

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. Solid waste levy (SWL) returns that are effective from 1 December 2021 will be available from the 1<sup>st</sup> 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 SWL Return will be the 28<sup>th</sup> 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 SWL submission process.

## Landing Page

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

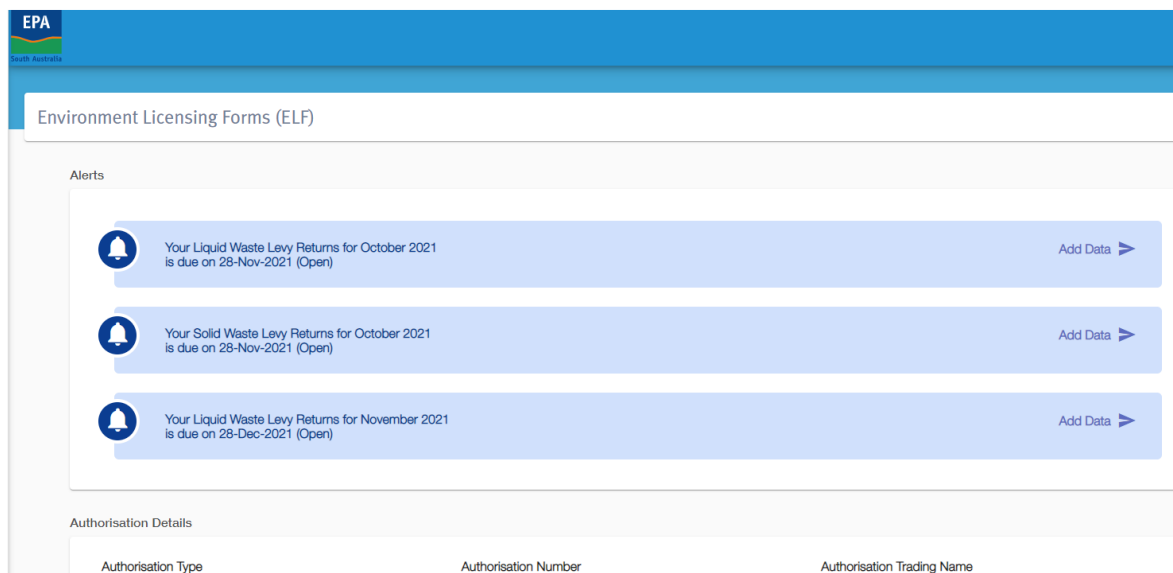


Image 1: Landing Page

## Alerts

When SWL Returns are active, they will appear within the Alerts panel as a quick link. The Alert will identify the report type 'Solid 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 – Solid waste levy returns

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

- **Solid 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 Solid Waste Return.

**Note:** This menu item will be available for a limited time, to enable you to submit pre-December 2021 SWL returns.

**Active Solid Waste Levy** – this will display when one active return is available for submission. When you select this menu item, it will display all Active Solid Waste Levy Returns.

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

## Completing a Solid 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 Solid Waste Levy' sub-navigations menu, (shown below).

The screenshot shows the 'Active Solid Waste Levy Returns' page. On the left is a navigation menu with options like 'FULL LIST OF APPLICATIONS', 'MONTHLY MB REPORT', 'STOCKTAKE REPORT', 'SOLID WASTE LEVY RETURNS', 'SOLID WASTE LEVY RETURN (PRE-DEC 2021)', 'ACTIVE SOLID WASTE LEVY', 'SUBMITTED SOLID WASTE LEVY', 'SOLID WASTE LEVY UPLOAD TEMPLATE', and 'LIQUID WASTE LEVY RETURNS'. The main content area shows a table of returns:

Reporting Period	Due Date	Due Days	Reason for Amendment	Version	Status	Site Address
October 2021	Friday, November 26, 2021	10 days	waiting for updated information			
November 2021	Tuesday, December 28, 2021	42 days		1	In Progress	King William St ADELAIDE SA 5000

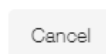
Image 2: Active Solid Waste Levy

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



To progress to the next question on the page.

**Note:** If data is outstanding this button will not be available to select and will appear grey in colour with light font.



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.



To save change/s made to existing data.



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



Saves entered data and returns you to the 'Active Solid Waste Levy Returns' sub-navigation view.



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 Solid Waste Levy Returns' sub-navigation view.

**Note:** The completed report will be available in the 'Submitted Solid 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 SWL 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 SWL 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.'

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 SWL 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.

You can upload one document.

[UPDATE FILE](#)

File Uploaded

✖ Filename: Solid Waste Upload Template with data.xlsx

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

Error



Row Number	Solid Waste Levy	Error Generic	Error Description	Value
5	Solid Waste Metro	Data is invalid	Invalid data. Data must be in integer or decimal format(maximum of 3 decimal places)	m
6	Day Of Month	Data is invalid	Invalid Day of Month	31
6	Solid Waste Non Metro	Data is invalid	Invalid data. Data must be in integer or decimal format(maximum of 3 decimal places)	2,385.4
7	Day Of Month	Field is empty	This field cannot be left empty	

[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

### Solid Waste

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

✔ Solid Waste ⓘ

[ADD](#)

Date	SOLID WASTE		ASBESTOS		SHREDDER FLOC		
	Non-Metro	Metro	Non-Metro	Metro	Non-Metro	Metro	
04 Oct 2021	12	0	0	0	0	0	
05 Oct 2021	1	0	0	0	0	0	
08 Oct 2021	0	2	2	2	1	1	
11 Oct 2021	0	5	4,111	0	0	0	
30 Oct 2021	2.36	0	0	0	0	0	
TOTAL	15.36	7	6,111	2	1	1	

Image 6: Example of Solid 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 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.

