

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

General Instructions:

- a) **Read the instructions below carefully before completing the Waste Transfer Form (WTF)**
- 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 Create WTF (first item under the third heading).
- 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 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.
- i) For **each relevant EWC 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).

- 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.**

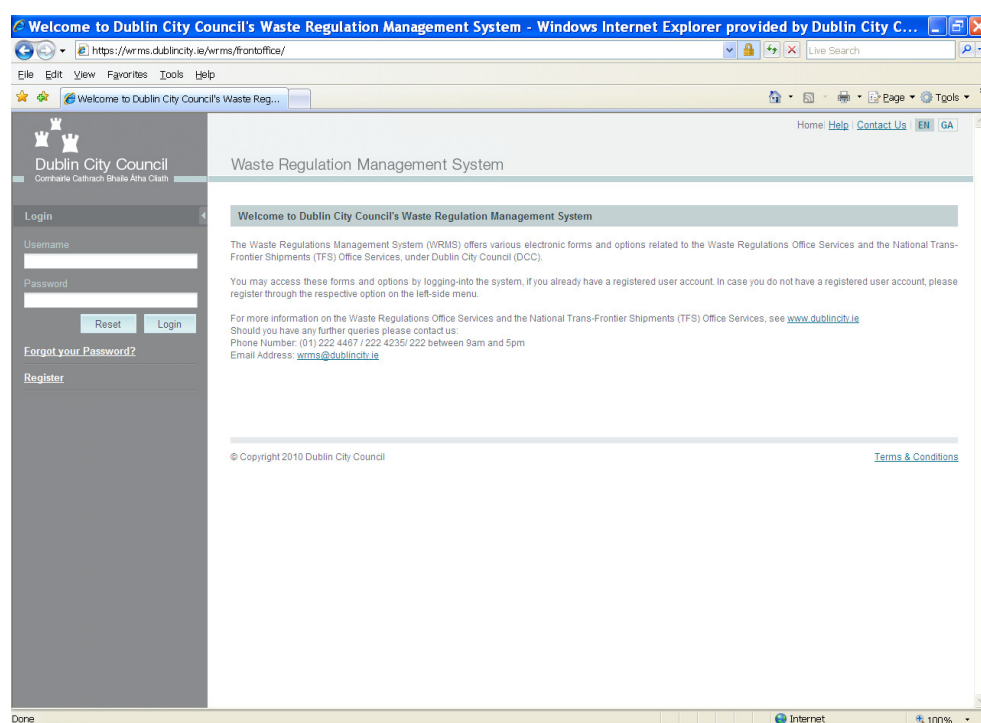
Instructions for completing the Waste Transfer Form (WTF)

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 Register. 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.

Register New User - Windows Internet Explorer provided by Dublin City Council

https://wrms.dublincity.ie/wrms/frontoffice/prepareRegisterNewUser.do

File Edit View Favorites Tools Help

Register New User

Home Help Contact Us EN GA

Dublin City Council
Comhairle Cathrach Éirise Aithis Claithe

Waste Regulation Management System

Register New User

First Name: *
Last Name: *
Email / User Name: *
Password: *
Confirm Password: *

Phone: Country code Area code Local code Internal no.
Fax: Country code Area code Local code Internal no.

Address
Facility

Further Info: *

Register Cancel

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Register New User - Windows Internet Explorer provided by Dublin City Council

https://wrms.dublincity.ie/wrms/frontoffice/prepareRegisterNewUser.do

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Dublin City Council
Comhairle Cathrach Éirise Aithis Claithe

Waste Regulation Management System

Register New User

Address Line 1:
Address Line 2:
Address Line 3:
Address Line 4:
Country: -Select Country-
Country: -Select Country-

Facility

Name:
Authorisation Number:
Granting Authority:
Functioning as Consignee in WTT: ☐

Address

Address Line 1:
Address Line 2:
Address Line 3:
Address Line 4:
Country: -Select Country-
Country: -Select Country-
Country: -Select Country-
Country: -Select Country-

