

# Waste tracking guideline

## Agents agreements

Under Queensland's Environmental Protection Regulation 2008 (the Regulation), waste handlers must submit waste tracking information to the Department of Environment and Heritage Protection (the department). To facilitate the supply of this information, 'third party' waste tracking systems may be developed by one of the waste handlers (i.e. Generator, Transporter or Receiver). The 'third party' approach integrates the collection of waste tracking information from both the generator and receiver, and can be used as a means of completing the task of verifying the required information prior to it being forwarded to the department. This arrangement is allowed under the 'Agent' provisions under s81U of the Regulation.

The department encourages waste handlers to develop agreements that suit their operational and business needs, as well as meeting waste tracking legislative requirements. Given the amount of regulated waste moved in Queensland each year and the number of waste generators, agreements utilised by the 'agent' are encouraged.

## Agents supplying information

For an 'agent' to supply the information to the department all waste handlers involved in the waste transaction need to enter into a written agreement with the 'agent'. The agreement must state that the 'agent' is aware of s81U(3) in the Regulation.

The 'agent' agrees to provide the information to the department. When providing this information the 'agent' will still include the actual Generator, Transporter and Receiver information on waste tracking documentation.

'Agents' can, for convenience, include the written agreement information in a contractual document(s) that is presented to and signed by the waste handlers—making it easier for the company to act as the 'agent' with all their customers whether regular or irregular

## Written agreement

Example of a written agreement.

We ABC Pty Ltd agree to act as the 'agent' for XYZ Pty Ltd for the supply of waste tracking information to the Department of Environment and Heritage Protection in accordance with s81U(3) of Environmental Protection Regulation 2008.	
Start date: _____	
End date: _____	
_____ Signed ABC Pty Ltd	_____ Dated
_____ Signed XYZ Pty Ltd	_____ Dated

As an 'agent' for one or more waste handlers, a copy of the written agreement must be kept at the registered place of business and made available for inspection by an authorised officer as defined under the Environmental Protection Act 1994. This agreement should be retained by the both the waste handler and the 'agent'. It does not need to be lodged with the department.

## More information

For more information visit the department's website [www.ehp.qld.gov.au](http://www.ehp.qld.gov.au), phone the department's Trackable Waste Regulation and Support Unit on (07) 3330 5677 or email [waste.track@ehp.qld.gov.au](mailto:waste.track@ehp.qld.gov.au).

### Disclaimer

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