Regulated waste tracking

Bulk upload data file specification

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1 Introduction

Under Queensland's environmental protection legislation, waste handlers 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 2E of the Environmental Protection Regulation 2008 (the Regulation). Waste generators, transporters and receivers all have waste tracking responsibilities. Collectively they are referred to as waste handlers.

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 the 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 2008 and other departmental business requirements. The publication and distribution of such changes will be the subject of the relevant business operations procedures.

2.2 CSV file format conventions

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

1. 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).

2. Fields will be separated or delimited by the comma character (ASCII/, =0x2C).
    Example: three fields
    Fred,21,Exercise

3. 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,

4. 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"

5. 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"

6. 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 "

7. 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, "Elvis ""The King"" Presley"

8. 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.

>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.

>Date:
>The date data type contains a specific day of time expressed in numeric form, and can include 'leading' characters if required, e.g. '01/01/2018' for the date 1st January 2018

>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. The file must contain one header record and may contain one or more of waste movement records. No footer record is required (as in previous versions) and should not be include.

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.

2.5 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 identifier is the 3 or 4 letter prefix of the waste handler or agent supplying the file. This identifier is issued by the department.
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 ABCE on 22/08/2018.

BUDF_ABCE_20180822.csv

2.5.1 Header/Footer 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 record has already been populated in the form provided.

The presence of a footer record is no longer supported in a bulk upload data file and is not to be included.

2.5.2 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. Waste movement records will begin on the line following a record (i.e. there are no empty lines).

2.5.3 Unique Identifier

A Unique Identifier is used for each waste movement record. The Unique Identifier is also known as the Waste Tracking Certificate number or the waste load number.

The Unique Identifier consist of two parts:

> The Prefix – consisting of 3 or 4 alphabets. This prefix is issued by the department upon approval of the waste handlers' Approval of Ways application.
> Example: 'ABC' or 'ABCD'
> The Movement Number – 7 digit number.
> Example: '0000001', '0100001
> The starting movement number is assigned by the department. For each subsequent waste movement record in the bulk upload file (and subsequent bulk upload files), the movement number is incremented by 1 providing sequential numbering of the waste movements in the bulk upload file.
> Example: '0000001'
>   '0000002'
>   '0000003'
>   '0000004'

Unique Identifier examples:

> 'ABC0000001', 'ABCD0000001'

Sequential numbering for each record example:

> 'ABC0000001'
> 'ABC0000002'
> 'ABC0000003'
> 'ABC0000004'

2.6 Bulk upload format specification

2.6.1 Data types

Type	Explanation
X	Alphanumeric Only, minimum 'n' Characters long, maximum 'm' Characters long.
XS	Any Printable Character, minimum 'n' Characters long, maximum 'm' Characters long.
N	Numeric only, minimum limit is 'n', maximum limit 'm'.
DE	Numeric only with decimals places, minimum limit is 'n', maximum limit 'm'.
A	Alphabet only, minimum 'n' Characters long, maximum 'm' Characters long.
D	Dates only in dd-mm-yyyy format

2.6.2 File format

The file (csv) format must adhere to the specification in the below table. Tables A to I referenced in the table can be found in the Appendix of this document.

Column Names	Type	Format	Min Length /Limit	Max Length/Limit	Permitted Values/Example
Unique Identifier	X	3A7N or 4A7N	10	11	* ABC1234567 * ABCE1234567
Generator Name	A		1	50	
Generator ABN/ACN	N		9	11	
Generator Street Number	X	L1-4X/U1-4X/1-5N (Level/Unit/Street No.)	1	15	Level & Unit are not mandatory. However if included, prefix L and U respectively, must be included and in the specified format & order. * L11/U1101/400 * L3/U2A/110 * U30/26 * U3B/60 * 40 * L15/500
Generator Street Name	A		1	50	
Generator Suburb	A		1	50	
Generator Postcode	N	4N	4	4	Must be exactly 4 digits
Generator Contact Name	A		1	50	
Generator Contact Number	N		10	10	Should be a valid Australian number with: First Char: Must start with Zero Second Char:

					Followed by 1 to 8
					Followed by any 8 digits
Generator Waste Collection Date	D	DD-MM-YYYY	10	10	
Generator LGA	A		1	50	TABLE F - LGA
Generator Waste Physical Nature	A		1	1	TABLE B - Waste Physical Nature
Generator Waste Code	X		1	4	TABLE D - Waste Code
Generator Waste Amount	DE	(5,2)	1	99999.99	
Generator Waste Volumetric Type	X		1	2	TABLE A - Waste Volumetric Type
Generator Dangerous Goods UN Class	N		1	2	TABLE G - Waste UN Class
Generator Dangerous Goods UN Number	DE	(1,1)	1	9.9	TABLE H -Waste UN Number
Generator Dangerous Goods Subsidiary Risk	XS		1	250	
Generator Dangerous Goods Num Packaging	DE	(5,2)	1	99999.99	
Generator Dangerous Goods Type Packaging	XS		0	20	
Generator Dangerous Goods Packaging Group	A		1	3	TABLE I - Waste Packaging Group
Transporter Name	A		1	50	
Transporter Contact Name	A		1	50	
Transporter Contact Number	N		10	10	Should be a valid Australian number with: First Char: Must

					start with Zero
					Second Char: Followed by 1 to 8
					Followed by any 8 digits
Transporter Street Number	X	L1-4X/U1-4X/1-5N (Level/Unit/Street No.)	1	15	Level & Unit are not mandatory. However if included, prefix L and U respectively, must be included and in the specified format & order. * L11/U1101/400 * L3/U2A/110 * U30/26 * U3B/60 * 40 * L15/500
Transporter Street Name	A		1	50	
Transporter Suburb	A		1	50	
Transporter Postcode	N	4N	4	4	
Transporter ABN/ACN	N		9	11	
Transporter EA Number	X		1	15	
Transporter Waste Collection Date	D	DD-MM-YYYY	10	10	
Transporter Vehicle 1 Number Plate	X		3	10	
Transporter Vehicle 1 Type	A		1	1	TABLE C - Vehicle Type
Transporter Vehicle 2 Number Plate	X		3	10	
Transporter	A		1	1	TABLE C -

Vehicle 2 Type					Vehicle Type
Transporter Waste Discrepancy	XS		0	225	
Receiver EA Number	X		1	15	
Receiver Name	A		1	50	
Receiver Contact Name	A		1	50	
Receiver Contact Number	N		10	10	Should be a valid Australian number with: First Char: Must start with Zero Second Char: Followed by 1 to 8 Followed by any 8 digits
Receiver Street Number	X	L1-4X/U1-4X/1-5N (Level/Unit/Street No.)	1	15	Level & Unit are not mandatory. However if included, prefix L and U respectively, must be included and in the specified format & order. * L11/U1101/400 * L3/U2A/110 * U30/26 * U3B/60 * 40 * L15/500
Receiver Street Name	A		1	50	
Receiver Suburb	A		1	50	
Receiver Postcode	N	4N	4	4	
Receiver ABN/ACN	N		9	11	
Receiver Waste	D	DD-MM-YYYY	10	10	

Received Date					
Receiver Waste Disposal Treatment Type	X		1	4	TABLE E - Waste Disposal or Treatment
Receiver Waste Physical Nature	A		1	1	TABLE B - Waste Physical Nature
Receiver Waste Code	X		1	4	TABLE D - Waste Code
Receiver Waste Amount	DE	(5,2)	1	99999.99	
Receiver Waste Volumetric Type	X		1	2	TABLE A - Waste Volumetric Type
Receiver Waste Discrepancy	XS		0	225	

3 Lodgement of Bulk Upload Data File

Lodgement of bulked data upload files is undertaken through the Connect portal. Connect can be accessed from www.qld.gov.au/environmentconnect. Below is a screen shot of the Connect upload page.

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.ehp.qld.gov.au/connect. You can also contact the department on 1300 130 372 (option 4) 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 81I(3), 81J(4) and 81K(4) of the Environmental Protection Regulation 2008.

