Government of Western Australia
Department of Water and Environmental Regulation

Controlled Waste Tracking System (CWTS) general user guide - carriers

November 2022

Contents

This general user guide is to assist controlled waste carriers who have access to the Controlled Waste Tracking System (CWTS) to navigate and perform functions to facilitate waste tracking.

How to log on to the CWTS

Initial login

1. From your web browser (i.e. Internet Explorer, Firefox, Google Chrome, Safari) enter the following address on the address bar and hit enter (you must have internet connection).

    cwts.dwer.wa.gov.au

2. Select **Log in** from the main page.

3. Log in using your **username** and **password** *(issued automatically by the CWTS and sent to your email address once your application has been processed).*

4. Once you've logged into the system you can change your password from the menu screen (see **How to change your password**).

    a. Enter **Username** *(all lowercase).*

    b. Enter **Password** *(highlight the password that has been sent to you, copy it and paste it into the password box; this alleviates the need to manually type it out, potentially locking your account).*

    c. Select **Login**.

5. When logging into CWTS for the first time, you are required to define your security question before proceeding to the main menu. The security set-up can be completed by following the steps below:

     a. Select an appropriate **Question**.

     b. Enter **Answer**.

     c. Confirm **Answer**.

     d. Select **Submit**.

Security Question Setup

Please select from the following and provide an answer:

Question: Mother's maiden nar ▼

Answer: [   ]

Confirm answer: [   ]

Note: Answer is case sensitive.

Submit | Cancel

6. Proceed to **How to change your password** to change the temporary password to a nominated password.

Resetting your password

Passwords are set to expire after five or more successive incorrect login attempts.

You may reset your password from the login page; provided you have defined your security question, answered correctly and the email address recorded in CWTS is current.

7. Select **Reset your password**.

System Logon

Please enter your username and password:

Username: [   ]

Password: [   ]

Login

Reset your password
Retrieve your username

8. Enter your **username** (all lower case) and select **Submit**.

9. Enter the **Answer** and select **Submit**.

10. Check that the email address is current then click the link **Reset and send it to pre-registered email address**. If no email is listed, please contact Controlled Waste.

   - You will receive an automated email from the CWTS administrator identifying your username and new password. Once you have used these details to login, you can change your password to something more memorable.

   - Passwords are set to expire after three months as a security measure. A message will display 14 days before the expiry of your password. You may change your password at any point in those 14 days by using the **Change password** option. After the 14-day warning period, you will be restricted from logging in until you alter your password.

Retrieving your username

Your username can be retrieved if your date of birth is recorded in CWTS

11. Select **Retrieve your username**.

System Logon

Please enter your username and password:

Username: [   ]
Password: [   ]

[Login]

Reset your password
Retrieve your username

12. Enter your **first name, surname** and **date of birth** and select **Submit**.

Changing your details

Once logged into the CWTS users are able to view their details and change their password and security question.

13. Select **User Details**, then **View Your Details**.

User Details

View Your Details
Change Password
Change Security Question

14. Review your details including: name, address, telephone, email address and date of birth. Please contact the Department of Water and Environmental Regulation (the department) to advise of any changes.

15. Select **Done** to return to the Carrier menu.

How to change your password

16. Select **User Details**, then **Change Password**.

User Details

View Your Details

Change Password

Change Security Question

17. Enter your old password, then your new password and your new password again to confirm it.

Change password

Old password:	••••••••••
New password:	••••••••••
Confirm new password:	••••••••••

** Password must include one upper case letter, one lower case letter, either a number or a punctuation and must be at least 7 characters long.

[Change] [Ignore For Now]

18. Click **Change**.

Understanding user profiles

A user is granted a specific user role on the CWTS depending on the functionality needed by the user. User role options are:

- Carrier – Data Entry

  This is the basic user access level. It allows the user to view their user details, carrier details and perform tracking form operations to unload waste.

- Carrier – Manager

  This access level is a higher function and security level access than the Data Entry role. It allows the user to perform the functions of a Data Entry user as well as view the manager and data entry user lists, driver, vehicle and tank lists for the carrier and run pre-set carrier reports.

Some users may have access to more than one carrier profile and different roles across those profiles.

If you have more than one user role, ensure you select the correct role for the carrier you need to access when you login.

It is also possible for CWTS users to have roles across both carrier and waste facility profiles. It is important to note that the functions performed by a user in a waste facility profile are different compared with the functions performed by a user in a carrier profile.

New users can apply for CWTS access by submitting a completed [Form CW11 – Controlled Waste Tracking System access form - Industry](#) to the department for processing.

Lifecycle of a controlled waste tracking form

The carrier is engaged by a waste holder to collect a controlled waste listed in Schedule 1 of the Environment Protection (Controlled Waste) Regulations 2004 (CW Regulations).

The waste holder provides the carrier with information about the waste set out in Schedule 2 Division 2 of the CW Regulations.

The carrier raises an electronic controlled waste tracking form (CWTF) on the CWTS (or completes a paper CWTF) to record the controlled waste transport on a WA road, from the point of collection to a waste facility that can lawfully accept the controlled waste load for treatment and/or disposal.

The carrier populates the CWTF with the information required in Schedule 2 Division 3 of the CW Regulations.

The carrier prints out the CWTF to accompany the waste load in transit and gives it to the driver, who adds their signature.

When the waste is collected the carrier provides a receipt to the waste holder for the waste collected. If present when the waste is being collected, the waste holder adds their name and signs the physical copy of the CWTF.

