

Waste Monitoring Program

OEMP – 010 App F

WASTE MONITORING PROGRAM (OEMP-010)

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12 February 2018 01 Environment Manager

THIS REVISION

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1. INTRODUCTION

The Kembla Grange facility is a resource recovery site for materials that are mostly derived from construction and demolition waste. Waste is received on site, separated into individual material waste streams and sent off site for recycling, reuse or disposal.

Wollongong Recycling (NSW) Pty Ltd (WRPL) receives waste materials via bulk and skip and hook bin deliveries. Smaller volumes of waste are also accepted on site usually delivered in utilities, vans and trailers. Because the nature of incoming material is variable all loads are inspected prior to tipping to ensure materials being tipped on site are able to be accepted and processed and will not cause harm to the environment or persons on site.

The on-site processing of materials includes sorting, screening and crushing of material for the purpose of reuse. The site recovers materials that include for example ferrous and non ferrous metals, concrete brick, tile and aggregate, soils, plasterboard, paper and cardboard, wood waste and green waste. Other materials may be sorted for further processing at another site or for disposal at landfill.

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2. SCOPE

This document provides guidance on the operational phase of the development associated with management of incoming and outgoing waste material and the requirements associated with management and monitoring of the material from the time that it enters the site through to lawful recycling reuse or disposal of the material.

3. ROLES AND RESPONSIBILITIES

Table 1 Roles and Responsibilities

Role	Responsibilities
Environment Manager	<ul style="list-style-type: none"> ● Review waste acceptance processes where process is deemed inadequate or a non-compliance is discovered ● Review the waste acceptance process every twelve months ● Ensure appropriate training is provided to all workers in roles associated with waste acceptance, waste inspection, traffic control, site supervision and other roles as identified
Site Supervisor	<ul style="list-style-type: none"> ● Communicate, consult and supervise workers involved in the activities outlined in this document. ● Regularly monitor and review the effectiveness of controls for accepting waste. ● Report any incidents related to asbestos and ACM to the Operations Manager. ● Maintain a database containing the details of each load of waste inspected and inspected or rejected ● Maintain a Rejected Load Register which must record details of each load of waste rejected. ● Develop and implement a training schedule for waste management in accordance with the requirements of this document. ● Provide advice, procedures, tools and templates to support systematic identification and management of waste. ● Complete workplace monitoring activities to verify that hazard identification and WHS risk management processes are being implemented and are effective. ● Maintain a database for waste tracking documentation. ● Provide advice on the correct disposal and management of environmental risks associated with waste management
Workers	<ul style="list-style-type: none"> ● Comply with the requirements of this document. ● If there is any uncertainty around the acceptance of a particular waste, seek assistance from the Site Supervisor. ● Report any incidents related to asbestos to the Site Supervisor or Manager and/or Operations Manager.

4. SITE DESCRIPTION AND OPERATIONS

The facility is located on 50 Wyllie Road Kembla Grange NSW (Lot 10 in DP878167), 12 km south of Wollongong (see Figure 1). The site is located within the Wollongong City Council Municipality.

Surrounding properties are zoned as recreation (RE2 and RE1), light industrial (IN2) and environment conservation (E2). The upgrade of the Resource Recovery Facility is proposed to occur at the southwestern portion of the site. This development area is currently zoned as light industrial (IN2).

Figure 1: 50 Wyllie Road Kembla Grange



5. STANDARDS FOR MANAGING CONSTRUCTION WASTE IN NSW

The NSW Government implemented substantial reforms to modernise the NSW waste industry with the introduction of the *Protection of the Environment (Waste) Regulation 2014* (Waste Regulation).

The 2014 reforms were designed to achieve the objectives of the *Protection of the Environment Operations Act 1997* (POEO Act), including to protect the environment and reduce risks to human health in New South Wales. The reforms also aimed at providing a level playing field for waste operators, minimise illegal dumping and minimise activities that distorted the market, including excessive stockpiling.

The 2014 reforms led to significant improvements in the operation of most waste facilities and improved ability for the EPA to efficiently regulate waste facilities. Despite this, based on numerous investigations, industry feedback and data analysis, the EPA has become aware of a range of ongoing issues in the construction and demolition (C&D) waste sector.

Therefore, the EPA has proposed that the government make a number of changes to the waste regulatory framework in NSW to meet the objectives of the POEO Act. These proposed changes complement existing waste policy in NSW, including the NSW Government's Waste Avoidance and Resource Recovery Strategy 2014–21.

The proposed reforms are set out in the *Standards for Managing Construction Waste in NSW: Public Consultation Draft* (EPA, 2017). It is understood that these standards, while currently in draft, are referenced in draft legislation, and therefore, if enacted, will give them legal force.

To ensure best practice standards are met now and, in the future, Wollongong Recycling (NSW) have proactively adopted the proposed reforms as per the consultation paper and have adopted the following key reforms in the Asbestos Management Plan (Appendix B of the OEMP) and the Waste Monitoring Program:

- Implement waste inspection requirements;
- Implement the waste sorting requirements;
- Implement the waste storage requirements; and
- Comply with transport requirements.

