

Technical Guidelines on Used Electrical & Electronic Appliances Trading Activity



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**Waste Strategy and Projects Department
Dubai Municipality**

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LIST OF ABBREVIATIONS AND DEFINITIONS

CFL	Compact Fluorescent Lamps
CRTs	Cathode Ray Tubes
DET	Department of Economy & Tourism
DM	Dubai Municipality
EWC	European Waste Catalogue
IT	Information Technology
LCD	Liquid Crystal Display
LDA	Large Domestic Appliances
LED	Light Emitting Diode
NiCd	Nickel-Cadmium
NOC	No Objection Certificate
PCB	Printed Circuit Boards
PPE	Personal Protective Equipment
POPs	Persistent Organic Pollutants
SDS	Safety Data Sheets
UN	United Nations
WSPD	Waste Strategy and Project Department
WTS	Waste Treatment Section
WEEE	Waste from Electrical and Electronic Equipment
RASID	Dubai Municipality has introduced the RASID waste management monitoring system to regulate operations of registered waste management companies by streamlining and monitoring waste management transportation and associated activities – from collection through transit and till disposal, from analysis review to end-user solutions, and by controlling illegal and unauthorized dumping practices.
Non-hazardous waste	is a waste or mixture of wastes that does not pose a substantial threat to public health or the environment and is safer to handle, store, and dispose of compared to hazardous waste. However, it can be harmful to the environment if left untreated. This category includes everyday household items like food waste, paper, cardboard, plastics, glass, metals, and textiles, as well as non-toxic industrial waste, uncontaminated construction and demolition debris, organic waste like yard trimmings and agricultural residues, and certain electronic waste.

Hazardous waste	Is a waste or mixture of wastes containing one or more properties of a hazardous substance, i.e., being toxic, infectious, corrosive, flammable, oxidizing, radioactive, reactive or explosive, which, at a certain concentration or condition and improper handling can cause substantial harm to humans, properties, or the environment.
Waste Trading	Waste trading activities include purchasing, wholesaling, and retailing of waste to commercial and industrial firms, craftsmen, various bodies and enterprises, and the public for personal and domestic consumption. The sale is carried out before the execution of any converting manufacture on such wastes. This also includes brokering activities to facilitate transactions between the waste generators and suitable waste treatment facilities by a service markup or a commission from the waste treatment facility.
Waste Collection	Collection within the meaning of this guideline is the loading, transport & any interim storage of waste for the purpose of transportation to a waste disposal and/or treatment plant.

1 INTRODUCTION

In general, this guideline underscores adherence to the specified legal and regulatory framework, ensuring that electrical and electronic waste trading activity is conducted in compliance with established laws, circulars, and guidelines. This serves to standardize practices across the industry, promoting sustainable waste management practices, safeguarding public health, and preserving the environment within the Emirate of Dubai. The objectives of this guideline are:

1. To guide and ensure that all companies engaged in electrical and electronic waste trading activity are operating in the Emirate of Dubai in accordance with this guideline.
2. To reduce the volume of waste for disposal to landfill sites.

2 LEGAL FRAMEWORK, CIRCULARS, AND GUIDELINES

The relevant provisions of the following laws and regulations were used as guidance and references in the preparation of this technical guideline.

- Federal Law (No.) 24 of 1999 and modified by Federal Law (No.) 11 for 2006 regarding Protection & Development of the Environment.
- Local Order No. 11 of 2003 on Public Health and Safety of the Society in the Emirate of Dubai
- Local Order (No.) 61 of 1991 on the Environment Protection Regulations 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
- Executive Council Resolution (No.) 58 of 2017 Concerning the Approval of Fees and Fines of Waste Disposal in the Emirate of Dubai
- Executive Council Resolution No. (14) of 2015 Amending the Schedule of Public Hygiene-related Violations and Penalties Attached to the Implementing Bylaw of Local Order No. (11) of 2003 Concerning Public Health and Community Safety in the Emirate of Dubai
- Procedures and guidelines for implementing and implementing Administrative Order No. 30/2003, in accordance with Local Order No. 11/2003
- UAE Occupational Health and Safety Management System (OHSMS) National Standard
- Technical Guideline No. 4. on Duty of Care
- Technical Guideline No. 5. on Waste Classification
- Technical Guideline on Transport of Garbage Trucks
- Technical Guideline on Hazardous Waste Collection & Transport

The related circulars and posted information bulletin of this guideline are posted on Dubai Municipality's website – www.dm.gov.ae link to the Waste Department.

