or Greenstar Ltd., waste from Enva Ireland Ltd. **Waste entered in this sheet IS NOT TO BE INCLUDED in the ‘*waste collected*’ tab.**
  7. With the correct tab selected:
    - Select the county where waste was collected (from the drop down menu),
    - Select the relevant EWC code (from the drop down menu),
    - Enter the quantity of waste collected (**TONNES ONLY**), decimal points can be entered however commas cannot be entered (i.e. 1,500),  
**Conversion factors:** 1,000 kg = 1 tonne, 1 gallon = 4.55 litres, 1,000 litres = 1 tonne (for liquids).

- Select whether the waste was sent for recovery (i.e. for recycling/reuse – end-of-life vehicles, soil & stone) or disposal (i.e. to landfill). If construction and demolition (C&D) waste goes for **infill** then record the activity as **'recovery'** (Refer to Point (1) above)
- Select the Destination Facility where the collected waste was recovered/disposed at (from the drop down menu). If the permit holder is permitted to use a number of facilities owned by the same company e.g. Greenstar/Enva/Greyhound, the relevant licence numbers can be viewed in the box next to the name of the facility. You must **ensure that you select the option with the relevant waste permit/waste licence number** of the particular facility. Refer to relevant Appendix B of your Waste Collection Permit to ascertain the relevant waste permit/waste licence number of the facility.

**Note:**

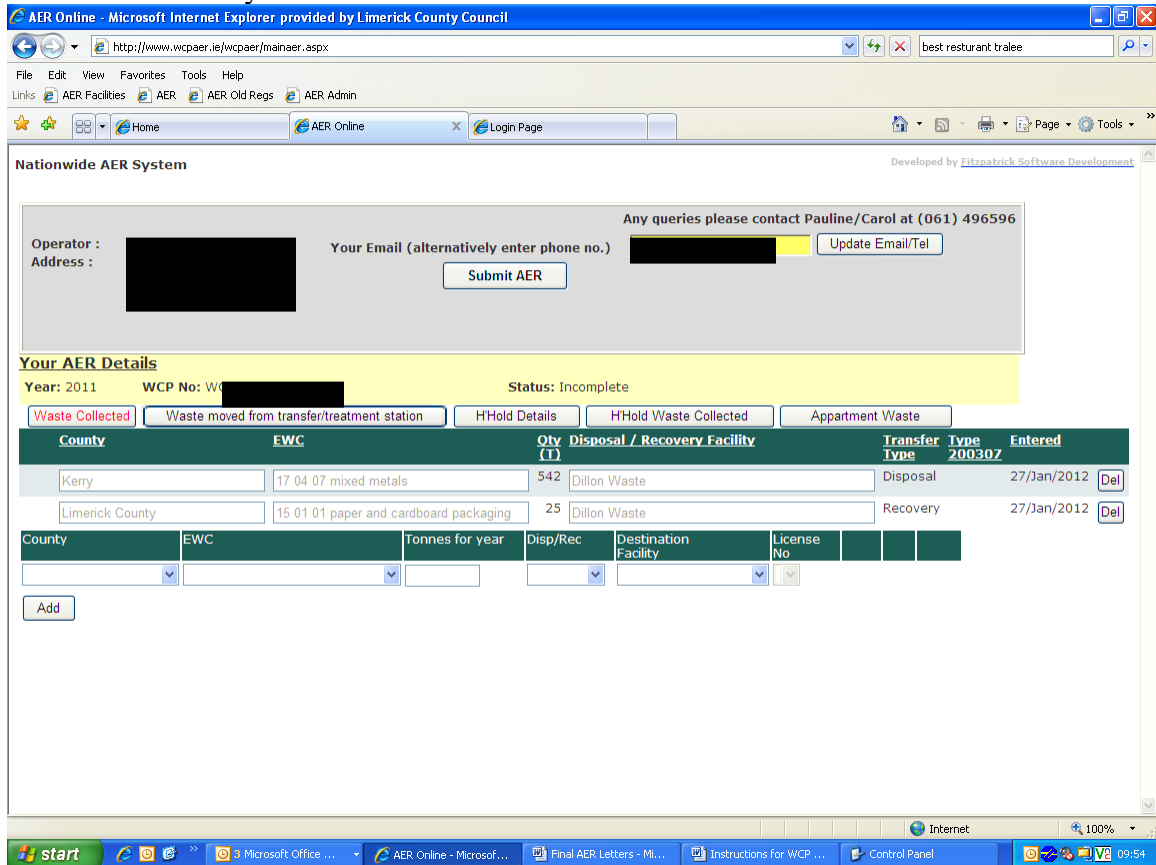
- If the county, EWC Code or destination facility are **not included in the drop down** options please contact the relevant Nominated Authority via the link given at the top of the on-line screen or via the contact details given above, in order to update the database.
- For **each relevant EWC Code** the total quantity of waste collected in **each** Local Authority Area, must be recorded.

