

eTEEP Getting Started Guide

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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
The eTEEP tool is a free resource designed to simplify the TEEP assessment process for local authorities. It uses pre-	Supports data driven decisions for waste and recycling services.
populated, standardised data from the LA Portal, reducing manual data entry while allowing councils to customise many	Provides access to FAQs for troubleshooting and guidance.
service details to reflect local circumstances.	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.
	Please note: This report is not submitted to the Environment Agency but should be retained by your Local Authority for reference.

STEP1-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.

STEP 3 - START YOUR REPORT

Click on 'Start a Report'

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



- 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
- The definition of community of community of each of the community of the commu

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.

SE OF THE ETEEP TOOL	Back to top
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?	+

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4. Click 'Continue'

ERBSIDE RE eate a report for the h	OUSEHOLDS with a Kerbside	collection	
START A KERBSIDE REPORT			
1. Service costs Get started	2. Economic Upcoming	3. Environmental Upcoming	4. Technical Upcoming
			Continue
NHAT HAPPENS NEXT?			
Once all part Your details will	s of the report are complete be saved and a final report will be	e, you'll be able to confirm yo generated.	ur submission

STEP 4 - SECTION 1: SERVICE

About the Data	 This section explains data sources, pre-p adjusts based on your inputs. Tip: Reading this will help you understan understand' to continue 	oopulated data and d how the data wo	how the tool rks. Click 'l
Households Served	 Click 'View and update' Answer each question based on the collection service you are modelling. 	HOUSEHOLDS SERVED KERBSIDE HOUSEHOLDS	
	 Have the number of households covered by the collection ready. Note this is the only data where no default 	Collection service	•
	value is provided.	Which dry recycling service does this LA provide to most kerbside properties?	Co-mingled - no separation of materials
	Click 'Save and continue'		Two-stream - fibres collected separately
			O Multi-stream - materials collected separately in 3 or more containers
Collection Costs	 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. 	CONTAINERS DATAINERS Data following containers will be used when presenting complained with hysikal in docen. Well Containers will be used when presenting complained with hysikal in docen. Well Containers that prepare registement and pre- sessed on a recent study by WRAP, and can't be changed. Container type Image: Network bin (240 litres) Image: Ima	Jection scenarios. van be adjuided to match your actual rook. vy will also be hactived in to the overall collection cost. These figures Unit cost Replacement rate ± £ 21.33 2 % ± £ 21.34 5 % ± £ 1.48 5 % ± £ 1.48 5 % ± £ 1.48 5 %
	 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' 	Finance Cost	£ 1.72 15 % 0 5.19 %



Sorting and Treatment Costs	 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' 	SUPERING AND DEPARTMENT The current service, provided by the LU Meride for service for service for service (Meride for service for service for service for (Meride for service for service for service for service grant developer (Service for s	HENT COSTS A: Is Two-stream - glass separate A: Is Two-stream - glass separate tage, represent, as well as any republic please. tage is and a cost of the	FAQs 0 stomac values below in scheme and
Need a break or more data?	REMEMBER you can save your progress and ret	urn later.		
Section Summary	Once all questions are complete, a summary cor finished. You can review and update your inform Section 2: Economic	nfirms that th nation before	is section is proceeding t a)

STEP 5 - SECTION 2: ECONOMIC

Collection Scenarios	 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' 	Vehicle and catellater types The converse set leads on these service diverse and indexes and on-teach service diverse and an extension catellations. SCERARD1 SCERARD1 SCERARD1 SCERARD1 SCERARD1 SCERARD1 SCERARD1 SCERARD1 State of the set of the	Verbine Week 1 Week 1 Week 1 Week 1	econny vertice werner RCV (20) generals RCV (20) Week 2 Week 2 Week 2	Container Province In Container Province In Province	1600 A
Economic Calculations	 Click 'Compare scenarios' to view annualised total costs for each scenario. Compare the economic calculation scenarios to find the levent scenarios 	Ford Ford Separate tool wate collection vehicle. Control of the second of the second record record of the second recon	L COST L capital and operating on. The figures indu- on. The figures indu-	conal costs of provide any changes the on.	ing waste and recy	cling services, in o default data and
	 Click on 'Continue' 	Has the lowest total cost (0.394.608 Figures baset on +TEEP notebox SCENARIO1		Costs 13.28% mor £7.243,774 (2545.14	e e more than Scenario 2)	£6,847,883
		SCENARIO2	tream, Residual Fortnigh	nty Food Week	,	£6,394,608
		SCENARIO 3 Dry Ferninghrity Two-1 Glass	tream, Residual Fortnigh	htly Food Week	,	£7,772,567
		SCENARIO 4 Dry Formightly Two-1 Glass	tream, Roscius Fortnigt	htly Food Week	Y	£7,112,420
		SCENARIO 5 Dry Weekly Two-Stree Fibree SCENARIO 6	en, Residuel Fortnigh	NDy Food Week		£7,872,094 £7,243,774
		Dry Fernighty Co-M SCENARIO 7 Dry Fernighty Teo-1 Fibres	ngled Residual Fortnigh Rream, Residual Fortnigh	NDy Food Week	y y	\$6,502,235
Section Summary	Once complete, a summary will confirm that this se data before moving on to proceeding to Section 3 :	ction is fin Environm	ishec ental	d. Rev	view y	your



