Connect Quick Start Guide

How to lodge part 2 of a waste transport certificate (transporter) in Connect

Follow this quick start guide to lodge part 2 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

Prior to commencing this process you will need to have obtained the part 1 waste transport certificate reference number from the generator or agent acting for the generator.

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.

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 2 waste transportation.

Notify of part 2 waste transportation ⭐
6. The **Lookup WTC PART 2** screen is displayed. In the **WTC** field, type in the WTC reference number from Part 1 then click on **SUBMIT**.

```
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**Lookup WTC Part 2**
Scan the QR Code on the Part 1 to find the Part 2

**Part 1 QR Barcode**
Upload QR Code

If using an app on your smartphone or tablet, you can click on the button above and choose 'take a photo'.
Then take a photo of the QR code generated when the Waste Certificate Part 1 was submitted.
Then click submit. This will find the waste certificate.
Finding a waste certificate will be subject to photo quality and the status on the certificate.

**OR Enter Certificate Reference Number**

WTC 1440574431
Enter the reference number for the movement of waste excluding the prefix e.g. 1234567890 of WTC1234567890.

**Cancel** **Submit**
```

7. Respond to the question **Are you acting as an agent representing the receiver of the waste?** Once an option is selected, the form will display. In this example, the **no** option is selected.

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**Waste Transport Certificate - WTC1440574431 (transporter)**
To be completed by the Waste Transporter

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

- No
- Yes
```

8. In part 1 of the form (i.e. the **Please Confirm / Review Waste Details** section) review the information and make changes if any of the information is not correct. Note that the details in the **Waste Generator** section of screen cannot be edited.

### 1. Please Confirm/ Review Waste Details

**Waste Composition**
- **Waste Name**: Grease trap waste
- **Waste Code Number**: K10G-Grease Trap Waste

Click here to select the waste code from a dropdown

- **Physical Nature**
  - □ S - Solid
  - □ L - Liquid
  - □ G - Gas
  - □ P - Paste

- **Amount of Waste**: 500

- **Volumetric Type**
  - □ L - Letter
  - □ K - Kilogram
  - □ C - Cubic Meters

**Dangerous Goods**

**Waste Generator**
- **Name of Waste Generator**: Nathan Times
- **ABN/ACN**: Example information
- **Environmental Authority Number**: Example information

**Waste Generator Address**
- **Address**: 11 Lime St, EDENS LANDING, QLD 4207

**Nominated Disposal/Treatment/Storage Facility**
- **Name**: Example information

9. In Part 2 of the form (i.e. the **Please Confirm/ Review Transporter Details** section) enter the relevant information.

### 2. Please Confirm/ Review Transporter Details

**Nominated Waste Transporter**
- **Name of Waste Transporter Company**: Nathan Times
- **ABN/ACN**: Example information

**Waste Transporter Address**
- **Address**: 26 Delane Ave, URANGAN QLD 4655

**Waste Transport Vehicles**

**Contact Details**
- **Contact Phone No**: 0499 887 444
10. In the **Discrepancy** section of screen, record any discrepancies in the information provided by the waste generator.

![Discrepancy](image)

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

![Declaration](image)

12. The **Waste Transport Certificate (Part 2) Successfully Logged** screen will display. This screen shows the **WTC certificate number** which can be used to complete Part 3. Instruction text states the following:

   *The reference number must be provided to the designated receiver so that the waste certificate can be completed.*

   Click on **CONTINUE**. You will be taken out of the process and returned to the **Actions** tab.

![Waste Transport Certificate (Part 2) Successfully Logged](image)

13. If you wish to view a record of the submitted Part 2 of the waste certificate you can navigate to the **Records** menu and select the category of **Waste Transport Certificates**.

![Waste Transport Certificates](image)