Monthly mass balance reporting

Monthly mass balance (MB) reports will be available to add data from the first day of the reporting month and must contain all information relevant to the reporting period.

Using the Environment Licensing Forms (ELF), a person licensed to conduct a depot receiving 20,000+ tonnes of waste

This information will interact with existing reporting on materials disposed on-site.

Landing Page

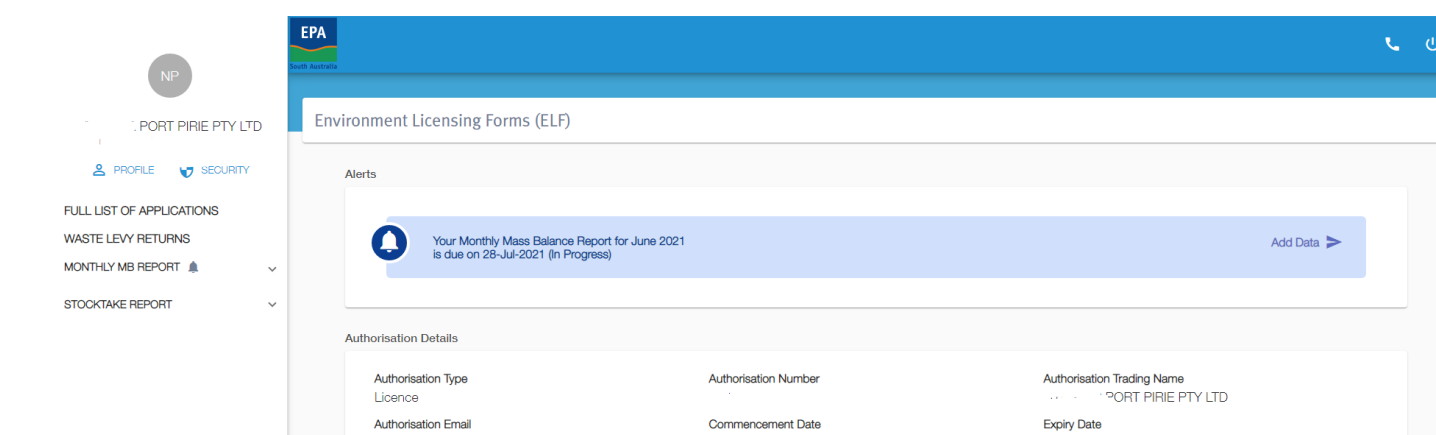Upon signing into ELF, users will be able to complete Active Monthly MB reports.

Image 1: Landing Page

Alerts

When Monthly MB Report are requested, they will appear within the Alerts panel as a quick link. The Alert will identify the report type 'Monthly Mass Balance' (including if it is an Amendment), reporting period and due date. Furthermore, it will identify if it is Open or In Progress.

When ready to proceed click on 'Add Data' to commence reporting.

Note: When a report is overdue, the Alert will appear amber in colour.

Navigation Menu – Monthly MB Report

Along the left side of the screen, you will note Monthly MB Report. The 🔔 will display when there is an active report. When expanding the Monthly MB Report menu, (by clicking on ∨), only relevant sub-menu items will appear.

- Active Monthly MB Report – when one or more active reports are available for submission.

  When this menu item is clicked it will display all Active Monthly MB Reports.

- Submitted Monthly MB Report – when one or more reports have been submitted. All submitted reports will remain available for review and print.

  When this menu item is selected submitted Monthly MB Reports will display an option to 'View Submission' (displaying each screen as submitted) or 'View Report' to provide print version of report.

- Monthly MBR Upload Template – to download the upload template to enable users to import monthly mass balance data.

Completing Monthly MB Report

Report has been selected by clicking on 'Add Data' either in the Alerts Panel or within the Active Monthly MB Reports sub-navigations= view, (shown below).

Throughout the report the following buttons will appear (when applicable):

Next — To progress to the next question of the report.

Note: This will only be available if mandatory information is provided. Note: If data is outstanding this button will not be available to select and will appear grey in colour with light font.

Back — To take you back to the previous question within the report.

Note: This button will always remain grey with black font.

Cancel — Will appear when a pop-up form appears to load/enter information. You may select to 'Cancel,' which you take you back to the relevant question.

Note: This button will always remain grey with black font.

Update — To save change/s made to existing saved data, which is edited via pop-up form.

Add — To add data entered in pop-up to reporting form.

SAVE AND EXIT — Saves data entered and returns you to the Active Monthly MB Report view.

PREVIOUS — When you have progressed passed the first page of the submission, the 'Previous' button will appear to take you back to the previous page.

SAVE AND CONTINUE — When all sections of the reporting page have been filled 'Save and Continue' will be available to progress you to the next page of the report. Note: If any data is outstanding on a page this button will not be available to select and will appear grey in colour with light font.

