

USER GUIDE: CONTROLLED WASTE TRACKING SYSTEM

Prepared by
Controlled Waste Section
Environmental Management Division
Department of Environment

CONTROLLED WASTE GUIDELINE SERIES
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Acknowledgments

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Recommended Reference

The recommended reference for this publication is:

- *Environmental Protection (Controlled Waste) Regulations 2004.*

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Foreword

The Department of Environment (DoE) regulates the transport of wastes that may cause environmental or health risks. It does so through the application of the *Environmental Protection (Controlled Waste) Regulations 2004*. The Regulations provide for the licensing of Carriers, Drivers and Vehicles involved in the transportation of controlled waste on public roads.

The objectives of the Regulations are:

- To ensure the safe transportation of controlled waste to an approved location;
- To monitor and track controlled waste to prevent unauthorised discharge into the environment;
- To collate information to assist the Government in identifying priority waste management issues in Western Australia;
- To provide an even and competitive system for companies in the waste management industry.

Disclaimer

This Guideline has been prepared by the Department of Environment in good faith, exercising all due care and attention. No representation or warranty, expressed or implied, is made as to the relevance, accuracy, completeness or fitness for purposes of this document in respect of an particular user's circumstances. Users of this document should satisfy themselves concerning its application to their situation, and where necessary seek expert advice. Information relating to legal matters in this Guideline is provided as a general guide only; it does not purport to be legal advice.

This Guideline should be read in conjunction with the *Environmental Protection (Controlled Waste) Regulations 2004*.

Other Publications in this Series

No. 1	Guideline for Controlled Waste Generators
No. 2	Guideline for Controlled Waste Carriers
No. 3	Guideline for Controlled Waste Treatment or Disposal Sites
No. 4	User Guide: Controlled Waste Tracking System
No. 5	User Guide: Paper Tracking Forms

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1 Controlled Waste Tracking System

The Controlled Waste Tracking System (Tracking System) has been implemented in order to streamline the process in which information is collected about the transportation of certain controlled wastes. This information, once stored electronically in a computer database, can be updated, sorted and queried very efficiently and quickly. This will enable statistical reports to be produced that can be used to determine such things as future treatment facility requirements.

The system's primary function is that of tracking waste, however, users may also use the system as a repository for Tracking Forms. Management may find the system useful as a tool to run reports. Reports are often of benefit prior to making business decisions.

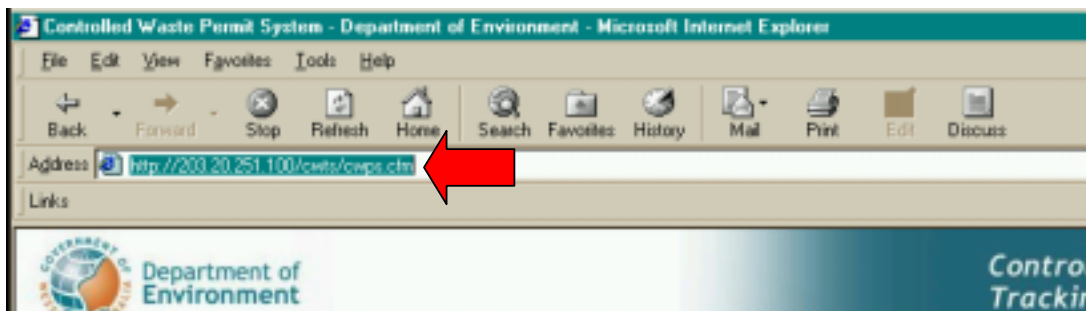
1.1 Requirements

- PC / Mac
- Internet connection
- Web browser (Internet Explorer / Netscape)
- Adobe Acrobat reader – can be downloaded free from
<http://www.adobe.com/products/acrobat/readstep2.html>
- Username
- Password