8. When all details regarding collection of a specific EWC Code in a specific county have been entered click 'Add' button (You will only be allowed to click the 'Add' button when all required fields have been completed – the system will indicate which field is missing). The details entered will be greyed out and the following screen will appear:



If any of the details are incorrect click the ‘Del’ button at the end of the row. This deletes the specific record only. Re-enter the correct details and click the ‘Add’ button when all required fields have been completed.

9. For **each relevant EWC Code** enter the total quantity of waste collected in **each** Local Authority Area.



If any of the details are incorrect click the ‘Del’ button. This deletes the specific record only. Re-enter the correct details and click the ‘Add’ button when all required fields have been completed.

10. If you are permitted to collect **EWC Code 20 03 07** (bulky waste) and have collected this waste type in 2011 you shall have to select, from a drop-down menu whether the waste was collected from household or commercial premises – see screen shot below. If the waste collected in skips is primarily construction & demolition (C&D) then the relevant C&D code should be used.

AER Online - Microsoft Internet Explorer provided by Limerick County Council

http://www.wcpaer.ie/wcpaer/mainaer.aspx

File Edit View Favorites Tools Help

Links AER Facilities AER AER Old Regs AER Admin

Home AER Online Login Page

Nationwide AER System Developed by Fitzpatrick Software Development

Operator : [Redacted]      Your Email (alternatively enter phone no.) [Redacted]      [Update Email/Tel](#)

Address : [Redacted]      [Submit AER](#)

Any queries please contact Pauline/Carol at (061) 496596

**Your AER Details**

Year: 2011      WCP No: WCP-L [Redacted]      Status: Incomplete

[Waste Collected](#)   
 [Waste moved from transfer/treatment station](#)   
 [HHold Details](#)   
 [HHold Waste Collected](#)   
 [Appartment Waste](#)

County	EWC	Qty (T)	Disposal / Recovery Facility	Transfer Type	Type	Entered
Kerry	17 04 07 mixed metals	542	Dillon Waste	Disposal	20030Z	27/Jan/2012 <a href="#">Del</a>
Limerick County	15 01 01 paper and cardboard packaging	25	Dillon Waste	Recovery		27/Jan/2012 <a href="#">Del</a>

