NORTHERN TERRITORY CONTAINER DEPOSIT SCHEME
NT CONTAINER SUPPLY APPROVAL REGISTRY
USER MANUAL

July 2014
Version 0.1

Table of Contents

1   How to use this document and support

This document has been designed to assist you through the online application process to apply for a beverage container supply approval under the *Environment Protection (Beverage Containers and Plastic Bags) Act 2014* (the Act).

To avoid duplicating information in this document, please ensure that you have read the **"Guidelines – Supply Approval"** and have a waste management arrangement in place for your containers prior to applying for a container supply approval using the online application.

Throughout this document there are instructions for each stage of the application process with possible errors (highlighted in **red**) you may encounter and solutions (highlighted in **orange**) that may assist you. If these solutions do not work, error messages appear that have not been captured in this document, or you require support contact:

Email: containerdeposit@nt.gov.au

Phone: 1800 752 632

2   Gaining access to the supply approval registry

2.1   Website address

The NT container supply approval registry can be accessed via the following URL:

www.containerapprovals.nt.gov.au

2.2 Login

Figure 1: Login page

The website is username and password protected and cannot be accessed without these elements. Both the username and password are issued by the Northern Territory Environment Protection Authority (NT EPA) and must be entered before proceeding.

Once the username and password has been entered click the login button (see Figure 1).

If you have not received, or have lost or forgotten your username and/or password use the links below:

Use for forgotten password →
Use for forgotten username →

Figure 2 – Links to use to obtain password or username

Possible error message

The login details you have entered are incorrect. Please try again.   ✕

Figure 3 – Login page potential error

Reason: the username you have entered is correct, however the password you have entered is incorrect.

Solution

Enter in the correct password. Note that both fields are case sensitive. If the password is not known click on the 'Forgotten your password?' link (see Figure 2) and a new temporary password will be emailed. Passwords will not be issued verbally.

The temporary password will be emailed to the registered contact, not the person who sends the email using the above link. If you do not know who the registered contact is contact 1800 752 632.

Possible error message

There are no active users with that username.   ✕

Figure 4 – Login page potential error

Reason: the username you have entered is incorrect.

Solution

Enter in the correct username. Note that both fields are case sensitive. If you do not have your username click on the email address link (see Figure 2) or call 1800 752 632 for further information.

3   Company details

3.1   Welcome / landing page

<u>View upon first login</u>
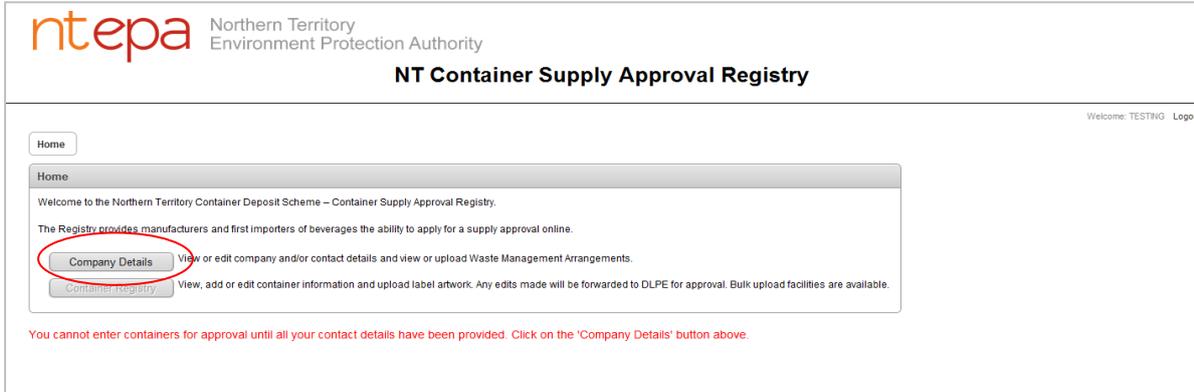
Figure 5 – Welcome/landing page upon first login

When a company enters the site for the first time, an application for a container supply approval cannot be entered until company details are inputted.

Click on Company Details button.

<u>View upon subsequent logins</u>
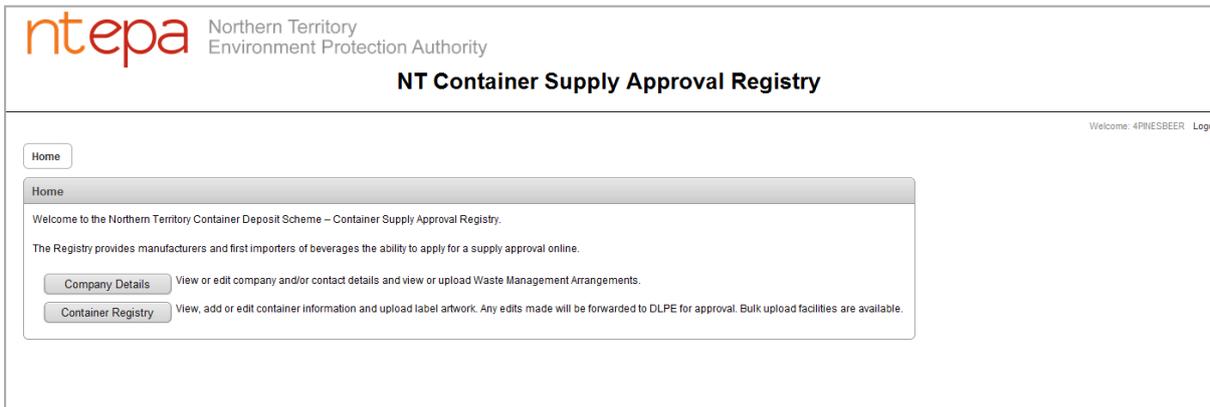
Figure 6 – Welcome/landing page once Company Details have been entered

