



NSW Waste and Resource Reporting Portal (WARRP) User Guide

www.epa.nsw.gov.au

Environment Protection Authority

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Disclaimer: The Waste and Resource Reporting Portal (WARRP) is undergoing a full accessibility upgrade and a revised version of this guide will be available when this is complete.

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1. About WARRP

1.1. Introduction

The Waste and Resource Reporting Portal (WARRP) is an online reporting tool designed to facilitate Landfill and Resource Recovery Facilities submission of their Waste Contribution Monthly Report (WCMR). This user guide provides detailed instructions on how to use the WARRP, including step-by-step instructions on how to complete and submit a WCMR.

The user guide is organised into sections. Each section deals with a different area of functionality. Sections contain screen shots to illustrate key components of the WARRP screens. Components are described in detail in the tables beneath each screen.

In addition, comprehensive step-by-step navigational and data entry instructions are provided for the following:

- logging in and user security
- using the WCMR.

Contact the EPA helpline on 131 555 or email waste.levydata@epa.nsw.gov.au for any questions or enquiries not addressed by the user guide.

1.2. Technical requirements

The minimum technical requirements needed to run the WARRP website are a PC or Mac capable of running IE9+/Chrome/Firefox or Safari.



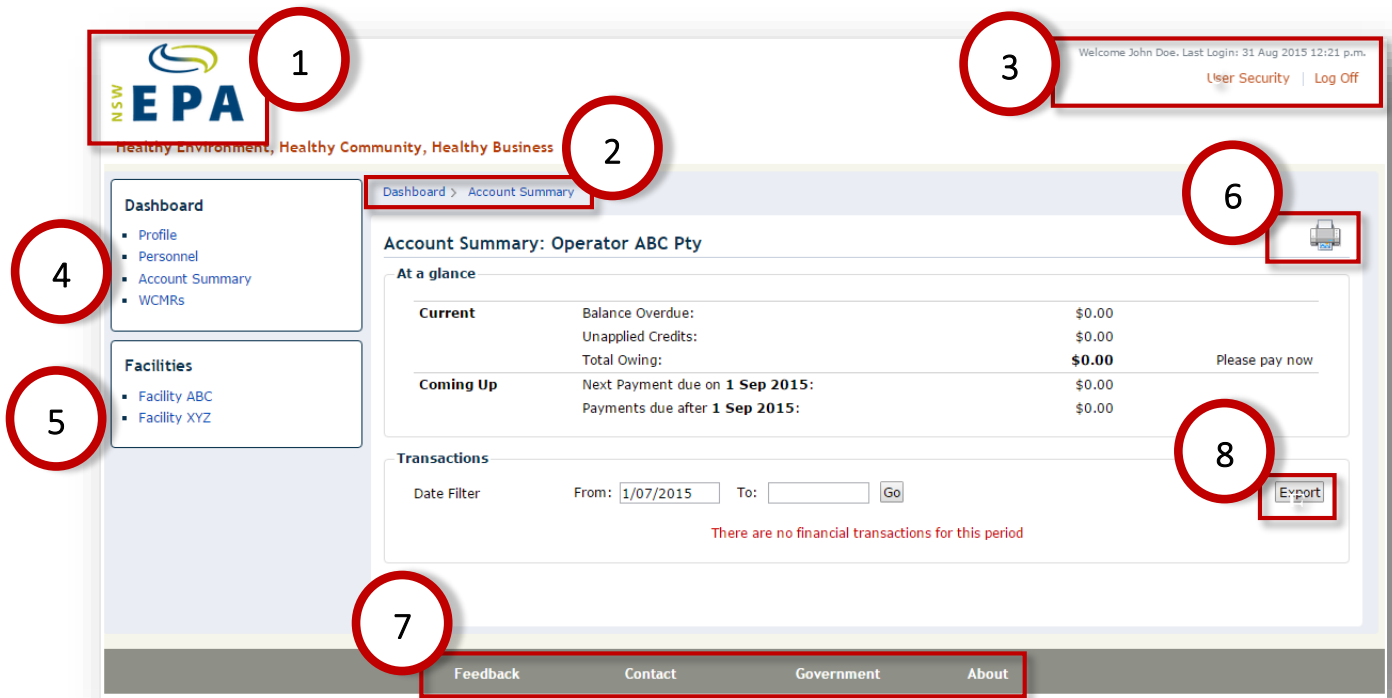
Note:

WARRP is optimised to run in IE10 and later versions of Chrome, Firefox and Safari. It is strongly recommended that one of these browsers is used.



WARRP is not configured to run on mobile devices.

1.3. General page layout and common screen elements

The WARRP is comprised of a series of screens or pages. The diagram below highlights certain elements common across many of the accessible screens. Each of these elements is described in the table below as they correspond to the number on the diagram.




Element	Title	Description
1	EPA Logo	Select the EPA logo to display the WARRP Dashboard Screen.
2	Breadcrumb	A navigation aid to enable users to keep track of their location within WARRP.
3	User Account Information	<p>This section displays details of when you were last logged in to WARRP.</p> <p>Select the User Security link to access the Security Page. This is used to update your security question or password.</p> <p>Select the Log Off link to terminate your current user session and return to the login page.</p>
4	Dashboard Links Section	This section provides links to each of the main functional areas of WARRP.
	Profile	<p>Select the Profile link to display the Operator Profile screen. This provides Operator information including the trading name and contact details.</p> <p>Refer to section 4. <i>Accessing and editing an Operator Profile</i> for details.</p>
	Personnel	<p>Select the Personnel link to display the Personnel Screen. This provides details of users and other contacts linked to the Operator, including contact details and user roles.</p> <p>Refer to section 6. <i>Maintaining personnel</i> for details.</p>
	Account Summary	<p>Select the Account Summary link to display the due dates for the payment of outstanding waste levy amounts and for a listing of all invoices and associated payment transactions generated from completed Waste Contribution Monthly Reports (WCMR).</p> <p>Refer to section 7. <i>The Account Summary</i> for details.</p>
	WCMRs	<p>Select the WCMRs link to display the WCMR Summary Screen. This contains a grid listing all WCMRs that have been previously submitted and those that are currently available for data entry and certification.</p> <p>Submitted WCMRs on this screen can be viewed or amended.</p> <p>Refer to section 8. <i>The Waste Contribution Monthly Report</i> for details.</p>




Element	Title	Description
5	Facilities Section	<p>This section contains links to all Facilities linked to the Operator.</p> <p>Select a Facility link to display the Facility Details screen for the Facility.</p> <p>Refer to section 5. <i>Accessing and editing a Facility Profile</i> for more information.</p>
6	Print button	<p>Click the print button  to print the contents of the displayed screen.</p>
7	EPA links	<p>Select from the following links for additional information:</p> <ul style="list-style-type: none"> • Feedback • Contact • Government • About
8	Export button	<p>Click the Export button  to generate a .csv file containing the contents for the grid displayed on the screen.</p> <p>For example, the Export button can be used to download a .csv file containing a record of invoices and payments made over a period of time.</p>

2. Logging in and user security

The WARRP will send you a welcome email confirming that you have been setup as an authorised user. The table below provides instructions for finalising access to the WARRP.

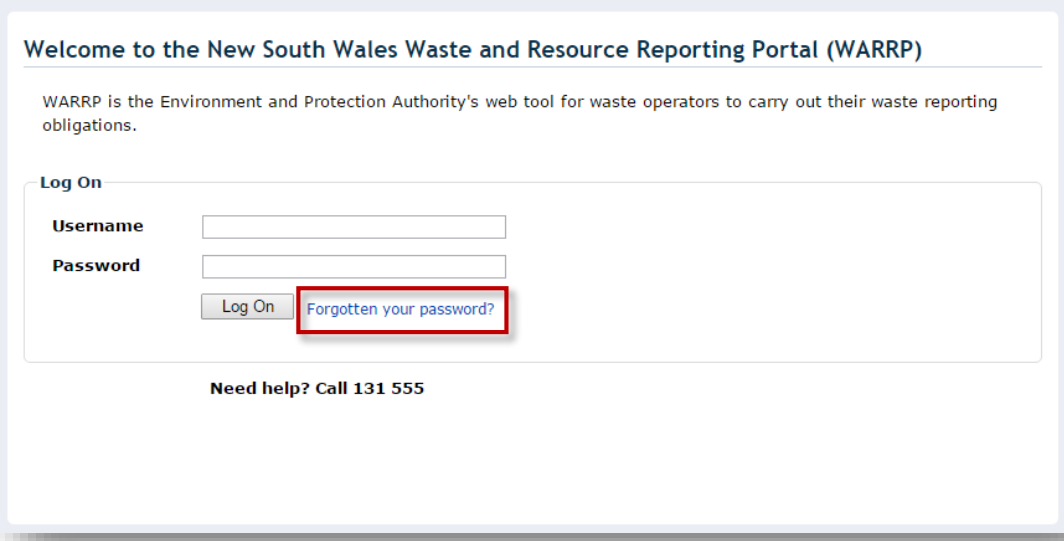
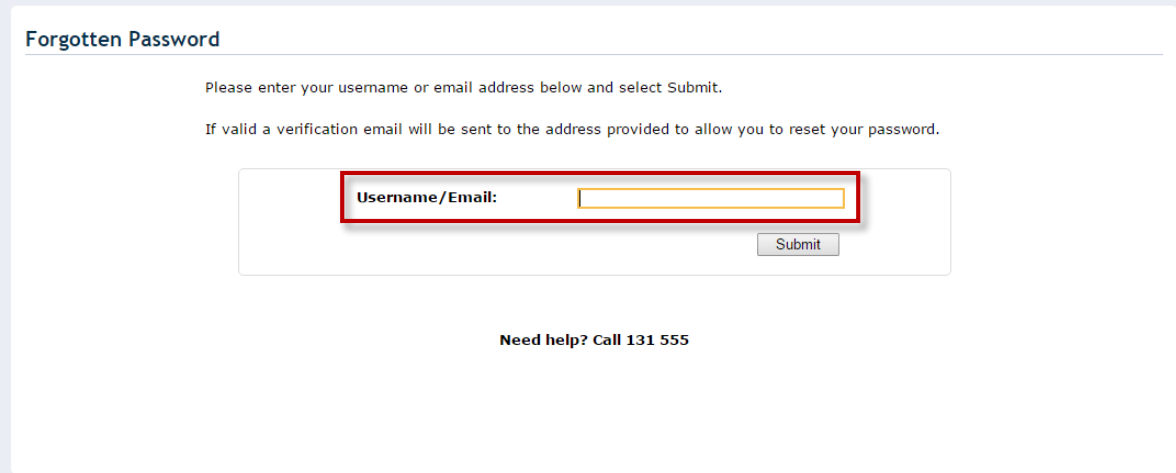
Step	Action
1	<p>Select the please click here link in the welcome email. This will launch an internet browser window displaying the WARRP Set Security Questions screen.</p> <div data-bbox="341 629 1342 1189" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Hi ,</p> <p>We have received a request to provide you access to the WARRP website. In order to finalise this process please click here and you will be taken to the WARRP website and asked to choose some security questions which we will use to ensure we deal with you and only you.</p> <p>Please note that the link contained within this email is only valid for a period of 24 hours after which time it will expire.</p> <p>Please do not reply to this system-generated message. If you have questions please use the contact details below.</p> <p>Environment Protection Authority 59-61 Goulburn Street, Sydney 2000 Phone: 131 555 Email: waste.levydata@epa.nsw.gov.au Department website: www.epa.nsw.gov.au/ Waste and Resource Reporting Portal (WARRP): warrp.epa.nsw.gov.au/</p> </div>
	<p> Note:</p> <p>The link from the email to the Set Security Questions page will only remain active for 24 hours and will not work once the questions have been set up.</p> <p>In the event the link in the email has expired, a new email can be generated by clicking the Forgotten your password? link on the WARRP login page. Refer to section 2.1 <i>Resetting passwords</i> for details</p>


Step	Action
2	<p>The Set Security Questions page is displayed.</p> <p>This page is used to set up security questions that will be used to confirm your identity and reset your WARRP user account password if it has been forgotten.</p> <div data-bbox="341 450 1426 797" data-label="Form"> </div> <p>Select three different questions from each of the Select a question drop down lists.</p> <p>Type responses for each question in the Answer fields.</p> <p>Click the Ok button.</p> <div data-bbox="320 1072 400 1167" data-label="Image"> </div> <p>Important: You cannot select the same question more than once. Answers must be supplied for all questions.</p>
3	<p>The Set Password page is displayed.</p> <div data-bbox="341 1301 1449 1659" data-label="Form"> </div> <p>Type a password in the New Password field.</p> <p>Re-type the password in the Confirm Password field.</p> <p>Click the Ok button.</p>

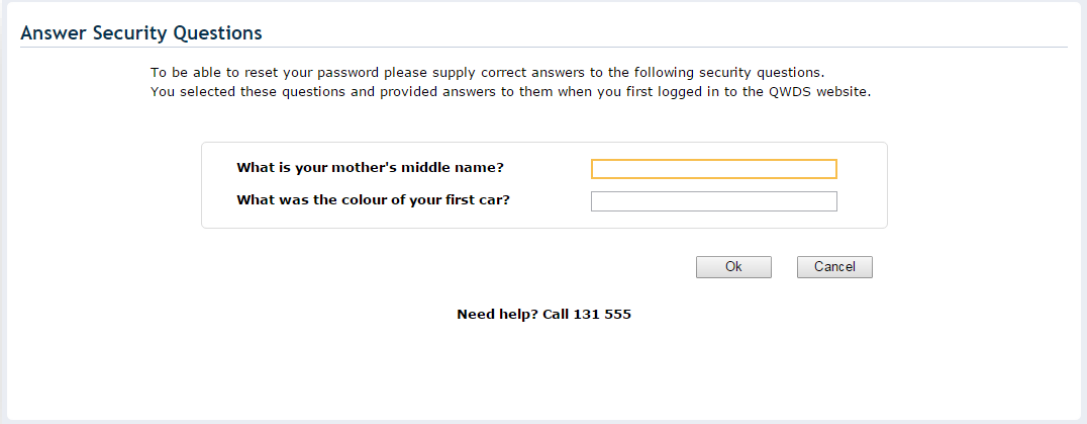

Step	Action
	 <p>Important: Passwords must meet a minimum set of strength requirements. Passwords must be mixed case, contain at least one number, be at least seven characters long, and cannot be the current password.</p>
4	<p>The WARRP login screen is displayed once your password is confirmed.</p>  <p>Type your username in the Username field.</p> <p>Type your password in the Password field.</p> <p>Click the Log On button or press the <Enter> key to log on to the WARRP.</p>
	 <p>Note: Your username will be the email address originally supplied on your WARRP access form.</p>

2.1. Resetting passwords

If you forget your WARRP password, the password can be reset using the steps in the table below.

Step	Action
1	<p>Access the WARRP login screen.</p> <p>Click on the Forgotten your password? link.</p> 
2	<p>The Forgotten Password screen is displayed.</p>  <p>Type your email address (i.e. your WARRP username) in the Username/Email field.</p> <p>Click the Submit button.</p>

Step	Action
3	<p>The Email Sent screen is displayed, confirming that an email has been sent to the email address specified.</p> <div data-bbox="341 389 1378 801" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Email Sent</p> <p>If valid, a verification email has been sent to the email address provided. It will contain a link to a secure page from where you will need to answer security questions to allow you to reset your password.</p> <p>Please note that the link within the email is only valid for a period of 24 hours after which time it will expire.</p> <p>If you do not receive an email, please try again or contact the number below.</p> <p style="text-align: center;"><input type="button" value="Home"/></p> <p style="text-align: center;">Need help? Call 131 555</p> </div> <p> Important: The Email Sent screen will display irrespective of whether a valid email address was entered on the previous screen or not.</p>
4	<p>The WARRP will dispatch an email to you with instructions and a link to reset your password. This assumes that a valid email address was submitted on the Forgotten Password screen.</p> <div data-bbox="341 1218 1417 1635" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Hi John,</p> <p>In order to reset your password, please click here.</p> <p>Please note that the link contained within this email is only valid for a period of 24 hours after which time it will expire.</p> <p>Please do not reply to this system-generated message. If you have questions please use the contact details below.</p> <p>Environment Protection Authority 59-61 Goulburn Street, Sydney 2000 Phone: 131 555 Email: waste.levydata@epa.nsw.gov.au Department website: www.epa.nsw.gov.au/ Waste and Resource Reporting Portal (WARRP): www.warrp.nsw.gov.au</p> </div> <p>Click the <u>please click here</u> link in the email.</p> <p>This will launch an internet browser window displaying the WARRP Answer Security Questions screen as shown in step 5.</p>

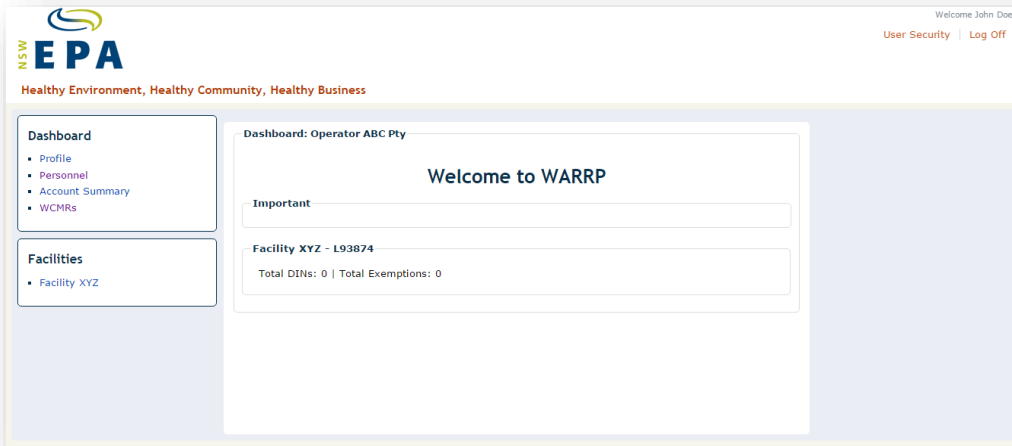
Step	Action
5	<p>The Answer Security Questions screen is displayed. Two of the three security questions for the username are displayed</p> <div data-bbox="341 394 1433 815" data-label="Form"></div> <p>Type the answer to each security question in the Answer fields.</p> <p>Click the Ok button.</p> <p>If both questions are correctly answered, you will be asked to select a new password, which cannot be your current one.</p>
	<p> Important:</p> <p>The message 'One or more answers supplied are incorrect' is displayed if there are incorrect responses.</p> <p>Your user account is locked if incorrect answers are entered more than three times. Contact the EPA to unlock your account.</p>

Step	Action
6	<p>The WARRP login screen is displayed if the correct answers to the security questions are entered.</p> <div data-bbox="343 392 1439 878" data-label="Image"></div> <p>Type your username in the Username field.</p> <p>Type your password in the Password field.</p> <p>Click the Log On button or press the <Enter> key to log on to the WARRP.</p>

