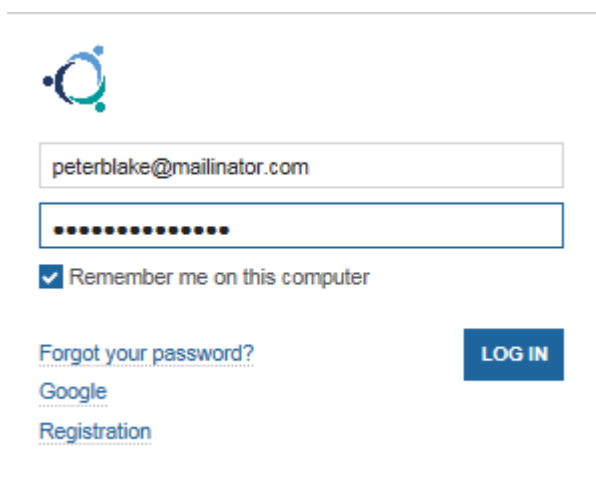


Connect Quick Start Guide

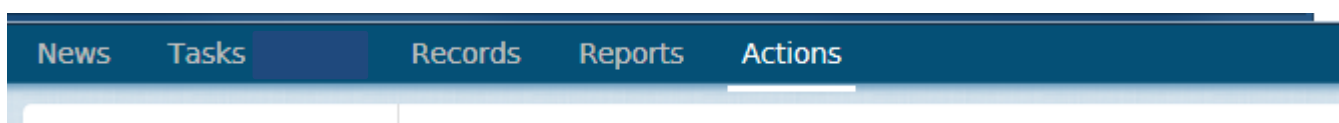
How to link multiple waste generators to part 2 and 3 of a single waste transport certificate (start a manifest) in Connect

A waste manifest can be completed in Connect if you are a waste transporter and you have agent's agreements in place with all of the generators on the manifest. Only a single waste type may be transported on a single load. For more information about the management of regulated wastes in Queensland, visit <https://environment.des.qld.gov.au/waste/guidelines-information.html>

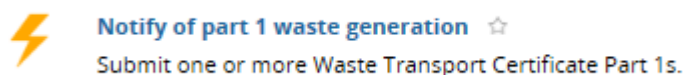
1. Go to <https://ehp.appiancloud.com/suite/>
2. Click on **I AGREE** to agree to the Terms of Use and Privacy Policy.
3. Login to Connect using your external user login details.



4. When you are logged in, navigate to the **Actions** tab at the top of screen



5. Click on the **action** called **Notify of part 1 waste generation**.



6. Respond to the question **Are you acting as an agent representing the generator of the waste?**

Note that to be able to start a manifest, the 'yes – transporter acting as agent' option must be selected.

Waste Transport Certificate (generator)

This section is to be completed by the Generator or Storer of waste

Are you acting as an agent representing the generator of the waste?*

- Yes - Transporter acting as agent
- Yes - Receiver acting as agent
- No - I am the generator

7. There are a few useful features of this form such as the ability to expand and minimise particular sections, and hover over the question marks to view additional information. Mandatory fields are marked with a blue asterisk. Note that while some fields are not mandatory, there may still be prescribed information that you will be required to provide under the Environmental Protection Regulation 2008.

In the **Waste Composition** section of screen, type in the **Waste Type** (in this example, 'grease trap waste' has been entered).

Waste Composition

Waste Name *

Grease trap waste

Waste Chemical Composition

8. In the **Waste Code Number** field, start to type in the waste code number or name, then select the relevant option from the displayed list. Alternatively you can click on the hyperlink called [Click here to select the waste code from a dropdown](#) to view and select from a list showing all available codes. In this example 'K110-Grease Trap Waste' is selected.

Waste Code Number *

K110-Grease Trap Waste x

[Click here to select the waste code from a dropdown](#)

9. Fill out the remaining fields in the **Waste Composition** section of screen (i.e. **Physical Nature**, **Amount of Waste**, **Volumetric Type** and if applicable, enter information into the **Waste Chemical Composition** and **Waste Description** fields).

