Instructions for the completion of a Waste Transfer Form (WTF)

General Instructions:

a) <u>**Read the instructions below carefully before completing the Waste Transfer Form (WTF)**</u>

b) If you have any queries regarding the completion of the Waste Transfer Form (WTF) please email Dublin City Council at nationaltfs@dublincity.ie or telephone any of the following: 01 222 4402/4522 or 4467.

c) A WTF **must be completed and submitted** prior to a collection being made and any forms created by a user can be accessed via the webpage https://wrms.dublincity.ie/wrms/frontoffice/

d) As the WTF are completed and submitted on-line, you must first log on to the webpage https://wrms.dublincity.ie/wrms/frontoffice/ Please refer to page 3 of this guidance document for instructions on how to register as a user and how to complete your first WTF.

e) If the account is being accessed by more than one user a **generic account with a shared username and password** should be created and circulated to all users. The system will only enable users to view records they have personally created.

f) To create a WTF, simply log on to the webpage https://wrms.dublincity.ie/wrms/frontoffice/ once your registration form has been accepted. Enter your user name and password. The user name is your email address and the password is the one you chose when registering. On the left hand panel click on <u>Create WTF (first item under the third heading).</u>

g) As you are entering the details on line it important that you remember to **Save** as you go. You may enter some of your details and save the WTF. 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.

h) Do <u>**NOT CLICK ON SAVE AND SUBMIT**</u> **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.

i) For **each relevant EWC Code,** the quantity of waste shipped must be recorded in TONNES - decimal points can be entered however <u>commas cannot be entered</u> (i.e. 1,500)
Conversion factors: 1,000 kg = 1 tonne, 1 gallon = 4.55 litres, 1,000 litres = 1 tonne (for liquids).

j) **Information provided may be subject to verification by audit** therefore, all underlying data should be kept and all assumptions and calculations documented. **Please print and / or save a copy of your WTF(s) once it is complete.**

Instructions for completing the Waste Transfer Form (WTF)

There are two stages to this process.

1. You will need to register with Dublin City Council as a user of the WRMS System.

2. Once you are approved as a web user, you will need to log back into the WRMS System and create, complete and submit your Waste Transfer Form.

REGISTRATION

1. Log on the webpage: https://wrms.dublincity.ie/wrms/frontoffice/
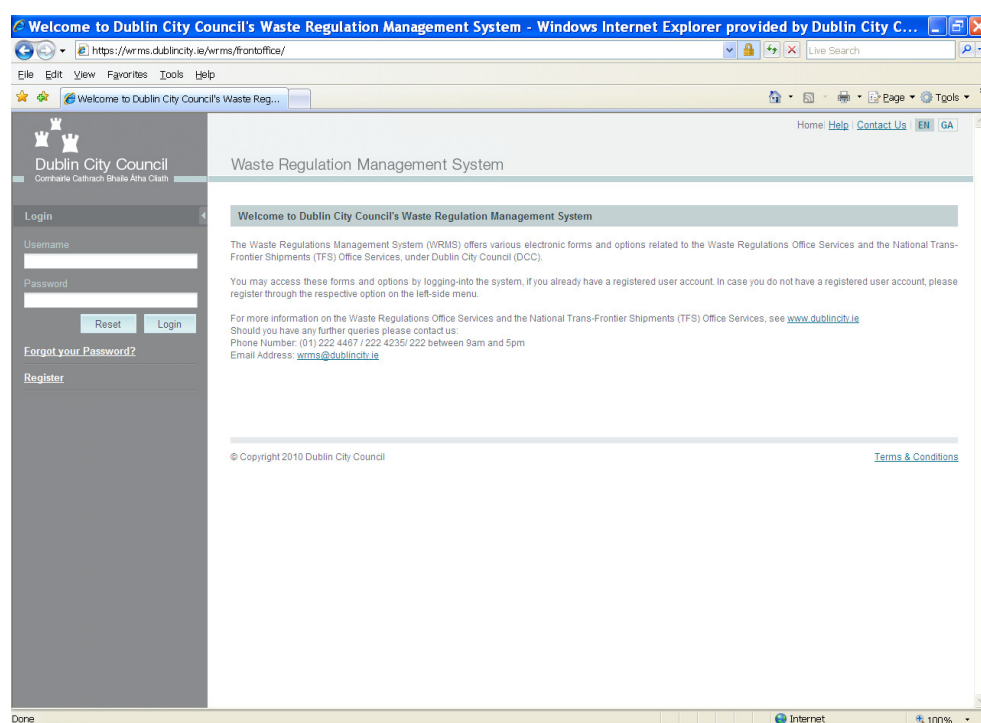
2. In the left hand panel click on <u>Register</u>. Enter all your details including your email address and password. The password you choose to use must be at least 8 characters long and include at least one of each of the following: number, capital letter, small letter and other character e.g. %^*(.