4 Appendix

4.1 TABLE A – Waste Volumetric Type

Permitted Value	Description
L	Litres
Kg	Kilograms
M3	Cubic Meters

4.2 TABLE B – Waste Physical Nature

Permitted Value	Description
S	Solid
L	Liquid
G	Gas
P	Paste

4.3 TABLE C – Vehicle Type

Permitted Value	Description
V	Vehicle
T	Trailer

4.4 TABLE D – Waste Code

Permitted Value	Description
A100	Waste resulting from surface treatment of metals and plastics
A110	Waste from heat treatment and tempering operations that uses cyanides
A130	Cyanides (inorganic)
B100	Acidic solutions or acids in solid form

Permitted Value	Description
C100	Basic solutions or bases in solid form
D100	Metal Carbonyls
D110	Inorganic fluorine compounds excluding calcium fluoride
D120	Mercury; mercury compounds
D130	Arsenic; arsenic compounds
D140	Chromium compounds (hexavalent and trivalent)
D150	Cadmium; cadmium compounds
D160	Beryllium; beryllium compounds
D170	Antimony; antimony compounds
D180	Thallium; thallium compounds
D190	Copper compounds
D210	Nickel compounds
D220	Lead; lead compounds
D230	Zinc compounds
D240	Selenium; selenium compounds
D250	Tellurium; tellurium compounds
D270	Vanadium compounds
D290	Barium compounds (excluding barium sulphate)
D300	Non-toxic salts
D310	Boron compounds
D330	Inorganic sulfides
D340	Perchlorates
D350	Chlorates
D360	Phosphorus compounds excluding mineral phosphates
E100	Waste containing peroxides other than hydrogen peroxide
E120	Explosives
F100	Waste from the production, formulation and use of inks, dyes, pigments, paints, lacquers and varnish
F110	Waste from the production, formulation and use of resins, laytex, plasticisers, glues and adhesives

Permitted Value	Description
G100	Ethers
G110	Organic solvents excluding halogenated solvents
G150	Halogenated organic solvents
G160	Waste from the production, formulation and use organic solvents
G180	Organic solvents, solvent residues n.o.s.
H100	Waste from the production, formulation and use of biocides and phytopharmaceuticals
H110	Organic phosphorous compounds
H170	Waste from the manufacture, formulation and use of wool-preserving chemicals
J100	Waste mineral oils unfit for their original intended use
J120	Waste oils/water, hydrocarbons/water mixtures or emulsions
J160	Waste tarry residues arising from refining, distillation, and any pyrolytic treatment
K100	Animal effluent and residues (abattoir effluent, poultry and fish processing wastes)
K110	Grease Trap Waste
K130	Sewage sludge and residues including nightsoil and septic tank sludge
K140	Tannery wastes (including leather dust, ash, sludges and flours)
K190	Wool scouring wastes
K200	Food Processing Wastes
M100	Material containing polychlorinated biphenyls (PCBs), polychlorinated napthalenes (PCNs), polychlorinated terphenyls (PCTs) and/or polybrominated biphenyls (PBBs)
M150	Phenols; phenol compounds including chlorophenols
M160	Halogenated compounds n.o.s. (liquid)
M170	Polychlorinated dibenzo-furan (any cogener)
M180	Polychlorinated dibenzo-p-dioxin (any congener)
M210	Cyanides (organic)
M220	Isocyanates compounds
M230	Triethylamine catalysts for setting foundry sands
M250	Surface active agents (surfactants), containing principally organic constituents and which may contain metals and inorganic materials
M260	Highly odorous organic chemicals (including mercaptans and acrylates)

Permitted Value	Description
N140	Fire Debris and fire washwaters
N150	Fly ash
N160	Encapsulated, chemically-fixed, solidified or polymerised wastes
N190	Filter Cake
N205	Residue from industrial waste treatment/disposal options
N220	Asbestos
R100	Clinical and related wastes
R120	Waste pharmaceuticals, drugs and medicines
R140	Waste from the production and preparation of pharmaceutical products
T100	Waste chemicals arising from research and development or teaching activities including those which are not identified and/or are new and whose effects on human health and/or the environment are not known
T120	Waste from the production, formulation and use of photographic chemicals and processing materials
T140	Tyres

4.5 TABLE E – Waste Disposal or Treatment

Permitted Value	Description
D1	Disposal to a landfill
D10	Incineration
D13	Blending or mixing before disposal in another way mentioned in this table
D15	Storage before disposal in another way mentioned in this table
D2	Land farming
D4	Surface impoundment
D5	Specifically engineered landfill
D8	Biological treatment in a way not otherwise mentioned in this table
D9A	Immobilisation or solidification
D9B	Physico/chemical treatment other than immobilisation of solidification
R2	Recycling or reclaiming a substance, other than a substance mentioned in items R06 to R08, if it is: An organic substance used as a solvent

