

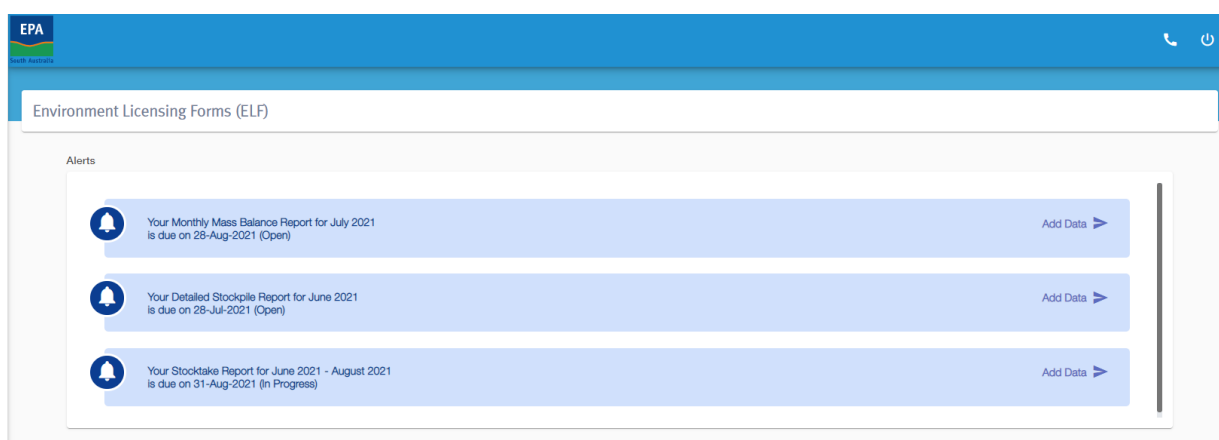
Stocktake Reports are periodic reports that are to be submitted to the Environment Protection Authority (EPA) SA. This annual report is one of the key applications to assist in collecting details of materials stockpile onsite.

If you are required to complete a Stocktake Report, a request will be created giving you a three (3) month period, on which to audit your site and submit the completed request.

Note: The audit is to be undertaken on any-one (1) day, within the specified reporting period, to obtain specific details as described in this user guide.

Landing Page

Upon signing into ELF, users will be able to complete an Active Stocktake Report.



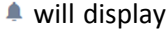

Alerts

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

When you are 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 – Stocktake Report

Along the left side of the screen, you will note Stocktake Report. The  will display on the 1st day of the month, when there is an active report. When expanding the Stocktake menu, (by clicking on ) , only relevant sub-menu items will appear.

- Active Stocktake Report – when a report is available for submission.
When this menu item is clicked it will display the Active Stocktake Report.
- Submitted Stocktake 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 Stocktake Reports will display an option to 'View Submission' (displaying each screen as submitted) or 'View Report' to provide print version of report.

Completing Stocktake Report

Report has been selected by clicking on 'Add Data' either in the Alerts Panel or within the Active Stocktake Report sub-navigation view (shown below).

Active Stocktake Report

Reporting Period	Due Date	Due Days	Version
June 2021 - August 2021	Tuesday, August 31, 2021	69 days	1
Status	Site Address		
In Progress	5037		

[ADD DATA](#)

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 Stocktake Report sub-navigation 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 Stocktake sub-navigation view.
Note: Once selected data cannot be edited. The completed report will be available in the 'Submitted Stocktake Report' sub-navigation 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 Stocktake Report:

Step 1 – Licence

MBR Contact

Do you wish to change the details for MBR Contact? *

Yes No

Your Stocktake Report will likely be completed following previous Mass Balance Report submissions, such as a Monthly Mass Balance Report. In this case, the MBR Contact displayed will be most recent MBR Contact.

In the circumstance MBR Contact information has changed, including contact information or previous MBR Contact is the completing the form or MBR Contact is new, ensure to 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.

Step 2 – Site Stocktake

Stocktake Date

You will need to enter the date the stocktake was undertaken. The stocktake data is to be gathered on any given 1 day, within the 3-month reporting period.

Note: Any date outside the reporting period, (that being before or after the reporting period), will prevent form progression. For example, if the reporting period is June to August 2021, any date before or after this period will not be accepted and will prevent form progress.

