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Online Waste Levy System (OWLS 2.0)

**User guide for waste disposal facility operators**

Version 10, 2024

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# About this guide

This guide is designed to help waste disposal facility operators use the Online Waste Levy System (OWLS 2.0) to register, submit waste returns and activity category reports, and apply for extensions of time, waivers, methodologies and refunds.

## How to use this guide

This guide has been designed to help with using OWLS 2.0. It explains the purpose of the screens, how to use the screens and other important information about using the system.

You will need to use this guide together with the [Waste disposal levy and reporting requirements guide for site operators](https://environment.govt.nz/publications/waste-disposal-levy-guide-for-disposal-facilities/), which covers information about the:

* Waste Minimisation Act 2008
* Waste Minimisation (Calculation and Payment of Waste Disposal Levy) Regulations 2009
* Waste Minimisation (Information Requirements) Regulations 2021
* Disposal facility operator’s responsibilities regarding the levy.

## Where to go for help

An online function is available from every screen within OWLS 2.0.

If you need more advice, or help with using OWLS 2.0, please call our helpdesk on 0800 WDLEVY (0800 935 389) or email [info@wastelevy.govt.nz](mailto:info@wastelevy.govt.nz).

## Further information

Further information about the waste disposal levy is available from the Ministry for the Environment via the OWLS Helpdesk

Phone: 0800 WDLEVY (0800 935 389)

Email: [info@wastelevy.govt.nz](mailto:info@wastelevy.govt.nz)

Ministry web facility: [environment.govt.nz/what-government-is-doing/areas-of-work/waste/waste-disposal-levy](https://environment.govt.nz/what-government-is-doing/areas-of-work/waste/waste-disposal-levy/)

OWLS 2.0 web facility: [www.wastelevy.govt.nz](http://www.wastelevy.govt.nz/)

When you contact us via 0800 WDLEVY, depending on your query, we may need to verify your identity. We will do this using information you provided when you registered.

# Chapter 1: Introduction to OWLS 2.0

This chapter provides an overview of the Online Waste Levy System (OWLS 2.0) and tells you how to set up new users, log in to and move around OWLS 2.0. It contains the following topics:

|  |
| --- |
| Topic |
| [Overview](#_Overview_1) |
| [Applying to register for OWLS 2.0](#_Applying_to_register_1) |
| [Adding a new user to OWLS 2.0](#_Add_a_new_1) |
| [Logging in as a new user](#_Logging_in_as_1) |
| [Logging in to OWLS 2.0](#_Logging_in_to) |
| [Moving around OWLS 2.0](#_Moving_around_OWLS) |
| [Creating a new facility within OWLS 2.0](#_Creating_a_new_1) |

## Overview

### Introduction

OWLS 2.0 is the Ministry for the Environment’s internet application that enables disposal facility operators to carry out waste disposal levy requirements online. It has been designed to minimise compliance costs disposal facility operators incur to meet their obligations under the Waste Minimisation Act 2008, Waste Minimisation (Calculation and Payment of Waste Disposal Levy) Regulations 2009, and the Waste Minimisation (Information Requirements) Regulations 2021.

OWLS 2.0 allows operators to register, submit waste returns and activity category reports, and apply for extensions of time, waivers, methodologies and refunds.

### Registering on OWLS 2.0

Once you have registered with us, you will be given access to OWLS 2.0. This is a secure website. The only people who can access your information are people you authorise, and our staff or contractors authorised to administer the levy.

### User access types

Disposal facilities have the following types of user access:

* **Site Data entry** – Can submit returns that will be placed in a status of ‘Pending Verification’; can submit activity category reports, can view Client/site details, returns, reports and statements
* **Site Verifier** – Can update personnel, submit/verify returns, submit activity category reports, update Client/Site details and create applications.

Site Verifier must be the first user created when registering a Client and/or Facility.

It is recommended that Disposal facilities have more than one person registered against a facility. This will help you in ensuring your reporting obligations are completed on time, in case one person is unavailable, for example, because of staff holidays or sickness.

The table below shows the functions for each user type.

|  | Functions that users can perform | Disposal facility users | |
| --- | --- | --- | --- |
|  | Data entry | Verifier |
| **Contacts and users** | View or change operator address details | View | View / change |
| View or change disposal facility contact and finance details | View | View / change |
| View or change contact people details | View | View / change |
| Add personnel | No access – contact OWLS | No access – contact OWLS |
| **Waste returns** | View returns summary | View | View |
| Submit or verify new return | Submit | Submit / verify |
| View or change a verified return | View | View |
| Submit an amendment | No access – contact OWLS | No access – contact OWLS |
| View and download statements | View / download | View / download |
| **Activity category reports** | View reports summary | View | View |
| Submit a new activity category report | Submit | Submit |
| View or change a report | View | View |
| Submit an amendment | No access – contact OWLS | No access – contact OWLS |
| **Applications and methodologies** | View applications summary | View | View |
| Add new applications | No access | Access |
| Change a pending application | No access – contact OWLS | No access – contact OWLS |
| View methodologies | View | View |
| **Reports** | View reports online or download | View / download | View / download |

## Applying to register for OWLS 2.0

### When to use

Use these steps if you want to register your organisation, facility and personnel within OWLS 2.0.

**Notes**:

* If you have already signed up for OWLS, but need to create a new facility, please see [Creating a new facility within OWLS 2.0.](#_Creating_a_new_1)
* New users must have a RealMe login for authentication to access OWLS 2.0, please see [What is RealMe](#_What_is_RealMe®).

### Role

* Site Verifier must be the first user created when registering a Client and/or Facility.

### Overview

Organisations can submit an online application form to register for the Online Waste Levy System. Organisations can register multiple facilities at once, making it easy to get started with OWLS and begin meeting your reporting requirements.

### Steps

| Step | Action |
| --- | --- |
| 1 | Open the [Application to Register for the Online Waste Levy System page](https://wastelevy.govt.nz/register). |
| 2 | The application form contains three parts – Organisation Details, Facility Details, Verifier Details.   |  |  | | --- | --- | | Section | Description | | Organisation Details | The details of the organisation being registered. | | Facility Details | The details of the facilities you wish to register within OWLS | | Verifier Details | The person that will be created as a verifier for all registered facilities.  **Note:** It is mandatory to add a Verifier user when completing the Online registration.  We also recommend adding additional users for each of the registered facilities. For more information on personnel roles please see [User access types](#_User_access_types) | |  |  | |
| 3 | Organisation Details     |  |  | | --- | --- | | Field | Description | | Legal Name | Enter the legal name of the organisation. | | Trading As | (Optional) Enter the trading name of the organisation (the name you use publicly). | | NZBN | (Optional) Enter the NZBN number of the organisation. Your NZBN can be found on the New Zealand Companies Register website. (This is not applicable for Territorial Authorities.) | | Certificate of Incorporation | Upload a copy of your Certificate of Incorporation (this can be found on the New Zealand Companies Register website) or other evidence of your entity being legal.  This file will be deleted once your application has been assessed.  (This is not applicable for territorial authorities.) | | Ownership Type | Select the ownership type of the organisation. | | Date of Incorporation | Enter the Date of Incorporation for the facility. | | Organisation Postal Address | Enter the Postal Address of the organisation (the address for all correspondence). | | Organisation Physical Address | Enter the physical address of the organisation. | | Contact Number | Enter a valid contact phone number for the organisation. | | Contact Email | Enter a valid contact email address for the organisation. | |  |  | |
| 4 | Facility Details   | Field | Description | | --- | --- | | Name | Enter the name of the facility. | | Territorial Authority | Select the territorial authority for the region, eg, Auckland Council. | | Demographic Type | Select the main demographic makeup of the area your facility is in. | | Facility Start Date | The date the facility became operational.  Please note, waste returns and activity reports will be generated from this start date. | | Site Latitude | Enter the site latitude coordinates of the **disposal facility location.**  Right clicking the searched address on Google Maps will provide this. | | Site Longitude | Enter the site longitude coordinates of the **disposal facility location.**  Right clicking the searched address on Google Maps will provide this. | | Facility Physical Address | Enter the physical address of the facility. This should match the coordinates entered above. | | Contact Number | Enter the contact number of the facility. If this is the same as the organisation contact number, use the “Same as Organisation Contact Number” checkbox. | | Contact Email | Enter the contact email address of the facility. If this is the same as the organisation email address number, use the “Same as Organisation Contact Email” checkbox. | | Estimated Annual Tonnage | Enter the estimated annual tonnage of waste. If your annual tonnage is less than 1,000 tonnes, you may wish to [apply for permission to submit annual returns](#_Apply_to_submit). | | Cover Material Sourced | Select the source of the cover material used at the facility. | | Site Class | Select the class of your facility. Your class type should be determined using the information on [this fact sheet](https://environment.govt.nz/publications/waste-levy-determining-your-disposal-facility-class/). Your class waste acceptance may differ from your council consent. | | Methodology | Select the method(s) your disposal facility uses or proposes to use to calculate waste and diverted material tonnage.  Please note: If your facility has a compliant and functioning weighbridge on site, it must be the methodology used unless approval is granted for another prescribed method. For more information on this see [Waste levy – Measuring waste tonnages.](https://environment.govt.nz/publications/waste-levy-measuring-waste-tonnages-2/) | | Methodology – Start Date | Enter the Start date of each methodology for returns. | | Add Another Facility | If you wish to add additional facilities, click this button. | |  |  | |
| 5 | Verifier Details     | Field | Description | | --- | --- | | First Name | Enter first name. | | Preferred Name | (Optional) Enter a preferred name. | | Surname | Enter surname. | | Position | (Optional) Enter position. | | Contact Area(s) | (Optional) Select contact areas. | | Contact Number | Enter a contact number.  **Note:** If this is the same as the organisation contact number, use the “Same as Organisation Contact Number” checkbox. | | Contact Email | Type the contact email address.  **Note:** If this is the same as the organisation email address number, use the “Same as Organisation Contact Email” checkbox. | | Proof of ID | Upload proof of ID for verification purposes (driver’s licence, passport, or birth certificate). This file will be deleted once your application has been assessed. | |  |  | |
| 5 | Click the checkbox next to the “I’m not a robot” text, and if needed complete the CAPTCHA test. |
| 6 | Click Submit Application. |
| 7 | Once the Waste Levy team has assessed your application an email will be sent either approving or rejecting your application. |
|  | If your application is rejected you will need to submit a new application form, taking note to correct any issues outlined in the rejection email.  If your application is approved, you will receive an email outlining the approved facilities and containing a link to log in to OWLS for the first time. For more information on logging into OWLS for the first time, please see [Logging in as a new user](#_Logging_in_as_1). |

### What happens next?

If your application has been approved, you can complete your sign up for OWLS by following the link in the approval email.

## Adding a new user to OWLS 2.0

### When to use

Use these steps when you want to create a login for someone else.

### Roles that can perform the action

Any request to add a new user to OWLS should be directed to 0800 WDLEVY (0800 935 389) or [info@wastelevy.govt.nz](mailto:info@wastelevy.govt.nz). This function can only be performed by contacting OWLS.

**Note:** You must be an existing Verifier of a facility to approve another user being added to the facility.

### What happens next?

We will set up the new user and email the login details. Once the user receives this email, they can register a RealMe account and log into OWLS 2.0.

**Note:** The email is valid for 24 hours. If you miss activating your login within that time, you will need to contact the help desk at 0800 WDLEVY (0800 935 389) or email [info@wastelevy.govt.nz](mailto:info@wastelevy.govt.nz).

## Logging in as a new user

### When to use

Use these steps if you need to log in for the first time.

**Note**: If you are **not** logging in for the first time, please see the [Logging in to OWLS 2.0](#_Logging_in_to) steps.

### Roles

* Site data entry
* Site verifier

### Overview

OWLS 2.0 uses RealMe for login and authentication management. You will need to either use an existing RealMe account or set up a RealMe account to log in to OWLS 2.0, as outlined in the steps below.

