

Waste tracking guideline

Completing waste transport certificates

Under Queensland's environmental protection legislation, waste handlers¹ 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 waste transport certificates. Guidance on correctly completing the intrastate waste transport certificates is also provided on the inside cover of the waste transport certificate book.

General requirements for completing the waste transport certificates

- Print in CAPITAL LETTERS from left hand side
- Do not write outside the designated boxes
- Do not tear unique certificate number—transpose onto certificate if torn
- Ensure that all appropriate parts of the certificate are completed
- Use black or blue point pen only
- Do not fold or staple waste transport certificate
- The prescribed time for giving waste transport certificates to the department is seven days.

Details to be entered into Part 1 of the waste transport certificate

The person completing the form must be familiar with the waste and its hazards and be authorised on behalf of the waste generator.

Section	Details
Waste Details	
Description of waste	General description of the waste.
UN Class/Sub Risk/UN number	From Dangerous Goods Code (where applicable).
Bulk/no. of packages	Whether the waste is transported in bulk, or number of packages.
Type of packaging	Whether drums, pallets, etc.
Packaging group	From Dangerous Goods Code (where applicable).
Amount of waste	This can be an estimate and must never be blank.
Litres, cubic metres, kilograms	Select appropriate volume unit.
Physical nature	Solids (S), Liquids (L), Paste (P), Gas (G).
Waste code	See Appendix 1 – Waste Category and Code.
Waste Generator Details	
Name of waste generator	The person/company generating the waste.
Address/postcode	Site address where waste is held, or other agreed identifiable location where site address is not available.
Name of contact/phone	Refers to an authorised representative of the generator and phone number.
Environmental Authority No.	Environmental Authority number (<i>if held</i>).

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

Generator ABN / ACN	Enter generator ABN or CAN <i>(if applicable)</i> .
Proposed Receiver Details	
Nominated receiving facility	Name of facility specified to the transporter as the receiver of waste.
Transporter Details	
Name of transporter	Person/company transporting the waste.
Address of transporter	Registered business address of transporter.
ABN / ACN of Transporter	Enter transporter ABN or ACN.
Mode of transport	Road, rail, air or sea.
Vehicle registration number	From the certificate of registration of the motor vehicle. There is room provided for a trailer registration number.
Environmental Authority number	The department's Environmental Authority number that allows transporter to move waste specified in Part 1.
Generator Representative	
Name & position/signature/date	Refers to an authorised representative of the generator.

Details to be entered into part 2 of the waste transport certificate

The person (usually the driver) completing the form must be familiar with the waste and its hazards and be authorised by the transport company. Trackable waste can only be transported to an appropriate receiving facility.

Section	Details
Name/signature/date/phone number	This refers to the driver of the vehicle and a contact phone number and date.

Details to be entered into part 3 of the waste transport certificate

The person completing the document must be familiar with the waste and its hazards and be authorised on behalf of the receiving facility.

Section	Details
Name of receiving facility	Person/company receiving the waste.
Address	Site address.
Disposal/treatment code	See Appendix 2 - Disposal and Treatment Type Codes.
Waste code	See Appendix 1 – Waste Category and Code.
Discrepancy	If there is a discrepancy in the information provided, indicate via tick boxes.
Environmental Authority Number	Environmental Authority number under which the receiver is authorised to receive waste specified in Part 1.
Amount of waste	The amount received must never be left blank.
Litres, cubic metres, kilograms	Select appropriate volume unit.
ABN / ACN	Enter company ABN or ACN
Name/signature/date/phone	An authorised representative of the receiver, contact phone number and date.

Distribution of copies of waste transport certificates

The colour differentiated copies of the WTCs will be distributed as follows:

Green copy	Waste generator (Parts 1 and 2 completed)
Pink copy	Submitted to the department by the waste generator (Parts 1 and 2 completed)
Blue copy	Transporter (Parts 1, 2 and 3 completed)
Yellow copy	Receiver (Parts 1, 2 and 3 completed)
White copy	Submitted to the department by the waste receiver (Parts 1, 2 and 3 completed)

Purchasing certificates

Waste transport certificates are purchased from the department in books of 50 certificates (see Appendix 3 for an example). Interstate waste transport certificates (used for interstate movements originating in Queensland) are available in lots of 10 certificates (see Appendix 4 for an example).

Payments can be made online by credit card at www.des.qld.gov.au or by phone on (07) 3330 5677.

