**WasteLocate User Guides
Asbestos Waste
Transporters**

WasteLocate.epa.nsw.gov.au

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

Asbestos Waste Transporters

General User Guide

Contents

1. Introduction

NSW environment protection legislation[1] now require transporters to use WasteLocate to record details of all consignments of asbestos waste within NSW, where the load is greater than 100 kilograms or 10 square metres.

WasteLocate[2] is an online system developed by Amtac Professional Services Pty. Ltd. (Amtac) for the NSW Environment Protection Authority (EPA) to monitor the transport and management of waste tyres and asbestos 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). This allows you to close off a consignment once you have reached your destination.

These QR2id Codes appear on special location plates installed at waste and recycling facilities, as well as on the waste consignments themselves.

2. Self-Registration

If you transport asbestos waste, you need to create a WasteLocate account. Registration is a very simple process, and once registered you can add other Users/Operators to your account (e.g. drivers and administration staff).

Each driver collecting asbestos requires an Internet connected smart phone or tablet, and an individual WasteLocate account with unique email address.

Login credentials are not to be shared. One device per vehicle is sufficient, as any driver can use this device to login in with their credentials.

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, tap/click on the `Register` menu option on the left.

Read the information on the registration starting page carefully, then tap/click on the **Begin Registration** button to begin.

Enter your:

- name
- email address
- mobile phone number.

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[1] *Protection of the Environment Operations (Waste) Regulation* 2014
http://www.epa.nsw.gov.au/wasteregulation/wastechanges.htm
[2] https://WasteLocate.epa.nsw.gov.au – also see https://www.youtube.com/channel/UCS5jrgAEsHicGzkBJBwKKPQ

Select 'Asbestos/Tyre Transporter' as the account type (see Figure 1).

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

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

> **Note:**
> The email address will be used as the login credential and must be unique for each User/Operator.

Choose and enter a password. Passwords must be at least eight characters in length and contain a number, lowercase and uppercase letters, 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.

The Primary Email Address is the address to which notifications about the account will be sent. This can be the same as your User/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.

NB: 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.

Additional User/Operators for a WasteLocate account should only be entered by another authorised User/Operator, and not through self-registration.

Ensure you tick the box to indicate that you deal with asbestos and when you have completed all the details, tap/click the **Next** button.

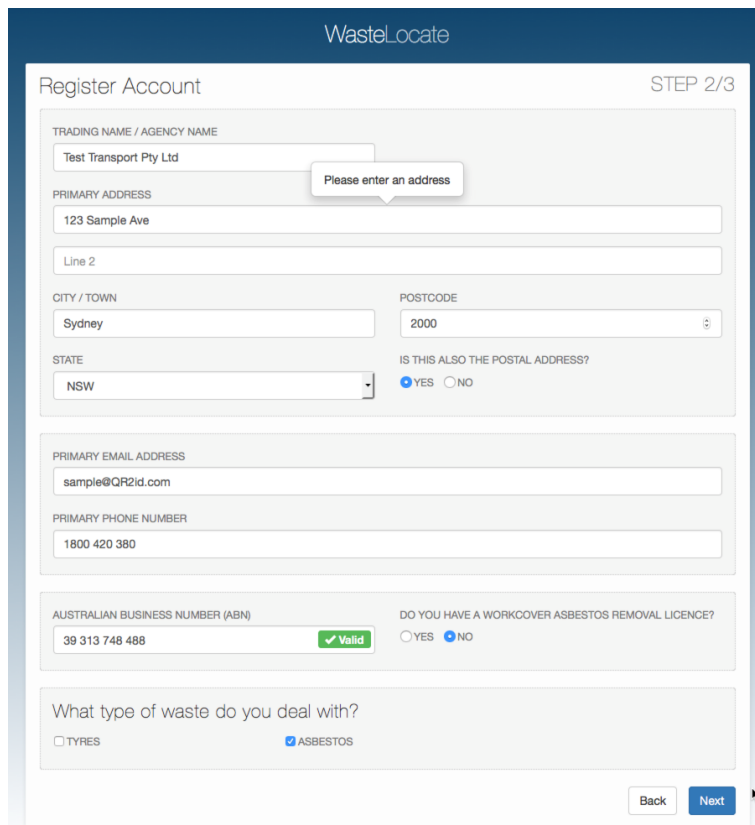An email will be sent to the address you entered at Step 1 (see Figure 3).

Figure 2 – Account registration Step 2: Enter additional account details
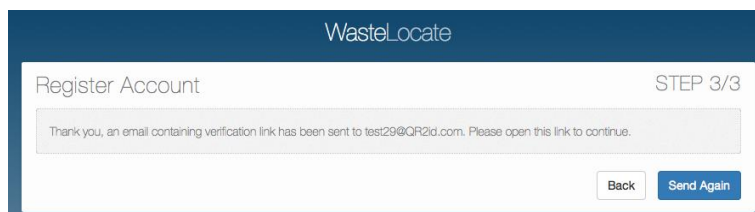

Figure 3 – Account registration Step 3: Email confirmation sent

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 through a tap/click on the **Send Again** button.

Clicking on 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 on the screen.

> **Note:**
>
> The link is only remains valid until it is used. After verifying your email address you can login at https://WasteLocate.epa.nsw.gov.au/login.

3. User/Operator roles

The first User/Operator to be created through the self-registration process is automatically configured as a Waste Transport **Administrator**, which enables that User/Operator to fully manage the account, including adding more User/Operators. An Administrator has the option of assigning the same privileges to the new User/Operator when adding a new User/Operator (see Section 5).

All Users/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
Waste Transport Administrator	- Update own details/Change password - Create new Consignment - Search Consignments - Edit Consignments (Status Dependant) - Collect Consignments - Deliver Consignments - Update Company/Organisation Details - Add/Edit Operators - Add/Edit Vehicles - Add/Edit Depots - Add/Edit Subcontractors (applicable to Waste Tyre transport only)
Waste Transport Operator	- Create new Consignment - Search Consignments - Edit Consignments (Status Dependant) - Collect Consignments - Deliver Consignments

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 need to log in again.

To login, 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).
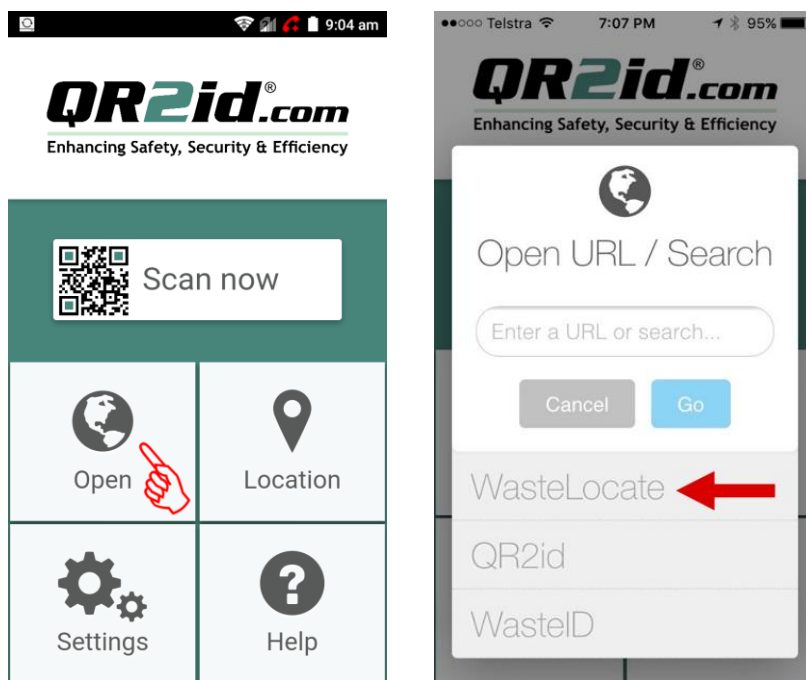
Figure 4 – Opening WasteLocate via the QR2id App on a smartphone