### What is RealMe® and how do you access it?

Your RealMe login is a single username and password you can use to securely access services online.

More on RealMe:

* Privacy and security – [www.realme.govt.nz/privacy-and-security](https://www.realme.govt.nz/privacy-and-security/)
* Two Factor Authentication – [www.realme.govt.nz/help/#second-factor-authentication](https://www.realme.govt.nz/help/#second-factor-authentication)
* Where is it currently used? – [www.realme.govt.nz/where-to-use-realme](https://www.realme.govt.nz/where-to-use-realme/)

### Steps – Existing RealMe login

| Step | Action |
| --- | --- |
| 1 | Find the email you received from OWLS 2.0 when you registered. Go to step 2.  **Note**: The email is valid for 24 hours. If you miss activating your login within that time, you will need to contact the help desk at 0800 WDLEVY (0800 935 389) / [info@wastelevy.govt.nz](mailto:info@wastelevy.govt.nz).  Please check your spam folder if there is a delay in receiving it. |
| 2 | Open the email and click the **Please complete the sign-up process here** link.      **Result**: You will be redirected to the OWLS 2.0 login page. |
| 3 | Click Login with RealMe.  **Result**: You will be redirected to the RealMe login page where you can:   * log in using an existing RealMe login * set up a new RealMe login. |
| 4 | **If you are logging in with an existing RealMe login**, complete the required fields under “Login with RealMe” and click **Login**.  **Result**: You will be logged in and redirected to the OWLS 2.0 dashboard. |

### Steps – New RealMe login

| **Step** | **Action** |
| --- | --- |
| 1 | Find the email you received from OWLS 2.0 when you registered. Go to step 2.  **Note**: The email is valid for 24 hours. If you miss activating your login within that time, you will need to contact the help desk at 0800 WDLEVY (0800 935 389) or by emailing [info@wastelevy.govt.nz](mailto:info@wastelevy.govt.nz).  Please check your spam folder if there is a delay in receiving it. |
| 2 | Open the email and click the **Please complete the sign-up process here** link.    **Result**: You will be redirected to the OWLS 2.0 login page. |
| 3 | Click Login with RealMe.  **Result**: You will be redirected to the RealMe login page where you can:   * log in using an existing RealMe login * set up a new RealMe login. |
| 4 | **If you need to set up a new RealMe login**, click **Create your RealMe login** instead.  **Result**: The RealMe “Set up your account” page displays. |
| 5 | Enter the following information.   |  |  | | --- | --- | | Field | Description | | Email address | Type the email address you wish to use with RealMe. | | Username | Type the username you wish to use with RealMe. | |
|  |  |
| 6 | You will need to confirm your email using a code.  To do this, click **SEND CODE**. |
| 7 | Check your email inbox for the confirmation code. |
| 8 | On the RealMe “Set up your account” page, enter the confirmation code as per the email.  Click CONFIRM CODE.  **Result:** Your email will be verified for use with RealMe.    **Note**: if you require a new code, click **SEND NEW CODE**. A new confirmation code will be sent to your email. |
| 9 | |  |  | | --- | --- | | Field | Description | | Password | Type the password you wish to use with RealMe.  **Note**: A RealMe password must be at least 7 characters long. If it is fewer than 12 characters, it must contain at least 3 of the following:   * UPPERCASE (A–Z) * lowercase (a–z) * numbers (0–9) * symbols (eg, #, $, !, @, ^, &, \*, etc).   Type the password again in the next field. |   Enter the password you wish to use. |
| 10 | When you have finished entering a password, click **Continue** to proceed.  **Result**: The next **RealMe Set up your account** page displays**.** |
| 11 | If you wish to provide a mobile number, type it in the relevant field.  You can also provide an alternative number. If you wish to do so, type it in the relevant field. |
| 12 | Next, you will need to select three security questions.  Use the drop-down menus on each row to select the questions.  Type your answer(s) in the relevant field(s). |
| 13 | The secret PIN is **optional**. If you wish to add a secret PIN to your RealMe login, type it in the relevant field.  **Note**: If you enter a secret PIN, it must:   * be a five-digit number * have no more than three consecutive numbers * not repeat the same digit more than twice.   Confirm the PIN by typing it again in the next field. |
| 14 | Tick the box to accept the [RealMe Terms of Use](https://www.realme.govt.nz/terms-use/).  Then, click **Continue**.  **Result**: The RealMe “Second-factor authentication” page displays. |
| 15 | You will need your mobile phone to set up second-factor authentication.  Select the method by which you’d like to receive your unique code.   * Use an authenticator app – a unique code will be generated via an authenticator app. Refer to step 17 for download instructions. (Preferred method.) * Use your mobile number – a unique code will be sent to your mobile number. |
| 16 | To generate your code via an authenticator app, you will need to have installed the **Google Authenticator** app on a compatible mobile phone.  **Note**: You can download the app from either the Apple App Store or Google Play Store by clicking on the logos. |
| 17 | Open the **Google Authenticator** app on your phone.  **Result**: The Authenticator app will display. |
| 18 | A screenshot of a cell phone  Description automatically generatedTap the icon.  Next, tap **Scan Barcode**.  Use your phone’s camera to scan the QR code generated by RealMe.    **Result**: Google Authenticator will generate a unique code on your phone. |
| 19 | Enter the code generated by **Google Authenticator** on the RealMe **Set Up Google Authenticator** page. The unique code will only remain valid for 60 seconds.  **Result**: You will be logged in and redirected to the OWLS 2.0 dashboard.  **Note**: If you opt to use **Google Authenticator** to generate a unique code, you will need to access the app each time you log into OWLS 2.0. The app will generate a unique code for each login. |

### What happens next?

You can now access OWLS 2.0 using a RealMe login.

## Logging in to OWLS 2.0

### When to use

Use these steps to log in to OWLS 2.0 using your existing RealMe login details.

**Note:** If you are logging in for the first time, see the [Logging in as a new user](#_Logging_in_as_1) steps.

### Roles

* Site data entry
* Site verifier

### Steps

| Step | Action |
| --- | --- |
| 1 | Open your browser, and go to the website [www.wastelevy.govt.nz](http://www.wastelevy.govt.nz/)  **Result**: The **Home** page displays. You can click:   * **Home** – Return to Ministry for the Environment home page. * **Log in** – Access the log in page. * **Help** – Access to the help section. |
| 2 | Click **Login**.  **Result**: The OWLS 2.0 login page displays. |
| 3 | Click **Login with RealMe** to access OWLS 2.0 using your RealMe login credentials.  **Result**: You will be redirected to the RealMe Login page where you can enter your username and password.  **Notes**:   * The password is case sensitive. * You must use the RealMe account you used to register with OWLS 2.0. * If you have forgotten your username or password, please refer to the RealMe login page and click **Forgot Username** or **Forgot Password** or contact the RealMe 24/7 helpdesk at **0800 664 774**. |

### What happens next?

You can use the OWLS 2.0 functions for your disposal facility as required.

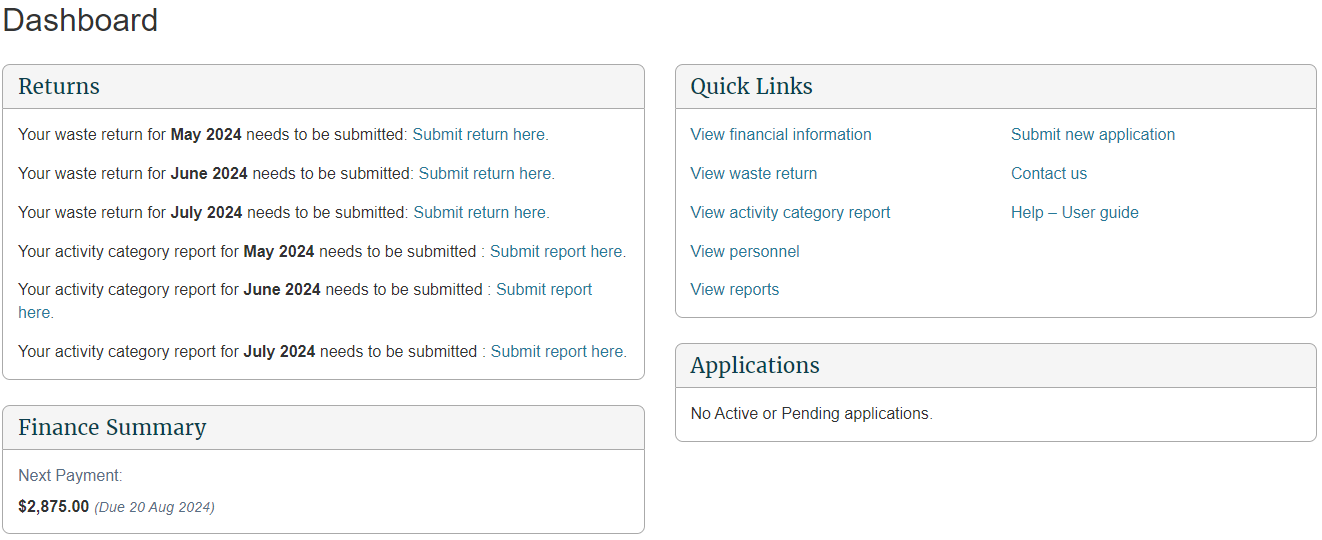
## Moving around OWLS 2.0

### Disposal facility dashboard

When you first log in to OWLS 2.0 you are presented with your disposal facility dashboard. From here you can access all the functions available to you.

Your dashboard tells you:

* any balance due for payment
* when your next invoice is due
* which returns have not been submitted
* which reports have not been submitted
* a summary of your applications
* a **Quick Links** field, from which you can access:
* financial information
* levy returns
* activity category reports
* personnel
* reports
* new application submissions
* contact details for support
* a help section, including the user guide.



### Content menu

Use the content menu to access different areas of OWLS 2.0. Depending on your level of authorisation, you may not have access to all areas.

The topmost section refers to the “client” or company.

Use the content menu to access:

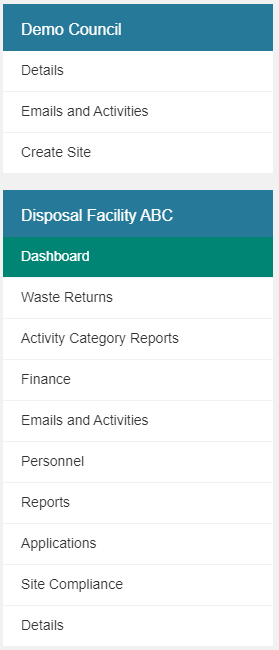
* client details
* emails and activities.

The following section relates to the disposal facilities under the client’s management.

Use the content menu to access:

* disposal facility dashboard
* waste returns
* activity category reports
* finance
* emails and activities
* disposal facility personnel
* reports
* disposal facility applications
* disposal facility compliance
* disposal facility details.

**Note**: The content menu tells you which area you are currently in with a green‑coloured field.



### Directory display

The directory display will also tell you which area you are in.

You can click on the name of an area to go there.



### Home button

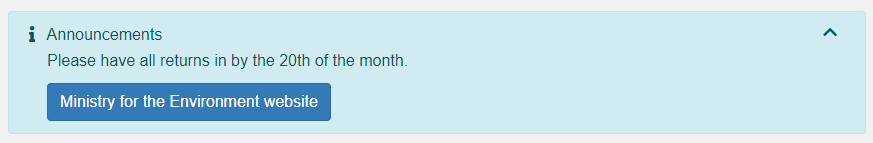
Use the home button to return to the top of the screen.



### Notifications banner

The banner at the top of the screen contains important information and notifications from the Waste Levy team.

If a link with additional information is available, this is displayed as a button under the main banner text.



