

The Environment Protection Authority pursued measures to support the sustainable operation and further growth of the waste and resource recovery sector. As part of these measures the operational use of waste (including waste-derived material) at landfills will attract the solid waste levy unless it is an approved operational use (eg capping, internal roads, screening mounds, or mulching).

The following sections of this User Guide detail the ELF User Interface for users to apply for an Approved Operational Use Declaration, as well as view which previous applications are current (approved) as well as those that are not current (rejected, revoked, expired and/or withdrawn).

Landing Page

Upon signing into ELF, users that meet the requirements to be able to apply for an Approved Operational Use Declaration will see the 'Operational Use' navigation menu. Upon clicking on the down arrow, next to Operational Use, the following sub-navigation menu items will appear:

- **Draft Operational Use** – when clicked it will display a screen with a '+' to apply for a new Approved Operational Use Declaration as well as listing those that have commenced being pulled together but not yet submitted.
- **Submitted Operational Use** – this view will display submitted Operational Use applications, that are yet to have a final determination reached by the EPA (ie. approved or rejected)
- **Approved Operational Use** – this view will display current and approved Operational Use/s. Each Approved will display a 'View Declaration' button for users to view and print the approval.
- **Rejected / Revoked / Expired / Withdrawn Operational Use** – this view will display Operational Use applications that are not current, and therefore not approved.

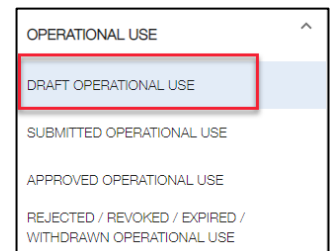
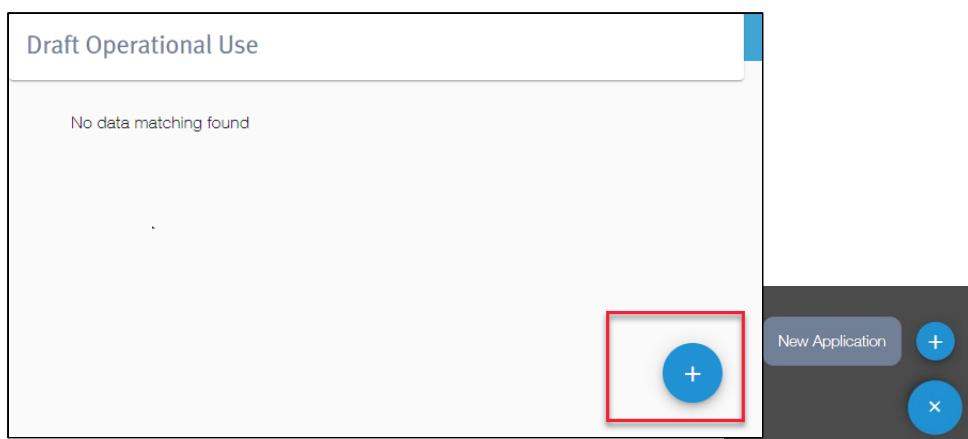
OPERATIONAL USE ^
DRAFT OPERATIONAL USE
SUBMITTED OPERATIONAL USE
APPROVED OPERATIONAL USE
REJECTED / REVOKED / EXPIRED / WITHDRAWN OPERATIONAL USE

The below will further detail each section, including how to apply for an Operational Use Approval.

Create a New Operational Use Application

From the drop-down navigation menu select **Operational Use > Draft Operational Use**

The below screen will then appear with a **plus (+) icon** on the bottom right corner.



To add a new request, click on the + and then select the + to the right of **New Application**. This will open the form to create a new request.

NOTE: the X underneath the plus will close the current screen and return you to the previous one.

EPA South Australia

New Application Operational Use

1 Licence 2 Operational Use 3 Submission

Licence Number
2026

Licence
EPA Waste Solutions

Site
Victoria Sq, ADELAIDE, SA

Email
epa@sa.gov.au

EXIT CONTINUE

The first page that opens, summarises the authorisation site. No data is required to be entered or confirmed. Click 'Continue' on the bottom right to progress. This will take you to the next page.

EPA South Australia

New Application Operational Use

1 Licence 2 Operational Use 3 Submission

Add Operational Use Request

PREVIOUS SAVE AND CONTINUE SAVE AND EXIT

This is where you can create individual Operational Use Requests.