6. DESCRIPTION OF WASTE

The site maintains Environment Protection Licence (EPL20601) to accept waste materials which have been pre-classified under the NSW EPA *Waste Classification Guidelines, Part 1 Classifying Waste*.

The following waste types are approved by SSD5300.

Waste	Description	Activity
GSW (non putrescible)	GSW (non putrescible) including materials listed in this table	Resource Recovery Waste Storage
Organics (non-putrescible), garden/vegetative waste, timber	As defined in Schedule 1 of the POEO Act, in force from time to time	Resource Recovery Waste Storage
Metal (including steel, iron, aluminium, copper, lead etc.)		Resource Recovery Waste Storage
Brick and tile		Resource Recovery Waste Storage
Concrete		Resource Recovery Waste Storage
Building and demolition waste	As defined in Schedule 1 of the POEO Act, in force from time to time	Resource Recovery Waste Storage
Glass		Resource Recovery Waste Storage
Plastic		Resource Recovery Waste Storage
Plasterboard		Resource Recovery Waste Storage
Ceramics		Resource Recovery Waste Storage
Paper/cardboard	As defined in Schedule 1 of the POEO Act, in force from time to time	Resource Recovery Waste Storage
Wood waste	As defined in Schedule 1 of the POEO Act, in force from time to time	Resource Recovery Waste Storage
Household waste from municipal cleanup (that does not contain food waste.)	As defined in Schedule 1 of the POEO Act, in force from time to time	Resource Recovery Waste Storage
Office and packaging waste (including paper, plastics, glass, metal, timber) that is not contaminated or mixed with any other type of waste	As defined in Schedule 1 of the POEO Act, in force from time to time	Resource Recovery Waste Storage
Non chemical waste generated from manufacturing and services (including metal, timber, paper, ceramics, plastics, thermosets and composites)	As defined in Schedule 1 of the POEO Act, in force from time to time	Resource Recovery Waste Storage
Virgin Excavated Natural Material (VENM)	As defined in Schedule 1 of the POEO Act, in force from time to time	Resource Recovery Waste Storage
Asphalt waste & Railway Ballast	As defined in Schedule 1 of the POEO Act, in force from time to time	Resource Recovery Waste Storage
Cured concrete waste	As defined in Schedule 1 of the POEO Act, in force from time to time	Resource Recovery Waste Storage
Mixtures of the above materials		Resource Recovery Waste Storage
Waste that meets all conditions of a resource recovery order and or exemption		Resource Recovery Waste Storage
Soils	Soil that meets the General Solid Waste Classification (assessed against the CT1 thresholds, Table 1) of the Waste Classification Guidelines as in force	Resource Recovery Waste Storage

Waste	Description	Activity
	from time to time with exception of the maximum threshold values for contaminants specified in the 'Other Limits' column	
Soils	Soil that meets the General Solid Waste Classification (assessed against the CT2 thresholds, Table 1) of the Waste Classification Guidelines as in force from time to time with exception of the maximum threshold values for contaminants specified in the 'Other Limits' column	Waste Storage
Unexpected finds	Materials such as asbestos, tyres, batteries, gas bottles, fire extinguishers and food.	Waste Storage

7. MANAGEMENT OF WASTE

7.1 Waste Hierarchy

(source: NSW EPA website: <http://www.epa.nsw.gov.au/wastestrategy/waste-hierarchy.htm>)

WRPL is a resource recovery business with a business objective to recover as much as possible from the construction and demolition waste stream for reuse and recycling. WRPL follows the principles of the waste hierarchy.

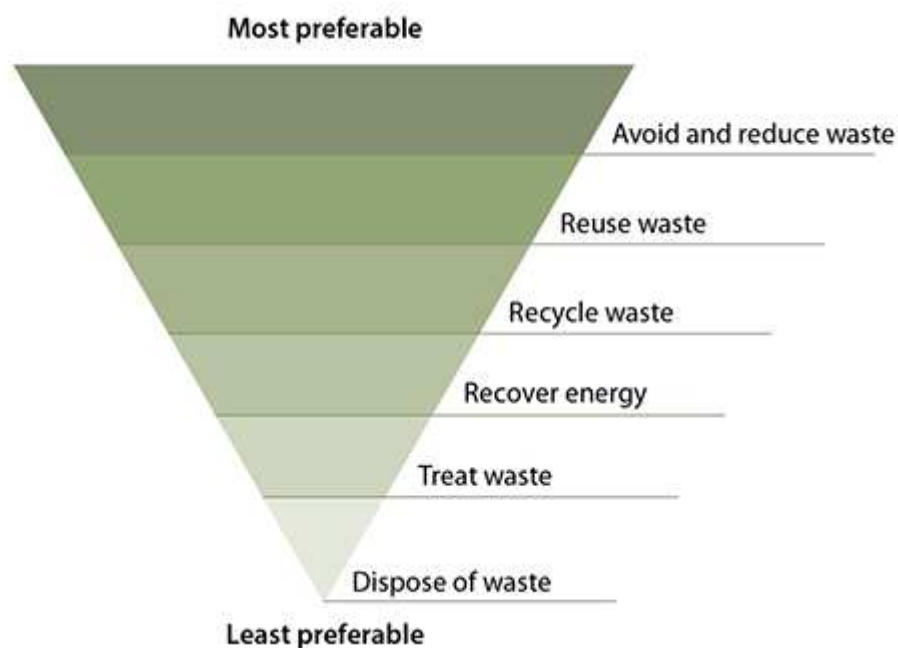
The waste hierarchy establishes priorities for waste whereby the best possible outcome for resource efficiency. There are three main elements to the waste hierarchy which are waste avoidance, resource recovery and disposal.

