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WEEELABEX

Waste Electrical and Electronic Equipment – Label of Excellence

An Initiative of the WEEE Forum co-financed by the European Commission's LIFE Programme (LIFE07 ENV/B/000041)

Foreword

The WEEE Forum is a European association of 37 electrical and electronic waste collection and recovery systems. Its mission is to provide for a platform for co-operation and exchange of best practices, and in so doing, optimise the cost-effectiveness of the operations of the member organisations and strive for excellence and continuous improvement in environmental performance (see www.weee-forum.org).

WEEELABEX stands for “WEEE LABel of EXcellence”. It is the acronym for a project, run by the WEEE Forum in co-operation with stakeholders and co-financed by the European Community under the LIFE programme. On the one hand, WEEELABEX aims at laying down a set of normative requirements with respect to collection, logistics and treatment of all kinds of WEEE, while, on the other hand, setting up rules for certification and monitoring of compliance with those requirements. Harmonisation of the WEEE requirements will make environmental performance more transparent, diminish trade barriers between member states, assure the highest level of environmental performance of the WEEE systems and promote a common technical understanding, while obviously not holding back parties that wish to go beyond those standards for environmental reasons. It will create incentives for operators to meet the highest standards.

Early 2009, the WEEE Forum and its stakeholders started discussing the first draft of the WEEELABEX standard on the management of WEEE and its basic principles. As a result of broad review process during 2009 the WEEE Forum General Assembly approved version 5.0 of the requirements on 20 November 2009 and decided that the standard be split into three different normative documents. The splitting should allow specific requirements for homogenous target groups and specific implementation strategies.

The standard on treatment is one of the three split normative documents, addressing treatment operators and their activities, excluding logistics and collection.

Upon approval of the three normative documents, the normative requirements will be lodged with CENELEC, the European committee for electrotechnical standardisation. The WEEE Forum, who became a co-operating organisation within CENELEC on 25 August 2009, will continue to contribute to the development of the WEEELABEX standard into an EN standard.

The question of how the standard will be implemented is part of another WEEELABEX activity. It is the WEEE Forum’s intention to find appropriate implementation strategies for all the target groups and activities. The clarification and development of these implementation procedures will take place in 2010.

STANDARD ON TREATMENT OF WEEE

Contents

Part I General Requirements

Introduction 1
1. Scope 2
2. Normative References 3
3. Definitions 4
4. Management requirements 7
4.1 Legal compliance 7
4.2 Management principles 7
4.3 Technical and infrastructural preconditions 7
4.4 Training 8
4.5 Downstream monitoring 8
4.6 Preparation for re-use 9
4.7 Shipments 9
5. Technical requirements 10
5.1 Handling and conveyance 10
5.2 Storage 10
5.3 De-pollution 11
5.4 De-pollution monitoring 11
5.5 Further treatment 12
5.6 Storage of fractions 12
5.7 Recycling and recovery 12
5.8 Disposal of fractions 13
5.9 Documentation 13

Annexes (planned)

A (normative) Requirements on mass balances
B (normative) De-pollution guidelines and monitoring
C (normative) Requirements to run batches
D (normative) Determination of recycling and recovery quotas

Part II Specific Requirements (planned)

1. Cooling and Freezing Appliances (under review at CENELEC)
2. Screens and Monitors
3. Gas Discharge Lamps

Introduction

The WEEELABEX standard lays down measures related to the protection of the environment and human health and safety through the prevention and mitigation of the adverse impacts of treatment of waste electrical and electronic equipment (WEEE). It defines both technical and management requirements for operators, which can be integrated into other management requirements and assist organisations achieve demands with respect to treatment operations. Compliance with the WEEELABEX standard cannot infer immunity from legal obligations. This standard is not intended to create trade barriers nor to increase or decrease an organisation's legal obligations. It is intended that it will apply to all types and sizes of organisations and accommodate diverse geographical, cultural and social conditions.

Part I, the General Requirements, addresses all operators involved in treatment of WEEE. The structure of the standard is in accordance to the general rules for the structure and drafting of normative documents. Clauses 1, 2, and 3 introduce and format the document. Clause 4 refers to the management principles. Clause 5 covers the technical requirements of the activities on treatment plants. Detailed requirements, descriptions of working processes, and tools will be given in Annexes of this standard. These will be completed during the next steps on the project.

