



eTEEP Getting Started Guide

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**Cutting
Edge**

About WRAP

WRAP is a global environmental action NGO transforming our product and food systems to create Circular Living. We examine sustainability challenges through the lens of people's day-to-day lives. We transform the systems that provide the products we consume. We catalyse action from policy makers, businesses, NGOs and citizens to make it happen.

Document reference

eTEEP Getting Started Guide, March 2025

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ETEEP GETTING STARTED GUIDE

What is the eTEEP Tool?	Benefits of using eTEEP
<p>The eTEEP tool is a free resource designed to simplify the TEEP assessment process for local authorities. It uses pre-populated, standardised data from the LA Portal, reducing manual data entry while allowing councils to customise many service details to reflect local circumstances.</p>	<p>Supports data driven decisions for waste and recycling services.</p> <p>Provides access to FAQs for troubleshooting and guidance.</p> <p>At the end of the process, a downloadable report is generated to support your written TEEP assessment. You can run the tool multiple times to reflect different collection rounds, geographical areas, or service types and output an appropriate report.</p> <p>Please note: This report is not submitted to the Environment Agency but should be retained by your Local Authority for reference.</p>

STEP 1 - ACCESSING THE TOOL

1. Open your web browser and go to the [WRAP LA Portal](#)
2. Log in using your local authority credentials. If you don't have an account, register by following the on-screen instructions.
3. Navigate to the eTEEP Tool.



STEP 2 - YOUR COUNCIL, LEGISLATION & FAQs

Local Authorities should collect paper and card separately from other dry recyclable waste (plastic, metal and glass), unless it:

- is not 'technically practicable'
- is not 'economically practicable'
- has 'no significant environmental benefit'.

Local Authorities must prepare a written assessment to explain why one or more of these options apply.

How the tool helps

- Uses evidence and research from councils
- Draws on pre-existing data from the LA portal reducing manual input
- Provides modelled outputs for cost and environmental impact comparisons
- Allows customisation of service data.

Key features

- Work at your own pace – save progress section by section
- Access support via videos, FAQs, and the eTEEP help desk
- Use insights to brief colleagues and Members.

FREQUENTLY ASKED QUESTIONS

Local authorities are responsible public bodies, committed to ensuring that their waste collection services fully comply with legal requirements. However, interpreting these requirements can sometimes be challenging, so we have compiled a list of common questions.

USE OF THE ETEEP TOOL

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Do LAs have to complete a written assessment where dry recycling is collected mixed together? +

What if LAs choose not to use the eTEEP tool? +

How long will it take for LAs to generate information from the eTEEP tool? +

Can LAs revisit and amend data that has been entered within the tool? +

Is it permitted for a Waste Disposal Authority to use the tool on behalf of a Waste Collection Authority? +

Will DEFRA and/or the Environment Agency be able to see my LA data in the tool? +

Can LAs submit the outputs of the tool directly to the Environment Agency? +

STEP 3 - START YOUR REPORT

Click on 'Start a Report'

1. Select **Kerbside Collection** for individual properties with their own waste containers.
2. Once finished, you'll have the option to add a **Communal Collection** report (e.g., for flats or terraced properties that share a bin).
3. Provide key details about your local authority's current collection system.

KERBSIDE COLLECTION

Complete a report for all households which receive a kerbside collection service.

[Start a report](#)

COMMUNAL COLLECTION

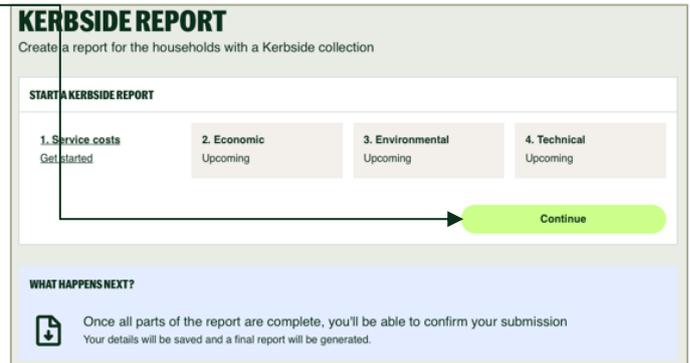
Once the kerbside report is complete, you will be able to create a report for all households that receive a communal collection service.

