

Connect Quick Start Guide

How to lodge part 1 of a waste transport certificate (generator) in Connect

Follow this quick start guide to lodge part 1 of a waste transport certificate in Connect. 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 Connect Terms of Use and Privacy Policy.
3. Log in to Connect using your external user login details.



Remember me on this computer

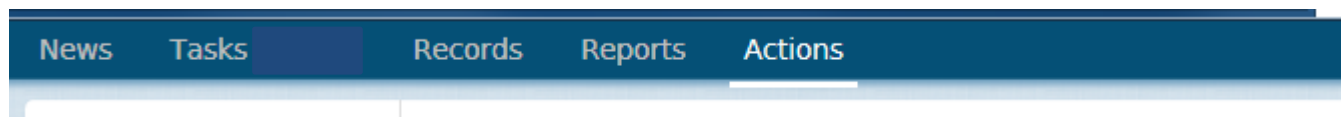
[Forgot your password?](#)

LOG IN

[Google](#)

[Registration](#)

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.

- Respond to the question **Are you acting as an agent representing the generator of the waste?**
Once you have selected the relevant option, the form will display.

In this example the **No – I am the generator** option is selected, however, if you have an agent's agreement in place with the generator, you would select either the **Yes – Transporter acting as agent** or the **Yes – Receiver acting as agent** option.

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

- There are a few useful features in this form such as the ability to expand and minimise sections, and hover over question marks to view additional information.

Enter in the **Waste Name** (in this example 'grease trap waste' is entered).

Part 1

Waste Composition

Waste Name ⓘ *

Grease trap waste

- In the **Waste Code Number** field, start to type in the waste code number or name, then select the relevant option from the picker list. Alternatively you can click on the hyperlink called **Click here to select the waste code from a dropdown** if you wish 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 ✕

[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. the **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 * <input type="text" value="Grease trap waste"/>	Waste Chemical Composition <input type="text" value="Example information"/>
Waste Code Number * <input type="text" value="K110-Grease Trap Waste ✕"/> <small>Click here to select the waste code from a dropdown</small>	Waste Description <input type="text" value="Example information"/>
Physical Nature * <input type="radio"/> S - Solid <input checked="" type="radio"/> L - Liquid <input type="radio"/> G - Gas <input type="radio"/> P - Paste	
Amount of Waste * <input type="text" value="250"/>	
Volumetric Type * <input checked="" type="radio"/> L - Litres <input type="radio"/> K - Kilograms <input type="radio"/> C - Cubic Meters	

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

Dangerous Goods

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

11. In the **Waste Generator** section of screen, fill in the details. In the **Local Government Area** field, you can start to type in the local government area then select the relevant option from the displayed list. Enter in the **Generator Contact Name** and **Contact Phone No**, and an **Environmental Authority Number** if applicable.

Waste Generator

Name of Waste Generator * <input type="text" value="Mary Jones"/>	Local Government Area * <input type="text" value="Gold Coast ✕"/>
ABN/ACN * <input type="text"/>	Generator Contact Name * <input type="text" value="Mary Jones"/>
Environmental Authority Number <input type="text"/> <small>(if applicable)</small>	Contact Phone No * <input type="text" value="0499 887 887"/>

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.

Waste Generator Address

Address SEARCH ADDRESS

Results	<input type="checkbox"/>	Address line	Locality	State	Postcode
	<input type="checkbox"/>	11 Jean St	ABERFELDIE	VIC	3040
	<input type="checkbox"/>	11 Jean St	BELMONT	NSW	2280
	<input type="checkbox"/>	11 Jean Ave	BERKELEY VALE	NSW	2261
	<input type="checkbox"/>	11 Jean St	BROADWATER	WA	6280
	<input checked="" type="checkbox"/>	11 Jean Rd	CAMIRA	QLD	4300
	<input type="checkbox"/>	11A Jean St	CHELTENHAM	VIC	3192
	<input type="checkbox"/>	11B Jean St	CHELTENHAM	VIC	3192
	<input type="checkbox"/>	11 Jean St	COFFS HARBOUR	NSW	2450

1 - 8 of 73

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*

14. In the **Nominated Waste Transporter** section of screen, fill in the details. Note: If you are the waste transporter acting as an agent for the generator in Connect, your details will prefill at this point.