3. **It is very important that you enter the contact telephone number of the person who is completing the reports. This will enable staff in Dublin City Council to sort out any queries / irregularities as quickly as possible.**

4. **If you are setting up a company account please split the registered company name between the First Name and Last Name fields, i.e. not your own name, as this is the name that will display on the system. For example Dublin City Council – First Name: Dublin City Last Name: Council.**

5. Please ignore the facility details part of the form, as it is not necessary to put anything in here.

6. The further information slot may be used if you require further permissions – if you do, state why in here.

7. Once you have entered all your details, please check them to make sure they are correct.

8. Keep a note of the password you used, as you will need it again in order to be able to log in and complete and submit any records you create in the system.

9. Click on the **Register** button. Your completed registration form will then be submitted to Dublin City Council for approval.
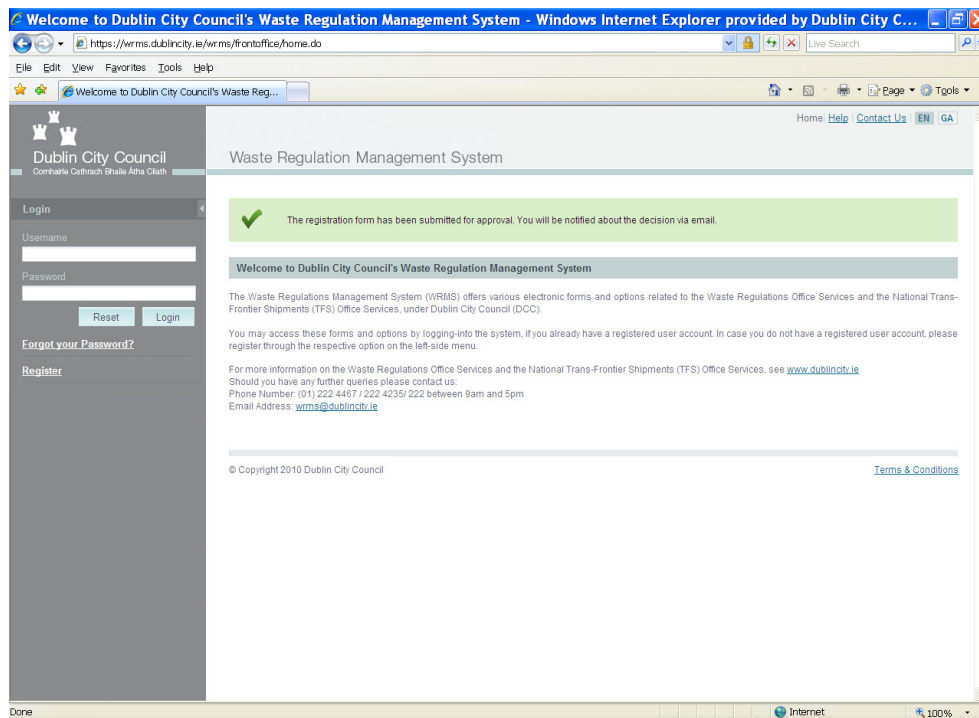
A member of staff will then approve you as a web user of the system as soon as possible.

Please allow 2 working days for approval, after 2 working days you may log back on to https://wrms.dublincity.ie/wrms/frontoffice/ and create your report.

NB: **If the account is being accessed by more than one user, a generic account with a shared username and password should be created and circulated to all users. The system will only enable users to view records they have personally created.**

CREATING A WASTE TRANSFER FORM (WTF)

In order to create a WTF, the user should follow the steps below:
1. Click on the link **Create WTF** in the left-side menu. The initial page of the Create WTF is displayed in the main page.

2. Fill in the List of WTF to Create per County, through the respective pop-up window.

3. Specify whether belonging to the Consignor or Consignee organisation.

4. Specify the Consignee (destination facility), through the respective pop-up window.

Note 1: *The upper part of the Select Consignee / Facility pop-up page provides a form to search for facilities based on specific criteria.*
Note 2: *The user is able to select in the Select Consignee / Facility pop-up page only one consignee / facility through a respective radio button.*

5. The address fields for the Consignor will auto-populate once a Consignor is selected from the drop-down list. A Consignor must have registered as a user of the system in order to appear on the drop-down list.

6. Click on the button "ESTIMATE". The Amount Due is automatically calculated and button "OK" becomes available in the Create WTF initial page.

7. Click on the button "OK". An intermediate page is displayed with the estimated Amount Due before accessing the Online Payment Portal.

