


 GOVERNMENT OF DUBAI	Organization Unit:	Waste Management Department	الوحدة التنظيمية :	 بلدية دبي DUBAI MUNICIPALITY
	Form sheet title:	Recyclable Waste Materials	اسم النموذج :	
	Doc Ref.:	DM-WMD-WTS-TG-9	رقم النموذج :	

Waste Treatment Section  
Waste Management Department

**Technical Guideline No. 9**  
**Recyclable Waste Materials**  
(WTS-TG-No. 9)

December 2021

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## List of Abbreviations

DM – Dubai Municipality

WG – Waste Generator

WDS – Request for Permit of Waste Disposal (Hazardous/Trade Waste/Unwanted Materials)

WTS – Waste Treatment Section

WMD – Waste Management Department

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## 1. Background

This guideline is being prepared to achieve the strategic objectives and pillars related to integrated waste management and sustainability of the city environment, and ensuring the implementation of the 4R's of waste management such as of all recyclable waste materials, and ensures that recyclables are being diverted from the landfill and recycled/re-process in an environmentally sound manner.

This document explains the permit requirements for the proper recycling/reprocessing of any discarded recyclable waste materials that are generated in the Emirate of Dubai. It also specifies the accredited facilities/premises allowed to handle, store and process recyclable waste materials. This is to ensure that discarded recyclable waste materials are not only diverted from landfill but also recycled, reuse or recovered (converted) into new products in an environmental sound manner.

This document also provides the procedure in securing an online permit of recyclable waste materials from Dubai Municipality-Waste Treatment Section (DM-WTS) through Request for Permit of Waste Disposal (WDS) system to send the recyclable waste materials to a DM Accredited Recycler showing in Annex 1.

## 2. Legal Framework, Circulars, and Guidelines

2.1 The relevant provisions of the following laws and regulations were used as guidance and reference 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.
- Executive Order of Federal Law No. 24 of 1999 for Regulation of Handling Hazardous Materials, Hazardous Wastes and Medical Wastes, issued by Cabinet Decree No. 37 of 2001.
- Local Order No. 11 of 2003 on Public Health and Safety of the Society in the Emirate of Dubai
- 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.

2.2 The related circulars, guidelines, and posted information bulletin of this guideline is posted in Dubai Municipality's website - <https://www.dm.gov.ae/municipality-business/> Waste Department Circular.

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### 3. Classification of Recyclable Waste Materials

Recyclable waste materials can be classified by the following;

- Paper, cartons, plastic, metals, glass, wood
- Food Material Unfit for Consumption
- Cosmetics, Perfumes & Health Care Formulations
- Consumer Products (Detergents, Soap, Shampoo, & Lotion)
- Organic Material for composting (non-food item)
- Electric and electronic equipment (e-waste)
- Construction & Demolition Waste (C&D)
- Leather, rubber, tires, sponge, Styrofoam and fabric
- Used blasting media (grits, garnet, copper slag)
- Contaminated solid waste
- Chemicals and used solvents
- Paints and paint sludge
- Oily Waste (waste oil/sludge)
- Used Lead Acid batteries (ULAB)
- Hybrid and Electric Vehicle Battery (EVB) such as (Li-ion), (NiMH), and
- Air Filter
- Other recyclable waste materials

### 4. Procedure for Waste Processing and Recycling

#### 4.1 Online Application in Waste Disposal Service (WDS) system


Waste generator must log-in using **Google Chrome** at [waste.dm.gov.ae](http://waste.dm.gov.ae) as business with UAE pass/DMUM ID. Click Apply for Service - “Request for Permit of Wastes Disposal (Hazardous/Trade Wastes/Unwanted Materials”, Choose “**New Permit**” with the following attachments:

- Photos of the waste materials
- Application Form for Permit/NOC for Waste Processing/Recycling (Acceptance Letter) using format provided by the chosen recycler and as showing in **Annex 2**. The list of DM Approved recycler is available in DM Website, link to Environment and Coast “Waste Management Department-Information Bulletin)
- In case of Food Materials: To provide Food Destruction Certificate Request (FDCR) from Food Safety Department with Remarks as “*Approved for Recycling – Apply WDS Permit*”, refer to **Annex 3** as example.
- Recyclable Waste Materials Flowchart is available in **Annex 6**.

#### 4.2 Unwanted Material for Waste Processing and Recycling

##### 4.2.1 Permit for Disposal/Destruction of Unwanted Materials to DM Accredited Recycler

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 thru Recycler*” as shown as

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sample in **Annex 4** can be obtained by logging in Permit of Waste Disposal (WDS) account and download “*Permit*”.

