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# DCC – WTMP User Guidance Document

## DCC-WTMP User Manual Document – External User

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# Contents

# 1. Introduction

Welcome to the user manual for the Waste Transfer Management Portal (WTMP). This document has been created to guide you through the processes related to external users within WTMP. Developed on the robust .NET framework, WTMP offers a user-friendly interface and a range of powerful features to streamline waste management operations for both internal and external stakeholders.

In this user manual, we will focus on the functionalities designed specifically for external users. These users may include waste notifiers, brokers, consignees and other entities involved in waste shipments and transfers. By following the step-by-step instructions and explanations provided, you will be able to navigate the WTMP system, access relevant tools, and effectively complete your regulatory obligations.

WTMP covers three main process areas

- Waste Transfer Forms (WTF)
- Trans Frontier Shipments (TFS)
- Green List Waste (GLW)

The manual will cover various processes related to external users, such as creating user accounts, creating and using WTFs, submitting GLW reports and requesting TFS notification numbers.

A user may have a profile in the system that allows them to access one, two or all three of the different process areas depending on their business needs. Additionally, this guide addresses common issues and provides troubleshooting guidelines to ensure a smooth user experience throughout your engagement with WTMP.

# 2. User Registration and Setup

## 2.1 Registering an Account

- This section applies to the following front office users for the 'Go-Live' period of WTMP that have supplied registration details to the NTFSO in advance of 'Go-Live' and have been created in the back office
    - WTF Notifiers and Consignees
    - Broker/Dealers for GLW and TFS shipments
- Once the account is approved, the system will send an email to the user's email address which includes instructions regarding setting up the password and login to the system.
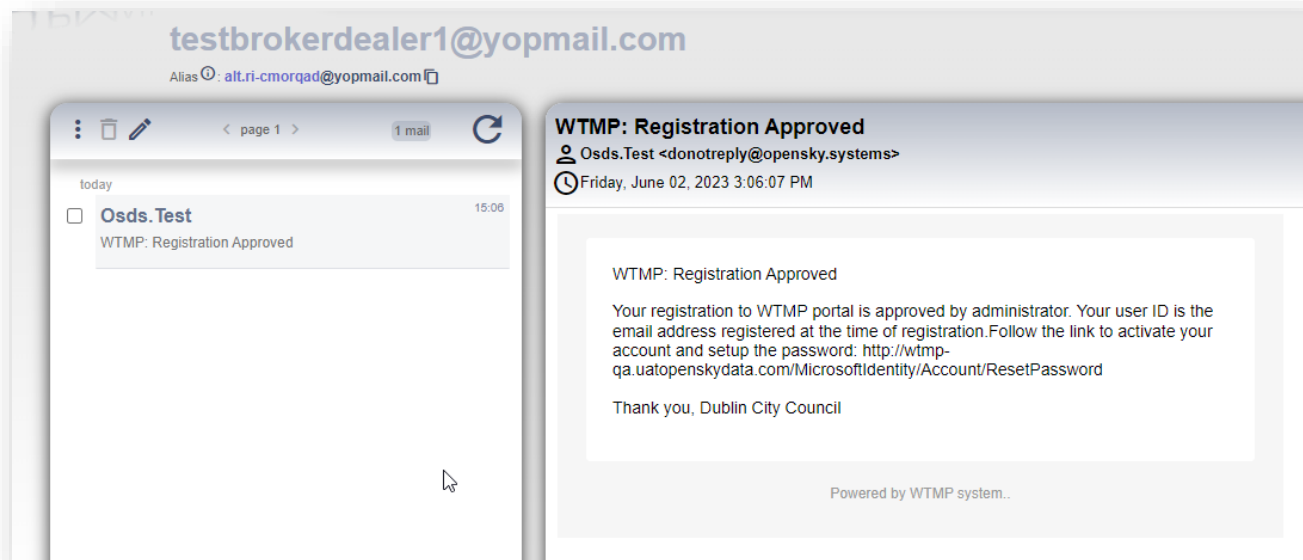


- User will use the URL/link in the email to setup a password.
- User will input the email address and click Send Verification Code button
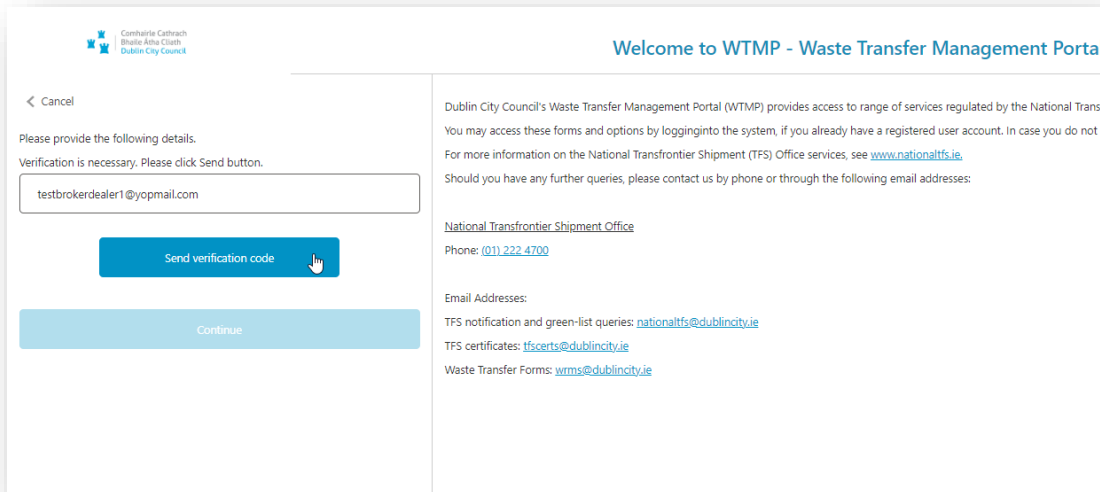
- System will send a verification code and navigates user to next page as below
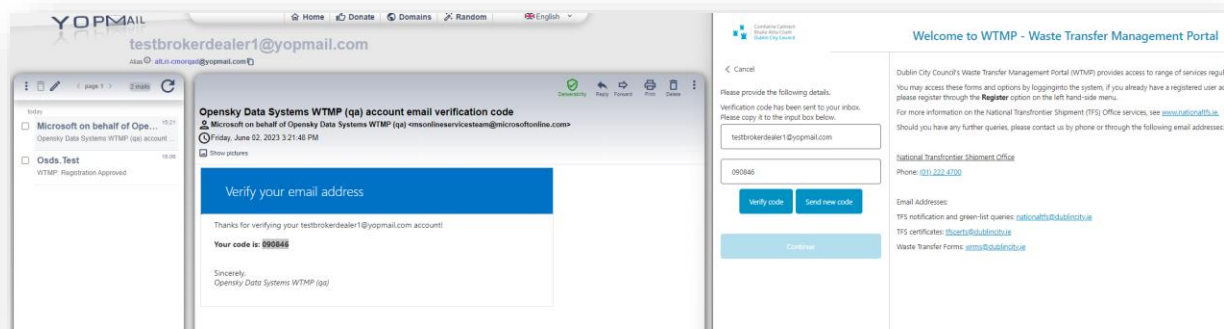


- Users will input the verification code and click Verify Code button
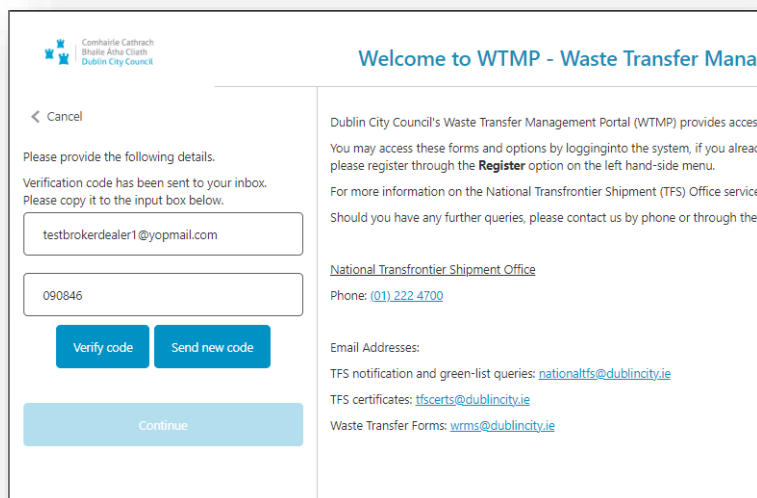
- System will navigate users to the next page
- User will input the email address they supplied in advance to the NTFSO and will click the continue button. The system will navigate users to the next page
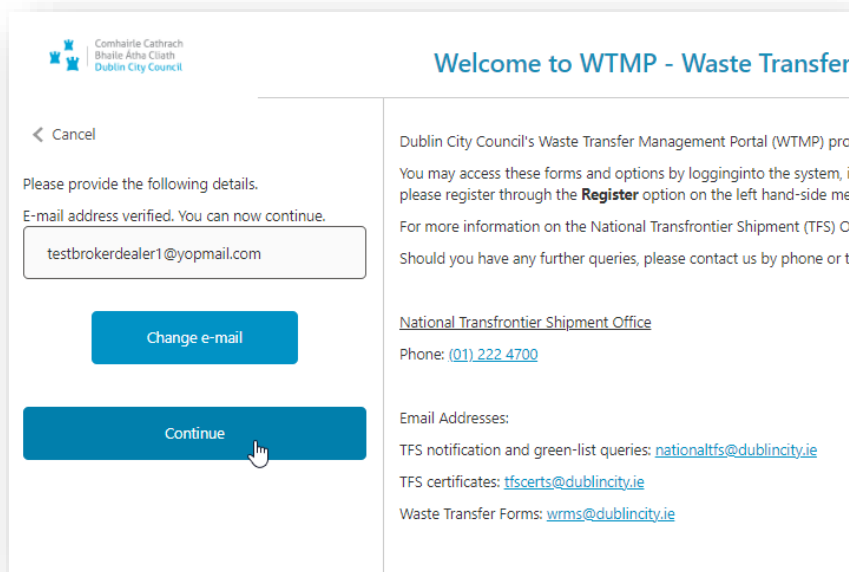