Part II will encompass specific requirements on screens and monitors, gas discharge lamps and other types of devices, which demands special requirements. Requirements related to treatment of cooling appliances are already subject of standardisation within CENELEC.

This standard will be reviewed or amended when considered appropriate. Reviews will be conducted in response to new developments in the Directive, evolving technologies in the WEEE organisations or work practises to ensure continuing compatibility.

1. Scope

1.1 This standard is applicable to all WEEE and all resulting components, fractions and materials until the end-of-waste status is fulfilled in accordance with Article 6 of Directive 2008/98/EC on waste.

1.2 This standard addresses all operations of WEEE in order to prepare for re-use or to treat (including the full treatment of hazardous fractions), until WEEE or components thereof are prepared for re-use, or fractions are recovered or disposed of.

1.3 This standard addresses all operators that perform operations according to Paragraph 1.2, regardless of size, main focus of activities, geographic location, structure of the WEEE business, or legal status of the operator's business.

1.4 This standard is applicable to the territory of member states of the European Union and the EFTA countries.

1.5 This standard aims to:

- achieve effective and efficient treatment and disposal of all kinds of WEEE in order to prevent pollution and minimise emissions.
- promote high level and high quality recovery of secondary feedstock material.
- prevent inappropriate disposal of WEEE and fractions thereof.
- assure protection of human health and safety.
- prevent illegal (cross boundary) shipments of WEEE and fractions thereof
- prevent shipments of WEEE and fractions thereof, that, although being legal, are a breach of the objectives of this standard
- create a level playing field for fair competition of all actors in the operation of WEEE

This will be achieved through:

- the harmonisation of monitoring, measuring and reporting in order to promote environmentally sound de-pollution, recycling and recovery and disposal (demonstration of legal compliance),
- specification of existing legal rules, principles and best practices and
- clarification of any ambiguous principles within legislative instruments

2. Normative References

Directive 2002/96/EC of the European Parliament and of the Council of 27 January 2003 on waste electrical and electronic equipment (WEEE). (Official Journal of the European Union (OJ) L 37, 13.2.2003).

Proposal for a recast of Directive 2002/96/EC of the European Parliament and of the Council of 27 January 2003 on waste electrical and electronic equipment (WEEE) {SEC(2008) 2933} {SEC(2008) 2934}. *In the text, reference is made to Directive XXXX/YY/EC (recast of Directive 2002/96/EC on WEEE).*

Directive 2008/98/EC of the European Parliament and of the Council of 19 November 2008 on waste and repealing certain Directives (OJ L 312, 22.11.2008).

Regulation 1013/2006 of the European Parliament and of the Council of 14 June 2006 on shipments of waste (OJ, L 190/1, 12.7.2006). Regulation as last amended by Commission Regulation (EC) No 1379/2007 (OJ L 309, 27.11.2007, p. 7).

Council Directive 92/3/Euratom of 3 February 1992 on the supervision and control of shipments of radioactive waste between Member States and into and out of the Community.

Council Directive 1999/31/EC of 26 April 1992 on the landfill of waste (OJ L182 16.7.1999).

3. Definitions

3.1 **collection**
gathering of WEEE, including the preliminary sorting and preliminary storage for the purposes of transport to a WEEE treatment facility in accordance with Article 3(10) of Directive 2008/98/EC. Gathering includes picking up from final holders, distribution and take-back facilities, and collection facilities for WEEE, as well as transport to other collection facilities, logistic, storage or sorting centres where transports to treatment facilities will start.

3.2 **collection facility**
place designated for receiving and taking back WEEE in order to sort, store and transport to treatment facilities or other logistic organisations.

3.2 **component**
in the sense of this document is an element of an appliance with a distinct proper function, which has been removed from the device as a larger unit, but is not yet physically destroyed. Typical components of WEEE are batteries, capacitors, printed circuit boards, CRT, hard disks. Mechanically treated components become fractions.

3.4 **de-pollution**
processes during which hazardous wastes and other components referred to in Annex II of the recast of WEEE Directive 2002/96/EC are removed from WEEE.

3.5 **disposal**
any operation which is not recovery even where the operation has as a secondary consequence the reclamation of substances or energy, in accordance with Article 3(19) of Directive 2008/98/EC; Annex I of the Directive 2008/98/EC sets out a non-exhaustive list of disposal operations.

