NSW EPA
Environment Protection Authority

WasteLocate User Guides
Waste Tyres Transporters

WasteLocate.epa.nsw.gov.au

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It should be noted that the WasteLocate application described in this document is subject to change without notice.

Waste Tyres Transporter

General User Guide

Contents

1.   Introduction

NSW environment protection legislation[1] now require waste tyres consignors to use WasteLocate to record details of all consignments of waste tyres within NSW, where the load is greater than 20 waste tyres, or 200 kilograms.

WasteLocate[2] is an online system developed by Amtac Professional Services Pty. Ltd. (Amtac) for the NSW Environment Protection Authority (EPA) to monitor the transport of waste tyres and asbestos waste within NSW.

WasteLocate uses QR2id Codes, which are two dimensional bar-codes similar to those you may have seen on advertising brochures and product packaging.

These can be scanned with a smart phone or tablet computer running a QR Reader App, which in turn links to the WasteLocate web-application on the Internet (e.g. https://QR2id.com/app).

These QR2id Codes appear on special location plates installed at waste and recycling facilities and some tyre outlets[3].

2.   Self-Registration

If you transport waste tyres, you need to create a WasteLocate account. Registration is a very simple process, and once registered you can add other Operators to your account (e.g. drivers and administration staff).

Each driver collecting waste tyres requires an Internet connected smart phone or tablet, and an individual WasteLocate account with a unique email address.

Login credentials must not be shared.

To register, simply visit the WasteLocate registration web-page: https://WasteLocate.epa.nsw.gov.au/register

If you are in another area of the WasteLocate website, simply tap/click on the ▌Register▐ menu option on the left.

Read the information on the registration starting page carefully, and then tap/click on the **Begin Registration** button to begin.

Enter your name, email address, mobile phone number and select 'Asbestos/Tyre Transporter' as the account type (see Figure 1).

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[1] *Protection of the Environment Operations (Waste) Regulation* 2014
http://www.epa.nsw.gov.au/wasteregulation/wastechanges.htm

[2] https://WasteLocate.epa.nsw.gov.au – also see https://www.youtube.com/channel/UCS5jrgAEsHicGzkBJBwKKPQ

[3] QR2id Plates are not compulsory for tyre outlets, but are required if the outlet wishes to take advantage of location based functionality

The name entered must be for a natural person who is contactable by the EPA.

You will have the opportunity to enter your company/organisation details on the next page.

> **Note:**
> The email address will be used as the login credential and must be unique for each Operator.

Passwords must be at least eight characters in length. The password must have at least one number and both uppercase and lowercase letters, e.g. *eXample8*.

Figure 1 – Account registration Step 1: Choose Account Type

Tap/click on the **Next** button to go to the second step in the process (see Figure 2).

Enter the name/trading name of your company, or organisation, along with a primary physical address.

The Primary Email Address is the address to which notifications about the account will be sent. This can be the same as your Operator email address, or something different.

Enter your company's Australian Business Number (ABN) in the field on the form. This will be verified against the Australian Business Register and must be valid to complete registration.

When you start typing, the verification process will commence, so if you see an '***Invalid***' message before you are finished entering the complete number, don't be concerned.

Only a complete ABN will be valid.

> **Note:**
> An ABN can only be used once for self-registration.

If a registration has already been recorded against an ABN, an email will be sent to the Primary Email Address of the original registration to advise that an attempt has been made to complete another self-registration for the same entity.

> **Note:**
>
> Additional Operators for a WasteLocate account should only be entered by another authorised Operator, and not through self-registration.

Ensure you tick the box to indicate that you deal with waste tyres and when you have completed all the details, tap/click the **Next** button.

An email will be sent to the address you entered at Step 1 (see Figure 3).

Figure 2 – Account registration Step 2: Enter additional account details

Figure 3 – Account registration Step 3: Email confirmation sent

Check your email and tap/click on the link in the email to confirm your email address. If you don't receive the confirmation email, check your SPAM folder. If necessary, you can resend a copy of the email through a tap/click on the **Send Again** button.

Clicking on the link in the email will log you in automatically and you can begin using WasteLocate.

To close your session, tap/click on the ▊Logout▊ menu option on the left of the screen.

> **Note:**
>
> The link only remains valid until it is used. After verifying your email address you can login at: WasteLocate.epa.nsw.gov.au/login

3. Operator roles

The first Operator to be created through the self-registration process is automatically configured as a Waste Transport **Administrator**, which enables that Operator to fully manage the account, including adding more Operators.

When adding a new Operator, an Administrator has the option of assigning the same privileges to the new Operator (see Section 5).

All Operators are restricted to accessing only records related to the Company/Organisation to which they are affiliated.

> **Note:**
>
> The terms **User** and **Operator** are synonymous and may be used interchangeably.

The functions available to each Operator Role are shown in Table 1, but it should be noted that Operators are restricted to accessing only records related to the Company/Organisation to which they are affiliated.

Where an Operator is further restricted to one or more Depot's they will only be able to interact with Consignments for related Depots.

Operator role	Available functions
Waste Transport Administrator	• Update own details/Change password
	• Create new Consignment
	• Search Consignments
	• Edit Consignments (Status Dependant)
	• Collect Consignments
	• Deliver Consignments
	• Update Company/Organisation Details
	• Add/Edit Operators
	• Add/Edit Vehicles
	• Add/Edit Depots
	• Add/Edit Subcontractors (applicable to Waste Tyre transport only)
Waste Transport Operator	• Create new Consignment

• Search Consignments • Edit Consignments (Status Dependant) • Collect Consignments • Deliver Consignments

Table 1 - Operator Roles

ℹ️	**Note ('Status Dependant'):** The ability to edit Consignments varies in line with the status of the Consignment. e.g. The destination can't be changed after the load is recorded as being Delivered.

4. Basic functions

4.1 Logging in

You will need to login using your email address and password next time you want to use WasteLocate.

If you have logged out using the Logout menu option, or been logged out automatically because you have not used WasteLocate for an extended period of time you will have to log in again.

Scan any WasteLocate QR2id Code or enter the web address https://wastelocate.epa.nsw.gov.au and choose the Login menu option.

If you are using the QR2id App, tap on the Open icon from the start screen and select WasteLocate (see Figure 4).
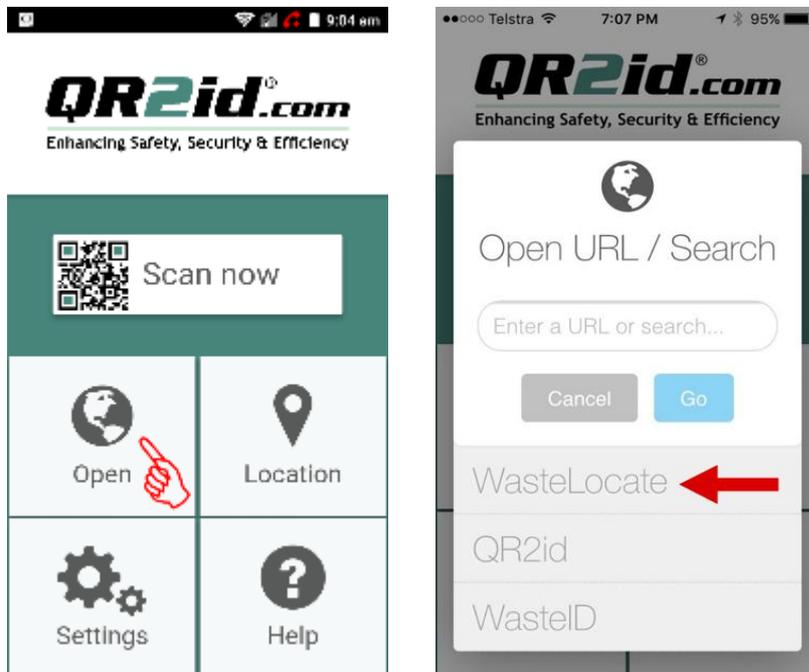

