Waste Treatment Section
Waste Management Department

Technical Guideline No. 9
Recyclable Waste Materials
(WTS-TG-No. 9)

June 2021

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List of Abbreviations

DM – Dubai Municipality
WG – Waste Generator
WDS – Waste Disposal Service
WTS – Waste Treatment Section
WMD – Waste Management Department

1. Background

This guideline is being prepared to achieve the strategic objectives and pillars related to integrated waste management and sustainability of the city environment, and ensuring the implementation of the 4R's of waste management such as of all recyclable waste materials, and ensures that recyclables are being diverted from the landfill and recycled/ re-process in an environmentally sound manner.

This document explains the permit requirements for the proper recycling/reprocessing of any discarded recyclable waste materials that are generated in the Emirate of Dubai. It also specifies the accredited facilities/premises allowed to handle, store and process recyclable waste materials. This is to ensure that discarded recyclable waste materials are not only diverted from landfill but also recycled, reuse or recovered (converted) into new products in an environmental sound manner.

This document also provides the procedure in securing an online permit of recyclable waste materials from Dubai Municipality-Waste Treatment Section (DM-WTS) through Waste Disposal Service (WDS) system to send the recyclable waste materials to a DM Accredited Recycler.

2. Legal Framework, Circulars, and Guidelines

2.1 The relevant provisions of the following laws and regulations were used as guidance and reference in the preparation of this technical guideline:

- Federal Law No. 12 of 2018 On the Integrated Waste Management
- Executive Council Resolution No. 58 of 2017 Approving the Fees and Fines for Waste Disposal in the Emirate of Dubai
- Federal Law No. 24 of 1999 and modified by Federal Law No. 11 for 2006 regarding Protection & Development of the Environment.
- Executive Order of Federal Law No. 24 of 1999 for Regulation of Handling Hazardous Materials, Hazardous Wastes and Medical Wastes, issued by Cabinet Decree No. 37 of 2001.
- Local Order No. 11 of 2003 on Public Health and Safety of the Society in the Emirate of Dubai
- Local Order No. 7 of 2002 on Management of Waste Disposal Sites in the Emirate of Dubai; as amended by Local Order No. 5 of 2003.
- Local Order No. 61 of 1991 on the Environment Protection Regulations in the Emirate of Dubai.

2.2 The related circulars, guidelines, and posted information bulletin of this guideline is posted in Dubai Municipality's website - *www.dm.gov.ae* link to Environment and Coast, Waste Management Department.

3. Classification of Recyclable Waste Materials

Recyclable waste materials can be classified by the following;

- Paper, cartons, plastic, metals, glass, wood
- Food Material Unfit for Consumption
- Cosmetics, Perfumes & Health Care Formulations
- Consumer Products (Detergents, Soap, Shampoo, & Lotion)
- Organic Material for composting (non-food item)
- Electric and electronic equipment (e-waste)
- Construction & Demolition Waste (C&D)
- Leather, rubber, tires, sponge, Styrofoam and fabric
- Used blasting media (grits, garnet, copper slag)
- Contaminated solid waste
- Chemicals and used solvents
- Paints and paint sludge
- Oily Waste (waste oil/sludge)
- Used Lead Acid batteries (ULAB)
- Hybrid and Electric Vehicle Battery (EVB) such as (Li-ion), (NiMH), and

- Other recyclable waste materials

4. Procedure for Waste Processing and Recycling

4.1 Online Application in Waste Disposal Service (WDS) system

Waste generator must log-in using **Google Chrome** at **waste.dm.gov.ae** as business with UAE pass/DM ID. Click Apply for Service - "Request for Permit of Wastes Disposal (Hazardous/Trade Wastes/Unwanted Materials", Choose "**New Permit**" with the following attachments:

- Photos of the waste materials
- Application Form for Permit/NOC for Waste Processing/Recycling (Acceptance Letter) using format provided by the chosen recycler and as showing in ***Annex 1***. The list of DM Approved recycler is available in DM Website, link to Environment and Coast "Waste Management Department-Information Bulletin)
- In case of Food Materials: To provide Food Destruction Certificate Request (FDCR) from Food Safety Department with Remarks as "*Approved for Recycling – Apply WDS Permit*", refer to ***Annex 2*** as example.
- Recyclable Waste Materials Flowchart is available in ***Annex 5***.

