



WORK PLAN TO BE SUBMITTED BY PRODUCERS OF EEE WHO OPT TO BE SELF-COMPLIANT

These terms of reference may be amended from time to time as deemed necessary, and would be applicable with immediate effect.

Please ensure that you have understood your obligations as a producer of EEE emanating from S.L. 504.75 – the Waste Management (Electrical and Electronic Equipment) Regulations.

General Requirements:

- The Work Plan should be considered as a *'living document'* since it may need to be reviewed and amended by the self-compliant producer from time to time.
- Any changes to the information provided in the Work Plan will require notification to and approval by the Malta Environment and Planning Authority no later than one month after the change.
- The information given in the Work Plan must be clear and unambiguous, and must provide clear, quantifiable and enforceable instructions, procedures and standards for the self-compliant producer and other relevant persons to comply with. It should contain sufficient information to enable personnel unconnected with the operations to understand how the operations and achievement of relevant obligations will be operated.
- The Work Plan is to be handed in or sent by post together with *'Form A – Registration Form as a Producer of Electrical and Electronic Equipment'*. You should also provide one (1) copy of the Work Plan in a digital format.
- It is an offence if you deliberately give false or misleading information. You may be liable to prosecution. The Work Plan must be signed by your Contact Person or the Authorised Representative (if applicable).

Should you require assistance in completing your registration form please contact us on:

Phone: 2290 7240

Email: weee@mepa.org.mt

The Work Plan is to be handed in or sent by post together with 'Form A Registration Form as a Producer of Electrical and Electronic Equipment'

The Work Plan should clearly provide a detailed description of how you intend to operate and achieve the relevant obligations pursuant to S.L. 504.75 as a self-compliant producer, covering all aspect in Sections A to D.

N.B. The obligation rests with you as a producer to prove that these targets are indeed being met when WEEE is treated on your behalf, based on the amounts transferred to a facility.

A. Details of Company/Producer

This section of the Work Plan should provide specific information on the company/producer or on the authorised representative applying for registration as a producer of EEE, namely address, contact number, e-mail address as well as the contact person to whom the Competent Authority may address communications.

B. Operations

This section of the Work Plan should include the following information:

1. To include a list of all the waste management undertakings in compliance with regulations 19 to 24 of Subsidiary Legislation 504.37 – the Waste Regulations, 2011 which shall be used and provide copy of agreements made with them.
2. To include a list of all the waste carriers that shall be used for the transfer of WEEE.
3. To provide an estimate on the quantity of electrical and electronic equipment that will be placed on the market.
4. To provide an estimate for the lifespan of the electrical and electronic equipment placed on the market.
5. To provide a description on how the WEEE will be collected.
6. To provide a declaration on how the relevant collection rates and recovery/preparation for reuse/recycling targets shall be achieved, stating also whether local authorised recycling facilities will be used (and which), and whether any WEEE shall be exported for recovery/preparation for reuse/recycling abroad or not – either directly or for further treatment by the local authorised recycling facility.
7. To provide a methodology on how the collection rate and the relevant recovery and/or preparing for reuse and recycling targets stipulated in S.L. 504.75 – the Waste Management (Electrical & Electronic Equipment) Regulations, 2014 (as amended) shall be calculated.
8. To provide a confirmation that your company will finance the environmentally sound management of EEE that they place on the market at its end of life, including an indication on which financial guarantee shall be provided i.e. either a bank guarantee in the form of a blocked account or a recycling insurance.

C. Record Keeping & Reporting

The Work Plan should provide a detailed description of the record keeping and reporting procedures to be adopted by the producer.

D. Other Information

The Work Plan may also contain any other information, which the applicant deems necessary to include and which is not listed above.