Figure 4 – Opening WasteLocate via the QR2id App on a smartphone

If you are using a smartphone, the menu is hidden by default – simply tap on the Menu symbol (three parallel lines) to reveal the menu options (see Figure 5).
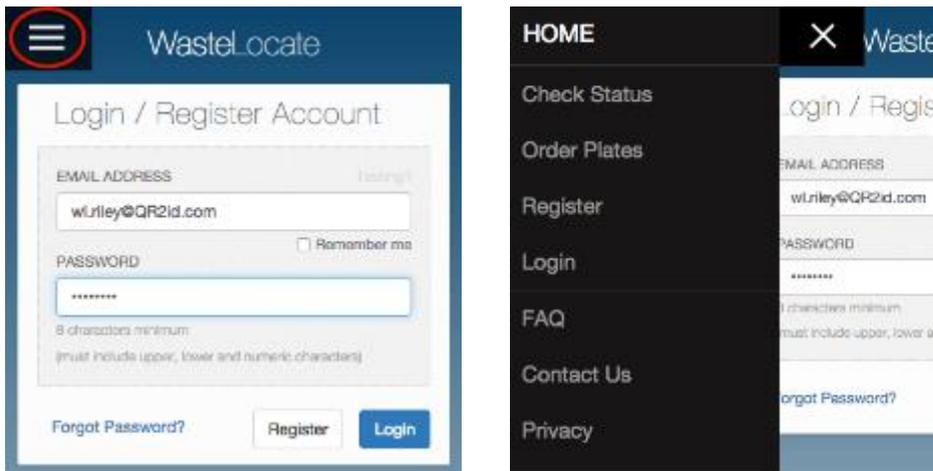
Figure 5 – Accessing the **Login** *menu option on a smartphone*

Tick the 'Remember Me' checkbox, under the email address field, to prevent having to re-enter the email address the next time you want to login.

If the email address and password combination you enter is invalid, you will see a message asking you to check these details (see Figure 6).

Figure 6 – Invalid email address and/or password

> **Note:**
>
> Three invalid password attempts will lock your account. Use the 'Forgot Password?' function to avoid inconvenience.

4.2   Forgotten password

If you can't remember your password, tap/click on the Forgot Password? link on the Login page.

Enter your email address and tap/click on the **Reset** button (see Figure 7).
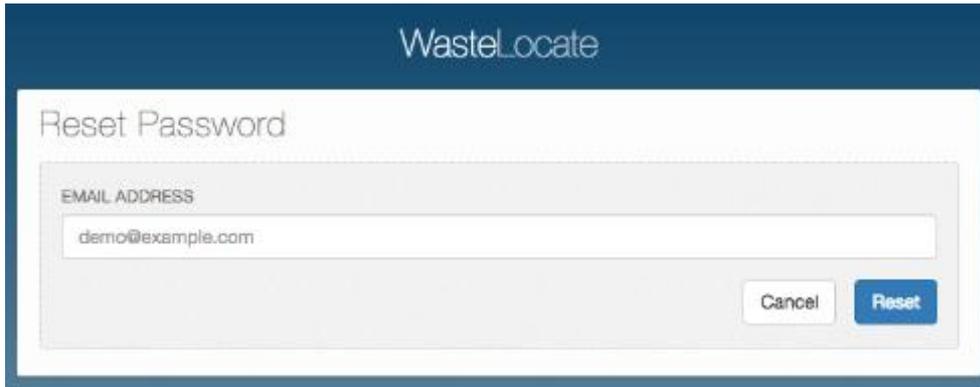
Figure 7 – Password reset: Enter your email address

You will see confirmation that a link has been emailed to enable you to reset your password (see Figure 8).

> **Note:**
>
> Your password will not be reset until you follow the link in the email.
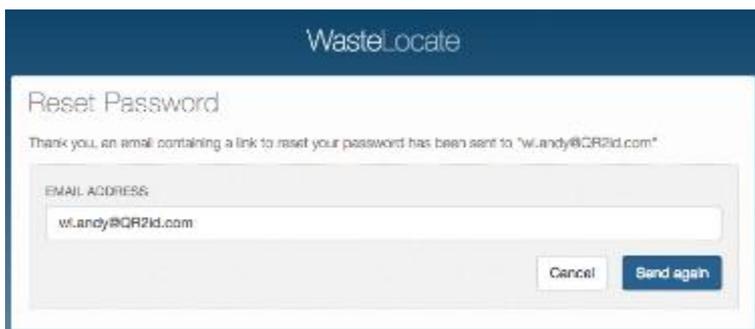
Figure 8 – Password reset: Resend reset email

4.3   Update details and change password

Once you have logged in, you can update your details by choosing the ▮ My Details ▮ menu option to the left of the screen.

> **Note:**
>
> While you can change your email address in this area, the email address entered must be unique within WasteLocate because this new email address will now become your new login credential.

Your Drivers Licence number and vehicle details are required whenever you are collecting or delivering a consignment, so there is the ability to have these stored with your User record. Information is stored in WasteLocate in a highly encrypted format to prevent unauthorised access.

Figure 9 – My Details: Update information/change password

	Note:
(i)	Provision of the valid driver licence number and correct vehicle registration for the person collecting/delivering waste is a legal requirement under NSW environment protection legislation.

When you have updated the information, tap/click on the **Save My Details** button.

4.4 Update company/organisation details

4.4.1 General

If you are an Administrative Operator, you will have the menu option My Company to allow you to update company/organisation related information (see Figure 10).

	Note:
(i)	The Primary Email address is used to send notifications related to the corporate account.

If the primary address is the same as the postal address, simply select that option to prevent having to re-enter the same details.

Figure 10 – Company Details: Update information

	Note:
(i)	If you only transport waste tyres, you do not need to enter a WorkCover Asbestos Removal Licence number.

4.4.2 Primary Contact

The Primary Contact for the company is set automatically during the registration process, but can be updated at any time.

Tap/click on the **Change** button in the Primary Contact area of the Company Details form (see Figure 10) and select the new Primary Contact from the list of Users on your account.

If the new Primary Contact is not listed, please add them as a User.
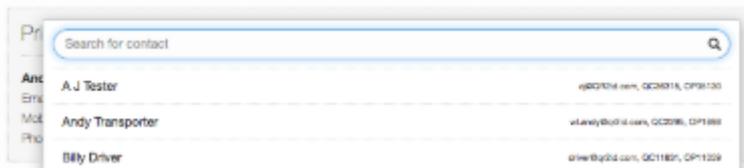
Figure 11 – Setting Primary Contact.

> **Note:**
>
> The 'Search for contact' field may be used to find the Primary Contact, where there are larger numbers of Users on the account.

4.4.3 Areas of service

Waste tyre consignors must nominate the Transporter when creating consignments, and are able to search by name or nominated areas of service.

To nominate the areas in which you operate, tap/click on the **Specify Areas of Service** button on the Company Details form (see Figure 10) and a small window will appear (see Figure 12).
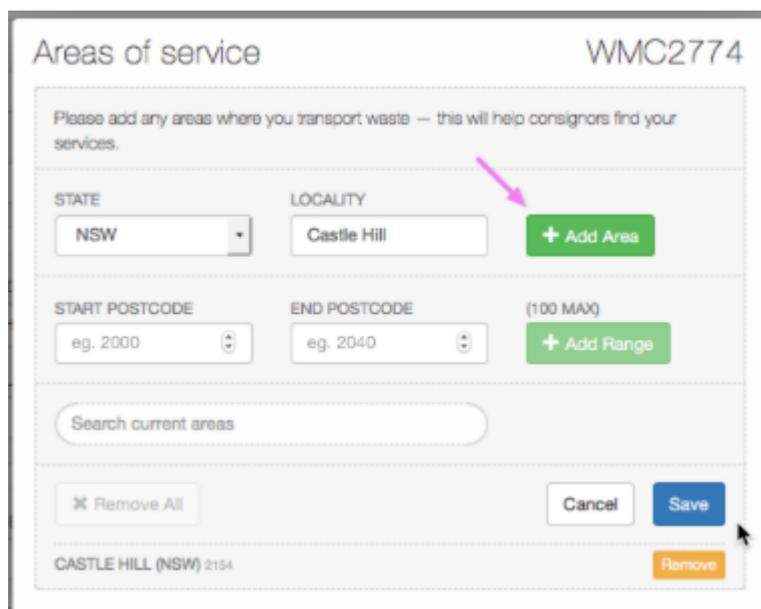
Figure 12 – Setting Areas of service.

