

To meet the *Environment Protection (Waste Depot Levy) Variation Regulations 2021* that sit under the *Environment Protection Act 1993* enhancements to the Environment Licensing Forms (ELF) system were required. Liquid waste levy (LWL) returns that are effective from 1 December 2021 will be available from the 1st day of the reporting month via the new ELF platform.

Each reporting period (ie the relevant reporting month) will be available via an 'Active Request' and the due date for each LWL Return will be the 28th day of the following month. For example: the December 2021 Return is due by 28 January 2022.

The following sections of this User guide will detail the new ELF User Interface with focus on the LWL submission process.

Landing Page

Upon signing into ELF, users will be able to complete Active Liquid Waste Levy Returns.



Image 1: Landing Page

Alerts

When LWL Returns are active, they will appear within the Alerts panel as a quick link. The Alert will identify the report type 'Liquid Waste Levy Returns' (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 – Liquid Waste Levy Returns

Along the left side of the screen, you will note Liquid Waste Levy Returns. The will display when there is an active report. When expanding the Liquid Waste Levy Returns menu, (by clicking on ^), only relevant sub-menu items will appear. These are inclusive of:

- **Liquid Waste Levy Return (Pre-Dec 2021)** – when clicked it will take you to the classic ELF. Here you can select the same corresponding menu item to complete and submit a Pre-Dec 2021 Liquid Waste Return.
Note: This menu item will be available for a limited time, to enable you to submit Pre-December 2021 Liquid Waste Returns.
- **Active Liquid Waste Levy** – this will display when one active return is available for submission. When you select this menu item, it will display all Active Liquid Waste Levy Returns.

- **Submitted Liquid Waste Levy** – once a LWL Return has been submitted, this menu item will appear. All submitted reports will remain available for review and print at your own leisure.
- **Liquid Waste Levy Upload Template** –download the upload template to enable users to import monthly Liquid waste levy data.

Completing a Liquid Waste Levy Return

Select the required return to complete by clicking on ‘Add Data’ button, either in the Alerts Panel (as shown in the above image) or within the ‘Active Liquid Waste Levy’ sub-navigations menu, (shown below).

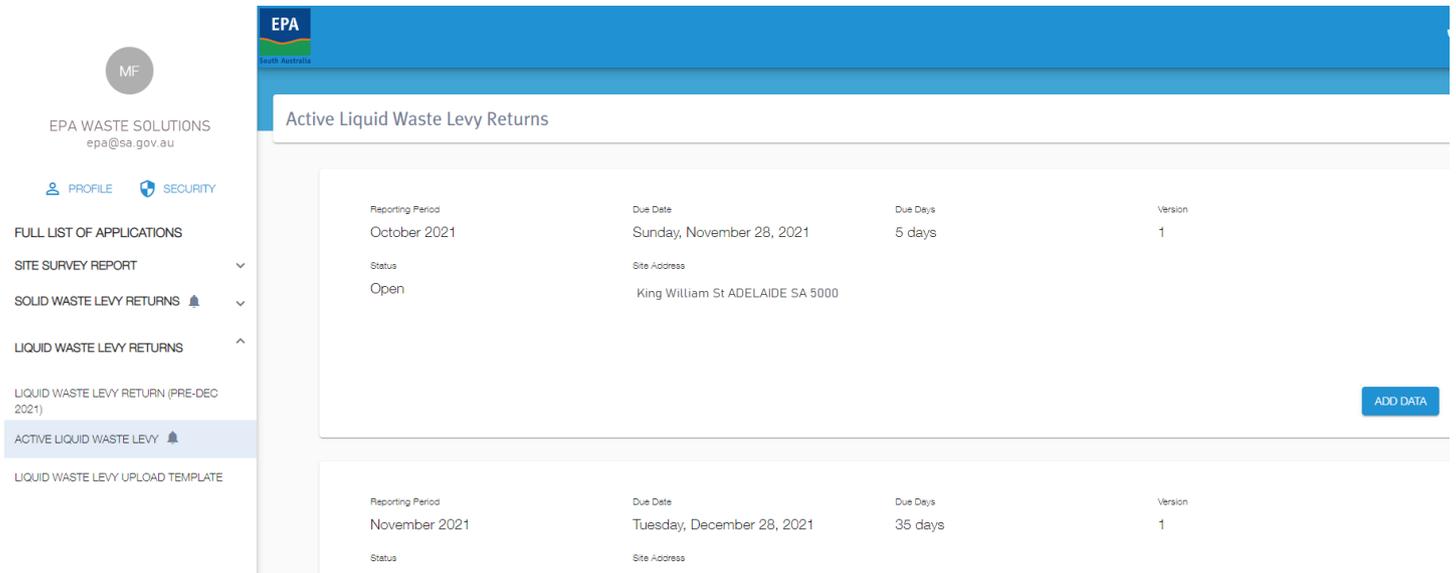


Image 2: Active Liquid Waste Levy

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

Cancel Will appear when a pop-up form displays to load an attachment. You may select to ‘Cancel,’ which will close the pop-up form.

