



Welcome to SA EPA's WasteTracker system

Click on these links to access instructions on using WasteTracker:

[Part 1 – Log in & change password](#)

[Part 2 - Create CA \(consignment authorisation\)](#)

[Part 3 – Create TC \(transport certificate\)](#)

[Part 4 – Process & finalise the TC](#)

WasteTracker Instruction Guide

Part 1 - Log in & change password

1. Go to EPA's website by clicking on this link or typing it into your Internet browser (e.g. Internet Explorer): <http://www.epa.sa.gov.au>
2. Click on the WasteTracker icon
3. This page will appear:

EPA
South Australia

Home Contact Sitemap

Search EPA site...

HOME ENVIRONMENTAL INFO ABOUT EPA

Application Log In

Please log in
To log in to your application, please enter your credentials and click Login.

User name

Password

login

For your information

Internet Explorer 10 users

Some functionality on this website may not be compatible with Internet Explorer 10. If you find that this website is unresponsive, please try running your browser in compatibility mode:

1. Press F12 on your keyboard to display the developer tools.
2. On the developer tools menu, select Browser Mode then select Internet Explorer 9 or Internet Explorer 8.

We apologise for any inconvenience.

For more information, to obtain a login, or if you are experiencing difficulties logging into or using WasteTracker, contact:

EPA Regulatory Support Branch
Telephone (Freecall outside metro): 1800 623 445
licensing.epa@epa.sa.gov.au
Direct Phone: (08) 8204 2039

A step-by-step guide to get started with [WasteTracker](#)

4. In the white box next to 'User name', type in the first letter of your firstname then your whole surname, all in lowercase letters (no capitals) with no spaces.
As an example, if your name is Joe Bloggs, your username would be *jbloggs*
5. In the white box next to 'Password', type in the password we gave you.

Tip: Ensure popups are enabled in your Internet browser for WasteTracker

Tip: For quick access to WasteTracker, create a shortcut in your Internet browser or Desktop to www.wastetracker.sa.gov.au

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6. This screen will appear:

7. Click on *Change password*

8. This screen appears:

9. Follow the on-screen instructions & change your password by typing it in the white boxes above. Take a secure note of your new password, then click *Update password*.

Tip: Ensure popups are enabled in your Internet browser for WasteTracker

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10. A message will appear saying 'Your password has been updated successfully':



Change password

Your password has been updated successfully.

User ID	wproducer
User name	waste producer
New password	<input type="password"/>
Confirm New Password	<input type="password"/>

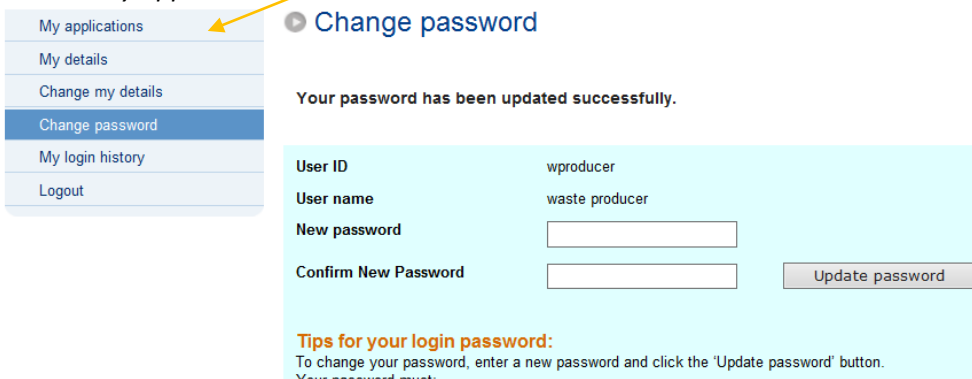
Update password

Tips for your login password:
To change your password, enter a new password and click the 'Update password' button.
Your password must:

If not, re-read the *Tips for your login password* & try again.

11. Once you've successfully changed your password, there is no need to log in again. You can continue using WasteTracker from here.

12. Click on *My applications*:



Change password

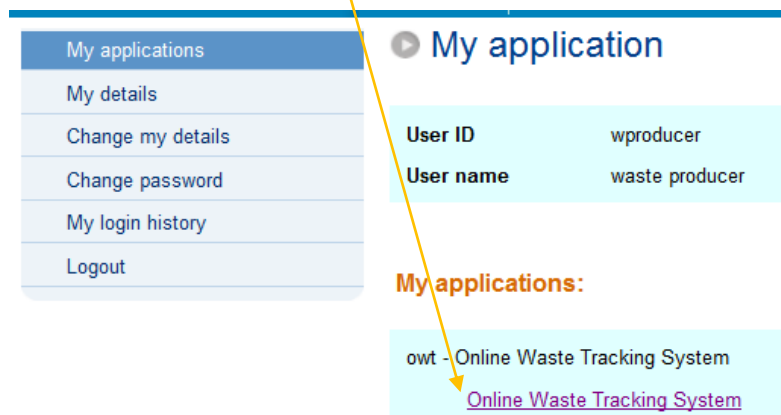
Your password has been updated successfully.