SUBMIT — The last page will provide the 'Submit' button to submit the completed report to the EPA. Once selected it will take you back to the Active Monthly MB Report sub-navigation view.

Note: Once selected data cannot be edited. The completed report will be available in the '*Submitted Monthly MB Report*' sub-view, where it can be viewed or printed.
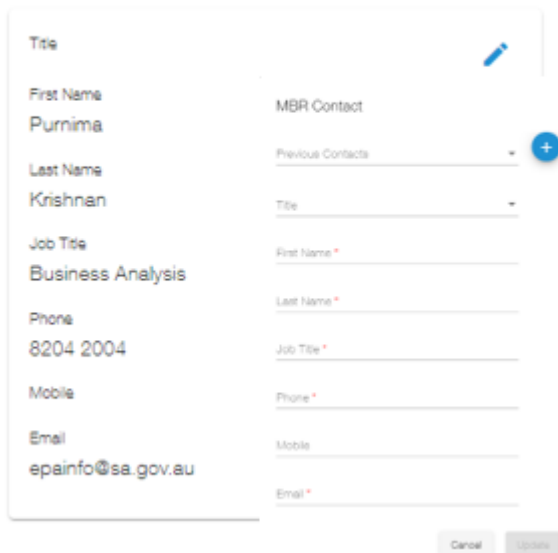
The following steps highlight component where data is to be entered and/or checked as you proceed through the Monthly MB Report:

Step 1 – Site Information

MBR Contact

Upon your first entry you will be prompted to enter a MBR Contact. All mandatory fields must be entered before you can update to proceed.

All subsequent Mass Balance reports will display the most recent (previous submitted report) MBR Contact.

In the circumstance MBR Contact information has changed, including contact information or previous MBR Contact is the completing the form or you are a new MBR Contact, click the pencil icon, (✏). This will open the MBR Contact pop up:

- If contact information requires updating for the visible MBR contact, proceed to update relevant fields and once complete click the 'Update' button.

- If the MBR Contact has reported previously to the MBR Contact shown, click the Previous Contact down arrow and select relevant contact, if needed update details and click the 'Update' button.

- If the contact is a new contact, who has not reported previously click on the plus sign, (➕). This will now open a clear form to provide MBR Contact details. Once all mandatory fields are complete, click the 'Update' button.

Note: When the MBR Contact is updated, the Question '*Do you wish to change the details for MBR Contact'* will change to Yes. If you decide to change to No, a warning will appear that will remove all changes made once 'Confirmed.'

Once you have MBR contact details are correct click on the 'Save and Continue' button.

Site Profile

Upon the first Monthly MB submission '*Do you have a weighbridge on site?'* will default to No. Ensure to change the response when relevant. Once the answer is change to Yes, the second question '*Is the weighbridge operation?'* will appear and again default to No.

Ensure to check the response and edit where necessary before proceeding. The answer displayed (other than the first submission' will reflect responses from previous submission.

Site Plan

A Site Plan must be provided and remain up to date. Upon your first submission you will not be able to proceed until a Site Plan is uploaded.

Following the first submission, you will be given opportunity to update the Site Plan submitted. The date of when the latest Site Plan was uploaded will display. The question *Do you wish to update the Site Plan?'* will default to No, if this is changed to Yes, the section will expand to 'Add File.' Once Add file is clicked – a pop-up dialog box will appear to upload attachment/s.

Mass Balance Report Data

Mass Balance Report Data

How will you be entering MBR data for this period? *

◉ I will be loading the data from a spreadsheet

◯ I will be entering the data directly into the forms

Before you proceed to Step 2, you are to confirm how data will be entered.

If selecting to upload the data, you will proceed Step 2 below to load monthly data from excel or CSV file.

If selecting to enter manually you will proceed to Step 3 below.

Note: If, once data is uploaded/entered and you decide to 'Save and Exit,' the Mass Balance Report Data questions will change to "Editing existing data,' (default option) or 'Overwrite data with new upload.' If you opt to overwrite data, all data existing will be replaced with new data uploaded, (including data uploaded and/or data added manually).

Step 2 – Import Monthly Materials (optional)

When you have opted to load or overwrite exiting data, you will be prompted to 'Add file.'

Upload your relevant month, Monthly MB data, noting the only formats accepted will be excel or CSV file.

Data entered must follow the field requirements, as per the instructions included in the Upload Template for excel formats or the csv upload instructions information sheet.

Where data has been entered and words cannot be mapped, (i.e., material type not listed), or data is entered where it is not expected (ie. in column where data is expected to be blank) or using incorrect formatting etc. data will not be loaded an error log will appear. Click on 'Error' for a tabled list which will advise where and what errors are preventing the upload. This list can be printed by clicking on the 'Print' icon.