4.2 Unwanted Material for Waste Processing and Recycling

4.2.1 Permit for Disposal/Destruction of Unwanted Materials to DM Accredited Recycler

The applicant will be informed through E-Mail and SMS once the application is approved in Waste Disposal Service (WDS) system. The *"Permit of Disposal/Destruction of Unwanted Materials thru Recycler*" as shown as

sample in ***Annex 3*** can be obtained by logging in Waste Disposal Service (WDS) account and download "*Permit*".

4.2.2 Sending the Recyclable Unwanted Materials to DM Accredited Recycler

Submit copy of WDS permit to DM accredited recycler to set the schedule of transport and to obtain collection receipt and Destruction Certificate from recycler for recording.

4.3 Hazardous Waste for Waste Processing and Recycling

4.3.1 Permit for Disposal/Destruction of Hazardous Waste to DM Accredited Recycler.

The applicant will be informed through E-Mail and SMS once the application is approved in Waste Disposal Service (WDS) system. The *"Permit of Disposal/Destruction of Hazardous Waste thru Recycler*" as shown as sample in ***Annex 4*** can be obtained by logging in Waste Disposal Service (WDS) account and download "*Permit*".

4.3.2 Sending the Recyclable Hazardous Materials to DM Accredited Recycler

Submit copy of Permit to DM accredited recycler to set the schedule of transport and to obtain collection receipt from recycler for recording. Please noted that only DM Approved Hazardous Waste Transporters with valid permit from DM and installed RASID must transport the recyclable hazardous waste materials from the source to DM accredited recycler. The transport vehicles must have provisions and equipment readily available for clean-up procedures in case of accidents or its load spilt on the road.

4.4 Certificate of Destruction Request

After completion of the recycling/reprocessing of recyclable waste materials, the waste generator/applicant must log-in using **Google Chrome** at **waste.dm.gov.ae** as business with your UAE pass/DM ID. Click Apply for Service - "Request for Permit of Wastes Disposal (Hazardous/Trade Wastes/Unwanted Materials", Choose "**Disposal Certificate**" in the request Type, select for WDS permit on the drop down list, Get details, upload recycling certificate.

4.5 Submissions of Comprehensive Material Recovery Report (CMRR) by DM Accredited Recyclers

The DM Accredited Recyclers are required to submit a monthly Comprehensive Material Recovery Report (MRR) of the recyclable waste materials being process by their facility to Waste Treatment Section (WTS) every second day

of every month as per **Circular No. (1) of 2020 On the Comprehensive Inventory of the Recyclable Waste Data in the Emirate of Dubai.**

5. **Applicable Fines for Non-Compliance of Recycling Companies as per Local Order 11 of 2003.**

No.	Description of Fine	Amount in (AED)
1	Compiling, storing, transferring, reusing, recycling or treating any waste produced by third parties or providing Cleaning Services in public places without the prior consent from the competent department and complying with the standards and conditions determined for the same.	5000

For further information please visit
www.dm.gov.ae
or contact
Waste Treatment Section
Tel.: (04) 60666817 / (04) 6066279 / (04) 6066044

Annex 1 : Application Form for Permit/NOC for Waste Processing/Recycling

GOVERNMENT OF DUBAI	Organization Unit:	Waste Management Department	الوحدة التنظيمية :	DUBAI MUNICIPALITY
	Form sheet title:	Application Form for Permit/NOC for Waste Processing/Recycling	اسم النموذج :	
	Doc Ref.:	WMD-WDS-TSU-PTRHWM-RE13	رقم النموذج :	

APPLICATION FORM FOR PERMIT/NOC FOR WASTE PROCESSING/RECYCLING

COMPANY DETAILS

Waste Generator	(Company name)		
License No.		P.O. Box	
Contact Person		Designation	
Contact Info	Telephone & Mobile	Email	

WASTE DETAILS

Waste Description	
Source/Process	
Waste Location (Address of Company)	
Packaging Details/ Number of Packages	
Total Weight (tons)	

**The company and wastes details shall be the same in the online Waste Disposal Service request*

RECYCLER DETAILS

Company Name		License No.	
Address of Recycling Facility			
Contact Info	Telephone & Mobile	Email	
Recycler Reference No.			

ACKNOWLEDGEMENT OF RESPONSIBILITY

We hereby acknowledge that any misdeclaration, and/or breach of conditions hereof or of applicable environment protection regulations will warrant sanctions or fine as deemed appropriate.

