



NSW Waste and Resource Reporting Portal (WARRP) User Guide – For Annual Waste Reports

www.epa.nsw.gov.au

Environment Protection Authority

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1 The Annual Waste Report

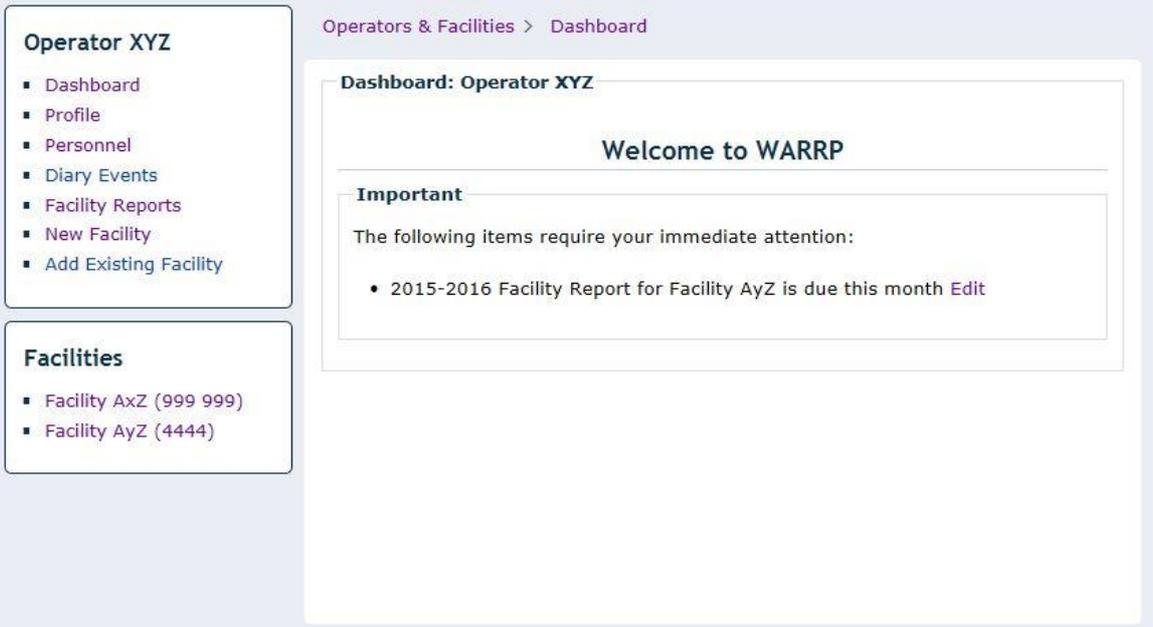
This document provides a step-by-step guide illustrating how to complete and submit the Annual Waste Report (AWR). Please see the Waste and Resource Reporting Portal (WARRP) user guide for assistance in completing the Waste Contribution Monthly Report (WCMR).

1.1 Completing the Annual Waste Report

An Annual Waste Report (AWR) must be completed for each financial year during which a landfill or resource recovery facility is active. The AWR informs the EPA of the number of tonnes of waste that were:

- received on-site during the reporting year and
- transported off-site during the reporting year.

The following steps describe how to navigate the operator dashboard to access the annual waste report for each facility.

Step	Action
1.	<p>Access the WARRP Operator Dashboard screen.</p> 

Step	Action														
2.	<p>From the Dashboard, click the Facility Reports link in the left-hand menu.</p>  <p>Alternatively, click the link to a Facility Report displayed in the Important section of the Dashboard screen to access a report for a facility available for a reporting period.</p>  <p>The Facility Report Search screen is displayed.</p> <p>Facility Report Search: Operator XYZ - W123159</p> <p>Search Criteria</p> <p>Report Versions: <input checked="" type="radio"/> Latest Active <input type="radio"/> All Versions</p> <p>1 result(s) found</p> <table border="1"> <thead> <tr> <th>Period</th> <th>Facility</th> <th>Modified</th> <th>Due Date</th> <th>Status</th> <th>Open to</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>2015-2016</td> <td>Facility AyZ</td> <td></td> <td>29 Aug 2016</td> <td>Report Required (v1)</td> <td>Edit</td> <td></td> </tr> </tbody> </table> <p>Page 1 of 1 1</p>	Period	Facility	Modified	Due Date	Status	Open to	Actions	2015-2016	Facility AyZ		29 Aug 2016	Report Required (v1)	Edit	
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2015-2016	Facility AyZ		29 Aug 2016	Report Required (v1)	Edit										

1.2 AWR Facility Report Search screen description

The AWR Facility Report Search screen displays a list of all active AWRs, i.e. AWRs yet to be certified and those previously certified, for the Operator. The list displays the reporting period, facility, version number and status of the AWRs, and the actions that can be performed against each one.

