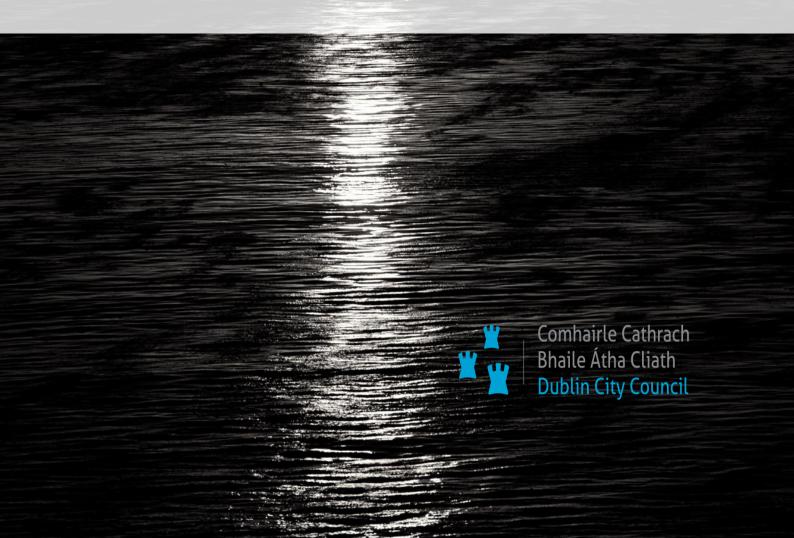


YOUR VISION.REALISED.

# **DCC – WTMP User Guidance Document**

DCC-WTMP User Manual Document – External User





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# 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.

Friday, June 02	onotreply@opensky.systems> 2, 2023 3:06:07 PM
6	
Your regis email add account a qa.uatope	Registration Approved stration to WTMP portal is approved by administrator. Your user ID is the tress registered at the time of registration.Follow the link to activate your and setup the password: http://wtmp- enskydata.com/Microsoftidentity/Account/ResetPassword u, Dublin City Council
	Your regis email add account a qa.uatope

- 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



Comhairle Cathrach Bhaile Abha Cliath Dublin City Council	Welcome to WTMP - Waste Transfer Management Porta
Cancel lease provide the following details. erification is necessary. Please click Send button. testbrokerdealer1@yopmail.com Send verification code	Dublin City Council's Waste Transfer Management Portal (WTMP) provides access to range of services regulated by the National Transford you may access these forms and options by logginginto the system, if you already have a registered user account. In case you do not For more information on the National Transfordier Shipment (TFS) Office services, see www.nationalffs.ie,         Should you have any further queries, please contact us by phone or through the following email addresses:         National Transfordier Shipment Office         Phone: (01) 222 4700
	Email Addresses: TFS notification and green-list queries: <u>nationaltfs@dublincity.ie</u> TFS certificates: <u>tfscerts@dublincity.ie</u> Waste Transfer Forms: <u>wrms@dublincity.ie</u>

• System will send a verification code and navigates user to next page as below

Alas O aller emo	rgad@yopmail.com/D	< Cancel	Dublin City Council's Waste Transfer Management Portal (WTMP) provides access to range of services regul
C / ( pape 1 ) - Emails C	Opensky Data Systems WTMP (qa) account email verification code	Please provide the following details. Verification code has been sent to your inbox.	You may access these forms and options by logginginto the system, if you already have a registered user ac please register through the <b>Register</b> option on the left hand-iside menu. For more information on the National Titenforetier Shipment (TFS) Office services, see <u>www.nationalfs.ee</u>
Microsoft on behalf of Ope <sup>15,21</sup> Opensky Data Systems WTMP (qs) account	Microsoft on behalf of Opensky Data Systems WTMP (qa) <pre>cmsonlineservicesteam@microsoftonline.com&gt;     OFriday. June 02, 2023 3:21:48 PM</pre>	Please copy it to the input box below. testbrokerdealer1@yopmail.com	For more information on the hadron of mession and apprend on provide any other service, see international to the Should you have any further queries, please contact us by phone or through the following email addresses:
Osdo. Test 15 08 WTMP: Registration Approved	Certify your email address Tranks for verifying your testinskerideater (Byopmal.com account) Tour code is 000886	030645 Venity code Sand new code Continue	National Analysisment Cificie Prome ( <u>117, 222, 470</u> ) Email Alexanon and gream fuit queries <u>pationality field delivery</u> 175 certification and gream fuit queries <u>pationality field delivery</u> 175 certification <u>sums Gould Adventury</u> Waste Tuanyler Forms <u>sums Gould rockup</u>
	Sincerely. Opensity Data Systems WTMP (qa)		

Users will input the verification code and click Verify Code button

E Shaile Átha Cliath Dublin City Council	Welcome to WTMP - Waste Transfer Ma				
Cancel	Dublin City Council's Waste Transfer Management Portal (WTMP) provides access				
ease provide the following details.	You may access these forms and options by logginginto the system, if you alread please register through the <b>Register</b> option on the left hand-side menu.				
rification code has been sent to your inbox. ease copy it to the input box below.	For more information on the National Transfrontier Shipment (TFS) Office service				
testbrokerdealer1@yopmail.com	Should you have any further queries, please contact us by phone or through the				
	National Transfrontier Shipment Office				
090846	Phone: (01) 222 4700				
Verify code Send new code	Email Addresses:				
	TFS notification and green-list queries: nationaltfs@dublincity.ie				
	TFS certificates: tfscerts@dublincity.ie				
	Waste Transfer Forms: wrms@dublincity.ie				



- 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

Comhairle Cathrach Bhaile Atha Cliath Dublin City Council	Welcome to WTMP - Waste Transfer
Cancel lease provide the following details. mail address verified. You can now continue. testbrokerdealer1@yopmail.com	Dublin City Council's Waste Transfer Management Portal (WTMP) pro You may access these forms and options by logginginto the system, i please register through the <b>Register</b> option on the left hand-side me For more information on the National Transfrontier Shipment (TFS) O Should you have any further queries, please contact us by phone or t
Change e-mail	National Transfrontier Shipment Office Phone: (01) 222 4700
Continue	Email Addresses: TFS notification and green-list queries: <u>nationaltfs@dublincity.ie</u> TFS certificates: <u>tfscerts@dublincity.ie</u> Waste Transfer Forms: <u>wrms@dublincity.ie</u>

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

¥ Combaile Cabrach ≌ ≝ Baile Atha Cliath Dublin City Council	Welcome to WTMP - Waste Transfer Management Portal
Cancel	Dublin City Council's Waste Transfer Management Portal (WTMP) provides access to range of services regulated by the National Transfrontier Shipment Office (N
lease provide the following details.	You may access these forms and options by logginginto the system, if you already have a registered user account. In case you do not have a registered user acco please register through the <b>Register</b> option on the left hand-side menu.
New Password	For more information on the National Transfrontier Shipment (TFS) Office services, see <u>www.nationaltfs.ie.</u>
	Should you have any further queries, please contact us by phone or through the following email addresses:
Confirm New Password	National Transfrontier Shipment Office
	Phone: (01) 222 4700
Continue	
	Email Addresses:
	TFS notification and green-list queries: <u>nationaltfs@dublincity.ie</u>
	TFS certificates: <u>tfscerts@dublincity.ie</u>
	Waste Transfer Forms: <u>wrms@dublincity.ie</u>

• 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.

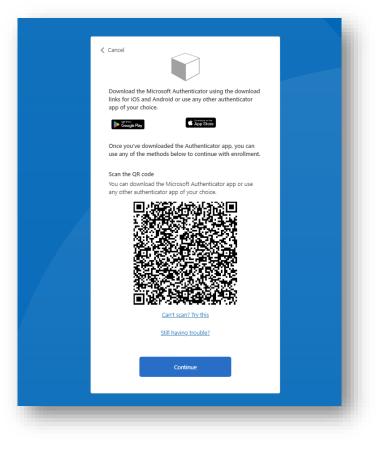
Sign in with your email address	Dublin City Council's Waste 1		) provides access to range of ser	rices regulated by the National Transfr	
mail Address	You may access these forms the <b>Register</b> option on the le		em, if you already have a registe	ed user account. In case you do not ha	ave a registered user account, please register through
		National Transfrontier Shipment (T queries, please contact us by phone			
assword 💿	should you have any further	queries, please contact us by priori	e or through the following email	audresses:	
Sign in				Powered by Cockiebot X	
	Consent	Deta	ils	About	
		Preferences	Statistics	Marketing	
	Necessary				
[	Deny	Allow se	lection	Allow all	

• User will input email and password, and click Sign-in

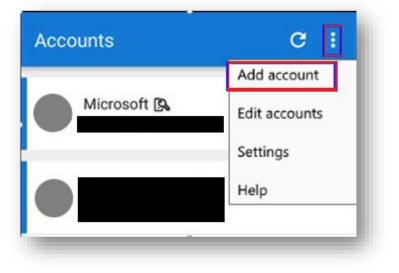
Comhairle Cathrach Dublin City Council	Welcome to WTMP - Waste Transfer Management Portal				
Sign in with your email address testexternalconsignee1@yopmail.com	Dublin City Council's Waste Transfer Management Portal (WTMP) provides access to range of services regulated by the National You may access these forms and options by logginginto the system, if you already have a registered user account. In case you do the <b>Register</b> option on the left hand-side menu. For more information on the National Transfrontier Shipment (TFS) Office services, see <u>www.nationaltfs.ie</u> . Should you have any further queries, please contact us by phone or through the following email addresses:				
Sign in	National Transfrontier Shipment Office Phone: (01) 222 4700				
got your password? gister Sign in with your social account Dublin City Council account	Email Addresses: TFS notification and green-list queries: <u>nationaltfs@dublincity.ie</u> TFS certificates: <u>tfscerts@dublincity.ie</u> Waste Transfer Forms: <u>wrms@dublincity.ie</u>				



• For first time sign-in, the system will ask the user to setup multi-factor authentication for their account

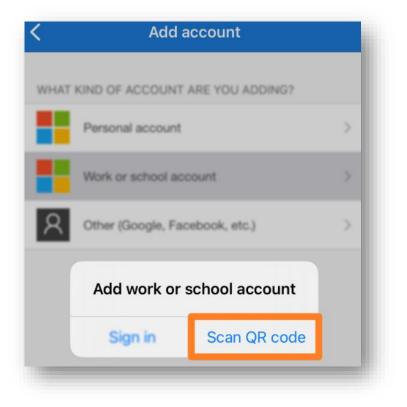


- To do that; the user must first download the Microsoft Authenticator application from Google Play Store or Apple App Store
- Once downloaded, click Add Account