For RECYCLING Company:	For Waste Generator (Company Name)
I acknowledge that the declared material applied and on the photos attached for recycling in our facility will not cause any form of pollution either on ground, water or environment during the processing of the wastes. I acknowledge that it is our responsibility to ensure that the material received will be fully destructed and unusable from its original form and will not be distributed in the market. A monthly material recovery report (MRR) will be submitted to Waste Treatment Section (WTS) for processing of waste. (name) (designation) (company stamp & signature & date)	I acknowledge that the wastes stated above was generated by us and is factually described by this application. I hereby certify that the named materials are properly classified, described, packaged, marked and labelled and are in proper condition for transportation. I hereby guarantee that the waste will be delivered to the Dubai Municipality Approved Recycler without loss or alteration. (company stamp & signature & date)

Annex 2: Sample FDCR from Food Safety Department

View Food Destruction Request

Request Reference No.	FDCR- -000
Company Name	
Company Address	P.O.Box: Tel: 971 , Fax: 971 e-Mail: Dubai, United Arab Emirates.
Request Date	21/08/2020
Reasons Of Destruction	FOR RECYCLING
Destruction Certificate	Required
Remarks	FIRS-
# Of Items	1

Food Destruction Items List

Consignment No.	Bar Code	Description	Quantity	Weight	Destruction Reason	Status
	DM3560707403082	fresh red pumpkin	8087	27680.0	Spoiled Item	New

Destructed Items Total Quantity	0
Destructed Items Total Weight(Kg)	0.0

Electronic Supporting Documents [View Documents] [Attach Documents]

DM Action

Rejection Reason	Items destruction cause environment pollution
Rejection Date	24/08/2020
Inspector Remarks	Approved for recycling and approved for WDS.
Status	Rejected

Annex 3: Sample Permit for Disposal of Unwanted Materials to DM Accredited Recycler

حكومة دبي GOVERNMENT OF DUBAI

بلدية دبي DUBAI MUNICIPALITY

Waste Management Department
Waste Treatment Section

إدارة النفايات
قسم معالجة النفايات

تصريح التخلص من المواد غير المرغوب فيها
Permit for Disposal /Destruction of Unwanted Materials

Ref No: WDS-100920-00128 Date: 10/09/2020

Application Details			بيانات التصريح
Entity Name	Dubai Municipality		اسم الجهة الحكومية
Mobile No.	(+971) (050) (5883977)		رقم الهاتف المحمول
Email	aziz.houmman@gmail.com		البريد إلكتروني

Waste Details			تفاصيل النفايات
Waste Description	Glass Materials		وصف النفايات
Source/Process	test		المصدر / العملية
Waste Location	335 - TRADE CENTER FIRST		موقع النفايات
Package Type	Jumbo Bags		نوع الحزمة
Qty per package	2		
Total Weight (Metric Tons)	10		الوزن الإجمالي (طن متري)
Applicant Remarks	test		ملاحظات مقدم الطلب

Approval Details			تفاصيل الموافقة
Classification	For Recycling - Glass materials/ Glass Wastes		التصنيف
Disposal Location	Other :Random Global-JAFZA		موقع التخلص
Remarks	Any misdeclaration of this WDS application will render this permit invalid and shall warrant sanctions or fine as deemed appropriate. Your company must witness the destruction of materials. Permit is valid until 10 December 2020 only. This permit is issued electronically and does not require any STAMP and SIGNATURE. NOTE: Please go to PRINT PERMIT on your WDS application to secure your PERMIT FOR RECYCLING OF UNWANTED MATERIALS. REMARKS: For any certificate of destruction request please send copy of Recycler Certificate to asbelen@dm.gov.ae. NO NEED OF VISITING DM OFFICE		ملاحظات

This document is electronically approved without a signature. To verify the authenticity of this document please visit http://10.199.199.47:8085/Admin/Document/verification/Verify Document and enter the Document ID : WDS-100920-00128 and Verification Code : 757756 , or alternatively scan the QR Code

هذه الوثيقة معتمدة الكترونيا بدون توقيع، و للتحقق من صحتها يمكن زيارة الرابط أدناه http://10.199.199.47:8085/Admin/Document/verification/Verify Document و إدخال رقم الطلب WDS-100920-00128 و رمز التأكيد 757756 أو مسح QR Code المجاور

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Annex 4: Sample Permit for Disposal of Hazardous Waste to DM Accredited Recycler

حكومة دبي GOVERNMENT OF DUBAI

بلدية دبي DUBAI MUNICIPALITY

Waste Management Department — إدارة النفايات

Waste Treatment Section — قسم معالجة النفايات

تصريح التخلص من النفايات الخطرة
Permit for Disposal of Hazardous Waste

Ref No: WDS-130920-00130 — Date: 13/09/2020

Application Details		بيانات التصريح
Entity Name	Dubai Municipality	اسم الجهة الحكومية
Mobile No.	(+971) (050) (8016722)	رقم الهاتف المحمول
Email	asbelen@dm.gov.ae	البريد إلكتروني