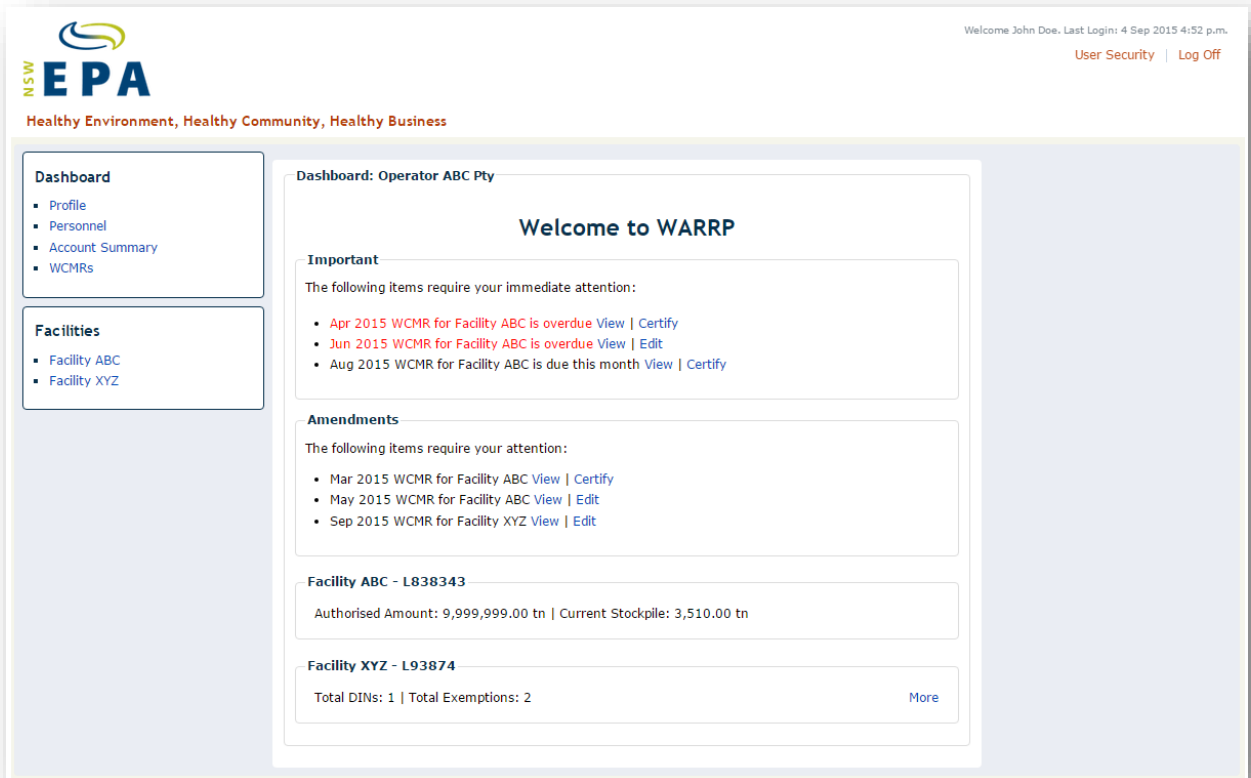
3. The Dashboard

The Dashboard is displayed when you first log on to the WARRP website.

As displayed below, the Dashboard will be largely empty the first time it is accessed on behalf of an Operator that has just been setup in the WARRP.

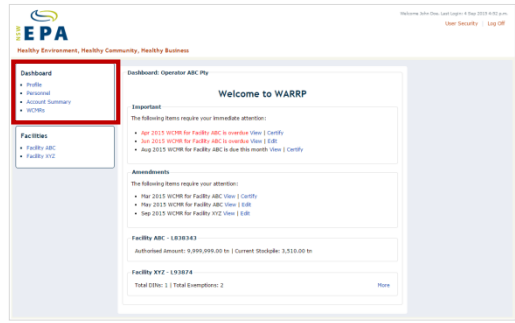

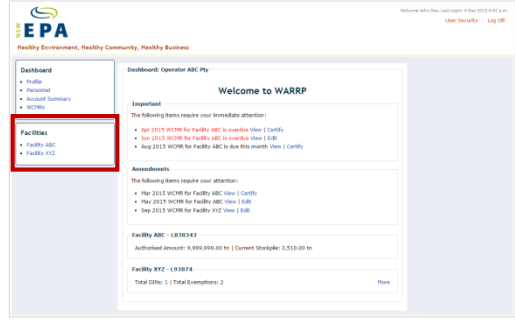

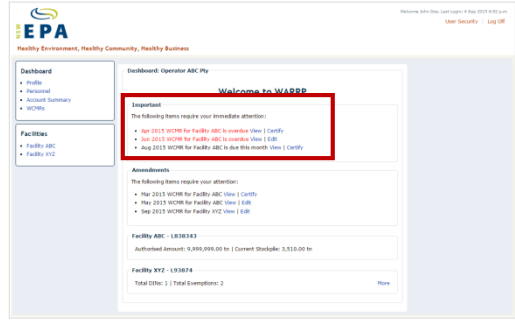


The Dashboard for an Operator who has used the application for one of more reporting periods will contain data relating to those periods, as displayed below.



3.1. Dashboard screen elements

The following table provides descriptions of each of the key sections and elements of the Dashboard screen.

<p>Dashboard</p> <p>Contains links to the following WARRP screens:</p> <ul style="list-style-type: none"> Profile Personnel Account Summary WCMRs. 	
<p> Note: Refer to section 1.4. <i>General page layout and common screen elements</i> for more details of the listed screens.</p>	
<p>Facilities</p> <p>Contains links to all Facilities linked to the Operator.</p> <p>Select a Facility link to display the Facility Details screen for the Facility.</p>	
<p> Note: Refer to section 5. <i>Accessing and editing a Facility Profile</i> for more information.</p>	
<p>Important Items</p> <p>Displays the invoices and/or WCMRs with a due date:</p> <ul style="list-style-type: none"> Before today (is overdue) Today (is due today) This month (is due this month) <p>Ten priority records will display within this section. If there are more than ten records, a More link will display in the top-right of the section.</p> <p>Select the More link to display the remaining records.</p>	



Note:

Items that are currently due or overdue are displayed in red text.

For example: Apr 2015 WCMR for Facility ABC is overdue [Open](#)

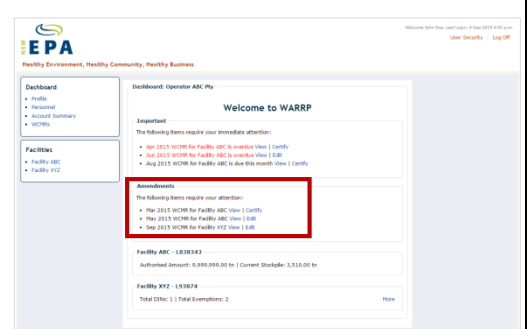
Amendments

Displays any amended WCMRs that are either still in draft mode, or require a Certifier User's approval.

The section will not display if no such WCMRs exist.

Ten priority records will display within this section. If there are more than ten records, a **More** link will display in the top-right of the section.

Select the **More** link to display the remaining records.

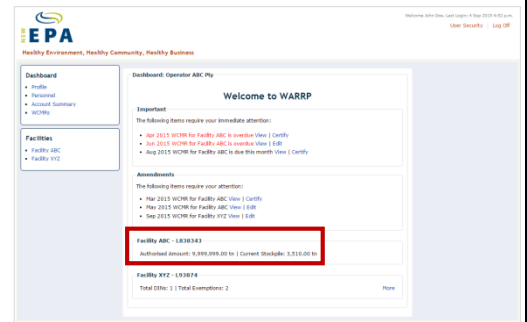


Facility Information

Displays details for each Operator facility.

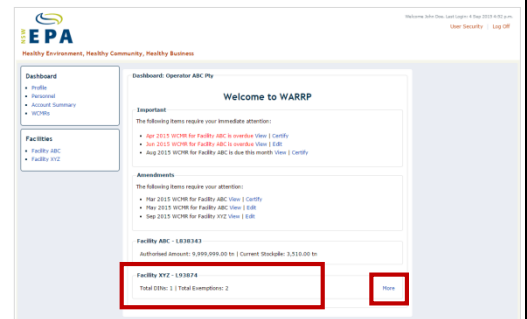
If the facility is a Landfill, this displays a count of Operational Purpose Deductions (OPDs) and exemptions applicable to that facility.

If the facility is a Resource Recovery Facility, this displays the Authorised Amount and Current Stockpile values.



OPD & Exemption Count

Displays the number of all the active OPDs and exemptions able to be claimed within WCMRs for the current reporting period.



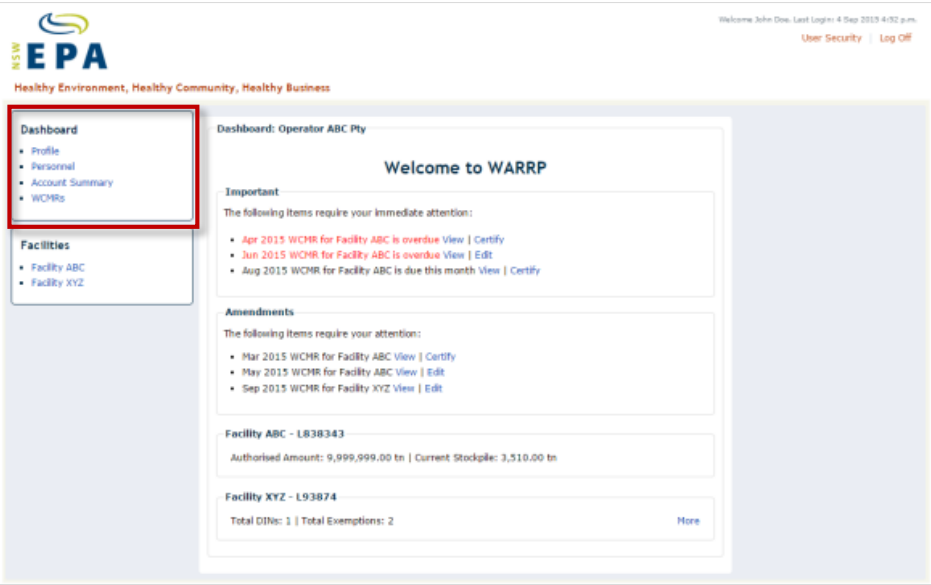
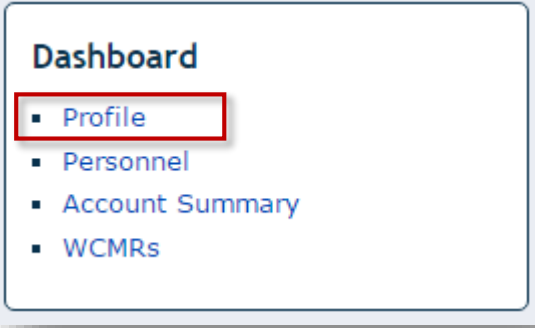
Note:

Click the **More** link to display additional details for the Operational Purpose Deductions (OPDs) and any exemptions included in the count.

4. Accessing and editing an Operator Profile

An Operator Profile can be viewed and updated in the WARRP to reflect changes to: Operator details, contact information, physical address and postal address.

The following steps describe how to access the Operator Profile screen.

Step	Action
1	<p>Access the WARRP Dashboard screen.</p>  <p>The screenshot shows the WARRP Dashboard for Operator ABC Pty. The top left features the NSW EPA logo and the tagline 'Healthy Environment, Healthy Community, Healthy Business'. The top right displays a welcome message for John Doe, last login on 4 Sep 2015 at 4:52 p.m., with links for 'User Security' and 'Log Off'. The main content area is divided into sections: 'Important' (with WCMR due dates for Apr, Jun, and Aug 2015), 'Amendments' (with WCMR due dates for Mar, May, and Sep 2015), and facility summaries for Facility ABC (L838343) and Facility XYZ (L93874). A left-hand navigation menu is visible, with the 'Dashboard' section highlighted by a red box, containing links for Profile, Personnel, Account Summary, and WCMRs.</p>
2	<p>Click the Profile link in the Dashboard section.</p>  <p>The image is a close-up of the 'Dashboard' menu. The 'Profile' link is highlighted with a red rectangular box. Other visible links include 'Personnel', 'Account Summary', and 'WCMRs'.</p> <p>The Profile: Waste Operator screen is displayed.</p>

4.1. Operator Profile screen description

The **Profile: Waste Operator** screen is comprised of four sections:

1. Operator Details
2. Contact Information
3. Physical Address
4. Postal Address

Profile: Waste Operator

Operator Details | [Edit](#) *Last updated: 30 Aug 2015*

Trading Name: Waste Operator
 Operator Name: Waste Operator
 Operator Type: Private Operator
 Date Established: 1 Aug 2015
 Reference No.:
 Cancel Date:

ABN/ACN Number: 12345678
 Date Created: 30 Aug 2015

Contact Information | [Edit](#) *Last updated: 30 Aug 2015*

Office Phone: (133) 664 6647
 Email Address: wo@waste.com
 Website:

Mobile Phone:
 Fax:

Physical Address | [Edit](#) *Last updated: 30 Aug 2015*

Address: 22 Quarry Road
 Ingham
 Schofields
 New South Wales
 5011
 Australia

Postal Address | [Edit](#) *Last updated: 30 Aug 2015*

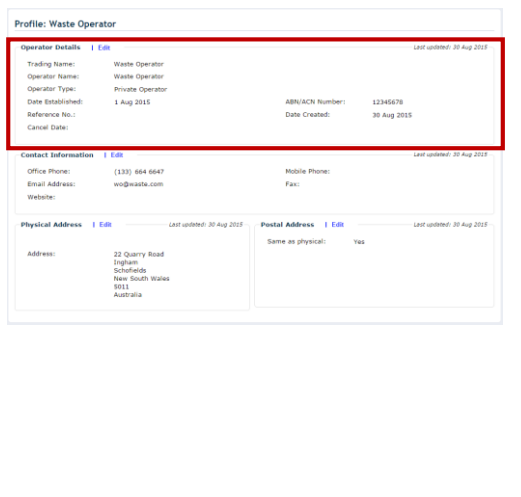

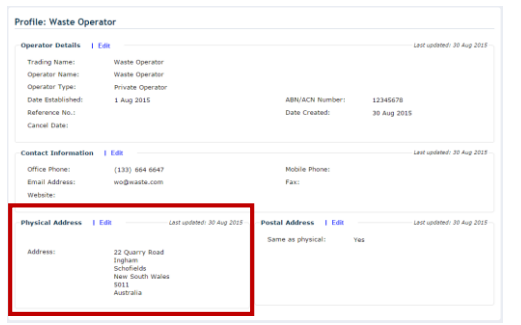
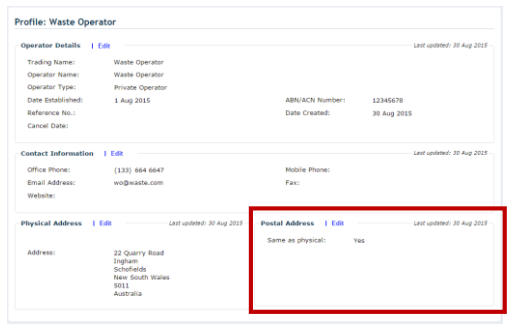
Same as physical: Yes

A number of the fields displayed on the screen can be edited by an Editor or a Certifier.

Step	Action
1	Click the Edit link in the section heading to edit the details displayed. For example: Operator Details Edit .

The table below lists the fields for each of the sections in the **Profile: Waste Operator** screen. Fields that are indicated by:

- ¹ can be updated by a Certifier
- ² can be updated by an Editor.

<p>Operator Details</p> <p>The following Operator Details information is displayed:</p> <p>Trading Name Operator Name Operator Type Date Established ¹ (i.e. the incorporation date of the organisation) Reference No. ABN/ACN ¹ Date Created Cancel Date</p>	
<p>Contact Information</p> <p>The following Contact Information is displayed:</p> <p>Office Phone ¹ Mobile Phone ¹ Email Address ¹ Fax ¹ Website ¹</p>	
<p>Physical Address</p> <p>The following Physical Address information is displayed:</p> <p>Address ^{1 and 2} Suburb/City/Town ^{1 and 2} State/Territory ^{1 and 2} Postcode ^{1 and 2} Country (default value is 'Australia')</p>	
<p>Postal Address Details</p> <p>The following Postal Address information is displayed:</p> <p>Address ^{1 and 2} Suburb/City/Town ^{1 and 2} State/Territory ^{1 and 2} Postcode ^{1 and 2} Country (default is 'Australia')</p>	



Note:


The following may appear in the **Postal Address** section: **Same as physical:** Yes

This indicates that the **Same as Physical Address** radio button has been selected, and the **Physical Address** has been stored as the **Postal Address**.

5. Accessing and editing a Facility Profile

An Operator's Facility Profile can be viewed and updated in the WARRP to reflect changes to facility details, activity details, contact information, the physical address, infrastructure, locality and status. There are restrictions on the information that can be updated by an Operator.

The following steps describe how to access the Facility Profile screen.

Step	Action
1	<p>Access the WARRP Dashboard screen.</p> 
2	<p>Click the link in the Facilities section for the Facility to be displayed.</p>  <p>The Facility Profile screen is displayed.</p>

5.1. Facility Profile screen description

The Facility Profile screen is comprised of a number of sections:

1. Facility Details
2. Activity Details
3. Contact Information
4. Physical Address
5. Infrastructure
6. Locality

Facility: Facility XYZ - L93874 Active

Facility Details | [Edit](#) Last updated: 1 Sep 2015

Name:	Facility XYZ	Operational Status:	Open
Estimated End of Life:		Start Date:	1 Aug 2015
Date Created:	28 Aug 2015	Cancel Date:	

Activity Details Last updated: 1 Sep 2015

Licence No.:	L93874
Facility Type:	Levy paying - disposal facility
Facility Sub-type:	Sole waste activity
Area:	Metropolitan Levy Area
Licensed Activity(s):	Composting, Contaminated soil treatment

Contact Information | [Edit](#) Last updated: 1 Sep 2015

Office Phone:	(27) 2904629	Mobile Phone:	+64272904629
Email Address:	kh@waste.com	Fax:	

Physical Address | [Edit](#) Last updated: 1 Sep 2015

Address:	3 Colins Grove Lower Hutt New South Wales 5010 Australia
----------	--

Infrastructure Last updated: 1 Sep 2015

Weighbridge:	No	Energy Recovery:	Electricity
Controlled Access:	No	Public Access:	No

Locality Last updated: 28 Aug 2015

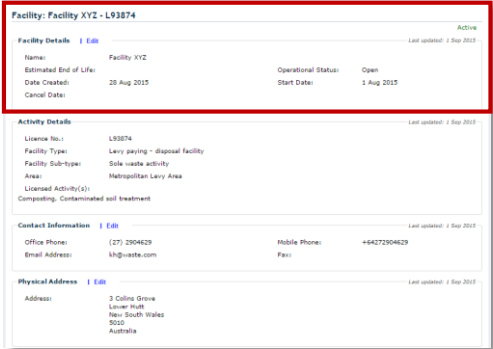
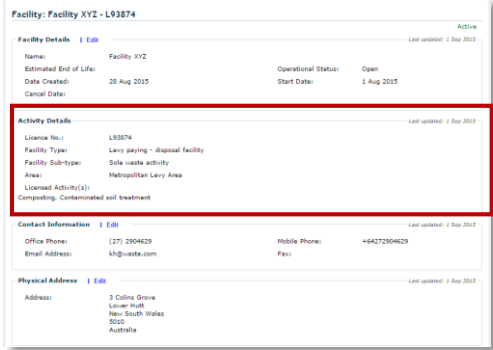
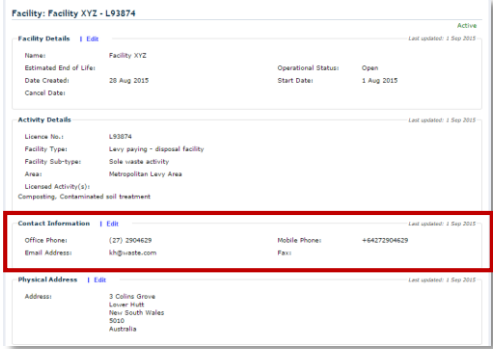
Mesh Block No.:	Local Govt Area:	Bland
GIS Latitude:	GIS Longitude:	

A number of the fields displayed on the screen can be edited by an Editor or a Certifier.