Part 1

Waste Composition

Waste Name *

Grease trap waste

Waste Code Number *

K110-Grease Trap Waste x

[Click here to select the waste code from a dropdown](#)

Physical Nature *

S - Solid L - Liquid G - Gas P - Paste

Amount of Waste *

250

Waste Chemical Composition

Example information

Waste Description

Example information

10. Fill out the **Dangerous Goods** section of the form, if applicable. If not applicable you can minimise that section of the screen.

▼ Dangerous Goods

<p>U.N. Class</p> <input type="text" value="Type the Class or part of description, e.g. Class 1 or Explosives"/>	<p>Bulk/No of Packaging</p> <input type="text"/>
<p>U.N. Number</p> <input type="text" value="Type the Number or part of description, e.g. 1.1 or Flammable"/>	<p>Type of Packaging</p> <input type="text"/>
<p>Subsidiary Risk</p> <input type="text"/>	<p>Packaging Group</p> <p><input type="radio"/> I - High Risk <input type="radio"/> II - Medium Risk <input type="radio"/> III - Low Risk</p>

11. In the **Waste Generator** section of screen, fill in the details.

In the **Local Government Area** field, start to type in the local government area then select the relevant option from the displayed list.

Enter in the **Generator Contact Name**, **Contact Phone No** and **Environmental Authority Number**, if applicable.

▼ Waste Generator

<p>Name of Waste Generator*</p> <input type="text" value="Harry Green Waste Pty Ltd"/>	<p>Local Government Area*</p> <input type="text" value="Sunshine Coast ✕"/>
<p>ABN/ACN</p> <input type="text"/>	<p>Generator Contact Name*</p> <input type="text" value="Harry Green"/>
<p>Environmental Authority Number</p> <input type="text" value="Example EA"/> <p><small>(if applicable)</small></p>	<p>Contact Phone No*</p> <input type="text" value="0477666444"/>

12. In the **Waste Generator Address** section of screen, type the street number and name into to **Address** field then click on **SEARCH ADDRESS**. Search results will display. Tick the checkbox beside the relevant address.

▼ Waste Generator Address

Address **SEARCH ADDRESS**

Results	Address line	Locality	State	Postcode
<input type="checkbox"/>	19 Harvey Cres	ALDINGA BEACH	SA	5173
<input type="checkbox"/>	19 Harvey St	ALONNAH	TAS	7150
<input type="checkbox"/>	19 Harvey Rd	BANNOCKBURN	VIC	3331
<input checked="" type="checkbox"/>	19 Harvey Pl	CALAMVALE	QLD	4116
<input type="checkbox"/>	19 Harvey Dr	COWES	VIC	3922
<input type="checkbox"/>	19 Harvey St	CRESWICK	VIC	3363
<input type="checkbox"/>	19 Harvey St	DARLEY	VIC	3340
<input type="checkbox"/>	19 Harvey St	DUMBLEYUNG	WA	6350

◀ 1 - 8 of 52 ▶

Address not found
 Select an address from the grid above, or select 'Address not found'

13. In the **Nominated Disposal/Treatment/Storage Facility** section of screen, enter the relevant information.

Nominated Disposal/Treatment/Storage Facility

Name *

Example information

14. In the **Nominated Waste Transporter** section of screen, fill in the details.

Nominated Waste Transporter

Name of Waste Transporter Company *

Peter Blake

Transport Mode *

Road Rail Air Sea

ABN/ACN @

Environmental Authority Number

Example EA

Waste Transporter Address

Address @ 29 Mellifont St BANYO QLD 4014

15. In the **Waste Transport Vehicles** section of screen you can enter the waste transport vehicle information. To do this, click on **+ Add Item**. Then enter the **Rego** and **Vehicle Type**. If you need to add multiple vehicles, click on **+ Add Item** as many times as you need to.

Waste Transport Vehicles

Rego	Vehicle Type	
675ERW	V - Vehicle	x
802DRF	T - Trailer	x
+ Add Item		

16. Complete the **Declaration** then click on **START A MANIFEST**.

Declaration

Name

Peter Blake

Date Waste Given to Transporter *

13/10/2017

*

I declare that the information I have provided is true and correct. I understand that it is an offence to give information that I know is false, misleading or incomplete.

CANCEL

SUBMIT

START A MANIFEST

17. A popup question will display asking the following: *A manifest can only be completed if a transporter has an agent agreements in place with all proposed generators and the same waste type becoming collected are on the same load. Continue?*

Click on **YES** to continue.

