

# Connect Quick Start Guide

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

Follow this quick start guide to lodge part 2 of a waste transport certificate in Connect. For more information about the management of regulated wastes in Queensland, visit <https://environment.des.qld.gov.au/waste/guidelines-information.html>

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

1. Go to <https://ehp.appiancloud.com/suite/>
2. Click on **I AGREE** to agree to the Connect Terms of Use and Privacy Policy.
3. Log in to Connect using your external user login details.



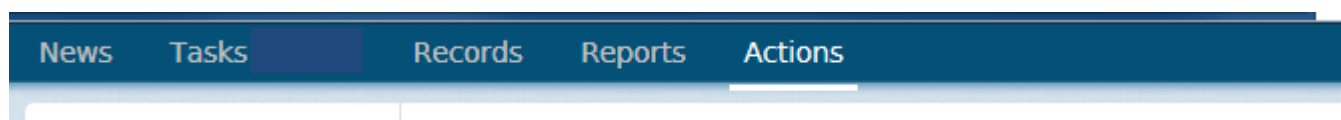
Remember me on this computer

[Forgot your password?](#)

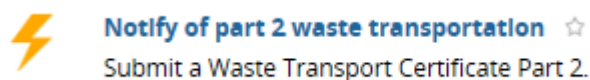
[Google](#)

[Registration](#)

4. When you are logged in, navigate to the **Actions** tab at the top of screen.



5. Click on the action called **Notify of part 2 waste transportation**.



- The **Lookup WTC PART 2** screen is displayed. In the **WTC** field, type in the WTC reference number from Part 1 then click on **SUBMIT**.

## Lookup WTC Part 2

Scan the QR Code on the Part 1 to find the Part 2

### Part 1 QR Barcode

Upload QR Code

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

OR Enter Certificate Reference Number

WTC

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

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

## Waste Transport Certificate - WTC1440574431 (transporter)

To be completed by the Waste Transporter

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

No

Yes

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

## 1. Please Confirm/ Review Waste Details

### Waste Composition

Waste Name \*

Grease trap waste

Waste Code Number \*

K110-Grease Trap Waste

[Click here to select the waste code from a dropdown](#)

Physical Nature \*

S - Solid  L - Liquid  G - Gas  P - Paste

Amount of Waste \*

200

Volumetric Type \*

L - Litres  K - Kilograms  C - Cubic Meters

### Dangerous Goods

### Waste Generator

Name of Waste Generator

Nathan Timms

ABN/ACN

Environmental Authority Number

(if applicable)

### Waste Generator Address

Address 11 Lima St EDENS LANDING QLD 4207

### Nominated Disposal/Treatment/Storage Facility

Name \*

Example information

Waste Chemical Composition

Example information

Waste Description

Example information

Local Government Area

Brisbane

Generator Contact Name

Example information

Contact Phone No

0488499499

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

## 2. Please Confirm/ Review Transporter Details

### Nominated Waste Transporter

Name of Waste Transporter Company \*

Nathan Timms

ABN/ACN

Transport Mode \*

Road  Rail  Air  Sea

Environmental Authority Number

### Waste Transporter Address

Address 26 Deloraine Ave URANGAN QLD 4655

SEARCH ADDRESS

### Waste Transport Vehicles

### Contact Details

Transporter Contact Name \*

Example information

Contact Phone No \*

0499 887 444

10. In the **Discrepancy** section of screen, record any discrepancies in the information provided by the waste generator.

### Discrepancy

#### Discrepancy Information

Example information

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

### Declaration

Name

Peter Blake

Date Handed Over To Receiver

23/10/2017

I declare that the information I have provided is true and correct. I understand that it is an offence to give information that I know is false, misleading or incomplete.

CANCEL

SUBMIT

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

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

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

### Waste Transport Certificate (Part 2) Successfully Logged

WTC Certificate Number

WTC1440574431

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



CONTINUE

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

### Waste Transport Certificates

Q

SEARCH

STATUS | Any



WTC1440574431

Waste Name: Grease trap waste

Status: Part 2 - Submitted