User ID	wproducer
User name	waste producer
New password	<input type="password"/>
Confirm New Password	<input type="password"/>

Update password

Tips for your login password:
To change your password, enter a new password and click the 'Update password' button.
Your password must:

13. When this screen appears, click on *Online waste tracking*:



My application

User ID	wproducer
User name	waste producer

My applications:

- owt - Online Waste Tracking System
- [Online Waste Tracking System](#)

Tip: Ensure popups are enabled in your Internet browser for WasteTracker

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14. Now select which other WasteTracker User Guide suits your role then continue with the instructions in that guide:

[Guide 2 - CREATE CA \(consignment authorisation\)](#)

[Guide 3 - CREATE TC \(transport certificate\)](#)

[Guide 4 - PROCESSING \(process & finalise the TC\)](#)

For further information or assistance:

Telephone (Freecall outside metro): 1800 623 445

Direct Phone: (08) 8204 2039

Email: licensing.epa@epa.sa.gov.au

Website: www.epa.sa.gov.au

Tip: Ensure popups are enabled in your Internet browser for WasteTracker

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WasteTracker Instruction Guide

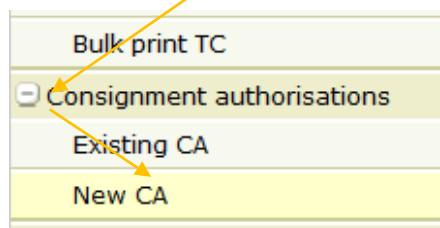
Part 2 – Create CA (consignment authorisation)

Steps in this guide can only be carried out if you have this level of access:

ROLE	PERMISSION	
Receiver	Create/update	With CA

- Once you have received a request & details from a consignor (usually a producer) of waste, login to WasteTracker using steps in the separate user guide *Logging in*.
- When you have selected the *Online waste tracking system* link, this page will appear:

- In the menu on the left side of the screen, click the + sign next to the *Consignment authorisations* item then select *New CA*:



Tip: Ensure popups are enabled in your Internet browser for WasteTracker

Tip: For quick access to WasteTracker, create a shortcut in your Internet browser or Desktop to www.wastetracker.sa.gov.au

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4. From this part of the screen that appears, select *Enter all new data*:

Create consignment authorisation (CA)

To create a new CA

Enter all new data

or

Copy and edit data from an existing CA

or

Batch copy multiple CAs

5. Select a date range in the screen that appears, then click *Next*:

Create consignment authorisation (CA) Help

<< Back * indicates a mandatory item

CA date > Receiving facility > Waste code > Consignor > Transport > Create

Please enter start and end date for this CA

CA start date *

CA end date * Select an end date no more than 12 months from the start date.

Next >>

6. Select a waste type by clicking on the radio button next to any one *Waste description*:

Create consignment authorisation (CA) Help

<< Back * indicates a mandatory item

CA date > Receiving facility > **Waste code** > Consignor > Transport > Create

CA start date	22/09/2014	CA end date	21/09/2015
Receiving facility	WASTE COMPANY SITE (PTR), 1 WASTE COMPANY RD, ADELAIDE, SA		

Please select the required waste for the CA or select multiple wastes CA *

Waste code	Waste description	Waste description
A100	Waste resulting from surface treatment of metals and plastics	<input checked="" type="radio"/> Waste from metals & plastics treatment (liquid) <input type="radio"/> Waste from metals & plastics treatment (solid)
A110	Waste from heat treatment and tempering operations containing cyanides	<input type="radio"/> Cyanide waste from heat treatment & tempering
A130	Cyanides (inorganic)	<input type="radio"/> Complexed cyanides (inorganic)
		<input type="radio"/> Inorganic isocyanates
		<input type="radio"/> Other cyanides (inorganic)
B100	Acidic solutions or acids in solid form	<input type="radio"/> Sulfuric acid <input type="radio"/> Hydrochloric acid <input type="radio"/> Nitric acid <input type="radio"/> Phosphoric acid

Tip: Ensure popups are enabled in your Internet browser for WasteTracker

Tip: For quick access to WasteTracker, create a shortcut in your Internet browser or Desktop to

www.wastetracker.sa.gov.au

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7. Scroll down to the bottom of the screen & click **Next**:

T100	products Waste chemical substances arising from research and development or teaching activities including tho	<input type="radio"/> production <input type="radio"/> Waste chemicals from R&D or teaching <input type="radio"/> Waste from domestic chemical collections <input type="radio"/> Photographic waste containing silver <input type="radio"/> Photographic waste (no silver) <input type="radio"/> Photographic waste nos <input type="radio"/> Used tyres
T120	Waste from the production, formulation and use of photographic chemicals and processing materials	
T140	Tyres	

8. When this screen appears, type in a few letters of the consignor name & click **Search**:

Create consignment authorisation (CA)

[Help](#)

[<< Back](#) [CA date](#) > [Receiving facility](#) > [Waste code](#) > **Consignor** > Transport > Create

* indicates a mandatory item

CA start date	22/09/2014	CA end date	21/09/2015
Receiving facility	WASTE COMPANY SITE (PTR), 1 WASTE COMPANY RD, ADELAIDE, SA	Waste description	Waste from metals & plastics treatment (liquid)
Waste code	A100 Waste resulting from surface treatment of metals and plastics		

Search for a consignor

Please enter search criteria

Consignor name	<input type="text" value="prod"/>	Role	<input type="text" value="Producer"/>
Licence no.	<input type="text"/>	ABN/ACN	<input type="text"/>
Suburb	<input type="text"/>	<input type="button" value="Search"/>	<input type="button" value="Clear"/>

<u>Premise</u>	<u>Address</u>	8 record(s) returned	
		<u>Suburb</u>	<u>State</u>
<input type="radio"/> ADELAIDE BRIGHTON CEMENT LIMITED - PRODUCER 1126 - BIRKENHEAD	VICTORIA & ELDER ROADS	PETERHEAD	SA
<input type="radio"/> ELECTROLUX HOME PRODUCTS PTY. LIMITED -PRODUCER 13765 - DUDLEY PARK	SIMPSON AVENUE	DUDLEY PARK	SA
<input type="radio"/> NYRSTAR PORT PIRIE PTY LTD - PRODUCER RECEIVER 775	ELLEN STREET	PORT PIRIE	SA
<input checked="" type="radio"/> PARENT COMPANY PRODUCER SITE - 5001 - GEPPS CROSS	2 PARENT COMPANY ST	GEPPS CROSS	SA
<input type="radio"/> SGS AUSTRALIA PTY LTD - PRODUCER WA	VARIOUS	VARIOUS	WA
<input type="radio"/> NYRSTAR HOBART PTY LTD - PRODUCER TAS	RISDON ROAD	LUTANA	TAS
<input type="radio"/> ACI OPERATIONS PTY. LTD. - PRODUCER - WEST CROYDON	617-625 PORT RD	WEST CROYDON	SA
<input type="radio"/> INTERSTATE PRODUCER	1 INTERSTATE AVE	BRISBANE	QLD

Consignor not listed?

9. Select the consignor that is listed then click **Next**.

Tip: Ensure popups are enabled in your Internet browser for WasteTracker

Tip: For quick access to WasteTracker, create a shortcut in your Internet browser or Desktop to www.wastetracker.sa.gov.au

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10. Select a transporter by clicking *Full list*:

[Help](#)

Create consignment authorisation (CA)

[<< Back](#) * indicates a mandatory item

[CA date](#) > [Receiving facility](#) > [Waste code](#) > [Consignor](#) > **Transport** > Create

CA start date	22/09/2014	CA end date	21/09/2015
Receiving facility	WASTE COMPANY SITE (PTR), 1 WASTE COMPANY RD, ADELAIDE, SA	Waste description	Waste from metals & plastics treatment (liquid)
Waste code	A100 Waste resulting from surface treatment of metals and plastics		
Consignor	WASTE COMPANY SITE (PTR)		

Optional: select a default transporter [Custom list](#) [Full list](#) [Next >>](#)

11. When this screen appears, type part of your consignor name in the search box (alternative is to click on a blue index letter), then select the transporter name & click *OK*:

Transporter - Full list

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Select a transporter and click OK Search

Transporter name	Transporter address
<input checked="" type="radio"/> WASTE COMPANY SITE (PTR)	1 WASTE COMPANY RD

1 record(s) re

Tip: Ensure popups are enabled in your Internet browser for WasteTracker

Tip: For quick access to WasteTracker, create a shortcut in your Internet browser or Desktop to

www.wastetracker.sa.gov.au

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12. When the *Create Consignment Authorisation (CA)* screen appears, check all details & change if needed then scroll down the bottom, enter a note as desired, click *I agree* then *Create CA*:

Receiving facility ⓘ [Top](#)

Name	WASTE COMPANY SITE (PTR)		
Address	1 WASTE COMPANY RD ADELAIDE SA 5000		
Contact name	WASTE RECEIVER *		
Phone no.	(08) 8204 2000 *	Fax no.	
Email address			
Reference no.		Licence no.	98745

(appears on all TCs created under this CA)

Note

Go to Gate 3

By selecting the 'Create CA' button, you declare to the best of your knowledge that the information you have entered on this form is true and correct.