NORTHERN TERRITORY **ENVIRONMENT PROTECTION AUTHORITY**

3.2. Entering company and contact details

It is mandatory to complete information on the 'Maintain Company' page prior to submitting an application for a container supply approval.

There are three sections on the Company Details page:

- Maintain Company (see section 3.2.1 below) – provides all the contact details required for the supply approval. The email address that appears on this page will be the only email address used in correspondence regarding the container supply approval. It is also to this email address that password resets will be sent. Passwords will not be provided verbally.

- Waste management arrangement (see section 3.2.2 below) – Supply approvals will only be issued if an approved waste management arrangement (WMA) is in place.
  Pursuant to Section 11 of the Act, the WMA is an arrangement made by CDS participants for the collection, sorting, aggregation and transport of regulated containers when empty and the reuse, recycling or other appropriate disposal of the containers when empty. The WMA is assessed as part of the container approval process (Section 23 of the Act). Once uploaded you will be able to view or download them at any time.

- Supply approvals issued (see section 3.2.3 below) – supply approvals issued to your company will appear here. You are able to view or download supply approvals at any time.

3.2.1 Maintain Company

Table 1 – Company Details

Section	Field	Information
Company	Company Name Username Password	Restricted – cannot be changed Restricted – cannot be changed Only type text in here if you wish to change the password.
Contact Details	Title (drop down box) First name Surname Job title Email Phone Fax Mobile	All fields are mandatory except 'Fax' and 'Mobile'. The person listed as the Contact Person will be the main point of contact for the supply approval.
Physical Address	Street No and street City State Postcode Country	All fields are mandatory. Supply approvals will be issued to the Company at the address supplied using this online application form database.
Postal Address	Street No and street City State Postcode Country	All fields are mandatory. Supply approvals will be issued to the Company at the address supplied using this online application form database.
Other company information	ABN/ACN Website	Mandatory. If you are a non-Australian company, insert the company registration number from the country you are registered in. Optional

- Once all information has been entered click 'Save'.
- If you click 'Cancel' the changes will not be saved.
- Once all information has been entered click 'Save'.
- If you click 'Cancel' the changes will not be saved.

Figure 7 – Company Details page (including example data)

Possible error message

Figure 8 – Registering a container potential error

Reason: All fields are mandatory unless specifically labelled as optional. The system will alert the user to which field is missing information.

Solution

Enter in the required fields and click 'Save'.

NEXT STEP ▭▶

- Click 'Cancel' (top right) or 'Home' (top left) to return to welcome/landing page; or
- Scroll down to 'waste management arrangement' section and upload your waste management arrangement (see next section).

3.2.2 Waste management arrangement

A waste management arrangement (WMA) is an arrangement made by two or more CDS participants for:
a) the collection, sorting, aggregation and transport of regulated containers when empty; and
b) the reuse, recycling or other appropriate disposal of the containers when empty.

WMAs are subject to NT EPA approval. The WMA is one component of an application for a container supply approval that will be assessed in consideration of a supply approval application and is a critical part of the process. As many WMAs can be uploaded as necessary.

Note: Once a WMA is uploaded, it cannot be removed from the database. It can, however, be viewed or downloaded at any time by the user. The files will be sorted by date with the most recent WMA at the top of the list.

To upload a waste management arrangement click 'Upload WMA' (Figure 7) and a pop up will appear (see Figure 9). Click 'Browse' and navigate through your documents and click 'Open'. The file path is inserted into the field next to 'New WMA'.

Click 'Create'.

The Upload WMA screen disappears and you return to the company details page.

