

Guideline

Waste Tracking

Overview of managing waste tracking in Queensland

Version history

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1 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 11 of the Environmental Protection Regulation 2019 (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 act responsibly 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 form 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 Online Services can be utilised. Single WTC's and multiple waste movements, as a bulk upload, are available on Online Services. You must first register as a customer on Online Services. Lastly, it can be submitted in another way, approved under section 92 of the regulation.

2 Definitions

2.1 Prescribed Information

Prescribed Information means the information stated in schedule 12 of the regulation, which a waste handler must record or give to another waste hander or to the department. This requirement is met by correctly completing the relevant part(s) of the Waste Transport Certificate.

2.2 Regulated Waste

Regulated Waste is defined in s42 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 9 part 3 of the Regulation and includes for an element—any chemical compound containing the element; and anything that contains residues of the waste.

2.3 Trackable Waste

Trackable Waste is a regulated waste of a type mentioned in Schedule 11 of the regulation to which the waste tracking provisions of the regulation apply.

2.4 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.

2.5 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.

2.6 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.

2.7 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.

2.8 Waste Handlers

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

3 Obligations

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

3.1 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 the Department
 - 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:
 - Online Services 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 Online Services 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.

3.2 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 Online Services while transporting the load
 - give the unique identifier for the waste movement to the waste receiver
 - Online Services 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 Online Services 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.

3.3 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 the Department
 - 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:
 - Online Services 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 Online Services 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.

3.4 Agents (s90 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.des.qld.gov.au).

4 Exemptions

There are circumstances where the waste tracking provision do not apply where an exemption is approved under s94 of the regulation.

5 Alternate Waste Tracking Systems

Waste Handlers may apply to the department under s92 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.

6 Online Services

Waste handlers are encouraged to utilise the department's digital platform, Online Services, 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.des.qld.gov.au/onlineservices. You can also contact the department on 1300 130 372 (option 6) for assistance.

7 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.

8 Penalties

The regulation allows for penalties of up to 20 penalty units¹ 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.

9 Further information

Further information and advice on waste management and reuse can be obtained by:

- a) visiting the department's website at www.des.qld.gov.au
- b) contacting or emailing the department's Waste Tracking and Contaminated Land unit on 07 3330 5677 or at waste.track@des.qld.gov.au
- c) reading the legislation. Electronic copies of Queensland legislation may be accessed from the Office of the Queensland Parliamentary Counsel website link www.legislation.qld.gov.au/OQPChome.htm.

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Enquiries:

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