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.

   Notify of part 1 waste generation ⭐
   Submit one or more Waste Transport Certificate Part 1s.
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 Owner of 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 Code Number**

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.

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.

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).
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**
   - U.N. Class
     - Type the Class or part of description, e.g. Class 1 or Explosives
   - U.N. Number
     - Type the Number or part of description, e.g. 1.1 or Flammable
   - Subsidiary Risk
   - Bulk/No of Packaging
   - Type of Packaging
   - Packaging Group
     - ☐ I = High Risk
     - ☐ II = Medium Risk
     - ☐ III = Low Risk

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.

12. In the **Waste Generator Address** section of screen, type the street number and name into the **Address** field then click on **SEARCH ADDRESS**. Search results will display. Tick the checkbox beside the relevant address.
13. In the **Nominated Disposal/Treatment/Storage Facility** section of screen, enter the relevant information.

   **Nominated Disposal/Treatment/Storage Facility**

   Name
   
   Example information.


   ![Nominated Waste Transporter](image)

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](image)

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

   ![Declaration](image)

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.
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
WTC34020354
The reference number/QR code must be provided to the designated transporter so that the waste certificate can be completed

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: K10 - Grease Trap Waste
Physical Nature: Solid
Amount of Waste: 500

Waste Chemical Composition
Example Information
Waste Description
Example Information
Volumetric Type: Liquid
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 Address](image)

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

![Declaration](image)
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

WTC9879102565

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

23. The Select Payment Method screen will display.

   If you have remaining credits in your digital book in Connect, you will be taken immediately to 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.
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**

Biller: Environment and Heritage Protection - Invoice/Payment Amount: $2.00 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).
26. The **online payment** screen will display. Enter your **card number**, **expiry date** and **CVN**. Then click on **Proceed>>**.

27. The **Payment Status** screen will display and the payment status should be **approved**. Click on **Close this window**.

28. You will be taken back to the **payment gateway** screen. Click on **FINALISE** on the bottom left of screen.

**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**

**Biller:** Environment and Heritage Protection - Invoice
**Payment Amount:** $5.30
**Payment Status:** In Progress

**Continue to payment gateway**

29. 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.