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**This publication was withdrawn on 1 October 2024.**

This guidance is out of date. Check the guidance '[Materials facilities: waste sampling and reporting from October 2024](#)' instead.

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Department for Environment, Food and Rural Affairs

# Materials facilities: how to report on mixed waste sampling

March 2014

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## Summary

From 1 October 2014, materials facilities (MF) to whom the regulations apply, must:

- sample and test the materials they receive and send out
- record the information
- report every 3 months to the regulator (the Environment Agency in England and Natural Resources Wales in Wales).

The types of facility that are likely to be included and definitions of what needs to be sampled (input, output, residual and grade of materials) are in Sampling and Testing Guidance for Materials Facilities( <http://www.wrap.org.uk/content/sorting-materials-materials-recovery-facilities-mrfs>) on the WRAP website.

At the beginning of the reporting period, you should assess whether you are likely to receive 1,000 tonnes (t) of mixed waste in the coming year. If you think that you will, you must write to the regulator by 31 December 2014. In England the regulator is the Environment Agency, in Wales it is Natural Resources Wales.

If, having written to the regulator, you think that you are getting less than 1000t a year of mixed waste, then you should tell the regulator. You must assess whether you receive (or are likely to receive) 1,000t or more of mixed waste a year every three months. Mixed waste is household waste or waste that is similar to household waste, in that it contains at least 50% by weight of 2 or more of the following:

- glass
- metal
- paper
- plastic

## Sample weights and frequencies

The minimum required sample weight is the average number of kilograms of material that must be taken for each sample of a given material (mixed waste material or specified output material) over a reporting period.

## Input materials

For incoming mixed waste material the minimum average is 60kg.

For input material take a sample for every 160t you receive from each supplier. You must do this for 2 years from 1 October 2014 to 30 September 2016.

From 1 October 2016, you must take a sample for every 125t you receive from each supplier. However, you don't have to sample mixed waste inputs that you transfer to another MF for them to separate into specified output materials.

## Output materials

For output materials the minimum sample weights are:

- glass 10kg
- metals 10kg
- paper 50kg
- plastic 20kg

The sampling frequency depends on the material:

- glass: a 10kg sample for every 50t you produce
- metals: a 10kg sample for every 20t you produce
- paper: from 1 October 2014 to 30 September 2016, you must take a 50kg sample for every 80t you produce;  
then from 1 October 2016 you must take a 50kg sample for every 60t
- plastic: from 1 October 2014 to 30 September 2016, you must take a 20kg sample for every 20t you produce;  
then from 1 October 2016 you must take a 20kg sample for every 15t you produce

## Keep records

Keep the following information for each reporting period for at least 4 years from the date it was recorded:

- the total weight in tonnes of mixed waste material received by the materials facility from each named supplier
- the weight and composition of each mixed waste material sample taken at the MF from each named supplier
- the weight in tonnes of residual waste that leaves the MF and where it is sent

- the weight in tonnes of mixed waste material that leaves the MF for separation at another MF and where it is sent
- the total weight in tonnes of specified output material that leaves the MF and where it is sent
- the weight and composition of each specified output material sample taken at the MF, identified by the grade of glass, metal, paper and plastic
- details of the amount in tonnes of specified output material produced by the MF, identified by the grade of glass, metal, paper and plastic target material

## Report to the regulators

You must submit your reports electronically.

The first reporting period is 1 October 2014 to 31 December 2014, and you must send your report to the regulator by 31 January 2015. The yearly reporting periods are:

- 1 January to 31 March. Reports due by 30 April
- 1 April to 30 June. Reports due by 31 July
- 1 July to 30 September. Reports due by 31 October
- 1 October to 31 December. Reports due by 31 January

## Report on input materials

You must report the following information for each supplier (WCA, MF, the person who collects and/or delivers the material) requiring sampling for incoming mixed waste material in each reporting period:

- the total weight in tonnes of mixed waste material you receive
- the total number of samples taken
- the total weight in kilograms of all samples taken
- the average percentage composition of target glass, metal, paper and plastic in the samples
- the standard deviation (which can be calculated in Excel, for example) of the average percentage composition of target materials in the samples
- the average percentage composition levels of target materials, non-target material and non-recyclable materials in the samples

## Report on output materials

You must report the following information for output material leaving the MF in each reporting period:

- the total weight in tonnes of the specified output material that leaves the MF, as a minimum identified by grade of glass, metal, paper or plastic
- the total weight in tonnes of mixed waste material sent to other MFs for them to separate into specified output materials, and the names of these MFs
- the total weight in tonnes of residual (all other) waste that leaves the MF, and details of where it has been sent
- the total number of samples taken for each specified output material (glass, metal, paper or plastic)
- the total weight in kilograms of all samples taken for each specified output material, as a minimum identified by grade of glass, plastic, metal or paper
- the average percentage of target materials, non-target materials and non-recyclable materials by grades of glass, metal, paper or plastic in the samples
- average percentage of all samples by reference to grades of glass, metal, paper and plastic
- the standard deviation of the average percentage composition levels for the target materials found in all the samples

## Inspections by the regulator

You will be inspected at least twice a year (once unannounced) to review the way you take samples and report.

You can find more information to help you meet these new requirements on the WRAP website in (<http://www.wrap.org.uk/content/sorting-materials-materials-recovery-facilities-mrfs>)

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