The validity period of the CWTF commences from the date of the first waste collection (packaged waste is valid for 21 days; bulk waste is valid for seven days).

The carrier then transports the controlled waste load to a waste facility that can lawfully accept the waste type.

Before the controlled waste is unloaded the carrier provides the waste facility with a physical copy of the valid tracking form, or the information contained therein.

Once the controlled waste has been accepted and unloaded at the waste facility, the carrier can change the **Unloaded** status to **Yes** against the CWTF on the CWTS to allow the tracking form to appear in the waste facility's profile for further action.

Note: The waste facility can still enter the unloading details against the CWTF number on the CWTS even if the carrier does not change the **Unloaded** status.

The waste facility enters the waste unloading details against the unique CWTF number on the CWTS.

Once the waste facility has entered the unloading details, the carrier closes the CWTF on the CWTS to confirm the controlled waste transport is completed. Once closed information recorded on the CWTF cannot be changed without the department's permission.

Regulation 41 of the CW Regulations requires a waste facility operator to record the unloading information of the controlled waste (set out in Schedule 2 Division 4 of the

CW Regulations) on the CWTF immediately after the waste is unloaded; or within seven days if the waste facility operator is not present when the controlled waste is unloaded.

Under Regulation 41A of the CW Regulations, the carrier has 14 days of the waste being unloaded at a waste facility to close the CWTF on the CWTS or provide the information to the department.
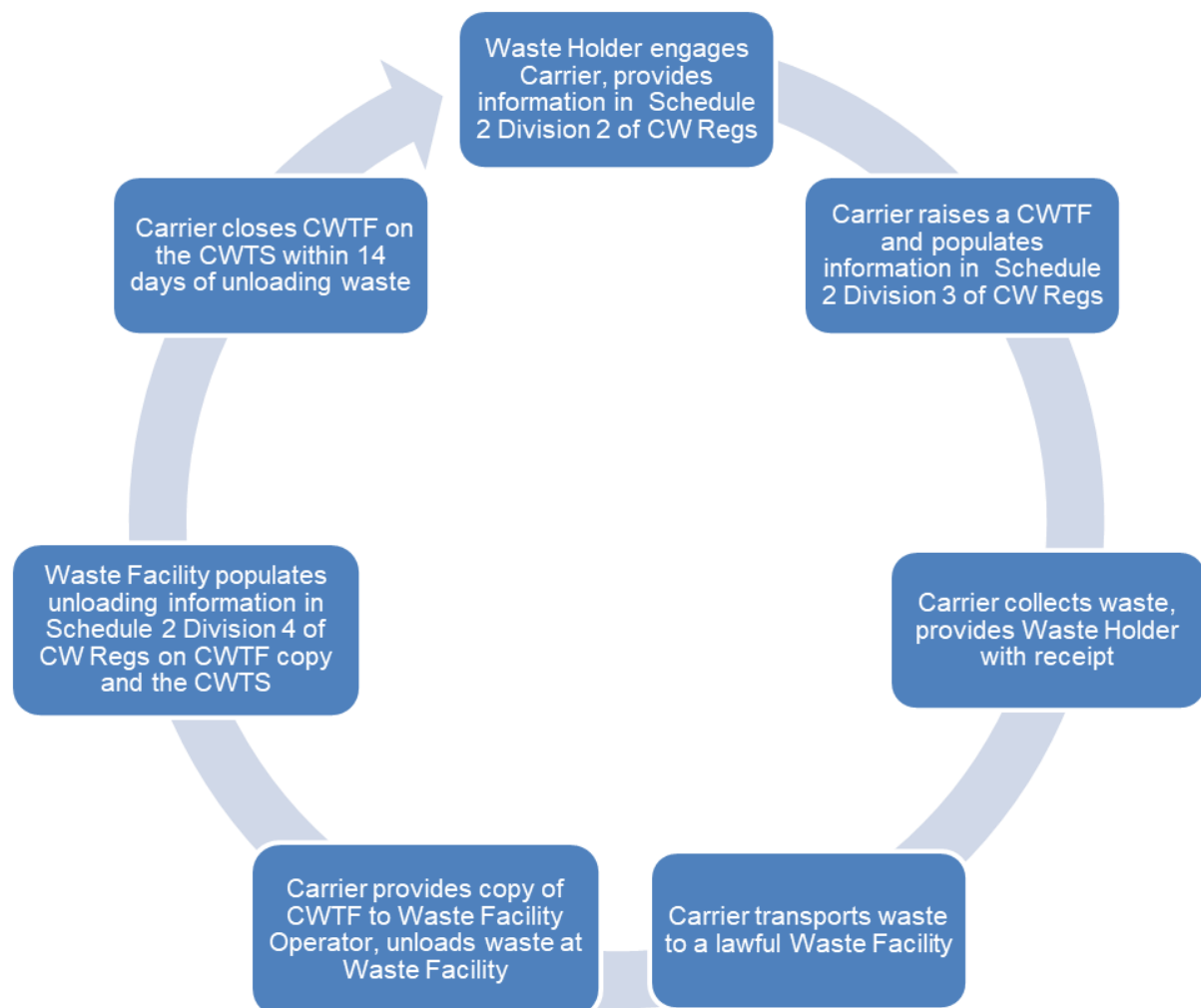
Figure 1: Lifecycle of a controlled waste tracking form

Creating controlled waste tracking forms

Step 1 - Login

19. From the Guest menu, enter your **username** and **password**, then click **Login**

Please enter your username and password:

Username: cwts

Password: ●●●●●●●●●

Login

(Optional step) Click **Use** next to the correct **profile** (*you may have more than one profile depending on your roles within and between organisations*).