You can nominate areas of service by either adding the name of the locality or a range of postcodes. If you use the postcodes option, you are limited to a maximum of 100 postcodes at a time.

Tap/click on the **+ Add Area** or **+ Add Range** button and the nominated areas will appear at the bottom of the form.

When you are finished adding areas, tap/click on the **Save** button.

4.4.4 Waste transported

Check that the correct box is checked for the type of waste that your company handles (see Figure 13).

Figure 13 – Waste Types

Once you have updated all the relevant company information, tap/click on the **Submit** button.

5. Managing Operators/Users

If you have the applicable permissions (as an Administator), you will have the **Users** menu option available. This allows you to update any existing Operators/Users on your account, as well as add additional other members of staff.

Figure 14 – Manage Users/Operators: Users page

To add a new Operator on your account, tap/click on the **New User** button at the top right of the screen (see Figure 14).

Figure 15 – Manage Users/Operators: Add New User

Complete the details and then tap/click on the **Save User** button to save the record without emailing the new user, or tap/click on the **Send Verification** button to send an email to the new User with login details.

> **Note:**
>
> Users set as "Administrators" can add and manage other Operators and make changes that affect the whole account.

To edit an existing User, simply tap/click on the Operator's name, then make the changes required (see Figure 16).

An Administrator can reset another User's password, or restrict the User to only be associated with one or more of your Locations by ticking the applicable checkboxes.

When you have made all the relevant changes, tap/click on the **Save User** button to save the record.

Figure 16 – Manage Users/Operators: Edit existing User

> **Note:**
>
> Any Operator/User that transports waste, is required to have their Drivers Licence number recorded in WasteLocate. This is securely stored in an encrypted format.

6.   Accepting consignments and subcontracting

When a consignment for waste tyres is created and you are nominated as the transporter, you will receive an email with a link to the consignment.

Click on the link and you will be prompted to log into WasteLocate. When you are logged in you will see the consignment details (see Figure 17).

Tap/click on the **Review Consignment** button and you will see the options to:

- Accept the consignment
- Decline the consignment
- Subcontract the consignment.

If you Accept the consignment, you will be asked to enter the name and details for the driver who will be collecting the consignment (see Figure 18). This is preliminary only and can be changed at any time.

If you decline the consignment, an email will be sent to the consignor advising them that they need to choose another Transporter.

If you wish to subcontract the consignment, click on the applicable radio button (little circle) and use the form to search for the subcontractor you wish to use (see Figure 19).

An email will be sent to the subcontractor advising them of the consignment, and they will similarly have the opportunity to Accept or Decline the consignment. They cannot further subcontract a consignment.

After you have made your selection tap/click on the **Next** button.

Figure 17 – Review consignment


Figure 18 – Accept consignment
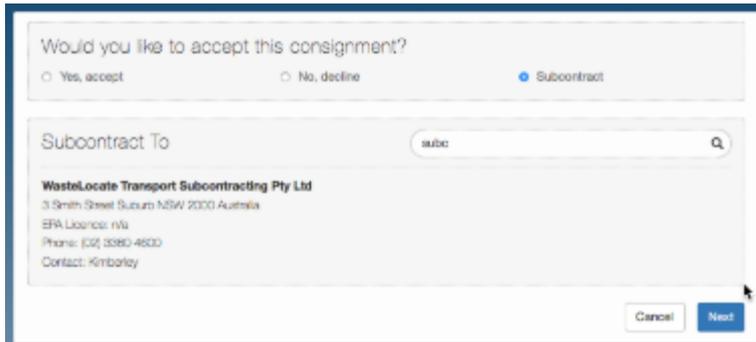
Figure 19 – Subcontract consignment

7.   Collecting a consignment

7.1   With QR2id Plate

Tyre Outlets and locations where waste tyres are consolidated may have an optional Green QR2id Plate displayed.

The Green plates are always used for waste tyres leaving a location.

Scan the plate using the QR2id App or other QR Reading app on your smart Phone or Tablet. Ensure that the browser window that is opened is the one you are logged into for using the WasteLocate application.

A list of consignments awaiting collection will be displayed (see Figure 20).

You can tap on the `Tyres` button to edit the consignment being collected (see Figure 21).

If you are unable to collect all the tyres for a consignment, adjust the numbers to those being transported.

You can indicate that the consignor needs to initiate a new consignment for the balance that you were unable to collect.

When you are ready to do so, tick the checkboxes for the consignments you wish to collect and tap on the `Collect x Consignments` button. In most cases there will only be the one consignment at any location.

> **Note:**
>
> Your GPS location is required at the time of collecting and delivering consignments. This will be obtained through the WasteLocate web-application and you will be prompted to 'allow' your location to be used.
>
> Check if your smart phone / tablet is GPS enabled and has location services correctly configured by visiting https://WasteLocate.epa.nsw.gov.au/test
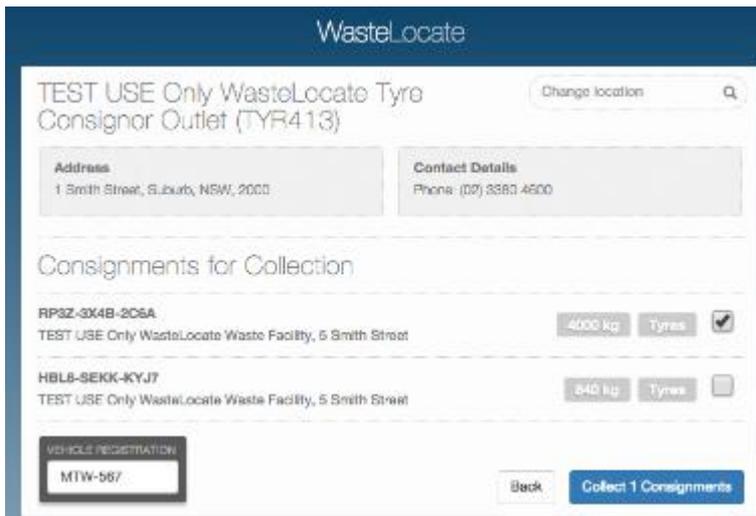
Figure 20 – Collect consignments: consignments awaiting collection are displayed
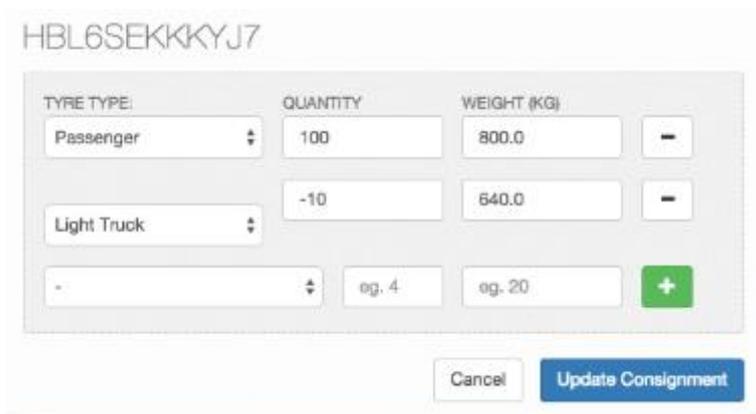

Figure 21 – Collect consignments: Update consignment composition

When you tap/click on the **Update Consignment** button, you will briefly see a 'Success' message (see Figure 22), or an error that will describe the issue to be addressed.
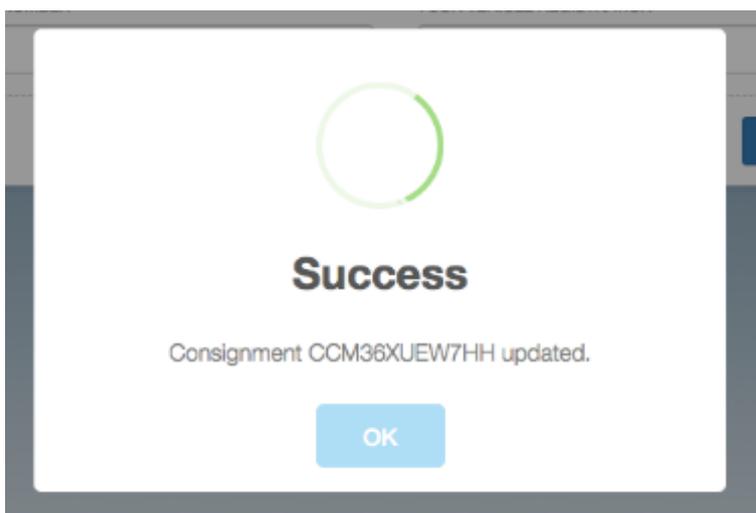

Figure 22 – Consignment quantities updated – 'Success'

Note:

The '**Success**' message after updating the consignment does not **indicate that the consignment has been collected**. You still need to tap/click the
Collect *x* Consignments button.