10. Click on the button "OK". The Card Details page of the Online Payment Portal is displayed.

11. Click on the button "CONTINUE". The Payment Confirmation page of the Online Payment Portal is displayed.

12. Click on the button "MAKE PAYMENT". The new WTF are created and the list of numbers is displayed in the main page, including two messages for respectively the successful online payment and the successful WTF creation ("Your payment to the Capita Payment Portal has been authorised with code: 614093" and "List of WTF was created successfully.").

Search for WTF

1. In order to search for a WTF, the user should use the following steps. Click on the link **Search for WTF** in the left-side menu. The Search for WTF page is displayed in the main page.

2. Specify values for one or more of the search criteria fields.

Note 1: The following field included in the Search for WTF page is filled in through a respective Select pop-up page.
Note 2: When accessed through the Search for WTF page, the Select EWC Codes pop-up page allows the user to select more than one EWC code.

3. Click on the button "SEARCH". A search for WTF is performed based on the specified search criteria and the corresponding search results are displayed in the lower part of the Search for WTF page.

Search Results				
Showing **1** to **1** of **1** entries				[**1**]
WTF Number	**Status**	**Consignor Name**	**Consignee Name**	**Actions**
CC000006	Completed	Eco Systems Ltd	Francis Scanlon	📄🖊➡🖨
				Export Results

Click on any of the icons "<<", "<", ">>", ">" or on a specific page number link, over and under the list of search results. The corresponding page of the search results is displayed in the lower part of the Search for WTF page.

5. Click under or over a column header in the list of search results. The search results are sorted respectively in an ascending or descending order based on the specific data field.

6. Click on the button "EXPORT RESULTS". A pop-up window is opened, asking the user to open or save an Excel compatible file with the specific search results.

Note 1: If the button "CLEAR" is clicked, all search criteria fields are emptied.
Note 2: If no results are retrieved, the system displays a respective message to the user in the same Search for WTF page (i.e. "No matching records found.").
Note 3: By default, upon accessing the Search for WTF page, all WTF created by the specific user, as well as, all WTF created by other users of the same organisation to which the user belongs if the specific organisation is specified as the Consignee of the respective WTF during the WTF creation, are displayed in the list of results.
Note 4: By default, the search results are ordered in an ascending order by "WTF Number".
Note 5: The system is configured to display 10 results per page.
Note 6: The search field "County of Waste Origin" refers to the county specified under the Consignor address
Note 7: The search field "EWC Codes" refers to the EWC codes specified under both the Consignor-Carrier and Consignee parts

EDIT WTF

In order to edit an existing WTF, the user should follow the steps below:

1. Click on the pencil icon under Actions in the Search for WTF page for a specific WTF. The WTF Summary section of the Edit WTF page is displayed in the main page.

*Note 1: Alternatively, the Edit WTF can be accessed by clicking on the link **Edit** on the header of the View WTF.*

Note 2: If at any point while editing a WTF the user clicks on any other button or link except for buttons "SAVE", "SAVE & SUBMIT" or "CANCEL" in the Edit WTF form a message is displayed to her/him in a pop-up window.

2. Click on the tab headers to navigate through the other sections of the Edit AR-WTF page.

Edit WTF

| WTF Summary | Consignor - Carrier Part | Consignee Part |

Date Received: [_____] 📅

▼ Quantity Received

Tonnes: [_____]

m3: [_____]

EWC Codes: [_____] ↖

Comment: [_____]

Comments on EWC Codes Differences: [_____]

Vehicle Registration Number: [_____]

Vehicle Type: [_____]

Trailer/Container Number Received: [_____]

▼ Disposal/Recovery Operation(s)

D-Codes: [_____] ↖

R-Codes: [_____] ↖

[Save] [Cancel]

3. Fill in the respective fields in each section. Several of the fields comprising the Edit WTF page are filled in through respective pop-up pages. More specifically:

- EWC Codes under both the Consignor-Carrier and Consignee Parts
- Consignee (Figure 5-3: Select Consignee / Facility Pop-up Page
- Physical Characteristics
- D-Codes
- R-Codes

When accessed through the Search for WTF page, the Select EWC Codes pop-up page allows the user to select more than one EWC code.

4. Click on the button "SAVE". The WTF is updated and the Summary section of the View WTF form is displayed in the main page.
Note 1: The button "SAVE & SUBMIT" is available only if the field Status is set to "Draft".
Note 2: If the button "SAVE & SUBMIT" is clicked, the field Status is set to "Active".
Note 3: If the button "CANCEL" is clicked, no update of the WTF is saved and the Search for WTF page is displayed to the user.