If you are using a smartphone, the menu is hidden by default – simply tap on the Menu symbol (three parallel lines) to reveal the menu options (see Figure 5).
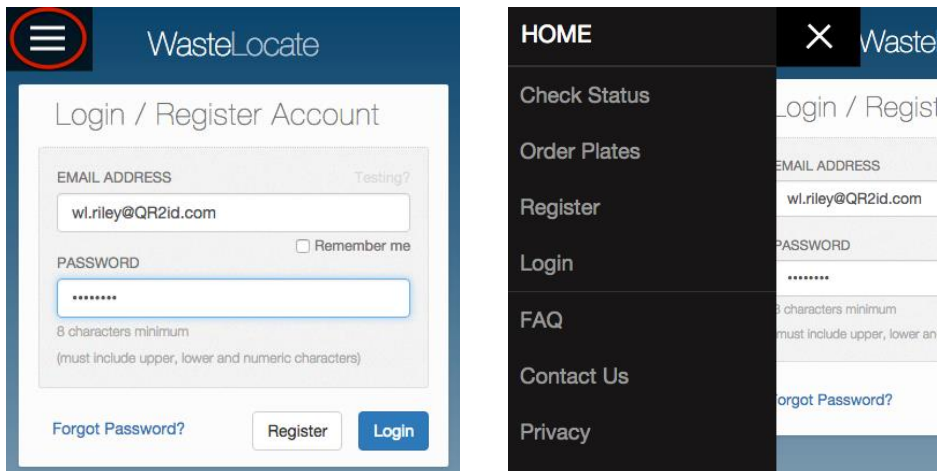
Figure 5 – Accessing the `Login` menu option on a smartphone

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).
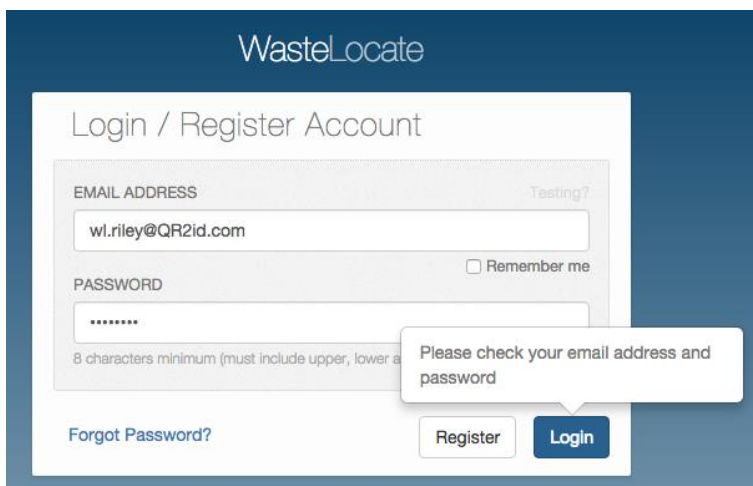
Figure 6 – Invalid email address and/or password

> **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 – Password reset: 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 follow the link in the email.
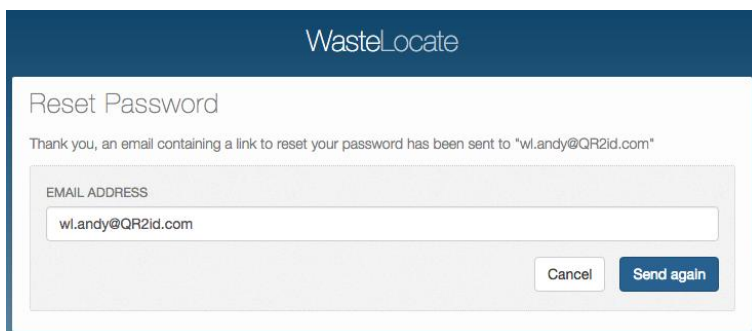
Figure 8 – Password reset: Resend reset email

4.3   Update details and change password

Once 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.

Your Drivers Licence number and vehicle details are required whenever you are collecting or delivering a consignment, so there is the ability to have these stored with your User record. Sensitive information is stored in WasteLocate in a highly encrypted format to prevent unauthorised access.

Figure 9 – My Details: Update information / change password

> **Note:**
>
> Provision of the valid driver's licence number and correct vehicle registration for the person collecting/delivering waste is a legal requirement under NSW environment protection regulations.

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

4.4 Update company/organisation details

4.4.1 General

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

Figure 10 – Company Details: Update information

4.4.2 Primary Contact

The Primary Contact for the company is set automatically during the registration process, but can be updated at any time to any other User that is affiliated with the Company.

Tap/click on the **Change** button in the Primary Contact area of the Company Details form (see Figure 10) and select the new Primary Contact from the list of Users on your account. If the new Primary Contact is not listed, please add them as a User.

Figure 11 – Setting Primary Contact.

> **Note:**
>
> The 'Search for contact' field may be used to find the Primary Contact, where there are larger numbers of Users on the account.

4.4.3 Areas of service

You have the ability to nominate areas in which you operate. This allows for consignors of waste to find your services if they are sub-contracting the work to you. To nominate the areas in which you operate, tap/click on the **Specify Areas of Service** button on the Company Details form (see Figure 10) and a small window will appear (see Figure 12).

Figure 12 – Setting Areas of Service.

You can nominate areas of service by either adding the name of the locality or a range of postcodes.

If you use the postcodes option, you are limited to a maximum of 100 postcodes at a time.

Tap/click on the **+ Add Area** or **+ Add Range** button and the nominated areas will appear at the bottom of the form.

When you are finished adding areas, tap/click on the **Save** button.

4.4.4 Subsidiaries

Where a Parent company wishes to be able to centrally review Consignments associated with other Subsidiary companies, they can add the Subsidiaries within the applicable section via the **My Company** menu.

Enter the ABN in the field and then tap/click on the **Submit** button.

If more than one Subsidiary is to be added, tap/click on the **+** button, and a new field will be available to enter the additional Subsidiary ABN.

Figure 13 – Manage Users/Operators: Users page

> **Note:**
>
> An email to request authorisation will be sent to the Primary Contact for any company that is nominated as a Subsidiary (i.e. based on the ABN). Functionality as the Parent company will not be available until the request to add the subsidiary has been authorised.

4.4.5 Waste transported

It is important to check that the correct box has been selected for the types of waste that your company handles (see Figure 14).

Figure 14 – Waste types.

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

5. Managing Operators/Users

5.1 General

If you have the applicable 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 other members of staff.