Figure 9 – Uploading WMA pop up screen

Possible error message
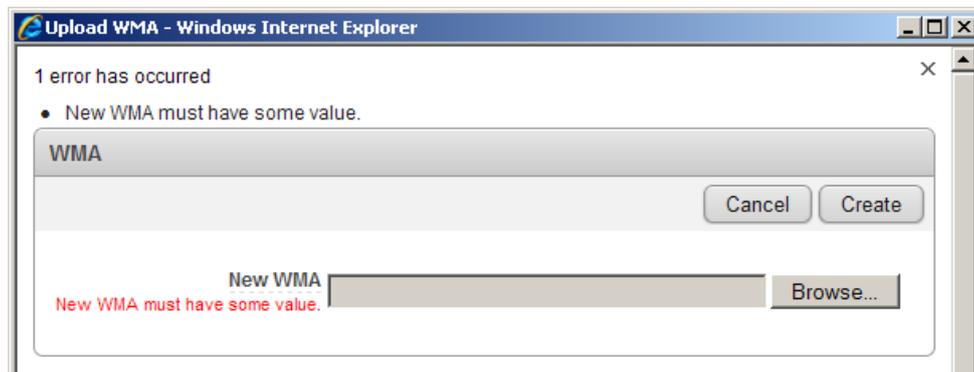
Figure 10 – Upload WMA potential error

Reason: 'Create' was selected but no document was selected to be uploaded.

Solution

Upload a WMA as described above.

NEXT STEP

- Select 'Cancel' (top right) or 'Home' (top left) to return to the main welcome/landing page.

3.2.3 Supply approvals issued

Once container supply approvals have been issued by the NT EPA, the approval document will appear in this section. The user will be able to view and download the document at any time. Approvals will be sorted by date with the most recent at the top of the list. Supply approvals will also be issued to the company via the postal and email address provided on the Maintain Company page.

To view or download the approval document, click the 'Download' link (see Figure 7).

NEXT STEP

- Select 'Cancel' (top right) or 'Home' (top left) to return to the main welcome/landing page.

4   Entering containers for approval

Once the Company Details page has been populated, the main welcome/landing page now has the second button available for use: 'Container Registry'.
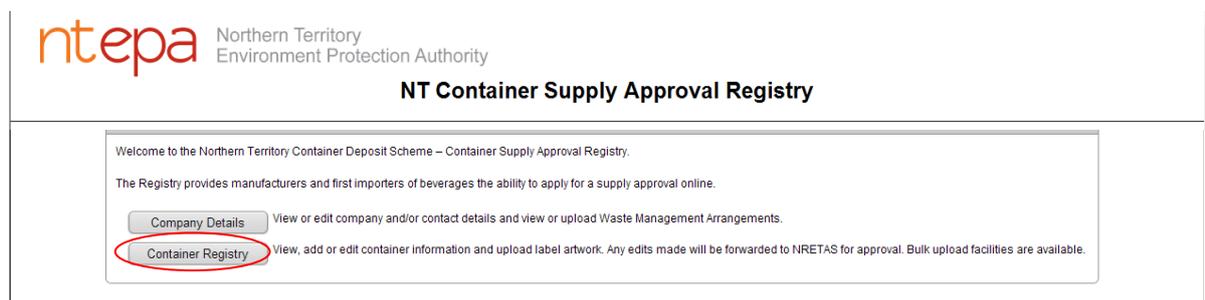
Figure 11 – Welcome/landing page once company details have been entered

If no containers are loaded into the system the screen will look like the following:

Figure 12 – Container Registry page with no containers uploaded

From the Container Registry page the options include:
(these options are further explored in the following sections)

Table 2 - Container Registration options

View WMA's	This selection opens a pop-up where WMA's can be viewed or downloaded. To upload a WMA return to the Company Details page and use the 'Upload' button under the 'Waste Management Arrangement' section.
Create New Container (see section 4.1)	Use this function to enter containers individually.
Bulk Upload Containers (see section 4.2)	Use this function to upload many containers at once using a '.csv' spreadsheet available for download on the Bulk Upload page.
Bulk Upload Artwork (see section 4.3)	Use this function to upload the artwork of many containers at the same time using a '.zip' file.
Submit Application (see section 4.4)	Once all the information is uploaded, this button will submit all the containers with the status 'Uncommitted'.
Pending Applications (see section 4.5)	Use this function to check which containers have been submitted for approval.

If containers have been loaded into the system the screen will look like the following:

Figure 13 – View of Container Registry page with containers uploaded

Container Status Types

The database provides several status types:

Table 3 – Container approval status

Uncommitted	This refers to all containers that have been uploaded but not submitted for approval. Any change made to a container will automatically change the status to 'Uncommitted' where it will need to be submitted for approval.
Pending	Once containers have been submitted for approval, the status changes to Pending whilst the NT EPA considers the application.
Approved	Containers with this status have been considered and approved by the NT EPA and are covered by a container supply approval. To view the supply approval, refer to 3.2.3.
Rejected	Containers with this status have been considered and rejected by the NT EPA. Containers without a supply approval are prohibited from sale in the Territory.
Expired	Once approved, container supply approvals last for a minimum of 5 years. When the supply approval expires, the status of the container changes to 'Expired' and cannot be sold into the Territory.
Retired	Manufacturers have the option of retiring containers they no longer sell into the Territory and do not require the supply approval.

How to review container details

This icon indicates that further information is available about the container. On the Container Registry page click on this icon next the container. The Container Review page will open. Any changes made will revert the container to the 'Uncommitted' status and any supply approvals issued for the container will not be valid.