Waste Details		تفاصيل النفايات
Waste Description	Used Garnet	وصف النفايات
Source/Process	test	المصدر / العملية
Waste Location	364 - AL QOUZ IND.FIRST	موقع النفايات
Package Type	Jumbo Bags	نوع الحزمة
Qty per package	5	
Liquid Wastes(volume)		النفايات السائلة (الحجم)
Total Weight (Metric Tons)	10	الوزن الإجمالي (طن متري)
Holding Tank Capacity (cubic meter)		سعة الخزان (مكعب)
Applicant Remarks	We undertake that only the above declared wastes will be sent for recycling. We and the recycler will be jointly responsible for the safe handling, recycling and final disposal of any waste by-product.	ملاحظات مقدم الطلب

Approval Details		تفاصيل الموافقة
Classification	7.1 (Grits Waste) - Garnet (blasting activity)	التصنيف
Disposal Location	National Cement Co. p.s.c. (Al Quoz Industrial Area):	موقع التخلص
Remarks	This serves as PERMIT for collection and transport of declared wastes above and on the Application Form for Recycling of Hazardous Wastes	ملاحظات

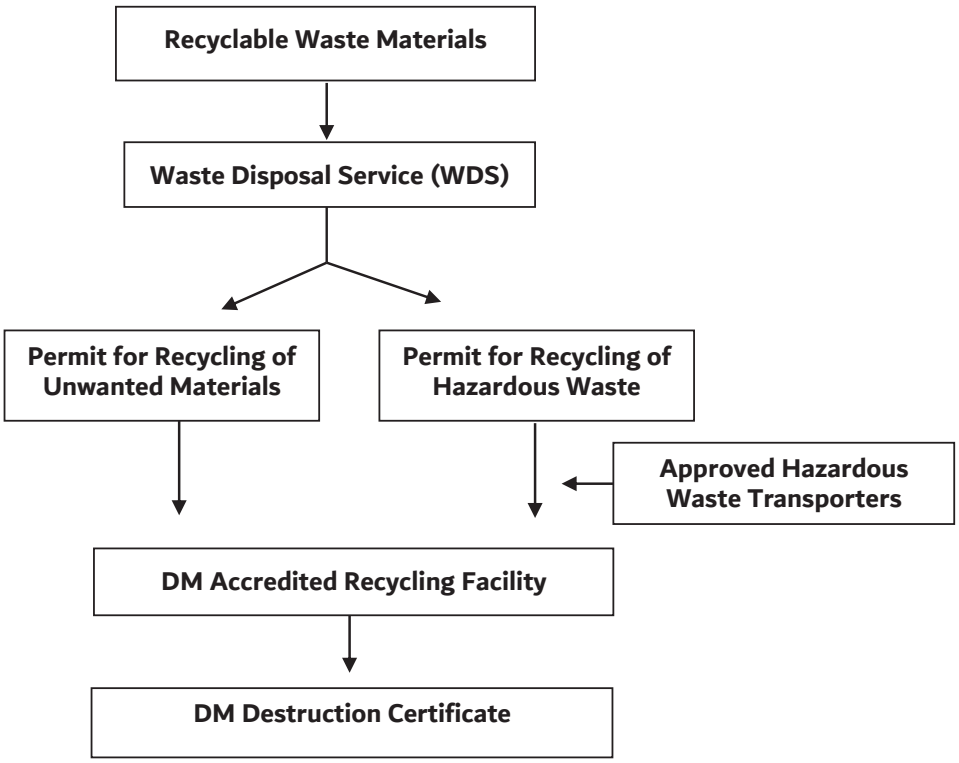
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بإدخال رقم الطلب WDS-130920-00130 و رمز التأكيد 757756
أو مسح QR Code المجاور

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Annex 5: Recyclable Waste Materials Flowchart



Required attachments for Recyclable Waste Materials

- **Photos of the waste**
- **Application Form for Permit/NOC for Waste Processing/Recycling from DM Accredited Recycler**
- **Food Destruction Certificate Request (FDCR) with Comments- Approved for Recycling-Apply WDS permit** (in case of food materials only) Please contact Food Safety Department at 043392227 Ex. 232 or 240 /foodtradefollowup@dm.gov.ae for requirements on FDCR.

Remarks on WDS Application by the applicant: We undertake that only the above-declared wastes will be sent for recycling. We and the recycler will be jointly responsible for the safe handling, recycling and final disposal of any waste by-product.