The AWR Report screen is comprised of the following sections:

1. Search Criteria
2. Results grid
3. Facility Links
4. 'Open to' column
5. 'Actions' column
6. Page numbers.

Facility Report Search: Operator XYZ - W123159

1 Search Criteria

Report Versions: Latest Active All Versions

1 result(s) found

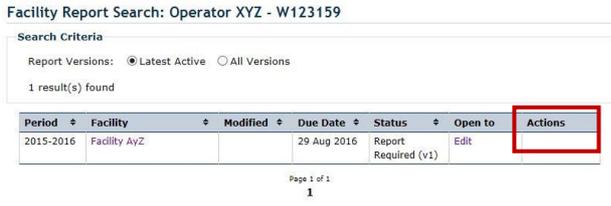
4 **5**

Period	Facility	Modified	Due Date	Status	Open to	Actions
2015-2016	Facility AyZ		29 Aug 2016	Report Required (v1)	Edit	

Page 1 of 1
1 **6**

The table below lists the fields for each of the sections in the AWR List Summary screen.

<p>Search Criteria</p> <p>Select the Active radio button to display a list of all active AWRs.</p> <p>Select the All Versions radio button to display a list of all AWRs, including all versions of amended AWRs.</p>	<p>Facility Report Search: Operator XYZ - W123159</p> <p>Search Criteria</p> <p>Report Versions: <input checked="" type="radio"/> Latest Active <input type="radio"/> All Versions</p> <p>1 result(s) found</p> <table border="1"> <thead> <tr> <th>Period</th> <th>Facility</th> <th>Modified</th> <th>Due Date</th> <th>Status</th> <th>Open to</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>2015-2016</td> <td>Facility AyZ</td> <td></td> <td>29 Aug 2016</td> <td>Report Required (v1)</td> <td>Edit</td> <td></td> </tr> </tbody> </table> <p>Page 1 of 1 1</p>	Period	Facility	Modified	Due Date	Status	Open to	Actions	2015-2016	Facility AyZ		29 Aug 2016	Report Required (v1)	Edit	
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<p>Results grid</p> <p>The grid displays a list of all AWRs that match the search criteria. Each row represents an AWR for a given reporting period for each Facility required to submit one.</p> <p>For each AWR, the following information is displayed:</p> <ul style="list-style-type: none"> • Period • Facility • Due Date • Status (incl. version number) • 'Open to' column • 'Actions' column 	<p>Facility Report Search: Operator XYZ - W123159</p> <p>Search Criteria</p> <p>Report Versions: <input checked="" type="radio"/> Latest Active <input type="radio"/> All Versions</p> <p>1 result(s) found</p> <table border="1"> <thead> <tr> <th>Period</th> <th>Facility</th> <th>Modified</th> <th>Due Date</th> <th>Status</th> <th>Open to</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>2015-2016</td> <td>Facility AyZ</td> <td></td> <td>29 Aug 2016</td> <td>Report Required (v1)</td> <td>Edit</td> <td></td> </tr> </tbody> </table> <p>Page 1 of 1 1</p>	Period	Facility	Modified	Due Date	Status	Open to	Actions	2015-2016	Facility AyZ		29 Aug 2016	Report Required (v1)	Edit	
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<p> Note: When an AWR is amended, a new version will be saved in WARRP. All versions are saved and are accessible.</p>															
<p>Facility Links</p> <p>Select a Facility Link from the Facility column to display the Facility Profile screen for the Facility.</p> <p>Refer to section 5. <i>Accessing and Editing a Facility Profile</i> for details.</p>	<p>Facility Report Search: Operator XYZ - W123159</p> <p>Search Criteria</p> <p>Report Versions: <input checked="" type="radio"/> Latest Active <input type="radio"/> All Versions</p> <p>1 result(s) found</p> <table border="1"> <thead> <tr> <th>Period</th> <th>Facility</th> <th>Modified</th> <th>Due Date</th> <th>Status</th> <th>Open to</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>2015-2016</td> <td>Facility AyZ</td> <td></td> <td>29 Aug 2016</td> <td>Report Required (v1)</td> <td>Edit</td> <td></td> </tr> </tbody> </table> <p>Page 1 of 1 1</p>	Period	Facility	Modified	Due Date	Status	Open to	Actions	2015-2016	Facility AyZ		29 Aug 2016	Report Required (v1)	Edit	
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<p>‘Open to’ Column</p> <p>The ‘Open to’ column displays the available operations that may be performed on the associated AWR.</p> <p>Select from the following links:</p> <ul style="list-style-type: none"> View – for read-only access to a completed, amended or draft AWR. Viewers, Editors and Certifiers can select this action Edit – to either open an AWR to begin populating, or to update a draft AWR. Only Editors and Certifiers can select this action Amend – to update an AWR that has previously been certified. Only Editors and Certifiers can select this action Certify – to open an AWR for editing and/or certification. Only a Certifier can select this action. Selecting one of these links will open the AWR to perform the selected action. 	 <p>Facility Report Search: Operator XYZ - W123159</p> <p>Search Criteria</p> <p>Report Versions: <input checked="" type="radio"/> Latest Active <input type="radio"/> All Versions</p> <p>1 result(s) found</p> <table border="1"> <thead> <tr> <th>Period</th> <th>Facility</th> <th>Modified</th> <th>Due Date</th> <th>Status</th> <th>Open to</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>2015-2016</td> <td>Facility AyZ</td> <td></td> <td>29 Aug 2016</td> <td>Report Required (v1)</td> <td>Edit</td> <td></td> </tr> </tbody> </table> <p>Page 1 of 1 1</p>	Period	Facility	Modified	Due Date	Status	Open to	Actions	2015-2016	Facility AyZ		29 Aug 2016	Report Required (v1)	Edit	
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<p>‘Actions’ Column</p> <p>The Action column displays the available actions available to a particular AWR. These can be performed without opening the AWR.</p> <p>Select from the following links:</p> <ul style="list-style-type: none"> Print – Generates a print-friendly PDF of the associated AWR. Return to editor – For users that are designated Certifiers within WARRP, selecting this action will change a AWR’s status back to ‘Draft’, allowing an Editor to make any corrections before once again submitting the AWR to a Certifier for submission to the EPA. 	 <p>Facility Report Search: Operator XYZ - W123159</p> <p>Search Criteria</p> <p>Report Versions: <input checked="" type="radio"/> Latest Active <input type="radio"/> All Versions</p> <p>1 result(s) found</p> <table border="1"> <thead> <tr> <th>Period</th> <th>Facility</th> <th>Modified</th> <th>Due Date</th> <th>Status</th> <th>Open to</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>2015-2016</td> <td>Facility AyZ</td> <td></td> <td>29 Aug 2016</td> <td>Report Required (v1)</td> <td>Edit</td> <td>Print Return to editor</td> </tr> </tbody> </table> <p>Page 1 of 1 1</p>	Period	Facility	Modified	Due Date	Status	Open to	Actions	2015-2016	Facility AyZ		29 Aug 2016	Report Required (v1)	Edit	Print Return to editor
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<p>Page Number</p> <p>Displays the current page number for the results grid. Each page can display a maximum of 100 AWR records.</p>	 <p>Facility Report Search: Operator XYZ - W123159</p> <p>Search Criteria</p> <p>Report Versions: <input checked="" type="radio"/> Latest Active <input type="radio"/> All Versions</p> <p>1 result(s) found</p> <table border="1"> <thead> <tr> <th>Period</th> <th>Facility</th> <th>Modified</th> <th>Due Date</th> <th>Status</th> <th>Open to</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>2015-2016</td> <td>Facility AyZ</td> <td></td> <td>29 Aug 2016</td> <td>Report Required (v1)</td> <td>Edit</td> <td></td> </tr> </tbody> </table> <p>Page 1 of 1 1</p>	Period	Facility	Modified	Due Date	Status	Open to	Actions	2015-2016	Facility AyZ		29 Aug 2016	Report Required (v1)	Edit	
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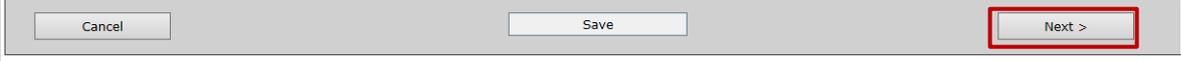
1.3 Completing and submitting an AWR – entering the waste received

