

DIGITAL WASTE TRACKING – QUICKSTART GUIDE

Use the checklist below as a guide to initial setup. More detailed information on each step is available in the help guide “Digital Waste Tracking”. Defra/Gov accounts are created and maintained on the government gateway. You will not be able to use Fred for DWT submissions without these accounts. If you have any problems creating these accounts, or getting logged in to them, you must contact the government helpline on 03000 203 78. Fred Support cannot assist with this.

Action	Done?
Register to report receipt of waste: https://www.gov.uk/guidance/report-receipt-of-waste	
Log in to your Waste Receiving Account on the Defra website and request your unique API Code <i>You can use the same API code to send waste movements for every site your organisation operates. If you have more than one organisation on your Defra account, you will receive a unique API code for each one.</i>	
Ensure you have your Site Permit Number to hand. This can usually be found on the public register at https://environment.data.gov.uk/public-register/view/search-waste-operations <i>If your site has a Waste Exemption Registration, you will NOT be required to submit data in Phase 1 of the DWT rollout.</i>	
Upgrade Fred on all machines. This should automatically install the DWT plugin. The plugin MUST be on every user's PC for receipts to be generated. <i>By default, the plugin will be installed to C:\Program Files (x86)\Increase Computers Ltd\Fred 5\Plugins</i>	
Set up the DWT Plugin on your Site(s) in Fred, You'll need the API Code you obtained from Defra. <i>You'll need access to Company Admin to do this. This only needs to be done once and will apply to all users with the plugin.</i>	
Restart Fred, then grant the relevant DWT permissions for your users. <i>You'll need access to Company Admin to do this. You should see the new DWT menu items after doing this. If not, restart Fred again.</i>	
Map your Fred containers to DWT Container types, in Container Maintenance or Quick Edit Container Types. <i>If you don't do this, all submissions will have a container type of 'Loose', which may not be correct.</i>	
Ensure all Stock Items have: Mandatory - Physical Form* (<i>will be submitted as 'mixed' if not specified, which may not be correct</i>) - Default Containment Method* (<i>will be submitted as loose' if not specified, which may not be correct</i>) - Does the item require POPs information? If so, add components if known - Is the item hazardous? If so, ensure all Hazardous Info is entered on the Stock Item - All EWC Codes used by your organisation specified on the Stock Item Optional - Inwards and Outwards Operation Codes (R/D)* - If hazardous, add concentration details if known. If unknown, source must be “carrier did not provide”. - If contains POPs, add concentration details if known. If unknown, source must be “carrier did not provide” - Average Weight* <i>* can be done in Maintenance> Quick Edits> Quick Edit for DWT.</i>	
Ensure all Accounts have: - A valid postcode (<i>invalid postcodes will cause submissions to fail</i>) - Carrier (haulier) accounts have a waste carrier licence Number (<i>In England, typically begins with 'CBD'</i>) - An SIC Code (<i>not currently mandatory, but expected to be at a later stage</i>) <i>The above can be done in Maintenance> Quick Edits> Quick Edit Account Address.</i>	