



# **WasteLocate User Guides Waste Tyres Consignors/Tyre Outlets**

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

**Published by:**

NSW Environment Protection Authority (EPA)  
59–61 Goulburn Street, Sydney  
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Sydney South NSW 1232

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ISBN 978-1-76039-447-9  
EPA 2016/0478

August 2016

# Waste Tyres Consignors/Tyre Outlets

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## General User Guide

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## 1. Introduction

NSW environment protection legislation<sup>1</sup> 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 200 kilograms or more than 20 waste tyres, whichever weighs less.

WasteLocate<sup>2</sup> 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<sup>3</sup>.

## 2. Self-Registration

If you arrange for the transport of waste tyres, such as through the sale of tyres or consolidation of 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. 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 'Tyre Consignor' as the account type (see Figure 1).

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

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

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<sup>1</sup> Protection of the Environment Operations (Waste) Regulation 2014  
<http://www.epa.nsw.gov.au/wasteregulation/wastechanges.htm>

<sup>2</sup> <https://WasteLocate.epa.nsw.gov.au> – also see <https://www.youtube.com/channel/UCS5jrgAEsHicGzkbJBwKKPQ>

<sup>3</sup> QR2id Plates are not compulsory for tyre outlets, but are required if the outlet wishes to take advantage of location based functionality



**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. Choose a password that has a number and both lowercase and uppercase letters in it, 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. This address will be added automatically as a Location from which waste tyres may be collected.

You will be able to add more Locations after you have created the account and verified your email 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.

As 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.**

When you have completed all the details, tap/click the **Next** button and an email will be sent to the address you entered at Step 1 (see Figure 3).

The image shows a screenshot of the 'WasteLocate Register Account' form, specifically Step 2/3. The form is titled 'WasteLocate Register Account' and 'STEP 2/3'. It contains several input fields and sections: 'TRADING NAME / AGENCY NAME' with the value 'Amtac Tyre Services Pty Ltd'; 'PRIMARY ADDRESS' with 'Unit 78' and '123 Sample Street'; 'CITY / TOWN' with 'Sampleville' and 'POSTCODE' with '2000'; 'STATE' with a dropdown menu showing 'NSW'; 'IS THIS ALSO THE POSTAL ADDRESS?' with radio buttons for 'YES' and 'NO', where 'NO' is selected; 'PRIMARY EMAIL ADDRESS' with 'office@amtac.net'; 'PRIMARY PHONE NUMBER' with '1800 420 360'; 'AUSTRALIAN BUSINESS NUMBER (ABN)' with '34116198031' and a green 'Valid' status; 'DO YOU HAVE A WORKCOVER ASBESTOS REMOVAL LICENCE?' with radio buttons for 'YES' and 'NO', where 'NO' is selected; and 'What type of waste do you deal with?' with radio buttons for 'TYRES' (selected) and 'ASBESTOS'. At the bottom right, there are 'Back' and 'Next' buttons.

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 by tapping/clicking on the **Send Again** button.

Following the link in the email will log you in automatically. From there, 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](https://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 Tyre Consignor **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 7).

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
<b>Tyre Consignor Administrator</b>	<ul style="list-style-type: none"> <li>• Update own details/Change password</li> <li>• Create new Consignment</li> <li>• Search Consignments</li> <li>• Edit Consignments (Status Dependant)</li> <li>• Collect Consignments (Own)</li> <li>• Deliver Consignments (Own)</li> <li>• Update Company/Organisation Details</li> <li>• Add / Edit Operators</li> </ul>
<b>Tyre Consignor Operator</b>	<ul style="list-style-type: none"> <li>• Create new Consignment</li> <li>• Search Consignments</li> <li>• Edit Consignments (Status Dependant)</li> <li>• Collect Consignments (Own)</li> <li>• Deliver Consignments (Own)</li> </ul>

Table 1 - Operator Roles



**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).

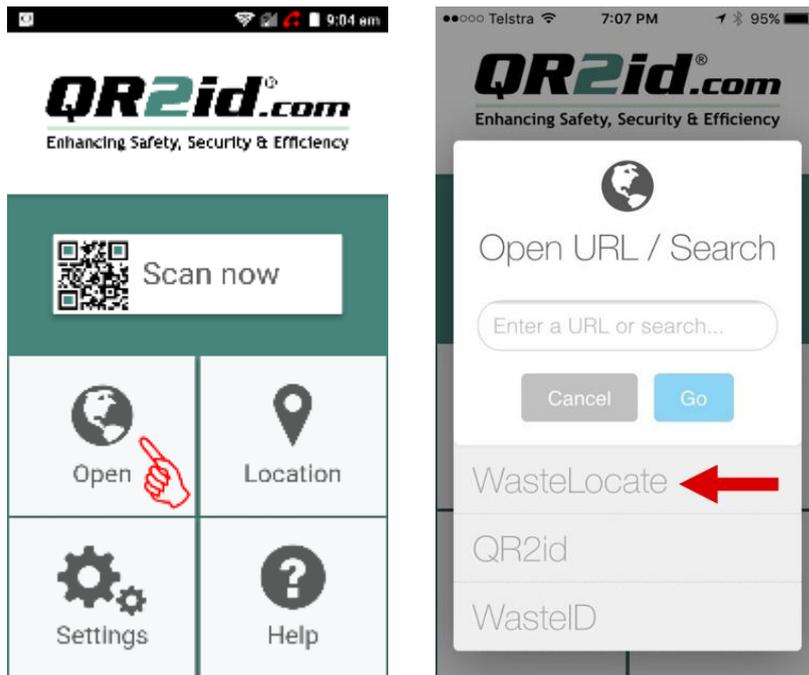


Figure 4 – Opening WasteLocate via the QR2id App on a smartphone

If you are using a smartphone, the menu is hidden by default.

Tap on the Menu symbol (three parallel lines) to reveal the menu options (see Figure 5).

