

‘How to’ guide: getting access to edoc if you’re a waste regulator

This guide will tell you how you can get access to edoc if you’re an organisation involved in the regulation of waste such as the Environment Agency or a local authority.

A waste regulator can use edoc:

- to record and manage their own waste movements
- for regulatory purposes if they wish to see a business’ waste transfer notes

As a local authority you will also use [WasteDataFlow](#) to collect information on municipal/household waste. edoc is different and collects information on commercial and industrial waste. The two systems are not connected.

Getting access to edoc

Your own waste

A waste regulator can use edoc to record its own waste movements just like any business. You’ll follow the same process to get started and when using edoc day to day.

We’ve developed edoc to be simple and intuitive to use but [use our help and support for more information about adopting edoc](#) in your organisation. Look out for our videos which show you how to carry out key tasks like registering.

We’ve also developed a simple implementation plan to help you plan how to get started whatever your organisation.

Regulatory purposes

Key facts

- waste regulators will not have unrestricted access to edoc
- edoc will help support regulators in tackling waste crime and to audit waste from production to disposal to check businesses comply with the duty of care
- edoc’s primary purpose is not to provide a way to search for minor recording errors
- as a waste regulator you will be able to submit a notification to a business to request visibility of their waste transfer notes on the edoc system
- edoc will make sure only regulators can access the regulatory functionality
- a regulator will need a regulatory administrator role to use edoc
- a regulator will be responsible for managing the process to allow their individual staff access to the edoc system

How will a waste regulator get access to edoc?

Each regulator will need an edoc regulatory administrator.

Your organisation will need to decide who their regulatory administrator will be (see "[How do I decide who my regulatory administrator will be?](#)"). This individual must then register on edoc.

Your organisation may have already registered on edoc to record waste transfer notes for their own waste movements. If so, you should contact your existing edoc business administrator who will be able to add them as a registered user.

If your organisation isn't registered you should engage with your organisation to decide how you want to use edoc and agree a process for how to adopt it.

Once registered, the individual must then request the regulatory administrator role from the edoc system custodian by sending an email to regulatoryadministrator@edoconline.co.uk with the subject "*edoc regulatory administrator request*".

The edoc system custodian will check the validity of each request and set up the role as appropriate.

How do I decide who my regulatory administrator will be?

A regulatory administrator will be responsible for granting permission to appropriately authorised officers in your organisation to access edoc for regulatory purposes.

We would expect a regulatory administrator to be at a suitably senior level, and to be either:

- part of the service/department directly involved in checking duty of care compliance, for example investigating actual or suspected offences
- part of a specialist service/department which may also involve checking duty of care compliance, for example monitoring contaminated land activities, dealing with waste crime, dealing with fly tipping etc.

How will a waste regulator manage access to edoc?

Each regulator will be responsible for managing the process to allow their individual regulatory officers access to edoc. You will need to think about:

- which staff in your organisation should have access to edoc
You will need to control access to appropriate individuals who are involved in waste regulation activities. For example you may limit access only to warranted officers.
- how to tell staff in your organisation who your regulatory administrator is to give them access to edoc (see "[How will my waste regulator get access to edoc?](#)")
- whether to have more than one regulatory administrator in your organisation

Your regulatory administrator will be able to create and delete:

- a regulatory officer role for relevant staff
- other regulatory administrators if necessary, for example to cover periods of leave

We recommend that there are no more than three regulatory administrators at any one time in an individual organisation.

I am a regulatory officer and I want to see waste transfer notes on edoc. How do I get access to edoc?

Each regulator will manage the process of allowing individual regulatory officers in their organisation access to edoc. Your organisation should have a regulatory administrator who you will need to contact.

I am a regulatory officer and want to see all waste transfer notes involving a business for a specified period?

edoc allows a regulatory officer to ask to see waste transfer notes involving a business using a number of criteria (see the “Notifications >Create” menu).

If you wish to see all waste transfer notes involving a business, you need only complete the notification details section.

If you wish to see waste transfer notes for a specified period only, you need to also complete the transfer date range. You can further refine your request, for example by listing waste code etc.

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