Figure 15 – Manage Users/Operators: Users page

5.2   Add New User

To add a new Operator on your account, tap/click on the **New User** button to the top right of the screen (see Figure 15).
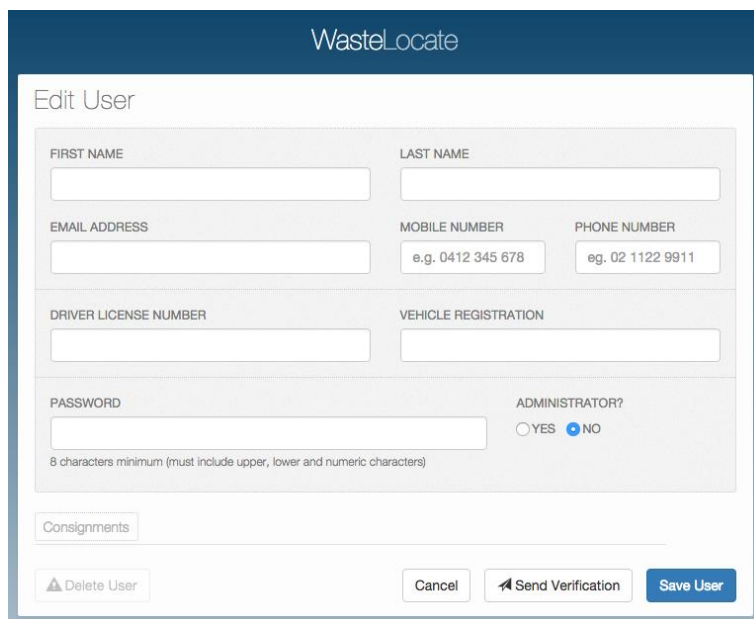
Figure 16 – Manage Users/Operators: Add New User

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 (See Table 1 on page 5).

5.3   Edit User

To edit an existing User, simply tap/click on the Operator's name, then make the changes required (see Figure 17). 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.

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

Figure 17 – Manage Users/Operators: Edit existing User

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

5.4 Delete User

If you need to remove an Operator record, tap/click on the **Delete User** button at the bottom left of the Edit User form. This button is greyed out until it is selected (see Figure 17). The button will turn red when selected.

6. Creating a consignment

6.1 Within WasteLocate

A new consignment is required whenever you have a load of asbestos to be transported, where the size of that load exceeds 100kilograms or 10 square metres.

Tap/click on the Consignments menu option, then tap/click on the **New Consignment** button to the upper right of the screen (see Figure 18).

Consignments can be created in advance using a computer workstation without GPS location information required, however the transporter will still be required to open WasteLocate on the day to collect that information. They can also be created in the field on a smart phone or tablet, just prior to collection.

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

Figure 18 – Tap/click on the New Consignment button

First select the Waste Type as Asbestos and enter the weight. Friable asbestos means any material that contains asbestos and is in the form of a powder or can be crumbled, pulverised or reduced to powder by hand pressure when dry.

The amount of non-friable (bonded) asbestos may alternatively be recorded in metres squared.

Please indicate if the load is related to an illegal dumping incident.

Figure 19 – Enter details of the load

> **Note:**
> A vehicle may be used to transport multiple Consignments at the one time, but a single Consignment cannot be split over multiple vehicles.

If the source of the asbestos is not the same as the pick-up location, click on 'other' and complete the details in the form that is presented (see Figure 20). Then enter details of the pick-up location, contact person for the consignment, and the consignor (see Figure 21).

If you are also the pick-up contact, tick the box on the form to save having to enter this information manually.

The field for 'Your Reference/Docket Number' is provided to allow entry of any relevant reference details that you may wish to record against the Consignment.

Figure 20 – Source of asbestos (if other than the pick-up location)

Figure 21 – Pick-up location, Contact, and Consignor

The final elements of creating a new consignment are to assign a driver and vehicle, select the destination waste facility and nominated collection date (see Figure 22).

> **Note:**
>
> Once the Consignment has been created, you can still edit details up until it has been collected.

Figure 22 – Driver details, Destination Facility and Collection Date

If the details are correct, tap/click on the **Next** button to create the consignment.

On the next page you will see a summary of the information, and if you want to proceed, tap/click on the **Confirm New Consignment** button, or tap/click on the applicable **Change** button to update the relevant information.
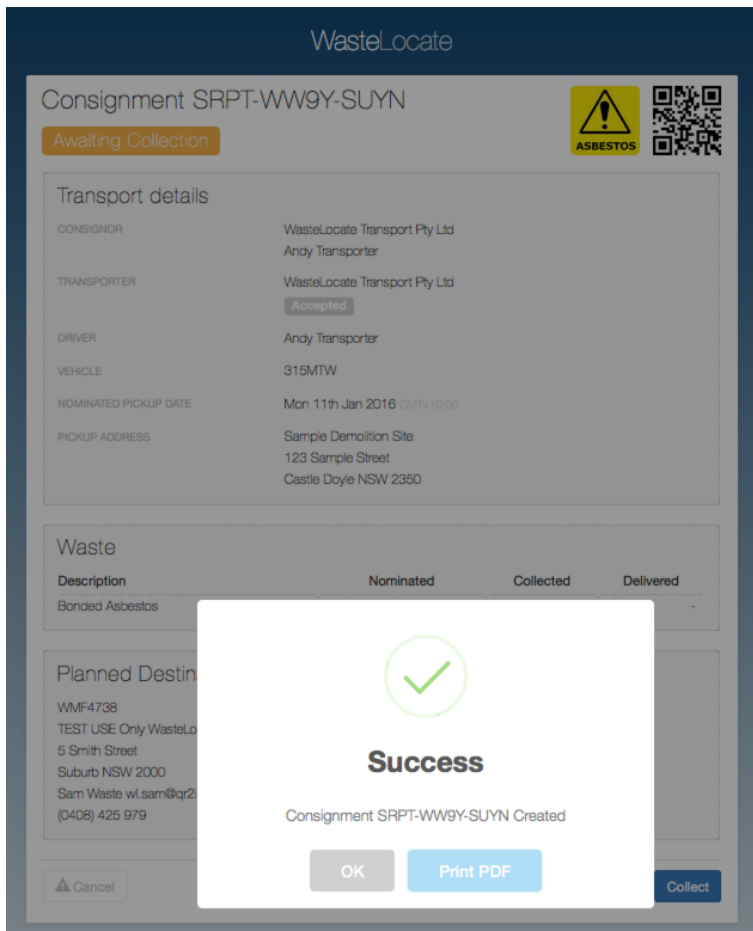
Figure 23 – New Consignment: Success – Consignment ID created

Upon confirming the consignment, a Success message will be displayed, along with a twelve character Consignment ID (see Figure 23).

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

To view an existing consignment, tap/click on the **Consignments** menu option to show all current consignments.

You can use the filters at the top of the page to limit the consignments being displayed (see Figure 24).

Tap/click on the applicable consignment and the full consignment details will be displayed, along with options to edit the consignment, change the driver's details, print a PDF copy of the consignment, or collect the consignment (see Figure 25).
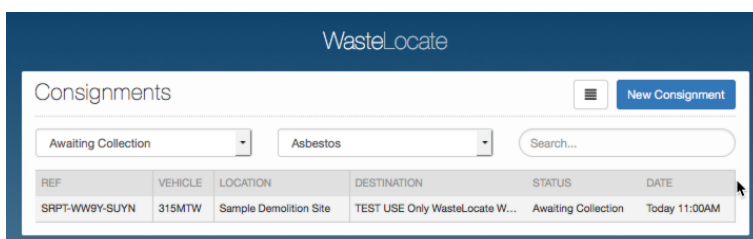
Figure 24 – List Consignments

Figure 25 – Print, Edit, Change Driver, Collect or Cancel Consignment

Tap/click on the **Edit** button to change any details, such as the volume of asbestos to be transported.

