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Exemption under Part 9 of the Protection of the Environment Operations (Waste) Regulation 2014

Waste reporting exemption 2024 – Household asbestos waste

Introduction

This exemption:

- is issued by the New South Wales Environment Protection Authority (**EPA**) under clause 79(7) and Part 9 of the Protection of the New South Wales Environment Operations (Waste) Regulation 2014 (**Waste Regulation**); and
- provided the person complies with the conditions of this exemption, exempts the class of persons described in this exemption from certain reporting requirements under Part 7 of the Waste Regulation, particularly clause 79(7), for the purpose of facilitating the reporting of the transportation of household asbestos waste until the EPA determines if this reporting requirement is still required and if so, how it is to be complied with in the longer term.

Waste to which this exemption applies

This exemption applies to asbestos waste generated at a residential property (**household asbestos waste**).

Persons to whom this exemption applies

This exemption applies to:

- a. an occupier of a residential property (**householder**) who transports household asbestos waste generated at their property, and
- b. the occupier of the waste facility to which the household asbestos waste is delivered (**receiver of household asbestos waste**).

Duration

This exemption commences on the date of publication and is valid until revoked by the EPA by notice published in the New South Wales Government Gazette.

Exemption

Subject to any conditions listed in this exemption, and in relation to the transportation by a householder of a load of household asbestos waste that was generated at their property, the EPA exempts the householder and the receiver of the household asbestos waste from complying with clause 79 of the Waste Regulation.

Conditions of exemption

The householder must provide the EPA via the **Disposing of household asbestos** form (available on the EPA website: <https://www.epa.nsw.gov.au/your-environment/household-building-and-renovation/dealing-with-household-asbestos/disposing-of-household-asbestos-form>) the following information for each load of household asbestos waste they transport within 24 hours after they complete the transportation:

- a. their name, telephone number (preferably mobile telephone number) and email address
- b. their driver licence number and jurisdiction of issue
- c. the vehicle registration number of the vehicle (or vehicles) they used for the transportation
- d. the date(s) of pick up and drop off
- e. the pick up address (i.e. the address of their residential property)
- f. the name and address of the receiver of the household asbestos waste

- g. the quantity of household asbestos waste in the load
- h. the docket number for the disposal of the household asbestos waste if a docket is provided by the receiver of household asbestos waste.

Definitions

In this exemption the terms used have the same meaning as in the *Protection of the Environment Operations Act 1997* and the *Protection of the Environment Operations (Waste) Regulation 2014*.



Asela Atapattu

Director, Circular Economy Policy

Environment Protection Authority

(by delegation)

26 February 2024

Protection of the Environment Operations (Waste) Regulation 2014

Gazette notice for the revocation of the Asbestos and Waste Tyres Guidelines (October 2015) and adoption of the Asbestos and Waste Tyres Guidelines (February 2024)

I, Asela Atapattu, Director, Circular Economy Policy, NSW Environment Protection Authority:

Revocation of existing guidelines

1. revoke the *Asbestos and Waste Tyres Guidelines* issued in accordance with clauses 76(10) and 79(10) of the Protection of the Environment Operations (Waste) Regulation 2014, which took effect on 19 September 2023 (NSW Government Gazette No 419 of 15 September 2023, n2023-1661).

Adoption of guidelines

2. adopt the Asbestos and Waste Tyre Guidelines (Version 3) set out in Schedule 1 of this notice, in accordance with clauses 76(10) and 79(10) of the Protection of the Environment Operations (Waste) Regulation 2014. This is to take effect on 28 February 2024.

Signed and dated:



Asela Atapattu
Director, Circular Economy Policy
NSW Environment Protection Authority
By delegation

26 February 2024



Environment Protection Authority

Asbestos and Waste Tyres Guidelines

Version 3



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1. Definitions

The following terms are used throughout these *Asbestos and Waste Tyres Guidelines* (the **Guidelines**). Any other terms, unless otherwise stated, take the same meaning as in the Protection of the Environment Operations (Waste) Regulation 2014 (the **POEO Waste Regulation**).

Asbestos Waste: asbestos waste, where clause 79 of the POEO Waste Regulation applies to its transportation.

EPA: the New South Wales Environment Protection Authority.

Householder transporting their household Asbestos Waste: an occupier of a residential property who is transporting Asbestos Waste generated at that property to a landfill site that can lawfully receive the Asbestos Waste for disposal.