Ensure that the checkboxes adjacent to the consignments to be collected are ticked, and the
Collect *x* Consignments button will display the applicable number.
e.g. Collect 2 Consignments .

You should have your current Drivers Licence Number in your WasteLocate account record. Tap/click on the My Details menu to check.

If your licence details are not recorded, a field will be displayed into which that can be entered (see Figure 23).

If the licence details have been previously recorded, there is a field to verify the registration of the transporting vehicle (see Figure 24).

Figure 23 – Ensure Drivers Licence is entered

Figure 24 – Check Vehicle Registration details

When you are ready, tap/click on the Collect *x* Consignments button. As the vehicle registration number is an important piece of information, you will be asked to confirm that the registration number is correct.

If it is, tap/click on the Yes button (see Figure 25).

If not, tap/click on the **No** button and update the vehicle registration details before again a tap/click on the **Collect *x* Consignments** button.
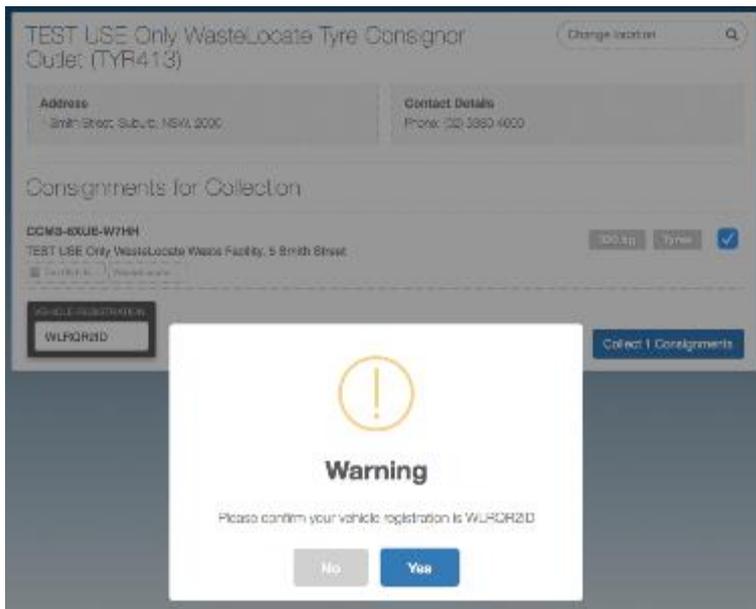
Figure 25 – Confirm vehicle registration number

After confirming your vehicle registration, you will get one last chance to go back to adjust the numbers (see Figure 26).

If that is correct, tap the **Yes, collect consignments** button.
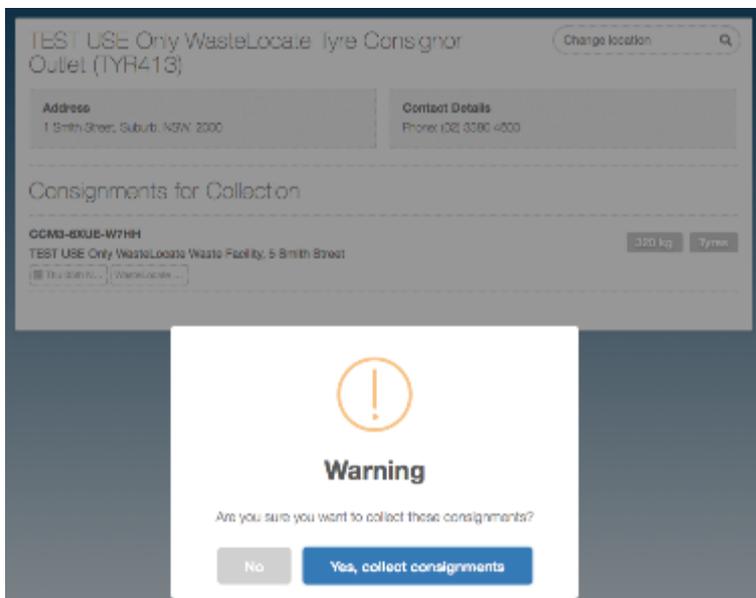
Figure 26 – Collect consignments: Confirm collection

7.2 Without QR2id Plate

In order to collect a consignment from a location that does not have a Green QR2id Plate, you need to log into WasteLocate and tap on the **Consignments** menu option.

You will see a list of consignments for your company, which you should filter to only those 'Awaiting Collection' (see Figure 27 and Figure 28).
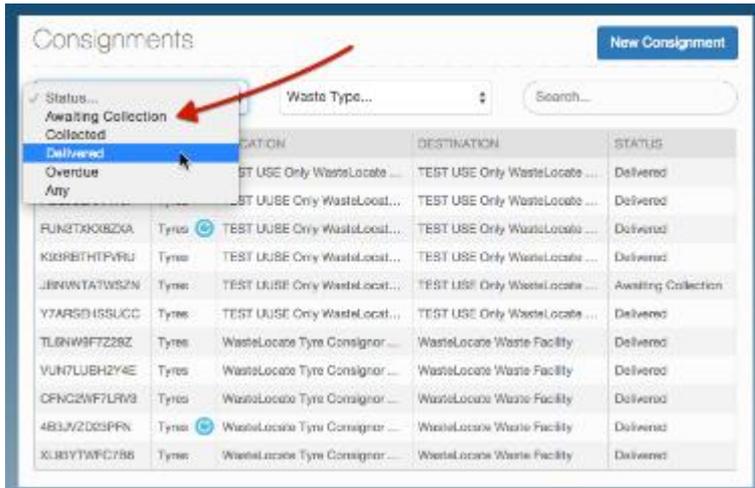
*Figure 27 – Collect consignments: Manual filter – Awaiting Collection*
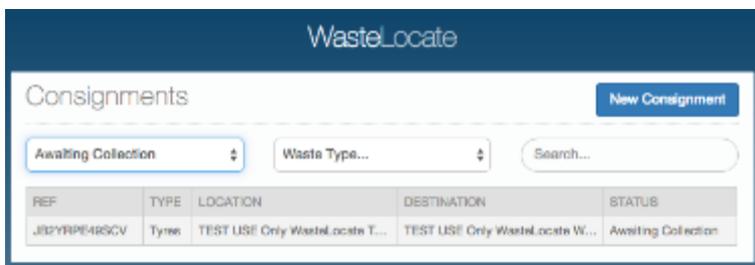
Figure 28 – Collect consignments: Filtered Awaiting Collection

Tap on the consignment you wish to collect.

If the consignment has not previously been accepted by the administrator from your company, you will see a request for you to accept the consignment (see Figure 29).

Tap on 'Yes' and the rest of your details should be filled in automatically.

Tap the **Next** button to proceed, and you will be asked to **Confirm** acceptance.