### Field types and validation

Four field types are used in OWLS 2.0. To move from one field to the next, you can either use your mouse, or press the **Tab** key on your keyboard.

|  |  |
| --- | --- |
|  | Free text field – users can edit and update these fields |
|  | System-populated field – users cannot edit these fields |
|  | Drop-down list – users can select options from the list |
|  | Check box – users can either select or de-select the box |

Some fields have built in validation. If your entry is incorrect or is not valid for the field (eg, no @ in an email address, or a required field has been left blank), a message prompting you to update the field displays next to the field name.



Some fields require you to enter information. If you leave a blank entry (eg, if you try to submit a return with no information), the following banner will appear.



The colour of the disposal facility name will indicate whether a facility is open or closed.

If the disposal facility name is in green, this indicates an open, active facility.



If the disposal facility name is in red, this indicates a closed facility.



### Help

An online help function is available from every screen within OWLS 2.0.

Click the icon on the top-right corner to open the specific help page for the screen.

## Creating a new facility within OWLS 2.0

### When to use

Use these steps to create a new facility within OWLS 2.0 under your current organisation.

### Role

* Site verifier – Can create a new facility.

### Steps

| Step | Action |
| --- | --- |
| 1 | Once logged into OWLS, select the “Create Site” link from the left-hand menu.      **Result**: You are taken to the Site creation screen.  **Note**: The terms ‘site’ and ‘facility’ are used interchangeably throughout OWLS. |
| 2 | **General Information**  Enter the Name, Territorial Authority, Demographic Type, Facility Start Date and Site Latitude and Longitude.  The facility start date is the date waste returns and activity category reports will be generated from.  Please make sure you have the site latitude and longitude correct. To find this, search the facility address in Google Maps, and right click on the facility location. |
| 3 | **Contact Information**  Start entering the Physical Address of the facility and select from the drop-down list.  If the address does not appear in the list, enter the full address of the facility.    Enter the Site Email and Site Phone Number. |
|  | **Finance Information**  Optionally enter a Statement Email Address and Purchase Order Number. |
| 5 | **Operational Information**  Insert the Estimated Annual Tonnage and the Cover Material Sourced. |
| 6 | Site Classes  Select your class from the drop-down list. Your class type should be determined using the information from [Waste Levy – Determining your disposal facility class](https://environment.govt.nz/publications/waste-levy-determining-your-disposal-facility-class/); please note that your class type may differ from your council consent. |
| 7 | Methodologies  Select each methodology for measuring materials used by the facility, along with the start date of that measuring methodology.  Please note: If your facility has a compliant and functioning weighbridge on site, it must be the methodology used unless approval is granted for another prescribed method. For more information, see [Waste levy – Measuring waste tonnages.](https://environment.govt.nz/publications/waste-levy-measuring-waste-tonnages-2/) |
|  | Confirmation  Confirm that all the details for the site are correct and click **Save.** |

### What happens next?

We will consider your application and advise you of the outcome via email. Once approved, your new site will be available for you to use immediately in OWLS.

# Chapter 2: Monthly, quarterly and annual returns

This chapter provides information on submitting and updating monthly, quarterly and annual returns. It contains the following topics:

|  |
| --- |
| Topic |
| [Overview](#_Overview) |
| [Waste return summary screen](#_Waste_Return_Summary) |
| [Submitting a waste return](#_Submitting_a_waste) |
| [Verifying a waste return](#_Verifying_a_waste) |
| [Amending a waste return](#_Amend_a_return) |
| [View tax invoice and statement (monthly reporting facilities only)](#_View_tax_invoice) |

## Overview

### Introduction

Facility operators must submit returns to us on a monthly, quarterly or annual basis, depending on their site class. For more information on when facilities are required to start reporting, see the [Waste Levy – Determining your disposal facility class](https://environment.govt.nz/publications/waste-levy-determining-your-disposal-facility-class/) factsheet.

As at the publication of this document, the reporting frequencies are as follows.

* **Monthly – Levy liable facilities**
* Class 1 – Municipal facility
* Class 2 – Construction and demolition facility
* Class 3 and 4 – Managed or controlled fill disposal facility
* **Quarterly – Non-levy liable facilities**
* Class 5 – Cleanfill facility
* Transfer station facility
* Industrial monofill facility
* **Annual – Approved facilities**
* This option is only available to certain facilities via an application, those of which the expected net tonnage for the financial year (1 July to 30 June) is 1,000 tonnes or less.

Monthly returns are due on or before the 20th of the month after waste has been deposited. Quarterly returns are due on or before the 20th of the month after the last month of the quarter to which the return relates. For annual returns, you will need to submit a final return of actual tonnage of waste deposited for the previous financial year, 1 July to 31 June, before 20 July.

Refer to *[Waste disposal levy and reporting requirements guide for disposal facilities](https://environment.govt.nz/publications/waste-disposal-levy-guide-for-disposal-facilities/)*,for more information.

### Waste material received

Gross tonnage is the total metric tonnes of waste received at your disposal facility. This includes any material you may also be recording as diverted or as cover.

Diverted tonnage is the waste you have diverted for reuse and recycling that has previously been recorded as your total gross tonnage.

### Cover material (voluntary)

As part of your return submission, OWLS 2.0 provides the option of entering information about cover material used at your disposal facility.

Collection of this data will help us better understand the usage and source of cover material at disposal facilities.

Cover material can either be sourced on facility and/or off facility.

All waste (including waste that is used as cover) should be included as waste material received (gross tonnage) in your return.

Note: Because the cover material box is optional, it does not factor into the waste levy net tonnage calculation.

### Estimated returns (levy liable facilities only)

If you do not submit and verify a complete and accurate return by the due date, we will begin the estimation process to calculate the amount of waste levy due for that month.

If you submit a return once the estimate process has started, but before it has been finalised, this will not calculate the levy. However, we may opt to use this information to calculate the final estimate amount.

We will issue the final estimate within 15 days of the due date for the return.

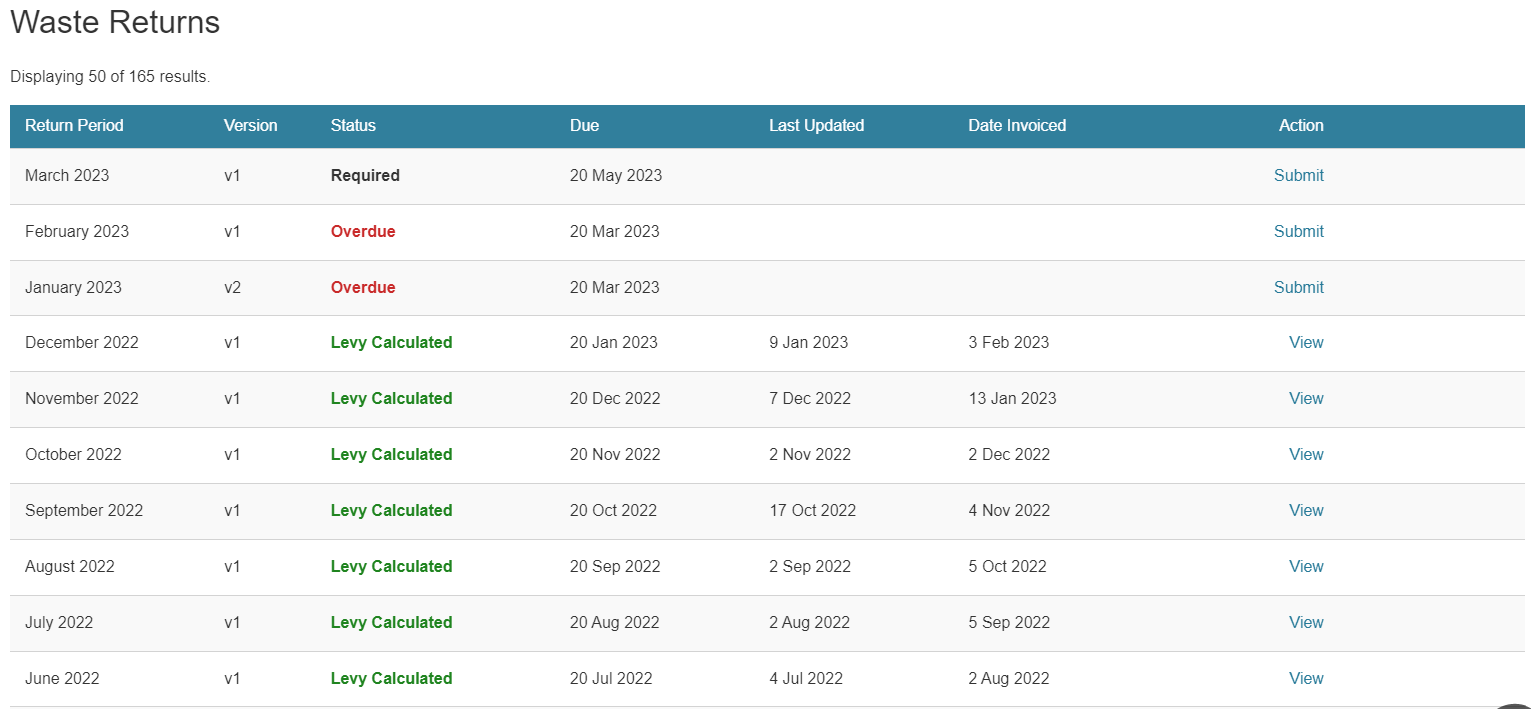
Invoices generated from estimated returns cannot be amended later.

An estimate displays as an additional line on the **Waste Return Summary** screen.

## Waste return summary screen

Using the **Waste** **Return Summary** screen, you can view the status of:

* pending and previously submitted returns, and
* any estimate records.



The status of the waste return or estimate determines the type of action a user may take.

### Waste returns

The version number of the return indicates if:

* a waste return is the original required or completed return for the period (v1) or
* a waste return has been amended (v2 or higher).

| Status | Description/action |
| --- | --- |
| Required | A blank waste return has been created by the system and requires completion.   * If no data has yet been entered, data entry users and verifiers can **Submit** theReturn. * If draft data has been entered and saved, data entry users and verifiers can **Update** theReturn. |
| Overdue | A waste return is required, and the due date has passed. The same actions available for Required returns are available for Overdue returns. |
| Verification Required | A waste return has been submitted but needs to be verified before it can be used to calculate the levy.   * Data entry users can **View** the return until it is verified. * Verifiers can **Verify** or **View** the waste return. |
| Tolerance Level Alert Assessment | A tolerance breach has been detected on a waste return. The waste return will be assessed by us.  We can reject the waste return if the tolerance alert reason is deemed insufficient, which will change the status of the return back to **Required** for v1 returns or to **Rejected** for amended returns.  Data entry users and verifiers can **View** a return while it is awaiting a tolerance assessment from us. |
| Verified | A waste return has been verified but the levy has not been calculated using the return because an estimate exists.   * Data entry users can **View** the waste return. * Verifiers can **View** the waste return. |
| Levy Calculated | The waste return has been verified and if applicable the levy has been calculated, and an invoice generated for the return.   * Users can **View** the return.   Most waste returns will have the levy calculated immediately upon verification or approval of a tolerance alert assessment. |
| Rejected | A tolerance level alert has been detected on an amended return and the reason provided was not deemed sufficient, so the amended version of the waste return has been rejected. |

### Estimates (monthly reporting facilities only)

|  |  |
| --- | --- |
| Status | Description/action |
| Initial Estimate | We have issued an **Initial Estimate**, and an email has been sent to the disposal facility.  Data entry users and verifiers can **View** the initial estimate. The estimate can only be updated if the facility submits/verifies the overdue return for the month.  Any waste return submitted may be considered when the **Final Estimate** is generated. |
| Updated Estimate | The disposal facility has submitted/verified the return after the due date, which has updated the initial estimate.  We may take the updated amount into account when generating the Final Estimate.  Data entry users and verifiers can **View** the updated estimate. |
| Final Estimate | We have approved the **Final Estimate** and the levy has been calculated and invoiced.  Data entry users and verifiers can **View** the final estimate. If the return for the month remains overdue or unverified, it can still be submitted. However, any return submitted once the Final Estimate has been generated will have no effect on the levy payment required. |

## Submitting a waste return

### When to use

Use these steps to submit a return.