**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.

Tonnage for each stream (Solid Waste, Asbestos, Shredder Floc) Non-Metro and Metro does not need to be entered initially to 'Add' the data. However, at least one value must be greater than zero (0).

Once all Solid Waste Levy data is entered, you can opt to continue to the next section, which may or may not include Bushfire Levies, detailed below.

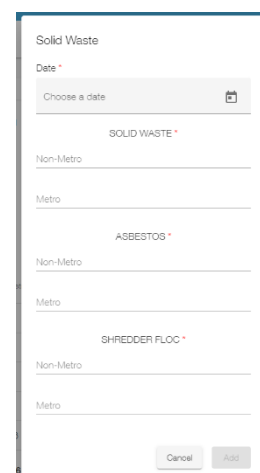


Image 7: Manual Solid Waste entry pop-up

## Bushfire levies

The EPA is required to understand and consider collection of bushfire waste during certain periods. When deemed necessary, the question will appear for you to answer if you received any eligible bushfire waste.

**Note:** Bushfire waste tonnage collected, is to be included in the daily Solid Waste (Non-Metro/Metro) figures provided above.

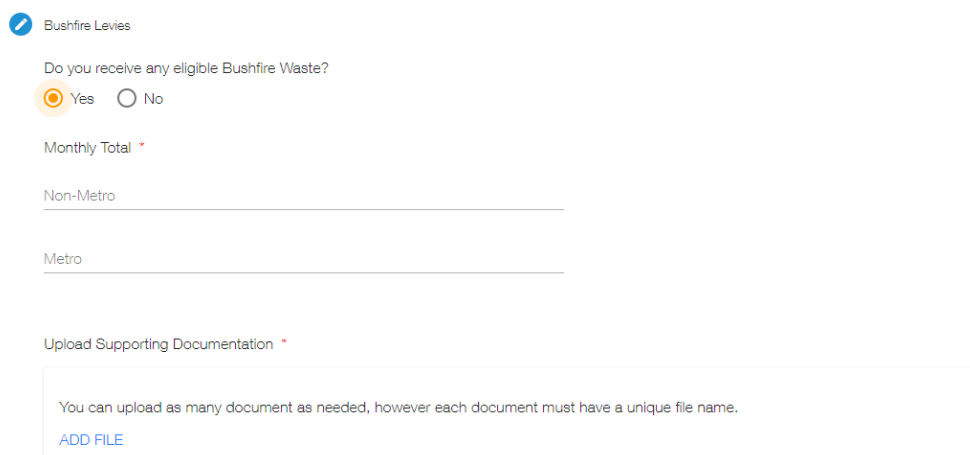


Image 8: Bushfire Levies

If you collected bushfire waste, it will be necessary to specify the monthly figure/s (Non-Metro/Metro) and supply supporting documentation.

Once required bushfire waste question is answered, you will be able to proceed Step 4 after selecting 'Save and Continue.'

## Step 4 – Declaration

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

Solid Waste Levy Monthly Values (tonnes)		
	Non-Metro	Metro
Solid Waste	15,36	7
Asbestos	6,111	2
Shredder Fluo	1	1
Bushfire Levies	1	1

**Declaration**

A person authorised by the applicant must sign this declaration  
The information provided in this application is accurate and complete to the best of my knowledge. I understand that penalties may apply for the submission of false or misleading information.

First Name \* \_\_\_\_\_ Last Name \* \_\_\_\_\_  
Position \* \_\_\_\_\_ Email \* \_\_\_\_\_

PREVIOUS SAVE AND CONTINUE SAVE AND EXIT

Image 9: Declaration

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

**Note:** Only if bushfire waste was collected, will it display the tonnage in the summary above 'Declaration.'

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 Solid 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), Solid Waste Monthly values, answer to Bushfire Waste question (where relevant data entered and display of supporting documentation and file name uploaded), 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 Solid 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 Solid Waste Levy' sub-navigation menu. However, the status will change from 'Submitted' to 'Amendment Requested,' whilst also display 'Reason for Amendment.'

**Notes:** If it is necessary to complete a Monthly Mass Balance (MB) Report and if an amendment was requested prior to the Monthly MB Report being submitted, you will not be able to submit it until the amended SWL Return is submitted.

Further to the above, if you have submitted the Monthly MB Report and then requested a SWL Return amendment when the SWL Return amendment has been submitted the correlating Monthly MB Report will auto-amend and obtain the updated 'Disposed' value.

Where a Monthly MB Report is auto amended, the original version will display within the 'Submitted Monthly MB Report' sub-navigation view with a changed status of 'Amendment Requested' and reason 'Auto Generated For Waste Levy Amendment.' The subsequent version will also be available within this view.

## Pre-December 2021 Solid Waste Levy Returns

Pre-December 2021 SWL 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 'Solid Waste Levy Return (Pre-Dec 2021)' menu item. This will navigate you to classic ELF, where you can select 'Solid 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