The Duty of Care Program is a management tool to control the waste generated in Dubai. The regulation requires that all transfers of waste are appropriately recorded in order to assist in tracking the quantity generated and movements of waste. Waste collection & transport companies, as primary actors in the duty of care, need to ensure that the waste is safely & properly collected and that the complete waste transport is recorded in the waste manifest along with any other records required by DM. This will ensure that the waste is properly managed at the source, transported by licensed waste management companies and delivered to an approved facility and/or disposed of at proper sites.

3 SCOPE AND COVERAGE

These guidelines and procedures are applicable to electrical and electronic waste trading within Dubai. The scope is restricted to companies planning to obtain or already holding a business license for activity 4774003-Used Electrical & Electronic Appliances Trading from the Department of Economy & Tourism (DET) or licenses from the Free Zone Authorities in Dubai as applicable to conduct electrical and electronic waste trading activity in Dubai. It also permits companies to engage with third-party entities through formal contracts for waste transportation, provided these third parties fully comply with the standards set by the Waste Strategies and Projects Department (WSPD) as mentioned in the Technical Guideline on Hazardous Waste Collection & Transport.

4 GENERAL PROVISIONS

Industrial and manufacturing establishments operating in the Emirate of Dubai produce significant amounts of waste from their various activities. Some of these wastes can be traded to commercial and industrial firms and can be reused, recycled, and/or reprocessed into a new product or for any beneficial purposes. Waste dealers/traders are all companies who acquire waste under their own responsibility and resell it without changing its nature or composition, i.e. pass it on to other companies for the purpose of carrying out or arranging for the carrying out of a treatment/disposal procedure. Whether the waste has a positive market value is also irrelevant to the definition of traders since they can also be companies who accept and pass on waste with a negative market value as well. Traders can sometimes be considered "waste brokers" who arrange waste management measures for third parties. Their responsibility would, therefore, be to bring together the demander (waste generator) and the supplier (waste transporter and/or waste treatment facility) of waste management measures into a contract concluded only between these companies, but they are not contractually responsible to either of these two companies for the implementation of the treatment/recycling measure or process. Their status can, therefore, also exist if the person receives a fee from the previous owner when taking over the waste and pays the recipient a fee for the treatment/disposal or arranging the disposal when passing it on. Such dealers/traders are, in particular, companies who contractually promise waste generators to arrange for the disposal of their waste and who, in order to fulfill this contract, conclude contracts with a disposal/treatment company and possibly also with a transporter in order to have the waste collected, transported and fed into a disposal/treatment process. Waste traders can also play a crucial role within the context of a take-back of waste by the original producer or distributor.

Registration Requirements:

- a) All waste trading companies applying for permits shall secure approval from DET prior to operation by accessing the [Invest Dubai Portal](#).
- b) All companies engaged in waste trading activities or planning to start in such activities shall apply for a prior permit from the WSPD.

