

## 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 National Transfrontier Shipments Office's (NTFSO) 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

- Users should contact the NTFSO to request access to the relevant sections of WTMP as follows:
  - WTF Notifiers and Consignees: [wtf@dublincity.ie](mailto:wtf@dublincity.ie)
  - Broker/Dealers for GLW and TFS shipments: [nationaltfs@dublincity.ie](mailto:nationaltfs@dublincity.ie)
- The user will be informed by NTFSO staff that their account is created. The user should navigate to the WTMP homepage - <https://wtmp.dublincity.ie/> and click 'Forgot your password?'



The screenshot shows the 'Welcome to WTMP - Waste Transfer Management Portal' page. On the left, there is a login section with 'External user sign in' and 'Dublin City Council staff / Local authority staff sign in'. The 'External user sign in' section has fields for 'Email Address' and a password (represented by dots), a 'Sign in' button, and a 'Forgot your password?' link. The right side of the page contains information about the portal, including contact details for the National Transfrontier Shipment Office (NTFSO) and email addresses for various services.

**External user sign in**

Email Address

.....

Sign in

[Forgot your password?](#)

Dublin City Council staff /  
Local authority staff  
sign in

**Welcome to WTMP - Waste Transfer Management Portal**

Dublin City Council's Waste Transfer Management Portal (WTMP) provides access to range of services regulated by the National Transfrontier Shipment Office (NTFSO).

You may access these forms and options by logging into the system, if you already have a registered user account. In case you do not have a registered user account, please contact Dublin City Council using the relevant email address below.

For more information on the National Transfrontier Shipment (TFS) Office services, see [www.nationaltfs.ie](http://www.nationaltfs.ie).

Should you have any further queries, please contact us by phone or through the following email addresses:

**National Transfrontier Shipment Office**

Phone: (01) 222 4700

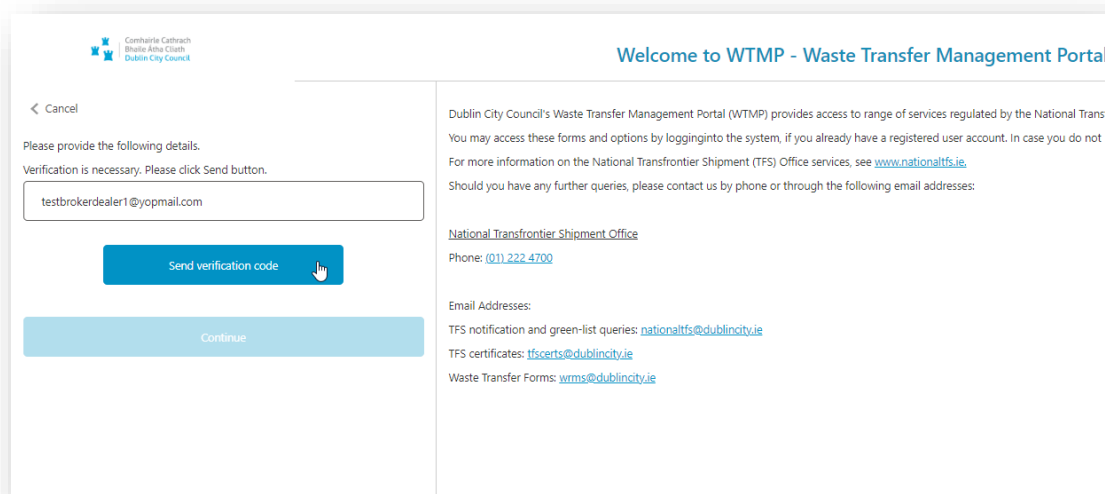
Email Addresses:

TFS notification and green-list queries: [nationaltfs@dublincity.ie](mailto:nationaltfs@dublincity.ie)

TFS certificates: [tfserts@dublincity.ie](mailto:tfserts@dublincity.ie)

Waste Transfer Forms: [wtrms@dublincity.ie](mailto:wtrms@dublincity.ie)

- User will input their email address and click 'Send verification code' button



The screenshot shows the 'Welcome to WTMP - Waste Transfer Management Portal' page with a verification overlay. The overlay has a 'Cancel' link, a message 'Please provide the following details. Verification is necessary. Please click Send button.', an input field for an email address (containing 'testbrokerdealer1@yopmail.com'), a 'Send verification code' button, and a 'Continue' button. The background page content is partially visible, showing the same information as the previous screenshot.

< Cancel

Please provide the following details.  
Verification is necessary. Please click Send button.

testbrokerdealer1@yopmail.com

Send verification code

Continue

**Welcome to WTMP - Waste Transfer Management Portal**

Dublin City Council's Waste Transfer Management Portal (WTMP) provides access to range of services regulated by the National Transfrontier Shipment Office (NTFSO).

You may access these forms and options by logging into the system, if you already have a registered user account. In case you do not have a registered user account, please contact Dublin City Council using the relevant email address below.

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**National Transfrontier Shipment Office**

Phone: (01) 222 4700

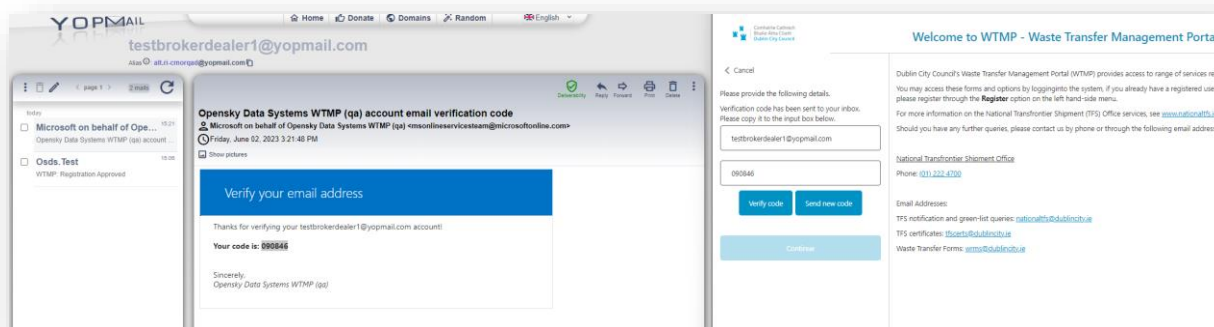
Email Addresses:

TFS notification and green-list queries: [nationaltfs@dublincity.ie](mailto:nationaltfs@dublincity.ie)

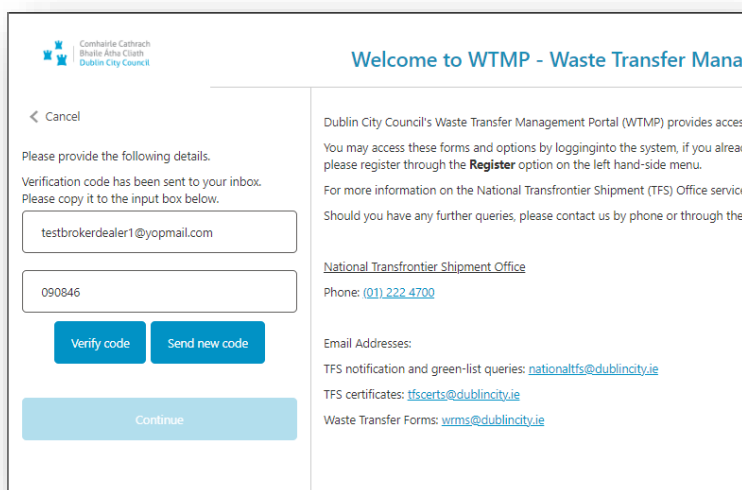
TFS certificates: [tfserts@dublincity.ie](mailto:tfserts@dublincity.ie)

Waste Transfer Forms: [wtrms@dublincity.ie](mailto:wtrms@dublincity.ie)

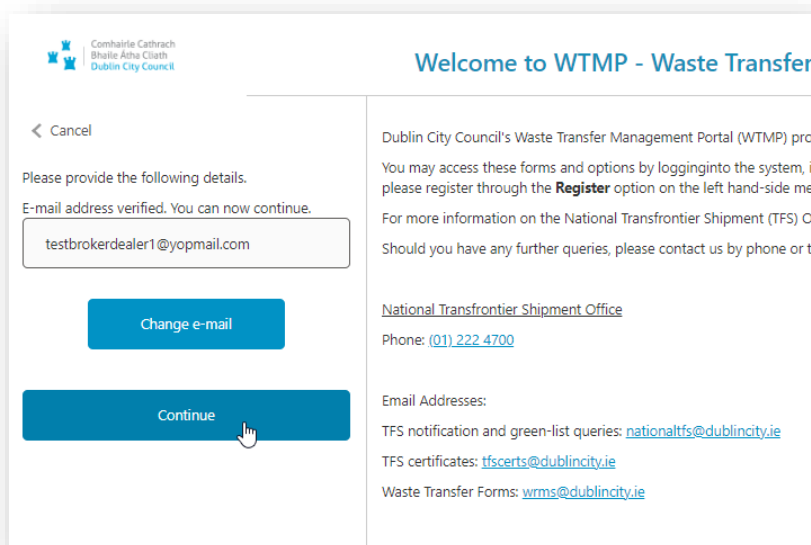
- System will send a verification code and navigates user to next page as below



- Users will input the verification code and click Verify Code button



- System will navigate users to the next page
- User will click the 'Continue' button. The system will navigate users to the next page



**Welcome to WTMP - Waste Transfer**

Dublin City Council's Waste Transfer Management Portal (WTMP) provides access to a range of services regulated by the National Transfrontier Shipment Office (NTSO). You may access these forms and options by logging into the system, if you already have a registered user account. In case you do not have a registered user account, please register through the **Register** option on the left hand-side menu.

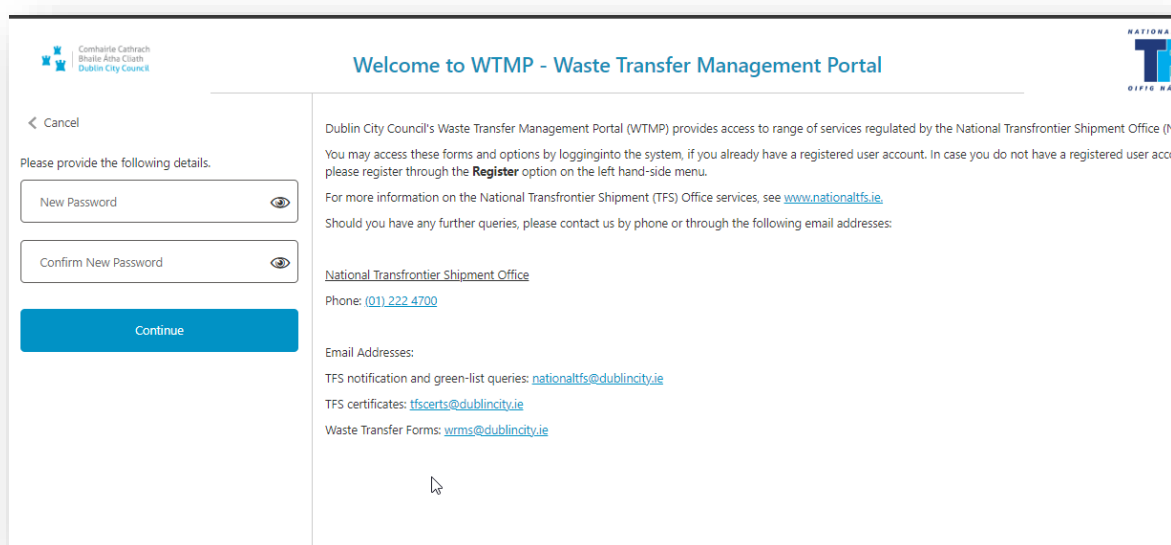
For more information on the National Transfrontier Shipment (TFS) Office services, see [www.nationaltfs.ie](http://www.nationaltfs.ie).