Refer to [*Waste disposal levy and reporting requirements guide for site operators*](https://environment.govt.nz/publications/waste-disposal-levy-guide-for-disposal-facilities/)for information about calculating gross and diverted tonnage, cover material and extensions for storage of material over six months.

### Roles

* Site data entry – Can submit returns that will be placed in a status of ‘Pending Verification’.
* Site verifier – Can submit/verify returns.

### Steps

| Step | Action |
| --- | --- |
| 1 | Click the **Waste Returns** link in the content menu. |
| 2 | Click the **Submit** link in the **Action** column for the relevant month/year.  **Result**: The **Waste Return** screen displays.  The return header will display:   * the period of the return (eg, month, quarter, year) * the version of the return (eg, v1) (**note:** A required final annual return will show as v2) * the site name * class and class description of return (eg, Class 1 – Municipal Disposal Facility) * physical address of the site * due date of the return * ff applicable, when the return was last updated * status of the return.       **Note**:   * If there are either multiple applicable levy rates or a storage time extension application has been granted for that month, additional diverted material columns will be displayed. |
| 3 | If no activity occurred at your facility during the period, click the check box above the **Waste Material Received** (Gross Tonnage) section. Otherwise, enter the metric tonnes for each waste source you are reporting on.    Notes:   * The system calculates the sum of the amounts in the **Total** fields. * If you select **No Activity**, any tonnages entered will be removed automatically. |
| 4 | In metric tonnes, enter any **Waste Materials Received (Gross Tonnage)** in the appropriate column. |
| 4 | Enter any **Diverted Materials** tonnage in the relevant fields for the period. |
| 6 | Diverted Materials at the old and new rate can be entered for six months after a new levy rate is started. In this case, enter **Diverted Materials** tonnage in the appropriate column. |
| 7 | If there is an approved Storage Time Extension Application at previous levy rate for this period, you can enter the Diverted Materials at that rate against materials from that application. |
| 8 | Completing the details in the **Cover Materials Used** section is voluntary and will not affect the gross or diverted tonnage amounts reported. All waste (including waste that is used as cover) should also be included as waste material received (gross tonnage) in your return, because this waste could still be liable for the levy as determined by your class.  **Note**: Should you decide not to report on cover material, leave the fields blank. |
| 9 | Check that the totals are correct, and then click the **Continue** button.  **Result**: The **Waste return summary** screen displays the net tonnage and levy due.    **Note:** Diverted Materials entered at different rates at Step 5 will be calculated at their respective rates and listed in **waste return summary**.    **Note**: If a waiver or exemption is applied, this will also appear on the return summary screen. |
| 10 | If the information in your return triggers a tolerance alert, you will need to provide additional information.  Text will display under the **Additional Information** header describing the system-generated tolerance alert.  Type an explanation of why the return could have triggered the alert reason. |
| 11 | Data entry users can click **Save & Close** to complete the waste return later **OR** click **Ready for Verification** to submit the return.  **Result**: You are taken back to the Waste Return Summary screen and the return status will change.  If you clicked **Ready for Verification**, the status of the waste return will change to Verification Required. Data entry users can **Update** the return (and cover material) until it is verified.      **Note**: If the entries are incorrect, click the **Back** button and edit them. |
| 12 | Verifiers can click the **Declaration** check box and:   * click **Save & Close** to complete or update the waste return later * click **Ready for Verification** to submit the waste return for verification * click **Submit** to submit the completed waste return.   **Result**: You are taken back to the Waste Return Summary screen and the return status will change.  If you clicked **Ready for Verification**, the status of the waste return will change to **Verification Required**.  If you clicked **Submit**, the status of the waste return will change to either **Levy Calculated** or **Tolerance Assessment** if the return has triggered a tolerance alert. |

### What happens next?

If not completed, the verifier verifies the return.

**Note:** If the return is not verified by the due date, an estimate will be generated for your disposal facility.

## Verifying a waste return

### When to use

Use these steps to verify a waste return. You must verify the return before the due date of the return, to ensure your disposal facility avoids being issued with an estimate.

Refer to [Waste disposal levy and reporting requirements guide for site operators](https://environment.govt.nz/publications/waste-disposal-levy-guide-for-disposal-facilities/) for information about calculating waste material received (gross tonnage) and diverted tonnage, cover material and extensions for storage of material over six months.

**Note:** If you want to continue to submit annual returns, you also need to complete an annual return application by the due date. See the section [*Applying to submit an annual return*](#_Applying_to_submit).

### Role

* Site verifier – Can submit/verify returns.

### Steps

| Step | Action |
| --- | --- |
| 1 | Click the **Waste Returns** link in the content menu. |
| 2 | Click the **Verify link** in the **Action** column for the relevant month (where the status is Verification Required).  **Result**: The Waste Return screen displays showing the original data entered. |
| 3 | Check that all entries are correct, and update if required. |
| 4 | After you have checked all entries, click the **Continue** button.  **Result**: The Waste Return summary screen displays. |
| 5 | If the information in your return triggers a tolerance alert, you will need to provide additional information.  Text will display under the **Additional Information** header describing the system-generated tolerance alert.  Type an explanation of why the return could have triggered the alert reason.  **Note:** We may contact you for further clarification. |
| 6 | Click the **Declaration** check box, and then click the **Submit** button.  **Result:** You are taken back to the Waste Return summary screen and the status has changed to Verified. |

### What happens next?

We process your return and generate the invoice. You can view your statements in the **Charges and** **Payments** screen. See [View tax invoice and statement](#_View_tax_invoice).

If the return has a tolerance alert, we will need to assess it.

We can:

* accept the return and calculate the levy
* reject the return, in which case the disposal facility would be required to correct and resubmit the return.

## Amending a waste return

If you have made a mistake, please contact the help desk at 0800 WDLEVY (0800 935 389) or email [info@wastelevy.govt.nz](mailto:info@wastelevy.govt.nz) for help.

## View tax invoice and statement (monthly reporting facilities only)

### When to use

Use these steps to view and/or download statement details. This includes previously issued invoices and any payments you have made since your last statement.

Statements are only available for download as PDF files.

**Note**: Charges and payments will display after you have submitted a return, and the levy for that period has been calculated.

### Roles

* Site data entry – Can view/download statements.
* Site verifier – Can view/download statements.

### Steps

| Step | Action | | | |
| --- | --- | --- | --- | --- |
| 1 | Click the **Finance** link in the content menu.  **Result**: The **Finance Summary** screen displays. | | | |
| 2 | The **Finance Summary** field will display. | | | |
|  | **Type** | **Description** |  |
| Balance due (please pay now) | Any transactions that are due in the current month or previous months that are still outstanding. |
| Next payment | The sum of the next transactions due including the due date (eg, *Due 20 Aug 2020*). |
| Download statement | A drop-down list of all statements the disposal facility has received.  To download a statement, please see step 5. |
|  |  |  | |  |
| 3 | Filters can be applied to narrow your search. | | |  |
|  | The following filters can be applied. | | | |
|  | **Type** | **Action/description** |  |
| From date | Displays transactions **from** this date.  By default these fields are empty.  To apply a date range filter, enter the **Day (DD)**, **Month (MM)** and **Year (YYYY)**. |
| To date | Displays transactions **to** this date.  By default these fields are empty.  To apply a date range filter, enter the **Day (DD)**, **Month (MM)** and **Year (YYYY)** in the field. |
| Outstanding transactions | Display transactions that have a balance greater than $0.00.  By default this is left unchecked.  To display outstanding transactions, check the **Outstanding transaction** box. |
| Reset | To clear all filters and reset to default values, click Reset. |
|  | | | |
| **Result**: Transactions matching the filters entered will display. | | | |
| 4 | The **Results** field displays all invoices and payments associated with a disposal facility: | | | |
|  | Field | Description |  |
| Date | Displays the transaction date in format **Day (DD)**, **Month (MM)** and **Year (YYYY).** |
| Reference | This is the unique identifier for a transaction (eg, *PYT0000123*). |
| Description | Includes a description of the type of transaction, such as **interest** or **payment.**  Levy transactions (**Invoices** & **Credits**) display related to a return month. For example, a June 2020 waste return generates a levy invoice that will display as **Levy Invoice (Jun 2020)**. |
| Status | The following are transaction statuses:   * Due – the transaction is due **over** 10 days from now * Due soon – the transaction due **within** 10 days * Overdue – the transaction is **overdue** * Paid – the transaction has $0.00 balance * Paid late – the transaction has $0.00 balance, but was paid after its due date (**overdue**) * In dispute – the transaction is being disputed * Amount remaining – balance is greater than $0.00 * Fully remaining – balance is $0.00. |
| Due / Applied | **Due** indicates the due date of:   * Debit notes * Interest * Levy invoice/s * Payment dishonour/s * Waiver credit reversal transactions.   **Applied** indicates the date that a credit was applied:   * Credit notes * Interest reversal * Levy credit * Payment * Direct debit payment * Waiver credit transactions. |
| Amount ($) | The full amount of a transaction. |
| Balance ($) | The amount of a transaction **less** any other transactions applied.  For example, a levy invoice of $200.00 where a payment of $50.00 has been applied. This would display as:   * Amount = $200.00 * Balance = $150.00. |
|  | | | |
| **Notes**: Debit transactions are debit notes, interest, levy invoice(s), payment dishonour(s) and waiver credit reversal(s).  Credit transactions are credit notes, interest reversal, levy credit(s), payment(s), direct debit payments and waiver credit(s).   * If a credit transaction is applied against a debit transaction, the credit transaction will appear underneath the debit transaction. * The amount will be the applied amount to the debit. * If a credit transaction has a balance remaining (balance > $0.00) and has been partially applied to a debit transaction, the credit transaction will appear twice:   1. Appear underneath the debit transaction that it is applied to  2. Its own line with a status of ‘Amount remaining’ and the remaining balance.  Selecting the **View more** button at the bottom of the results will display more transactions. | | | |
| 5 | To download a copy of a statement, select the relevant month from the **Download statement** drop‑down list.  **Result**: Depending on your settings and internet browser, the file may download automatically and appear in the **Downloads** list.  **Note**: If a file pop-up displays, go to step 6. | | | |
| 6 | If a file download pop-up displays, click:  **Open** to open the PDF.  **Save** to save a copy of the report to your computer.  **Result**: If you clicked **Open,** the file will open. If you clicked **Save**, you will be prompted to select a folder to save the PDF in. | | | |

### What happens next?

If you have any queries about your statement balance, invoices or payments, please call 0800 WDLEVY (0800 935 389) or email [info@wastelevy.govt.nz](mailto:info@wastelevy.govt.nz).

# Chapter 3: Activity category reporting

This chapter provides information on submitting your activity category report. It contains the following topics.

|  |
| --- |
| Topic |
| [Overview](#_Overview_2) |
| [Activity category report summary screen](#_Return_Summary_screen_1) |
| [Submit an activity](#_Submit_a_final) category report |
| [Amend an activity category report](#_Amending_an_Activity) |

## Overview

### Introduction

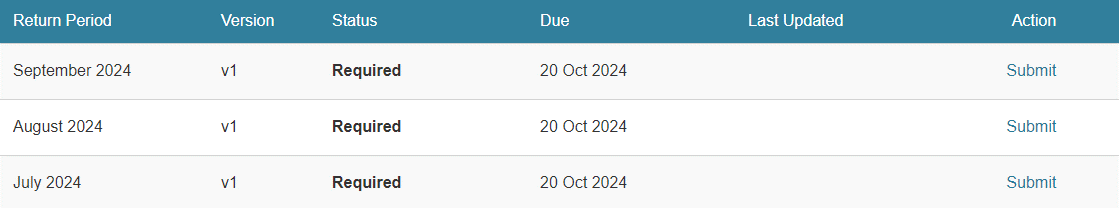
Facility operators must submit their activity category reporting as frequently as they submit their waste return, depending on their site class.

