



TABLE OF CONTENTS

Page 3: About Digital Waste Tracking

- 3: Terminology
- Waste Receipts
- What will be tracked

Page 4: Getting started with Digital Waste Tracking

- 4: Signing up to the DWT Service
- Set up the DWT Plugin on your Site(s) in Fred
- 5-6: Configuring your Site(s) to use the DWT Service

Page 7: Digital Waste Tracking Submissions and Fred

- 7: What's new in Fred for DWT
- DWT Container Types
- Manage POP Component Types
- Regulatory Position Statements
- 8: Quick Edit for DWT
- Quick Edit Container Types
- 9: New DWT Type in Container Maintenance
- New fields on Stock Item Records
- Mg per kg fields for Hazardous and POP Items
- 10: HWCN with validation when producing documents
- DWT and EWC Codes
- 11: Ticket Lines without EWC Codes
- Creating EWC Codes
- 12: Digital Waste Tracking Entries form
- 15: Time Limits
- Disabling the Plugin

Page 16: How DWT Interacts with existing Fred functionality

- 16: DWT and Deductions/ Splits
- Deleted Lines/Rejected Loads after submission
- Transport Jobs with onwards disposal delivery
- Merchant Tickets
- DWT and Inter Branch/ Company Transfers
- 17: DWT and WEEE
- DWT and Rounds

Page 18: FAQs

DIGITAL WASTE TRACKING

ABOUT DIGITAL WASTE TRACKING

Timelines

Phase 1 (service designed for waste receivers):

- From October 2026 – service mandatory for receiving site operators in Wales, Northern Ireland and England
- January 2027 – service mandatory for receiving site operators in Scotland

Phase 2 (service designed for waste collectors – carriers, brokers and dealers):

- Waste exemptions., green list exports and imports
- From autumn 2026 – private beta phase for an invited group of waste collectors
- From spring 2027 – DWT service to be available publicly for all waste collectors (public beta phase)
- From October 2027 – DWT service mandatory for waste collectors

Terminology

Permitted Site: A site operating under a permit from a local authority.

API (Application Programming Interface) & API Code: The API is a set of rules that enables software applications to communicate with each other. The API Code (or key) is essentially your password to use the API.

Client ID/ Secret: The software vendor's (Fred's) credentials to access the service. Shows that Fred is authorised to access the API.

Waste: Defra use the term 'waste' to describe **any** type of material received into the permitted site. *Material In and Waste In will both generate waste receipts which you must submit.*

Receipt of Waste/ Waste Receipt: The record created when an inwards ticket leaves Gross Tare or Transport.

Submission: The Receipt of Waste information being sent to Defra, via the API.

Waste Receipts

Where a record of a waste movement within the UK is required under existing legal requirements, information must be submitted, whether hazardous or non-hazardous.

If you are unsure as to whether you need to report a movement of waste, you must contact the DWT Helpline on 03000 203 781. Fred Support cannot advise on this.

Examples of what will be tracked in Phase 1 (unified process for hazardous and non-hazardous waste)

- Waste received from another organisation within the UK, including who handled the waste (**carrier**), their waste carrier registration number and details of the **receiver**. The receiver is responsible for reporting every receipt of waste.
- Waste moved between sites operated by the same organisation, but with different site permit numbers (receiving site must report)
- Waste passed from the control of one organisation to another within the same site (receiving site must report)
- The date the waste was received.
- The mode of transport. If this is set as 'Road', a VRN must be provided (N/A will be accepted).
- Waste description, including physical form, hazardous properties and POPs info, if required.

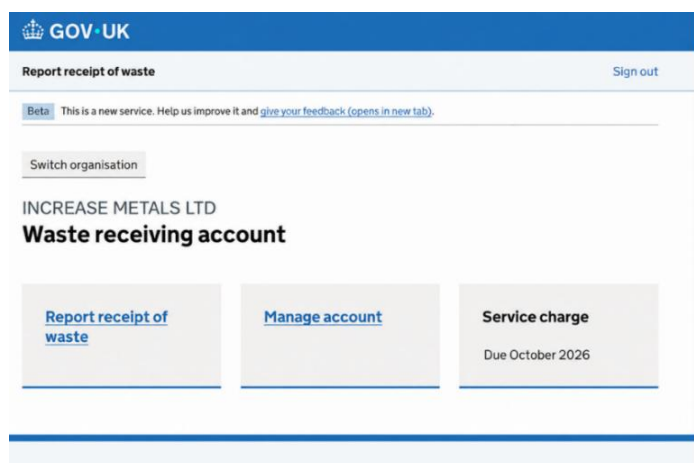
GETTING STARTED WITH DIGITAL WASTE TRACKING

Signing up on the Government Gateway

Your organisation must have a Defra waste receiving account to be able to use the DWT feature in Fred. [You can find out how to register here.](#) If you have any problems creating or accessing your Defra account, you'll need to contact the DWT helpline on 03000 203 781.

Obtain your unique login details from Defra

1. Log into Defra using your organisation's Government Gateway or GOV.UK One Login.
2. Within your Waste Receiving Account (below), select 'Report Receipt of Waste' and then 'Manage API Code'. Accept the API Terms and Conditions if necessary.
3. You will be given an API code for your organisation, which you'll need to set up the connection between Fred and the DWT Service.
4. 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 (related organisations), you'll receive a unique API code for each one.