STEP 6: SECTION 3: ENVIRONMENTAL

About the Data Transportation of bulk materials	 In considering 'significant environmental ben should consider the environmental impact of collection scenarios. Those scenarios are hig outputs in tonnes of carbon dioxide equivale Read it through and click 'l understand'. Click 'View and update' The tool automatically calculates bulk transport based on scenario yields. Total tonnes of each waste type are 	efit,' Waste Collect different waste and ghlighted and are continued and (tCO_2e) .	tion Authorities nd recycling lisplayed as
	 divided by the average bulk load weight. For any secondary bulking, the user should provide distance travelled and number of trips made each month 	Vour recyclate collections may be subject to secondary building – I i by an RCV at the waste transfer station at the end of the collection Please estimate hour many journeys are made each month - If you have 5 vehicles that make a purper yourse protocytich, pill - If a journey includes 'there and back' please count this as 2 journey Destination Secondary Building	R is further builded again at another facility after it is officiated day. asse order 10 https://www.interfacility.order.or
	 Input the distance per journey 		per journey trips per month per month
	between the origin and destination.	ORIGIN: DEPOT/WASTE TRANSFER STATION/BULKING	
	 Adjust the pre-populated distance per 	Destination	25 0 km
	journey using the up and down arrows.	Colour sort glass	142 5 km
	 If a route is not used, un-tick the 	VK Reprocessor	151 ¢ km
	checkbox to remove it from	UK Port	243 ¢ km
	calculations.		
	 Modify bulk load capacity if needed. 		
	 Click 'Save and continue' 		
Processing proportions	 Click 'Save and continue' 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' 	PROCESS PROPORTIONS Interview of the second of a different recycling and disponentiation of the second	nd diaposal processes, including the proportion of sel routes.



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 sceanrios to find the lowest cost comparison. Why this matters Choosing the most carbon-efficient Environment Act 2021 and the UK's achieves carbon savings, the one w the most beneficial. Click 'Continue' 	ENVIRONMENTAL IMPACT
Carbon Emissions	 This step calculates annual tCO₂e end transportation, recycling and proce 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 scenario, ensuring informed decisio more details, refer to the technical at a click 'Continue' 	<figure></figure>
Material Yields	This calculates the annual percenta different routes.	ge of waste processed through



	 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 Why this matters These results help councils un scenario. For more details, ref Click 'Continue' 	Matterial yields About the data Discourse Percenting of doma Percenting of doma Percenting of doma Percenting of doma (Case-Joog), About Ward Landel Percenting (Open-Soc) Percenting (Open-Soc) Perce	SCEMARIO 1 Weekly Multi- steam Food Weekly 49% 7% 9% 25% 16%	scenario2 Fortighty Two- Stream, Fibres Food Weekly	scenario 3 Formight Two- Sthem, Glass Food Weekly	SCENARIO 4 Fortinghy Two- Stream, Glass Food Weekly 46% 7% 3% 3% 3% 3% 3%	SCEMARIOS Weekly Two- Steam, Fores Food Weekly 45% 7% 2% 2% 2%	SCEMARIO 6 Fortinghy Co- Mirgid Food Weekly	SCENARIO7 Fortnghy Two- Steam, Flores Food Weekly 46% 7% 3% 3% 32% 18%
Summary	Once complete, a summary wi your data before moving on to	ill confirm t proceedir	that t ng to	his se Sect i	ectior ion 4	n is fir : Tec	nishe <mark>hnic</mark> a	d. Re al.	view