Step 2 - Create a new electronic tracking form

20. From the side menu bar, under **Tracking Form Operations**, click **New Electronic Form**.

Tracking Form Operations

New Electronic Form

Overdue

Waiting to be closed

Waiting for collection

Waiting for unloading

Open Tracking Forms

21. Select the following options:

   a. Waste type: **Bulk, Bulk Septic or Packaged** (*refer to guidelines for definition on waste types*).

   b. **Vehicle/Tank** from the drop-down list.

   c. **Driver** from the drop-down list.

   d. **Category Group** from the drop-down list. Hold Control on your keyboard to select multiple categories *(refer to controlled waste category list)*.

   e. Enter the **Number of Tracking Forms** you wish to create (*all tracking forms will be created with the same information; this information can be edited at a later date*).

f. The **Print Forms** box if you wish to automatically open and print the forms once created. You need to review each form created and add the waste collection details regardless.

22. Click **Next**.

23. Select the **Waste Facility** from the drop-down list.

24. *(Optional step)* Select **Yes** if the waste will be transported out of the state *(see Interstate waste option below for further information).*

Interstate waste option - *Only if transporting waste into OR out of WA*

25. Repeat steps **23** to **24** above.

26. Select **Interstate Disposal (Interstate)** as the nominated waste facility if transported by road or **Interstate – Rail** if transported by road and rail.

   a. Select **Interstate Yes**.

   b. Set the **Direction** to either **Into WA** or **Out of WA**.

   c. Choose the **State** where the waste will be unloaded.

   d. Enter the **Consignment Authorisation Number**.

e. Select the **Start Date** and **End Date**.

27. Click **Save**. Proceed to *Step 3 Add waste holders to tracking form*.

28. After entering waste holder details, print the form (the layout is considerably different to an intrastate tracking form).

29. You **must** send a copy of the tracking form, Waste Transport Certificate and Consignment Authorisation by email to the department's Controlled Waste branch to process the unloading (other states do not have access to the CWTS to enter unloading details).

Government of **Western Australia**
Department of Environment Regulation

Controlled Waste Tracking Form No: 5644644

Printed at: 07/10/2014 01:38 PM   Expiry Date: 14/10/2014

Consignment Authority No: 0123456   CA Start Date: 07/10/2014   CA End Date: 14/10/2014

PART 1 WASTE HOLDER (To be completed by waste holder at pickup)

Waste Holder

Name of Waste Holder: Controlled Waste (1408037087)

ACN: _____   ABN: 01234567890

Address of Waste Source: 168 St Georges Terrace
                             Perth WA 6000

Emergency Contact: Name: _____   Phone No: _____

Nominated Waste Facility: Interstate Disposal (3086057)

Nominated Waste Facility Address: 0 Interstate Disposal Site .
                                      Interstate INTERSTATE 0000

Waste

Waste code: B100

Description: Acidic solutions or acids in solid form

Physical state of waste: Solid

Proposed treatment: _____

Packaging type: _____   No of packages: _____

Dangerous Goods Class: _____   Sub Risk: _____   Un number: _____

Packaging Group: _____

Collection

Waste Amount: 1000   Unit: kg (l, kg, m3)

I declare that to the best of my knowledge and belief the above information is true and correct.

Name: _____   Position: _____

Date: _____   Signature: _____

PART 2 CARRIER (To be completed by carrier at pickup)

Carrier name: Controlled Waste   Carrier licence number: _____

Carrier address: 168 St Georges Terrace   Contact name: _____
                     PERTH WA 6000   Phone: 64675281

Transport mode: _____ (Road/Rail/Sea/Air)

Vehicle reg: 1AAA000

Driver name: Joe Bloggs   Driver licence number: _____

Collection date: _____

Transit state(s): _____

I declare that to the best of my knowledge and belief the above information is true and correct.

Name: _____   Position: _____

Date: _____   Signature: _____

PART 3 WASTE FACLITY (To be completed by waste facility)

State/Territory receiving waste: _____

Waste facility name: _____   Licence number: _____

Waste facility address: _____   Contact Name: _____
                        _____   Phone: _____

Date of receipt: _____

Waste amount: _____   Unit: _____ (l,kg,m3)

Discrepancies: _____

I declare that to the best of my knowledge and belief the above information is true and correct.

Name: _____   Position: _____

Date: _____   Signature: _____

| PART 4 COPIES OF THIS COMPLETED FROM MUST: |
|---|
| ☐ Be submitted to Department of Environment Regulation, Western Australia |
| ☐ Be retained by the receiving waste facility for a period of three years from waste disposal |
| ☐ Be retained by the waste transported/carrier for a period of three years from waste disposal |
| ☐ Be retained by the waste consignor/holder for a period of three years from waste collection |
| ☐ Be submitted to the regulatory authority in the State/Territory of origin/disposal for the waste |

Carrier	Controlled Waste
Type	Bulk
Paper Permit	No
Vehicle/Tank	1AAA000 VOLVO
Driver	Joe Bloggs
Category Group	Putrescrible and organic wastes
Waste Facility	Select : Department of Environment Regulation (PER...
Interstate	No
Amount	1 new tracking form(s) will be created
Print Forms	No

Adding new tracking forms will incur fees.