Click '**Add Operational Use Request**'. A pop-up form will appear for completion. This is for an individual request.

Operational Use Request

Material Type Description *

Next

2 Status

3 Use Description

4 Location

5 Location of the Use Image

6 Supporting Documents

Each field within the form, other than **Supporting Documents**, will require entry of data to enable the request to be added to the Operation Use Application. As each data is entered, click '**Next**' to progress through the form. Below details each field of the form:

- **Material Type Description** – this is a free text field (for up-to 500 characters (inclusive of spaces) to detail the materials for which the Operational Use approval relates.
- **Status** – this is to select if the request is a **One-off** or **Ongoing**. Upon selecting the correlating response the following fields will then appear
 - **Mass (tonnes)** – inclusive of three decimal points
 - **Justification for Mass** – free text field (up-to 255 characters) to detail dimensions used to determine mass (ie width, length and depth of area and density factor [tonnes per m³] of the material to be used).
 - **Preferred frequency** (only for **Ongoing** request) – drop-down selection: Monthly, Quarterly, Half-Yearly or Yearly, relating to how often the requested mass of material is to be used.
 - **Preferred Effective Date** – select year and then month (this will default to first day of the month)
 - **Preferred End Date** – select year and then month (this will default to the last day of the month)

NOTE: If the request is **One-off**, the period (Effective Date to End Date) may be restricted according to EPA set settings. In this circumstance an error note will display advising the period allowed. You will be unable to continue until the period is within EPA requirements.

- **Use Description (Purpose)** – free text up-to 255 characters, to provide detail on how the material/s are going to be used.
- **Location of the Use** – free text up-to 255 characters, to explain where on the site the material is to be used.
- **Location of the Use Image** – upload image/s that clearly identify the **Location of the Use** as described previously.

NOTE: Only png, jpg, jpeg files can be uploaded

- **Supporting Documents** – this is optional, to upload documentation to assist in demonstrating that the Operational Use request is suitable and necessary.

Once all mandatory fields are completed, an **'Add'** button will appear at the bottom left of the form. Click this to add the individual Operational Use request.

You may wish to add another individual Operational Use request, which is different to one that was just created. To do this click **'Add Operational Use Request'** and the form will pop-up for you to fulfil as you did for the first.

NOTE: You can add as many individual Operational Use requests to the application as you like. Each one will be assessed individually by the EPA.

Upon adding individual Operational Use requests to the application, they will be listed and provide opportunity for you to edit and/or delete prior to submission.

This high-level list will only display the Material Type Description up-to fifty (50) characters. You can opt to edit the request by selecting the pencil icon or delete the request by selecting the bin icon. Furthermore, you can review details entered by clicking the down-arrow (to the right of the bin) which will display data entered against each field.

The screenshot shows the 'New Application Operational Use' interface. At the top, there is a blue header with the EPA logo and navigation icons. Below the header, the title 'New Application Operational Use' is displayed. The main content area features a progress bar with three steps: 'Licence' (completed), 'Operational Use' (current step), and 'Submission' (pending). A blue button labeled 'Add Operational Use Request' is positioned to the right of the progress bar. Below this, a list of two operational use requests is shown. Each request entry includes a text field with a truncated description, a pencil icon for editing, a bin icon for deletion, and a downward arrow for more details. The first request is 'Garden organics, food waste and mulch for garden b...' and the second is 'Rubble, asphalt, rocks, stones'. At the bottom of the form, there are three buttons: 'PREVIOUS', 'SAVE AND CONTINUE', and 'SAVE AND EXIT'.

From here you can **'Save and Exit'** which will save the application as a draft for your pursual in the future, select **'Previous'** which will take you back to the first site summary screen, or you can **'Save and Continue.'**

Upon selecting **'Save and Continue'** you will progress to the Submission page.

