

### **GLW Reporting System**

The National TFS Office (NTFSO) operates an online reporting system for the export and import of Green-listed waste out of and into Ireland in accordance with Regulation 13(d) of the Waste Management (Registration of Brokers and Dealers) Regulations 2008, and Regulation 5(1)(q) of the Waste Management (Shipments of Waste) Regulations 2007. The person or company who arranges GLW shipments, whether a broker or dealer involved in the export or import of waste, is required to provide information online to the NTFSO in a GLW report at the end of each calendar month. This is a monthly summary report on waste shipped in the previous month and must be submitted within **21** days of the end of each month.

The GLW Shipment report must be completed and submitted online at the end of each calendar month; this may be accessed via the webpage <https://wtmp.dublincity.ie/>

*Please see below for step by step instructions.*

### **Annex VII**

The person who arranges the shipment is legally required to complete the Annex VII document and move waste in accordance with procedures set down in the Waste Shipment Regulation (Regulation EC No. 1013/2006 on shipments of waste). The person who arranges the shipment is not required to submit a copy of the Annex VII except if directed to do so in certain circumstances mentioned hereunder.

### **Charges**

In order for the NTFSO to meet the associated administrative and enforcement costs arising from implementing the Regulations above, the following charges apply:

<b>TFS SERVICE CHARGES FOR GREEN-LISTED WASTE</b>	<b>EXPORTS per tonne</b>	<b>IMPORTS</b>
Annual Administration Fee (per notifier)	<b>€ 250</b>	<b>€500</b>
Tonnage Fee General	<b>€0.60</b>	<b>n/a</b>
Tonnage Fee Glass	<b>€0.30</b>	<b>n/a</b>
Bulk Shipment (1 shipment > or = 1000 tonnes)	<b>€0.30</b>	<b>n/a</b>

**Note:** A bulk shipment is defined as a single waste shipment greater than or equal to 1,000 tonnes carried out at any one time.

### **Invoice**

The person arranging the shipment will be issued with an invoice every quarter based on the details contained in the GLW Report in accordance with the schedule of charges. For payment purposes the calculation of the fee should be based on the tonnages received at the facility as recorded from actual movements carried out on in the previous quarter.

### **Payments**

Customers are requested to submit the required fee either by credit card, or by electronic fund transfer. Payment instructions will be detailed on the invoice.

### **Pre-shipment notice to Enforcement**

If directed, the person who arranges the shipment shall send a copy of the fully completed Annex VII form to the NTFSO Enforcement Unit at least **3 working days**, not including Bank Holidays, before the shipment starts. The NTFSO should be notified during the hours of 9.30am - 4.30pm Monday to Friday.

### **Brokers and Dealers Regulations**

Brokers and Dealers should be aware that under the Waste Management (Brokers and Dealers Regulations 2008) the person who arranges the shipment of GLW must have obtained a certificate of registration from the NTFSO before any shipments commence.

## Instructions for the online completion of the Green Listed Waste (GLW) Shipment Report

### General Instructions:

- a) Read the instructions below carefully before completing the GLW Shipment Report
- b) If you have any queries regarding the completion of the GLW Shipment Report please email Dublin City Council at [nationaltfs@dublincity.ie](mailto:nationaltfs@dublincity.ie) or telephone 01 222 4601.
- c) GLW Shipment reports **must be completed and submitted on-line on the WTMP system** within 21 days of the end of each **month** and can be accessed via the webpage <https://wtmp.dublincity.ie/>
- d) As the GLW Shipment Report must be completed and submitted on-line, you must first log on to the webpage <https://wtmp.dublincity.ie/> If you are looking to be added as a User linked to a Broker/ Dealer account please check with [nationaltfs@dublincity.ie](mailto:nationaltfs@dublincity.ie) to have your user account set up in the WTMP system.
- e) WTMP Users can only be linked to one Broker/Dealer account so it will not be possible to use the one email address for multiple users. The system will only enable users to view records that are linked to their specific Broker/ Dealer account
- f) To create a shipment report, simply log on to the webpage <https://wtmp.dublincity.ie/> For first time users, once your User account has been accepted, please proceed with changing the password on the WTMP homepage (by clicking 'Forgot Your Password'). This first time log in will not require Microsoft Multi Factor Authentication (MFA), but MFA will be required for every subsequent log in.
- g) Once you are logged in, you will have access to the WTMP area. On the left hand panel click on 'Create GLW Shipment Report'
- h) This will bring you to the Create Green List Waste first page.
- i) As you are entering the details on line it important that you remember to **Save** as you go as this will leave the report at Open status until it is ready to be submitted. You may enter some of your details and save the shipment report. You may leave it and log out if you wish and then return to continue your entry when you are ready. Always remember to **Save** as you go as otherwise any data you enter will be lost and will not be available the next time you log in.
- j) **Do NOT CLICK ON SAVE AND SUBMIT until you have entered all your data and are satisfied that it is correct.** Once you click on the **Save and Submit** button, you will no longer be able to add to or delete from or amend your shipment report in any way without contacting staff in Dublin City Council.
- k) For **each relevant LoW Code**, the quantity of waste shipped must be recorded in TONNES - decimal points can be entered however commas cannot be entered (i.e. 1,500)  
**Conversion factors:** 1,000 kg = 1 tonne, 1 gallon = 4.55 litres, 1,000 litres = 1 tonne (for liquids).
- l) **Information provided may be subject to verification by audit** therefore, all underlying data should be kept and all assumptions and calculations documented.