Figure 29 – Collect consignments: Accept consignment

The consignment detail will then be displayed, along with the **Collect Consignment** button, which you can tap to proceed (see Figure 30).
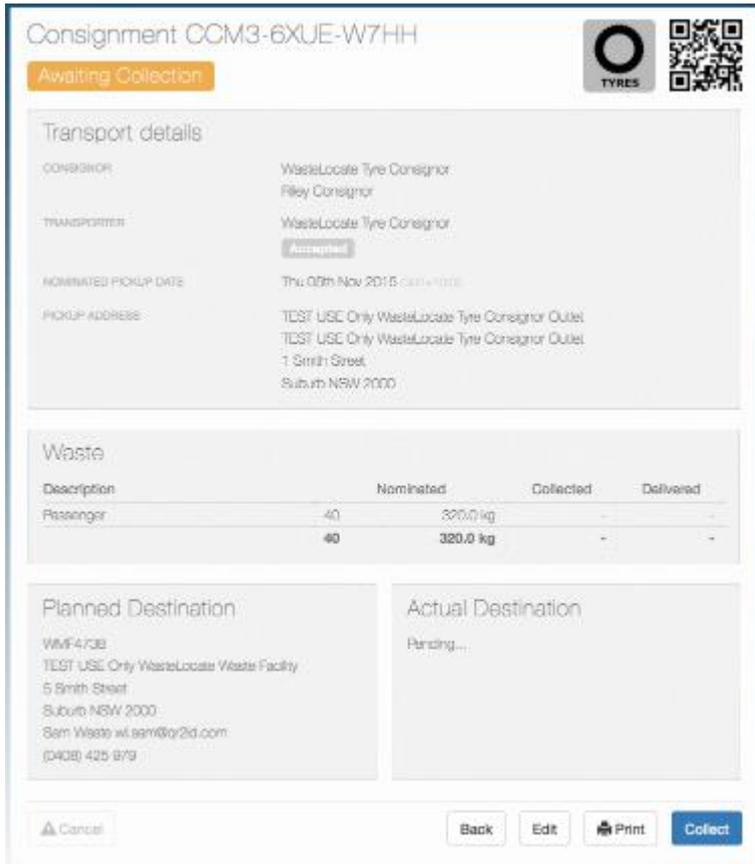
Figure 30 – Collect consignment

At this point you can tap on the `Tyres` button to edit the consignment being collected (similar to that shown above in relation to collections at locations with a Green QR2id Plate).
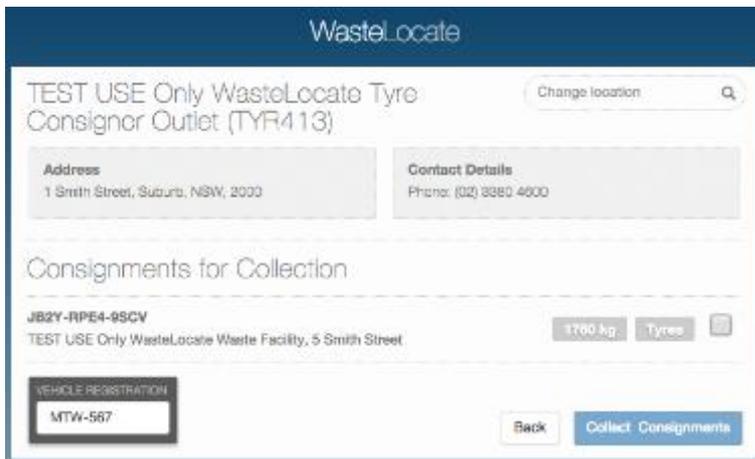
Figure 31 – Collect Consignment

When you are ready to do so, tick the checkboxes for the consignments you wish to collect and tap on the `Collect x Consignments` button. In most cases there will only be the one consignment at any location.

After you have tapped the `Collect x Consignments` button, you will get one last chance to go back to adjust the numbers (see Figure 25 in the previous section).

If the numbers are correct, simply tap the `Yes, collect consignments` button.

> **Note:**
>
> You must have Location services enabled on your smart phone/tablet to collect waste using WasteLocate and comply with your reporting obligations.
>
> Check if your smart phone / tablet is GPS enabled and has location services correctly configured by visiting https://WasteLocate.epa.nsw.gov.au/test.

8. Delivering a consignment

8.1 Via QR2id Plate

Every authorised Waste Facility must display or make available a Blue QR2id Plate to be scanned on delivering consignments.

If you don't know where this is located on your first trip to a Waste Facility, you will need to ask and ensure that you locate it for scanning.

> **Note:**
>
> The Blue plates are always used for waste received at recycling or disposal facilities (waste facilities).

Scan the plate using the QR2id App or other QR Reading app on your smart phone or tablet. Ensure that the browser window that is opened is the one you are logged into for using the WasteLocate application.

A list of current consignments for delivery to the Waste Facility are displayed.

You can tap on the Tyres button to edit the composition of the consignment being delivered (see Figure 32 and Figure 33). This may be particularly relevant for consignments in bins or cages.
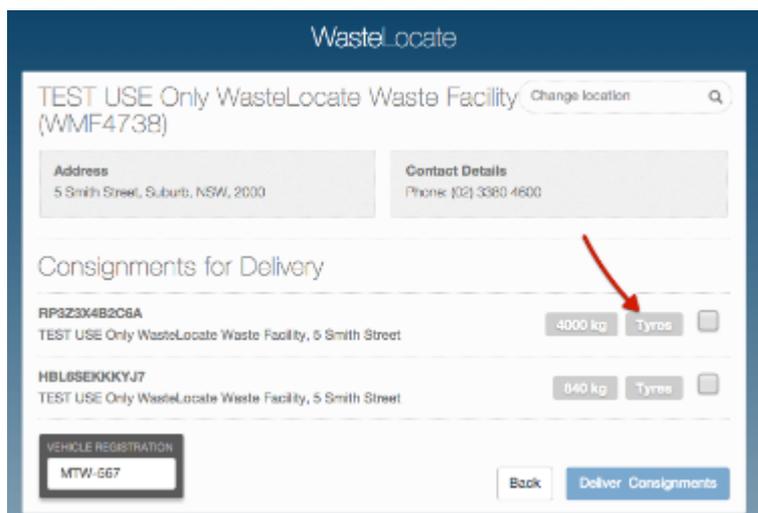
Figure 32 – Delivering consignment: Edit tyre types and quantities

Figure 33 – Delivering consignment: Edit tyre types and quantities

When you are ready to do so, tick the checkboxes for the consignments you wish to mark as delivered and tap on the **Deliver x Consignments** button.

> **Note:**
>
> You must have Location services enabled on your smart phone/tablet to deliver waste using WasteLocate and comply with your reporting obligations.
>
> Check if your smart phone/tablet is GPS enabled and has location services correctly configured by visiting https://WasteLocate.epa.nsw.gov.au/test.

8.2 Without a QR2id Plate

If you are unable to scan the QR2id Plate at the recycling/waste facility for any reason, you can identify the consignment you wish to deliver from the list of 'Collected' consignments on your account (see Figure 34).

Tap/click on the consignment to see the relevant details, then tap/click on the **Deliver Consignment** button (see Figure 35). This will bring up the list of current consignments for delivery to the waste facility nominated in the selected consignment, similar to that shown in Figure 32.

You can update the quantities as applicable, and complete the delivery as described in Section 8.1.