Monthly activity category reports are due on the 20th of the month after waste has been deposited. Quarterly activity category reports are due on or before the 20th of the month after the last month of the quarter to which the return relates. A facility approved for annual waste returns will also submit its activity category reporting annually, by 20 July.

For more information on activity category reporting, see [Activity category reporting for disposal facility operators](https://environment.govt.nz/publications/activity-category-reporting/) and [Waste data – How to record and report the activity category](https://environment.govt.nz/publications/waste-data-how-to-record-and-report-the-activity-category/).

## Activity category report summary screen

Using the **Activity category report summary** screen, you can view the status of pending and previously submitted reports.



The status of the report determines the type of action a user may take.

### Reports

The version number of the report indicates if:

* a report is the original required or completed return for the period (v1) or
* a report has been amended (v2 or higher).

| Status | Description/action |
| --- | --- |
| Required | A blank report has been created by the system and requires completion.   * If no data has yet been entered, any user in OWLS can **Submit** theactivity category report. * If draft data has been entered and saved, any users in OWLS can **Update** the activity category report. |
| Overdue | A report is required, and the due date has passed. The same actions available for Required reports are available for Overdue reports. |
| Submitted | The report has been submitted.   * Users can **View** the report. |

## Submitting an activity category report

Use these steps to submit an activity category report.

### Roles

* Site data entry – Can submit an activity category report.
* Site verifier – Can submit an activity category report.

### Steps

| Step | Action |
| --- | --- |
| 1a | If submitting your report, after you have submitted your waste return.  Click the **Continue** buttonon the screen after you have successfully submitted your Waste Return or sent your Waste Return for verification (if you are a data entry person). |
| 1b | If submitting your report from the Activity Report summary screen  Click the **Submit** button in the action column, for the correct report period. |
| 2 | If no activity occurred at your facility during the period, click the check box at the top of the Activity Categories. Otherwise, enter the metric tonnes for each waste source you are reporting on, as described in steps 1–4.    Note:   * If you select **No Activity**, any tonnages entered will be removed automatically. |
| 3 | In metric tonnes, enter any Waste Materials Received (Gross Tonnage) in the appropriate column. Ensure the values are equivalent to the gross waste tonnage entered in the corresponding month’s waste return. This means you need to include any diverted waste tonnages.  For more information around measuring the Activity Categories, see [Waste data – How to record and report the activity category](https://environment.govt.nz/publications/waste-data-how-to-record-and-report-the-activity-category/)    Notes:   * The system calculates the sum of the amounts in the Total fields. * If you see a yellow error message at the bottom of the categories, it indicates that your values do not match the gross tonnage you entered in your Waste Return. * You are not restricted from submitting your data, however, please confirm the values entered are correct, as your waste return and activity category report should match. |
| 4 | Click **Submit** once you have entered the gross tonnage for each activity category. Ensure that all entries are correct and complete before submitting. No further verification is required for your activity category report. |
| 5 | You will be redirected to the Activity Category Reports summary page and the status of your activity category report will show **Submitted** in green. |

## Amending an activity category report

OWLS will not accept amendments to submitted activity category reports directly from facility operators. If you have made a mistake, please contact the help desk at 0800 WDLEVY (0800 935 389) or email [info@wastelevy.govt.nz](mailto:info@wastelevy.govt.nz).

# Chapter 4: Applications

This chapter provides information on the applications disposal facilities can make. It contains the following topics.

|  |
| --- |
| Topic |
| [Overview](#_Overview_3) |
| [Applying to submit an annual return](#_Apply_to_submit) |
| [Applying to use the average tonnage method for motor vehicles](#_Apply_to_use) |
| [Applying for an extension of time to submit your monthly return](#_Apply_for_an) |
| [Applying for an extension of time to pay](#_Apply_for_an_1) |
| [Applying for an extension of storage time for material at your disposal facility](#_Apply_for_an_2) |
| [Applying for a waiver](#_Apply_for_a) |
| [Applying for a refund](#_Apply_for_a_1) |
| [Applying for a site class change](#_Apply_for_a_2) |
| [Application summary screen](#_Application_summary_screen) |
| [Methodologies](#_Methodologies) |

## Overview

### Introduction

OWLS 2.0 enables the authorised verifier for a disposal facility to make applications as listed below.

**Note:** Data entry users can only ‘view’ applications.

| Application | When to use |
| --- | --- |
| Annual permission application | Apply to submit returns annually instead of monthly.  You are only eligible to apply if your disposal facility’s expected net tonnage for the year is 1,000 tonnes or less.  **Note**: The application form to request annual permission for the following financial year is only available from 1 June to 20 July. You must submit the application on or before 20 July (for that financial year). |
| Average tonnage application | Apply to use an average tonnage method for selected motor vehicles.  If you want to apply to change any other type of method, call 0800 WDLEVY (0800 935 389) or email [info@wastelevy.govt.nz](mailto:info@wastelevy.govt.nz). |
| Return extension application | Apply for an extension of time to submit a return. |
| Payment extension application | Apply for an extension of time to pay an invoice. |
| Storage time extension application | Apply to extend the time diverted material (which has previously been reported as gross tonnage) is stored on facility beyond the automatically allowable six months. |
| Waiver application | Apply to have some, or all, of the levy amount waived in exceptional circumstances or for remediating a contaminated site. |
| Levy refund application | Apply for a refund of the levy money already paid on material for which a waiver was granted.  **Note**: Do not enter requests for reimbursements in OWLS 2.0. Direct any request for a reimbursement to 0800 WDLEVY (0800 935 389) or email [info@wastelevy.govt.nz](mailto:info@wastelevy.govt.nz). |

## Applying to submit an annual return

### When to use

Use these steps to apply to change from monthly waste returns and activity category reports to an annual waste return and activity category report, or to apply to continue to submit annually.

**Notes:**

* You can only apply to submit annual returns and reports between 1 June and 20 July.
* The change will only take effect at the start of a financial year.

Refer to [*Waste disposal levy and reporting requirements guide for site operators*](https://environment.govt.nz/publications/waste-disposal-levy-guide-for-disposal-facilities/) for more information.

### Who is responsible?

* Site verifier – Can submit applications.

### Steps

| Step | Action |
| --- | --- |
| 1 | Click the **Applications** link in the content menu.  **Result**: The **Applications** screen displays. |
| 2 | Select **Annual Permission** from the Application Type drop-down list.  Click the **Create** button.  **Result**: The **Annual Permission Application** screen displays. |
| 3 | Complete the following fields. |
| 4 | Provide a **Brief Reason for Application**.   |  |  | | --- | --- | | Field | Description | | Expected net tonnage for financial year | Type your expected net tonnage for the financial year in metric tonnes. | | Evidence of expected net tonnage | Type a description of how you calculated this figure.  If your evidence is longer than 2,000 characters, please attach a file containing the details (see step 5). | |
|  |  |
| 5 | Attach evidence of how the expected net tonnage was calculated.  To attach a file to the application, click the **Browse…** button, select the relevant files, and click **Open**.  **Notes**:   * To attach additional files, click the **Browse…** button. * The maximum file size is 4 MB. |
| 6 | Click the **Submit** button.  **Result:** You are returned to the Application summary screen and the Annual Permission application appears in the list with the status **Submitted**. |

### What happens next?

We will consider your application and let you know the outcome by 1 August.

If your application is declined, you will need to continue to submit monthly waste returns and activity category reports.

**Note:**

* A successful application will still receive monthly levy invoices.

## Applying to use the average tonnage method for motor vehicles

### When to use

Use these steps to apply to use the average tonnage method for your disposal facility. This method allows you to weigh a sample of the motor vehicles delivering waste to your disposal facility and calculate an average weight of waste carried. This can then be used for your waste returns and activity category reports.

**Note**: Please contact us on 0800 WDLEVY (0800 935 389) to discuss your situation before you submit an application, or to change your method to any other type.

Refer to [Waste disposal levy and reporting requirements guide for site operators](https://environment.govt.nz/publications/waste-disposal-levy-guide-for-disposal-facilities/) for more information about methods used to calculate tonnage.

### Role

* Site verifier – Can create applications.

### Steps

| Step | Action |
| --- | --- |
| 1 | Click the **Applications** link in the content menu.  **Result**: The **Applications** screen displays. |
| 2 | Select **Average Tonnage Methodology** from the Application Type drop-down list.  Click the **Create** button.  **Result**: The **Average Tonnage Application** screen displays. |
| 3 | Complete the following fields, including the motor vehicle details.   | **Field** | **Description** | | --- | --- | | Effective from date | Select the date the change is to take effect from. | | Brief reason for application | Type the reason you wish to change to the average tonnage method.  **Note**: If your reason is longer than 2,000 characters, please attach a file containing the explanation (see step 8). | | Vehicle type | Type the light vehicle type (eg, car, van, trailer, lorry, truck and trailer). | | Average tonnage | Type the average waste tonnage for that vehicle type.  **Note**: Ensure you type this figure in tonnes. For example, 50 kg will be 0.05. | | How average tonnage calculated | Type a description of how you calculated the average tonnage.  Attach supporting evidence for your application. To do this, see step 8. | | Evidence of statistical validity | Type a description of the evidence of statistical validity of your average tonnage.  If possible, attach supporting evidence for your application. |   **Note**: If your calculations or evidence are longer than 2,000 characters, please attach a file containing the details (see step 8). |
| 4 | If you would like to add any other vehicles, click **Add Another Vehicle**. If not, skip to step 7.  Complete the following fields for that vehicle.   |  |  | | --- | --- | | **Field** | **Description** | | Vehicle type | Type the motor vehicle type (eg, car, van, trailer, lorry, truck and trailer). | | Average tonnage | Type the average waste tonnage for that vehicle type.  **Note**: Ensure you type this figure in tonnes. For example, 50 kg will be 0.05. | | How average tonnage calculated | Type a description of how you calculated the average tonnage.  Attach supporting evidence for your application. To do this, see step 8. | | Evidence of statistical validity | Type a description of the evidence of statistical validity of your average tonnage.  If possible, attach supporting evidence for your application. |   **Note**: If your calculations or evidence are longer than 2,000 characters, please attach a file containing the details (see step 8). |
| 5 | Once added, use the links in the **Actions** column to update the information. Use:   * **Edit** to update the vehicle information * **Remove** to delete the vehicle information. |
| 6 | If you want to add any additional vehicles, return to step 4. |
| 7 | To attach supporting evidence to your application, click the **Browse…** button, select the relevant files, and click **Open**.  Supporting evidence may include:   * details about your survey method, for example: * how and when you performed the survey * who your survey groups were * statistical data in Excel format (or similar), for example, weighbridge records.   Note:   * To attach additional files, click the **Browse…** button. * The maximum file size is 4 MB. |
| 8 | Click the **Submit** button.  **Result**: You are returned to the Application summary screen and the Average Tonnage application appears in the list with the status **Submitted.** |

### What happens next?

We will consider your application and advise you of the outcome. If the application is declined, your existing calculation method will remain in force.

Approved Average Tonnage applications (and other methodologies) for the disposal facility are viewable on the **Details** screen in the **Methodologies** field.

## Applying for an extension of time to submit your monthly return

### When to use

Use these steps to request an extension of time to submit a monthly return if, due to unusual circumstances, you cannot submit your return on time. This will allow you an additional month to submit your return.

**Notes:**

* The deadline for an extension request is on or before the day that is 15 days before the due day for the return.
* An extension of time to submit your return does not change the date on which the levy must be paid.
* Only one extension can be granted for any return.
* This application is not applicable to annual returns.
* This application is not applicable to activity category reporting.

### Role

* Site verifier – Can create applications.

