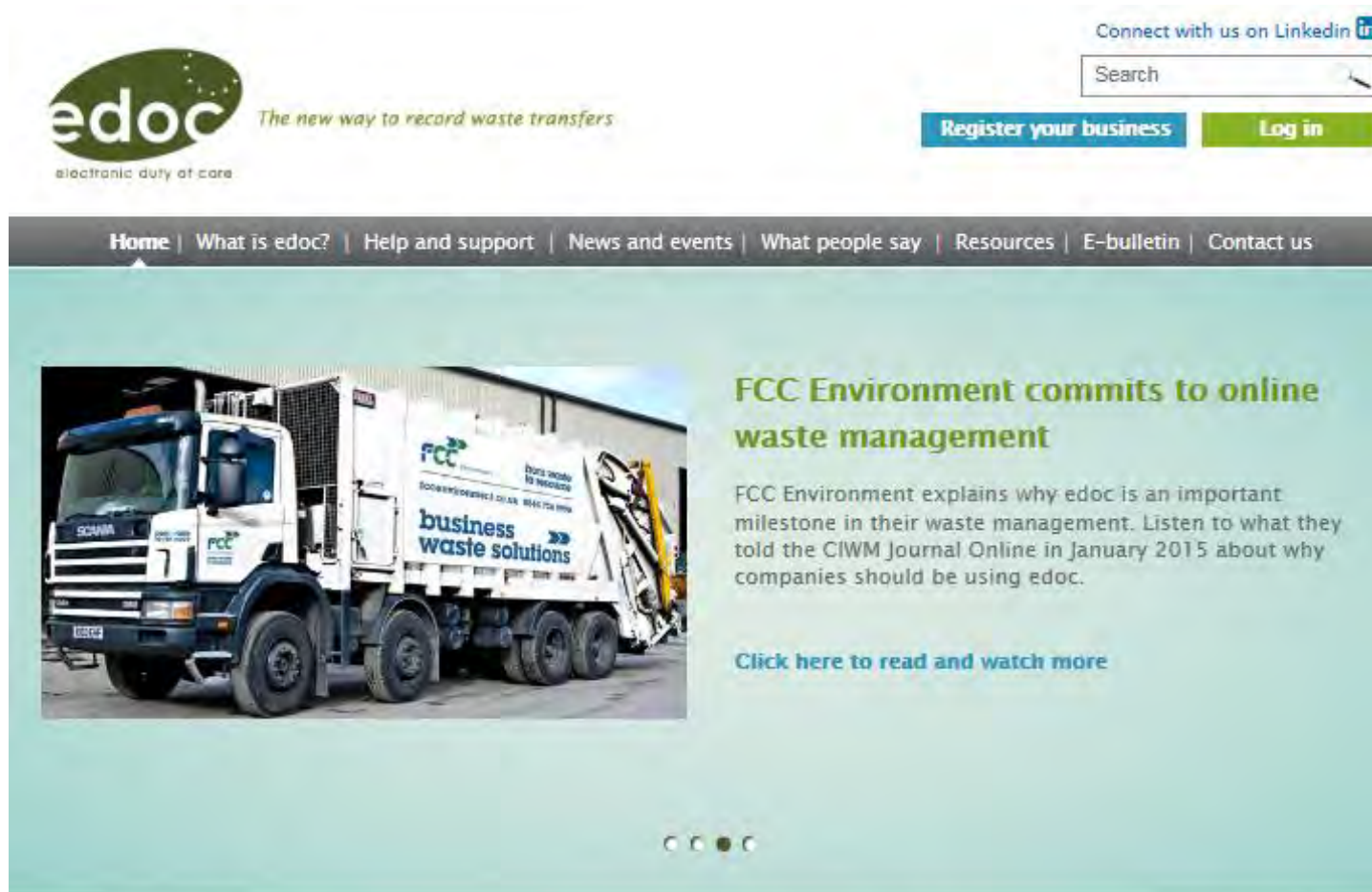


## Electronic Duty of Care Controlled Waste Transfer Note, EDoC

Anyone who produces waste and then gives it to someone else is required by law to complete a Waste Transfer Note which details where the waste has come from and who it has been given to. This can now be done online instead of a paper record. To ensure you are compliant please register and generate your Waste Transfer Note now, the following guide will help you do this.

### STEP 1 Registering on edoc [www.edoconline.co.uk](http://www.edoconline.co.uk)

To register for online duty of care go to the website above and first click on register your business using the icon in the top right of the screen.



**edoc Welcome Screen**

Click on **Register your business** to enter your details.

## STEP 2 Completing your details

You will first be asked to enter your name, contact email, a user name and password. Followed by details about your business/organisation. Use the tips below to help you complete.