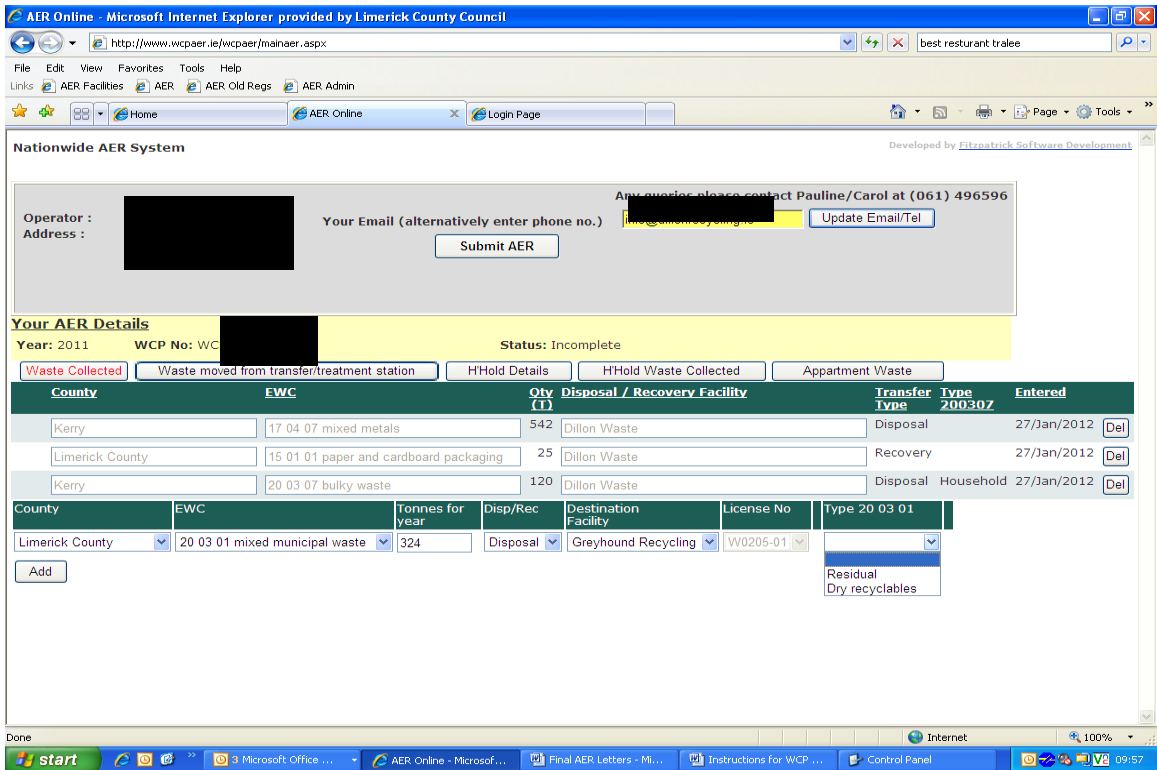
County	EWC	Tonnes for year	Disp/Rec	Destination Facility	License No	200307 Type
Kerry	20 03 07 bulky waste	120	Disposal	Dillon Waste	WFP/KY/10/001	Household Commercial

[Add](#)

