



STEP 2:
What and
how much?

Here the
volumes of
WEEE you took
back should be
entered by
product
category.

Make a distinction for the destination of the WEEE between "disposal for RECYCLING" and "disposal for REUSE".

	Recycling		Reuse	
	Household	Professional	Household	Professional
1 - Temperature exchange equipment	<input type="text"/> Kg <input type="text"/> Pieces	<input type="text"/> Kg <input type="text"/> Pieces	<input type="text"/> Kg <input type="text"/> Pieces	<input type="text"/> Kg <input type="text"/> Pieces
2 - Screens, monitors, and equipment with screens > 100 cm ²	<input type="text"/> 50 Kg <input type="text"/> Pieces	<input type="text"/> Kg <input type="text"/> Pieces	<input type="text"/> Kg <input type="text"/> Pieces	<input type="text"/> Kg <input type="text"/> Pieces
3 - Lamps	<input type="text"/> Kg <input type="text"/> Pieces	<input type="text"/> Kg <input type="text"/> Pieces	<input type="text"/> Kg <input type="text"/> Pieces	<input type="text"/> Kg <input type="text"/> Pieces
4 - Large equipment (external dimension > 50 cm)	<input type="text"/> Kg <input type="text"/> Pieces	<input type="text"/> Kg <input type="text"/> Pieces	<input type="text"/> Kg <input type="text"/> Pieces	<input type="text"/> Kg <input type="text"/> Pieces
5 - Small equipment (external dimension < 50 cm)	<input type="text"/> Kg <input type="text"/> Pieces	<input type="text"/> Kg <input type="text"/> Pieces	<input type="text"/> Kg <input type="text"/> Pieces	<input type="text"/> Kg <input type="text"/> Pieces
6 - Small ICT equipment (external dimension < 50 cm)	<input type="text"/> Kg <input type="text"/> Pieces	<input type="text"/> Kg <input type="text"/> Pieces	<input type="text"/> Kg <input type="text"/> Pieces	<input type="text"/> Kg <input type="text"/> Pieces

Was the WEEE Household or Professional? Professional: that can only be found in a professional environment. PCs/laptops/printers can also be found in homes, they are Household appliances (see also our appliance list [Appliance list – Recupel](#))

**STEP 3:
Recycling:
where to?**

Here you confirm where you have sent your WEEE for recycling.

This cycle can be repeated several times for different destinations until the entire volume is allocated to the relevant operators.

WEEE Report

Step 3 - Destined for recycling

Please confirm where you sent your WEEE for recycling.

Choose from the dropdown menu among the Recupel official recyclers. Does the recipient of the discarded WEEE not appear in this list? Then choose "Other operator" and fill in all the requested information.

This step can be repeated several times for different destinations until the entire volume is allocated to the relevant operators.

Add new destination

Add destination

▼

Recognized Recupel Recycler

Other operator

1 - Click on "Add destination"

2 - Choose from the dropdown menu among the Recognized Recupel Recyclers.

		Reported (HH/Pro)	Destined (HH/Pro)	Remainder (HH/Pro)
1 - Temperature exchange equipment	Kg	50 / 0	0 / 0	50 / 0

3 - Now you can fill in the weight that you sent to this destination for the right product category.

Official Recycler - Recupel

Select your recycler

AA IJzerland, De Hoger Keer 1 - 2160 Wommelgem

Please add categories here which were delivered to/picked up by this destination. After adding, you can specify the quantities (in kg); please mind the nature of the WEEE (household or professional equipment).

1 - Temperature exchange equipment

Household

Professional

0

Kg

0

Kg

Add destination

4 - Is the destination not in the dropdown menu? Then choose "Other operator" and fill in all the requested information. Now you can fill in the weight that you sent to this destination for the right product category.

Add new destination

Add destination

Recognized Recupel Recycler
Other operator

Reported
(HH/Pro)

Destined
(HH/Pro)

Remainder
(HH/Pro)

1 - Temperature exchange equipment

Kg

50 / 0

0 / 0

50 / 0

Destination

Country *

Company registration number *

Company name *

Street *

Street 2

Number *

Box

Zip code *

Town/City *

Add the fractions of which WEEE were transported to this destination. Afterwards, you can add the quantities (in kg) of each fraction which were transported.

Household

Professional

1 - Temperature exchange equipment

0

Kg

0

Kg

Tip: your balance is always at the bottom of the page. You can easily see if you have allocated all the weight to a destination.

Add destination

5 - Do you want to add another destination? Click on "Add destination".