- In the page below, users will fill the new password and confirm new password fields and click continue to setup a password
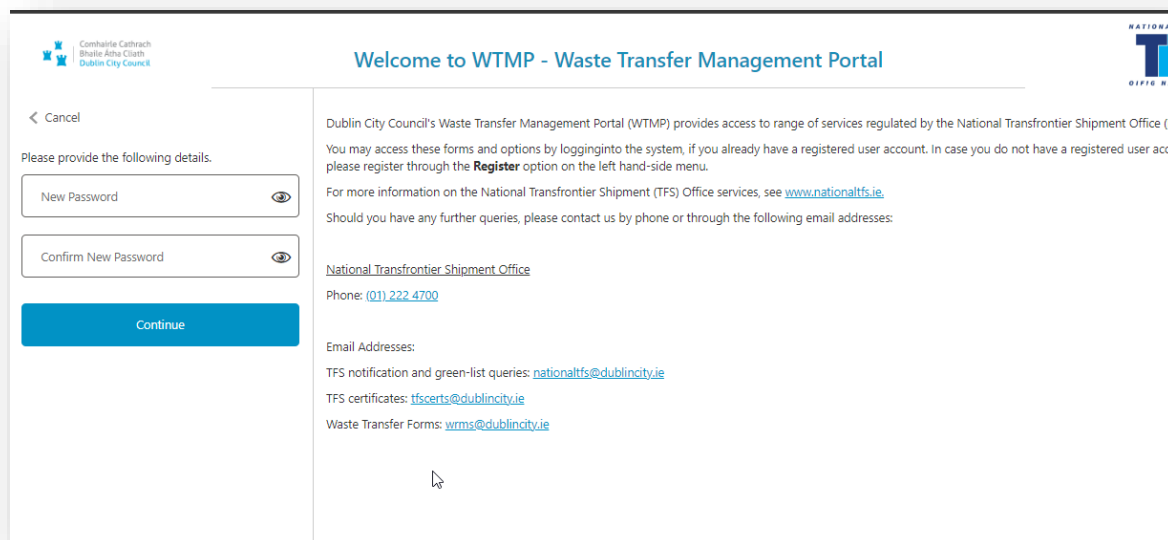


- After password setup, users will be able to login to the system.

## 2.2 Navigating the User Interface

- User will navigate to the WTMP homepage - web address TBC
- These steps apply for all external users: WTF, GLW and TFS
- The Cookie policy pop-up will be shown as a window in the screen and the user will be able to manage their cookie preferences.
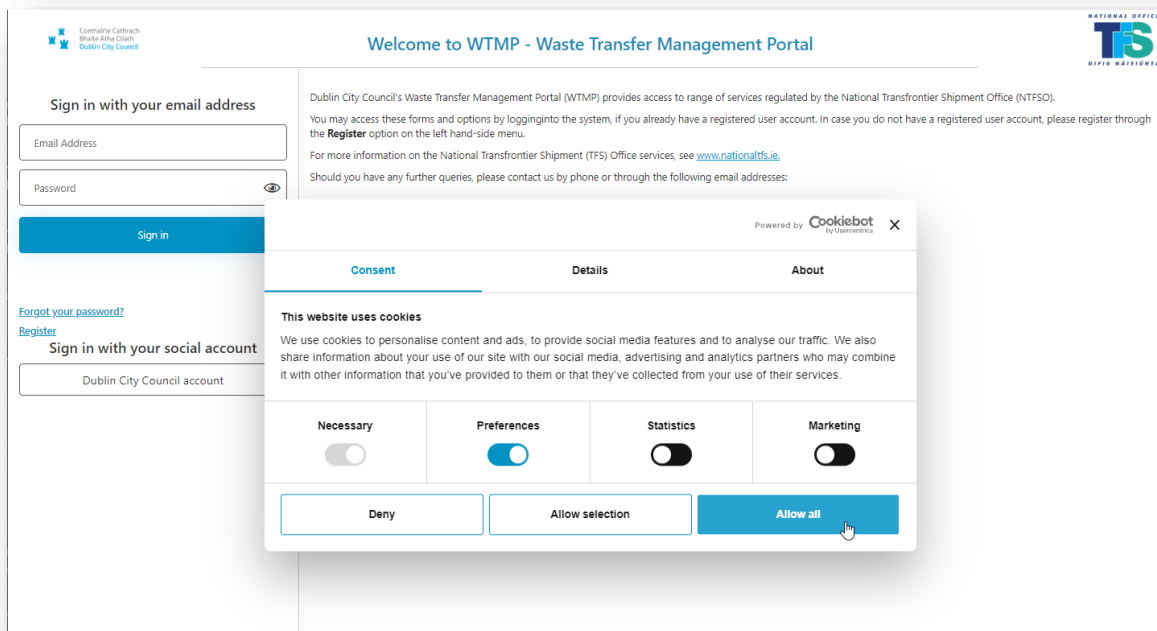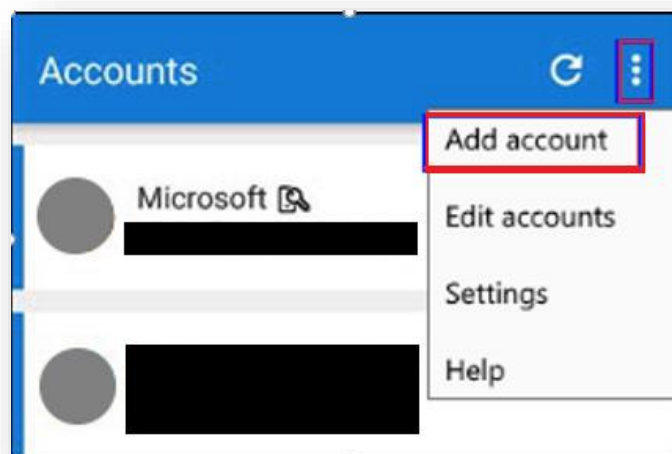


- User will input email and password, and click Sign-in
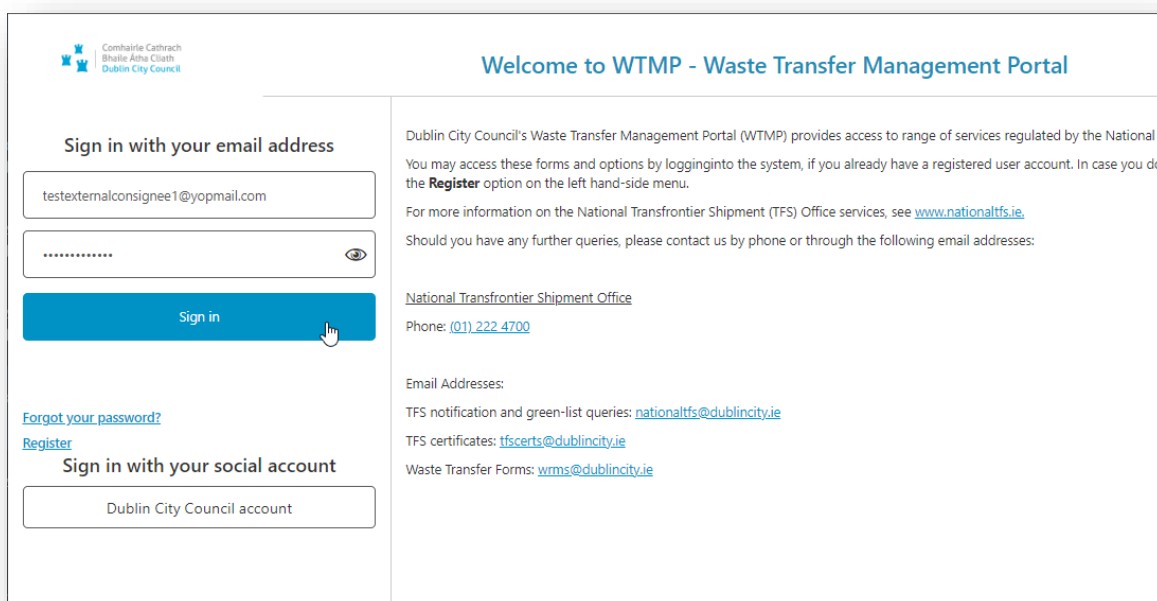
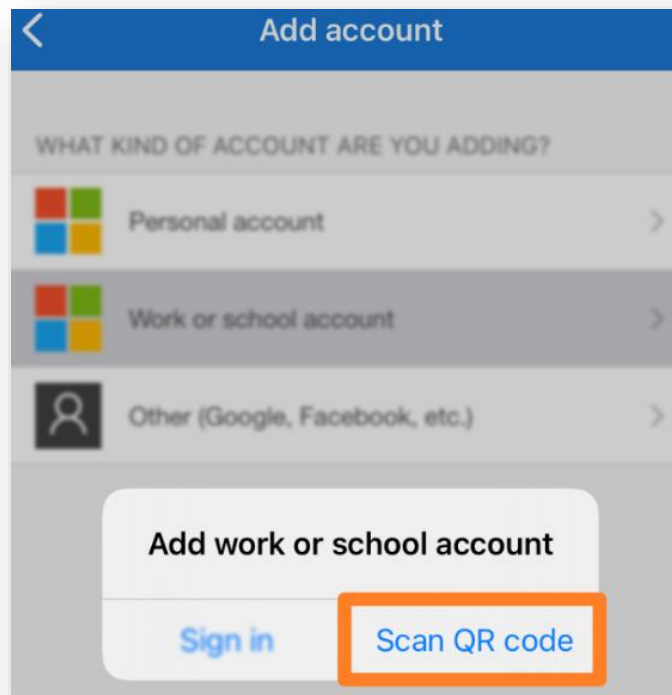- For first time sign-in, the system will ask the user to setup multi-factor authentication for their account
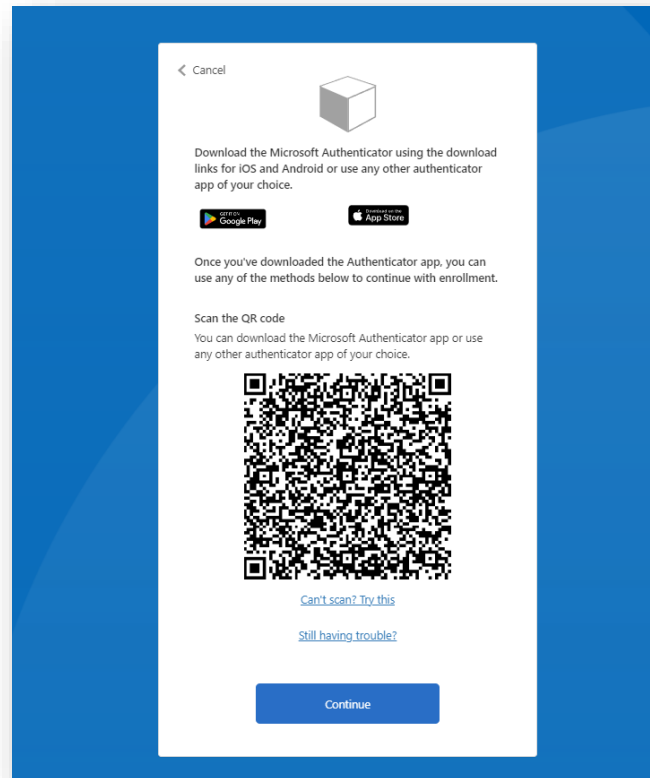