Figure 34 – Manually select consignment to deliver
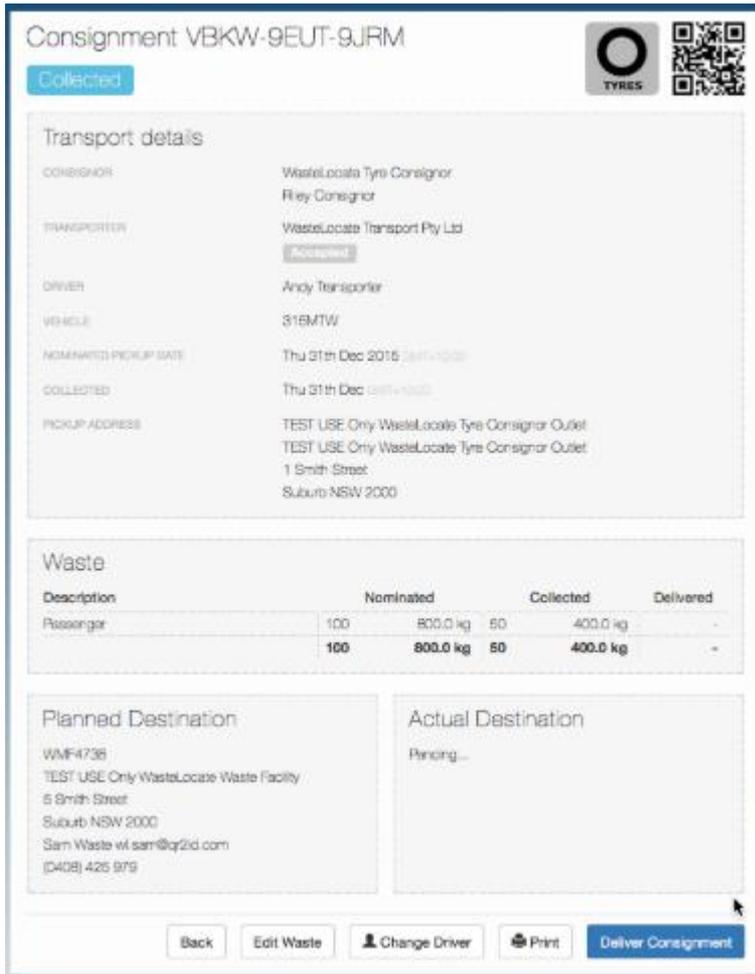
Figure 35 – Tap/Click on the **Deliver Consignment** button

> **Note:**
>
> Warning. To deliver a consignment without scanning the QR2id Plate you must have Location services enabled on your smart phone/tablet to comply with your reporting obligations.
>
> **If you report a consignment as being delivered without scanning a QR2id plate and you are not physically located at the intended destination, a warning will be sent to the EPA for investigation.**

8.3   Off-line consignments and Delivery

WasteLocate supports off-line creation of consignments delivery when Internet connectivity is not available. The smart phone or tablet does need to have been previously connected to the Internet in order to synchronise consignments and location information for use 'off-line'. When synchronisation is occurring, an icon will appear in the top right of the screen (see Figure 36).
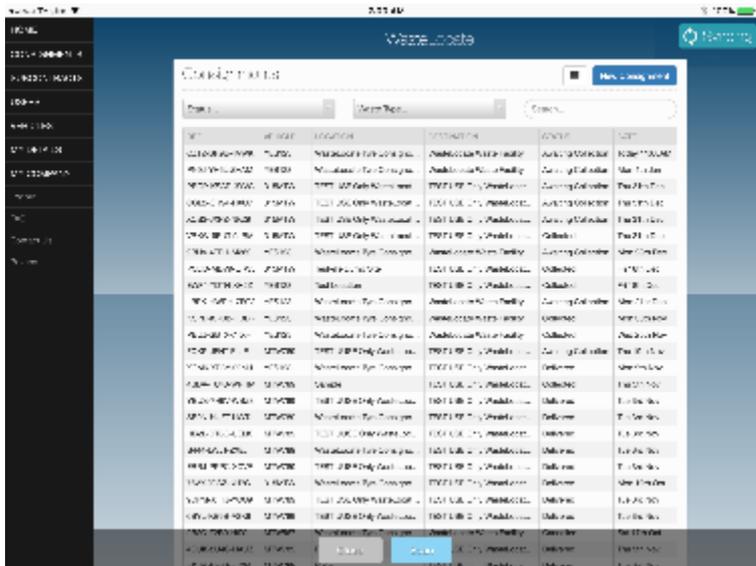
Figure 36 – WasteLocate synchronising online and off-line data

When WasteLocate detects the loss of connectivity, a red **Go Offline** button will appear in the top right of the screen (see Figure 37).

Tap/click this button to switch to offline mode. A confirmation screen will appear (see Figure 38).

Tap/click OK and you will see a list of consignments available offline (see Figure 39).
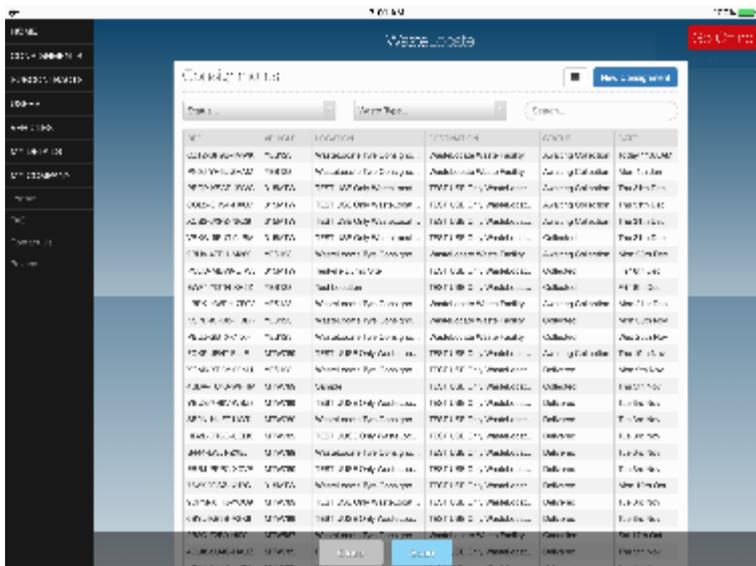
Figure 37 – Internet connection lost – **Go Offline** *button available*

A red **Offline** indicator will appear in the top right of the screen when working in offline mode.
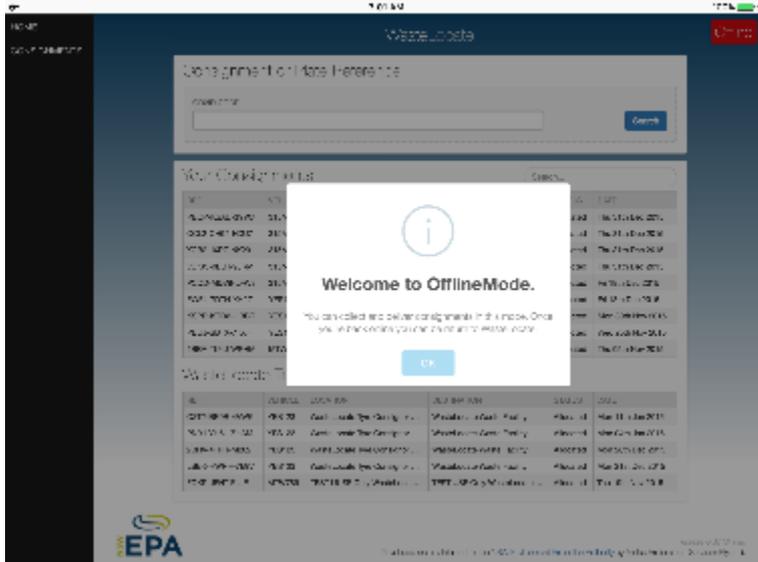
Figure 38 – Confirmation of Offline mode

Figure 39 – Consignments available Offline

> ℹ️ **Note:**
>
> There are limited menu options available in offline mode.

To deliver a consignment offline, tap/click on the applicable consignment from the list, then tap/click the **Deliver Consignment** button to complete the delivery in the same manner as described in Section 8.2.

Quantities can be adjusted as necessary, and more than one consignment can be delivered by checking the applicable boxes (see Figure 40).

