

# **Waste Import Export Tracking System (WIETS)**

## **Quick Reference Guide for Exporters**

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for the United States Environmental Protection Agency

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## About WIETS

WIETS is the United States Environmental Protection Agency (EPA) Waste Import/Export Tracking System responsible for managing hazardous waste notice and reporting data. EPA has extended use of WIETS by hazardous waste importers and exporters to include electronic submission and signature of hazardous waste notices and annual reports. Exporters and importers shipping hazardous waste internationally should use WIETS to electronically submit notices and reports to EPA. WIETS is not used for tracking of internal domestic shipments.

## WIETS User Roles

There are two different types of industry exporters and importers that can use WIETS:

- Notice Preparers – Preparers are hazardous waste industry representatives that can enter notice and report data into WIETS but do not have the legal authority to sign or submit notices and reports to EPA. Preparers must be sponsored by a US hazardous waste industry representative with legal authority to sign the notices and reports and must assign a certifier to each notice/report for signature and submission to EPA.
- Notice Certifiers – Certifiers are US hazardous waste industry representatives that legally sign off on the hazardous waste notice submissions. Along with being able to enter notice data, certifiers can provide electronic signatures for notices and reports and submit them to EPA.

## About This Quick Reference Guide

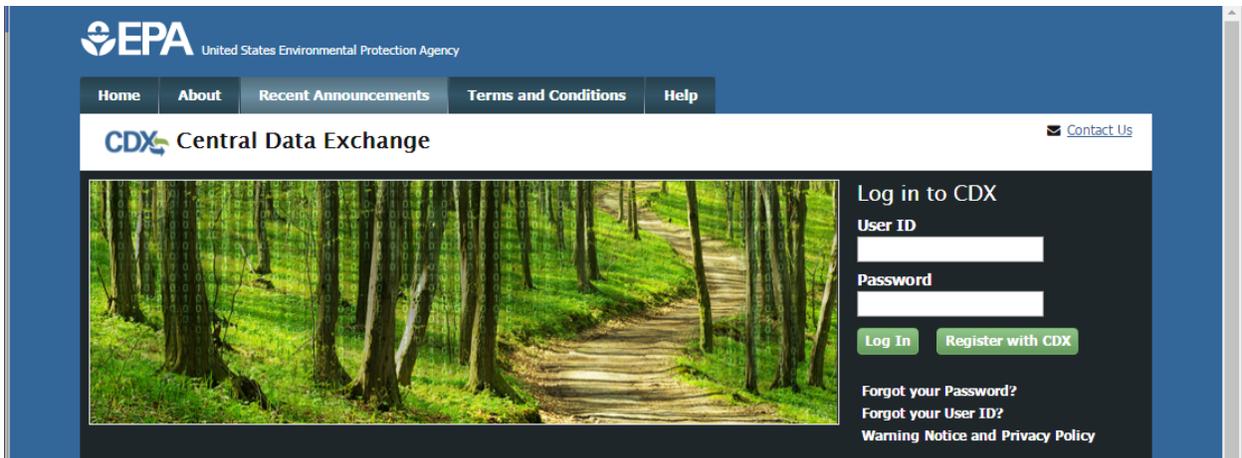
This document provides an overview for the signup, notice submission, and report submission processes for exporters using WIETS. It includes screenshots and highlights of key points in the process, but is not intended as a step-by-step guide nor does it cover every field of data that is collected in WIETS. Inline help and validation during the data entry process will provide further guidance regarding what needs to be provided for the different types of notices and reports.

## Signing Up and CDX

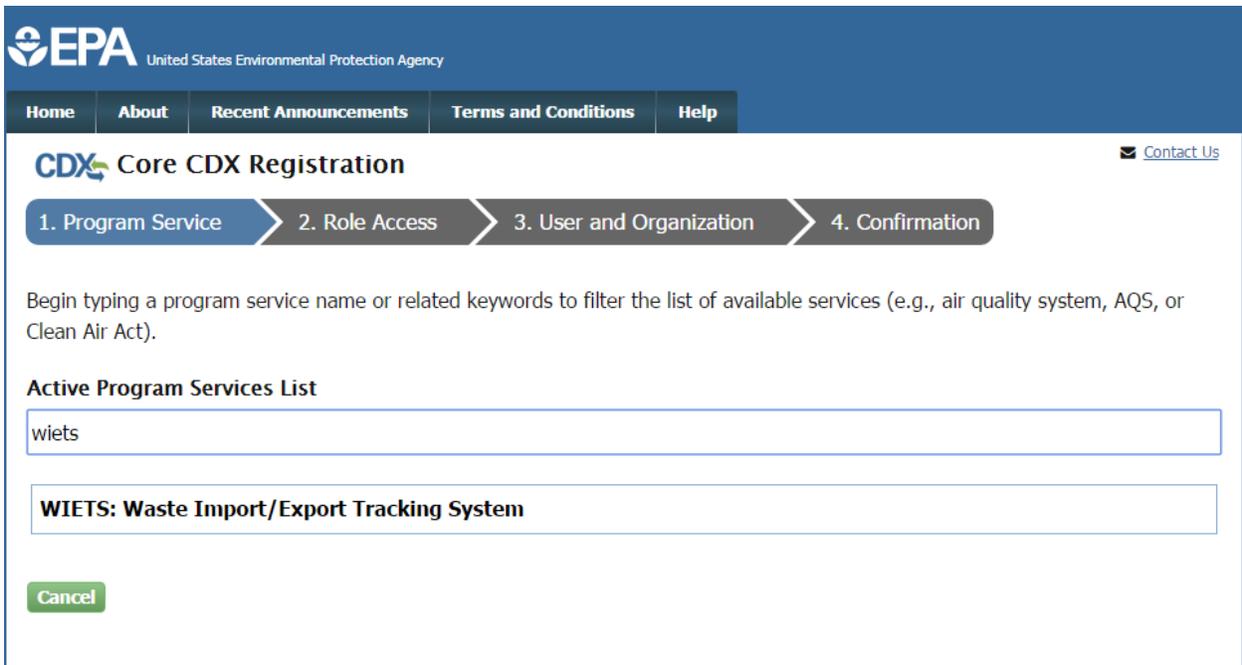
WIETS authentication and authorization are handled through EPA's Central Data Exchange (CDX). CDX manages authentication and authorization for multiple EPA systems. Account setup includes:

- Creating an account in CDX
- If you are a certifier and will be signing notices and reports, getting the account identity proofed for signing
- Setting up sponsorships between other preparers/certifiers

From the CDX home page, select "Register with CDX" to begin the account setup process then accept the terms and conditions on the following page.