- To do that; the user must first download the Microsoft Authenticator application from Google Play Store or Apple App Store
- Once downloaded, click Add Account

- Choose Work or School Account, and choose scan QR code



- Scan the QR code that is displayed on the WTMP screen, click continue
- System will ask for the code that will appear in the Microsoft authenticator app. Type in the code and click Verify
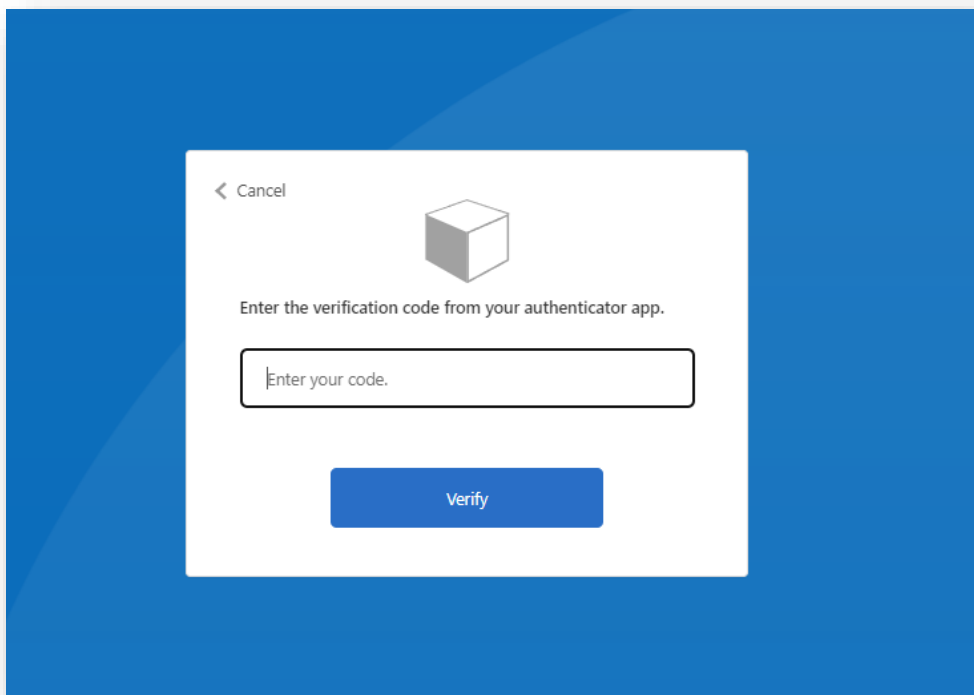
- You will be asked for a code from the Microsoft Authenticator app each time you login to WTMP
- When you login you are directed to the Dashboard page which displays your most recent records for each part of WTMP that you have access to
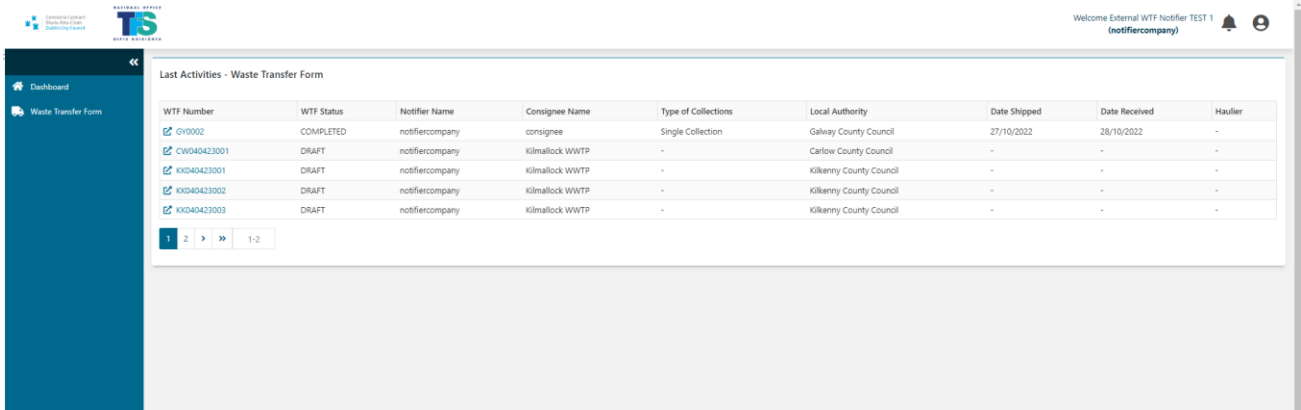
# 3. Waste Transfer Forms

## 3.1 Search WTF Screen

- In the screen below you can search for WTF records by using the fields on top of the search page
- User will click the search button to retrieve the results
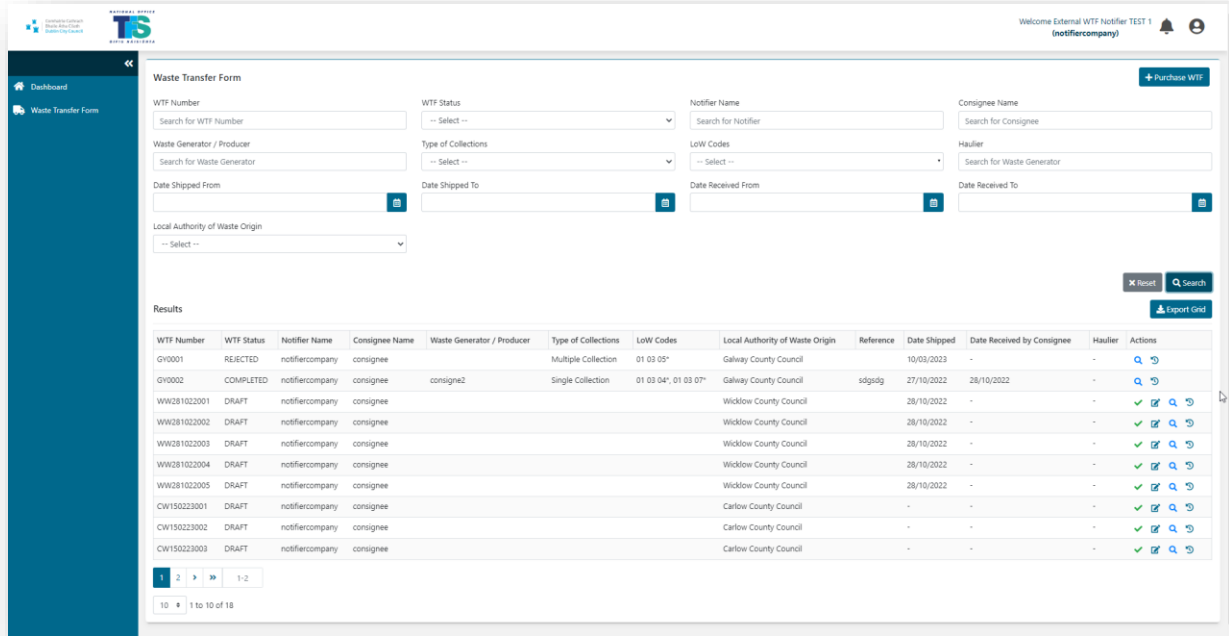


- System will provide an export option, once the user clicks the Export Grid button below. The system will generate an excel document containing the results in the search screen
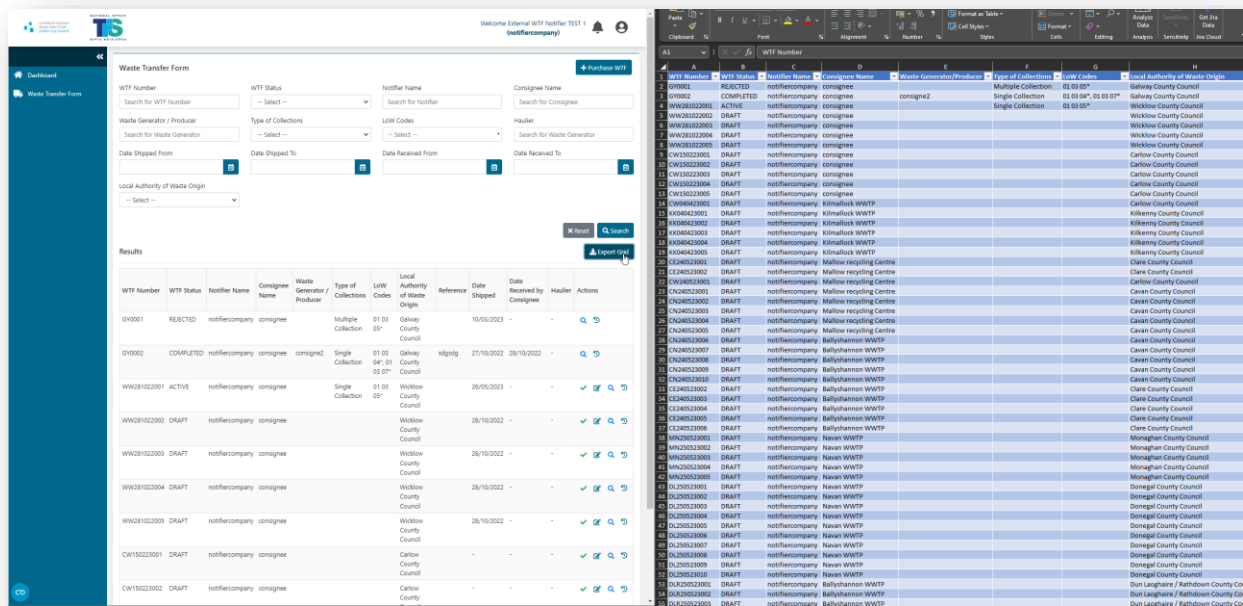
- In the search results, there are five different Action buttons (highlighted in red below);

- Use WTF – redirects the user to Notifier Update tab for the selected WTF in a new tab.