Step	Action
1	Click the Edit link in the section heading to edit the details displayed. For example: Facility Details Edit .

The table below lists the fields for each of the sections in the Facility Profile screen. Fields that are indicated by:

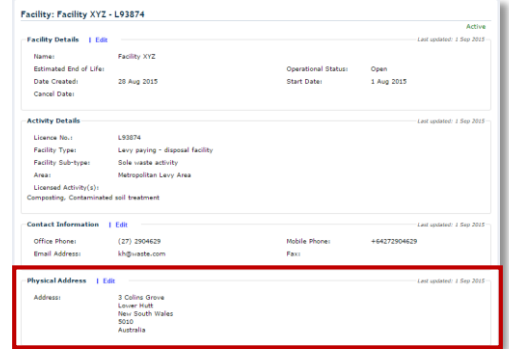
- ¹ can be updated by a Certifier
- ² can be updated by an Editor.

<p>Facility Details</p> <p>The following Facility Details information is displayed:</p> <p>Name</p> <p>Estimated End of Life ¹</p> <p>Date Created</p> <p>Start Date</p> <p>Operational Status ¹</p> <p>Cancel Date</p>	 <p>The screenshot shows the 'Facility: Facility XYZ - L93874' profile. The 'Facility Details' section is highlighted with a red box and contains the following information: Name: Facility XYZ, Estimated End of Life: 20 Aug 2015, Date Created: 20 Aug 2015, Cancel Date: (blank), Operational Status: Open, Start Date: 1 Aug 2015. Other sections include Activity Details, Contact Information, and Physical Address.</p>
<p>Activity Details</p> <p>Activity Details provide information on what a Facility does with waste. The following information is displayed:</p> <p>Licence No.</p> <p>Facility Type</p> <p>Facility Sub-type</p> <p>Area</p> <p>Licensed Activity(s)</p> <p>Details in this section can only be updated by the EPA.</p>	 <p>The screenshot shows the 'Facility: Facility XYZ - L93874' profile. The 'Activity Details' section is highlighted with a red box and contains the following information: Licence No.: L93874, Facility Type: Levy paying - disposal facility, Facility Sub-type: Sole waste activity, Area: Metropolitan Levy Area, Licensed Activity(s): Composting, Contaminated soil treatment.</p>
<p>Contact Information</p> <p>The following contact information for the Facility is displayed:</p> <p>Office Phone ^{1 and 2}</p> <p>Email Address ^{1 and 2}</p> <p>Mobile Phone ^{1 and 2}</p> <p>Fax ^{1 and 2}</p>	 <p>The screenshot shows the 'Facility: Facility XYZ - L93874' profile. The 'Contact Information' section is highlighted with a red box and contains the following information: Office Phone: (27) 2904629, Email Address: kh@waste.com, Mobile Phone: +64272904629, Fax: (blank).</p>

Physical Address

The following physical address information for the Facility is displayed:

- Address ^{1 and 2}
- Suburb/City/Town ^{1 and 2}
- State/Territory ^{1 and 2}
- Postcode ^{1 and 2}
- Country (default is 'Australia')



Infrastructure

The following information on the Facility's waste-related infrastructure is displayed:

- Weighbridge (Y/N)
- Energy Recovery (Electricity, Gas or None)
- Controlled Access (Y/N)
- Public Access (Y/N)

This information can only be updated by the EPA.

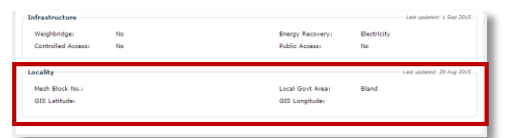


Locality

The following location information for the Facility is provided:

- Mesh Block No.
- Local Govt Area
- GIS Latitude
- GIS Longitude

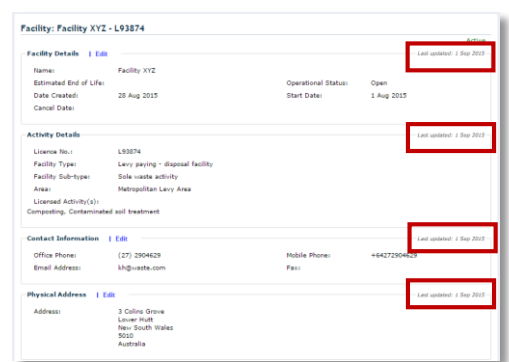
This information can only be updated by the EPA.



Last update

This value, displayed in the top-right of all editable sections, reflects the last date that one or more fields within the section were updated.

The default date initially displayed is the date the Facility was entered into the WARRP.



Facility Status

The Facility status is defined as either

Active

Inactive

The Facility status is changed to **Inactive** if a date has been entered into the **Cancel Date** field.

Facility: Facility XYZ - L93874

Facility Details | [Edit](#) Last updated: 1 Sep 2015

Name:	Facility XYZ	Operational Status:	Open
Estimated End of Life:	20 Aug 2015	Start Date:	1 Aug 2015
Date Created:		Cancel Date:	

Activity Details Last updated: 1 Sep 2015

License No.: L93874
 Facility Type: Levy paying - disposal facility
 Facility Sub-type: Site waste activity
 Area: Metropolitan Levy Area
 Licensed Activity(s):
 Compositing, Contaminated soil treatment

Contact Information | [Edit](#) Last updated: 1 Sep 2015

Office Phone:	(27) 2904629	Mobile Phone:	464272904629
Email Address:	lh@waste.com	Fax:	

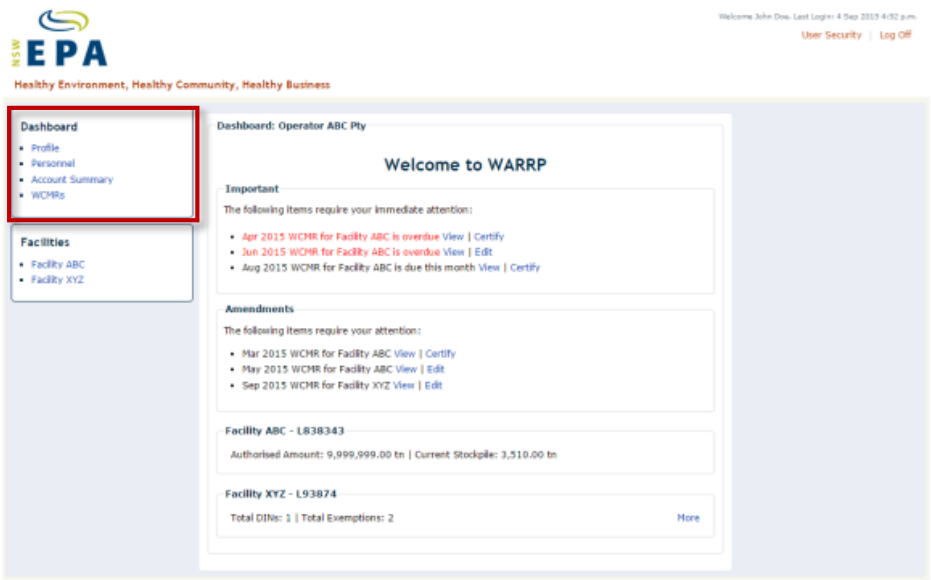
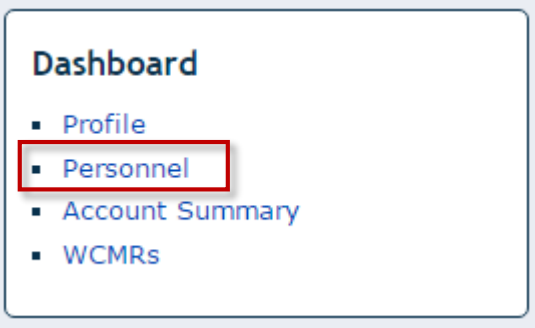
Physical Address | [Edit](#) Last updated: 1 Sep 2015

Address:
 3 Collins Grove
 Lismore North
 New South Wales
 2550
 Australia

6. Maintaining personnel

The Personnel Details screen is used to maintain details of the Operator’s personnel who have access to the WARRP. This includes adding personnel, changing personnel details, and cancelling access for personnel.

The following steps describe how to access the Personnel Details screen.

Step	Action
1	<p>Access the WARRP Dashboard screen.</p> 
2	<p>Click the Personnel link in the Dashboard section.</p>  <p>The Personnel Details screen is displayed.</p>

6.1. Personnel Details screen description

The Personnel Details screen lists the Operator's personnel with WARRP access. For each User, the screen is comprised of a number of sections:

1. Personnel Grid
2. Details
3. Contact Information
4. Operator Contact
5. Authorised User
6. Facility Contact

Personnel: Operator ABC Pty

Name	Operator Contact	Authorised User	Facility Contact	Status
John Doe		✓		Active

Select the person from the grid or click on this button to [Add Person](#)

Details - John Doe | [Edit](#) Last updated: 28 Aug 2015

Title:	Dr	Status:	Active
First Name:	John	Last Login:	1 Sep 2015
Surname:	Doe	Date Created:	28 Aug 2015
Preferred Name:			
Position:	Manager		

Contact Information | [Edit](#) Last updated: 28 Aug 2015

Office Phone:		Mobile Phone:	
Email Address:	johnd@mail.com	Fax:	

Operator Contact | [Edit](#) Last updated: 28 Aug 2015

John Doe has not been nominated as a contact.

Authorised User | [Edit](#) Last updated: 28 Aug 2015

John Doe has been an authorised Certifier user of the WARRP website on behalf of Operator ABC Pty since 28 Aug 2015.

Facility Contact | [Edit](#) Last updated: 28 Aug 2015

John Doe has not been nominated as a contact for Facility(s).



Note:

The sections populated in the Personnel Details screen will be dependent on the personnel type being displayed. Personnel can be designated as an **Operator Contact** and/or **Authorised User** and/or **Facility Contact**.

A number of the fields displayed on the screen can be edited by an Editor or a Certifier.

Step	Action
1	Click the Edit link in the section heading to edit the details displayed. For example: Contact Information Edit .

The table below lists the fields for each of the sections in the Personnel Details screen. Fields that are indicated by:

- ¹ can be updated by a Certifier
- ² can be updated by an Editor.

<p>Personnel Grid</p> <p>The following information is displayed for each WARRP User:</p> <p>Operator Contact Authorised User Facility Contact Status (Active/Inactive)</p> <p>A green tick indicates the assigned role of the User.</p>	
<p>Details – Personnel Name</p> <p>The following information is displayed for each WARRP User:</p> <p>Title ¹ First name Surname Preferred Name ¹ Position ¹ Last Login Date Created Date Cancelled ¹</p>	

Contact Information

The following contact information is displayed for each WARRP User:

- Office Phone ¹
- Email Address ¹
- Mobile Phone ¹
- Fax ¹

Personnel: Operator ABC Pty

Name	Operator Contact	Authorized User	Facility Contact	Status
John Doe		✓		Active

Select the person from the grid or click on this button to [Add Person](#)

Details - John Doe | [Edit](#) Last updated: 28 Aug 2015

Title:	Dr	Status:	Active
First Name:	John	Last Login:	1 Sep 2015
Surname:	Doe	Date Created:	28 Aug 2015
Preferred Name:			
Position:	Manager		

Contact Information | [Edit](#) Last updated: 28 Aug 2015

Office Phone:		Mobile Phone:	
Email Address:	johned@mail.com	Fax:	

Operator Contact | [Edit](#) Last updated: 28 Aug 2015

John Doe has not been nominated as a contact.

Authorized User | [Edit](#) Last updated: 28 Aug 2015

John Doe has been an authorized Certifier user of the WARRP website on behalf of Operator ABC Pty since 28 Aug 2015.

Facility Contact | [Edit](#) Last updated: 28 Aug 2015

John Doe has not been nominated as a contact for Facility(s).



Note:

All WARRP Users must have an email address listed as a minimum point of contact. The email address is used as an individual's Username when logging into the WARRP.

Operator Contact

This section indicates if the User is a designated contact person for the Operator. Contact types include:

- Senior Contact
- Finance
- General
- WCMR

The **Finance** contact type indicates the User will receive all WARRP notifications relating to invoices or credits generated on submission of a certified WCMR.

Personnel: Operator ABC Pty

Name	Operator Contact	Authorized User	Facility Contact	Status
John Doe	✓			Active

Select the person from the grid or click on this button to [Add Person](#)

Details - John Doe | [Edit](#) Last updated: 28 Aug 2015

Title:	Dr	Status:	Active
First Name:	John	Last Login:	1 Sep 2015
Surname:	Doe	Date Created:	28 Aug 2015
Preferred Name:			
Position:	Manager		

Contact Information | [Edit](#) Last updated: 28 Aug 2015

Office Phone:		Mobile Phone:	
Email Address:	johned@mail.com	Fax:	

Operator Contact | [Edit](#) Last updated: 28 Aug 2015

John Doe has not been nominated as a contact.

Authorized User | [Edit](#) Last updated: 28 Aug 2015

John Doe has been an authorized Certifier user of the WARRP website on behalf of Operator ABC Pty since 28 Aug 2015.

Facility Contact | [Edit](#) Last updated: 28 Aug 2015

John Doe has not been nominated as a contact for Facility(s).

Authorised User

This section indicates if the User is a designated Authorised User (i.e. able to logon) and when they were provided with access.

The following field is editable and used to set an expiry date on the associated Authorised User's account:

- Expiry Date ¹

Personnel: Operator ABC Pty

Name	Operator Contact	Authorized User	Facility Contact	Status
John Doe		✓		Active

Select the person from the grid or click on this button to [Add Person](#)

Details - John Doe | [Edit](#) Last updated: 28 Aug 2015

Title:	Dr	Status:	Active
First Name:	John	Last Login:	1 Sep 2015
Surname:	Doe	Date Created:	28 Aug 2015
Preferred Name:			
Position:	Manager		

Contact Information | [Edit](#) Last updated: 28 Aug 2015

Office Phone:		Mobile Phone:	
Email Address:	johned@mail.com	Fax:	

Operator Contact | [Edit](#) Last updated: 28 Aug 2015

John Doe has not been nominated as a contact.

Authorized User | [Edit](#) Last updated: 28 Aug 2015

John Doe has been an authorized Certifier user of the WARRP website on behalf of Operator ABC Pty since 28 Aug 2015.

Facility Contact | [Edit](#) Last updated: 28 Aug 2015

John Doe has not been nominated as a contact for Facility(s).



Note:

Certifier users may enter an expiry date against another Authorised User linked to the same Operator. Only the EPA may add a new Authorised User.

Facility Contact

This section indicates if the User is listed as a contact person for an Operator's Facility.

The Facilities that a User is linked to are displayed.

Personnel: Operator ABC Pty

Name: John Doe | Operator Contact: [checked] | Authorized User: [checked] | Facility Contact: [checked] | Status: Active

Select the person from the grid or click on this button to [Add Person](#)

Details - John Doe | Edit | Last updated: 28 Aug 2015

Title: Dr | Status: Active
 First Name: John | Last Login: 1 Sep 2015
 Surname: Doe | Date Created: 28 Aug 2015
 Preferred Name: |
 Position: Manager

Contact Information | Edit | Last updated: 28 Aug 2015

Office Phone: | Mobile Phone:
 Email Address: johnd@email.com | Fax:

Operator Contact | Edit | Last updated: 28 Aug 2015

John Doe has not been nominated as a contact.

Authorized User | Edit | Last updated: 28 Aug 2015

John Doe has been an authorized Certifier user of the WARRP website on behalf of Operator ABC Pty since 28 Aug 2015.

Facility Contact | Edit | Last updated: 28 Aug 2015

John Doe has not been nominated as a contact for Facility(s).

Add Person button

Click the **Add Person** button to enter a contact person for the Operator and/or Facility.

Refer to section 6.2 *Add Person screen* for more details.

Personnel: Operator ABC Pty

Name: John Doe | Operator Contact: [checked] | Authorized User: [checked] | Facility Contact: [checked] | Status: Active

Select the person from the grid or click on this button to [Add Person](#)

Details - John Doe | Edit | Last updated: 28 Aug 2015

Title: Dr | Status: Active
 First Name: John | Last Login: 1 Sep 2015
 Surname: Doe | Date Created: 28 Aug 2015
 Preferred Name: |
 Position: Manager

Contact Information | Edit | Last updated: 28 Aug 2015

Office Phone: | Mobile Phone:
 Email Address: johnd@email.com | Fax:

Operator Contact | Edit | Last updated: 28 Aug 2015

John Doe has not been nominated as a contact.

Authorized User | Edit | Last updated: 28 Aug 2015

John Doe has been an authorized Certifier user of the WARRP website on behalf of Operator ABC Pty since 28 Aug 2015.

Facility Contact | Edit | Last updated: 28 Aug 2015

John Doe has not been nominated as a contact for Facility(s).