When asked to select a program, choose WIETS



If you will be **signing and submitting** notices to EPA, select Certifier as your role from the dropdown list.

If you will be **preparing** notices on behalf of another signing entity, select Preparer

If you are not sure if you are a preparer or certifier, please refer to the [WIETS User Roles](#) section above.

CDX Core CDX Registration

Contact Us

- 1. Program Service ✓
- 2. Role Access
- 3. User and Organization
- 4. Confirmation

Registration Information

Program Service	Waste Import/Export Tracking System
Role	Not selected

Select a role from the drop down list and provide any required additional information, if applicable.

Select Role

Export Certifier  
Export Preparer

Request Role Access

Cancel

After filling out contact information and organization information, certifiers will need to go through an electronic identity proofing process through LexisNexis and choose 5 security questions and answers for eSignature PIN verification.

CDX CDX Registration: Additional Verification

Contact Us  
Logged in as SMILLER\_CD\_X\_WIETS\_3 (Log out)

- 1. Identity Verification
- 2. Electronic Signature Agreement

The program you are registering for requires additional proof of identity. Your options are to use LexisNexis®, an independent 3rd-Party electronic identity proofing service or to print and submit a signed form through U.S. Postal Mail to the U.S. Environmental Protection Agency.

**Note:** By clicking [Proceed to Verification] you understand the service is voluntary and that you are validating personally identifying information including the last 4 digits of SSN against a 3rd-Party service LexisNexis®, which will return evidence of validation of your personally identifying information back to the U.S. Environmental Protection Agency. The U.S. EPA will not collect or retain sensitive, personally identifying information such as your Social Security Number (SSN); however, EPA will receive evidence of identity validation which may be used to identify you for legal purposes.

You may [sign the paper form](#). If you do not want to use the automatic verification process.

**Note:** You will receive a limited number of attempts to complete identity verification. Please review all personal information carefully prior to submitting. If you need to modify the personal information listed below, please contact the [CDX Help Desk](#).

First Name: Steve  
Last Name: Miller

I have reviewed the name presented above and I would like to proceed with LexisNexis. [Additional LexisNexis Identity Proofing Guidance](#)

Exit

Proceed to Verification Cancel

Preparers must select a certifier to sponsor them and allow them to enter data on their behalf for signature.

The screenshot shows the 'Role Sponsorship' page on the CDX Central Data Exchange. The page header includes the EPA logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The user is logged in as SMILLER\_WIETS\_PREP2. The breadcrumb trail is: MyCDX > Manage Program Services > Request Sponsorships. The main heading is 'Role Sponsorship' with a note: 'The asterisk (\*) denotes a required field.' Below this is a 'Sponsor Information' section with a text box containing: 'This role request requires sponsorship. Please provide the email address of the user you wish to sponsor you.' A 'Note' states: 'This person will review your profile information in order to sponsor you. If the user does not already exist in CDX, you can either try a different email address or invite the new user to create a CDX account.' There is an 'Email \*' label next to an empty text input field. At the bottom are 'Submit' and 'Cancel' buttons.

CDX will send email requests to both the preparer and certifier to validate the sponsorship. The preparer will receive an email once the certifier validates the sponsorship, and the preparer will then need to log back into CDX to finalize the sponsorship agreement.

Once validated in CDX, access WIETS by clicking on your role on your CDX home page. On the screen shown below, the user would click "Export Preparer".

The screenshot shows the user dashboard on the CDX Central Data Exchange. The user is logged in as SMILLER\_WIETS\_PREP1. The dashboard includes navigation tabs: MyCDX, Inbox, My Profile, and Submission History. The main content area is divided into three sections: 1. 'Services' table with columns for Status, Program Service Name, and Role. A single row is visible: 'WIETS: Waste Import/Export Tracking System' with the role 'Export Preparer'. 2. 'CDX Service Availability' section with a link: 'See the status for all program services'. 3. 'News and Updates' section with the text: 'No news/updates.' At the bottom are two buttons: 'Add Program Service' and 'Manage Your Program Services'.

Status	Program Service Name	Role
	WIETS: Waste Import/Export Tracking System	<a href="#">Export Preparer</a>

## WIETS Homepages and Notice Lifecycle

After logging in through CDX and selecting your WIETS role, you will be redirected to the WIETS homepage. Other than the signature process, WIETS functionality is the same for both preparers and certifiers.

### Homepage Highlights

The screenshot shows the WIETS homepage interface. At the top, there is a dark header with the text "Waste Import Export Tracking System" and icons for user profile, help, and power. Below this is a navigation bar with "Home", "Notices" (with a dropdown arrow), and "Annual Reporting". A yellow circle with the number "1" is placed over the "Notices" dropdown. Below the navigation bar, the page title is "WIETS Home page - FAKE\_20131117001 FAKE\_20131117001". There is a "New Notice" button with a yellow circle "2" and a "Quick Search" field with a "Search" button and a yellow circle "4". The main content area is divided into two columns. The left column is titled "Notices Awaiting Action" and lists "91 Draft" and "5 Awaiting Signature". Below this is "Notices Submitted to EPA" with "8 Pending Notices" and "79 Processed Notices", and a "View All Notices" link. A yellow circle "3" is placed over the "View All Notices" link. The right column is titled "Last 5 Notices Viewed" and lists five notice IDs: "005809/3E/16", "005809/3E/16", "005797/9E/15", "005569/7E/13", and "005809/3E/16". At the bottom of the page, there is a grey footer with the text "Privileged Information Safeguard from Unauthorized Disclosure".