- Edit WTF – redirects the user to edit any section of the WTF based on their access permissions in a new tab.

- View WTF – allows the user to view the WTF in a non-editable mode in a new tab.

- Receive WTF – redirects the user to the Consignee Update tab for the selected WTF in a new tab.

- History WTF – on click of this link a popup window will open displaying the history of the selected WTF.

## 3.2 Purchase WTF

As a Notifier user, to purchase a waste transfer form;

- User navigates to the Search WTF Screen
- User will click Purchase WTF button on top right-hand side of the page
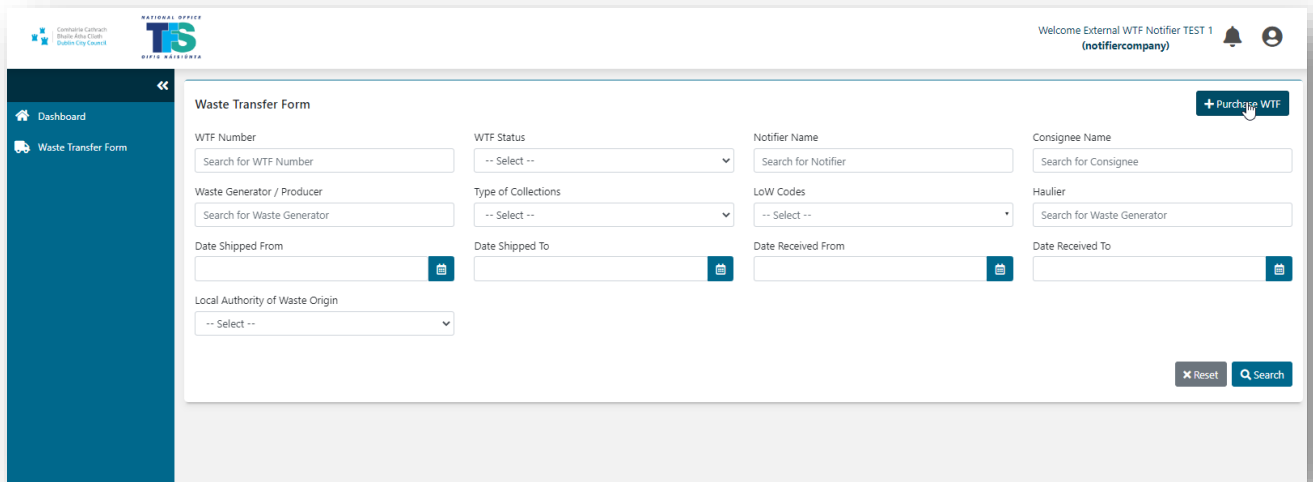


- Upon clicking, the system will direct user to the Purchase Waste Transfer Form page
- Read-only fields (greyed out) are shown in the screenshot below as they are already stored in WTMP
- The remainder of the fields will be completed by the Notifier user
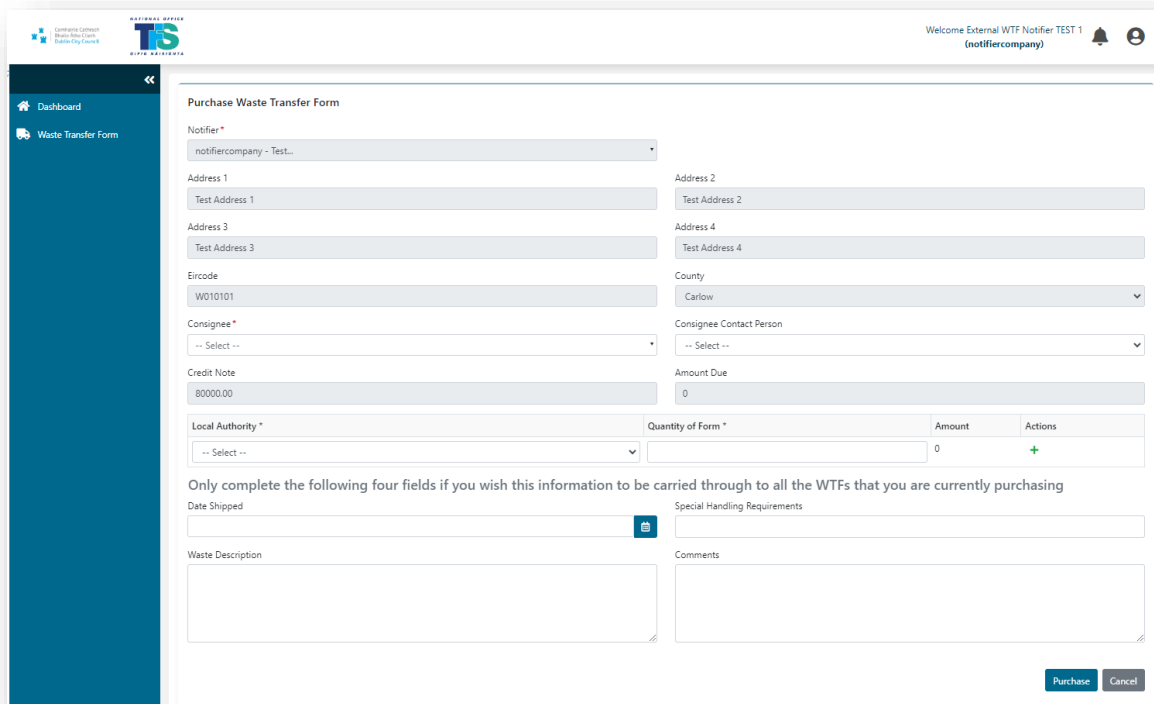
- The consignee is the facility that will receive the hazardous waste. The details of the consignee have to be completed by the Notifier at the time of WTF purchase.

- Users will be able to purchase more than one form.  To do that, the user will use the table below by selecting Local Authority and Quantity of Form

- To add new forms for a different local authority, the user clicks the + button

- This page display a number of values as follows:

- **Credit Note** = fetched from Notifier company automatically.  Notifiers are able to transfer money to DCC by EFT to apply credit to their WTF account.

- **Amount** = Quantity of Form x €6 (each form costs €6 and according to the Quantity, system will automatically calculate the Amount)

- **Amount Due** = Credit Note – Total Amount for the Quantity of Forms being purchased


- The system will check whether the Notifier company has a Credit Note in the system;

- If the company Credit Note >= Total Amount of Quantity of Forms → Amount due will be 0 and the system will not request a payment through the payment portal.
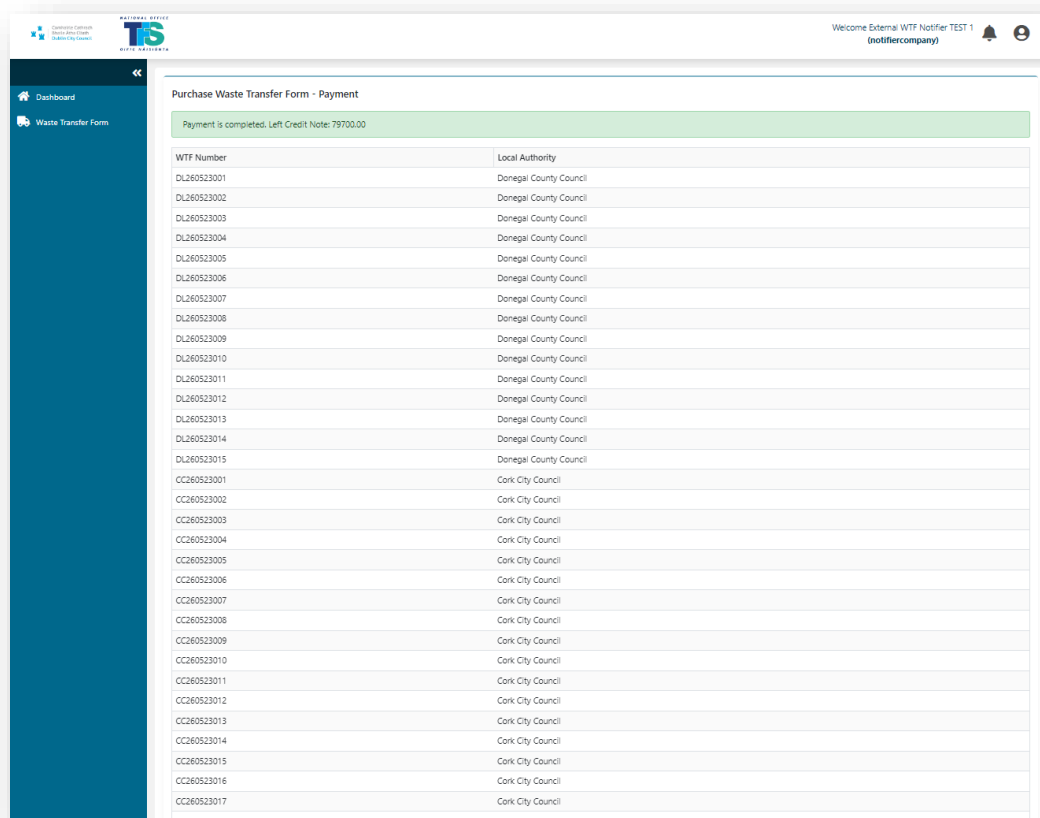
- Upon clicking Purchase, the system will create the WTF forms for the selected Local authorities and the notification message below is shown on the top of the screen as WTF Purchased Successfully.
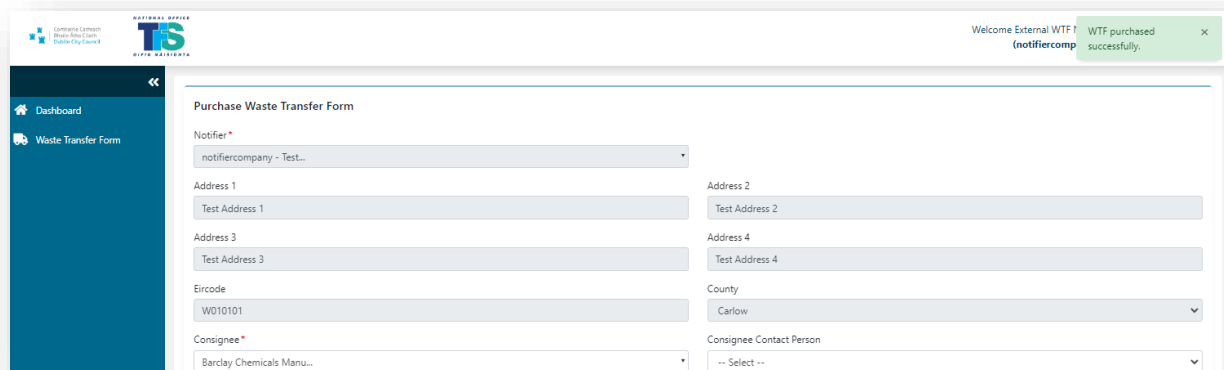


- The system will direct the user to the page below showing all the WTF forms created and for which local authority.  The user will be able to see the remaining value of their Credit Note.