I agree ☒

13. When this screen appears, click on one of the 1. Send email (the CA number/details), 2. Print (the CA) or 3. Create TC buttons as desired (details below):

Create consignment authorisation (CA)

CA created with number: 5C00003093

You may send an email to the Consignor informing them that this CA has been created.

- You may view and print this CA
- You may create a Transport Certificate from this CA
- Select an action from the toolbar on the left

1. You can add or change email addresses, change the subject &/or add text then click *Send*:

Create consignment authorisation (CA)

Send email

To	wasteproducer@waste.com.au
CC	wastetransporter@waste.com.au
BC	
Subject	CA created with number: 5C00003093

Hi Bob

 Thanks for your phone call to arrange waste collection from your site for 12 months from today. I've created a CA for you based on the information you provided me over the phone today. Please check the details & print your TCs from this for each load. Cheers, Ruby

Tip: Ensure popups are enabled in your Internet browser for WasteTracker

Tip: For quick access to WasteTracker, create a shortcut in your Internet browser or Desktop to www.wastetracker.sa.gov.au

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2. You can print the CA (it takes a little longer the first time to do this). You may have to authorise the opening of this pdf in your Internet browser:

EPA WasteTracker
Consignment Authorisation - No. 5C00003093
 Created by: waste receiver, 22-Sep-2014 2:10 pm Status: Current

Note: This consignment authorisation has been issued using EPA's WasteTracker system. The EPA places obligations on the consignor, transporter and receiving facility with respect to the transport of waste under this consignment authorisation. This consignment authorisation may be revoked by the EPA at any time.

SECTION A
 Details in this section form part of the legal requirements of the consignment authorisation and cannot be varied except by the EPA to correct errors. If you identify any errors in this section, please advise the EPA.


CA start date: 22-Sep-2014	CA end date: 21-Sep-2015
Consignor: PARENT COMPANY PRODUCER SITE - 5001 - GEPPS CROSS 2 PARENT COMPANY ST GEPPS CROSS, SA 5013	Role: Producer ASNIACN: 22 058 138 499 ANZSIC code: 0 Licence no.: 5001
Pickup details: As above	
Waste code: A100 - Waste resulting from surface treatment of metals and plastics	
Receiving Facility: WASTE COMPANY SITE (PTR) 1 WASTE COMPANY RD ADELAIDE, SA 5000	Licence no.: 98745

SECTION B
 Details in this section are not part of the legal requirements of the consignment authorisation. They are default values which are automatically entered onto transport certificates created using this consignment authorisation. These details can be varied by the entity which issued the consignment authorisation or by the EPA.


Consignor: Contact: USER 2	Phone: (08) 8204 2000 Fax: N/A Emergency: (08) 8204 2000 Email: maryann.galloway@epa.sa.gov.au
Waste: Description: Waste from metals & plastics treatment (liquid) Form: Liquid Proposed treatment: Chem/Phys Treatment Contaminants: N/A	
Transport: Default: WASTE COMPANY SITE (PTR) 1 WASTE COMPANY RD ADELAIDE, SA 5000 Type: Road Waste amount picked up must be recorded: No	Contact: WASTE TRANSPORTER Phone: (08) 8204 2000 Fax: N/A Email: N/A Licence no.: 98745 Proposed delivery period: 2 day(s)
Receiving facility: Contact: WASTE RECEIVER Receiving facility ref no.: N/A	Phone: (08) 8204 2000 Fax: N/A Email: N/A
Note: Go to Gate 3	

Printed on : 22-Sep-2014 2:21:45 pm
 Environment Protection Authority GPO Box 2607 ADELAIDE SA 5001 Phone: (08) 8204 2000 Page 1 of 1

3. You can *Create TC* (if your access permission/role allows). Be sure to check all details & change if needed then scroll down the bottom, enter a note as desired, click *I agree* then *Create TC* (there is a separate user guide for creating TCs which has more details):

Receiving facility  [Top](#)

Name	WASTE COMPANY SITE (PTR)		
Street	1 WASTE COMPANY RD		
Suburb	ADELAIDE		
State	SA	Postcode	5000
Licence no.	98745		
Phone	(08) 8204 2000 *	Fax no.	
Contact name	WASTE RECEIVER *		
Email			
Receiving facility ref no.			