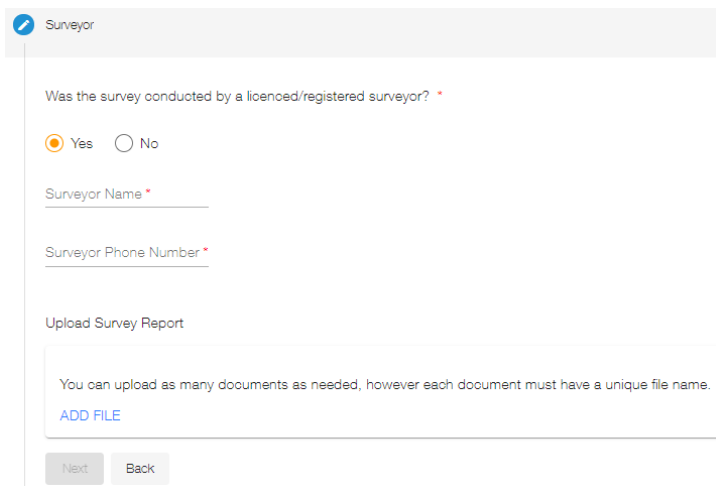
Surveyor

Information relating to the Surveyor must be provided if they participated in the stocktake audit. The question: 'Was the survey conducted by a licenced registered surveyor?' will default to 'Yes.' Where a surveyor is not utilised change the response to 'No.'

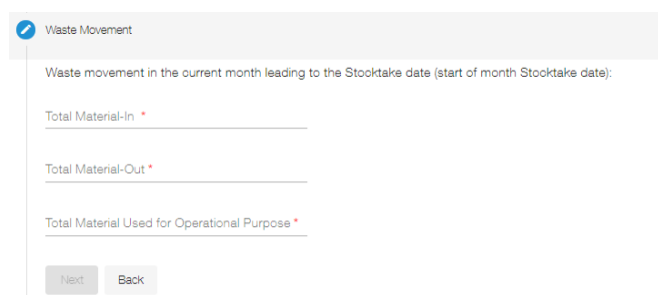
In the circumstance a registered surveyor was used you are to provide:

- Surveyor Name
- Surveyor phone number
- Survey report

You will not be able to proceed until the above provisions are provided.



Waste Movement



As Stocktake Report data can be gathered on any 1-day during the reporting period, it necessary that the waste movement for the month to-date, it is obtained. This will enable appropriate assessment of stockpile tonnage for the preceding month.

The tonnage for the following must be provided:

- Materials-In (materials received onsite)
- Materials-Out (materials transferred from the site)
- Operation Use (materials used onsite)

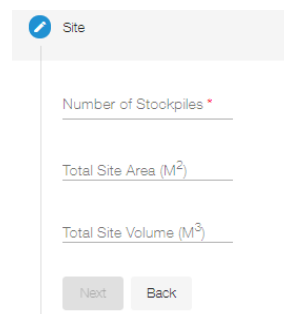
Site

Prior to adding details on individual stockpiles you are to provide an summary of the Site and Surrounds. The 'Number of Stockpiles' detail that is the only mandatory field, that must be complete before you can proceed.

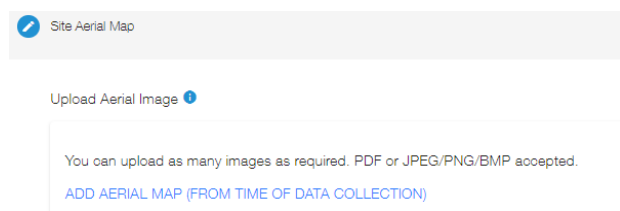
Note: The number of stockpiles advised in this section will be required to equal the total number of individual stockpiles that are to be detailed later in the Stocktake Report form.

Other optional data you may opt to provide includes:

- Total Site Area (m²)
- Total Site Volume (m³)



Site Aerial Map



An aerial map, which may include drone imaging, or a mud map must be provided from the time of stocktake data collection.

You can add as images as required. However, ensure to name the file appropriately before uploading.

On the aerial map/s, you are to ensure to identify each of the individual stockpiles with a reference/stockpile ID (i.e 1, 2, 3 etc).