3.6 **energy recovery**
use principally as a fuel or other means to generate energy; including reprocessing into materials that are to be used as fuels, in accordance with R1 of Annex II of Directive 2008/98/EC

3.7 **fraction**
separate waste material stream generated by any treatment of WEEE, including de-pollution, dismantling or any other manual pre-treatment.

3.8 **hazardous waste**
waste which displays one or more of the hazardous properties listed in Annex III of the Directive 2008/98/EC. Hazardous WEEE includes:
- WEEE appliances classified as hazardous wastes
- substances separated from WEEE that are classified as hazardous wastes
- fractions or components containing substances classified as hazardous wastes

3.9 **logistics**
is the process of planning, implementing, and controlling the efficient and effective flow of WEEE in order to achieve appropriate treatment. Logistics involves the integration of

sorting, handling, storage and transportation to the first treatment operator.

3.10' **operator**
an entity performing operations with WEEE or fractions thereof in accordance with the scope of this standard, such as collection, handling, shipping, sorting, storage, transport, trading, treatment or preparation for re-use.

3.11 **preparing for re-use**
checking, cleaning or repairing recovery operations, by which products or components of products that have become waste are prepared so that they can be re-used without any other pre-processing, in accordance with Article 3(16) of Directive 2008/98/EC.

3.12 **recovery**
any operation the principal result of which is waste serving a useful purpose by replacing other materials which would otherwise have been used to fulfil a particular function, or waste being prepared to fulfil that function, in the plant or in the wider economy, in accordance with Article 3(15) of Directive 2008/98/EC; Annex II of Directive 2008/98/EC sets out a non-exhaustive list of recovery operations.

3.13 **recycling**
any recovery operation by which waste materials are reprocessed into products, materials or substances whether for the original or other purposes. It includes the reprocessing of organic material but does not include energy recovery and the reprocessing into materials that are to be used as fuels or for backfilling operations, in accordance with Article 3(17) of Directive 2008/98/EC on waste.

3.14 **removal**
manual, mechanical or metallurgic handling with the result that hazardous substances, preparations and components are contained as an identifiable (part of a) stream at the end of the treatment process. A substance, preparation or component is identifiable if it can be monitored to prove environmentally safe treatment, in accordance with Directive YYYY/XX/EC (recast of Directive 2002/96/EC).

3.15 **re-use**
means any operation by which products or components that are not waste are used again for the same purpose for which they were conceived, in accordance with Article 3(13) of Directive 2008/98/EC.

3.16 **treatment**
recovery or disposal operations, including any preparation prior to recovery or disposal, in accordance with Article 3(14) of Directive 2008/98/EC.

3.17 **waste**
any substance or object that the holder discards or intends or is required to discard, in accordance with Article 3(1) of Directive 2008/98/EC.

3.18 **WEEE**
electrical or electronic equipment which is waste within the meaning of Article 3.1 of Directive 2008/98/EC, including all components, subassemblies and consumables which are part of the product at the time of discarding, in accordance with Directive XXXX/YY/EC (recast of Directive 2002/96/EC on WEEE).

3.19 WEEE collection categories

WEEE sorted, based on treatment requirements[1].

[1] Most commonly used WEEE collection categories are: large household appliances, cooling and freezing appliances, small and medium appliances, CRT appliances, flat screen appliances, gas discharge lamps

4. Management requirements

4.1 Legal compliance

4.1.1 The operator shall comply with European Community legislation and its corresponding national and sub-national transposition as well as national and sub-national legislation. The operator shall maintain a record with legal and regulatory obligations applying to all activities undertaken on site.

4.1.2 The operator shall establish and maintain a procedure in order to identify legal requirements that are applicable to the environmental, health and safety aspects of all activities, services and products undertaken on site. A register of the operator's activities and related legal provisions shall be maintained and valid permits required by all relevant authorities shall be available.

4.1.3 If there are substantial differences between the standard and national or sub-national legislative or regulatory provisions, the stricter option shall be applicable.

4.2 Management principles

4.2.1 The precautionary principle shall apply where there is threat of serious or irreversible damage. Lack of full scientific certainty shall not be used as a reason for postponing feasible measures to prevent environmental degradation or adverse health and safety effects.

4.2.2 The principle of due diligence shall be assured with all activities. Due diligence includes a full understanding of all obligations to which the company is subject and full transparency with business partners.

