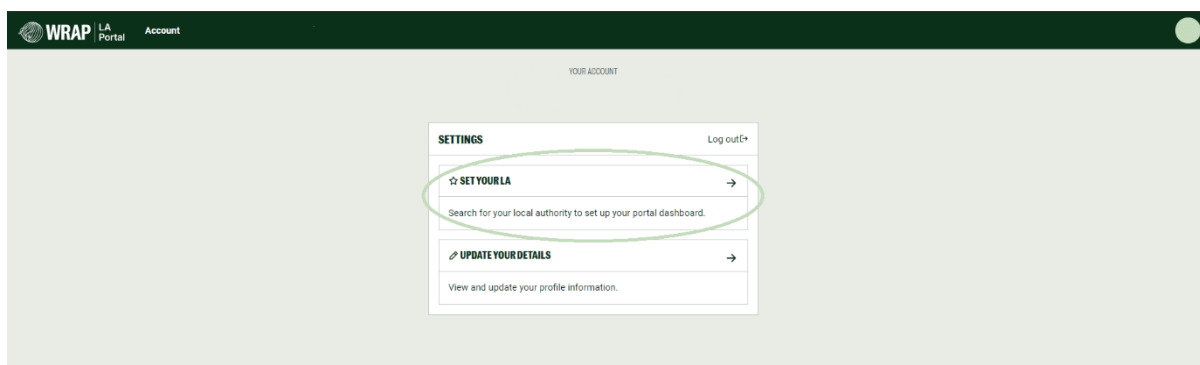


LAPAU Guidance

If you have not already created an account, please do so [here](#). If you will be updating the scheme information and require editing permissions for your local authority please email us at LA-Recycling@wrap.ngo so this can be assigned to you.

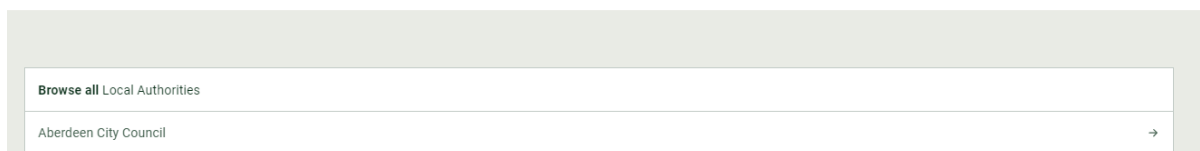
You will first need to set your local authority to your account. Select the 'set your LA' text at the top of the Account page. To access this, click on your initials and then to 'Account'.



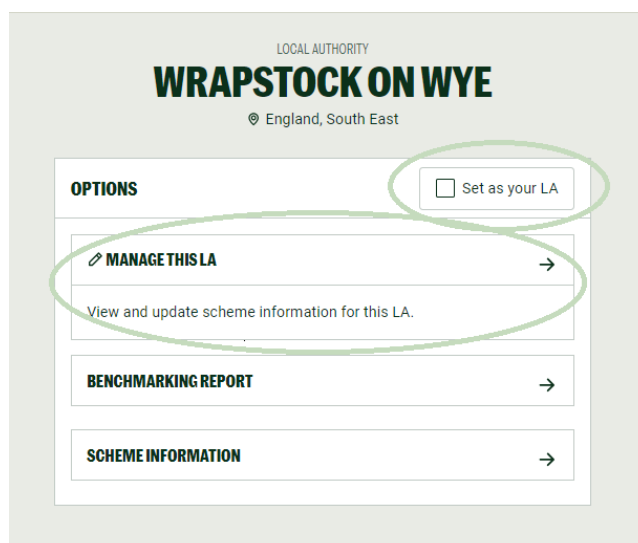
Search for your local authority - you can do so by typing in the search box or browsing through the LA list.

FIND YOUR LOCAL AUTHORITY

Search for your LA or select it from the list below to set up your portal dashboard.



Once you have found your local authority, first select the 'Set as your LA' tick box, then 'Manage this LA'.



You will now see all the data we hold on your services. We are simply asking you to check and update this information where necessary. Please work through each of the schemes and ensure that you 'submit' the data once you have completed your update.