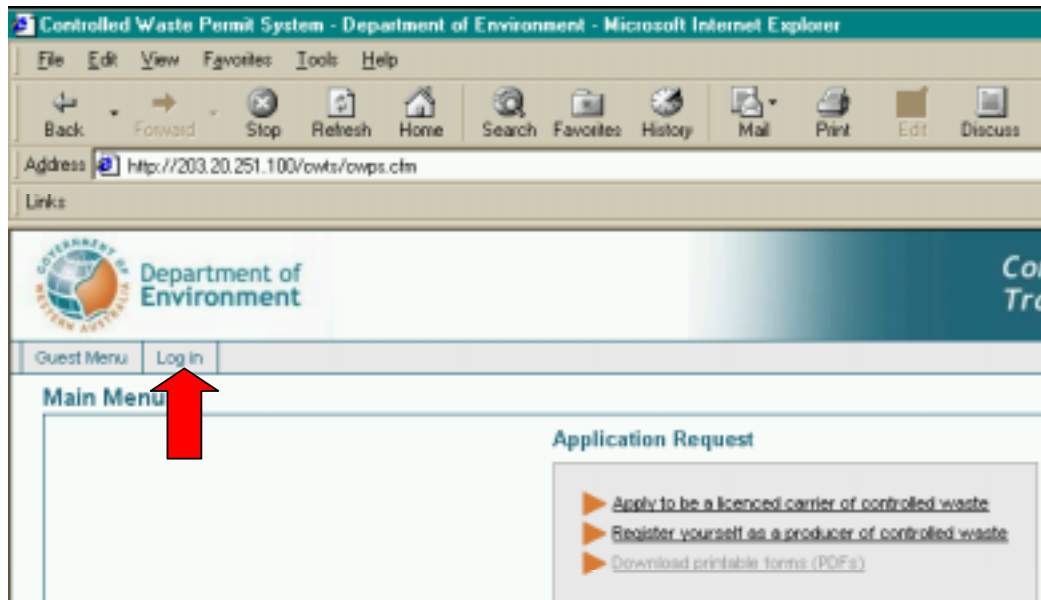
1.2 Logging On

From your Web browser (eg Internet Explorer, Netscape Navigator) enter the following address on the address bar and hit enter; (note you must be connected to the internet).

<http://203.20.251.100/cwts/cwps.cfm>



This will take you to the main page of the Controlled Waste Tracking System, where you will be able to login to the system using your **Username** and **Password** (Supplied by the Department of Environment).



Selecting “Log in” from the Main Page opens the “System Logon” dialogue box.

System Logon

Please enter your Username and password:

Username:

Password:

- Enter “Username”: (Your unique username, issued by the DoE)
- Enter “Password”: (Your unique password, issued by the DoE)
- Select “Login” to access the Controlled Waste Tracking System.

1.3 Access Levels

Depending on your role within your organisation, you will have a predetermined level of access to the system. This means that Managers will be able to perform more tasks than a Driver.

Managers therefore, will have a Main Menu that looks slightly different to a Drivers Main Menu.

Both the **Driver** and **Data Entry** Main Menus will look like this.

Carrier Menu

Carrier Operations	Tracking Form Operations
▶ View Carrier Details	▶ New Tracking Form
Other	▶ List Open Tracking Forms
▶ Change Password	

Enter Tracking Form Id

Open

The **Manager** Main Menu looks like this.

Current User Information

Carrier	User	Role
Carriers of Waste	Glenn Ranford (g)	Carrier Company (Manager)

Carrier Menu

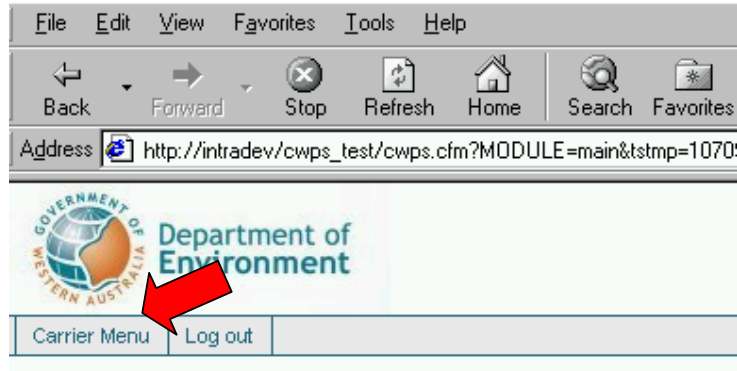
Carrier Operations	Tracking Form Operations
▶ View Carrier Details	▶ New Tracking Form
▶ List Managers	▶ List Open Tracking Forms
▶ List Data Entry People	
▶ List Drivers	
▶ List Vehicles	
▶ Reports	
Other	
▶ Change Password	

