

# Bulk upload data file specification

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## 1 Introduction

Under Queensland's environmental protection legislation, waste handlers<sup>1</sup> are required to submit waste tracking information to the Department of Environment and Science (the department) as part of the system for tracking waste types as listed in Schedule 11 of the Environmental Protection Regulation 2019 (the Regulation).

This guideline provides details on the requirements associated with completing bulk upload data files.

A bulk upload data file received by the department which does not conform to this specification will not be accepted.

### 1.1 Fees

Fees for the submission of a bulk upload data file are calculated by the number of waste movements contained within the file. For more information on current fees associated with online waste transport certificates, please visit: <https://www.business.qld.gov.au/running-business/environment/waste-tracking/fees>

### 1.2 Scope

This document will detail information pertinent to the formatting of bulked data files and then procedure to submit the file to the department as permitted by legislation.

## 2 File format

This section provides an overview of the bulk upload data file format and the data types used within this file.

### 2.1 Overview

The bulk upload data file uses a delimited ASCII text file format. Commonly referred to as a comma separated value (CSV) file format, records will be of variable length, with fields separated or delimited by the ',' (comma) character.

Each file may contain multiple records, which in turn will contain one or more fields as prescribed within this document for the type of record.

It should be noted that the codes nominated in the Appendices for waste category and disposal and treatment type are subject to change by the department. This is to enable ongoing alignment with the Environmental Protection Regulation 2019 and other departmental business requirements. The publication and distribution of such changes will be the subject of the relevant business operations procedures.

It should be noted that an excel file can easily be converted to a CSV file by Saving As and then choosing CSV in the Save as type drop down box.

### 2.2 CSV file format conventions

The CSV file format conventions adopted by the department for the bulked upload data file are:

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<sup>1</sup> Waste generators, transporters and receivers all have waste tracking responsibilities. Collectively they are referred to as waste handlers.

- a) Each record must end with an end-of-record (EOR) control character or character pair. Accepted EOR control characters are a line feed (ASCII/LF=0x0A), or a carriage return and line feed pair (ASCII/CRLF=0x0D 0x0A).
- b) Fields will be separated or delimited by the comma character (ASCII/, =0x2C).

**Example:** *three fields*

Fred,21,Exercise

- c) There will be no field delimiter character following the final field in a record.

**Example:** two records each with three fields

Fred,21,Exercise Jane,35,Movies

- d) Two consecutive field delimiter characters (or when the last field of the record or file, is a field delimiter character followed by an EOR or EOF control character respectively) indicate null fields.

**Example:** two records, first with a null second field, second with a null last field

Fred,,Exercise Jane,35,

- e) Fields with embedded commas must be surrounded with double-quote characters (ASCII/" =0x22).

**Example:** embedded comma in third field

Fred,21, "sometimes I love to exercise, sometimes I do not"

- f) Fields containing more than one value must be surrounded with double-quote characters with each value contained within the field separated by a comma character.

**Example:** two values in third field

Fred,21, "Jogging,Push Ups"

- g) Fields with leading or trailing spaces must be surrounded with double-quote characters (ASCII/" =0x22). Leading and trailing space-characters adjacent to comma field separators may be ignored unless surrounded with double-quote characters.

**Example:** leading and trailing spaces need to be preserved in the third field

```
Fred,21, " Jogging "
```

- h) Fields that contain double quote characters must be surrounded by double-quotes, and the embedded double-quotes must each be represented or replaced by a pair of consecutive double quotes.

**Example:** preserving double-quote characters in the third field

```
Fred,21, "Anthony ""The Man"" Mundine"
```

- i) A field that contains embedded line-breaks must be surrounded by double-quotes.

**Example:** preserving embedded line breaks

```
Fred,21, "this text has a  
line-break"
```

## 2.3 Data types

This section describes the data types used within the bulked upload data file.

### 2.3.1 String

The string data type can contain alphanumeric values (alphabetic and/or numeric characters) including 'leading' characters, e.g. '01','02','03'. String fields should only be the size of the meaningful data and must not contain leading or trailing spaces unless required as part of the actual value.