<< Back   Add Tracking Form(s)   Cancel

30. Click **Add Tracking Form(s).** Once this has been selected, you will be directed to the first tracking form and the below message will appear at the top of your screen – listing the tracking form numbers which have been created.

Tracking form numbers 5644642 were created.
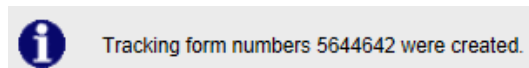
Step 3 - Add waste holders to tracking form

This step must be completed

If the Waste Holder ID number is known

31. From the Tracking Form screen, enter the **Waste Holder Identification** number in the **Enter IDs** box.

32. Click **Add IDs**.

Add Waste Holder By ID

Enter IDs   1408037087   Add IDs

33. Proceed to **Step 4**.

If the Waste Holder ID number is unknown

Note: **Person Search** is available for instances where people rather than companies request collection of their septic waste. If this is the case, you need to click on the **Person Search** option instead.

34. From the Tracking Form screen click **Organisation Search.**

35. Enter the **Name** of the organisation you are searching for.

36. Click **Search.**

37. Select the correct waste holder and click **Add**.

38. *(Optional step)* Selecting **List All Organisations** will display all waste holders created by your carrier historically. This will also display the ID number should you need it for future references. You can also select and add multiple organisations in this view.

39. Proceed to **Step 4**.

New Waste Holder (first time collecting from this business)

40. From the Tracking Form screen click **Organisation Search**.

41. Leave all fields blank and select **Search**.

42. All waste holders will be listed (unless you have never created a waste holder before).

    a. Click **Create New Organisation**.

    b. Enter either company name or trading name.

    c. ABN.

    d. Contact details.

    e. Physical and postal address (select **Same as Physical Address** to populate the Postal Address fields).

f. Manager person details.

43. Click **Save**.

44. Proceed to **Step 4** to add waste collection details if there is only one waste holder. If there is more than one new waste holder, repeat steps **41** to **43**.

Step 4 - Add collection details for a waste holder

45. From the Tracking Form screen, click **Edit** *(right side of waste holder name).*

a. Enter the **Date** of collection.

b. Select the **Category** from the drop-down list.

c. Enter the **Waste Volume** *(liquid in litres, solid in kilograms).*

d. Enter the **Number of Packages** *(if required)* .

e. Select the **Physical State** *(solid, liquid or gas)* .

f. Enter the **pH** *(if required)* .

46. Click **Save**

47. Repeat steps **45** and **46** if there is more than one waste holder.

48. Proceed to **Step 5.**

Step 5 - Waste unloaded

Once the waste has been unloaded at the waste facility, users can change the status to **unloaded** to allow the tracking form to appear in the waste facility's profile for further action.

49. From the Tracking Form screen, click **Edit Details** *(under the first section of the form).*

Carrier	Controlled Waste		
Carrier Licence Number	0123456		
Status	Open	Activated	16/09/2014
Commenced	17/09/2014	Expired	24/09/2014
Type	Bulk	Paper	No
Category Group	K - Putrescible and organic wastes		
Nominated Waste Facility	Department of Environment Regulation		
Actual Waste Facility			
Total Quantity	1000 Litres		
Unloaded		No	
Interstate		No	
Created by		Created on	16/09/2014
		Edit Details	

50. Select **Yes** from the **Unloaded** drop-down options.

51. Click **Save**.

Type	Bulk
Category Group	A - Plating and Heat Treatment B - Acids C - Bases D - Inorganic Chemicals E - Reactive Chemicals F - Paints, resins, inks and organic sludges Hold Ctrl then click to select multiple
Nominated Waste Facility	Department of Environment Regulation
Unloaded	Yes * Yes No
Interstate	
	Save Cancel

52. The pending unloading will appear in the nominated waste facility's profile, prompting the facility to enter the required details.

53. Proceed to **Step 9** if there are no vehicle/driver changes or transit facility unloading.

Step 6 - Vehicle or driver change

Only if required – see 'Tracking Form Actions' guide for more information

54.   From the Tracking Form screen, click **Vehicle/Driver Change**.

   a. Enter the Date of change.

   b. Select the Vehicle/Tank from the drop-down list.

   c. Select the Driver from the drop-down list.

55.   Click **Save**. Proceed to **Step 9** if there is no transit facility unloading.

Step 7 - Transit facility unloading

Only if required – see 'Tracking Form Actions' guide for more information

56.   From the Tracking Form screen, click **Transit Facility Unloading**.

   a. Enter the **Date** of unloading.

   b. Select the **Transit Facility** from the drop-down list.

57.   Click **Save**.

Step 8 - Transit facility collection

Only if required – see 'Tracking Form Actions' guide for more information

58.   From the Tracking Form screen, click **Transit Facility Collection**.

a.   Enter the **Date** of collection.

b.   Select the **Vehicle/Tank** from the drop-down list.

c.   Select the **Driver** from the drop-down list.

59.   Click **Save** and proceed to **Step 9**.

Step 9 - Closing a tracking form

This step must be completed

You can only close the tracking form once the waste facility has added the unloading details onto the tracking form in the CWTS. Once this has been carried out, proceed with steps below.

60.   From the Tracking Form screen, click **Close Form**.

61.   **Review** the unloading details of the form.

62.   Click **Confirm Close**.

63.   Click **Print** to print the form, otherwise click **Home**.

Tracking form actions

Amend waste containment type, category group and nominated waste facility

Situations may arise when a tracking form cannot be used for the waste type, category or waste facility it was originally opened with. The **Edit Details** option can be used to make amendments.