- c) All trading companies must have a Dubai Office, a working contact number (mobile and landline), and an email address.
- d) All vehicles used in transporting waste materials shall be required to secure a Permit from the WSPD. Vehicles that will be utilized in all Waste Trading Activities must comply with all the general provisions mentioned in the Technical Guideline on Transport of Garbage Trucks.
- e) A third-party transporting company can be contracted, provided that a formal contract is made. Any activity or accident caused by the third-party transporter shall be the responsibility of the "hiring" company unless otherwise contractually specified between the two parties.
- f) Companies may engage in importing, collecting, and transporting waste/recyclable materials from other Emirates in the UAE or other countries, provided that the local authority where the waste originated approves the same.
- g) Companies engaged in the business of waste trading shall be required to submit on a monthly basis all details of the business activity, including source of material, type of material, weight of material, and end-use facility (including export of materials). In summary, it is mandatory to maintain the following records:
 - Type of material traded
 - Total quantity of the material traded per day
 - Details of the source of the waste material
 - Destination of the waste materialA template of the minimum information necessary can be found in Annex 1
- h) The third-party transporter companies shall submit the same to the WSPD - Permits and Awareness Section on a monthly basis and upon request in the prescribed formats, including electronic formats, if any.
- i) Companies are not allowed to collect waste from communal bins provided by DM or from bins of private companies.
- j) Installation of cages or bins for waste collection purposes shall not be allowed except in circumstances wherein the company obtains an NOC from relevant Authorities, including the WSPD, and from the owner of the plot or land from which the waste is being collected. Further information on the allowable bin types etc. can be found in the Technical Guideline on Transport of Garbage Trucks.

The following table summarizes the administrative requirements necessary for the trading activity:

Table 1 Administrative requirements for trading activities.

Activities	Requirements
Brokering within Dubai	<ul style="list-style-type: none"> - Valid Waste Trading License from WSPD for the specific waste type - Valid Contract with Waste Generator and with the Waste Treatment/Recycling Facility - Brokers active within a take-back Scheme need to provide valid contract with the manufacturing or distribution company.
Transport within Dubai	<ul style="list-style-type: none"> - Valid Waste Trading License from WSPD for the specific waste type - Valid RASID Certificate for the Vehicles used according to the procedures mentioned in the Technical Guideline on Transport of Garbage Trucks. - Waste Transport Vehicle Permit for Hazardous wastes
International Export of Hazardous Wastes	<ul style="list-style-type: none"> - Valid Waste Trading License from WSPD for the specific waste type - Export of hazardous waste to other Emirates for reasons other than disposal must have prior written approval from WSPD. - International export of hazardous waste is done through the MOCCAЕ's online service "Export of hazardous waste" online application: https://www.moccae.gov.ae/en/services/export-import-services/permission-for-releasing-pesticide-sample-active-ingredient.aspx <p>The required documents are:</p> <ol style="list-style-type: none"> 1. Basel convention notification form 2. Basel convention movement form 3. Valid contract between the two companies 4. Valid insurance 5. Valid Trading license 6. Valid Environmental Permit
Inter-Emirate Import or Export	<ul style="list-style-type: none"> - Valid Waste Trading License from DET for the specific waste type - Export of hazardous waste to other Emirates for reasons other than disposal must have prior written approval from the Waste Treatment Section (WTS). - Import of non-hazardous waste (e.g. Metal waste & Recyclables) must have the necessary approvals of the local authority where the waste originated.

Technical Requirements:

Companies conducting electrical and electronic waste trading activities must adhere to the following compliance requirements:

- The pre-collection tests to be conducted depend on the kind of equipment in question. To improve environmental sustainability, equipment functionality should be tested and the presence of hazardous substances or components in the equipment should be evaluated. The completion of a visual inspection of the equipment without testing its functionality is unlikely to be sufficient. For most equipment, a functionality test of key functions is sufficient.
- Wastes from electrical & electronic equipment (WEEE) must be sorted into different categories such as large household appliances, small household appliances, IT and telecommunications equipment, consumer equipment, and lighting equipment.
- Collection and transportation of WEEE must be performed by DM-permitted companies and must adhere to DM guidelines for handling non-hazardous (e.g. Alkaline batteries, white goods, etc.) & hazardous WEEE (e.g. fluorescent tubes and other mercury containing electrical and electronic waste, lithium-, lead-, NiCd batteries or others). Please see Annex 2 for a list of hazardous and non-hazardous types of electrical and electronic waste.
- It must be ensured that the WEEE is accompanied by appropriate documentation in accordance with DET activity requirements as seen in Annex 3 and that it is appropriately protected against damage during transportation, loading, and unloading, in particular through sufficient packaging or appropriate stacking of the load.
- WEEE for resale must be properly packed where each piece of equipment is individually protected against damage and to prevent hazards during transportation, loading, and unloading, in particular through sufficient packaging and stacking of the load.
- WEEE should be packaged in a manner that prevents breakage and the release of hazardous components to the environment, during transportation, loading and unloading. Special attention should be given to fluorescent tubes and mercury-containing lamps to prevent breakage.
- Cathode ray tubes (CRTs) should be secured to pallets with shrink-wrap or similar wrapping. Broken CRT glass should be packed into containers that will not leak, such as drums or super sacks. Smaller, dispersive fractions of shredded copper or printed circuit boards (PCB) should be transported in properly closed containers with lining if needed.
- All containers should be accurately labeled according to their contents and packaging type and UN Number.
- Compliance with HSE guidelines including emergency response information (e.g. safety data sheets (SDS), etc.) and hazardous wastes manifest (consignment notes).
- WEEE must be handled carefully to avoid breakage and leakage of hazardous substances with the usage of appropriate personal protective equipment (PPE).

