



Environment Protection Authority
GPO Box 2607 Adelaide SA 5001
211 Victoria Square Adelaide SA 5000
T (08) 8204 2004
Country areas 1800 623 445

Email completed form to: epalicensing@sa.gov.au

Phone for enquiries: (08) 8204 2039

Online WasteTracker – new user application

The Online WasteTracker (OWT) system is a secure system. To obtain a username and password, please complete, sign the form and return to either the email or postal address above.

If you have any questions, please contact WasteTracker on (08) 8204 2039.

If you are a transporter or receiving facility, ensure you provide your EPA authorisation (licence) number (or interstate equivalent for transporters moving waste across borders). Unlicensed transporters or receiving facilities will **NOT** appear on the system.

COMPANY DETAILS

EPA authorisation number (<i>if applicable</i>)		
Name of authorisation holder (<i>as it appears on the Authorisation</i>):		
Contact person (<i>authorised to act on behalf of the Authorisation Holder</i>)	Name	
	Position	

USER DETAILS

Please provide the phone number and email address where you can be most easily reached. The email address will be the one used by the system to send your username and password details once processed.

First name	
Last name	
Phone	
Email	

USER ACCESS (ROLE) REQUIRED

You need to specify which role(s) you will be performing on WasteTracker:

- If you will be consigning waste from your premises, select the **Producer** role.
- If you will be transporting waste (you must have a current transport licence), select the **Transporter** role.
- If you are receiving waste (you must be a licensed receiving facility), check the **Receiving Facility** role.
- **You can check more than one box.**



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For each role selected, you need to specify the level of access required:

- **View only**
 This access will enable you to view any Consignment Authorisations (CA) and Transport Certificates (TC) that the company name your username is linked to is a part of. You will not be able to enter or edit any data.
- **Create/update TC**
 This access will enable you to create and print Transport Certificates. For Producers and Transporters this also includes entering data at pick-up. For Receivers this also includes all steps from creating and pick up to processing (completing the movement on the system).
- **Create/update TC and CA**
 This access is ONLY available to Receiving Facilities with a current authorisation to receive waste from the EPA, which will enable you to create Transport Certificates (TC) and Consignment Authorisations (CA).

Role	Required access level (tick as appropriate)		
	TC = transport certificate, CA = consignment authorisation		
Producer	View only	Create & update TC	
Transporter	View only	Create & update TC	
Receiving Facility	View only	Create & update TC	Create/update TC and CA

Is access required for ALL sites on EPA Authorisation? (No site details required if a Transporter)	
Yes	No – please provide details

Site address (<i>not applicable for Transporters</i>)	No		Street name	
	Suburb			
	State		Postcode	
If your authorisation has more than one site, please provide site details access is required for as an attachment.				

DECLARATION

I declare that the information provided in this application, to the best of my knowledge, is true and correct.

Note: If you provide information that is false or misleading you can be subject to a penalty of up to \$8,000.

That conducting a prescribed activity of environmental significance without an Environmental Authorisation (Licence, Exemption or Works approval) is a breach of sections 35, 36 & 37 of the *Environment Protection Act 1993* and you may incur a penalty of up to \$120,000.

Full name		Date	
Signature			

An email from the Online WasteTracker (OWT) system will be sent with your username and password once this application has been processed.