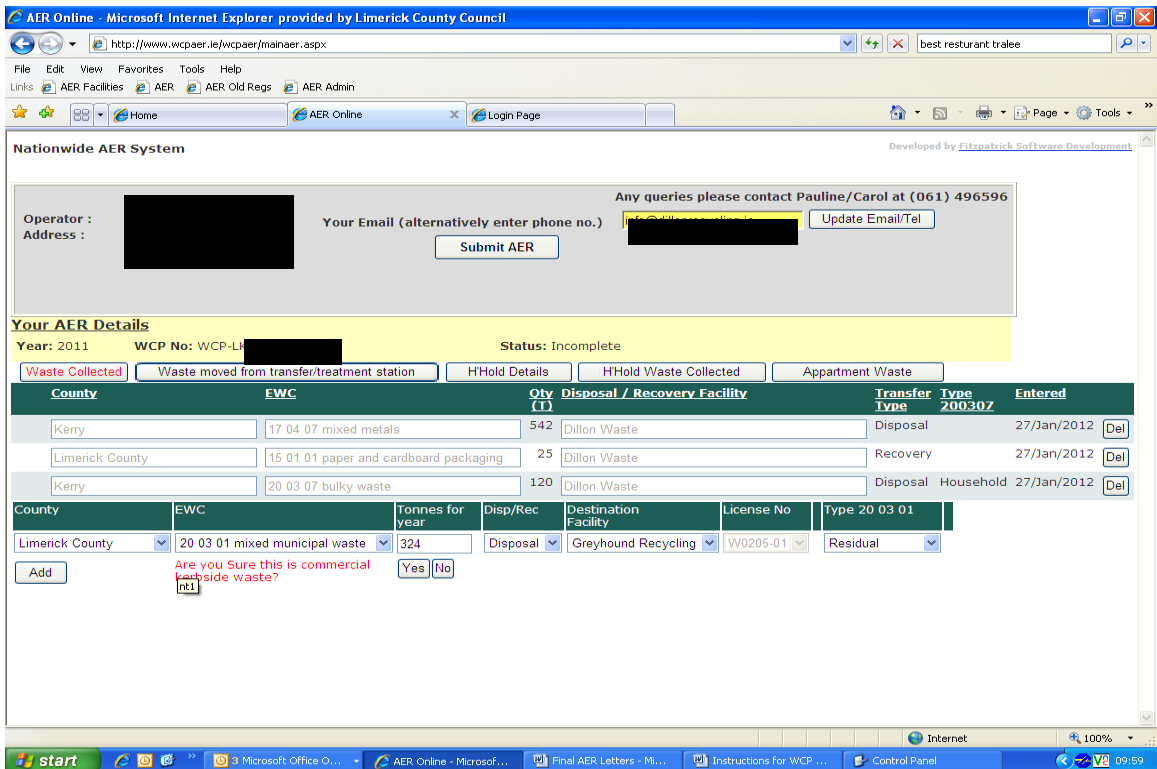
Done

start    Microsoft Office ...    AER Online - Microsof...    Final AER Letters - Mi...    Instructions for WCP ...    Control Panel    09:56

11. If you are permitted to collect **EWC Code 20 03 01** (i.e. a regular commercial waste collection service (i.e. weekly/fortnightly)) and have collected this waste type in 2011 you shall have to select, from a drop-down menu whether the waste was collected was residual or dry recyclable waste– see screen shot below.



When you click 'Add' the line the following message appears 'Are you sure this is commercial kerbside waste?' select either Yes/No. – see screen shot below.



- If you select 'Yes' the line shall be added and the details entered will be greyed out
- If you select 'No' (i.e. the waste **WAS NOT** collected from commercial kerbside) you shall be asked '*Is this waste collected from apartments?*'
  - o If you select 'Yes' you shall be brought to '*Apartment Waste*' Tab and all relevant details must be completed under this tab (refer to Point 12 below)
- If you are permitted to collect door-to-door household waste and select 'No' (i.e. the waste WAS NOT collected from apartments) you shall be asked '*Is this waste collected from households?*'
  - o If you select 'Yes' you shall be brought to the '*H'hold Details*' Tab and all relevant details must be completed under this tab (refer to Point 19 below)
- If you are NOT permitted to collect door-to-door household waste and select 'No' to the question '*Is this waste collected from apartments?*' **OR** select 'No' to the question '*Is this waste collected from households?*' the following message will appear '*Please contact the issuing Nominated Authority regarding how this waste type should be recorded*' The relevant Nominated Authority should be contacted via the link given at the top of the on-line screen or via the contact details given above

12. If you have collected waste from **apartments** (regular weekly/fortnightly collection) this **must be recorded under the 'Apartment Waste' tab selected:**

- (a) Select the county where waste was collected (from the drop down menu),
- (b) Select the relevant EWC code (from the drop down menu), **Note:** Use EWC Code 20 03 01 for residual waste & recyclable waste (the type of waste will be distinguished under bin type) and use EWC Code 20 01 08 for biodegradable kitchen & canteen waste.
- (c) Select the bin type from the drop down menu.
- (d) Enter the quantity of waste collected (TONNES ONLY), decimal points can be entered however commas cannot be entered (i.e. 1,500),
- (e) Select the charging mechanism from the drop down menu.
- (f) Select '*Customer Type*' the system defaults to '*Private*' – if you collect household waste on behalf of a Local Authority these details must be entered on a separate line(s) to your own private customers
- (g) Select the destination facility where the collected waste was recovered/disposed at (from the drop down menu).

**Note:**

- (h) If the county or facility **are not included in the drop down** options please contact the Nominated Authority via the link given at the bottom of the screen or via the contact details given above, in order for the database to be updated.
- (i) For **each relevant EWC Code** the total quantity of waste collected in **each** Local Authority Area, must be recorded.

### Waste moved from transfer/treatment station

ONLY enter details under 'waste moved from transfer/treatment station' tab where waste is **moved from waste transfer stations/bring bank or civic amenity site** i.e. the waste is not generated on the site where collection takes place. For example collecting end-of-life vehicles from a car dismantler, cardboard from Mr. Binman or Greenstar Ltd., waste from Enva Ireland Ltd. **Waste entered in this sheet IS NOT TO BE INCLUDED in the 'waste collected' tab.**

13. Select 'Waste moved from transfer/treatment station' tab by clicking on the tab. The words 'waste moved from transfer/treatment station' appear in red.