Should you have any further queries, please contact us by phone or through the following email addresses:

**National Transfrontier Shipment Office**  
Phone: [\(01\) 222 4700](tel:012224700)

**Email Addresses:**  
TFS notification and green-list queries: [nationaltfs@dublincity.ie](mailto:nationaltfs@dublincity.ie)  
TFS certificates: [tfsccerts@dublincity.ie](mailto:tfsccerts@dublincity.ie)  
Waste Transfer Forms: [wtrms@dublincity.ie](mailto:wtrms@dublincity.ie)

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



**Welcome to WTMP - Waste Transfer Management Portal**

Dublin City Council's Waste Transfer Management Portal (WTMP) provides access to a range of services regulated by the National Transfrontier Shipment Office (NTSO). You may access these forms and options by logging into the system, if you already have a registered user account. In case you do not have a registered user account, please register through the **Register** option on the left hand-side menu.

For more information on the National Transfrontier Shipment (TFS) Office services, see [www.nationaltfs.ie](http://www.nationaltfs.ie).

Should you have any further queries, please contact us by phone or through the following email addresses:

**National Transfrontier Shipment Office**  
Phone: [\(01\) 222 4700](tel:012224700)

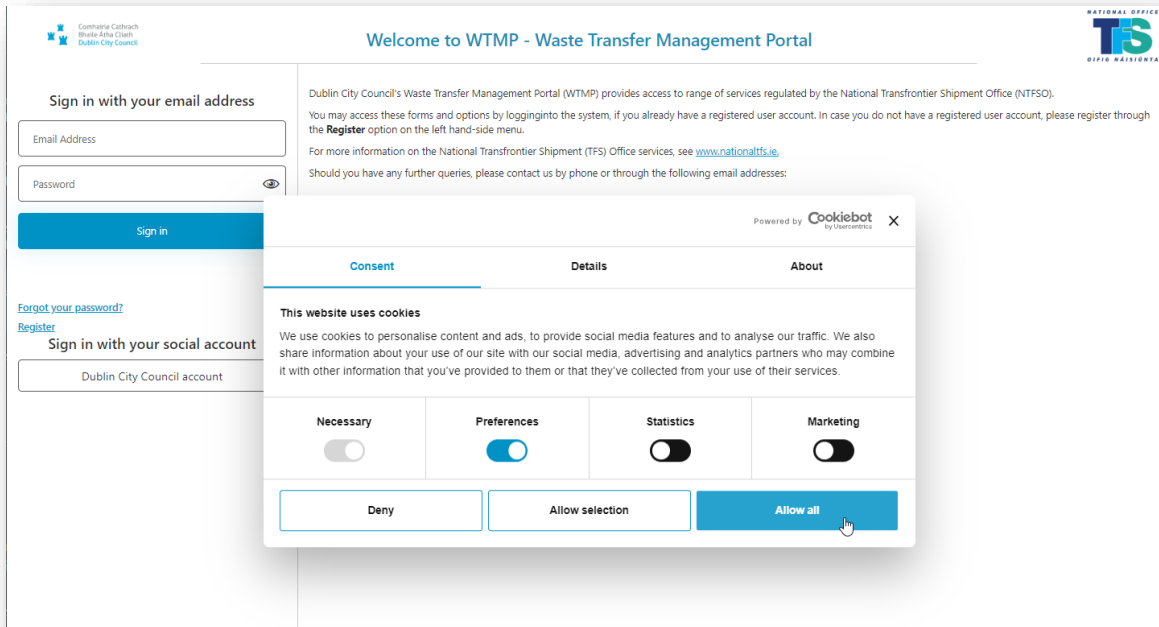
**Email Addresses:**  
TFS notification and green-list queries: [nationaltfs@dublincity.ie](mailto:nationaltfs@dublincity.ie)  
TFS certificates: [tfsccerts@dublincity.ie](mailto:tfsccerts@dublincity.ie)  
Waste Transfer Forms: [wtrms@dublincity.ie](mailto:wtrms@dublincity.ie)

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



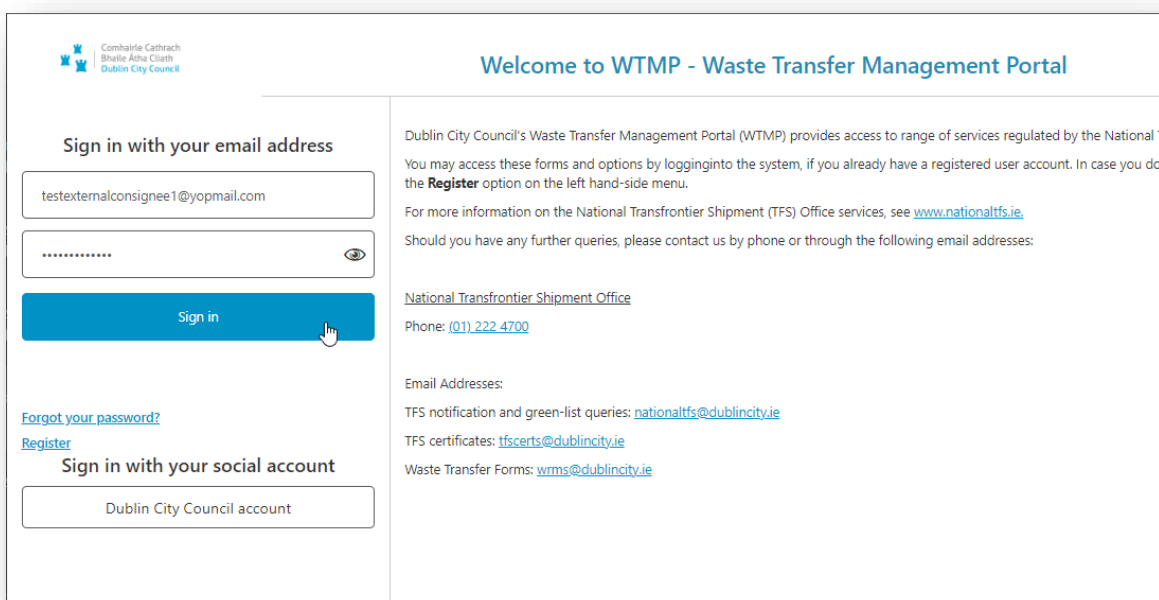
## 2.2 Navigating the User Interface

- User will navigate to the WTMP homepage - <https://wtmp.dublincity.ie/>
- 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.



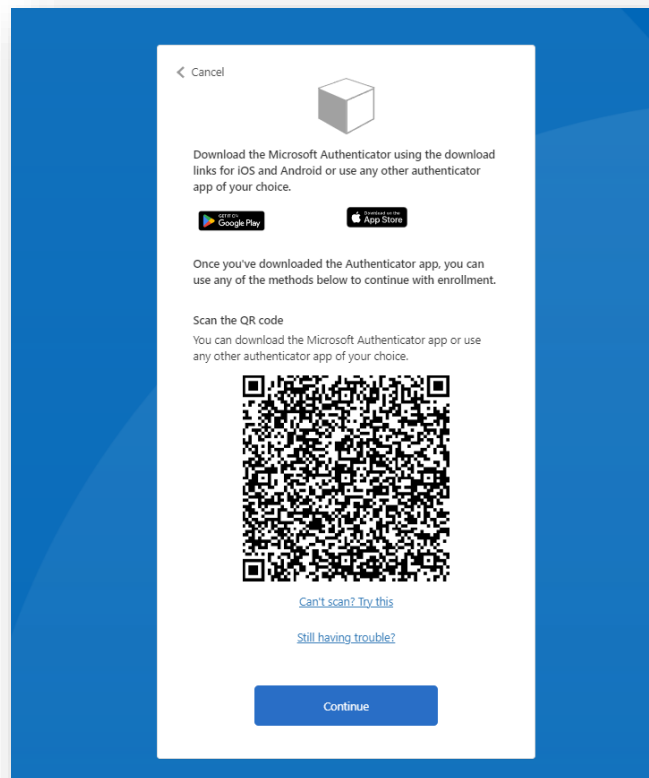
The screenshot shows the WTMP homepage with a Cookiebot consent pop-up. The pop-up has three tabs: Consent, Details, and About. The Consent tab is active, showing a message: "This website uses cookies. We use cookies to personalise content and ads, to provide social media features and to analyse our traffic. We also share information about your use of our site with our social media, advertising and analytics partners who may combine it with other information that you've provided to them or that they've collected from your use of their services." Below this message are four toggle switches: Necessary (off), Preferences (on), Statistics (off), and Marketing (off). At the bottom of the pop-up are three buttons: Deny, Allow selection, and Allow all. A mouse cursor is hovering over the Allow all button.

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

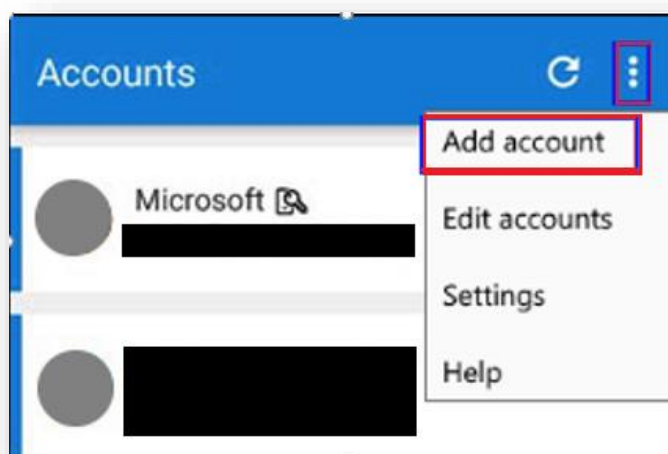


The screenshot shows the WTMP homepage with user input. The email field contains "testexternalconsignee1@yopmail.com" and the password field contains "\*\*\*\*\*". The Sign in button is highlighted with a mouse cursor. The page also displays contact information for the National Transfrontier Shipment Office, including a phone number and email addresses.

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

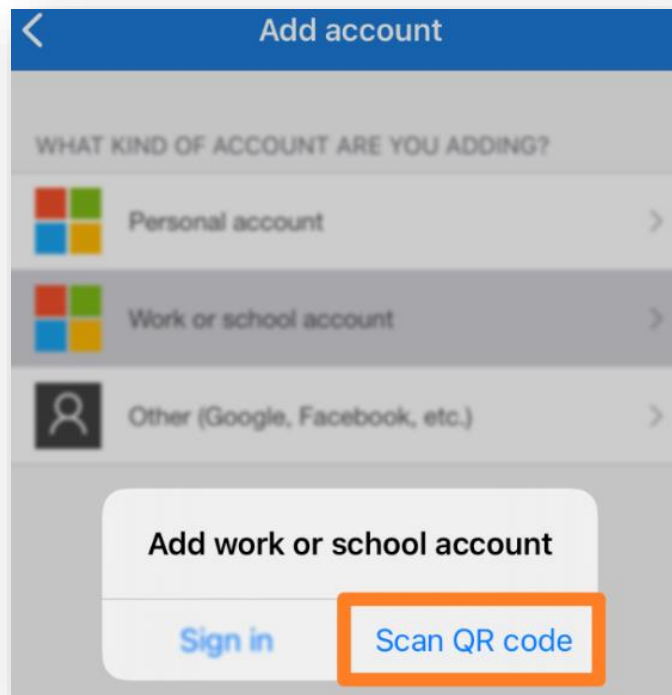


- To do that; the user must first download the Microsoft Authenticator application from Google Play Store or Apple App Store
- Once downloaded, click Add Account

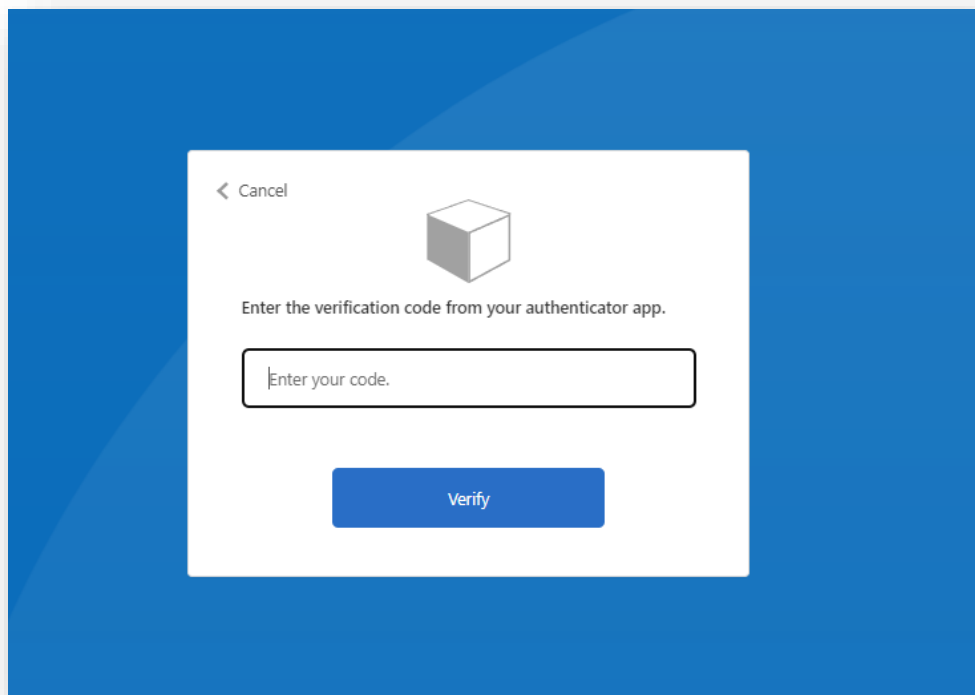






- Choose Work or School Account, and choose scan QR code



- Scan the QR code that is displayed on the WTMP screen, click continue
- System will ask for the code that will appear in the Microsoft authenticator app. Type in the code and click Verify