### 2.3.2 Date/time

The date/time data type contains a specific instance of time expressed in numeric form, and can include 'leading' characters if required, e.g. '09:54' for the time nine fifty-four am.

### 2.3.3 Number

The number data type contains one or a sequence of numeric characters which may contain a decimal point (if required), excluding codes with 'leading' characters, e.g. '01','02','03' are not valid numbers. Number fields which do not contain whole numbers must contain an explicit decimal point and number values for the number of explicit decimal places as defined by the field format.

## 2.4 Bulk upload data file format

The bulk data file will consist of one physical file for the trackable waste reporting period that contains multiple record types. The file will contain a header record consisting of file information, waste movement records, and a footer record consisting of control totals. The file must contain one header record and one footer record and may contain one or more of waste movement records.

The bulk upload data file is to contain records for all trackable waste movements where the waste was disposed of within the calendar month that this file is required for.

The contents of the bulk upload data file are to be formatted as a CSV file in accordance with the conventions outlined earlier within this document.

### 2.4.1 Data file name

The file name of a bulk upload data file submitted to the department will comply with the following conventions.

**Format:** BUDF\_Identifier\_YYYYMMDD.csv

File name part	Description
_	An underscore must be used to separate parts as per the specified file format.
BUDF	Fixed literal text (i.e. the file name must begin with the following text excluding the double quotes "BUDF").
Identifier	The unique identifier is the first 3 letters of the waste handlers company name or agent supplying the file.
YYYY	All four digits of the year (the file was generated in).
MM	The two-digit month (the file was generated in) with leading zero if less than 10, e.g. 01
DD	The two-digit day (the file was generated on) with leading zero if less than 10, e.g. 09
.csv	The file extension, this is fixed (i.e. all files will end with the following excluding the double quotes ".csv").

**Example:** file name for a detailed data file produced for waste handler FIN on 09/08/2016

BUDF\_FIN\_20160809.csv

### 2.4.2 Header record

A bulk upload data file shall contain one header record. The header record must be the first line of the bulk upload data file. The header file has already been populated in the form provided.

### 2.4.3 Trackable waste movement record

The bulk upload data file will contain one waste movement record for each load of waste collected from a waste generator. Waste movement records must appear after the header record and before the footer record. Waste movement records will begin on the line following a record (i.e. there are no empty lines).

General name	Data type	Max size	Null allowed	*Format	Multiple values allowed	Description	Comment
Submitters Company Name	String/ Number		No	X	No	Name of .the company submitting the bulk upload file.	
Unique Identifier	String/ Number	10	No	X(10)	No	Unique identifier for the load of waste.	<p>Must be 3 string and 7 numeric "AAANNNNNNN" where:</p> <ul style="list-style-type: none"> <li>• "AAA" is the first three letters of the file submitter's company name. It is recommended to contact the department to ensure that this code is not already in use by another company.</li> <li>• "NNNNNNN" is the unique load number that cannot be repeated (or duplicated in any future submission).</li> </ul>

General name	Data type	Max size	Null allowed	*Format	Multiple values allowed	Description	Comment
Generator Name	String/ Number	60	No	[X(34)]	No	Name of company that has generated the waste.	Must be the waste generators name and not the name of an Agent.
Generator ABN/ACN	Number	11	Yes	X(9)	No	ABN or ACN of the company that generated the waste.	Must be the waste generators ABN or ACN and not the ABN or ACN of and Agent.
Generator Address	String/ Number	40	No	A[20]	No	The physical address from where the load of waste was collected from.	This must be a physical address and not a PO Box.
Generator Suburb	String	25	No	A[25]	No	Suburb of where the load of waste was collected from.	
Generator Contact Name	String	34	No	[X(34)]	No	Contact name for the company or person who generated the waste.	
Generator Contact Number	Number	10	No	N[10]	No	Contact number for the company or person who generated the waste.	
Generator Collection Date	Number	10	No	DD-MM-YYYY	No	Date on which the load of waste was collected.	
Local Government Area	String/ Number	50	Yes	A[50]	No	The local government area where the load of waste was generated.	



