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Statutory Order on placing on the market of electrical and electronic equipment and management of waste electrical and electronic equipment (The WEEE Order) no. 1296 of 12. December 2011

Annex 7

Guidelines for cooperation between producers and importers and local councils in collection of electrical and electronic equipment from municipal collection sites

These provisions only cover the electronic waste fractions which appear from section 24(1) and the collection sites registered with DPA-System in accordance with section 21(1).

1. Collection sites

The local council shall establish collection schemes, including collection sites, cf. section 19. The local council shall report information to DPA-System according to the directions of DPA-System concerning these collection sites submitting the following information:

- Address of collection site.
- Contact information (person, telephone number, e-mail or fax number).
- Period for pick-up of waste electrical and electronic equipment.
- Any special issues concerning access to keys etc.
- Collection equipment need per fraction.

The local council shall be responsible for reporting the above information. This information shall be updated immediately in case of changes.

Producers and importers shall at any time keep themselves informed about the local council's registered information about the collection site.

The local council can establish and close collection sites pursuant to section 21 with one month's notice. This shall be done according to the directions of DPA-System. The local council shall furthermore no later than one month in advance inform producers or importers collecting allocated waste about the established or closed collection site.

Collection sites shall comply with the requirements stipulated in section 4 of this annex.

2. Terms of pick-up

2.1. Deadlines

Producers or importers shall pick up collected waste electrical and electronic equipment from the municipal collection sites, cf. section 28, when the local councils as a minimum have collected following quantities of the different fractions, which are described in section 24(1):

Fraction 1 (large household appliances) and fraction 2 (cooling appliances):

The producer or the importer shall pick up waste electrical and electronic equipment at the request of the local council when at least one container per fraction has been filled, though with a minimum of once every six months.

Fraction 3 (small household appliances) and fraction 4 (screens and monitors):

The producer or the importer shall pick up waste electrical and electronic equipment at the request of the local council when at least three cages per fraction have been filled, though with a minimum of once every six months.

Fraction 5 (light sources):

The producer or the importer shall pick up waste electrical and electronic equipment at the request of the local council when at least one fluorescent tube box has been filled, though with a minimum of once every six months.

Pick-up:

The local council or the collection site shall request pick-up by fax or e-mail from the producer or the importer when the above quantities have been collected. Pick-up shall then take place on the following terms:

2.1.1. Pick-up on request

The request shall be submitted no later than 2 p.m. two weekdays before desired pick-up. Weekdays shall mean Monday thru Friday.

Pick-up from collection sites shall be effectuated no later than two weekdays after receipt of the request within the period stated by the local council, cf. clause 1. If the request is submitted on a Friday pick-up shall take place on the following Tuesday.

Example: if pick-up is requested by e-mail on a Tuesday 1 p.m. pick-up shall be effectuated no later than Thursday.

In connection with holidays falling on weekdays (Monday thru Friday) waste electrical and electronic equipment shall be picked up in those cases where the local council has requested it – regardless of this day being a holiday.

The local council shall as far as possible state in its pick-up request how many units should be picked up.

If pick-up is requested on a Saturday the local council can request extraordinary pick-up, cf. clause 2.1.4. below.

If an agreement is entered about pick-up on request the local council shall be entitled to organize emergency pick-up pursuant to the procedures stated below if the producer or the importer has failed to effectuate the pick-up.

2.1.2. Regular pick-up

The local council and the producer and the importer may as an alternative to pick-up on request agree on a permanent time for pick-up within a stipulated period of three hours, for instance: pick-up every Monday between 9 and 12. In connection with holidays falling on weekdays where regular pick-up has been agreed, the producer or the importer shall pick up waste electrical and electronic equipment as on normal weekdays.

The local council shall state no later than two weekdays before the regular pick-up, if pick-up is not requested as agreed. If needed the local council can request extraordinary pick-up, cf. clause 2.1.4.

If an agreement is entered about regular pick-up the local council shall be entitled to organize emergency pick-up pursuant to the procedures stated below if the producer or the importer has failed to effectuate the pick-up.

2.1.3. Alternative agreements

Parties may enter agreements deviating from clauses 2.1.1., 2.1.2., 2.1.4. and 2.1.5.

2.1.4. Extraordinary pick-up

If pick-up is needed in addition to regular pick-up or pick-up on request, the local council can request extraordinary pick-up.

The request shall be submitted no later than 2 p.m. one day in advance of the requested pick-up. The request can be submitted from Monday to Saturday. Pick-up from the collection sites shall be effectuated no later than one day after receipt of the request. Extraordinary pick-up can take place from Monday to Saturday.

Each collection site is entitled to request 12 extraordinary pick-ups during an allocation period. This also applies in cases where an agreement about regular pick-up has been entered.

Example: if pick-up is requested by e-mail Tuesday 1 p.m. pick-up shall be effectuated no later than Wednesday within the period stipulated by the local council, cf. clause 1.

In connection with holidays falling on a Monday thru Saturday waste electrical and electronic equipment shall be picked up in those cases where the local council has requested extraordinary pick-up – regardless of this day being a holiday.

If extraordinary pick-up has been requested the local council shall be entitled to organize emergency pick-up pursuant to the procedures stated below if the producer or the importer has failed to effectuate the pick-up.