4.1 Create New Container

Figure 14 – Add/edit Container page

Table 4 – New container fields

Field	Information	Mandatory
Product Name	Unrestricted.	Yes
Product Identifier	The product identifier must be a unique identifier and can be numbers or text or a combination of both. A barcode or SKU can be used. As long as the identifier is unique within the products for your company, the system will accept it.	Yes
Container Capacity	Only numerical entries are accepted.	Yes
Measurement Unit	Use drop down box.	Yes
Container Material Type	Use drop down box.	Yes
Colour (glass only)	Colour becomes mandatory if 'Glass' is selected in 'Container Material Type' field above.	Sometimes
Label Material	Advise what the label is made from.	Yes
Label Artwork	Upload the Label Artwork using the 'Browse' button. File sizes should be kept to 1MB with the following file types accepted: JPEG, GIF, TIFF, PNG, Bitmap and PDF. The refund marking must be legible in the image.	Yes
WMA in place	Use drop down box.	Yes
CDS Coordinator	Use drop down box.	Yes

Possible error message
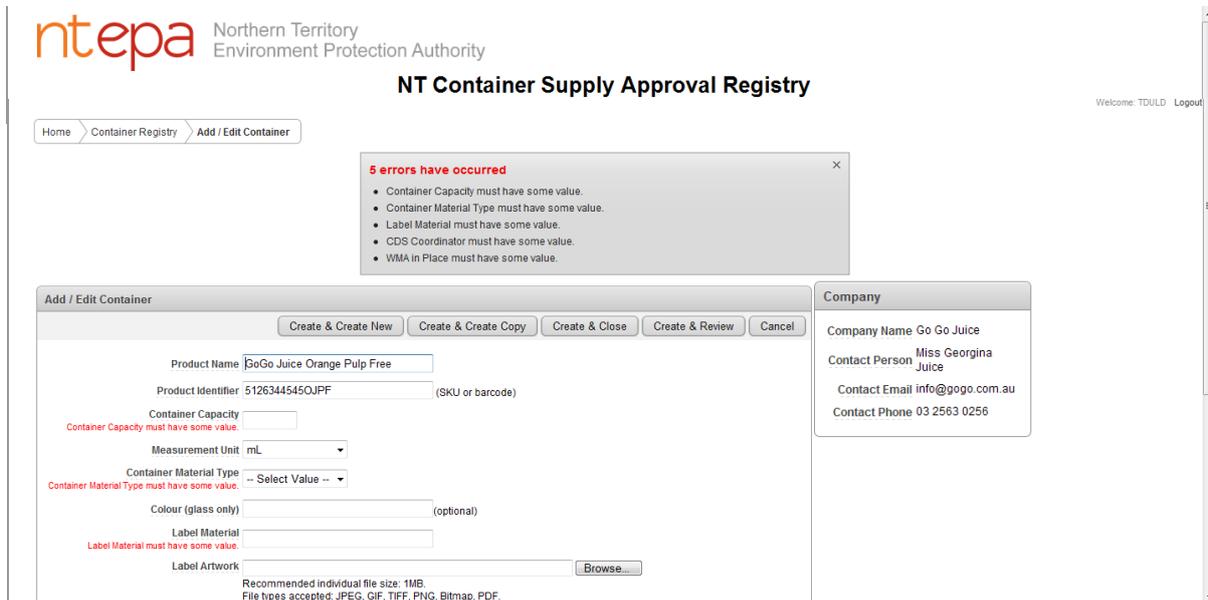
Figure 15 – Add/edit Container page potential error message

Reason: all fields are mandatory unless otherwise stated. The system advises you which fields require information.

Solution

Enter in the missing information.

Possible error message
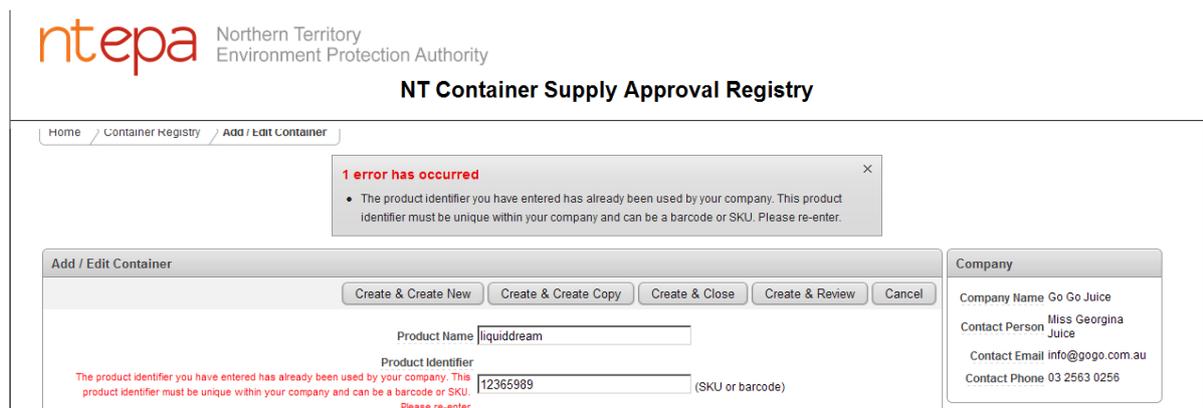
Figure 16 – Add/edit Container page – duplicate product identifier potential error message

Reason: the product identifier that has been entered is not unique and has already been used by your company.