Even though you are offline, you will still be prompted to allow your location to be used. Ensure that you tap/click 'OK' or 'Allow', as applicable, to enable the GPS in your device to be used to meet your reporting obligations.
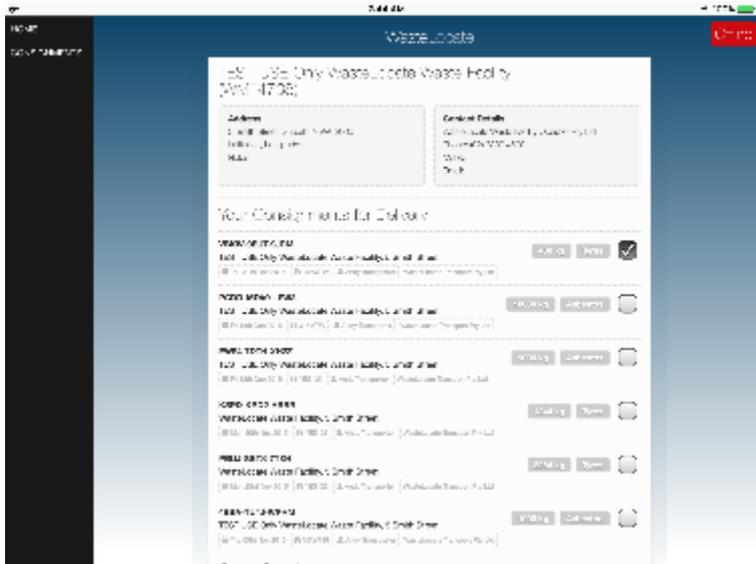
*Figure 40 – Select/update Consignments for Offline delivery*

Figure 41 – Allow location to be used – Tap/click on 'OK'

When an Internet connection is detected after being in offline mode, a green **Online** button will appear at the top right of the screen (see Figure 42).

Tap/click on this button to go back online and synchronise any offline activity.
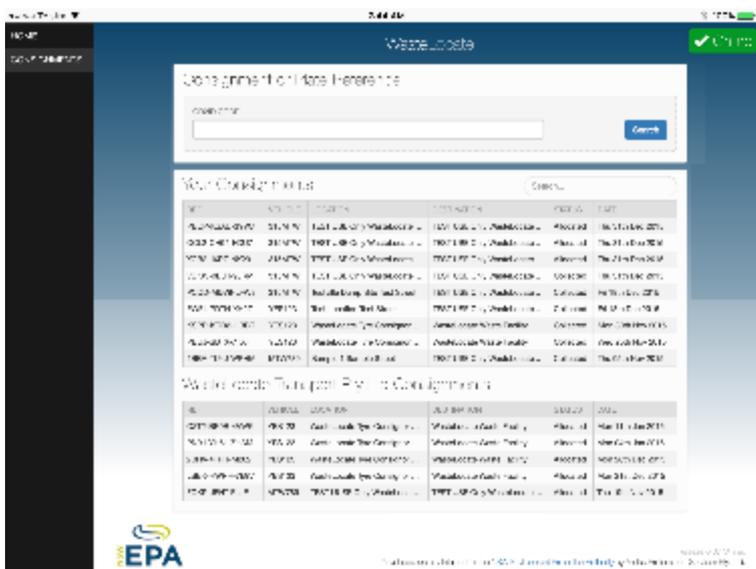
Figure 42 – Tap/click on 'Online' to return to online mode

Figure 43 – Consignment: Edit, Print or Cancel

9. Reviewing consignments

Current and past consignments are available for review by accessing the `Consignments` menu option.

Filters above the list of consignments can be used to limit those that are displayed (see Figure 44), or the 'Search' field can be used to locate specific consignments based on the Consignment ID or name of the consignor (e.g. Bob).
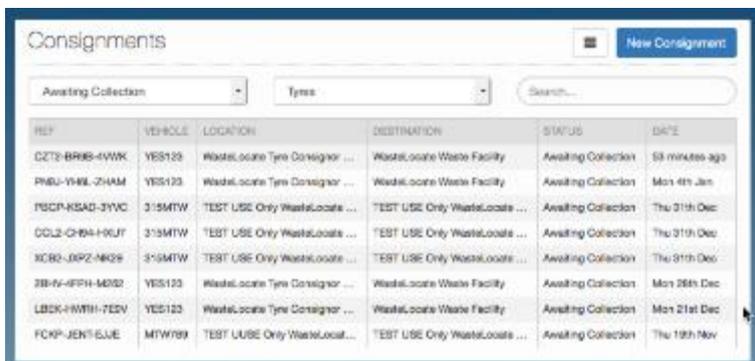
Figure 44 – Consignments list: Apply filter

If you need to review, or simply print a copy of a consignment, simply tap/click on the Consignment ID/Reference.

> **Note:**
>
> The option to print a copy of a consignment is always available, and will generate a PDF document with the status of the consignment at the time. The QR2id Code on the printed consignment can be scanned at any time to review the current status of the consignment.

If the consignment has yet to be accepted, tap/click on the **Review Consignment** button to complete the process (as per Section 6).

If the consignment is one of a recurring series, the scheduled frequency will be shown just below the QR2id Code on the consignment (see Figure 45).
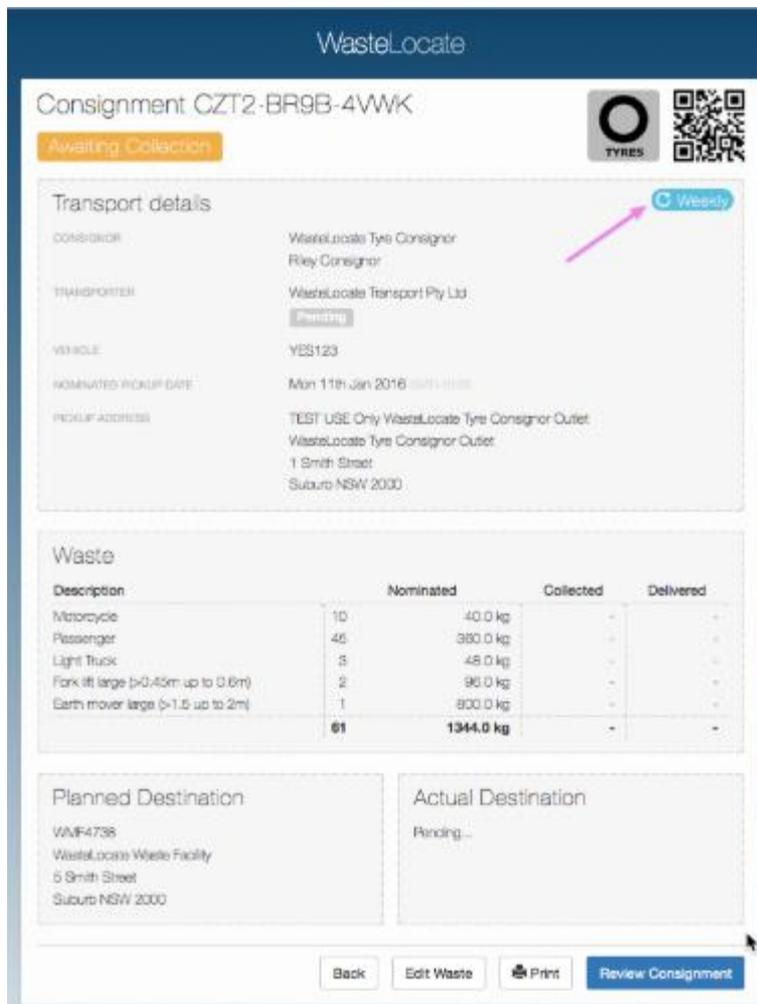