- Digital documentation of the quantities and qualities of WEEE received and traded must be maintained and presented during inspections. For WEEE, this includes detailed information on the type (e.g., large household appliances, small household appliances, IT and telecommunications equipment), condition (functional, non-functional), weight, hazardous components (such as batteries, mercury switches), and any contaminants.
- Selection of vehicles suitable to transport waste under these technical guidelines are listed in Annex 4.
- Selection of suitable containers to handle waste under these technical guidelines are listed in Annex 5.

5 REFERENCES

- 1 European Waste Framework Directive 2008/98/EC
- 2 DIRECTIVE 2010/75/EU OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 24 November 2010 on industrial emissions.
- 3 International Standard Industrial Classification of all Economic Activities (ISIC). United Nations Series M No. 4, Rev. 4.
- 4 Technical guidelines on transboundary movements of electrical and electronic waste and used electrical and electronic equipment, in particular regarding the distinction between waste and non-waste under the Basel Convention (E-waste). Basel Convention
<https://www.basel.int/Implementation/TechnicalMatters/DevelopmentofTechnicalGuidelines/TechnicalGuidelines/tabid/8025/Default.aspx>
- 5 Revised factsheets on specific waste streams. Basel Convention
<https://www.basel.int/Default.aspx?tabid=5843>

ANNEX 1: VALIDITY OF PERMITS

Permits	Validity of Permits
Permit for Waste Collection or Transport or Trading Activity (WCTT)	Valid for the same duration as the license issued by Concerned authorities in Dubai.

ANNEX 2: LIST OF TYPES OF HAZARDOUS & NON-HAZARDOUS WEEE

Televisions, computer monitors and other display devices				
Name	Waste status	Household EWC	Industrial or commercial EWC	UN Number
Cathode ray tube (CRT), flatscreen (plasma or LCD) containing POPs	Hazardous and POPs	20-01-35*	16-02-13*	UN3077
Fridges, freezers, chillers and air-conditioning units				
Name	Waste status	Household EWC	Industrial or commercial EWC	UN Number
Containing ozone-depleting substances such as foam-blowing agents or coolants	Hazardous, non-POPs	20-01-23*	16-02-11*	UN3077
Other	Hazardous, non-POPs	20-01-35*	16-02-13*	UN3077
Large domestic appliances (LDA): white goods (washing machines, tumble dryers, dishwashers and cookers)				
Name	Waste status	Household EWC	Industrial or commercial EWC	UN Number
Large domestic appliances: white goods	Non-hazardous, non-POPs	20-01-36	16-02-14	N/A
Heat pump tumble dryers	Hazardous, non-POPs	20-01-35*	16-02-13*	UN3077
Vented and condenser tumble dryers	Non-hazardous, non-POPs	20-01-36	16-02-14	N/A
Small mixed WEEE				
Name	Waste status	Household EWC	Industrial or commercial EWC	UN Number
Small mixed WEEE containing POPs	Hazardous and POPs	20-01-35* and 20 01 36	n/a	UN3077
Other household-type electricals from homes or businesses				
Name	Waste status	Household EWC	Industrial or commercial EWC	UN Number
Cat 1: Large household appliances (other than LDA white goods) containing POPs	Hazardous and POPs	20-01-35* and 20 01 36	n/a	UN3077
Cat 2: Small household appliances containing POPs	Hazardous and POPs	20-01-35* and 20 01 36	n/a	UN3077
Cat 3: IT and telecommunication equipment containing POPs	Hazardous and POPs	20-01-35* and 20 01 36	n/a	UN3077
Cat 4: Consumer equipment containing POPs	Hazardous and POPs	20-01-35* and 20 01 36	n/a	UN3077
Cat 5: Lighting equipment containing POPs	Hazardous and POPs	20-01-35* and 20 01 36	n/a	UN3077
Cat 6: Electronic and electrical tools containing POPs	Hazardous and POPs	20-01-35* and 20 01 36	n/a	UN3077
Cat 7: Toys, leisure and sporting equipment containing POPs	Hazardous and POPs	20-01-35* and 20 01 36	n/a	UN3077
Lightbulbs and lamps				
Name	Waste status	Household EWC	Industrial or commercial EWC	UN Number