The following steps describe the process for entering waste received data against an AWR.

Step	Action
1	Access the AWR Facility Report Search screen. Refer to section 1.2: AWR Facility Report Search screen description for details.

Step	Action																
2	<p>Select the Edit action from the 'Open to' column to access the AWR.</p> <p>Facility Report Search: Operator XYZ - W123159</p> <p>Search Criteria</p> <p>Report Versions: <input checked="" type="radio"/> Latest Active <input type="radio"/> All Versions</p> <p>1 result(s) found</p> <table border="1"> <thead> <tr> <th>Period</th> <th>Facility</th> <th>Modified</th> <th>Due Date</th> <th>Status</th> <th>Open to</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>2015-2016</td> <td>Facility AyZ</td> <td></td> <td>29 Aug 2016</td> <td>Report Required (v1)</td> <td>Edit</td> <td></td> </tr> </tbody> </table> <p>Page 1 of 1 1</p> <p> Note: The Edit action will only display for AWRs with a status of Report Required or Draft, i.e. AWRs yet to be completed, submitted and certified.</p>	Period	Facility	Modified	Due Date	Status	Open to	Actions	2015-2016	Facility AyZ		29 Aug 2016	Report Required (v1)	Edit			
Period	Facility	Modified	Due Date	Status	Open to	Actions											
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3	<p>The Waste Received screen is displayed. This screen is used to enter details of waste received during the reporting period.</p> <p>Annual Waste Report: Facility AyZ 4444 v1</p> <p>Reporting Period: 2015 - 2016 Due: 29 August 2016</p> <p style="text-align: center;">Waste Received > Waste Transported from Site > Summary</p> <p><input type="checkbox"/> No waste has been received, processed or removed from site during this period</p> <p>Waste Received Non-levied area</p> <p>Municipal</p> <table border="1"> <thead> <tr> <th>Waste Type</th> <th>Quantity (tonnes)</th> </tr> </thead> <tbody> <tr> <td><input type="button" value="Add a Waste Type"/></td> <td></td> </tr> </tbody> </table> <p>Commercial and Industrial</p> <table border="1"> <thead> <tr> <th>Waste Type</th> <th>Quantity (tonnes)</th> </tr> </thead> <tbody> <tr> <td><input type="button" value="Add a Waste Type"/></td> <td></td> </tr> </tbody> </table> <p>Construction and Demolition</p> <table border="1"> <thead> <tr> <th>Waste Type</th> <th>Quantity (tonnes)</th> </tr> </thead> <tbody> <tr> <td><input type="button" value="Add a Waste Type"/></td> <td></td> </tr> </tbody> </table> <p>Unknown waste stream</p> <table border="1"> <thead> <tr> <th>Waste Type</th> <th>Quantity (tonnes)</th> </tr> </thead> <tbody> <tr> <td><input type="button" value="Add a Waste Type"/></td> <td></td> </tr> </tbody> </table> <p style="text-align: center;"><input type="button" value="Cancel"/> <input type="button" value="Save"/> <input type="button" value="Next >"/></p>	Waste Type	Quantity (tonnes)	<input type="button" value="Add a Waste Type"/>		Waste Type	Quantity (tonnes)	<input type="button" value="Add a Waste Type"/>		Waste Type	Quantity (tonnes)	<input type="button" value="Add a Waste Type"/>		Waste Type	Quantity (tonnes)	<input type="button" value="Add a Waste Type"/>	
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	<p> Important: The area where the waste was received, defaults to the area where the facility is located.</p>																