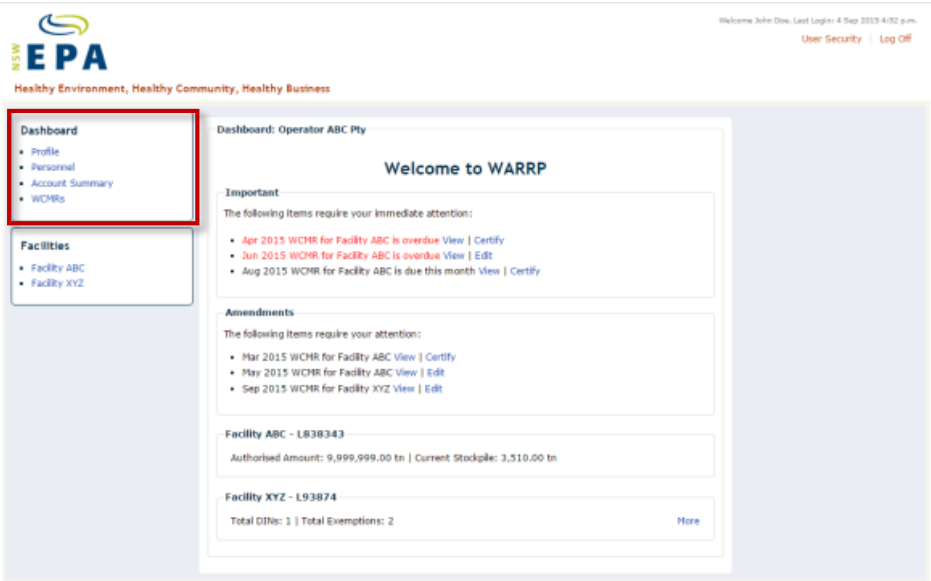
6.2. Add Person screen

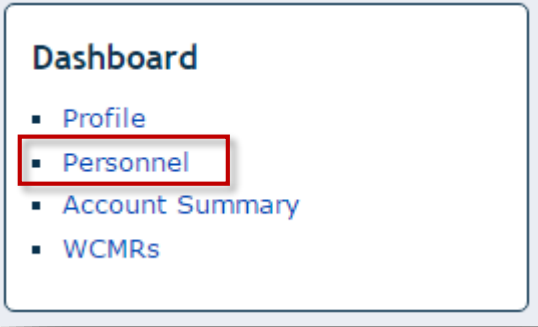
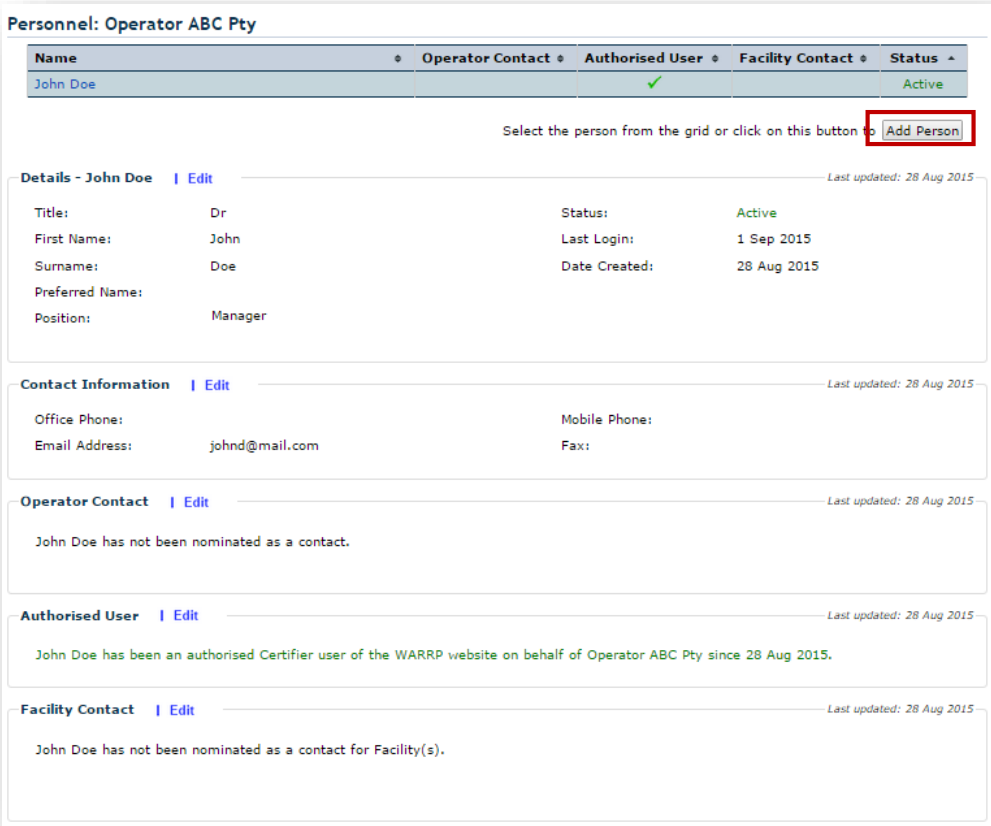
The Add Person screen is used by a Certifier User to enter the details for:

- Operator Contacts
- Facility Contacts
- Finance Contacts

This is the person who receives all notifications relating to invoices or credits generated on submission of a WCMR. This person is also a Facility contact.

The following steps describe how to access the Add Person screen.

Step	Action
1	<p>Access the WARRP Dashboard screen.</p>  <p>The screenshot shows the WARRP Dashboard for Operator ABC Pty. The dashboard includes a navigation menu on the left with the following items: Dashboard (highlighted with a red box), Profile, Personnel, Account Summary, WCMRs, Facilities, Facility ABC, and Facility XYZ. The main content area displays 'Welcome to WARRP' and lists important items, amendments, and facility details. The 'Important' section lists three items: Apr 2015 WCMR for Facility ABC is overdue, Jun 2015 WCMR for Facility ABC is overdue, and Aug 2015 WCMR for Facility ABC is due this month. The 'Amendments' section lists three items: Mar 2015 WCMR for Facility ABC, May 2015 WCMR for Facility ABC, and Sep 2015 WCMR for Facility XYZ. The 'Facility ABC - L838343' section shows an authorised amount of 9,999,999.00 tn and a current stockpile of 3,510.00 tn. The 'Facility XYZ - L93874' section shows a total of 1 DINs and 2 Total Exemptions.</p>

Step	Action
2	<p>Click the Personnel link in the Dashboard section.</p>  <p>The Personnel Details screen is displayed.</p>
3	<p>Click the Add Person button.</p>  <p>The Add Person screen is displayed.</p>

6.3. Add Person screen description

The Add Person screen is comprised of a number of sections:

1. Contact Person Type
2. Details
3. Contact Information
4. Operator Contact
5. Facility Contact

Personnel: Operator ABC Pty

Name	Operator Contact	Authorised User	Facility Contact	Status
Jane Doe		✓		Active
John Doe		✓		Active

Select the person from the grid or click on this button to [Add Person](#)

Please add this person as a:

Operator Contact Facility Contact

Details

Title:

* First Name:

* Surname:

Preferred Name:

* Position:

Contact Information

Office Phone: Mobile Phone:

* Email Address: Fax:

Operator Contact

To be added as a contact person for the following activities:

Activities:

Facility Contact

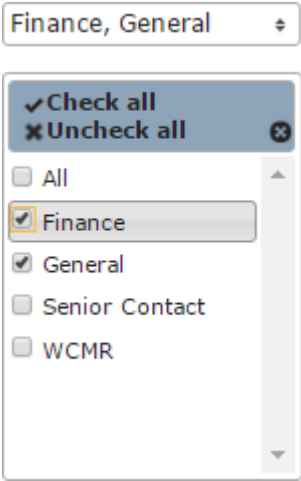
Please make this person a contact person for the following Facility(s):

Choose Facility(s):

Sites Selected:

The following table provides a description of each section of the New Person screen as they correspond to the number on the above screenshot.

The table below provides instructions for adding personnel from the **Add Person** screen.

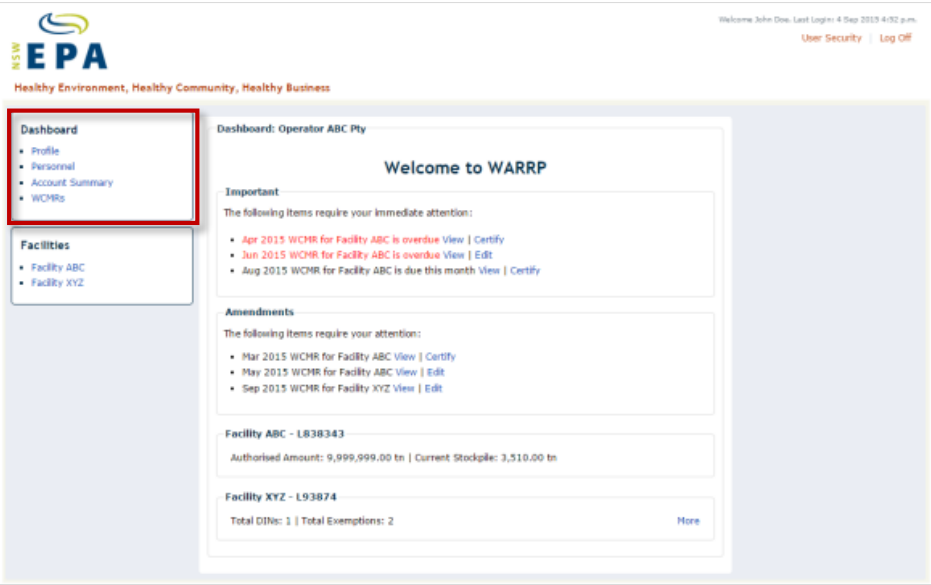
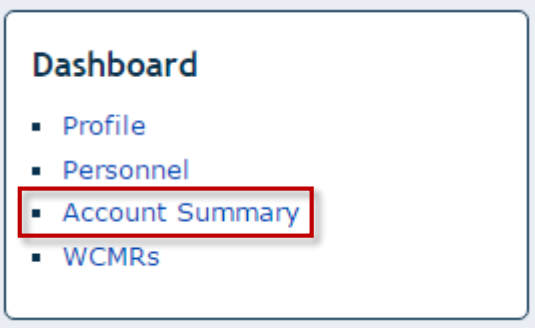
Step	Action
1	Select the following check boxes in the Contact Person Type section, if appropriate: Operator Contact Facility Contact
2	Complete the following fields in the Details section: Title First Name Surname Preferred Name Position
3	Complete the following fields in the Contact Information section: Office Phone Mobile Phone Email Address Fax
4	<p>The Operator Contact section will be displayed if the Operator Contact checkbox is selected</p> <p>Select one or more Operator Contact types from the multi-select list, e.g. Finance, Senior Contact and/or WCMR.</p> 

Step	Action
5	<p>The Facility Contact section will display if the Facility Contact checkbox is selected. This is used to assign the contact person to one or more Facilities.</p> <p>Select a Facility in the Choose Facility(s) list to be assigned to the WARRP User.</p> <p>Click the >> button to assign the Facility.</p> <div data-bbox="309 533 1401 719" style="border: 1px solid gray; padding: 5px;"> </div> <p>Select a Facility in the Sites Selected list to be removed from the WARRP User's list.</p> <p>Click the << button to remove the Facility.</p>
6	<p>Click the Save button to save the details for the person in the WARRP.</p>

7. The Account Summary

The Account Summary screen contains details of all WCMR related financial transactions including levies, payments, credit notes and debit notes.

The following steps describe how to access the Account Summary screen.

Step	Action
1	<p>Access the WARRP Dashboard screen.</p>  <p>The screenshot shows the WARRP Dashboard for 'Operator ABC Pty'. On the left, there is a navigation menu with 'Dashboard' selected. Under 'Dashboard', the following items are listed: Profile, Personnel, Account Summary, and WCMRs. The 'Account Summary' item is highlighted with a red rectangular box. Other sections on the dashboard include 'Important' items (overdue WCMRs), 'Amendments', and facility-specific information for Facility ABC and Facility XYZ.</p>
2	<p>Click the Account Summary link in the Dashboard section.</p>  <p>This is a close-up of the 'Dashboard' navigation menu. It lists four items: Profile, Personnel, Account Summary, and WCMRs. The 'Account Summary' item is highlighted with a red rectangular box.</p> <p>The Account Summary screen is displayed.</p>

7.1. Account Summary screen description

The Account Summary screen is comprised of a series of sections:

1. At a glance summary
2. Date Filter search criteria
3. Transactions grid

Account Summary: Training Operator



At a glance

Current	Balance Overdue:	\$1,628,184.37	
	Unapplied Credits:	(\$414,765.82)	
	Total Owing:	\$1,213,418.55	Please pay now
Coming Up	Next Payment due on 25 Sep 2015 :	\$1,209,008,391.90	
	Payments due after 25 Sep 2015 :	\$173,094.10	

Transactions

Date Filter From: To:

Date	Reference	Licence No.	Description	Date Due	Amount	Balance
27 Aug 2015	L249626	234567	Feb 2015 Breach levy for Other Training Facility (Intermediary)	25 Sep 2015	\$1,208,992,020.60	\$1,208,992,020.60
27 Aug 2015	L249749	5677654	Apr 2015 Breach levy credit for Facundo Intermediary 101	25 Jun 2015	(\$249,108.60)	(\$249,108.60)
27 Aug 2015	L249862	45689	Jul 2015 Levy credit for Training Facility (Landfill)	25 Sep 2015	(\$767.00)	(\$767.00)
3 Sep 2015	L249985	09765434567	Feb 2015 Breach levy for Additional Training Facility (Intermediary)	25 Apr 2015	\$2,223.60	\$2,223.60
3 Sep 2015	L250024	45689	Aug 2015 Levy credit for Training Facility (Landfill)	26 Oct 2015	(\$5,198.70)	(\$5,198.70)

The table below lists the fields for each of the sections in the Account Summary screen.

At a glance

This section is comprised of two parts: **Current** amounts owing or overdue and **Coming up** amounts due at a later date specified.

The following **Current** information is displayed:

Balance Overdue

The total dollar amount of all outstanding invoices overdue for payment

Unapplied Credits

The total dollar amount of all credits yet to be specifically applied to an invoice

Total Owing

The total dollar amount owed now or overdue, calculated by subtracting unapplied credits from the balance overdue amount

The following **Coming up** information is displayed:

Net Payment due on ...

The dollar amount of invoices due to be paid by the next due date

Payments due after ...

The dollar amount due to be paid after the next payment due date.

Account Summary: Training Operator			
At a glance			
Current	Balance Overdue:	\$1,628,184.37	
	Unapplied Credits:	(\$914,705.82)	
	Total Owing:	\$713,478.55	Please pay now
Coming up	Next Payment due on 25 Sep 2015:	\$1,209,008,392.90	
	Payments due after 25 Sep 2015:	\$173,094.10	



Note:

Payment due dates are based on the reporting periods of the associated WCMRs that have incurred a levy.

Date Filter

The Date Filter is used to restrict the list of transactions displayed within the Transactions grid.

To restrict list of transactions displayed to a date range:

Type a date using DD/MM/YYYY format in the **From** field.

Type a date using DD/MM/YYYY format in the **To** field.

Click the **Go** button.

Account Summary: Training Operator			
At a glance			
Current	Balance Overdue:	\$1,628,184.37	
	Unapplied Credits:	(\$914,705.82)	
	Total Owing:	\$713,478.55	Please pay now
Coming up	Next Payment due on 25 Sep 2015:	\$1,209,008,392.90	
	Payments due after 25 Sep 2015:	\$173,094.10	

Transactions			
Date Filter	From:	To:	Go
	27/08/2015	3/09/2015	

Transaction Grid

Displays a list of financial transactions.

Account Summary: Training Operator

At a glance


Current	Balance Overdue:	\$1,628,184.37	
	Unapplied Credits:	(\$14,765.82)	
	Total Owling:	\$1,213,418.55	Please pay now
Coming Up	Next Payment due on 25 Sep 2015:	\$1,209,008,391.90	
	Payments due after 25 Sep 2015:	\$173,094.10	

Transactions

Date Filter: From: 27/08/2015 To: 3/09/2015 Go Export

Date	Reference	License No.	Description	Date Due	Amount	Balance
27 Aug 2015	L24926	234567	Feb 2015 Breach levy for Other Training Facility (Intermediary)	25 Sep 2015	\$1,209,992,020.00	\$1,209,992,020.00
27 Aug 2015	L249749	5677654	Apr 2015 Breach levy credit for Pacundo Intermediary 101	25 Jun 2015	(\$245,108.00)	(\$245,108.00)
27 Aug 2015	L249862	45689	Jul 2015 Levy credit for Training Facility (Landfill)	25 Sep 2015	(\$767.00)	(\$767.00)
3 Sep 2015	L249985	09765434567	Feb 2015 Breach levy for Additional Training Facility (Intermediary)	25 Apr 2015	\$2,223.60	\$2,223.60
3 Sep 2015	L250024	45689	Aug 2015 Levy credit for Training Facility (Landfill)	26 Oct 2015	(\$5,199.70)	(\$5,199.70)

Print Button

Click the print button  to print the on-screen financial transactions.

Account Summary: Training Operator Print

At a glance


Current	Balance Overdue:	\$1,628,184.37	
	Unapplied Credits:	(\$14,765.82)	
	Total Owling:	\$1,213,418.55	Please pay now
Coming Up	Next Payment due on 25 Sep 2015:	\$1,209,008,391.90	
	Payments due after 25 Sep 2015:	\$173,094.10	

Transactions

Date Filter: From: 27/08/2015 To: 3/09/2015 Go Export

Date	Reference	License No.	Description	Date Due	Amount	Balance
27 Aug 2015	L24926	234567	Feb 2015 Breach levy for Other Training Facility (Intermediary)	25 Sep 2015	\$1,209,992,020.00	\$1,209,992,020.00
27 Aug 2015	L249749	5677654	Apr 2015 Breach levy credit for Pacundo Intermediary 101	25 Jun 2015	(\$245,108.00)	(\$245,108.00)
27 Aug 2015	L249862	45689	Jul 2015 Levy credit for Training Facility (Landfill)	25 Sep 2015	(\$767.00)	(\$767.00)
3 Sep 2015	L249985	09765434567	Feb 2015 Breach levy for Additional Training Facility (Intermediary)	25 Apr 2015	\$2,223.60	\$2,223.60
3 Sep 2015	L250024	45689	Aug 2015 Levy credit for Training Facility (Landfill)	26 Oct 2015	(\$5,199.70)	(\$5,199.70)

Export Button

Click the **Export** button  to generate a .CSV file containing the financial transactions displayed in the financial transactions grid.

