

 GOVERNMENT OF DUBAI	Organization Unit:	Waste Management Department	الوحدة التنظيمية :	 بلدية دبي DUBAI MUNICIPALITY
	Form sheet title:	Disposal of Unwanted Materials	اسم النموذج :	
	Doc Ref.:	DM-WMD-WTS-TG-10	رقم النموذج :	

Waste Treatment Section
Waste Management Department

Technical Guideline No. 10
Disposal of Unwanted Materials
(WTS-TG-No. 10)

June 2021

 GOVERNMENT OF DUBAI	Organization Unit:	Waste Management Department	الوحدة التنظيمية :	 بلدية دبي DUBAI MUNICIPALITY
	Form sheet title:	Disposal of Unwanted Materials	اسم النموذج :	
	Doc Ref.:	DM-WMD-WTS-TG-10	رقم النموذج :	

Table of Contents



<i>Content</i>	<i>Page</i>
1.0 Background	1
2.0 Classification of Unwanted Materials	1
3.0 Legal Framework, Circulars, and Guidelines	1
4.0 Scope and Coverage	1
5.0 Application for Disposal of Unwanted materials	2
6.0 Required Documents to be attached in the WDS application	2
7.0 Disposal Fees	3
8.0 Transport and Disposal of Unwanted Materials.....	3

Annexes

Annex 1 : Online Registration& WDS Application Procedure.....	5
Annex 2 : New Fees of Disposal.....	6

List of Abbreviations

DM – Dubai Municipality
WG – Waste Generator
WDS - Waste Disposal Service
WTS – Waste Treatment Section
WMD – Waste Management Department

 GOVERNMENT OF DUBAI	Organization Unit:	Waste Management Department	الوحدة التنظيمية :	 بلدية دبي DUBAI MUNICIPALITY
	Form sheet title:	Disposal of Unwanted Materials	اسم النموذج :	
	Doc Ref.:	DM-WMD-WTS-TG-10	رقم النموذج :	

1. Background

Unwanted materials are any non-hazardous wastes or goods declared by its owner to be unwanted and require disposal. This document explains the procedure in securing an online permit from Dubai Municipality-Waste Treatment Section (DM-WTS) through Waste Disposal Service (WDS) system to send the unwanted materials to Dubai Municipality designated disposal sites.

2. Classification of Unwanted Materials

Unwanted materials are classified as per Local Order 7 of 2002 on Management of Waste Disposal Sites in the Emirate of Dubai; as amended by Local Order No. (5) of 2003

- Electric and electronic equipment
- Paper, documents, tapes CDs, etc.
- Tobacco and cigarettes
- Alcoholic drinks
- Food Material Unfit for Consumption
- Cosmetics, Perfumes & Health Care Formulations

The application for permit to dispose of unwanted materials is made by online submission of request or application through the **Waste Disposal Service (WDS)** system. The WDS can be accessed at the Dubai Municipality's website - waste.dm.gov.ae - upon log-in with a Dubai ID and password. The WDS system conveniently allows applicants to apply for disposal request 24 hours for seven (7) days, views request status, and prints on-line WDS Permit upon approval.

Visit Dubai Municipality Website (www.dm.gov.ae) and click on the login button. On the Login Page, click on the option and follow the procedure for registering in UAE PASS (linking Dubai ID account) and for registering a Dubai Municipality (DM) ID. **Annex 1** shows the registration procedure.

3. Legal Framework, Circulars, and Guidelines



3.1 The relevant provisions of the following laws and regulations were used as guidance and references in the preparation of this technical guideline:

- Federal Law No. 12 of 2018 On the Integrated Waste Management
- Executive Council Resolution No. 58 of 2017 Approving the Fees and Fines for Waste Disposal in the Emirate of Dubai
- Federal Law No. 24 of 1999 and modified by Federal Law No. 11 for 2006 regarding Protection & Development of the Environment.
- Local Order No. 7 of 2002 on Management of Waste Disposal Sites in the Emirate of Dubai; as amended by Local Order No. 5 of 2003
- Local Order No. 61 of 1991 on the Environment Protection Regulations in the Emirate of Dubai.