Step	Action
4	<p>For a 'Nil Return', select the No waste has been received, processed or removed from site during this period checkbox, if appropriate.</p> <p><input checked="" type="checkbox"/> No waste has been received, processed or removed from site during this period</p> <p>This will display the AWR Summary Screen. Refer to section 1.5 <i>Completing and submitting an AWR – submitting the AWR</i> for the next steps.</p>
5	<p>If waste has been received on site throughout the period this will be reported by waste stream. Select the Waste Type and Quantity (tonnes) field for each waste stream to report the waste type received during the reporting period</p> <p>Waste Type Quantity (tonnes)</p> <p><input type="text"/> <input type="text"/></p> <p>Add another waste type</p> <p>Type the appropriate code in the Waste Type field. Refer to <i>Appendix B – Web resources</i> for a list of waste types.</p> <p>Waste Type</p> <p><input type="text" value="pl"/></p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>PB - Plasterboard</p> <p>PL - Plastic</p> </div> <p> Note: The Waste Type field will display matching selectable options as you type. For example, typing 'pl' will display a list of all options containing those characters. Select from the dropdown list to select a value.</p>
6	<p>Type the quantity of waste received in the Quantity (tonnes) field (to 2 decimal places).</p> <p>Quantity (tonnes)</p> <p><input type="text" value="45.33"/></p> <p> Important: Waste Type must be selected before entering a quantity. The following message is displayed if a quantity is entered prior to selecting a Waste Type.</p> <p>Waste Type</p> <p><input style="background-color: #f8d7da;" type="text"/></p> <p>Please select a waste type</p>

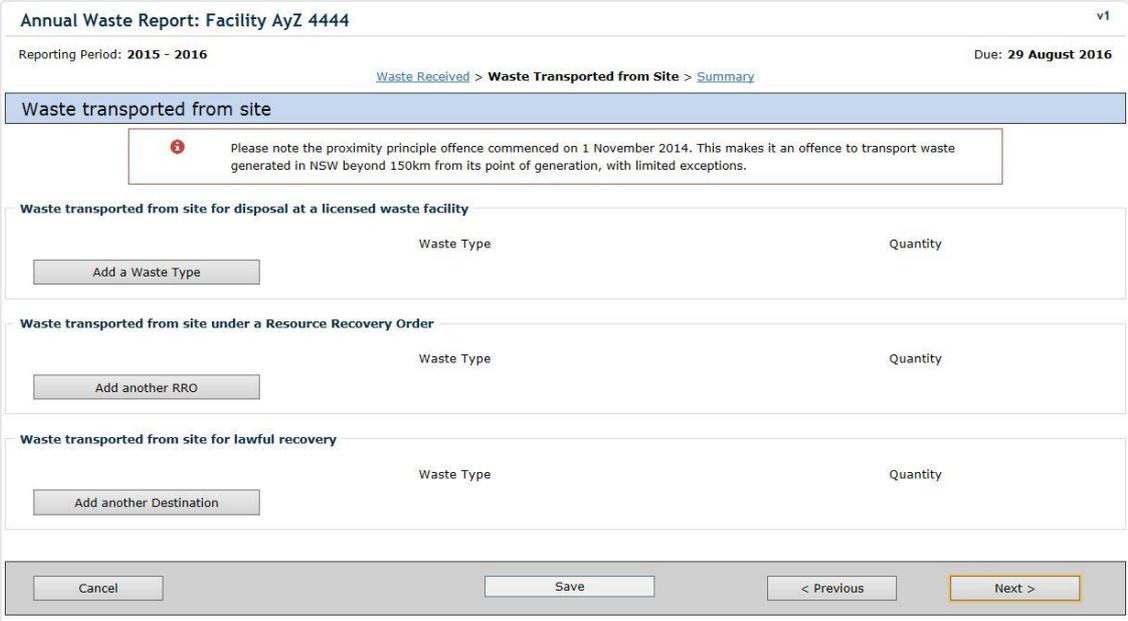
Step	Action														
7	<p>Click the Add another waste type link to add another waste type received from the same waste stream, if appropriate.</p>  <p>Additional fields for Waste Type and Quantity (tonnes) will be displayed. Repeat steps 5 and 6 to enter the waste details.</p> 														
8	<p>Click the Save button to create a draft version of the AWR.</p>  <p>The draft AWR version will be accessible from the Dashboard screen or AWR Facility Report Search screen. The updated status will be displayed as Draft.</p> <table border="1"> <thead> <tr> <th>Period</th> <th>Facility</th> <th>Modified</th> <th>Due Date</th> <th>Status</th> <th>Open to</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>2015-2016</td> <td>Facility 321</td> <td>05 Jul 2016</td> <td>21 Aug 2016</td> <td>Draft (v1)</td> <td>View Edit</td> <td>Print</td> </tr> </tbody> </table>	Period	Facility	Modified	Due Date	Status	Open to	Actions	2015-2016	Facility 321	05 Jul 2016	21 Aug 2016	Draft (v1)	View Edit	Print
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2015-2016	Facility 321	05 Jul 2016	21 Aug 2016	Draft (v1)	View Edit	Print									
9	<p>Click the Next button to submit the AWR for validation.</p>  <p>The following screen will be displayed: Waste transported from site This is to capture waste transported off site by the Facility to a licenced disposal facility, under resource recovery order and/or intrastate (within NSW), interstate (outside NSW) or overseas.</p>														