1 – Menu items will be available on every page in WIETS to access the home page, the main annual reporting page, and various notice listings. The “Notices” item in the menu drops down to allow direct access to filtered notice listings and includes links to less commonly used features such as bulk amendments.

2 – To create new notices, click this button on the homepage.

3 – Summaries of your notices include links to filtered notice listing views where more action can be taken on individual notices. The statuses of the notices are described in more detail in the Notice Lifecycle section below.

4 – Quick search allows you to enter a notice ID and jump directly to your notice.

5 – When you are done using WIETS, logout by using the “Power” button in the upper right, or the logout link in the user dropdown.

## Notice Listing Highlights

### Notices Needing Action 1

Show  entries 2 Search:

Create Date	Notice Number	Country	Waste Generator (Shipping Site)	Waste Material Type	Status	Action
11/19/2013	<a href="#">005654/11E/13</a>	Mexico	BORNT WASTE	Joint Hazardous and Radioactive Waste, Spent Lead Acid Batteries	Draft	<a href="#">Duplicate</a>   <a href="#">Review for Signature</a>   <a href="#">Delete</a>

Showing 91 to 91 of 91 entries 3 Previous 1 ... 6 7 8 9  Next

### Notices Awaiting Signature

Show  entries Search:

Create Date	Notice Number	Country	Waste Generator (Shipping Site)	Waste Material Type	Status	Action
11/25/2014	<a href="#">005784/11E/14</a>	Canada		Hazardous Waste (Other)	Awaiting Signature	4 <a href="#">Duplicate</a>   <a href="#">Assign Signer</a>
05/01/2014	<a href="#">001874/1E/11-A1</a>	Canada			Awaiting Signature	<a href="#">View</a>   <a href="#">Assign Signer</a>
03/25/2014	<a href="#">005744/3E/14</a>	Canada	ONLY FULL ADDRESS	Hazardous Secondary Material	Awaiting Signature	<a href="#">Duplicate</a>   <a href="#">Assign Signer</a>
01/21/2014	<a href="#">005716/1E/14</a>	Mexico	BORNT WASTE	Spent Lead Acid Batteries, Universal Waste	Awaiting Signature	<a href="#">Duplicate</a>   <a href="#">Assign Signer</a>
08/12/2010	<a href="#">001164/8I/10</a>	United States		Spent Lead Acid Batteries	Awaiting Signature	<a href="#">Duplicate</a>   <a href="#">Assign Signer</a>

Showing 1 to 5 of 5 entries Previous  Next

### Pending Notices

Show  entries Search:

Create Date	Notice Number	Country	Waste Generator (Shipping Site)	Waste Material Type	Status	Action
02/23/2014	<a href="#">005733/2E/14</a>	Canada	BORNT WASTE	Cathode Ray Tubes (CRTs)	5 Notice Sent to Foreign Govt: Pending Foreign Govt Response	<a href="#">Duplicate</a>

1 – Notice listings are viewed by status based on which menu or homepage item was selected. Selecting “View All Notices” from the homepage or Notices dropdown menu will include tables for all four statuses (Draft, Awaiting Signature, Pending, Processed) on the same page.

2 – Search to filter on data in any field in the table. Results are filtered dynamically as you type without reloading the page.

3 – If you have a large number of notices, the tables will be divided into multiple pages. Navigate between pages using the paging tool at the bottom right corner of the table. You can also change the number of entries displayed at a time at the top left corner of the table, and the total number of results will be displayed at the bottom left corner of the table.

4 – Based on the status of the notice, you can perform various actions on the notices from these tables. Actions include:

- Duplicating an existing notice from previous years to resubmit after updating dates and making any other necessary changes
- Navigating directly to the signature page of an assigned notice
- Deleting draft notices
- Amending previously consented notices

5 – For notices pending determination and processed notices, more detail about the status can be found here. Since determinations for notices are made on individual waste streams, those determinations can be found by viewing notice details by clicking on the notice number. The notice details screen will have the determinations for each waste stream listed with the waste stream details.

## Notice Lifecycle

Notices will go through the following statuses as they are created, submitted to EPA, and ruled on by foreign countries:

- **Draft:** While notice data is being entered into WIETS, the notice is in Draft status. Both preparers and certifiers can edit these notices. When all notice data is completed, preparers can assign a certifier to the notice for signature, and certifiers can continue to sign and submit the notice to EPA.
- **Awaiting Signature:** These notices have been assigned a certifier and are awaiting review and signature for submission to EPA. Notices in this status are still editable. Once the notice is signed and submitted to EPA, the notice becomes read-only.
- **Pending:** These notices have been signed and submitted to EPA, but no determination (consent or objection) has been made on the notices. These notices are read-only in WIETS.
- **Processed:** These notices have been signed and submitted to EPA and a determination (consent or objection) has been made on the notice. These notices are read-only in WIETS.

## Notices

### Creating a New Notice

After clicking on the “New Notice” button on the WIETS homepage, you will be asked for the Waste Management Type, Receiving Country, and the Waste Type for your notice. After providing this information, WIETS will let you know under which federal regulations the notice falls under, and will create the notice once confirmed. None of this information can be changed once the notice is created.

### WIETS Home page - Create Notice

**Type of Waste Management**

Is this for disposal or recycling?