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Linear fluorescent tubes	Hazardous, non-POPs	20-01-21*	16-02-13*	UN3077
Compact fluorescent lamps (CFL) and other non-linear gas discharge lamps	Hazardous and POPs	20-01-35*	16-02-13*	UN3077
LED containing POPs and hazardous substances	Hazardous and POPs	20-01-35*	16-02-13*	UN3077
LED not containing POPs and all halogen and incandescent lamps not containing hazardous substances	Non-hazardous, non-POPs	20-01-36	16-02-14	N/A
Batteries				
Name	Waste status	Household EWC	Industrial or commercial EWC	UN Number
Lead acid (vehicle)	Hazardous	16-06-01*	16-06-01*	UN2794
Lead acid (other)	Hazardous	20-01-33*	16-06-01*	UN2794
Nickel-Cadmium	Hazardous	20-01-33*	16-06-02*	UN3077
Mercury containing	Hazardous	20-01-33*	16-06-03*	UN3077
Alkaline	Non-hazardous	20-01-34	16-06-04	N/A
Other - Lithium or Lithium ion	Non-hazardous	20-01-34	16-06-05	UN3480 UN348 UN3090 UN3091
Mixed household-type batteries - separately collected	Hazardous	20-01-33*	Not allowed	UN3077

(*) An asterisk at the end of a code means the waste is hazardous.

ANNEX 3: TERMS AND CONDITIONS FOR USED ELECTRICAL AND ELECTRONIC APPLIANCES TRADING¹

Terms and Conditions	Requested By
Sale policy shall be declared to the consumer through an appropriate means of declaration including the goods return, replacement or reparation.	Dep. of Economic Development (Commercial Compliance & Consumer Protection Sector)
The Department shall be informed of the existence of any fake products or goods in the local market.	Dep. of Economic Development (Commercial Compliance & Consumer Protection Sector)
The obligations of agreements entered into between both parties shall be carried out in terms of specifications, number, weight and measurement.	Dep. of Economic Development (Commercial Compliance & Consumer Protection Sector)



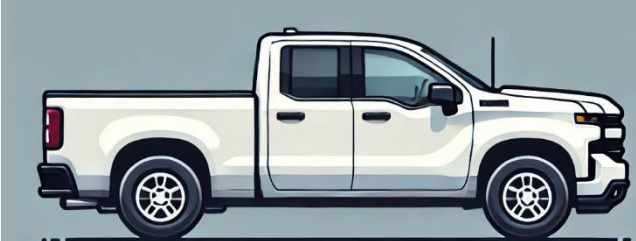
¹ Department of Economic Development Business Licenses provided at <https://eservices.dubaided.gov.ae/Pages/Anon/ActvSrch.aspx>