WHAT DEFINES A "COMMUNAL" COLLECTION?

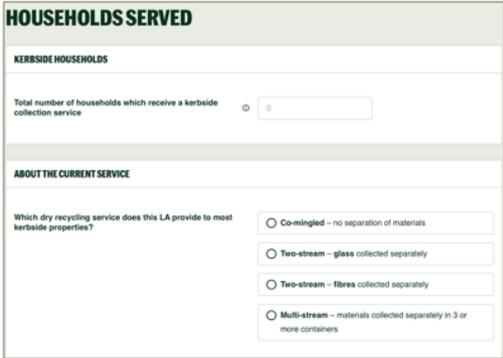
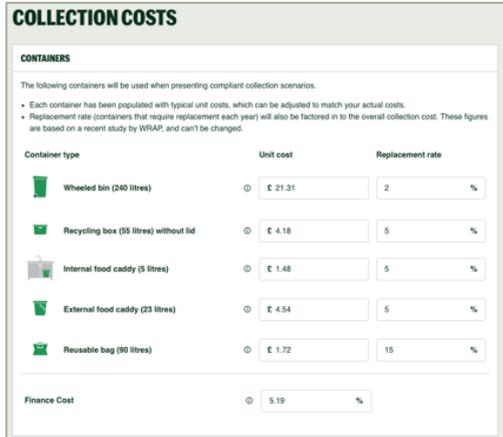
Where dwellings share containers with other dwellings for residual waste, dry recyclable materials and food waste, then this is known as a communal collection.

- The dwellings may be flats, terraced properties or houses in urban areas with shared containers directly on a street, in a back lane, courtyard, bin store or car park.
- The containers may be accessible to all or may be behind a locked door/gate or opened with a key or fob.
- The definition of communal collections does not include recycling banks/bring sites where citizens "bring" their recycling to containers which supplement waste and recycling containers provided at or near to dwellings.

4. Click 'Continue'



STEP 4 - SECTION 1: SERVICE

<p>About the Data</p>	<ul style="list-style-type: none"> This section explains data sources, pre-populated data and how the tool adjusts based on your inputs. Tip: Reading this will help you understand how the data works. Click 'I understand' to continue
<p>Households Served</p>	<ul style="list-style-type: none"> Click 'View and update' Answer each question based on the collection service you are modelling. Have the number of households covered by the collection ready. Note this is the only data where no default value is provided. Click 'Save and continue' 
<p>Collection Costs</p>	<ul style="list-style-type: none"> Containers - Adjust unit costs as needed. Replacement rates are fixed. Staff - Default salaries are shown. Adjust as needed. Do not include National Insurance or pension contributions as these costs are incorporated within the tool. Vehicles - Costs can be adjusted. Annual standing and running costs are pre-filled. Fuel - Based on the mean average value according to Government index. Round size - Select the most relevant value for your collection rounds. Click 'Save and continue' 



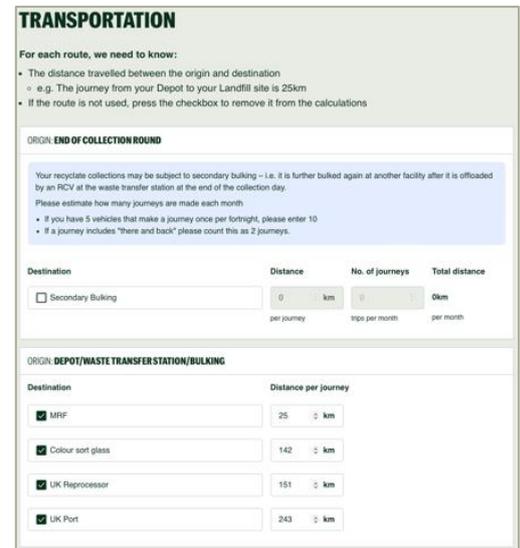
<p>Sorting and Treatment Costs</p>	<ul style="list-style-type: none"> • Costs may or may not be adjustable, depending on the collection scheme you currently operate. • FAQs are available to guide you. • Save your progress and return later if needed. • Click ‘Save and continue’ 	
<p>Need a break or more data?</p>	<p>REMEMBER you can save your progress and return later.</p>	
<p>Section Summary</p>	<p>Once all questions are complete, a summary confirms that this section is finished. You can review and update your information before proceeding to Section 2: Economic.</p>	