General name	Data type	Max size	Null allowed	*Format	Multiple values allowed	Description	Comment
Generator Waste Form	String	1	No	X	No	The form categorised into the following: <ul style="list-style-type: none"> <li>• L – Liquid;</li> <li>• S – Solid;</li> <li>• M- Mixed; or</li> <li>• P – Sludge.</li> </ul>	Must use L, S, M or P only.
Generator Waste Code	String/ Number	4	No	AAAA	No	Waste code as categorised by the waste generator.	See Appendix C – Waste category and codes
Generator Waste Amount	Number	10	No	<N.N	No	The amount of waste that has been generated.	The amount must be in either kg, L or m <sup>3</sup>
Generator Waste Amount Measurement Unit	String/ Number	2	No	A[AA]	No	Measurement unit used for the amount of waste generated.	Only kg, L and m <sup>3</sup> will be accepted.
Dangerous Goods U.N Class	Number	2	Yes	N[NN]	No	Dangerous Good U.N Class	Further information can be found at <a href="http://www.ntc.gov.au/heavy-vehicles/safety/australian-dangerous-goods-code/">http://www.ntc.gov.au/heavy-vehicles/safety/australian-dangerous-goods-code/</a>
Dangerous Goods Number	Number	4	Yes	N[NNNN]	No	Dangerous Good Number	Further information can be found at <a href="http://www.ntc.gov.au/heavy-vehicles/safety/australian-dangerous-goods-code/">http://www.ntc.gov.au/heavy-vehicles/safety/australian-dangerous-goods-code/</a>
Dangerous Goods Subsidiary Risk	Number	2	Yes	N[NN]	No	Dangerous Goods Subsidiary Risk	Further information can be found at <a href="http://www.ntc.gov.au/heavy-vehicles/safety/australian-dangerous-goods-code/">http://www.ntc.gov.au/heavy-vehicles/safety/australian-dangerous-goods-code/</a>

General name	Data type	Max size	Null allowed	*Format	Multiple values allowed	Description	Comment
Dangerous Goods Bulk/No of Packaging	Number	5	Yes	N[NNNNN]	No	Dangerous Goods Bulk/No of Packaging	Further information can be found at <a href="http://www.ntc.gov.au/heavy-vehicles/safety/australian-dangerous-goods-code/">http://www.ntc.gov.au/heavy-vehicles/safety/australian-dangerous-goods-code/</a>
Dangerous Goods Type of Packaging	String	20	Yes	X[20]	No	Dangerous Goods Type of Packaging	Further information can be found at <a href="http://www.ntc.gov.au/heavy-vehicles/safety/australian-dangerous-goods-code/">http://www.ntc.gov.au/heavy-vehicles/safety/australian-dangerous-goods-code/</a>
Dangerous Goods Packaging Group	String	1	Yes	X	No	The Packaging Group categorised into the following: <ul style="list-style-type: none"> <li>• I – High Risk;</li> <li>• II – Medium Risk; or</li> <li>• III – Low Risk.</li> </ul>	Must use I, II or III. Further information can be found at <a href="http://www.ntc.gov.au/heavy-vehicles/safety/australian-dangerous-goods-code/">http://www.ntc.gov.au/heavy-vehicles/safety/australian-dangerous-goods-code/</a>
Waste Transporter Name	String	60	No	X[34]	No	Name of company that transported the waste.	Must be the waste transporters name and not the name of an Agent.
Waste Transporter Contact Name	String	60	No	[X(34)]	No	Contact name of the company transporting the waste.	
Waste Transporter Contact Number	Number	10	No	N[10]	No	Contact number for company transporting the waste	
Waste Transporter Address	String/ Number	20	No	A[20]	No	The physical address from where the load of waste was collected from.	This must be a physical address and not a PO Box.