- You will be asked for a code from the Microsoft Authenticator app each time you login to WTMP
- If you change your mobile phone you will need to request the NTFSO to reset your authenticator
- 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

Welcome External WTF Notifier TEST 1  
(notifiercompany)

WTF Number	WTF Status	Notifier Name	Consignee Name	Type of Collections	Local Authority	Date Shipped	Date Received	Haulier
<a href="#">GY0002</a>	COMPLETED	notifiercompany	consignee	Single Collection	Galway County Council	27/10/2022	28/10/2022	-
<a href="#">CW040423001</a>	DRAFT	notifiercompany	Kilmallock WWTP	-	Carlow County Council	-	-	-
<a href="#">KX040423001</a>	DRAFT	notifiercompany	Kilmallock WWTP	-	Kilkenny County Council	-	-	-
<a href="#">KX040423002</a>	DRAFT	notifiercompany	Kilmallock WWTP	-	Kilkenny County Council	-	-	-
<a href="#">KX040423003</a>	DRAFT	notifiercompany	Kilmallock WWTP	-	Kilkenny County Council	-	-	-

1
2
1-2

## 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

Waste Transfer Form

WTF Number: Search for WTF Number | WTF Status: DRAFT | Notifier Name: -- Select -- | Consignee Name: -- Select --

Waste Generator / Producer: -- Select -- | Type of Collections: -- Select -- | LoW Codes: -- Select -- | Haulier: Search for Haulier/Carrier

Date Shipped From: | Date Shipped To: | Date Received From: | Date Received To: |

Local Authority of Waste Origin: -- Select --

Results

WTF Number	WTF Status	Notifier Name	Consignee Name	Consignee Registration Number	Waste Generator / Producer	Waste Generator Registration Number	LoW Codes	Local Authority of Waste Origin	Date Shipped	Date Received by Consignee	Haulier	Actions
FCC100924001	DRAFT	Company/Testing	EPA WFP TEST ACCOUNT	WFP-EPA-888888-01				Fingal County Council	-	-	-	[Check] [Edit] [Delete] [Print] [Download]
FCC100924002	DRAFT	Company/Testing	EPA WFP TEST ACCOUNT	WFP-EPA-888888-01				Fingal County Council	-	-	-	[Check] [Edit] [Delete] [Print] [Download]
LD100924001	DRAFT	Company/Testing	EPA WFP TEST ACCOUNT	WFP-EPA-888888-01				Longford County Council	-	-	-	[Check] [Edit] [Delete] [Print] [Download]
LD100924002	DRAFT	Company/Testing	EPA WFP TEST ACCOUNT	WFP-EPA-888888-01				Longford County Council	-	-	-	[Check] [Edit] [Delete] [Print] [Download]

- 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

Waste Transfer Form

WTF Number: Search for WTF Number | WTF Status: -- Select -- | Notifier Name: Search for Notifier | Consignee Name: Search for Consignee

Waste Generator / Producer: Search for Waste Generator | Type of Collections: -- Select -- | LoW Codes: -- Select -- | Haulier: Search for Haulier/Carrier

Date Shipped From: | Date Shipped To: | Date Received From: | Date Received To: |

Local Authority of Waste Origin: -- Select --

Results

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
G10001	REJECTED	notifiercompany	consignee	consignee2	Multiple Collection	01 03 05	Galway County Council	sdgrd	27/10/2022	28/10/2022	-	[Check] [Edit] [Delete] [Print] [Download]
G10002	COMPLETED	notifiercompany	consignee	consignee2	Single Collection	01 03 05	Galway County Council				-	[Check] [Edit] [Delete] [Print] [Download]
WW281022001	ACTIVE	notifiercompany	consignee		Single Collection	01 03 05	Wicklow County Council		26/05/2023	-	-	[Check] [Edit] [Delete] [Print] [Download]
WW281022002	DRAFT	notifiercompany	consignee				Wicklow County Council		28/10/2022	-	-	[Check] [Edit] [Delete] [Print] [Download]
WW281022003	DRAFT	notifiercompany	consignee				Wicklow County Council		28/10/2022	-	-	[Check] [Edit] [Delete] [Print] [Download]
WW281022004	DRAFT	notifiercompany	consignee				Wicklow County Council		28/10/2022	-	-	[Check] [Edit] [Delete] [Print] [Download]
WW281022005	DRAFT	notifiercompany	consignee				Wicklow County Council		28/10/2022	-	-	[Check] [Edit] [Delete] [Print] [Download]
CW150223001	DRAFT	notifiercompany	consignee				Carlow County Council		-	-	-	[Check] [Edit] [Delete] [Print] [Download]
CW150223002	DRAFT	notifiercompany	consignee				Carlow County Council		-	-	-	[Check] [Edit] [Delete] [Print] [Download]

- In the search results, there are six different Action buttons (highlighted in red below);
- Use WTF – redirects the user to Notifier Update tab for the selected WTF in a new tab.

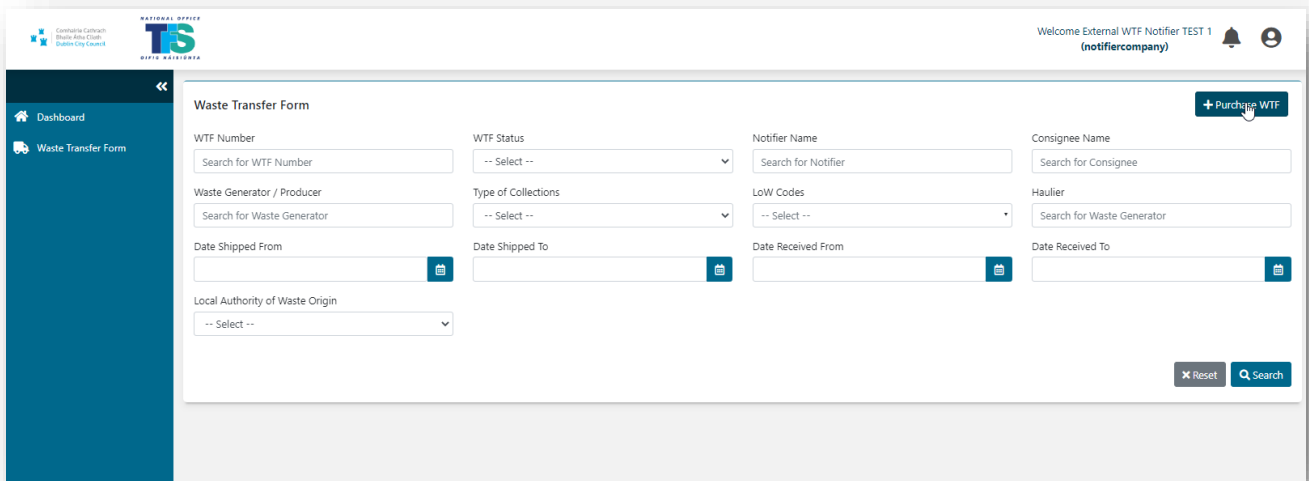
- Edit WTF – redirects the user to edit any section of the WTF based on their access permissions in a new tab.
- View WTF – allows the user to view the WTF in a non-editable mode in a new tab.
- Receive WTF – redirects the user to the Consignee Update tab for the selected WTF in a new tab.
- History WTF – on click of this link a popup window will open displaying the history of the selected WTF.
- Export to PDF – on click a PDF of the WTF is created which can be downloaded or printed.

TF Number	WTF Status	Notifier Name	Consignee Name	Consignee Registration Number	Waste Generator / Producer	Waste Generator Registration Number	LoW Codes	Local Authority of Waste Origin	Date Shipped	Date Received by Consignee	Haulier	Actions
C100924001	DRAFT	CompanyTesting	EPA WFP TEST ACCOUNT	WFP-EPA-888888-01				Fingal County Council	-	-	-	[Icons]
C100924002	DRAFT	CompanyTesting	EPA WFP TEST ACCOUNT	WFP-EPA-888888-01				Fingal County Council	-	-	-	[Icons]
I100924001	DRAFT	CompanyTesting	EPA WFP TEST ACCOUNT	WFP-EPA-888888-01				Longford County Council	-	-	-	[Icons]
I100924002	DRAFT	CompanyTesting	EPA WFP TEST ACCOUNT	WFP-EPA-888888-01				Longford County Council	-	-	-	[Icons]

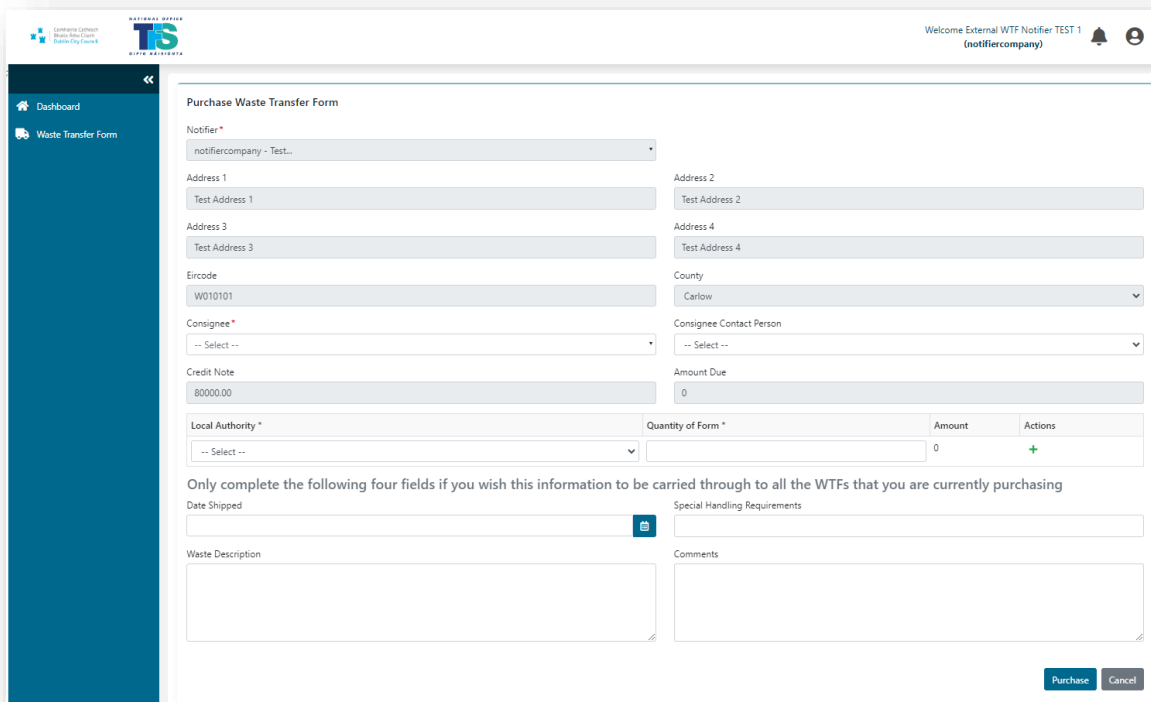
### 3.2 Purchase WTF

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

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



- Upon clicking, the system will direct user to the Purchase Waste Transfer Form page
- Read-only fields (greyed out) are shown in the screenshot below as they are already stored in WTMP
- The remainder of the fields will be completed by the Notifier user



- The consignee is the facility that will receive the hazardous waste. The details of the consignee have to be completed by the Notifier at the time of WTF purchase.
- Users will be able to purchase more than one form. To do that, the user will use the table below by selecting Local Authority and Quantity of Form
- To add new forms for a different local authority, the user clicks the + button
- This page display a number of values as follows:

- **Credit Note** = fetched from Notifier company automatically. Notifiers are able to transfer money to DCC by EFT to apply credit to their WTF account.
- **Amount** = Quantity of Form x €6 (each form costs €6 and according to the Quantity, system will automatically calculate the Amount)
- **Amount Due** = Credit Note – Total Amount for the Quantity of Forms being purchased
- The system will check whether the Notifier company has a Credit Note in the system;
- If the company Credit Note  $\geq$  Total Amount of Quantity of Forms  $\rightarrow$  Amount due will be 0 and the system will not request a payment through the payment portal.