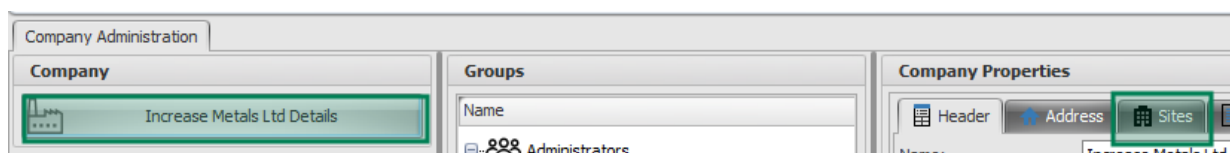
Set up the DWT Plugin on your Site(s) in Fred

Once you have installed the appropriate version of Fred and copied the plugin to ALL workstations, you'll need to log in to Fred as a user with access to Company Administration.

Once you've logged in to Fred, go into Company Administration. This can be found under Admin & Settings in the menu at the top of your screen. If you don't have this option, please contact the Fred Support Team so they can assist.



In Company Admin, select the Site for which you'll be submitting waste receipts. Click on your Company Name at the top left and then click the 'Sites' tab on the right.



Highlight the Site you have API credentials for, then click on the Settings tab below it.

At the bottom of the Settings tab for the Site, select the DWT Plugin from the drop-down box then click on the ellipses (...), so you can enter the relevant settings for Fred to talk to the DWT service.

Important: The DWT Plugin MUST be on every PC with Fred installed, for DWT entries to be created.

The DWT Settings form will appear. At this point you will need the API Code you obtained from your Defra account.

API URL: This is the URL Fred will talk to when validating and submitting your waste receipts. Do not amend.

Client ID/Secret: Pre-populated by Increase Computers. Do not amend.

API Code: The API code you have obtained from Defra.

Site Permit Number: Obtained from Environment Agency. Can usually be found on the public register -

<https://environment.data.gov.uk/public-register/view/search-waste-operations>

It is important that this is populated, as it will be used to determine whether a receipt of waste is necessary in some circumstances.

Exclude Transactions Dated Prior To: Tickets dated prior to this, created prior to the upgrade, will not produce DWT Entries when updated. An update can be anything from a weight change to producing a statement for the ticket line.

Posting Mode: Waste receipts are added to a list which is accessed in the new DWT Entries form, where you can submit them in a **batch**. Using this method allows you to verify what's being submitted, and allows for amendments to be made to the ticket lines before the entry is first submitted. **If you wish to submit Broker/Dealer info with your receipts, you must use the 'batch' posting method.**

There is also an option to post the receipts 'Live' and this will happen as soon as the Tickets leave Gross Tare/Transport. Amendments to the ticket lines will also be sent immediately, and any failed submissions can be fixed and re-submitted from the DWT Entries form. **If using the 'Live' method please keep in mind this applies to ALL users; you cannot prevent specific users from doing submissions when using this method.**

You have 2 working days from the day after receiving the waste to submit your receipt. For example, if you receive the waste at 9am on Monday, you must submit your receipt by 11:59pm on Wednesday.

Show unsubmitted warning on startup: Any receipts not yet submitted, but which have surpassed the warning hours threshold, will show in a toast popup message when you go into Fred.

Unsubmitted warning hours threshold: The number of hours which have elapsed since the creation of the ticket line.

Show warning periodically?: The popup message will reappear on-screen, alerting you of unsubmitted entries.

Periodic repeat hours: Determines how often the popup will reappear.

Threshold hours for approaching expiry: System will begin warning you of approaching threshold (in this example, 6 hours ahead of the 48hr warning)

Test Credentials: Once you have filled in all of the details on this form, clicking this button will test the connection between Fred and the DWT Service using the credentials you have entered. The result must be successful before you can use the service.

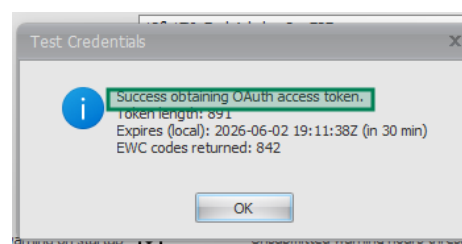
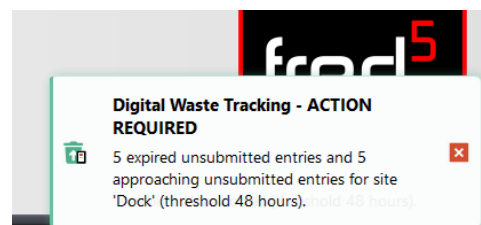
Once you have successfully validated your DWT credentials, click 'OK' then 'Save', and close Company Administration. **You must repeat these steps against each permitted site.**

Close Fred, then reopen it; the new permissions which are created when you set up the connection won't appear until this is done. Once you've logged back in to Fred, go back into Company Administration and, for each applicable User Group, set the permissions for the new DWT forms (per Site, if you have multiple Sites).