3.2 The related circulars, guidelines, and posted information bulletin of this guideline are posted in Dubai Municipality's website - www.dm.gov.ae link to Environment and Coast, Waste Management Department.

4. Scope and Coverage

4.1 This guideline is applicable to all unwanted materials generated from a legal or authorized business activity of a party, and organization or of any industrial or commercial establishment that is duly registered or licensed to operate in the Emirate of Dubai including Free Zone Areas.

 GOVERNMENT OF DUBAI	Organization Unit:	Waste Management Department	الوحدة التنظيمية :	 بلدية دبي DUBAI MUNICIPALITY
	Form sheet title:	Disposal of Unwanted Materials	اسم النموذج :	
	Doc Ref.:	DM-WMD-WTS-TG-10	رقم النموذج :	

4.2 It also applies to other governmental organizations that, in one way or another, related to the generation of unwanted materials.

5. Application for the Disposal of Unwanted Materials

5.1 Only companies who generate unwanted materials should submit their waste disposal request online to Dubai Municipality through the WDS system. Relevant documents as described in *Section 6* shall be attached in the WDS application. File attachments should be in PDF formats with proper names. (Ex. BL.pdf, photos.pdf)

5.2 Total amounts of waste to be declared in the disposal request shall be in metric tons with the estimated quantity for the wastes that have been accumulated including the waste to be generated in the next three (3) months, since permit once approved will be valid for three (3) months only.

5.3 Exact address of the facility or company where wastes are generated and stored shall be specified in the waste location details in the WDS application.

6. Required Documents to be Attached in the WDS Application

6.1 **For all expired/unused goods or products**, which are declared waste and unsuitable for use in its original form, the owner of waste must provide the following documents;

- ☐ Material Safety Data Sheet (MSDS) (if applicable).
- ☐ Shipping/importation documents, including:
 - Bill of Lading,
 - Bill of Entry (Customs Declaration),
 - Certificate of Country of Origin,
 - Packing List,
 - Purchase Order.
- ☐ Certificate of Manufacturing & Expiry Dates.

Note: Any product, goods, or merchandize being applied for disposal will be assessed based on the submitted documents.

6.2 **Confiscated goods or products**, which are confiscated, shall submit confiscation documents from Dubai Police and/or any other government agency with Court and/or Public Prosecution Order.

6.3 **Abandoned/Unclaimed good or products in Port Customs**, shall submit Dubai Ports World declaration letter for abandoned cargo.

6.4 **Photos of the waste, including:**

- ☐ Photos of waste inside the container; Photos of the container,
- ☐ Photos showing all the wastes (example: photo packed in pallet),
- ☐ Photos of the area on where and how the waste is generated and stored.

7. Disposal Fees

7.1 Disposal fees for unwanted materials disposal are computed based on the type and nature of waste, quantity, preferred treatment or disposal means as summarized in **Table 1** below as per Local Order 7 of 2002.



 GOVERNMENT OF DUBAI	Organization Unit:	Waste Management Department	الوحدة التنظيمية :	 بلدية دبي DUBAI MUNICIPALITY
	Form sheet title:	Disposal of Unwanted Materials	اسم النموذج :	
	Doc Ref.:	DM-WMD-WTS-TG-10	رقم النموذج :	

Table 1 – Fees of Disposal

Waste Type	Fees in AED
Electric and electronic equipment	50 AED/ton
Paper, documents, tapes CDs, etc.	150 AED/ton
Tobacco and cigarettes	100 AED/ton
Alcoholic drinks	300 AED/ton
Food Material Unfit for Consumption	100 AED/ton
Cosmetics, Perfumes & Health Care Formulations	5 AED/kg

Note : ton means metric ton = 1,000 kg, and any fraction thereof will be counted as 1 ton or 1m³ or 1 drum for the purpose of computing fees

7.2 New disposal fees will be implemented after public circulation as per *Executive Council Resolution No. (58) of 2017 Approving the Fees and Fines for Waste Disposal in the Emirate of Dubai.*

7.3 The applicant will be informed through E-mail and SMS once the application is approved in Waste Disposal Service (WDS) system. The “*Permit of Disposal/Destruction of Unwanted Materials*” can be obtained by logging in WDS account and click “*Download Permit*”. The payment (amount in AED) will be paid by an Approved transporter with valid NAFITH (smart gate) and RASID (GPS) account in DM designated disposal sites during disposal.