Note  [Top](#)

Go to Gate 3

Use Gate 2 instead

by selecting the 'Create TC' button, you declare to the best of your knowledge that the information you have entered on this form is true and correct...

☒ **I agree**

For further information or assistance:

Telephone (Freecall outside metro): 1800 623 445

Direct Phone: (08) 8204 2039

Email: licensing.epa@epa.sa.gov.au

Website: www.epa.sa.gov.au

Tip: Ensure popups are enabled in your Internet browser for WasteTracker

Tip: For quick access to WasteTracker, create a shortcut in your Internet browser or Desktop to

www.wastetracker.sa.gov.au

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WasteTracker Instruction Guide

Part 3 – Create TC (transport certificate)

Steps in this guide can only be carried out if you have at least this level of access:

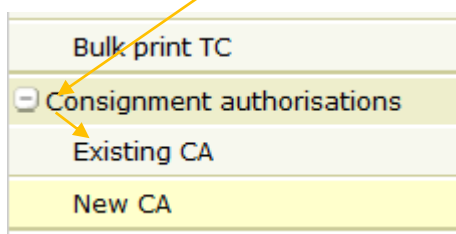
ROLE	PERMISSION
Receiver	Create/update

OR

ROLE	PERMISSION
Producer	Create/update

- Once you have obtained a consignment authorisation (CA) number from a company (licensed waste receiver) or the EPA, log in to WasteTracker using steps in the guide *Logging in*.
- When you select the *Online waste tracking system* link, this page will appear:

- In the menu on the left side of the screen, click the + sign next to the *Consignment authorisations* item then select Existing CA:



Tip: Ensure popups are enabled in your Internet browser for WasteTracker

Tip: For quick access to WasteTracker, create a shortcut in your Internet browser or Desktop to www.wastetracker.sa.gov.au

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4. When this screen appears, paste or type in the CA number you received from the receiving facility or EPA (you can just type in the last 4 to 5 numbers after the zeros i.e. 3093 in the example below) then click *Search*:

Online waste tracking

- Transport certificates
- Consignment authorisations**
 - Existing CA
 - New CA
- Exception monitoring
- Upload
- Download
- Report
- Approvals
- Tools
- Admin
- Resources
- Help
- Logout

Existing consignment authorisation (CA)

Search for an existing CA

Please enter search criteria

Waste code:

CA no.: Status: **i**

Receiving facility: Consignor:

Transporter: Receiving facility ref. no.:

i

1 record(s) returned

CA no.	Consignor	Receiving facility	Waste code	Start date	End date	Status
<input checked="" type="radio"/> 5C00003093	PARENT COMPANY PRODUCER SITE - 5001 - GEPPS CROSS	WASTE COMPANY SITE (PTR)	A100	22/09/2014	21/09/2015	Current

5. When your CA appears in the list, click the radio button to select then click *Create TC*.

6. Check & edit the details of your TC as desired, scroll down to the bottom of the page, add notes if needed, then click *I agree & Create TC*:

Receiving facility **i** [Top](#)

Name: WASTE COMPANY SITE (PTR)
 Street: 1 WASTE COMPANY RD
 Suburb: ADELAIDE
 State: SA Postcode: 5000
 Licence no.: 98745
 Phone: (08) 8204 2000 * Fax no.:
 Contact name: WASTE RECEIVER *
 Email:
 Receiving facility ref no.:

Note **i** [Top](#)

Go to Gate 3

Speak with Bob

by selecting the 'Create TC' button, you declare to the best of your knowledge that the information you have entered on this form is true and correct...

☒ I agree

Tip: Ensure popups are enabled in your Internet browser for WasteTracker

Tip: For quick access to WasteTracker, create a shortcut in your Internet browser or Desktop to www.wastetracker.sa.gov.au

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Tip: You can print up to 100 TCs at once using the *Bulk Create TC* button next to the *Create TC* button on the previous screenshot.

7. When this screen appears, click on one of the 1. Send email (this sends the TC number/details), 2. Print (the TC) or 3. Record pick up:

Create transport certificate

TC no. 5T00003585 has been created

- You may view this TC
- You may send an email to the
 - ☐ Consignor
 - ☐ Transporter
 - ☐ Receiving facility

informing them that this transport certificate has been created.
- You may view and print this TC
- You may select the next step in the TC process
- You may select another function from the toolbar on the left

Here are details of these options:

8. You can add or change email addresses, change the subject &/or add text then click *Send*:

Email for Transport Certificate

<< Back

To

wastetransporter@waste.com.au

Cc

wastereceiver@waste.com.au

Subject

OWT: TC no. 5T00003585 created

Hi Bob

We will have a load of waste ready for collection this Thursday.

Details are on TC 5T00003585.