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

Update To save change/s made to existing data.

Add To add liquid waste levy data. First by opening a pop-up dialog to enter the data and then to save data entered to the Liquid Waste data table.

SAVE AND EXIT Saves entered data and returns you to the ‘Active Liquid Waste Levy Returns’ 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 ‘Save and Continue’ will be available to progress to the next page of the return once all data has been provided.

Note: If there is outstanding data 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 Liquid Waste Levy Returns' sub-navigation view.

Note: The completed report will be available in the 'Submitted Liquid Waste Levy' sub-view, where you can opt to view or print.

The following steps highlight components where data is to be entered and/or checked as you proceed through the LWL Return:

Step 1 – Licence

Input Option

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

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

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

Input Option

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

I will be loading the data from a spreadsheet

I will be entering the data directly into the forms

Note: Once data is uploaded or entered and you decide to 'Save and Exit,' the Input Option questions will change to 'I will be editing existing data,' (default option) or 'I will be overwriting data with a new upload spreadsheet.' If you opt to load data, all data existing in the LWL Return for the month will be replaced with new data uploaded whether uploaded and/or data is added manually.

Image 3: Data Input Option

Step 2 – Data Upload (optional)

When you have opted to load or overwrite existing data, you will need to 'Add/Update file.'

Progress bar: Licence (1), Data Upload (2), Data (3), Declaration (4), Levy (5), Submission (6)

Upload Data

You can upload one document.

ADD FILE

PREVIOUS SAVE AND CONTINUE SAVE AND EXIT

Image 4: Data Upload

Upload your relevant month's LWL Return data, noting the only formats accepted will be excel or CSV file.

Notes: The first column (if excel) or number entered (CSV) is to equal the day of the month (ie 2). The mandatory field when imported will populate as a date for the month utilising the reporting period to which you are completing.

You can opt to leave some columns empty if using the excel upload template. If uploading a CSV file each row is to contain seven (7) commas (,).

If data is entered on an upload template with errors, such as a day that doesn't exist in the month, symbols, letters, duplicate days or more than three (3) decimal points etc, no data will not be loaded, and an error log will appear.

Upload Data

You can upload one document.

[UPDATE FILE](#)

File Uploaded

✗ Filename: Liquid Waste Upload Template. with data.xlsx

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

Error



Row Number	Liquid Waste Levy	Error Generic	Error Description	Value
5	Day Of Month	Data is invalid	Day of the month already exists	5
5	Waste	Data is invalid	Invalid data. Data must be in integer or decimal format(maximum of 3 decimal places)	6.324k

[PREVIOUS](#)

[SAVE AND CONTINUE](#)

[SAVE AND EXIT](#)

Image 5: Data upload containing errors

Click on 'Error,' (as shown highlighted above), for a tabled list which will detail the row number and error preventing the upload. The list of errors can be printed by clicking on the 'Print' icon.

Once data has loaded successfully, you will be able to 'Save and Continue' and proceed to Step 3 below.

Step 3 – Data Review

Liquid Waste

If data is uploaded, it will display after proceeding from Step 2.

✓ Liquid Waste

Date	Waste (kL)	
08 Oct 2021	22.82	
14 Oct 2021	2.1	
24 Oct 2021	25.25	
29 Oct 2021	75.29	
TOTAL	125.46	

Items per page: 31 | 1 - 4 of 4 | < >

[PREVIOUS](#)

[SAVE AND CONTINUE](#)

[SAVE AND EXIT](#)

Image 6: Example of Liquid Waste Levy Return Data

You have the option to edit (pencil icon), delete (bin icon) or even add additional data (via the 'Add' button), as show in Image 6 above.

When opting to edit, you will only be able to add/edit the tonnage and not change the date.

Note: When you opt to delete data a warning dialog will appear to confirm or cancel. If confirmed the selected data will be discarded.

To add data manually into the Return, click the 'Add' button.

Select the relevant date and enter the kilolitres disposed.

Note: You will be unable to select a date outside of the reporting period. If a date selected already exists, existing data will migrate which you can opt to edit and then 'Update.' Alternatively, if you selected the wrong date 'Cancel' and select the 'Add' button again to record a different date.

Once you are satisfied that all data for the month is entered, you will be able to proceed Step 4 after selecting 'Save and Continue.'

Note: You do not have to create an entry for everyday of the reporting month.

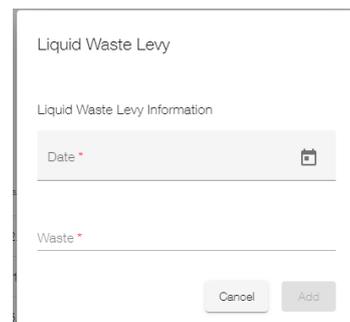


Image 7: Manual Solid Waste entry pop-up

Step 4 – Declaration

When the declaration page has opened, it will summarise data provided on the previous page with monthly totals.