Waste Avoidance is focused on reducing waste up front – i.e. reduce the amount of waste being generated in the first place.

Resource recovery is about recovering materials and items from waste for the purpose of reusing, recycling, reprocessing and or energy recovery.

Disposal includes all disposal options in the most environmentally responsible manner.

Figure 2: NSW Waste Hierarchy.



7.1.1 Avoiding and reducing waste

Waste avoidance is the highest priority. By reducing the amount of waste generated by the community and business we reduce the reliance and impact of virgin materials, their extraction and use. Consumption behaviours significantly influence waste generation and by reducing our consumption of raw (virgin) materials we reduce our impact on the environment

Some avoidance strategies include:

- buying only what you need
- buying reusable items

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- buying items with less packaging or recycled content packaging

7.1.2 Recovering resources

Resource recovery is concerned with maximising resources that have already been used to ensure that the most possible value is extracted from them. Resources may be able to be used again either as they are (reuse), or through reprocessing into a raw material for use in manufacture of new goods (recycling) or to generate energy (energy recovery).

Reuse is preferred over recycling and energy recovery as it does not require any further processing thereby saving further use of resources.

Recycling keeps materials in the productive economy and benefits the environment by decreasing the need for new materials.

Where further recycling is not feasible, it may be possible to recover the energy from the material and feed that back into the community through for example the electricity grid.

Some materials may be inappropriate to re-use, recycle or recover for energy and instead require treatment to stabilise them and minimise their environmental or health impacts.

7.1.3 Treatment or disposal

Finally, the waste hierarchy recognises that some types of waste, such as hazardous chemicals or asbestos, cannot be safely recycled and direct treatment or disposal is the most appropriate management option.

7.1.4 Acceptable Waste

The site will accept material permitted by SSD5300 and EPL20601.

Many materials entering the site are classified as general solid waste (non – putrescible). General solid waste (non-putrescible) is defined as follows in the (EPA) *Waste Classification Guidelines* and may require further clarification such as where the material is coming from and the activity that generated the material to understand whether it can be accepted by the site it is being taken to.

Figure 3: Waste Classification Guidelines Part 1 Classifying Waste***General solid waste (non-putrescible)***

The following wastes (other than special waste, liquid waste, hazardous waste, restricted solid waste or general solid waste (putrescible)) are pre-classified as 'general solid waste (non-putrescible)':

- glass, plastic, rubber, plasterboard, ceramics, bricks, concrete or metal
- paper or cardboard
- household waste from municipal clean-up that does not contain food waste
- waste collected by, or on behalf of, local councils from street sweepings
- grit, sediment, litter and gross pollutants collected in, and removed from, stormwater treatment devices and/or stormwater management systems, that has been dewatered so that they do not contain free liquids
- grit and screenings from potable water and water reticulation plants that has been dewatered so that it does not contain free liquids
- garden waste
- wood waste
- waste contaminated with lead (including lead paint waste) from residential premises or educational or child care institutions
- containers, previously containing dangerous goods, from which residues have been removed by washing or vacuuming
- drained oil filters (mechanically crushed), rags and oil-absorbent materials that only contain non-volatile petroleum hydrocarbons and do not contain free liquids
- drained motor oil containers that do not contain free liquids
- non-putrescible vegetative waste from agriculture, silviculture or horticulture
- building cavity dust waste removed from residential premises or educational or child care institutions, being waste that is packaged securely to prevent dust emissions and direct contact
- synthetic fibre waste (from materials such as fibreglass, polyesters and other plastics) being waste that is packaged securely to prevent dust emissions, but excluding asbestos waste
- virgin excavated natural material
- building and demolition waste
- asphalt waste (including asphalt resulting from road construction and waterproofing works)
- biosolids categorised as unrestricted use, or restricted use 1, 2 or 3, in accordance with the criteria set out in the Biosolids Guidelines (EPA 2000)
- cured concrete waste from a batch plant
- fully cured and set thermosetting polymers and fibre-reinforcing resins
- fully cured and dried residues of resins, glues, paints, coatings and inks
- any mixture of the wastes referred to above.

