

Guideline

Waste tracking

Waste tracking guideline

Overview of managing waste tracking in Queensland.

Background

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).

The waste tracking system enables the department to track waste from its source to the place of storage, recycling, treatment or disposal. Waste tracking ensures all parties involved with managing the waste take a responsible attitude towards waste management and that the waste is transported and managed appropriately to prevent illegal waste dumping which could cause or has the potential to cause environmental harm.

There are a number of options for how waste tracking information can be given to the department. For each load of trackable waste (i.e. a single movement), a paper Waste Transport Certificate (WTC) can be used. For online submissions, the department's digital platform Connect can be utilised. Single WTCs and multiple waste movements, as a bulk upload, are available on Connect. You must first register as a customer on Connect. Lastly, it can be submitted in another way, approved under section 81W of the regulation.

Definitions

Prescribed Information – means the information stated in schedule 2F of the regulation, which a waste handler must record or give to another waste handler or to the department. This requirement is met by correctly completing the relevant part(s) of the Waste Transport Certificate.

Regulated Waste – is defined in s65 of the regulation and is commercial or industrial waste, whether or not it has been immobilised or treated; and is of a type, or contains a constituent of a type, mentioned in schedule 7 part 1 of the Regulation and includes for an element—any chemical compound containing the element; and anything that contains residues of the waste.

Trackable Waste – A regulated waste of a type mentioned in Schedule 2E of the regulation to which the waste tracking provisions of the regulation apply.

Waste - Defined as in s13 of the *Environmental Protection Act 1994* and includes anything other than a resource approved under Chapter 8 of the *Waste Reduction and Recycling Act 2011* that is:

- left over, or an unwanted by-product, from an industrial, commercial, domestic or other activity; or
- surplus to the industrial, commercial, domestic or other activity generating the waste.

Waste can be a gas, liquid, solid or energy, or a combination of any of them. A thing can be waste whether or not it is of value.

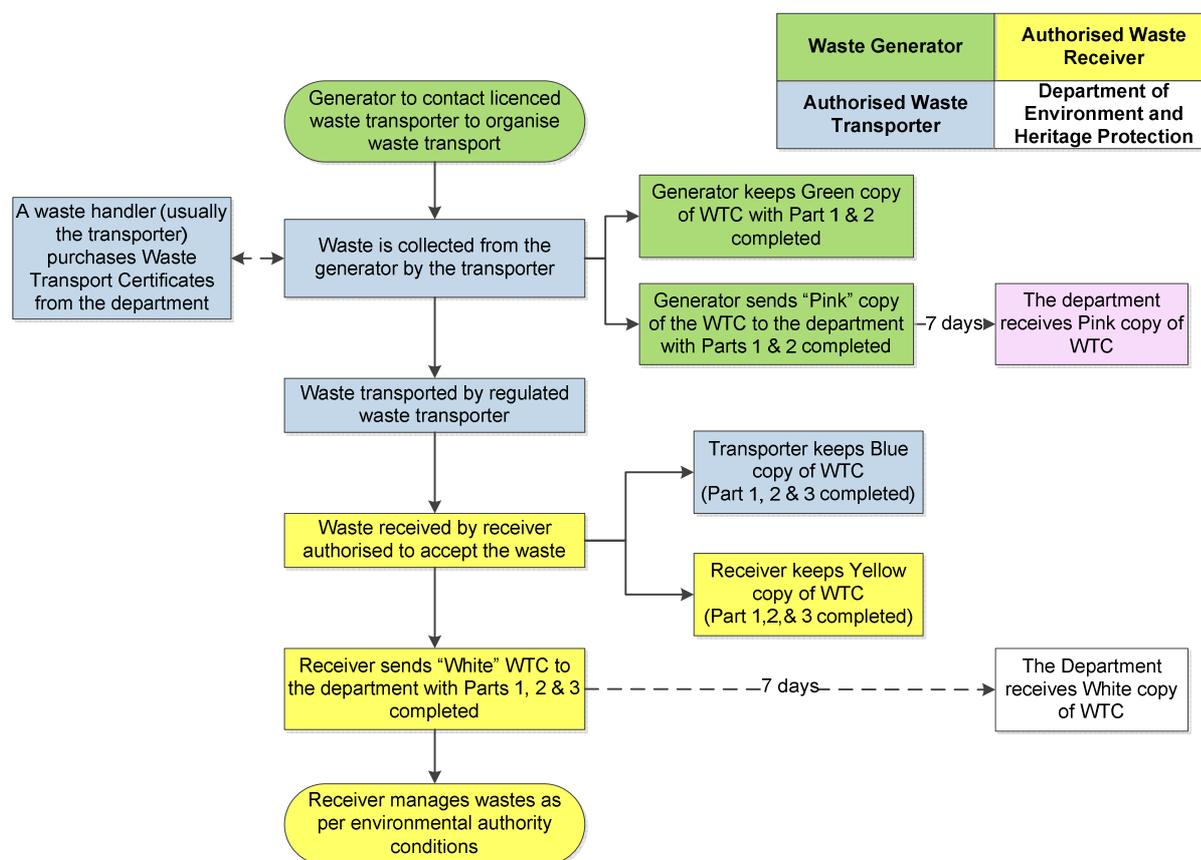
Waste Generator - A generator is a commercial or industrial organisation which produces or stores trackable waste and arranges for this waste to be sent for storage, recycling, treatment or disposal at another location via an authorised transporter.