• 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

Cancel Concel Co	



- 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

TF Number	WTF Status	Notifier Name	Consignee Name	Type of Collections	Local Authority	Date Shipped	Date Received	Haulier
GY0002	COMPLETED	notifiercompany	consignee	Single Collection	Galway County Council	27/10/2022	28/10/2022	-
CW040423001	DRAFT	notifiercompany	Kilmallock WWTP		Carlow County Council			
KK040423001	DRAFT	notifiercompany	Kilmallock WWTP		Kilkenny County Council			
KK040423002	DRAFT	notifiercompany	Kilmallock WWTP		Kilkenny County Council			
KK040423003	DRAFT	notifiercompany	Kilmallock WWTP		Kilkenny County Council			
	CW040423001 KK040423001 KK040423002	CW040423001 DRAFT KI040423001 DRAFT KI040423002 DRAFT	CW040423001         DRAFT         notifiercompany           KX040423001         DRAFT         notifiercompany           KX040423002         DRAFT         notifiercompany	DRAFT         notifiercompany         Kilmallock WWTP           KXX4422001         DRAFT         notifiercompany         Kilmallock WWTP           KXX4422002         DRAFT         notifiercompany         Kilmallock WWTP           KXX4422002         DRAFT         notifiercompany         Kilmallock WWTP	DRAFT         notifiercompany         Kilmallock WWTP         -           KIXB422001         DRAFT         notifiercompany         Kilmallock WWTP         -           KIXB422002         DRAFT         notifiercompany         Kilmallock WWTP         -	DRAFT         notifiercompany         Kilmalick WWTP         Carlow County Council           KIXIA423001         DRAFT         notifiercompany         Kilmalick WWTP         Killenny County Council           KIXIA423002         DRAFT         notifiercompany         Kilmalick WWTP         Killenny County Council           KIXIA423002         DRAFT         notifiercompany         Kilmalick WWTP         Killenny County Council	DRAFT         notifiercompany         Kilmallock WWTP         Carlow County Council         -           KX84423001         DRAFT         notifiercompany         Kilmallock WWTP         Kilkenny County Council         -           KX84423002         DRAFT         notifiercompany         Kilmallock WWTP         Kilkenny Councyl         -           KX84423002         DRAFT         notifiercompany         Kilmallock WWTP         Kilkenny Councyl         -	DRAFT         notifiercompany         Kilmallock WWTP         Carlow County Council         -           KKIA423001         DRAFT         notifiercompany         Kilmallock WWTP         Killenny County Council         -           KKIA423002         DRAFT         notifiercompany         Kilmallock WWTP         Killenny Councy         Killenny Councy         -



# 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

board	Traste transfer	Form											+	Purchase WI	F
te Transfer Form	WTF Number				WTF Status		Noti	ier Name			Consignee Name				
	Search for WTF #	Number			Select		♥ Se	arch for Notifier			Search for Consignee				
	Waste Generator /	Producer			Type of Collections		LoW	N Codes			Haulier				
	Search for Waste	e Generator			Date Shipped To Da		×	Select •		•	Search for Waste Generator				
	Date Shipped From	n						Date Received From			Date Received To				_
							8			8					8
	Local Authority of	Waste Origin													
	Select			*											
															_
													× Reset	<b>Q</b> , Sear	th
	Results													Export G	id
	WTF Number	WTF Status	Notifier Name	Consignee Name	Waste Generator / Producer	Type of Collections	LoW Codes	Local Authority of Waste Origin	Reference	Date Shipped	Date Received by Consignee	Haulier	Actions		
	GY0001	REJECTED	notifiercompany	consignee		Multiple Collection	01 03 05*	Galway County Council		10/03/2023	-	-	Q 3		
	GY0002	COMPLETED	notifiercompany	consignee	consigne2	Single Collection	01 03 04°, 01 03 07°	Galway County Council	sdgsdg	27/10/2022	28/10/2022		Q 3	)	
	WW281022001	DRAFT	notifiercompany	consignee				Wicklow County Council		28/10/2022			× 0	( <b>Q</b> )	
								Wicklow County Council		28/10/2022			× 0	( <b>Q</b> ))	
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• 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

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	WTF Number			WTF Status			Net	fier Name			Consignee	Name			2 (5)(0001	REJECTED	notifiercompany		· White Mederato/Medicate	Multiple Collection		Galway County Council
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															15 KK040423001	ORAFT	notifiercompany	Kilmallock WWTP				Kilkenny County Council
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	WTF Number	WTF Status	Notifier Name	Name	Generator	/ Collections			Reference	Shipped	Received by	Haulier	Actions		23 CN240523001	DRAFT		Mallow recycling Centre				Cavan County Council
					Producer			Origin			Consignee				24 CN240523002	DRAFT		Mallow recycling Centre				Cavan County Council
	GY0001	BE LECTED.	notifiercompan			Multiple	01 03	Galway		10/03/2023			9.5		25 CN240523003 25 CN240523004	DRAFT		Mallow recycling Centre				Cavan County Council
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	WW281022001	ACTIVE	notifiercompan	v consignee		Single	01.03	Wicklow		26/05/2023				6 9 3	32 CN240523010 33 CE240523002	DRAFT		y Ballyshannon WWTP y Ballyshannon WWTP				Cavan County Council Clare County Council
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								Council							52 DL250523010	DRAFT	notifiercompany					Donegal County Council
	CW150223002	DRAFT	notifiercompany	y consignee				Carlow					× 0	1 9 9	53 DLR250523001 54 DLR250523002	DRAFT		Ballyshannon WWTP				Dun Laoghaire / Rathdown County Dun Laoghaire / Rathdown County
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																						and the second second



- 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.

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### 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

oard	Waste Transfer Form			+ Purchage W
Transfer Form	WTF Number	WTF Status	Notifier Name	Consignee Name
	Search for WTF Number	Select	✓ Search for Notifier	Search for Consignee
	Waste Generator / Producer	Type of Collections	LoW Codes	Haulier
	Search for Waste Generator	Select	✓ Select	Search for Waste Generator
	Date Shipped From	Date Shipped To	Date Received From	Date Received To
		<b></b>		
	Local Authority of Waste Origin			
	Select	~		
				× Reset Q Sea
				× Reset

- 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

**			
nboard	Purchase Waste Transfer Form		
te Transfer Form	Notifier*		
	notifiercompany - Test	•	
	Address 1	Address 2	
	Test Address 1	Test Address 2	
	Address 3	Address 4	
	Test Address 3	Test Address 4	
	Eircode	County	
	W010101	Carlow	
	Consignee*	Consignee Contact Person	
	Select	• Select	
	Credit Note	Amount Due	
	80000.00	0	
	Local Authority *	Quantity of Form *	Amount Actions
	Select	~	• +
	Only complete the following four fields if you Date Shipped Waste Description	u wish this information to be carried through to all the WI Special Handling Requirements	IFs that you are currently purchasing
	· · · · · · · · · · · · · · · · · · ·	<i>20</i>	



- 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.

shboard iste Transfer Form	Purchase Waste Transfer Form				
ste Transfer Form					
	Notifier*				
	notifiercompany - Test	•			
	Address 1		Address 2		
	Test Address 1		Test Address 2		
	Address 3		Address 4		
	Test Address 3		Test Address 4		
	Eircode		County		
	W010101		Carlow		~
	Consignee *		Consignee Contact Person		
	Mallow recycling Centr	•	Select		*
	Credit Note		Amount Due		
	79238		0		
	Local Authority *	C	Quantity of Form *	Amount	Actions
	Donegal County Council	~	25	150	+ 🗉
	Cork City Council	~	12	72	+ 🗇
	Kilkenny County Council	~	40	240	+ 🗇
	Only complete the following four fields if you wish this info	ormation to be	carried through to all the	WTFs that you are curren	tly purchasing
	Date Shipped		Special Handling Requirements		
		8			
	Waste Description		Comments		
					,
					Purchinge Cancel



• 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.

Combarrie Castnach     Buden Aba Clastnach     Dublin City Council     Orange	<b>1</b> 5	Welcome External WTF i WTF purchased x (notifiercomp successfully.
Dashboard	Purchase Waste Transfer Form	
Waste Transfer Form	Notifier*	
	notifiercompany - Test	•
	Address 1	Address 2
	Test Address 1	Test Address 2
	Address 3	Address 4
	Test Address 3	Test Address 4
	Eircode	County
	W010101	Carlow
	Consignee*	Consignee Contact Person
	Barclay Chemicals Manu	• Select • •

• 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.

			Welcome External WTF Notifier TEST 1 A G (notifiercompany)
Dashboard	Purchase Waste Transfer Form - Payment		
Waste Transfer Form	Payment is completed. Left Credit Note: 79700.00		
	WTF Number	Local Authority	
	DL260523001	Donegal County Council	
	DL260523002	Donegal County Council	
	DL260523003	Donegal County Council	
	DL260523004	Donegal County Council	
	DL260523005	Donegal County Council	
	DL260523006	Donegal County Council	
	DL260523007	Donegal County Council	
	DL260523008	Donegal County Council	
	DL260523009	Donegal County Council	
	DL260523010	Donegal County Council	
	DL260523011	Donegal County Council	
	DL260523012	Donegal County Council	
	DL260523013	Donegal County Council	
	DL260523014	Donegal County Council	
	DL260523015	Donegal County Council	
	CC260523001	Cork City Council	
	CC260523002	Cork City Council	
	CC260523003	Cork City Council	
	CC260523004	Cork City Council	
	CC260523005	Cork City Council	
	CC260523006	Cork City Council	
	CC260523007	Cork City Council	
	CC260523008	Cork City Council	
	CC260523009	Cork City Council	
	CC260523010	Cork City Council	
	CC260523011	Cork City Council	
	CC260523012	Cork City Council	
	CC260523013	Cork City Council	
	CC260523014	Cork City Council	
	CC260523015	Cork City Council	
	CC260523016	Cork City Council	
	CC260523017	Cork City Council	
	6526523330	Carlo Che Caraci	