7.1.5 Waste Inspection and Acceptance

The weighbridge officer obtains information about the load to be tipped prior to tipping. The purpose of understanding the nature and contents of the load prior to tipping is to ensure maximum resource recovery, control and isolation of potential contaminants and to activate emissions controls should they be required.

On entry into the site, each load of C&D waste received must be visually inspected by appropriately trained personnel (weighbridge staff) whilst the waste is still in the vehicle or trailer. Information is also requested from the driver about the contents of the load while the driver is inbound and prior to the vehicle being able to proceed to the tipping floor.

In accordance with the Asbestos Management Plan (Appendix B of the OEMP) all loads will be inspected to determine if contaminants or asbestos are present in the waste.

Mixed loads of waste (for example skip bins) must be unloaded and spread on the tipping floor with enough coverage to examine the whole load for contaminants or asbestos waste. Mixed loads must be inspected prior to any process of the waste. If a load of waste appears to contain asbestos waste or contaminants it must be isolated on site and sent to a lawful waste facility in accordance with accordance with SOP-YA018 and the Asbestos Management Plan (Appendix B of the OEMP).

Management of non-complying waste (NCW) is in accordance with SOP-YA018 and related procedures and NCW that is rejected is recorded on SF055 and SF106, which is retained in the Reject Load Register.

The following options are assessed based on risk to environment and workers. NCW may therefore be:

- not unloaded and the load rejected prior to tipping; or
- rejected following tipping, re-loaded and charged a reloading fee; or
- separated from load and reloaded for transport off site by customer or contained and managed appropriately on site.

From time to time small quantities of NCW hidden within the bulk of the waste load may be discovered. These wastes are set aside, then stored, transported, and disposed of according to procedures.

NCW includes putrescible wastes which can be food for birds and vermin (rats and mice) or attractive to some birds (birds of prey) because of the vermin. Putrescible wastes can also result in odour as they decompose. All putrescible waste when found is collected and stored in vermin proof containers for transport and lawful disposal. There is negligible putrescible waste found in tipped material and procedures are in place for its management if found. Refer to list of Relevant Documents at the end of this section.

Where possible, staff inspect waste at the weighbridge prior to the vehicle being able to proceed to the tipping floor. Inspection of the load occurs again on the tipping floor during unloading, and after unloading, to determine waste acceptability.

Any non-conforming waste will be managed in accordance with procedures for NCW. Reject loads are recorded in the Reject Load Register.

From time to time small quantities of unacceptable wastes hidden within the bulk of the waste load are discovered. These wastes are set aside and transported off site for lawful disposal. Unacceptable wastes include putrescible wastes which can be food for birds and vermin (rats and mice) or attractive to some birds (birds of prey) because of the vermin. All putrescible waste is to be collected and stored in vermin proof containers until lawful disposal. A waste classification assessment is carried out for any material for which the classification is not obvious, to determine lawful disposal requirements.

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Much of the waste permitted by SSD5300 is pre-classified by EPA Waste Classification Guidelines. Those wastes that are not pre-classified are required to have a waste classification report in accordance with the Waste Classification Guidelines which is to be reviewed and accepted by WRPL prior to waste being transported to the facility.

7.1.6 Sorting Waste

All C&D waste that is received must undergo a sorting process, in the following order:

- physically sort the waste at the facility to separate recoverable materials, including any soils, masonry and ceramics
- if any contaminant or asbestos waste is discovered, it must also be isolated in its dedicated area
- sorted waste must be put in the dedicated storage areas for that type of material (including any material processed to meet a resource recovery order)
- do not mix the waste with any other material at the facility, except in order to process it to meet a resource recovery order at the time the waste leaves the facility.

7.1.7 Special Considerations

Special circumstances apply to management of waste on this site relating to conditions of consent, the EPL and the provisions of the *Protection of the Environment Operations (POEO) Act* and Regulations. The following provisions must be adhered to at all times

7.1.8 Asbestos and other non-conforming waste

Asbestos is managed in accordance with the *Protection of the Environment Operations (Waste) Regulation 2014* and the *Work Health and Safety Regulation 2011*. The site has a plan and procedures for management of asbestos and contaminated materials. The procedures are documented in the *Non Complying Waste Management Procedures*.

From time to time items are discovered in the tipped materials that contain hazardous substances. These items include fire extinguishers, gas bottles, asbestos products and PVC cable for example. Asbestos and other non complying materials are managed in accordance with the *Asbestos and Non Complying Waste Management Procedures*.

7.1.9 Sampling

The site employs a consultant to conduct weekly sampling and analysis of soils and other waste materials received on site in order to classify and determine compliance with the Resource Recovery Orders and exemptions and other requirements.

7.1.10 Authorised Amount of Waste

The authorised amount of waste permitted on the premises cannot exceed the amount prescribed by SSD5300 and the EPL.