Waste Receiver - A receiver is any person operating a facility that receives trackable waste for recycling, treatment, storage or disposal. Sometimes interstate facilities will be used that are licensed by the relevant State or Territory authorities.

Waste Transporter - A transporter is anyone who transports the trackable waste from its place of production or storage to another location. Transportation includes, but is not limited to, truck, tanker, trailer and semitrailer, train, boat or aircraft.

Waste Handlers - Generators, transporters and receivers all have waste tracking responsibilities. Collectively they are referred to as waste handlers.

Waste tracking process overview (based on paper waste tracking certificates)



Obligations

This section provides an overview of obligations of Waste Handlers in relation to Waste Tracking.

Waste Generator

- record the prescribed information about the waste
- give the prescribed information to the waste transporter
- for paper waste tracking certificate submissions:
 - give the pink copy of the WTC with parts 1 and 2 completed to DES
 - keep records of the waste transaction for a minimum of 5 years (green copy of the WTC with parts 1 and 2 completed)
- for online single waste tracking certificates:
 - Connect will store the prescribed information for the waste tracking movement which you will be able to access anytime (under your customer account)
- for bulk uploads submissions (either through Connect or under an Approval of Ways)
 - 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

- notify the department of any discrepancies associated with the transaction.

Note: A generator must give trackable waste only to authorised waste transporters.

Waste Transporter

- for paper waste tracking certificate submissions:
 - give the pink and green copies of the WTC to the waste generator
 - carry the WTC (white, blue and yellow copies) with parts 1 and 2 completed with the load
 - give the white and yellow copies of the WTC to the waste receiver
 - keep records of the waste transport for a minimum of 5 years (blue copy of WTC with all parts completed)
- for online single waste tracking certificates:
 - be able to access the prescribed information help within Connect while transporting the load
 - give the unique identifier for the waste movement to the waste receiver
 - Connect will store the prescribed information for the waste tracking movement which you will be able to access anytime (under your customer account)
- for bulk uploads submissions (either through Connect or under an Approval of Ways):
 - 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
- notify the department of any discrepancies associated with the transaction.

Waste Receiver

- record the prescribed information about the waste
- for paper waste tracking certificate submissions:
 - give the white copy of the WTC with parts 1, 2 and 3 completed to DES
 - keep records of the waste transaction for a minimum of 5 years (yellow copy of the WTC with parts 1, 2 and 3 completed)
- for online single waste tracking certificates:
 - Connect will store the prescribed information for the waste tracking movement which you will be able to access anytime (under your customer account)
- for bulk uploads submissions (either through Connect or under an Approval of Ways):
 - 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
- notify the department of any discrepancies associated with the transaction.