## Instructions for completing the GLW Shipment Report

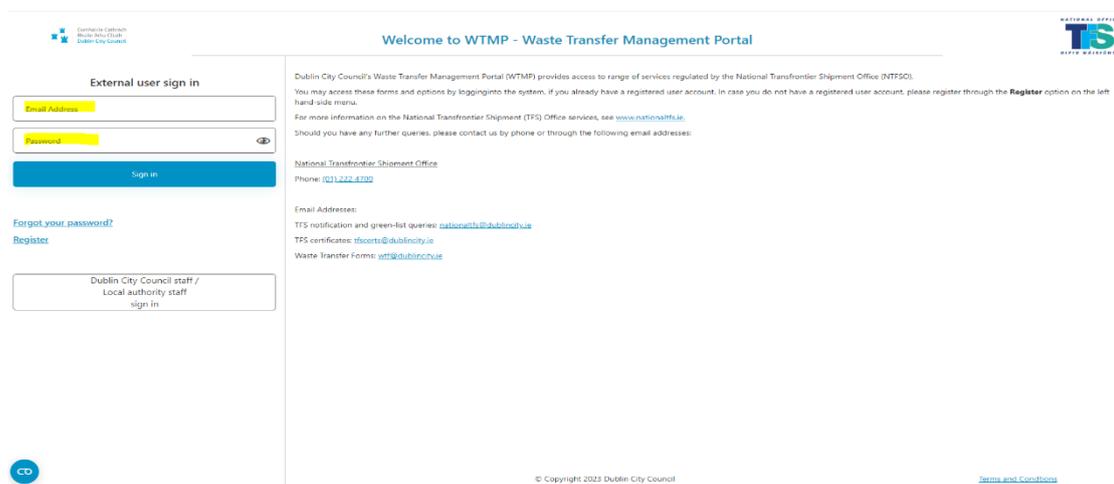
There are two stages to this process.

1. You will need to be set up on the WTMP system with an External Use account. To check if you are registered or if you are looking to register a User account, Please contact us at [nationaltfs@dublincity.ie](mailto:nationaltfs@dublincity.ie) and we can check if you are linked to the WTMP System.
2. Once you are approved as a web user, you will need to log back into the WTMP System and create, complete and submit your GLW Shipment Report

### Creating a GLW Shipment Report

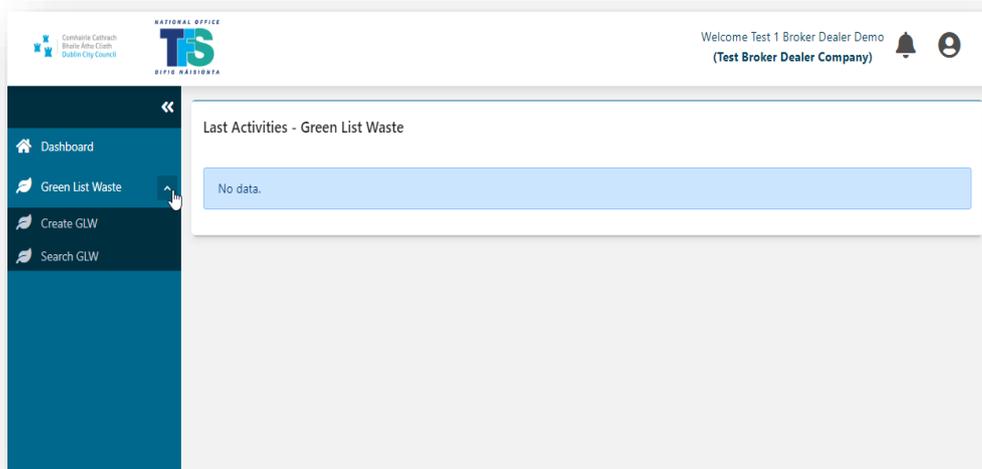
1. Log on the webpage: <https://wtmp.dublincity.ie/>

