

## **Administrative procedure for communication under the allocation scheme (WEEE, BAT)**

DPA-System is short for Danish Producer Responsibility System. DPA-System is in charge of administrative tasks associated with the rules on producer responsibility under Danish environmental law regarding waste from electrical and electronic equipment, end-of-life batteries and accumulators, and end-of-life vehicles.

Producer responsibility for these waste types has authority in the Danish Environmental Protection Act. This Act translates into three Statutory Orders for the different waste types: the WEEE Order, the Battery Order, and the End-of-life Vehicles Order (the current statutory texts can be found on [www.dpa-system.dk](http://www.dpa-system.dk)).

The Danish Statutory Orders take offset in three EU directives for the same waste types: the so-called WEEE Directive, the Batteries Directive, and the ELV Directive. Also these directives with exact titles and dates can be found on [www.dpa-system.dk](http://www.dpa-system.dk).

Producer responsibility rests on the principle that each producer or importer assumes responsibility for collection and management of WEEE, waste batteries, and end-of-life vehicles to the effect that products becoming waste are managed in an environmentally correct manner, with the highest possible utilisation of resources contained in such products.

Producers and importers are in the following referred to as *producers* as the rules applying to both types are the same.

In general, the following abbreviations are used: WEEE for waste electrical and electronic equipment, BAT for batteries and accumulators, and ELV for end-of-life vehicles.

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In pursuance of the rules on producer responsibility for waste electrical and electronic equipment (EEE) and waste portable batteries this document describes the administrative procedures in connection with the allocation process for such products. The administrative procedure focuses on responsibilities and duties for affected players. Procedures for supply of collection equipment are also described since the allocation is closely related to these.

## Players

The following players have a role under the allocation scheme:

- Producer affiliated to a collective scheme
- Producer not affiliated to a collective scheme
- Operators (haulier, reprocessor)
- DPA-System
- Local authorities
- Municipal waste management companies

“The producer” in the following refers to both individual compliers, authorised representatives, and collective schemes. Either an individual complier, an authorised representative, or a collective scheme on behalf of the producer is the formal contracting party to the local authority.

“The local authority” refers to both local authorities and municipal waste management companies. The local authority is the formal contracting party to the producer.

“The operator” is hired by the producer to assume the practical tasks associated with supply of collection equipment and collection of household WEEE and/or waste portable batteries from the collection points. The operator cannot formally enter agreements on behalf of the producer. Producers are entitled to replace an operator regardless of the allocation scheme.

“DPA-System” must ensure that producers each year take back a proportional share of household WEEE and/or waste portable batteries, referred to as “the allocation scheme”. The allocation scheme only comprises allocation to the producer of WEEE and batteries from the registered municipal collection points. Cooperation between the producer and the local authority only concerns collection via the municipal collection points.

## Background

The allocation scheme is changed once a year and allocation of collection areas from where producers must collect WEEE and waste portable batteries is renewed.

The allocation scheme represents an annual shift among producers in relation to responsibility for the fractions (1-6)<sup>1</sup> of household WEEE and waste portable batteries at the different collection points. In principle, changes in responsibilities of the producer take place on an exact date: 1 September or the first workday of September. In practice, however, it is not possible to assume all tasks simultaneously all over the country. Therefore, the producer, the local authority and each collection point will agree in detail when exactly collection equipment will shift from the old producer to the new one.

The allocation scheme means that at certain collection points a shift of responsibility takes place from one producer to another. At such collection points this means that there will also be a shift in operators. The change relates to the different fractions. However, most often responsibilities will not change.

## Information and communication between the local authorities, producers and DPA-System

In the following a description is given of types of information exchanged between players.

### Information from DPA-System to the local authorities

When DPA-System has calculated the allocation this is notified directly by e-mail to the local authority. The e-mail is sent to the main e-mail address of the local authority in the Technical Administration as well as to the e-mail addresses registered by the local authority for the different collection points.