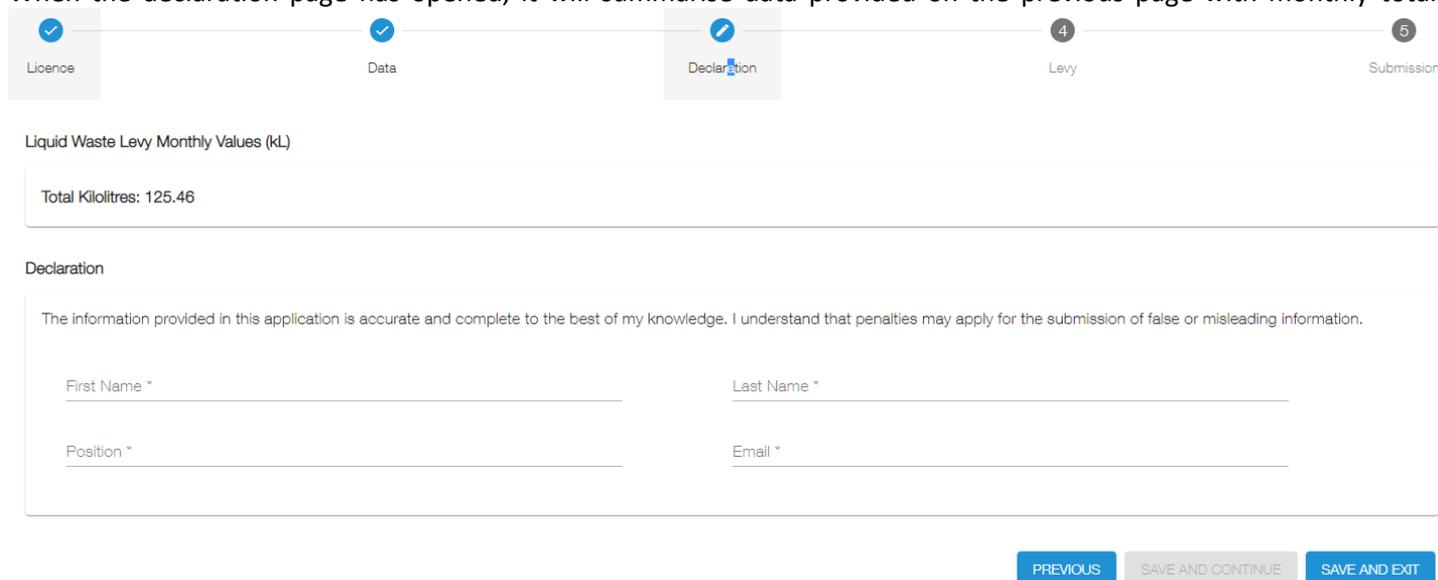


Image 8: Declaration

This will provide you with the opportunity to re-review the data, with an understanding of what the monthly total should equate to.

To progress to the next section, you will need to enter your name (first and last), position and email address. Once this information filled on the form you will be able to 'Save and Continue' to Step 5.

Step 5 – Levy (fee)

Based on the monthly Liquid Waste Return data, a levy fee estimate will display.

To proceed click 'Save and Continue,' where you will obtain a summary of information entered prior to submission, along with a Reference number if required.

Step 5 – Submission

The last step is to *Submit* the return.

A full summary of data entered will display for review prior to submission. This will include Authorisation Details (including Pay by Date), Liquid Waste Monthly kL value, Levy (fee) estimate, Declaration and Reference.

Please review the data within the return. Once you are satisfied all data is included in the submission, select the 'Submit' button.

Note: If it is necessary to make change/s following a submission, you will be required to request an amendment. The amendment process is detailed in the following section.

Amendments

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

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

Note: This subsequent report will display as a new version number (ie. Version 2).

The new request will appear under the 'Alerts' panel as well as being available within the 'Active Liquid Waste Levy' sub-view.

All information is cloned from the previous submission. Therefore, it will only be necessary to edit issues that prompted the amendment request.

The initial report will continue to be available in the 'Submitted Liquid Waste Levy' sub-navigation menu. However, the status will change from 'Submitted' to 'Amendment Requested,' whilst also display 'Reason for Amendment.'

Pre-December 2021 Liquid Waste Levy Returns

Pre-December 2021 LWL Returns, (ie November 2021), are to be filled out and submitted using the pre-existing process on classic ELF.

When you have logged on, select the 'Liquid Waste Levy Return (Pre-Dec 2021)' menu item. This will navigate you to classic ELF, where you can select 'Liquid Levy Return Pre-Dec 2021.' The form will open, and you are able to select the month and year the 'Return' relates etc.

Note: You will be unable to select any period after November 2021. Submissions to December 2021 onwards will only be available via an 'Active' request.

To return to new ELF, click the 'Waste Levy Returns' menu and you will be navigated back.

Reporting

Liquid Waste Levy Return Pre-Dec 2021

Solid Waste Levy Return Pre-Dec 2021

Mass Balance Reporting

Waste Levy Returns

Change Password

Exit