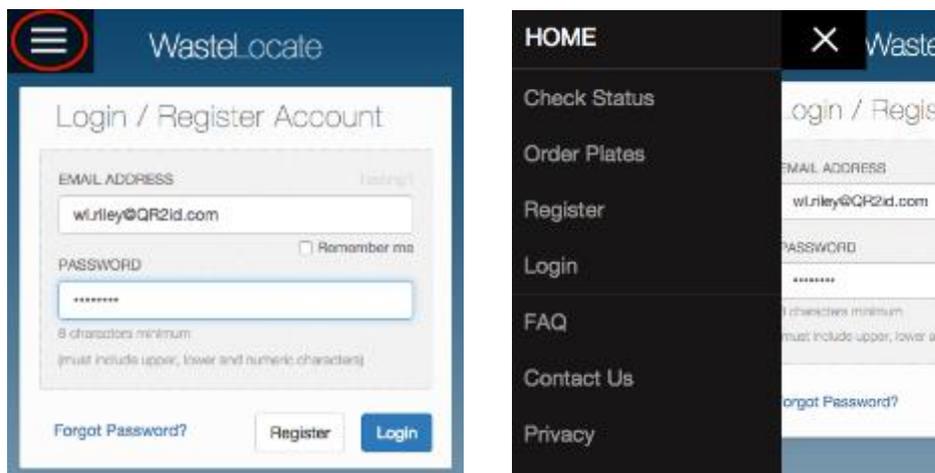


Figure 5 – Accessing the **Login** menu option on a smartphone

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 – Reset Password: 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 click the link in the email.



Figure 8 – Reset Password: Resend reset email

### 4.3 Update details and change password

When 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.

Tyre Consignors are not required to enter a drivers licence number or vehicle registration details. Information is stored in WasteLocate in a highly encrypted format to prevent unauthorised access.

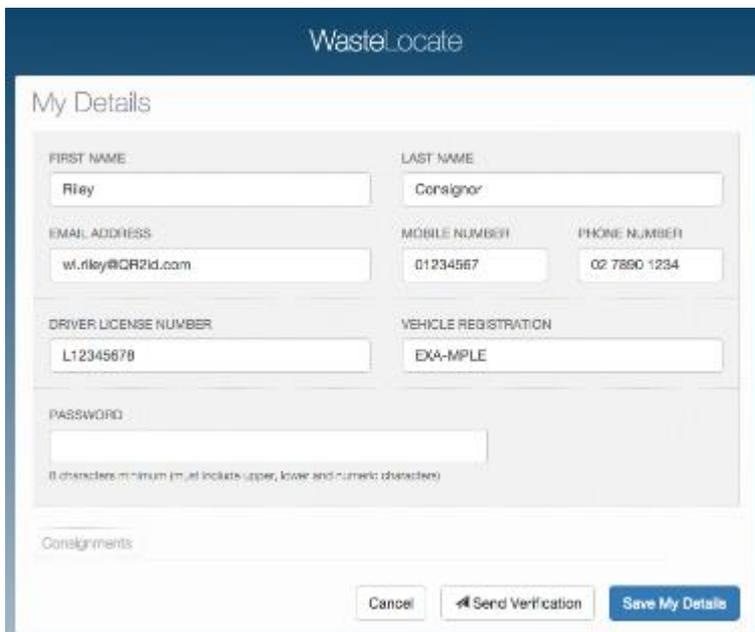


Figure 9 – My Details: Update information/change password

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

## 4.4 Update company/organisation details

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



**Note:**

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, select that option to stop having to re-enter the same details.

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

Figure 10 – Company Details: Update information



**Note:**

If you transport your own waste tyres, you can also make your company available to transport the waste tyres of other tyre consignors.

## 5. Locations and tyre outlets

### 5.1 Adding a location (for the same Company ABN)

If you have more than one location at which you generate or from which you consign waste tyres, you will need to add those locations to your account.

It is important that the locations you add are locations which are operated by your company/organisations under the same ABN.



**Note:**

Add only those locations which are operated under your company's ABN.

You need to be logged in with administration privileges on the account to be able to add locations.

If you have the applicable permissions (as an Administrator), you will have **Locations** menu option available, and you should select it to display a list of your current locations and to access the **New Location** button.

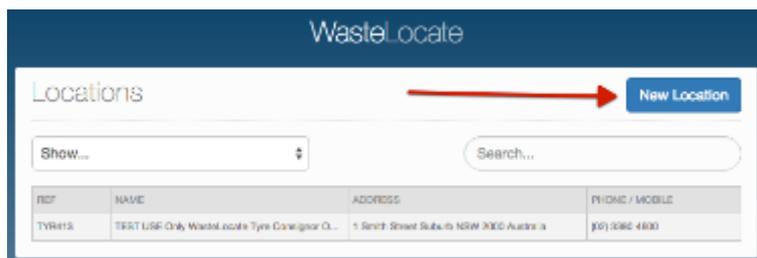


Figure 11 – Locations listing / **New Location** button.

From this page you may edit details for existing locations by tapping/clicking on the applicable row in the table, or add a new location by tapping/clicking on the **New Location** button in the upper right hand corner of the screen.

Figure 12 – Adding a new Location/Tyre Outlet.

When you have entered all the relevant information, tap/click on the **Submit** button.



**Note:**

If you have omitted some required information, this will be highlighted with a 'Comment' Bubble.

## 5.2 Limiting Operators/User to a location

If you have multiple locations, you can limit any User(s) to seeing/creating Consignments for nominated locations.

Choose the **Users** menu option to display the Users associated with your company.

Tap/click on the User you wish to restrict to one or more locations. This will open the Edit user screen (see also Section 7).

Where you have multiple locations, they will be shown with adjacent checkboxes.

If no checkboxes are ticked, the User will be able to see and interact with consignments from all locations.

To limit a User to one or more Locations tick the checkboxes adjacent to those Locations

## 6. QR2id Plates

QR2id Plates are **not** compulsory for tyre outlets/waste tyre consignors, but are required if you wish to take advantage of location based functionality, such as recurring consignments.

Recurring consignments allow the automated creation of new consignments based on a selected frequency (weekly, fortnightly, monthly).

Emails are automatically sent to the selected transporter, as well as the consignor, and the nominated quantity of waste tyres can be changed at any time.

### 6.1 Ordering QR2id Plates

Before ordering QR2id Plates, ensure that you logged in and have added all of your locations. This will allow you to easily nominate the locations at which the plates will be installed.

If you have the applicable permissions, you will have the **Order Plates** menu option available, and you should select it.

In the first step in the process you will nominate a contact person and invoice address. This information will be populated from your account details.