Note: There are limited circumstances under which a Householder can remove Asbestos Waste. Householders are strongly recommended to engage a licensed asbestos removalist to remove and dispose of any asbestos present. For more information, please see:

<https://www.epa.nsw.gov.au/your-environment/household-building-and-renovation/dealing-with-household-asbestos>

<https://www.asbestos.nsw.gov.au>

Integrated Waste Tracking Solution: the online tool developed for the EPA, to report on the location and movement of hazardous waste throughout NSW, including Asbestos Waste and Waste Tyres.

Receiver: the occupier of any premises to which a load of Waste Tyres or Asbestos Waste is delivered.

Waste Tyres: waste tyres, where clause 76 of the POEO Waste Regulation applies to their transportation.

2. Introduction

These Guidelines contain legal requirements that consignors, transporters, and Receivers of Asbestos Waste and Waste Tyres must meet, as well as their obligations under the POEO Waste Regulation.

The Guidelines include general and specific user requirements for the Integrated Waste Tracking Solution to report on the location and movement of Asbestos Waste and Waste Tyres.

These Guidelines, and the relevant clause(s) of the POEO Waste Regulation under which they are made, are listed below:

1. **Guideline 1:** Prescribed form and manner (clauses 76(3) - (7) and (9) as well as 79(3) - (6) and (8) of the POEO Waste Regulation).
2. **Guideline 2:** Waste Tyres consignor requirements (clause 76(3)(g) of the POEO Waste Regulation).
3. **Guideline 3:** Waste Tyres transporter requirements (clause 76(6)(b) of the POEO Waste Regulation).
4. **Guideline 4:** Waste Tyre Receiver requirements (clause 76(7)(d) of the POEO Waste Regulation).

5. **Guideline 5:** Asbestos Waste transporter requirements (clause 79(3)(f) of the POEO Waste Regulation).

6. **Guideline 6:** Asbestos Waste Receiver requirements (clause 79(6)(c) of the POEO Waste Regulation).

These Asbestos and Waste Tyres Guidelines (Version 3) take effect on and from 28 February 2024.

2.1 Guideline 1: Prescribed form and manner

See clauses 76(3) - (7) and (9) as well as 79(3) - (6) and (8) of the POEO Waste Regulation.

This guideline sets out the prescribed form and manner to give information as required under the abovementioned provisions of the POEO Waste Regulation (prescribed form and manner).

Prescribed form and manner for giving information in relation to the location and movement of Waste Tyres (clause 76)

For any transportation of tyres that commenced before 19 September 2023, all consignors, transporters and Receivers of Waste Tyres are required to give the information listed under clause 76 of the POEO Waste Regulation using WasteLocate according to the previous version of these guidelines published on 2 October 2015 in the Government Gazette No 87 of 2 October 2015 (p 3161) and amended on 31 July 2020 (amendment published in the Government Gazette No 166 of 31 July 2020 (p 3813)).

For any transportation of Waste Tyres commencing on or after 19 September 2023:

A consignor of Waste Tyres must:

- a) unless they are pre-registered, register on the Integrated Waste Tracking Solution at <https://kpmgorigins.com/iwts> before the transport of any Waste Tyres
- b) give the information they are required to give or cause to give under clause 76 of the POEO Waste Regulation and these Guidelines using the Integrated Waste Tracking Solution following the instructions available at <https://kpmgorigins.com/iwts>.

A transporter of Waste Tyres must:

- a) unless they are pre-registered, register on the Integrated Waste Tracking Solution at <https://kpmgorigins.com/iwts> no later than on the delivery of their first load of Waste Tyres
- b) give the information they are required to give or cause to give under clause 76 of the POEO Waste Regulation and these Guidelines using the Integrated Waste Tracking Solution following the instructions available at <https://kpmgorigins.com/iwts>. This lets the Receiver of Waste Tyres meet their obligations under this clause.

A Receiver of Waste Tyres must:

- a) unless they are pre-registered, register on the Integrated Waste Tracking Solution at <https://kpmgorigins.com/iwts> no later than on the receipt of their first load of Waste Tyres.

Note: Consignors, transporters and Receivers of Waste Tyres should refer to the information on how to register and use the Integrated Waste Tracking Solution available at <https://www.epa.nsw.gov.au/your-environment/waste/integrated-waste-tracking-solution>.