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

Dashboard	Purchase Waste Transfer Form					
Waste Transfer Form	Notifier*					
	notifiercompany - Test					
	Address 1		Address 2			
	Test Address 1		Test Address 2			
	Address 3		Address 4			
	Test Address 3		Test Address 4			
	Eircode		County			
	W010101		Carlow			~
	Consignee *		Consignee Contact Person			
	Mallow recycling Centr	•	Select			~
	Credit Note		Amount Due			
	0		220300			
	Local Authority *		Quantity of Form *	Amount	Actions	
	Cork County Council	~	50000	300000	+	
	Only complete the following four fields if you w Dite Stoped Wate Description	wish this information to be	carried through to all the WTF Special Handling Requirements Comments	s that you are currently	purchasing	
		A	9		Purchase	/// Cancel

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

Main Menu - I want to -	Contact Us Láthair Ghaeilge - Map Zone - Events	
Help Cancel		
	VISA	
All fields marked * are mandatory		
Amount €10.00		
Card Number*	0	
Expiry Date*		
Please enter the 3 digit security c Security Code*	ode printed on the back of your card	
Continue Bac	k Reset	
Note: Clicking on the links below	vill open a new browser window.	
MasterCard. SecureCode.	Verified by	
Mastercard: Learn more Vi	sa: Learn more	
Office address:	Customer service:	
Dublin City Council	T: (01)222 2222	Privacy Statement
Civic Offices Wood Quay	E: customerservices@dublincity.ie	Terms and Conditions Website Help
Dublin 8		Web Accessibility
D08 RF3F		FOI Publication Scheme Protected Disclosure Procedures
		Careers



# 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.

oard	Waste Transfer	Form											+ Purchase W
Transfer Form	WTF Number				WTF Status		No	tifier Name			Consignee Name		
	Search for WTF I	Number			Select		✓ S	earch for Notifier			Search for Consignee		
	Waste Generator /	Producer			Type of Collections		LoV	Low Codes			Haulier Search for Waste Generator		
	Search for Waste	Generator			Select		· ·						
	Date Shipped From	n			Date Shipped To			te Received From			Date Received To		
										•			
	Local Authority of	Waste Origin											
	Select			~									
													× Reset Q Sea
	Results												🛓 Export G
	WTF Number	WTF Status	Notifier Name	Consignee Name	Waste Generator / Producer	Type of Collections	LoW Codes	Local Authority of Waste Origin	Reference	Date Shipped	Date Received by Consignee	Haulier	Actions
	WTF Number GY0001	WTF Status REJECTED	Notifier Name notifiercompany	Consignee Name consignee	Waste Generator / Producer	Type of Collections Multiple Collection	LoW Codes 01 03 05*	Local Authority of Waste Origin Galway County Council	Reference	Date Shipped 10/03/2023	Date Received by Consignee	Haulier	Actions
					Waste Generator / Producer consigne2			Galway County Council	Reference sdgsdg		Date Received by Consignee - 28/10/2022		
	GY0001	REJECTED	notifiercompany	consignee		Multiple Collection	01 03 05*	Galway County Council		10/03/2023	-	•	Q 9
	GY0001 GY0002	REJECTED COMPLETED	notifiercompany	consignee consignee		Multiple Collection	01 03 05*	Galway County Council * Galway County Council		10/03/2023 27/10/2022	- 28/10/2022	•	Q 9 Q 9
	GY0001 GY0002 WW281022001	REJECTED COMPLETED DRAFT	notifiercompany notifiercompany notifiercompany	consignee consignee consignee		Multiple Collection	01 03 05*	Galway County Council    Galway County Council  Wicklow County Council		10/03/2023 27/10/2022 28/10/2022	- 28/10/2022	•	۹ ۵ ۹ ۵ ۲ ۴ ۹ ۵
	GY0001 GY0002 WW281022001 WW281022002	REJECTED COMPLETED DRAFT DRAFT	notifiercompany notifiercompany notifiercompany notifiercompany	consignee consignee consignee consignee consignee		Multiple Collection	01 03 05*	Galway County Council ** Galway County Council Wicklow County Council Wicklow County Council		10/03/2023 27/10/2022 28/10/2022 28/10/2022	- 28/10/2022		Q 9 Q 9 V 8 Q 9 V Use Q 9
	GY0001 GY0002 WW281022001 WW281022002 WW281022003	REJECTED COMPLETED DRAFT DRAFT DRAFT	notifiercompany notifiercompany notifiercompany notifiercompany	consignee consignee consignee consignee consignee		Multiple Collection	01 03 05*	Calway County Council Calway County Council Wicklow County Council Wicklow County Council Wicklow County Council		10/03/2023 27/10/2022 28/10/2022 28/10/2022 28/10/2022	- 28/10/2022 	•	
	GY0001 GY0002 WW281022001 WW281022002 WW281022003 WW281022004	REJECTED COMPLETED DRAFT DRAFT DRAFT DRAFT	notifiercompany notifiercompany notifiercompany notifiercompany notifiercompany notifiercompany	consignee consignee consignee consignee consignee consignee		Multiple Collection	01 03 05*	Salway County Council Salway County Council Wicklow County Council		10/03/2023 27/10/2022 28/10/2022 28/10/2022 28/10/2022 28/10/2022	28/10/2022	•	Q 3 Q 3 V B Q 3
	GY0001 GY0002 WW281022001 WW281022002 WW281022003 WW281022004 WW281022005	REJECTED COMPLETED DRAFT DRAFT DRAFT DRAFT DRAFT	notifiercompany notifiercompany notifiercompany notifiercompany notifiercompany notifiercompany	consignee consignee consignee consignee consignee consignee consignee		Multiple Collection	01 03 05*	Galway County Council Galway County Council Wicklow County Council Wicklow County Council Wicklow County Council Wicklow County Council Wicklow County Council		10/03/2023 27/10/2022 28/10/2022 28/10/2022 28/10/2022 28/10/2022 28/10/2022	- 28/10/2022 - -	•	
	GV0001 GV0002 WW281022001 WW281022002 WW281022003 WW281022004 WW281022005 CW150223001	REJECTED COMPLETED DRAFT DRAFT DRAFT DRAFT DRAFT	notifiercompany notifiercompany notifiercompany notifiercompany notifiercompany notifiercompany notifiercompany	consignee consignee consignee consignee consignee consignee consignee consignee consignee consignee		Multiple Collection	01 03 05*	Galway County Council Galway County Council Wicktow County Council Wicktow County Council Wicktow County Council Wicktow County Council Wicktow County Council Carlow County Council		10/03/2023 27/10/2022 28/10/2022 28/10/2022 28/10/2022 28/10/2022 28/10/2022	28/10/2022 - - -	- - - - - -	Q 3 Q 3 ✓ B Q 3 ✓
	GY0001 GY0002 WW281022001 WW281022003 WW281022003 WW281022004 WW281022005 CW15023001 CW15023002 CW15023003	REJECTED COMPLETED DRAFT DRAFT DRAFT DRAFT DRAFT DRAFT DRAFT	notifiercompany notifiercompany notifiercompany notifiercompany notifiercompany notifiercompany notifiercompany notifiercompany	consignee consignee consignee consignee consignee consignee consignee consignee consignee consignee		Multiple Collection	01 03 05*	Galway County Council Galway County Council Widdow County Council Widdow County Council Widdow County Council Widdow County Council Widdow County Council Carlow County Council Carlow County Council		10/03/2023 27/10/2022 28/10/2022 28/10/2022 28/10/2022 28/10/2022 28/10/2022 28/10/2022	28/19/2022	- - - - - - - - -	Q 3 Q 3 × B Q 3 ×
	GY0001 GY0002 WW281022001 WW281022002 WW281022003 WW281022003 GW15022004 CW15022001 CW15022001	REJECTED COMPLETED DRAFT DRAFT DRAFT DRAFT DRAFT DRAFT DRAFT	notifiercompany notifiercompany notifiercompany notifiercompany notifiercompany notifiercompany notifiercompany notifiercompany	consignee consignee consignee consignee consignee consignee consignee consignee consignee consignee		Multiple Collection	01 03 05*	Galway County Council Galway County Council Widdow County Council Widdow County Council Widdow County Council Widdow County Council Widdow County Council Carlow County Council Carlow County Council		10/03/2023 27/10/2022 28/10/2022 28/10/2022 28/10/2022 28/10/2022 28/10/2022 28/10/2022	28/19/2022	- - - - - - - - -	Q 3 Q 3 × B Q 3 ×



• 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.

Bale Atta Clen Duelo City Caured	5	Welcome External VVF Notifi (notifiercompany)	er TEST 1 🌲 🤤
*	WTF Number	Consignee	
Dashboard	WW281022001	consignee	
Waste Transfer Form	Tonnes Shipped (1,000kg = 1 tonne)*	Volume Shipped (m3)	
	Waste Generator	Type of Collection *	
	Select	• Select	
	Household / non-waste facility	Files	
		<b>1</b>	
		Drag & Drop file here or Browse	
	LoW Codes*	Physical Characteristics *	
	Select	• Select	
	HP Codes	Reference	
	Select	•	
	Haulier (Carrier) *	Vehicle Registration Number (Transporting the Waste)	
	Select	¥	
	Date Shipped *	Special Handling Requirements	
	28/10/2022	eser reger	
	Waste Description	Comments	
	rge	ergrg	
			_
			Save Cano
		6	

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

	WTF Number	Consignee	
hboard	WW281022001	consignee	
te Transfer Form	Tonnes Shipped (1,000kg = 1 tonne)*	Volume Shipped (m3)	
	5	3	
	Waste Generator	Type of Collection*	
	Select	Single Collection	
	Household / non-waste facility	Files	
		<u>t</u>	
		Drag & Drop file here or Browse	
	LoW Codes*	Physical Characteristics *	
	01 03 05* - other tailings containing hazardous substances	Solid	
	HP Codes	Reference	
	Select	•	
	Haulier (Carrier) *	Vehicle Registration Number (Transporting the Waste)	
	TestComapany	Y	
	Date Shipped *	Special Handling Requirements	
	26/05/2023	CEST TEST	
	Waste Description	Comments	
	TEST	TEST	
			Satur Cancel

• 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.