**Purchase Waste Transfer Form**

Notifier: notifiercompany - Test...

Address 1: Test Address 1  
Address 2: Test Address 2  
Address 3: Test Address 3  
Address 4: Test Address 4  
Eircode: W010101  
County: Carlow  
Consignee: Mallow recycling Centr...  
Consignee Contact Person: -- Select --

Credit Note: 79238

Amount Due: 0

Local Authority *	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 information to be carried through to all the WTFs that you are currently purchasing

Date Shipped:   
Special Handling Requirements:   
Waste Description:   
Comments:

**Purchase** 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'.

**Purchase Waste Transfer Form**

Notifier: notifiercompany - Test...

Address 1: Test Address 1  
Address 2: Test Address 2  
Address 3: Test Address 3  
Address 4: Test Address 4  
Eircode: W010101  
County: Carlow  
Consignee: Barclay Chemicals Manu...  
Consignee Contact Person: -- Select --

WTF purchased successfully.

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

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

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

**Purchase Waste Transfer Form**

Notifier \*  
notifiercompany - Test...

Address 1  
Test Address 1

Address 2  
Test Address 2

Address 3  
Test Address 3

Address 4  
Test Address 4

Eircode  
W010101

County  
Carlow

Consignee \*  
Malow recycling Centr...

Consignee Contact Person  
-- Select --

Credit Note  
0

Amount Due  
220300

Local Authority *	Quantity of Form *	Amount	Actions
Cork County Council	50000	300000	+

Only complete the following four fields if you wish this information to be carried through to all the WTFs that you are currently purchasing

Date Shipped  
[Icon]

Special Handling Requirements

Waste Description

Comments

Purchase Cancel



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

### 3.3 Use a WTF

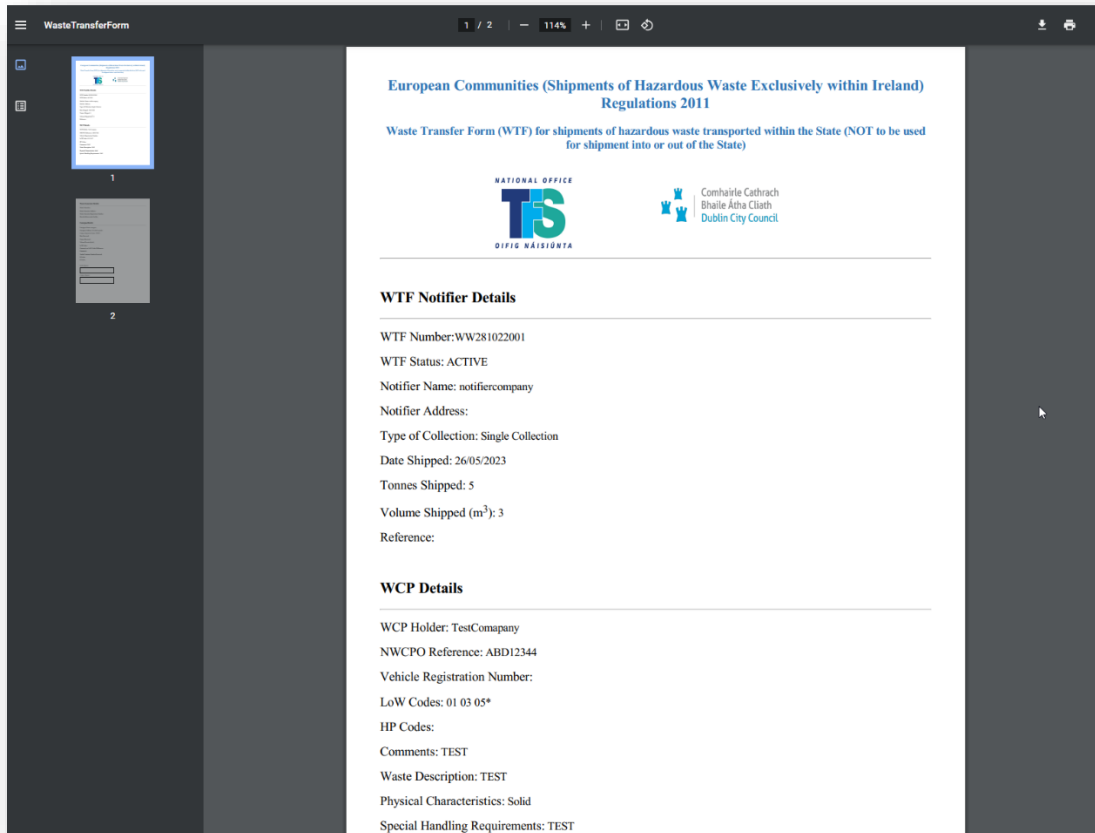
- As a notifier user, to use a WTF the user first will reach the search screen and search for the specific WTF record as per the screen below. It is possible to conduct a search by a combination of various search fields.
- All unused WTFs will be in Draft status.
- After that, the user will click the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

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	-	-	<a href="#">Q</a> <a href="#">D</a>
GY0002	COMPLETED	notifiercompany	consignee	consignee2	Single Collection	01 03 04*, 01 03 07*	Galway County Council	sdgisdg	27/10/2022	28/10/2022	-	<a href="#">Q</a> <a href="#">D</a>
WW281022001	DRAFT	notifiercompany	consignee				Wicklow County Council		28/10/2022	-	-	<a href="#">Q</a> <a href="#">D</a> <a href="#">Use</a>
WW281022002	DRAFT	notifiercompany	consignee				Wicklow County Council		28/10/2022	-	-	<a href="#">Q</a> <a href="#">D</a> <a href="#">Use</a>
WW281022003	DRAFT	notifiercompany	consignee				Wicklow County Council		28/10/2022	-	-	<a href="#">Q</a> <a href="#">D</a> <a href="#">Use</a>
WW281022004	DRAFT	notifiercompany	consignee				Wicklow County Council		28/10/2022	-	-	<a href="#">Q</a> <a href="#">D</a> <a href="#">Use</a>
WW281022005	DRAFT	notifiercompany	consignee				Wicklow County Council		28/10/2022	-	-	<a href="#">Q</a> <a href="#">D</a> <a href="#">Use</a>
CW150223001	DRAFT	notifiercompany	consignee				Carlow County Council		-	-	-	<a href="#">Q</a> <a href="#">D</a> <a href="#">Use</a>
CW150223002	DRAFT	notifiercompany	consignee				Carlow County Council		-	-	-	<a href="#">Q</a> <a href="#">D</a> <a href="#">Use</a>
CW150223003	DRAFT	notifiercompany	consignee				Carlow County Council		-	-	-	<a href="#">Q</a> <a href="#">D</a> <a href="#">Use</a>

- 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.
- The following fields on this screen are mandatory: Tonnes shipped (must be >0), Type of Collection, Waste Generator/Household non-waste facility (one of these must be selected), LoW codes, Physical Characteristics, Haulier, Date Shipped.

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


- Upon clicking Save, the WTF record will be saved to the system in Active status.
- The system will generate a PDF with all the supplied details. The notifier should sign the WTF and send a copy to the carrier.



The screenshot displays the 'WasteTransferForm' interface. On the left, there is a sidebar with two thumbnails labeled '1' and '2'. The main content area shows the form details for a hazardous waste shipment.

**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)

**NATIONAL OFFICE**  
  
**ÓIFÍO NAISÍONTA**

**Comhairle Cathrach**  
 Bhaile Átha Cliath  
 Dublin City Council

---

**WTF Notifier Details**

WTF Number: WW281022001  
 WTF Status: ACTIVE  
 Notifier Name: notifiercompany  
 Notifier Address:  
 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: TestCompany  
 NWCP Reference: ABD12344  
 Vehicle Registration Number:  
 LoW Codes: 01 03 05\*  
 HP Codes:  
 Comments: TEST  
 Waste Description: TEST  
 Physical Characteristics: Solid  
 Special Handling Requirements: TEST

### 3.4 Postpone a WTF

- Once a WTF has been changed to Active status, the notifier has the option 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'.

Waste Generator -- Select --	Type of Collection* Multiple Collection
Household / non-waste facility 	Files  Drag & Drop file here or <a href="#">Browse</a>
LoW Codes* 13 02 08* - other engine, gear and lubricating oils	<a href="#">Manage/View Uploaded document</a> Physical Characteristics Liquid
HP Codes -- Select --	Reference 
Haulier (Carrier) -- Select --	Vehicle Registration Number (Transporting the Waste) -- Select --
Date Shipped 09/02/2024	Special Handling Requirements PPE
Waste Description Waste Oil	Comments See Annex

Postpone Save Cancel

- To activate the WTF within 15 days, search for the relevant WTF and click the Edit button and navigate to the Notifier Update tab.
- Insert the new Date Shipped and update other fields where necessary. Click 'Activate and Save' to update the WTF and change the status to Active. A PDF will be generated in Active status.
- Click 'Save' if you just wish to update certain fields without changing the status from Postponed to Active. A PDF will be generated in Postponed status.

LoW Codes* 13 02 08* - other engine, gear and lubricating oils	<a href="#">Manage/View Uploaded document</a> Physical Characteristics Liquid
HP Codes -- Select --	Reference 
Haulier (Carrier) -- Select --	Vehicle Registration Number (Transporting the Waste) -- Select --
Date Shipped 09/02/2024	Special Handling Requirements PPE
Waste Description Waste Oil	Comments See Annex

Activate & Save Save Cancel

### 3.5 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 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
OY0001	REJECTED	notifiercompany	consignee		Multiple Collection	01 03 05*	Galway County Council		10/03/2023	-	-	
OY0002	COMPLETED	notifiercompany	consignee	consignee2	Single Collection	01 03 04*, 01 03 07*	Galway County Council	sdgddg	27/10/2022	28/10/2022	-	
WW281022001	ACTIVE	notifiercompany	consignee		Single Collection	01 03 05*	Wicklow County Council		26/05/2023	-	-	
WW281022002	DRAFT	notifiercompany	consignee				Wicklow County Council		28/10/2022	-	-	
WW281022003	DRAFT	notifiercompany	consignee				Wicklow County Council		28/10/2022	-	-	
WW281022004	DRAFT	notifiercompany	consignee				Wicklow County Council		28/10/2022	-	-	
WW281022005	DRAFT	notifiercompany	consignee				Wicklow County Council		28/10/2022	-	-	
CW150223001	DRAFT	notifiercompany	consignee				Carlow County Council		-	-	-	