Tip: Ensure popups are enabled in your Internet browser for WasteTracker

Tip: For quick access to WasteTracker, create a shortcut in your Internet browser or Desktop to www.wastetracker.sa.gov.au

Version 23/02/2015

9. You can print the TC (it takes a little longer the first time). You may have to authorise the opening of this pdf in your Internet browser:

EPA WasteTracker
TRANSPORT CERTIFICATE - No. 5T00003585

Created by: Normanswaste producer CA no: 5000000001 Status: Created CA start date: 23-Sep-2014 CA end date: 21-Sep-2015

PART 1 (this part to be completed by producer at pickup)

CONSIGNOR
 PARENT COMPANY PRODUCER SITE - 5001 - GEPPS CROSS
 2 PARENT COMPANY ST
 GEPPS CROSS, SA 5003
 Role: Producer
 ABN/ACN: 22 058 138 456
 ANZBIC #: 0
 Licence #: 5001
 Contact: USER 2
 Phone: (08) 8204 2000
 Fax: N/A
 Emergency: (08) 8204 2000
 Email: margaret.gilbey@epa.sa.gov.au

Pickup details: As above

WASTE
 Waste code: A100 - Waste resulting from surface treatment of metals and plastics
 Description: Waste from metals & plastics treatment (liquid)
 Form: Liquid
 Proposed treatment: Chemical/Physical treatment
 Contaminants: N/A
 This section is not administered by the EPA - contact SafeWork SA 1300 360 255 www.safework.sa.gov.au

Dangerous goods class: Subsidary risk class: UN no: No. packages:

PICKUP
 Waste amount at pickup: (Required)
 I declare that to the best of my knowledge and belief the above information is true and correct.
 Name and Position (block letters): Date:

PART 2 - TRANSPORTER (this part to be completed by the transporter at pickup)

WASTE COMPANY SITE (PTR)
 1 WASTE COMPANY RD
 ADELAIDE, SA 5000
 Licence #: 98745
 Vehicle reg: Road
 Transport type: Road
 Transit State: SA
 Contact: WASTE TRANSPORTER
 Phone: (08) 8204 2000
 Fax: N/A
 Email: N/A
 I declare that to the best of my knowledge and belief the above information is true and correct.
 Name and Position (block letters): Date:

PART 3 - RECEIVING FACILITY (this part to be completed by the receiving facility)

WASTE COMPANY SITE (PTR)
 1 WASTE COMPANY RD
 ADELAIDE, SA 5000
 Licence #: 98745
 Contact: WASTE RECEIVER
 Phone: (08) 8204 2000
 Fax: N/A
 Email: N/A
 Receiving facility ref no.: N/A
 Waste amount at arrival: Date waste arrived at the facility:
ACCEPT / REJECT THE WASTE
☒ Receiving facility accepted the waste - Date accepted: Date unaccepted: Treatment:
☐ Receiving facility rejected the waste (complete section below)
 Reason for rejection:
 Reported waste sent to:
 Address:
 I declare that to the best of my knowledge and belief the above information is true and correct - complete if accepted or rejected.
 Name and Position (block letters): Date:

NOTES:
 Go to Gate 3
 Speak with Bob

Printed on: 23-Sep-2014 9:58 am
 Environment Protection Authority GPO Box 2607 ADELAIDE SA 5001 Phone: (08) 8204 2000 Page 1 of 2

10. You can *Record pick up*. Be sure to check all details in the TC, select or enter the *Vehicle reg.* then scroll down to the bottom, enter pick up details & a note if desired. Click *Update TC*:

Transporter Change transporter Custom list Full list Top

Name: WASTE COMPANY SITE (PTR)
 Street: 1 WASTE COMPANY RD
 Suburb: ADELAIDE
 State: SA
 Licence no.: 98745
 Phone: (08) 8204 2000
 Postcode: 5000
 Contact name: WASTE TRANSPORTER
 Email:
 Transport type: Road
 Transit state/territories: SA
 Vehicle reg.: Other REG123

Receiving facility Top

Name: WASTE COMPANY SITE (PTR)
 Street: 1 WASTE COMPANY RD
 Suburb: ADELAIDE
 State: SA
 Phone: (08) 8204 2000
 Postcode: 5000
 Contact name: WASTE RECEIVER
 Email:
 Licence no.: 98745
 Receiving facility ref no.:
 Pick up Top

Complete Pick up? ☒ Yes ☐ No
 Pick up date: 23/09/2014
 Intended delivery date: 25/09/2014
 Amount of waste picked up must be recorded: No
 Waste amount at pick up: 100 L

Note Top

Go to Gate 3
 Speak with Bob

Update TC Cancel

Note: You don't have to record *pick up* on the computer. It can be handwritten on the printed TC.