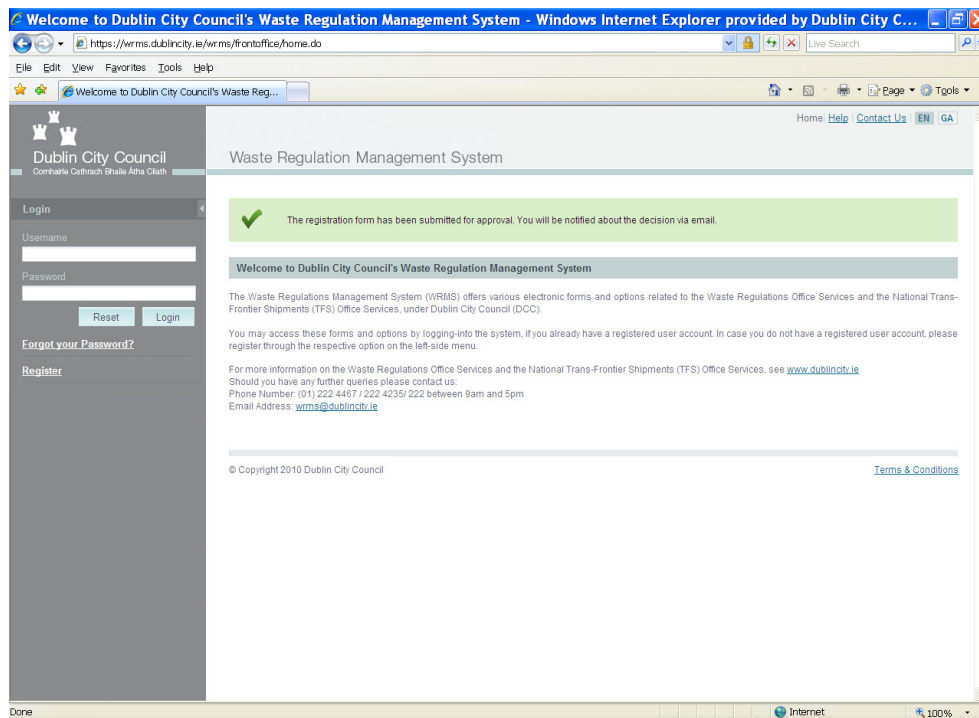
Further Info: *

Register Cancel

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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.

- 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.

The screenshot shows the 'Create WTF' form. At the top is a header bar labeled 'Create WTF'. Below it is a section titled 'List of WTF to Create per County' with a dropdown arrow. Under this section is a table with the following columns: 'Number of WTF', 'County', and 'Actions'. The table is currently empty. To the left of the table is a 'Delete' button, and to the right is an 'Add' button. Below the table is a form for entering details. The fields are: 'Consignor/Consignee:*' (a dropdown menu with '-Select-' selected), 'Consignee:*' (a text input field), 'Name:' (a text input field), 'Address Line 1:' (a text input field), 'Address Line 2:' (a text input field), 'Address Line 3:' (a text input field), 'Address Line 4:' (a text input field), 'Country:' (a dropdown menu with '-Select Country-' selected), 'County:' (a dropdown menu with '-Select County-' selected), and 'Amount Due:' (a text input field). At the bottom right of the form is a 'Cancel' button.

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

The screenshot shows a pop-up window titled 'Number of WTF for Specific County'. It contains two fields: 'Number of WTF:*' (a text input field) and 'County:*' (a dropdown menu with '-Select County-' selected). At the bottom right of the window are 'Update' and 'Cancel' buttons. A close button (an 'X' in a circle) is located at the bottom right corner of the window.

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

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

Search for Facilities

Name:

Authorisation Number:

Granting Authority:

Search Results

Showing 1 to 10 of 2072 entries [1 2 3 4 5] > »

	Name	Address	Authorisation Number	Granting Authority
<input type="radio"/>	Francis Power	1,2,Ireland		
<input type="radio"/>	Francis Scanlon	Lavally,Ballymote,Sligo County,Ireland	WP-SO-07-75	Sligo County Council
<input type="radio"/>	Francis Street Pumping Station	Ennis,Clare County,Ireland	WWTP	Clare County Council
<input type="radio"/>	Frank Flynn	Screaghmogue,Roskey,Roscommon County,Ireland	Landbank	Roscommon County Council

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.

Create WTF

List of WTF to Create per County

List of WTF to Create per County

r	Number of WTF	County	Actions
r	2	Limerick County	

Delete

Add

Consignor/Consignee:*

Consignor

Consignee:*

Advanced Environmental Solutions (Ireland) Ltd

Name:

Ecosystems Ltd

Address Line 1:

Arlington Road 24

Address Line 2:

Limerick

Address Line 3:

Address Line 4:

Country:

Ireland

County:

Limerick City

Amount Due:

40

Estimate

OK

Cancel

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

By pressing OK you will be redirected to the Online Payment Portal.