## WasteLocate Tyre Waste Consignor User Guides

WasteLocate

Order QR2id Plates STEP 1/3

If you require delivery or collection plates for your locations you can request them using this form.

**Contact Details**

FIRST NAME: Riley  
LAST NAME: Consignor  
EMAIL ADDRESS: w.riley@QR2id.com  
MOBILE NUMBER: (0400) 425 979  
PHONE NUMBER: eg. 02 1122 8911

**Invoice Address**

TRADING NAME / AGENCY NAME: WasteLocate Tyre Consignor  
ADDRESS: WasteLocate Tyre Consignor Pty Ltd  
1 Smith Street  
CITY / TOWN: Suburb  
POSTCODE: 2000  
STATE: NSW  
AUSTRALIAN BUSINESS NUMBER (ABN): 22065804275

Purchase Order Reference / Your Reference

Figure 13 – Order QR2id Plates: Step 1

When you have entered all the relevant information, including a Purchase Order or internal reference, tap/click on the **Next** button.

If the delivery address is to be the same as the invoice address, tick the checkbox towards the top of the page (see Figure 14).

Figure 14 – Order QR2id Plates: Step 2

If the delivery details are correct, tap/click on the **Next** button to go to Step 3.

PLATE TYPE	QTY	POLE BRACKETS
Plate only @ \$45.00 + GST	1	0 (\$60.00 each)

Totals	
Subtotal:	\$45.00
Packaging & Delivery:	\$15.00
GST:	\$6.00
<b>Total:</b>	<b>\$66.00</b>

Figure 15 – Order QR2id Plates: Step 3

Tick the boxes applicable to the locations at which you would like to have QR2id Plates, and the applicable costs will update automatically.

The two 'Plate Types' available are 'Plate Only' and 'Plate with base'.

The 'Plate with base' option includes a heavy duty mounting base, which may assist with providing protection against vandalism.

It also includes a set of Torx security screws (and driver bit) to affix the plate to the base.

The base also incorporates more flexible mounting options, where it may not be easy to locate fixing points to align with the holes in the standard plate (see Figure 16 – 'Plate with base').



Figure 16 – QR2id 'Plate only' and 'Plate with base'

Users also have the option of purchasing a 'Pole Bracket' to enable the 'Plate with base' to be attached to a standard 60 millimetres diameter sign post.

Payment is required with your order. When you are ready, tap/click on the **Make Payment** button to go to the PayPal site to complete the transaction, either by using a PayPal account, or with a credit card (see Figure 17).

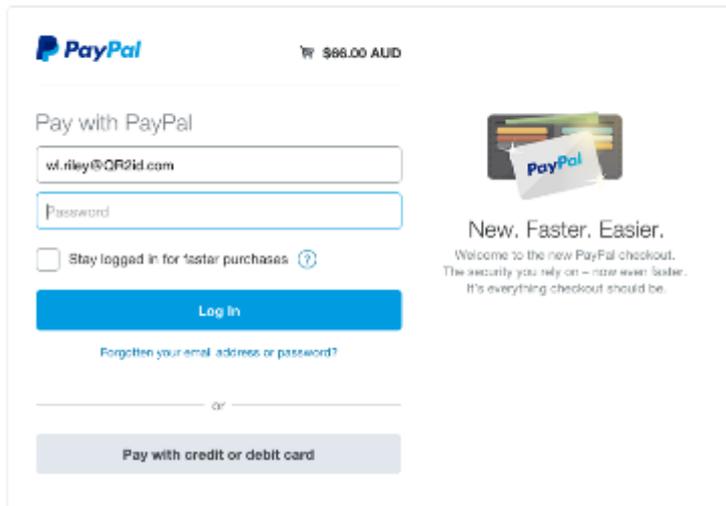


Figure 17 – PayPal payment options



**Note:**

QR2id Plates are **not** compulsory for Tyre Consignors. Consignments may be created manually by entering the details into WasteLocate before each collection, and the relevant information will be sent to the nominated Transporter by email.

## 7. Managing Operators/Users

If you have the right permissions, 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 members of staff.

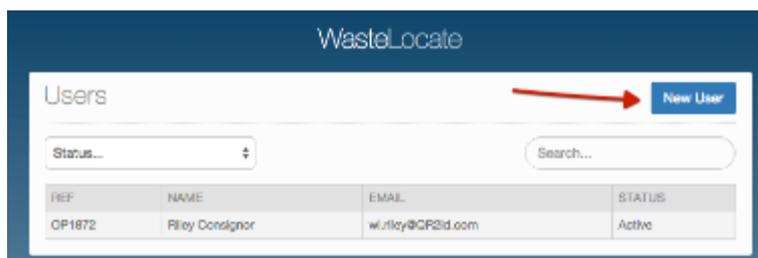


Figure 18 – Manage Users/Operators: Users page

To add a new Operator on your account, tap/click on the **New User** button at the top right of the screen (see Figure 18).

WasteLocate

Edit User

FIRST NAME: [Text Field] LAST NAME: [Text Field]

EMAIL ADDRESS: [Text Field] MOBILE NUMBER: [Text Field] PHONE NUMBER: [Text Field]

DRIVER LICENSE NUMBER: [Text Field] VEHICLE REGISTRATION: [Text Field]

PASSWORD: [Text Field] 8 characters minimum (must include upper, lower and numeric characters)

ADMINISTRATOR?  YES  NO

Consignments

Cancel Send Verification Save User

Figure 19 – 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, tap/click on the Operator's name, then make the changes required (see Figure 20).

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 (see Section 4.2).

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

Figure 20 – Manage Users/Operators: Edit existing User



**Note:**

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

## 8. Consignments

### 8.1 New consignment

A new consignment is required whenever you have a load of waste tyres to be transported from one of your locations, where the load is greater than 200 kilograms or more than 20 waste tyres, whichever weighs less. .

Tap/click on the **Consignments** menu option, then tap/click on the **New Consignment** button to the upper right of the screen.

Commence Step 1 of the New Consignment by entering details of the load to be collected.

You can add as many types of waste tyres as is applicable, by tapping/clicking on the **+** symbol at the end of the row (see Figure 21).

TYRE TYPE	QUANTITY	WEIGHT (KG)	
Passenger	100	800	-
Light Truck	20	320	+

Figure 21 – New consignment: Enter quantities of applicable waste tyre types

To choose the Tyre Type, simply tap/click on the field to be presented with a list from which you can select (see Figure 22).