If the consignment needs to be cancelled altogether before collection, tap/click on the **Cancel** button at the bottom left of the display (see Figure 26). NB: This is normally grey until tapped or the mouse hovers over the button.
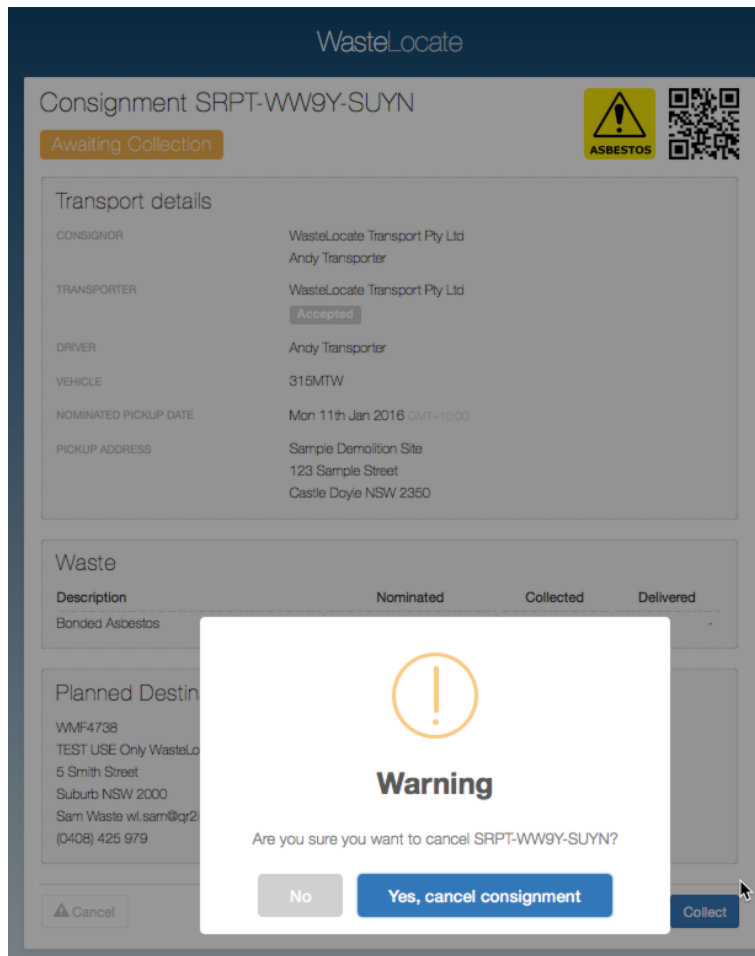
Figure 26 – Confirm Cancel Consignment

6.2   Using a QR2id Sticker

Consignment IDs are normally generated either in the office prior to pick up, or at the time the consignment is created, such as described in Section 6.1. In situations where it is preferable to know the Consignment ID before the consignment details are actually entered, there is the option of using a pre-printed QR2id Sticker to initiate the consignment.

For example, a subcontractor may be given paperwork with a QR2id Sticker attached. Instead of creating a consignment by using the   **New Consignment**   button, the driver will simply scan the QR2id Code on the sticker and a new consignment with that ID will be created. This allows the Consignment ID to be recorded in your own systems in advance of the details being entered.

Entry of consignment details is the same as described in Section 6.1.

7.   Collecting a consignment

To collect a consignment, either scan the QR2id Code on a printed copy of the Consignment PDF, or tap/click on the   Consignments   menu option and use filters to show the consignments awaiting collection (see Figure 27).

Tap/click on the applicable consignment and the full consignment details will be displayed.

To collect the consignment, tap/click the **Collect** button (see Figure 28). This must be done at the location from where the consignment is being transported, using a smart phone or tablet with location services enabled.

> **Note:**
>
> The driver should have a current Drivers Licence Number in the WasteLocate User account record – if you are the driver, you can tap/click on the **My Details** menu to check.
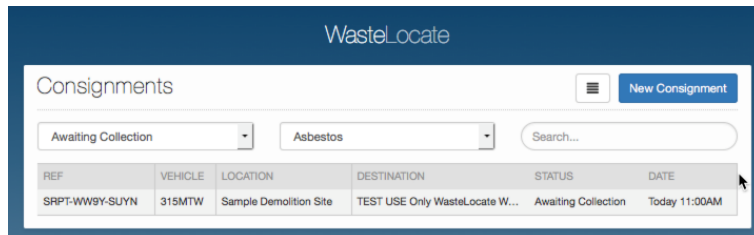

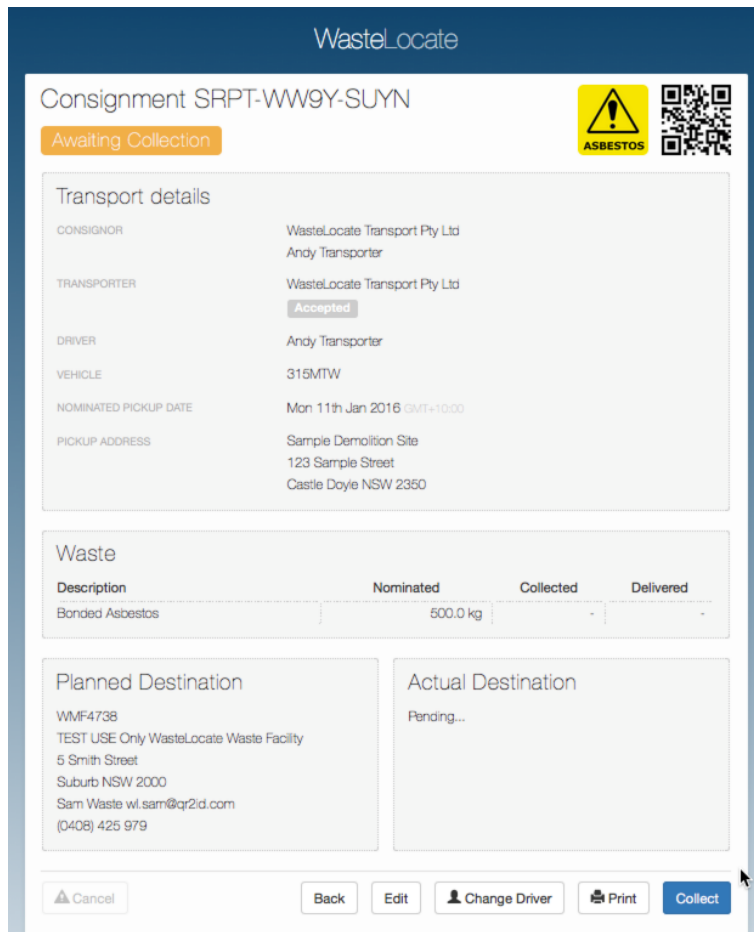*Figure 27 – Consignments awaiting collection*

Figure 28 – Collect Consignment

When you tap/click the **Collect** button, please ensure that you allow use of your location by WasteLocate (see Figure 29).

