Connect Quick Start Guide

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

Follow this quick start guide to lodge part 3 of a waste transport certificate in Connect. For more information about the management of regulated wastes in Queensland, visit https://environment.des.qld.gov.au/waste/guidelines-information.html

Prior to commencing this process you will need to have obtained the waste transport certificate reference number from the waste transporter.

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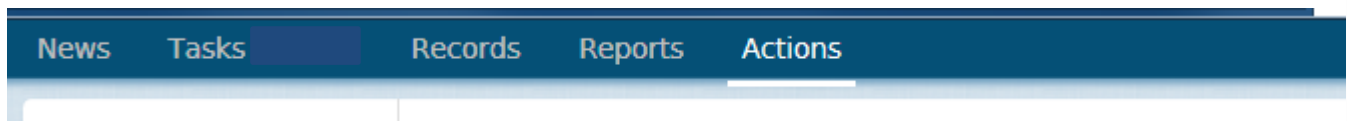3. Log in to Connect using your external user login details.
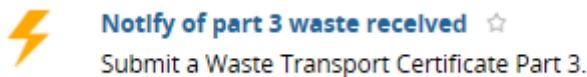

4. When you are logged in, navigate to the **Actions** tab at the top of screen.

5. Click on the action called **Notify of part 3 waste received.**

Notify of part 3 waste received ☆
Submit a Waste Transport Certificate Part 3.

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

Lookup WTC Part 3
Scan the QR Code on the Part 2 to find the Part 3

Part 2 QR Barcode
Upload QR Code

UPLOAD	Drop file here

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 1440574431

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

CANCEL   SUBMIT

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

1. Please Confirm/ Review Waste Details
⌄Waste Composition

Waste Name ❓ *

Grease trap waste

Waste Chemical Composition

Example information

Waste Code Number ❓ *

K110-Grease Trap Waste ✕

Click here to select the waste code from a dropdown

Waste Description

Example information

Physical Nature *

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

Amount of Waste *

250

Volumetric Type *

⦿ L - Litres ◯ K - Kilograms ◯ C - Cubic Meters

⌄Dangerous Goods

U.N. Class

Type the Class or part of description, e.g. Class 1 or Explosives

Bulk/No of Packaging

U.N. Number

Type the Number or part of description, e.g. 1.1 or Flamable

Type of Packaging

Subsidiary Risk

Packaging Group

◯ I - High Risk ◯ II - Medium Risk ◯ III - Low Risk

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8. In part 3 of the form (i.e. the **Please Enter Receiver Details** section) enter the relevant information.

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

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

3. Please Enter Receiver Details
Waste Received

Waste Disposal Treatment Code *

R9 - Used oil refining or other re-uses of previously used oil ✕

Waste Receiver

Name of Waste Receiver Company *	Receiver Contact Name *
Nathan Timms	Example infomration
ABN/ACN	**Receiver Contact Number. ***
	0488778778

Environmental Authority Number

[▼]

(if applicable)

⌄Waste Receiver Address

Address ❓ 16 layla

[SEARCH ADDRESS]

Results	☐	Address line	Locality	State	Postcode
	☐	16 Luly St	ALTONA NORTH	VIC	3025
	☐	16 Lyall St	ARMSTRONG CREEK	VIC	3217
	☐	16 Lyall St	ASCOT	WA	6104
	☑	16A Lily St	ATHERTON	QLD	4883
	☐	16B Lily St	ATHERTON	QLD	4883
	☐	16 Lily St	AUBURN	NSW	2144
	☐	16 Leila Ct	BACCHUS MARSH	VIC	3340
	☐	16 Lyle St	BACCHUS MARSH	VIC	3340

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☐ Address not found

Select an address from the grid above, or select 'Address not found'

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

Discrepancy
Discrepancy Information ❓

Example information

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

﹀**Declaration**

Name
Harry Green

Date Waste Received From Transporter *
12/10/2017

*
☑ 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

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

Waste Transport Certificate (Part 3) Successfully Logged

WTC Certificate Number
WTC1440574431

CONTINUE

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

Waste Transport Certificates

🔍 [   ]   SEARCH   STATUS | *Any*   [▼]

⚠ **WTC1440574431**
Waste Name: Grease trap waste
Status: Part 3 - Submitted

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