The screenshot shows the 'edoc' website registration page. At the top, there is a navigation bar with the 'edoc' logo, an 'FAQ' link, and 'Register' and 'Log in' buttons. Below this is a header section titled 'Register your business on edoc'. A light blue box contains instructions: 'To use edoc you must tell us some information about your business. To register with edoc you must supply details about your business and details about a user who will manage your account in edoc - known as a business administrator. This business administrator will be able to create accounts for other users within your business, including creating other business administrators. The more information you provide about your business, the more helpful edoc can be. These details are used to: - automatically fill in fields when you are completing a transfer note; - link transfer notes created by other businesses to your account. To protect edoc from malicious attack you are also required to enter the two words shown in the picture below. This ensures that a human completes the registration.'

The main form is divided into three sections:

- Your business administrator:** Includes fields for 'Full name', 'Email address', 'Confirm email address', 'Username', 'Password', 'Confirm password', and 'Signature PIN'.
- Your business details:** Includes a 'Your business name' field, a 'Companies House registration number' field, and a grid of checkboxes for business types: 'a producer of waste', 'an importer of waste', 'a local authority', 'a registered waste carrier', 'a registered waste broker', and 'a registered waste dealer'.
- Your main site:** Includes fields for 'Site name', 'Postcode', 'Address line 1', 'Address line 2', 'Address line 3', 'SIC code', and 'People at site (see header)'. It also has checkboxes for 'Do records need to be kept for landfill tax purposes?', 'a waste exemption?', and 'an environmental permit / waste management licence?'.

### Section 1

Provide a contact name, email, username, password and signature PIN (this is a 4 digit number that you will use later in the process) to access the system, now and in future. Please make sure you make a note for future reference!

### Section 2

Provide your business name and if possible company registration number.

Tick box to select you are a **producer of waste**

### Section 3

Provide your business main office address (as per your company registration or invoice address)

Select a SIC (Standard Industrial Classification) code using the drop down menu).

You do not need to tick any of the optional boxes

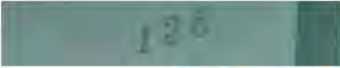
Your main site's notifications

Email addresses to be notified when a signature is required on a transfer note (one per line):

Email addresses to be notified when a change is made to a transfer note (one per line):

Terms of use

I accept the [terms of use](#) governing the use of the edoc website.

In order to ensure quality of service, please look at these images: 

powered by Google reCAPTCHA

And enter the characters you see:

THE EDOC PROGRAMME HAS BEEN MADE POSSIBLE WITH THE SUPPORT OF LIFE+ FUNDING FROM THE EUROPEAN COMMUNITY.  
BY USING EDOC YOU AGREE TO THE [TERMS OF USE](#)

[Cymraeg](#)  
[Back to top](#)

#### Section 4

Provide an email contact for notification in both boxes (this can be the same as in section 1)

Tick box to accept terms of use, complete security characters and click to register.

You will be asked to verify your registration via email.

edoc TEST [FAQ](#) [Register](#) [Log in](#)

IMPORTANT: A registration email has been sent to your mail box. To activate your edoc account and complete your edoc registration, simply click on the activation link within that email. You must activate your account within 7 days.

Log in

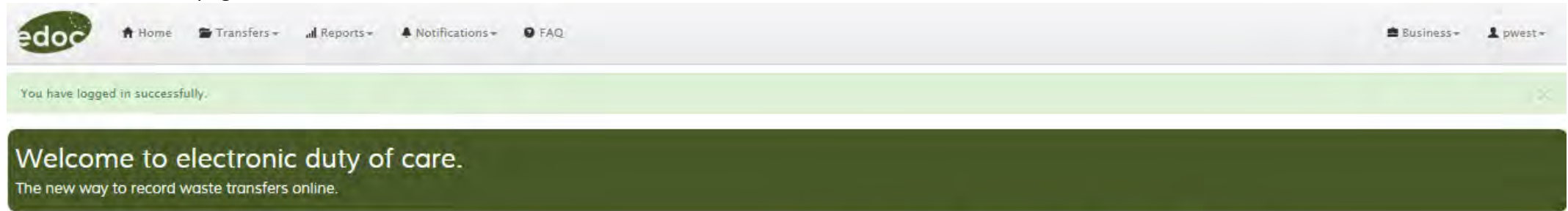
Username:  [Need to register?](#)

Password:  [Forgotten your password?](#)

Once you have responded to the verification email you will be registered with edoc, please then go to STEP 3.