> **Note:**
>
> Your GPS location is required at the time of collecting (and 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
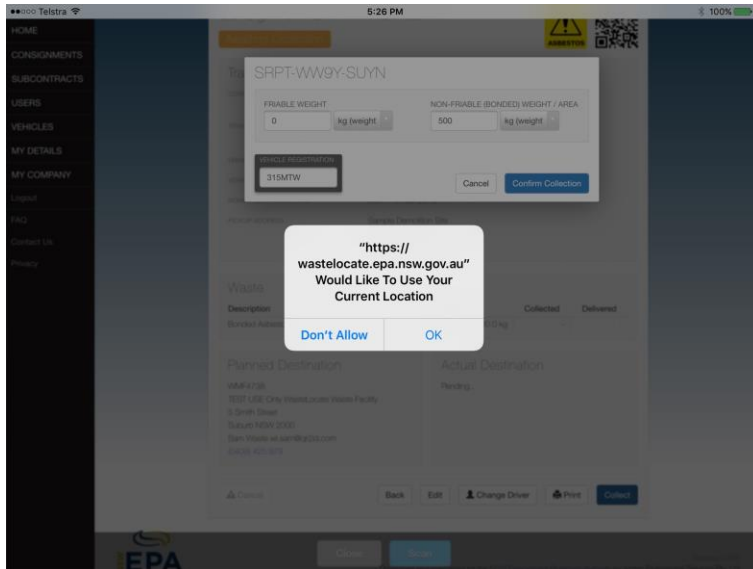
Figure 29 – Allow use of Location by WasteLocate (iPad example using QR2id App)

Please check that the vehicle registration is correct and that the composition of the load is nominally correct (see Figure 30).

Accurate weights can be recorded when completing the delivery at the waste facility.
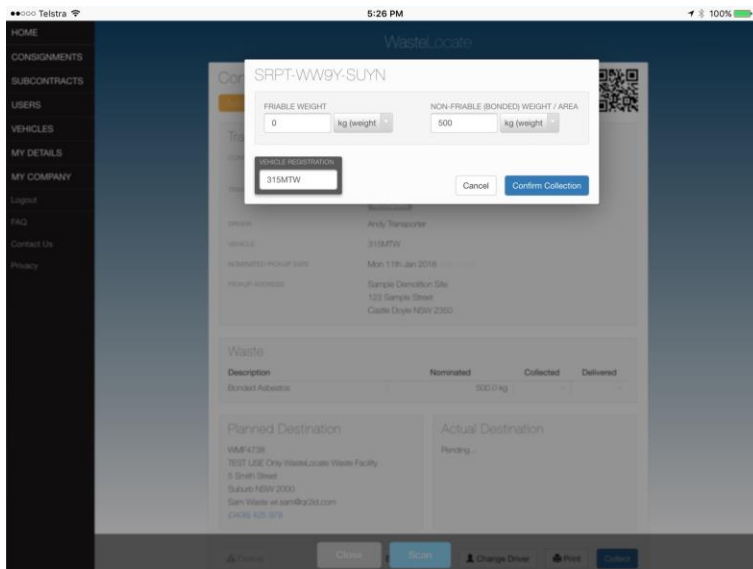
Figure 30 – Confirm Vehicle Registration and Load composition (iPad example using QR2id App)

When you are ready to do so, tap/click on the **Confirm Collection** button. One final prompt will be presented to confirm the registration of the vehicle (see Figure 31).
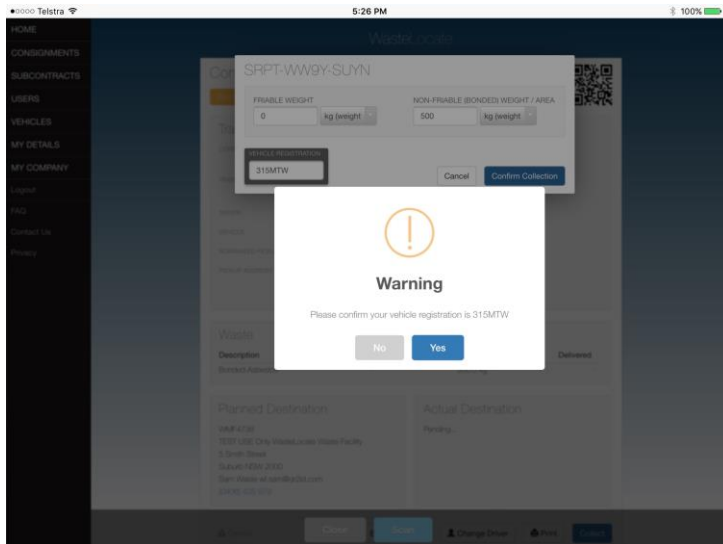
Figure 31 – Confirm Vehicle Registration

If the vehicle details are correct, tap/click the **Yes** button.

If you need to amend the vehicle registration, tap/click the **No** button and update the form accordingly, and repeat the process of a tap/click on the **Confirm Collection** button.

You will then see the updated consignment, with a **Deliver Consignment** button (see Figure 32).

Figure 32 – Collected Consignment

8. Delivering a consignment

8.1 Via QR2id Plate

Every authorised Waste Facility must display or make available a Blue QR2id Location Plate to be scanned on delivering consignments.

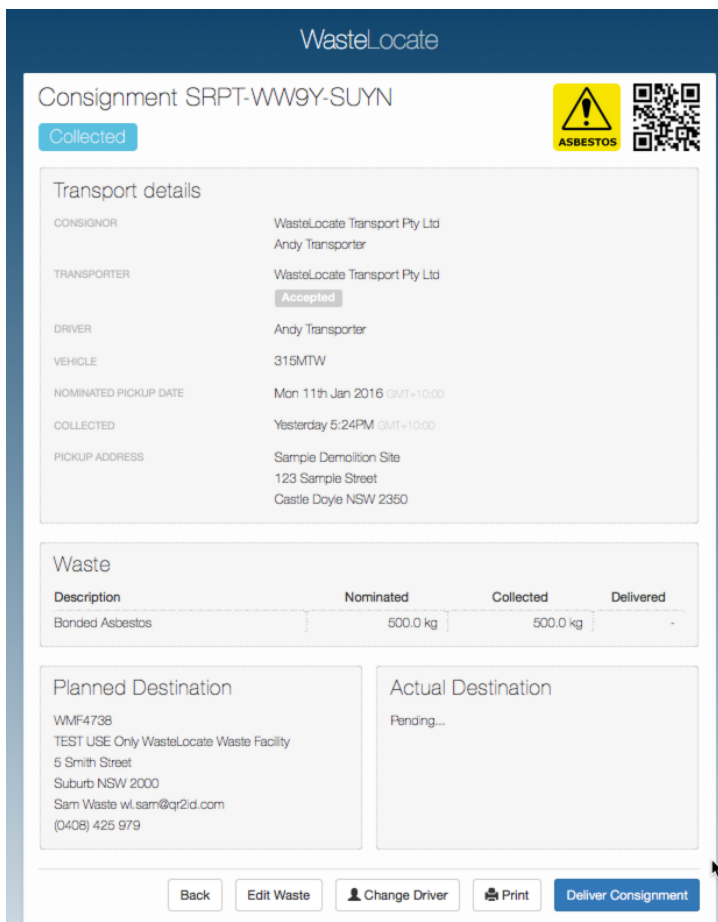**The Blue plates are always used for inbound waste.**

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.

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 is displayed (see Figure 33).

You can tap on the Asbestos button to edit the composition of each consignment being delivered.