STEP 5 - SECTION 2: ECONOMIC

<p>Collection Scenarios</p>	<ul style="list-style-type: none"> • Click ‘View scenarios’ to see typical collection models. • Review and familiarise yourself with the different collection options. • About scenarios shows an explanation of why these scenarios have been selected in accordance with Section 45A of the Environmental Protection Act 1990, including relevant exemptions). • Click ‘Continue’ 	
<p>Economic Calculations</p>	<ul style="list-style-type: none"> • Click ‘Compare scenarios’ to view annualised total costs for each scenario. • Compare the economic calculation scenarios to find the lowest cost comparison. • Click on ‘Continue’ 	
<p>Section Summary</p>	<p>Once complete, a summary will confirm that this section is finished. Review your data before moving on to proceeding to Section 3: Environmental.</p>	

STEP 6: SECTION 3: ENVIRONMENTAL

<p>About the Data</p>	<p>In considering ‘significant environmental benefit,’ Waste Collection Authorities should consider the environmental impact of different waste and recycling collection scenarios. Those scenarios are highlighted and are displayed as outputs in tonnes of carbon dioxide equivalent(tCO₂e).</p> <p>Read it through and click ‘I understand’.</p>
<p>Transportation of bulk materials</p>	<ul style="list-style-type: none"> • Click ‘View and update’ • The tool automatically calculates bulk transport based on scenario yields. Total tonnes of each waste type are divided by the average bulk load weight. • For any secondary bulking, the user should provide distance travelled and number of trips made each month • Input the distance per journey between the origin and destination. • Adjust the pre-populated distance per journey using the up and down arrows. • If a route is not used, un-tick the checkbox to remove it from calculations. • Modify bulk load capacity if needed. • Click ‘Save and continue’
<p>Processing proportions</p>	<ul style="list-style-type: none"> • Click ‘View and update’ • Users can enter their own values for key parameters. Each route shows the fraction of material moving from bulking to sorting to processing. • Adjust sorting process loss if required. • Modify the proportion of waste sent to landfill vs. Energy from Waste (EfW) using the slider. • Enter proportion of material types allocated to different recycling and disposal routes. • Tick the box to indicate if the material goes to bulking, sorting, or both. • Click ‘Save and continue’



TRANSPORTATION

For each route, we need to know:

- The distance travelled between the origin and destination
 - e.g. The journey from your Depot to your Landfill site is 25km
- If the route is not used, press the checkbox to remove it from the calculations

ORIGIN: END OF COLLECTION ROUND

Your recycle collections may be subject to secondary bulking – i.e. it is further bulked again at another facility after it is offloaded by an RCV at the waste transfer station at the end of the collection day.

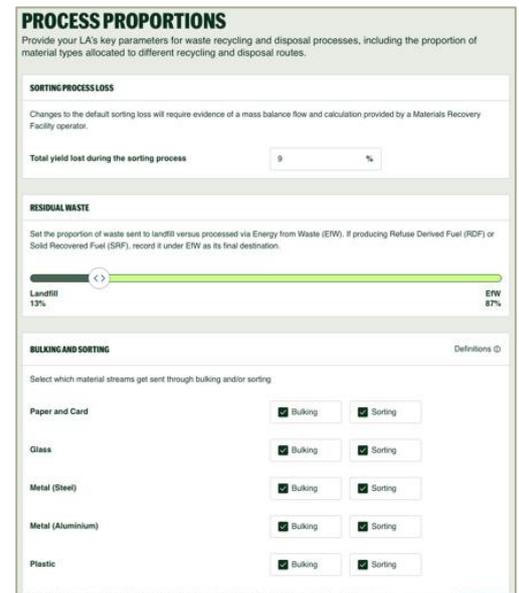
Please estimate how many journeys are made each month.

- If you have 5 vehicles that make a journey once per fortnight, please enter 10
- If a journey includes "there and back" please count this as 2 journeys.