Nationwide AER System

Operator : [Redacted] Your Email (alternatively enter phone no.) [Redacted] Update Email/Tel

Address : [Redacted] Submit AER

Any queries please contact Pauline/Carol at (061) 496596

Developed by Fitzpatrick Software Development

**Your AER Details**

Year: 2011 WCP No: WC [Redacted] Status: Incomplete

Waste Collected **Waste moved from transfer/treatment station** HHold Details HHold Waste Collected Appartment Waste

County	EWC	Tonnes for year	Disp/Rec	Destination Facility	License No	facility collected from
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

Add

14. Enter details as described in Points 7-10 above. In addition to the details described above the transfer facility where the waste is collected from **MUST BE RECORDED** and selected from the drop-down menu. If the transfer facility is not available from the drop-down menu contact the relevant Nominated Authority.

**If you have carried out a Kerbside Household collection please proceed to Point 18.**

### **Submitting 2011 AER:**

15. When all details have been correctly entered click the 'Submit' button at the top right hand corner of the screen. You are then asked '*Are you sure you want to submit your AER details?*' and you are required to select 'Yes' or 'No'. Click 'No' if any amendments are required.

Note:

- You will not be permitted to submit the AER unless the 'Update Email/Tel' box is complete.
- If you are a permitted door-to-door household waste collector and have not entered details in either 'H'hold details' or 'H'hold waste collected tab a message stating '*No Household or Household Waste Collected details are recorded, are you sure you still want to submit your AER details?*' shall appear.

16. Once you are satisfied that the correct details have been entered click the 'Yes' button and the following screen shall appear:

17. Once the AER has been submitted the details cannot be altered however, you can view your submission at anytime by logging onto the website using your user name and password. If the Nominated Authority has any queries re the AER details submitted you will be contacted via the email address/telephone number provided. If it becomes apparent to you that an error was made after submission, please contact the relevant nominated authority office and the submission can be reversed to allow you re-enter the correct details.

## KERBSIDE HOUSEHOLD WASTE COLLECTION: RECORD NUMBER OF H'HOLD SERVED IN EACH LOCAL AUTHORITY AREA ON 31<sup>ST</sup> DECEMBER 2011

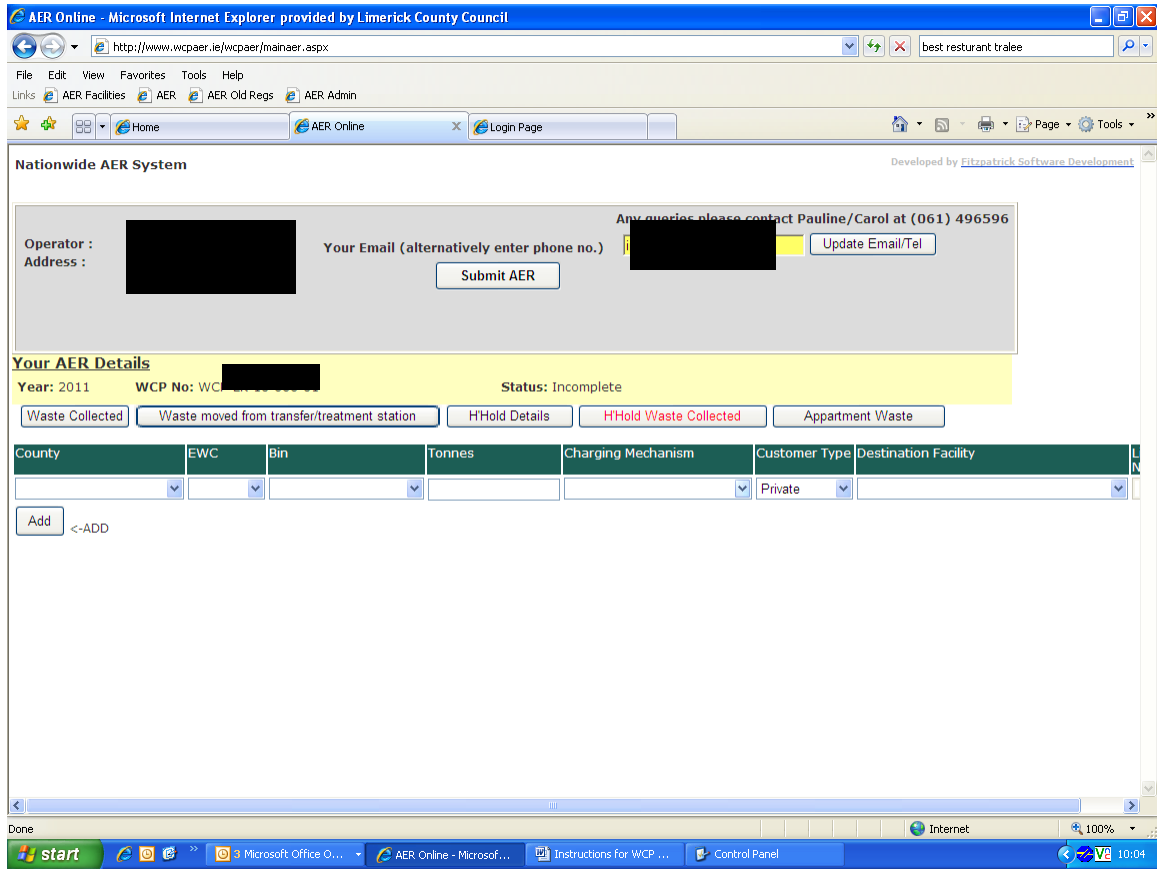
18. If you carry out a door-to-door collection of household waste the 'H'hold Details' and 'H'hold waste collected' options will be accessible (BOTH OPTIONS HAVE TO BE COMPLETED). If you collect household waste and the above options are not available please contact this office.