1.4 Completing and submitting an AWR – entering waste transported from site

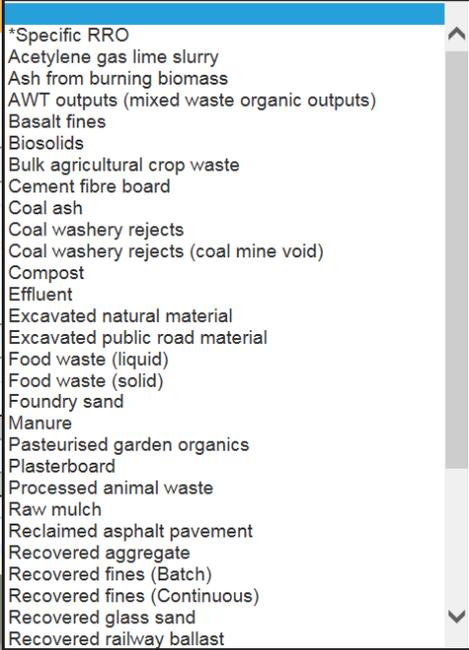
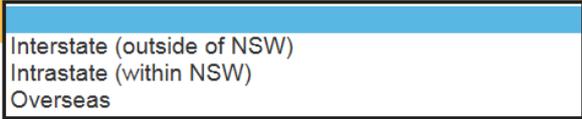
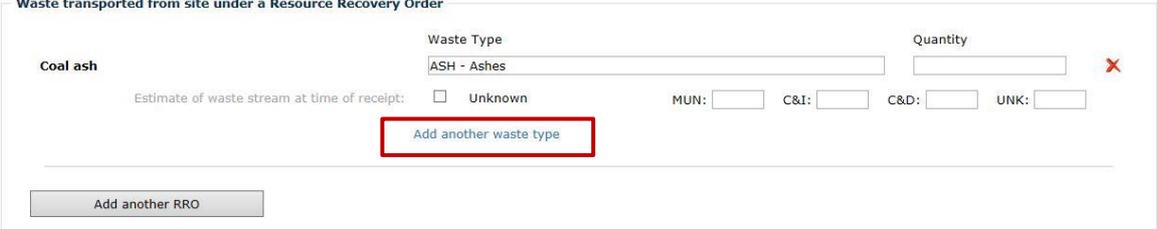
The **Waste transported from site** screen is used to enter waste removed from site. This includes waste transported from site:

- for disposal at a licensed waste facility
- under a Resource Recovery Order (RRO)
- for lawful recovery.

These steps outline the process for entering transported waste against an AWR.