Destination	Distance	No. of journeys	Total distance
<input type="checkbox"/> Secondary Bulking	0 km	0 trips per month	0km per month

ORIGIN: DEPOT/WASTE TRANSFER STATION/BULKING

Destination	Distance per journey
<input checked="" type="checkbox"/> MRF	25 km
<input checked="" type="checkbox"/> Colour sort glass	142 km
<input checked="" type="checkbox"/> UK Reprocessor	151 km
<input checked="" type="checkbox"/> UK Port	243 km



PROCESS PROPORTIONS

Provide your LA's key parameters for waste recycling and disposal processes, including the proportion of material types allocated to different recycling and disposal routes.

SORTING PROCESS LOSS

Changes to the default sorting loss will require evidence of a mass balance flow and calculation provided by a Materials Recovery Facility operator.

Total yield lost during the sorting process: 9 %

RESIDUAL WASTE

Set the proportion of waste sent to landfill versus processed via Energy from Waste (EfW), if producing Refuse Derived Fuel (RDF) or Solid Recovered Fuel (SRF), record it under EfW as its final destination.

Landfill 13% | EfW 87%

BULKING AND SORTING

Select which material streams get sent through bulking and/or sorting.

Material Stream	Bulking	Sorting
Paper and Card	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Glass	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Metal (Steel)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Metal (Aluminium)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Plastic	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Environmental Impact

This compares the environmental impact of different collection scenarios to identify the lowest-carbon option for your service.

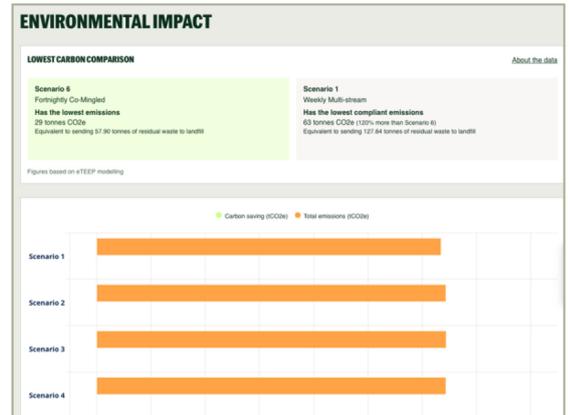
- **Higher emissions** → Orange bar (hover to see total CO₂e).
- **Carbon savings** → Green bar (hover to see CO₂e saved).

Compare the environmental calculation scenarios to find the lowest cost comparison.

Why this matters

Choosing the most carbon-efficient option supports compliance with the Environment Act 2021 and the UK’s net zero commitment. If no scenario achieves carbon savings, the one with lowest total emissions is considered the most beneficial.

- **Click ‘Continue’**



Carbon Emissions

This step calculates annual tCO₂e emissions based on collection, disposal, transportation, recycling and processing.

- **Total emissions** → Displayed as positive values.
- **Carbon savings** → Displayed as negative values.
- **Overall environmental impact** → Shown at the bottom of the page as net tCO₂e per year.

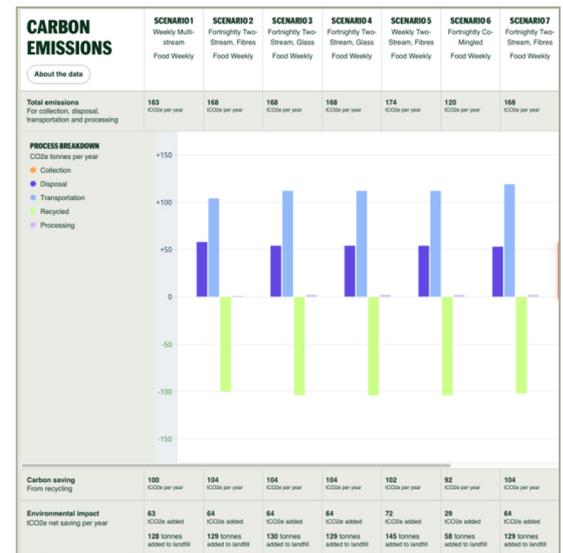
Also displayed as the carbon saved from diverting waste from landfill.

One set of results per eTEEP scenario.