As you enter the quantity of waste tyres, the approximate weight will be entered for you automatically, based on an industry standard scale.

Figure 22 – New consignment: Select tyre types

If you select a Bin, Cage or Weighbridge as the waste tyre type, you will need to enter an estimate of the number of waste tyres and the nett weight of the load (see Figure 23).

Figure 23 – New consignment: Bulk waste tyre type option (e.g. Cage)

Depending on the number of Locations you have associated with your account and your Operator privileges, the Pick-Up location may be automatically selected.

If it is not, tap/click in the ‘Search for Location’ field and search for the applicable location.

You can nominate the location for the consignment collection by tapping/clicking on the applicable one in the list that is displayed

Figure 24 – New Consignment: Select pick-up Location



**Note:**

Do not use the **Change** button unless you want to nominate an address other than your normal pick-up location.

If you have a QR2id Plate, you will have the option to make the new consignment recurring (see Figure 25). This means a new consignment will be generated automatically, based on the quantities nominated, and at the 'Repeat Schedule' selected. For example, if you choose a 'Fortnightly' Repeat Schedule, WasteLocate will initiate a new consignment for you as the date approaches for the next collection.

This consignment advice will be emailed to your nominated Transporter and your Primary email address.

Figure 25 – New Consignment: Repeat Schedule

The Consignor fields of the New Consignment form will be populated from your Operator record (see Figure 26).

Change the details to match the consignment and include any Purchase Order or reference number that may apply.

Figure 26 – New Consignment: Consignor details

The next panel on the New Consignment form is the 'Transporter'. This is the company you wish to use to transport your waste tyres.

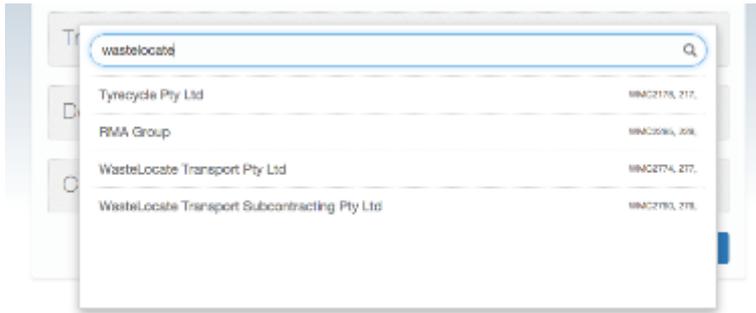


Figure 27 – New Consignment: Select Transporter

Apart from the Collection Date, the last information required to initiate the consignment is the 'Destination Facility'.

If you don't know this, you will need to ask your Transporter, as NSW environment protection legislation requires you to nominate the facility to which your waste tyres will be taken.

Once you are happy with the details, tap/click on the **Next** button to create the consignment (see Figure 28).

On the following page you will see a summary of the information, and if you are happy to proceed, tap/click on the **Confirm New Consignment** button, or otherwise tap/click on the applicable **Change** button to update the relevant information.



**Note:**

You can always update details of a consignment, right up until the time it is collected by the transporter.

Upon confirming the consignment, a Success message will be displayed, along with a twelve character Consignment ID (see Figure 29).

Tap/click on the **Print PDF** button if you want to download a PDF copy of the consignment for printing/filing, or tap/click on the **OK** button.

WasteLocate

New Consignment
Step 1/2

---

**Waste**

WASTE TYPE ILLEGAL DUMPING INCIDENT  
 Tyres  YES  NO

TYRE TYPE	QUANTITY	WEIGHT (KG)	
Passenger	100	800	-
Light Truck	20	320	+

---

**Pick Up Location** Search for location

**TEST USE Only WasteLocate Tyre Consignor Outlet** Change

1 Smith Street Suburb 2000  
 EPA Licence:  
 Phone: (02) 3380 4800  
 Contact:

---

**Repeat Schedule** Weekly

---

**Consignor: Robert Tester**

EMAIL	MOBILE NUMBER	PHONE NUMBER
<input type="text" value="bobby@QR2id.com"/>	<input type="text" value="012345678"/>	<input type="text" value="eg. 02 1234 5678"/>