### Steps

| Step | Action |
| --- | --- |
| 1 | Click the **Applications** link in the content menu.  **Result**: The **Applications** screen displays. |
| 2 | Select **Return Extension** from the Application Type drop-down list.  Click the **Create** button.  **Result**: The **Return Extension application** screen displays. |
| 3 | Complete the following fields.   |  |  | | --- | --- | | Field | Description | | Month for extension | Select the month and year combination for which you are seeking the extension. You will only be able to select a period if:   * there are more than 15 days until the due date for that return * an extension for that period does not already exist. | | Reason for extension | Type the reason you are unable to submit the return on time.  **Note**: If your reason is longer than 2,000 characters, please attach a file containing the explanation (see step 4). | |
|  |  |
| 4 | To attach supporting evidence to the application, click the **Browse…** button, select the relevant files, and click **Open**.  **Notes:**   * To attach additional files, click the **Browse…** button. * The maximum file size is 4 MB. |
| 5 | Click the **Submit** button.  **Result**: You are returned to the Application summary screen and the Return Extension application appears in the list with the status **Submitted.** |

### What happens next?

We will consider your application and advise you of the outcome at least five days before the return is due.

If your application is declined, you will need to submit a return before the due date.

## Applying for an extension of time to pay

### When to use

Use these steps to request an extension to the due date of the levy payment if, due to unusual circumstances, you cannot pay the levy on time.

You must submit the application no later than 15 days before the payment is due. This will give you an additional month to pay the invoice.

**Notes:**

* The deadline for an extension request is on or before the day that is 15 days before the due day for the invoice.
* Only one extension can be granted for any invoice.
* If you do not pay by the approved due date, interest will be charged on the outstanding amount.

### Role

* Site verifier – Can create applications.

### Steps

| Step | Action |
| --- | --- |
| 1 | Click the **Applications** link in the content menu.  **Result**: The **Applications** screen displays. |
| 2 | Select **Payment Extension** from the Application Type drop-down list.  Click the **Create** button.  **Result**: The **Payment extension application** screen displays. |
| 3 | Select the invoice number for which you want an extension from the **Invoice No.** drop-down menu.  **Result**: The system automatically populates the **Amount Due** and **Due Date** based on the invoice selected from the drop-down menu. |
| 4 | Type the reason you are unable to pay the levy on time in the **Reason for application** field.  **Note**: If your reason is longer than 2,000 characters, please attach a file containing the explanation (see step 5). |
| 5 | To attach supporting evidence to the application, click the **Browse…** button, select the relevant files and click **Open**.  Notes:   * To attach additional files, click the **Browse…** button. * The maximum file size is 4 MB. |
| 6 | Click the **Submit** button.  **Result**: You are returned to the Application summary screen and the Payment Extension application appears in the list with the status **Submitted.** |

### What happens next?

We will consider your application and advise you of the outcome at least five days before the payment is due.

If your application is:

* declined, you need to pay the levy by the due date
* successful, you need to pay the levy by the extended due date.

## Applying for an extension of storage time for material on your facility

### Introduction

An extension of storage time allows you to claim diversion on material (previously reported as gross tonnage) that is older than six months if it is being removed for recycling or further processing within the extension period. Only material that has been reported as gross tonnage can be reported as diverted tonnage.

### When to use

Use these steps to apply to extend the time period for the storage of material for diversion beyond the six-month limit.

**Note**: You should submit your application at least a month in advance of the expiry date for that material (six months after it was received).

Refer to [*Waste disposal levy and reporting requirements guide for site operators*](https://environment.govt.nz/publications/waste-disposal-levy-guide-for-disposal-facilities/)for more information.

### Role

* Site verifier – Can create applications.

### Steps

| Step | Action |
| --- | --- |
| 1 | Click the **Applications** link in the content menu.  **Result**: The **Applications** screen displays. |
| 2 | Select **Storage Time Extension** from the Application Type drop-down list.  Click the **Create**button.  **Result**: The **Storage time extension application** screen displays. |
| 3 | Complete the following fields.   |  |  | | --- | --- | | **Field** | **Description** | | Month material received on site | Select the month and year the material was received.  **Note:** The date must be within the past six months. | | Estimated date materials will be removed | This drop-down becomes available after selecting month material received on site.  Select the month and year you want to extend the storage time to.  **Note:** The extension must be within two years of the received date. | | Material type | This drop-down becomes available after selecting the estimated date materials will be removed.  Select the type of material for which you require the extension. | | Amount of material (tonnes) | Type the weight of the material, in tonnes, for which you are requesting an extension. | | Brief reason for application | Type the reason you want to extend the storage time. Include a description of the material, if an appropriate selection is not available in the material type drop-down list.  **Note:** If your reason is longer than 2,000 characters, please attach a file containing the explanation (see step 4). | |  |  | |
| 4 | To attach supporting evidence to your application, click the **Browse…** button, select the relevant files, and click **Open**.  Supporting evidence may include:   * photographs showing the segregation of materials * agreement with a recycler * evidence that the levy was paid on the material, if available.   Notes:   * to attach additional files, click the **Browse…** button * the maximum file size is 4 MB. |
| 5 | Click the **Submit** button.  **Result**: You are returned to the Application summary screen and the Storage Time application appears in the list with the status **Submitted.** |

### What happens next?

We will consider your application and advise you of the outcome.

If your application is granted, the column **Diverted tonnage older than six months** will display on your waste return for the approved period.

## Applying for a waiver

### When to use

Use these steps to apply for a waiver for either:

1. exceptional circumstances
2. waste from the remediation of a contaminated site.

**Note**: You will need to provide evidence to justify the waiver of the levy. We recommend you contact the Ministry at [levy.admin@mfe.govt.nz](mailto:levy.admin@mfe.govt.nz) to discuss your circumstances before submitting the application.

### Role

* Site verifier – Can create applications.

### Steps

| Step | Action |
| --- | --- |
| 1 | Click the **Applications** link in the content menu.  **Result**: The **Applications** screen displays. |
| 2 | Select Waiver from the **Application Type** drop-down list.  Click the **Create** button.  Result: The **Waiver Application** screen displays. |
| 3 | Complete the following fields.   |  |  | | --- | --- | | **Field** | **Description** | | Period from | Select the starting month and year from the drop-down list. | | Single month | Click the check box if the waiver is required for one month.  **Note:** When selected, the Period to field will default to the Period from date. | | Period to | If the waiver is required for more than one month, select the end date (month and year) from the drop-down list. | | Material | Select the relevant type of material. | | Tonnage | Type the tonnage of material you are applying to waive. | | Brief reason for application | Type a description of:   * the exceptional circumstances that justify a levy waiver, or * why it is reasonable that the levy on waste from the remediation of a contaminated site is waived.   **Note:** If your reason is longer than 2,000 characters, please attach a file containing the explanation (see step 4). | | If any part of the waiver applied for… | If you are applying for a waiver for material on an existing invoice(s), type the invoice number(s). | |  |  | |
| 4 | To attach supporting evidence to the application, click the **Browse…** button, select the relevant files, and click **Open**.  Notes:   * to attach additional files, click the **Browse…** button * the maximum file size is 4 MB. |
| 5 | Click the **Submit** button.  **Result**: You are returned to the Application summary screen and the Waiver application appears in the list with the status **Submitted.** |

### What happens next?

The Ministry will consider your application and advise you of the outcome. The Ministry treats levy waivers as a priority and will respond to the applicant within 10 working days. The final decision on the waiver application could take up to 8 weeks, depending on the complexity of the application and if any additional information is required.

If a waiver is granted, a credit adjustment based on tonnage figures will be applied and included in your next invoice. A waiver number will also be provided for use when applying for a refund.

## Applying for a refund

### When to use

Use these steps to apply for a refund when your account is in credit following a waiver.

**Note**: Do not enter requests for reimbursements here. Any request for a reimbursement should be directed to 0800 WDLEVY (0800 935 389) or [info@wastelevy.govt.nz](mailto:info@wastelevy.govt.nz). An example of when a reimbursement can apply is when a return is amended and the levy amount is less than what was paid.

Refer to [*Waste disposal levy and reporting requirements guide for site operators*](https://environment.govt.nz/publications/waste-disposal-levy-guide-for-disposal-facilities/)for more information.

### Role

* Site verifier – Can create applications.

### Steps

| Step | Action |
| --- | --- |
| 1 | Click the **Applications** link in the content menu.  **Result**: The **Applications** screen displays. |
| 2 | Select **Levy Refund** from the Application Type drop-down list.  Click the **Create** button  **Result**: The **Levy refund application** screen displays. |
| 3 | Complete the following fields.   |  |  | | --- | --- | | **Field** | **Description** | | Waiver number | Type the waiver number to which the refund application relates.  **Note:** This is the waiver number provided when the waiver was granted. This must be a number from an approved waiver application. | | Maximum claimable amount | This system-populated field shows the amount of waiver credit that has been applied or used based on the waiver number provided. This is the maximum amount you can claim back for this levy refund application. | | Amount to be refunded | Type the amount of money to be refunded. | | Brief reason for application | Type the reason you require a refund.  **Note:** If your reason is longer than 2,000 characters, please attach a file containing the explanation (see step 4). | | If known, please provide any invoice… | Enter the invoice number(s) to which the refund relates. | |  |  | |
| 4 | To attach supporting evidence to the application, click the **Browse…** button, select the relevant files, and click **Open**.  Notes:   * to attach additional files, click the **Browse…** button * the maximum file size is 4 MB. |
| 5 | Click the **Submit** button.  **Result**: You are returned to the Application summary screen and the Levy Refund application appears in the list with the status **Submitted**. |

### What happens next?

We will consider your application and advise you of the outcome.

An accepted application for a refund will result in money being paid to the disposal facility.

## Applying for a site class change

### When to use

Use these steps to apply for a change of the site class for a given facility.

**Note**: You will need to provide evidence to justify the change to a new site class.

Refer to [*Waste disposal levy and reporting requirements guide for site operators*](https://environment.govt.nz/publications/waste-disposal-levy-guide-for-disposal-facilities/)for more information on determining your site class.

### Role

* Site verifier – Can create applications.

### Steps

| Step | Action |
| --- | --- |
| 1 | Click the **Applications** link in the content menu.  **Result**: The **Applications** screen displays. |
| 2 | Select Site Class Change from the **Application Type** drop-down list.  Click the **Create** button.  Result: The **Site Class Change Application** screen displays. |
| 3 | Complete the following fields.   |  |  | | --- | --- | | **Field** | **Description** | | Proposed class | Select the site class you wish to be changed to. | | Effective date | Select the date with which the site class change will go into effect at the facility. | | Reason for change of class | Please select the reason that your site class is changing. Note: Depending on your selection, you may be asked to provide additional information, such as “New waste type accepted”. | | Any infrastructural changes to the current facility | Select if there are any infrastructural changes to the facility. If yes, have appropriate resource consents be obtained? | | Any changes to the gate fees | Select if there are any changes to the gate fees, and, if so, enter the revised fees per tonne. | | Additional comments | Please provide any additional comments that could help us assess your application for a site class change | |  |  | |
| 4 | Check the box certifying that the information you are providing is true and correct and that you are authorised to submit the application on behalf of the DFO. |
| 5 | To attach supporting evidence to the application, click the **Browse…** button, select the relevant files, and click **Open**.  Notes:   * to attach additional files, click the **Browse…** button * the maximum file size is 4 MB. |
| 6 | Click the **Submit** button.  **Result**: You are returned to the Application summary screen and the Waiver application appears in the list with the status **Submitted.** |

### What happens next?

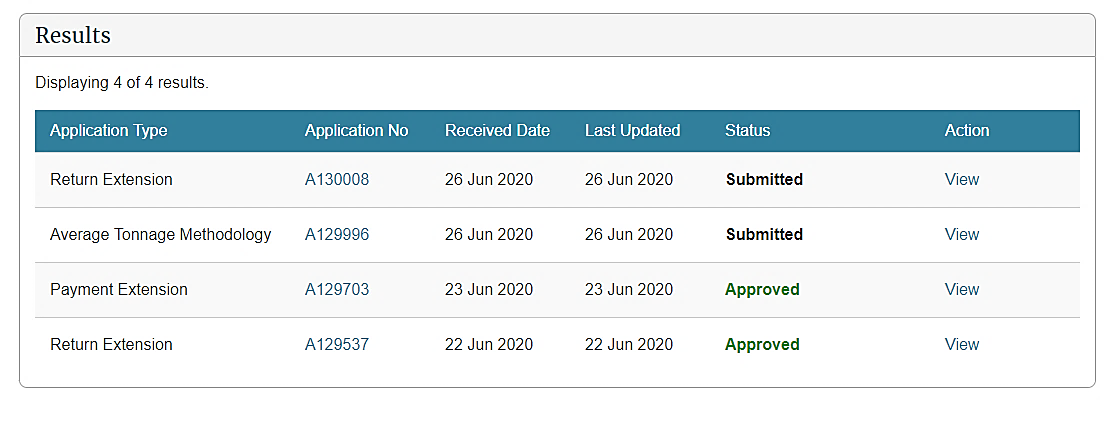
We will consider your application and advise you of the outcome.