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

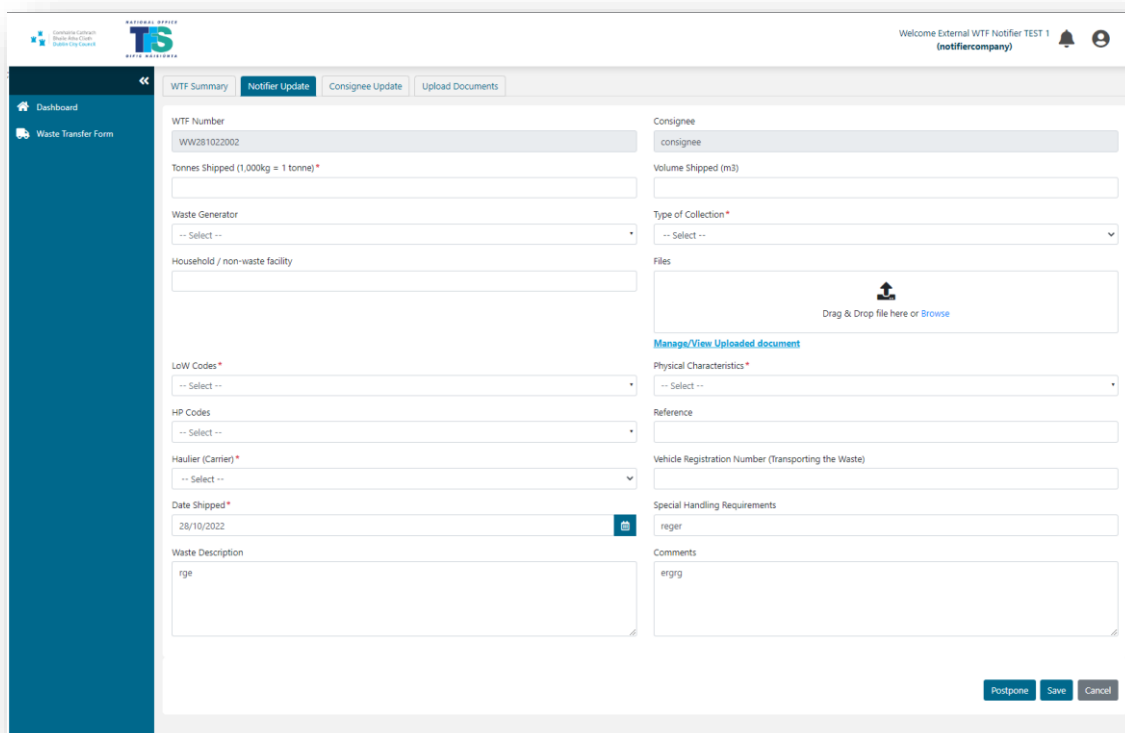
#### WTF Summary Tab

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

#### Notifier Update

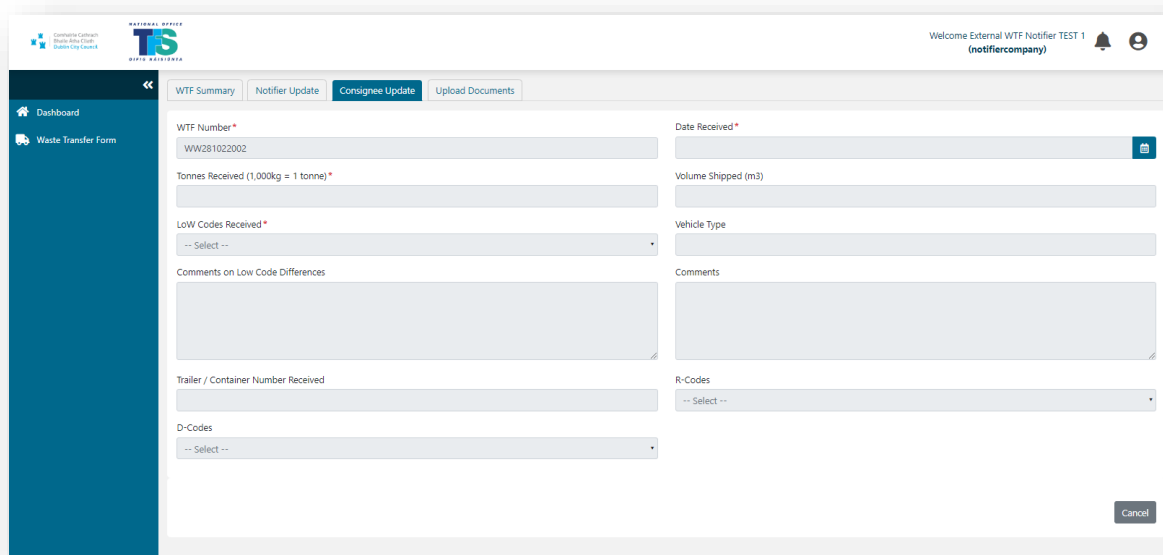
- The Notifier Update tab is only editable by front office users when the WTF is in Draft status. To make amendments to an Active WTF, front office users should click the 'Use' button. They will however only

be able to make amendments to the WTF provided the date of shipment is greater than or equal to the current date.



## Consignee Update

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



## Upload Documents

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

## 3.6 View a WTF

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

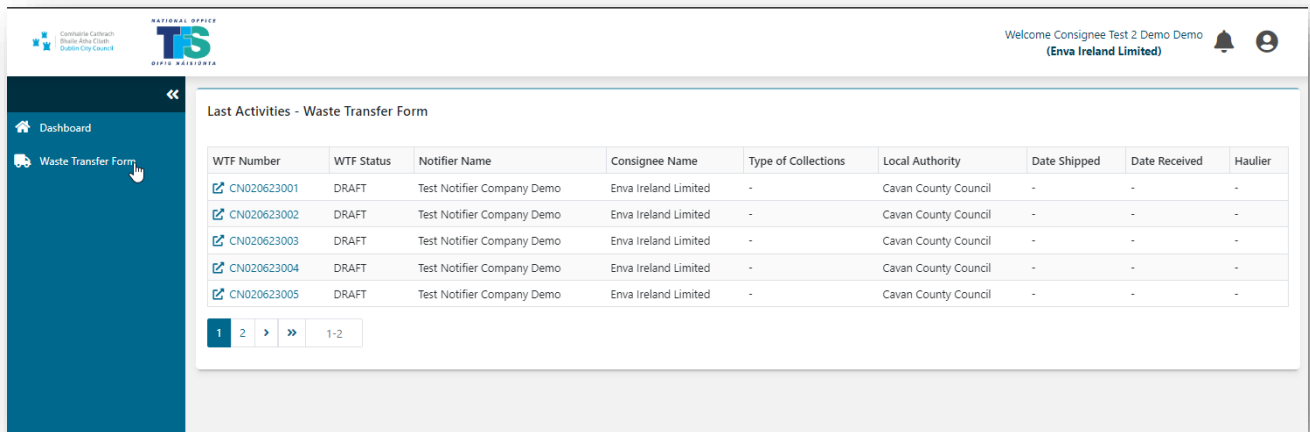
- Upon clicking the 'View' button, the system will give users **read-only** access to the same four WTF tabs as Section 3.4, Edit a WTF;
- WTF Summary
- Notifier Update
- Consignee Update
- Upload Documents



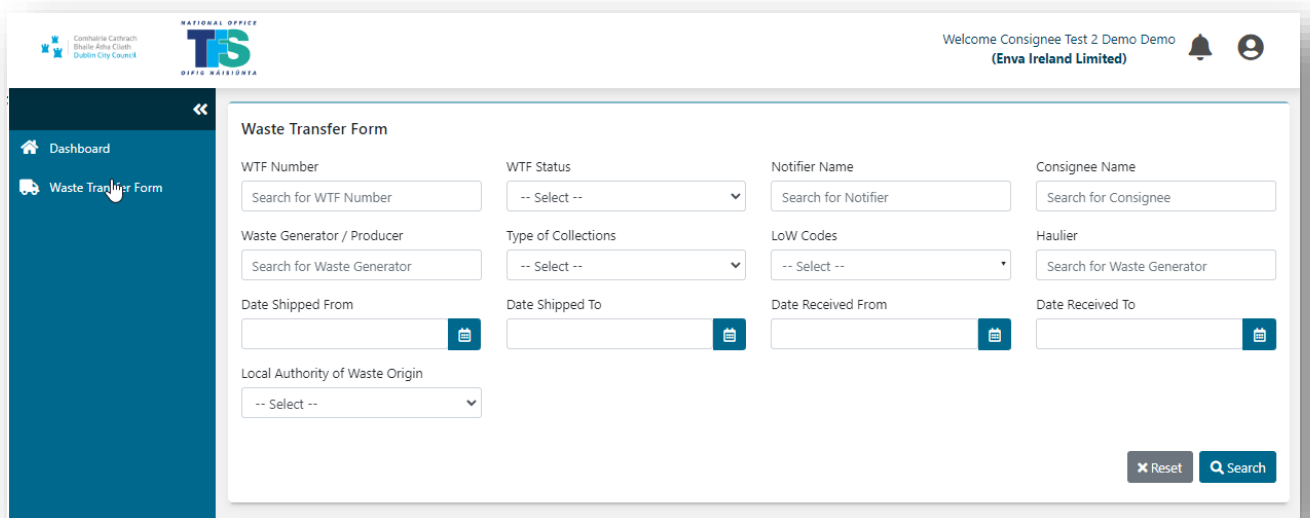
### 3.7 Receive a WTF

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



- The system will navigate users to the Search WTF page



- Users will click Search for relevant WTF records

**Waste Transfer Form**

WTF Number:

WTF Status:

Notifier Name:

Consignee Name:

Waste Generator / Producer:

Type of Collections:

LoW Codes:

Haulier:

Date Shipped From:

Date Shipped To:

Date Received From:

Date Received To:

Local Authority of Waste Origin:

- 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

**Waste Transfer Form**

WTF Number:

WTF Status:

Notifier Name:

Consignee Name:

Waste Generator / Producer:

Type of Collections:

LoW Codes:

Haulier:

Date Shipped From:

Date Shipped To:

Date Received From:

Date Received To:

Local Authority of Waste Origin:

**Results**

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
DL090123002	REJECTED	BH Waste Management	Enva Ireland Limited (Portlaoise)	Enva Ireland Limited	Single Collection	01 03 04*	Donegal County Council		17/01/2023	15/02/2023	-	<a href="#">View</a> <a href="#">Edit</a>
CN020623001	DRAFT	Test Notifier Company Demo	Enva Ireland Limited				Cavan County Council		-	-	-	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Receive</a>
CN020623002	DRAFT	Test Notifier Company Demo	Enva Ireland Limited				Cavan County Council		-	-	-	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Receive</a>
CN020623003	DRAFT	Test Notifier Company Demo	Enva Ireland Limited				Cavan County Council		-	-	-	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Receive</a>
CN020623004	DRAFT	Test Notifier Company Demo	Enva Ireland Limited				Cavan County Council		-	-	-	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Receive</a>
CN020623005	DRAFT	Test Notifier Company Demo	Enva Ireland Limited				Cavan County Council		-	-	-	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Receive</a>

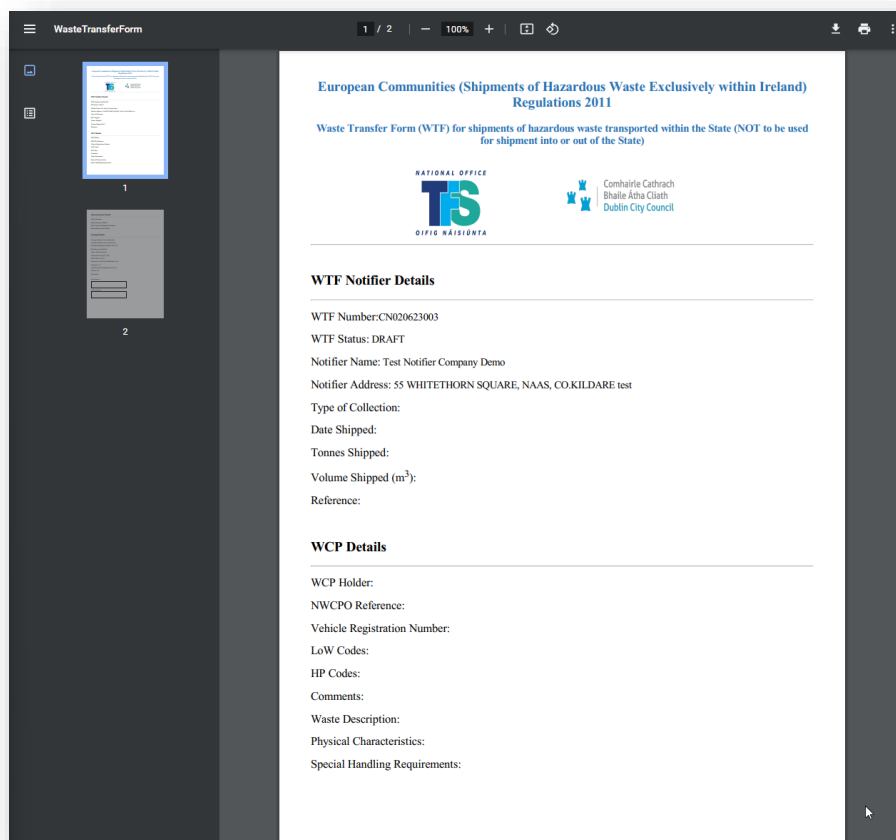
- The system will navigate users to Receive WTF tab to input the received WTF details

The screenshot shows the 'Waste Transfer Form' interface. The form is titled 'Waste Transfer Form' and is part of the 'NATIONAL OFFICE' system. It includes fields for WTF Number (CN020623003), Date Received, 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, and D-Codes. The form has a 'Save' button, a 'Reject' button, and a 'Cancel' button.