Licence	Data Upload	Mass Balance – Data	Stockpile	Submission

Upload Data

You can upload one document.
UPDATE FILE

Report Received

❌ Filename: MBRUploadTemplate - test.xlsx

Upload Error. File could not be uploaded for some reason. Please checklist below.

Error

Row Number	Materials-In/Out/Operational Use	Error Generic	Error Description	Value
3	Material Fate	Data is invalid	This field must be left empty	Recovered resource
6	Waste Stream	Data is invalid	This field must be left empty	Municipal solid waste (MSW)
6	Metro	Data is invalid	This field must be left empty	Metro

Once a file has been loaded successfully you can continue to Step 3 below, where it is recommended you review data and if necessary, edit etc before proceeding to Step 4.

Step 3 – Monthly Materials Data Entry/Review

Materials-In

If data is uploaded '*Do you have Materials-In to report*?' will default to Yes. However, if you have chosen to enter data directly into the form you must answer the question.

Note: If you select Yes – you must enter material to be able to progress through the form. If data is entered and you opt to change the answer to No – any data entered will be removed, upon confirmation via the warning dialog pop-up.

To add data manually into the form – click on the 'Add Material' button.

Next select the Materials-In you wish to report. This can be done via predictive text, choosing from 'Previously Used Materials,' (this is a list of materials submitted in the previous month), or scrolling within the 'Full List.' Once you have found the material – click on it once to select it which will highlight it grey.

Next select the relevant Material-In corresponding details.

Note: Each material type has a default stream, which you can opt to change in any circumstance other than hazardous. Hazardous materials will remain hazardous, even if upload attempts to change the stream.

Once all mandatory fields are entered, (those with a red asterisk (*)), the 'Add' button will become available to add the materials to the reportable Materials-In list.

Note: Each material uniqueness, that being material type and corresponding details, will be amalgamated. If necessary, you can opt to edit/increase the mass.

Note: Materials can be edited (pencil icon), deleted (bin icon) and added at any time, prior submission. This is inclusive of data that had been uploaded.

Once relevant Materials-In are added to the '*List of Materials Received,*' you can progress to Materials-Out.

Materials-Out

Following the same logic as entering Materials-In, if data is uploaded, the question, '*Do you have Materials-Out to report*?' will default to Yes. However, if you have chosen to enter data directly into the form you must answer the question.

Note: If you select Yes – you must enter material to be able to progress through the form. If data is entered and you opt to change the answer to No – any data entered will be removed, following confirmation via the pop-up warning dialog.

Entry and review of Materials-Out follow the same logic as Materials-In (above).

To add data manually into the form – click on the 'Add Material' button.

Next select the Materials-Out you wish to report. This can be done via predictive text, choosing from 'Previously Used Materials,' (this is a list of materials submitted in the previous month), or scrolling within the 'Full List.' Once you have found the material – click on it once to select it which will highlight it grey.

Next select the relevant Material-Out corresponding details.

Once all mandatory fields are entered, (those with a red asterisk (*)), the 'Add' button will become available to add the materials to the reportable Materials-Out list.

Note: Each material uniqueness, that being material type and corresponding details, will be amalgamated. If necessary, you can opt to edit/increase the mass.

Once relevant Materials-Out are added to the '*List of Materials Transferred Out*,' you can progress to Operational Use.

Operational-Use

Following the same logic as entering Materials-In and Materials-Out, if data is uploaded, the question, '*Do you have an Operational Use to report*?' will default to Yes. However, if you have chosen to enter data directly into the form you must answer the question.

Note: If you select Yes – you must enter material to be able to progress through the form. If data is entered and you opt to change the answer to No – any data entered will be removed, following confirmation via the pop-up warning dialog.

Entry and review of Operational Use, follows the same logic as Materials-In and Materials-Out (above).

To add data manually into the form – click on the 'Add Material' button.

Next select the Operational Use material you wish to report. This can be done via predictive text, choosing from 'Previously Used Materials,' (this is a list of materials submitted in the previous month), or scrolling within the 'Full List.' Once you have found the material – click on it once to select it which will highlight it grey.

Next select the relevant Operational Use corresponding details.

Once all mandatory fields are entered, (those with a red asterisk (*)), the 'Add' button will become available to add the materials to the reportable Materials-Out list.

Note: Each material uniqueness, that being material type and corresponding details, will be amalgamated. If necessary, you can opt to edit/increase the mass.

Once relevant Operational Use materials are added to the '*List of Materials Used on Site*,' you can continue to Stockpile section of the form.

Step 4 – Stockpile Summary

Stockpile quantity will be summarised before proceeding to 'Submit' the report.

In most circumstance, you should feel confident to '*Save and Continue.*' However, when a previous Monthly MB Report request is awaiting completion, or where relevant, a Solid Waste Levy Return is not submitted you will be unable to continue. In both circumstances an error note will appear advising what is required.