Step	Action												
1	<p>The Waste transported from site screen is displayed.</p>  <p>Annual Waste Report: Facility AyZ 4444 v1</p> <p>Reporting Period: 2015 - 2016 Due: 29 August 2016</p> <p style="text-align: center;">Waste Received > Waste Transported from Site > Summary</p> <p>Waste transported from site</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>ⓘ Please note the proximity principle offence commenced on 1 November 2014. This makes it an offence to transport waste generated in NSW beyond 150km from its point of generation, with limited exceptions.</p> </div> <p>Waste transported from site for disposal at a licensed waste facility</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">Waste Type</th> <th style="width: 20%;">Quantity</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="button" value="Add a Waste Type"/></td> <td></td> </tr> </tbody> </table> <p>Waste transported from site under a Resource Recovery Order</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">Waste Type</th> <th style="width: 20%;">Quantity</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="button" value="Add another RRO"/></td> <td></td> </tr> </tbody> </table> <p>Waste transported from site for lawful recovery</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">Waste Type</th> <th style="width: 20%;">Quantity</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="button" value="Add another Destination"/></td> <td></td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 10px;"> <input type="button" value="Cancel"/> <input type="button" value="Save"/> <input type="button" value=" < Previous"/> <input style="border: 2px solid orange;" type="button" value="Next >"/> </p>	Waste Type	Quantity	<input type="button" value="Add a Waste Type"/>		Waste Type	Quantity	<input type="button" value="Add another RRO"/>		Waste Type	Quantity	<input type="button" value="Add another Destination"/>	
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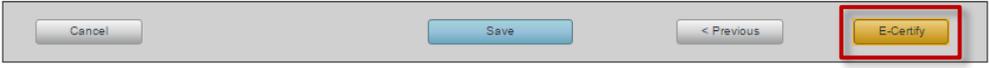
Step	Action
2	<p>For waste transported off site for disposal; Click the Add a Waste Type button.</p> <p>Waste transported from site for disposal at a licensed waste facility</p> <p>Waste transported: Waste Type: <input type="text"/> Quantity: <input type="text"/></p> <p>Select the appropriate Waste Type in the waste type field by typing the name or code for the waste type.</p> <p>Waste Type</p> <p><input type="text" value="pl"/></p> <p>PB - Plasterboard</p> <p>PL - Plastic</p> <p>Type the quantity (tonnes) of waste received in the Quantity field to 2 decimal places. An estimate of the waste stream of the transported waste is required, based on the source of the waste when it was originally received.</p> <p>Waste transported from site for disposal at a licensed waste facility</p> <p>Waste transported: Waste Type: MIX - Mixed waste Quantity: 10.00</p> <p>Estimate of waste stream at time of receipt: <input type="checkbox"/> Unknown MUN: <input type="text"/> C&I: <input type="text"/> C&D: <input type="text"/></p> <p>Add another waste type</p> <p>Type the applicable percentages against each waste stream. These must add to 100% otherwise an error will occur.</p> <p>MUN: <input type="text" value="40.35"/> C&I: <input type="text" value="50.00"/> C&D: <input type="text"/></p> <p style="color: red;">Percentage breakdown must total 100%</p> <p>Select the Unknown checkbox if the percentage composition is not known. Select the Add another waste type link to add an additional waste type transported from site</p> <p>Waste transported from site for disposal at a licensed waste facility</p> <p>Waste transported: Waste Type: MIX - Mixed waste Quantity: 10.00</p> <p>Estimate of waste stream at time of receipt: <input type="checkbox"/> Unknown MUN: <input type="text"/> C&I: <input type="text"/> C&D: <input type="text"/></p> <p>Add another waste type</p> <p>Additional fields for Waste Type and Quantity, and the estimated waste stream percentage compositions will be displayed for the new waste type.</p>

Step	Action
3	<p>For waste transported off site under a Resource Recovery Order; Click the Add another RRO. The Resource Recovery Order (RRO) dropdown field is displayed</p> <p>RRO</p>  <p>Select the appropriate Resource Recovery Order from the RRO dropdown list. This represents the RRO under which the waste was transported from site during the reporting period. Complete the Waste Type, Quantity and Waste Stream as above.</p>
4	<p>For waste transported from site for lawful recovery Click the Add another destination.</p> <p>Destination</p>  <p>Select the appropriate location from the Destination dropdown list. This represents the Destination where the waste was transported to during the reporting period. Complete the Waste Type, Quantity and Waste Stream as above.</p>
5	<p>Select the Add another waste type link to add an additional waste type transported from site</p>  <p>Additional fields for Waste Type and Quantity, and the estimated waste stream percentage compositions will be displayed for the waste type.</p>
6	<p>Click the Next button to display the AWR Summary details screen and submit the AWR. Refer to section <i>1.5 Completing and submitting an AWR – submitting the AWR</i> for next steps.</p>

1.5 Completing and submitting an AWR – submitting the AWR

The following steps describe how to submit the AWR via the **Summary details** screen.