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Terms and Conditions	Requested By
The activity shall only be practised in the location by virtue of a license or permit.	Dep. of Economic Development (Commercial Compliance & Consumer Protection Sector)
The Department's approval shall be obtained before the change of licensed location and relocation.	Dep. of Economic Development (Commercial Compliance & Consumer Protection Sector)
The consumer shall obtain an invoice for the purchased goods.	Dep. of Economic Development (Commercial Compliance & Consumer Protection Sector)
No products carrying a fake trademark shall be sold.	Dep. of Economic Development (Commercial Compliance & Consumer Protection Sector)
Any devices which are not in compliance with the environment and laws of the country shall not be sold. If devices are exported, the purchaser shall be notified whether in writing or through a seal confirming the same.	Dep. of Economic Development (Commercial Compliance & Consumer Protection Sector)
No procedure, amendment or alteration of license data shall be made unless approved by the Department.	Dep. of Economic Development (Commercial Compliance & Consumer Protection Sector)
No counterfeit goods shall be promoted, sold or displayed.	Dep. of Economic Development (Commercial Compliance & Consumer Protection Sector)
The standardizations of country laws regulating the sale and trade of different products shall be taken into account.	Dep. of Economic Development (Commercial Compliance & Consumer Protection Sector)
The commercial name mentioned in the license shall be similar to the name on the signboard.	Dep. of Economic Development (Commercial Compliance & Consumer Protection Sector)
The reparation of phones and devices shall only take place with the required permit of activity.	Dep. of Economic Development (Commercial Compliance & Consumer Protection Sector)
Do not place sales, discounts or special offers without permission.	Dep. of Economic Development (Commercial Compliance & Consumer Protection Sector)
Prices shall appear on goods and commodities.	Dep. of Economic Development (Commercial Compliance & Consumer Protection Sector)
No activity shall be practiced after 12 am unless the relevant permit is obtained.	Dep. of Economic Development (Commercial Compliance & Consumer Protection Sector)
If the electronics are subject to any guarantee, the purchaser shall be notified either in writing or through a seal including the guaranteed items, terms of the guarantee and causes for the guarantee to be voided.	Dep. of Economic Development (Commercial Compliance & Consumer Protection Sector)
If there is a manual for devices and phones, it shall be clearly written in Arabic and any other language and be delivered to the purchaser.	Dep. of Economic Development (Commercial Compliance & Consumer Protection Sector)
The trademark shall be registered at the Ministry of Economy for its protection.	Dep. of Economic Development (Commercial Compliance & Consumer Protection Sector)
Laws which regulate the consumer's rights shall be taken into account, i.e. the phrase "The sold goods are neither returnable nor exchangeable" shall not appear on the invoice. No additional fees shall be imposed against the use of credit cards.	Dep. of Economic Development (Commercial Compliance & Consumer Protection Sector)

ANNEX 4: SELECTION OF SUITABLE VEHICLES

Table 2: Selection of Suitable Vehicles

Vehicle type	Brief Description	Image
Pick up trucks	1 Ton, 3 Ton ,10 ton pick up trucks with side barricades	
Closed Vans	Designed with a boxy shape with a high roof and could be used in trading of small amounts of waste	
Light Pick Up	Light-duty truck with an enclosed cab and an open cargo area and could be used in trading of small amounts of waste	

ANNEX 5: SELECTION OF SUITABLE CONTAINERS

Table 3: Selection of Suitable Containers

Container Type	Brief Description	
<p>Standard Bin, Steel Cages (for paper and cans)</p>	<p>waste containers made of plastic or metal</p>	
<p>Skip Container (Roll-Off)</p>	<p>Large, open-topped containers typically delivered by trucks, used for construction and large-scale waste.</p>	

ANNEX 6: TEMPLATE MONTHLY RECORDS OF TRADING ACTIVITIES

Company Information												
Company Name:						Permit Number:						
Business Address:						Makani Number:						
Contact Person Information												
Contact Person:						Phone Number:						
Designation:						Email Address:						
Reporting Period												
From:				dd/mm/yyyy			To:				dd/mm/yyyy	
#	Date	Waste Information				Source Information		Transporter Information		End-Use Facility		
		Type	Description	Amount (KG)	Container Type	Name	Address	Name	Vehicle License Plate Number	Name	Address	Waste Use