19. Select the 'H'hold Details' by clicking on the tab. The words '*H'hold Details*' appear in red and the following screen appears.

Enter all required details regarding the number of kerbside collections and bin/bag types FOR EACH LOCAL AUTHORITY AREA where you collected household waste in 2011.

**NOTE:** In relation to 'Customer Type' the system defaults to 'Private' – if you collect household waste on behalf of a Local Authority these details must be entered on a separate line(s) to your own private customers ■

20. Select the 'H'hold waste collected' by clicking on the tab. The words '*H'hold waste collected*' appear in red and the following screen appears.



With the *'H'hold waste collected'* tab selected:

- Select the county where waste was collected (from the drop down menu),
- Select the relevant EWC code (from the drop down menu), **Note:** Use EWC Code 20 03 01 for residual waste & recyclable waste (the type of waste will be distinguished under bin type) and use EWC Code 20 01 08 for biodegradable kitchen & canteen waste.
- Select the bin type from the drop down menu.
- Enter the quantity of waste collected (TONNES ONLY), decimal points can be entered however commas cannot be entered (i.e. 1,500),
- Select the charging mechanism from the drop down menu.
- Select *'Customer Type'* the system defaults to *'Private'* – if you collect household waste on behalf of a Local Authority these details must be entered on a separate line(s) to your own private customers
- Select the destination facility where the collected waste was recovered/disposed at (from the drop down menu).

**Note:**

- If the county or facility **are not included in the drop down** options please contact the Nominated Authority via the link given at the bottom of the screen or via the contact details given above, in order for the database to be updated.

- For **each relevant EWC Code** the total quantity of waste collected in **each** Local Authority Area, must be recorded.

21. When all required details have been completed refer to Point 15 re: submission of AER 2011.

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**\*Specific to Mid-West Region only, i.e.  
County Limerick, Limerick City, County Clare and County Kerry areas.**

In relation to the county boundaries in Limerick/Clare/Kerry region please note the following:

- Limerick County Council area includes Dooradoyle & Raheen (from Ballincurra Creek outwards), Castletroy (from Travelodge and Aldi outwards), Ballysimon Road (from the halting site outwards)
- Limerick City Council – link to details of the 2008 boundary extension [www.limerickcity.ie/Planning/CityBoundaryExtension/](http://www.limerickcity.ie/Planning/CityBoundaryExtension/) .
- Clare County Council area includes Shannon Banks, Westbury, Parteen and commences on the N18 from the Crompaun River outwards

**\*\*Specific to Dublin Region only  
(ie. Dublin City Council, Dun Laoghaire Rathdown, Fingal and South Dublin  
County Council areas)**

In relation to Local Authority areas / boundaries in the Dublin region the easiest way to find out which local authority area the waste is collected in is to ask your customers which area they are in when collecting the waste from them. Their local authority is the one to which they pay their bin charges / rates.

You should note this in your docket book during the year, so that the statistics are easy to compile when you are completing your Annual Report.