Results	Address line	Locality	State	Postcode
<input type="checkbox"/>	19 Harvey Cres		SA	5173
<input type="checkbox"/>	19 Harvey St		TAS	7150
<input type="checkbox"/>	19 Harvey Rd		VIC	3331
<input checked="" type="checkbox"/>	19 Harvey Pl		QLD	4116

A manifest can only be completed if a transporter has an agent agreements in place with all proposed generators and the same waste type becoming collected are on the same load. Continue?

18. The screen called **Waste Transport Certificate (Part 1) Successfully Lodged** will display.

The **WTC Certificate Number** is displayed on screen.

From here you can opt to **CONTINUE MANIFEST** or **COMPLETE MANIFEST**. If you happen to navigate away from the screen at this point, you can pick the process up again by going to the **Tasks** tab and selecting the task called **Display Certificate Reference** for that particular waste transport certificate.

In this example, the **CONTINUE MANIFEST** option is selected.

Waste Transport Certificate (Part 1) Successfully Logged

WTC Certificate Number

WTC5140206354

The reference number/QR code must be provided to the designated transporter so that the waste certificate can be completed



CONTINUE MANIFEST

COMPLETE MANIFEST

19. The **Waste Transport Certificate (generator)** screen will display. Most of the details on the form will be the same as what you had previously entered, however, you will need to enter in an **Amount of Waste** and details of the **Waste Generator**.

Enter in the **Amount of Waste**.

Part 1

Waste Composition

Waste Name *

Grease trap waste

Waste Code Number *

K110-Grease Trap Waste

Physical Nature *

S - Solid L - Liquid G - Gas P - Paste

Amount of Waste *

300

Volumetric Type *

L - Litres K - Kilograms C - Cubic Meters

Waste Chemical Composition

Example information

Waste Description

Example information

20. Enter in the details of the **Waste Generator**.

In the **Waste Generator Address** section of screen, type the street number and name into to **Address** field then click on **SEARCH ADDRESS**. Search results will display. Tick the checkbox beside the relevant address.

Waste Generator

Name of Waste Generator *

Example Generator Pty Ltd

Local Government Area *

Sunshine Coast x

ABN/ACN

112 778 554

Generator Contact Name *

Owner

Environmental Authority Number

Example EA

Contact Phone No *

0499887665

(if applicable)

Waste Generator Address

Address 14 hilltop

SEARCH ADDRESS

Results

<input type="checkbox"/>	Address line	Locality	State	Postcode
<input type="checkbox"/>	14 Hilltop Cres	ALEXANDRA HILLS	QLD	4161
<input checked="" type="checkbox"/>	14 Hilltop Ave	ANNERLEY	QLD	4103
<input type="checkbox"/>	14 Hilltop Rd	AVALON BEACH	NSW	2107
<input type="checkbox"/>	14 Hilltop Pde	AVOCA	QLD	4670
<input type="checkbox"/>	14 Hilltop Pl	BANYO	QLD	4014
<input type="checkbox"/>	14 Hilltop St	BATEAU BAY	NSW	2261
<input type="checkbox"/>	14-16 Hilltop Cl	BAYVIEW HEIGHTS	QLD	4868
<input type="checkbox"/>	14-16 Hilltop Dr	BINALONG BAY	TAS	7216

< 1 - 8 of 69 >

Address not found

Select an address from the grid above, or select 'Address not found'

21. Complete the **Declaration**, then click on **CONTINUE MANIFEST**.

Declaration

Name

Peter Blake

Date Waste Given to Transporter *

13/10/2017

.

I declare that the information I have provided is true and correct. I understand that it is an offence to give information that I know is false, misleading or incomplete.

CANCEL

CONTINUE MANIFEST

22. From here, you can continue to add to the manifest as required, until such time as you wish to complete it.

Note that when you select **COMPLETE MANIFEST** you will be required to make a payment for the waste transport certificates created as part of the manifest.

In this example, the **COMPLETE MANIFEST** option is selected.