Disposal  Recovery/Recycling

**Receiving Country**

What is the country of final destination?

Select a Country...

**Waste Type**

Select the waste type

- Used, Broken, and/or Intact Cathode Ray Tubes and/or Unprocessed CRT Glass under RCRA Conditional Exclusion (40 CFR 261.39 or 40 CFR 261.40)
- Hazardous Secondary Material for Reclamation under 40 CFR 261.4(a)(25)
- Any other Waste Type(s) (i.e. SLABs, Universal Waste, Joint Hazardous and Radioactive, or any other RCRA Hazardous Waste)

**Continue**

Once generated, the rest of the notice information is created in multiple tabs, with required fields noted by a red asterisks. Those tabs are shown below.

## Notice Information Tab Highlights

### Notice Information - [005812/6E/16]

Notice Information

Transportation

Waste Streams

Review for Signature

1

**Notice Received**

Notice Received:

EPA Notice Number: 005812/6E/16

Initial Foreign Notice Application ID:  2

(This is not a required field for the EPA, but the import country competent authority may require this information to process your notice)

**\* Requested Period of Time for Shipments (requested by Exporter)**

First Departure:

Last Departure:   3

**Type of Waste Management**

Recovery/Recycling

**Technology Employed**

**Reason for Export**

**Receiving Country**

Canada

**Exporter** 4

Company Name	City	First Name	Last Name	Email	Action
ACORN EXPORTS	IRVING				<a href="#">Edit</a>   <a href="#">Delete</a>

Showing 1 to 1 of 1 entries

◀ Previous Next ▶

1 – All notice data entry screens will include the notice number, navigation tabs, and buttons to duplicate the notice or print the notice to a PDF document. Remember to save your changes before changing tabs.

2 – Some foreign entities require a notice ID from their system to be submitted along with the notices.

3 – All dates in WIETS can be either selected from a calendar widget or type in “MM/DD/YYYY” format.

4 – Different contacts for the notice will be collected in data tables. For some types of contacts (such as transporters), multiple points of contact can be entered, while some contact types only allow one contact to be entered.

Waste Generator (or Shipping Site)

Add Waste Generator (or Shipping Site) 5

Company Name	City	First Name	Last Name	Email	Action
					Previous Next
					Previous Next
					Previous Next
					Previous Next
					Previous Next

**Add Receiving Facility**

Vendor Search (?):  6

EPA ID: KC RECYCLING  
9350 HIGHWAY 22A, TRAIL, BC,

Foreign ID: SERVICES SANITAIRES DE RECYCLAGE EXPERT INC.  
8381 PLACE MARIEN, MONTREAL EAST, QC, H1B 5W6

Company Name: SIMS RECYCLING SOLOUTIONS, CANADA  
275 STEELWELL ROAD, BRAMPTON, ON, LCT 0C8

Address (?): SIMS RECYCLING SOLUTIONS CANADA  
6495 TOMKEN ROAD, MISSISSAUGA, ON, ON L5T 2X7

City:

State: Please Select... ▼

Zip Code:

Contact First Name:

Contact Last Name:

Telephone:

Email:

Fax (?):

Disposal/Recovery Codes: Select options 7

Create

Showing 0 to 0 of 0 entries

Save and Continue Cancel 8

5 – Adding or editing a contact record will bring up a data entry window to create or modify contacts. This window will block the rest of the screen until you are done.

6 – If a contact is already in WIETS, you can use the vendor search box to try to find it and automatically populate address and contact information for that vendor, saving you time. If the vendor is not found, you will need to manually fill out that information.

7 – You will need to provide disposal/recovery codes for each individual receiving facility.

8 – **Remember to save your data when done with this screen.**

## Transportation Tab Highlights

Notice Information - [005812/6E/16]

Notice Information | **Transportation** | Waste Streams | Review for Signature

Duplicate | Print

**\* Transporter** 1

(This is not a required field for the EPA, but the import country competent authority may require this information to process your notice)

Add Transporter

Company Name	City	First Name	Last Name	Email	Action
No data available in table					

Showing 0 to 0 of 0 entries

◀ Previous Next ▶

**\* Mode of Transport**

Air     Road     Sea     Train/Rail     Inland Waterways

**\* Packaging Types**

Drum     Wooden barrel     Jerrican     Box     Bag     Composite packaging     Pressure receptacle     Bulk   

**Special Handling Requirements**

**\* Shipment Frequency** 2

(This frequency is for each individual waste stream in the notice; This frequency is NOT for the total number of shipments for all the waste streams combined)

Number of Shipments:  How Often:

Total Shipments Annually: per year

1 – Transporters are entered into data tables similar to those for all other vendors on the Notice Information tab.

2 – Shipment Frequency can be entered annually, quarterly, monthly, weekly, or daily. WIETS will calculate the annual frequency for display.

**\* Shipment Frequency**

(This frequency is for each individual waste stream in the notice; This frequency is NOT for the total number of shipments for all the waste streams combined)

Number of Shipments:  How Often: Annually ▾

Total Shipments Annually: per year

---

**Ports of Exit**

ERIE, PA × HURON, OH ×

---

**\* Ports of Entry** 3

torc  
TORONTO, ON

---

**Transit Countries**

[Add Transit Country](#) 4

Transit Country	# of Days	Nature of Handling	Action
No data available in table			

Showing 0 to 0 of 0 entries

◀ Previous Next ▶

---

Save and Continue  5

3 – Multiple Ports of Exit and Entry can be selected for your notice. Start typing the port name and WIETS will show you available ports for selection. If you cannot find a port, contact the WIETS administrator.

4 – If your waste will transit through another country between the generation site and the receiving facility, click “Add Transit Country” to add it.