View All Appointments	Yes	Yes
Digital Waste Tracking		
Can View Submissions	Yes	Yes
Can Submit to DWT	Yes	Yes
Can Edit Submissions	Yes	Yes
Can View DWT EWC Codes	Yes	No

Please note these permissions are specific to the DWT forms, including any corrections/resubmissions made from the DWT Entries form. **If using the 'Live' posting method, receipts will be submitted immediately after the ticket leaves Gross Tare, regardless of these permissions.**

Save your changes. The new menu options should now appear on the Accounts ribbon. If not, restart Fred again to refresh the menus.



DWT SUBMISSIONS AND FRED

New in Fred for DWT

- DWT Plugin configuration against Site(s)
- User permissions for new DWT forms
- Stock> DWT Container Types
- Stock> Manage POP Component Types
- Maintenance> Regulatory Position Statements
- Maintenance> Quick Edits> Quick Edit for DWT
- Maintenance> Quick Edits> Quick Edit Container Types
- New field in Container Maintenance for DWT Container Type
- New fields on Stock Item for Physical Form, Default Containment Method, Colour, POPs & DWT Exclusion
- Mg per kg fields for Hazardous and POP items
- Document Produced> HWCN with validation
- Accounts> DWT EWC Codes
- Accounts> Digital Waste Tracking Entries

DWT Plugin Config & Permissions

Configure the DWT Plugin and set permissions. Covered above on pages 3-6.

DWT Container Types

The list of DWT Container Types will be populated when you upgrade your Fred System. More information on how these are used can be found under item 7.

Manage POP Component Types

[POPs \(Persistent Organic Pollutants\)](#) are chemical substances that do not break down in the environment. They are a danger to human health and the environment. A list of POP Components will be created when you upgrade your Fred System and can be used on Stock Items containing POPs. The list can be accessed from Stock> POP Component Types.

You are responsible under your [Waste Duty of Care](#) to know if your waste material contains POPs. If the waste does contain POPs, you should record details of each POP's concentration in mg per kg against the Stock Item. If you are not sure if the waste contains POPs you can:

- Visit the government website for guidance on handling and processing waste containing POPs using this link: <https://www.gov.uk/guidance/identify-and-classify-waste-containing-persistent-organic-pollutants-pops>
- Ask the supplier or manufacturer of the material
- Test the material yourself to find out the concentration of any POPs in it
- Get the material analysed by a laboratory

Fred Support cannot advise on whether your waste contains POPs and all queries on this must be directed to the DWT Helpline on 03000 203 781

Regulatory Position Statements

A Regulatory Position Statement is issued when the Regulator (EA, SEPA, NIEA, NRW), doesn't require you to have a permit for certain activities that they regulate. A list is created when you upgrade your Fred System and can be accessed from Maintenance> Regulatory Position Statements. You can add statements against each of your sites in Company Administration, if necessary.

Quick Edit for DWT

This form allows you to quickly add mandatory information to your Stock Items. **Please note changes made here are committed to the database immediately and care should be taken.**

Warning Changes on this form are committed to the database immediately

Code	Description	Product Group	Exclude from DWT	Physical Form	Default Containment	Inwards R/D Code	Outwards R/D Code	Average Weight	Colour
ACAST	CAST ALUMINIUM	A - ALUMINIUM	☐	solid	Loose	R04	R04	0	Yellow/Black
ACUTS	ALUMINIUM CUTTINGS	A - ALUMINIUM	☐	solid	Loose	R04	R04	0	
AIRON	IRONY ALUMINIUM	A - ALUMINIUM	☐	solid	Loose	R04	R04	0	
ALHE9	CLEAN HE9	A - ALUMINIUM	☐	solid	Loose	R04	R04	0	
ALHE9B	PAINTED HE9	A - ALUMINIUM	☐	solid	Loose	R04	R04	0	Orange
ALITH	LITHO SHEETS	A - ALUMINIUM	☒	solid	Loose	R04	R04	0	
AOLDR	OLD ROLLED ALUMINIUM	A - ALUMINIUM	☐	solid	Loose	R04	R04	0	
ARADC	ALUMINIUM COPPER RADS CLEAN	A - ALUMINIUM	☐	solid	Loose	R04	R04	0	
ARADS	ALUMINIUM COPPER RADS DIRTY	A - ALUMINIUM	☐	solid	Loose	R04	R04	0	
ASWAR	ALUMINIUM SWARE	A - ALUMINIUM	☐	solid	Loose	R04	R04	0	

Exclude from DWT: Select this on Stock Items you do not want to include in DWT submissions.

Physical Form: This is the form of the waste. This could be a Gas, Liquid, Solid, Powder, Sludge or Mixed.

Default Container Type: This is a mandatory field on waste receipts and must be populated for each product. If you don't specify a default, 'loose' will be used but keep in mind this information should be factual.

Inwards/Outwards Operation (R/D) Codes: Whilst not currently mandatory, we recommend these are populated. Submissions without R/D Codes will return a warning.

Average Weight: This is particularly important on Unit-based items, as it will be used to calculate an estimated weight for the submission based on the number of units entered on the ticket line. If you allow weights on unit-based items (System Setting), the weight you enter on the ticket line will be used instead of this.

Colour: Required on SEPA submissions (estimated from Jan 2027) for certain types of waste.

