

An Oifig Náisiúnta um Loingsiú Trasteorann, Bloc B, Urlár 2, Siúlán Blackhall, Sráid na Banríona, Margadh na Feirme, Baile Átha Cliath 7, D07 ENC4, Éire
National Transfrontier Shipment Office, Block B, Floor 2, Blackhall Walk, Queen Street, Smithfield, Dublin 7, D07 ENC4, Ireland

T. +353 1 222 4411/4374/4467 F. +353 1 411 3452 E. nationaltfs@dublincity.ie W. www.nationaltfs.ie

Mr Michael Monroe
Enva Northern Ireland Limited
1 Cloonagh Road
Downpatrick
Co Down BT30 6LJ
Northern Ireland

2nd December 2019

Re: Waste Management (Registration of Brokers and Dealers) Regulations 2008

Dear Michael,

Further to our receipt of your completed Brokers and Dealers registration form, please find enclosed a copy of your certificate of registration. The registration number quoted on this certificate is to be used when filling out all TFS forms (i.e. Notification Documents, Movement Documents and Annex VII forms) and should be quoted on any future correspondence with the National TFS Office.

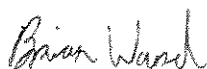
In addition to the requirements for Amber List waste, the National TFS Office operates an online reporting system for the export and import of Green-listed waste out of and into Ireland in accordance with Regulation 13(d) of the Waste Management (Registration of Brokers and Dealers) Regulations 2008, and Regulation 5(1)(q) of the Waste Management (Shipments of Waste) Regulations 2007. The person who arranges Green waste shipments, whether a broker or dealer involved in the export and import of waste, is required to provide information to the National TFS Office in a green list waste report each calendar quarter. This is a quarterly summary report on waste shipped in the last 3 months.

The GLW (Green list Waste) Shipment report must be completed and submitted online at the end of each calendar quarter; this may be accessed via the webpage <https://wrms.dublincity.ie/wrms/frontoffice>

Please see our website for instructions on how to complete shipment reports.
http://www.dublincity.ie/WaterWasteEnvironment/Waste/National_TFS_Office/Pages/GreenListWaste.aspx

Should you have any queries regarding the above, please do not hesitate to contact our office.

Yours Sincerely,



Brian Ward
National TFS Office



Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council



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Waste Management (Registration of Brokers and Dealers) Regulations 2008 (S.I. No. 113 of 2008)

Certificate of Registration

In accordance with Regulation 8 of the Waste Management (Registration of Brokers and Dealers) Regulations 2008, S.I. No. 113 of 2008, the National TFS Office, Dublin City Council [NTFSO] hereby certifies **Enva Northern Ireland Limited** as an authorised Broker/Dealer subject to attached conditions.

Registration Number:	IRE/AG399/21
Company name:	Enva Northern Ireland Limited
Date of issue:	1st January 2020
Expiry date:	31st December 2021
Authorised by NTFSO:	<u>Brian Ward</u>

CONDITIONS

The NTFSO has entered the particulars of this certificate of registration in the Register for Waste Brokers and Dealers maintained by it pursuant to waste management legislation. For the purpose of preventing illegal shipments, and in the interest of protecting the environment and human health, in accordance with Regulation 9 of the Waste Management (Registration of Brokers and Dealers) Regulations 2008, this certificate is issued subject to the following conditions:

The person issued with this Certificate of Registration who is involved in a shipment of waste shall-

- i) Ensure that shipments of waste are carried out in compliance with the requirements of the Waste Shipment Regulations [Regulation (EC) No. 1013/2006 of the European Parliament and of the Council of 14 June 2006 on shipments of waste; Waste Management (Shipments of Waste) Regulations 2007 (S.I.419 of 2007)] in an environmentally sound manner and without endangering human health.
- ii) Submit quarterly data reports and pay invoiced service charges in respect of Green List waste shipments.



Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council



iii) Compile and maintain records of the types and quantities of waste dealt with in the course of business, the origin and final destination of such waste, the treatment, recovery or disposal activities to which the waste is subject and, the person by whom such waste is collected.

iv) Comply with a written direction served in writing by the NTFSO, including a direction -

- to provide particular information to the NTFSO in relation to a shipment of waste.

