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-populated, standardised data from the LA Portal, reducing manual data entry while allowing councils to customise many service details to reflect local circumstances.	Supports data driven decisions for waste and recycling services. Provides access to FAQs for troubleshooting and guidance. 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.

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'.

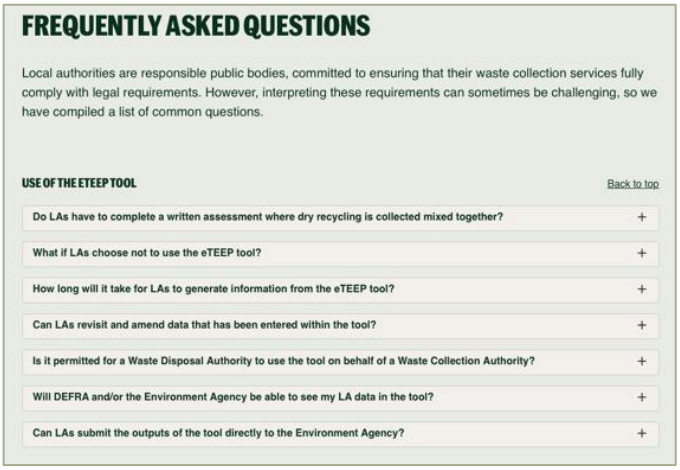
Local Authorities must prepare a written assessment to explain why one or more of these options apply.

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.

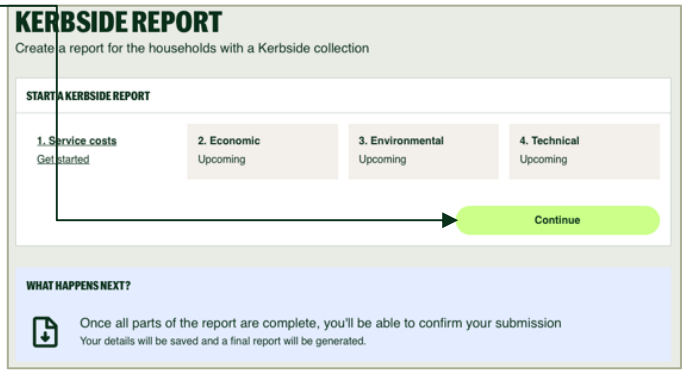


STEP 3 - START YOUR REPORT

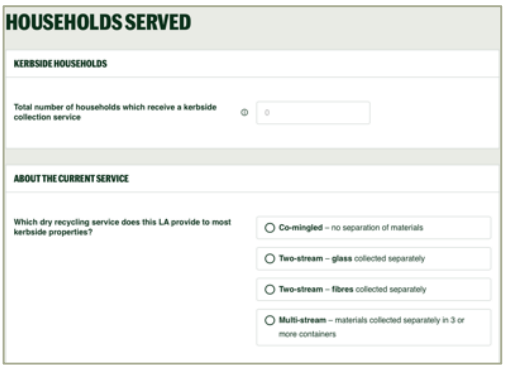
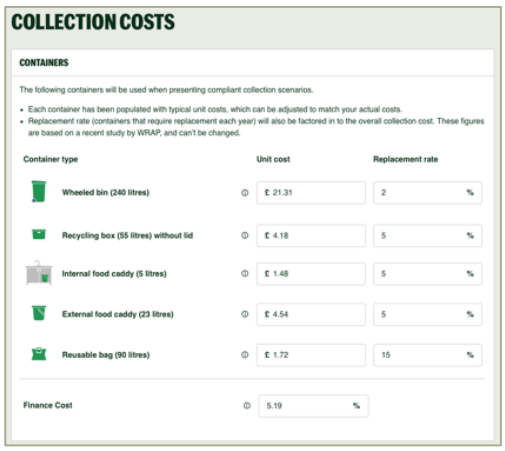
Click on 'Start a Report'

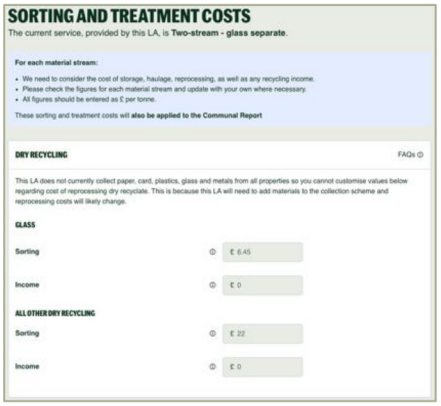
1. Select **Kerbside Collection** for individual properties with their own waste containers.
2. Once finished, you'll have the option to add a **Communal Collection** report (e.g., for flats or terraced properties that share a bin).
3. Provide key details about your local authority's current collection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