Figure 45 – Consignment: Review, Edit Waste, or Print

The **Change Driver** button allows a change in the assigned driver/vehicle, and the **Edit Waste** button can be used by an Administrative Operator to adjust the waste quantities up to 96 hours after delivery (see Figure 46).
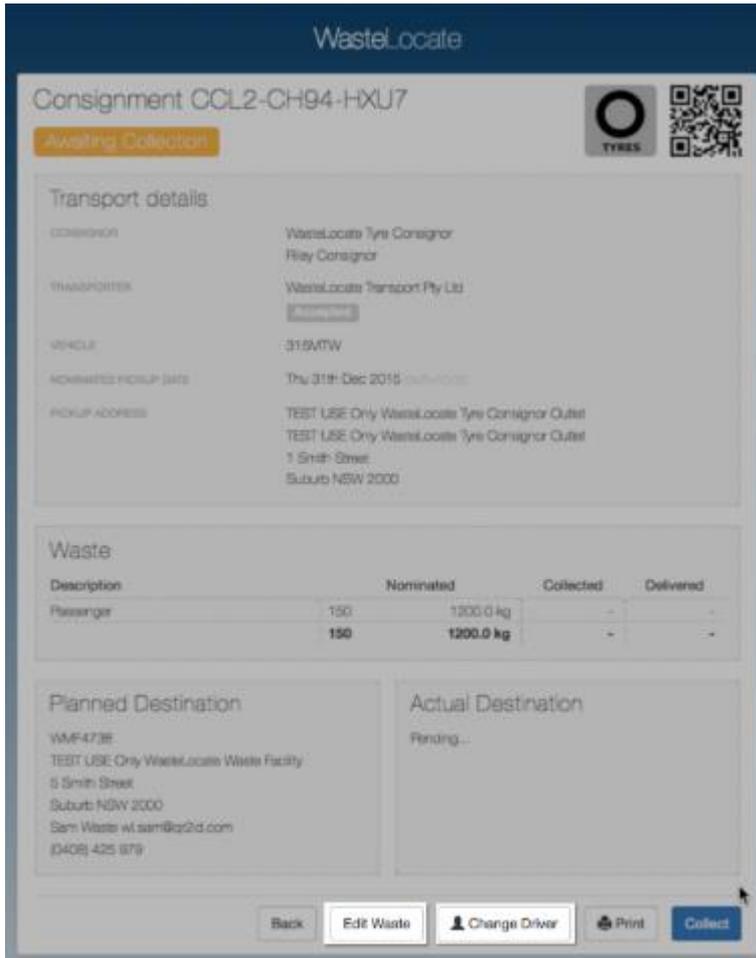
Figure 46 – Consignment: Edit Waste / Change Driver

10. Subcontractors

Apart from the standard method of assigning individual consignments to subcontractors (see Section 6, Figure 19), the `Subcontracts` menu option allows you to enable selected subcontractors to operate on your behalf. This means their staff can scan QR2id Plates at Locations belonging to your clients, and directly collect awaiting consignments without the need to assign the consignments separately before attending site. This creates a trust relationship between your company and the subcontractor.

Any consignments collected in this manner will show as having been subcontracted, and you will still see them in your consignment listing; as will your subcontractor.

To establish a new subcontract, tap/click on the `Subcontracts` menu option to see existing subcontracts, then tap/click on the **New Subcontract** button (see Figure 47).

Figure 47 – Subcontracts

Search for the subcontractor and select them from the results presented (see Figure 48).

If you wish to limit the subcontractor to working on your behalf to only selected Tyre Outlets/Locations, you can do so by searching for, then selecting the applicable Locations.

If no Locations are selected, the subcontractor will be able to collect any consignments assigned to you, but will only see them in their list of consignments after collection (i.e. they have to visit the Location, scan the QR2id Plate, and collect the consignment).
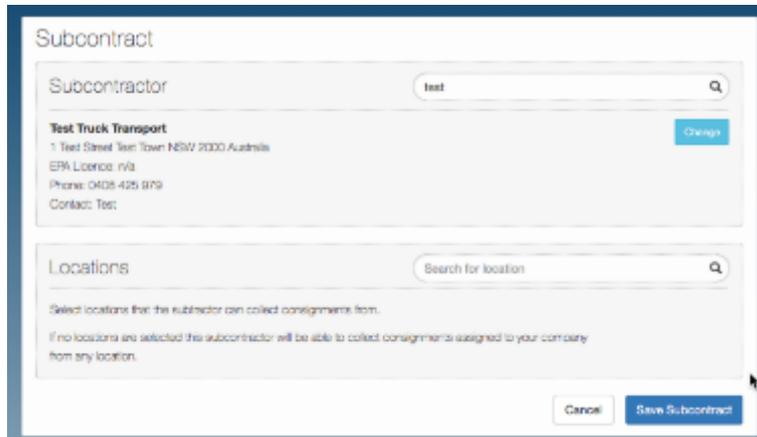

Figure 48 – Add New Subcontract

11. Scanning QR2id Codes

11.1 What is a QR2id Code?

WasteLocate uses QR2id codes, similar to standard QR codes. QR2id Codes are found on printed consignments, as well as location plates at Waste Facilities (blue plates), and at Tyre Outlets/waste tyre consignment locations if they have chosen to have a QR2id plate (green)

These two dimensional bar codes can be scanned with smartphones or tablet computers by using any QR scanning app. The scanning app will open a web browser that will present relevant information to the user.

11.2 Scanning apps and web browsers

There are a wide range of QR Code scanning apps available for smart phones and tablet devices, and the QR2id Codes can be successfully scanned by most. In selecting a scanning app it is important to choose one that lets you open the same web-browser in which you log into WasteLocate.

11.3 QR2id App

11.3.1 Opening WasteLocate

While the WasteLocate QR2id Codes can be scanned by most QR scanning apps, there is a specific and free QR2id App available for Apple and Android devices, and Windows phones (See https://QR2id.com/app).

The major advantage of using the QR2id App is that you can log directly into WasteLocate using the in-app web-browser (see Figure 49).
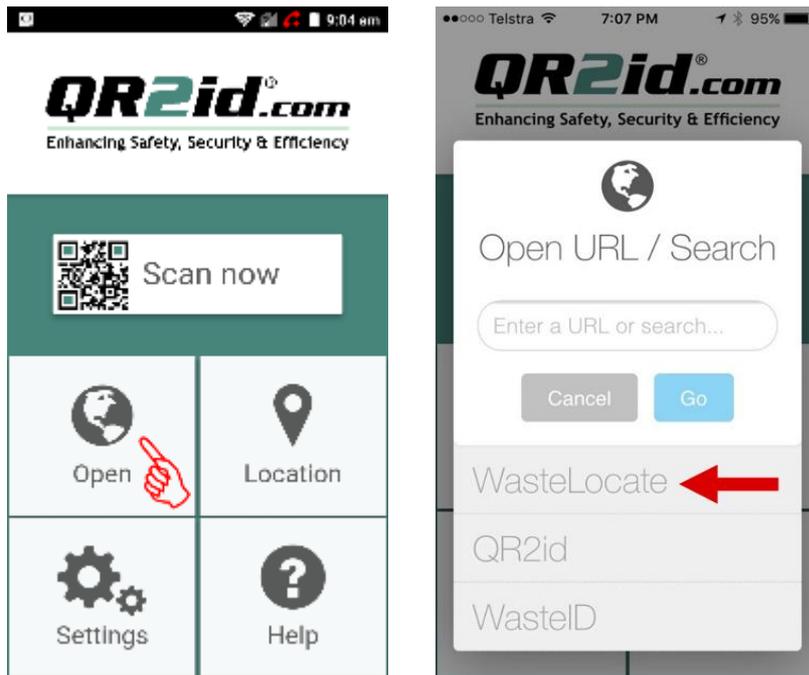
Figure 49 – Opening WasteLocate via the QR2id App on a smartphone

11.3.2 Scanning

The QR2id App also lets you switch seamlessly between scanning and other web-based WasteLocate functions, as there is an integrated 'Scan' button that appears at the bottom of the WasteLocate webpages when you are using the QR2id App (see Figure 50).

Just tap the 'Scan' button and the camera will open to enable scanning of the QR2id Code. Place the QR2id Code in the centre of the screen and keep the smart phone/tablet steady until the code is recognised.

When the scan is completed, you will be presented with the relevant information back within the in-app browser.

If you have any difficulty scanning the QR2id Code, you should move the camera to improve the lighting or focus. Each mobile operating system is slightly different and different devices incorporate different options.

If you are using an iPhone you will have a zoom control and button to activate the LED torch on the phone to assist with scanning in some situations (see Figure 51). To zoom in on the QR2id Code on an iPhone, move the slider (circle) to the right.

On an Android phone use the applicable icons to zoom/turn on the LED to illuminate the code to be scanned.

Figure 50 – Integrated "Scan" button in WasteLocate via the QR2id App

Figure 51 – iPhone and Android Phone scanning in QR2id App