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7.1.11 Resource Recovery

Waste is sorted on site to recover recyclable materials. Only material that has undergone the above acceptance and sorting process is to be sent off site for further recovery or disposal. All sorted and processed products are to be stored separately on the site.

In accordance with the EPA's draft *New minimum standards for managing construction and demolition waste in NSW*, the site will not arrange, approve or allow for any of the following to be sent off-site:

- Unprocessed building and demolition waste (as defined in Schedule 1 of the POEO Act)
- Soils, masonry, ceramics, recovered fines
- Materials that meet a resource recovery order and are mixed with any other waste or material, including with each other.

Any load of waste containing asbestos or other contaminants can be sent off site for lawful disposal only if the material has undergone the inspection requirements in relation to that waste and the prescribed action to ensure the safe and lawful transportation of that load has been undertaken.

The materials separated for reuse / recycling include:

- Soils
- Aggregate
- Concrete, Brick and Tile
- Plasterboard
- Paper and cardboard
- Ferrous and Non Ferrous Metals
- Green Waste
- Wood Waste

All materials that are not pre-classified prior to acceptance on site are to have a waste classification in accordance with the NSW EPA Waste Classification Guidelines.

Resource Recovery Orders and Exemptions are granted by the NSW Environment Protection Authority (EPA) where the land application or use as fuel of a waste material is a bona-fide, fit for purpose, 'reuse' opportunity that causes no harm to the environment or human health, rather than a means of waste disposal.

RRO's and RRE's are available on the EPA website at:

<http://www.epa.nsw.gov.au/wasteregulation/orders-exemptions.htm>

The RREO's and RRE's do not exempt the transporter or user / customer from ensuring compliance with all regulatory and other obligations that apply to the materials and their handling, transport and use including the obligations under the Exemption.

It is the responsibility of the Customer to ensure that the recycled materials meet all requirements for storage, handling, processing, use and the like on the intended site and for the intended use and that these are in accordance with all relevant approvals and licenses that relate to the site and the intended use. This includes but is not limited to the chemical and physical properties of the materials, on site restrictions in relation to development, use and occupation of the site and all relevant environment, waste, workplace health and safety and other relevant laws and obligations.

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7.1.12 Waste Tracking

Waste tracking is a requirement of the *Protection of the Environment Operations (Waste) Regulation 2014* which came into effect on 1 November 2014 and which is amended from time to time.

The waste described in Schedule 1 of the Regulation is required to be tracked when transported unless it does not have any of the characteristics also listed in Schedule 1 as it is subject to an exemption.

Certain wastes need to be tracked if transported interstate and these are also listed in Schedule 1 of the Regulation, unless the waste does not have any of the characteristics listed in Part 3 of Schedule 1 if it is subject to an exemption.

This site does not handle, for transport or processing, any trackable wastes. Should soil testing at any time identify trackable or contaminated material the site will manage the handling transport and disposal of this material in accordance with site procedures in the *Asbestos and Non Complying Waste Procedures* and the relevant regulations.

Bingo trucks have Environment Protection Licence (EPL) 20392 to transport trackable waste type 1 and trackable waste type 2 and transport trackable waste directly to an appropriately licenced facility.

7.1.13 Waste Monitoring

Condition B2 of SSD5300 requires that the applicant implement a Waste Monitoring Program. The Program must include suitable provision to monitor and record the:

- (i) quantity, type and source of waste received on site; and
- (ii) quantity type and quality of the outputs produced on site

The program must also ensure that:

- (i) All waste that is controlled under a tracking system has the appropriate documentation prior to acceptance at the site; and
- (ii) Staff receive adequate training in order to be able to recognise and handle any hazardous or other prohibited waste including asbestos.

Site records are kept to monitor the movement of waste and other material on and off site. Monitoring occurs in accordance with the requirements of the POEO Act and the *POEO (Waste) Regulation* and relevant SEQ Management Procedures.

Monitoring of waste relies mainly on the skills of the operators in identifying materials, tracking their movements and confirming weights in and out of the facility. Records produced through these efforts will be fundamental to complying with the reporting requirements of the EPL.

- A SOP is in place with respect to:
 - practices to screen incoming material; and
 - providing certainty that only those materials permitted to be received at the facility are received.
- The SOPs includes direction with respect to:
 - Clear identification and classification of waste materials prior to arrival at the facility;
 - The use of a certified accurate/calibrated weighbridge (at the entrance/exit of the facility). Certification of the weighbridge is performed annually, including calibration and stamping to demonstrate accurate recording of weights of waste received and waste dispatched from the facility;
 - Waste checking procedures at the entrance to the facility and again at the discharge point, to identify non-conforming waste;
- Systems and procedures to record weights, waste type and disposal location
- Weighbridge SOPs aid in the quantification of:

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- material received for processing; and
- finished product transported from the premises.
- Implementation of the waste management procedures on site will be inspected on a daily basis by the Site Supervisor/Manager.
- Assessment of quality and consistency of products will include sampling and laboratory testing of the relevant parameters for that particular product where required.
- Monitoring will also include feedback from users of the products with respect to performance measures that customers may emphasise.