New Application Operational Use

Licence Operational Use Submission

Authorisation Details

Authorisation Type: Licence
 Licence: BARUNGA WEST COUNCIL
 Trading Name: BARUNGA WEST COUNCIL
 Commencement Date: 01 May 1995

Authorisation Number: 2026
 Email: fred@barungawest.sa.gov.au
 Expiry Date: 31 Jan 2023

Application Holder Details

Application Holder Name: BARUNGA WEST COUNCIL
 Application Holder Type: Incorporated Body
 ABN: 90 193 502 387
 ACN: -- Empty --
 Address of Registered Office: 11 Bay Street, PORT BROUGHTON SA 5522
 Postal Address: PO BOX 3, PORT BROUGHTON, SA 5522

Trading Name

BARUNGA WEST COUNCIL

Postal Address

PO BOX 3, PORT BROUGHTON, SA 5522

Summary

Please ensure that the purpose and locations are different to existing Operational Use Request and Approvals.

This page will summarise the Authorisation Details and most importantly provide a summary of each individual draft Operational Use Application, prior submission.

NOTE: You may opt to edit and/or delete individual draft Operational Use Applications, by scrolling to the bottom of the page and selecting 'Previous.' This will take you back to the Operational Use screen where each Operational Use request entered can be deleted or edited.

Once you are satisfied with the 'Submission' page, you can progress to 'Submit' the Operational Use Application/s. To do this, complete the 'Declaration' section by entering your first and last names, position and email address. Once all is complete the **'Submit'** button will become blue (bottom right-hand corner), and you can proceed to submit the application.

The Operational Use Application will then move to the Operational Use > Submitted navigation view.

Operational Use > Draft Application

Other than creating a new Operational Use request within the Operational Use > Draft view, any Operational Use Applications that have been drafted, saved and are yet to be submitted will be listed in this view.

The draft Application will list each Material Type Description (up to 50 characters) saved to the request, as well as the Preferred Effective Date and Preferred End Date.

Applications listed in the 'Draft' view can be either 'Deleted,' which will delete all individual requests associated to the Application (as listed) or can be 'Edited,' which will take you to the application form with detail as entered when created the Operational Use application.

EPA

Draft Operational Use

Material Type Description	Preferred Effective Date	Preferred End Date
Garden organics, food waste and mulch for garden b...	Feb 01, 2022	Feb 28, 2025
Pebbles, asphalt, rocks, stones	Feb 01, 2022	Dec 31, 2026

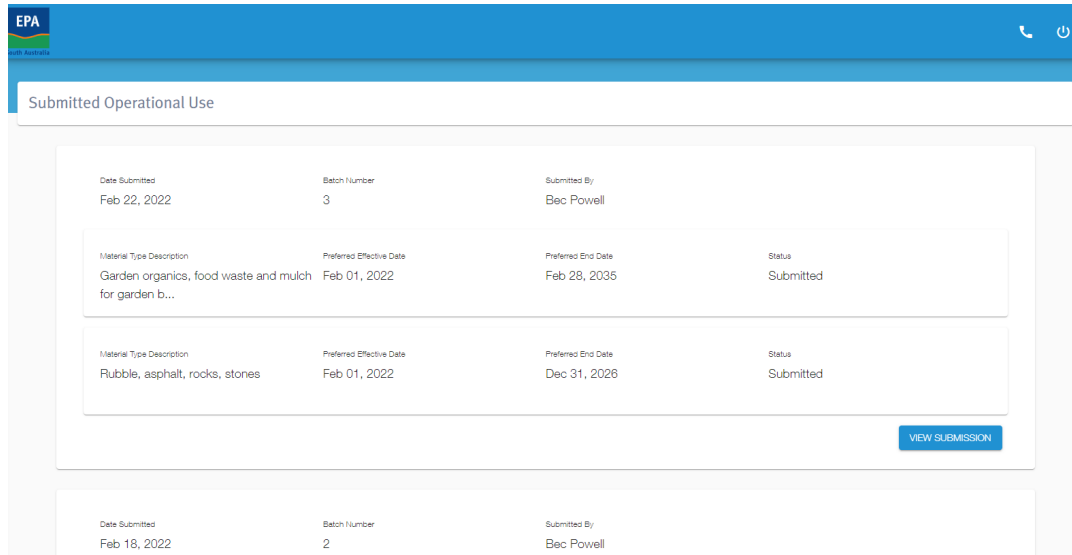
DELETE EDIT

NOTE: If you opt to delete the Application from the 'Draft' view a confirmation dialog will appear to 'Confirm.'