- to return the waste shipment to its place of origin or to such other place as may be specified, and to take such measures as may be so specified in relation to the waste, including the recovery or disposal of the waste in such manner or at such facility as may be so specified.

v) Notify the NTFSO in the event of a conviction of an offence contrary to those enactments listed in Schedule 2 of the Waste Management (Registration of Brokers and Dealers) Regulations 2008.

vi) Apply for the renewal of the certificate of registration prior to the current expiry date.

The NTFSO may Revoke a Certificate of Registration, and may Refuse an Application for Renewal of a Certificate of Registration, and remove particulars of that broker or dealer from the Register, if-

i) Quarterly data reports and corresponding invoiced service charges in respect of Green List waste shipments are not submitted to the NTFSO.

ii) The broker or dealer is in contravention of the conditions of this certificate of registration.

iii) The broker or dealer is likely, by a continuation of activities, to cause environmental pollution, or to contravene either the Waste Shipment Regulations and the Broker and Dealer Regulations.

iv) The broker or dealer is participating in, or facilitating, a shipment of waste which is contrary to the provisions of the Waste Shipment Regulations and the Broker and Dealer Regulations.

v) The broker or dealer has failed to comply with the requirements in a direction letter, or with any other obligation or duty imposed pursuant to the Waste Shipment Regulations and the Broker and Dealer Regulations.

vi) The broker or dealer has failed to provide all information or material, or both, required for the purposes of an application for renewal of registration.

vii) The NTFSO is satisfied that the broker or dealer is not a fit and proper person.

Enforcement

The NTFSO may seize any vehicle or container and detain it until such time as it is satisfied that the requirements of the Waste Shipment Regulations and the Brokers and Dealers Regulations are being complied with, and may prohibit the export or import of any shipment of waste, where it considers it necessary to prevent illegal shipments and to protect the environment and human health.

**Reporting Procedures
For The Export and Import of Green Listed Waste (GLW)**

Green Listed Reporting System

The National TFS Office operates an online reporting system for the export and import of Green-listed waste out of and into Ireland in accordance with Regulation 13(d) of the Waste Management (Registration of Brokers and Dealers) Regulations 2008, and Regulation 5(1)(q) of the Waste Management (Shipments of Waste) Regulations 2007. The person or company who arranges Green waste shipments, whether a broker or dealer involved in the export or import of waste, is required to provide information online to the National TFS Office in a GLW report at the end of each calendar quarter. This is a quarterly summary report on waste shipped in the last 3 months.

The GLW (Green list Waste) Shipment report must be completed and submitted online at the end of each calendar quarter; this may be accessed via the webpage <https://wrms.dublincity.ie/wrms/frontoffice> Please see below for step by step instructions

Annex VII

The person who arranges the shipment is legally required to complete the Annex VII document and move waste in accordance with procedures set down in the Waste Shipment Regulations. The person who arranges the shipment is not required to submit a copy of the Annex VII except if directed to do so in certain circumstances mentioned hereunder.

Charges

In order for the NTFSO to meet the associated administrative and enforcement costs arising from implementing the notification system, the following charges apply:

TFS SERVICE CHARGES FOR GREEN-LISTED WASTE	EXPORTS per tonne	IMPORTS
Annual Administration Fee (per notifier)	€250.00	€500.00
Tonnage Fee General	0.60	0.00
Tonnage Fee Glass	0.30	0.00
Bulk Shipment (1 shipment > or = 1000 tonnes)	0.30	0.00

Note: A bulk shipment is defined as a single waste shipment greater than or equal to 1,000 tonnes carried out at any one time.

Invoice

The person arranging the shipment will be issued with an invoice every quarter based on the details contained in the GLW Report in accordance with the schedule of charges. For payment purposes the calculation of the fee should be based on the tonnages received at the facility as recorded from actual movements carried out on in the previous quarter.

Payments

Customers are requested to submit the required fee either by credit card, or by electronic fund transfer. Payment instructions will be detailed on the invoice.

Pre-shipment notice to Enforcement

If directed, the person who arranges the shipment shall send a copy of the completed Annex VII Form to the National TFS Office Enforcement Unit at least **3 working days**, not including Bank Holidays, before the shipment starts. The NTFSO should be notified during the hours of 9.30am - 4.30pm Monday to Friday.

Brokers and Dealers Regulations:

Waste exports and imports should be aware that under the Waste Management (Brokers and Dealers regulations 2008) the person who arranges the shipment of Green-listed Waste must have obtained a certificate of registration from the NTFSO B&D registration unit.