Stockpiles and incoming waste will also be monitored to ensure that wastes will not be accepted that exceeds the site's Authorised Amount as defined in EPL20601.

In addition to the above and as part of the facility's EPL, WRPL must comply with the *Protection of the Environment Operations (Waste) Regulation 2014* and report to the NSW EPA using the EPAs online WARRP reporting system each month to report all waste materials received by the facility and waste and products moved out of the facility to markets and for disposal. This is a Waste Contribution Monthly Report (WCMR).

WRPL references the NSW EPA's *Waste Levy Benchmark Requirement: Output for Each Transaction at Levy Paying Facilities* document to benchmark data outputs which recommends that the records for each 'transaction' at the facility contain the following fields and information.

Field	Information required
Transaction number	A unique transaction number for the transaction (whether the transaction is completed or not), which: <ul style="list-style-type: none"> ● is a non-recurring sequential number ● cannot be erased or otherwise overridden by operational staff ● must not have any characters such as forward or back slashes or any alpha character
Docket Number	<ul style="list-style-type: none"> ● Docket number for transaction ● 'N/A' if docket number is not generated
Facility EPL number	The Environment Protection Licence number of the facility to which the transaction relates.
Date in	Date of entry of vehicle (in DDMMYYYY format)
Time in	Time of entry of vehicle (in HH:MM format)
Date out	Date of departure of vehicle (in DDMMYYYY format)
Time out	Time of departure of vehicle (in HH:MM format)
Vehicle registration	Full vehicle registration number of the vehicle entering the facility: <ul style="list-style-type: none"> ● if truck and trailer, only the number plate of the truck is to be recorded
Vehicle type	Either: <ul style="list-style-type: none"> ● use Waste Levy Guideline 4 descriptors if conversion factors are used ● 'N/A' if vehicle uses the weighbridge

Field	Information required
Customer name	Either: <ul style="list-style-type: none"> the full company name or personal name of customer (if account customer) 'N/A' if not an account customer
Customer address	Either: <ul style="list-style-type: none"> full street address of other waste facility (if customer is another waste facility) full street address of customer (if customer is another type of account customer) 'N/A' if not an account customer or other waste facility
Customer ABN	Either: <ul style="list-style-type: none"> the full ABN of customer 'N/A' if customer does not have an ABN
Purpose of entry	Either: <ul style="list-style-type: none"> 'Waste Delivery' (if vehicle is delivering waste) 'Waste Removal' (if vehicle is removing waste) 'Service Vehicle' (if service provider and no waste delivered/removed) 'Visitor' (if visitor or employee and no waste delivered/removed)
Direction	Either: <ul style="list-style-type: none"> 'In' if a vehicle enters the facility with any waste or other materials or is a Service Vehicle or Visitor 'Out' if a vehicle arrives empty to remove material
Gross	Either: <ul style="list-style-type: none"> if weighbridge is used: to two decimal places in tonnes. if weighbridge is not used: '0' (zero) Note: Gross weight is the weight of the vehicle and its load
Tare	Either: <ul style="list-style-type: none"> if weighbridge is used: to two decimal places in tonnes if weighbridge is not used: '0' (Zero) Note: Tare weight is the weight of the vehicle when empty
Net	The net weight of the load to two decimal places in tonnes (only one net weight per transaction). Counted items (such as mattress, tyres) must not be included in net weight fields. Net is the gross weight minus the tare weight
Stored tare	Either: <ul style="list-style-type: none"> 'Yes' if a stored tare is used for that vehicle 'No' if there is no stored tare used for that vehicle
Stored tare date of effect	Either: <ul style="list-style-type: none"> last date (in DDMMYY format) and time (in HH:MM format) the stored tare for this vehicle was adjusted 'N/A' if there is no stored tare