	1 / 2   - 1145 +   🖬 🚯	± e :
C C C C C C C C C C C C C C C C C C C	European Communities (Shipments of Hazardous Waste Exclusively within Ireland) Regulations 2011 Waste Transfer Form (WTF) for shipments of hazardous waste transported within the State (NOT to be used for shipment into or out of the State)	
	orris salistosta WTF Notifier Details	
	WTF Number:WW281022001	
	WTF Status: ACTIVE	
	Notifier Name: notifiercompany	
	Notifier Address:	<b>⊳</b>
	Type of Collection: Single Collection	
	Date Shipped: 26/05/2023	
	Tonnes Shipped: 5	
	Volume Shipped (m <sup>3</sup> ): 3	
	Reference:	
	WCP Details	
	WCP Holder: TestComapany	
	NWCPO Reference: ABD12344	
	Vehicle Registration Number:	
	LoW Codes: 01 03 05*	
	HP Codes:	
	Comments: TEST	
	Waste Description: TEST	
	Physical Characteristics: Solid	
	Special Handling Requirements: TEST	

- 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.



WTF Num				TF Status		140	otifier Name			Consignee Name				
Search fo	or WTF Numb	r		Select		<b>v</b> 5	Search for Notifier			Search for Consigne	e			
Waste Ger	nerator / Produ	cer	Ту	pe of Collections		Lol	W Codes			Haulier				
Search fo	or Waste Gene	rator		Select		• ·	Select		•	Search for Waste Ge	nerator			
Date Shipp	ped From			ate Shipped To			te Received From			Date Received To				
Local Auth	ority of Waste	Origin												1
·· Select		ongin	~											
											×	Reset	•	<b>Q</b> Searc
													<b>≜</b> Eq	iport Gri
Results													_	
Results WTF Nur	nber WTF S	tatus Notifier Name	Consignee Name	Waste Generator / Producer	Type of Collections	LoW Codes	Local Authority of Waste Origin	Reference	Date Shipped	Date Received by Consignee	Haulier	1		
	nber WTF S		Name			LoW Codes 01 03 05*		Reference			Haulier	Acti		
WTF Nur	REJEC		Name y consignee		Collections	01 03 05*	Origin Galway County Council	Reference	Shipped 10/03/2023	Consignee	Haulier -	Acti	ions	
WTF Nun GY0001 GY0002	REJEC	ED notifiercompany	Name y consignee y consignee	Producer	Collections Multiple Collection	01 03 05* 01 03 04*, 01 03 07*	Origin Galway County Council	Reference	Shipped 10/03/2023	Consignee - 28/10/2022		Acti Q Q	ions ව ා	QS
WTF Nun GY0001 GY0002 WW2810	REJEC	ED notifiercompany	Name       y     consignee       y     consignee       y     consignee	Producer	Collections Multiple Collection Single Collection	01 03 05* 01 03 04*, 01 03 07*	Origin Galway County Council Galway County Council	Reference	Shipped 10/03/2023 27/10/2022	Consignee - 28/10/2022	-	Activ Q Q	ions D D	
WTF Nun Gy0001 Gy0002 WW2810 WW2810	COMP	ED notifiercompan LETED notifiercompan notifiercompan notifiercompan	Name       y     consignee       y     consignee       y     consignee       y     consignee       y     consignee	Producer	Collections Multiple Collection Single Collection	01 03 05* 01 03 04*, 01 03 07*	Origin           Galway County Council         Galway County Council           Wicklow County Council         Wicklow County Council	Reference	Shipped 10/03/2023 27/10/2022 26/05/2023	Consignee	-	Acti Q Q V	ions D B B	Q 3
WTF Nun GY0001 GY0002 WW2810 WW2810 WW2810	22001 ACTIV 22002 DRAFT	ED notifiercompan LETED notifiercompan notifiercompan notifiercompan notifiercompan	Name       y     consignee       y     consignee       y     consignee       y     consignee       y     consignee       y     consignee	Producer	Collections Multiple Collection Single Collection	01 03 05* 01 03 04*, 01 03 07*	Origin           Galway County Council         Galway County Council           Wicklow County Council         Wicklow County Council           Wicklow County Council         Wicklow County Council	Reference	Shipped           10/03/2023           27/10/2022           26/05/2023           28/10/2022	Consignee	•	Acti	ions P B B	a 3 ]a 3
WTF Nun Gy0001 Gy0002 WW2810 WW2810 WW2810 WW2810	REJEC COMP 22001 ACTIV 22002 DRAF1 22003 DRAF1	ED notifiercompany LETED notifiercompany notifiercompany notifiercompany notifiercompany notifiercompany	Name y consignee y consignee y consignee y consignee y consignee y consignee	Producer	Collections Multiple Collection Single Collection	01 03 05* 01 03 04*, 01 03 07*	Origin           Galway County Council           Galway County Council           Wicklow County Council	Reference	Shipped 10/03/2023 27/10/2022 26/05/2023 28/10/2022 28/10/2022	Consignee 28/10/2022 - - -	•	Action	ions P B B B C C C C C C C C C C C C C C C C	Q S Q S Edit

• 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.

•	WTF Summary Notifier Update Consignee Update Upload Documents	
	WTF Number	WTF Status
	WW281022002	DRAFT Y
	Notifier	
	notifiercompany	
	Address 1	Address 2
	Address 3	Address 4
	County	Country
	Carlow	v Ireland v
	Consignee	Consignee Contact Person
	consignee	consignee user1 v
	Address 1	Address 2
	45 southern garden	
	Address 3	Address 4
	County	Country
	Carlow	<ul> <li>treland</li> </ul>
		Save Cancel

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.



4	WTF Summary Notifier Update Consignee Update Upload Documents					
Dashboard	WTF Number	Consignee				
Waste Transfer Form	WW281022002	consignee				
	Tonnes Shipped (1,000kg = 1 tonne)*	Volume Shipped (m3)				
	Waste Generator	Type of Collection *				
	Select	• Select •				
	Household / non-waste facility	Files				
		±.				
		Drag & Drop file here or Browse				
		Manage/View Uploaded document				
	LoW Codes*	Physical Characteristics *				
	Select	• Select				
	HP Codes	Reference				
	Select	•				
	Haulier (Carrier) *	Vehicle Registration Number (Transporting the Waste)				
	Select	¥				
	Date Shipped*	Special Handling Requirements				
	28/10/2022	💼 reger				
	Waste Description	Comments				
	rge	ergrg				
		le la				
		Postpone Save Cancel				
		Postpone Save Cancel				

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.

VIF Summary       Notifier Update       Onsignee Update       Upload Documents         Dathoard       VIF Number*       Date Received*         Wxx8 Transfe Form       VIT Number*       Date Received*         UVC docts Received*       Volume Shipped (m3)         LoWC docts Received*       Vehicle Type         Select       -         D comments on Low Code Differences       Comments         Tailer / Container Number Received       R-Codes         Select       -	0
Wske Tarefer Form         WT Funcher*         Date Received *           Wxke Tarefer Form         WX28 122202         Image: Comparison	
LoW Codes Received * Vehicle Type • • • • • • • • • • • • • • • • • • •	<b></b>
• Select ·-     •       Comments on Low Code Differences     Comments       Trailer / Container Number Received     R-Codes       Trailer / Container Number Received     R-Codes       D-Codes     - Select	
Comments on Low Code Differences Comments Commen	
Select D-Codes	
Select D-Codes	
D-Codes	11
	•
	Cancel
	Cancer



#### **Upload Documents**

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

«	WTF Summary Notifier Update Consignee Update Upload Documents		
Dashboard	Upload Waste Transfer Form	Upload Other Documents	s
Waste Transfer Form	Test Excel Uploadad.viss 🧧		Drag & Drop file here or Browse
	Upload File Name	Category	Actions
	- Test Excel Upload.xlsx	•	•
			Save Cancel



## 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.

**														
shboard	Waste Transfe	r Form											+ Pur	chase WTF
iste Transfer Form	WTF Number				WTF Status		N	Notifier Name		c	Consignee Name			
•	Search for WTF Number Waste Generator / Producer				Select		~	Search for Notifier			Search for Consignee			
				Type of Collections			LoW Codes			Haulier				
	Search for Wash	te Generator			Select		~	Select		•	Search for Waste Generator			
	Date Shipped Fro	m			Date Shipped To		C	Date Received From		C	Date Received To			
														6
	Local Authority o	f Waste Origin		~								>	Reset	Q Searc
	Select Results											>	_	Export Gri
	Select Results WTF Number	WTF Status	Notifier Name	Consignee Name	Waste Generator / Producer			Local Authority of Waste Origin	Reference		Date Received by Consignee		Actions	Export Gri
	Select Results	WTF Status REJECTED	Notifier Name notifiercompany	Consignee Name consignee		Multiple Collection	01 03 05*	Galway County Council	Reference	Date Shipped 10/03/2023		Haulier	Actions	Export Gri
	Select Results WTF Number	WTF Status REJECTED	Notifier Name	Consignee Name consignee	Waste Generator / Producer consigne2			Galway County Council	Reference				Actions	Export Gri
	Select Results WTF Number GY0001	WTF Status REJECTED COMPLETED	Notifier Name notifiercompany	Consignee Name consignee consignee		Multiple Collection	01 03 05*	Galway County Council		10/03/2023		•	Actions	Export Gri
	Select Results WTF Number GY0001 GY0002	WTF Status REJECTED COMPLETED ACTIVE	Notifier Name notifiercompany notifiercompany	Consignee Name consignee consignee consignee		Multiple Collection Single Collection	01 03 05* 01 03 04*, 01 0	Galway County Council 307* Galway County Council		10/03/2023 27/10/2022 26/05/2023	28/10/2022	•	Actions Q D Q D	Export Gri
	Select Results WTF Number GY0001 GY0002 WW281022001	WTF Status REJECTED COMPLETED ACTIVE DRAFT	Notifier Name notifiercompany notifiercompany notifiercompany	Consignee Name consignee consignee consignee consignee		Multiple Collection Single Collection	01 03 05* 01 03 04*, 01 0	Galway County Council 33 07* Galway County Council Wicklow County Council	sdgsdg	10/03/2023 27/10/2022 26/05/2023	- 28/10/2022	-	Actions Q 3 Q 3 V 2	Export Gri

- 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;
  - WTF Summary
  - o Notifier Update
  - Consignee Update
  - o Upload Documents



### 3.6 Receive a WTF

This section applies to waste facilities 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

