



WEEE Regulations Guidance for Distributors

Distributors have obligations under Regulations 31, 33, and 34 of the WEEE Regulations Part 5. Distributors have two ways in which they can become compliant with the WEEE (Waste Electrical and Electronic Equipment) regulations:

Option 1 “Free in-store take-back”:

Regulation 31:

Offer in-store take-back of old WEEE items on a like for like basis when a customer buys an equivalent item from you. For example, if a customer buys a toaster from your store, then they are entitled to return their old toaster to your store. You are only obliged to accept WEEE items that fulfil the same function as the new item being purchased, however you may wish to accept other/additional items under your own store policy. The customer should return their old item to your store within a reasonable time period following a sale e.g 28 days. Your store will then need to dispose of the WEEE. More information on what to do with WEEE received from customers can be found in this document under the section titled: **“What to do with WEEE returned to you”**. If you sell items via the internet please see the section of this document headed: **“Distance Sellers”**.

Regulation 33:

Provide information in writing on the effects of WEEE as specified in regulation 33 of the WEEE regulations. If you run a high street store this information should ideally be displayed on a poster or in a leaflet. If you run an online store then the information should be provided on your website. If you trade both on the high street and online, then your shop premises and internet site will both have to display information regarding the WEEE Regulations. Further information on how to comply with Regulation 33 can be found on the next page, under the heading: **“Further information on Regulation 33”**.

Regulation 34:

Keep records of any WEEE units returned to your stores for a period of 4 years. The records have to contain a brief description of the WEEE item, the date it came into the store, and the date at which it was disposed of safely. Guidance on the correct way to keep records can be found under the heading **“Further information on Regulation 34”**.

Option 2 “DTS Membership”:

Regulation 31:

Join the Distributor Take-back Scheme (DTS) run by Valpak. Valpak's website can be found at: <http://www.valpak.co.uk>, or alternatively you can telephone them on: 08450 682 572. If your store joins this scheme then it will not have to take back any WEEE units from customers buying new EEE. You will however have to direct customers to their nearest Designated Collection Facility (DCF). DCF locations can be found on Valpak's recycle-more website. You will have to pay a fee to join this scheme.

Regulation 33:

Valpak will help DTS members to become compliant with Regulation 33 by providing information to them to display in store or on their website upon completion of membership application.

Regulation 34:

You will not have to keep records of any WEEE returned if you do not take-back. However, if you join the DTS and offer take-back you will have to record this WEEE in accordance with Regulation 34.

Distance Sellers:

If as a distributor you sell EEE via the internet or mail order and you have not joined the DTS, you will still need to provide a take-back service to the customer. The customer must be provided with an address that they can physically return or send their WEEE items to. This may be to a company shop or store, if you have these or returned to you direct. Customers wishing to return a WEEE item should pay for any costs incurred in returning the WEEE item to you.

Further information on Regulation 33:

Regulation 33 states that:

33. A distributor who supplies new EEE shall make information available to users of EEE in private households on—

- (a) the requirement on each member State under Article 2 of the Directive to minimise the disposal of WEEE as unsorted municipal waste and to achieve a high level of collection of WEEE for treatment, recovery and environmentally sound disposal;
- (b) the collection and take back systems available to them;
- (c) their role in contributing to the reuse, recycling and other forms of recovery of WEEE under these Regulations;
- (d) the potential effects on the environment and human health as a result of the presence of hazardous substances in EEE; and
- (e) the meaning of the crossed out wheeled bin symbol shown in Schedule 4.



Distributors offering free in-store take-back:

A free toolkit of resources is now available to help retailers meet their regulatory obligations and demonstrate their commitment to environmental issues. It includes a range of in-store and on-line marketing material designed to be customised to suit your own business and branding needs.

It helps retailers to comply with the information requirements placed on them under Regulation 33 of the WEEE Regulations. But it also goes further, offering a low-cost opportunity to demonstrate to increasingly informed consumers your company's commitment to sustainability.



The VCA encourages all retailers to take a look and consider how they can use it to ensure compliance and maximise wider business benefits.

Visit the toolkit at http://www.recyclenowpartners.org.uk/retail_high_street/index.html Click on the link entitled Download Area, then register as a user for free and you will have free access to all of the information and resources available under the WEEE Retailer Toolkit link.

Members of the Distributor Take-Back Scheme:

Should contact Valpak, who will provide them with the necessary information to help them comply with this Regulation. Valpak will be able to advise its members of the DCF's located close to a retailer's store. DTS members who trade online must provide customers with a link to a website run by Valpak, from which customers can find their nearest DCF.

Further information on Regulation 34

Regulation 34 states that:

34.—(1) A distributor to whom the obligation in regulation 31 applies shall maintain records of the number of units of WEEE from private households returned to him under that regulation.

(2) A distributor who returns WEEE from private households under regulation 32 shall maintain records of the number of units of WEEE from private households returned by him under that regulation.

(3) Each distributor to whom the obligation in regulation 33 applies shall maintain records of the information made available under that regulation.

(4) The records referred to in this regulation shall be kept for a period of at least four years commencing on the date on which any such record is made and shall be made available to the Secretary of State on demand.

Distributors can achieve compliance with Regulation 34 by using a record keeping format provided by the VCA to record all WEEE returns. The template can be downloaded at the following link: <http://www.dft.gov.uk/vca/additional/files/enforcement-and-research-activities/wEEE-enforcement/reg34-records.pdf>

What to do with WEEE returned to you:

You can return your WEEE to an Approved Authorised Treatment Facility (AATF) via a Producer Compliance Scheme (PCS). Regulation 32 gives distributors the right to return WEEE to an Approved Authorised Treatment Facility free of charge. To dispose of WEEE in this way you will need to do the following:

Check this webpage to see which Producer Compliance Scheme operates in your area: <http://www.berr.gov.uk/files/file54494.pdf>

Make a note of the PCS that is operating in your local area.

The following link provides contact details for all 37 PCS in the UK. <http://www.environment-agency.gov.uk/business/topics/waste/32086.aspx>

The list of PCS can be found under the link titled: "List of 2010 producer compliance schemes and their contact details". Make a note of the contact details for the PCS that operates in your area.



Contact the PCS and explain that you wish to return your WEEE to an AATF under Regulation 32. The PCS will then direct you to your nearest AATF. Once you receive the address details of your nearest AATF, you can transport your WEEE to the location.

If you do not want to transport your WEEE to an AATF then a PCS may collect WEEE from your premises and take it to an AATF for you, but this may incur a charge. If you need any more information on where to dispose of any WEEE you receive, then please contact the Environment Agency on 08708 506 506.

Alternatively you can make an arrangement with a local waste recycling company to dispose of your WEEE.

To do this go to: <http://www.netregs.gov.uk/netregs/links/98247.aspx> enter your postcode and you can find local sites and companies who are licensed to deal with WEEE. You may be able to negotiate a deal with a local licensed waste carrier to take away your WEEE. You may also be able to arrange for a local licensed waste carrier to collect your customer's WEEE from their premises on your behalf.

This document is intended for guidance purposes only. The WEEE Regulations are subject to amendments, so if you have any queries regarding the Regulations then please telephone the WEEE enquiry line on 0844 8000 819 to receive the latest guidance.