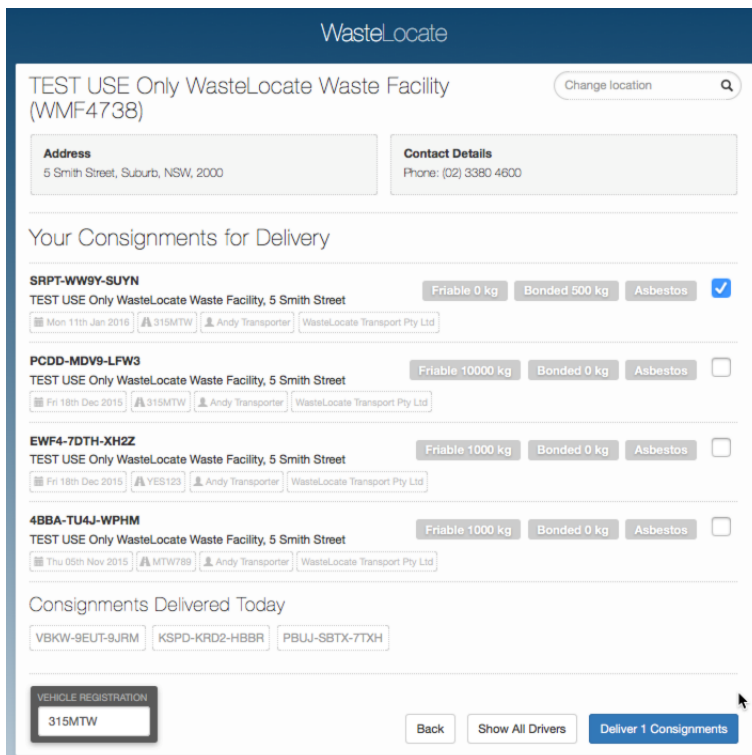
Figure 33 – Delivering consignment: Edit / select consignments for delivery

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:**
>
> You must have Location services enabled on your smart phone/tablet to deliver waste using WasteLocate and so 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

You will be prompted to confirm the registration number of your vehicle, in the same way you did when collecting the consignment.

If the vehicle details are correct, simply tap/click the **Yes** button (see Figure 34).

If you need to amend the vehicle registration, tap/click the **No** button and update the form accordingly.

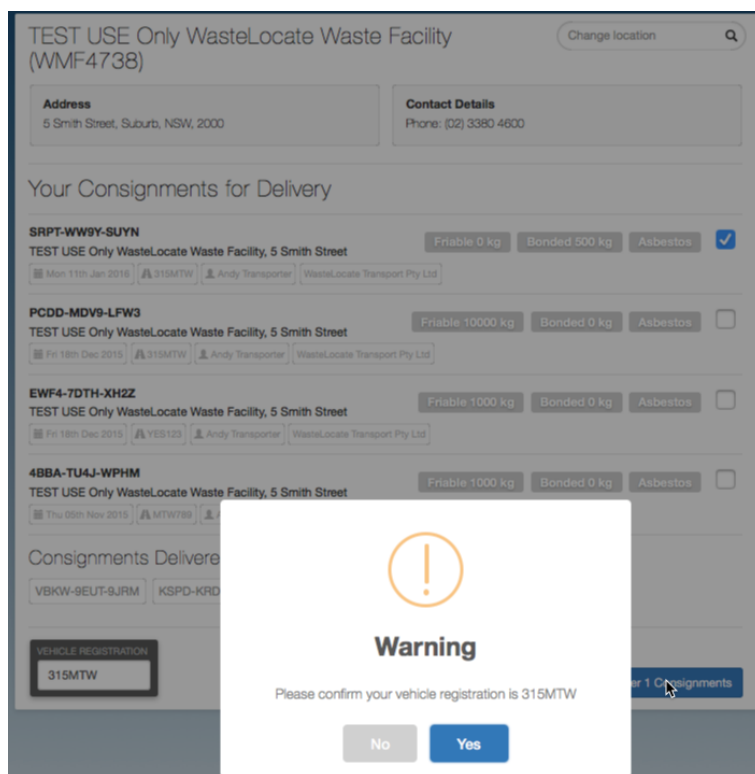When you have tapped/clicked the **Yes** button, a Success message will display for a short time (see Figure 35).

Figure 34 – Delivering consignment: Confirm vehicle registration

Figure 35 – Delivering consignment: Success message

8.2   Without a QR2id Plate

If you are unable to scan the QR2id Plate at the recycling/waste facility for any reason, you can identify the consignment you wish to deliver from the list of 'Collected' consignments on your account.

Tap/click on the consignment to see the relevant details, then tap/click on the **Deliver Consignment** button. This will bring up the list of current consignments for delivery to the waste facility nominated in the selected consignment.

You can update the quantities as applicable, and complete the delivery as described in Section 8.1.
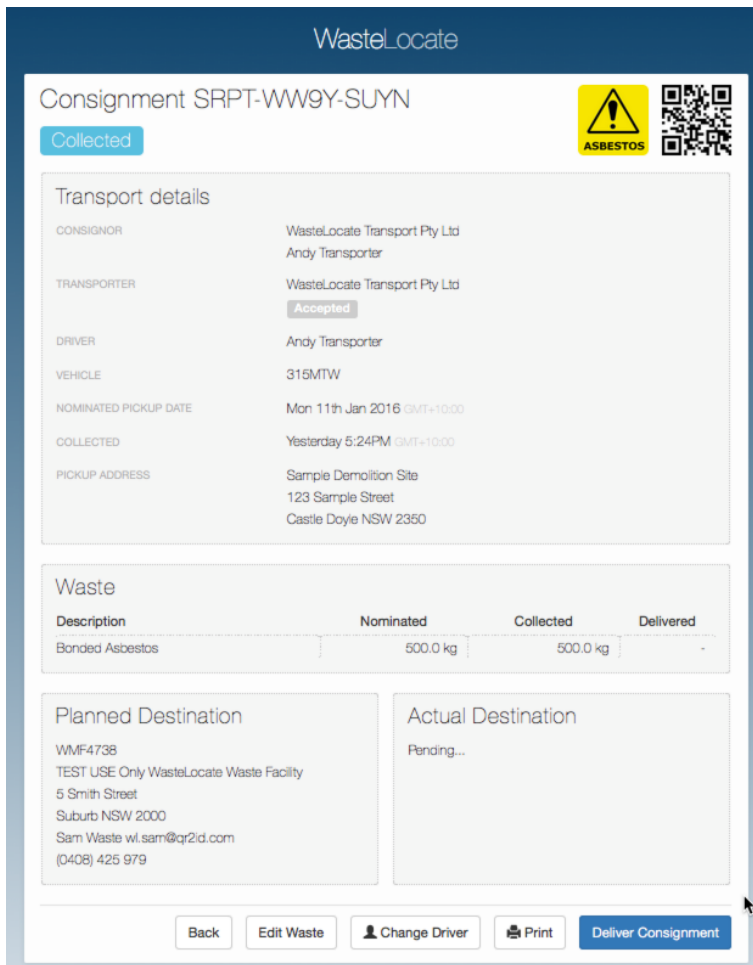
Figure 36 – Tap/Click on the **Deliver Consignment** *button*

> **Note:**
>
> Even if you are delivering a consignment without scanning the QR2id Plate, you still must have Location services enabled on your smart phone/tablet to comply with your reporting obligations.

8.3 Off-line delivery

WasteLocate supports off-line delivery when Internet connectivity is not available. The smart phone or tablet does need to have been previously connected to the Internet in order to synchronise consignments and location information for use 'off-line'.