YOUR REFERENCE / DOCKET NUMBER

---

**Transporter** wastelocate

**WasteLocate Transport Pty Ltd** Change

2 Smith Street Suburb NSW 2000 Australia  
 EPA Licence: n/a  
 Phone: (02) 3380 4800  
 Contact: Andy

---

**Destination Facility** wasteloca

**TEST USE Only WasteLocate Waste Facility** Change

6 Smith Street Suburb NSW 2000 Australia  
 EPA Licence: EPA123456  
 Phone: (02) 3380 4800  
 Mobile: (02) 3380 4800

---

**Collection Date** 21st Sep 2015

Cancel Next

Figure 28 – New Consignment: Completed form

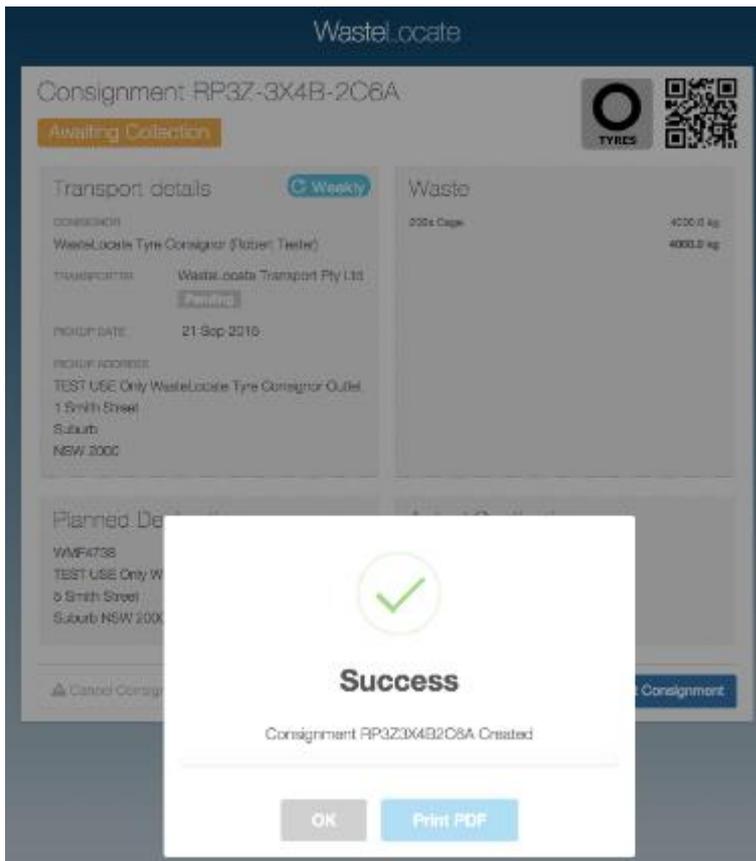


Figure 29 – New Consignment: Success – Consignment ID created

## 8.2 Transporting your own waste tyres

### 8.2.1 Set yourself as the Transporter

If you transport your own waste tyres, search for, and select your own company name when selecting the Transporter.

If you wish to offer transport services to other Tyre Consignors, you can elect to do so by setting the applicable value to 'Yes' via the accessing the **My Company** menu option (see Figure 30).



Figure 30 – Offer transport services

## 8.2.2 Collecting the consignment

You need to be logged in and use a GPS enabled smart phone or tablet when collecting the consignment, and when delivering the consignment to the authorised waste facility.

If you have a QR2id Plate, you can scan the QR2id Code to access the awaiting consignment, or select the consignment by tapping/clicking on the record shown in the 'Consignments' list accessible via the **Consignments** menu option (see also Section 8.3).

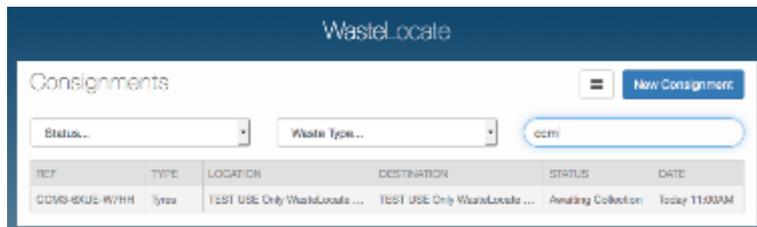


Figure 31 – Tap/Click on the consignment from the list

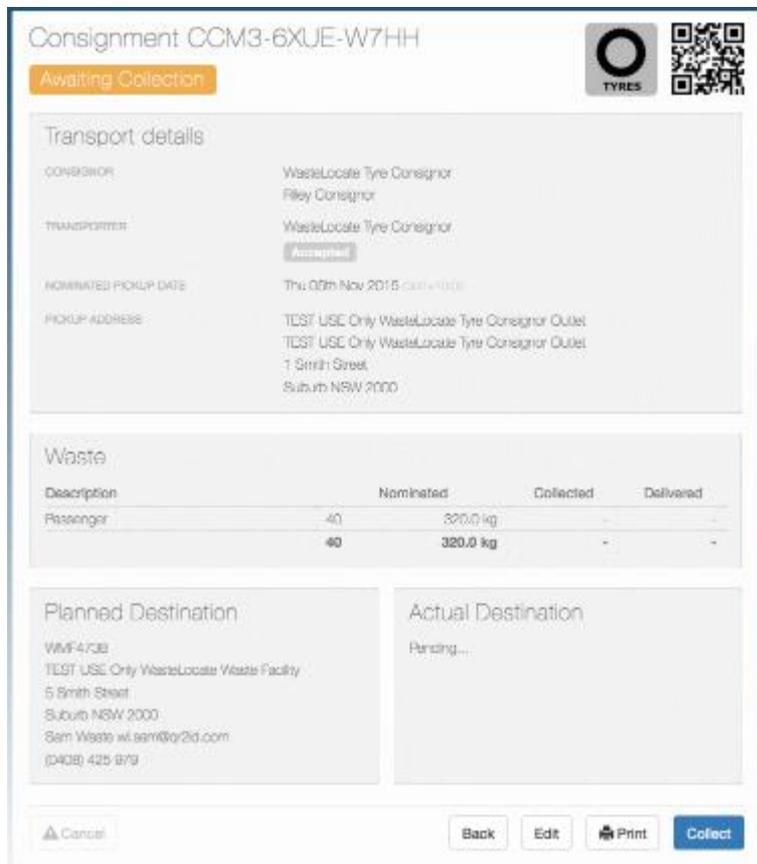


Figure 32 – Collect button visible if you are transporting your own waste

If you have nominated your own company as the transporter, you will see the **Collect** button at the bottom of the consignment information (see Figure 32).

On a GPS enabled device, scan your green QR2id Plate (or enter the Serial Number at QR2id.com, as per the instructions on the plate), or locate the consignment in your list and tap/click on the **Collect** button.

The consignment will be selected for collection (see Figure 33).



**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>

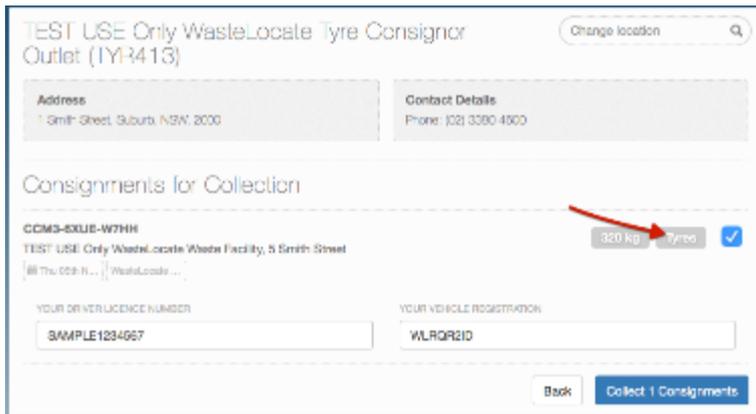


Figure 33 – Consignment ready to collect – tap/click “Tyres” to review / amend quantities

You can accept the consignment as is, or tap/click on the **Tyres** button to review/change the quantities of waste tyres being collected for transport (see Figure 34) and use the **Update Consignment** button to save your changes.