Quick Edit Container Types

You'll potentially have several container types in your existing Fred data, but the DWT Service will only accept those from a predefined list. You must map each of your own container types to the DWT equivalent, and this form allows you to quickly do that.

You might have multiples of a particular DWT Type, e.g. 4 of your own containers might map to 'Skip'.

Appointments Company: increase

Licensed To: Users: 10 Expiry Date: 31/12/2099

Quick Edit EWC Codes

Global Schedule Price Update

Global Contracts Edit

Quick Edit Container Types

Warning Changes on this form are committed to the database immediately

System Container	Code	Short Descript...	Long Description	Waste Tracking Container Type
☐				
☒	8 Yd Skip	8 yard skip		Skip
☐	Bag	PP Bag		Bag / Sack e.g. (rubble bag, refuse sack)
☒	Bin	Bin	Bin Container (N...	Box, Carton, Crate
☒	Containerless	n/a	Containerless	Loose (no container)
☒	Loose	Loose	Loose Container	Loose (no container)

Alternatively, this mapping can be done in Container Maintenance (see item 8).

The DWT Container type on the submission will show the container the waste **arrived in**. In the above example, if you specify the waste arrived in an '8 Yd Skip' the DWT Container on the submission would be 'Skip'. If you specified it arrived in a PP Bag, the submission would show 'Bag / Sack e.g. (rubble bag, refuse sack)'.

New DWT Type field in Container Maintenance

As per item 7, you can map your own containers to DWT containers in this form. Highlight your container in the left-hand panel, select the DWT Type equivalent in the middle panel, then click Save.

The screenshot shows the 'Container Maintenance' form. On the left, a table lists container types with columns: Code, Description, Default Weight, Individually Recorded, Numbering Method, and Default. The table includes entries for '8 Yd Skip', 'Bag', 'Bin', 'Containerl...', and 'RoRo'. The 'Bag' row is highlighted. Below the table are buttons for 'Create Container Type' and 'Delete Container Type'. On the right, the form fields for the selected 'Bag' container are shown: Code (Bag), Description (PP Bag), Image (empty), Default Weight (0.000 Tonnes), Numbering Method (Dynamic), and Vehicle Type (Select Recommended Type...). The 'DWT Type' field is highlighted, showing a dropdown menu with options: 'Type', 'Bag / Sack e.g. (rubble bag, refuse sack)', 'Bale', and 'Box, Carton, Crate'. The 'Bag / Sack' option is selected.

New fields on Stock Item Records

In Phase 1, all **stocked** items on any **inwards ticket lines** will be required to be reported to the DWT Service. They all must have:

On the General tab:

- A Physical Form, Default Containment Method, and Colour (required by SEPA on some types of waste)
- If the item is to be excluded from DWT submissions, tick the box 'Exclude from DWT Submissions'

On the Stock Info tab:

- All EWC Codes used by your organisation should be specified. *(Please see item 12 for more information on the importance of EWC Codes)*
- If the item is Hazardous and/ or contains POPs

Hazardous Info/POPs tab:

- If Hazardous, all fields must be populated including source of components.
 - If source of components is 'carrier did not provide', no components must be listed
 - If source is 'components provided with waste', components are recommended but not required (validation warning if not provided)
 - If source is 'provided by guidance' or 'determined from own testing', components are required (validation error if not provided)
- If the item contains POPs, POPs source of components must be specified.
 - If source of components is 'carrier did not provide', no components must be listed
 - If source is 'components provided with waste', components are recommended but not required (validation warning if not provided)
 - If source is 'provided by guidance' or 'determined from own testing', components are required (validation error if not provided)

It is also really important that your Product Descriptions are accurate and depictive, as they will be used as part of the waste description on the submitted receipt of waste.

Mg per kg fields for Hazardous and POP items

These new fields allow you to specify the concentration of the hazardous/POP components in milligrams per kilo, e.g. 30mg per kg, if this information is known to you. As above, this is not always required.

HWCN with validation when producing documents

Receipts of Hazardous Items submitted to the DWT Service should have a Hazardous Consignment number included. If using Fred to produce HWCNs (e.g. while producing documents like Weighbridge Tickets) the number will be passed through to the DWT Entries list. If you don't use Fred to produce your HWCNs you should enter the number manually in this field. The number will be subject to validation rules as set out by the EA. If you are not able to provide a HWCN number, you must specify a valid reason for this in the 'No HWCN Reason' drop-down.

If you receive Hazardous Waste, these items **MUST** be marked as hazardous in Fred (on the Stock Item record) and all hazardous info added, to ensure the correct data is included in the DWT submission. You cannot submit a receipt to the DWT Service with a hazardous EWC Code, without the accompanying hazardous information shown on the previous page, plus a HWCN or No HWCN Reason.

DWT and EWC Codes

The use of correct EWC Codes is crucial when submitting data to the DWT Service; every ticket line must have an EWC Code against it, and the EWC Code Description must be accurate. It's essential that these are set up correctly in Fred.

There is a new form which lists all of the EA-authorized codes. To retrieve this, go to Accounts> DWT EWC Codes.