- If the company Credit Note < Total Amount of Quantity of Forms – Amount due will be calculated as per the above formula.



- Upon clicking Purchase the system will direct the user to the DCC payment portal.

## 3.3 Use a WTF

- As a notifier user, to use a WTF the user first will reach the search screen and search for the specific WTF record as per the screen below. It is possible to conduct a search by a combination of various search fields.
- All unused WTFs will be in 'DRAFT' status.
- After that, the user will click the 'tickbox'/Use function for the selected WTF record.

- The system will navigate the user to the Use WTF form/notifier update screen. The WTF number and consignee information will be auto-populated while the other details should be filled out by the Notifier user.
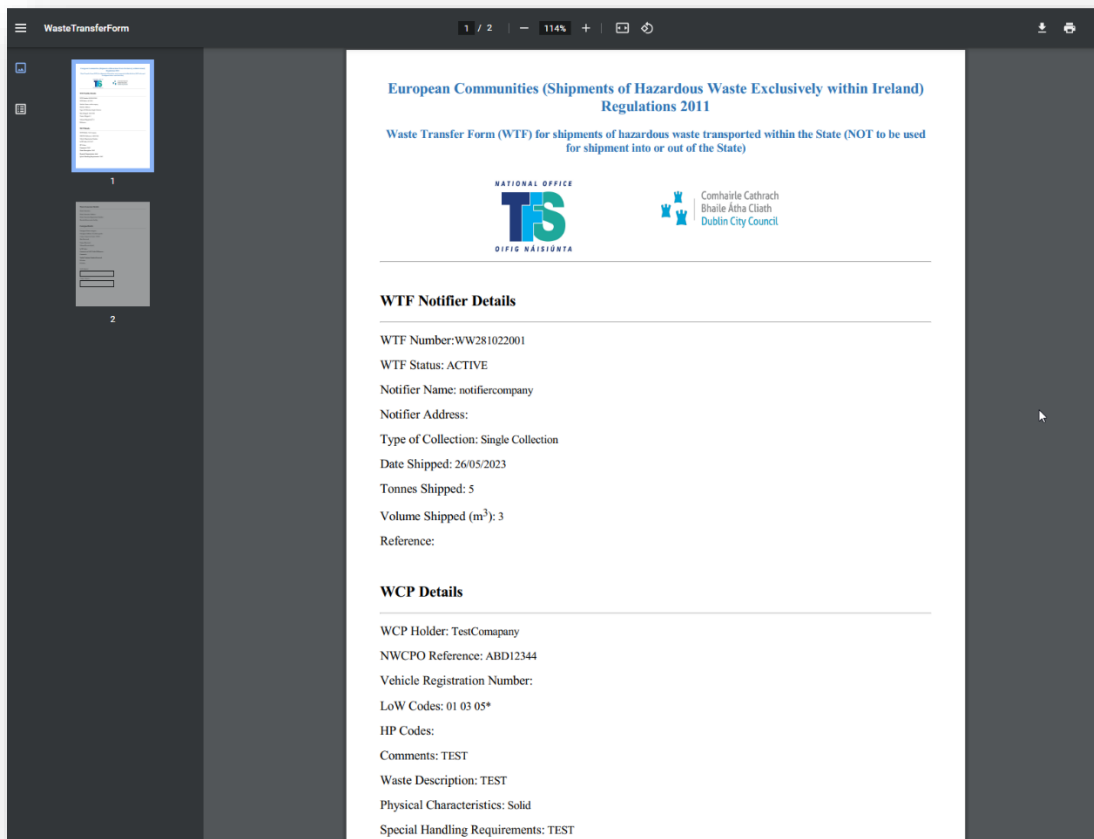


- Once the notifier user finishes with the details on the screen they will click Save button as per below.



- Upon clicking Save, the WTF record will be saved to the system in 'ACTIVE' status.

- The system will generate a PDF with all the supplied details. The notifier should sign the WTF and send a copy to the carrier.



- Once a WTF has been changed to 'Active' status, the notifier has one opportunity to postpone the shipment if there is a requirement to do so.
- On click of the Postpone button the WTF status will be set to "Postponed" which can be made Active again within 15 working days. If a postponed WTF is not used within 15 working days the system will automatically "Block" it and set the WTF status to "Blocked".

## 3.4 Edit a WTF

- As a notifier user, to edit a WTF record, the user first will reach the search screen and search for the specific WTF record as per the screen below.
- The user will click the 'Edit' action button for the selected WTF record.

- Upon clicking the Edit button, the system will direct the user to the WTF with four visible tabs;

WTF Summary Tab

- Details are pre-filled once the WTF is purchased so this tab is read-only.



Notifier Update

- The Notifier Update tab is only editable by front office users when the WTF is in 'Draft' status.  To make amendments to an 'Active' WTF, front office users should click the 'Use' button.  They will however only be able to make amendments to the WTF provided the date of shipment is greater than or equal to the current date.
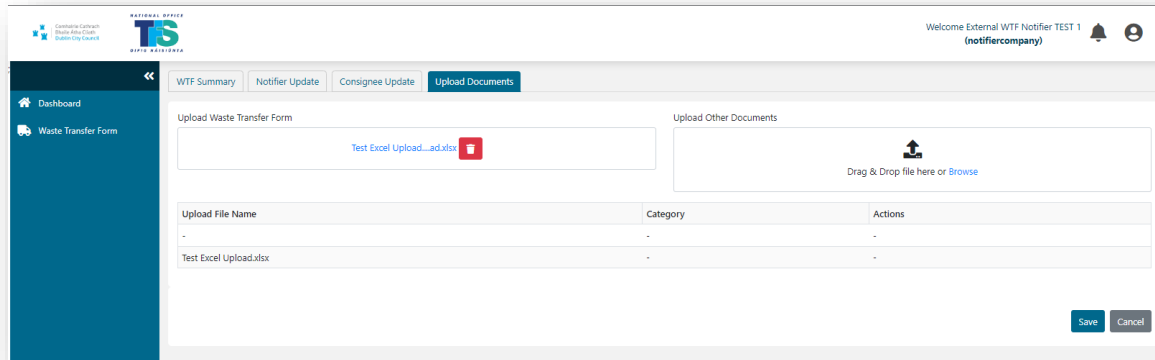
### Consignee Update

- This tab is not editable by a notifier unless their company is also receiving the waste as a consignee and the user has been assigned the appropriate access permissions.

Upload Documents

- Notifiers can use this tab to upload the Annex required for multiple collections or a copy of a signed WTF, if required

## 3.5 View a WTF

- As a notifier user, to view a WTF record, user first will reach the search screen and search the specific WTF record as below screen.
- After that, user will click the 'View' button for the selected WTF record.
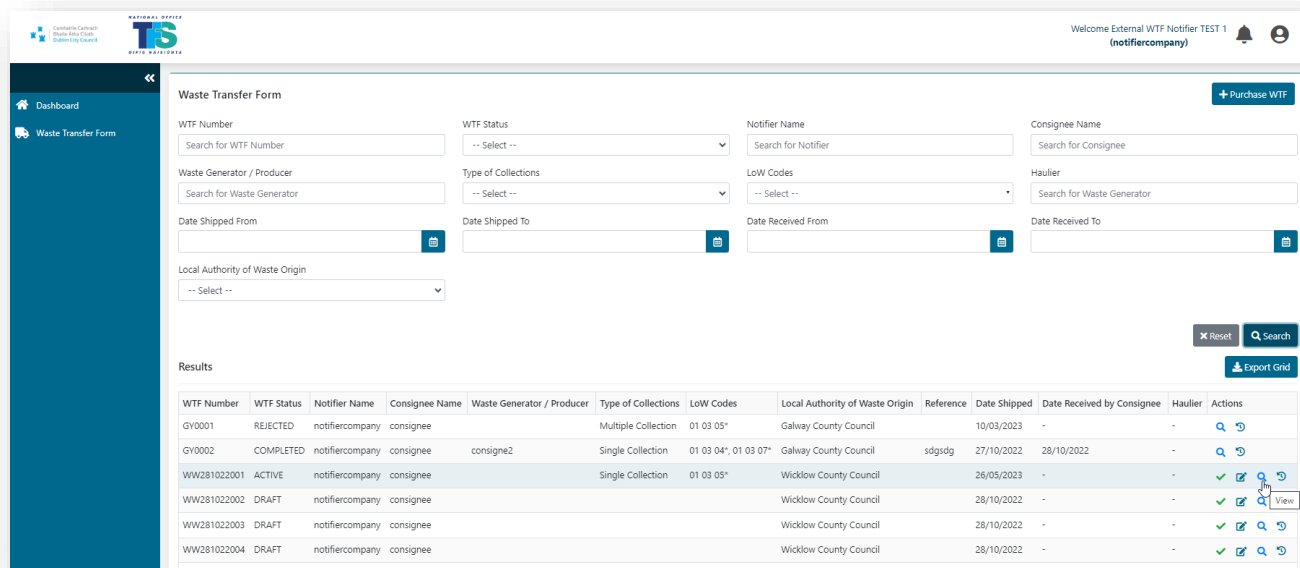


