

Covid-19 Information for TFS and WTF Notifiers

Due to the ongoing circumstances caused by Covid-19, the NTFSO acknowledges that a further review of the measures in place is required to reduce interaction between people. With this in mind, all new TFS applications should be submitted electronically to nationaltfs@dublincity.ie, where possible.

If a Notifier wishes to submit a notification by post, please contact the office directly in advance. Please also note that there may be some delay in assessing and transmitting a hardcopy notification.

Amber Waste

As Notifier, you can also help speed up the processing by making sure that the notifications are properly carried out when they are sent to the NTFSO.

1. All new TFS Notifications can be sent electronically to nationaltfs@dublincity.ie

Please make sure that any Notification file submitted is less than 10MB. If it is not possible to send a Notification file less than this size, please contact the NTFSO for further guidance.

2. Irrespective of the preference of the electronic submission, the Annex 1A and the Contract between Notifier and Consignee **must** include scanned original signatures by the relevant parties *(unless otherwise specifically agreed by the NTFSO).

*A small number of other competent authorities may require a hardcopy of the Annex 1A with original signatures. In the event that this is requested, the NTFSO will contact the Notifier to make arrangements.

3. Notifiers are reminded to ensure that the contact details for the relevant competent authorities, particularly the email address, must be up-to-date when included within the Notification. The inclusion of an inaccurate or obsolete email address may result in a delay in the progressing of a Notification.
4. Please ensure that no extraneous material is included with a Notification e.g. submitting an entire facility permit when only the first page is required.
5. The NTFSO is still required to hold the original Financial Guarantee or Multibond on file so these must continue to be submitted in hardcopy format to the NTFSO postal address.
6. Please also note the NTFSO strongly encourages electronic payments. The details for payments can be found using the following link:
<https://www.dublincity.ie/residential/environment/national-tfs-office/payments-national-tfs-office>

The NTFSO are continuing to accept electronic Annex 1B movement documents to tfscerts@dublincity.ie.

Please ensure when sending in pre notes / completion certs to tfscerts@dublincity.ie that the subject area of the email contains TFS number and load number information, so that we can identify and process the corresponding attachments easier.

Green List Waste

- To avoid placing a hard copy with the shipment, the carrier may produce an electronic copy (via phone, tablet, etc) where requested. It is the responsibility of the person arranging the shipment to ensure all carriers involved in a shipment have access to an electronic copy of the Annex VII document.

Used Vehicles, Used Vehicle Parts and Electronic Equipment

- To avoid placing a hard copy with the shipment, the carrier may produce an electronic copy (via phone, tablet, etc) where requested.
- It is the responsibility of the person arranging the shipment to ensure all carriers involved in a shipment have access to an electronic copy of the Packing List, certificate for Used Vehicle, Certification for Used Vehicle Parts, Electrical Declaration and any other relevant documents as outlined in the Guidelines - <http://www.dublincity.ie/main-menu-services-water-waste-and-environment-waste-and-recycling-national-tfs-office/guide>

Waste Transfer Forms (WTFs)

- For hard copies, the signature requirements on page 2 of the WTF will not be required until further notice.
- The carrier may choose to carry an electronic or a hard copy of the WTF without signatures until further notice.
- For queries regarding WTFs please contact the team at WRMS@dublincity.ie

Please note that it remains the responsibility of the notifier to ensure the above measures for waste shipments are acceptable to the transiting and destination competent authorities.

In the event that shipments cannot proceed as intended due to the impact of Covid-19 (e.g. recovery facility closed, border/road closure etc) please send details to nationaltfs@dublincity.ie.

If you are experiencing delays with contacting the phone numbers for the office, please be advised that as a result of the Covid-19 restrictions, there is only limited staff numbers working on site in the NTFSO, so you would be better advised to use the email system if you have any urgent queries.