This form is read-only and should be used for information only. It is your responsibility to ensure the correct EWC Codes are assigned to each receipt of waste. Fred Support cannot advise on which code to use.

The rules on how EWC codes are used in Fred remain the same in that:

- If the Account has an EWC Chapter, the system will look at the Stock Item being used on the Ticket Line to see which EWC Code is specified for that chapter. In the example below, the Account Inwards EWC Chapter is 20 and the EWC code specified for Chapter 20 on the Stock Item is 20 01 40, so the Ticket Line will use 20 01 40 for this particular Account/Stock Item combination.

Account:

Stock Item:

- However, if a different EWC Code to 20 01 40 was marked as 'Is Always' on that Stock Item, it would use that instead. For example, the item below will *always* use EWC Code 17 02 02, regardless of the EWC Chapter on the Account.

Ewc Codes		
Chapter	Inwards	Is Always Inwards
17 : Construction and Demolition Wastes (including Excavated Soil from Contaminated Sites)	17 02 02 : Glass	☒

Only 1 EWC code can be marked 'Is Always' on each Stock Item, and a code must be specified to always use.

- If the Account does not have an EWC Chapter, it will look at the respective Stock Item for whichever code is marked as 'Is Always'.
- If the Account does not have an EWC Chapter *and* there is no 'Is Always' EWC selected on the Stock Item, there will not be an EWC Code on the Ticket Line and the submission will be rejected unless this is corrected.

Some EWC codes are classified by the EA as relating to hazardous waste. If you submit a receipt with a hazardous EWC code, but no hazardous consignment details, you'll receive a warning message upon submission. You can see examples of hazardous EWC Codes in the DWT EWC Codes form. **Using a hazardous EWC code on non-hazardous waste is legally prohibited and incorrect. EWC codes must accurately reflect the wastes true composition and properties.**

You might have added asterisks to some of your EWC Codes, to indicate they're hazardous on your paperwork. Whilst these asterisks can remain in place for your own reference, Fred will remove them from the data submitted to the DWT Service.

Ticket Lines without EWC Codes

If you accidentally consolidate a Ticket Line without an EWC Code, you can either edit the Ticket Line from Consolidation, or go to Maintenance> Quick Edits> Quick Edit EWC Codes and add the correct code against the Ticket Line(s). You can then refresh DWT Entries form to see the update. **Please note changes on the Quick Edit form are committed to the database immediately.** Once you've corrected any entries, please check your data to ensure the EWC Codes are picked up correctly going forward.

Creating EWC Codes

New EWC Codes can be added from Maintenance> EWC Codes. If you create a new EWC Code it's important that:

- There is a single space between every 2 digits
- You enter an accurate description of the waste being identified, as this will be used on the submission to describe the waste

You may require more than 1 EWC Code on a single Ticket Line. To do this, create a new code containing multiples, separated by a space.

20 01 32	Medicines other than those mentioned in 20 01 31
20 01 33 16 06 02	unsorted batteries and accumulators containing these batteries
20 01 34	Batteries and accumulators other than those mentioned in 20 01 33

For example, if the codes required on a Ticket Line are 200133 and 160602, the format must be (underscore represents a space but must not be typed in):

20_01_33_16_06_02

Please note you cannot submit more than 5 EWC Codes per Ticket Line.

Digital Waste Tracking Entries

The screenshot displays the 'Digital Waste Tracking Entries' interface. On the left, a table lists tickets with columns: Site, Ticket & Line, Transaction, Producer, Submitted, Successful, Superseded, and Locked. Tickets are grouped by number (e.g., T002510, T002512, T002514, T002516). The right panel shows the details for a selected ticket line (T002516). It includes fields for Waste Tracking ID, Date Time Received, Hazardous Consignment, Special Handling, Waste Item, Product, Description, No. of Containers, Weight, Is Hazardous, EWC Codes, Disposal/Recovery Codes, and Broker/Dealer information. There are also buttons for 'Submit selected', 'Regenerate selected entries', 'Close', and 'Save'.

Adding or amending info on this form does not write back to the original ticket line.

The DWT Entries form is made up of 2 main parts – the [list of waste receipts to be submitted](#) on the left, grouped by ticket number, and the [submission and waste receipt details](#) on the right. Each inwards ticket line at a permitted site will generate an entry for Digital Waste Tracking.

Some fields can be amended in the panel on the right before submitting the receipt, for example if you've forgotten to add the VRN or Carriers Registration Number, but anything typed here will not be written back to the ticket line or account. For most fields, you'll need to edit the ticket line itself in consolidation, then refresh this form. You can use the tick box at the top of the form to show entries already submitted successfully.

The information displayed in the left panel includes:

Field	Description
Site	This is the site which received the waste.
Transaction Date	The date the waste was received.
Producer	Where the waste was collected from (Ticket Collection Address).
Ticket and Line No	You'll have an entry in this list for each individual ticket line, grouped by ticket number.
Submitted	Entry has been submitted to the DWT Service (this doesn't mean it was successful, just that the data has been sent for validation).
Successful	Entry has been submitted and successfully validated. Unless any changes are made to the ticket line, the submission is complete.
Superseded	The entry was previously successfully submitted, but changes have since been made to the ticket line. A new entry will appear for that line, using the same Waste Tracking ID (see below) and the original is marked as superseded. E.g. weight is amended after submission.
Locked	If a ticket is already locked, for example it's currently being edited by another user, the padlock icon will show and you won't be able to edit or submit that receipt. Similarly, once you have ticked the entry in this list, it won't be amendable by anyone else.
Submitted By/At	Optional columns, to show details of who did the submission and when.
Regenerate selected entries	If details on the ticket, ticket line, account address, stock item etc have changed, select the ticket line and use this button to regenerate the information on the screen.