64.　To change the containment type, category group or nominated waste facility on a CWTF, open the form from **Tracking Form Operations**.

65.　Select **Open Tracking Forms**, find the form and click **View**.

☐	Tracking Form	First Collection Date	Expiry Date	Unloading Date	Closed Date	Collection Status	Unloading Status	Closure Status	Discrepancy Amount	Discrepancy %	Paper Permit	Bulk	Dropped Off		
☐	5644643	17/09/2014	24/09/2014			Collected	Pending	Not Ready	1,000	100.00	N	Y	N	View	Print
☐	5644644	17/09/2014	24/09/2014			Collected	Pending	Not Ready	1,000	100.00	N	Y	N	View	Print

66.　Select **Edit Details** to change the details of **Containment Type**, **Category Group** and/or **Nominated Waste Facility**.

Carrier	Controlled Waste		
Carrier Licence Number	0123456		
Status	Open	Activated	16/09/2014
Commenced	17/09/2014	Expired	24/09/2014
Type	Bulk	Paper	No
Category Group	K - Putrescrible and organic wastes		
Nominated Waste Facility	Department of Environment Regulation		
Actual Waste Facility			
Total Quantity	1000 Litres		
Unloaded	No		
Interstate	No		
Created by		Created on	16/09/2014

Edit Details

67.　Select the option you need by clicking on the list or drop-down menu box.

68.   Select **Save.**

Truck to truck (vehicle/driver change)

Situations may arise when waste must be transferred from one vehicle to another. In such a case the vehicle registration and possibly the driver transporting the waste will change.

69.   Repeat steps **64** to **65** to open the tracking form.

70.   Select **Vehicle/Driver Change**. The vehicle registration must be changed when a truck-to-truck transfer is performed.

71.   Enter the **Date** of the vehicle/driver transfer.

72.   Select the **Vehicle/Tank** from the drop-down list or enter the vehicle's registration in the **Registration** field.

73.   Select the **Driver** from the drop-down list or enter the driver's username in the **Driver Login** field.

74.   Select **Save**.

Transit facility actions

When leaving waste at a transit facility, the **Transit Facility Unloading** option is used to record the time and date the waste was unloaded. The **Transit Facility Unloading** function will not appear until after the date and time of a waste collection has been entered.

Adding Transit Facility Unloading

75.   Repeat steps **65** to **66** to open the tracking form.

76.   Select **Transit Facility Unloading** on the CWTF to enter the details of controlled waste transported to a transit facility.

77.   Enter the **Date** the waste was left at the transit facility *(please note that the transit facility unloading date must be after the date of the last waste collection)*.

78.   Select the **Transit facility** from the drop-down list *(please note that only transit facilities registered to accept the nominated controlled waste will be displayed in the drop-down menu)*.

79.   Click **Save**.
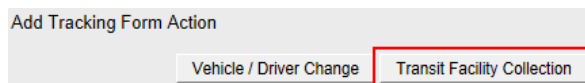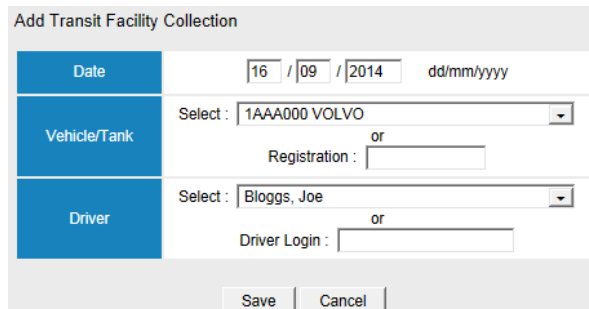
Adding Transit Facility Collection

When the waste is collected from the transit facility for transferral to a waste facility, the date of the collection and the driver and vehicle used must be recorded. The **Transit Facility Collection** option does not appear until the **Transit Facility Unloading** has been entered.

80. Select **Transit Facility Collection** to enter the details of controlled waste transported from a Transit facility.

81. Enter the date of collection *(please note that the date of the transit facility collection must be after the transit facility unloading).*

82. Select the **Vehicle/Tank** from the drop-down list or enter the vehicle registration in the **Registration** field.

83. Select the **Driver** from the drop-down list or enter the driver's username in the **Driver Login** field.

84. Click **Save**.

Delete or duplicate waste holders

Situations may arise when the waste holder needs to be deleted or duplicated from the tracking form screen.

85. Repeat steps **64** to **65** to open the tracking form.

86. To remove a waste holder, tick the box on the left-hand side of screen and click **Remove Selected Event**.

87. To duplicate a waste holder, tick the box on the left-hand side of screen and click **Duplicate Selected Waste Collections**.

88. This only adds the waste holder details. Collection date, waste category, volume, and physical state must be entered separately.

Adding and creating waste holders to tracking forms

Existing waste holders

If the Waste Holder ID number is known

89.   From the Tracking Form screen, enter the **Waste Holder ID** number in the **Enter IDs** box.

90.   Click **Add IDs**.

Add Waste Holder By ID		
Enter IDs	1408037087	Add IDs

91.   Proceed to **Add Collection Details for a Waste Holder**.

If the Waste Holder ID number is unknown

Note: **Person Search** is available for instances where people rather than companies request collection of their septic waste. If this is the case, you need to click on the **Person Search** option instead.