Agents (s81U of the regulation)

The waste generator, transporter or receiver may appoint an agent to act on their behalf to meet the waste tracking provisions. It is a defence to a charge of contravening the waste tracking provisions for the waste handler to show that the waste handler entered the agreement with the agent and the contravention was directly caused by a failure of the agent to do something in compliance with the agreement. A separate Agents Agreement guideline is available online from the department web site (www.ehp.qld.gov.au).

Exemptions

There are circumstances where the waste tracking provision do not apply. Such circumstances are detailed in section 81C of the regulation and include:

- non-commercial transportation of less than 250 kg of trackable waste;
- if waste is transported in a pipeline;
- if given an exemption by the department;
- the transportation of trackable waste in a container if:
 - the amount of trackable waste is not more than five percent of the capacity of the container
 - the container is being transported to a place to be refilled with the same substance as the waste, without first undergoing any process other than the refilling

- the transportation of power station fly ash to a place for use in the treatment of waste in a way that involves combining the waste with the ash
- transportation of trackable waste to a registered laboratory for analysis
- transportation of trackable waste to a place to be used as stock food
- transportation of trackable waste to a farm for use as a soil conditioner or fertiliser.

Waste tracking for interstate transport

Interstate transport of trackable waste is subject to the provisions of the *National Environment Protection (Movement of Controlled Waste between States and Territories) Measure 1998*, which have been included in the regulation. Procedures developed by the various states and territories require completion of an interstate waste transport certificate, available from the administering authority in the state or territory where the waste originates.

Prior to transportation a consignment number is required. The consignment number is to be obtained from the relevant agency or its delegate in the destination state or territory. For waste being transported into Queensland, the consignment number is part of the information which must be carried with the load of waste and subsequently given to the waste receiver and provided to the department on the completed waste transport certificate.

A separate Consignment Authority guideline is available online from the department web site (www.ehp.qld.gov.au).

Alternative waste tracking systems

Waste Handlers may apply to the department under **s81W** of the regulation for an alternative way of providing waste tracking information. An example of an alternative way of providing information is the approved use of electronic systems for capturing waste tracking information.

Connect

Waste handlers are encouraged to utilise the department's digital platform, Connect, for the submission of waste tracking information. This is for intrastate waste movements, and provides the ability to submit your data electronically. A customer account is required to be set up before you can commence submitting waste tracking information online.

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.

Responsibilities of the department

By matching the information sent by the waste generator and the waste receiver, the department can track the waste journey and identify which wastes have been disposed of inappropriately. The department can also check that the transporter and receiving facility are appropriately licensed. Where the information does not match, the department will ascertain the reason and investigate what action, if any, should be taken under the legislation.

Penalties

The regulation allows for penalties of up to 20 penalty units to be imposed if waste tracking information is not recorded, retained or provided to the department as required or if trackable waste is given to an unauthorised transporter. Penalties can be imposed through on-the-spot fines or may involve prosecution. There are also significant penalties under the *Environmental Protection Act 1994* for providing false or misleading documents to the department and for transporting a regulated waste without the appropriate authority.

Where can I find more information?

The department has a variety of general information available on its website www.ehp.qld.gov.au/connect and at <https://www.business.qld.gov.au/>, which helps explain the provisions of the legislation. Advice on aspects of this guideline or other matters on the generation, transportation and receipt of trackable wastes may be obtained from the department's Waste Tracking Unit on (07) 3330 5677 or email waste.track@des.qld.gov.au.

Disclaimer

While this document has been prepared with care it contains general information and does not profess to offer legal, professional or commercial advice. The Queensland Government accepts no liability for any external decisions or actions taken on the basis of this document. Persons external to the Department of Environment and Science should satisfy themselves independently and by consulting their own professional advisors before embarking on any proposed course of action.

Version history

Version	Effective date	Description of changes
1.00	01 09 2014	Initial version.
2.00	01 09 2016	Updated content for introduction of online system.
2.01	01 07 2018	Updated fees