When synchronisation is occurring, an icon will appear in the top right of the screen (see Figure 37).
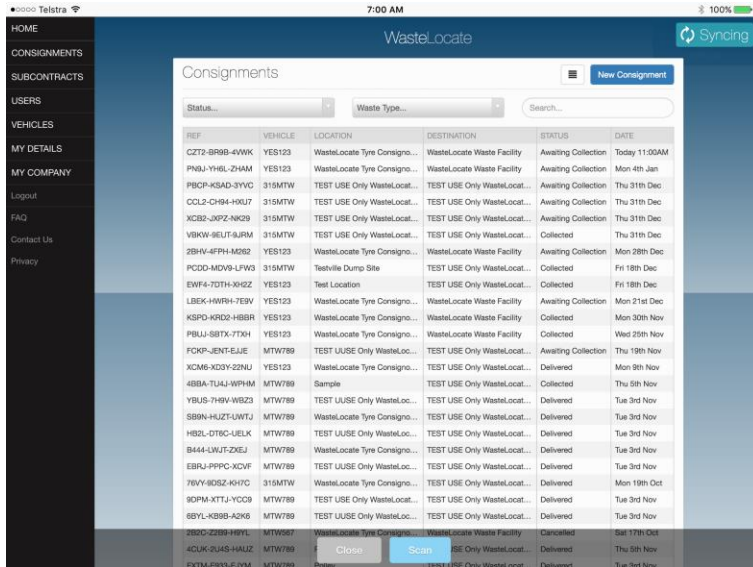
Figure 37 – WasteLocate synchronising online and off-line data

When WasteLocate detects the loss of connectivity, a red **Go Offline** button will appear in the top right of the screen (see Figure 38).

Tap/click this button to switch to offline mode. A confirmation screen will appear (see Figure 39).

Tap/click OK and you will see a list of consignments available offline (see Figure 40).
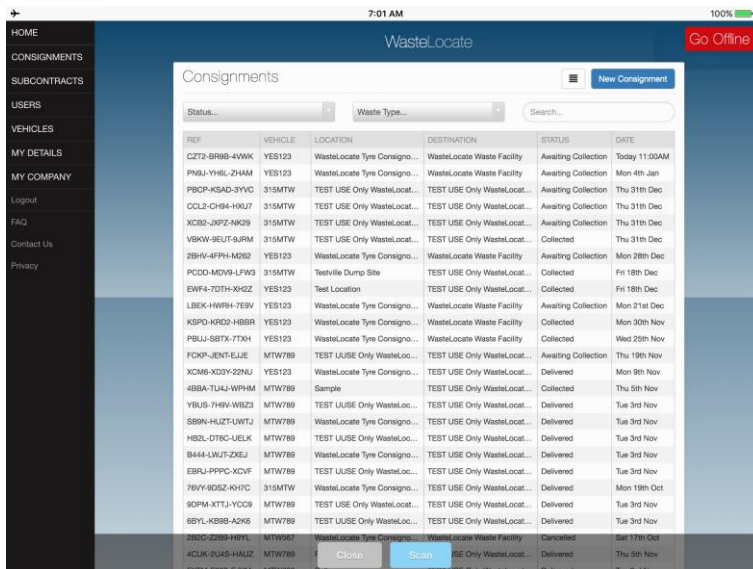

*Figure 38 – Internet connection lost – **Go Offline** button available*

A red **Offline** indicator will appear in the top right of the screen when working in offline mode.
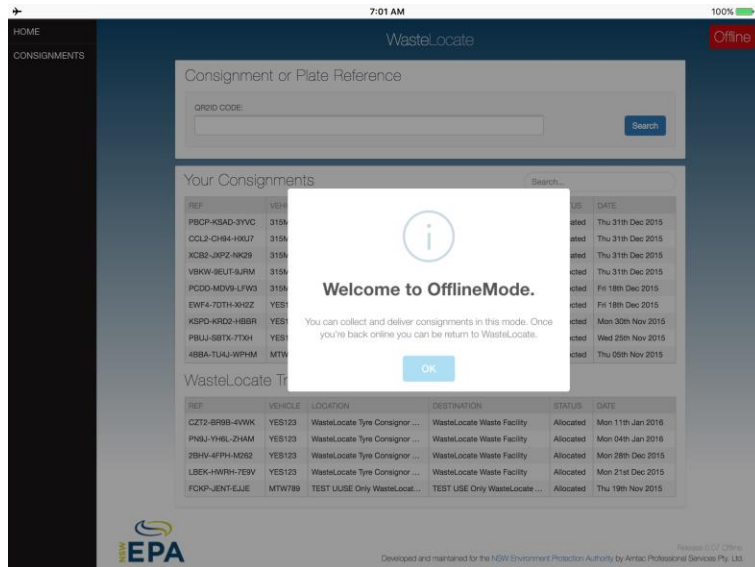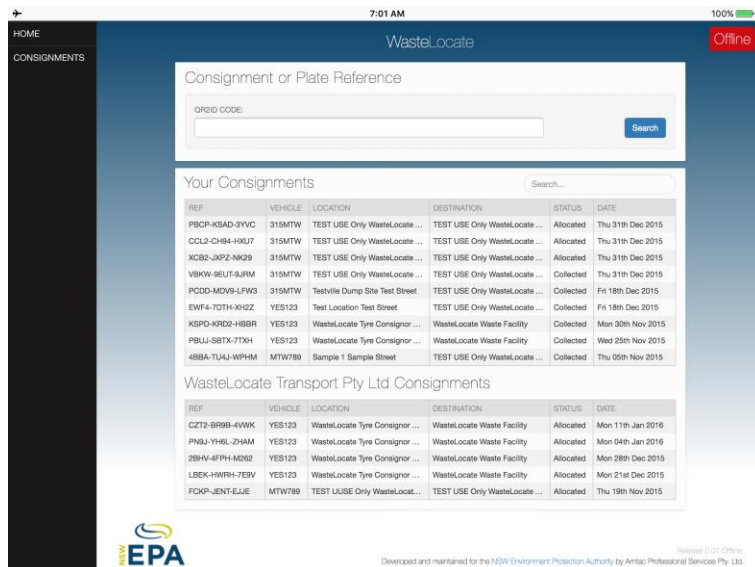
Figure 39 – Confirmation of Offline mode

Figure 40 –Consignments available Offline

	Note:
	There are limited menu options available in offline mode.

To deliver a consignment offline, simply tap/click on the applicable consignment from the list, then tap/click the **Deliver Consignment** button to complete the delivery in the same manner as described in Section 8.2.

The weight of the consignment can be adjusted as necessary, and more than one consignment delivered by checking the applicable boxes.

Even though you are offline, you will still be prompted to allow your location to be used.

Ensure that you tap/click 'OK' or 'Allow', as applicable, to enable the GPS in your device to be used to meet your reporting obligations.

When an Internet connection is detected after being in offline mode, a green **Online** button will appear at the top right of the screen (see Figure 41).