92.   From the Tracking Form screen click **Organisation Search**.

Organisation Waste Holder Selection

Organisation Search	List All Organisations

People Waste Holder Selection

Person Search	List All People

93.   Enter the **name of the waste holder**.

94.   Click **Search**.

95.   Select the correct waste holder and click **Add**.

Organisation Search Criteria

Name	ABN	Suburb	Street	Phone
controlled waste				

Search   Cancel

Organisation Search Results

Name	ABN	Suburb	Street	Phone	Id	
Controlled Waste	01234567890	Perth	St Georges	64675281	1408037087	Add

[Prev] [Showing 1 to 1 of 1 Organisations] [Next]

Add New

96.	*(Optional step)* Selecting **List All Organisations** will display all waste holders created by your carrier historically. This will also display the ID number should you need it for future references. You can also select and add multiple organisations in this view.

Organisation Waste Holder Selection

Organisation Search | List All Organisations

People Waste Holder Selection

Person Search | List All People

97.	Proceed to **Add Collection Details for a Waste Holder**.

New waste holder (first time collecting from this business)

98.	From the Tracking Form screen click **Organisation Search**.

Waste Holder Selection

Organisation Search | List All Organisations

99.	Leave all fields blank and select **Search**.

Waste Holder Type	Name	ABN	Org Inst Id	Active	Building Name	Building Sub	Building Level
Organisation				Yes			
Street No.	Street Lot	Street Name	Street Type	Town/Suburb	Postcode	State	Country

Search | Cancel

100.	All waste holders will be listed (unless you have never created a waste holder before).

	a.	Click **Create New Organisation**.

Add Selected | Create New Organisation | Create New Person

	b.	Enter either company name or trading name.

	c.	ABN.

	d.	Contact details.

Organisation Details

Company Name	[ ]**	ABN	[ ]*
Trading Name	[ ]**		

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

Contact Details

Contact Number	[ ]**	Fax Number	[ ]
Mobile Number	[ ]**	E-mail	[ ]

** - Must include either Contact Number or Mobile Number

e. Physical and postal address (select **Same as Physical Address** to populate the Postal Address fields).

Physical Address

Building	Name:[ ] Sub:[ ] Level:[ ]	
Street	No.:[ ]** Lot:[ ]** Name:[ ]* Type:[ ]*	
Town/Suburb	[ ]*	Postcode [ ]*
State	WA*	Country Australia*

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

Postal Address

Building	Name:[ ] Sub:[ ] Level:[ ]	
Street	No.:[ ]** Lot:[ ]** Name:[ ] Type:[ ]	
Postal Addr.	[ ] e.g. PO Box 1234	
Town/Suburb	[ ]*	Postcode [ ]*
State	WA*	Country Australia*

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

[Same as Physical Address]

f. Manager person details.

Manager Person Details

First Name	[ ]*	Surname	[ ]*
Salutation	[ ]	Date of Birth	[ ]
Gender	[▼]	E-mail	[ ]
Contact Number	[ ]**	Mobile Number	[ ]**

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

102. Click **Save**.

103. Proceed to **Add Collection Details for a Waste Holder** to add waste collection details if there is only one waste holder. If there is more than one new waste holder, repeat steps **99** to **101**.

Add collection details for a waste holder

104. From the Tracking Form screen, click **Edit** *(right side of waste holder name).*

	Date	Action	Category	Previous Category	Volume	No. Pkgs	Phys. State	pH	
☐	Controlled Waste - Perth (1408037087)								
	Waiting	Waste Collection							Edit

   a. Enter the **Date** of collection.

   b. Select the **Category** from the drop-down list.

   c. Enter the **Waste Volume** *(liquid in litres, solid in kilograms).*

   d. Enter the **Number of Packages** *(if required).*

   e. Select the **Physical State** *(solid, liquid or gas).*

   f. Enter the **pH** *(if required).*

105. Click **Save**.

Edit Waste Collection	
Waste Holder	Controlled Waste
Address	168 St Georges Terrace PERTH WA Australia
Date	15 / 09 / 2014 dd/mm/yyyy
Category	K210 Septage wastes
Waste Volume	1000 ● L ○ kg ○ m3
No. of Packages	
Physical State	Liquid
pH	

Save   Cancel

106. Repeat steps **104** and **105** if there is more than one waste holder.

107. Click **Print** to print copies or **Done** to return to the Carrier menu.

108. *(Additional step)* To remove a waste holder, tick box on the left-hand side of screen and click **Remove selected event**.

Waste unloaded

Once the waste has been unloaded at the waste facility, users can change the status to unloaded to allow the tracking form to appear in the waste facility's profile for further action.

109. To acknowledge the waste has been unloaded on a CWTF, open the form **Tracking Form Operations**.

110. Select **Open Tracking Forms**, find the form and click **View**.

	Tracking Form	First Collection Date	Expiry Date	Unloading Date	Closed Date	Collection Status	Unloading Status	Closure Status	Discrepancy Amount	Discrepancy %	Paper Permit	Bulk	Dropped Off		
☐	5644643	17/09/2014	24/09/2014			Collected	Pending	Not Ready	1,000	100.00	N	Y	N	View	Print
☐	5644644	17/09/2014	24/09/2014			Collected	Pending	Not Ready	1,000	100.00	N	Y	N	View	Print

111. From the Tracking Form screen, click **Edit Details** *(under the first section of the form).*

Carrier	Controlled Waste	
Carrier Licence Number	0123456	
Status	Open	Activated	16/09/2014
Commenced	17/09/2014	Expired	24/09/2014
Type	Bulk	Paper	No
Category Group	K - Putrescible and organic wastes	
Nominated Waste Facility	Department of Environment Regulation	
Actual Waste Facility		
Total Quantity	1000 Litres	
Unloaded	No	
Interstate	No	
Created by		Created on	16/09/2014

Edit Details

112. Select **Yes** from the **Unloaded** option.

113. Click **Save**.

114.   The pending unloading will appear in the nominated waste facility's profile, prompting the facility to enter the required details.