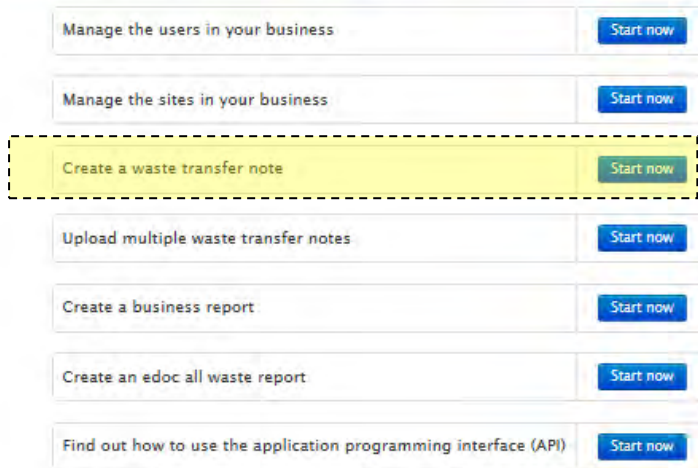
## STEP 3 Generating a Controlled Waste Transfer Note

Once registered you will need to create your waste transfer note. Log on to edoc at [www.edoconline.co.uk](http://www.edoconline.co.uk) using your username and password. Once logged in you will be taken to the page shown below. You need to select Create a waste transfer note.



The screenshot shows the edoc website interface. At the top left is the edoc logo. The navigation bar includes links for Home, Transfers, Reports, Notifications, and FAQ. On the top right, there are links for Business and a user profile for pwest. A green banner at the top states "You have logged in successfully." Below this is a dark green banner with the text "Welcome to electronic duty of care. The new way to record waste transfers online."

### Key tasks you may want to do



A list of key tasks is displayed in a table-like format. Each task has a text label and a "Start now" button. The task "Create a waste transfer note" is highlighted with a yellow background and a dashed border. A callout box on the left points to this task.

Manage the users in your business	Start now
Manage the sites in your business	Start now
Create a waste transfer note	Start now
Upload multiple waste transfer notes	Start now
Create a business report	Start now
Create an edoc all waste report	Start now
Find out how to use the application programming interface (API)	Start now

Click here to create

### Waste transfer notes - how they work



#### Create

Any one of the businesses involved in a transfer (transferor, transferee, broker or dealer) can **draft** a waste transfer note.

#### Submit

When a business submits a draft waste transfer note, edoc will validate its content using the rules that apply for the country of transfer.

If validation is successful, edoc tries to link each business listed on the waste transfer note to a business registered on edoc. The waste transfer note is only **shared** with businesses that have been successfully linked.

You can create a CSV file describing several waste transfers and upload it to edoc in a single action. On the navigation bar, select 'Transfers' and choose 'Upload' on the menu.

#### Sign

When both the transferor (current holder of the waste) and the transferee (person receiving the waste) have signed the waste transfer note, the note is **agreed** and it will be stored.

# Completing Waste Transfer Note

After selecting **Create a waste transfer note** you will be taken to this screen where you need to complete details of the waste / recycling you are producing and Herefordshire Council is collecting.

Use the tips below to help you complete.

The screenshot shows a web form for creating a waste transfer note. It is divided into several sections:

- Transfer schedule:** Includes radio buttons for 'season ticket' (selected) and 'single transfer', and a date range selector for 'Start & end dates'.
- Waste to transfer:** Includes a 'Description' text field and a 'List of waste codes (EWC)' dropdown menu with a search box and a 'Select using drop down menus' button.
- Container information:** Includes dropdowns for 'Type of container', 'Number of containers', and 'Volume of a container' (with a unit selector for 'cubic metre(s)').
- Weight information:** Includes fields for 'Weight per transfer' (with a unit selector for 'kilogram(s)'), 'Frequency of transfer' (with a dropdown for 'per week'), and 'Total weight of all transfers' (with a unit selector for 'kilogram(s)').
- Tracking information:** A section with a plus icon.
- Waste tonnage returns information:** A section with a plus icon.

Three callout boxes provide additional instructions:

- Section 1:** Focuses on the 'Transfer Schedule' section, advising to select a season ticket and choose appropriate start and end dates (1 April to 31 March).
- Section 2:** Focuses on the 'Waste to transfer' section, advising to provide a brief description and select the correct waste code (e.g., 200301 for Mixed Municipal Waste).
- Section 3:** Focuses on the 'Weight information' section, providing specific weight values for different bin sizes and frequencies, and advising to multiply the weight by the number of bins.

A red circle highlights the 'Add another waste description' button at the bottom of the form.