- Upon clicking the 'View' button, the system will give users **read-only** access to the same four WTF tabs as Section 3.4, Edit a WTF;
  - o WTF Summary
  - o Notifier Update
  - o Consignee Update
  - o Upload Documents

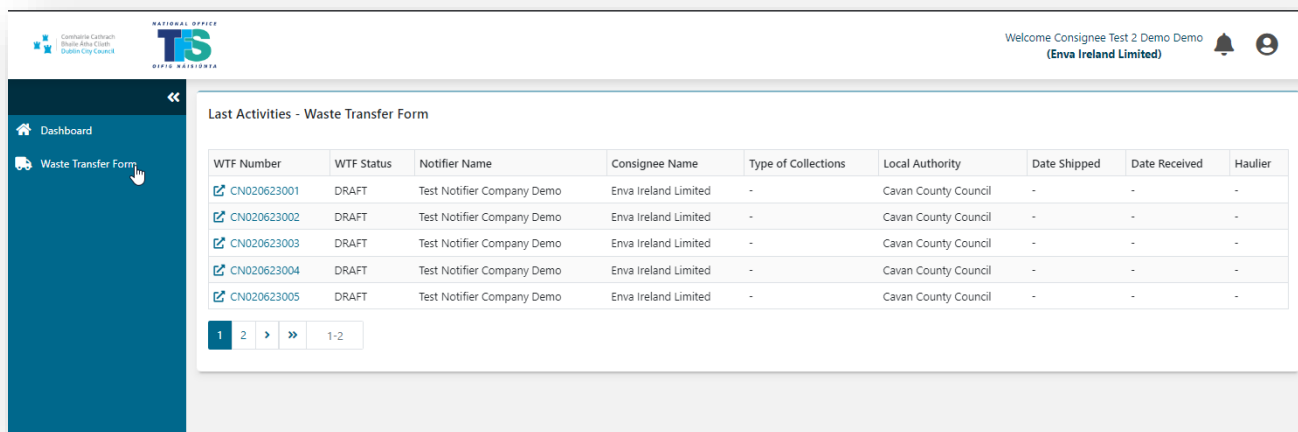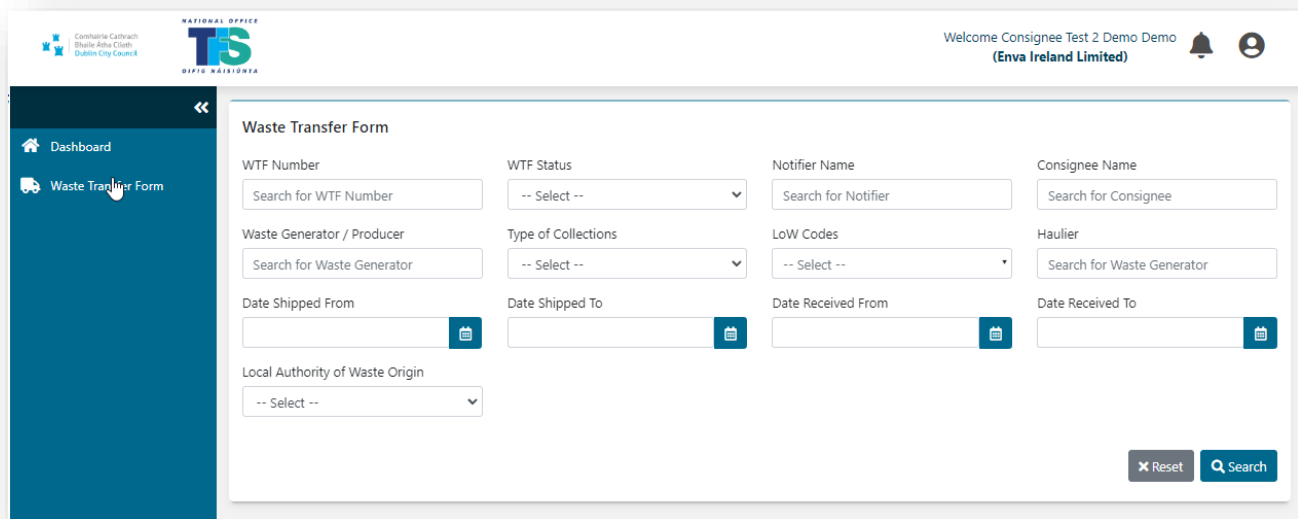## 3.6 Receive a WTF

This section applies to waste facilties that receive WTFs and have Consignee permissions on WTMP.

- Users will login to the system and click Waste Transfer Form button on the left navigation page



- The system will navigate users to the Search WTF page

- Users will click Search for relevant WTF records



- The system will list the WTF records based on the selected criteria
- Users will click the Receive button for the relevant WTF in Active status they wish to receive

- The system will navigate users to Receive WTF tab to input the received WTF details



- Users will fill all the details and click Save button
- If the consignee has to reject the shipment for any reason, they should click the Reject button.  A message will be sent to both Dublin City Council and the notifier

- The system will save the record and generate a pdf document that includes all the WTF details and consignee details inputted by the user.

- The system sends an email to the WTF notifier stating the waste has been successfully received and completed by the consignee as below;

WTMP: WTF CN020623003 Received

This is to notify you that WTF CN020623003 has been successfully received and completed by the consignee.

Thank you, Dublin City Council

Powered by WTMP system..

## 3.7 View the history of a WTF

- As a notifier user, to see the history of a WTF record, users first will reach the search screen and search the specific WTF record as per the screen below.

- The user will then click the 'History' button for the selected WTF record.

- Upon clicking 'History', the system will open a pop-up which shows the changes that are processed in the selected WTF record.
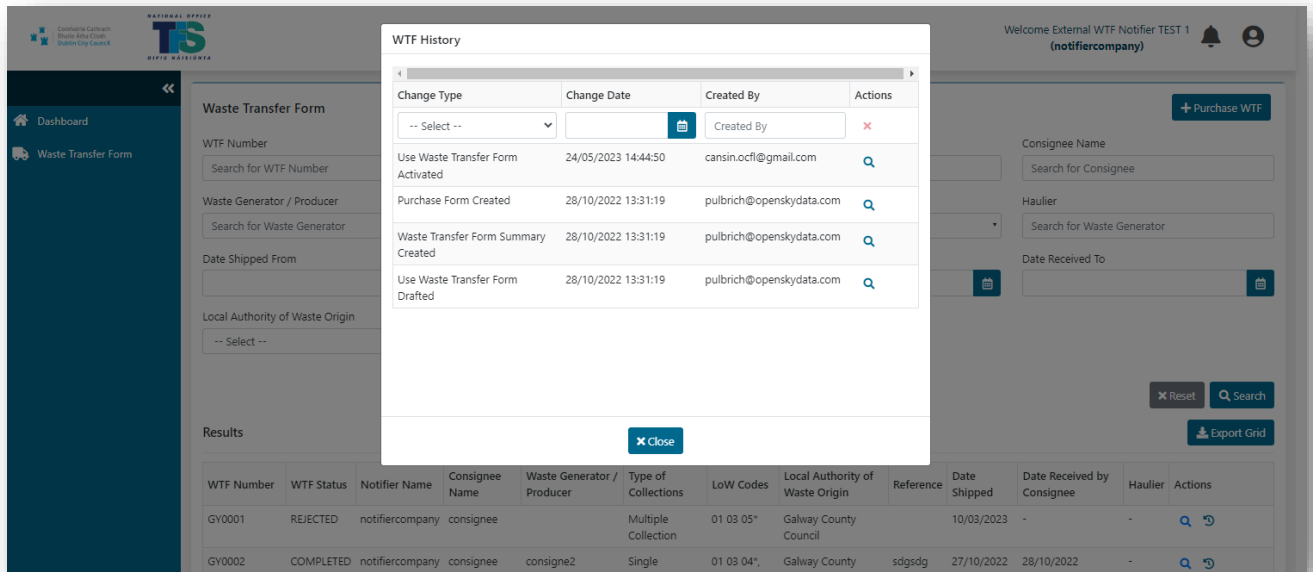


- Changes are detailed as;
- Change Type → Lists the types of possible changes for a WTF, below are examples;
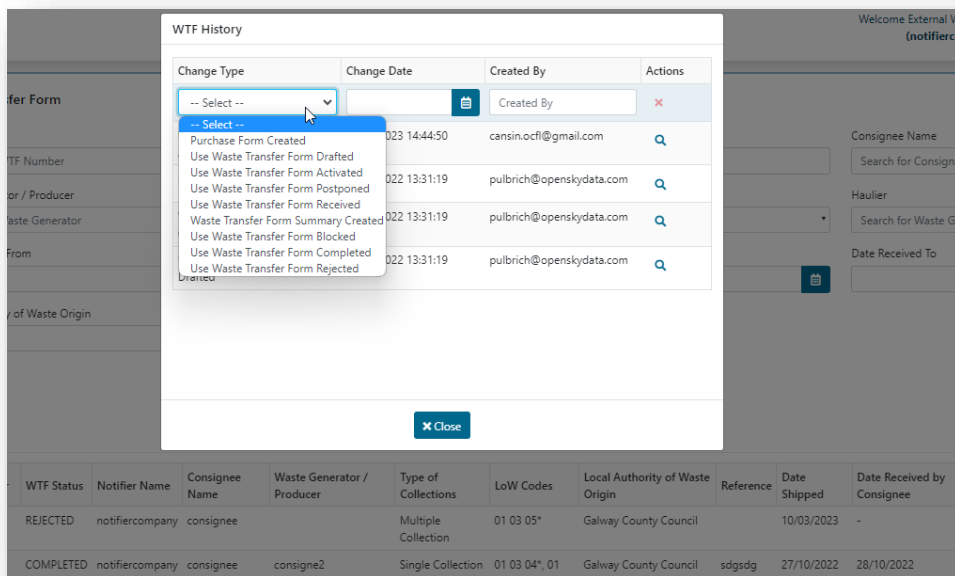