### Information from DPA-System to producers

When DPA-System has calculated the allocation this is notified directly by e-mail to the producer. The e-mail is sent to the e-mail address registered by the producer with DPA-System.

### Publication

The allocation is published on the website of DPA-System ([www.dpa-system.dk](http://www.dpa-system.dk)). Publication contains a specification of registered collection points as well as producers responsible for each of the six fractions and/or waste portable batteries at each collection point.

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<sup>1</sup> Fraction 1: Large household appliances

Fraction 2: Refrigeration equipment

Fraction 3: Small electronics

Fraction 4: Screens

Fraction 5: Light sources.

Fraction 6: Photovoltaic panels (solar cells)

It is also specified which operator the producer has hired to assume collection of each of the six fractions and/or waste portable batteries. This information is dependent on, however, the producer having submitted this information to DPA-System.

### **Information from the producer to the local authority**

When DPA-System has informed the producer about areas and collection points allocated to him, the producer must immediately inform the local authority in writing about operators assuming the practical tasks at the collection points. This information must be sent to the main e-mail address of the local authority in the Technical Administration as well as to each collection point. The latter must be sent by e-mail to the e-mail addresses registered by the local authority with DPA-System. This information must reach the local authority before 1 September. It must specify:

- Time of supply of collection equipment and time of first collection of WEEE of the different fractions and/or batteries.
- Operators assuming collection of different fractions of WEEE/waste portable batteries.
- Contact information for both producer and operator.

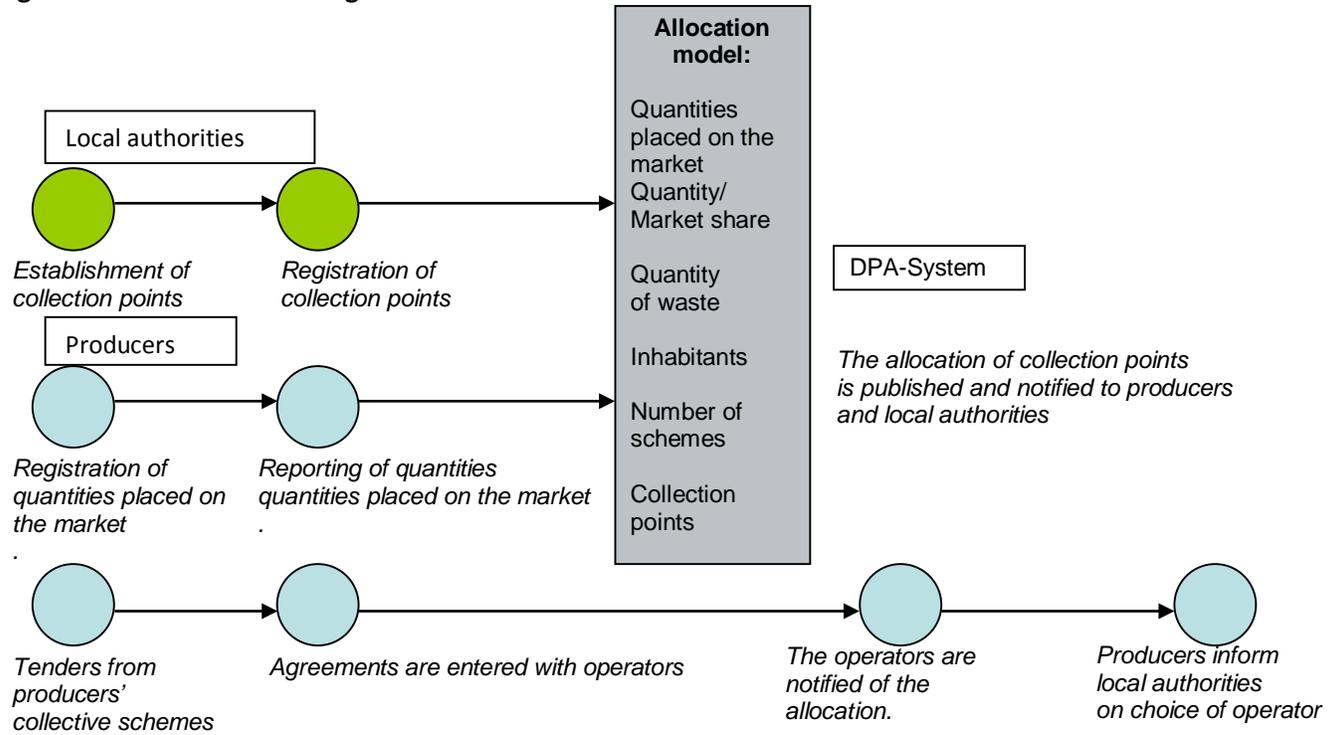
When the producer contacts the local authority he must use the contact information stated by the local authority in its registration of collection points with DPA-System. Remark that only the producer can enter binding agreements with the local authority.