#### 4.2.2 Sending the Recyclable Unwanted Materials to DM Accredited Recycler

Submit copy of WDS permit to DM accredited recycler to set the schedule of transport and to obtain collection receipt and Destruction Certificate from recycler for recording.

### 4.3. Hazardous Waste for Waste Processing and Recycling

#### 4.3.1 Permit for Disposal/Destruction of Hazardous Waste to DM Accredited Recycler.

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 Hazardous Waste thru Recycler*” as shown as sample in **Annex 5** can be obtained by logging in Waste Disposal Service (WDS) account and download “*Permit*”. **4.3.2. Sending the Recyclable Hazardous Materials to DM Accredited Recycler**

Submit copy of Permit to DM accredited recycler to set the schedule of transport and to obtain collection receipt from recycler for recording. Please noted that only DM Approved Hazardous Waste Transporters with valid permit from DM and installed RASID must transport the recyclable hazardous waste materials from the source to DM accredited recycler. The transport vehicles must have provisions and equipment readily available for clean-up procedures in case of accidents or its load spilt on the road.

#### 4.4. Certificate of Destruction Request

After completion of the recycling/reprocessing of recyclable waste materials, the waste generator/applicant must log-in using **Google Chrome** at [waste.dm.gov.ae](http://waste.dm.gov.ae) as business with your UAE pass/DMUM 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, upload recycling certificate.

#### 4.5. Submissions of Comprehensive Material Recovery Report (CMRR) by DM Accredited Recyclers

The DM Accredited Recyclers are required to submit a monthly Comprehensive Material Recovery Report (MRR) of the recyclable waste materials being process by their facility to Waste Treatment Section (WTS) every second (2)

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day of every month as per **Circular No. (1) of 2020 On the Comprehensive Inventory of the Recyclable Waste Data in the Emirate of Dubai.**

**5. Applicable Fines for Non-Compliance of Recycling Companies as per Local Order 11 of 2003.**

No.	Description of Fine	Amount in (AED)
1	Compiling, storing, transferring, reusing, recycling or treating any waste produced by third parties or providing Cleaning Services in public places without the prior consent from the competent department and complying with the standards and conditions determined for the same.	5000

**For further information please visit**

**[www.dm.gov.ae](http://www.dm.gov.ae)**

**or contact**

**Waste Treatment Section**

**Tel.: (04) 60666817 / (04) 8834433/ (04) 6066044**

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 بلدية دبي DUBAI MUNICIPALITY			

## Annex 1 - Online Registration & Request for Permit of Waste Disposal Procedures

### 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

1. Visit Dubai Municipality Website ([www.dm.gov.ae](http://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 and for registering a Dubai Municipality User Management (DMUM) ID.

#### STEP 2

Apply for Waste Disposal Service

1. Scan properly all the required documents before logging to DM Portal
2. Log-in using UAE PASS or Dubai Municipality User Management (DMUM) ID at ([waste.dm.gov.ae](http://waste.dm.gov.ae)) using **Google Chrome** only
3. Click "Services" and click "Request for Permit of Wastes Disposal (Hazardous/Trade Wastes/ Unwanted Materials)"
4. Click "Business" in the Application Type and click "New Permit"
5. Fill-up the application form & Attach the required documents, i.e. Results.pdf, WastePicture.pdf (maximum 10mb only)
6. Review details of application & Click "Terms & Conditions" button, then "Submit" button

#### STEP 3

Missing Documents

Initial Screening Review

No documentation,

Duplicate application,

No waste characterization

Rejection

Approved

Recyclable Waste Materials

Trade Wastewater

Hazardous Wastes

Unwanted Materials

#### Step 4

Download Permit

#### Step 4

Download Permit

#### Step 4

Download Permit

#### Step 5

Destruction to DM designated Waste Processing Facility

#### Step 5

Waste Disposal to Designated DM Site

#### Step 5



Waste Disposal to Designated DM Site

#### STEP 6

Payment for Disposal Fee through NAFITH

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## Annex 2 : Application Form for Permit/NOC for Waste Processing/Recycling

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	Form sheet title:	Application Form for Permit/NOC for Waste Processing/Recycling	اسم النموذج :	
	Doc Ref.:	WMD-WDS-TSU-PTRHWM-RE13	رقم النموذج :	

### APPLICATION FORM FOR PERMIT/NOC FOR WASTE PROCESSING/RECYCLING

#### COMPANY DETAILS

Waste Generator	(Company name)		
License No.		P.O. Box	
Contact Person		Designation	
Contact Info	Telephone & Mobile	Email	

#### WASTE DETAILS

Waste Description	
Source/Process	
Waste Location (Address of Company)	
Packaging Details/ Number of Packages	
Total Weight (tons)	

*\*The company and wastes details shall be the same in the online Waste Disposal Service request*

#### RECYCLER DETAILS

Company Name		License No.	
Address of Recycling Facility			
Contact Info	Telephone & Mobile	Email	
Recycler Reference No.			