Account Summary: Training Operator Export

At a glance

Current	Balance Overdue:	\$1,628,184.37	
	Unapplied Credits:	(\$14,765.82)	
	Total Owling:	\$1,213,418.55	Please pay now
Coming Up	Next Payment due on 25 Sep 2015:	\$1,209,008,391.90	
	Payments due after 25 Sep 2015:	\$173,094.10	

Transactions

Date Filter: From: 27/08/2015 To: 3/09/2015 Go Export

Date	Reference	License No.	Description	Date Due	Amount	Balance
27 Aug 2015	L24926	234567	Feb 2015 Breach levy for Other Training Facility (Intermediary)	25 Sep 2015	\$1,209,992,020.00	\$1,209,992,020.00
27 Aug 2015	L249749	5677654	Apr 2015 Breach levy credit for Pacundo Intermediary 101	25 Jun 2015	(\$245,108.00)	(\$245,108.00)
27 Aug 2015	L249862	45689	Jul 2015 Levy credit for Training Facility (Landfill)	25 Sep 2015	(\$767.00)	(\$767.00)
3 Sep 2015	L249985	09765434567	Feb 2015 Breach levy for Additional Training Facility (Intermediary)	25 Apr 2015	\$2,223.60	\$2,223.60
3 Sep 2015	L250024	45689	Aug 2015 Levy credit for Training Facility (Landfill)	26 Oct 2015	(\$5,199.70)	(\$5,199.70)

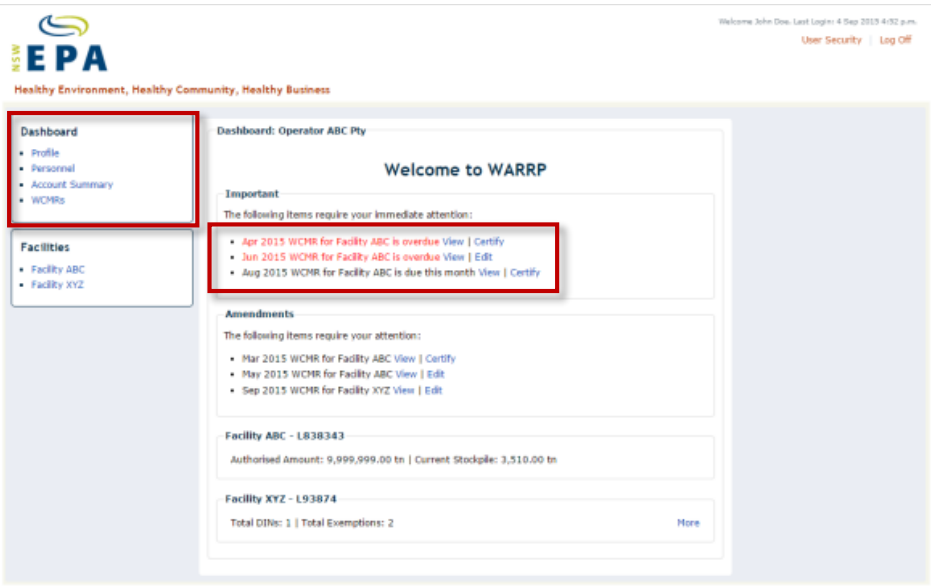
8. The Waste Contribution Monthly Report

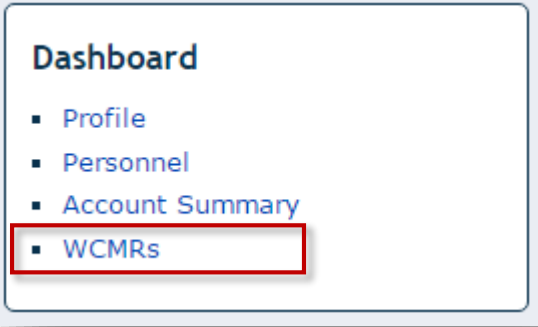
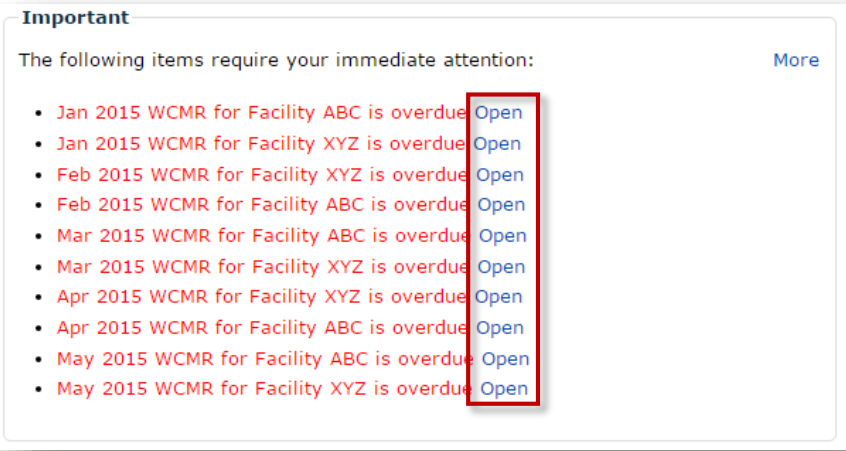
A Waste Contribution Monthly Report (WCMR) must be completed each month during which a levy-paying Landfill or Resource Recovery Facility is active. The WCMR informs the EPA of the number of tonnes of waste that were:

- received on-site during the reporting period month
- processed on-site during the reporting period month (for Intermediaries only)
- transported off-site during the reporting period, or
- approved for an operational purpose and therefore deducted from any associated levies that are generated when the WCMR is certified.

Not all WCMRs will incur a levy. Intermediaries will only ever be invoiced if the amount of waste recorded on-site puts them in breach of their **Authorised Amount**.

The following steps describe how to access the WCMR List Summary screen.

Step	Action
1	<p data-bbox="308 929 831 965">Access the WARRP Dashboard screen.</p>  <p>The screenshot shows the WARRP Dashboard for Operator ABC Pty. The 'Important' section contains the following items:</p> <ul style="list-style-type: none"> Apr 2015 WCMR for Facility ABC is overdue View Certify Jun 2015 WCMR for Facility ABC is overdue View Edit Aug 2015 WCMR for Facility ABC is due this month View Certify <p>The 'Amendments' section contains the following items:</p> <ul style="list-style-type: none"> Mar 2015 WCMR for Facility ABC View Certify May 2015 WCMR for Facility ABC View Edit Sep 2015 WCMR for Facility XYZ View Edit <p>Facility ABC - LB38343 Authorised Amount: 9,999,999.00 tn Current Stockpile: 3,510.00 tn</p> <p>Facility XYZ - L93874 Total DINs: 1 Total Exemptions: 2 More</p>

Step	Action
2	<p>Click the WCMRs link in the Dashboard section.</p>  <p>Alternatively, click the link to a WCMR displayed in the Important section of the Dashboard screen.</p>  <p>The WCMR List Summary screen is displayed.</p>

8.1. WCMR List Summary screen description

The WCMR List Summary screen displays a list of all active WCMRs, i.e. WCMRs yet to be certified and those previously certified, for the Operator. The list displays the reporting period, Facility, version number and status of the WCMRs, and the actions that can be performed against each one.

The WCMR List Summary screen is comprised of two main sections: Search Criteria and the WCMR grid.

WCMR Search: Operator ABC Pty

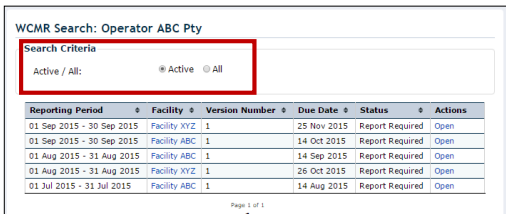
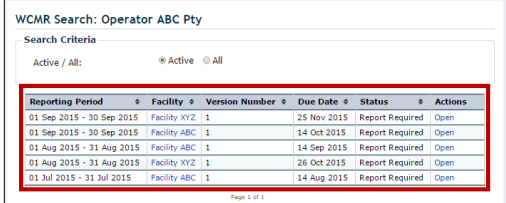

Search Criteria

Active / All: Active All

Reporting Period	Facility	Version Number	Due Date	Status	Actions
01 Sep 2015 - 30 Sep 2015	Facility XYZ	1	25 Nov 2015	Report Required	Open
01 Sep 2015 - 30 Sep 2015	Facility ABC	1	14 Oct 2015	Report Required	Open
01 Aug 2015 - 31 Aug 2015	Facility ABC	1	14 Sep 2015	Report Required	Open
01 Aug 2015 - 31 Aug 2015	Facility XYZ	1	26 Oct 2015	Report Required	Open
01 Jul 2015 - 31 Jul 2015	Facility ABC	1	14 Aug 2015	Report Required	Open

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1

The table below lists the fields for each of the sections in the WCMR List Summary screen.

<p>Search Criteria</p> <p>Select the Active radio button to display a list of all active WCMRs.</p> <p>Select the All radio button to display a list of all WCMRs, including all versions of amended WCMRs.</p>	
<p>WCMR grid</p> <p>The grid displays a list of all WCMRs that match the search criteria. Each row represents a WCMR for a given reporting period for each Facility required to submit one.</p> <p>For each WCMR, the following information is displayed:</p> <ul style="list-style-type: none"> Reporting Period Facility Version Number Due Date Status Actions 	
<p> Note:</p> <p>Each time an amended WCMR is generated, the Version Number for a WCMR increments by one.</p>	

Facility Links

Select a Facility Link from the Facility column to display the Facility Profile screen for the Facility.

Refer to section 5. *Accessing and editing a Facility Profile* for details.

WCMR Search: Operator ABC Pty

Search Criteria

Active / All: Active All

Reporting Period	Facility	Version Number	Due Date	Status	Actions
01 Sep 2015 - 30 Sep 2015	Facility XYZ	1	25 Nov 2015	Report Required	Open
01 Sep 2015 - 30 Sep 2015	Facility ABC	1	14 Oct 2015	Report Required	Open
01 Aug 2015 - 31 Aug 2015	Facility ABC	1	14 Sep 2015	Report Required	Open
01 Aug 2015 - 31 Aug 2015	Facility XYZ	1	26 Oct 2015	Report Required	Open
01 Jul 2015 - 31 Jul 2015	Facility ABC	1	14 Aug 2015	Report Required	Open

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1

Action Links

The Action column displays all available actions associated with a WCMR. Select from the following links:

Open – to open a WCMR to enter data

View – for read-only access to a completed, amended or draft WCMR.

Editors and Certifiers can both select this action

Edit – to update a draft WCMR.

Editors and Certifiers can both select this action

Amend – to update a WCMR that has previously been certified.

Editors and Certifiers can both select this action

Certify – to open a WCMR for editing and/or certification.

Only a Certifier can select this action.

Selecting a link will open the WCMR **Waste Received** screen to perform the selected action.

WCMR Search: Operator ABC Pty

Search Criteria

Active / All: Active All

Reporting Period	Facility	Version Number	Due Date	Status	Actions
01 Sep 2015 - 30 Sep 2015	Facility XYZ	1	25 Nov 2015	Report Required	Open
01 Sep 2015 - 30 Sep 2015	Facility ABC	1	14 Oct 2015	Report Required	Open
01 Aug 2015 - 31 Aug 2015	Facility ABC	1	14 Sep 2015	Report Required	Open
01 Aug 2015 - 31 Aug 2015	Facility XYZ	1	26 Oct 2015	Report Required	Open
01 Jul 2015 - 31 Jul 2015	Facility ABC	1	14 Aug 2015	Report Required	Open

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1

Page Number

Displays the current page number for the WCMR grid.

Each page can display a maximum of 100 WCMR records.

WCMR Search: Operator ABC Pty

Search Criteria


Active / All: Active All

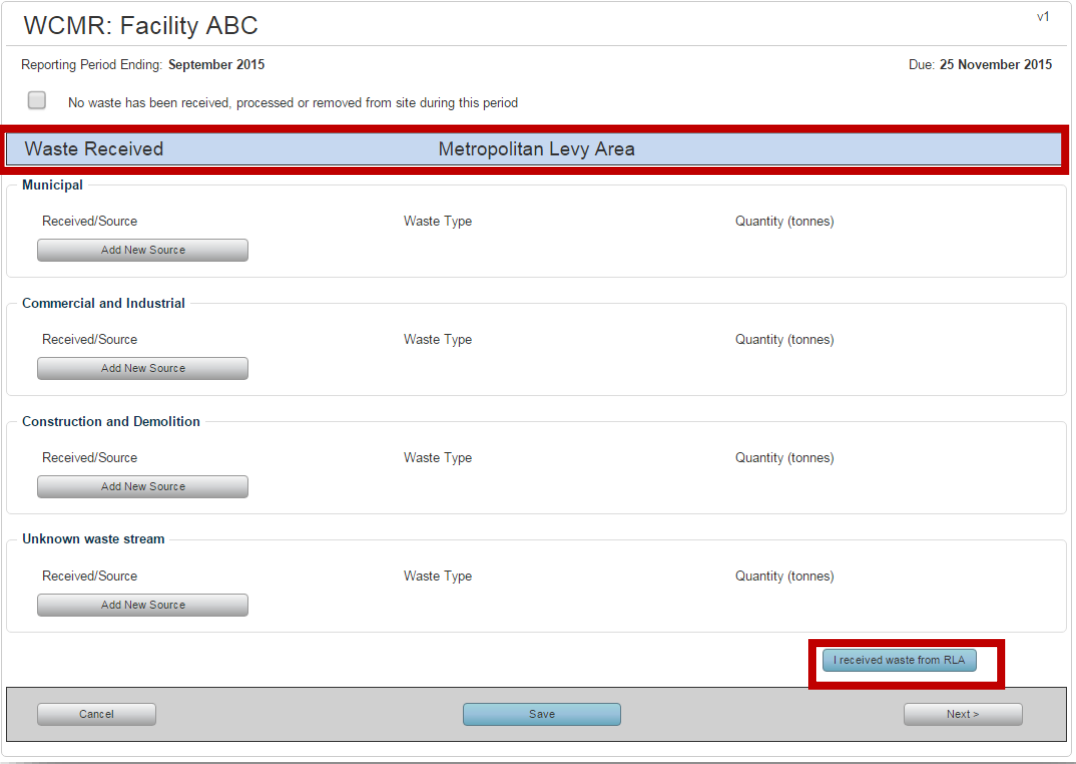

Reporting Period	Facility	Version Number	Due Date	Status	Actions
01 Sep 2015 - 30 Sep 2015	Facility XYZ	1	25 Nov 2015	Report Required	Open
01 Sep 2015 - 30 Sep 2015	Facility ABC	1	14 Oct 2015	Report Required	Open
01 Aug 2015 - 31 Aug 2015	Facility ABC	1	14 Sep 2015	Report Required	Open
01 Aug 2015 - 31 Aug 2015	Facility XYZ	1	26 Oct 2015	Report Required	Open
01 Jul 2015 - 31 Jul 2015	Facility ABC	1	14 Aug 2015	Report Required	Open

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1

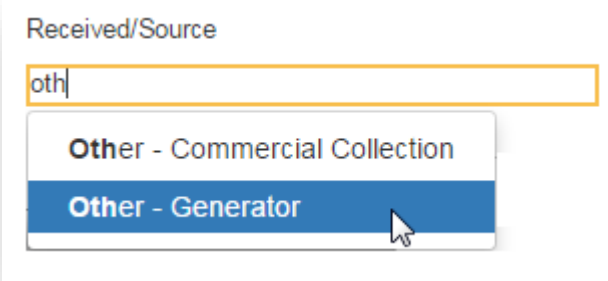



8.2. Completing and submitting a WCMR – entering the waste received


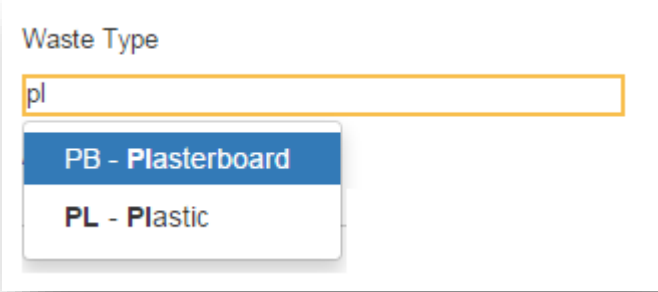
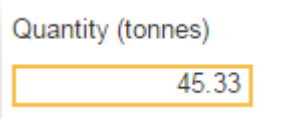
The following steps describe the process for entering waste received data against a WCMR.

Step	Action																																																																																																																		
1	Access the WCMR List Summary screen. Refer to section 8. <i>The Waste Contribution Monthly Report</i> for details.																																																																																																																		
2	Select the Open action from the Actions column for the WCMR to be updated. <div data-bbox="338 683 1268 1388" data-label="Complex-Block"> <p>WCMR Search: Operator ABC Pty - W9000002</p> <p>Search Criteria</p> <p>Active / All: <input checked="" type="radio"/> Active <input type="radio"/> All</p> <table border="1"> <thead> <tr> <th>Reporting Period</th> <th>Facility</th> <th>Version Number</th> <th>Due Date</th> <th>Status</th> <th>Actions</th> </tr> </thead> <tbody> <tr><td>01 Sep 2015 - 30 Sep 2015</td><td>Facility ABC</td><td>1</td><td>25 Nov 2015</td><td>Report Required</td><td>Open</td></tr> <tr><td>01 Sep 2015 - 30 Sep 2015</td><td>Facility XYZ</td><td>1</td><td>25 Nov 2015</td><td>Report Required</td><td>Open</td></tr> <tr><td>01 Aug 2015 - 31 Aug 2015</td><td>Facility ABC</td><td>1</td><td>26 Oct 2015</td><td>Report Required</td><td>Open</td></tr> <tr><td>01 Aug 2015 - 31 Aug 2015</td><td>Facility XYZ</td><td>1</td><td>26 Oct 2015</td><td>Report Required</td><td>Open</td></tr> <tr><td>01 Jul 2015 - 31 Jul 2015</td><td>Facility XYZ</td><td>1</td><td>25 Sep 2015</td><td>Report Required</td><td>Open</td></tr> <tr><td>01 Jul 2015 - 31 Jul 2015</td><td>Facility ABC</td><td>1</td><td>25 Sep 2015</td><td>Report Required</td><td>Open</td></tr> <tr><td>01 Jun 2015 - 30 Jun 2015</td><td>Facility XYZ</td><td>1</td><td>25 Aug 2015</td><td>Report Required</td><td>Open</td></tr> <tr><td>01 Jun 2015 - 30 Jun 2015</td><td>Facility ABC</td><td>1</td><td>25 Aug 2015</td><td>Report Required</td><td>Open</td></tr> <tr><td>01 May 2015 - 31 May 2015</td><td>Facility ABC</td><td>1</td><td>26 Jul 2015</td><td>Report Required</td><td>Open</td></tr> <tr><td>01 May 2015 - 31 May 2015</td><td>Facility XYZ</td><td>1</td><td>26 Jul 2015</td><td>Report Required</td><td>Open</td></tr> <tr><td>01 Apr 2015 - 30 Apr 2015</td><td>Facility XYZ</td><td>1</td><td>25 Jun 2015</td><td>Report Required</td><td>Open</td></tr> <tr><td>01 Apr 2015 - 30 Apr 2015</td><td>Facility ABC</td><td>1</td><td>25 Jun 2015</td><td>Report Required</td><td>Open</td></tr> <tr><td>01 Mar 2015 - 31 Mar 2015</td><td>Facility ABC</td><td>1</td><td>26 May 2015</td><td>Report Required</td><td>Open</td></tr> <tr><td>01 Mar 2015 - 31 Mar 2015</td><td>Facility XYZ</td><td>1</td><td>26 May 2015</td><td>Report Required</td><td>Open</td></tr> <tr><td>01 Feb 2015 - 28 Feb 2015</td><td>Facility XYZ</td><td>1</td><td>25 Apr 2015</td><td>Report Required</td><td>Open</td></tr> <tr><td>01 Feb 2015 - 28 Feb 2015</td><td>Facility ABC</td><td>1</td><td>25 Apr 2015</td><td>Report Required</td><td>Open</td></tr> <tr><td>01 Jan 2015 - 31 Jan 2015</td><td>Facility ABC</td><td>1</td><td>28 Mar 2015</td><td>Report Required</td><td>Open</td></tr> <tr><td>01 Jan 2015 - 31 Jan 2015</td><td>Facility XYZ</td><td>1</td><td>28 Mar 2015</td><td>Report Required</td><td>Open</td></tr> </tbody> </table> <p>Page 1 of 1 1</p> </div>	Reporting Period	Facility	Version Number	Due Date	Status	Actions	01 Sep 2015 - 30 Sep 2015	Facility ABC	1	25 Nov 2015	Report Required	Open	01 Sep 2015 - 30 Sep 2015	Facility XYZ	1	25 Nov 2015	Report Required	Open	01 Aug 2015 - 31 Aug 2015	Facility ABC	1	26 Oct 2015	Report Required	Open	01 Aug 2015 - 31 Aug 2015	Facility XYZ	1	26 Oct 2015	Report Required	Open	01 Jul 2015 - 31 Jul 2015	Facility XYZ	1	25 Sep 2015	Report Required	Open	01 Jul 2015 - 31 Jul 2015	Facility ABC	1	25 Sep 2015	Report Required	Open	01 Jun 2015 - 30 Jun 2015	Facility XYZ	1	25 Aug 2015	Report Required	Open	01 Jun 2015 - 30 Jun 2015	Facility ABC	1	25 Aug 2015	Report Required	Open	01 May 2015 - 31 May 2015	Facility ABC	1	26 Jul 2015	Report Required	Open	01 May 2015 - 31 May 2015	Facility XYZ	1	26 Jul 2015	Report Required	Open	01 Apr 2015 - 30 Apr 2015	Facility XYZ	1	25 Jun 2015	Report Required	Open	01 Apr 2015 - 30 Apr 2015	Facility ABC	1	25 Jun 2015	Report Required	Open	01 Mar 2015 - 31 Mar 2015	Facility ABC	1	26 May 2015	Report Required	Open	01 Mar 2015 - 31 Mar 2015	Facility XYZ	1	26 May 2015	Report Required	Open	01 Feb 2015 - 28 Feb 2015	Facility XYZ	1	25 Apr 2015	Report Required	Open	01 Feb 2015 - 28 Feb 2015	Facility ABC	1	25 Apr 2015	Report Required	Open	01 Jan 2015 - 31 Jan 2015	Facility ABC	1	28 Mar 2015	Report Required	Open	01 Jan 2015 - 31 Jan 2015	Facility XYZ	1	28 Mar 2015	Report Required	Open
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01 Jan 2015 - 31 Jan 2015	Facility XYZ	1	28 Mar 2015	Report Required	Open																																																																																																														
	 <p>Note: The Open action will only display for WCMRs with a status of Report Required, i.e. WCMRs yet to be completed, submitted and certified.</p>																																																																																																																		


