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.

   maryjones@mailinator.com

   **************

   Remember me on this computer

   Forgot your password?
   Google
   Registration

   LOG IN

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

   News   Tasks   Records   Reports   Actions

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?**
   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)](image)

   **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 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](image)

   **Part 1**
   **Waste Composition**
   **Waste Name**
   - Grease trap waste

8. 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](image)

   **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**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waste Name *</td>
<td></td>
</tr>
<tr>
<td>Waste Code Number *</td>
<td></td>
</tr>
<tr>
<td>Physical Nature †</td>
<td></td>
</tr>
<tr>
<td>Amount of Waste †</td>
<td>500</td>
</tr>
<tr>
<td>Volumetric Type †</td>
<td></td>
</tr>
</tbody>
</table>

**Waste Chemical Composition**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example Information</td>
<td></td>
</tr>
</tbody>
</table>

**Waste Description**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example Information</td>
<td></td>
</tr>
</tbody>
</table>

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

### Dangerous Goods

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.N. Class</td>
<td></td>
</tr>
<tr>
<td>U.N. Number</td>
<td></td>
</tr>
<tr>
<td>Subsidiary Risk</td>
<td></td>
</tr>
</tbody>
</table>

**Substitutes of Packaging**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Packaging</td>
<td></td>
</tr>
<tr>
<td>Packaging Group</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Waste Generator *</td>
<td>Mary Jones</td>
</tr>
<tr>
<td>ABN/ACN</td>
<td></td>
</tr>
<tr>
<td>Environmental Authority Number</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Government Area *</td>
<td>Gold Coast</td>
</tr>
<tr>
<td>Generator Contact Name *</td>
<td>Mary Jones</td>
</tr>
<tr>
<td>Contact Phone No *</td>
<td>07 387 587 687</td>
</tr>
</tbody>
</table>
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](image)

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

**Nominated Disposal/Treatment/Storage Facility**

Name:

Example information

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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**

Example Waste Transported Pty Ltd

**ABN/ACN**

687 112 112

**Transport Mode**

Road  Rail  Air  Sea

**Environmental Authority Number**

Example EA 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 Table]

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 Table]

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

![Declaration Form]
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.

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.
20. 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).

21. The online payment screen will display. Enter your card number, expiry date and CVN. Then click on Proceed>>.

22. The Payment Status screen will display; the payment status should be approved. Click on Close this window.

23. 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

Biller: Environment and Heritage Protection - Invoice
Payment Amount: $2.00
Payment Status: In Progress
Continue to payment gateway

24. 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.
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**.