You can edit core local authority information, such as household numbers, in the left-hand box by clicking 'Edit'. **Please update the household numbers in this section before you update the scheme specific sections.** The total number of households in this section should equal the number with a residual collection.

Scheme information

WRAPSTOCK ON WYE

LA INFORMATION

🏠 80,000 households

☎ T: 123456

🌐 Recycling website

🕒 HWRC opening times

🌳 Garden Waste

Edit

DRY RECYCLING New scheme +

Name	Households served
All properties	80,000

RESIDUAL WASTE New scheme +

Name	Households served
All properties	80,000

ORGANIC WASTE New scheme +

There is currently No Scheme to serve any of the 80,000 households

Create a new scheme by selecting 'New Scheme +' at the top of each recycling/waste stream and select the green 'Publish' button when you have completed the necessary fields.

To edit existing scheme data, select the pen icon to the right of the screen, make your required changes and select the green 'Publish' button.

DRY RECYCLING New scheme +

Name	Households served
All properties	80,000


When submitting your schemes, where possible please separate kerbside collections from dedicated non-kerbside collections (flats and super rural schemes) using the property type feature.

To the best of your knowledge please provide the start date of the roll out of the service and estimated length of time it took / will take before this is completed.

Please be sure to check that the dry recycling scheme type has been correctly identified. If you believe there is an error please email LA-recycling@wrap.ngo and we will update the scheme type.

Dry recycling

ALL PROPERTIES

Scheme type: Two-Stream, Glass 

SCHEME DETAILS

Name

All properties

Households

80000

Scheme roll out

Start date: 12/2022

Duration (months): 2

If changes to this scheme have been made, please enter the date these changes were first implemented and the number of months it will take/took to roll out these changes.

Notes

Property type

All properties

- Please select
- All properties
- Flats with communal bins
- Flats with individual bins or bags
- Kerbside properties
- Narrow access/difficult to reach/remote properties

Scheme roll out

If you've made any changes which are part of a scheme roll out, please remember to check the start date and duration.

UPDATE THESE DETAILS

Once you've finished, publish the changes to make them available.

☐ Remove this scheme

Publish

Cancel

DATA OWNERSHIP

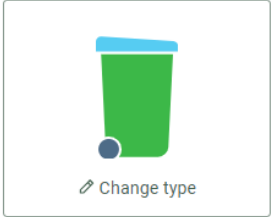
By submitting data to WRAP you consent to WRAP using that data in any way and for any purpose connected with the provision of recycling information. You also confirm that you have taken reasonable steps to ensure the accuracy of the data you are submitting.

To 'Add a container' you will be presented with a list of options - you can select size and colour once you have confirmed the container type. Where the household has the choice of multiple containers, and you are unsure of the exact number of households with each container, please provide your best guess and indicate this in the notes or include the dominant container and list the alternatives in notes.

Please ensure there are enough containers for every household listed on the scheme.

WHEELED BIN (240L)

Select a container type then set it's colour and volume to best match the one used in your scheme.

 [Change type](#)

Container colour

Green

Lid colour

Light blue

Volume (litres)