Tip: Ensure popups are enabled in your Internet browser for WasteTracker

Tip: For quick access to WasteTracker, create a shortcut in your Internet browser or Desktop to www.wastetracker.sa.gov.au

Version 23/02/2015

11. You will return to this screen. Click *Print TC* & allow for the pdf viewer to open (takes longer the first time):

Create transport certificate

TC no. 5T00003585 has been created

- You may view this TC View
- You may send an email to the Send email
 - ☐ Consignor
 - ☐ Transporter
 - ☐ Receiving facility

informing them that this transport certificate has been created.

- You may view and print this TC Print TC Print premises
- You may select the next step in the TC process Record pick up i
- You may select another function from the toolbar on the left

12. Ensure the printed TC travels with the load of waste when collected.

For further information or assistance:

Telephone (Freecall outside metro): 1800 623 445

Direct Phone: (08) 8204 2039

Email: licensing.epa@epa.sa.gov.au

Website: www.epa.sa.gov.au

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Tip: For quick access to WasteTracker, create a shortcut in your Internet browser or Desktop to www.wastetracker.sa.gov.au

Version 23/02/2015

WasteTracker Instruction Guide

Part 4 – Process & finalise a TC

Steps in this guide can only be carried out if you have this level of access:

ROLE	PERMISSION
Receiver	Create/update

1. Once you have details of a waste load being received at your licensed site, login to WasteTracker using steps in the separate user guide *Logging in*.
2. When you have selected the *Online waste tracking system* link, this page will appear.

Environment Protection Authority SA

Home

Online waste tracking

Transport certificates

Existing TC

New TC

Bulk print TC

Consignment authorisations

Exception monitoring

Upload

Download

Report

Approvals

Tools

Admin

Resources

Help

Logout

Existing transport certificate (TC)

Search for a TC

Please enter search criteria

TC no. CA no.

Waste code

Consignor

Receiving facility

Transporter name

Status

Search

Tip: Ensure popups are enabled in your Internet browser for WasteTracker

Tip: For quick access to WasteTracker, create a shortcut in your Internet browser or Desktop to www.wastetracker.sa.gov.au

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3. Enter the TC number (from the paper TC that accompanied the load). You can just type in the last 4 to 5 digits after the zeros i.e. 3585). Then click *Search*:

Existing transport certificate (TC)

Search for a TC

Please enter search criteria

TC no.	3585	CA no.	
Waste code		Transporter name	
Consignor		Status	All unprocessed
Receiving facility			

Search Clear

Agent receipt Change premises Update TC View Terminate

1 record(s) returned

CA no	TC no	Consignor	Transporter name	Receiving facility	Waste code	Status
<input checked="" type="radio"/> 5C00003093	5T00003585	PARENT COMPANY PRODUCER SITE - 5001 - GEPPS CROSS	WASTE COMPANY SITE (PTR)	WASTE COMPANY SITE (PTR)	A100	Picked-up

4. Click the radio button to select the TC then click Update TC.

If the waste was already recorded in WasteTracker as being *Picked up*, this screen will appear. Click the relevant button; *Arrival*, *Acceptance/Rejection* or *Processing* & follow the prompts. If you know you're accepting or rejecting the waste, you can skip to clicking *Acceptance* or *Rejection* (without first clicking *Arrival*) OR if you're accepting & processing the waste, skip straight to *Processing*:

Update transport certificate

<< Back

Select how you wish to update the transport certificate

View TC

TC No. 5T00003585 Status Picked-up

Pick up

Waste code A100 Waste resulting from surface treatment of metals and plastics
 Waste Description Waste from metals & plastics treatment (liquid)
 Pick up date 23/09/2014
 Intended delivery date 25/09/2014
 Waste amount at pick up 100.000 L
 Pickup Registration REG123

Arrival, Acceptance and Processing

or

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5. Enter details then click *Update* or *Record discrepancy* if needed:

Update transport certificate

Help

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Please complete the details and press 'Update' button

TC No. 5T00003585

Status

Picked-up

Pick up

Waste code	A100 Waste resulting from surface treatment of metals and plastics
Waste Description	Waste from metals & plastics treatment (liquid)
Pick up date	23/09/2014
Intended delivery date	25/09/2014
Waste amount at pick up	100.000 L
Pickup Registration	REG123

Arrival, Acceptance and Processing

Arrival, Acceptance & Processing date	23/09/2014 *
Waste amount at arrival	100 kg *
Did paper TC accompany load?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Vehicle Registration	Other REG123
Processing treatment	Chemical/Physical treatment

Record discrepancy

Update

Cancel

6. When this screen appears, click on one of the options; 1. *Send email* (the TC details), 2. *Print TC* (details below) as desired or select another function from the toolbar/menu on the left of the screen:

Update transport certificate

TC no. 5T00003585 has been updated

- You may send an email to the

Send email

- ☐ Consignor
- ☐ Transporter
- ☐ Receiving facility

informing them that this transport certificate has been updated.