The information displayed in the right panel includes:

Submission Errors & Warnings

Header

View submission Json

Waste Tracking Id

Additional Reference (Ticket and Line No:)

T002091\3

Date Time Received

31/07/2026 16:25 +00:00

Your Unique Reference

Hazardous Consignment

ABMETQ/00658

Reason For No Consignment

Special Handling

special handling for 0004

Waste Item

Product

HAZ - Hazardous Item

Physical Form

Description

Hazardous Item - Tailings other than those mentioned in 01 03 04 and 0 1 03 05

Additional Description

No. Of Containers

1

Type of Containers

Bag / Sack e.g. (rubble bag, refuse sack)

Weight (In KG)

10,000

Weight is Estimated?

☐

Is Hazardous

☒

Contains POPs

☐

EWC Codes

Disposal / Recovery Codes

POPs info

Hazardous Info

EWC Code

010306

Carrier

Receiver

Receipt Address

Broker / Dealer

Address For Broker / Delaer:

Phil Dodds

Broker Name

Phil Dodds

Broker Address

87 Yellow Grove Newcastle NE16 6QL

Broker Postcode

NE16 6QL

Broker Registration

CBDL999999

Broker Phone

Broker Email

Submission Errors and Warnings

This section will show errors and warnings detected by the Fred System prior to submission, and errors and warnings detected by Defra during the validation of the data being submitted.

Header Section

Field	Description
Waste Tracking ID	This is the ID returned by Defra when an entry is initially submitted, regardless of whether the submission is successful, and will stay with that entry from then on. If the ticket line has to be resubmitted, either following correction of errors or if you've amended it, the same ID is used in subsequent submissions.
Additional Reference	The ticket number and line. This can be amended.
Date/Time Received	This is the exact date and time the overall Ticket was initially created in the Fred System. This cannot be changed and is not the ticket date or consolidation date.
Your Unique Reference	This is an optional field you can populate if you'd like to use your own numbering, in addition to the one provided in 'Additional Reference'.
Hazardous Consignment	If the ticket line is for a Hazardous Item, the Consignment Number will show here, providing a Consignment Note was produced in Fred, or a Consignment No. was added during document production.
Reason For No Consignment	If no Consignment Note was produced and no number entered during document production, you must specify a reason for no number being provided.
Special Handling	For some hazardous items, the specified inwards UN Code may have Special Handling Requirements. They will appear here.

Waste Items Section

Field	Description
Product	Product Code and Description from Stock Item. Not submitted, for information only.
Physical Form	From the General Tab of the associated Stock Item.
Description	Product description + EWC Code description + stock item colour (if specified).
Additional Description	Additional information about the item can be added here. This will be appended to the 'Description' upon submission.
No. of Containers	The number of containers in which the waste arrived, as stated by you on the Ticket Line.
Type of Containers	Container type in which the waste arrived. Default is 'Loose' if nothing selected on Ticket Line.
Weight	The weight of the waste which has gone into stock.
Weight is Estimated?	Was the weight estimated? For example, if from a Round.
Is Hazardous	Is it hazardous – additional info must be supplied on the Hazardous Info tab if so.
Contains POPs	Does it contain POPs – additional info must be supplied on the POPs Info tab if so.
EWC Codes Tab	The EWC Code(s) for the selected item. Maximum of 5 codes.
Disposal/Recovery Codes Tab	From the Stock Info tab of the selected Stock Item, but can be added to/amended here (including weight which might be different to Ticket Line weight)
POPs Info Tab	Details of POPs Components, as specified on the selected Stock Item (if applicable).
Hazardous Info Tab	Details of Hazardous Components and the Hazardous Code, as specified on the selected Stock Item (if applicable).

Carrier/Receiver/ Broker Section

Field	Description	
Carrier Name, Address, Postcode	Name and address details of the carrier (hauler) who brought the waste. If no carrier was used, this will show the collection address details.	Carrier Tab
Carrier Registration	This is the Waste Carriers Licence Number.	
Reason for no Registration	If a Waste Carriers Licence Number is not provided, you must state why.	
Carrier Phone	Carrier's phone number.	
Carrier Email	Carrier's email address.	
Vehicle Registration	VRN of vehicle which brought the waste (mandatory if Transport = Road).	
Transport	The method of transport used to bring the waste. If Road, a VRN is mandatory.	
Receiver Details	Site name, phone number and email of the receiving site, as detailed in Company Admin.	Receiver Tab
Site Licence Number	Site permit number, as detailed in API Settings for receiving site.	
Receipt Address	Address of receiving site, as detailed in Company Admin.	Receipt Address Tab
Receipt Postcode	Postcode of receiving site. Must be UK postcode and MUST be in the correct format . E.g. NE8 3AH is correct (with a space) but NE83AH is not and will be rejected by Defra.	
Broker/Dealer Address, Postcode	If the waste movement was organised by a broker or dealer, you can add this information here. Postcode can be UK or Irish, and MUST be in the correct format . E.g. NE8 3AH is correct (with a space) but NE83AH is not and will be rejected by Defra.	Broker/Dealer Tab
Broker/Dealer Registration Number	The registration or authorisation number issued to the broker/dealer. This comes from the 'Waste' licence number on the address, but can be edited here. <i>"broker or dealer registration number" means the number associated with the registration issued to a person registered as a broker or a dealer of controlled waste under the 2011 Regulations;</i> <i>"broker or dealer authorisation number" means the number associated with the authorisation issued to a person authorised to act as a broker or a dealer under the 2018 Regulations.</i>	