4. Click **'Continue'**

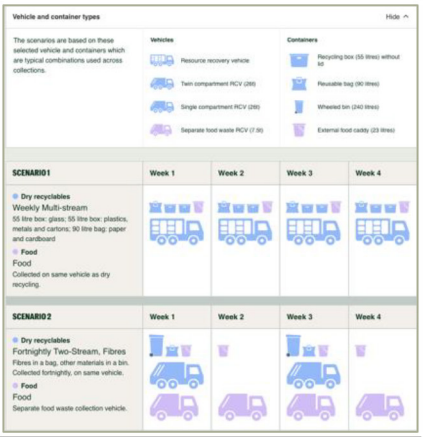
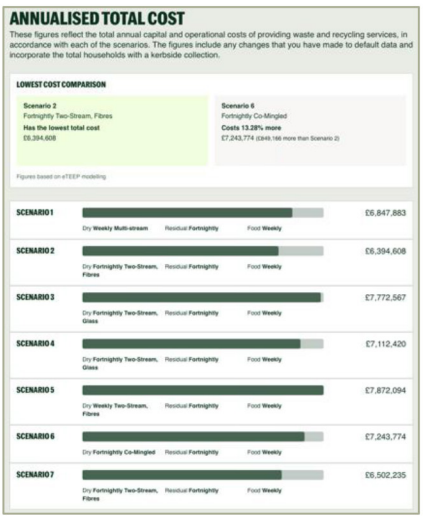


STEP 4 - SECTION 1: SERVICE

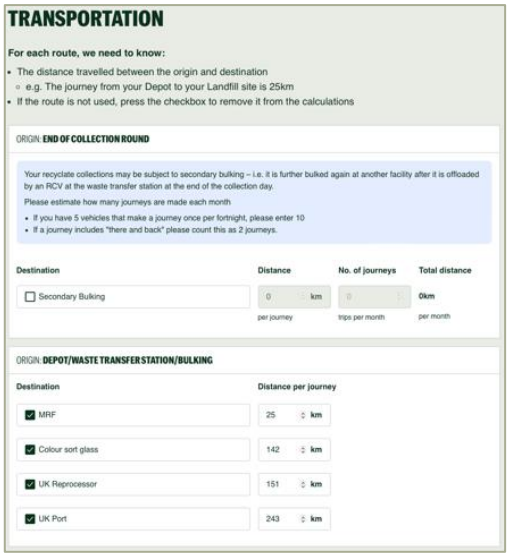
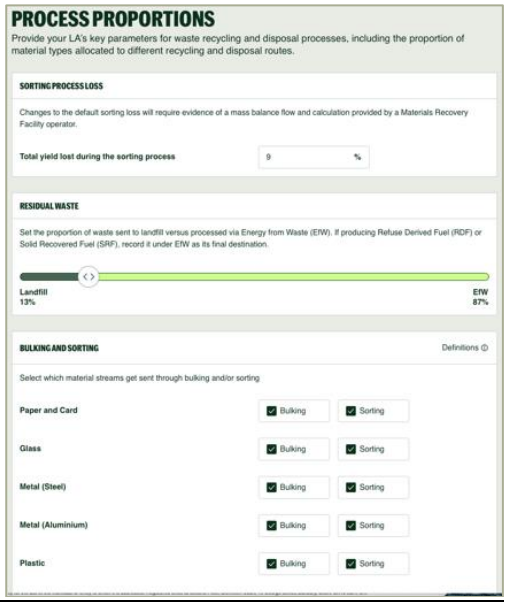
About the Data	• This section explains data sources, pre-populated data and how the tool adjusts based on your inputs. • **Tip:** Reading this will help you understand how the data works. **Click 'I understand' to continue**
Households Served	• **Click 'View and update'** • Answer each question based 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'** 
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. • **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'** 

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'** 
Need a break or more data?	**REMEMBER** you can save your progress and return later.
Section Summary	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.**