5 – **Remember to save your work when finished with this tab.**

## Waste Stream Highlights

Notice Information - [005812/6E/16]

Notice Information **Transportation** Waste Streams Review for Signature

Duplicate Print

[Add New Waste Stream](#) 1

Table rows can be dragged up and down to reorder waste streams

Waste Stream #	Description	Requested Qty	Action
1	test 1	11111 CM	<a href="#">Edit</a>   <a href="#">Delete</a>
2	test 2	22222 LB	<a href="#">Edit</a>   <a href="#">Delete</a> <span style="background-color: yellow; border-radius: 50%; padding: 2px;">2</span>

Continue

1 – Each notice can have multiple waste streams. Click “Add New Waste Stream” to add a new one or “Edit” to modify an existing one.

2 – If waste streams are entered in the wrong order, they can be reordered by dragging the individual rows in the waste stream table.

## Notice Information - [005812/6E/16]

Notice Information	Transportation	Waste Streams	Review for Signature
<b>* Waste Material Type</b>			
Waste Material Type: Hazardous Secondary Material			
<b>3</b>			
Manifest Required: No (if you believe the information regarding a manifest requirement is incorrect, please submit an explanation on the 'Notes' tab)			
<b>* Waste Management Codes</b>			
<input type="text"/>			
R6 - Regeneration of acids or bases <a href="#">remove</a>			
<b>* DOT ID</b>			
<input type="text"/>			
UN0028 - Black powder, compressed or Gunpowder, compressed or Black powder, in pellets or Gunpowder, in pelle... <a href="#">remove</a>			
<b>4</b>			
<b>DOT Hazard Class</b>			
<input type="text"/>			
1.1 - A substance or article with a mass explosion hazard. <a href="#">remove</a>			
<b>* EPA Waste Codes</b>			
<input type="text" value="D002 - Corrosive waste x d005"/>			
D005 - Barium			
<b>5</b>			
<b>Foreign Waste Code:</b> <input type="text"/>			

3 – Depending on the waste type selected when you first created the notice, you may need to select a more detailed option for the waste material type for this waste stream. The waste material type will determine whether or not a transport manifest will be required for this waste stream.

4 – DOT ID numbers are selected using drop downs that will allow you to select multiple waste codes one at a time. When you select a DOT ID, WIETS will automatically select the appropriate DOT Hazard Class. If you have additional Hazard Class numbers, please use the drop down menu to select the additional Hazard Class numbers to add.

5 – There are over 600 potential EPA Waste Codes. Multiple EPA Waste Codes can be selected and can be filtered by typing the desired code.

**\* Waste Description** 6

Various corrosive chemicals

---

**Shipment Frequency** 7

**Notice Overall:** no data entered

Enter new shipment frequency for this waste stream?

**Number of Shipments:**  **How Often:** Annually ▾

**Total Shipments Annually:** per year

---

**\* Waste Quantity Requested**

**Requested Waste Quantity:**  **Unit:** Pounds ▾

6 – The required waste description will be used throughout WIETS to describe and reference this waste stream for this notice.

7 – If the shipment frequency for this waste stream will be different than the shipment frequency for the entire notice, check the “Enter new shipment frequency” box and provide the different frequency. Otherwise the “Enter new shipment frequency” box can remain unchecked.

## Review and Signature

If required information for the notice is missing, that missing data will be summarized on the Review and Signature tab.

Waste Import Export Tracking System 👤 ⚙️ 🔌

Home Notices ▾ Annual Reporting

Notice Information - [005811/6E/16]

Notice Information Transportation Waste Streams Review for Signature

**Ready to sign and submit to EPA?**

Not quite yet - we need you to provide some more information first:

Notice Information Tab:

- First and last departure dates need to be provided
- At least 1 Waste Generator needs to be provided
- At least 1 Receiving Facility needs to be provided

Transportation Tab:

- At least 1 Transporter needs to be provided
- At least one mode of transport needs to be selected
- At least one packaging type needs to be selected
- Shipment Frequency needs to be provided
- At least one port of entry needs to be provided

Waste Streams Tab:

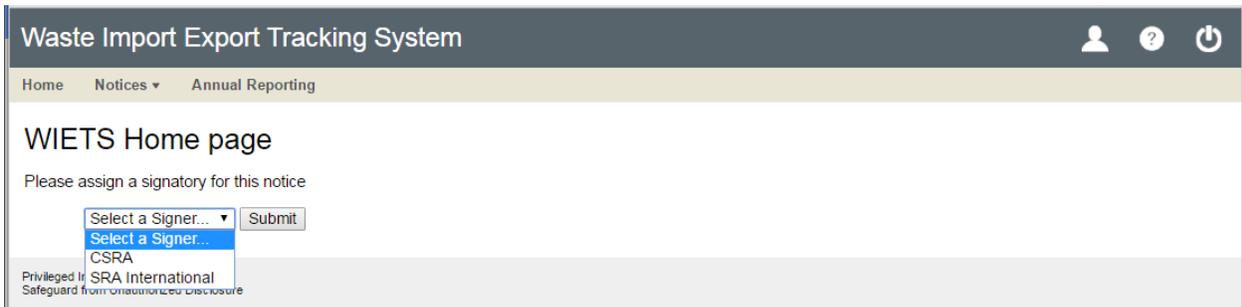
- At least one waste stream needs to be provided