Waste Transport Certificate (Part 1) Successfully Logged

WTC Certificate Number

WTC2873102665

The reference number/QR code must be provided to the designated transporter so that the waste certificate can be completed



CONTINUE MANIFEST

COMPLETE MANIFEST

23. The **Select Payment Method** screen will display.

If you have remaining credits in your digital book in Connect, you will be taken immediately you the **payment complete** screen.

Otherwise, you can opt to purchase a new digital book by selecting **Purchase a Digital Book** from the dropdown options in the **Payment Method** field, or **Pay by Credit Card** for this single transaction.

In this example, the **Pay by Credit Card** option is selected. Once you have selected the relevant option, click on **CONTINUE**.

Select Payment Method

Customer Details

Customer Ref: EHP0041889

User peterblake@mailinator.com

Customer Name: Peter Blake

Payment method

Please select a payment Method

- Purchase a digital book (recommended if you DO intend to purchase more certificates in the future)
- Pay by credit card (recommended if you DO NOT intend to purchase more certificates in the future)

* Payment Method

CONTINUE

24. The **Redirecting to payment gateway** screen will display.

If you click on **PAY LATER** you will be taken out of the process and a task will be created in your **tasks** list. When you are ready to finalise the payment, locate the task called **Payment Redirection to BPoint Website**, and proceed with the payment. Note that the payment will remain outstanding, and the certificates will not be lodged, until you have picked up the task and processed the payment.

Otherwise, if you wish to finalise the payment now, click on **Continue to payment gateway**.

Redirecting to payment gateway

Steps to make a payment:

Step 1: Please confirm your payment details below

Step 2: Click on the link 'Continue to payment gateway' to make payment. You are leaving Environment and Heritage Protection and being redirected to the payment gateway system.

Step 3: Once the payment is complete, you must click on the 'Finalise' button below

Payment Details

Billers: Environment and Heritage Protection - InvoicePayment Amount: \$2.90 Payment Status: In Progress

[Continue to payment gateway](#)

25. The **Make a BPOINT Payment** screen will display.

The **Amount (AUD)** will be the cost of a single waste transport certificate multiplied by the amount of waste transport certificates created in the manifest. In this example, two waste transport certificates were created, therefore the **Amount (AUD)** is the combined cost of two waste transport certificates.

Select your payment option by clicking on the type of credit card you will be using (i.e. MasterCard or Visa).

Make a BPOINT Payment

Billers: Environment and Heritage Protection - InvoicePayment Amount: \$2.90 Payment Status: In Progress



Billers Code: 1310499 (Department of Environment and Heritage Protection - Department of Environment and Heritage Protection)

Reference Number:

Debtor Code - Enter 0 if unknown:

Process ID - Enter 0 if unknown:

Amount (AUD):

Select your payment option:  

- The **online payment** screen will display. Enter your **card number, expiry date** and **CVN**. Then click on **Proceed>>**.
- The **Payment Status** screen will display and the payment status should be **approved**. Click on **Close this window**.
- You will be taken back to the **payment gateway** screen. Click on **FINALISE** on the bottom left of screen.
Redirecting to payment gateway

Steps to make a payment:

Step 1: Please confirm your payment details below

Step 2: Click on the link 'Continue to payment gateway' to make payment. You are leaving Environment and Heritage Protection and being redirected to the payment gateway system.

Step 3: Once the payment is complete, you must click on the 'Finalise' button below

Payment Details

Bill: Environment and Heritage Protection - InvoicePayment Amount: \$5.80 Payment Status: In Progress

[Continue to payment gateway](#)

[CANCEL](#) [PAY LATER](#)

[RETRY](#) [FINALISE](#)

- The **Payment Complete** screen will display.

Note that if you were to use digital book credits instead of paying by credit card, two credits would have been deducted from the digital book.

Click on **CONTINUE**. You will be taken out of the process back to the **Actions** menu. Parts 2 and 3 of the waste transport certificates can now be completed, as normal.

Payment Complete

Customer Details

Customer Ref: EHP0041889

User peterblake@mailinator.com

Customer Name: Peter Blake

Confirmation Details

Thank you for submitting your waste tracking certificate - part 1

• Your reference number is: [WTC5140206354](#)

• WHAT'S NEXT?

You must provide the reference number and/or QR code to the transporter.

This will enable the transporter to find the details you have submitted in the waste certificate part 1 and to then complete part 2



[CONTINUE](#)