When the producer has informed the local authority about the operators responsible for collection of the different fractions and/or waste portable batteries the local authority and the operator must agree on practical issues relating to daily cooperation.

If no agreement can be reached between the local authority and the operator or in case of problems relating to supply of collection equipment or collection at the stated times the local authority must contact the producer directly since the latter is formally responsible for collection from the collection point.

The below figure shows the structure of exchange of information prior to entering into force of the allocation.

**Figure 1. Structure of exchange of information**



## **Supply and collection of equipment**

### **Supply of collection equipment**

A significant part of the allocation scheme is supply of collection equipment. The producer must supply the collection equipment. However, in some situations a local authority has chosen to use its own equipment.

Before 1 September the producer must have entered agreements with all collection points about supply of collection equipment and about the time of first collection by the operator of different fractions of WEEE and/or waste portable batteries.

The local authority can request to have collection equipment supplied no later than 1 September.

The producer is only responsible for supply of the collection equipment registered by the local authority on the DPA-System website.

### **Collection of equipment**

For producers no longer assuming collection from a collection point agreements must also be made prior to 1 September with the local authority about when to collect the producer's equipment from the collection point.

The local authority can request the producer to collect equipment that will no longer be used at the collection point under the new allocation scheme by 31 August. Normally, the producer and the local authority will agree on an exact time so that half filled collection units or space problems will be avoided at the collection point.

A producer having no longer responsibility for a WEEE fraction and/or waste portable batteries at a collection point in connection with the new allocation scheme is entitled to pick up his collection equipment on 31 August if no agreement has been entered on a different time.

The below table shows main areas of responsibility of the different players.

## Outline of main players and fields of responsibility

DPA-System	Producers	Operator	Local authorities	Municipal waste management companies
<p>Receives data from producers and calculates allocation.</p> <p>Informs producers of the allocation.</p> <p>Informs local authorities of the allocation.</p> <p>Publishes the allocation on the website <a href="http://www.dpa-system.dk">www.dpa-system.dk</a></p>	<p>Informs the operators of the allocation.</p> <p>Contacts the local authority and the different collection points to agree on formal cooperation, including supply of collection equipment.</p>	<p>Receives instructions from producers.</p> <p>Contacts each collection point further to instructions from producers.</p> <p>Starts practical cooperation at the collection point.</p>	<p>Registers collection points and contact information with DPA-System.</p> <p>Receives information from DPA-System and distributes it to relevant staff members.</p> <p>Agrees on detailed cooperation with producers.</p> <p>Starts cooperation with producers and operators at each collection point.</p>	<p>Carries out local authority tasks delegated to it.</p> <p>Starts cooperation with producers and operators at each collection point.</p>

## Start of practical cooperation

If agreements are entered on changes in collection terms or changes in type or number of collection equipment such changes must always immediately be registered in the DPA-System register of collection points. The local authority is in charge of registering these changes in the register of collection points. Therefore, the local authority is also responsible for ensuring that agreements are only entered by staff members having the competences and the power to enter such agreements. Similarly, these staff members are responsible for ensuring that changes are registered in the DPA-System register.

DPA-System, 2014

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