#### ACKNOWLEDGEMENT OF RESPONSIBILITY

We hereby acknowledge that any misdeclaration, and/or breach of conditions hereof or of applicable environment protection regulations will warrant sanctions or fine as deemed appropriate.	
<b>For RECYCLING Company:</b>  I acknowledge that the declared material applied and on the photos attached for recycling in our facility will not cause any form of pollution either on ground, water or environment during the processing of the wastes.  I acknowledge that it is our responsibility to ensure that the material received will be fully destructured and unusable from its original form and will not be distributed in the market.  A monthly material recovery report (MRR) will be submitted to Waste Treatment Section (WTS) for processing of waste.   <div style="text-align: center;">(name) (designation)</div> <div style="text-align: center;">(company stamp &amp; signature &amp; date)</div>	<b>For Waste Generator (Company Name)</b>  I acknowledge that the wastes stated above was generated by us and is factually described by this application. I hereby certify that the named materials are properly classified, described, packaged, marked and labelled and are in proper condition for transportation.  I hereby guarantee that the waste will be delivered to the Dubai Municipality Approved Recycler without loss or alteration.   <div style="text-align: center;">(company stamp &amp; signature &amp; date)</div>



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### Annex 3: Sample FDCR from Food Safety Department

View Food Destruction Request

Request Reference No. **FDCR-000**  
Company Name  
Company Address P.O.Box: , Tel: 971- , Fax: 971-  
e-Mail: Dubai, United Arab Emirates.  
Request Date 21/08/2020  
Reasons Of Destruction FOR RECYCLING  
Destruction Certificate Required  
Remarks FIRS-  
# Of Items 1

Food Destruction Items List

Consignment No.	Bar Code	Description	Quantity	Weight	Destruction Reason	Status
	DM3560707403082	fresh red pumpkin	8087	27680.0	Spolied Item	New
Destructed Items Total Quantity		0				
Destructed Items Total Weight(Kg)		0.0				


Electronic Supporting Documents

View Documents

Attach Documents

DM Action

Rejection Reason Items destruction cause environment pollution  
Rejection Date 24/08/2020  
Inspector Remarks Approved for recycling and approved for WDS.  
Status Rejected

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#### Annex 4: Sample Permit for Disposal of Unwanted Materials to DM Accredited Recycler



Waste Management Department  
Waste Treatment Section

إدارة النفايات  
قسم معالجة النفايات

#### تصريح التخلص من المواد غير المرغوب فيها Permit for Disposal /Destruction of Unwanted Materials

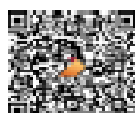
Ref No: **WDS-100920-00128** Date: **10/09/2020**

بيانات التصريح	
Entity Name :	Dubai Municipality
Mobile No. :	(+971) (050) (5883977)
Email :	aziz.hoummam@gmail.com

تفاصيل النفايات	
Waste Description :	Glass Materials
Source/Process :	test
Waste Location :	335 - TRADE CENTER FIRST
Package Type :	Jumbo Bags
Qty per package :	2
Total Weight (Metric Tons) :	10
Applicant Remarks :	test

تفاصيل الموافقة	
Classification :	For Recycling - Glass materials/ Glass Wastes
Disposal Location :	Other:Random Global-JAFZA
Remarks :	Any misdeclaration of this WDS application will render this permit invalid and shall warrant sanctions or fine as deemed appropriate. Your company must witness the destruction of materials. Permit is valid until 10 December 2020 only. This permit is issued electronically and does not require any STAMP and SIGNATURE. NOTE: Please go to PRINT PERMIT on your WDS application to secure your PERMIT FOR RECYCLING OF UNWANTED MATERIALS. REMARKS: For any certificate of destruction request please send copy of Recycler Certificate to asbelen@dm.gov.ae. NO NEED OF VISITING DM OFFICE

This document is electronically approved without a signature. To verify the authenticity of this document please visit: <http://10.199.199.47:8085/Admin/Document/Verification/VerifyDocument> and enter the Document ID : WDS-100920-00128 and Verification Code : 757758 , or alternatively scan the QR Code



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## Annex 5: Sample Permit for Disposal of Hazardous Waste to DM Accredited Recycler