4.2.3 The operator shall provide an organisational chart showing the persons responsible for ensuring that a management system is in place for all activities in the fields of health, safety, environment, and quality.

4.2.4 The operator shall demonstrate continuous improvement of their activities by a review and management process. The policy shall also be updated or revised as changes occur to the activities of the operator and evaluated in order to monitor its effectiveness.

4.3 Technical and infrastructural preconditions

4.3.1 The operator shall possess appropriate infrastructure in terms of size, technologies installed, and characteristics of the operations that are suitable for the activities performed on site. Suitability of site shall be assessed by an operational risk management process for all tasks performed on site and include identification of

hazards, assessment of risk and, where appropriate, take the necessary steps to eliminate or reduce the risk, and recording of the findings.

4.3.2 There shall be insurance coverage or other financial resources adequate to the nature and size of the operations. The insurances or financial resources shall accommodate legal and regulatory requirements, but as a minimum cover risks and liabilities of:

- bodily injury of employees, contractors, visitors or neighbours of the plant.
- damages to neighbouring facilities
- damages of accidental pollutant release to the environment where the owner of the property is liable.
- closure of the facility assuring proper cleanup of the site and any WEEE or fractions thereof.

4.4 Training

4.4.1 All persons on the operation's site shall be familiar with the health and safety policy of the site; employees and contractors involved in treatment operations shall be instructed and trained in technical knowledge and skills to perform the tasks assigned to them.

4.4.2 Training shall include emergency response planning, occupational health and safety measures, and training for the relevant operations performed on site. The effectiveness and suitability of training shall be checked regularly. Training programmes shall be delivered at a level suitable to the trainee in form, manner and language.

4.4.3 Employee training materials and information including technical guidance documents, risk assessments, safety statements, information charts, information tables, photos or examples of components of WEEE, and safety data sheets for hazardous chemical components shall be available at the work place or easily accessible to workers at all times.

4.5 Downstream monitoring

4.5.1 The operator shall trace and document the downstream treatment chain of WEEE or fractions thereof as long as they are waste according to the related definition of waste. Metallic fractions with non-metallic impurities below the limit values according to Annex D are excluded from traceability and monitoring requirements. Documentation shall assure proper treatment according to Clause 5 of this standard. If downstream operators comply with this standard approved by an independent entity, special documentation is not necessary.

4.5.2 Responsibility of downstream monitoring remains in cases where handing over of WEEE or fractions thereof to dealers or brokers, or when shipped across borders.

4.6 Preparation for re-use

4.6.1 If the operator is involved in preparation for re-use activities, permits from authorities or agreements from producers or parties that act on their behalf shall be obtained. Suitable infrastructure and trained persons for the testing of appliances and the preparation for re-use procedures and records shall be available.

4.6.2 Preparation for re-use includes the selection, testing, documentation, and labelling in accordance with the provisions drafted in Directive YYYY/XX/EC (recast of Directive 2002/96/EC).

4.6.3 The documentation of preparation for re-use shall encompass all copies of the labels according to Section 4.7.2, all destinations and acceptors as well as a summary of amounts and types of waste electrical and electronic equipment prepared for re-use.

4.7 Shipments

4.7.1 WEEE and fractions thereof which are intended for cross-border shipments shall be subject to Art. 10 of Directive YYYY/XX/EC (recast of Directive 2002/96/EC) and Regulation 1013/2006/EC on shipments of waste until the end-of-waste status is fulfilled in accordance with Article 6 of Directive 2008/98/EC on waste.

4.7.2 No operator shall initiate, contribute to or otherwise allow shipments of WEEE or fractions thereof that would result in treatment that is not in compliance with the objectives of this standard.

4.7.3 WEEE, components and fractions thereof containing radioactive wastes as defined in Article 2 of Council Directive 92/3/Euratom shall not be exported outside the European Community.

4.7.4 Components to be removed according to Annex II* of Directive YYYY/XX/EC (recast of Directive 2002/96/EC) as well as WEEE containing them, unless tested and prepared for re-use in accordance with section 4.7, shall not be allowed for export outside of the European Community and the member states of EFTA. Exceptions shall be acceptable, provided the operator can assure compliance with this standard.

4.7.5 The minimum monitoring requirements for shipments as laid down in Annex I* of Directive YYYY/XX/EC (recast of Directive 2002/96/EC) on WEEE and Regulation 1013/2006 on WEEE shall be strictly adhered to.