Solution

Check to ensure that the product has not already been uploaded into the system. Use a unique product identifier.

NEXT STEP

Table 5 – Product checklist

Create & Create New	This function saves the container and opens a new entry.
Create & Create Copy	This function saves the container and copies the information into a new container entry. Changes must be made.
Create & Close	This function saves the container, closes the page and returns to the Container Registry page.
Create & Review	This function saves the container and opens the container review page.
Cancel	This function does not save the container, closes the page and returns to the Container Registry page.

4.2　Bulk Upload Containers

Figure 17 – Bulk Upload Containers pop up page and process

To upload many containers at once, a bulk upload facility is available. This function could be utilised with data from your own system.

- Download the following information from your system:
  - Product Name
  - Product Identifier – ensure it is a unique number – it cannot be duplicated.
  - Container Capacity
  - Measurement Unit
  - Container Material Type. Note this is a restricted field. Go to the 'Add/Edit Container' page and view the drop down box next to the 'Container Material Type' field to view the updated material types in the database.
  - Colour – this field is only mandatory is the Container Material Type is Glass
  - Label Material
  - WMA in place – Note that this is a restricted field. Enter Yes or No.
  - CDS Coordinator– Note that this is a restricted field. Go to the 'Add/Edit Container' page and view the drop down box next to the 'CDS Coordinators' field to view the approved CDS coordinators.

- Download the .csv file from the Bulk Upload Containers page (see #1 on Figure 17)
- Copy and paste the data from your system to the .csv file, ensuring the headers on the downloaded file do not change, including the order of the columns from left to right.
- Save the file on your computer. Ensure it remains a .csv file.
- Using the 'Browse' button on the Bulk Upload Containers page (see #2 on Figure 17).
- Navigate to your saved .csv file.
- Once selected, click the 'Upload Containers' button (see #3 on Figure 17).

4.3   Bulk Upload Artwork
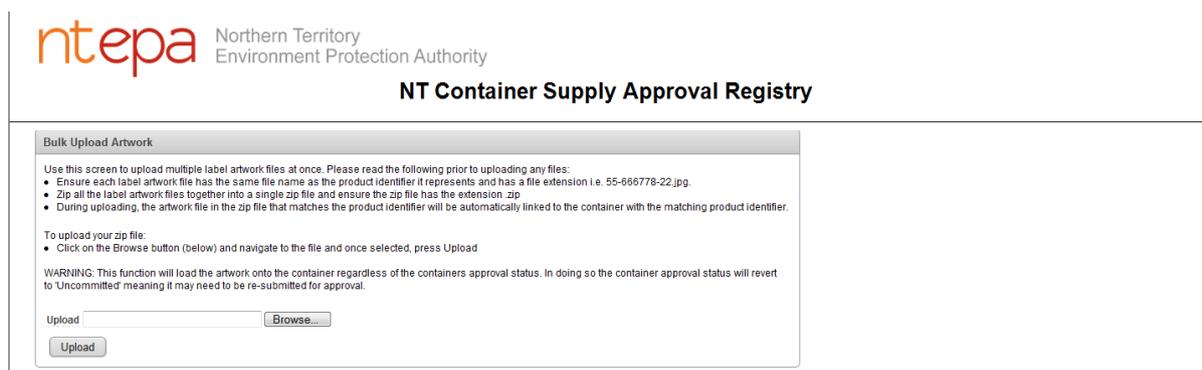
Figure 18 – Bulk Upload Artwork

Artwork must be viewed to enable verification that the approved refund marking is aligned with the Act and supporting legislation.

Artwork can be uploaded in bulk using this function.

Note:
- File sizes should be kept to 1MB in size.
- File types accepted: JPEG, GIF, TIFF, PNG, Bitmap and PDF.
- The refund marking must be legible in the image.
- Artwork files need to be saved with the same product identifier used when entering the beverage container.
- Group all files into one folder and use the zip function to combine into one file.
- Use the .zip file to upload in the Bulk Upload Artwork page.

More information about using the zip function
Internet Explorer:
- Highlight all the artwork files intending to be uploaded.
- Right click: click on 'Send to', click on 'Compressed (zipped) Folder'.
- Save the file using a filename that is meaningful.
- Use this file to upload using the Bulk Upload Artwork function.
Mac:
- Highlight all the files intending to be uploaded.
- Right click: click on 'Compress Items'.
- Save the file using a filename that is meaningful.
- Use this file to upload using the Bulk Upload Artwork function.

Possible error message
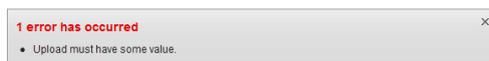
Figure 19 – Bulk Artwork upload potential error message

Reason: the 'Upload' button was clicked without inserting a file.