115.   The waste facility will see the CWTF listed in **Pending Unloadings** once they have logged on. They proceed to enter the unloading information based on what was received at the facility.

Undisposed Tracking Forms

Click table header to change sorting preference

	Tracking Form	Unloading Date	Unloading ID	Unloading Status	Volume Picked Up	Volume Disposed	Discrepancy Amount	Discrepancy %	Expiry Date	Closure Status		
☐	5604823			Pending	750	0	750	100.00	04/03/2014	Not Ready	Handle	Print
☐	5634821			Pending	4,800	0	4,800	100.00	07/07/2014	Not Ready	Handle	Print

◄◄ ◄ 1-2 of 2 ► ►►

Print Selected   Done

How to: Run reports and use additional functions in the CWTS

Step 1 – Login

116.   From the Guest Menu.

117.   Enter your **username** and **password**, then click **Login**.

Please enter your username and password:

Username: cwts

Password: ●●●●●●●●●|

Login

(Optional step) Click **Use** next to the correct **profile** (*you may have more than one profile depending on your roles within and between organisations*).

Step 2 - Run reports

The ability to run and view reports is only available to users with manager access (data entry users do not have access to this functionality).

118.   Under **Carrier Operations** on the Side Menu bar select **Reports**.

Carrier Operations

View Carrier Details

Change Carrier Licence Validity

List Waste Holders

Reports

119.   Hover your mouse over the grey boxes to view a brief explanation of each report.

Carrier Details

This report outlines the Carrier's current licence and contact details.

Report Format

PDF   Run Report

120. Select **PDF** or **XLS** (Excel spreadsheet) from the drop-down menu and click **Run Report**.

121. *(Optional step)* You can specify date ranges for **Tracking Forms Received** and **Waste Processed Reports**. Use the format DD/MM/YYYY in the blank fields.

Waste Facilities Used

This report lists the amount of each waste category accepted by each waste facility from the carrier during the selected date range.

Delivery Date Start	Delivery Date End	Report Format	
01/01/2014	30/06/2014	PDF	Run Report

Available reports

Carrier Details

Report Format	
PDF ▾	Run Report

Waste Facilities Used

Delivery Date Start	Delivery Date End	Report Format	
01/01/2014	30/06/2014	PDF ▾	Run Report

Tracking Forms Report

Commencement Date Start	Commencement Date End	Status
		--- All --- Allocated Closed Exempt

Waste Holder Industry Code	Report Format	
--- All Industries --- 0100 Agriculture 0110 Horticulture and Fruit Growing 0111 Plant Nurseries	PDF ▾	Run Report

Waste Transported Report

Collection Date Start	Collection Date End	Waste Category
		--- All Categories --- A100 Waste resulting from the surfac A110 Waste from heat treatment and A130 Inorganic cyanide

Waste Holder Industry Code	Report Format	
--- All Industries --- 0100 Agriculture 0110 Horticulture and Fruit Growing 0111 Plant Nurseries	PDF ▾	Run Report

Controlled Waste Licenses Report

Commencement Date Start	Commencement Date End	Expiry Date Start	Expiry Date End

Licence Number	Report Format	
	PDF ⌄	Run Report

Carrier Vehicles Licence Report

Report Format	
PDF ⌄	Run Report

Carrier Vehicles Waste Report

Start Date	End Date	Report Format	
		PDF ⌄	Run Report

Carrier Vehicles Summary Report

Report Format	Vehicle Reg	
PDF ⌄		Run Report

Inspection Report

Inspection Date Start	Inspection Date End	Report Format	
		PDF ⌄	Run Report

Conditions Report

Report Format	
PDF ⌄	Run Report

Waste Holders Report

Suburb	Waste Category	Report Format	
	--- All Categories --- A100 Waste resulting from the surfac A110 Waste from heat treatment and A130 Inorganic cyanide	PDF ⌄	Run Report

Note: If exporting to Excel, you can search for specific information by using the find function **(Ctrl F).**

Summary of reports

Carrier Details

- Outlines basic details about the carrier including company names/identification, contact numbers, addresses and licence number.

Waste Facilities Used Report

- Lists each waste facility that has received a controlled waste, the volume and waste category.

- Specify dates by using the format DD/MM/YYYY in the **Delivery Date Start** and **Delivery Date End** fields.

Tracking Forms Report

- Displays all tracking forms created by the carrier (i.e. transported) within a particular date range.

- Specify dates by using the format DD/MM/YYYY in the **Commencement Date Start** and **Commencement Date End** fields.

- Blank fields produce a report with every tracking form ever created by the carrier.

- Specify the **Waste Category** in the report or set to default (**---All Categories---)**. The report will display the open and closed status, tracking form number, issue and expiry dates, electronic or paper form, bulk or packaged and the waste holder.

Status

Allocated:

- Lists paper tracking form numbers allocated to the carrier by the department.