Enter Tracking Form Id

Open

2 Carrier Functions

2.1 Carrier Menu



Note: To return to the Main Menu at anytime, click on **Carrier Menu**

Also notice the **Contact Us**, **Feedback** and **Disclaimer** buttons. They are located towards the top left corner of every web page displayed and their use is self-explanatory.



From the Carrier Main Menu page, several options are available to enable you to complete various tasks. The options are self-explanatory.

- Carrier Operations
 - ▶ [View Carrier Details](#)
 - ▶ [List Managers](#)
 - ▶ [List Data Entry People](#)
 - ▶ [List Drivers](#)
 - ▶ [List Vehicles](#)
 - ▶ [Reports](#)
- Other
 - ▶ [Change Password](#)

2.2 View Carrier Details

Example:

Carriers of Waste Information

Carrier Id			
Id	8333		
Carrier Details			
Company Name	The Carrier of Wastes Company	ABN	122222
Trading Name	Carriers of Waste		
Contact Details			
Contact Number	(08)9222-2222	Fax Number	9221-9226
Mobile Number	0413-200-358	E-mail	carriers_waste@orinus.com.au
Physical Address			
Building			
Street	15 Transporter Street		
Town/Suburb	Osborne Park	Postcode	6144
State	WA	Country	AUSTRALIA
Postal Address			
Building			
Street	11 Carrier Road		
Postal Addr.			
Town/Suburb	Perth	Postcode	6000
State	WA	Country	AUSTRALIA

This page displays information the system has in regard to your company. Basically, contact details and addresses.

2.3 List Managers

Example:

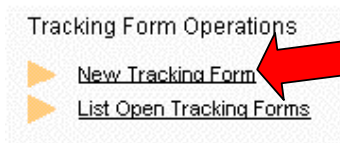
Carrier Company (Manager) List

Name	Active	
BISHOP, UNKNOWN	No	View
DOWNEY, STEPHEN	Yes	View
HUDSON, UNKNOWN	No	View
MILTON, UNKNOWN	Yes	View
Person, Test	Yes	View
ROBERTS, UNKNOWN	Yes	View
Ranford, Glenn	Yes	View

Click on “View” alongside a persons name to look at those people’s details. In addition, you will find a facility that allows you to apply to add a new person to the system (e.g. a Driver / Manager, etc).

2.4 New Tracking Form


Adding a New Tracking Form will incur a fee



When opening a new Tracking Form, clicking on “New Tracking Form” will open the following dialogue box.


New Tracking Form - Enter Details


Carrier	Carriers of Waste
Type	Bulk <input type="radio"/> Bulk Septic <input type="radio"/> Packaged <input type="radio"/>
Paper Permit	No
Vehicle	Select : <input type="text" value="--- Select Vehicle ---"/> or Registration : <input type="text"/>
Driver	Select : <input type="text" value="--- Select Driver ---"/> or Driver Login : <input type="text"/>
Category Group	Select : <input type="text" value="--- Select Category ---"/>

 Adding a new tracking form will incur a fee.

Select the type of waste, vehicle, driver and category group and click “Next>>” to open the “Select Treatment Plant” dialogue box.

New Tracking Form - Select Treatment Plant

Carrier	Carriers of Waste
Type	Bulk
Paper Permit	No
Vehicle	6KJT748 Test Test
Driver	STEPHEN DOWNEY
Category Group	Category Group 1
Treatment Plant	Select : <input type="text" value="--- Select Treatment Plant ---"/> 

 Adding a new tracking form will incur a fee.