Nominated Waste Transporter

Name of Waste Transporter Company*

ABN/ACN

Transport Mode* Road Rail Air Sea

Environmental Authority Number

15. In the **Waste Transporter 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.

▼Waste Transporter Address

Address SEARCH ADDRESS

Results	Address line	Locality	State	Postcode
<input type="checkbox"/>	24 Drake Bvd	ALTONA	VIC	3018
<input type="checkbox"/>	24 Drake St	BAYSWATER	WA	6053
<input type="checkbox"/>	24 Drake Ave	CARINGBAH	NSW	2229
<input checked="" type="checkbox"/>	24 Drake St	EVERTON PARK	QLD	4053
<input type="checkbox"/>	24 Drake Ave	FLINDERS PARK	SA	5025
<input type="checkbox"/>	24 Drake St	JAMISONTOWN	NSW	2750
<input type="checkbox"/>	24 Drake St	MALMSBURY	VIC	3446
<input type="checkbox"/>	24 Drake St	OSBORNE PARK	WA	6017

◀ 1 - 8 of 15 ▶

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

16. In the **Waste Transport Vehicles** section of screen you can enter the waste transport vehicle information. 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	
456YWQ	V - Vehicle	✕
471HYC	T - Trailer	✕

+ Add Item

17. Complete the **Declaration** then click on **SUBMIT**.

▼Declaration

Name

Date Waste Given to Transporter *

*

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

18. 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:

- a) **Purchase a new digital book** by selecting that option in the **Payment Method** field, or;
- b) **Pay by credit card** for this single transaction.

If you opt to purchase a new digital book in this step you will be prompted to enter the number of digital credits you wish to purchase. Note that the minimum purchase quantity is 10 credits, and that one of your purchased credits will be deducted upon completion of the lodgement of the part 1 waste transport certificate.

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: EHP0041879

User maryjones@mailinator.com

Customer Name: Mary Jones

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

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

- If you do not wish to pay at this stage you can opt to pay later by clicking on **PAY LATER**. This will create a task in your **tasks** list for you to return to later, in order to finalise the payment. Note that the payment will remain outstanding and unpaid until you pick up the task and process 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

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

[Continue to payment gateway](#)

CANCEL PAY LATER

RETRY FINALISE

- The **Make a BPOINT Payment** screen will display. **Select your payment option** by clicking on the type of credit card you will be using (i.e. MasterCard or Visa)
- The **online payment** screen will display. Enter your **card number, expiry date** and **CVN**. Then click on **Proceed>>**.
- The **Payment Status** screen will display; 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: \$2.90 Payment Status: In Progress

[Continue to payment gateway](#)

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

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

- The **Payment Complete** screen will display. The waste transport certificate **reference number** has been generated and is displayed on screen. Instruction text states the following:

You must provide the reference number 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.

Click on **CONTINUE**. You will be taken out of the process back to the **Actions** menu.

Payment Complete

Customer Details

Customer Ref: EHP0041879

User: maryjones@mailinator.com

Customer Name: Mary Jones

Confirmation Details

Thank you for submitting your waste tracking certificate - part 1

• Your reference number is: [WTC1440574431](#)

• 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](#)

25. If you wish to view a record of the submitted Part 1 waste certificate you can navigate to the **Records** menu and select the category of **Waste Transport Certificates**.

Waste Transport Certificates

[Clear Filters](#)

Q WTC1440574431 STATUS | Any



WTC1440574431

Waste Name: Grease trap waste
Status: Part 1 - Submitted