Closed:

- Tracking forms that have been closed by the carrier, after the waste facility has entered the unloading details.

- Information cannot be amended on closed tracking forms. Contact the department for assistance.

Open:

- Open tracking forms generated by the carrier and assigned to the waste facility.

- The tracking forms may be waiting for the waste facility to enter the unloading details or the carrier to close them.

Paid:

- Tracking forms listed whereby payment has been received by the department.

- The report is sectioned into open and closed tracking forms.

Waste Transported Report

Provides a summary and breakdown of the volumes of each category of waste transported over a specified period. Includes tracking form number, waste holder, number of packages and collection date.

Controlled Waste Licenses Report

- Displays the carrier licence details including commencement and expiry dates, invoiced and paid dates.

- Specify date by using the format DD/MM/YYYY in the **Commencement and Expiry Date Start** and **End** fields.

- Blank fields produce a historical licence report.

Carrier Vehicle Licence Report

Produces outlined report on all current and historical licenses for all vehicles used by the carrier.

Carrier Vehicles Waste Report

Provides a summary of the amount of each waste category transported by each of the carrier's vehicles during the selected date range.

Carrier Vehicles Summary Report

Lists the waste categories each vehicle is licensed to carry. Also includes make, model, vehicle capacity and containment type.

Inspection Report

Displays the inspection history for the carrier during the selected date range. Specifics include the date of inspection, inspector and further information.

Conditions Report

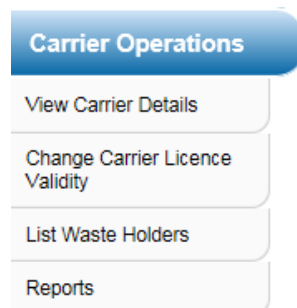Produces all the Carrier conditions imposed on or relating to the carrier.

Waste Holders Report

Lists all waste holders that have been created by the carrier. Includes address and contact details.

Other CWTS functions

Carrier operations

The following are additional functions you can access by clicking **Carrier Operations** from the Side Menu bar.

View Carrier Details

Displays information of the carrier: ID, licence number, company name details, ABN, contact and address details. Contact the department to amend any of these details.

Change Carrier Licence Validity

Displays current licence validity and fee. Select Edit to change the validity. Must be made 49 days or more before the expiry of the current licence.

List Waste Holders

Shortcuts to list all Waste holders report.

People

List Managers

Lists the active managers of the carrier. Click **View** to see the contact details of the user. Contact the department to amend any of these details.

List Data Entry People

Lists the data entry users of the carrier. Click **View** to see the contact details of the user. Contact the department to amend any of these details.

The **New Carrier Company (Manager/Data Entry) Application** function enables users to apply for a new user login. Although the functionality is still operational, we request all new users to apply for a login by filling in the CW11 (CWTS) Access Form and submit to the department.

| New Carrier Company (Manager) Application | Done |

List Drivers

Lists all drivers (bulk and packaged), licence and assessment expiry dates. Click **View** see the contact details of the driver. Contact the department to amend any of these details.

New driver applications can be found by selecting **New Carrier Company (Truck Driver) Application.** Form CW2 for bulk drivers and Form CW6 for packaged drivers.

Vehicles and tanks

List vehicles and tanks

Lists the vehicles and tanks including make, model, licence and tank integrity expiry dates, containment type and licence duration. Click **View** to see the description and contact details of the vehicle.

Select **New Vehicle Application** to commence a new application. Form CW3 bulk vehicles or Form CW5 packaged vehicles.

Information

Information

Guidelines

Application forms and materials

Fact Sheets

Application forms and materials

Most relevant to carriers are:

- Driver information package for transportation of bulk controlled waste

- Controlled waste category list

- Form CW2: Application for bulk controlled waste driver licence

- Form CW3: Application to license vehicle/tank to transport bulk controlled waste

- Form CW5: List of vehicle(s) or trailer(s) used to transport packaged controlled waste708

- Form CW6: List of driver(s) transporting packaged controlled waste

- Form CW7: Notification of change of driver's employer

- Form CW8: Amendment to a controlled waste licence

- Form CW9: Amendment to a controlled waste driver licence

- Form CW10: Application for transfer of controlled waste vehicle/tank licence to assignee

- Form CW11: Controlled Waste Tracking System (CWTS) Access Form – Industry

- Form CW15: Controlled waste attachment form

- Form CW16: Application for secondary carrier profile in Controlled Waste Tracking System (CWTS)

- Form CW20: Paper controlled waste tracking form book request

- Form CW24: Application to transport anything other than a controlled waste in a licensed controlled waste vehicle or tank

- Form CW26: Application to list an interstate controlled waste carrier in the Controlled Waste Tracking System

Facts sheets

General information and summarise parts of the Environmental Protection (Controlled Waste) Regulations 2004. Most relevant to carriers are:

- What is controlled waste?
- Requirements of a waste holder
- Controlled waste tracking
- Requirements of controlled waste carriers
- Requirements of bulk controlled waste drivers
- Requirements of packaged controlled waste drivers
- Bulk controlled waste vehicles and tanks
- Transporting anything other than controlled waste

What's New

What's New

Latest news

Latest News

The department will communicate news, such as changes to the CWTS.

Contact us

For further assistance please contact the department's Controlled Waste branch:

Email: controlled.waste@dwer.wa.gov.au

Controlled Waste Tracking System: cwts.dwer.wa.gov.au

Website: www.wa.gov.au and search for 'controlled waste'