Field	Information required
Product description	<p>Either:</p> <ul style="list-style-type: none"> description of type of waste or other material delivered to or transported from the facility (using facility's standard wording) 'N/A' if no waste or other material is delivered or removed
Waste type	<p>Either:</p> <ul style="list-style-type: none"> as set out in Waste Levy Guideline 3 or advised in writing by the EPA in relation to materials for which an operational purpose deduction is being claimed 'N/A' if no waste type applies
Waste stream	<p>Either (as set out in Waste Levy Guideline 3):</p> <ul style="list-style-type: none"> 'MSW' for 'Municipal Waste' 'C&I' for 'Commercial and industrial waste' 'C&D' for 'Construction and demolition waste' 'OWF' if it is received from another waste facility and it is not possible to identify whether the waste is MSW, C&I or C&D 'N/A' if non-waste material (plant, equipment or office supplies) or no material, 'RNR' if the EPA has advised in writing that reporting is not required for material used for operational purpose
Municipal sub stream	<p>If the waste is 'MUN' (from waste stream), then:</p> <ul style="list-style-type: none"> 'Domestic waste' 'Other domestic waste' 'Council waste' 'Garden organics' <p>'N/A' if the waste is not 'MUN'</p>
Destination	<p>If waste or other materials being delivered:</p> <ul style="list-style-type: none"> location in the facility where the waste or other materials are placed (may include tip face, stockpile 'X', recycle area) for stockpiled waste, the unique identification number for the stockpile (which will also appear on the Volumetric Survey Plans) <p>If waste or other materials being removed:</p> <ul style="list-style-type: none"> the name and address of the place to which load is transported if not known, 'cash sale' or 'free removal'
Destination purpose	<p>If waste or other materials being removed from the facility:</p> <ul style="list-style-type: none"> 'Disposal' if waste or material is sent for disposal at another site 'Recycling' if waste or material is sent for recycling, treatment or processing at another site 'Recovery' if waste or material has been processed to a Resource Recovery Order at the facility and is sent for re-use at another site 'Re-use' if waste or material is sent for other re-use at another site (if not 'Recycling' or 'Recovery') <p>'N/A' if waste or other materials being delivered</p>
Source	<p>Either:</p> <ul style="list-style-type: none"> if waste is being delivered from another waste facility, full name and address of that facility if waste is being removed from facility, stockpile identification (if relevant) 'N/A' in any other circumstances

Field	Information required
OWF EPL number	Either: <ul style="list-style-type: none"> EPA Environment Protection Licence number of other waste facility (OWL) (if waste is received from or being transported to another EPA licensed waste facility) 'N/A' in any other circumstances
Manual entry	Either: <ul style="list-style-type: none"> 'Yes' if records of transaction are manually entered (meaning that the original records were not automatically generated through the weighbridge) 'No' if records of transaction are not manually entered
Manual entry date / time	Either: <ul style="list-style-type: none"> date of manual entry of transaction into electronic data capture system (in DDMMYYYY format) 'N/A' if records of transaction were not manually entered
Approval number	Either: <ul style="list-style-type: none"> the approval number issued by the EPA for any exempt waste (under clause 21 of the Waste Regulation), or waste if used for an operational purpose (under clause 15 of the Waste Regulation) 'N/A' if no approval number issued
Reportable	Either: <ul style="list-style-type: none"> 'Yes' if the waste or other material needs to be reported under the waste Contribution Monthly Report (WCMR) to the EPA otherwise 'No'
EPA levy rate	Either: <ul style="list-style-type: none"> the applicable levy rate in \$ per tonne for the transaction '\$0' if no applicable levy rate
Transaction completed	Either: <ul style="list-style-type: none"> 'Yes' if the transaction has been completed 'No' if the transaction has been deleted – if 'No' provide comment as to why the transaction was not completed
Comment	Any information which may further explain a transaction, such as: <ul style="list-style-type: none"> when the transaction is cancelled and no waste is disposed when a transaction is cancelled and replaced with another transaction the weighbridge operator needs to make a note about a particular transaction (i.e. when a manual transaction has been used or when a transaction is edited)

7.1.14 Waste Disposal

Waste materials are generally subject to the fate identified in the table below.

Waste is disposed of at facilities that can lawfully accept the material as classified.

Table 1: Waste Management Processes.

Type of Waste	Management Process	Destination
General Solid Waste – C&D Mixed Residue	Residual waste stockpiled on site and transferred directly into trucks for transport to landfill that can accept general solid waste (non-putrescible)	Processor / Landfill
Commercial Waste – staff amenities, office and lunchroom	Stored in a commercial bin and sent to landfill as general solid waste (putrescible)	Landfill
Concrete	Recovered and stockpiled – sent to processor for recycling	Processor / Recycler
Concrete Brick Tile	Recovered and stockpiled – sent to processor for recycling	Processor / Recycler
Aggregate	Stockpiled for processing and testing – aggregates sold direct to market under Resource Recovery Order	Recycler / End user
Soils	Stockpiled for processing and testing – sold direct to market under Resource Recovery Order	Recycler / End user
ENM	Stockpiled, tested if required – sold direct to market under Resource Recovery Order	End user
Timber	Not currently separated from residual general solid waste – sent to landfill	Recycler / End user
Plastic	Not currently separated from residual general solid waste – sent to landfill	Landfill
Steel and other metals	Separated / recovered and stored in bin on site for transport when full to processor for recycling	Recycler
Plasterboard	Separated and stored in bin on site for transport when full to processor for recycling	Recycler / Landfill
Garden organics (green waste)	Not currently separated from residual general solid waste – sent to landfill	Recycler / End user
Batteries	Separated and stored on site for transport to licenced recycler as required	Recycler
Hazardous items & materials	Separated and stored in skip bin on site for transport to licenced hazardous materials disposal site as required	Recycler / Hazardous waste facility