Instructions for the online completion of the Green Listed Waste (GLW) Shipment Report

General Instructions:

- a) **Read the instructions below carefully before completing the GLW Shipment Report**
- b) If you have any queries regarding the completion of the GLW Shipment Report please email Dublin City Council at natioanltfs@dublincity.ie or telephone 01 222 4601.
- c) GLW Shipment reports **must be completed and submitted on-line** each quarter and can be accessed via the webpage <https://wrms.dublincity.ie/wrms/frontoffice/>
- d) As the GLW Shipment Report must be completed and submitted on-line, you must first log on to the webpage <https://wrms.dublincity.ie/wrms/frontoffice/> Please refer to page 3 of this guidance document for instructions on how to register as a user and how to complete your first shipment report.
- e) If the account is being accessed by more than one user a **generic account with a shared username and password** should be created and circulated to all users. The system will only enable users to view records they have personally created.
- f) To create a shipment report, simply log on to the webpage <https://wrms.dublincity.ie/wrms/frontoffice/> once your registration form has been accepted. Enter your user name and password. The user name is your email address and the password is the one you chose when registering. On the left hand panel click on Create GLW Shipment Report (second last item on the list).
- g) As you are entering the details on line it important that you remember to **Save** as you go. You may enter some of your details and save the shipment report. You may leave it and log out if you wish and then return to continue your entry when you are ready. Always remember to **Save** as you go as otherwise any data you enter will be lost and will not be available the next time you log in.
- h) **Do NOT CLICK ON SAVE AND SUBMIT until you have entered all your data and are satisfied that it is correct.** Once you click on the **Save and Submit** button, you will no longer be able to add to or delete from or amend your shipment report in any way without contacting staff in Dublin City Council.
- i) For **each relevant EWC Code**, the quantity of waste shipped must be recorded in TONNES - decimal points can be entered however commas cannot be entered (i.e. 1,500)
Conversion factors: 1,000 kg = 1 tonne, 1 gallon = 4.55 litres, 1,000 litres = 1 tonne (for liquids).
- j) **Information provided may be subject to verification by audit** therefore, all underlying data should be kept and all assumptions and calculations documented.
Please print and / or save a copy of your shipment report(s) once it is complete.

Instructions for completing the GLW Shipment Report

There are two stages to this process.

1. You will need to **register** with Dublin City Council as a user of the WRMS System.
2. Once you are approved as a web user, you will need to log back into the WRMS System and create, complete and submit your GLW Shipment Report.

1. Registration

1. Log on the webpage: <https://wrms.dublincity.ie/wrms/frontoffice/>

Welcome to Dublin City Council's Waste Regulation Management System - Windows Internet Explorer provided by Dublin City C...

https://wrms.dublincity.ie/wrms/frontoffice/

File Edit View Favorites Tools Help

Welcome to Dublin City Council's Waste Reg...

Home Help Contact Us Edit GA

Dublin City Council
City Council Dublin City Council

Login

Username

Password

Reset Login

Forgot your Password?

Register

Welcome to Dublin City Council's Waste Regulation Management System

The Waste Regulation Management System (WRMS) offers various electronic forms and options related to the Waste Regulation Office Services and the National Trans-Frontier Shipments (TFSS) Check Services, under Dublin City Council (DCC).

You may access these forms and options by logging into the system. If you already have a registered user account, please log in through the respective option on the left side menu.

For more information on the Waste Regulation Office Services and the National Trans-Frontier Shipments (TFSS) Check Services, see www.dublincity.ie. Should you have any further queries please contact us:
Phone Number: (01) 222 1457 / 222 4235 (222 between 9am and 5pm)
Email Address: wrms@dublincity.ie

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2. In the left hand panel click on Register. Enter all your details including your email address and password. The password you choose to use must be at least 8 characters long and include at least one of each of the following: number, capital letter, small letter and other character e.g. %^*().
3. **It is very important that you enter the contact telephone number of the person who is completing the reports. This will enable staff in Dublin City Council to sort out any queries / irregularities as quickly as possible.**
4. Please ignore the facility details part of the form, as it is not necessary to put anything in here.
5. The further information slot may be used if you require further permissions – if you do, state why in here.