Dashboard	Last Activities - W	aste Transfer F	orm						
Waste Transfer Form	WTF Number	WTF Status	Notifier Name	Consignee Name	Type of Collections	Local Authority	Date Shipped	Date Received	Haulier
1	CN020623001	DRAFT	Test Notifier Company Demo	Enva Ireland Limited	-	Cavan County Council	-	-	-
	CN020623002	DRAFT	Test Notifier Company Demo	Enva Ireland Limited	-	Cavan County Council	-		-
	CN020623003	DRAFT	Test Notifier Company Demo	Enva Ireland Limited	-	Cavan County Council	-	-	-
	CN020623004	DRAFT	Test Notifier Company Demo	Enva Ireland Limited	-	Cavan County Council	-	-	-
	CN020623005	DRAFT	Test Notifier Company Demo	Enva Ireland Limited	-	Cavan County Council	-	-	-
	1 2 > >>	1-2							

• The system will navigate users to the Search WTF page

*	Waste Transfer Form					
Dashboard	WTF Number	WTF Status		Notifier Name		Consignee Name
Waste Transfer Form	Search for WTF Number	Select	~	Search for Notifier		Search for Consignee
	Waste Generator / Producer	Type of Collections		LoW Codes		Haulier
	Search for Waste Generator	Select	~	Select	•	Search for Waste Generator
	Date Shipped From	Date Shipped To		Date Received From		Date Received To
	Local Authority of Waste Origin					
	Select					



• Users will click Search for relevant WTF records

	Waste Transfer Form			
Dashboard	WTF Number	WTF Status	Notifier Name	Consignee Name
Waste Transfer Form	Search for WTF Number	Select	✓ Search for Notifier	Search for Consignee
	Waste Generator / Producer	Type of Collections	LoW Codes	Haulier
	Search for Waste Generator	Select	✓ Select	Search for Waste Generator
	Date Shipped From	Date Shipped To	Date Received From	Date Received To
				<b> </b>
	Local Authority of Waste Origin			
	Select	•		
		•		<b>X</b> Reset

- 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

Bhaile Átha Cliath Dublin City Council									We		gnee Test 2 Den reland Limited		÷	9
<b>∢</b> ashboard	Waste Transfe	er Form												
asriboard	WTF Number			WTF Status			Notifi	ier Name			Consignee Nan	ne		
/aste Transfer Form	Search for WT	'F Number		Select		~	Sea	rch for Notifie	r		Search for Co	onsignee		
	Waste Generato	r / Producer		Type of Collec	tions		LoW	Codes			Haulier			
	Search for Wa	ste Generato	or	Select 🗸		Select *			•	Search for Wa	aste Gene	rator		
	Date Shipped Fr	Date Shipped From			Date Shipped To			Date Received From			Date Received '	То		
			<b></b>							<b></b>				Ē
	Local Authority	of Waste Or	igin											
	Select		~											
	Results											× Reset		Searc
	WTF Number	WTF Status	Notifier Name	Consignee Name	Waste Generator / Producer	Type of Collections	LoW Codes	Local Authority of Waste Origin	Reference	Date Shipped	Date Received by Consignee	Haulier	Actio	ins
	DL090123002	REJECTED	BH Waste Management	Enva Ireland Limited (Portlaoise)	Enva Ireland Limited	Single Collection	01 03 04*	Donegal County		17/01/2023	15/02/2023	-	۹	Э
				(Fortidoise)				Council						
	CN020623001	DRAFT	Test Notifier Company Demo	Enva Ireland Limited				Council Cavan County Council		-		-	۹	0 3
	CN020623001 CN020623002		Company	Enva Ireland				Cavan County		-	-	-		- 3 - 3
		DRAFT	Company Demo Test Notifier Company	Enva Ireland Limited Enva Ireland				Cavan County Council Cavan County		•	•	•	٩	
	CN020623002	DRAFT DRAFT	Company Demo Test Notifier Company Demo Test Notifier Company	Enva Ireland Limited Enva Ireland Limited Enva Ireland				Cavan County Council Cavan County County County		•	- -	•	٩	



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

2 Comhairle Cathrach Bhaile Átha Cliath Dublin City Council	4 oran	Welcome Consignee Test 2 Demo Demo 🌲 🛛 🖲
«	WTF Number*	Date Received*
A Dashboard	CN020623003	
, Waste Transfer Form	Tonnes Received (1,000kg = 1 tonne)*	Volume Shipped (m3)
	LoW Codes Received*	Vehicle Type
	Comments on Low Code Differences	Comments
	Trailer / Container Number Received	R-Codes
		Select •
	D-Codes	
	Select •	
		Save Reject Cancel

- 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

Comhairle Cathrach Bhaile Átha Cliath Dublin City Council	AA OFFICE 55 KANTON KA	Welcome Consignee Test 2 Demo Demo (Enva Ireland Limited)
*	WTF Number*	Date Received *
Dashboard	CN020623003	02/06/2023
Waste Transfer Form	Tonnes Received (1,000kg = 1 tonne) *	Volume Shipped (m3)
	48	7
	LoW Codes Received *	Vehicle Type
	01 03 07* - other wastes containing hazardous substances from physical and chemi	Truck
	Comments on Low Code Differences	Comments
	Test	Test
	Trailer / Container Number Received	R-Codes
	Test	R1 - Use as a fuel (other than in direct incineration) or other means to generate ene*
	D-Codes	
	D2 - Land treatment (e.g. biodegradation of liquid or sludgy discards in soils, etc.) •	
		Save Reject Cancel



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

<image/> <text><text><text><text><text><text><text><text><text><text><text><text><text></text></text></text></text></text></text></text></text></text></text></text></text></text>

≡	WasteTransferForm	2 / 2   - 100% +   E Ø	Ŧ	ē
		Waste Generator Details	_	
		Waste Generator:		
	New Year	Waste Generator Address:		
	No nan Agustian Norman San Ngapan Ngapan San San Ngapan San San Ngapan San San Ngapan San San Ngapan San San Ngapan San Ngapan Nga	Waste Generator Registration Number:		
	Here and the second sec	Household/non-waste facility:		
		ConsigneeDetails		
	2	Consignee Name: Enva Ireland Limited		
		Consignee Address: Carlow Road Carlow		
		Consignee Registration Number: WO-7790		
		Date Received: 02/06/2023		
		Tonnes Received: 48.000		
		Volume Received (m <sup>3</sup> ): 7.000		
		LoW Codes: 01 03 07*		
		Comments on LoW Codes Differences: Test		
		Comments: Test		
		Trailer/Container Number Received: Test		
		D Codes: D2		•
		R Codes: R1		
		Notifier Signature		
		Consignee Signature		
			I	



• 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.

hboard	Waste Transfer	Form											+ 8	urchase V
te Transfer Form	WTF Number				WTF Status			Notifier Name			Consignee Name			
	Search for WTF	Number			Select		*	Search for Notifier			Search for Consignee			
	Waste Generator /	Producer			Type of Collections			.oW Codes			Haulier			
	Search for Waste	Generator			Select		~	Select		•	Search for Waste Generator			
	Date Shipped From	n			Date Shipped To		_	Date Received From		_	Date Received To			
	L													
	Local Authority of	Waste Origin												
	Select			~										
	Results												× Reset	Q, Si
	WTF Number	WTF Status	Notifier Name		Waste Generator / Producer	Type of Collections	LoW Codes	Local Authority of Waste Origin	Reference		Date Received by Consignee	Haulier	Actions	Ł Export
	WTF Number GY0001	REJECTED	notifiercompany	Consignee Name consignee		Multiple Collection	01 03 05*	Galway County Council	Reference	10/03/2023	-	Haulier	Actions Q 3	Ł Export
	WTF Number	REJECTED			Waste Generator / Producer consigne2			Galway County Council 07* Galway County Council	Reference		Date Received by Consignee - 28/10/2022	Haulier -	Actions Q 9 Q 9	Ł Export
	WTF Number GY0001 GY0002 WW281022001	REJECTED COMPLETED DRAFT	notifiercompany notifiercompany notifiercompany	consignee consignee consignee		Multiple Collection	01 03 05*	Galway County Council 07* Galway County Council Wicklow County Council		10/03/2023 27/10/2022 28/10/2022	-		Actions Q 9 Q 9 V 2	Export
	WTF Number GV0001 GV0002 WW281022001 WW281022002	REJECTED COMPLETED DRAFT DRAFT	notifiercompany notifiercompany notifiercompany notifiercompany	consignee consignee consignee consignee		Multiple Collection	01 03 05*	Galway County Council 07* Galway County Council Wicklow County Council Wicklow County Council		10/03/2023 27/10/2022 28/10/2022 28/10/2022	- 28/10/2022		Actions Q 9 Q 9 V 2 V 2	Histor
	WTF Number GY0001 GY0002 WW281022001 WW281022002 WW281022002 WW281022003	REJECTED COMPLETED DRAFT DRAFT DRAFT	notifiercompany notifiercompany notifiercompany notifiercompany notifiercompany	consignee consignee consignee consignee		Multiple Collection	01 03 05*	Galway County Council 07° Galway County Council Wicklew County Council Wicklew County Council Wicklew County Council		10/03/2023 27/10/2022 28/10/2022 28/10/2022 28/10/2022	- 28/10/2022	-	Actions Q 9 Q 9 V 2 V 2	Histor
	WTF Number GY0001 GY0002 WW281022001 WW281022002 WW281022003 WW281022004	REJECTED COMPLETED DRAFT DRAFT DRAFT DRAFT	notifiercompany notifiercompany notifiercompany notifiercompany notifiercompany notifiercompany	consignee consignee consignee consignee		Multiple Collection	01 03 05*	Galway County Council 07° Galway County Council Wicklew County Council Wicklew County Council Wicklew County Council Wicklew County Council		10/03/2023 27/10/2022 28/10/2022 28/10/2022 28/10/2022 28/10/2022	28/10/2022	-	Actions Q 9 V 2 V 2 V 2 V 2 V 2 V 2 V 2 V 2 V 2 V 2	Histor
	WTF Number GY0001 GY0002 WW281022001 WW281022003 WW281022003 WW281022004 WW281022005	REJECTED COMPLETED DRAFT DRAFT DRAFT DRAFT DRAFT	notifiercompany notifiercompany notifiercompany notifiercompany notifiercompany	consignee consignee consignee consignee		Multiple Collection	01 03 05*	Galway County Council 7** Galway County Council Wicklow County Council Wicklow County Council Wicklow County Council Wicklow County Council		10/03/2023 27/10/2022 28/10/2022 28/10/2022 28/10/2022	- 28/10/2022		Actions Q 9 V 8 V 8 V 8 V 8 V 8 V 8 V 8 V 8 V 8 V 8	Histor Q Q
	WTF Number GY0001 GY0002 WW281022001 WW281022002 WW281022003 WW281022004	REJECTED COMPLETED DRAFT DRAFT DRAFT DRAFT	notifiercompany notifiercompany notifiercompany notifiercompany notifiercompany notifiercompany	consignee consignee consignee consignee consignee		Multiple Collection	01 03 05*	Galway Council Other Galway Council Wicklow County Council Wicklow County Council Wicklow County Council Wicklow County Council Wicklow County Council Carlow County Council		10/03/2023 27/10/2022 28/10/2022 28/10/2022 28/10/2022 28/10/2022	28/10/2022		Actions Q 9 Q 9 V 8 V 8 V 8 V 8 V 8 V 8 V 8 V 8	Histor Q Q
	WTF Number GY0001 GY0002 WW281022001 WW281022003 WW281022003 WW281022004 WW281022005	REJECTED COMPLETED DRAFT DRAFT DRAFT DRAFT DRAFT	notifiercompany notifiercompany notifiercompany notifiercompany notifiercompany notifiercompany	consignee consignee consignee consignee consignee consignee consignee		Multiple Collection	01 03 05*	Galway County Council 7** Galway County Council Wicklow County Council Wicklow County Council Wicklow County Council Wicklow County Council		10/03/2023 27/10/2022 28/10/2022 28/10/2022 28/10/2022 28/10/2022 28/10/2022			Actions Q 9 Y 8 Y 8 Y 8 Y 8 Y 8 Y 8 Y 8 Y 8	LExport