In the left hand panel, for first time users, once your User account has been accepted, please proceed with changing the password on the WTMP homepage (by clicking 'Forgot Your Password'). This first time log in will not require Microsoft Multi Factor Authentication (MFA), but MFA will be required for every subsequent log in.



The screenshot shows the 'Welcome to WTMP - Waste Transfer Management Portal' login page. On the left, there is an 'External user sign in' section with fields for 'Email Address' and 'Password', a 'Sign in' button, and a 'Forgot your password?' link. Below that is a 'Register' button and a box for 'Dublin City Council staff / Local authority staff sign in'. The main content area contains a welcome message, contact information for the National Transferor Shipment Office (phone: 011-222-4700), and email addresses for TFS notification, TFS certificates, and Waste Transfer Forms. The footer includes the Dublin City Council logo, copyright notice (© Copyright 2025 Dublin City Council), and a link to 'Terms and Conditions'.

2. Once you are logged into the system, you will be directed to the home page with options down the left hand side of the page
3. In the left hand panel, click on **Create GLW Shipment Report**.



4. This will bring you to the screen below

The screenshot shows a web application interface for creating a Green List Waste (GLW) record. The page title is "Create Green List Waste". The form contains the following fields and controls:

- Export / Import \***: A dropdown menu with "Export" selected.
- Status \***: A dropdown menu with "Open" selected.
- Broker / Dealer Registration Number \***: A text input field containing "563824623".
- Broker / Dealer**: A text input field containing "Test Broker Dealer Company".
- Address 1**: A text input field containing "atasd".
- Address 2**: A text input field containing "asd".
- Address 3**: A text input field containing "asd".
- Address 4**: A text input field containing "asd".
- Reporting Year \***: A dropdown menu with "-- Select --" selected.
- Reporting Month \***: A dropdown menu with "-- Select --" selected.
- No Waste Shipped**
- Shipments**: A section containing an "Export Grid" button and an "Add New Shipment" button. Below this is a message box that says "No Shipments".
- At the bottom right, there are three buttons: "Submit", "Save", and "Cancel".

The Broker/dealer details are linked to the Users account and 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

**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

The screenshot shows a web application interface with a sidebar on the left containing navigation options: Dashboard, Green List Waste, Create GLW, and Search GLW. The main content area displays a pop-up window titled "Add/Edit Shipment". The form includes the following fields:

- Actual Qty Shipped (Tonnes) \*: 2500
- Waste Generator \*: Waste Generator Test -...
- No. of Bulk Shipment: 2
- Waste Description: (empty text area)
- Basel Code \*: B1010 - Metal and metal-alloy wastes in metallic
- OECD Codes \*: GC010 - Electrical assemblies consisting only of r\*
- LoW Code \*: 01 01 02 - wastes from mineral non-metalliferou\*
- Annex IIB Composite \*: annex1 - test
- Comment: (empty text area)
- Intended Carrier \*: Intended Carrier Compa...
- Port of Export \*: pop
- Transit Country: N/A
- Interim Facility: Yes
- Destination Facility: Test
- Name of Interim Facility: (empty text field)
- Destination Country \*: Turkey
- R Codes \*: R1 - Use as a fuel (other than in direct incineratic\*

At the bottom right of the form, there are two buttons: "Cancel" and "Save".

- 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.