Ensure that the entered data is correct (click “<<Back” if not correct). Select a Treatment Plant from the drop down menu and click the “Add Tracking Form” button. The Tracking Form will then be activated for the waste type, vehicle, driver and Treatment Plant specified. The following dialogue box will open;

Tracking Form No. 5000141

Tracking Form Details

Carrier	Carriers of Waste		
Status	Open		
Commenced	23/02/2004	Expired	01/03/2004
Type	Bulk	Paper	No
Category Group	Category 1 - Biological Wastes		
Treatment Plant	Test Treatment Plant		

Tracking Form Events

Date/Time	Action	Description	
	Pickup	Vehicle/Tank 1ABC567 Tanker Driver Bob Builder	Edit

Add Waste Generator By ID

Enter IDs

Add IDs

Organisation Waste Generator Selection

Organisation Search

List All Organisations

Add Tracking Form Action

Vehicle / Driver Change

Transit Site Drop Off

Done

Print

Note: This is the form that will be displayed when you open a New Tracking Form or when you View an existing Tracking Form.

The Tracking Form displays the Tracking Number, details of the form, and a section listing events associated with this form. The lower portion of the form provides for;

- Entering the ID(s) of Waste Generators whose controlled waste will be transported on this Tracking Form;
- Searching for the Waste Generator(s) ID either via the “Search” button or you can list all previously serviced Waste Generators (List All Organisations).

“Add Tracking Form Action” allows for the updating of the form when either;

- The waste is transferred to a different vehicle or the driver is changed;
- The waste is transported to a Transit Site.

The final two buttons, “Done” and “Print” are used to indicate that you have finished inputting data (“Done”), or when you want to print or save a PDF record of the Tracking Form (“Print”).

Waste Generator ID’s are added to the form to indicate where the waste associated with this form originates. If the Waste Generator’s ID is known, it can be entered directly. When a generators ID is not known, the “Search” and “List All Organisations” buttons will allow you to find them quickly provided the generators details have been entered into the Tracking System.

In the case where the Waste Generator is unknown to the system, simply click on “Search”. The following dialogue box will open.

The screenshot shows a dialog box titled "Tracking Form No. 286" with the subtitle "Organisation Search Criteria". It contains three input fields labeled "Name", "ABN", and "Suburb". Below the fields are two buttons: "Search" and "Cancel".

Enter the Generators name in the name field and click search. This will update the dialogue box like this.

The screenshot shows the same dialog box after a search. The "Name" field now contains the text "fred bloggs". Below the search fields, there is a section titled "Organisation Search Results" which is currently empty, displaying the message "No organisation could be found." and an "Add New" button.

Clicking the “Add New” button will open the following form that allows all the data associated with a Waste Generator to be input. Be sure to click the “Save” button when all the data has been entered.

Tracking Form No. 227

Organisation Details

Company Name	<input type="text"/>	**	ABN	<input type="text"/>	*
Trading Name	<input type="text"/>	**			

* - Mandatory information ** - Must include either Company Name or Trading Name

Contact Details

Contact Number	<input type="text"/>	**	Fax Number	<input type="text"/>	
Mobile Number	<input type="text"/>	**			
E-mail	<input type="text"/>				

** - Must include either Contact Number or Mobile Number

Physical Address

Building	Name:	<input type="text"/>	Sub:	<input type="text"/>	Level:	<input type="text"/>
Street	No.:	<input type="text"/>	Lot:	<input type="text"/>	Name:	<input type="text"/>
		**		Type:	<input type="text"/>	
Town/Suburb	<input type="text"/>		Postcode	<input type="text"/>		
State	<input type="text" value="WA"/>		Country	<input type="text" value="Australia"/>		

* - Mandatory information ** - Must include either Street Number or Lot Number

Postal Address

Building	Name:	<input type="text"/>	Sub:	<input type="text"/>	Level:	<input type="text"/>
Street	No.:	<input type="text"/>	Lot:	<input type="text"/>	Name:	<input type="text"/>
		**		Type:	<input type="text"/>	
Postal Addr.	<input type="text"/>					e.g. PO Box 1234
Town/Suburb	<input type="text"/>		Postcode	<input type="text"/>		
State	<input type="text" value="WA"/>		Country	<input type="text" value="Australia"/>		