Time Limits

Defra have stipulated that DWT receipts must be submitted within 2 working days from the day *after* receiving the waste. For example, if you receive the waste at 9am on Monday, you must submit your receipt by 11:59pm on Wednesday.

Waste received on:	Must be reported by:
Mon	Weds @ 23:59
Tue	Thurs @ 23:59
Weds	Fri @ 23:59
Thurs	Mon @ 23:59
Fri	Tues @ 23:59
Sat	Tues @ 23:59
Sun	Tues @ 23:59

It is your responsibility to ensure all receipts are submitted within the timescales mandated by Defra. You will be committing an offence if you do not comply with the rules.

Tickets should not be left in Gross Tare for any longer than these timescales, as the receipt generated for all tickets will be the date and time they were initiated in Gross Tare. For example, if you create a new ticket on 1st April and don't move it out of Gross Tare until 1st August, the receipt will have a date of 1st April. In this case, there would be a 4-month discrepancy between the date of the receipt of waste and the date you report it.

If you're not sure how this will affect your business operations, you must speak to the Waste Tracking Helpline on 03000 203 781. **Fred Support cannot help with this.**

Postcode Format

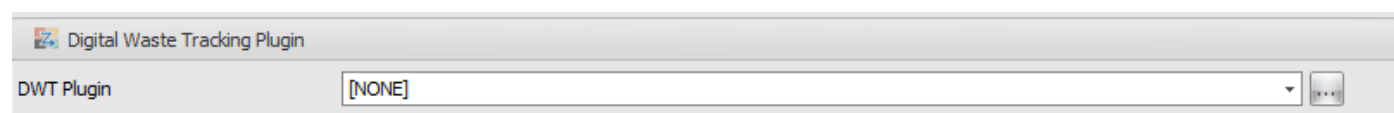
Defra will reject submissions where the postcode is not in the recognised format, as per Royal Mail standards. For example if the space is missing between the 2 parts of the postcode. Provided the postcode is complete (no missing digits or non-alphanumeric characters), Fred will reformat it for the purpose of doing the submission. For example, if you have a postcode saved as 'NE83AH', Fred will *submit* this as 'NE8 3AH'. However, if you have a postcode saved as 'M2' this would need to be corrected by you on the account, as it's not valid. Any reformatting done by Fred for submission purposes will not update the account address.

There is a SQL script in the 'DWTPlugin' folder. Fred Support can run this to update postcodes on account addresses where the digits are all there, but not in the acceptable format. Otherwise, this would need to be done manually by you.

Disabling the DWT Plugin

The service is now live so you can start submitting receipts immediately, however it isn't mandatory to do so until 1st October 2026. If you'd like to wait until then to start submitting, simply change the DWT Plugin to 'None' against your site settings

Doing this will temporarily disable the plugin but will retain the settings you've already entered. You can then re-enable the plugin on the 1st October.



Digital Waste Tracking Plugin

DWT Plugin [NONE]

HOW DWT INTERACTS WITH EXISTING FRED FUNCTIONALITY

DWT and Deductions

Deductions added to Ticket Lines will affect the weight being submitted, provided the deduction type is not set to 'hit stock'. This applies only to Purchase tickets; deductions on Sales tickets will always affect the weight being submitted.

DWT and Splits

Each split will appear as a separate entry for submission.

If you submit a receipt with a weight, then later split that line so that its weight becomes zero, a revision of the ticket line will be submitted to reflect this, along with the new split lines.

Deleted Lines/Rejected Loads after submission

If you delete a ticket line prior to its initial submission, it will be removed from the list of entries and therefore won't be included in the submission.

However, there is currently no provision from Defra to retract entries already submitted. For example, if you submitted a receipt then deleted the ticket line, you cannot recall the submitted data or update it to show it no longer exists. We anticipate this will be covered in Phase 2 of the service.

Transport Jobs with onwards disposal or delivery

These jobs will not generate waste receipts, as the waste is going directly to another address so you are not the receiver.

Merchant Tickets

Merchant Tickets will not generate waste receipts, as the waste is going directly to another address so you are not the receiver.