Privileged Information  
Safeguard from Unauthorized Disclosure

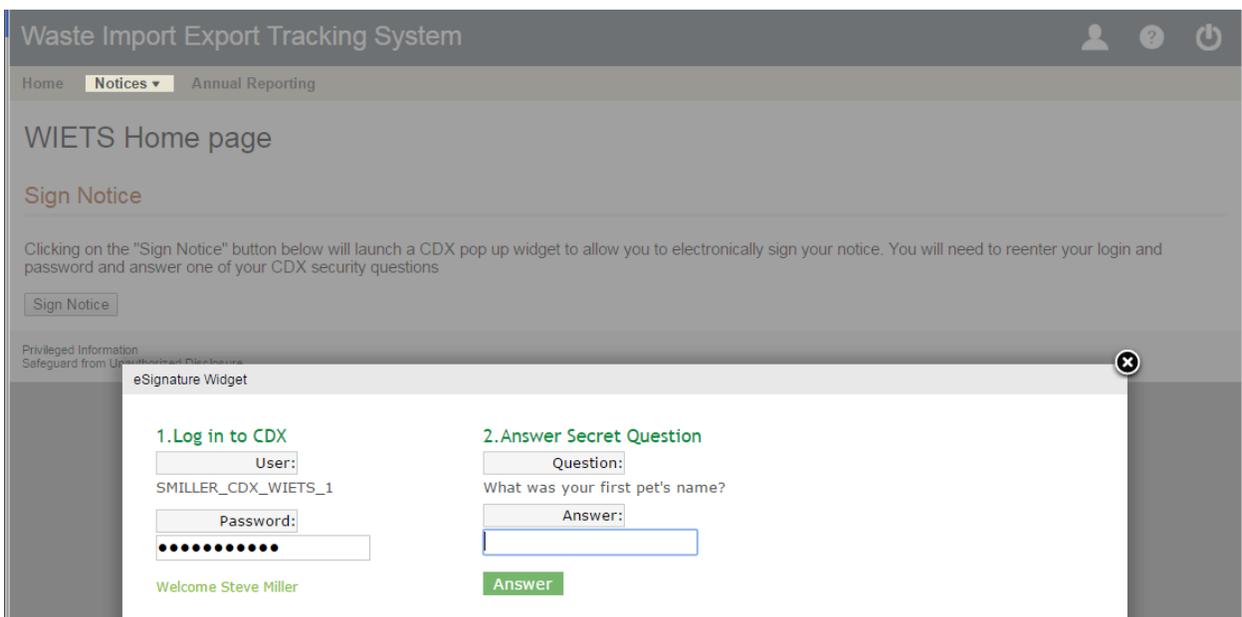
Once all required information is provided, WIETS will confirm that the notice is ready for signature.



Notice preparers will need to select a sponsoring notice certifier to sign and submit the notice to EPA.



Notice certifiers will be able to sign the completed notices and submit them to EPA. Certifiers will need to re-enter their CDX password and answer a security question to sign and submit.



## Amendments

Previously consented notices can have amendments submitted for review through WIETS. Find your notice in the “Processed Notices” table and click “Amend” to create an amendment.

### Processed Notices

Show 10 entries Search:

Create Date	Notice Number	Country	Waste Generator (Shipping Site)	Waste Material Type	Status	Action
02/17/2016	<a href="#">013473/2E/16</a>	Canada	LEE COMPANY	Universal Waste	Foreign Determination Received: Pending EPA HQ Final Review	<a href="#">Duplicate</a>   <a href="#">Amend</a>
02/12/2016	<a href="#">013468/2E/16</a>	Canada	LEE COMPANY	Spent Lead Acid Batteries	Foreign Determination Received: Pending EPA HQ Final Review	<a href="#">Duplicate</a>   <a href="#">Amend</a>
01/18/2016	<a href="#">013452/1E/16</a>	Mexico	BATTERY RESEARCH AND TESTING INC.	Universal Waste	Foreign Determination Received: Pending EPA HQ Final Review	<a href="#">Duplicate</a>   <a href="#">Amend</a>

Showing 1 to 3 of 3 entries Previous **1** Next

Users can amend the following notice data:

- Transporters
- Ports of Exit and Entry
- Shipment Frequency
- Waste Stream EPA Codes
- Waste Stream DOT IDs and Hazard Classes
- Waste Stream Requested Quantity
- Waste Stream Shipment Frequency

WIETS provides a notes entry box for any other amendments to be considered. Like other notices, amendments must be signed by a Notice Certifier for submission to EPA.

### Amend Multiple Notices

By selecting “Amend Multiple Notices” from the Notices drop down menu, you can create amendments for multiple notices simultaneously.

Waste Import Export Tracking System

Home Notices ▾ Annual Reporting

### Amend Multiple Notices

Select notices from the list below to amend. If you have more than 25 notices, they will appear on multiple pages within the table. If any of your notices are missing from the list below, please contact the WIETS administrator

#### Available Notices

Show 10 entries

<input type="checkbox"/> (Select All)	Notice ID	Waste Material	Receiving Country
<input type="checkbox"/>	000474/6E/10	Spent Lead Acid Batteries	Canada
<input type="checkbox"/>	000475/6E/10	Spent Lead Acid Batteries	Canada
<input type="checkbox"/>	001041/7E/10	RCRA Hazardous Waste	Canada
<input type="checkbox"/>	001548/11E/10	RCRA Hazardous Waste	Canada
<input type="checkbox"/>	001588/11E/10	RCRA Hazardous Waste	Canada
<input type="checkbox"/>	001597/11E/10	RCRA Hazardous Waste	Canada
<input type="checkbox"/>	001801/1E/11	RCRA Hazardous Waste	Canada
<input type="checkbox"/>	001804/1E/11	RCRA Hazardous Waste	Canada
<input type="checkbox"/>	001817/1E/11	RCRA Hazardous Waste	Canada
<input type="checkbox"/>	001818/1E/11	RCRA Hazardous Waste	Canada

Showing 1 to 10 of 79 entries ◀ Previous Next ▶

[Continue Amendments](#)

Only Ports of Entry/Exit and Transporters can be amended through the Amend Multiple Notices interface.