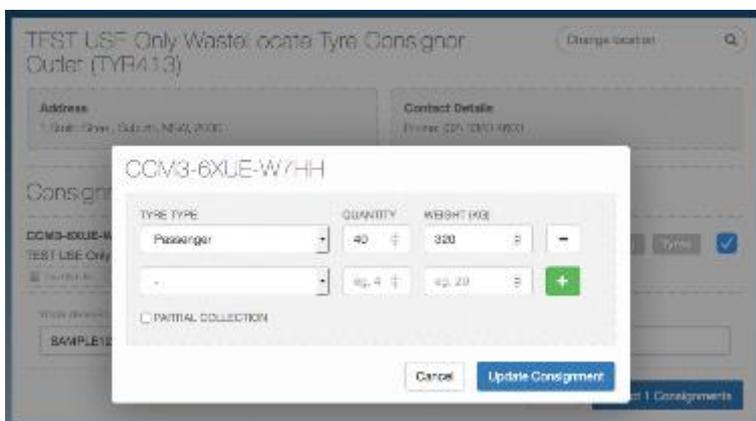


Figure 34 – Amend quantities as applicable

When you tap/click on the **Update Consignment** button, you will briefly see a ‘Success’ message (see Figure 35), or an error that will describe the issue to be addressed.

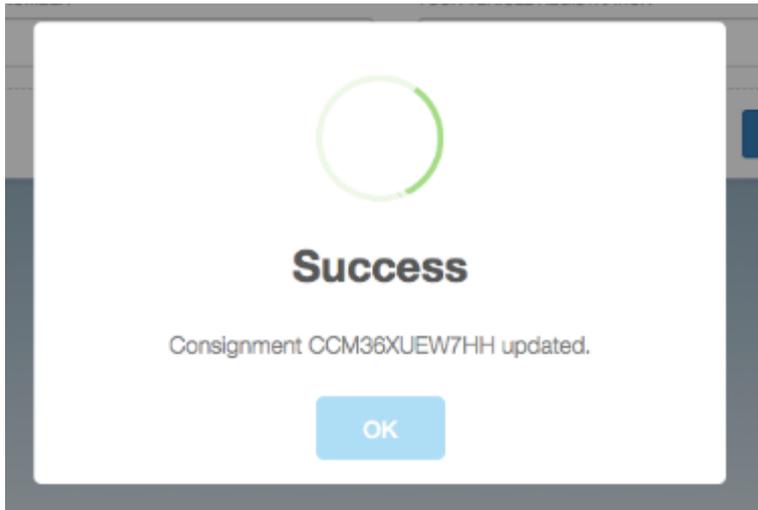


Figure 35 – Consignment quantities updated “Success”



**Note:**

The ‘Success’ message after updating the consignment **does not** indicate that the consignment has been collected.

Ensure that the checkboxes next to the consignments to be collected are ticked, and the **Collect x Consignments** button will display the right number.

e.g. **Collect 2 Consignments** .

If the Operator collecting the consignment does not have a Drivers Licence Number recorded against their User record, a field will be displayed into which that can be entered (see Figure 36).

If the licence details have been previously recorded, there is a field to verify the registration of the transporting vehicle (see Figure 37).

A screenshot of a web application form for collecting consignments. The form is titled "TEST USE Only WasteLocate Tyre Consignor Outlet (TY1413)" and includes a "Change location" button. It is divided into sections for "Address" (1 Smith Street, Suburb, NSW, 2000) and "Contact Details" (Phone: 021 3300 4500). Below this is a section for "Consignments for Collection" with a table entry for "CCM3-6XJUE-W7HH" (TEST USE Only WasteLocate Waste Facility, 5 Smith Street) showing "320 kg Tyre" and a checked checkbox. At the bottom, there are two input fields: "YOUR DRIVER LICENCE NUMBER" (containing "SAMPLE1234567" and highlighted with a red box) and "YOUR VEHICLE REGISTRATION" (containing "WLRQR2ID"). A "Back" button and a "Collect 1 Consignments" button are at the bottom right.

Figure 36 – Ensure Drivers Licence is entered

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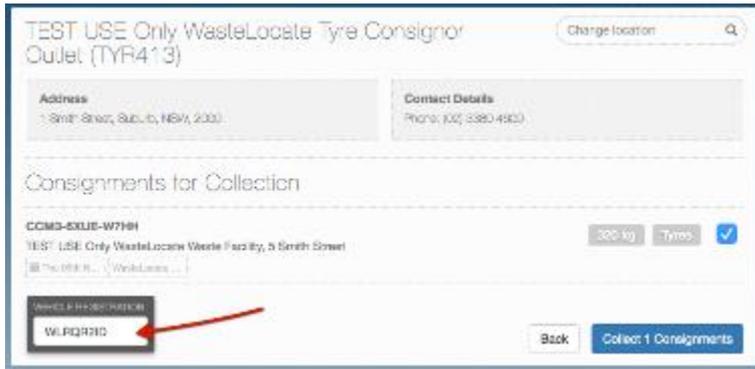


Figure 37 – Check vehicle registration details

When you are ready, tap/click on the **Collect x Consignments** button.

The vehicle registration number is an important piece of information and you will be asked to confirm that the registration number is correct.

If it is, tap/click on the **Yes** button (see Figure 38).

If it is not correct, tap/click on the **No** button and update the vehicle registration details before again tapping/clicking on the **Collect x Consignments** button.



**Note:** 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.

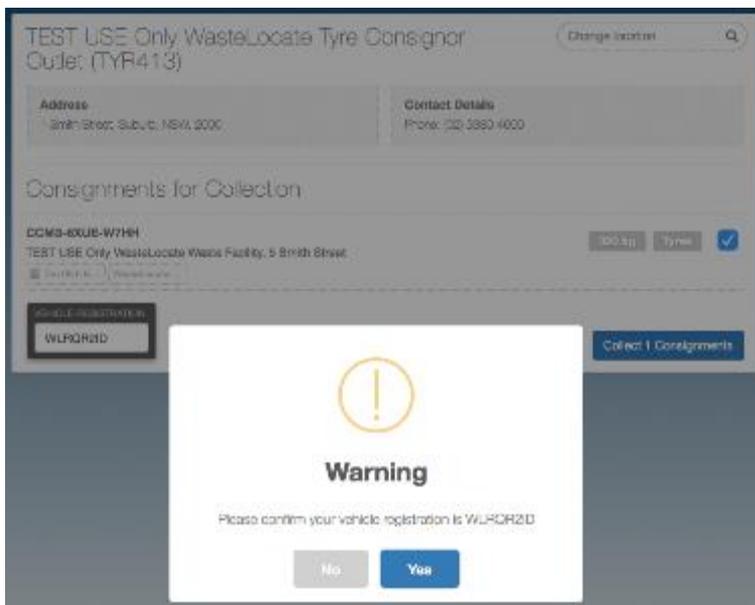


Figure 38 – Confirm vehicle registration number

After confirming your vehicle registration, you will get one last chance to go back to adjust the numbers (see Figure 39).