Amount Due: 300

OK

Cancel

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

The screenshot shows the 'Card Details' page of the Dublin City Council Online Payment Portal. The page has a blue header with the council's logo and name. Below the header, the title 'Secure Online Payments' is displayed. The main content area is titled 'Card Details' and contains the following fields and instructions:

- Logos for VISA, MasterCard, and LATER.
- Text: 'All fields marked * are mandatory'.
- Text: 'Amount €300.00'.
- Text: 'Card Number*' with a text input field.
- Text: 'Card Holder Name*' with a text input field.
- Text: 'Expiry Date*' with two dropdown menus for month and year.
- Text: 'Issue Number' with a text input field.
- Text: 'Start Date' with two dropdown menus for month and year.
- Text: 'Please enter the 3 digit security code printed on the back of your card, leave this field blank if not applicable'.
- Text: 'Security Code' with a text input field.
- Text: 'Please enter a valid e-mail address if you would like to receive an electronic receipt for your payment'.
- Text: 'E-Mail Address' with a text input field.
- Text: 'Confirm E-Mail Address' with a text input field.
- Buttons: 'Continue', 'Back', and 'Reset'.
- Note: 'Clicking on the links below will open a new browser window'.
- Logos for 'MasterCard SecureCode' and 'Verified by VISA' with 'learn more' links.

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


The screenshot shows the 'Payment Confirmation' page of the Dublin City Council Online Payment Portal. The page has a blue header with the council's logo and name. Below the header, the title 'Secure Online Payments' is displayed. The main content area is titled 'Account Details' and contains the following information:

- Section: 'Please Confirm Your Payment Details Before Proceeding'.
- Text: 'You are about to make a payment for the transaction shown below. Please check that these details are correct and then either click on the 'Make Payment' button to continue with your payment or click on 'Back' if any details need to be amended.'
- Text: 'Once you click on 'Make Payment' your transaction will be authorised on-line. This will typically take about six seconds but various factors can affect the actual time taken. Please refrain from clicking on any other browser buttons or navigating to other sites while this process takes place. If the process stops responding for any reason then we recommend that you simply close your browser.'
- Table:

Payment For	Reference	Name	Amount
Sales of Waste Transfer Form(s)	Waste Regulation Management System (WRMS)		€300.00
			Total €300.00

- Section: 'Card Details'.
- Text: 'Card Number: *****1112'.
- Text: 'Card Holder: Eleftherios Kaltekis'.
- Text: 'E-Mail: eleftherios.kaltekis@eurodyn.com'.
- Text: 'Expiry Date: 1112'.
- Buttons: 'Make Payment' and 'Back'.

- 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.”).

 Your payment to the Online Payment Portal has been authorised with code: 98794
List of WTF was created successfully

List of WTF

WTF Number
DCC000015
DCC000016
DCC000017
DCC000018
DCC000019
CC000020
CC000021
CC000022
CC000023
CC000024
CC000025
CC000026
CC000027
CC000028
CC000029

OKPrint

Search for WTF

- 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.

Search for WTF

WTF Number:

WTF Status:

-Any Status-

Consignor Name:

Consignee Name:

Type of Collections:

-Any Type-

EWC Codes:

County of Waste Origin:

-Select County-





SearchClear

- 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.

- 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.

- 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.
- 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.

The screenshot shows the 'Edit WTF' form with the 'WTF Summary' tab selected. The form contains the following fields:

- WTF Number: DCC000002
- Status: Active (dropdown menu)
- Consignor Name: Ecosafe Systems Ltd
- Consignor Address section (expanded):
 - Address Line 1: Arlington Road 123
 - Address Line 2: Block 3
 - Address Line 3: Dublin
 - Address Line 4: (empty)
 - Country: Ireland (dropdown menu)
 - County: Dublin City (dropdown menu)
- Consignee: AIBP Ltd T/A AIBP Rathkeale

At the bottom right, there are 'Save' and 'Cancel' buttons.

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.

The screenshot shows the 'Edit WTF' form with the 'Consignor - Carrier Part' tab selected. The form contains the following fields:

- Date Shipped: 10/11/2010
- Quantity Shipped section (expanded):
 - Tonnes: 100
 - m3: 50
- Waste Generator (if Different from Consignor): (empty)
- Type of Collections: Multiple Collections (dropdown menu)
- EWC Codes: 02 01 01 Sludges from washing and cleaning, 02 01 02 Animal-tissue waste, 02 01 03 Plant-tissue waste
- Comment: (empty)
- Waste Description: (empty)
- Physical Characteristics: Solid, Viscous/paste
- Special Handling Requirements: No

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”).