Step	Action														
1	<p>The AWR Summary screen displays summary information regarding the Facility's net position</p> <div data-bbox="312 394 1490 1671" style="border: 1px solid #ccc; padding: 10px;"> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <p>Annual Waste Report: XYZ Facility 654135 v1</p> <p>Reporting Period: 2015 - 2016 Due: 29 August 2016</p> <p style="text-align: center;">Waste Received > Waste Transported from Site > Summary</p> </div> <div style="border-bottom: 1px solid #ccc; padding: 5px 0 5px 20px;"> <p>Summary details</p> </div> <div style="padding: 5px 0 5px 20px;"> <p>Details</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"></td> <td style="text-align: right; font-weight: normal;">Tonnes</td> </tr> <tr> <td>Waste Received</td> <td style="text-align: right;">1,000.00</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid #ccc;"></td> </tr> <tr> <td>Waste transported from site</td> <td style="text-align: right;">less 900.00</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid #ccc;"></td> </tr> <tr> <td>Net position for reporting period</td> <td style="text-align: right;">100.00</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid #ccc;"></td> </tr> </table> </div> <div style="padding: 5px 0 5px 20px;"> <p>Closure Information</p> <p>Reason: <input style="width: 90%;" type="text" value=""/></p> <p>Date: <input style="width: 20%;" type="text" value=""/></p> <p>Details: <input style="width: 90%; height: 20px;" type="text"/></p> </div> <div style="padding: 5px 0 5px 20px;"> <p>Comments</p> <p style="text-align: center; font-size: small;">Version 1 - Draft - 22 Jul 2016 16:03</p> <hr style="border: 0; border-top: 1px solid #ccc; margin: 10px 0;"/> <p>Message: <input style="width: 80%;" type="text"/> Add Comment</p> </div> <div style="padding: 5px 0 5px 20px;"> <p>Certification statement</p> <p>I "Authorised User" certify that the information contained in the report in respect of waste facility XYZ Facility located at xyz street, XYZ, 6546 for the reporting period June 2016 is true and correct.</p> <p>I further certify that the occupier of the waste facility has kept the necessary records to substantiate the information provided in this report in accordance with the Protection of the Environment Operations (Waste) Regulation 2014.</p> <p>Please select the option that applies to you:</p> <p><input style="width: 90%;" type="text" value=""/></p> <p style="font-size: x-small;">Click the E-Certify button to complete e-certification. You will receive a return email confirming that the report has been successfully submitted to the EPA. Please email waste.levydata@epa.nsw.gov.au if you do not receive this confirmation.</p> </div> <div style="border-top: 1px solid #ccc; padding-top: 5px; text-align: center;"> <p> <input style="margin-right: 100px;" type="button" value="Cancel"/> <input style="margin-right: 100px;" type="button" value="Save"/> <input style="margin-right: 100px;" type="button" value=" < Previous"/> <input style="border: 1px solid #ccc;" type="button" value="E-Certify"/> </p> </div> </div>		Tonnes	Waste Received	1,000.00			Waste transported from site	less 900.00			Net position for reporting period	100.00		
	Tonnes														
Waste Received	1,000.00														
Waste transported from site	less 900.00														
Net position for reporting period	100.00														

Step	Action
2	<p>Certifier Users</p> <p>Confirm the data on the AWR Summary screen and review the Certification statement.</p> <p>Certification statement</p> <p>I "Authorised User" certify that the information contained in the report in respect of waste facility Gundaroo Garbage Depot located at Dairy Creek Road, Gundaroo, 2620 for the reporting period June 2016 is true and correct.</p> <p>I further certify that the occupier of the waste facility has kept the necessary records to substantiate the information provided in this report in accordance with the Protection of the Environment Operations (Waste) Regulation 2014.</p> <p>Please select the option that applies to you:</p> <p><input type="radio"/> I am the occupier <input type="radio"/> I am the Chief Executive Officer of the corporation that is the occupier <input type="radio"/> I am the General Manager of the Council that is the occupier <input type="radio"/> I am a person delegated to sign on the occupier's behalf and approved by the EPA in writing to sign this report</p> <p>Select the appropriate declaration from the Please select the option that applies to you: dropdown list.</p>
3	<p>Click the E-Certify button to certify the AWR.</p> <p></p> <p>The following events will occur: The AWR status updates to Certified. Confirmation of the AWR submission is emailed to the Certifier and any other Certifiers linked to the Operator.</p>
4	<p>Editor Users</p> <p>Users with an Editor role cannot certify a report and will need to send the report to a certifier in order to finalise the report.</p> <p>Click the Send for Certification button to submit the AWR for certification.</p> <p></p> <p>The following events will occur: AWR status is updated to Awaiting Certification. A reminder that an AWR is awaiting their certification is emailed to all Certifier users linked to the Operator.</p>

1.6 Amending the AWR

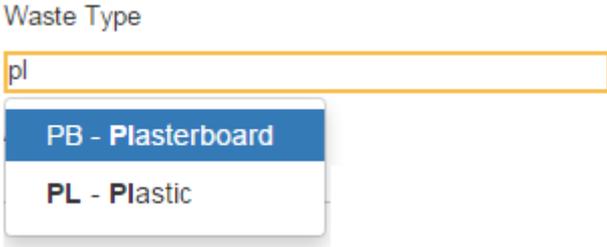
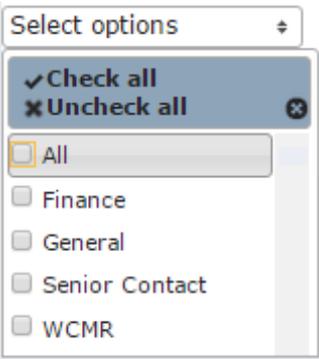
The following steps describe the process for amending a certified AWR.

Step	Action														
1	<p>Access the AWR Report screen.</p> <p>Facility Report Search: Facility 321 - L883838</p> <p>Search Criteria</p> <p>Report Versions: <input checked="" type="radio"/> Active <input type="radio"/> All</p> <p>1 result(s) found</p> <table border="1"> <thead> <tr> <th>Period</th> <th>Facility</th> <th>Modified</th> <th>Due Date</th> <th>Status</th> <th>Open to</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>2015-2016</td> <td>Facility 321</td> <td>05 Jul 2016</td> <td>21 Aug 2016</td> <td>Certified (v1)</td> <td>View Amend</td> <td>Print</td> </tr> </tbody> </table> <p>Page 1 of 1 1</p> <p>Select the Amend link from the Actions column for the AWR to be amended.</p>	Period	Facility	Modified	Due Date	Status	Open to	Actions	2015-2016	Facility 321	05 Jul 2016	21 Aug 2016	Certified (v1)	View Amend	Print
Period	Facility	Modified	Due Date	Status	Open to	Actions									
2015-2016	Facility 321	05 Jul 2016	21 Aug 2016	Certified (v1)	View Amend	Print									