The screenshot shows the 'Amend Multiple Notices' interface in the Waste Import Export Tracking System. The page title is 'Amend Multiple Notices' with a subtitle 'Amending 4 Notices'. The interface is divided into several sections:

- Transporter:** A section with a note: '(This is not a required field for the EPA, but the import country competent authority may require this information to process your notice)'. It includes an 'Add Transporter' button and a table with columns: Company Name, City, First Name, Last Name, Email, and Action. The table currently shows 'No data available in table' and 'Showing 0 to 0 of 0 entries'. Navigation buttons 'Previous' and 'Next' are at the bottom right.
- Ports of Exit:** A section with a 'Select Ports' input field.
- Ports of Entry:** A section with a 'Select Ports' input field.
- Other Notice Amendments:** A section with a note: 'Specify any other notice amendments here. Note that any non-standard amendment requests will take significantly longer to process'. It contains a large text area for input.

At the bottom of the form is an 'Amend Notices' button.

Clicking on "Amend Notices" will create an amendment for each notice selected. These amendments must all be signed and submitted to EPA individually.

## Annual Reporting

The WIETS Annual Reporting home page can be accessed from the main menu at the top of every page. From the annual reporting home page, users can start a new report, continue an existing report, or download submitted reports. Users can also name reports if they are creating multiple reports for a single year.

The screenshot shows the 'Annual Reporting - Home' page. At the top, there is a navigation bar with 'Home', 'Notices', and 'Annual Reporting'. Below this, the page title is 'Annual Reporting - Home'. There is a section for 'Start a New Report' with a 'Report Year' dropdown set to '2016', a 'Report Name' text box containing 'Exporter Test AR 2016', and a 'Start Report' button. Below that is a 'Submitted Reports' section with a single entry: 'Test Report, 2015 Report, Signed 02/08/2016' with a 'Download' link.

When starting an annual report, users select which notices to include in the report. Available notices include those created or signed by the user along with notices where the user was identified as the exporter or broker (match by company name or email address).

The screenshot shows the 'Annual Reporting - Notice Selection' page. It features a section titled 'Available Notices' with a 'Show 25 entries' dropdown. Below this is a table with columns for 'Notice ID', 'Country', 'Waste Material', and 'Consent Period'. There are three rows of data, each with a checked checkbox in the first column. A 'Continue Report' button is located at the bottom left of the table area.

<input checked="" type="checkbox"/> (Select All)	Notice ID	Country	Waste Material	Consent Period
<input checked="" type="checkbox"/>	013452/1E/16	Mexico	Universal Waste	2016-01-18 to 2016-01-29
<input checked="" type="checkbox"/>	013468/2E/16	Canada	Spent Lead Acid Batteries	2016-02-12 to 2017-02-12
<input checked="" type="checkbox"/>	013473/2E/16	Canada	Universal Waste	2016-02-17 to 2017-02-17

Much like notices, annual reports are divided into multiple tabs for data entry:

- Exporter Info (Site Address and Mailing Address)
- Waste Streams
- Transporters
- Reduction Statement
- Certify/Print

Data on the Waste Stream and Transporter tabs is grouped by Exporter and subdivided by individual notices.

## Exporter Info Tab Highlights

The Exporter Info tab contains fields to collect site address and mailing address information for the exporter. Required fields are denoted with a red asterisk. If the site and mailing address are the same, complete the site address and check the "Same as Site" checkbox in the mailing address section and the address information from the site address section will be copied into the mailing address.

Exporter Info | Waste Streams | Transporters | Reduction Statement | Certify/Print

**Site Address**

\*Company Name: U.S. EPA  
 \*Address: 1200 PENNSYLVANIA AVE NW  
 \*City: WASHINGTON  
 \*State: DISTRICT OF COLUMBIA  
 \*Zip Code: 20460  
 Country: US  
 First Name: BARBARA  
 Last Name: TEST  
 Phone: 5714465642  
 Email: BARBARA.TEST@CSRA.COM  
 Fax:

**Mailing Address**

Same as Site:   
 \*Company Name: U.S. EPA  
 \*Address: 1200 PENNSYLVANIA AVE NW  
 \*City: WASHINGTON  
 \*State: DISTRICT OF COLUMBIA  
 \*Zip Code: 20460  
 Country: US

## Waste Stream Tab Highlights

### Annual Reporting - Waste Streams 1

Exporter Info | **Waste Streams** | Transporters | Reduction Statement | Certify/Print

+Add Receiving Facility 2

**CHEMREC INC.** [ X ] [ + Notice ]  
 123 Test Rd, Fairfax, VA, 22033, US 3

**001597/11E/10** [ X ] [ + Waste Stream ]

Consent Number	Waste Description	DOT ID	OECD Codes	EPA Codes	Consented Quantity	Quantity Shipped	Quantity Units	Annual Frequency	Action
001597E10001	DICHLOROMETHANE 4	UN1593		D004 .D005 .D001 .D006 .D007 .D008	15000	5	GL		[ Edit ] [ X ]
001597E10002	PERCHLOROETHYLENE	UN1897			10000		GL		[ Edit ] [ X ]
001597E10003	TRICHLOROETHYLENE	UN1710			15000		GL		[ Edit ] [ X ]
001597E10004	TOLEUENE	UN1294			25000		GL		[ Edit ] [ X ]

Showing 1 to 4 of 4 entries Previous 1 Next

**C.R.I. ENVIRONMENT INC.** [ X ] [ + Notice ]  
 123 Test Two Road, Frenchy Sounding City, QC, 11122, CA

**001548/11E/10** [ X ] [ + Waste Stream ]

Consent Number	Waste Description	DOT ID	OECD Codes	EPA Codes	Consented Quantity	Quantity Shipped	Quantity Units	Annual Frequency	Action
001548E10001	PAINT/PAINT RELATED MATERIAL (BULK & LABPACKS)	UN1263			247400		LT		[ Edit ] [ X ]
001548E10002	ORGANIC SOLIDS (BULK & LABPACKS)	UN1325			500000		KG		[ Edit ] [ X ]
001548E10003	SOLID OXIDIZERS (BULK)	UN1479			500000		KG		[ Edit ] [ X ]

1 – Inline help for many of the tabs in WIETS Annual Reporting can be found by clicking the question mark icon by the page title.