Solution

Upload a file as instructed above.

Possible error message

Figure 20 – Bulk Artwork upload potential error message

Reason: the files contained within the zipped or compressed file did not have matching file names to the 'Product Identifier' fields of the containers within the database. The files were not uploaded.

Solution

Check that each file name within the zipped or compressed file matches that used as the 'Product Identifier' for the container you are trying to upload artwork for. Once checked, try to upload the zipped or compressed folder again.

If you are unsuccessful return to the Container Registry page, click on the review icon ✏️ for each container and upload the artwork using the 'Browse' button.

4.4   Submit Application

Once all container information and artwork has been uploaded (either using the bulk upload function or inputting one by one) click on the 'Submit Application' button (see Figure 13).

The database provides a summary screen for review (see Figure 21).

Click 'Submit Application' to proceed or 'Close' to cancel.
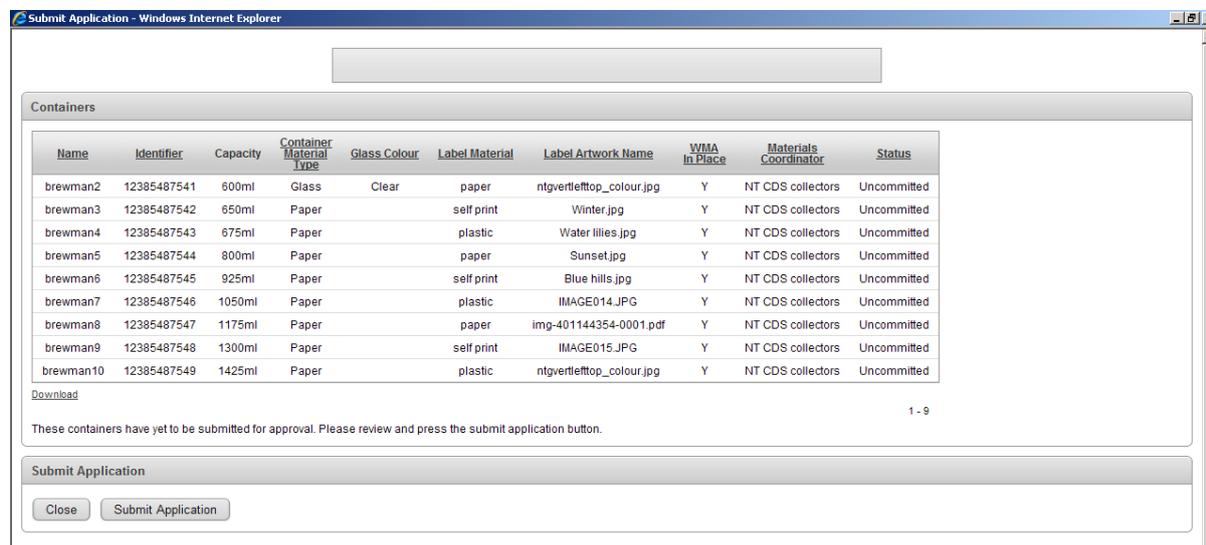
Figure 21 – Submit application review screen

Once submitted, the applicant receives an application identification number as below (see Figure 22).
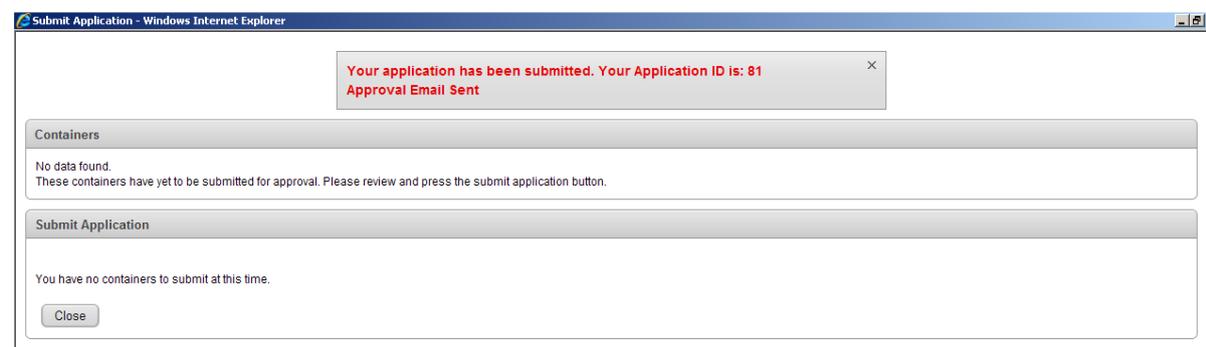
Figure 22 – Application confirmation number

Once the application has been submitted the status of the containers changes from 'Uncommitted' to 'Pending'. An email confirmation (see Figure 23) is sent to the email address listed on the Company Details page. The applicant can use the application number in future correspondence with the Department.