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

The screenshot shows the 'Waste Transfer Form' interface with filled data. The form is titled 'Waste Transfer Form' and is part of the 'NATIONAL OFFICE' system. It includes fields for WTF Number (CN020623003), Date Received (02/06/2023), Tonnes Received (1,000kg = 1 tonne) (48), Volume Shipped (m3) (7), LoW Codes Received (01 03 07\* - other wastes containing hazardous substances from physical and chemi\*), Vehicle Type (Truck), Comments on Low Code Differences (Test), Comments (Test), Trailer / Container Number Received (Test), R-Codes (R1 - Use as a fuel (other than in direct incineration) or other means to generate ene\*), and D-Codes (D2 - Land treatment (e.g. biodegradation of liquid or sludgy discards in soils, etc.)). The form has a 'Save' button, a 'Reject' button, and a 'Cancel' button.

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



**WasteTransferForm** 1 / 2 100%

**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)

**NATIONAL OFFICE**  
**TS**  
OIFIG NAISIONTA

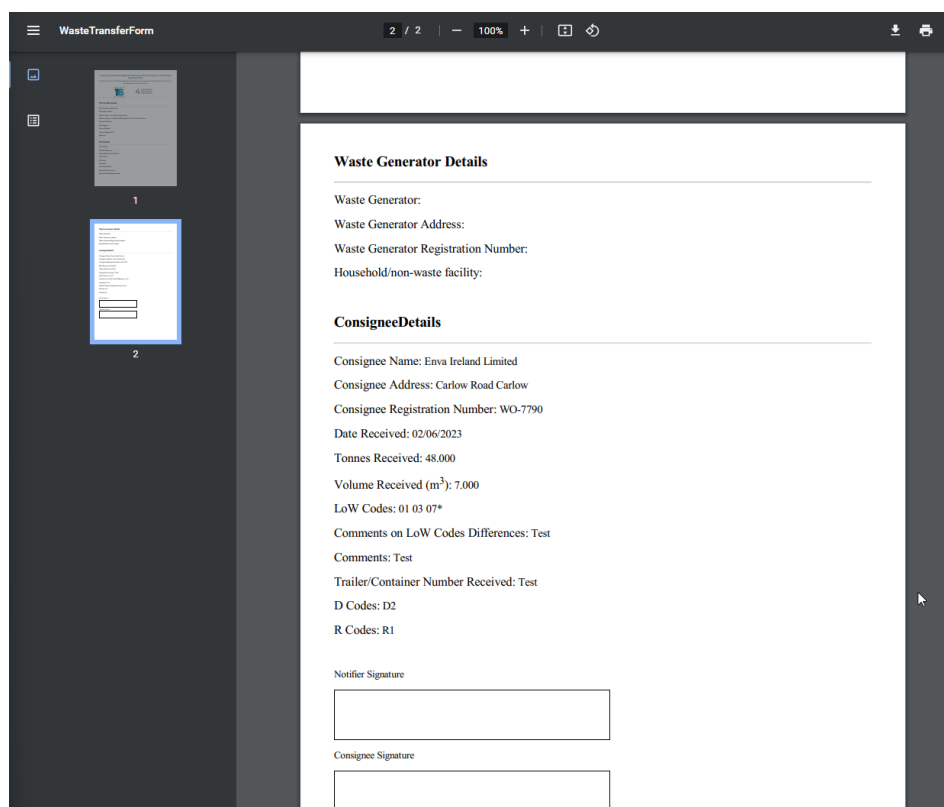
**Comhairle Cathrach**  
Bhailie Átha Cliath  
Dublin City Council

**WTF Notifier Details**

WTF Number: CN020623003  
WTF Status: DRAFT  
Notifier Name: Test Notifier Company Demo  
Notifier Address: 55 WHITETHORN SQUARE, NAAS, CO.KILDARE test  
Type of Collection:  
Date Shipped:  
Tonnes Shipped:  
Volume Shipped (m<sup>3</sup>):  
Reference:

**WCP Details**

WCP Holder:  
NWCPO Reference:  
Vehicle Registration Number:  
LoW Codes:  
HP Codes:  
Comments:  
Waste Description:  
Physical Characteristics:  
Special Handling Requirements:



**WasteTransferForm** 2 / 2 100%

**Waste Generator Details**

Waste Generator:  
Waste Generator Address:  
Waste Generator Registration Number:  
Household/non-waste facility:

**ConsigneeDetails**

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

- 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..

### 3.8 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.

**Waste Transfer Form**

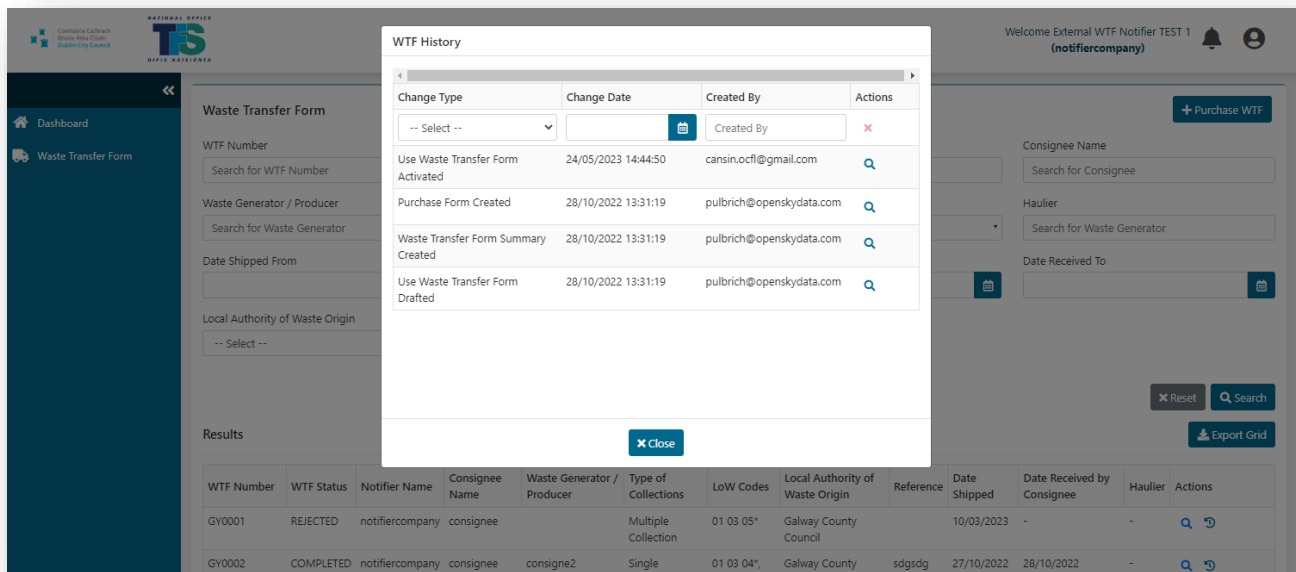
WTF Number: Search for WTF Number  
WTF Status: -- Select --  
Notifier Name: Search for Notifier  
Consignee Name: Search for Consignee  
Waste Generator / Producer: Search for Waste Generator  
Type of Collections: -- Select --  
LoW Codes: -- Select --  
Haulier: Search for Waste Generator  
Date Shipped From: [Calendar Icon]  
Date Shipped To: [Calendar Icon]  
Date Received From: [Calendar Icon]  
Date Received To: [Calendar Icon]  
Local Authority of Waste Origin: -- Select --

**Results**

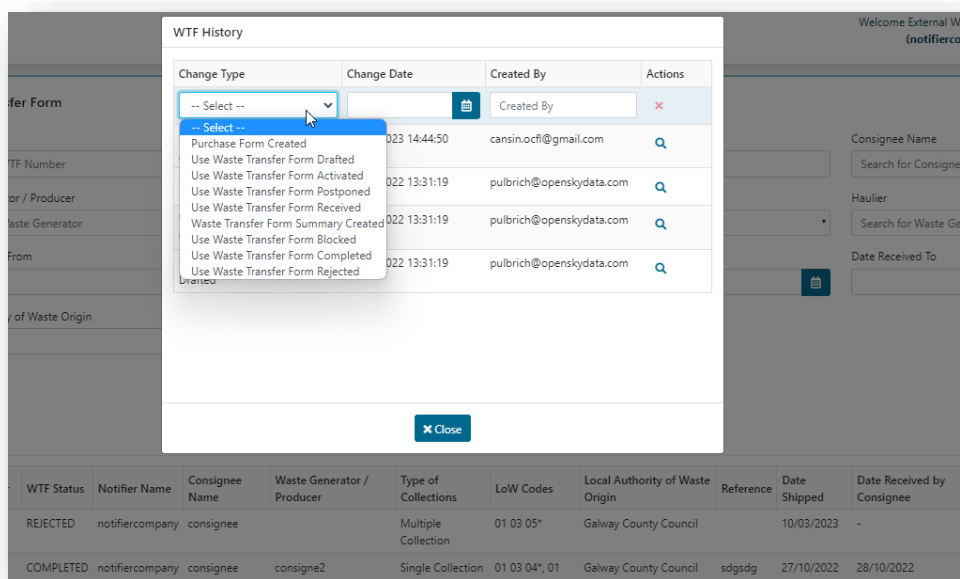
WTF Number	WTF Status	Notifier Name	Consignee Name	Waste Generator / Producer	Type of Collections	LoW Codes	Local Authority of Waste Origin	Reference	Date Shipped	Date Received by Consignee	Haulier	Actions
GY0001	REJECTED	notifiercompany	consignee		Multiple Collection	01 03 05*	Galway County Council		10/03/2023	-	-	[Icon]
GY0002	COMPLETED	notifiercompany	consignee	consignee2	Single Collection	01 03 04*, 01 03 07*	Galway County Council	sdgudg	27/10/2022	28/10/2022	-	[Icon] [History]
WW281022001	DRAFT	notifiercompany	consignee				Wicklow County Council		28/10/2022	-	-	[Icon] [History]
WW281022002	DRAFT	notifiercompany	consignee				Wicklow County Council		28/10/2022	-	-	[Icon] [History]
WW281022003	DRAFT	notifiercompany	consignee				Wicklow County Council		28/10/2022	-	-	[Icon] [History]
WW281022004	DRAFT	notifiercompany	consignee				Wicklow County Council		28/10/2022	-	-	[Icon] [History]
WW281022005	DRAFT	notifiercompany	consignee				Wicklow County Council		28/10/2022	-	-	[Icon] [History]
CW150223001	DRAFT	notifiercompany	consignee				Carlow County Council		-	-	-	[Icon] [History]
CW150223002	DRAFT	notifiercompany	consignee				Carlow County Council		-	-	-	[Icon] [History]
CW150223003	DRAFT	notifiercompany	consignee				Carlow County Council		-	-	-	[Icon] [History]

1 2 1-2

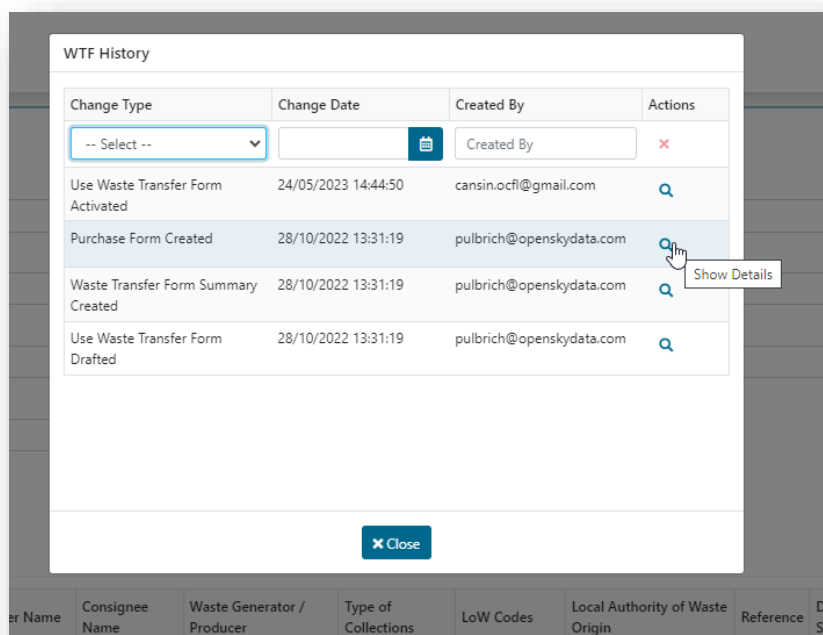
- Upon clicking 'History', the system will open a pop-up which shows the changes that are processed in the selected WTF record.