Note: The same reference/stockpile ID is to be utilised when reporting on each individual stockpile.

Step 3 – Stockpiles

Once Site information is provided you proceed to the next section of the Stocktake Report form which details each individual stockpile at the site.



Each individual Stockpile is to be detailed and added to the table. The number of individual stockpiles must equal the 'Number of Stockpiles' previously stated within Step 2, of the form, which obtained high-level profile of the Site. In the circumstance the number of stockpiles does not match, (that being either more or less), you will not be able to proceed to 'Submit' the report. Each stockpile entered can be deleted or edited (numerical values and image/s only).

Note: If necessary, you can click 'Previous' and amend the 'Number of Stockpiles,' you previously advised within the Site section.

List of Stockpiles at Site

Total Mass (t): 7 ADD STOCKPILE

* Mismatch number of stockpile (expected: 3)

Site Stockpile Id	Material	Mass Determination	Location	Height (m)	Width (m)	Depth (m)	Volume (m ³)	Surface Area (m ²)	Density (kg/m ³)	Mass (t)	
1	Abattoir waste (including meat rendering)	Estimated	Container	1	2	3	4	5	6	7,000	 

Items per page: 5 1 - 1 of 1 << < > >>

PREVIOUS SAVE AND CONTINUE SAVE AND EXIT

To detail and add a stockpile, click the 'Add Stockpile' button. Once clicked a pop-up will appear requiring information about the stockpile is to be provided. Each field is mandatory, and you will not be able to 'Add' the stockpile if any field is left blank:

Stockpile

Select a previously entered stockpile or create a new stockpile entry and enter the details for that stockpile. Information needs to be entered for every existing stockpile.

Stockpile Information

Site Stockpile ID *

Material *

Mass Determination *

Estimated

Location *

Height (m) *

Width (m) *

Depth (m) *

Volume (m³) *

Surface Area (m²) *

Cancel Add

- Site Stockpile ID – The stockpile ID is to match that of the stockpile identified on the uploaded aerial map/s.
Note: As you 'Add' each stockpile, please be aware that you can only use an ID once. You will not be able to proceed if the same ID is already used. It is important that the Stockpile ID matches the ID of the stockpile identified on the aerial map/s.
- Material – Select from the drop down the prominent material of the stockpile.
- Mass Determination – This will default to 'Surveyed' if a 'Surveyor' was utilised to conduct the Stocktake audit. If a 'Surveyor' was not utilised it will default to 'Estimated.' You can change the response if relevant.
- Location – Select the location of the stockpile, whether in the 'Open,' 'Container' or 'Undercover.'
- Height (m) – The peak height, (in metres), of the stockpile.
- Width (m) – The widest, (in metres), part of the stockpile.
- Depth (m) – How far underground
- Volume (m³)
- Surface Area (m²)
- Density (kg/m³)
- Mass (tonnes)
- Material Image – click 'Update Material Image, Browse and Add.'
Note: ensure to label the image to ID the Stockpile.

Once all details are provided the 'Add' button will display. Click 'Add' and it will now appear in the 'List of Stockpiles.'

Note: Data for the stockpile will not save if you leave the 'pop-up,' ie. by cancelling the form, prior clicking 'Add.'

Step 4 – Submission

Once all stockpiles are 'Added' and the number of individual stockpiles match that stated on the 'Site' section you will 'Save and Continue' to the progress to the Submission section of the form, being the last step is to *Submit* the report.

A full summary of data entered will display to enable you to review prior submitting.

Stockpile ID	Name	Location	Type	Height (m)	Length (m)	Width (m)	Volume (m³)	Mass (kg)	Notes
1	General waste (including metal shavings)	Barracks	General	1	2	2	2	2	1.000
2	RSD - Residue management system	OPF	OPF	4	14	1	100	400	2.14
3	Unfilled metal fuel cans	Barracks	OPF	2	25	2	100	200	1.4

Please review and once you are confident that all information is correct, please 'Submit.' If required, go back to 'Previous' section to make necessary edit/s.

Note: The declaration will auto populate the name and position of the MBR Contact advised earlier in the form. 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 Stocktake 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 Stocktake Report.' However, the status will change from 'Submitted' to 'Amendment Requested.'