Why this matters

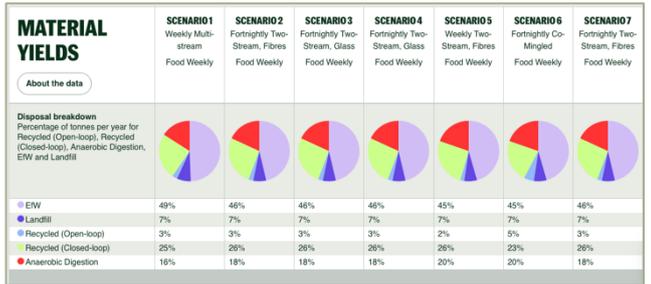
These results help councils assess the climate impact of each collection scenario, ensuring informed decisions that support net zero goals. For more details, refer to the technical annexes.

- **Click ‘Continue’**

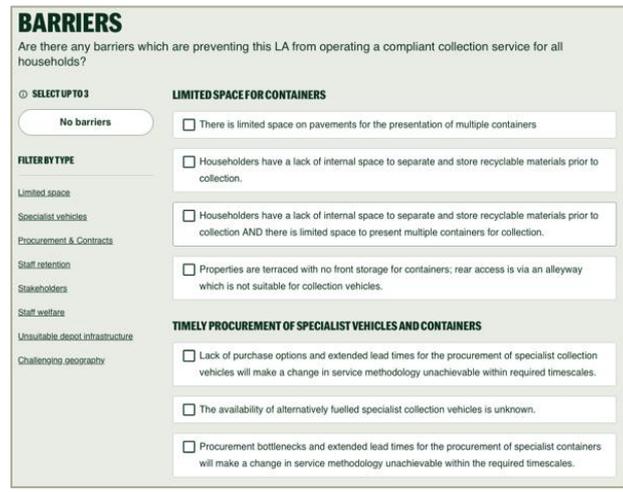


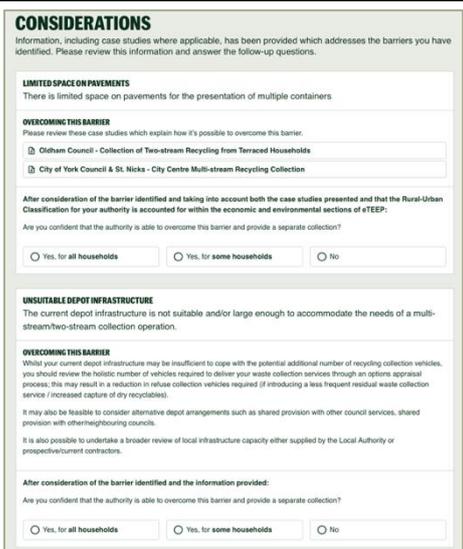
Material Yields

This calculates the annual percentage of waste processed through different routes.