General name	Data type	Max size	Null allowed	*Format	Multiple values allowed	Description	Comment
Waste Transporter Suburb	String	25	No	X[25]	No	Suburb of where the load of waste was collected from.	
Waste Transporter ABN/ ACN	Number	11	Yes	X(9)	No	ABN or ACN of the company that transported the waste.	Must be the waste transporters ABN or ACN and not the ABN or ACN of and Agent.
Waste Transporter Environmental Authority	String/ Number	50	No	A[50]	No	The waste transporters environmental authority number.	
Waste Transporters Collection Date	Number	10	No	DD-MM-YYYY	No	Date on which the load of waste was collected.	
Vehicle number plate	String/ Number	6	No	A(6)	No	Number plate of the vehicle initiating the transportation. The characters comprising an official number plate issued by a government to identify a registered vehicle.	

General name	Data type	Max size	Null allowed	*Format	Multiple values allowed	Description	Comment
Additional Vehicle number plate	String/ Number	6	Yes	A(6)	No	Number plate of and additional vehicle that may continue the transportation. The characters comprising an official number plate issued by a government to identify a registered vehicle.	To be used where waste has been transferred from one vehicle to another.
Discrepancy	String/ Number	225	Yes	A[225]	No	Please note if there are any discrepancies with the information provided by the waste generator.	
Waste Receiver Environmental Authority	String/ Number	15	Yes	A[15]	No	The waste receivers environmental authority number	
Waste Receiver Name	String/ Number	60	No	A[50]	No	Name of company that receives the waste.	Must be the waste receivers name and not the name of an Agent.
Waste Receiver Contact Name	String	34	No	[X(34)]	No	Contact name of the company receiving the waste.	
Waste Receiver Contact Number	Number	10	No	N[10]	No	Contact number for the company receiving the waste	
Waste Receiver Address	String/ Number	20	No	A[20]	No	The physical address from where the load of waste was received.	This must be a physical address and not a PO Box.

General name	Data type	Max size	Null allowed	*Format	Multiple values allowed	Description	Comment
Waste Receiver Suburb	String	25	No	X[25]	No	Suburb of where the load of waste was received.	
Waste Receiver ABN/ ACN	Number	11	Yes	X(9)	No	ABN or ACN of the company that generated the waste.	Must be the waste receivers ABN or ACN and not the ABN or ACN of and Agent.
Waste Receipt Date	Number	10	No	DD-MM-YYYY	No	Date on which the load of waste was received.	
Waste Disposal or Treatment Type	String/ Number	10		A[10]	No	How the waste is to be disposed or treated upon receipt.	See Appendix B – Waste disposal and treatment type receipt.
Receiver Waste Form	String	1	No	X	No	The form categorised into the following: <ul style="list-style-type: none"> <li>• L – Liquid;</li> <li>• S – Solid;</li> <li>• M- Mixed; or</li> <li>• Sludge.</li> </ul>	Must use L, S, M or P only.
Receiver Waste Code	String/ Number	4	No	X(4)	No	Waste code as categorised by the waste receiver.	See Appendix C – Waste category and codes
Receiver Waste Volume	Number	10	No	<N.N	No	The amount of waste that has been received.	The amount must be in either kg, L or m <sup>3</sup>
Receiver Waste Volume Measurement Unit	String/ Number	2	No	[AA]	No	Measurement unit used for the amount of waste received.	Only kg, L and m <sup>3</sup> will be accepted.

General name	Data type	Max size	Null allowed	*Format	Multiple values allowed	Description	Comment
Discrepancy	String/ Number	255	Yes	A[225]	No	Please note if there are any discrepancies with the information provided by the waste generator and/ or the waste transporter.	
Waste Description	String/ Number	255	Yes	A[225]	No	Any further comments regarding the movement of the waste.	

\*For further explanation of the terminology used in the format column see Appendix I – Field format convention

#### 2.4.4 Footer record

A bulk upload data file shall contain one footer record. The footer record must be the last line of the bulk upload data file, and the line immediately following another record type (e.g. the line following the last waste movement record).

General name	Data type	Max size	Null allowed	*Format	Multiple values allowed	Description	Comment
Total record count	Number	10	No	N[N(9)]	No	A total of the number of records in the submitted data file to ensure all records have been received and processed. This record count does not include the FOOTER, HEADER.	Used for control purposes. This field is used to verify that the number of records expected have all been received and processed.

\*Example: footer record –152 waste movement records (note: record count does not include header and footer records).