## Section 1

**Transfer Schedule:** Select season ticket for an annual, one year, waste transfer note.

Select start date of 1 April or the current date if service has commenced after 1 April. Select end date of the 31 March (this could be next year).

## Section 2

**Waste to transfer:** Give a brief description of the waste.

**List of waste codes:** If your waste will be similar in materials to that which you would produce at home please enter 200301 in *List of Waste Codes* box & select "Mixed Municipal Waste". If you have any waste that would not normally be produced from a domestic house or which is hazardous please use the drop down lists to identify these.

**Container Information:** Enter container type (2/4 wheeled bins or sacks), the number of bins you have and size as per your contract this will be 1100, 660, 360, 240 bin(s) or 90 sack. Change the volume to litres.

## Section 3

**Weight Information:** Manually enter weight per transfer. This will be 93.331kg per 1100L bin, 55.999kg per 660L bin, 30.545kg per 360L bin, 20.363kg per 240L bin and 6kg per sack

If you have more than one bin you need to multiply the weight by the number of bins

Enter your frequency of transfer (e.g. 1 per week, 1 per fortnight, etc.)

## Section 4

**Add another waste description.**

NOTE if you have a general waste and a separate recycling collection by Herefordshire Council click to add another waste description.

For mixed recycling, follow the same 3 steps above just put a different description e.g. mixed recycling – the waste code is the same **200301**.

# Completing Waste Transfer Note (Continued)

Complete the sections shown with the details of the name and address of your business/organisation and the address of the premises where the waste is being collected from (if different from the main business address).

**Producer/Current holder of waste (Transferor)** My Business is the producer/current holder of the waste Clear

Business name:  Site name:

Transferor's reference ID:  Postcode:

Transferor's notes:  Address line 1:

Address line 2:

Address line 3:

SIC code:  e.g. 3811 or type to search... Select using drop down menus

Is this business:  a producer of waste?  an importer of waste?  a local authority?  
 a registered waste carrier?  a registered waste broker?  a registered waste dealer?

Does this site have:  a waste exemption?  an environmental permit / waste management licence?

**Transfer location** Copy address from transferor Clear

Postcode:  Local authority area:

Address line 1:  Country:

Address line 2:  Is this an:  Internal transfer

Address line 3:

**Business/Person receiving the waste (Transferee)** This is my business Clear

Business name:  Site name:

Transferee's reference ID:  Postcode:

Transferee's notes:  Address line 1:

Address line 2:

Address line 3:

Qualifying material group:

Is this business:  a producer of waste?  an importer of waste?  a local authority?  
 a registered waste carrier?  a registered waste broker?  a registered waste dealer?

Does this site have:  a waste exemption?  an environmental permit / waste management licence?

**Section 1**

Click *My Business is the producer etc.* to auto fill this section. In *Transferor's reference ID* enter "Our reference" number which you will find on any of your trade waste covering letters from Herefordshire Council

**SIC (Standard Industrial Classification) code:** This will autofill if you completed it as part of your registration. If not, select your SIC code using the drop down menu

**Section 2**

If collection location is same as above select **Copy address from transferor** (above), if it is a different location complete new detail.

**Section 3**

Enter the details of who is collecting your waste. This is the Council but we use a private contractor called FCC Environment Ltd. Type **FCC Environment Services (UK) Ltd** and select when it auto finds it. You will need to select **Grafton Depot** from the *Site name* box, the address fields should then auto populate.

Selecting a site from the suggested matches will link this section to a known site within edoc.

## Completing Waste Transfer Note (Continued)

Herefordshire council act as a broker organising your waste collection, this box is hidden so please click show to unhide it so it can be completed.

Broker

This is my business Clear Hide

Business name: Herefordshire Council x	Site name: Plough Lane Offices x
Contact name: Paul West	Postcode: HR4 0LE
Registration number: CBDL68824	Address line 1: County Offices
Broker's reference ID:	Address line 2: Plough Lane
Broker's notes:	Address line 3: Hereford

Dealer

This is my busin

Section 1

If the text fields in the Broker section are hidden, please click "Show" on the right hand side. Herefordshire Council is your Broker, you can complete details by typing Herefordshire Council into the business name, it should auto appear and you can select. Write and select **Plough Lane Offices** in the *Site name* box

If you need to add a Registration number it is **CBDL68824**

The Contact name is **Paul West**

Section 2

Select "Save" at the bottom of the page. You have successfully saved a draft copy. Scroll down to the bottom of the page and click "Submit".

Submit Save Cancel

You should now be able to see at the top of the page that the Waste Transfer Note is now *shared*, this means both you as the Transferor and FCC Environment (who operate the refuse collection vehicles) as the Transferee can sign the note.