Permitted Value	Description
R3	Recycling or reclaiming a substance, other than a substance mentioned in items R06 to R08, if it is: An organic substance not used as a solvent
R4	Recycling or reclaiming a substance, other than a substance mentioned in items R06 to R08, if it is: A metal or metal compound other than a drum
R5	Recycling or reclaiming a substance, other than a substance mentioned in items R06 to R08, if it is: An inorganic substance other than a metal or metal compound
R9	Refining used oil or otherwise using previously used oil
D12	Permanent storage
D14	Repackaging before disposal in another way mentioned in this table
R1	Using waste as a fuel, other than by direct incineration
R6	Recycling or reclaiming: An acid or base
R7	Recycling or reclaiming: A component used for pollution abatement
R8	Recycling or reclaiming: A component from a catalyst
R11	Using a residual trackable waste obtained from treatment in another way mentioned in this table
R13	Storage before treatment in another way mentioned in this table
R14	Recycling, reconditioning or laundering of drums

4.6 TABLE F – Local Government Area (LGA)

Permitted Value	Permitted Value	Permitted Value
Aurukun	Cloncurry Shire Council	Lockhart River
Balonne	Cook	Lockyer Valley
Banana	Cook Shire Council	Logan
Banana Shire Council	Croydon	Longreach
Barcaldine	Croydon Shire Council	Mackay
Barcoo	Diamantina	Mapoon
Blackall Tambo	Diamantina Shire Council	Maranoa
Boulia	Doomadgee	Mareeba
Boulia Shire Council	Douglas	Mareeba Shire Council
Brisbane	Etheridge	McKinlay
Bulloo	Etheridge Shire Council	Moreton Bay
Bundaberg	Flinders	Mornington
Burdekin	Fraser Coast	Mount Isa
Burdekin Shire Council	Gladstone	Mount Isa City
Burke	Gladstone Regional Council	Murweh
Burke Shire Council	Gold Coast	Napranum
Cairns	Goondiwindi	Noosa
Carpentaria	Gympie	North Burnett
Cassowary Coast	Gympie Regional Council	North Burnett Regional Council
Central Highlands	Hinchinbrook	Northern Peninsula Area
Central Highlands Regional Council	Hope Vale	Palm Island
Charters Towers	Ipswich	Paroo
Charters Towers Regional Council	Isaac	Pormpuraaw
	Isaac Regional Council	Quilpie
Cherbourg	Kowanyama	Redland
Cloncurry	Livingstone	Richmond

Permitted Value
Rockhampton
Scenic Rim
Somerset
South Burnett
Southern Downs
Sunshine Coast

Permitted Value
Tablelands
Toowoomba
Torres
Torres Strait Island
Townsville
Weipa

Permitted Value
Western Downs
Whitsunday
Winton
Woorabinda
Wujal Wujal
Yarrabah

4.7 TABLE G – Waste UN Class

Permitted Value	Description
1	Explosives
2	Gases
3	Flammable liquids (and Combustible liquids [U.S.])
4	Flammable solids; Spontaneously combustible materials; and Dangerous when wet materials/Water-reactive substances
5	Oxidizing substances and Organic peroxides
6	Toxic (poisonous) substances and Infectious substances
7	Radioactive materials
8	Corrosive substances
9	Miscellaneous hazardous materials/Products, Substances, or Organisms

4.8 TABLE H – Waste UN Number

Permitted Value	Description
1.1	Explosives with a mass explosion hazard
1.2	Explosives with a projection hazard
1.3	Explosives with predominantly a fire hazard
1.4	Explosives with no significant blast hazard
1.5	Very intensive explosives with a mass explosion hazard
1.6	Extremely insensitive articles
2.1	Flammable gases
2.2	Non-flammable, non-toxic (non-poisonous) gases
2.3	Toxic (poisonous) gases
4.1	Flammable solids
4.2	Spontaneously combustible materials
4.3	Water-reactive substances/Dangerous when wet materials
5.1	Oxidizing substances
5.2	Organic peroxides

6.1	Toxic (poisonous) substances
6.2	Infections substances

4.9 TABLE I – Waste Packaging Group

Permitted Value	Description
I	High Risk
II	Medium Risk
III	Low Risk