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- Click 'Close' to return to the Container Registry page

The applicant receives the following email:

Subject: Acknowledgement of application submitted for NT CDS container supply approval

Northern Territory Container Deposit Scheme Application Reference Number: REFERENCE NUMBER

Thank you for submitting an application for a supply approval for a regulated container under the *Environment Protection (Beverage Containers and Plastic Bags) Act 2014 (the Act)*.

Your application will be assessed in accordance with the Act to ensure that the containers are encompassed in a Waste Management Arrangement with a CDS coordinator that give effect to the Act. Additionally, your container/labels will be assessed to ensure they bear the approved refund marking in an appropriate position, is suitable for recycling, reuse or other disposal considered appropriate by the Northern Territory Environment Protection Authority (NT EPA), and any other factors considered relevant by the NT EPA.

Your application seeks approval for the following containers:

SKU/Barcode	Product Name	Capacity	Material Type	Materials Coordinator
12385487548	example	1300ml	Paper	NT CDS collectors
12385487549	Example2	1425ml	Paper	NT CDS collectors

NT EPA will advise you of the outcome of your application in due course.
If you have any queries relating to this application please contact 1800 752 632 or containerdeposit@nt.gov.au and quote the above application reference number.

Kind Regards,
Container Deposit Scheme

Figure 23: email received by the applicant

4.5   Pending Applications

Pending applications can be accessed using the Pending Applications button on the container registry page (see Figure 13).

Pending applications appear in a pop-up box and can be downloaded (see Figure 24) using the 'Download' link.
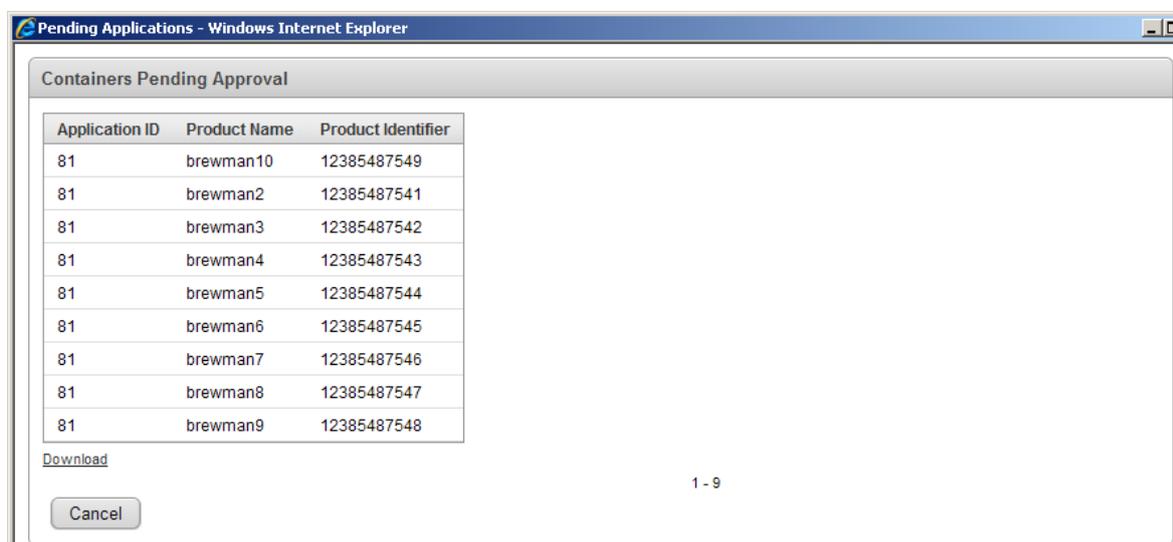
Figure 24: Pending applications pop-up

NEXT STEP ➡

- Click 'Cancel' and return to the Container Registry page

Review a Container (with artwork)

Once containers are uploaded they can be reviewed using the review icon [✏] next to the container.