STEP 5: SECTION 4: TECHNICAL

About	This final section explores Authorities face when con recycling collections.	common ba sidering inc	arriers Local reased separation in their dry
Barriers	 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' 	BARRIERS Are there any barriers which households? © SELECUPTO3 No barriers FLIER BY TYPE Limited seace Sector Sector	hare preventing this LA from operating a compliant collection service for all IMITED SPACE FOR CONTAINERS There is limited space on pavements for the presentation of multiple containers Collection. Householders have a lack of internal space to separate and store recyclable materials prior to collection. Householders have a lack of internal space to separate and store recyclable materials prior to collection. Householders have a lack of internal space to separate and store recyclable materials prior to collection. Householders have a lack of internal space to separate and store recyclable materials prior to collection. Properties are terraced with no front storage for containers; rear access is via an alleyway which is not suitable for collection vehicles. THELY PROCUREMENT OF SPECIALIST VEHICLES AND CONTAINERS wehicles will make a change in service methodology unachievable within required timescales. The availability of alternatively fuelled specialist collection vehicles is unknown. Procurement bottlenecks and extended lead times for the procurement of specialist containers will make a change in service methodology unachievable within the required timescales.



Considerations	 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' 	EXERCISE DEPENDENCE Information, including case studies where applicable, has been provided which addresses the barriers you have definited. Please review the information and asswer the follow-up questions. INFERSENCE OF EXERCISE There is limited space on prevenents for the presentation of multiple containers INFERSENCE OF EXERCISE Contain Council - Coleticion of the transmersents for the presentation of multiple containers INFERSENCE OF EXERCISE Contain Council - Coleticion of the transmersents for the presentation of multiple containers INFERSENCE OF EXERCISE
Summary	Once all questions are complete, a summa finished. You will have the opportunity to v considerations, if required, before continu	ry will confirm that this section is view and update the barriers and ing to Summary .

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.

KERBSIDE REPORT	rellection
his report was commed on revoluze and includes the details provided for this	conection.
THE REPORT IS AVAILABLE TO DOWNLOAD	
You can download the report and submit it, as part of your written assessment,	
to the Environment Agency.	:=-
Download	1.1
	L DI U
DO YOUNEED TO MAKE A CHANGE? The details for this region have been confirmed, and it's no longer possible to	
DO YOUNEED TO MAKE A CHARGE? The details bit this regord have been confirmed, and it is no longer possible to make thorings. You can sith again, and in provide new details that will be used	Start again
DO YOUNEED TO MAKE A CHANCE? The details for this region have been confirmed, and its no longer possible to make changes. You can that nagan, and provide new details that will be used to generate a new report.	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

1. Service costs Completed 2. Economic Completed 3. Environmental Completed 4. Technical Completed WHAT HAPPENS NEXT? Your details will be saved and a final report will be generated.
 It will be available to download and include with your written assessment.
 Your report wont be shared with the Environment Agency.
 Once confirmed, it won't be possible to make any changes to this report. B When ready, press Confirm to save your details and download this rep



Purpose of the report

n be generated for the households with a Kerbside collection

KERBSIDE REPORT

ALL SECTIONS HAVE BEEN COMPLETED FOR THIS COLLECTION

Section 45A of the Environmental Protection Act 1990 places a duty on waste collectors to prepare a written assessment where two or more recyclable waste streams are collected together (an exemption applies to the co-collection of metal and plastics). Further details regarding separate collection are set out in statutory guidance

The eTEPE tool has been designed by WRAP to provide robust, evidential outputs that compare the indicative costs and environmental impacts for a range of kerbside and communal waste and recycling services. It also explores technical challenges associated with waste and recycling services.

Use of CTEEP is not compulsory but, without the data from this tool, your local authority will need to be satisfied that a written assessment attains a comparable evidential threshold that will satisfy the Environment Agency.

The eTEEP tool outputs can form the basis of your written assessment

Local authority categorisation

WRAP has segmented LAs into 9 categories to reflect rurality and deprivation, key contextual determinants of local authority recycling performance. Further details are available in the Technical Annex in the Appendix of this report. Bas on this dassification system District Council resides in Rurality 9 Predominanty rural. Low deprivation.