Welcome Test 1 Broker Dealer Demo  
(Test Broker Dealer Company)

**Create Green List Waste**

Export / Import\* Status\*  
 Export Open

Broker / Dealer Registration Number\* Broker / Dealer  
 563824623 Test Broker Dealer Company

Address 1 Address 2  
 atasd asd

Address 3 Address 4  
 asd asd

Reporting Year\* Reporting Month\*  
 2021 Feb

No Waste Shipped

**Shipments**

[Export Grid](#)
[+ Add New Shipment](#)

Actual Quantity Shipped	Waste Description	No. of Bulk Shipment	Basel Code	OECD Codes	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	B1010 - Metal and metal-alloy wastes in metallic, non-dispersible form: Precious metals (gold, silver, the platinum group, but not mercury), iron and steel scrap, Copper scrap, Nickel scrap, Aluminium scrap, Zinc scrap, Tin scrap, Tungsten scrap, Molybdenum scrap, Tantalum scrap, Magnesium scrap, Cobalt scrap, Bismuth scrap, Titanium scrap, Zirconium scrap, Manganese scrap, Germanium scrap, Vanadium scrap, Scrap of hafnium, indium, niobium, rhenium and gallium Thorium scrap Rare earths scrap Chromium scrap	2		GC010 - Electrical assemblies consisting only of metals or alloys	annex 1 - test	R1 - Use as a fuel (other than in direct incineration) or other means to generate energy	01 01 02 - wastes from mineral non-metalliferous excavation		Waste Generator Test - Test Address 1 - test - Test Address 3 - test - 346837663	Intended Carrier Company Test	pop		Yes	Test	Turkey	<a href="#">Edit</a> <a href="#">Delete</a>

[Submit](#)
[Save](#)
[Cancel](#)

- 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.
- 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 if the report is not Submitted, but Saved, then that the report will still remain open at this stage in case the user needs to amend the report prior to fully submitting it.

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

The screenshot displays the 'Create Green List Waste' interface. At the top, there is a header with logos for 'NATIONAL OFFICE' and 'TS', and a user greeting: 'Welcome Test 1 Broker Dealer Demo (Test Broker Dealer Company)'. A left-hand navigation menu includes 'Dashboard', 'Green List Waste', 'Create GLW', and 'Search GLW'. The main form area contains the following fields:

- Export / Import:** A dropdown menu set to 'Export'.
- Status:** A dropdown menu set to 'Open'.
- Broker / Dealer Registration Number:** A dropdown menu set to '563824623'.
- Broker / Dealer:** A dropdown menu set to 'Test Broker Dealer Company'.
- Address 1, 2, 3, 4:** Text input fields, with 'Address 1' containing 'atasd' and others containing 'asd'.
- Reporting Year:** A dropdown menu set to '2021'.
- Reporting Month:** A dropdown menu set to 'Feb'.
- No Waste Shipped

Below the form is a 'Shipments' section with an 'Export Grid' button and an '+ Add New Shipment' button. A table displays one shipment record:

Actual Quantity Shipped	Waste Description	No. of Bulk Shipment	Basel Code	OECD Codes	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	 

At the bottom right of the form, there are three buttons: 'Submit', 'Update', and 'Cancel'.

- Once it is submitted, the report will only then be available as read-only for the user.

Export / Import \*  
Export

Status \*  
Open

Broker / Dealer Registration Number \*  
563824623

Broker / Dealer  
Test Broker Dealer Company

Address 1  
ataasd

Address 2  
asd

Address 3  
asd

Address 4  
asd

Reporting Year \*  
2021

Reporting Month \*  
Feb

No Waste Shipped

Shipments

Export Grid + Add New Shipment

Actual Quantity Shipped	Waste Description	No. of Bulk Shipment	Basel Code	OECD Codes	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.

**Note:** Do **NOT** click on Save & Submit until you have finished entering all your data and want to send it to Dublin City Council. Once you click on this, you will no longer be able to edit the records in any way without contacting staff in Dublin City Council.

### Submitting your GLW Shipment Report

- Check all the data entered on your report to make sure that it is correct.
- Once you are satisfied that you have entered all the details and that they are correct, click on Save and Submit.
- The report will then be in the WTMP system. You will not be able to amend it in any way, once it has been submitted but you will be able to view any previous returns you have submitted.

**The NTFSO will issue** an invoice every quarter based on the details contained in the GLW Report in accordance with the schedule of charges. For payment purposes the calculation of the fee will be based on the tonnages received at the facility as recorded from actual movements carried out on in the previous quarter.

### Payments

Customers are requested to submit the required fee either by credit card, or by electronic fund transfer. Payment instructions will be detailed on the invoice. It is important to reference the invoice number when submitting the payment for identification purposes.