5. Technical requirements

5.1 Handling and conveyance

5.1.1 WEEE shall be handled and stored with due care in order to avoid release of hazardous substances into air, water or soil as a result of damage and/or leakages.

5.1.2 During handling and storage special attention shall be given to:

- cooling and freezing appliances to avoid damage to the cooling system,
- CRT appliances to avoid implosion and/or emissions of dust
- fluorescent tubes, and other energy saving gas discharge lamps to prevent breakage resulting in the release of mercury
- appliances containing oil and other liquids to avoid spillages and other emissions,
- appliances containing lamps (sun beds, flat screens) to avoid breakage of lamps,
- appliances containing asbestos (old heaters, stoves) to avoid mechanical load and release of asbestos fibres

5.1.3 All handling of WEEE including the loading, unloading, and transport shall be carried out with appropriate tools, containers and fixing to avoid damage to WEEE.

5.1.4 WEEE shall not be handled in such a way that subsequent de-pollution or high level recovery according to this standard is adversely affected or even inhibited.

5.2 Storage

5.2.1 Maximum storage amounts of WEEE shall respect legal and regulatory requirements. Where such provisions are not available, the maximum amount of WEEE stored shall not exceed the amount of WEEE that can be treated within six months.

5.2.2 Storage sites shall be designed, organised and maintained to provide safe access to and egress from the site and avoid access by unauthorised persons.

5.2.3 Sites for storage (including temporary storage) of WEEE prior to their treatment requires[2] according to Annex III of Directive XXXX/YY/EC (recast of Directive 2002/96/EC on WEEE):

- impermeable surfaces for storage areas and the provision of spillage collection facilities, and where appropriate, decanters and cleanser-degreasers,
- weatherproof covering for appropriate areas.

[2] without prejudice to the requirements of Council Directive 1999/3EC

5.2.4 For lamps, monitors and screens, cooling and freezing appliances only areas with weatherproof covering are appropriate in terms of this standard.

5.2.5 Intermediate storage of cooling and freezing appliances without weatherproof covering is allowed for a maximum of one month.

5.3 De-pollution

5.3.1 The treatment operator shall remove all liquids, substances, preparations and components from WEEE according to Art. 8 (2) and Annex II* of Directive YYYY/XX/EC (recast of Directive 2002/96/EC) on WEEE. For guidelines Annex B (De-pollution guidelines and monitoring) and for specific requirements Part II of this standard shall be considered relevant.

5.3.2 To fractions or substances classified as hazardous wastes no other types of waste or non-waste materials shall be added to make overall waste volume fall below the limit of hazardous waste classification (ban of dilution).

5.3.3 Fractions of substances, preparations and components to be removed or fractions containing these according to 6.3.1 shall be kept separate to ensure integrity of the material stream. They shall be clearly identified, labelled and forwarded with related documentation.

5.3.4 In case of doubt about the composition of components to be removed the precautionary principle referred to in section 4.2.1 shall apply, especially if it is uncertain that

- cooling and freezing appliances are identifiable as free from volatile compounds such as CFC, HCFC and HFC
- capacitors contain PCB
- the content of banned brominated flame retardants in plastic fractions is below the limit value given in Annex B (De-pollution guidelines and monitoring).
- flat screens are equipped with back lights

5.4 De-pollution monitoring

5.4.1 Operators must demonstrate that they remove substances, preparations and components from WEEE according to 6.3.1. Monitoring and control of these de-pollution requirements shall be carried out, depending on the categories and type of pollutants:

- determining total input amount of substances, preparations and components (100%) related to the total treated waste and removal performance as a target percentage.
- laying down target values, determined on the basis of experience data, batch results or averages from different operators.
- analysis of representative samples of shredder fractions from treatment of de-polluted WEEE, especially the shredder residue fractions.

5.4.2 Methods to determine de-pollution results and targets are given in Annex B (De-pollution guidelines and monitoring). More detailed requirement for specific WEEE treatment categories or groups of WEEE are given in Part II.

5.4.3 If the resulting value for de-pollution is below the target value or if the limit concentration value in a fraction is exceeded, the operator shall immediately take measures to improve de-pollution performance.