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

Comhairle Cathrach Bhaile Atha Cliath Dublin City Council	NAISIUNTA		WTF Hist	ory							elcome External WTF (notifiercomp		st 1 🌲 😣
<			Change	Vpe	Change D	ate	Created By	Act	• ions				_
	Waste Transfe	er Form	Sele	r.	•		Created By	×					+ Purchase WTF
Waste Transfer Form	WTF Number						· · · · ·				Consignee Name		
	Search for WT	F Number	Activated	e Transfer Form	24/05/202	14:44:50	cansin.ocfl@gi	nail.com C	L		Search for Consign	nee	
	Waste Generato	r / Producer	Purchase	Form Created	28/10/202	2 13:31:19	pulbrich@ope	nskydata.com o	L		Haulier		
	Search for Wa	ste Generator	Waste Tra	ansfer Form Summ	arv 28/10/20	2 13:31:19	pulbrich@ope	nskydata.com o		*	Search for Waste	Generator	
	Date Shipped Fr	om	Created					0	•		Date Received To		
			Use Wast Drafted	e Transfer Form	28/10/202	2 13:31:19	pulbrich@ope	nskydata.com 🖸	L	Ö			<b></b>
	Local Authority (	of Waste Origin											
	Select												
												×	Reset <b>Q</b> Search
	Results					× Close							🛓 Export Grid
	WTF Number	WTF Status	Notifier Name		Waste Generator Producer	/ Type of Collections	LoW Codes	Local Authority of Waste Origin	f Referenc	ce Date Shipped	Date Received by Consignee	Haulier	Actions
	GY0001	REJECTED	notifiercompany	consignee		Multiple Collection	01 03 05*	Galway County Council		10/03/2023			Q D
	GY0002		notifiercompany	consignos o	onsigne2	Single	01 03 04*,	Galway County	sdgsdg	27/10/2022	28/10/2022		Q 19

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

	W	/TF History								Welcome External V (notifierc
		Change Type	Ch	ange Date	Created By		Actions			
r Form		Select	~	<b></b>	Created By		×			
		Select Purchase Form C		023 14:44:50	cansin.ocfl@gma	ail.com	Q			Consignee Name
Number	-	Use Waste Trans	fer Form Drafted fer Form Activated							Search for Consign
/ Producer		Use Waste Trans	fer Form Postpone fer Form Received	d 022 13:31:19	pulbrich@opens	kydata.com	۹			Haulier
te Generator		Waste Transfer F	fer Form Received form Summary Cre fer Form Blocked	<sub>ated</sub> 022 13:31:19	pulbrich@opens	kydata.com	۹		•	Search for Waste G
im			fer Form Complet fer Form Rejected	ed 022 13:31:19	pulbrich@opens	kydata.com	Q		ä	Date Received To
f Waste Origin										
	Notifier Name		Waste Generator Producer	X Close	LoW Codes	Local Auth Origin	ority of Waste	Reference	Date Shipped	Date Received by Consignee
		Name		/ Type of	LoW Codes 01 03 05*	Origin	ority of Waste	Reference	Date	

- Change Date  $\rightarrow$  The date that the action is taken
- Created By  $\rightarrow$  The user that the action is taken by



Change Type	Change Date	Created By	Actions
Select	-	Created By	×
Use Waste Transfer Form Activated	24/05/2023 14:44:50	cansin.ocfl@gmail.com	۹
Purchase Form Created	28/10/2022 13:31:19	pulbrich@openskydata.com	Qhu
Waste Transfer Form Summar Created	ry 28/10/2022 13:31:19	pulbrich@openskydata.com	Q Show Details
Use Waste Transfer Form Drafted	28/10/2022 13:31:19	pulbrich@openskydata.com	۹
	× Close		

- Actions  $\rightarrow$  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.

				History Details				(notifiercor	npany)		-	6
				Change Type Use Waste Transfer Form Activated	Change Date 24/05/2023 14:44							
Waste 7	Fransfei	r Form		Created By						+ Pu	irchase	W
WTF Nur	nber			cansin.ocfl@gmail.com				Consignee Name				
Search	for WTF	Number		Details				Search for Consignee				
Waste Ge	enerator ,	/ Producer		BEFORE CHANGE	AFTER CHANGE			Haulier				
Search	for Wast	e Generator		BEFORE CHANGE	AFTER CHANGE	_	•	Search for Waste Ger	erator			
Date Ship	oped Fro	m		Tonnes Shipped	Tonnes Shipped			Date Received To				
				•	5	_	i ii					I
Local Au	thority of	Waste Origin		Volume Shipped	Volume Shipped							
Sele						_						
				Type Of Collection 0	Type Of Collection SingleCollection							
				Low Codes	Low Codes	_			×	Reset	Q, S	Sea
Results				System.Ling.Enumerable+SelectListIterator		D					Expor	et 6
				CC.WTMP.Modules.Configuration.Domain. eForms.WasteTransferForms.UseWasteTran	Wast CC.WTMP.Modules.Configuration.Domain.Wa	ast					capor	
WTF Nu	ımber	WTF Status	Notifier Na	ormsLowCodeEntity,System.Int32]	ormsLowCodeEntity,System.Int32]	Reference	Date Shipped	Date Received by Consignee	Haulier	Action	s	
		REJECTED	notifiercom	Physical Characteristic	Physical Characteristic		10/03/2023	consignee		Q 1		
					Solid					~		
GY0002		COMPLETED	notifiercom	Haulier Carrier	Haulier Carrier	sdgsdg	27/10/2022	28/10/2022		۹.	Ð	
W/W281		ACTIVE	notifiercom		TestComapany		26/05/2023				z q	
			notifiercom	Date Shipped	Date Shipped		28/10/2022				3 4 7 4	
	022002		notifiercom	28/10/2022	26/05/2023		28/10/2022					
				Special Handling Requirement	Special Handling Requirement		28/10/2022				3 0	
	022004		notifiercom	reger		_					3 Q	
	022005		notifiercom	Waster Description	Waster Description		28/10/2022				3 Q	
	223001		notifiercom	Comments	Comments	_					3° Q	
	223002		notifiercom	ergrq	TEST					~ 1	3° Q	Ł
CW1503	223003	DRAFT	notifiercom	Waste Transfer Form Status	Waste Transfer Form Status	_				~ 1	3° Q	Ł
1 2	3	. <b>&gt; &gt;</b>	1-206	Draft	Active							
10	1 to 10	of 2051										
	1.010	012031										



# 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

Comhairle Cathrach Bhalle Atha Cliath Dublin City Council		5	Welcome Test 1 Broker Dealer Demo (Test Broker Dealer Company)
🐣 Dashboard	**	Last Activities - Green List Waste	
🧭 Green List Waste	ĵ,	No data.	
🥖 Create GLW			
🥖 Search GLW			

- 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

Comhairle Cathrach Bhuile Atha Cliath Dublin City Council			Welcome Test 1 Broker Dealer Demo (Test Broker Dealer Company)
Dashboard	Create Green List Waste		
Green List Waste	Export / Import*		Status*
Create GLW	Export	~	Open v
Search GLW	Broker / Dealer Registration Number*		Broker / Dealer
Jearch Gew	563824623	•	Test Broker Dealer Company
	Address 1		Address 2
	atasd		asd
	Address 3		Address 4
	asd		asd
	Reporting Year*		Reporting Month*
	Select	~	Select 🗸
	No Waste Shipped		
	Shipments		
	Shiphend		
			Let Export Grid + Add New Shipment
	No Shipments		
			Submit Save Cancel