Type of Waste	Management Process	Destination
e.g. Gas Bottles, Fire Extinguishers		
Other unexpected finds	Separated, stored for transport to lawful facility	Various including landfill

8. SITE WASTE MANAGEMENT CHECKS

Daily visual inspections and management strategies

- Check stockpile heights
- Check stockpiles controlled and environmental impacts e.g. dust, controlled
- Check segregation of hazardous substances – visual assessment on tip floor
- Complete visual assessment for NCW
- Check storage of unexpected finds – e.g. gas bottles, batteries, PVC conduit and cables and other materials containing hazardous materials. These must be properly stored to prevent increased WHS and environment risk. They must be segregated and stored under cover in bunded areas or bins.

Checks before transporting waste off site

- Ensure waste is dry enough to transport without leaking from truck or bins
- Trucks taking waste off site must have covered loads to prevent spillage and littering
- Disposal facility identified, approved licensed and has accepted load based on waste classification.
- Consignment and transport authorisations in place if required.
- Trucks / drivers are appropriately licensed (as required for waste being transported)

Checks following transporting waste off site

- dockets for each transaction are retained which show that the recipient facility has received the waste for the stated purpose

After a rainfall event

- Check water content of material leaving site and ensure no leakage from vehicles prior to vehicle leaving site
- Check stockpiles for ponding of water at base
- Check stockpile for any evidence of leaching
- Ensure erosion and sediment controls are in place where necessary

9. SUPPORTING DOCUMENTS

Relevant SEQ Management System Procedures and Forms

- NSW EPA Waste Classification Guidelines
- NSW EPA Waste Levy Guidelines
- Protection of the Environment Operations Act 1997
- *Protection of the Environment Operations (Waste) Regulation 2014*
- *Protection of the Environment Operations (General) Regulation 2011*
- Resource Recovery Order and Exemption (RRO&E) for Recovered Fines
- *Work Health and Safety Regulation 2011*
- NSW EPA Draft Protocol for Managing Asbestos During Resource Recovery of Construction and Demolition Waste
- Reject Load Register
- OPL-COM010 New Tip Sites
- OPL-COPM011 Third Party Waste Transporters
- OPL-CS006 Entering Waste Breakdown Values
- OPL-CS010 Entering and Retrieving an Enquiry
- OPL-CS013 Tipping at Bingo Waste Recycling Centres and Other Facilities
- OPL-CS020 Dealing with Material Bins
- OPL-YA037 Waste Classification
- OPL-YA040 Unexpected asbestos finds – site
- OPL-YA047 Requirements for product removal
- OPL-YA049 Waste permitted at Kembla Grange Recycling
- Bingo Risk Aspects and Impacts Register
- SF055 Reject Load Certificate
- SF083 Asbestos info. for customers
- SF084 NSW EPA Asbestos Guide for householders
- SF095 Supply Docket – Recovered Fines
- SF096 Supply Docket - ENM
- SF097 Supply Docket – Recovered Aggregate
- SF106 Notification of NCW and Reload Reject Load
- SF101 Compliance Recycling Centre Audit Tool
- SF126 Checklist for waste assessment and disposal
- SF148 Outbound waste – visual inspection form
- SF160 Daily weighbridge inspection checklist
- SF207 Supply Docket – VENM
- SF208 VENM Certificate
- SF209 Landowner Certificate Section 143
- SF218 Kembla Grange Traffic Plan
- SF219 Supply Docket – Urban Wood Residue
- SF 222 Internal Supply Docket – Recovered Products
- SF231 Waste Acceptance at Bingo Sites
- SOP-COM007 Procurement Procedure
- SOP-COM010 Site Visits and Non-Conformance Resolution
- SOP-COM019 Classification and Acceptance of Non-Trackable Waste
- SOP-COM021 Transport and disposal of trackable or reportable waste
- SOP-OP006 Using Waste Locate
- SOP-YA001 Tipping Loading at Recycling Centres
- SOP-YA003 Asbestos at Recycling Centres
- SOP-YA006 Procedure for converting waste to tonnes when weighbridge not operational
- SOP-YA007 Management of Outbound waste for disposal recycling or reuse
- SOP-YA009 Tracking Waste from the Metropolitan Levy Area
- SOP-YA008 Weighbridge Operations and maintenance

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- SOP-YA009 Tracking waste from the Metropolitan Levy Area
- SOP-YA011 Recovered Fines Management
- SOP-YA012 Stockpile Management Process
- SOP-YA017 Visual Inspection of inbound waste
- SOP-YA018 Rejecting loads of non-complying waste and prohibited materials
- SOP-YA020 Unexpected asbestos finds - Site
- SDS as appropriate
- PIRMP Pollution Incident Response Management Plan
- SEQ Management Plans
- And others procedures as referred to elsewhere in this document of the SEQ Management Plan and supporting documents

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