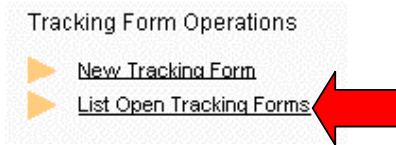
* - Mandatory information ** - If no Postal address then must include either Street Number or Lot Number

Manager Person Details

First Name	<input type="text"/>	*	Surname	<input type="text"/>	*
Salutation	<input type="text"/>		Date of Birth	<input type="text"/>	
Gender	<input type="text"/>		E-mail	<input type="text"/>	
Contact Number	<input type="text"/>	**		Mobile Number	<input type="text"/>
		**			

* - Mandatory information ** - Must include either Contact Number or Mobile Number

2.5 List Open Tracking Forms



Open Tracking Forms

Commenced Date	Expiry Date	Tracking Form	Paper Permit	Bulk	
		246	No	Yes	View
		245	No	Yes	View
		244	No	Yes	View
		242	No	Yes	View
		241	No	Yes	View
		240	No	Yes	View
		239	No	Yes	View
		238	No	Yes	View
		232	No	No	View

Select “View” to access the open Tracking Form.

3 Tracking Form Events

3.1 Vehicle / Driver Change

The Vehicle / Driver Change button will allow the changing of a Vehicle or Driver for a Tracking Form. The Vehicle change must be used when a Truck-to-Truck Transfer is performed.

Add Vehicle and Driver Transfer

Date/Time	<input type="text"/> * Format : dd/mm/yyyy hh:mm
Vehicle/Tank	Select : <input type="text" value="--- Select Vehicle/Tank ---"/>
	or Registration : <input type="text"/>
Driver	Select : <input type="text" value="--- Select Driver ---"/>
	or Driver Login : <input type="text"/>

3.2 Transit Site Dropoff

Select “Transit Site Drop Off” to enter the details of controlled waste transported to a Transit Site.

Add Transit Site Drop Off

Date/Time	<input type="text"/> * Format : dd/mm/yyyy hh:mm
Transit Site	<input type="text" value="--- Select Transit Site ---"/>

4 Closing a Tracking Form

A Tracking Form can only be closed:

- After the Treatment Plant has accepted the waste;
- After the Treatment Plant has actioned the Tracking Form to indicate the quantity of waste accepted;
- By the Carrier that opened the Tracking Form.

To close a Tracking Form, the Carrier logs in to the system and selects “List Open Tracking Forms” and clicks on “View” for the Tracking Form to be closed. Notice that the screen that is displayed is a familiar one with a notable exception.

Tracking Form Details

Carrier	ERS		
Status	Open		
Commenced	12/01/2004	Expired	12/02/2004
Type	Packaged	Paper	No
Category Group	Category 1		

Tracking Form Events

Date/Time	Action	Description	
	Pickup	Vehicle/Tank 9BK306 FORD VEHICLE Driver Jim Wansborough	Edit
12/01/2004 12:11	Disposal	Transit Site ERS - Kalgoorlie	

Add Waste Generator By ID

Enter IDs Add IDs


Organisation Waste Generator Selection

Organisation Search List All Organisations

Add Tracking Form Action

Vehicle / Driver Change Transit Site Drop Off **Close Form**

Done Print



The “Close Form” button will only be available after the Treatment Plant has actioned the Tracking Form to indicate that the waste has been accepted.

Clicking on “Close Form” will cause the following form to be displayed where confirmation is required that this action is to be taken. Carrier Managers, Data Entry persons and Drivers can close Tracking Forms.