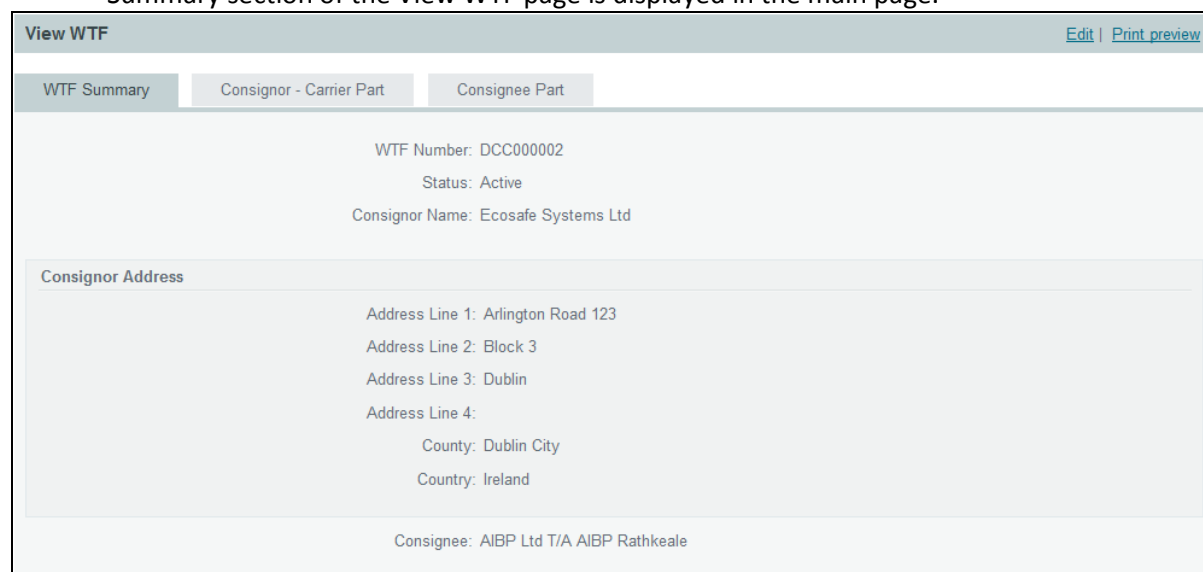
Note 7: If the user that edits a specific WTF belongs to an organisation specified as Consignee of the respective WTF during its creation, s/he will be able to edit all parts of the WTF.

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.



The screenshot displays the 'View WTF' interface. At the top, there is a header bar with the title 'View WTF' and links for 'Edit' and 'Print preview'. Below the header, there are three tab headers: 'WTF Summary' (which is active), 'Consignor - Carrier Part', and 'Consignee Part'. The main content area shows the following information:

- WTF Number: DCC000002
- Status: Active
- Consignor Name: Ecosafe Systems Ltd

Below this, there is a section titled 'Consignor Address' with the following details:

- Address Line 1: Arlington Road 123
- Address Line 2: Block 3
- Address Line 3: Dublin
- Address Line 4:
- County: Dublin City
- Country: Ireland

At the bottom of the form, the Consignee is listed as 'AIBP Ltd T/A AIBP Rathkeale'.

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.

The screenshot shows a web browser window titled 'View WTF - Windows Internet Explorer'. The address bar shows the URL: <http://wrms-preprod.eurodyn.com/wrms/backoffice/viewWTF.do?id=2&print=true>. The page content is titled 'View WTF' and includes a printer icon in the top right. Below the title is a section 'WTF Summary' with the following details: WTF Number: DCC000002, Status: Active, Consignor Name: Ecosafe Systems Ltd. Below this is a section 'Consignor Address' with the following details: Address Line 1: Arlington Road 123, Address Line 2: Block 3, Address Line 3: Dublin, Address Line 4: , Country: Dublin City, Country: Ireland, Consignee: AIBP Ltd T/A AIBP Rathkeale. Below this is a section 'Consignor - Carrier Part' with the following details: Date Shipped: 10/11/2010. At the bottom is a section 'Quantity Shipped' with the value 100. The browser status bar at the bottom shows 'Done', 'Internet | Protected Mode: On', and a zoom level of 115%.

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.