F,152

## 2.5 Lodgement of Bulk Upload Data File

Lodgement of bulk data upload files is undertaken through the Connect portal. Connect can be accessed from [www.qld.gov.au/environmentconnect](http://www.qld.gov.au/environmentconnect). Below is a screen shot of the Connect upload page.

**Upload document**  
Waste Bulk Upload File

**Documents**

Document Name	Classification
No items available	

**Upload**

Document Sub Type: Bulk Upload File

Document Name:

Select Document:

It is important to remember that you will first need to set up a Connect customer account and users of your account before you can start uploading your bulk upload data file. More information about setting up your customer account can be accessed at [www.des.qld.gov.au/connect](http://www.des.qld.gov.au/connect). You can also contact the department on 1300 130 372 (option 6) for assistance.

Please note, a copy of the prescribed information must be kept in a format that is readily available to the department upon request for a minimum of 5 years as per sections 78(3), 79(4) and 80(4) of the *Environmental Protection Regulation 2019*.

## Appendix A – Waste Description and Code

Note – If a substance falls under more than 1 item in this list, and the code for one of the items is marked with an asterisk, the code for the substance is the code marked with an asterisk.

Waste description	Waste code
Acidic solutions or acids in solid form	B100
Animal effluent and residues, including abattoir effluent, poultry and fish processing wastes	K100
Antimony and antimony compounds	D170
Arsenic and arsenic compounds	D130
Asbestos	N220
Barium compounds other than barium sulphate	D290
Basic (alkaline) solutions or bases (alkalis) in solid form	C100
Beryllium and beryllium compounds	D160
Boron compounds	D310
Cadmium and cadmium compounds	D150
Chemical waste arising from a research and development or teaching activity, including new or unidentified material and material whose effects on human health or the environment are not known	T100
Chlorates	D350
Chromium compounds (hexavalent and trivalent)	D140
Clinical and related wastes	R100*
Copper compounds	D190
Cyanides (inorganic)	A130
Cyanides (organic)	M210
Encapsulated, chemically-fixed, solidified or polymerised wastes	N160*
Ethers	G100
Filter cake, other than filter cake waste generated from the treatment of raw water for the supply of drinking water	N190
Fire debris and fire washwaters	N140*
Fly ash	N150
Grease trap waste	K110
Halogenated organic solvents	G150
Highly odorous organic chemicals, including mercaptans and acrylates	M260
Inorganic fluorine compounds, other than calcium fluoride	D110
Inorganic sulphides	D330
Isocyanate compounds	M220
Lead and lead compounds	D220
Liquid food processing waste	K200
Material containing polychlorinated biphenyls ((PCB's), polychlorinated naphthalenes (PCN's), polychlorinated terphenyls (PCT's) and/or polybrominated biphenyls (PBB's)	M100
Mercury and mercury compounds	D120
Metal carbonyls	D100
Mineral oils	J100
Nickel compounds	D210
Non-toxic salts	D300
Oil and water mixtures or emulsions, or hydrocarbons and water mixtures or emulsions	J120
Organic phosphorous compounds	H110
Organic solvents, other than halogenated solvents	G110
Organohalogen compounds, other than another substances referred to in this table	M160
Perchlorates	D340
Pharmaceuticals, drugs and medicines	R120*
Phenols and phenol compounds including chlorophenols	M150
Phosphorus compounds, other than mineral phosphates	D360
Polychlorinated dibenzo-furan (any congener)	M170
Polychlorinated dibenzo-p-dioxin (any congener)	M180