Prescribed form and manner for giving information in relation to the location and movement of Asbestos Waste (clause 79)

For any transportation of Asbestos Waste that commenced before 28 February 2024, all transporters and Receivers of Asbestos Waste are required to give the information listed under clause 79 of the POEO Waste Regulation using WasteLocate according to the previous versions of these guidelines published on 2 October 2015 in the Government Gazette No 87 of 2 October 2015 (p 3161) and amended on 31 July 2020 (amendment published in the Government Gazette

No 166 of 31 July 2020 (p 3813)); and published on 15 September 2023 (Government Gazette No 4219 of 15 September 2023 (n2023-1661)).

For any transportation of Asbestos Waste commencing on or after 28 February 2024:

A transporter of Asbestos Waste (except a Householder transporting their household Asbestos Waste) must:

- a) unless they are pre-registered, register on the Integrated Waste Tracking Solution following the instructions at <https://kpmgorigins.com/iwts> before any transport of Asbestos Waste
- b) give the information they are required to give or cause to give under clause 79 of the POEO Waste Regulation and these Guidelines, using the Integrated Waste Tracking Solution following the instructions at <https://kpmgorigins.com/iwts>. This lets the Receiver of Asbestos Waste meet their obligations under this clause.

A Householder transporting their household Asbestos Waste is not required to register on the Integrated Waste Tracking Solution but must report the details of each load of Asbestos Waste they transport according to Guideline 5 below.

A Receiver of Asbestos Waste must:

- a) unless they are pre-registered, register on the Integrated Waste Tracking Solution following the instructions at <https://kpmgorigins.com/iwts> no later than on the receipt of their first load of Asbestos Waste. This lets the Receiver of Asbestos Waste meet their obligations under clause 79 of the POEO Waste Regulation.

Note: Transporters and Receivers of Asbestos Waste should refer to the information on how to register and use the Integrated Waste Tracking Solution available at <https://www.epa.nsw.gov.au/your-environment/waste/integrated-waste-tracking-solution>.

2.2 Guideline 2: Waste Tyres consignor requirements

See clause 76(3)(g) and 76(4)(b) of the POEO Waste Regulation.

This guideline sets out what information a consignor of Waste Tyres must give to the EPA, as well as the other information listed in clause 76(3) of the POEO Waste Regulation.

The consignor of Waste Tyres must make sure the following information is given to the EPA on or after registration on the Integrated Waste Tracking Solution before the transportation of any Waste Tyres:

- a) primary telephone number (preferably mobile number) and email address of the consignor
- b) trading name or agency name of the consignor
- c) the Australian Business Number (ABN) for the consignor (if the entity has an ABN)
- d) postal address of the consignor, if different from consignor's address.

The consignor of a load of Waste Tyres must give the following information to the EPA using the Integrated Waste Tracking Solution before the transportation of any load of Waste Tyres:

- a) the type of Waste Tyres in the load
- b) the name of the transporter.

2.3 Guideline 3: Waste Tyres transporter requirements

See clauses 76(5) and 76(6)(b) of the POEO Waste Regulation.

This guideline sets out what information a transporter of Waste Tyres must give to the Receiver when a load of Waste Tyres is delivered, as well as the other information listed in clause 76(6) of the POEO Waste Regulation.

The transporter of Waste Tyres must enter the following extra information into the Integrated Waste Tracking Solution (following registration on that platform):

- a) the driver licence number and jurisdiction of issue; and mobile telephone number of the transporter's driver
- b) the vehicle registration number of the vehicle used for the transport
- c) the date of pick up and drop off
- d) the quantity and type of Waste Tyres in each load.

2.4 Guideline 4: Waste Tyres Receiver requirements

See clause 76(7)(d) of the POEO Waste Regulation.

This guideline sets out what information a Receiver of Waste Tyres must give to the EPA, as well as the other information listed in clause 76(7) of the POEO Waste Regulation.

If a load of Waste Tyres delivered to the Receiver is not recorded as dropped off by the transporter in the Integrated Waste Tracking Solution (Untracked Movement), the Receiver must give the EPA the following information in relation to the load:

- a) the Receiver's primary contact name, telephone number (preferably mobile number) and email address
- b) the date and time of delivery of the load of Waste Tyres
- c) the type and quantity of Waste Tyres delivered
- d) the vehicle registration number of the vehicle driven by or on behalf of the transporter for the specific load
- e) the name and telephone number of the transporter (if known)
- f) the name of the driver (if known)
- g) the pick-up address of the Waste Tyres (if known)

The Receiver must give this information to the EPA through one of the following options:

Option 1

- a) in writing using the form in Appendix 1 of these Guidelines, or a form that is substantively the same
- b) within seven calendar days after the end of the month in which the load was received
- c) via email to compliance.services@epa.nsw.gov.au.