Submitted Operational Use

The Submitted Operational Use view will list the Operational Use Application submissions, displaying high level information on first view:

- Date Submitted
- Submitted By
- Each in individual Operational Use Request
 - Material Type Description
 - Preferred Effective Date
 - Preferred End Date
 - Status.



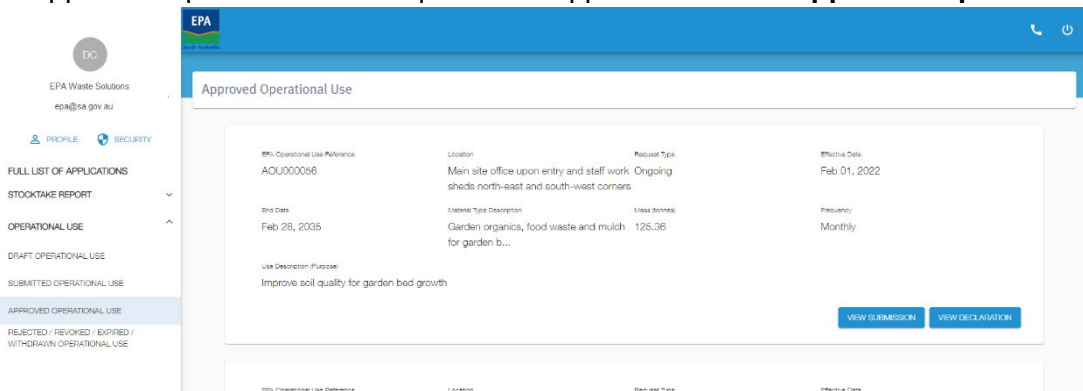
Via the **'View Submission'** button you can view the submission as 'Submitted,' this will provide opportunity to view all details entered for each individual Operational Use Application.

NOTE: Once a submission is submitted it becomes 'Read only.' You will not be able to edit details. If required, contact EPA to withdraw the individual request and if amendments are required create a new application.

Within the Submitted Operational Use' view, the + icon is also available on the bottom right-hand corner of the screen. You can opt to create a new application by following the steps detailed under 'Create a New Operational Use Application.'

Approved Operational Use

Any current and approved Operational Use requests will appear within the **'Approved Operational Use'** view.



Data displayed in this view is as approved, which may vary slightly from the original submission, if edited by the EPA upon assessment.

This view will display:

- **EPA Operational Use Reference** – this is the approval number for the individual Operational Use request
- **Location** – Location of the Use text (up-to 50 characters)

- **Request Type** – Ongoing or One-off
- **Effective Date**
- **End Date**
- **Material Type Description** – up-to 50 characters
- **Mass**
- **Frequency** (for ongoing requests only)
- **Use Description Purpose** – up-to 50 characters

Submission entered via ELF will display the '**View Submission**' button where the original individual Operational Use request can be viewed.

NOTE: Submissions created via the EPA, will not have the 'View Submission' button.

Furthermore, and most importantly will be the '**View Declaration**' button. This is approval certificate, which includes the individual Operational Use request, including Location of Use image. You may opt to Print this for your records at any time.

Rejected/Revoked/Expired/Withdrawn Operational Use

Any individual Operational Use requests that have been created via ELF and are not current and/or approved will display in the '**Rejected / Revoked / Expired / Withdrawn Operational Use**' view. Furthermore, requests created by EPA which were initially approved but are no longer current will also display within this view.

Update Date	Material Type Description	Mass (tonnes)	Request Type
Feb 23, 2022	Rubble, asphalt, rocks, stones	15,236	Ongoing
Frequency	Location		
Quarterly	Various access roads throughout the site		
Use Description			
Refill road surfaces caused by vehicles but also to prevent vehicle damage			
Status	Reason		
Rejected	Lack detail of how the materials would be of use on the site		

If the original submission was created in ELF, the 'View Submission' button will display.

High-level data will be visible for the individual request, inclusive of:

- **Update Date** – this is the date the request was determined not approved/current
- **Material Type Description** – up-to 50 characters
- **Mass (tonnes)**
- **Request Type** – Ongoing or One-off
- **Use Description**
- **Status** – Rejected (Not approved – only ELF submissions), Revoked (previously approved), Expired (ie. Day past the End Date for the individual request), Withdrawn

NOTE: Withdrawn requests may only display for a period, as determined by the EPA.

- **Reason** – reason for status