Tracking Form No. 341

Carrier Information

Carrier	ERS		
Status	Open		
Type	Packaged	Paper Permit	No

Tracking Form Events

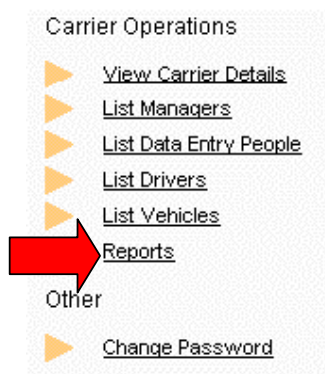
Date/Time	Action	Description
12/01/2004 09:51	Pickup	Vehicle 9BK306 FORD VEHICLE Driver Jim Wansborough
12/01/2004 12:11	Disposal	Transit Site ERS - Kalgoorlie



5 Carrier Reports

A report is a mechanism that queries the database and produces an output that can be viewed and printed. Many reports allow you to be selective in the information the report will generate. For example, you may only be interested in seeing which Tracking Forms you opened in a specific date range (e.g. “show me only the Tracking Forms opened between December 1st 2003 and December 31st 2003”).

A variety of reports can be run that provide various statistical information. The Carrier reports menu is accessed by clicking on:



A list of reports will be displayed, which includes:

- Carrier Details – information about the Carrier company;
- Treatment Plants Used – information about the Treatment Plants the Carrier has used;
- Tracking Forms Report – information about the Tracking Forms generated by the Carrier;
- Waste Transported Report – information about the categories and quantities of controlled waste transported by the Carrier;
- Controlled Waste Licenses Report – information about the Carriers Controlled Waste Carrier Licence;
- Inspection Report – information about Inspections performed by DoE Inspectors;
- Conditions Report – information about a Carriers Conditions of Licence.

5.1 Example Report

There are seven different reports that can be run. Most reports can be tailored to only display certain information. For example, you may be interested only in finding out how many Tracking Forms you used between 1st November 2003 and 11th Nov 2003. In this example you would enter the following information into the Tracking Forms Report menu:

When you view the report output in Acrobat Reader, you can select **Print** to print the report or **send** it via E-Mail if you need to distribute copies of the report to others. All the other reports are structured in a similar manner and this consistency makes running a report a simple straightforward process.

In the case where you may want to export the contents of a report to another application, for example you want to take the output of the report and enter it into a spreadsheet or accounting package. In this case, you can select either CSV (Comma Separated Variable) or XLS (Microsoft Excel Spreadsheet) as the output format.

When you are finished with your PDF output, you can click on the Close button at the top right corner of the report Window or alternatively you may select File and Close to return to the Reports Main Menu.



6 Treatment Plant Functions

6.1 Treatment Plant Menu

Waste Treatment or Disposal Sites are responsible for ensuring that details of the waste that is accepted at their facilities are entered into the Tracking System. Logging in to the Tracking System as a Treatment Plant Manager will present the following Treatment Plant Menu.

The screenshot displays the 'Current User Information' section at the top, which contains a table with three columns: Treatment Plant, User, and Role. Below this is the 'Treatment Plant Menu' section, which is divided into two columns of options. The left column is titled 'Treatment Plant Operations' and includes options for viewing details, listing managers, listing data entry people, and reports. The right column is titled 'Tracking Form Operations' and includes options for handling waste disposal and listing open disposals. There is also an 'Other' section with a 'Change Password' option.

Treatment Plant	User	Role
Chris's Treatment Plant	Ken Smith ()	Treatment Plant (Manager)

Treatment Plant Menu

Treatment Plant Operations	Tracking Form Operations
▶ View Treatment Plant Details	▶ Handle Waste Disposal
▶ List Managers	▶ List Open Disposals
▶ List Data Entry People	
▶ Reports	
Other	
▶ Change Password	

The five options on the left side of this form are the same or very similar to those described earlier for Carriers at the Carrier main menu. The main actions that Treatment Plant personnel will undertake using this system are accepting waste and listing open disposals.

6.2 Handle Waste Disposal

To notify the Tracking System that you are accepting waste, you will need to click on Handle Waste Disposal this will display the following form:

New Waste Disposal

Select Waste Tracking Forms

No tracking forms have been added.