Mass Balance - Stockpile (tonnes)

Previous Month:	920 t
Materials-In:	1,952.9 t
Materials-Out:	75.379 t
Operational Use:	38.36 t
Monthly Change:	1,839.161 t
Total Derived Stockpile:	2,759.161 t
Total User Specified Stockpile	

Stockpile details will auto-fill to provide a Monthly Change and Total Derived Stockpile calculation using data entered for the reporting period.

Calculation incorporates:

Previous month   This will display the previous months Total Derived Stockpile calculation. The first entry will not have previous month submission and therefore will be 0. It should also be noted that Previous Month will adjust pending completion of Stocktake or Survey requests.

Note: Upon first entry the amount for Previous Month will equal 0. From the second Monthly MB Report the previous amount will populate. Where a previous return is outstanding, you will not be able to progress and will be required to complete the previous Monthly MB Report request.

Materials-In   Total mass (tonnes) reported for Materials-In

Materials-Out   Total mass (tonnes) reported for Materials-Out

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Operational Use   Total mass (tonnes) reported for Operational Use

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Disposed   Total mass (tonnes) reported from related Monthly Solid Waste Levy *(if applicable)*
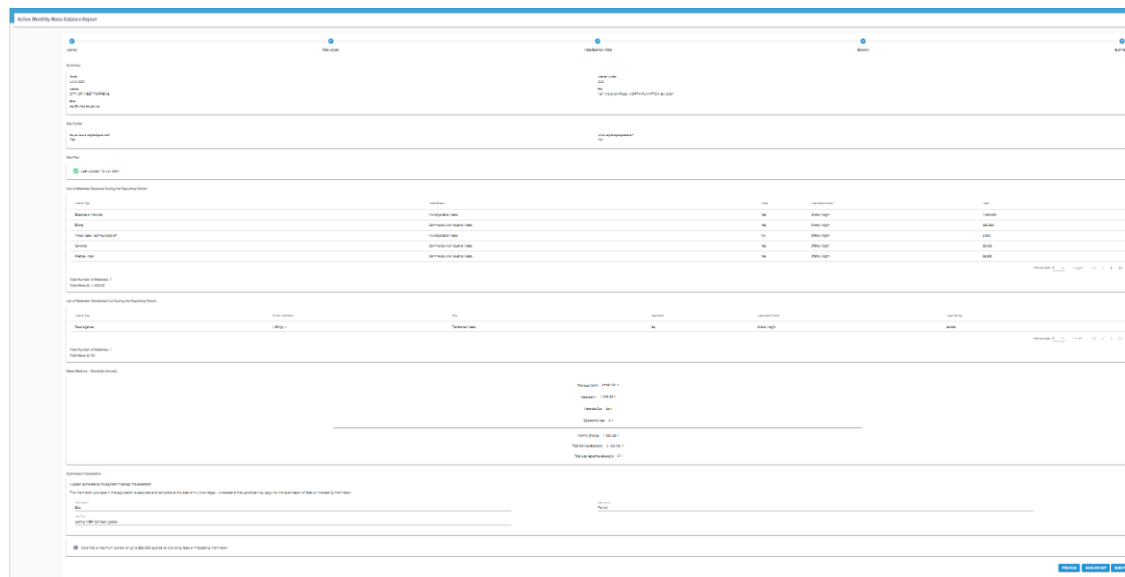
Note: Disposed will only appear when the Site is required to complete and submit a Monthly Solid Waste Levy Return. Sites that are required to complete a Levy Return will be unable to continue to submission if it has not been completed prior. In this circumstance, please complete and submit the related Month Solid Waste Levy Return and re-enter the Monthly MB to progress to submission. Total tonnes will auto-populate from submitted Levy Returns.

Before continuing to Submit the Monthly MB Return you have the option to enter your own Specified Stockpile Quantity. When a quantity is entered, you must enter a reason for entering a user specified amount.

Step 5 – Submission and Declaration

The last step is to *Submit* the report.

A full summary of data entered will display for review prior submission

Please review and when applicable '*Submit*.'

Note: The declaration will auto populate the name and position of the MBR Contact. Where applicable ensure to update the declaration prior submitting the report.

Amendments

When required, you can request an amendment by contacting the EPA by phone. You will need to state which report as well as providing reason for the amendment request.

If the EPA determine that the amendment request is reasonable. A copy of the report submitted will become available on the portal and due date will appear, as determine appropriate by the EPA.

Note: This subsequent report will display the version number increase by one (ie. Version 2).

The new request will appear under the '*Alerts*' panel as well as being available within the '*Active Monthly MB Report*' sub-view.

As all information is copied from previous submission, you are only required to edit concerns that prompted the amendment request.

The initial report will continue to be available in the '*Submitted Monthly MB Report.*' However, the status will change from '*Submitted*' to '*Amendment Requested*.'