

Guidance for Signing Off Electronic Duty of Care Forms Using the EDOC System

Step 1 Log on to the System

If you do not yet have an EDOC account, please visit www.edoconline.co.uk and register. Once registered / if you are already registered please log in to the system and follow the steps below. If you have any issues logging on to the system please contact EDOC directly using the "Contact us" section of their website or by calling them on 01225 475 124.

Step 2 Retrieve your EDOC form

EDOC TEST WEBSITE: This is a test environment and only test data should be uploaded or entered into the system.

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edoc TEST Home Transfers Reports Notifications FAQ Business pwest

Create
Search
View all
Upload

On the home screen, click on Transfers and select "View all" from the drop-down menu.

Key tasks you may want to do

- Manage the users in your business [Start now](#)
- Manage the sites in your business [Start now](#)
- Create a waste transfer note [Start now](#)
- Upload multiple waste transfer notes [Start now](#)
- Create a business report [Start now](#)
- Create an edoc all waste report [Start now](#)
- Find out how to use the application programming interface (API) [Start now](#)

Create
Any one of the businesses involved in a transfer (transferor, transferee, broker or dealer) can **draft** a waste transfer note.

Submit
When a business submits a draft waste transfer note, edoc will validate its content using the rules that apply for the country of transfer.
If validation is successful, edoc tries to link each business listed on the waste transfer note to a business registered on edoc. The waste transfer note is only **shared** with businesses that have been successfully linked.
You can create a CSV file describing several waste transfers and upload it to edoc in a single action. On the navigation bar, select 'Transfers' and choose 'Upload' on the menu.

Sign
When both the transferor (current holder of the waste) and the transferee (person receiving the waste) have signed the waste transfer note, the note is **agreed** and it will be stored.

On the subsequent screen, select "View" from the options on the right hand side. If you have more than one please choose the one with 'Date & Time' spanning 01/04/2019 to 31/03/2020.

State	Type	Date & time	Transfer location	Waste	Transferor	Transferee	
Shared	Season ticket	01/04/2019 to 31/03/2020	[HR4 0LE] County Offices, Plough Lane, Hereford	200301	Herefordshire Council	FCC Environment Services (UK) Ltd	View Edit <input type="checkbox"/>

Step 3 Sign the Waste Transfer Note

View waste transfer note

State: **Draft** → **Shared** → **Agreed**

Transfer schedule

This is a: season ticket Start & end dates: 13/05/2016 to 31/03/2017

Waste to transfer

Description: General Waste

List of waste codes (EWC): 200301

Container information

Type of container: 4 wheeled bin

Number of containers: 1

Volume of a container: 1100 litre(s)

Weight information

Weight per transfer: 75.9 kilogram(s)

Frequency of transfer: 14 (days)

Tracking information Show ▾

Waste tonnage returns information Show ▾

Transferor (current holder of the waste)

Business details linked to Herefordshire Council, Whitecross Road, HR4 0DG. Show ▾

Business name: Herefordshire Council Site name: Nelson House

Transferor's reference ID: - Postcode: HR4 0DG

Transferor's notes: - Address line 1: Whitecross Road

Address line 2: Hereford

Address line 3: -

SIC code: 8411

This business is: a producer of waste an importer of waste a local authority

a registered waste carrier a registered waste broker a registered dealer

This site has: a waste exemption an environmental permit / waste management licence

Registration number: CBOL69624

Signature: Not signed

Transfer location

Postcode: HR4 0DG Local authority area: Herefordshire, County of

0dd41e1e-ceaa-4855-8e02-a62400f6b8a3/sign/transferor/usernameandpin

On the next screen, click "Sign as transferor" and select "Sign with a signature and PIN". Please be careful to click "Sign as transferor" NOT "Sign as transferee".

Sign as transferor ▾


- Sign with a username and PIN
- Sign using a signature image
- Upload an image of the waste transfer note
- Confirm the signature is retained locally

Sign with a username and PIN: Transferor

Username:

Signature PIN: [Set the signature PIN for the currently logged in user.](#)

By signing I confirm that I have fulfilled my duty to apply the waste hierarchy as required by regulations.

By setting up this transfer note I confirm I have also fulfilled my duty to ensure the waste is passed to an appropriately licensed party. 


Sign

Cancel

On the next screen enter your user name and pin and click “Sign”. Please note the signature PIN is a 4 digit PIN number and not your log in password.

If you have not yet set a signature PIN, please see the “Setting a signature PIN” section at the end of this document.

Once you click on the Sign button, you will be returned to the summary screen and should see a message in green to say that you have successfully updated the signature on the waste transfer note. You have now completed your part of the process and can log out.

You have successfully updated the signature on the waste transfer note. 

If you have any problems with signing off your form please contact Waste Management on 01432 260488 or tradewaste@herefordshire.gov.uk. Alternatively, you can contact EDOC directly using the “Contact us” option on their website.

Setting a signature PIN

When following the instructions above, you will reach a screen where you will be asked to enter your user name and a signature PIN. If you have not already set a signature PIN, please follow these instructions.

1.

Sign with a username and PIN: Transferor

Username:

Signature PIN: [Set the signature PIN for the currently logged in user.](#)

By signing I confirm that I have fulfilled my duty to apply the waste hierarchy as required by regulations.

By setting up this transfer note I confirm I have also fulfilled my duty to ensure the waste is passed to an appropriately licensed party.

2.

Change signature PIN

New signature PIN:

Password:

Enter a 4 digit PIN of your choice, then your existing password and then click the "Submit" button.

3.

Once you have successfully created / updated your signature PIN you will be taken to the following screen. From here, please follow the “Guidance for Signing off Electronic Duty of Care Forms” from step 2.

The screenshot shows the 'edoc TEST' user interface. At the top, there is a navigation bar with links for Home, Transfers, Reports, Notifications, and FAQ. A user profile dropdown shows 'Business' and 'pwest'. Below the navigation bar, a breadcrumb trail indicates 'You are here: Manage users / View user'. A green notification banner at the top states 'Signature PIN changed successfully.' The main content area is divided into two sections: 'User profile' and 'Roles'. The 'User profile' section displays the following information: Full name: Paul West, Username: pwest, and Email address: pwest@herefordshire.gov.uk. The 'Roles' section lists four roles with their descriptions: Business administrator (Manage the registered business), Transfer manager (Manage waste transfer notes for the business), Business reporter (Create reports on the user's business), and edoc all waste reporter (Create reports on all waste transfers from all businesses). At the bottom of the page, there are three buttons: 'Change password', 'Change signature PIN', and 'Edit'.

If you have any problems with setting a signature PIN or signing off your form please contact Waste Management on 01432 260488 or tradewaste@herefordshire.gov.uk. Alternatively, you can contact EDOC directly using the “Contact us” option on their website.