Connect Quick Start Guide
How lodge part 3 of a waste transport certificate (receiver) in Connect

Follow this quick start guide to lodge part 3 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 waste transport certificate reference number from the waste transporter.

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 3 waste received.

Notify of part 3 waste received
6. The **Lookup WTC Part 3** screen will display. In the **WTC** field, enter the waste transport certificate number that was used in parts 1 and 2. Then click on **SUBMIT**.

![Lookup WTC Part 3](image)

6. **Part 2 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.

   **WTC** 144057431
   - Enter the reference number for the movement of waste excluding the prefix e.g. 1234567890 or WTC1234567890.

   ![Submit button](image)

7. Review the waste details provided in part 1 of the form (i.e. the **Please Confirm/ Review Waste Details** section). Make any changes as necessary.

   **1. Please Confirm/ Review Waste Details**

   **Waste Composition**
   - **Waste Name**: [Example information]
   - **Physical Nature**: [Solid]
   - **Amount of Waste**: 250
   - **Volumetric Type**: [L - Litres]

   **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**: [Example information]

   **Waste Chemical Composition**
   - [Example information]

   **Waste Description**
   - [Example information]

   **Bulk/No of Packaging**
   - [Example information]

   **Type of Packaging**
   - [Example information]

   **Packaging Group**
   - [Example information]
8. In part 3 of the form (i.e. the **Please Enter Receiver Details** section) enter the relevant information.

   In the **Waste Disposal Treatment Code** field, you can start to type in the relevant code then select it from the list.

   In the **Waste Receiver Address** section, type the street number and name into the **Address** field then click on **SEARCH ADDRESS**. Tick the checkbox beside the relevant address.

3. **Please Enter Receiver Details**

   **Waste Received**

   Waste Disposal Treatment Code *
   [RS - Used oil refining or other refining of previously used oil]

   **Waste Receiver**

   Name of Waste Receiver Company *
   Nathan Times

   ABN/ACN
   0426778778

   Environmental Authority Number
   
   **Waste Receiver Address**

   Address 0
   16 Lily St

   Results
   
   Address line
   16 Lily St
   16 Lily St
   16 Lily St
   14A Lily St
   16B Lily St
   16 Lily St
   16 Lily St
   16 Lily St
   16 Lily St

   Locality
   ALTONA NORTH
   ARMSTRONG CREEK
   ASCOT
   ARMSTRONG CREEK
   ARMSTRONG CREEK
   ARMSTRONG CREEK
   AUBURN
   AUBURN
   VIC
   VIC
   VIC

   State
   VIC
   VIC
   VIC
   QLD
   QLD
   NSW
   VIC
   VIC

   Postcode
   3023
   3217
   6104
   4083
   4083
   2144
   3340
   3340

   9. In the **Discrepancy** section of screen, record any discrepancy information in the free text field.

   **Discrepancy**

   Discrepancy Information 0
   Example information
10. Complete the **Declaration** then click on **SUBMIT**.

11. The **Waste Transport Certificate (Part 3) Successfully Lodged** screen will display. The screen shows the WTC reference number. Click on **CONTINUE**. You will be taken out of the process and returned to the **Actions** menu.

12. If you wish to view a record of the submitted Part 3 waste certificate you can navigate to the **Records** menu and select the category of **Waste Transport Certificates**.