Step	Action
3	<p>The Waste Received screen is displayed. This screen is used to enter details of waste received during the reporting period.</p> 
	<p> Important:</p> <p>The area where the waste was received defaults to the levy area where the facility is located, either the Metropolitan Levy Area (MLA) or the Regional Levy area (RLA).</p> <p>To report waste received from a different levy area, click the I received waste from RLA/MLA button to enter waste received from this region. This will add another section to the Waste Received screen.</p>

Step	Action
	<div data-bbox="320 264 395 353"> </div> <p data-bbox="448 264 596 293">Important:</p> <p data-bbox="448 304 1374 376">The newly selected Levy Area section can be removed from the Waste Received screen if added in error.</p> <div data-bbox="480 432 1465 584"> </div> <p data-bbox="448 678 1422 750">Click the Remove RLA/MLA region button to remove the section from the screen.</p>
4	<p data-bbox="309 779 1469 853">Select the No waste has been received, processed or removed from site during this period checkbox, if appropriate.</p> <div data-bbox="341 909 1230 969"> </div>
	<div data-bbox="309 1077 395 1160"> </div> <p data-bbox="448 1077 520 1106">Note:</p> <p data-bbox="448 1117 1490 1189">Selecting the No waste has been received, processed or removed from site during this period checkbox will display the WCMR Summary screen.</p> <p data-bbox="448 1216 1410 1288">Refer to section <i>8.5 Completing and submitting a WCMR – submitting the WCMR</i> for the next steps.</p>
5	<p data-bbox="309 1317 1497 1391">Select the Add New Source button for the waste stream if waste has been received during the reporting period.</p> <div data-bbox="341 1447 1390 1563"> </div> <p data-bbox="309 1671 1350 1700">For example, select the Add New Source button for Commercial and Industrial.</p>

Step	Action
6	<p>A Received/Source field is displayed.</p>  <p>Type the source of the waste in the Received/Source field. Valid entries include: Another Landfill or Resource Recovery Facility (search by licence number or name) An Exemption Number Other sources (filtered by the associated waste stream). Refer to Appendix D – ‘Other’ Waste Received Sources for more details.</p>
	<p> Note: The Received/Source field will display matching selectable options as you type. For example, typing oth will display a list of all options containing those characters. Select from the dropdown list to select a value.</p>
	<p> Note: A Received/Source record added by selecting the Add New Source button can be deleted, if required.</p>  <p>Click the Delete button at the end of the record to remove the entry.</p>

Step	Action
7	<p>The Waste Type and Quantity (tonnes) fields are displayed.</p>  <p>Type the appropriate code in the Waste Type field. Refer to <i>Appendix B – Web resources</i> for a list of waste types.</p>  <p>Note: The Waste Type field will display matching selectable options as you type. For example, typing 'pl' will display a list of all options containing those characters. Select from the dropdown list to select a value.</p>
8	<p>Type the quantity of waste received in the Quantity (tonnes) field.</p> 

Step	Action																		
	<div data-bbox="320 264 395 353"> </div> <p data-bbox="448 264 596 293">Important:</p> <p data-bbox="448 304 1362 378">Quantity tonnage amounts should be entered to two decimal places, if applicable.</p> <p data-bbox="448 405 1501 479">Waste Type must be selected before entering a quantity. The following message is displayed if a quantity is entered prior to selecting a Waste Type.</p> <div data-bbox="480 533 1059 689" style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: fit-content;"> <p data-bbox="491 544 632 573">Waste Type</p> <div data-bbox="491 591 1038 636" style="border: 1px solid #ccc; height: 20px; background-color: #f8d7da;"></div> <p data-bbox="501 647 807 676">Please select a waste type</p> </div>																		
<p data-bbox="204 792 225 822">9</p>	<div data-bbox="341 824 1362 949" style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: fit-content;"> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid #ccc;">Received/Source</td> <td style="width: 33%; border-bottom: 1px solid #ccc;">Waste Type</td> <td style="width: 33%; border-bottom: 1px solid #ccc;">Quantity (tonnes)</td> </tr> <tr> <td>Other - Domestic Kerbside Collection</td> <td>AL - Aluminium (non-ferrous)</td> <td>12.50</td> </tr> <tr> <td></td> <td style="text-align: center;">Add another waste type</td> <td></td> </tr> </table> </div> <p data-bbox="309 1055 1490 1128">Click the Add another waste type link to add another instance of waste received from the same Received/Source, if appropriate.</p> <p data-bbox="309 1155 1270 1184">Additional fields for Waste Type and Quantity (tonnes) will be displayed.</p> <p data-bbox="309 1211 932 1240">Repeat steps 7 and 8 to enter the waste details.</p> <div data-bbox="341 1294 1362 1420" style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: fit-content;"> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid #ccc;">Received/Source</td> <td style="width: 33%; border-bottom: 1px solid #ccc;">Waste Type</td> <td style="width: 33%; border-bottom: 1px solid #ccc;">Quantity (tonnes)</td> </tr> <tr> <td>Other - Domestic Kerbside Collection</td> <td>AL - Aluminium (non-ferrous)</td> <td>12.50</td> </tr> <tr> <td></td> <td style="border: 2px solid orange; height: 20px;"></td> <td></td> </tr> </table> </div>	Received/Source	Waste Type	Quantity (tonnes)	Other - Domestic Kerbside Collection	AL - Aluminium (non-ferrous)	12.50		Add another waste type		Received/Source	Waste Type	Quantity (tonnes)	Other - Domestic Kerbside Collection	AL - Aluminium (non-ferrous)	12.50			
Received/Source	Waste Type	Quantity (tonnes)																	
Other - Domestic Kerbside Collection	AL - Aluminium (non-ferrous)	12.50																	
	Add another waste type																		
Received/Source	Waste Type	Quantity (tonnes)																	
Other - Domestic Kerbside Collection	AL - Aluminium (non-ferrous)	12.50																	
	<div data-bbox="309 1570 395 1659"> </div> <p data-bbox="448 1570 528 1599">Note:</p> <p data-bbox="448 1615 1490 1688">Continue to Step 10 for WCMRs completed on behalf of an Resource Recovery Facility.</p> <p data-bbox="448 1715 1410 1744">Continue to Step 11 for WCMRs completed on behalf of a Landfill Facility.</p>																		


Step	Action
10	<p data-bbox="309 264 687 293">Intermediaries WCMRs Only</p> <p data-bbox="309 322 1465 394">The Processed Waste section will be displayed on the Waste Received screen beneath the Waste Received section for WCMRs created for a Resource Recovery Facility.</p> <div data-bbox="341 450 1406 573" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p data-bbox="357 456 512 479">Processed Waste</p> <p data-bbox="357 495 485 517">Materials Processed</p> <p data-bbox="368 528 1007 551">Quantity of materials processed in accordance with a Resource Recovery Exemption during this reporting period: <input data-bbox="1246 528 1390 551" type="text" value="0.00"/></p> </div> <p data-bbox="309 674 1437 745">Type the appropriate amount in the Quantity of materials processed in accordance with a Resource Recovery Order during this reporting period field.</p>
	<div data-bbox="309 837 400 920" style="float: left; margin-right: 10px;">  </div> <p data-bbox="448 837 528 866">Note:</p> <p data-bbox="448 878 1342 907">Continue to Step 11 to save the WCMR and enable further changes.</p> <p data-bbox="448 936 1174 965">Continue to Step 12 to submit the WCMR for validation.</p>

Step	Action
------	--------

11 Click the **Save** button to create a draft version of the WCMR.

The draft WCMR version will be accessible from the Dashboard screen or WCMR List Summary screen. The updated status will be displayed as **Draft**.

Reporting Period	Facility	Version Number	Due Date	Status	Actions
01 Sep 2015 - 30 Sep 2015	Facility ABC	1	25 Nov 2015	Draft	View Edit


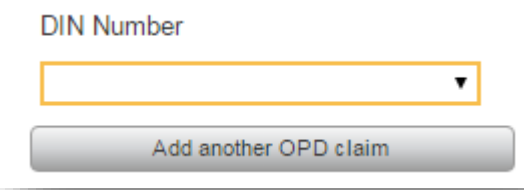
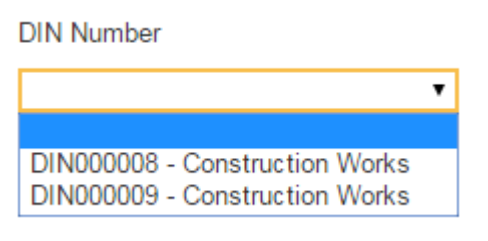
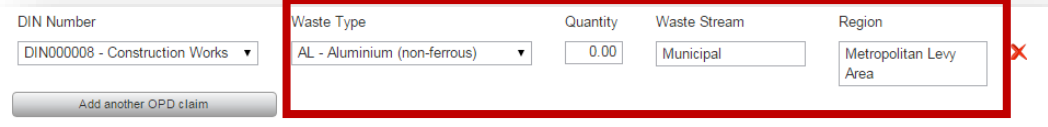
Step	Action																								
12	<p>Click the Next button to submit the WMCR for validation.</p> <div data-bbox="343 347 1444 1120" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>WCMR: Facility ABC v1</p> <p>Reporting Period Ending: September 2015 Due: 25 November 2015</p> <p><input type="checkbox"/> No waste has been received, processed or removed from site during this period</p> <p>Waste Received Metropolitan Levy Area</p> <p>Municipal</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Received/Source</th> <th style="width: 30%;">Waste Type</th> <th style="width: 30%;">Quantity (tonnes)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="button" value="Add New Source"/></td> <td></td> <td></td> </tr> </tbody> </table> <p>Commercial and Industrial</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Received/Source</th> <th style="width: 30%;">Waste Type</th> <th style="width: 30%;">Quantity (tonnes)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="button" value="Add New Source"/></td> <td></td> <td></td> </tr> </tbody> </table> <p>Construction and Demolition</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Received/Source</th> <th style="width: 30%;">Waste Type</th> <th style="width: 30%;">Quantity (tonnes)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="button" value="Add New Source"/></td> <td></td> <td></td> </tr> </tbody> </table> <p>Unknown waste stream</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Received/Source</th> <th style="width: 30%;">Waste Type</th> <th style="width: 30%;">Quantity (tonnes)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="button" value="Add New Source"/></td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: right;"><input type="button" value="I received waste from RLA"/></p> <p style="text-align: center;"> <input type="button" value="Cancel"/> <input type="button" value="Save"/> <input style="border: 2px solid red;" type="button" value="Next >"/> </p> </div> <p>The following occurs:</p> <p>Data entered into the current screen is validated.</p> <p>If validated, a draft version of the WMCR is automatically generated.</p> <p>One of the following screens will be displayed:</p> <p>Deductions for Approved Operational Purposes</p> <p>This will apply if the Facility has an active Operational Purpose Deduction (OPD) for any of the waste types reported as received during the reporting period they may claim.</p> <p>Deductions for Waste transported from Site</p> <p>This will apply if the Facility does not have an active Operational Purpose Deduction (OPD) to claim for the reporting period.</p>	Received/Source	Waste Type	Quantity (tonnes)	<input type="button" value="Add New Source"/>			Received/Source	Waste Type	Quantity (tonnes)	<input type="button" value="Add New Source"/>			Received/Source	Waste Type	Quantity (tonnes)	<input type="button" value="Add New Source"/>			Received/Source	Waste Type	Quantity (tonnes)	<input type="button" value="Add New Source"/>		
Received/Source	Waste Type	Quantity (tonnes)																							
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Received/Source	Waste Type	Quantity (tonnes)																							
<input type="button" value="Add New Source"/>																									
	<p> Note:</p> <p>If the Deductions - Approved operational purposes screen is displayed: Refer to section 8.3 <i>Completing and submitting a WCMR – Entering Operational Purpose Deductions</i> for next steps.</p> <p>If the Deductions - Waste transported from site screen is displayed: Refer to section 8.4 <i>Completing and submitting a WCMR – Entering Transported Waste Deductions</i> for next steps.</p>																								

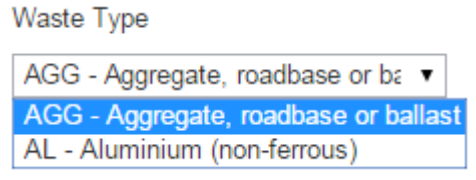

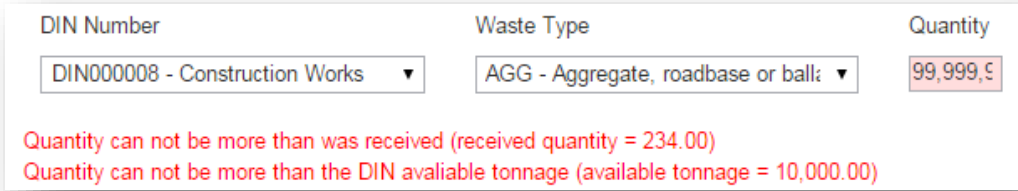

8.3. Completing and submitting a WCMR – Entering Operational Purpose Deductions

The **Deductions - Approved operational purposes** screen is used to claim waste received during the reporting period as a deduction from the levy calculation.

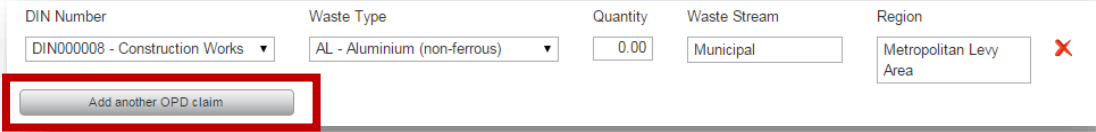
The following steps describe the process for enter deductions for approved operational purposes. This will apply for Facilities with an active Operational Purpose Deduction (OPD) for waste types reported as received on the Waste Received screen (refer to 8.2 *Completing and Submitting a WCMR – Entering the Waste Received* for details).

Step	Action										
1	<p>The Deductions – Approved operational purposes screen is displayed following the validation of a WCMR for a Facility with an active Operational Purpose Deduction for waste types reported as received.</p> <div data-bbox="341 898 1458 1626" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>WCMR: Facility XYZ v1</p> <p>Reporting Period Ending: September 2015 Due: 25 November 2015</p> <p>Deductions - Approved operational purposes</p> <p>Operational Purpose Deductions</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">DIN Number</th> <th style="width: 20%;">Waste Type</th> <th style="width: 10%;">Quantity</th> <th style="width: 20%;">Waste Stream</th> <th style="width: 30%;">Region</th> </tr> </thead> <tbody> <tr> <td colspan="5" style="text-align: center;"> <input type="button" value="Add another OPD claim"/> </td> </tr> </tbody> </table> <p style="text-align: right; margin-top: 20px;"> <input type="button" value="Cancel"/> <input type="button" value="Save"/> <input type="button" value=" < Previous"/> <input type="button" value=" Next >"/> </p> </div> <p>Select the Add another OPD claim button to claim waste as being received under the Operational Purpose Deduction for the reporting period.</p>	DIN Number	Waste Type	Quantity	Waste Stream	Region	<input type="button" value="Add another OPD claim"/>				
DIN Number	Waste Type	Quantity	Waste Stream	Region							
<input type="button" value="Add another OPD claim"/>											

Step	Action
	<p> Note: If an Operational Purpose Deduction claim is not required: Select the Next button to display the Deductions - Waste transported from site screen</p> <p>Refer to section 8.4 <i>Completing and submitting a WCMR – Entering Transported Waste Deductions</i> to proceed.</p>
2	<p>The DIN Number field is displayed.</p>  <p>Click the DIN Number dropdown button to display a list of OPD Deduction Identification Numbers (DINs) that may be selected.</p>  <p>Select the applicable DIN.</p>
3	<p>The Waste Type, Quantity, Waste Stream and Region fields are displayed.</p> 

Step	Action
	<p>Select the Waste Type dropdown button to display a list of waste types claimed as received on the Waste Received screen for any approved and active OPDs.</p>  <p>Select the appropriate Waste Type in the Waste Type field.</p>
4	<p>Type the number of tonnes of the waste type to be deducted in the Quantity field.</p> <p>This represents the number of tonnes of waste to be deducted from the total amount of waste received when calculating the levy and/ or authorised amount breach (for Intermediaries only).</p> <p> Important: The quantity claimed cannot exceed:</p> <ul style="list-style-type: none"> the amount of that waste type reported as received during the reporting period the total approved tonnage for that waste type in the associated OPD. <p>An error message will display beneath the DIN Number field if one or both of these validations fail.</p>  <p>The fields are validated when another link or button is selected (other than Cancel or the Remove Row  buttons).</p>

Step	Action
5	<div data-bbox="338 286 1398 412" data-label="Form"> </div> <p data-bbox="309 510 1469 584">Select the Waste Stream dropdown button to display a list of valid waste streams for the OPD.</p> <p data-bbox="309 611 1101 645">Select the appropriate Waste Stream from the dropdown list</p> <div data-bbox="322 674 395 763" data-label="Image"> </div> <p data-bbox="448 674 596 707">Important:</p> <p data-bbox="448 714 1493 831">The Waste Stream dropdown list will display the waste streams reported on the Waste Received screen (refer to <i>8.2 Completing and submitting a WCMR – Entering the waste received</i>).</p> <p data-bbox="448 857 1493 931">If only one waste stream has been reported, the Waste Stream field will default to that value.</p>
6	<div data-bbox="338 987 1398 1113" data-label="Form"> </div> <p data-bbox="309 1211 1445 1285">Select Metropolitan Levy Area (MLA) or Regional Levy Area (RLA) from the Region dropdown list</p> <p data-bbox="309 1312 1485 1429">If the waste type selected has been reported as having been received from both the MLA and RLA on the previous Waste Received screen, this field will be a dropdown containing both regions.</p> <p data-bbox="309 1456 1493 1529">Otherwise, the value will default to the one region in which the waste received was entered on the previous Waste Received screen.</p> <div data-bbox="322 1559 395 1648" data-label="Image"> </div> <p data-bbox="448 1559 596 1592">Important:</p> <p data-bbox="448 1599 1469 1715">If only Metropolitan Levy Area (MLA) or Regional Levy Area (RLA) were reported as the region where the waste was received on the Waste Received screen, the Region field will default to that value.</p>