2 - Data on the Waste Stream and Transporter tabs is grouped by Exporter and subdivided by individual notices. You can add new receiving facilities, add new notices to receiving facilities, and add waste streams to notices. Data modified in the report does not affect any other data in WIETS. When the report is created, data is copied from WIETS into the report and is all self-contained.

3 – Receiving facility names and addresses along with notice numbers are editable by either clicking on the adjacent pencil icon or clicking directly on the data element you want to change.

4 – All data in the data table is inline editable. Click on a field and that individual field becomes editable. All changes save automatically. Rows can also be edited by clicking the pencil icon at the end of the row or deleted by clicking the red X at the end of the row.

5 – Actual quantity shipped must be entered. Future iterations of annual reporting in WIETS will attempt to pull this data based on customs manifests.

## Transporter Tab Highlights

Waste Import Export Tracking System

Home Notices Annual Reporting

### Annual Reporting - Transporters

Exporter Info Waste Streams Transporters Reduction Statement Certify/Print

+ Add Receiving Facility

**CHEMREC INC.** [ X ] [ + Notice ]  
123 Test Rd, Fairfax, VA, 22033, US

**001597/11E/10** [ X ] [ + Transporter ]

Transporter Name	EPA ID
TRANSPORT ROLLEX LTEE & ROLLEX INTERMODAL, A DIVISION OF TRANSPORT ROLLEX LTD.	NYF006000052
SJ TRANSPORTATION CO., INC.	test
HAROLD MARCUS LIMITED	MIT270012321
DART TRUCKING CO., INC.	

Showing 1 to 4 of 4 entries Previous 1 Next

**C.R.I. ENVIRONMENT INC.** [ X ] [ + Notice ]  
123 Test Two Road, Frenchy Sounding City, QC, 11122, CA

**001548/11E/10** [ X ] [ + Transporter ]

Transporter Name	EPA ID
TRANSPORT ROLLEX LTEE & ROLLEX INTERMODAL, A DIVISION OF TRANSPORT ROLLEX LTD.	NYF006000053

The Transporters tab is organized in the same manner as the Waste Streams tab, and functions the same way. Data is grouped by exporter and subdivided by individual notices. All data is inline editable by clicking on the field you would like to edit. All changes are saved automatically.

## Reduction Statement Tab

The Reduction Statement tab collects narrative regarding:

- Efforts undertaken during the year to reduce the volume and toxicity of waste generated
- Changes in volume and toxicity of waste actually achieved during the year in comparison to previous years to the extent such information is available for years prior to 1984

Reduction statements are required in even numbered years.

The screenshot shows the 'Annual Reporting - Reduction Statement' tab in the WIETS interface. The page title is 'Annual Reporting - Reduction Statement'. There are five tabs: 'Exporter Info', 'Waste Streams', 'Transporters', 'Reduction Statement', and 'Certify/Print'. The 'Reduction Statement' tab is active. The main content area contains two text input fields. The first field is preceded by the text: 'Please provide a description of the efforts undertaken during the year to reduce the volume and toxicity of waste generated'. The second field is preceded by the text: 'Please provide a description of the changes in volume and toxicity of waste actually achieved during the year in comparison to previous years to the extent such information is available for years prior to 1984'. At the bottom of the form is a 'Save Reduction Statement' button. The top navigation bar includes 'Home', 'Notices', and 'Annual Reporting'. The system title 'Waste Import Export Tracking System' is in the top right corner.

## Certify/Print Tab

Before allowing signature, WIETS checks to make sure the report is complete and notes and missing data on the Certify/Print tab. Users can also download a hard-copy of the report from this tab.

The screenshot shows the 'Annual Reporting - Certify and Print' tab in the WIETS interface. The page title is 'Annual Reporting - Certify and Print'. There are five tabs: 'Exporter Info', 'Waste Streams', 'Transporters', 'Reduction Statement', and 'Certify/Print'. The 'Certify/Print' tab is active. The main content area is divided into two sections: 'Certify' and 'Print'. The 'Certify' section contains the text: 'Before you can sign your report, you must address the following:' followed by a bulleted list: 'Company Name for Mailing Address is required', 'Address for Mailing Address is required', 'City for Mailing Address is required', 'State for Mailing Address is required', and 'Zip Code for Mailing Address is required'. The 'Print' section contains two radio buttons: 'Excel' and 'PDF'. Below these is a 'Print' button. The top navigation bar includes 'Home', 'Notices', and 'Annual Reporting'. The system title 'Waste Import Export Tracking System' is in the top right corner. At the bottom left, there is a footer: 'Privileged Information Safeguard from Unauthorized Disclosure'.

Once the report is verified to be complete, the signature process proceeds in the same manner as it does for notices. Notice preparers need to assign a certifier to sign and submit the report to EPA.

Notice certifiers can sign the report by reentering their CDX password and answering a security question.

Privileged Information  
Safeguard from Unauthorized Disclosure

eSignature Widget

**1. Log in to CDX**

User:  
SMILLER\_CDX\_WIETS\_1

Password:  
●●●●●●●●

Welcome Steve Miller

**2. Answer Secret Question**

Question:  
What was your first pet's name?

Answer:  
[ ]

Answer

## Questions or Comments

For all questions or comments, please send an email to the following administrators:

Jana Tatum - [Tatum.Jana@epa.gov](mailto:Tatum.Jana@epa.gov) (Notice Officer)

Stephen Miller – [Stephen.miller@csra.com](mailto:Stephen.miller@csra.com) (Technical Administrator)