If a site class change is granted, you will be informed via the application as at which date the site class change will take effect. New class waste returns and activity category reports will then be available for the months from that date.

## Application summary screen

You can view the status of pending and previously requested applications by clicking the Applications link in the content menu.

The Results field will provide a summary of pending and previously requested applications.

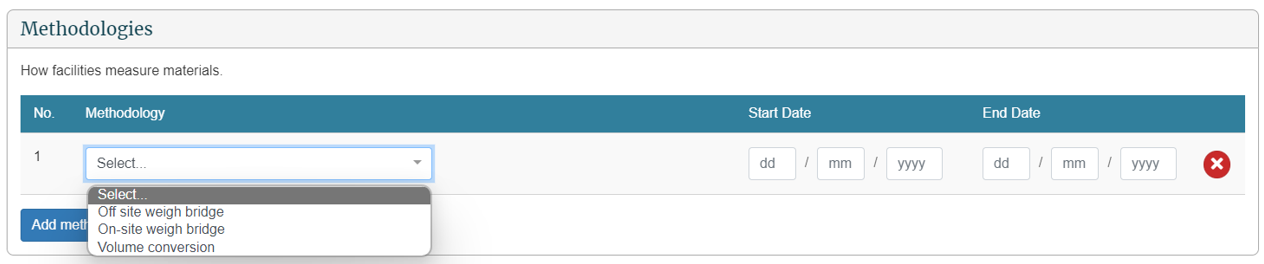


|  |  |
| --- | --- |
| **Status** | **Description/action** |
| Submitted | The verifier has submitted the application and can **View** it. |
| Assessment in progress | We have begun assessment of the application.  The verifier can only **View** the application. |
| Resubmission required | We have requested that the verifier resubmit their application.  The verifier can **Update** the application. |
| Approved | We have approved the application.  The verifier can only **View** the application. |
| Declined | We have declined the application.  The verifier can only **View** the application. |
| Revoked | We have revoked an application after it had been approved.  The verifier can only **View** the application. |

## Methodologies

You can view the type and status of methods used for calculating tonnage at your disposal facility on the **Details** screen. This screen will display:

* approved Average Tonnage applications (with a link to that application), and
* other methodologies advised during registration or requested via the 0800 WDLEVY (0800 935 389) number.



|  |  |
| --- | --- |
| Field | Description |
| Methodology | The method used to measure materials at the disposal facility. |
| From Date | The date from which the disposal facility will use the methodology. |
| To Date | The date at which the method expires. |

# Chapter 5: Viewing and updating details

This chapter provides information on details available for operators, disposal facilities, contact people and users. This chapter contains the following topics.

|  |
| --- |
| Topic |
| [Overview](#_Overview_4) |
| [Updating client details](#_Update_client_details) |
| [Updating disposal facility details](#_Update_disposal_facility) |
| [Viewing or updating details for personnel](#_View_or_update) |
| [Deactivating personnel](#_De-activate_Personnel) |
| [Emails and activities](#_Emails_and_Activities) |

## Overview

### Introduction

OWLS 2.0 enables the authorised users for a disposal facility to view and update their contact details. Data entry users only have view access to this functionality.

The table below provides details of each screen.

| Screen | Description |
| --- | --- |
| Details (operator) | Contains the following details for the operator:   * general information such as name, trading name * physical address * postal address (if applicable) * contact email * contact phone number. |
| Details (disposal facility) | Contains the following details for the disposal facility:   * general information such as name, disposal facility reference, status of disposal facility * physical address * contact email * contact phone number * finance information such as statement email, purchase order numbers.   You can **view** the following details for a disposal facility:   * operational information such as estimated annual tonnage and reporting frequency * site classes * methodologies or how the disposal facility measures materials. |
| Personnel | Contains the following details for users:   * name * authorisation * contact area such as general, finance and/or returns * contact email * status.   A verifier can view user details and deactivate a user if required. |
| Emails and activities | Contains the following:   * activities performed by and for the disposal facility * emails sent to the disposal facility and/or its personnel * date of activity and/or email * area such as applications, financial, personnel and/or returns * description of the activity (eg, statement email, change of contact information) * description of person who sent the email or performed the activity. If “OWLS 2.0” is listed, this indicates a system-generated email and/or activity. |

If you need to update or amend details, such as operational information, site classes or methodologies, you must call our helpdesk at 0800 WDLEVY (0800 935 389) or email us at [info@wastelevy.govt.nz](mailto:info@wastelevy.govt.nz).

## Updating client details

### When to use

Use these steps to update client details.

### Role

* Site verifier – Can update personnel and update Client/Site details.

### Steps

| Step | Action |
| --- | --- |
| 1 | Click the **Details** link in the content menu under the client’s name.  **Result**: The **Details** screen for the client displays. |
| 2 | Click the **Update** button underneath the contact information to update.   |  |  | | --- | --- | | **Type** | **Action** | | Postal address | The postal address field becomes editable. Type the postal address.  **Note:** You can select the appropriate address from the autocomplete results. | | Physical address | If the physical address is the same as the postal address, (and the postal address has already been populated), click the Same as postal address check box.  If the physical address is not the same as the postal address, complete the fields as necessary.  **Note:** You can select the appropriate address from the autocomplete results. | | Email | The email details field becomes editable. Type the email address. | | Phone | The phone details field becomes editable. Type the phone number. | |
| **Note**: You can cancel any changes by clicking **Cancel Changes.** |
| 3 | When you have finished updating the relevant information, click **Save.**  **Result**: The details update. |

### What happens next?

Update other contact details as required.

## Updating disposal facility details

### When to use

Use these steps to update the details for your disposal facility.

### Role

* Site verifier – Can update personnel and update Client/Site details.

### Steps

| Step | Action |
| --- | --- |
| 1 | Click the **Details** link in the content menu under your disposal facility name.  **Result**: The **Details** screen for your disposal facility displays. |
| 2 | Click the **Update** button underneath the contact information to update.  When you have finished updating the relevant information, click **Save.**   |  |  | | --- | --- | | Type | Action | | Physical address | The screen displays the physical address.  **Note**: You can select the appropriate address from the autocomplete results. | | Email | The email details field becomes editable. Type the email address. | | Phone | The phone details field becomes editable. Type the phone number. |   **Result**: The details update. |
| 3 | You can also update **Finance Information** for a disposal facility. |
| 4 | Click the **Update** button underneath the finance information to update.  When you have finished updating the relevant information, click **Save.**   |  |  | | --- | --- | | **Type** | **Action** | | Statement Email (optional) | The email address to which financial statements will be sent. This is optional. | | Purchase Order No. (optional) | The purchase order number becomes editable. Type the purchase order number. This is optional. |   **Result**: The details update. |

### What happens next?

Update other contact details as required.

## Viewing or updating details for personnel

### When to use

Use these steps to view or update details for personnel of your disposal facility.

The level of authorisation will be indicated in the Authorisation column.

Personnel can be authorised as:

* Site data entry – Can submit returns that will be placed in a status of ‘Pending Verification’. Can submit activity category reports. Can view Client/Site details, applications and statements.
* Site verifier – Can update personnel, submit/verify returns, submit activity category reports, update Client/Site details and create/modify applications.

The **Status** column will indicate whether personnel are active, cancelled or invited.

* Active personnel will be indicated in green.
* Cancelled personnel will be indicated in red.
* Invited personnel will be indicated in **black**. Personnel with an “invited” status need to complete the login process.

### Role

* Site verifier – Can create/update personnel and update Client/Site details.

### Steps

| Step | Action |
| --- | --- |
| 1 | Click the **Personnel** link in the content menu.  **Result**: The **Personnel** screen displays. |
| 2 | To view the details for personnel and/or update their details, click the **View** link.  **Result**: The user’s details display. |
| 3 | You can edit the following **General information** by clicking **Update**.   |  |  | | --- | --- | | Field | Description | | Contact type | Select the contact type (mandatory):  General – general contact person.  Returns – the contact person for all areas regarding waste returns.  Financial – the contact person for financial details and the person to whom the invoice will be sent.  **Note:** You must have at least one “General” contact person for your disposal facility. | |  |  | |
| 4 | Click the **Save** button.  **Result**: The **General information** details are updated. |
| 5 | You can edit **Contact information** for personnel by clicking **Update**. |
| 6 | You can edit the following **Contact information**.   |  |  | | --- | --- | | **Field** | **Description** | | Contact number | Type the phone number (mandatory). | | Other contact number | Type another phone number (optional). | | Email | Type their email address (mandatory). | |  |  | |
| 7 | Click the **Save** button.  **Result**: The **Contact information** details are updated. |

### What happens next?

Update other contact details as required.

## Deactivating personnel

### When to use

Use these steps to deactivate personnel for your disposal facility.

**Note**: If you require a new user to be set up, see the [Adding a new user to OWLS 2.0](#_Adding_a_new) steps.

### Role

* Site verifier – Can update personnel and update Client/Site details.

### Steps

| Step | Action |
| --- | --- |
| 1 | Click the **Personnel** link in the content menu.  **Result**: The **Personnel** screen displays. |
| 2 | Click **View** beside the relevant user to view their details.  **Result**: The user’s details display. |
| 3 | Click **Update**.  Click the icon to cancel personnel authorisation.  Use the drop-down menu and untick the appropriate boxes to remove personnel as a contact type.  **Result**: Personnel authorisation will be removed. Contact type, if applicable, will be removed. |
| 4 | Click the **Save** button.  **Result**: Personnel **authorisation** will be removed, and their status will change to **Cancelled**. |

### What happens next?

The personnel’s authorisations will be deactivated.

## Emails and activities

### When to use

Use these steps to view:

* records of activities performed by and for the disposal facility
* emails sent to the disposal facility and/or its personnel.

### Roles

* Site data entry – Can view emails and activities for allocated sites.
* Site verifier – Can view emails and activities for allocated sites.