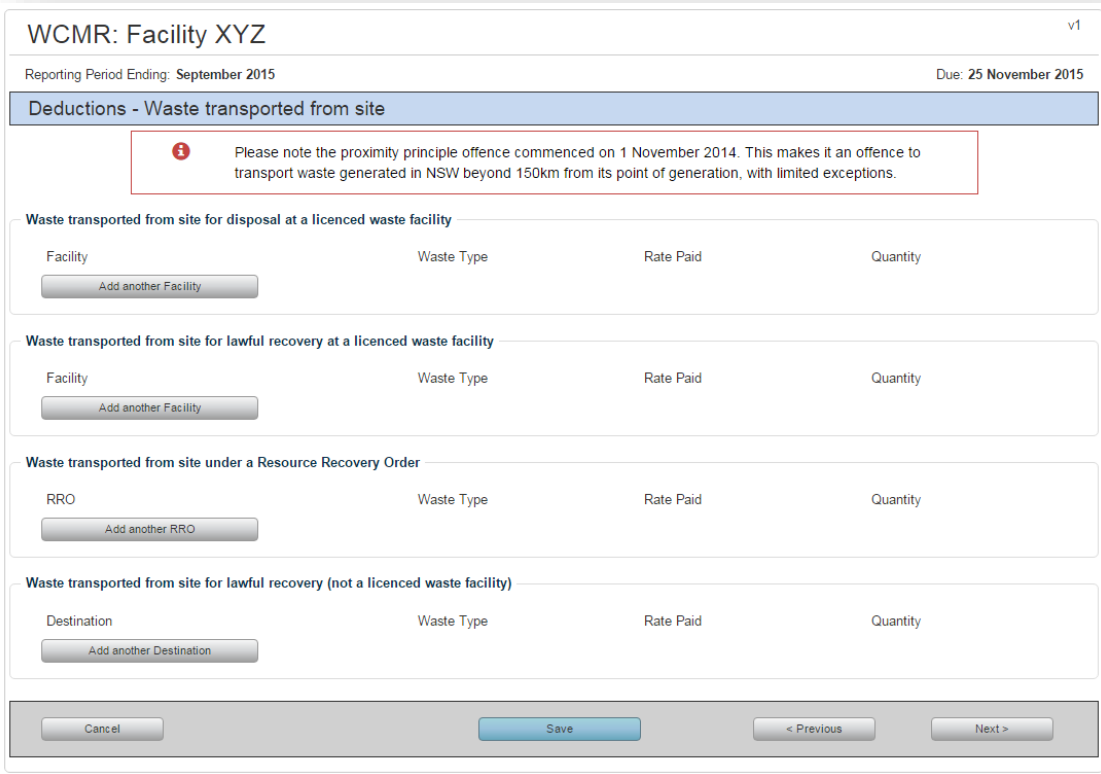
Step	Action
7	<p>Click the Add another OPD claim button to create another OPD claim.</p>  <p>To add another OPD claim, simply select the Add another OPD claim button from beneath the DIN Number field:</p> <p>This will then display an additional field for DIN Number, as described in step 2 above.</p>
8	<p>Click the Next button to proceed with the WCMR and display the Deductions - Waste transported from site screen.</p> <p>Refer to section 8.4 <i>Completing and submitting a WCMR – Entering Transported Waste Deductions</i> for next steps.</p>

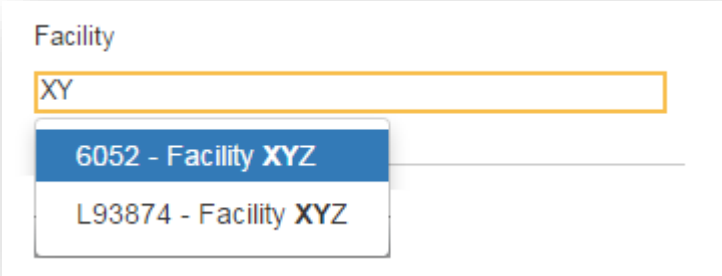

8.4. Completing and submitting a WCMR – entering transported waste deductions

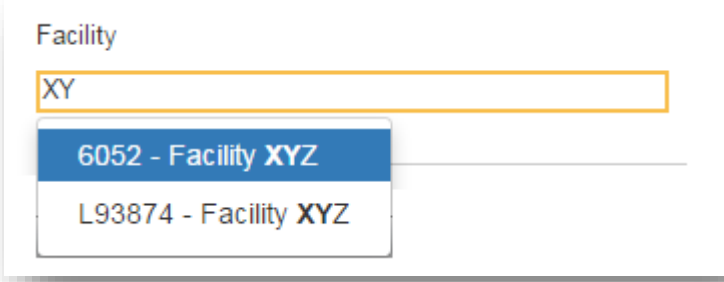

The **Deductions - Waste transported from site** screen is used to enter waste removed from site and claimed as a transported waste deduction. This includes waste transported from site:

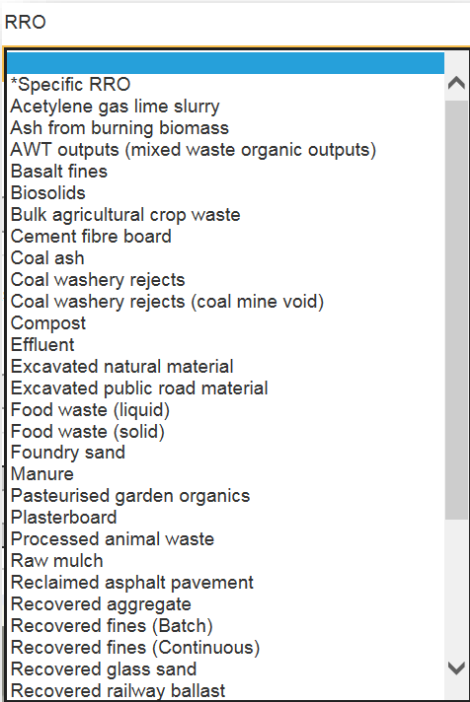
- for disposal at a licensed waste facility
- for lawful recovery at a licensed waste facility
- under a Resource Recovery Order (RRO)
- for lawful recovery at a non-licensed waste facility

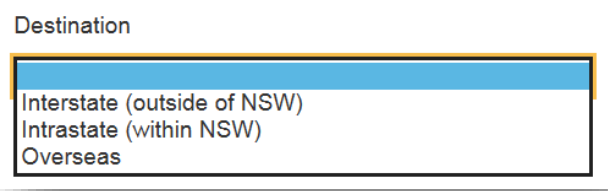
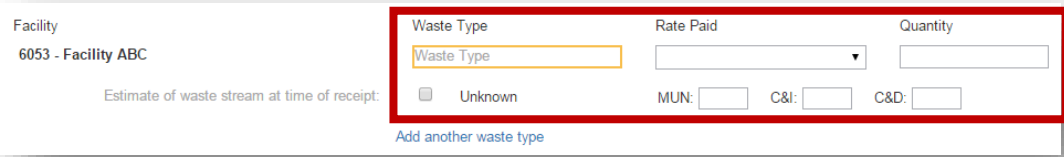
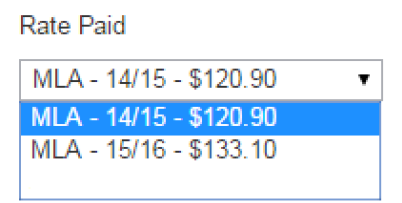
These steps outline the process for entering transported waste deductions against a WCMR.



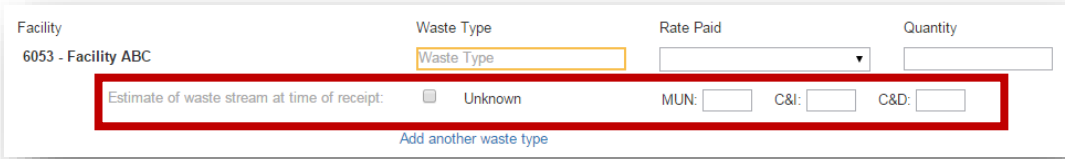


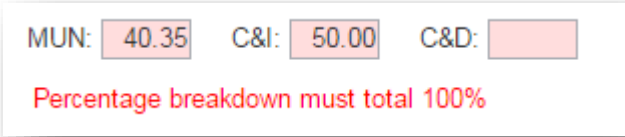
Step	Action
1	<p>The Deductions - Waste transported from site screen is displayed.</p> 

Step	Action
	<p>Click the Add another Facility button to enter waste transported from site for disposal at a licensed waste facility. Refer to Step 2 for details.</p> <p>Click the Add another Facility button to enter waste transported from site for lawful recovery at a licensed waste facility. Refer to Step 2 for details.</p> <p>Click the Add another RRO button to enter waste transported from site under a Resource Recovery Order. Refer to Step 3 for details.</p> <p>Click the Add another destination button to enter waste transported from site for lawful recovery at a non-licensed waste facility. Refer to Step 4 for details.</p>
2	<p>The Facility field is displayed in the Waste Transported from site for disposal at a licensed waste facility section of the screen.</p>  <p>Type the Facility name or licence number in the Facility field.</p> <p>Continue to Step 6 for the next step.</p>
	<p> Note: The Facility field will display matching selectable options as you type. For example, typing XY will display a list of all Facilities containing those characters. Select from the dropdown list to select a value.</p>

Step	Action
3	<p>The Facility field is displayed in the Waste transported from site for lawful recovery at a licensed waste facility section of the screen.</p>  <p>Type the Facility name in the Facility field.</p> <p>Continue to Step 6 for the next step.</p>
	<p> Note: The Facility field will display matching selectable options as you type. For example, typing XY will display a list of all Facilities containing those characters. Select from the dropdown list to select a value.</p>

Step	Action
4	<p>The Resource Recovery Order (RRO) dropdown field is displayed in the Waste transported from site under a Resource Recovery Order section of the screen.</p>  <p>The screenshot shows a dropdown menu titled "RRO" with the following items listed: <ul style="list-style-type: none"> *Specific RRO Acetylene gas lime slurry Ash from burning biomass AWT outputs (mixed waste organic outputs) Basalt fines Biosolids Bulk agricultural crop waste Cement fibre board Coal ash Coal washery rejects Coal washery rejects (coal mine void) Compost Effluent Excavated natural material Excavated public road material Food waste (liquid) Food waste (solid) Foundry sand Manure Pasteurised garden organics Plasterboard Processed animal waste Raw mulch Reclaimed asphalt pavement Recovered aggregate Recovered fines (Batch) Recovered fines (Continuous) Recovered glass sand Recovered railway ballast </p> <p>Select the appropriate Resource Recovery Order from the RRO dropdown list. This represents the RRO under which the waste was transported from site during the reporting period.</p> <p>Continue to Step 6 for the next step.</p>


Step	Action
5	<p>The Destination field is displayed in the Waste transported from site for lawful recovery (not a licenced waste facility) section of the screen.</p>  <p>Select the appropriate location from the Destination dropdown list. This represents the Destination where the waste was transported to during the reporting period.</p> <p>Refer to <i>Appendix C – Transported Waste Destinations</i> for the list of valid entries.</p> <p>Continue to Step 6 for the next step.</p>
6	<p>The following fields are displayed once a Facility, RRO or Destination have been selected:</p> <p>Waste Type Rate Paid Quantity</p>  <p>Type the appropriate code in the Waste Type field.</p> <p>Refer to <i>Appendix B – Web resources</i> for a list of waste types.</p>
7	<p>Select the appropriate rate from the Rate Paid dropdown list.</p>  <p>The Rate Paid dropdown list displays the financial year rates for the waste region.</p>

Step	Action
	 <p>Important: The Rate Paid selected must apply to the waste type at the time it was originally received.</p>
8	<p>Type the quantity (tonnes) of waste received in the Quantity field.</p>  <p>Important: Quantity tonnage amounts should be entered to two decimal places, if applicable.</p>
9	<p>An estimate of the waste stream composition percentages of the transported waste is required, based on the source of the waste when it was originally received.</p>  <p>Type the applicable percentages against each waste stream.</p> <p>Select the Unknown checkbox if the percentage composition is not known. This will remove the waste stream composition percentage fields.</p>
	 <p>Important: Waste stream percentage composition values may be entered to two decimal places.</p> <p>The waste stream percentage composition value fields will be validated if another WARRP link or button (other than the Cancel or the Remove Row  buttons) is selected.</p> <p>The following error will occur if the total percentage composition breakdown does not total 100%.</p> 

Step	Action
10	<p>Select the Add another waste type link to add an additional waste type to the transported waste deduction.</p> <div data-bbox="339 389 1437 546" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Facility 6053 - Facility ABC</p> <p>Waste Type Waste Type</p> <p>Rate Paid ▼</p> <p>Quantity □</p> <p>Estimate of waste stream at time of receipt: <input type="checkbox"/> Unknown</p> <p>MUN: <input type="text"/> C&I: <input type="text"/> C&D: <input type="text"/></p> <p style="text-align: center;">Add another waste type</p> </div> <p>Additional fields for Waste Type, Rate Paid, Quantity, and the estimated waste stream percentage compositions will be displayed for the waste type.</p> <p>Completed the fields as described in Steps 6 to 9.</p>
11	<p>Click the Next button display the WCMR Summary details screen and submit the WCMR. Refer to section 8.5 <i>Completing and submitting a WCMR – Submitting the WCMR</i> for next steps.</p>

8.5. Completing and submitting a WCMR – submitting the WCMR

The following steps describe how to submit the WCMR from the final part of the WCMR – the WCMR **Summary details** screen.


Step	Action
	 Note: For WCMRs completed on behalf of a Resource Recovery Facility: Continue to Step 1. For WCMRs completed on behalf of a Landfill Facility: Continue to Step 2.


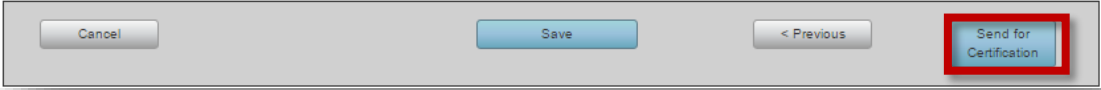
Step	Action																		
1	<p>For Resource Recovery Facilities, the WCMR Summary screen displays summary information regarding the Facility's net position in relation to their authorised amount.</p> <div data-bbox="343 392 1436 1489" style="border: 1px solid gray; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between;"> WCMR: Facility ABC v1 </div> <div style="display: flex; justify-content: space-between; font-size: small;"> Reporting Period Ending: August 2015 Due: 14 September 2015 </div> <div style="background-color: #e0e0e0; padding: 2px; margin-bottom: 5px;">Summary details</div> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <p>Current position</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: right; font-weight: normal;">Tonnes</th> </tr> </thead> <tbody> <tr><td style="border-top: 1px solid gray;">Waste Received - MLA</td><td style="text-align: right; border-top: 1px solid gray;">500.00</td></tr> <tr><td style="border-top: 1px solid gray;">Waste Received - RLA</td><td style="text-align: right; border-top: 1px solid gray;">400.00</td></tr> <tr><td style="border-top: 1px solid gray;">Deductions - Waste transported from site</td><td style="text-align: right; border-top: 1px solid gray;">300.00</td></tr> <tr><td style="border-top: 1px solid gray;">Net position for reporting period</td><td style="text-align: right; border-top: 1px solid gray;">600.00</td></tr> </tbody> </table> </div> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <p>Authorised Amount</p> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr><td style="border-top: 1px solid gray;">Authorised Amount</td><td style="text-align: right; border-top: 1px solid gray;">9,999,999.00</td></tr> <tr><td style="border-top: 1px solid gray;">Opening Stock</td><td style="text-align: right; border-top: 1px solid gray;">3,510.00</td></tr> <tr><td style="border-top: 1px solid gray;">Net change to stockpile tonnage</td><td style="text-align: right; border-top: 1px solid gray;">600.00</td></tr> <tr><td style="border-top: 1px solid gray;">Closing Stock</td><td style="text-align: right; border-top: 1px solid gray;">4,110.00 tonnes - 0.04%</td></tr> </tbody> </table> </div> <div style="border: 1px solid gray; padding: 5px;"> <p>Certification statement</p> <p style="font-size: x-small;">I John Doe certify that the information contained in the report in respect of scheduled waste facility Facility ABC (licence number: L838343) located at Kentucky Road for the reporting period August 2015 is true and correct.</p> <p style="font-size: x-small;">I further certify that all deductions claimed in this report are valid and correct and that the occupier of the scheduled waste facility has kept the necessary records to substantiate these claims as required by clauses 26 to 33 of the Protection of the Environment Operations (Waste) Regulation 2014.</p> <p style="font-size: x-small;">I understand that all information contained within this report, records maintained in support of this report, and any claims for exemptions and deductions may be subject to EPA audit inspection.</p> <p style="font-size: x-small;">Please select the option that applies to you:</p> <div style="border: 1px solid gray; height: 15px; width: 100%; margin-bottom: 5px;"></div> <p style="font-size: x-small;">Click the E-Certify button to complete e-certification. You will receive a return email confirming that the report has been successfully submitted to the EPA. Please email waste.levydata@epa.nsw.gov.au if you do not receive this confirmation.</p> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Cancel Save < Previous E-Certify </div> </div>		Tonnes	Waste Received - MLA	500.00	Waste Received - RLA	400.00	Deductions - Waste transported from site	300.00	Net position for reporting period	600.00	Authorised Amount	9,999,999.00	Opening Stock	3,510.00	Net change to stockpile tonnage	600.00	Closing Stock	4,110.00 tonnes - 0.04%
	Tonnes																		
Waste Received - MLA	500.00																		
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Net change to stockpile tonnage	600.00																		
Closing Stock	4,110.00 tonnes - 0.04%																		

The **Closing Stock** amount is reflected in both tonnes and the percentage of the Facility's **Authorised Amount** value it represents.