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



- Change Date → The date that the action is taken
- Created By → The user that the action is taken by



### 3.9 Export WTF to PDF

- As a notifier or consignee user, to export a WTF to PDF, the user will reach the search screen and search the specific WTF record as per the screen below.
- The user will then click the 'Export to PDF' button for the selected WTF record.
- A PDF will be downloaded to the user's device and can then be saved on the user's local drive or printed.
- This functionality is available in each WTF status i.e. Draft, Active, Postponed, Blocked, Rejected, Completed.

TF Number	WTF Status	Notifier Name	Consignee Name	Consignee Registration Number	Waste Generator / Producer	Waste Generator Registration Number	LoW Codes	Local Authority of Waste Origin	Date Shipped	Date Received by Consignee	Haulier	Actions
C100924001	DRAFT	CompanyTesting	EPA WFP TEST ACCOUNT	WFP-EPA-888888-01				Fingal County Council	-	-	-	✓ ✎ 🔍 📄 ↺ 📄
C100924002	DRAFT	CompanyTesting	EPA WFP TEST ACCOUNT	WFP-EPA-888888-01				Fingal County Council	-	-	-	✓ ✎ 🔍 📄 ↺ 📄
100924001	DRAFT	CompanyTesting	EPA WFP TEST ACCOUNT	WFP-EPA-888888-01				Longford County Council	-	-	-	✓ ✎ 🔍 📄 ↺ 📄
100924002	DRAFT	CompanyTesting	EPA WFP TEST ACCOUNT	WFP-EPA-888888-01				Longford County Council	-	-	-	✓ ✎ 🔍 📄 ↺ 📄

1-1

1 to 4 of 4



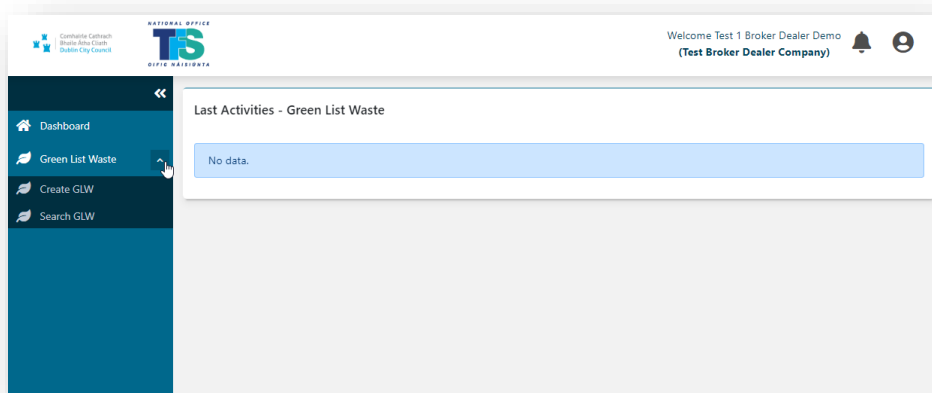
## 4. Green List Waste (GLW)

Some key points to note for GLW Reporting

- \* GLW Reports are now required to be submitted on a **monthly basis.**
- \* Exports and Imports Shipments **need to be recorded on separate reports**
- \* Exports are shipments that **go out of Ireland** –Imports are shipments that come into Ireland.
- \* Brokers are to ensure that as much information as possible is supplied, **eg. Waste generators and destination facilities to be input as well**

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

- User will navigate to the system – <https://wtmp.dublincity.ie/>
- User will click Green List Waste button on the left navigation pane



- User will click Create GLW
- System will direct user to Create GLW page
- Broker Dealer details are auto-populated and not editable, other details including shipments must be filled out by user to create a valid GLW record

**Create Green List Waste**

Export / Import \*  
Export

Status \*  
Open

Broker / Dealer Registration Number \*  
563024623

Broker / Dealer  
Test Broker Dealer Company

Address 1  
atasd

Address 2  
asd

Address 3  
asd

Address 4  
asd

Reporting Year \*  
-- Select --

Reporting Month \*  
-- Select --

☐ No Waste Shipped

**Shipments**

Export Grid Add New Shipment

No Shipments

Submit Save Cancel

- 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 Export shipments that have taken place, the following steps should be taken to add shipments for EXPORT Reports**

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

### Version for Exports – Add shipment Page

Add/Edit Shipment

Actual Qty Shipped (Tonnes) *	No. of Bulk Shipment (A bulk shipment is a single waste shipment that is 1000 tonnes or greater)
<input type="text"/>	<input type="text"/>
Waste Generator	Non-Waste Generator
-- Select --	<input type="text"/>
Waste Description	
<input type="text"/>	
Basel Code *	OECD Codes *
-- Select --	-- Select --
LoW Code *	Annex IIIB Composite *
-- Select --	-- Select --
Comment	
<input type="text"/>	
Intended Carrier *	Port of Export *
-- Select --	-- Select --
Transit Country	Interim Facility
N/A	-- Select --
Destination Facility	Destination Country *
<input type="text"/>	-- Select --
R Codes *	
-- Select --	

Cancel
Save

- User will input information on all relevant fields and click Save
- On the waste code fields, only one of either the Basel Code, OECD Code or Annex IIB 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\*  
Export

Status\*  
Open

Broker / Dealer Registration Number\*  
563024623

Broker / Dealer  
Test Broker Dealer Company

Address 1  
atad

Address 2  
ad

Address 3  
ad

Address 4  
ad

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	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	annex1 - 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	pop	Yes	Test	Turkey	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Duplicate</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 that the report will still remain open at this stage in case the user needs to amend the report prior to fully submitting it.
- When the user is satisfied that the report is complete and ready to submit, the user will click the Submit button

**Create Green List Waste**

Export / Import \*  
Export

Status \*  
Open

Broker / Dealer Registration Number \*  
563824623

Broker / Dealer  
Test Broker Dealer Company

Address 1  
atasd

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 href="#">Edit</a> <a href="#">Delete</a>

[Submit](#) [Update](#) [Cancel](#)

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

**Create Green List Waste**

GLW report for 2021 Feb added successfully

Export / Import \*  
Export

Status \*  
Open

Broker / Dealer Registration Number \*  
563824623

Broker / Dealer  
Test Broker Dealer Company

Address 1  
atasd

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 href="#">Edit</a> <a href="#">Delete</a>

- A message will appear on screen to say that the GLW report has been successfully submitted.

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

- The process above describes the steps to be taken to submit a GLW Export report. To submit a GLW Import report instead, the user selects 'Import' on the Create GLW page before clicking Add New Shipment. The following screen appears.

Add/Edit Shipment

Actual Qty Shipped (Tonnes) *	No. of Bulk Shipment (A bulk shipment is a single waste shipment that is 1000 tonnes or greater)
<input type="text"/>	<input type="text"/>
Import Waste Generator	
<input type="text"/>	
Waste Description	
<input type="text"/>	
Basel Code *	OECD Codes *
<input type="text" value="-- Select --"/>	<input type="text" value="-- Select --"/>
LoW Code *	Annex IIIB Composite *
<input type="text" value="-- Select --"/>	<input type="text" value="-- Select --"/>
Comment	
<input type="text"/>	
Intended Carrier	Port of Import *
<input type="text" value="-- Select --"/>	<input type="text" value="-- Select --"/>
Transit Country	Interim Facility
<input type="text" value="N/A"/>	<input type="text" value="-- Select --"/>
Destination Facility	Source Country *
<input type="text" value="-- Select --"/>	<input type="text" value="-- Select --"/>
R Codes *	
<input type="text" value="-- Select --"/>	

Cancel
Save

There are a couple of differences between the information required for Imports as opposed to exports.

- User will input information on all relevant fields and click Save
- The Import page has a freetext 'Import Waste Generator' field, a smart select 'Destination Facility' and a Source Country field
- The Export page has a smart select 'Waste Generator Field', a freetext 'Non-Waste Generator field, a freetext 'Desintation Facility' field and a Destination Country fie
- 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\*  
Import

Status\*  
Submitted

Broker / Dealer Registration Number\*  
12 D 2567899 433

Broker / Dealer  
Test Broker Dealer

Address 1

Address 2

Address 3

Address 4

Reporting Year\*  
2024

Reporting Month\*  
Jun

☐ No Waste Shipped

Shipments

Export Grid
Add New Shipment

Actual Quantity Shipped	Waste Description	No. of Bulk Shipment	Basel Code	OECD Codes	Annex IIIB Composite	R Code	LoW Codes	Comment	Destination Facility	Intended Carrier	Port of Import	Transit Country	Interim Facility	Source Country	Actions
122	Test	-	B3011	-	-	R3	03 03 07		Reen Garage, Test Centre & Body Shop Ltd.	EPA WCP TEST ACCOUNT	Dublin Port	-		France	

- 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 that the report will still remain open at this stage in case the user needs to amend the report prior to fully submitting it.
- When the user is satisfied that the report is complete and ready to submit, the user will click the Submit button

### Create Green List Waste

Export / Import\*  
Import

Status\*  
Submitted

Broker / Dealer Registration Number\*  
12 D 2567898 433

Broker / Dealer  
Test Broker Dealer

Address 1

Address 2

Address 3

Address 4

Reporting Year\*  
2024

Reporting Month\*  
Jun

☐ No Waste Shipped

Shipments

Export Gold

Add New Ship

Actual Quantity Shipped	Waste Description	No. of Bulk Shipment	Base Code	OECD Codes	Annex WB Composite	R Code	LiW Codes	Comment	Destination Facility	Intended Carrier	Port of Import	Transit Country	Interim Facility	Source Country	Actions
122	Test	-	B3011	-	-	R3	03 03 07		Remedy Garage, Test Centre & Body Shop Ltd.	EMA WCP TEST ACCOUNT	Dublin Port	-		France	

- The report will only then be recorded as submitted and be available as read-only for the user.
- A message will appear on screen to say that the GLW report has been successfully submitted.