<b>Waste description</b>	<b>Waste code</b>
Residues from industrial waste treatment/disposal operations	N205
Selenium and selenium compounds	D240
Sewage sludge and residues including nightsoil and septic tank sludge	K130
Surface active agents (surfactants) containing principally organic constituents, whether or not also containing metals and other inorganic materials	M250
Tannery wastes, including leather dust, ash, sludges and flours	K140
Tarry residues arising from refining, distillation, and any pyrolytic treatment	J160
Tellurium and tellurium compounds	D250
Thallium and thallium compounds	D180
Triethylamine catalysts for setting foundry sands	M230
Tyres	T140
Vanadium compounds	D270
Waste containing peroxides other than hydrogen peroxide	E100
Waste from heat treatment and tempering operations that uses cyanides	A110
Waste from surface treatment of metals and plastics	A100
Waste from the manufacture, formulation or use of -	
• biocides and phytopharmaceuticals	H100
• inks, dyes, pigments, paints, lacquers and varnish	F100
• organic solvents	G160
• photographic chemicals or processing materials	T120
• resins, latex, plasticisers, glues and adhesives	F110
• wood-preserving chemicals	H170
Waste from the production and preparation of pharmaceutical products	R140
Waste of an explosive nature other than an explosive within the meaning of the <i>Explosives Act 1999</i>	E120
Wool scouring wastes	K190
Zinc compounds	D230

These codes are subject to change by the department.

## Appendix B – Disposal and Treatment Codes

**Table 1 – Disposal Codes**

Operations which do not lead to the possibility of resource recovery, recycling, reclamation, direct re-use or alternative uses.

Description	Disposal code
Disposal to a landfill	D1
Land farming	D2
Surface impoundment	D4
Biological treatment in a way not otherwise mentioned in this table	D8
Immobilisation or solidification	D9A
Physico-chemical treatment other than immobilisation or solidification	D9B
Incineration	D10
Permanent storage	D12
Blending or mixing before disposal in another way mentioned in this table	D13
Repackaging before disposal in another way mentioned in this table	D14
Storage before disposal in another way mentioned in this table	D15

These codes are subject to change by the department.

**Table 2 - Treatment Type Codes**

Operations which may lead to resource recovery, recycling, reclamation, direct re-use or alternative uses.

Description	Treatment code
Using waste as a fuel, other than by direct incineration	R1
Recycling or reclaiming a substance, other than a substance mentioned in items R6 to R8, if it is -	
• An organic substance used as a solvent	R2
• An organic substance not used as a solvent	R3
• A metal or metal compound other than a drum	R4
• An inorganic substance other than a metal or metal compound	R5
Recycling or reclaiming -	
• An acid or base	R6
• A component used for pollution abatement	R7
• A component from a catalyst	R8
Refining used oil or otherwise using previously used oil	R9
Using a residual trackable waste obtained from treatment in another way mentioned in this table	R11
Storage before treatment in another way mentioned in this table	R13
Recycling, reconditioning or laundering of drums	R14

These codes are subject to change by the department.

## Appendix C – Field format convention

The values used in the format column of the record definitions are listed in the table below. Formatting characters such as decimal points are specified using symbolic representation. For example, a number with a precision of two is to be represented by the format: N.NN.

Characters which are not enclosed in brackets signify a value which must be represented.

Where characters are repeated in succession, round brackets and a number may be used to indicate the repetition. For example, A(8) is equivalent to AAAAAAAAA.

Value	Valid character range
A	Alphabetic character set: contains the letters a-z and A-Z and may contain special characters**, but not numeric characters.
N	Numeric character set: contains whole and decimal numbers and may contain special characters, but not alphabetic characters.
X	Alphanumeric character set: contains alphabetic and numeric characters, and may contain blank characters.
D	A numeric character representing a number of days.
M	A numeric character representing a number of months.
Y	A numeric character representing a number of years.
{ }	The string within the curly brackets (braces) is optional in its entirety (e.g. X{XX} indicates 1 or 3 alphanumeric characters (i.e. X or XXX)).
[ ]	The string within the square brackets is optional in any ordered combination (e.g. [XXX] indicates 0, 1, 2 or 3 alphanumeric characters (i.e. blank, X, XX or XXX)).
( )	The character preceding the round brackets (parentheses) is repeated the number of times specified (e.g. X(9) indicates 9 alphanumeric characters).

\*\* A special character is a character which has a visual representation and is neither a letter, number ideogram or blank. For example, punctuation marks and mathematical symbols.

A blank is a character that represents an empty position in an alphanumeric character field e.g. space. A blank is conceptually different from a null value, which is defined as the absence of a stored value.