- 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

Intended Carrier* Port of Evport*	Bhaile Átha Cliath Dublin City Council	Add/Edit Shipment		aler D <b>mpan</b>
2500 Waste Generator Test   Dushboard No. of Bulk Shipment   2 2   Create CLW Waste Description     Search GLW     Basel Code*   B1010 - Metal and metal-alloy wastes in metallic*   Coll Codes*   B1010 - Metal and metal-alloy wastes in metallic*   Coll Codes*   B1010 - Metal and metal-alloy wastes in metallic*   Coll Codes*   B1010 - Metal and metal-alloy wastes in metallic*   Coll Codes*   B1010 - Wastes from mineral non-metalliferou*   Annex IIB Composite*   01 01 02 - wastes from mineral non-metalliferou*   Intended Carrier*   Port of Export*   Intended Carrier*   N/A   Vastes   Port of Export*   Interim Facility   N/A   Vastes   Destination Facility   Name of Interim Facility   Turkey   R Codes*		Actual Qty Shipped (Tonnes)*	Waste Generator*	
Screen List Waste       2         Create CLW       Waste Description         Search CLW       Basel Code*         Basel Code*       OECD Codes*         B1010 - Metal and metal-alloy wastes in metallic*       GC010 - Electrical assemblies consisting only of r*         Low Code*       Annex IIB Composite*         01 01 02 - wastes from mineral non-metalliferou*       annex1 - test         Comment       Comment         Intended Carrier*       Port of Export*         Intended Carrier Compa       pop         Transit Country       Interim Facility         N/A       Yes         Destination Facility       Name of Interim Facility         Test       Destination Country*       R Codes*		2500	Waste Generator Test	
Greate CLW   Vaste Description     Basel Code*   B1010 - Metal and metal-alloy wastes in metallic*   GC010 - Electrical assemblies consisting only of *   Low Code*   Ofton Ocde*   Ofton Ocde*   Onment     Intended Carrier*   Intended Carrier*   Port of Export*   Intended Carrier Compa   Transit Country   Interim Facility   N/A   Destination Facility   Name of Interim Facility   Test   Destination Country*   R Codes*	Dashboard	No. of Bulk Shipment		
Search GLW  Basel Code* Basel Code* Basel Code* Bit Of the Metal and metal-alloy wastes in metallic* Comment Intended Carrier* Intended Carrier* Intended Carrier* Intended Carrier* Intended Carrier* Intended Carrier* Intended Carrier Port of Export* Intended Carrier Compa Pop	Green List Waste			
Search GIW  Basel Code* Biolo - Metal and metal-alloy wastes in metallic* GC010 - Electrical assemblies consisting only of r* LoW Code* O1 01 02 - wastes from mineral non-metalliferou* Intended Carrier* Of of Export* Intended Carrier* Port of Export* Intended Carrier* Port of Export* Interim Facility N/A Yes Com Destination Facility Test Destination Country* R Codes* Turkey R Codes* R1 - Use as a fuel (other than in direct incineratir*		Waste Description		
B1010 - Metal and metal-alloy wastes in metallic*       GC010 - Electrical assemblies consisting only of r*         LoW Code*       Annex IIB Composite*         01 01 02 - wastes from mineral non-metalliferou*       annex1 - test         Comment       •         Intended Carrier*       Port of Export*         Intended Carrier Compa       •         Transit Country       Interim Facility         N/A       •         Destination Facility       Name of Interim Facility         Test       •         Destination Country*       R Codes*				
B1010 - Metal and metal-alloy wastes in metallic*       GC010 - Electrical assemblies consisting only of r*         LoW Code*       Annex IIB Composite*         01 01 02 - wastes from mineral non-metalliferou*       annex1 - test         Comment       •         Intended Carrier*       Port of Export*         Intended Carrier Compa       •         Transit Country       Interim Facility         N/A       •         Destination Facility       Name of Interim Facility         Test       •         Destination Country*       R Codes*				
LoW Code* Annex IIB Composite* O1 01 02 - wastes from mineral non-metalliferou* annex1 - test Comment Intended Carrier* Port of Export* Intended Carrier Compa Pop Transit Country Interim Facility N/A Pes Destination Facility Test Destination Country* R Codes* Turkey R Codes*		Basel Code*	OECD Codes*	
01 01 02 - wastes from mineral non-metalliferou*     annex1 - test     Comment     Intended Carrier *     Port of Export *     Intended Carrier Compa     Pop     Transit Country     Interim Facility   N/A   Pestination Facility   Destination Country*     R Codes*     Turkey		B1010 - Metal and metal-alloy wastes in metallic	▼ GC010 - Electrical assemblies consisting only of r	
Comment Comment Intended Carrier* Intended Carrier* Port of Export* Intended Carrier Compa Pop Transit Country Interim Facility N/A Yes Destination Facility Test Destination Country* R Codes* Turkey R Codes*		LoW Code*	Annex IIB Composite*	
Intended Carrier*   Intended Carrier Compa   Port of Export*   Interim Facility   N/A   Ves   Destination Facility   Destination Country*   R Codes*   Turkey		01 01 02 - wastes from mineral non-metalliferou	• annex1 - test •	
Intended Carrier* Intended Carrier Compa  Intended Carrier Compa  Transit Country Interim Facility N/A  Ves Ves Destination Facility Test Destination Country* R Codes* Turkey R Codes*		Comment		
Transit Country     Interim Facility       N/A     Yes       Destination Facility     Name of Interim Facility       Test		Intended Carrier*		╋ Ado
N/A     Yes       Destination Facility     Name of Interim Facility       Test			Port of Export*	Com
Destination Facility Test Destination Country* R Codes* Turkey R 1 - Use as a fuel (other than in direct incineratic*		Intended Carrier Compa		Com
Test Destination Country* R Codes* Turkey R1 - Use as a fuel (other than in direct incineratic*			v pop v	Com
Destination Country* R Codes*		Transit Country	pop     Interim Facility	Com
Turkey Y , R1 - Use as a fuel (other than in direct incineratic		Transit Country	<ul> <li>pop</li> <li>Interim Facility</li> <li>Yes</li> </ul>	Com
Turkey    R1 - Use as a fuel (other than in direct incineratic*		Transit Country N/A Destination Facility	<ul> <li>pop</li> <li>Interim Facility</li> <li>Yes</li> </ul>	Com
νυ 		Transit Country N/A Destination Facility Test	pop     Interim Facility     Yes     Name of Interim Facility	Com
		Transit Country          N/A         Destination Facility         Test         Destination Country*		Com
		Transit Country          N/A         Destination Facility         Test         Destination Country*		Com



- 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.

	Create Green List	Waste													
	Export / Import*						Status*								
	Export					*	Open								
	Broker / Dealer Reg	stration Numb	r*				Broker / Dealer								
	563824623					•	Test Broker Dea	aler Compan	ıy						
	Address 1						Address 2								
	atasd						asd								
	Address 3						Address 4								
	asd						asd								
	Reporting Year*						Reporting Month	•							
	2021					*	Feb								
No. 1	Actual	No. of			Annex IIB				Waste	Intended	Port of	fransit In	terim Destination	Destination	Actions
	Quantity Shipped Waste	otion Bulk Shipme	Basel Code nt	OECD Codes	Composite	R Code	LoW Codes	Comment	Generator	Carrier			cility Facility	Country	

- 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

ashboard	Create Green	en List Was	te															
reen List Waste	Export / Im	port*								Status*								
reate GLW	Export								~	Open								~
earch GLW	Broker / D	ealer Registrat	ion Number	*						Broker / De	aler							
	5638246	23							*	Test Broke	er Dealer Co	mpany						
	Address 1									Address 2								
	atasd									asd								
	Address 3									Address 4								
	asd									asd								
	Reporting	Year*								Reporting N	/onth*							
	2021								~	Feb								~
	No Was	nts	No. of		_	_						Port		🛓 Expe		• Add New Shi		•
	□ No Was		No. of Bulk Shipment			nnex IIB omposite		LoW Codes	Comment	Waste Generator	Intended Carrier	Port of Export	Transit Country		Destination	Add New Shi Destination Country		+
	No Was Shipmer Actual Quantity	nts Waste		Code C		omposite			Comment		Carrier Intended	of		Interim	Destination	Destination		• ns
	No Was Shipmer Actual Quantity Shipped	nts Waste	Bulk Shipment	Code C	Codes Co	omposite	Code	<b>Codes</b> 01 01	Comment	Generator Waste Generator	Carrier Intended Carrier Company	of Export		Interim Facility	Destination Facility	Destination Country	Action	• ns



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

Dashboard	«	Create Gree	n List Waste	,												GLW report for successfully	2021 Feb add	ed X
Green List Waste		Export / Imp	ort*								Status*					successfully		
	^	Export								~	Open							~
		Broker / Des	aler Registratio	n Number*							Broker / D	lealer						
Search GLW	_	56382462		in Number						,		ker Dealer Co	mnany					
		Address 1									Address 2							
		atasd									asd							
		Address 3									Address 4							
		asd									asd							
		Reporting Ye	ear *								Reporting	Month*						
		2021								~	Feb							~
		No Waste	Shipped															
		Shipment	s															
															_			
															4	Export Grid	+ Add Nev	/ Shipment
		4			1		1	1		1						1		Þ
		Actual Quantity Shipped	Waste Description	No. of Bulk Shipment			Annex IIB Composite	R Code	LoW Codes	Comment	Waste Generator	Intended Carrier	Port of Export	Transit Country	Interim Facility	Destination Facility	Destination Country	Actions
		2500		2	B1010	GC010	annex1	R1	01 01 02		Waste Generator Test	Intended Carrier Company Test	pop	-	Yes	Test	Turkey	

• 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.

ay	WTMP: GLW report successfully created Sods.Test <donotreply@opensky.systems> Friday, June 02, 2023 3:57:11 PM</donotreply@opensky.systems>
Osds.Test       15:57         WTMP: GLW report successfully created         Microsoft on behalf of Opensky Data S <sup>15:21</sup> Opensky Data Systems WTMP (qa) account email verificatio	WTMP: GLW report successfully created Thank you for submitting your GLW report with number - 67. You will receive an invoice based on your submitted tonnage.
Osds.Test 15:08 WTMP: Registration Approved	Thank you, Dublin City Council



# 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

Comhairle Cathrach Bhaile Asta Cliasth Dublin City Council	KATIONAL OFFICE TESS OFFICE HAISTONTA	Welcome Test 1 Broker Dealer Demo
👚 Dashboard	K Last Activities - Transfrontier Form	
Transfrontier Form Create TFS Notification		
<ul> <li>Search TFS Notificati</li> <li>Search TFS Movemer</li> </ul>		

- 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 markeds with an \* are mandatory



Comhairle Cathrach Bhaile Adha Cliath Dublin City Council	01810 N	5		Welcome Test 1 Broker Dealer Demo (Test Broker Dealer Company)
	«	Notification Summary		
😚 Dashboard				
Transfrontier Form	^		1	-2
Create TFS Notification	n	Summary Details		
Search TFS Notification	on	TFS Type*		Notification Number*
Search TFS Movemen	t	Export	~	
		Notification Status		Waste Source (site of waste generation) *
		Requisition Started	~	
		County of waste origin*		Country of waste origin
		Select	~	Ireland 👻
		Waste destination country *		Waste description*
		Select	~	

- 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.