If the details are correct, tap the **Yes, collect consignments** button.

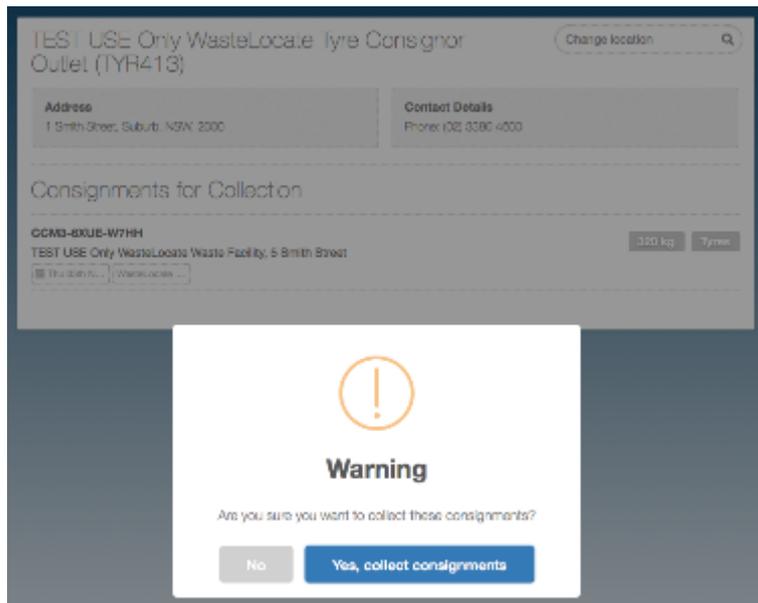


Figure 39 – Collect consignments: Confirm collection

### 8.2.3 Delivering the consignment

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 40 and Figure 41). This may be particularly relevant for consignments in bins or cages.

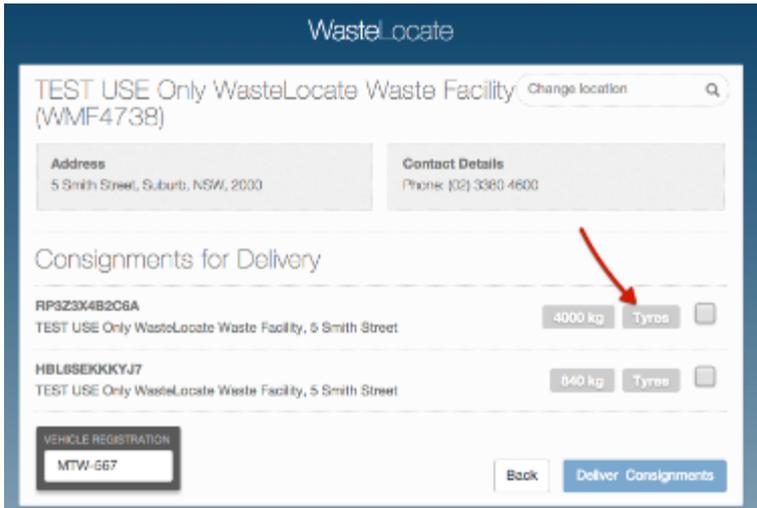


Figure 40 – Delivering consignment: Edit waste tyre types and quantities

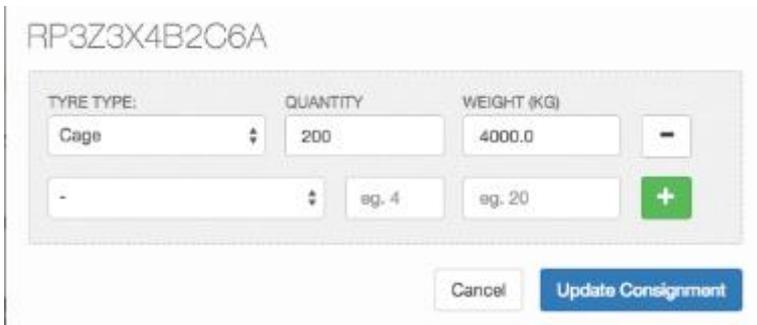


Figure 41 – Delivering consignment: Edit waste tyre types and quantities

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:**

Your GPS location is required at the time of 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>

### 8.3 Current and past consignments

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

Recurring consignments are highlighted with a blue circular symbol (see Figure 42).

Filters above the list of consignments can be used to limit those that are displayed (see Figure 43), or the 'Search' field can be used to locate specific consignments based on the Consignment ID or name of the consignor (e.g. Bob).

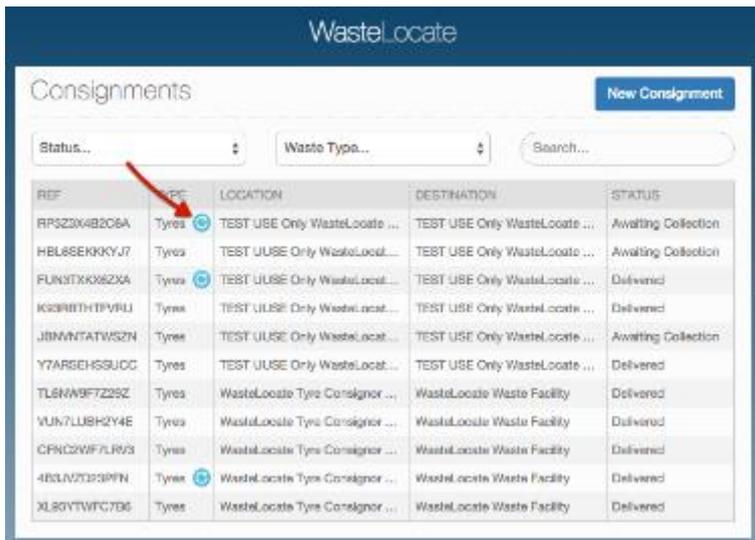


Figure 42 – Consignments list: Recurring consignments shown with blue circular symbol

