

## **ACCREDITED AGENT PICK-UP LIST SOFTWARE - INSTRUCTIONS**

### **INTRODUCTION**

The '**Accredited Agent Pick-Up List software**' has been developed by EPA Victoria for use by accredited agents, to assist them to create the 'Attachment 3' pick-up list or run sheet, that must be attached to each transport certificate, in a file format recognised by the WasteCert system.

### **INSTALLATION INSTRUCTIONS**

1. Create a folder on your PC to store this application (eg. C:\aapickuplist).
2. From the EPA website click on 'Accredited Agent Pick-Up List software'
3. To open the Zip file;
  - Select 'Open' from dialog box
  - Highlight all files in list (Shift + downwards arrow)
  - Select 'Extract'
  - Find the new folder you have just created (eg C:\aapickuplist)
  - Select 'Extract'
4. The file called "**aapickuplist.exe**" that has a **green truck icon**, is the file that you will use to create the pick-up list. You might now like to create a shortcut to this file on your desk- top.

### **CREATE A NEW PICK-UP LIST**

1. Open the file "aapickuplist.exe"
  2. From the toolbar select 'New'
  3. Fill in the required fields. A guide to how the spreadsheet should look is included below
  4. Save the file as a Text (.txt) file. It is suggested that you name the file with the relevant certificate number so it is easy to find later
- NOTE:** Ensure that the correct certificate number is entered into the spreadsheet. The WasteCert system will not let you upload this file to the corresponding certificate otherwise

### **FORMAT OF THE 'ATTACHMENT 3 PICK-UP LIST'**

#### **Header row**

<b>Field Name</b>	<b>Type</b>	<b>Maximum length</b>
Certificate Number	Numeric	7
Accredited Agent Number	Numeric	8
Transport Date	Text	Format (dd/mm/yyyy)
Unit of measure	Text	2 ("kg", "l")

#### **Detail** (one row per producer client contributing to the waste consignment)

<b>Field Name</b>	<b>Type</b>	<b>Maximum length</b>
Producer site name	Any text	100
Producer site address	Any text	255
Producer site suburb	Any text	40
Producer site postcode	Numeric	4
Producer phone number	Any text	10
Producer Anzsic code	Numeric	4
Waste form identifier (from List 1)	Any text	1 (e.g. L, P or S)
Waste type identifier (from List 1)	Any text	4 (e.g. C140)
Producer waste amount	Numeric	10 (may be decimal with a dot, e.g. "100.5")
Producer TWA number	Any text	20

## NOTES ON COMPLETING THE SPREADSHEET

**TWA number:** The final field in the spreadsheet asks for the "Producer TWA number". This is the trade waste agreement number, which is allocated to industrial and commercial triple interceptor traps by the relevant water authority. This number is not mandatory because it does not apply in all cases. It should however, be provided in cases where grease traps have been assigned a TWA number.

**Using your own software to create the pick-up list:** If accredited agents already have data held electronically, they may use their own computer systems to create the required format using a Microsoft Excel spreadsheet. Any such file must match the format demonstrated above. Ensure that the file is saved as a Text (.txt) file. If the format is correct, EPA's WasteCert system for electronic lodgement of waste transport certificates will accept and process the file correctly.

## FEATURES OF THE ACCREDITED AGENT PICK-UPLIST SOFTWARE

- You may set specific default settings within the software, such as the default Accredited agent number. To change these settings, select file, then settings and type in your default accredited agent number, the number of rows in the Attachment 3 list, and sub-directory to which files will be saved.
- You may copy whole rows or single cells.
- If you run out of rows, you will need to insert additional rows (use right mouse button).
- The system will apply appropriate validation to most cells.
- All fields are mandatory, except producer TWA number (which is not required in all cases).
- Entry of the waste amount is not mandatory. This is to allow printing and saving of the Attachment 3 list prior to collection of the waste (and presumably before knowing the waste amount). A waste amount must be entered once the amount is known. Upon upload of the Attachment 3 file (using the electronic certificate lodgement system WasteCert) requires that a valid waste amount be included. A valid waste amount is between 0 and 100,000 Litres/kilograms.
- Dropdown lists have been used for selection of waste form and waste type code. The waste type codes shown are those for which an accredited agent's permit can be held. Albeit unlikely, if you hold an accredited agent's permit for another waste type, the waste type code can be overtyped.
- The relevant waste transport certificate number and the date must be entered in the Attachment 3 file. Upon up-loading this file into EPA's WasteCert system, the certificate number and date in the file must match those within the certificate held by EPA, otherwise the file will be rejected.
- The software also requires selection of the units of measurement of the waste amount.
- The software calculates and displays the total waste amount for the entries made.