DWT and Inter Branch/ Company Transfers

The system will determine whether a waste receipt is required for an IBT or ICT based on the **Site Permit Numbers** specified in the DWT Settings in Company Administration, for the Sites involved in the stock movement. As a general rule, the receiving (delivery) site will be required to submit a receipt provided:

- 1) The receiving site has a Site Permit Number which is DIFFERENT to the sending site
- 2) The receiving site has the API configured

Collection (sending) Site has Site Permit Number	Delivery (receiving) Site has Site Permit Number	Delivery Site has API set up	Waste Receipt Generated?
Yes	Yes - same Permit No. as Collection Site	Yes	No
Yes	Yes - different Permit No. to Collection Site	Yes	Yes – for receiving site
Yes	Yes – different Permit No. to Collection Site	No	No
Yes	No	Yes	No

As you can see, IBTs and ICTs between sites operating under the *same* Site Permit Number are not required to submit receipts.

DWT and WEEE

When creating WEEE Splits in Fred, there is a 'parent' ticket showing the total weight of the WEEE which was received, and 'child' tickets showing where the weight was apportioned across the different WEEE items. Only the child ticket lines will be submitted, as it will be essential to show the producer of the weight from Phase 2. The weights will be marked as estimated due to them being calculated by Fred.

DWT and Rounds

Name:	Round 2 Tue nohaul		
Site:	IndMet HO	☒ Is Active	☐ Individually Weighed
Order Number:		☐ Single Weight Round	

- Ticket lines created from rounds must be submitted unless there is a disposal address specified on the round. This is because if the collected waste is taken straight to a disposal address, *they* become the receiver and are responsible for submitting the receipt of the waste.
- If the round is *not* individually weighed, the 'parent' ticket for the completed round (which shows on the Company Account) will be automatically excluded from the submission. This is to ensure waste producer details are on all submitted entries, and the 'parent' ticket doesn't show this information.
- If the round is individually weighed, there will be a receipt for each collection ticket line generated to submit, as you will have provided weights for each collection.
- For WEEE Rounds (single weigh), it will work the same as detailed above in the 'DWT and WEEE' section. Receipts from the child ticket lines will be submitted with an 'estimated' weight.
- If you have specified a haulier on the round, they will be shown as the carrier on the submission. You should include the carrier's licence number in the submission; if you don't know this, you must provide an acceptable reason to exclude it. The carrier's licence number can be saved on their account so it's populated automatically.

FAQs

I haven't received my API Code or cannot find it on the Defra website. What should I do?

You'll need to contact the DWT Helpline on 03000 203 781. Fred Support cannot help with this.

I'm not sure if I need to send waste receipts to the DWT Service.

You'll need to contact the DWT Helpline on 03000 203 781. Fred Support cannot help with this.

I'm not sure if my waste contains POPs.

Fred Support cannot advise on this. You will need to:

- Visit the gov website for guidance using this link: <https://www.gov.uk/guidance/identify-and-classify-waste-containing-persistent-organic-pollutants-pops>
- Ask the supplier or manufacturer of the material
- Test the material yourself to find out the concentration of any POPs in it
- Get the material analysed by a laboratory

I've made a submission then rejected the load, so need to retract the submission.

If you delete a ticket line prior to its initial submission, it will be removed from the list of DWT entries and therefore won't be included in any submission.

However, there is currently no provision from Defra to *retract* entries already submitted. For example, if you submitted an entry and then deleted the ticket line, you cannot recall the submitted data or update it to show it no longer exists. We anticipate this will be covered in Phase 2 of the service.

A ticket line I've added hasn't generated a receipt of waste; it is not showing up in the list of DWT entries to be submitted. What might be the cause of this?

Possible causes of this could be:

- The ticket was not an INWARDS material or waste type.
- The ticket is still in Gross Tare. Tickets only appear in the DWT submissions list once they have left Gross Tare.
- The ticket line has a weight of zero.
- The site into which the waste was received is not set up to submit receipts to the DWT Service.
- The ticket was a merchant ticket. These ticket types will not appear in DWT Entries as their purpose is to move stock from one address to another without it coming into your site.
- The ticket was from a Transport Job with onwards delivery or disposal. These tickets will not appear in DWT Entries, as the waste has not come into your site.
- The ticket was from an IBT or ICT, where the delivery (receiving) site isn't set up to submit receipts.
- The ticket line was for a Non-Stock item.
- The ticket line was for a stocked item which is marked as excluded from DWT Submissions.
- The ticket line was from a round with a disposal address, so the stock didn't come into your site.
- The ticket line was the 'parent' of a WEEE Split or round job. Only the 'child' ticket lines generate receipts.

I didn't produce a Hazardous Waste Consignment note for my ticket line, and now my submission is being rejected due to there being no HWCN code.

In line with existing Fred functionality, HWCNs cannot be produced retrospectively once a ticket has left Gross Tare. You will need to delete the ticket, and re-enter it so the HWCN can be produced from Document Producer or select a 'Reason for No Consignment' in the DWT Entries form.

I need to edit the EWC Code on a ticket line. What is the best way to do this?

You can either use Quick Edits> Quick Edit EWC Codes or amend ticket line from Consolidation.

I often create a ticket in Gross Tare and leave it there for a while, adding to it over time. Can I still do this?

No. Once you have recorded waste being received you must submit this within the specified time (48hrs). The ticket should be progressed out of Gross Tare and, if needed, additional lines added via Consolidation. These additional lines will then generate new receipts to submit.