### Steps

| Step | Action |
| --- | --- |
| 1 | Click the **Emails and Activities** link in the content menu.  **Result**: The **Emails and Activities** screen displays. |
| 2 | Filters can be applied to narrow your search for a specific email and/or activity. |
|  | The following filters can be applied.   |  |  | | --- | --- | | **Field** | **Description** | | Activity | Filter for a specific activity and/or email, such as “waste levy reminder”. | | Area | Filter by specific area (eg, Returns, Financial, General) by using the drop-down menu. | | From Date | Display emails and activities **from** this date.  By default, these fields are empty.  To apply a date range filter, enter the **Day (DD)**, **Month (MM)** and **Year (YYYY)**. | | To Date | Display emails and activities **to** this date.  By default, these fields are empty.  To apply a date range filter, enter the **Day (DD)**, **Month (MM)** and **Year (YYYY)** in the field. | | Reset | To clear all filters and reset to default values, click **Reset**. |   **Result**: Emails and activities matching the filters entered will display in the **Results** field. |
| 3 | The **Results** field displays all emails and activities associated with a disposal facility.     |  |  | | --- | --- | | **Field** | **Description** | | Date | Displays the date of action for the email and/or activity in format **Day (DD)**, **Month (MM)** and **Year (YYYY).** | | Area | Displays the specific area the email and/or activity relates to, such as “general”, “returns”, financial”. | | Activity | Includes a brief description of the email and/or activity, such as “waste levy reminder”, “finance information updated” or “change of contact information”. | | Person | Person indicates who sent the email and/or who performed the activity described.  **Note**: If “OWLS 2.0” is listed, this indicates a system-generated email and/or activity. | |  |  | |
| 4 | Click the link that briefly describes the email and/or activity to view it in greater detail.  **Result**: The **Email and Activity Details** screen will display all information regarding the email and/or activity. |

# Chapter 6: Reports

This chapter provides information on the reports available for a disposal facility. It contains the following topics.

|  |
| --- |
| Topic |
| [Overview](#_Overview_5) |
| [Accessing reports](#_Accessing_reports) |
| [Generating or exporting a report](#_Generate_or_export) |

## Overview

### Introduction

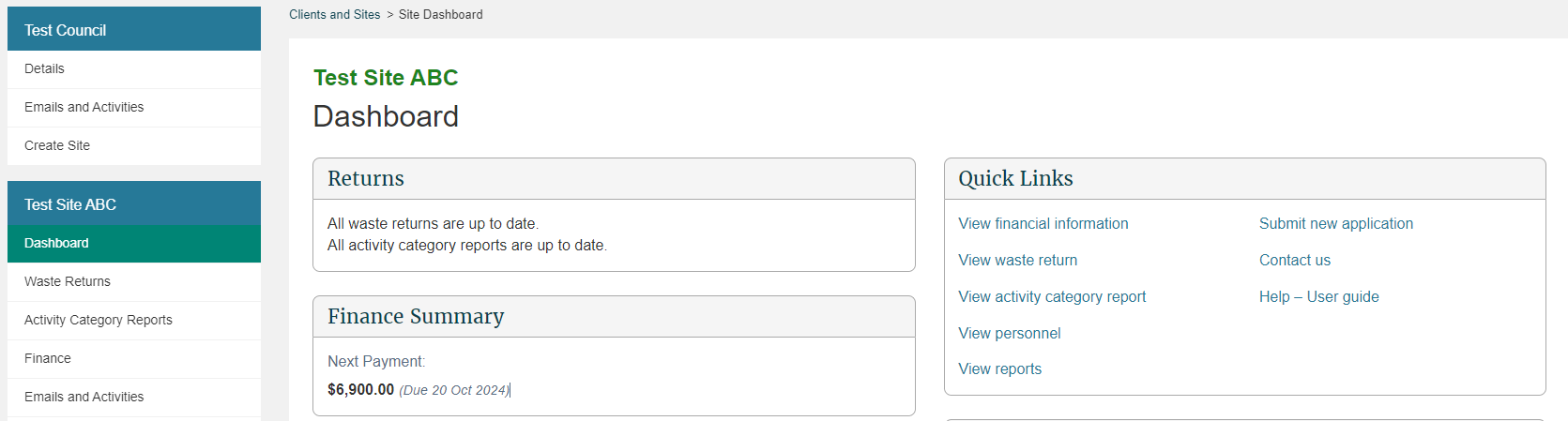
OWLS 2.0 users can generate reports that provide information about their disposal facility. The table below summarises these reports.

|  |  |
| --- | --- |
| Report | Information included |
| Active Users | Displays all the current active users for a disposal facility. |
| Applications Summary | Summarises all applications submitted by the disposal facility. |
| Invoices and Payments | Provides a summary of all invoices and payments. |
| Levy Returns Summary | Displays the most up-to-date information relating to a reporting period for the disposal facility, excluding information from estimates and reports on tonnages submitted for each period. |

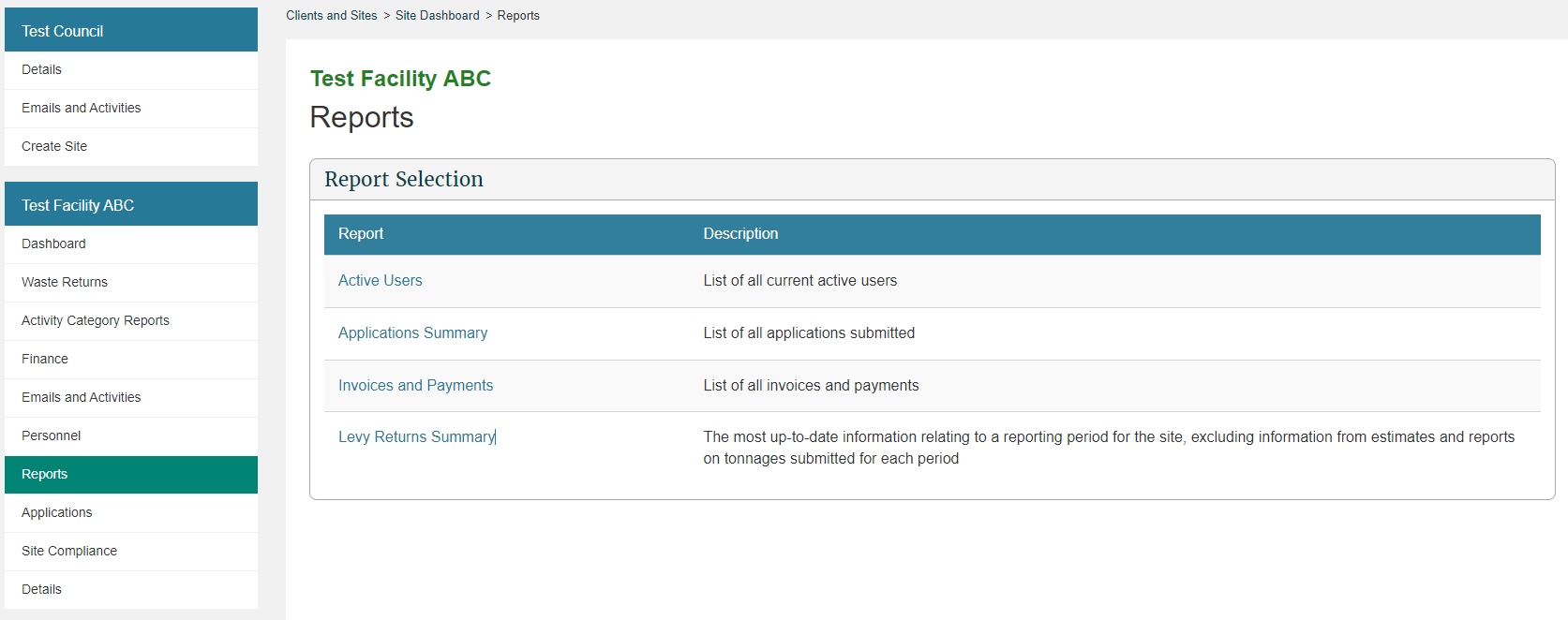
## Accessing reports

Reports can be accessed from your disposal facility dashboard by:

* clicking **View reports** in the **Quick Links field**



* clicking **Reports** in the content menu.



## Generating or exporting a report

### When to use

Use these steps to generate a report online or export the report as a PDF or Excel document.

### Roles

* Site Data entry – can access/download reports.
* Site Verifier – Can access/download reports.

### Steps

| Step | Action |
| --- | --- |
| 1 | Either:   * click **View reports** in the **Quick Links** field of your disposal facility dashboard * click the Reports link in the content menu.   **Result**: The **Reports** page displays. |
| 2 | Select which of the following reports you would like to view:   * Active Users * Applications Summary * Invoices and Payments * Levy Returns Summary.   **Result**: The report will highlight, and the **Run** button will display. |
| 3 | Filters can be applied to some reports to narrow your search to specific periods. If you do not want to apply a filter, go to step 4.    The following filters can be applied.   |  |  | | --- | --- | | **Field** | **Description** | | From Date | Filter from this date.  By default, these fields are empty.  To apply a date range filter, enter the **Day (DD)**, **Month (MM)** and **Year (YYYY)**.  **Note:** Some reports can only be filtered by **Month (MM)** and **Year (YYYY)**. | | To Date | Filter to this date.  By default, these fields are empty.  To apply a date range filter, enter the **Day (DD)**, **Month (MM)** and **Year (YYYY)**.  **Note:** Some reports can only be filtered by **Month (MM)** and **Year (YYYY)**. | | Reset | To clear all filters and reset to default values, click Reset. |   Result: The filters will be applied to the report. |
| 4 | Click **Run** and a drop-down menu will display the following.   * To view the report on screen, click **On Screen**. Go to step 5. * Click **Excel** **Download** to download the report as an Excel document. Go to step 6. * Click **PDF** **Download** to download the report as a PDF document. Go to step 6. |
| 5 | If you selected **On Screen**:  **Result**: The report will generate on screen.  **Note**: You can use the scroll bars to move around the report. |
| 6 | If you selected either **Excel Download** or **PDF Download**:  **Result**: Depending on your settings and internet browser, the file may download automatically and appear in the **Downloads** list.  **Note**: If a file pop-up displays, go to step 7. |
| 7 | If a file download pop-up displays, click:  **Open** to open the report.  **Save** to save a copy of the report to your computer.  **Result**: If you clicked **Open** the file will open. If you clicked **Save**, you will be prompted to select a folder to save the report in. |

### What happens next?

Generate other reports as required.

# Glossary

This glossary explains terms used in this guide.

|  |  |
| --- | --- |
| **Activity category report** | The tonnage data entered by the disposal facility, which reports the source (‘activity category’) of waste that enters the facility. |
| **Annual return** | The process where an approved disposal facility submits waste figures to the Ministry for the Environment on an annual, rather than monthly basis. This provision only applies to waste disposal facilities that receive an annual tonnage of no more than 1,000 tonnes and have been approved by the Ministry for the Environment to submit annual returns. |
| **Amendment** | A change to the tonnage of waste or the activity category of material received, diverted or disposed of at a facility for a particular return or report. The amendment may create a credit/debit adjustment as well as an amendment to previously submitted tonnage figures. |
| **Average tonnage method** | A method for calculating gross tonnage by recording the number of light vehicles delivering waste to the facility and applying an average weight per vehicle, rather than weighing every vehicle. |
| **Client** | The company or organisation operating one or more disposal facilities. |
| **Data entry user** | The person registered to enter returns data for a disposal facility. |
| **Diverted tonnage** | Diverted tonnage is the tonnage of waste or diverted material that is reused or recycled at the disposal facility, or is removed from the facility, not later than six months after entering the facility (unless an extension has been approved by the Secretary for the Environment). Diverted tonnage must only include waste or diverted material that was previously measured as ‘gross tonnage’ in OWLS 2.0. |
| **Estimate** | The process where the Ministry for the Environment calculates the amount of levy payable when a disposal facility operator has failed to submit a valid return. |
| **Methodology** | The method(s) used to calculate waste and diverted material tonnage at a disposal facility. |
| **Monthly return** | The process where a disposal facility submits waste figures to the Ministry for the Environment on a monthly basis. |
| **Operator** | Operator means the person in control of a disposal facility or other facilities. |
| **Quarterly return** | The process where a disposal facility submits waste figures to the Ministry for the Environment on a quarterly basis. |
| **Report** | The activity category data entered by the disposal facility, required at the time the disposal facilities waste return is due. |
| **Return** | The waste tonnage data entered by the disposal facility for the Ministry for the Environment to calculate the levy due. |
| **Refund** | The process where a disposal facility can apply for a refund of the levy money paid after a waiver was granted. |
| **Reimbursement** | The process where a disposal facility can request a reimbursement for an amount of money credited against the account. |
| **Verifier** | The person registered to enter, modify and submit returns and applications on behalf of a disposal facility. The verifier is responsible for declaring information entered is correct and accurate. |
| **Waiver** | A disposal facility can apply to have all or part of the levy waived. The amount of the waiver may be calculated from tonnage figures supplied by the disposal facility and may include other charges such as interest. |