2.1.5. Non pick-up

If the producer or the importer does not collect waste electrical and electronic equipment pursuant to the stipulated deadline or the agreed permanent pick-up time the local council shall inform the producer or the importer accordingly by fax or e-mail.

No later than four hours after submission of information of non pick-up to the producer or the importer by the local council, the producer or the importer shall have effectuated pick-up of waste from the collection site.

If the producer or the importer has not picked up waste within these four hours the local council can organize emergency pick-up through a third party. The local council shall inform DPA-System about this non pick-up according to the directions of DPA-System.

The producer or the importer shall within these four hours have the possibility of assigning the place of delivery of non picked-up waste if this has not been agreed in advance.

The local council can choose to request from the producer or the importer to cover actual, documented costs borne by the local council in connection with the emergency pick-up, including costs of securing new collection equipment on the site as well as extra administrative costs for the local council.

If the producer or the importer does not pay within the time for payment set up by the local council the latter can, in those cases where the producer or the importer has provided financial guarantee pursuant to

section 38, apply to DPA-System for coverage of actual documented costs in the guarantee provided by the producer or the importer.

2.2. Incorrect separation at collection site

The local council is responsible for correct separation of received waste.

Separation guidelines shall be following where such are available and electrical and electronic waste must not contain other waste than the waste fractions defined in section 24(1). Therefore, refrigeration equipment and cookers must not contain food or similar.

If collected equipment contains food or similar the producer or the importer can return equipment for emptying with the local council or request the local council to cover documented costs of emptying. The local council is free to choose whether to empty equipment itself or cover related costs.

Collected waste must not contain more than 5 % by weight of non-electronic waste. Of received electronic waste no more than 5 % of collected waste must fall under another fraction.

If picked up equipment contains incorrectly separated waste exceeding 5 % by weight of non-electronic waste or if more than 5 % of received electronic waste falls under another fraction, the producer or the importer can return equipment for separation with the local council or request the local council to cover documented costs of separation. The local council is free to choose whether to separate equipment themselves or cover related costs.

If the producer or the importer can document costs of management of received waste in connection with incorrect separation exceeding permitted levels he may request coverage of these costs from the local council according to general rules of tort.

2.3. Filling rate

The local council shall ensure filling of collection equipment supplied by producers and importers to a reasonable rate. If filling of the collection equipment is insufficient, the producer or the importer shall contact the local council in view of discussing how to improve the filling rate up to a reasonable level.

3. Collection equipment

Producers and importers shall supply a list of accessible collection equipment from which the local council can choose. The list is submitted to DPA-System who makes it public on its website. Producers and importers shall in their choice of collection equipment pay respect to the needs of the local council as well as occupational health.

The local council shall supply a list of established collection sites.

Local councils shall also, based on the list submitted by producers and importers, register needs for collection equipment per municipal collection site and fraction. This list is submitted to DPA-System, who makes it public on its website.

Producers and importers are under the duty to supply collection equipment on the basis of the needs registered by the local council in the DPA-System register of municipal collection sites. Producers and importers shall harmonise collection equipment in relation to the different fractions.

Collection equipment must be workable and comply with general rules on occupational health. Collection equipment shall comply with the description of equipment registered by producers and importers with DPA-System and available from the DPA-System website.

A local council who cannot use collection equipment made available by producers or importers for special reasons such as design of the collection site etc. is invited to find equipment in cooperation with the producer or the importer covering the special needs of that local council, or to enter an agreement to this effect.

Collection equipment made available by producers and importers cannot be used by the local council on other sites than the registered collection sites unless specifically agreed with the producer or the importer.

3.1 Municipal equipment

The local council can choose to use its own collection equipment and in this case it is itself responsible for supply and maintenance. This collection equipment shall be of the same character as the standard equipment offered by producers and importers. If the local council wishes to use own equipment this must be agreed directly with the producer or the importer. The local council shall register such agreement for the collection site with DPA-System.

If the local council and the producer or the importer cannot agree on such agreement the collection equipment made available by the producer or the importer must be used.

The collection equipment is located at the collection site after emptying by the producer or the importer according to the directions of the local council.

3.2 Notice for ordering of equipment

If a local council chooses to change from municipally owned collection equipment to equipment supplied by the producer or the importer or vice versa this can be done with a notice of one month according to the directions of DPA-System.

Changes in the need for collection equipment are registered by the local council with DPA-System. This shall be done with a notice of one month according to the directions of DPA-System.

3.3 Loading and haulage equipment for collection site

The producer or the importer is responsible for loading of collection equipment onto vehicles.

The parties are free to agree that the producer, the importer or the collective scheme supplies and maintains haulage equipment allowing the local council to fill up containers completely etc. In this connection the producer and the importer shall train staff of the local council at the collection site in the use of haulage equipment.

It can be agreed whether the local council may use equipment for loading and haulage of other forms of waste than that from electrical and electronic equipment.

In cases where the local council has designed its site in a way that the council needs to move collection equipment the local council alone is responsible for provision of haulage equipment.

4. Requirements for collection site

Collection sites must be easily accessible for vehicles to load and unload collection equipment for waste electrical and electronic equipment from private households.

The local council is under the duty to take necessary measures at collection sites to prevent theft of waste electrical and electronic equipment.