Note 4: *If any of the mandatory fields (i.e. marked with red asterisk) is missing or specific fields have values within a certain acceptable range (i.e. field "Date Received" has a value no later than the current date), a respective error message is displayed to the user when s/he clicks on the buttons "SAVE" or "SAVE & SUBMIT".*
Note 5: *If the user has updated the field Date Received and clicked on button "SAVE" to save the updated WTF information, the system updates the field Status to "Completed".*
Note 6: *If the user that edits a specific WTF is specified as Consignor of the respective WTF during its creation, s/he will be able to edit only the first 2 parts of the WTF (i.e. "WTF Summary" and "Consignor-Carrier Part").*
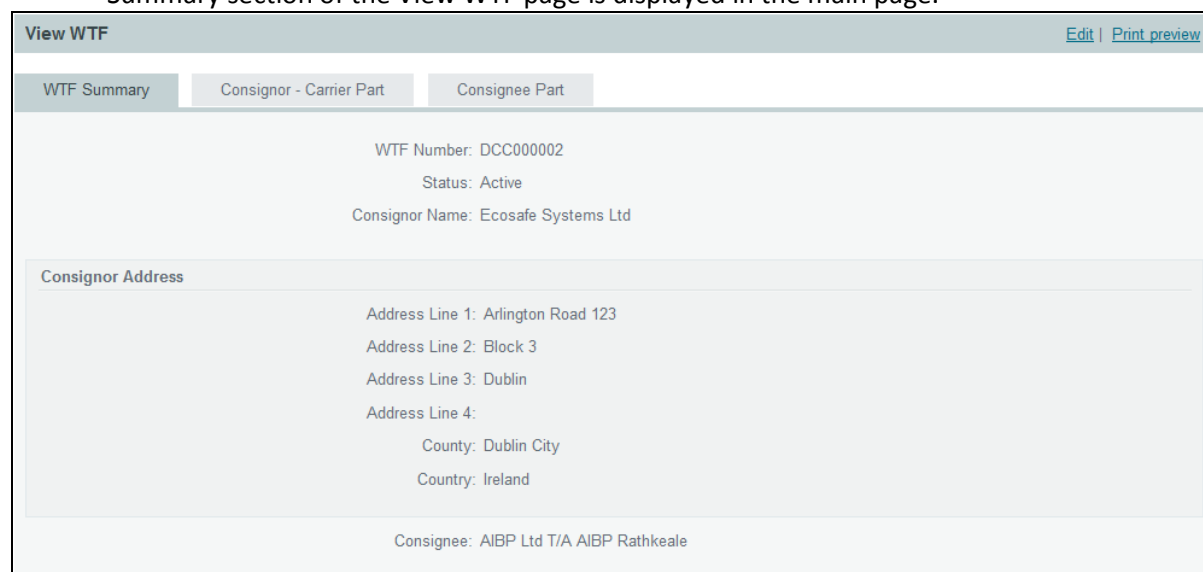*Note 7:* *If the user that edits a specific WTF belongs to an organisation specified as Consignee of the respective WTF during its creation, s/he will be able to edit all parts of the WTF.*
Note 8: *If the user clicks at any other button/link while editing the WTF, a warning message is displayed to her/him for saving or rejecting the changes made in the WTF (i.e. "To navigate away from this form, please click on button Save, Save & Submit or Cancel").*

VIEW WTF

In order to view the information of an existing WTF, the user should follow the steps below:

1. Click on the page icon under Actions in the Search for WTF page for a specific WTF. The Summary section of the View WTF page is displayed in the main page.

Alternatively, the View WTF page can be accessed by clicking on the button "SAVE" or "SAVE & SUBMIT" in the Edit WTF page.

2. Click on the tab headers to navigate through the other sections of the View WTF form.

EXPORT WTF

In order to export the information of an existing WTF, the user should follow the steps below:

1. Click on the blue arrow under Actions in the Search for WTF page for a specific WTF. The system exports the information of the respective WTF into an Excel-compatible file and prompts the user to open or save this locally at her/his PC.

PRINT WTF

In order to print the information of an existing WTF, the user should follow the steps below:

1. Click on the printer icon under Actions in the Search for WTF page for a specific WTF. The system presents in a pop-up window the WTF information in print-preview mode.

Note 1: Action icon is available only for all WTF regardless their Status.
Note 2: Alternatively, the Print WTF page can be accessed by clicking on the link **Print preview** on the header of the View WTF page.

2. Click on the icon in the Print WTF pop-up page. The printing wizard opens and the user is prompted to proceed with printing the WTF information.

3. Click on the icon in the Print WTF pop-up page. The pop-up page is closed.