## 5. Transfrontier Shipments (TFS)

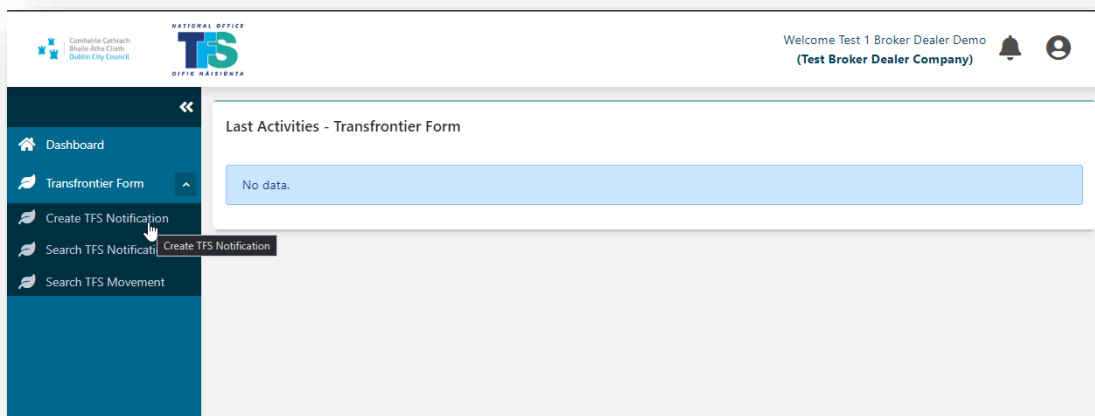
Once linked to the TFS Process Area of the system, Broker/ Dealer Users will have the ability to

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

### 5.1 Requesting a TFS Notification Number

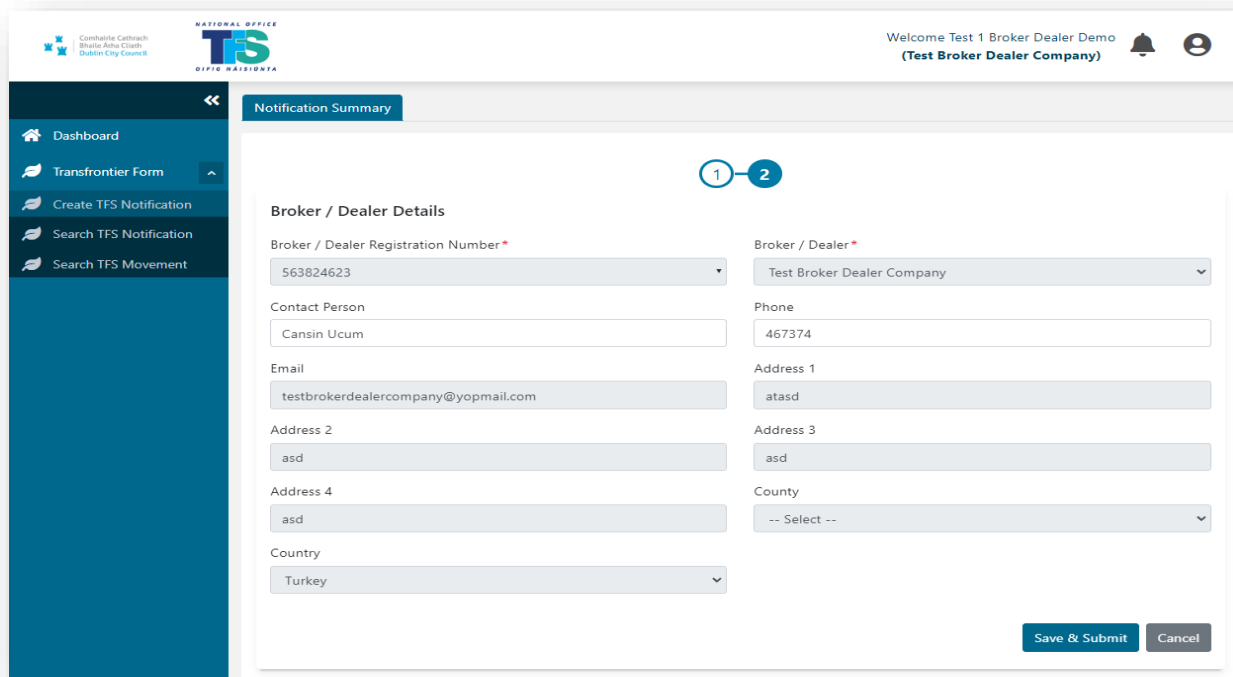
As a broker/dealer, the user wants to generate a new TFS Notification Number;

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



- The system will display Notification Summary Step 1 and 2 pages for the user to create a TFS No.
- User will complete the fields on Step 1 page and click page “2”. Fields marked with an \* are mandatory

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



**Notification Summary**

**Broker / Dealer Details**

Broker / Dealer Registration Number\*  
563824623

Broker / Dealer\*  
Test Broker Dealer Company

Contact Person  
Cansin Ucum

Phone  
467374

Email  
testbrokerdealercompany@yopmail.com

Address 1  
atasd

Address 2  
asd

Address 3  
asd

Address 4  
asd

County  
-- Select --

Country  
Turkey

**Save & Submit** **Cancel**

- 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
  - 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 [TFScerts@dublincity.ie](mailto:TFScerts@dublincity.ie) email address.

- TFS Notification status must be 'Granted'
- User will access the system and go to the Search Notification screen
- User will search in the TFS notification section
- All Notifications associated with the broker/dealer will be visible here but the user can only create TFS movements/pre-notes where the notification status is Granted. There are **three steps** to be completed for pre noting – **Movement Summary – Movement details – Movement Upload**

Search TFS Notification

Notification Number: Search for Notification Number

Notification Type: -- Select --

Notification Status: -- Select --

Basel Codes: -- Select --

Date of last departure From:

Date of last departure To:

Country of Waste Destination: -- Select --

LoW Codes: -- Select --

Date Application received From:

Date Application received To:

Waste Generator-Producer:

County of Waste Origin: -- Select --

Destination Facility:

Results

Notification Number	Notification Status	Broker / Dealer Name	Country of Waste Destination	Basel Code	LoW Codes	Last departure date	Number of Active Shipments	Number of shipments guaranteed	Value of shipments guaranteed	Total Tonnage moved to date	Total Intended Quantity	Date Application received	Waste Generator - producer	County of Waste Origin	Actions
IE 31 440050	Granted	Test Broker Dealer Company	Turkey			-	0	-	-	0	-	-		Dublin	

- 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 Notification

Notification Number: Search for Notification Number

Notification Type: -- Select --

Notification Status: -- Select --

Basel Codes: -- Select --

Date of last departure From:

Date of last departure To:

Country of Waste Destination: -- Select --

LoW Codes: -- Select --

Date Application received From:

Date Application received To:

Waste Generator-Producer:

County of Waste Origin: -- Select --

Destination Facility:

Results

Notification Number	Notification Status	Broker / Dealer Name	Country of Waste Destination	Basel Code	LoW Codes	Last departure date	Number of Active Shipments	Number of shipments guaranteed	Value of shipments guaranteed	Total Tonnage moved to date	Total Intended Quantity	Date Application received	Waste Generator - producer	County of Waste Origin	Actions
IE 31 440050	Granted	Test Broker Dealer Company	Turkey			-	0	-	-	0	-	-		Dublin	

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

Summary Details

Broker / Dealer Name: Test Broker Dealer Company

Notification Number: IE 31 440050

Movement Status: -- Select --

Waste Generators: Mallow recycling Centre

Destination Facility: test

Movement Number: 150

Intended Carriers: OSDS

Exit Points:

Next Cancel

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

Movement Details

Date Movement Document Received: 07/06/2023

Actual Date of Shipment:

Number Of Shipment Guaranteed: 0

Actual Movement Quantity: Tonnes

Movement Value:

Sum of Quantity Moved: Tonnes

Total Intended Quantity: Tonnes

Date Postponed:

Date received Foreign Facility:

Bond Value: 60000

M3:

M3:

M3:

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 user needs to be aware of:

### **Actual Date of Shipment**

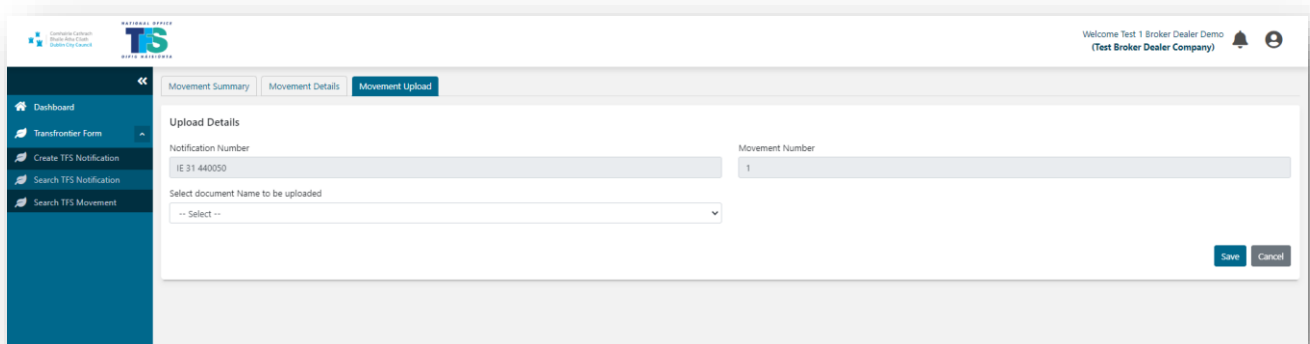
- The user must give at least 3 working-days notice and take into account days when there are public holidays occurring.
- The inputted date must not be after the last date of shipment allowed on the TFS Notification

### **Actual Movement Quantity Validations**

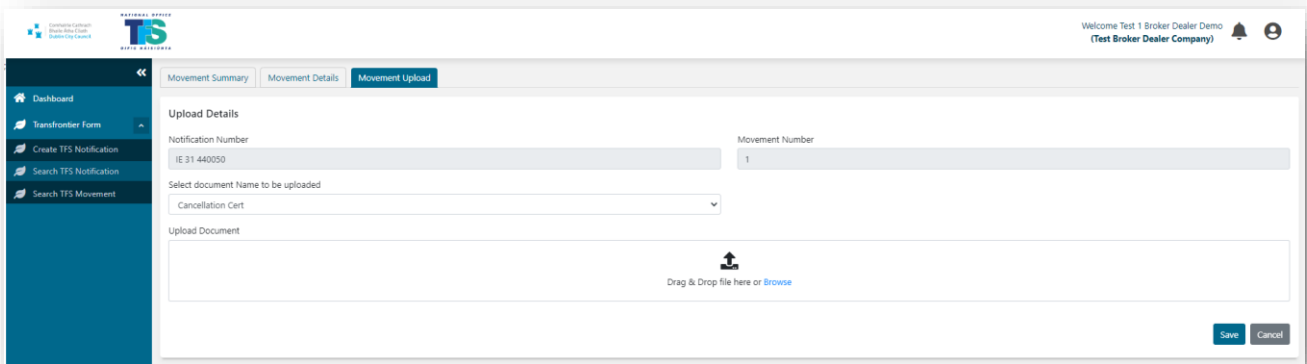
- Actual Movement Quantity: the user must input the expected tonnes of the movement
- It is important to note that if the Total Intended Quantity is exceeded then no more movements are allowed on the TFS notification and the system will not allow the user to proceed with a pre note.

### **Financial Guarantee Allowance Validations**

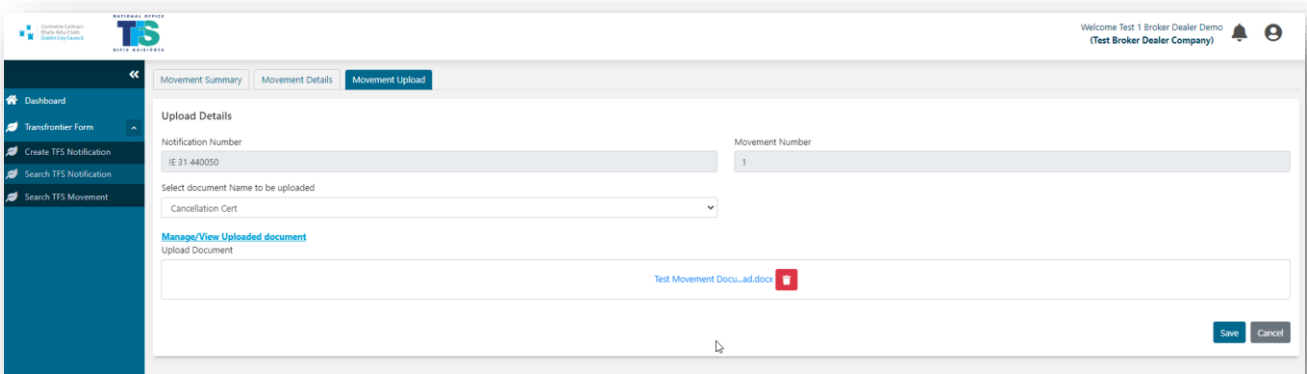
- In case of single bonds, shipments cannot be pre-notified if the limit for the number of active shipments allowed (as per the financial guarantee) has been reached.
- In case of Multi Bonds, shipments cannot be pre-notified if there is not enough cover left on the bond to allow another pre-notification i.e. if the value of shipments guaranteed is less than the value of the proposed shipment.
- Once both Actual Date of Shipment and Actual Movement Quantity are completed, the user clicks the Next button.
- The system will then navigate the user to the **Movement Upload** page where the user can choose to upload a selection of documents



- The user must choose a document name/type to be uploaded
- Only one document allowed to upload with max size of 7MB and any image file(JPG,JPEG,PNG), word and pdf format file can be uploaded.



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



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

## 6. Glossary

### 6.1 Terminology

Term	Definition
WTF	Waste Transfer Form – for the shipment of hazardous waste exclusively 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