Waste Management Department  
Waste Treatment Section

إدارة النفايات  
قسم معالجة النفايات

### تصريح التخلص من النفايات الخطرة Permit for Disposal of Hazardous Waste

Ref No: WDS-130920-00130 Date: 13/09/2020

بيانات التصريح	
Entity Name	Dubai Municipality
Mobile No.	(+971) (050) (8016722)
Email	asbelen@dm.gov.ae

تفاصيل النفايات	
Waste Description	Used Garnet
Source/Process	test
Waste Location	364 - AL QUOUZ IND.FIRST
Package Type	Jumbo Bags
Qty per package	5
Liquid Wastes(volume)	
Total Weight (Metric Tons)	10
Holding Tank Capacity (cubic meter)	
Applicant Remarks	We undertake that only the above declared wastes will be sent for recycling. We and the recycler will be jointly responsible for the safe handling, recycling and final disposal of any waste by-product.

تفاصيل الموافقة	
Classification	7.1 (Grits Waste) - Garnet (blasting activity)
Disposal Location	National Cement Co. p.s.c. (Al Quoz Industrial Area):
Remarks	This serves as PERMIT for collection and transport of declared wastes above and on the Application Form for Recycling of Hazardous Wastes

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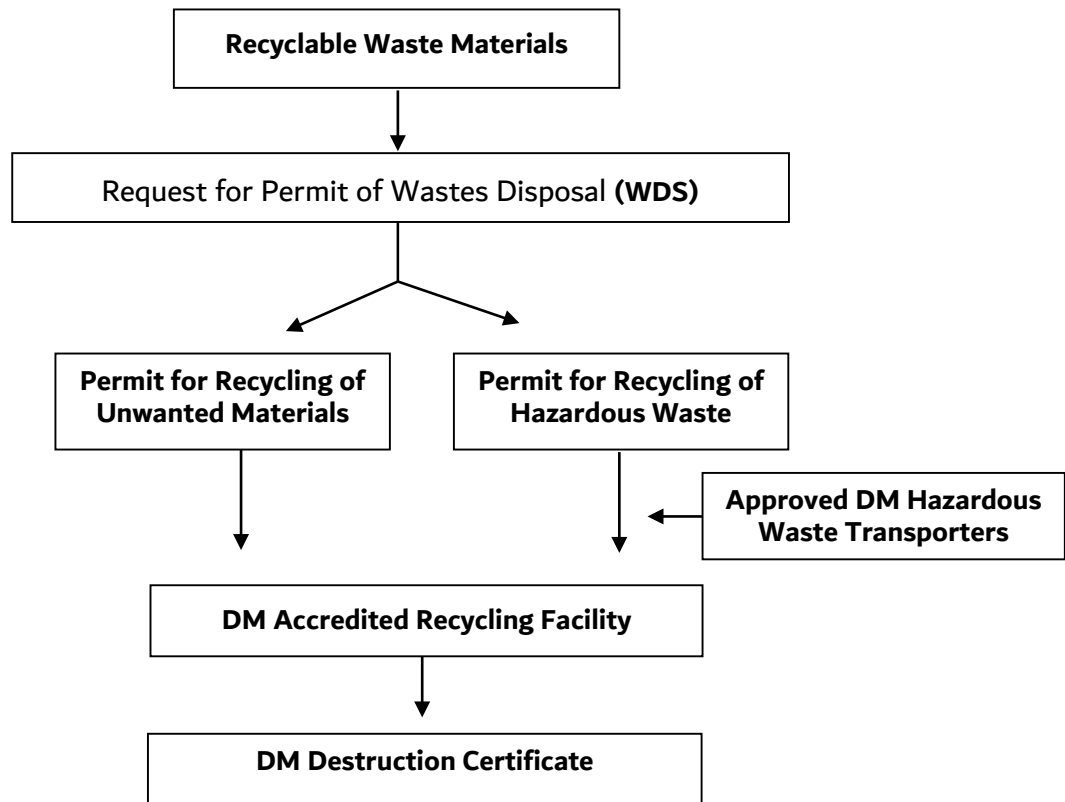
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### Annex 6: Recyclable Waste Materials Flowchart



#### Required attachments for Recyclable Waste Materials

- **Photos of the waste**
- **Application Form for Permit/NOC for Waste Processing/Recycling from DM Accredited Recycler**
- **Food Destruction Certificate Request ( FDCR) with Comments- Approved for Recycling-Apply WDS permit** (in case of food materials only) Please contact Food Safety Department at 043392227 Ex. 232 or 240 [/foodtradefollowup@dm.gov.ae](mailto:/foodtradefollowup@dm.gov.ae) for requirements on FDCR.

**Remarks on WDS Application by the applicant:** We undertake that only the above-declared wastes will be sent for recycling. We and the recycler will be jointly responsible for the safe handling, recycling and final disposal of any waste by-product.