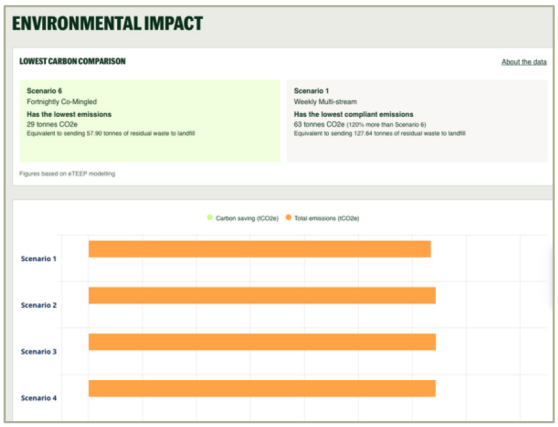
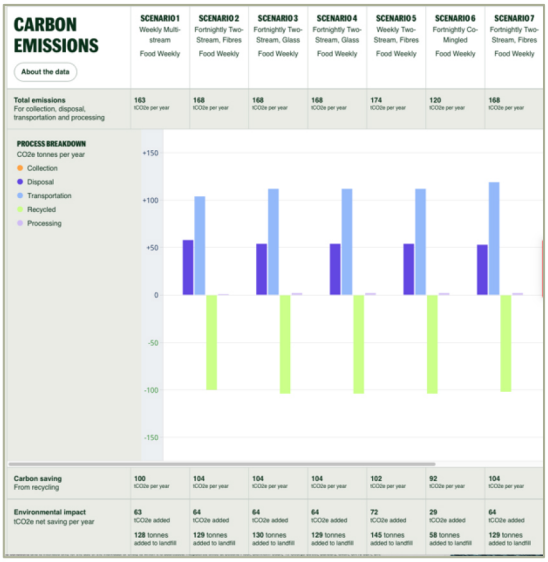
STEP 5 - SECTION 2: ECONOMIC

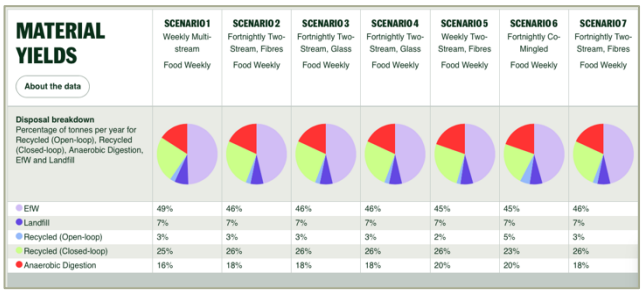
Collection Scenarios	• **Click 'View scenarios'** to see typical collection models. • Review and familiarise yourself with the different collection options. • **About scenarios** shows an explanation of why these scenarios have been selected in accordance with Section 45A of the Environmental Protection Act 1990, including relevant exemptions). • **Click 'Continue'** 
Economic Calculations	• **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'** 
Section Summary	Once complete, a summary will confirm that this section is finished. Review your data before moving on to proceeding **to Section 3: Environmental.**

STEP 6: SECTION 3: ENVIRONMENTAL

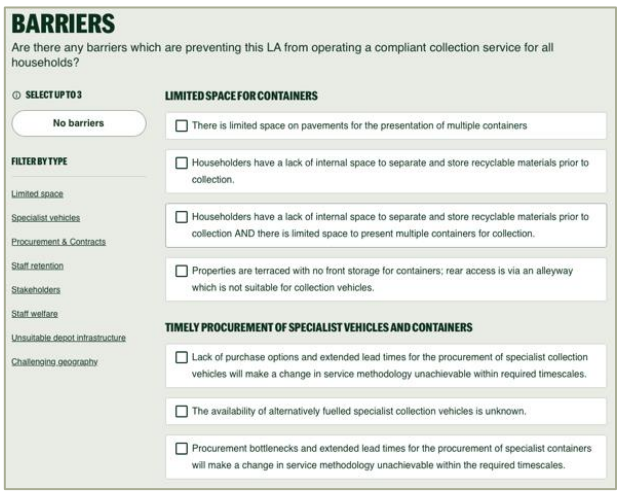
About the Data	In considering 'significant environmental benefit,' Waste Collection Authorities should consider the environmental impact of different waste and recycling collection scenarios. Those scenarios are highlighted and are displayed as outputs in tonnes of carbon dioxide equivalent(tCO_2e). Read it through and **click 'I understand'.**
Transportation of bulk materials	• 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'** 
Processing proportions	• **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'** 