From this page the approval holder has the ability to review information. The approval holder also has the ability the Retire the container if a supply approval is no longer required (see Figure 25).
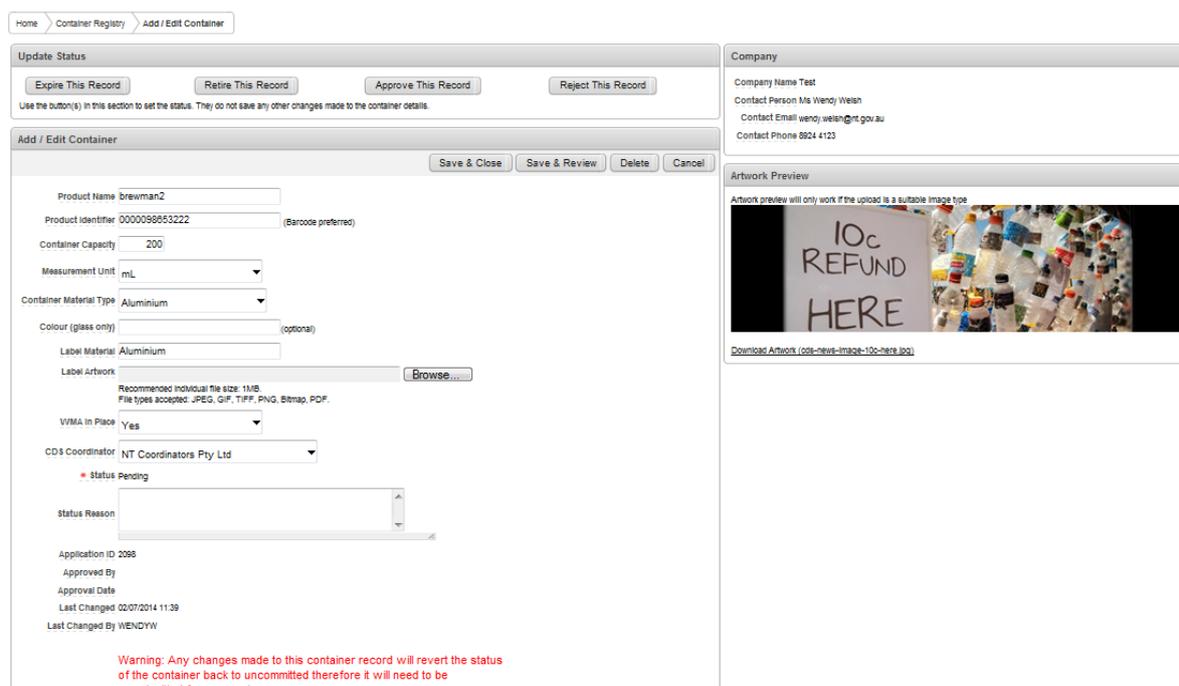
Figure 25: Container Review

NEXT STEP ▶

- Click 'Retire this Record' if a supply approval is no longer required for the container. Note that this container will not be permitted to be sold in the Territory. Containers should not be retired until all containers have passed through the retail system, emptied and redeemed at collection depots. If in doubt contact containerdeposit@nt.gov.au or 1800 752 632.
- Click 'Save and Close' to save changes and return to the Container Registry page. If the status of the container was 'Approved' or 'Pending', the status will revert to 'Uncommitted' and will need to be submitted for approval.
- Click 'Save and Review to save changes and remain on the Container Review page. If the status of the container was 'Approved' or 'Pending', the status will revert to 'Uncommitted' and will need to be submitted for approval.
- Click 'Cancel' and return to the Container Registry page. Changes will not be saved and therefore status will not be affected.

5 Container Registry: Personalising appearance, applying filters, saving reports, downloading data
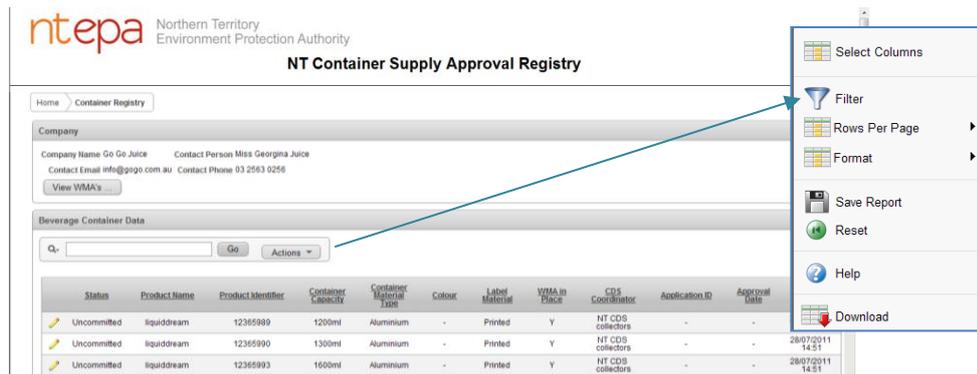
Figure 26: Personalising Container Registry page

The Container Registry page can be manipulated for users to personalise information and appearance, apply filters, download data and save reports.

Table 6 – Container registry reporting

Select Columns Provides the user the ability to view or hide columns. Use the arrows to either display columns or hide them.	
Filter Use the filter function to search for data or filter data.	
Rows Per Page Use this function to personalise how many rows to view per page.	
Format Functions within the 'Format' function allow the user to sort data, calculate, aggregate and highlight data as well as view as charts.	
Save Report Filtered data can be saved as a report for ease of viewing at a later date.	

Reset Data can be reset to remove changes.	
Help	Further information about all topics in this section can be found by clicking on 'Help'.
Download Use the download data function to keep records or use at a later date.	
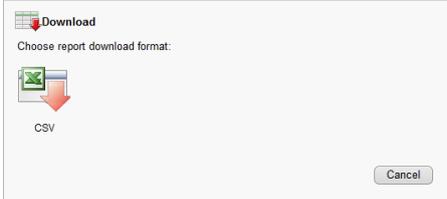
6   Logging Out

Click on the Log Out button (top right) to exit the system (see Figure 27).

Figure 27: Log Out