

# Guideline

## Waste Tracking

### Agents Agreements

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Under Queensland's Environmental Protection Regulation 2019 (the Regulation) waste handlers are required to submit waste tracking information to the Department of Environment and Science (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 s90 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.

#### Agent's 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 s90 (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.

As an 'agent' for one or more waste handlers, a copy of the written agreement is required to 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' and does not need to be lodged with the department.

An example of a written agreement is set out below.



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 Science in accordance with s90(3) of Environmental Protection Regulation 2019.

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

\_\_\_\_\_  
Signed ABC Pty Ltd

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Signed XYZ Pty Ltd

\_\_\_\_\_  
Dated

### **More information**

For more information visit the department's website [www.des.qld.gov.au](http://www.des.qld.gov.au), phone the department's Waste Tracking unit on (07) 3330 5677 or email [waste.track@des.qld.gov.au](mailto:waste.track@des.qld.gov.au).

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