Environmental calculations

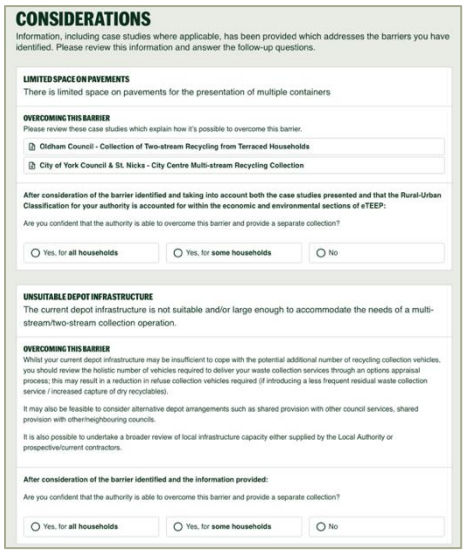
Environmental Impact	This compares the environmental impact of different collection scenarios to identify the lowest-carbon option for your service. ○ **Higher emissions** → Orange bar (hover to see total CO_2e). ○ **Carbon savings** → Green bar (hover to see CO_2e saved). Compare the environmental calculation sceanrios 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 tCO_2e 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 tCO_2e 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.

	• 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.  **Why this matters** These results help councils understand how waste is managed in each scenario. For more details, refer to the technical annexes. • **Click 'Continue'**
Summary	Once complete, a summary will confirm that this section is finished. Review your data before moving on to proceeding **to Section 4: Technical.**

STEP 5: SECTION 4: TECHNICAL

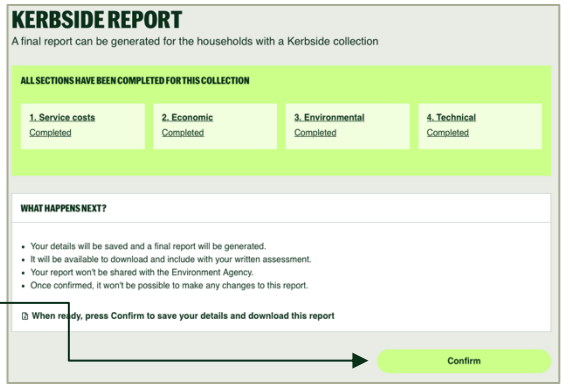
About	• This final section explores common barriers Local Authorities face when considering increased separation in their dry recycling collections**.**
Barriers	• Click '**View barriers'** • Select up to three barriers from the list, use the filter if needed, one barrier may be a custom barrier • If there are no barriers click the 'no barriers' button • Click **'Continue'** 

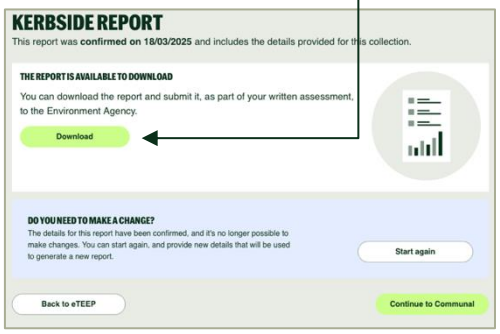
Considerations	• Read and respond to the questions. Information, including local authority case studies where applicable, is available to show how others have addressed similar barriers. • If you can fully address the barrier, no further action is needed. • If the barrier cannot be overcome - provide 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'**
Summary	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.**

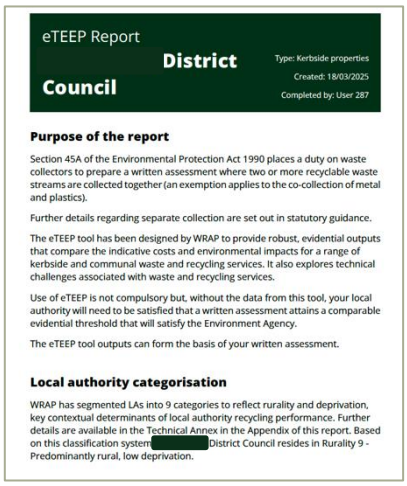


STEP 6: SUMMARY AND FINAL STEPS

- 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