	<ul style="list-style-type: none"> • One set of results per eTEEP scenario. • Displayed as pie charts with percentage breakdowns. • A table below each chart shows the percentage data. • Hover over the pie chart to see tonnage details for each waste category. <p>Why this matters These results help councils understand how waste is managed in each scenario. For more details, refer to the technical annexes.</p> <ul style="list-style-type: none"> • Click 'Continue' 	 <table border="1"> <thead> <tr> <th></th> <th>SCENARIO1 Weekly Multi-stream Food Weekly</th> <th>SCENARIO2 Fortnightly Two-Stream, Fibres Food Weekly</th> <th>SCENARIO3 Fortnightly Two-Stream, Glass Food Weekly</th> <th>SCENARIO4 Fortnightly Two-Stream, Glass Food Weekly</th> <th>SCENARIO5 Weekly Two-Stream, Fibres Food Weekly</th> <th>SCENARIO6 Fortnightly Co-Mingled Food Weekly</th> <th>SCENARIO7 Fortnightly Two-Stream, Fibres Food Weekly</th> </tr> </thead> <tbody> <tr> <td>EW</td> <td>49%</td> <td>46%</td> <td>46%</td> <td>46%</td> <td>45%</td> <td>45%</td> <td>46%</td> </tr> <tr> <td>Landfill</td> <td>7%</td> <td>7%</td> <td>7%</td> <td>7%</td> <td>7%</td> <td>7%</td> <td>7%</td> </tr> <tr> <td>Recycled (Open-loop)</td> <td>3%</td> <td>3%</td> <td>3%</td> <td>3%</td> <td>2%</td> <td>5%</td> <td>3%</td> </tr> <tr> <td>Recycled (Closed-loop)</td> <td>25%</td> <td>26%</td> <td>26%</td> <td>26%</td> <td>26%</td> <td>23%</td> <td>26%</td> </tr> <tr> <td>Anaerobic Digestion</td> <td>16%</td> <td>18%</td> <td>18%</td> <td>18%</td> <td>20%</td> <td>20%</td> <td>18%</td> </tr> </tbody> </table>		SCENARIO1 Weekly Multi-stream Food Weekly	SCENARIO2 Fortnightly Two-Stream, Fibres Food Weekly	SCENARIO3 Fortnightly Two-Stream, Glass Food Weekly	SCENARIO4 Fortnightly Two-Stream, Glass Food Weekly	SCENARIO5 Weekly Two-Stream, Fibres Food Weekly	SCENARIO6 Fortnightly Co-Mingled Food Weekly	SCENARIO7 Fortnightly Two-Stream, Fibres Food Weekly	EW	49%	46%	46%	46%	45%	45%	46%	Landfill	7%	7%	7%	7%	7%	7%	7%	Recycled (Open-loop)	3%	3%	3%	3%	2%	5%	3%	Recycled (Closed-loop)	25%	26%	26%	26%	26%	23%	26%	Anaerobic Digestion	16%	18%	18%	18%	20%	20%	18%
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<p>Summary</p>	<p>Once complete, a summary will confirm that this section is finished. Review your data before moving on to proceeding to Section 4: Technical.</p>																																																	

STEP 5: SECTION 4: TECHNICAL

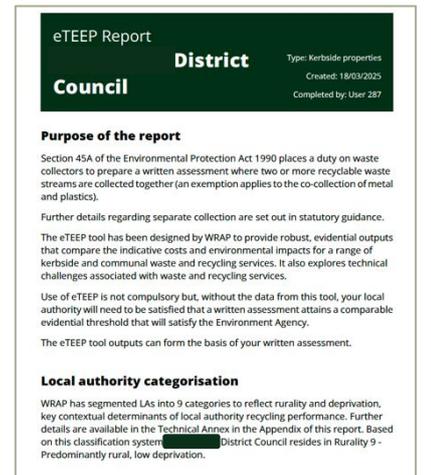
<p>About</p>	<ul style="list-style-type: none"> • This final section explores common barriers Local Authorities face when considering increased separation in their dry recycling collections.
<p>Barriers</p>	<ul style="list-style-type: none"> • Click 'View barriers' • Select up to three barriers from the list, use the filter if needed, one barrier may be a custom barrier • If there are no barriers click the 'no barriers' button • Click 'Continue' 

<p>Considerations</p>	<ul style="list-style-type: none"> • Read and respond to the questions. Information, including local authority case studies where applicable, is available to show how others have addressed similar barriers. • If you can fully address the barrier, no further action is needed. • If the barrier cannot be overcome - provide a clear explanation. • Some barriers may be partially overcome. Where this option is available and selected, enter the percentage of number of impacted households and provide an explanation. • Click 'Save and continue' 	
<p>Summary</p>	<p>Once all questions are complete, a summary will confirm that this section is finished. You will have the opportunity to view and update the barriers and considerations, if required, before continuing to Summary.</p>	

STEP 6: SUMMARY AND FINAL STEPS

- Once all sections are complete, your data will be saved, and a final report is generated.
- The report **IS NOT SHARED** with the Environment Agency but can be used to support your written TEEP assessment.
- Once confirmed, **NO FURTHER CHANGES** can be made.
- **Click 'Confirm'** to finalise the report.
- **Click 'Download'** to access your report.
- To make changes or remodel data, you must **start again**.





COMMUNAL PROPERTIES

You can now **repeat the process for communal properties** if required.

NEED HELP?

For further assistance, please contact our eTEEP@wrap.ngo