- Change Date → The date that the action is taken
- Created By → The user that the action is taken by
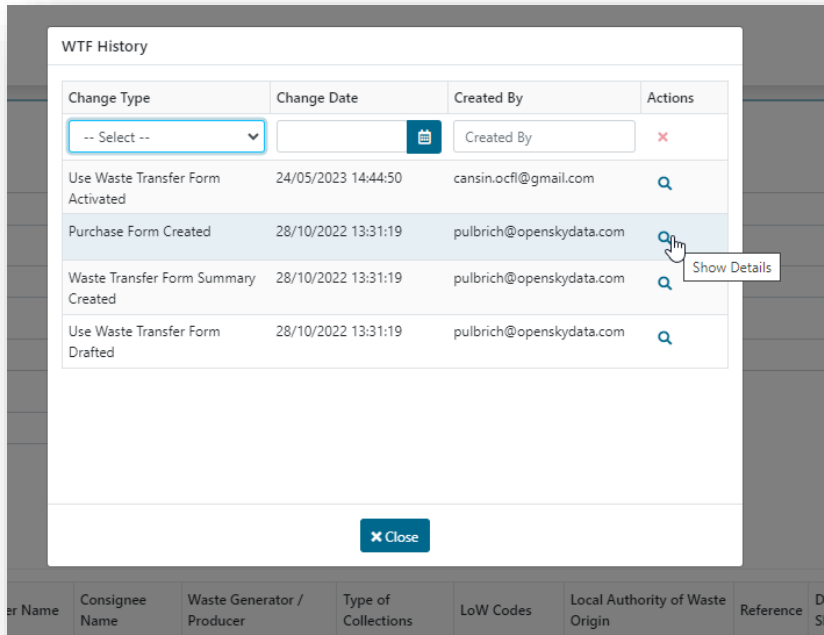
- Actions → The action details which includes field changes etc. as below screenshot.
- The fields in the left column are the values in the displayed fields prior to the change. The fields in the right column are the new values after the WTF has been edited.
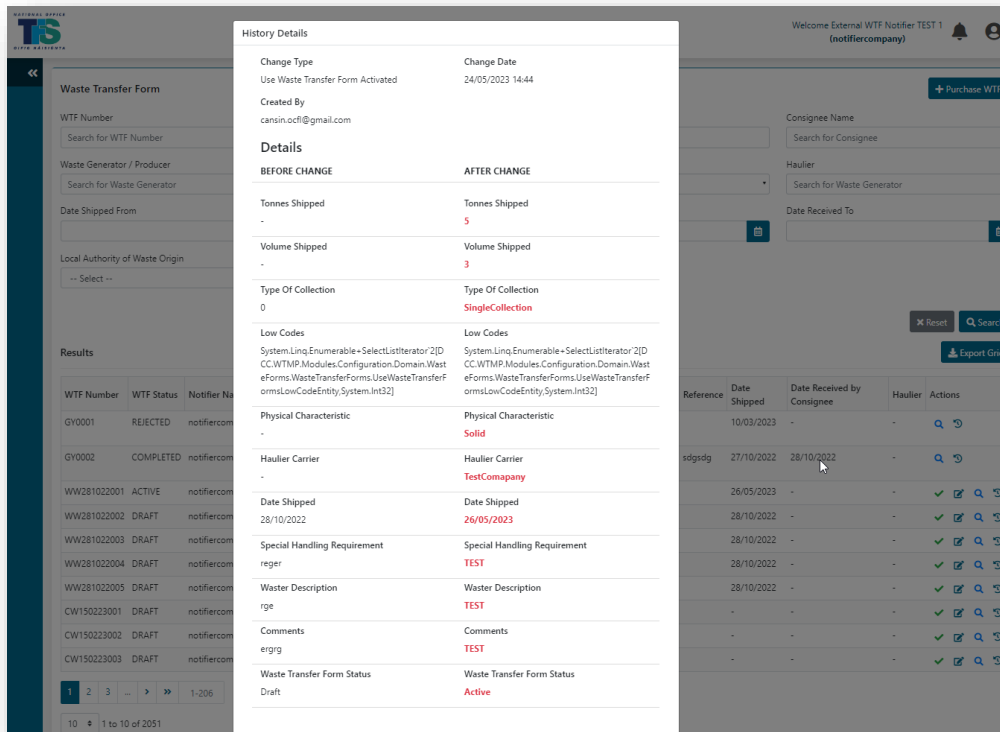
# 4. Green List Waste (GLW)

As a broker/dealer user, to create a green list waste report;

- User will navigate to the system – web address TBC
- User will click Green List Waste button on the left navigation pane
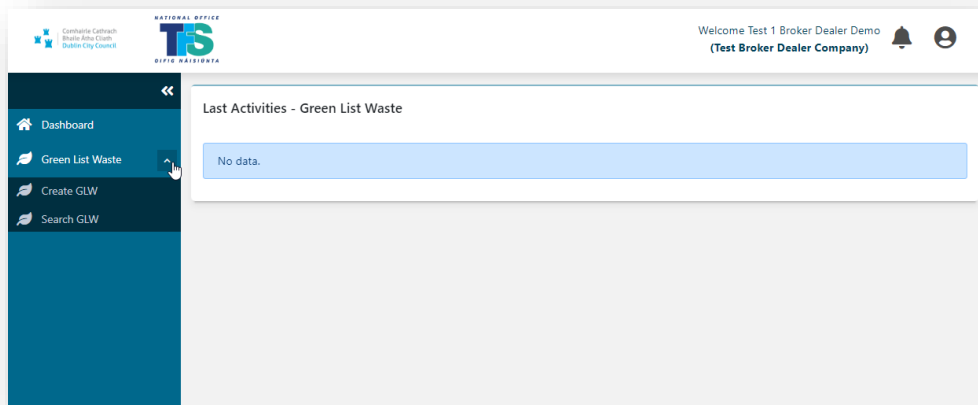


- User will click Create GLW
- System will direct user to Create GLW page
- Broker Dealer details are auto-poopulated and not editable, other details including shipments must be filled out by user to create a proper GLW record
- User will click Create GLW
- System will direct user to Create GLW page
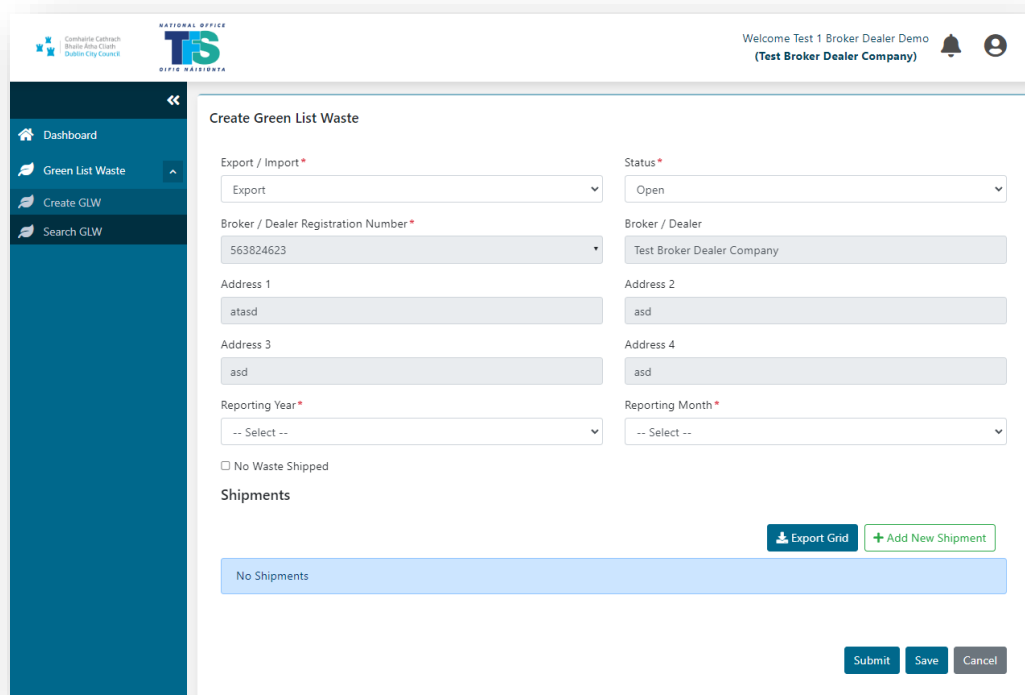
- Broker/dealer details are auto-populated and not editable, other details including shipments must be filled out by the user to create a GLW record
- The report type is set to Export as a default. If the report is for a GLW import, the User can change the report type from Export to Import.
- The applicable Reporting Year and Reporting Month must be selected.
- If no GLW waste has been shipped for the selected Reporting Year and Month, then the 'No Waste Shipped' button must be selected and the details submitted by clicking the Submit button.
- A message will appear on screen to say that the 'No Waste Shipped' report has been submitted and a confirmation email is also sent to the user that submitted the report.

**For reporting shipments that have taken place, the following steps should be taken to add shipments**

- To add shipments, user will click '+ Add New Shipment' button
- System will open shipment page in a pop-up as below

- User will click all mandatory fields and click Save
- On the waste code fields, only one of either the Basel Code, OECD Code or Annex IIIB Composite fields is mandatory.
- All other fields marked with * including LoW Code are mandatory fields
- Upon clicking save, the system will create the shipment record
- The user is able to create multiple shipment records by using the Duplicate 'action' button. This saves the user time by creating a new record which is similar to the previous but only requires a small number of edits to be made.



- Once the record has been created, the user will click the Submit, Save or Cancel button
- Submit will change the status of the report to fully submitted into the system. A confirmation message will appear on screen and an email will be sent to the user that submitted the report
- Save button will keep the report at Open status in case the user needs to amend any data before fully submitting the report at a later stage.
- Cancel button will cancel the information that has been input and will revert the user back to the GLW home page.
- It is important to note that the report will still remain open at this stage in case the user needs to amend the report prior to fully submitting it.

- If the user is satisfied that the report is complete and ready to submit, the user will click the Submit button

- The report will only then be available as read-only for the user.



- A message will appear on screen to say that the GLW report has been successfully submitted and a confirmation email will also be sent to the user that submitted the form.