Register New User - Windows Internet Explorer provided by Dublin City Council

https://www.dcc.ie/city/cityoffice/prepare/registerNewUser.do

File Edit View Favorites Tools Help

Register New User

Dublin City Council
Dublin City Council Waste Regulation Management System

Log in

Username:

Password:

Forgot your Password?

Register

Register New User

First Name:

Last Name:

Email Address:

Password:

Confirm Password:

Phone:

Fax:

Address

Facility

Further Info

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Register New User - Windows Internet Explorer provided by Dublin City Council

https://www.dcc.ie/city/cityoffice/prepare/registerNewUser.do

File Edit View Favorites Tools Help

Register New User

Dublin City Council
Dublin City Council Waste Regulation Management System

Log in

Username:

Password:

Forgot your Password?

Register

Register New User

First Name:

Last Name:

Email Address:

Password:

Confirm Password:

Phone:

Fax:

Address

Facility

Further Info

Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

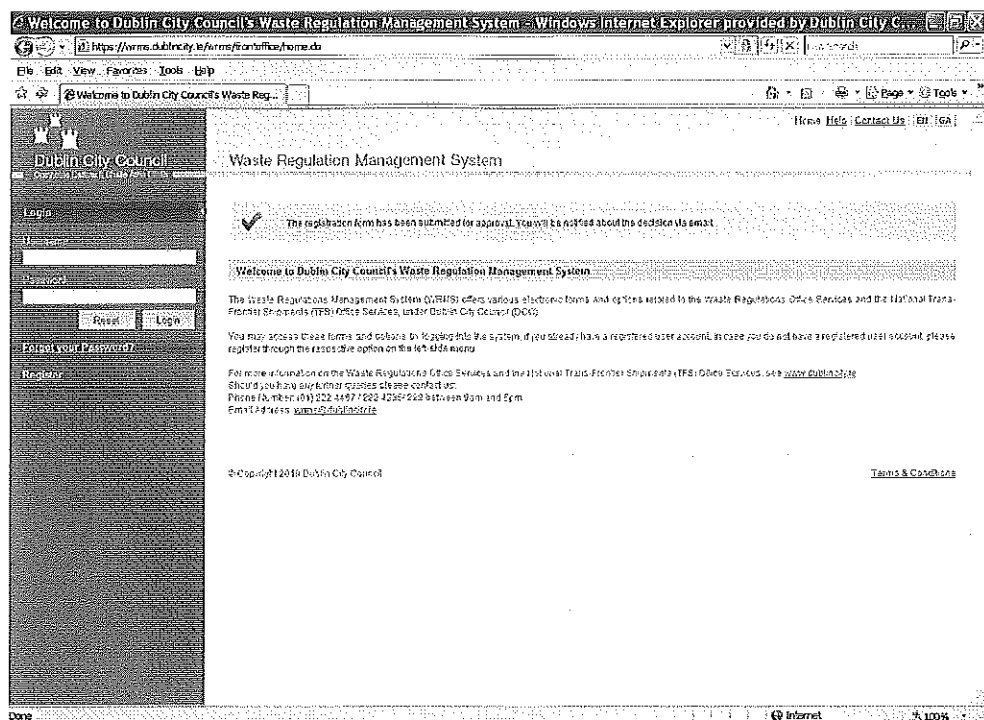
County:

Country:

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6. Once you have entered all your details, please check them to make sure they are correct.
7. Keep a note of the password you used, as you will need it again in order to be able to log in and complete and submit any records you create in the system.
8. Click on the **Register** button. Your completed registration form will then be submitted to Dublin City Council for approval.



A member of staff will then approve you as a web user of the system as soon as possible.

Please allow 2 working days for approval, after 2 working days you may log back on to <https://wrms.dublincity.ie/wrms/frontoffice/> and create your report.

NB: If the account is being accessed by more than one user, a generic account with a shared username and password should be created and circulated to all users. The system will only enable users to view records they have personally created.

2. Creating a GLW Shipment Report

1. Log on the webpage: <https://wrms.dublincity.ie/wrms/frontoffice/>

Welcome to Dublin City Council's Waste Regulation Management System - Windows Internet Explorer provided by Dublin City Council

https://wrms.dublincity.ie/wrms/frontoffice/

File Edit View Favorites Tools Help

Welcome to Dublin City Council's Waste Reg...