Reported
(HH/Pro)

Destined
(HH/Pro)

Remainder
(HH/Pro)

1 - Temperature exchange equipment

Kg

50 / 0

0 / 0

50 / 0

STEP 4:
Reuse:
where to?

Here you confirm where you have sent your WEEE for reuse.

This cycle can be repeated several times for different destinations until the entire volume is allocated to the relevant operators.

Careful! With reuse centers we mean all organisations that prepare devices for reuse. This can be through **refurbishing**, **second-hand sales** on the Belgian market or via **export**, **donations** to schools/charities, **dismantling** for recovery of parts, etc. The reuse centre can also be a **company**, **its parent company** or **headquarters**.

WEEE Report

Step 4 - Destined for reuse

Please confirm where you sent your WEEE for reuse.

Choose from the dropdown menu among the Recupel official recyclers. Does the recipient of the discarded WEEE not appear in this list? Then choose "Other operator" and fill in all the requested information.

This step can be repeated several times for different destinations until the entire volume is allocated to the relevant operators.

Careful! By reuse centers we mean all organisations that prepare devices for reuse. This can be through refurbishing, second-hand sales on the Belgian market or via export, donations to schools/charities, dismantling for recovery of parts, etc. The reuse centre can also be a company, its parent company or headquarters.

Add new destination

1 - Click on "Add destination"

2 - Choose from the dropdown menu among the Recognized Recupel Recyclers.

3 - Now you can fill in the weight that you sent to this destination for the right product category.

		Reported (HH/Pro)	Destined (HH/Pro)	Remainder (HH/Pro)
1 - Temperature exchange equipment	Kg	50 / 0	0 / 0	50 / 0

Official Recycler - Recupel

Select your recycler

AA Ijzerland, De Hoger Keer 1 - 2160 Wommelgem

Please add categories here which were delivered to/picked up by this destination. After adding, you can specify the quantities (in kg); please mind the nature of the WEEE (household or professional equipment).

1 - Temperature exchange equipment

Household

0

Kg

Professional

0

Kg

Add destination

4 - Is the destination not in the dropdown menu? Then choose "Other operator" and fill in all the requested information. Now you can fill in the weight that you sent to this destination for the right product category.

Add new destination

Add destination

Recognized Recupel Recycler
Other operator

Reported
(HH/Pro)

Destined
(HH/Pro)

Remainder
(HH/Pro)

1 - Temperature exchange equipment

Kg

50 / 0

0 / 0

50 / 0

Destination

Country *

Company registration number *

Company name *

Street *

Street 2

Number *

Box

Zip code *

Town/City *

Add the fractions of which WEEE were transported to this destination. Afterwards, you can add the quantities (in kg) of each fraction which were transported.

Household

Professional

1 - Temperature exchange equipment

0

Kg

0

Kg

Tip: your balance is always at the bottom of the page. You can easily see if you have allocated all the weight to a destination.

Add destination

5 - Do you want to add another destination? Click on "Add destination".

Reported
(HH/Pro)

Destined
(HH/Pro)

Remainder
(HH/Pro)

1 - Temperature exchange equipment

Kg

50 / 0

0 / 0

50 / 0



STEP 5: Recycling results

For each product category for which you indicated "Other operator" (not from the list of Recupel official recyclers), the recycling results should be given here.

The sum of Useful application, Incineration without energy recovery and Landfill must equal 100%.

It must also be confirmed that the legal requirements were met

WEEE Report

Step 4 - Processing results

You indicated that part of the WEEE returned had been processed outside the Recupel network. It is important here that the legally required processing results have been achieved. Please confirm that the results below have been achieved and correct them if applicable.

	Category	Recycling	Useful application (including recycling)	Incineration without energy recovery	Deposit
HH	WEEE1	80 %	85 %	5 %	10 %

☐ I confirm that the legally required processing results have been achieved and keep the supporting documents available for this.

Save & Previous step

Save

Save & Next step

Recyclage: % converted
to new materials.

Useful application
(including recycling): %
that was converted to
new raw materials,
incinerated with energy
recovery or given
another beneficial use

STEP 6:
Adding
attachment
s

In step 6, you can add attachments to
your WEEE report if you wish.

+ Select file

⌂ Start upload

Save & Previous step

Save

Save & Next step



STEP 7:
Submit
report

In step 7, you will get an overview of your WEEE report. You can either submit it, or temporarily store it in its preliminary form.

		Household	Professional	Total
Recycling	Kg	50	0	50
Reuse	Kg	0	0	0

Save & Previous step

Save current state

Submit