# 5. Transfrontier Shipments (TFS)

Once linked to the TFS Process Area of the system, Broker/ Dealer Users will have the ability to

- Search and view for TFS Notification and movement information/ status relating to their own TFS Numbers
- Requisition/ Generate a new TFS Notification Number
- Input new Pre Notification movement details and upload Annex 1B documents against any of their "granted" TFS applications

## 5.1 Requesting a TFS Notification Number

As a broker/dealer, the user wants to generate a new TFS Notification Number;

- After login to the system, user will see Transfrontier Form section on the left navigation pane
- User will click Transfrontier Form/Create TFS Notification
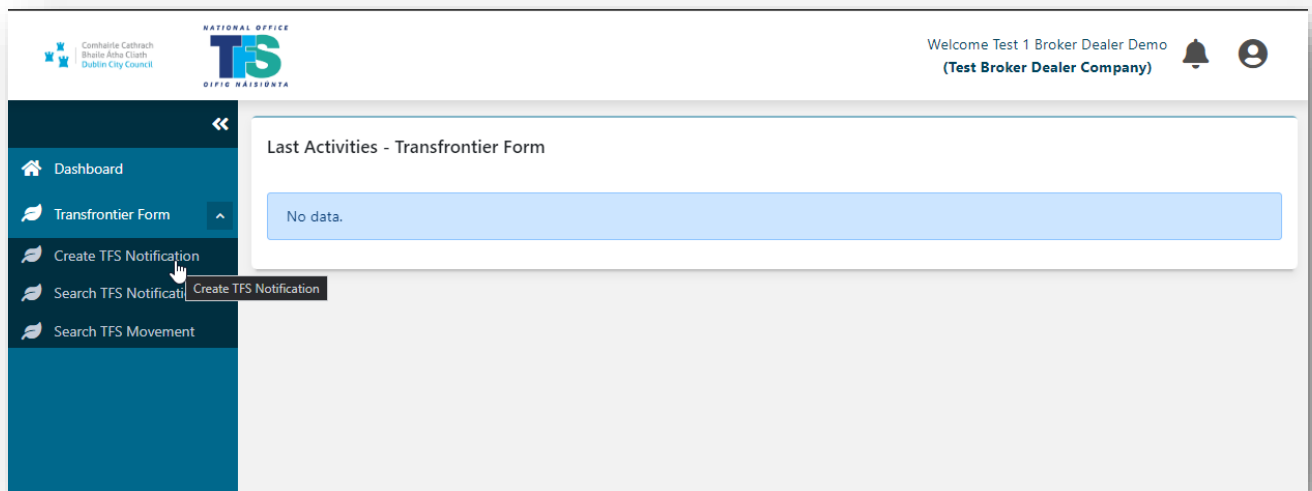


- The system will display Notification Summary Step 1 and 2 pages for the user to create a TFS Notification
- User will complete the fields on Step 1 page and click page "2". Fields marked with an * are mandatory

- System will navigate user to the step 2 page where the broker/dealer details are automatically fetched from the user's account. The user will complete the rest of the information and will click "Save & Submit"
- On clicking Save and Submit, the new TFS Notification number is generated. The user should take note of the new TFS Number. A confirmation message appears on screen and a confirmation message with the submitted details are sent to the User that created the new TFS Number.

- Currently, external users will have restricted views in the TFS process area so the information listed below will not be visible
    - o Notification Summary steps 3-6
    - o Notification Details
    - o Notification History

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## 5.2 Creating a TFS Movement

As a broker/dealer user, **you will only be able to create** a **Pre Notification** movement for a TFS notification. All other movement certs must continue to go through the TFScerts@dublincity.ie email address.

- TFS Notification status must be 'Granted'

- User will access the system and go to the Search Notification screen

- User will search in the TFS notification section

- All Notifications associated with the broker/dealer will be visible here but the user can only create TFS movements/pre-notes where the notification status is Granted. There are **three steps** to be completed for pre noting –**Movement Summary – Movement details – Movement Upload**



- User will check the Notification status and will see whether the system is showing the tick mark or not.
- User will click the tick mark button in the "Actions" column to create a movement

- System will navigate the user to the **Movement Summary** tab for the specific TFS Notification Number selected in the previous step
- Some details are pre-filled from the saved TFS Notification
- For Pre-notifications, the user will:
    - Input the movement number
    - Change the movement status to Active
    - Select the correct Intended Carrier from the options available (defaults if only one Carrier listed on application)
    - Select the correct Waste Generator from the options available (defaults if only one Waste Generator listed on application)



- Once the Movement Summary details are completed the user clicks Next to navigate to the **Movement Details** tab

- In this movement details page, the user must fill the mandatory fields of the movement regarding Actual Date of Shipment and Actual Movement Quantity (Tonnes)
- In this page, there are important validations and calculations the use needs to be aware of:

**Actual Date of Shipment**

- The user must give at least 3 working-days notice and take into account days when there are public holidays occurring.
- The inputted date must not be after the last date of shipment allowed on the TFS Notification

**Actual Movement Quantity Validations**

- Actual Movement Quantity: the user must input the expected tonnes of the movement
- It is important to note that if the Total Intended Quantity is exceeded then no more movements are allowed on the TFS notification and the system will not allow the user to proceed with a pre note.

**Financial Guarantee Allowance Validations**

- In case of single bonds, shipments cannot be pre-notified if the limit for the number of active shipments allowed (as per the financial guarantee) has been reached.
- In case of Multi Bonds, shipments cannot be pre-notified if there is not enough cover left on the bond to allow another pre-notification i.e. if the value of shipments guaranteed is less than the value of the proposed shipment.

- Once both Actual Date of Shipment and Actual Movement Quantity are completed, the user clicks the Next button.
- The system will then navigate the user to the **Movement Upload** page where the user can choose to upload a selection of documents



- The user must choose a document name/type to be uploaded
- Only one document allowed to upload with max size of 5MB and any image file(JPG,JPEG,PNG), word and pdf format file can be uploaded.
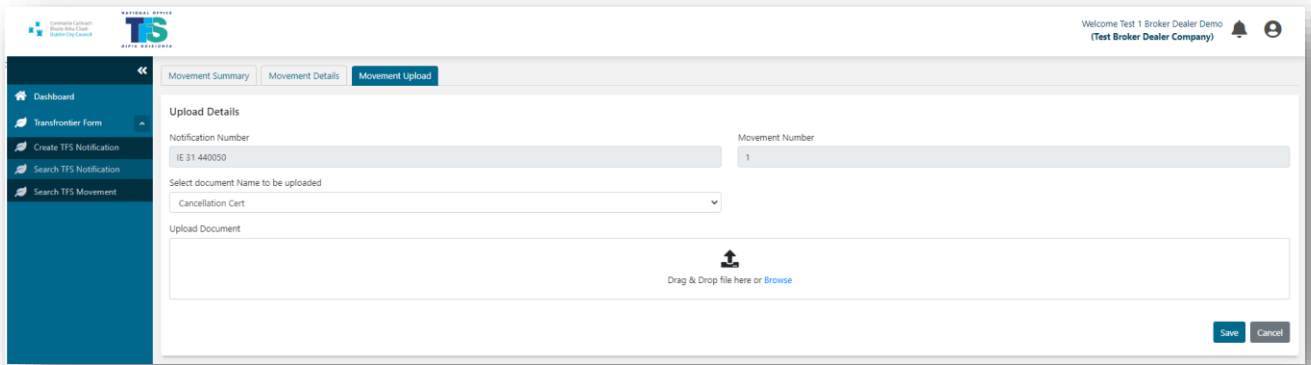
- For Pre-Notification, the uploaded document must include the **Annex 1B Movement document relating to the specific TFS/movement number that is being submitted.**
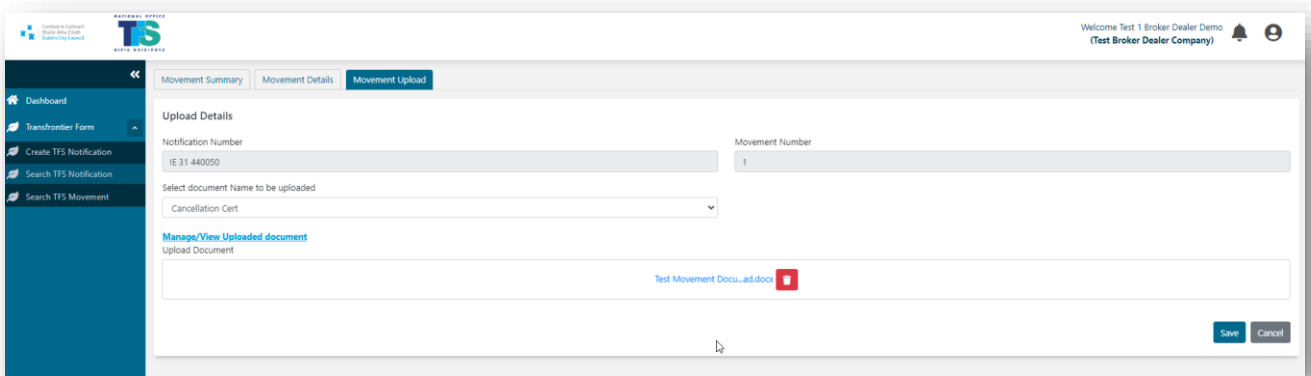


- Once the three steps/tabs have been completed, the user clicks the Save button and the movement & movement document is saved in the system.
- The user is redirected to a read-only page for the movement number they have just created and a confirmation message appears on the screen.
- The user can then create a new movement against the same TFS Notification number or they can go back to the Search TFS Notification page.
- All movements linked to the specific broker/dealer can be seen in the Search TFS Movements page.

# 6. Glossary

## 6.1 Terminology

| Term | Definition |
|------|------------|
| WTF | Waste Transfer Form – for the shipment of hazardous waste exlusively within Ireland. |
| TFS | Trans-Frontier Shipments – international shipments of hazardous and/or mixed waste |
| GLW | Green-List Waste – international shipments of non-hazardous, single-stream waste |
| Consignee | Receiver of both WTF, TFS and GLW shipments |
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## 6.2 Abbreviations

| Abbreviation | Explanation |
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