To complete your Waste Transfer Note you now need to sign it – **but PLEASE ONLY SIGN AS THE TRANSFEROR.**

If there any sections you have not completed already the system will highlight these in red and you cannot move to shared until you have completed these details. Make sure you have the following completed:

**Waste description and waste code**

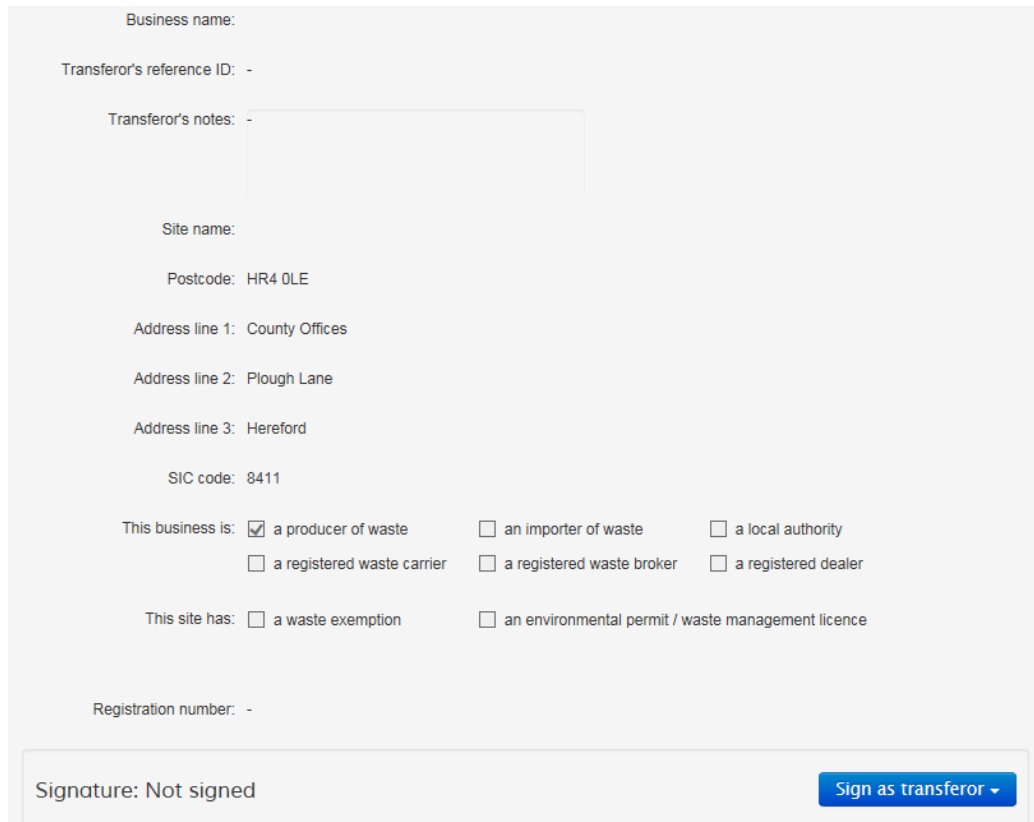
**Transferor details (Your Business) including SIC Code**

**Transferee details (FCC environment – Grafton Depot Site)**

**Waste Broker details (Herefordshire Council)**

## Signing the Waste Transfer Note

In the Transferor box you will have the option to sign (it should look like the following image):



The screenshot shows a form for signing a Waste Transfer Note. The form includes the following fields and options:

- Business name: -
- Transferor's reference ID: -
- Transferor's notes: -
- Site name: -
- Postcode: HR4 0LE
- Address line 1: County Offices
- Address line 2: Plough Lane
- Address line 3: Hereford
- SIC code: 8411
- This business is:  a producer of waste,  an importer of waste,  a local authority,  a registered waste carrier,  a registered waste broker,  a registered dealer
- This site has:  a waste exemption,  an environmental permit / waste management licence
- Registration number: -
- Signature: Not signed
- Sign as transferor (blue button)

Click the blue, *Sign as transferor* box, and select to sign using Username and PIN which you entered when registering (you can change your PIN if you have forgotten it).

Once you have signed that is all you need to do. The Waste Transfer Note will stay as Shared as FCC Environment still need to sign as Transferee, PLEASE DO NOT SIGN AS TRANSFEEE your self as the note will not be valid.

## What happens next?

Log out of the system and give it a few days before going back in, once FCC have signed the Waste Transfer Note it will be highlighted as Agreed and no more action is necessary.

Once your details have been validated you will be able to check on the edoc system that your Waste Transfer Note has been approved. You will need to generate a new Waste Transfer Note each year, or when setting up a new waste collection service.