7.4 The waste generator who wishes to obtain a “Waste Destruction Certificate” as a proof that the waste has been destructed/disposed of at any DM controlled waste treatment site will pay a fee of 250 AED on DM website. The waste generator/applicant must log-in using **Google Chrome** at waste.dm.gov.ae as business with your UAE pass/DM ID. Click Apply for Service - “Request for Permit of Wastes Disposal (Hazardous/Trade Wastes/Unwanted Materials)”, Choose “**Disposal Certificate**” in the request Type, select for WDS permit on the drop down list, Get details and pay the corresponding fee online.

8. Transport and Disposal of Unwanted Materials:

8.1 The WG or applicant shall contact the DM disposal facility to arrange the waste disposal schedule and any other arrangements. Alternatively, the WG or applicant has the option to instead contact any of the approved transporters with valid RASID (GPS) and NAFITH (smart gate) account to schedule the disposal on behalf of the WG/applicant. Fees to be deducted on the NAFITH account of the transporters in the designated disposal sites.


8.2 All permitted waste shall be disposed of only at the designated site within three (3) months from the date of approval or as per the schedule set by the disposal facility. Otherwise, the permit is considered invalid.

8.3 Delivery of the permitted waste to the disposal site shall be made only through an approved vehicle and transporter that holds a valid permit in accordance with the requirements of Dubai Municipality.

 GOVERNMENT OF DUBAI	Organization Unit:	Waste Management Department	الوحدة التنظيمية :	 بلدية دبي DUBAI MUNICIPALITY
	Form sheet title:	Disposal of Unwanted Materials	اسم النموذج :	
	Doc Ref.:	DM-WMD-WTS-TG-10	رقم النموذج :	

8.4 All WG or applicants must ensure that a copy of the WDS Permit is provided to the designated transporter when delivering the permitted waste to the site. A copy of the approval permit will serve as the consignment document and, without it, the transporter carrying the waste will be prohibited to transport the waste to the designated disposal sites.

For further information please visit
www.dm.gov.ae
or contact
Waste Treatment Section
Tel.: (04) 60666817 / (04) 6066279 / (04) 6066044

 GOVERNMENT OF DUBAI	Organization Unit:	Waste Management Department	الوحدة التنظيمية :	 بلدية دبي DUBAI MUNICIPALITY
	Form sheet title:	Disposal of Unwanted Materials	اسم النموذج :	
	Doc Ref.:	DM-WMD-WTS-TG-10	رقم النموذج :	

Annex 1 - Online Registration & WDS Application Procedures

Waste Disposal Service (WDS)

Request for Permit of Wastes Disposal

(Hazardous/Trade Wastes/ Unwanted Materials)



Dear Applicant, to access Dubai Municipality Portal You must have a UAE PASS

For clarification or assistance on the registration of the company and getting a DM username and password:

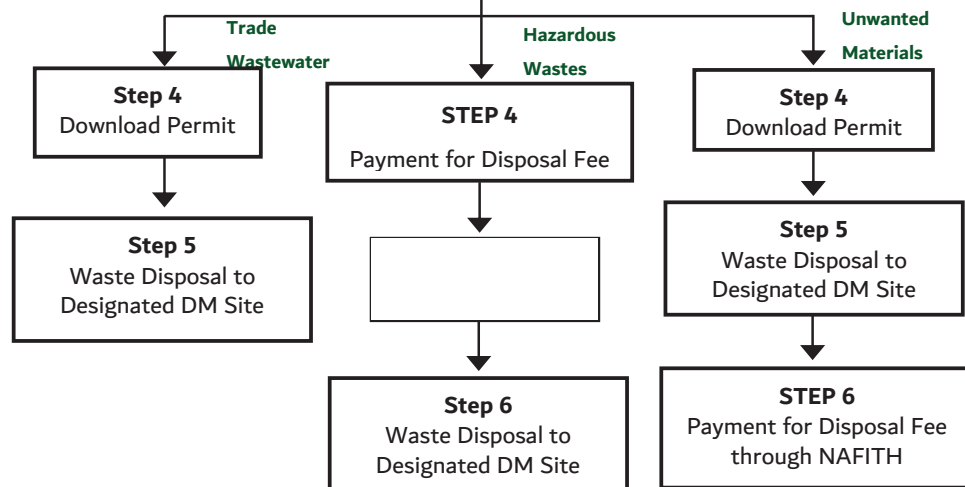
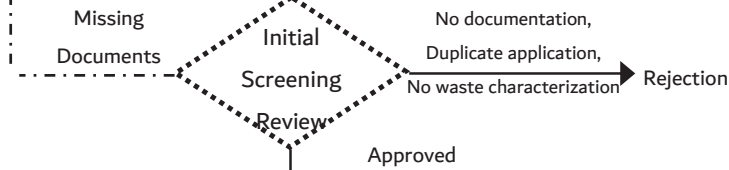
CALL E-Services at **800-900** or EMAIL Esupport@dm.gov.ae

Waste Generators

STEP 1
Online Registration

STEP 2
Apply for Waste Disposal Service

1. Visit Dubai Municipality Website (www.dm.gov.ae) and click on the login button
2. On the Login Page, click on the option and follow the procedure for registering in UAE PASS (linking Dubai ID account) and for registering a Dubai Municipality (DM) ID.
3. Scan properly all the required documents before logging to DM Portal
4. Log-in using UAE PASS or Dubai Municipality (DM) ID at (waste.dm.gov.ae) using **Google Chrome** only
5. Click "Services" and click "Request for Permit of Wastes Disposal (Hazardous/Trade Wastes/ Unwanted Materials)"
6. Click "Business" in the Application Type and click "New Permit"
7. Fill-up the application form & Attach the required documents, i.e. Results.pdf, WastePicture.pdf (maximum 10mb only)
8. Review details of application & Click "Terms & Conditions" button, then "Submit" button



 GOVERNMENT OF DUBAI	Organization Unit:	Waste Management Department	الوحدة التنظيمية :	 بلدية دبي DUBAI MUNICIPALITY
	Form sheet title:	Disposal of Unwanted Materials	اسم النموذج :	
	Doc Ref.:	DM-WMD-WTS-TG-10	رقم النموذج :	

 GOVERNMENT OF DUBAI	Organization Unit:	Waste Management Department	الوحدة التنظيمية :	 بلدية دبي DUBAI MUNICIPALITY
	Form sheet title:	Disposal of Unwanted Materials	اسم النموذج :	
	Doc Ref.:	DM-WMD-WTS-TG-10	رقم النموذج :	

Annex 2: New Fees of Disposal

Table below shows new disposal fees as per *Executive Council Resolution No. (58) of 2017 Approving the Fees and Fines for Waste Disposal in the Emirate of Dubai*.

Waste Generator will be advised thru a public circulation on its implementation date.

Waste Type	Fees in AED
Paper, tapes, compact discs (CDs)	200/ton
Leather, rubber, sponge, and fabric Waste materials	200/ton
Food unfit for consumption	200/ton
Spare parts, utensils, and non-electronic toys	200/ton
Waste furniture and wood, and bulky Waste	200/ton
Electric and electronic equipment	300/ton
Personal hygiene products	300/ton
Carcasses/putrid meat	300/ton
Diseased plants, and contaminated fertilizers and potting soil	300/ton
Tobacco and cigarettes	500/ton
Alcoholic drinks	500/ton
Perfumes, contact lenses, and cosmetics	5/kg