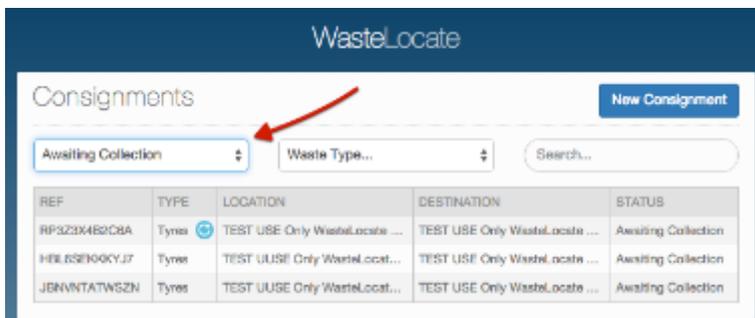


Figure 43 – Consignments list: Apply filter

If you need to update, cancel 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 this 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 collected, tap/click on the **Edit** button to change any details, such as quantities of waste tyres awaiting collection.

If the consignment needs to be cancelled altogether before collection, tap/click on the **Cancel** button.

**Note:**



The Cancel button is normally grey until tapped or the mouse hovers over the button



Figure 44 – Consignment: Edit, Print or Cancel

## 9. Scanning QR2id Codes

### 9.1 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.

### 9.2 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.

## 9.3 QR2id App

### 9.3.1 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 advantage of using the QR2id App is that you can log directly into WasteLocate using the in-app web-browser (see Figure 45).

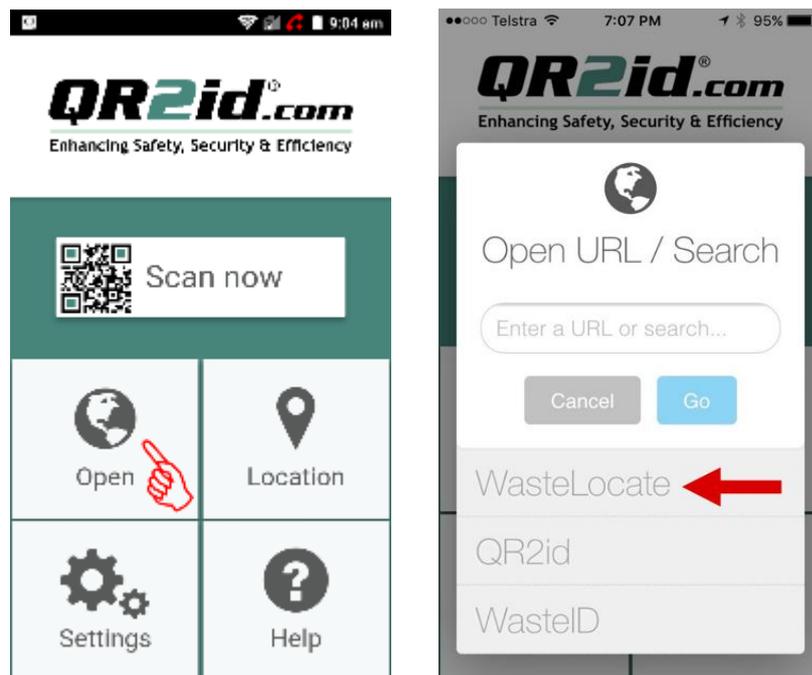


Figure 45 – Opening WasteLocate via the QR2id App on a smartphone

### 9.3.2 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 46).

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 47). To zoom in on the QR2id Code on an iPhone, move the slider (circle) to the right.

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



Figure 46 – Integrated “Scan” button in WasteLocate via the QR2id App

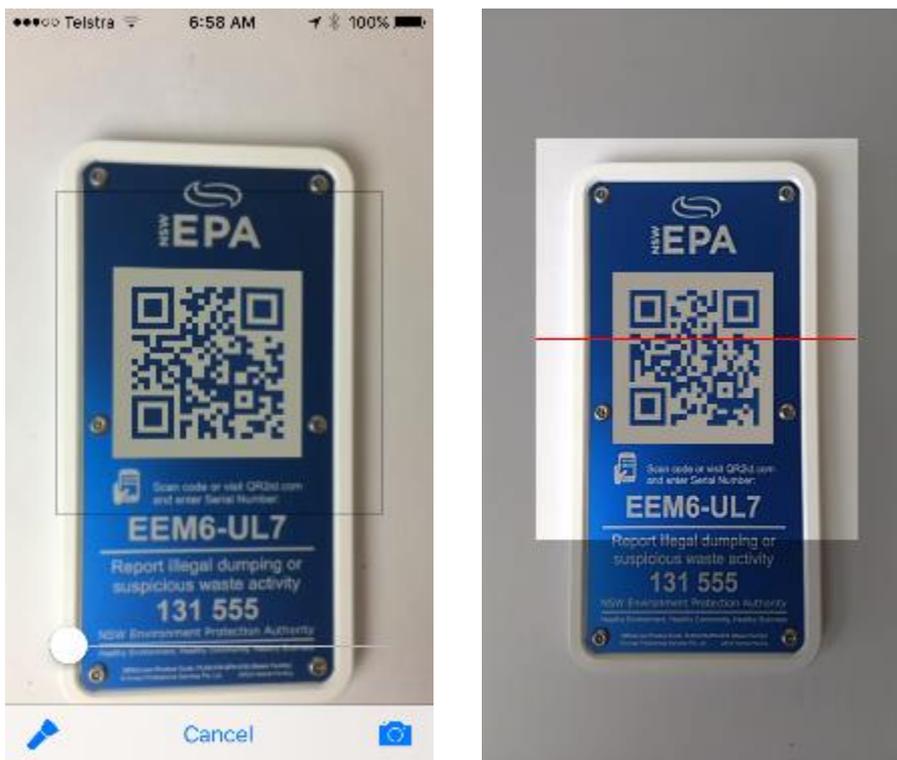


Figure 47 – iPhone and Android Phone scanning in QR2id App