Where to send certificates

Once the required details have been completed, waste transport certificates (pink copy and white copy) are to be sent within seven days to:

Waste Tracking Unit
Department of Environment and Science
GPO Box 2454
Brisbane QLD 4001

Appendix

- Appendix 1 – Waste Category and Code
- Appendix 2—Disposal and Treatment Type Codes
- Appendix 3—Example of a Waste Transport Certificate (Current Certificate)
- Appendix 4—Example of an Interstate Waste Transport Certificate (Current Certificate)

More Information

For more information, visit the department's website www.des.qld.gov.au, phone the 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.

Appendix 1—Waste Category 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
Residues from industrial waste treatment/disposal operations	N205
Selenium and selenium compounds	D240

Waste description	Waste code
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

Appendix 2—Disposal and Treatment Type Codes

Part 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

Part 2—Treatment 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 -	
<ul style="list-style-type: none"> An organic substance used as a solvent 	R2
<ul style="list-style-type: none"> An organic substance not used as a solvent 	R3
<ul style="list-style-type: none"> A metal or metal compound other than a drum 	R4
<ul style="list-style-type: none"> An inorganic substance other than a metal or metal compound 	R5
Recycling or reclaiming -	
<ul style="list-style-type: none"> An acid or base 	R6
<ul style="list-style-type: none"> A component used for pollution abatement 	R7
<ul style="list-style-type: none"> 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

Appendix 3—Example of a Waste Transport Certificate (Current Certificate)

 Waste Transport Certificate	CERTIFICATE EXAMPLE DO NOT USE
Part 1 This section is to be completed by the Generator or Storer of waste	<p>Name, Description and Chemical Composition of the Waste</p> <p>U.N. Class Subsd Risk U.N. Number Bulk/No of Packaging Type of Packaging Packaging Grp</p> <p>Amount of Waste Physical Nature Waste Code No</p> <p>Name of Waste Generator</p> <p>Address where waste was generated</p> <p>Contact Name Phone No. ABN/ACN</p> <p>Environmental Authority No. (if applicable) Local Government Area</p> <p>Nominated Disposal/Treatment/Storage Facility</p> <p>Name of Transporter Company</p> <p>Address</p> <p>Vehicle No. 1 Rego. No. Vehicle No./Trailer Rego. No. ABN/ACN</p> <p>Environmental Authority No. Environmental Authority No. Mode of Transport: Road <input type="checkbox"/> Rail <input type="checkbox"/> Air <input type="checkbox"/> Sea <input type="checkbox"/></p> <p>I declare that to the best of my knowledge and belief the above information is true and correct (Name and Position)</p> <p>Signature Date</p>
Part 2 To be completed by the Waste Transporter	<p>I acknowledge the receipt of the waste described in part 1. Discrepancy: Waste type <input type="checkbox"/> Volume received <input type="checkbox"/> Other <input type="checkbox"/></p> <p>If applicable I am acting as an agent for: Generator <input type="checkbox"/> Receiver <input type="checkbox"/></p> <p>Name Phone No.</p> <p>Signature Date</p>
Part 3 To be completed by the Facility Receiving Waste	<p>Name of Receiving Facility</p> <p>Address</p> <p>Disposal/Treatment code Physical Nature Waste Code No</p> <p>ABN/ACN Environmental Authority No.</p> <p>If applicable I am acting as an agent for the Generator <input type="checkbox"/></p> <p>I acknowledge the receipt of the waste described in part 1. (Name and Position)</p> <p>Signature Date</p> <p>Amount of Waste Litres <input type="checkbox"/> Cubic Metres <input type="checkbox"/> Kilograms <input type="checkbox"/></p> <p>Discrepancy: Waste type <input type="checkbox"/> Volume received <input type="checkbox"/> Transporter details <input type="checkbox"/> Other <input type="checkbox"/></p>
<p>WHITE COPY - TO BE FORWARDED TO EHP BY RECEIVER PINK COPY - TO BE FORWARDED TO EHP WITH PARTS 1 & 2 COMPLETED BY THE PERSON WHO COMPLETED PART 1 GREEN COPY - TO BE RETAINED BY THE PERSON/COMPANY WHO COMPLETED PART 1 YELLOW COPY - TO BE RETAINED BY THE PERSON/COMPANY WHO COMPLETED PART 3 BLUE COPY - TO BE RETAINED BY THE WASTE TRANSPORTER</p> <p style="text-align: right;">W 0838322792</p> <p>PLEASE FORWARD EHP COPIES (WITHIN 7 DAYS) TO WASTE TRACKING, GPO BOX 2454, BRISBANE, QLD 4001 Pollution Hotline No. 1300 130 370</p>	