Step	Action
	<div data-bbox="309 241 400 331" style="float: left; margin-right: 10px;">  </div> <p>Note: AWRs can be accessed directly from the Dashboard screen. Click the Edit link to access the selected AWR for amendment.</p> <div data-bbox="456 353 1414 495" style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>Amendments</p> <p>The following items require your attention:</p> <ul style="list-style-type: none"> • Sep 2015 WCMR for Awaba Waste Disposal Facility View Edit </div>
2	<p>The AWR is displayed.</p> <p>Refer to the following sections for details on entering data into the relevant pages for the AWR:</p> <p><i>1.3. Completing and submitting an AWR – entering the waste received</i></p> <p><i>1.4. Completing and submitting an AWR – entering waste transported from site</i></p> <p><i>1.5. Completing and submitting an AWR – submitting the AWR</i></p>
3	<p>Once completed, the AWR can be resubmitted for certification.</p> <div data-bbox="309 745 1385 958" style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>Amendment Reason</p> <div data-bbox="440 779 1257 842" style="border: 1px solid #f00; padding: 5px; margin-bottom: 10px;"> <p> Please provide details as to why you required an amendment for this reporting period. EPA will review the information provided when assessing this change.</p> </div> <p>Reason: <input type="text"/></p> <p>Details: <input type="text"/></p> </div> <p>Select the appropriate reason for the amendment from the Reason dropdown list in the Amendment Reason section of the AWR Summary screen.</p> <p>Type additional information to support the amendment in the Details free text field.</p>
4	<p>Editor Users</p> <p>If valid data has been entered on the AWR Summary screen, the following events will occur: The AWR status updates to Awaiting Certification A reminder email is sent to the Certifier, and any other Certifiers linked to the Operator, informing them there is an amendment awaiting their review/certification.</p> <p>Certifier Users</p> <p>If valid data has been entered on the AWR Summary screen, the following events will occur: The AWR status updates to Certified – EPA Review. Confirmation of the AWR submission is emailed to the Certifier, and any other Certifiers linked to the Operator. The EPA is informed that there is an AWR amendment requiring approval.</p>
5	<p>The AWR List Summary screen is displayed once the AWR is submitted. The status of the AWR is updated to reflect the amendment.</p>
6	<p>The EPA will review the amendment and either approve or decline the amendment. The following events occur if the amendment is approved:</p> <ul style="list-style-type: none"> • The AWR status is updated to Certified. • The following events occur if the amendment is declined: • The AWR status is updated to Declined. • A new version of the AWR is created. However, the approved version remains the latest version with a status of Certified.

Appendix A – Glossary of terms

The following table provides definitions for a number of terms used in this User Guide that relate to the WARRP website.

Term	Definition
AWR	Annual Waste Report
Authorised user	An individual who is able to login and access the WARRP on behalf of an Operator. An authorised user has one of the following roles: Viewer - read-only access to view certified, amended or draft AWRs. Editor - basic data-entry access and the ability to submit AWRs to a Certifier for certification. Certifier - all access, including the ability to submit certified AWRs to the EPA.
Auto-complete dropdown	A field that allows the user to type in a value while a dropdown list of values matching the characters typed is displayed. For example: 
Check-box	A field that is either on (i.e. <input checked="" type="checkbox"/>) or off .
Contact person	An individual within the system assigned the role of Operator and/ or Facility Contact . Certain actions will trigger notifications that are sent to contact people, e.g. submitting a AWR
Multi-select dropdown	Used in fields where multiple options may be selected from a predefined list. For example: 
Personnel	Individuals linked to an Operator and/or one of its Facilities within WARRP. Personnel are represented as either a contact person and/or an authorised user.
Radio button	Used for fields containing two or more options, one of which must be selected. For example, <input type="radio"/> Yes <input checked="" type="radio"/> No .
WARRP	The Waste and Resource Reporting Portal, i.e. the system for which this User Guide has been written.
WCMR	Waste Contribution Monthly Report.

Appendix B – Web resources

The EPA website has lists of:

- Waste reporting definitions
- Current resource recovery orders and exemptions.

Appendix C – Transported Waste Destinations

The following table lists all Transported Waste Destinations that may be reported within a WCMR:

Destination
Interstate (outside of NSW)
Intrastate (within NSW)
Overseas

Appendix D – ‘Other’ waste received sources

The following table lists all ‘Other’ sources of waste received that can be selected on the Waste Received screen of a WCMR. The table also lists the waste streams from which each may be selected.

‘Other’ Waste Source	Waste Stream			
	MSW	C&I	C&D	Unknown
Other – Council	✓		✓	
Other – Commercial Collection		✓		
Other – Domestic Kerbside Collection	✓			
Other – Garden Organics Collection	✓			
Other – General Public	✓		✓	
Other – Generator	✓	✓	✓	✓