240L

Households served

80000

Frequency

Fortnightly

Materials

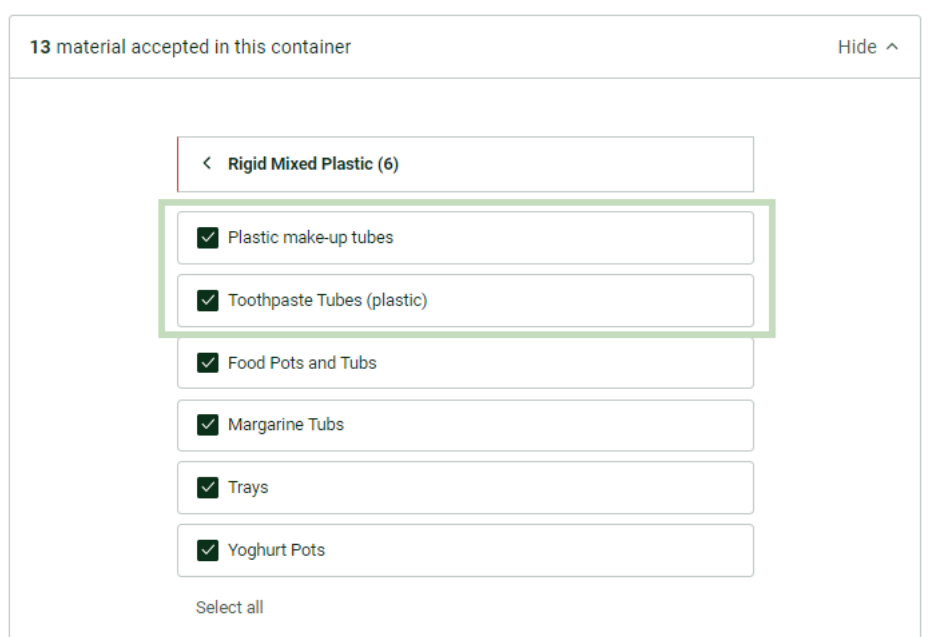
8 material accepted in this container [View](#)

Notes

[+ Add a container](#)

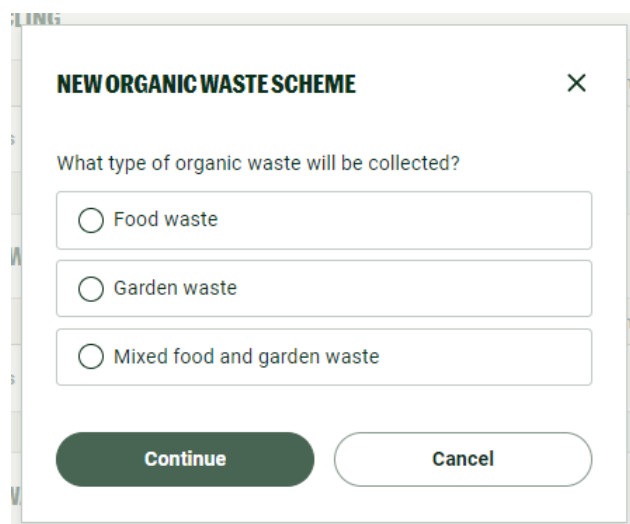
Please review the materials collected each time you update your scheme information as we constantly strive to improve the data collected via the LA Portal.

We have recently added toothpaste tubes, coffee pods and vapes as materials collected at the kerbside. If your authority collects any of these materials, please add them to your scheme information. Additionally, where materials are collected separately from another on dry schemes, please select the appropriate containers and ensure the correct materials are collected. Please add any supplementary comments to the notes sections.



The screenshot shows a web interface for managing waste collection schemes. At the top, a header bar indicates "13 material accepted in this container" with a "Hide ^" link. Below this, a list of materials is displayed under the heading "< Rigid Mixed Plastic (6)". The materials listed are: Plastic make-up tubes, Toothpaste Tubes (plastic), Food Pots and Tubs, Margarine Tubs, Trays, and Yoghurt Pots. Each item has a checked checkbox. A green rectangular box highlights the first two items: "Plastic make-up tubes" and "Toothpaste Tubes (plastic)". At the bottom of the list, there is a "Select all" link.

To add an organic waste scheme, you will be prompted to select one of the following options.



The screenshot shows a modal dialog box titled "NEW ORGANIC WASTE SCHEME" with a close button (X) in the top right corner. The question "What type of organic waste will be collected?" is displayed. Below the question are three radio button options: "Food waste", "Garden waste", and "Mixed food and garden waste". At the bottom of the dialog, there are two buttons: "Continue" (a dark green button) and "Cancel" (a light grey button).

On the main data page you will be required to input data regarding scheme name, households served, household subscribed if a chargeable service (this is not the number of bins, we would like household receiving the service), frequency etc. If you operate a seasonal service please detail when the service is running. Should your local authority charge for their garden waste service, we kindly ask that you detail the subscription costs under the relevant containers and highlight any reductions.

If you would like more information, have any queries or you're having trouble logging in, please contact us at LA-Recycling@wrap.ngo