Option 2

- a) using the Integrated Waste Tracking Solution to create, complete and submit an Untracked Tyres Movement (following the instructions at <https://kpmgorigins.com/iwts>) within 24 hours after the load was received.

Option 3

- a) via other methods approved in writing by the EPA.

2.5 Guideline 5: Asbestos Waste transporter requirements

See clauses 79(3)(f), 79(4) and 79(5)(b) of the POEO Waste Regulation.

This guideline sets out what information a transporter of Asbestos Waste must give to the EPA, as well as the other information listed in clauses 79(3) and 79(5) of the POEO Waste Regulation.

Transport of Asbestos Waste generally

The transporter of Asbestos Waste (other than a Householder transporting their household Asbestos Waste) must give the following information to the EPA on or after registration on the Integrated Waste Tracking Solution before the transportation of any load of Asbestos Waste:

- a) the transporter's name, ABN (if any), address, and postal address (if different from the transporter's address)
- b) the transporter's primary telephone number (preferably mobile telephone number) and email address.

The transporter of Asbestos Waste must give the following information to the EPA before the transportation of any load of Asbestos Waste:

- a) the driver licence number and jurisdiction of issue; and mobile telephone number of the transporter's driver
- b) the vehicle registration number of the vehicle used for the transport
- c) the date of pick up and drop off
- d) the type and quantity of Asbestos Waste in each load.

Transport of household Asbestos Waste by Householder

A Householder transporting their household Asbestos Waste must give the following information to the EPA for each load of Asbestos Waste transported within 24 hours after the transportation of that load is completed:

- a) their name, telephone number (preferably mobile telephone number) and email address
- b) their driver licence number and jurisdiction of issue
- c) the vehicle registration number of the vehicle used for the transport
- d) the date of pick up and drop off
- e) the pick up address of the Asbestos Waste (i.e. the address of their residential property)
- f) the name and address of the actual Receiver of the Asbestos Waste
- g) the quantity of Asbestos Waste in the load
- h) the docket number for the disposal of the Asbestos Waste from the Receiver of the Asbestos Waste if a docket is provided by the Receiver

The Householder must give this information to the EPA using the **Disposing of household asbestos** form found here: <https://www.epa.nsw.gov.au/your-environment/household-building-and-renovation/dealing-with-household-asbestos/disposing-of-household-asbestos-form>

2.6 Guideline 6: Asbestos Waste Receiver requirements

See clause 79(6)(c) of the POEO Waste Regulation.

This guideline sets out what information the Receiver of Asbestos Waste must give to the EPA, as well as the other information listed in clause 79(6) of the POEO Waste Regulation.

If a load of Asbestos Waste delivered to the Receiver is not recorded as dropped off by the transporter in the Integrated Waste Tracking Solution (Untracked Movement), the Receiver must give the EPA the following information in relation to the load:

- a) the Receiver's primary contact name, telephone number (preferably mobile number) and email address
- b) the date and time of delivery of the load of Asbestos Waste
- c) the type and quantity of Asbestos Waste delivered

- d) the vehicle registration number of the vehicle driven by or on behalf of the transporter for the specific load
- e) the name and telephone number (preferably mobile number) of the transporter (if known)
- f) the name of the driver (if known)
- g) the pick up address of the Asbestos Waste (if known)

The Receiver must give this information to the EPA through one of the following options:

Option 1

- a) in writing using the form in Appendix 1 of these Guidelines, or a form that is substantively the same
- b) within seven calendar days after the end of the month in which the load was received
- c) via email to compliance.services@epa.nsw.gov.au.

Option 2

- a) using the Integrated Waste Tracking Solution to create, complete and submit an Untracked Asbestos Movement (following the instructions at <https://kpmgorigins.com/iwts>) within 24 hours after the load was received.

Option 3

- a) via other methods approved in writing by the EPA.