Add Tracking Form IDs Add

Enter Waste Received Information

1	Method	<input type="text"/>	*
	Waste Category(s)	Single : --- Select Category ---	or
		Multiple : <input type="text"/>	(eg. 1.1,1.2,1.4)
	Volume	<input type="text"/>	<input type="text"/> *
Notes	<input type="text"/>		

No. of Pkgs


Add Disposal Cancel

When controlled waste arrives at a Treatment Plant, the driver of the vehicle will provide Treatment Plant staff with a Tracking Form Number (possibly more than one). The Tracking Form Number(s) supplied by the vehicle's driver are entered at the top of the form and the "Add Disposal" button is clicked.

New Waste Disposal

Select Waste Tracking Forms

No tracking forms have been added.

Add Tracking Form IDs Add 

Enter Waste Received Information

1	Method	<input type="text"/>	*
	Waste Category(s)	Single : --- Select Category ---	or
		Multiple : <input type="text"/>	(eg. 1.1,1.2,1.4)
	Volume	<input type="text"/>	<input type="text"/> *
Notes	<input type="text"/>		

No. of Pkgs

Add Disposal Cancel

This will update the details of the waste being accepted. There are five such data input areas because some loads can be made up of different types of waste, which allows each information for each waste type to be entered simultaneously.

Enter the details of the controlled waste consignment(s) in the appropriate boxes.

New Waste Disposal

Select Waste Tracking Forms


<input type="checkbox"/>	245	Carrier	Carriers of Waste
		Type	Bulk
		Categories	1.02
		Vehicle/Tank	No details found

Remove Selected

Add Tracking Form IDs Add

Enter Waste Received Information

1	Method	Chemically Treated *	
	Waste Category(s)	Single :	1.02 Septage wastes *
		Multiple :	<input type="text"/> (eg. 1.1,1.2,1.4)
	Volume	3000	L *
Notes	<input type="text"/>		

 Add Disposal Cancel

Click “Add Disposal” to indicate to the system that the waste has been accepted.

6.3 List Open Disposals

The List Open Disposals option on the Treatment Plant Menu will show basic details of Tracking Forms where the Treatment Plant has accepted the waste but the Carrier has not closed or finalised the Tracking Form. This can be useful as a reminder in circumstances where the Treatment Plant and the Carrier are in fact one and the same company.

Clicking on the “Done” button will return you to the Treatment Plant Menu.

7 Treatment Plant Reports

The Treatment Plant reports menu is accessed by clicking on:



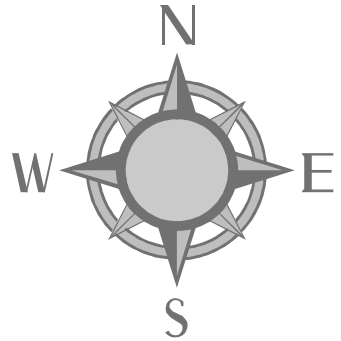
A list of reports will be displayed, which includes:

- Treatment Plant Details – information about the Treatment Plant;
- Carriers Report – information about the Carriers who have unloaded controlled waste at the Treatment Plant;
- Tracking Forms Received Report – information about the Tracking Forms received by the Treatment Plant;
- Waste Processed Report – information about the categories and quantities of controlled waste accepted by the Treatment Plant;

Treatment Plant Reports can be generated in the same way as the Carrier Reports (see Section 5).

8 Site Map.

Grey Background functions are only available to Managers.



8.1 Carriers

Carrier Menu

View Carrier Details

List Managers

Apply for new Manager

Display Contact Details

List Data Entry People

Apply for new Data Entry

Display Contact Details

List Drivers

Apply for new Driver

Display Contact Details

List Vehicles

Register new Vehicle in CWTS

Display Vehicle Details

Reports

Change Password

New Tracking Form

List Open Tracking Forms

View/Edit Tracking Form

8.2 Treatment Plants

Treatment Plant Menu

View Treatment Plant Details

List Managers

Apply for new Manager

Display Contact Details

List Data Entry People

Apply for new Data Entry

Display Contact Details

Reports

Handle Waste Disposal

List Open Disposals

Edit Disposal

Change Password