Home Help Contact Us EN GA

Dublin City Council
Contact: Dublin City Council

Login

Username:

Password:

Reset Login

Forgot your Password?

Register

Welcome to Dublin City Council's Waste Regulation Management System

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You may access these forms and options by logging into the system. If you already have a registered user account, in case you do not have a registered user account, please register through the respective option on the left side menu.

For more information on the Waste Regulations Office Services and the National Trans-Frontier Shipments (NFS) Office Services, see www.dublincity.ie. Should you have any further queries please contact us:
Phone Number: (01) 222 4497 / 222 4239 / 222 4238 between 9am and 5pm
Email Address: wrms@dublincity.ie

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2. In the left hand panel, enter your **User name** and **Password**. The User name is your email address and the password is the one you chose when registering as a user of the WRMS System.

Welcome to Dublin City Council's Waste Regulation Management System - Windows Internet Explorer provided by Dublin City Council

https://wrms.dublincity.ie/wrms/frontoffice/

File Edit View Favorites Tools Help

Welcome to Dublin City Council's Waste Reg...

Home Help Contact Us EN GA

Dublin City Council
Contact: Dublin City Council

Login

Username:
josephine.naggs@dublincity.ie

Password:

Reset Login

Forgot your Password?

Register

Welcome to Dublin City Council's Waste Regulation Management System

The Waste Regulations Management System (WRMS) offers various electronic forms and options related to the Waste Regulations Office Services and the National Trans-Frontier Shipments (NFS) Office Services under Dublin City Council (DCC).

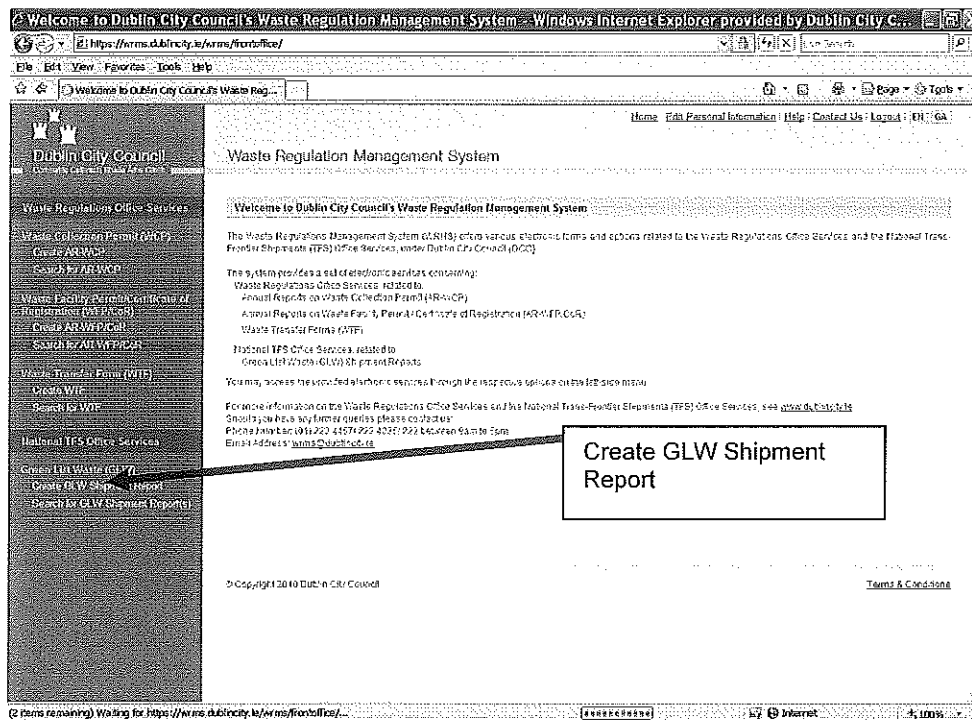
You may access these forms and options by logging into the system. If you already have a registered user account, in case you do not have a registered user account, please register through the respective option on the left side menu.

For more information on the Waste Regulations Office Services and the National Trans-Frontier Shipments (NFS) Office Services, see www.dublincity.ie. Should you have any further queries please contact us:
Phone Number: (01) 222 4497 / 222 4239 / 222 4238 between 9am and 5pm
Email Address: wrms@dublincity.ie

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3. Click on **Login**.
4. In the left hand panel, click on **Create GLW Shipment Report**.



