

WASTE TRANSFER FORMS (WTFs)

A Waste Transfer Form (WTF) is a tracking document which accompanies the movement of hazardous waste within Ireland. WTFs are €6 each and are purchased online using a debit or credit card. The form is updated online, then printed and signed, and travels with the waste.

The following link <http://www.dublincity.ie/main-menu-services-water-waste-and-environment-waste-and-recycling-national-tfs-office/new> contains:

- **FAQs** - Frequently Asked Questions
- **INSTRUCTION MANUALS** - for the online Waste Regulation Management System (WRMS)
- **SYSTEM LINK** - the access link for the online WRMS system
- **MONITORING FEE** - a note on the WTF Monitoring fee
- **REGULATIONS** - a copy of the European Communities (Shipment of Hazardous Waste exclusively within Ireland) Regulations 2011 (SI 324)

The following is a brief guidance note and does not purport to provide all the details required to complete a WTF

SUMMARY

How to register, purchase and use WTFs

Step 1. Registration

To use the online WRMS system, a user account (*if not already created*) must be applied for.

- Go to <https://wrms.dublincity.ie>
- Click Register, and complete the Register New User form as follows:
 - To register a company name e.g. Bloggs Ltd - split the name across the two fields:
First Name: Bloggs
Last Name: Ltd
 - Email / Username: If the account is being accessed by more than one user, it is recommended that a generic account with a shared username (business email address) and password be created.
 - Password: The password you choose must be at least 8 characters long and include at least one of the following: number, capital letter, small letter and other character e.g. % ^ * (
 - Phone: A contact number of the person completing the WTFs is required.
 - Address: Click on the arrow to expand the screen, and enter the address.
- **If you are also registering as a Facility (Consignee)** to receive hazardous waste at your site, you also need to fill in the lower part of the form by clicking on the arrow beside the heading Facility.
Name: e.g. Bloggs Ltd
Authorisation Number: e.g. Waste Facility Permit (WFP) No. / EPA licence No.
Granting Authority: e.g. Local Authority, EPA
Functioning as Consignee in WTF: If you are registering as a facility which accepts hazardous waste please tick this box.
Address: To fill in the facility address, click on the arrow to expand the screen. (You may be contacted by email and requested to email a copy of your facility permit to wrms@dublincity.ie)

(Please note: If you already have an existing (notifier) user account, and you now wish to register your facility, you should contact this office and request that your existing user account be updated).

- When the form is filled out, click on the Register button at the end of the screen. Your completed registration form will then be submitted to Dublin City Council for approval.
- When your registration is approved, a confirmation email will be sent to the email address you have specified on the registration form.
- You can then log back onto WRMS <https://wrms.dublincity.ie> and type in your username (email address) and password. Click Login.
- A detailed Instruction Manual on how to complete a WTF may be accessed by clicking on Help (at the top of the screen).
- **You only need to register (create an online account) once.**

Step 2. Purchasing a form

WTFs are €6 each and are purchased online using a debit or credit card.

If you are not already logged on, go to <https://wrms.dublincity.ie> and type in your username (email address) and password. Click Login.

- Click Create WTF (it's in the grey panel to the left)
- Click Add
Number of WTF: - type in the quantity of forms you wish to purchase.
County: - click on the arrow and select the county the waste is in (i.e. the relevant local authority area)
Click Update. You are now back in the original screen.
- Notifier / Consignee: Click on the arrow to the right and specify if you are the Notifier (e.g. the Holder of the waste; the Carrier) or Consignee (e.g. the facility receiving the hazardous waste).
- Consignee Name, and Notifier Name: If these fields are blank, please select the relevant name(s) from the pop up screen.
- Click Estimate. Follow the various prompts and you'll be taken through to the payment (debit/credit card) screen, at the end of which you should **print or take note** of the list of WTF serial numbers you've just purchased.
- These WTFs will now be on the system (in **DRAFT** status) for you to use whenever required.
- **You can purchase just one form, or you can buy a few at a time for future use.**

Step 3. Using a form

If you are not already logged on, go to <https://wrms.dublincity.ie> and type in your username (email address) and password. Click Login.

Before moving hazardous waste within Ireland, you will need to fill in one of the WTFs you've previously purchased. At this stage these forms will be in **DRAFT** status.

- Click Search for WTF (it's in the grey panel to the left)
Look for the next form number with the appropriate county prefix i.e. the county (local authority area) the waste is in.
- Click on the yellow pencil icon (to the right of the WTF you want to use).
Fill in the details onto the **Notifier-Carrier Part** of the form - i.e. details such as Date Shipped, the 6 digit EWC (waste code) etc.

Note on EWC codes (hazardous):

Hazardous waste codes are the codes ending with an asterisk*

For example, if you are moving hazardous waste **18 01 06*** you locate it as follows:

At the EWC Code field - click on the arrow to the right and the EWC chapter headings 1 to 20 will be displayed

To select chapter 18 - click on the arrow to the left of 18

To select 18 01 - click on the arrow to the left

To select the 6 digit code 18 01 06* - click on the dot to the left

Click Update

You'll now see the 6 digit EWC code 180106* on the form.

- With regard to the Waste Generator field - If the waste generator is different from the Notifier, type in the waste generator name and address in this field.
- Continue filling in the various fields on the Notifier-Carrier part of the form (including the date shipped).
- *Note - For those registered as both a Notifier and Consignee: When filling in the WTF (prior to the movement of hazardous waste), you will also need to enter a temporary value of 0 in the Quantity Received field in the Consignee tab.*
- Both the Notifier and Carrier sign the printed (**ACTIVE** status) WTF.
- The WTF accompanies the hazardous waste to the Facility.

Step 4. Receiving waste at the Facility

When hazardous waste is accepted at the Facility, the Consignee logs on to the online WRMS system <https://wrms.dublincity.ie> with a username (email address) and password.

- The facility fills in the **Consignee Part** of the form with details such as: Date Received, Quantity, Disposal/ Recovery codes etc.
- In the Quantity field, the weight should be entered in tonnes - e.g. if 312kg of hazardous waste is received at the facility, the Consignee enters the weight as follows:
Click to the left of the Quantity field to expand the screen.
In the **Tonnes** field enter 312kg as **0.312**
- When all the information has been entered on the Consignee part of the form, select Save.
- The form will now have a **COMPLETED** status online.

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Further Information

Further guidance (FAQs, detailed instruction manuals etc.) is available by clicking on the link at the top of page 1.

Password

If you have forgotten your password, go to <https://wrms.dublincity.ie>

Click Forgot Your Password.

Type in the username i.e. the email address the account is created in. Click Reset.

You will then be sent an email with your new password.

If you wish to change this new password, log back on and click Edit Personal Information (it's at the top of the screen). You will be able to change your password in this screen.

To view a permit or licence

Go to www.nwcpc.ie

- To check a **Waste Collection Permit (WCP)**:
Click Permit Search
Click Advanced Search
Type in the name of the carrier
- To check a **Facility Licence**:
Click Local Authority Waste Facility Register
Or
If the Facility's licence is issued by the EPA -
Click Search for an EPA Licence Holder

This is a guidance document only and does not purport to provide, nor should it be relied on, as a legal interpretation of the Regulations.

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