Tap/click on this button to go back online and synchronise any offline activity.
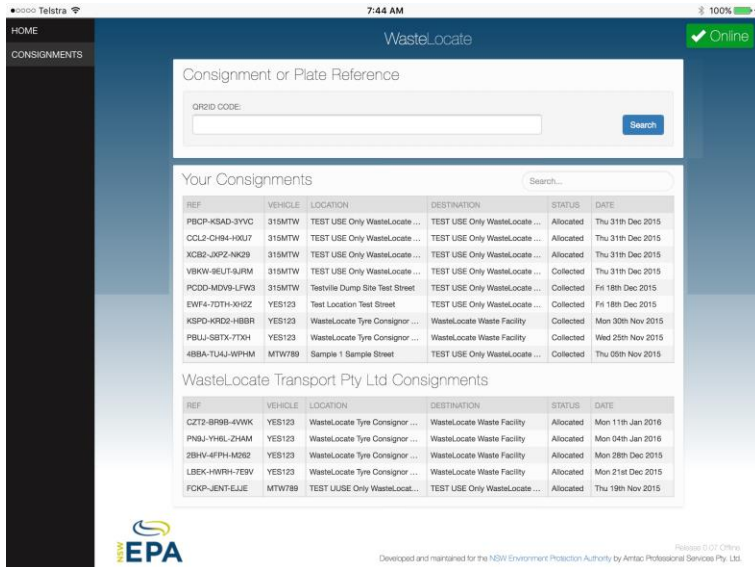

Figure 41 – Tap/click on 'Online' to return to online mode

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 optionally at Tyre Outlets/waste tyre consignment locations (green plates).

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 QR2id app available for Apple and Android devices, and Windows phones (See https://QR2id.com/app).

The major advantage of using the QR2id App is that you can log directly into WasteLocate using the in-app web-browser (see Figure 42). Ensure you keep the QR2id App up to date, as new and enhanced features will continue to be added.
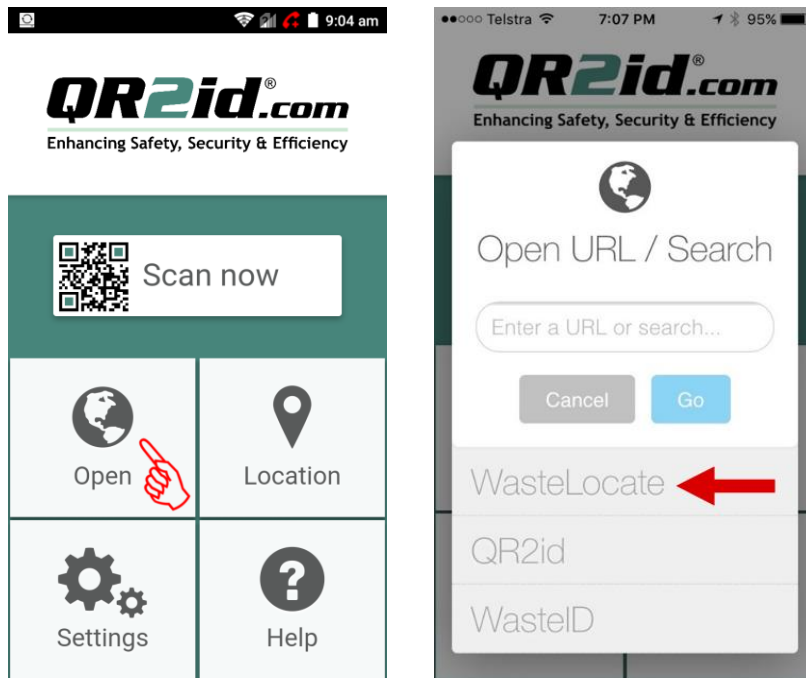
Figure 42 – Opening WasteLocate via the QR2id App on a smartphone

9.3.2 Scanning

The QR2id App also lets you switch seamlessly between scanning and other web-based WasteLocate functions. i.e. there is an integrated 'Scan' button that appears at the bottom of the WasteLocate web pages when you are using the QR2id App (see Figure 43).

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 44).

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

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

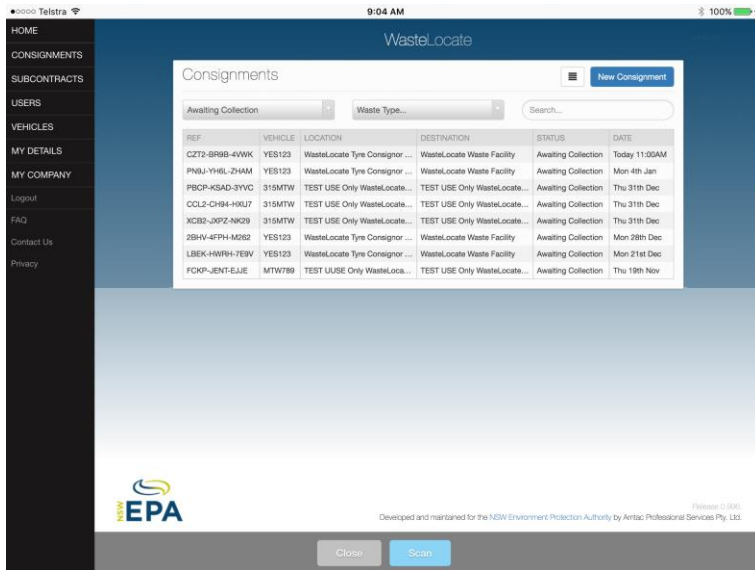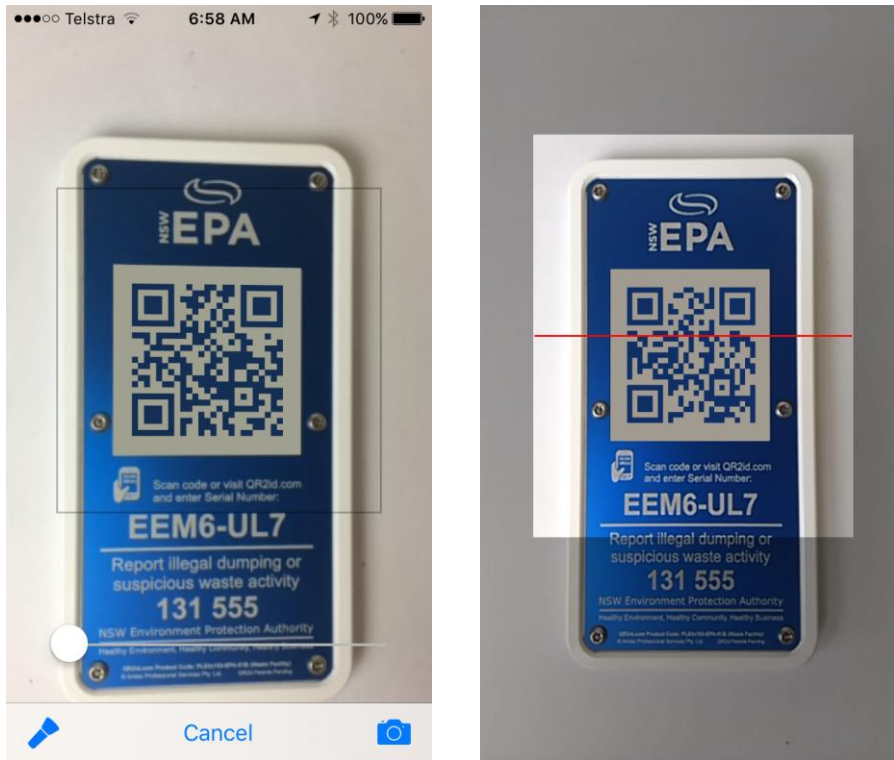*Figure 43 – Integrated "Scan" button in WasteLocate via the QR2id App*

Figure 44 – iPhone and Android Phone scanning in QR2id App