5. This will bring you to the screen below

6. Click on the "Exporter-Notifier" and "Address" headings to expand the section and display the information to be recorded, it is very important that you enter your broker and dealer number and name and address in this section.

Click on heading to expand the section. Enter B&D number and Name and Address.

- Under "Date Form Submitted to NTFSO" enter the date that you have commenced completing the report.

Date Form Submitted

- In the next box enter the year in the field "Reporting Year". This is a required field and the record will not save unless you enter a value.

9. Enter the relevant quarter you are compiling the report for under "Reporting Quarter" (Q1, Q2, Q3 or Q4). **This is a required field and the record will not save unless you enter a value.**
10. For "Reporting Month" enter the final month for the quarter you are creating the report for e.g. Q1 = March, Q2 = June, Q3 = September and Q4 = December. **This is a required field and the record will not save unless you enter a value.**

Enter the relevant quarter you are compiling the report for and select the final month for this quarter under Reporting Month. In this example Q3 the Reporting Month to be selected is "September".

11. As you are entering the details on line it important that you remember to **Save** as you go. You may enter some of your details and save the shipment report. You may leave it and log out if you wish and then return to continue your entry when you are ready. Always remember to **Save** as you go as otherwise any data you enter will be lost and will not be available the next time you log in.
12. Do **NOT CLICK ON SAVE AND SUBMIT** until you have entered all your data and are satisfied that it is correct. Once you click on the **Save and Submit** button, you will no longer be able to add to or delete from or amend your shipment report in any way without contacting staff in Dublin City Council.

13. Click on the "Shipments" heading to expand the section and display the information to be recorded.

14. Click on the "Add" button (on the right hand side) to create a shipment record.

15. When you click on "Add" the following screen will appear.

Shipment Month:	Enter the month the shipment ACTUALLY took place. This is a required field and the record will not save unless you enter a value.
Actual Quantity Shipped:	Amount ACTUALLY shipped in TONNES . This is a required field and the record will not save unless you enter a value.
Waste Description:	Brief description of the waste shipped e.g. paper and cardboard.
Basel Code:	One Basel code to be selected. Click on the arrow on the right to access the list of Basel codes.
EWC Code:	One EWC code to be selected. Click on the arrow on the right to access the list of EWC codes.
Comment:	If there is an supplementary information please detail it here e.g. if there is more than one transit country.
Number of Bulk Shipments:	If the information relates to a bulk shipment please detail here. Note: A bulk shipment is defined as a single waste shipment greater than or equal to 1,000 tonnes.
Port of Export:	Please enter the port through which the shipment left Ireland. This is a required field and the record will not save unless you enter a value.
Transit Country:	Please select the transit country from the drop down list (if applicable).
Destination Country:	This is a required field and the record will not save unless you enter a value.

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- The screenshot displays the Customs Gateway (CW) Shipment Report application. The top navigation bar includes links for Home, Search, and various report types. The main content area shows a search for a shipment by date (August 2005) and a list of results. A callout box with an arrow points to the 'Update' button in the 'Details' section of the results table.
- When you click on "Update" this is how the shipment record will display.**
- The 'Details' section shows the following information:
- Shipment Number: 123456789
 - Shipment Date: 12/01/05
 - Shipment Type: 1234
 - Shipment Status: 1234
 - Shipment Description: 1234
 - Shipment Origin: 1234
 - Shipment Destination: 1234
 - Shipment Weight: 1234
 - Shipment Volume: 1234
 - Shipment Value: 1234
 - Shipment Tax: 1234
 - Shipment Duty: 1234
 - Shipment Fee: 1234
 - Shipment Charge: 1234
 - Shipment Total: 1234

- [illegible]

- 12

20. You may leave the GLW Shipment Report at any time; just remember to **Save** before you log out. You may then log in again when you are ready and continue entering the data.

Note: Do **NOT** click on Save & Submit until you have finished entering all your data and want to send it to Dublin City Council. Once you click on this, you will no longer be able to edit the records in any way without contacting staff in Dublin City Council.

Submitting your GLW Shipment Report

- Check all the data entered on your report to make sure that it is correct.
- Once you are satisfied that you have entered all the details and that they are correct, click on Save and Submit.
- The report will then be in the WRMS System. You will not be able to amend it in any way, once it has been submitted but you will be able to view any previous returns you have submitted.