Step	Action
2	<p>If the Resource Recovery facility's Closing Stock amount sees them in breach of their 'Authorised Amount' tonnage, a reason must be provided for the breach.</p> <div data-bbox="341 389 1321 600" data-label="Form"> </div> <p>Select a reason for the breach from the Reason dropdown list.</p> <p>Type additional details in the Details free text field.</p> <p>If the Reason and/ or Details fields are not completed, error message(s) will be displayed on validation. For example:</p> <div data-bbox="341 945 1362 1111" data-label="Form"> </div> <p>Continue to Step 4 for the next step.</p>
	<div data-bbox="322 1267 395 1357" data-label="Image"> </div> <p>Important:</p> <p>If the reason supplied is Waste onsite exceeds authorised amount then the WCMR will not require EPA review upon submission. A waste levy invoice will be automatically generated based on the quantity of the waste that exceeds the Authorised Amount.</p> <p>If any other reason is selected, the EPA will need to review the WCMR once it is certified by a Certifier user.</p>


Step	Action																																																
3	<p data-bbox="308 259 1493 336">For Landfill facilities, the WCMR Summary screen displays summary information regarding the Facility's levy details in relation to the net contribution payable.</p> <div data-bbox="343 389 1380 1391" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between;"> WCMR: Facility XYZ v1 </div> <div style="display: flex; justify-content: space-between; font-size: small;"> Reporting Period Ending: August 2015 Due: 26 October 2015 </div> <div style="background-color: #e6f2ff; padding: 5px; margin-bottom: 5px;">Summary details</div> <div style="border: 1px solid #ccc; padding: 5px;"> <p style="font-size: small; margin: 0;">Levy details</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 15%;">Tonnes</th> <th style="width: 15%;">Rate</th> <th style="width: 10%;">Value</th> </tr> </thead> <tbody> <tr> <td>Waste Received - MLA</td> <td style="text-align: right;">1,845.00</td> <td style="text-align: right;">\$133.10</td> <td style="text-align: right;">\$245,569.50</td> </tr> <tr> <td colspan="4"><hr/></td> </tr> <tr> <td>Waste Subject to Contribution (net)</td> <td style="text-align: right;">1,845.00</td> <td></td> <td style="text-align: right;">\$245,569.50</td> </tr> <tr> <td colspan="4"><hr/></td> </tr> <tr> <td>Deductions - Approved Operational Purpose</td> <td style="text-align: right;">500.00</td> <td style="text-align: center;">N/A</td> <td style="text-align: right;">\$66,550.00 <small>less</small></td> </tr> <tr> <td colspan="4"><hr/></td> </tr> <tr> <td>Transported Waste Deductions - MLA - 14/15</td> <td style="text-align: right;">345.00</td> <td style="text-align: right;">\$120.90</td> <td style="text-align: right;">41,710.50 <small>less</small></td> </tr> <tr> <td colspan="4"><hr/></td> </tr> <tr> <td>Transported Waste Deductions - RLA - 14/15</td> <td style="text-align: right;">45.00</td> <td style="text-align: right;">\$65.40</td> <td style="text-align: right;">2,943.00 <small>less</small></td> </tr> <tr> <td colspan="4"><hr/></td> </tr> <tr> <td>Net Contribution payable</td> <td></td> <td></td> <td style="text-align: right;">\$134,366.00</td> </tr> </tbody> </table> <div style="border: 1px solid red; padding: 5px; margin-top: 10px; font-size: x-small;"> i Payment must be made to EPA by 26 October 2015. Any payments received after this date may incur interest charges for the amount outstanding. </div> <div style="margin-top: 10px; font-size: x-small;"> <p>Certification statement</p> <p>I John Doe certify that the information contained in the report in respect of scheduled waste facility Facility XYZ (Licence number: L93874) located at 3 Collins Grove for the reporting period August 2015 is true and correct.</p> <p>I further certify that all deductions claimed in this report are valid and correct and that the occupier of the scheduled waste facility has kept the necessary records to substantiate these claims as required by clauses 26 to 33 of the Protection of the Environment Operations (Waste) Regulation 2014.</p> <p>I understand that all information contained within this report, records maintained in support of this report, and any claims for exemptions and deductions may be subject to EPA audit inspection.</p> <p>Please select the option that applies to you:</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> <p>Click the E-Certify button to complete e-certification. You will receive a return email confirming that the report has been successfully submitted to the EPA. Please email waste.levydata@eps.nsw.gov.au if you do not receive this confirmation.</p> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Cancel Save < Previous E-Certify </div> </div> </div> <p data-bbox="308 1491 1473 1610">Credit values for Net Contribution payable amount are displayed in parentheses. In this instance, the sum of OPDs and Transported Waste Deductions exceeds the sum of all Waste Subject to Contribution.</p> <p data-bbox="308 1635 1458 1753">Debit values for Net Contribution payable amount are displayed without parentheses. This indicates that the sum of OPDs and Transported Waste Deductions is less than the sum of all Waste Subject to Contribution.</p> <p data-bbox="308 1778 887 1812">Continue to Step 6 if you are an Editor User.</p> <p data-bbox="308 1836 895 1870">Continue to Step 4 if you are a Certifier User.</p>		Tonnes	Rate	Value	Waste Received - MLA	1,845.00	\$133.10	\$245,569.50	<hr/>				Waste Subject to Contribution (net)	1,845.00		\$245,569.50	<hr/>				Deductions - Approved Operational Purpose	500.00	N/A	\$66,550.00 <small>less</small>	<hr/>				Transported Waste Deductions - MLA - 14/15	345.00	\$120.90	41,710.50 <small>less</small>	<hr/>				Transported Waste Deductions - RLA - 14/15	45.00	\$65.40	2,943.00 <small>less</small>	<hr/>				Net Contribution payable			\$134,366.00
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Step	Action
4	<p data-bbox="309 264 501 293">Certifier Users</p> <p data-bbox="309 322 1489 351">Confirm the data on the WCMR Summary screen and review the Certification statement.</p> <div data-bbox="309 376 1497 741" style="border: 1px solid #ccc; padding: 5px;"> <p data-bbox="331 378 509 396">Certification statement</p> <p data-bbox="323 418 1445 461">I FINNZ Admin certify that the information contained in the report in respect of scheduled waste facility Awaba Waste Disposal Facility (licence number: 5873) located at 60 Wilton Road for the reporting period September 2015 is true and correct.</p> <p data-bbox="323 474 1481 517">I further certify that all deductions claimed in this report are valid and correct and that the occupier of the scheduled waste facility has kept the necessary records to substantiate these claims as required by clauses 26 to 33 of the Protection of the Environment Operations (Waste) Regulation 2014.</p> <p data-bbox="323 530 1453 573">I understand that all information contained within this report, records maintained in support of this report, and any claims for exemptions and deductions may be subject to EPA audit inspection.</p> <div data-bbox="341 577 1476 741" style="border: 2px solid red; padding: 5px;"> <p data-bbox="355 589 667 609">Please select the option that applies to you:</p> <ul style="list-style-type: none"> <li data-bbox="355 620 798 642">I am the General Manager of the Council that is the occupier <li data-bbox="355 645 491 667">I am the occupier <li data-bbox="355 669 850 692">I am the Chief Executive Officer of the corporation that is the occupier <li data-bbox="355 694 785 716" style="background-color: #007bff; color: white;">I am the General Manager of the Council that is the occupier <li data-bbox="355 719 1126 741">I am a person delegated to sign on the occupier's behalf and approved by the EPA in writing to sign this report </div> </div> <p data-bbox="309 766 1489 840">Select the appropriate declaration from the Please select the option that applies to you: dropdown list.</p> <div data-bbox="323 869 395 958" style="float: left; margin-right: 10px;">  </div> <p data-bbox="448 869 595 898">Important:</p> <p data-bbox="448 909 1474 983">If you are a Certifier User and have not supplied a value from the dropdown on validation, the following error message will be displayed.</p> <div data-bbox="480 1037 1501 1122" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p data-bbox="496 1043 775 1064">Please select the option that applies to you:</p> <div data-bbox="496 1070 1497 1099" style="border: 1px solid #ccc; height: 13px; background-color: #f8d7da;"></div> <p data-bbox="501 1102 775 1122" style="color: red; font-size: small;">Please select the option that applies to you</p> </div>
5	<p data-bbox="309 1225 925 1254">Click the E-Certify button to certify the WCMR.</p> <div data-bbox="341 1312 1329 1375" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Cancel Save < Previous E-Certify </div> </div> <p data-bbox="309 1480 1449 1554">If valid data has been entered on the WCMR Summary screen, the following events will occur:</p> <p data-bbox="309 1570 834 1599">The WCMR status updates to Certified.</p> <p data-bbox="309 1615 1485 1727">If the data reported within the WCMR requires a payment or results in a credit, an email containing the details is generated and emailed to the Facility Contact personnel assigned as the Finance Contact.</p> <p data-bbox="309 1742 1469 1816">Confirmation of the WCMR submission is emailed to the Certifier and any other Certifiers linked to the Operator.</p> <p data-bbox="309 1839 898 1868">Continue to Step 7 if you are a Certifier User.</p>


Step	Action
	<p> Note: In the event that Facility Operator personnel have not been assigned as the Finance Contact, an email will be sent to the Facility's email address advising of any payments or credits resulting from the WCMR.</p> <p>In the event that the Facility's email address has not been assigned, an email will be sent to the Operator's email address advising of any payments or credits resulting from the WCMR.</p>
6	<p>Editor Users</p> <p>Confirm the data on the WCMR Summary screen.</p> <p>Click the Send for Certification button to submit the WCMR for certification.</p>  <p>If valid data has been entered on the WCMR Summary screen, the following events will occur:</p> <p>WCMR status is updated to Awaiting Certification.</p> <p>A reminder that a WCMR is awaiting their certification is emailed to all Certifier users linked to the Operator.</p>
7	<p>The WCMR List Summary screen is displayed once the WMCR is submitted.</p> <p>The status of the WCMR is updated to reflect its submission.</p>

8.6. Amending the WCMR

The following steps describe the process for amending a certified WCMR.

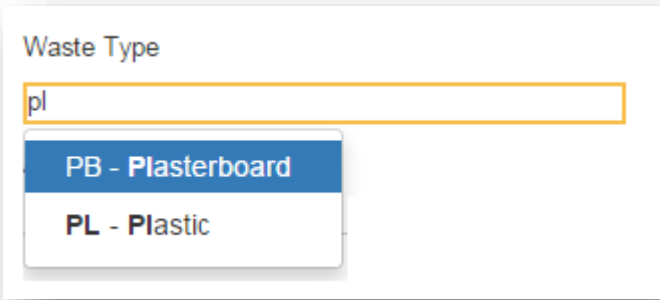
Step	Action																																																						
1	<p>Access the WCMR Summary List screen. Refer to section 8. <i>The Waste Contribution Monthly Report</i> for instructions.</p> <div data-bbox="338 571 1428 996" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>WCMR Search: Operator ABC Pty - W9000002</p> <p>Search Criteria</p> <p>Active / All: <input checked="" type="radio"/> Active <input type="radio"/> All</p> <table border="1"> <thead> <tr> <th>Reporting Period</th> <th>Facility</th> <th>Version Number</th> <th>Due Date</th> <th>Status</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>01 Sep 2015 - 30 Sep 2015</td> <td>Facility ABC</td> <td>1</td> <td>25 Nov 2015</td> <td>Certified</td> <td>View Amend</td> </tr> <tr> <td>01 Sep 2015 - 30 Sep 2015</td> <td>Facility XYZ</td> <td>1</td> <td>25 Nov 2015</td> <td>Certified</td> <td>View Amend</td> </tr> <tr> <td>01 Aug 2015 - 31 Aug 2015</td> <td>Facility ABC</td> <td>1</td> <td>26 Oct 2015</td> <td>Certified</td> <td>View Amend</td> </tr> <tr> <td>01 Aug 2015 - 31 Aug 2015</td> <td>Facility XYZ</td> <td>1</td> <td>26 Oct 2015</td> <td>Certified</td> <td>View Amend</td> </tr> <tr> <td>01 Jul 2015 - 31 Jul 2015</td> <td>Facility XYZ</td> <td>1</td> <td>25 Sep 2015</td> <td>Certified</td> <td>View Amend</td> </tr> <tr> <td>01 Jul 2015 - 31 Jul 2015</td> <td>Facility ABC</td> <td>1</td> <td>25 Sep 2015</td> <td>Certified</td> <td>View Amend</td> </tr> <tr> <td>01 Jun 2015 - 30 Jun 2015</td> <td>Facility XYZ</td> <td>1</td> <td>25 Aug 2015</td> <td>Certified</td> <td>View Amend</td> </tr> <tr> <td>01 Jun 2015 - 30 Jun 2015</td> <td>Facility ABC</td> <td>1</td> <td>25 Aug 2015</td> <td>Certified</td> <td>View Amend</td> </tr> </tbody> </table> <p style="text-align: center;">Page 1 of 1 1</p> </div> <p>Select the Amend link from the Actions column for the WCMR to be amended.</p>	Reporting Period	Facility	Version Number	Due Date	Status	Actions	01 Sep 2015 - 30 Sep 2015	Facility ABC	1	25 Nov 2015	Certified	View Amend	01 Sep 2015 - 30 Sep 2015	Facility XYZ	1	25 Nov 2015	Certified	View Amend	01 Aug 2015 - 31 Aug 2015	Facility ABC	1	26 Oct 2015	Certified	View Amend	01 Aug 2015 - 31 Aug 2015	Facility XYZ	1	26 Oct 2015	Certified	View Amend	01 Jul 2015 - 31 Jul 2015	Facility XYZ	1	25 Sep 2015	Certified	View Amend	01 Jul 2015 - 31 Jul 2015	Facility ABC	1	25 Sep 2015	Certified	View Amend	01 Jun 2015 - 30 Jun 2015	Facility XYZ	1	25 Aug 2015	Certified	View Amend	01 Jun 2015 - 30 Jun 2015	Facility ABC	1	25 Aug 2015	Certified	View Amend
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	<p> Note: WCMRs can be accessed directly from the Dashboard screen. Click the Edit link to access the selected WCMR for amendment.</p> <div data-bbox="478 1332 1452 1500" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Amendments</p> <p>The following items require your attention:</p> <ul style="list-style-type: none"> Sep 2015 WCMR for Awaba Waste Disposal Facility View Edit </div>																																																						
2	<p>The WCMR is displayed.</p> <p>Refer to the following sections for details on entering data into the relevant pages for the WCMR:</p> <p><i>8.2. Completing and submitting a WCMR – Entering the waste received</i></p> <p><i>8.3. Completing and submitting a WCMR – Entering Operational Purpose Deductions</i></p> <p><i>8.4. Completing and submitting a WCMR – Entering Transported Waste Deductions</i></p> <p><i>8.5. Completing and submitting a WCMR – Submitting the WCMR</i></p>																																																						

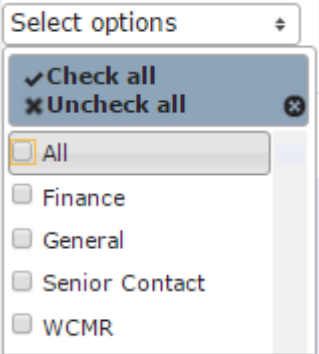
Step	Action
3	<p>Once completed, the WCMR can be resubmitted for certification.</p> <div data-bbox="341 349 1422 573" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Amendment Reason</p> <div style="border: 1px solid #f00; padding: 5px; margin-bottom: 5px;"> <p>i Please provide details as to why you required an amendment for this reporting period. EPA will review the information provided when assessing this change.</p> </div> <p>Reason: <input type="text"/></p> <p>Details: <input type="text"/></p> </div> <p>Select the appropriate reason for the amendment from the Reason dropdown list in the Amendment Reason section of the WCMR Summary screen.</p> <p>Type additional information to support the amendment in the Details free text field.</p>
3	<p>Editor Users:</p> <p>If valid data has been entered on the WCMR Summary screen, the following events will occur:</p> <ul style="list-style-type: none"> • The WCMR status updates to Awaiting Certification • A reminder email is sent to the Certifier, and any other Certifiers linked to the Operator, informing them there is an amendment awaiting their review/certification. <p>Certifier Users:</p> <p>If valid data has been entered on the WCMR Summary screen, the following events will occur:</p> <ul style="list-style-type: none"> • The WCMR status updates to Certified – EPA Review. • Confirmation of the WCMR submission is emailed to the Certifier, and any other Certifiers linked to the Operator. • The EPA is informed that there is a WCMR amendment requiring approval.
4	<p>The WCMR List Summary screen is displayed once the WCMR is submitted.</p> <p>The status of the WCMR is updated to reflect the amendment.</p>

Step	Action
5	<p>The EPA will review the amendment and either approve or decline the amendment.</p> <p>The following events occur if the amendment is approved:</p> <ul style="list-style-type: none"> • The WCMR status is updated to Certified. • If the data reported within the WCMR requires a payment or results in a credit, an email containing the details is generated and sent to the Operator Contact person assigned as the Finance Contact. <p>The following events occur if the amendment is declined:</p> <ul style="list-style-type: none"> • The WCMR status is updated to Declined. • A new version of the WCMR is created. However, the approved version remains the latest version with a status of Certified.
	<p> Note:</p> <p>In the event that Facility personnel have not been assigned as Operator Finance Contact, an email will be sent to the Facility's email address advising of any payments or credits resulting from the WCMR.</p> <p>In the event that the Facility's email address has not been assigned, an email will be sent to the Operator's email address advising of any payments or credits resulting from the WCMR.</p>

Appendix A – Glossary of terms

The following table provides definitions for a number of terms used in this User Guide that relate to the WARRP website.

Term	Definition
<p>Authorised user</p>	<p>An individual who is able to login and access the WARRP on behalf of an Operator.</p> <p>An authorised user has one of the following roles:</p> <p>Editor – basic data-entry access and the ability to submit a WCMR to a Certifier for verification.</p> <p>Certifier – all access, including the ability to submit certified WCMR's to the EPA.</p>
<p>Auto-complete dropdown</p>	<p>A field that allows the user to type in a value while a dropdown list of values matching the characters typed is displayed. For example:</p> 
<p>Check-box</p>	<p>A field that is either on (i.e. <input checked="" type="checkbox"/>) or off.</p>
<p>Contact person</p>	<p>An individual within the system assigned the role of Operator and/ or Facility Contact.</p> <p>Certain actions will trigger notifications that are sent to contact people, e.g. submitting a WCMR</p>

Term	Definition
Multi-select dropdown	<p>Used in fields where multiple options may be selected from a predefined list. For example:</p> 
Personnel	Individuals linked to an Operator and/or one of its Facilities within WARRP. Personnel are represented as either a contact person and/or an authorised user.
Radio button	Used for fields containing two or more options, one of which must be selected. For example, <input type="radio"/> Yes <input checked="" type="radio"/> No .
WARRP	The Waste and Resource Reporting Portal, i.e. the website for which this User Guide has been written.
WCMR	Waste Contribution Monthly Report.

Appendix B – Web resources

The EPA website has lists of:

- [Waste reporting definitions](#)
- [Current resource recovery orders and exemptions](#)

Appendix C – Transported Waste Destinations

The following table lists all Transported Waste Destinations that may be reported within a WCMR:

Destination
EPA Licenced Waste Facility
Interstate (outside of NSW)
Intrastate (within NSW)
Overseas

Appendix D – ‘Other’ waste received sources

The following table lists all ‘Other’ sources of waste received that can be selected on the Waste Received screen of a WCMR. The table also lists the waste streams from which each may be selected.

‘Other’ Waste Source	Waste Stream			
	MSW	C&I	C&D	Unknown
Other – Council	✓		✓	
Other – Commercial Collection		✓		
Other – Domestic Kerbside Collection	✓			
Other – Garden Organics Collection	✓			
Other – General Public	✓		✓	
Other – Generator	✓	✓	✓	✓