5.5 Further treatment

5.5.1 WEEE and related fractions containing hazardous wastes shall be treated separately from other wastes (see de-pollution). In accordance with Article 18 of Directive 2008/98/EC on waste, hazardous waste shall not be mixed, neither with other categories of hazardous waste nor with other types of waste, substances or materials. Exceptions are possible, presuming that

- the mixing operation is carried out by an operator which has obtained a permit from the relevant authorities for this activity,
- the mixing operation does not adversely affect human health, safety, and the environment, and
- the mixing operation conform to best available techniques.

5.5.2 If non-de-polluted appliances, components or fractions thereof are treated externally, the subsequent treatment operator shall be informed on this fact in accompanying documents.

5.6 Storage of fractions

5.6.1 Substances, preparations and components to be removed according to 6.3.1, fractions containing components to be removed, and hazardous waste shall be stored under weatherproof covering. In addition, waste specific conditions required by legislation shall apply. Plastic fractions and cables are exempted from this provision.

5.6.2 Metal and/or plastics fractions from mechanical treatment from which hazardous substances might disperse to the environment shall be stored under weatherproof covering.

5.7 Recycling and recovery

5.7.1 The treatment operator shall provide evidence for having reached the recycling and recovery targets laid down in Directive 2002/96/EC. If the treatment operator fails to reach these targets, he shall take appropriate measures to provide evidence that the targets have been achieved in daily operations.

5.7.2 If WEEE categories, subject to different recycling and recovery targets, are treated together, the calculation of recycling and recovery targets shall be allowed according to the method provided for in Annex D (Determination of recycling and recovery quotas).

5.7.3 To determine recycling and recovery results, batch processing according to the requirements given in Annex C (Requirements to run batches) shall be performed, at least once every two years per site and category, if continuous quality can be assured. After significant changes of the treatment technology, an additional assessment batch shall be carried out.

5.7.4 If only one WEEE treatment category with continuous quality had been processed and separate documentation exists, annual data or methods equivalent to the batch may be used to determine separation yields.

5.7.5 Batches of external separation processes on mixed fractions shall be required from the downstream operator, if yields are above twenty percent of the total input of any WEEE treatment category according to Annex C (Requirements to run batches).

5.7.6 The calculation of the recycling and recovery results and the classification of the fractions according to their use in final operations shall be carried out with a calculation model given in Annex D (Determination of recycling and recovery quotas).

5.8 Disposal of fractions

5.8.1 Within disposal options priority shall be set to avoid long-term emissions from landfills. Appropriate technologies such as incineration (thermal disposal) shall be applied to destroy organic carbon, to reduce contaminated leachate, carbon containing emissions from landfills, and to reduce the volume of fractions. Landfill of organic carbon containing fractions is tolerated provided the operator is in a position to demonstrate that there is no feasible incineration capacity or that it is required by legislation.

5.8.2 Hazardous substances or preparations shall be destroyed or immobilised prior to disposal in landfills. Land filling technologies shall be designed and approved for hazardous substances excluding those giving rise to negative health, safety, or environmental effects.

5.8.3 Waste destined for landfills shall be treated to fulfil the requirements for the disposal at well managed and controlled landfill sites.

5.9 Documentation

5.9.1 The operator shall be in a position to make available simple, understandable, well structured documents to external entitled persons for the following areas:

- instructions, hints, advices for processing steps and manual dismantling
- documents from the preparation for reuse according to section 4.7
- process diagrams with single steps and related fractions
- internal administrative procedures, results and documents of downstream monitoring
- results of internal controls and de-pollution monitoring
- documents of the management review and improvement process

- results from batches according to Annex C (Requirements to run batches)
- reports according to Annex D (Determination of recycling and recovery quotas)
- first aid measures and emergency plans
- emergency records addressing incidents, accidents, illness, leakages, fires and damages
- health, safety and environmental monitoring records

5.9.2 The treatment operator shall keep a mass balance, which consists of the documentation of all material flows (summaries of incoming and outgoing deliveries of WEEE or WEEE fractions) in an annual overview under consideration of stored amounts.

5.9.3 The mass balance shall be provided for the preparation of audits, for the interpretation of the whole treatment, recovery and disposal system of the operator and for the evaluation of the de-pollution performance. Detailed requirements on mass balances are given in Annex A (Requirements on mass balances).

5.9.4 All the documents have to be stored properly and maintained to demonstrate compliance with the WEEELABEX standard to external auditors at any time. All documents shall be stored for five year unless legislation or authorities stipulate a longer period.