Votification Summary   Dashboard   Transfrontier Form   Create TFS Notification   Search TFS Notification   Search TFS Movement     Broker / Dealer Details   Broker / Dealer Registration Number*   S63824623   Contact Person   Contact Person   Contact Person   Cansin Ucum   467374   Email   testbroker/dealercompany@yopmail.com   Address 1   atsad   Address 2   asd   Address 4   county   asd   County   Turkey	Comhairle Cathrach Bhaile Atha Cliath Dublin City Council	NATIONAL OFFICE	Welcome Test 1 Broker Dealer Demo (Test Broker Dealer Company)
Transfrontier Form C reater TS Notification S rach TS Notification S rac		Notification Summary	
<ul> <li>Create TFS Notification</li> <li>Search TFS Movement</li> <li>Broker / Dealer Details</li> <li>Search TFS Movement</li> <li>Broker / Dealer Registration Number*</li> <li>S63824623</li> <li>Test Broker Dealer Company</li> <li>Contact Person</li> <li>Contact Person</li> <li>Cansin Ucum</li> <li>Address 1</li> <li>testbrokerdealercompany@yopmail.com</li> <li>Address 2</li> <li>ad</li> <li>Address 4</li> <li>ad</li> <li>Said</li> <li>County</li> <li>Turkey</li> </ul>	🏠 Dashboard		
Search TFS Notification         Search TFS Movement         Broker / Dealer Registration Number*         Search TFS Movement         Broker / Dealer Registration Number*         Search TFS Movement         Scann TFS Movement         Broker / Dealer Registration Number*         Scann TFS Movement	Transfrontier Form		
Search TFS Movement       Broker / Dealer Registration Number*       Broker / Dealer Registration Number*         Search TFS Movement       S63824623       •       Test Broker Dealer Company         Contact Person       Phone       467374         Cansin Ucum       467374       Address 1         testbrokerdealercompany@yopmail.com       atasd       Address 3         Address 2       Address 3       asd         Address 4       County       Select         Country       Turkey       •	Create TFS Notification	Broker / Dealer Details	
55324623 •   Contact Person   Cansin Ucum   Address 1   testbrokerdealercompany@yopmail.com   Address 2   asd   Address 4   County   asd   Country   Turkey	Search TFS Notification	Broker / Dealer Registration Number*	Broker / Dealer*
Cansin Ucum 467374   Email Address 1   testbrokerdealercompany@yopmail.com atasd   Address 2 Address 3   asd asd   Address 4 County   asd Select   Country	Search TFS Movement	563824623	<ul> <li>Test Broker Dealer Company</li> </ul>
Email Address 1   testbrokerdealercompany@yopmail.com atasd   Address 2 Address 3   asd asd   Address 4 County   asd Select   Country		Contact Person	Phone
testbrokerdealercompany@yopmail.com atasd   Address 2 Address 3   asd asd   Address 4 County   asd Select   Country Select		Cansin Ucum	467374
Address 2 ad Address 4 County ad County Turkey		Email	Address 1
asd asd Address 4 County Select Country Turkey •		testbrokerdealercompany@yopmail.com	atasd
Address 4 County asd Select Country Turkey ~		Address 2	Address 3
asd Select Country Turkey V		asd	asd
Country Turkey 🗸		Address 4	County
Turkey		asd	Select 👻
		Turkey	~
Save & Submit C			Save & Submit Cancel
			Save of Submit



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

# 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 <u>TFScerts@dublincity.ie</u> 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

<b>«</b>																
nboard	5 Notification															
sfrontier Form				otification					lotification Status			Basel Codes				
Search for	Notification Numb	er		Select -					Select		~	Select				
ch TFS Notification Date of last	departure From			ate of last	departure	To			Country of Waste Des	ination		LoW Codes				
ch TFS Notification									Select		~	Select				
ch TFS Movement Date Applica	ation received From			ate Applica	ation rece	ived To			Vaste Generator-Pro	ucer		County of Wa	aste Origin			
			•									Select				
Destination	Facility											Select				
Destination	Facility											Select		× Reset	Q S	
		Broker / Dealer Name	Country of Waste Destination	Basel Code	LoW Codes	Last departure date	Number of Active Shipments	Number of shipments guarantee	s shipment	moved to	ige Total intended Quantity	Date Application received	Waste Generator – producer			t Gr

- 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

	Search TFS N	lotification															
Dashboard						_											
Transfrontier Form	Notification Nu	mber tification Numbe			otification				~	Notificatio			¥	Basel Codes			
Create TFS Notification			21										Ť				
Search TFS Notification	Date of last dep	parture From			ate of last	departure	e To		8		f Waste Destinatio	n		LoW Codes			
Search TFS Movement										Selec			~	Select			•
	Date Applicatio	n received From			ate Applic	ation rece	ived To		_	Waste Ge	nerator-Producer			County of Wa			
									•					Select			~
	Destination Fac	ility															
	Destination Fac	ility							_								
	Destination Fac	ility							_							_	
	Destination Fac	ility							_							× Reset	Q Search
	Destination Fac	ility							_								Q Search
		ility															
	<b>Results</b> Notification	Notification	Broker /	Country of Waste		LoW	Last departure	Number of Active	Number		Value of shipments	Total Tonnage moved to	Total intended	Date Application	Waste Generator –		
	Results Notification Number	Notification Status	Dealer Name	Waste Destination		LoW Codes		Active Shipments	Number	nts		moved to date				County of Waste Origin	Export Grid
	<b>Results</b> Notification	Notification		Waste			departure	Active	Number	nts	shipments	moved to	intended	Application	Generator –	County of Waste	Export Grid



- System will navigate the user to the <u>Movement Summary</u> 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:
  - o 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)

Cataboard   Tarsthorizer form   Sarach TS Notrineario   Sarach TS Notrineario   Sarach TS Notrineario   Sarach TS Notrineario   Movement Satus*   Sarach TS Notrineario   Sarach TS Notrineario   Movement Satus*   Sarach TS Notrineario   Sarach TS Notrineario   Sarach TS Notrineario   Movement Satus*   Sarach TS Notrineario   Malow recycling Centre   Sarach TS Notrineario   Malow recycling Centre	E Contaile Cathrach Basis des Clash Dublin City Council	5	Welcome Test 1 Broker Dealer Demo 🌲 😝
Transformier Form	*	Movement Summary Movement Details Movement Upload	
Tarditotier Form     •       Create TFS Notification     Boker / Dealer Name       Sarch TFS Notification     Test Broker Dealer Company       Sarch TFS Movement     Interded Carriers       Movement Status*     Interded Carriers       Sarch TFS Movement     Externations       Movement Status*     Interded Carriers       Mation recycling Centre     Ext Points	Dashboard		
Crade TFS Notification     Test Broker Dealer Company     test       Sarch TFS Notification     Notification Number     Movement Number*       1E 31 40050     Intended Carriers       Intended Carriers     OSDS       Wate Generators     Est Points       Mallow recycling Centre     v	Transfrontier Form		
Sarch TFS Morification     Notification Number       Search TFS Morienett     Iside Sarch TFS Morienett       Is 140050     Movement Number*       Movement Status*     Intended Carriers       Select     OSDS       Wate Generators     Ext Points       Mailow recycling Centre     V	Create TFS Notification		
Search TPS Movement     IE 31 440550     / 150       Movement Status*     Intended Carriers		Test Broker Dealer Company	test
Ite 31 440050     / 150       Movement Status*     Intended Carriers       Select     •       Waste Generators     Exit Points       Mallow recycling Centre     •	Search TFS Movement	Notification Number	Movement Number*
Select     •     OSDS       Waste Generators     Exit Points       Mallow recycling Centre     •		IE 31 440050	/ 150
Waste Generators     Exit Points       Mailow recycling Centre     •		Movement Status*	Intended Carriers
Mallow recycling Centre		Select 🗸	OSDS
		Waste Generators	Exit Points
Next Can		Mallow recycling Centre	
Next Cart			
			Next Cancel

 Once the Movement Summary details are completed the user clicks Next to navigate to the <u>Movement</u> <u>Details</u> tab

2 Contraits Catyan Balic Alta Clich Dublin City Council	6		(Test Broker Dealer Company)
<	K Movement Summary Movement Details Movement Upload		
Dashboard			
Transfrontier Form	Movement Details		
Create TFS Notification	Date Movement Document Received *	Date Postponed	
Search TFS Notification	07/06/2023		ė
Search TFS Movement	Actual Date of Shipment*	Date received Foreign Facility	
		8	e 1997
	Number Of Shipment Guaranteed	Bond Value	
	0	60000	
	Actual Movement Quantity		
	Tonnes	M3	
	Movement Value		
	Sum of Quantity Moved		
	Tonnes	M3	
	0	0	
	Total Intended Quantity		
	Tonnes	M3	
	5000	500	
	Note: Please upload relevant Annex 1b document in next step "Upload Document".		
			Next Cancel



- 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 <u>Movement Upload</u> page where the user can choose to upload a selection of documents

*	Movement Summary Movement Details Movement Upload		
Dashboard	Upload Details		
Transfrontier Form			
Create TFS Notification	Notification Number	Movement Number	
Search TFS Notification	IE 31 440050	1	
Search TFS Movement	Select document Name to be uploaded		
	Select	*	
			Save Cancel

- 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.



Contrartis Cartusch Brazil Andre Clash Dublis City Council	5	Welcome Test 1 Broker Dealer Demo 🌲 🤇
*	Movement Summary Movement Details Movement Upload	
🐔 Dashboard	Hadrond Proto The	
Transfrontier Form	Upload Details	
Create TFS Notification	Notification Number	Movement Number
Search TFS Notification	IE 31 440050	1
Search TFS Movement	Select document Name to be uploaded	
	Cancellation Cert	v
	Upload Document	
		<u>t</u>
	Drag & Dro	p file here or Browse
		Save Ca
		Salve Car

• For Pre-Notification, the uploaded document must include the Annex 1B Movement document relating to the specific TFS/movement number that is being submitted.

Construinte Castinach     Bhalle Artise Clash     Dublin City Council		Welcome Test 1 Broker Dealer Demo (Test Broker Dealer Company)
	Movement Summary Movement Details Movement Upload	
Dashboard	Habed Peterle	
Transfrontier Form	Upload Details	
Create TFS Notification	Notification Number Movement Number	
	IE 31.440050 1	
Search TFS Movement	Select document Name to be uploaded	
	Cancellation Cert 🗸	
	Manage/View Uploaded document	
	Upload Document	
	Test Movement Decu.addoor	
		Save Cancel
	4	

- 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

# 6.2 Abbreviations

Abbreviation	Explanation