- You may view and print this TC

Print TC

Print premises

- You may select another function from the toolbar on the left

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Details of each option are provided here:

1. **Send email:** You can add or change email addresses, change the subject &/or add text then click **Send**:

Email for Transport Certificate

<< Back

To wasteproducer@company.com.au

Cc

Subject OWT: TC no. 5T00003585 updated

Dear Bob

I confirm your consignment of waste was accepted at your chosen receiving facility.

Feel free to view completed TC 3585 in [WasteTracker](#).

Thank you for your business.

Send

2. **Print TC:** You can print the TC (it takes a little longer the first time). You may have to authorise the opening of this pdf in your Internet browser:

EPA WasteTracker
TRANSPORT CERTIFICATE - No. 5T00003585

Created by: licensed waste producer CA start date: 23-Sep-2014
 CA no: 5C00003093 Status: Processed CA end date: 21-Sep-2015

PART 1 (this part to be completed by consignor at pickup)

CONSIGNOR
 PARENT COMPANY PRODUCER SITE - 5001 - GEPPI CROSS
 2 PARENT COMPANY ST
 GEPPI CROSS, SA 5013
 Role: Producer
 ADE/ACCN: 22 058 138 499
 ANZSIC #: 0
 License #: 5001
 Contact: USER 2
 Phone: (08) 8204 2000
 Fax: N/A
 Emergency: (08) 8204 2000
 Email: maryann.galloway@epa.sa.gov.au

Pickup details: As above

WASTE
 Waste code: A100 - Waste resulting from surface treatment of metals and plastics
 Description: Waste from metals & plastics treatment (liquid)
 Form: Liquid
 Proposed treatment: Chemical/Physical treatment
 Contaminants: N/A

This section is not administered by the EPA - contact SafeWork SA 1300 365 355 www.safework.sa.gov.au

Dangerous goods class: Subsidary risk class: UN no:
 Packaging type: Packing group no: No. packages:

PICKUP
 Pick-up date: 23/09/2014 Intended delivery date: 25/09/2014 Waste amount at pick up: 100.00 Litres

PART 2 - TRANSPORTER (this part to be completed by the transporter at pickup)

WASTE COMPANY SITE (PTR)
 1 WASTE COMPANY RD
 ADELAIDE, SA 5000
 License #: 98745
 Vehicle reg:
 Transport type: Road
 Transit state: SA
 Contact: WASTE TRANSPORTER
 Phone: (08) 8204 2000
 Fax: N/A
 Email: N/A

PART 3 - RECEIVING FACILITY (this part to be completed by the receiving facility)

WASTE COMPANY SITE (PTR)
 1 WASTE COMPANY RD
 ADELAIDE, SA 5000
 License #: 98745
 Contact: WASTE RECEIVER
 Phone: (08) 8204 2000
 Fax:
 Email:

Receiving facility ref no.: N/A
 Arrival date: 23/09/2014 Waste amt at arrival: 100.00 kg Did paper TC accompany load? Yes
 Acceptance date: 23/09/2014
 Processing date: 23/09/2014 Processing treatment: Chemical/Physical treatment

NOTES
 Go to Gate 3
 Speak with Bob

The EPA requires that an approved transport certificate accompany certain wastes when transported in, out of or within SA. This transport certificate is in the approved form and meets the EPA requirements provided:
 (a) the consignor certifies, by signing this certificate, that the information in Part 1 of the certificate is correct;
 (b) the transporter certifies, by signing this certificate, that the information in Part 2 of the certificate is correct; and
 (c) the receiving facility (receiver) certifies, by signing this certificate, that the information in Part 3 of the certificate is correct; and
 (d) the receiving facility records any discrepancies between the waste received and the information recorded on this certificate in WasteTracker.
 If any of the information in Parts 1 and 2 of the certificate is not correct and it is not practical at the time to change the information in WasteTracker and print a new version of the certificate, the consignor or transporter must write and initial any corrections on the certificate. The receiving facility must ensure these corrections are entered into WasteTracker as soon as is practicable afterwards.

Printed on: 23-Sep-2014 3:12 pm
 Environment Protection Authority GPO Box 2627 ADELAIDE SA 5001 Phone: (08) 8204 2000

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For further information or assistance:

Telephone (Freecall outside metro): 1800 623 445

Direct Phone: (08) 8204 2039

Email: licensing.epa@epa.sa.gov.au

Website: www.epa.sa.gov.au

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