Appendix A: Record of Untracked Movement

Details of Receiver

Company name		Contact name	
Address of premises		Environment Protection Licence Number	
Australian Business Number (ABN)		Phone number	
Email address			

Record for [date] [month] [year] to [date] [month] [year]

Date of delivery	Time of delivery	Type of Waste (Tyres or Asbestos)	Quantity of Waste	Vehicle Registration Number	Transporter name	Transporter telephone no.	Driver name	Pick up address

Submitted by:

Name	Position	Signature	Date

Protection of the Environment Operations (Waste) Regulation 2014

EPA Waste Levy Guidelines

Notice is hereby given, under clause 3 of the Protection of the Environment Operations (Waste) Regulation 2014, that the attached document prepared by the NSW Environment Protection Authority replaces the previously gazetted *EPA Waste Levy Guidelines* (NSW Government Gazette No 143 of 21 December 2018, pages 9978 - 10002) and takes effect on 28 February 2024.

Signed and dated:



Asela Atapattu
Director, Circular Economy Policy
NSW Environment Protection Authority
By delegation

26 February 2024



Environment Protection Authority

Waste Levy Guidelines



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Definitions

The following terms, which are used throughout these Waste Levy Guidelines, have the following meanings. Any other terms, if stated, take the same meaning as in the Protection of the Environment Operations (Waste) Regulation 2014.

EPA means the NSW Environment Protection Authority.

Operational purpose means the purpose for which a waste described in the 'Kind of waste' column of the table in clause 15(1) of the Waste Regulation may be used in order to be eligible for an operational purpose deduction at a scheduled waste facility. The purpose of use for each 'Kind of Waste' is set out in the 'Purpose' column in that table.

EPA's electronic waste tracking system means for each of the circumstance in the table below, the corresponding waste tracking system set out alongside:

Circumstance	Waste tracking system
For waste consigned and received before 28 February 2024	Online Waste Tracking System
For waste consigned before but received on or after 28 February 2024	Online Waste Tracking System
For waste consigned and received on or after 28 February 2024	Integrated Waste Tracking Solution
For waste consigned before 28 February 2024 and the consignment was not properly authorised or tracked in the Online Waste Tracking system before 28 February 2024	Integrated Waste Tracking Solution

Online Waste Tracking System means the Online Waste Tracking System at www.epa.nsw.gov.au/owt/aboutowt.htm.

Integrated Waste Tracking Solution means the Integrated Waste Tracking Solution at <https://www.epa.nsw.gov.au/your-environment/waste/integrated-waste-tracking-solution>.

POEO Act means the *Protection of the Environment Operations Act 1997*.

Waste Regulation means the Protection of the Environment Operations (Waste) Regulation 2014.

Verified weighbridge means a weighbridge that is verified in accordance with the *National Measurement Act 1960 (Cth)*.

Introduction

These Waste Levy Guidelines contain specific legal requirements which occupiers of scheduled waste facilities must meet in addition to their obligations under the POEO Act and the Waste Regulation.

The Guidelines include how waste is measured to calculate levy liability, when certain levy deductions can be claimed, and how records, surveys and reports are required to be made, kept and provided to the EPA in order for the occupier to fulfil their obligations under the Waste Regulation.

Each Guideline, and the relevant clause(s) of the Waste Regulation under which the Guideline has been made, is listed below.

1. **Waste Levy Guideline 1:** Operational purpose – materials used for roads or other construction works (*Item 2 of the Table in clause 15(1) of the Waste Regulation*) and bedding layers (*Item 10 of the Table in clause 15(1) of the Waste Regulation*)
2. **Waste Levy Guideline 2:** Records (*clauses 32, 33(a), 34, 36(3)(g) of the Waste Regulation*)
3. **Waste Levy Guideline 3:** Waste streams and waste types (*clauses 22(2)(b), 26(1)–(2), 27(a), 28(a), 30(a) and 31(1)–(2) of the Waste Regulation*)
4. **Waste Levy Guideline 4:** Weight conversion factors (*clauses 5(b), 36(3)(d)(ii), 36(4) and 38 of the Waste Regulation*)
5. **Waste Levy Guideline 5:** Volumetric and Topographical surveys for scheduled waste facilities (*clauses 23(1)–(2) and 24(1)(b) and 33 of the Waste Regulation*)
6. **Waste Levy Guideline 6:** Waste and environment (liquid waste) levy: Technical Guidelines (*clause 17(b) of the Waste Regulation*).

These Waste Levy Guidelines take effect on and from 28 February 2024 and replace the previously gazetted EPA Waste Levy Guidelines (NSW Government Gazette No 143 of 21 December 2018, pages 9978–10002).

1. Waste Levy Guideline 1: Operational purpose

1.1. Materials used for roads or other construction works

See Item 2 of the Table in clause 15(1) of the Waste Regulation.

An occupier of a scheduled waste facility may apply to the EPA for approval to use at the facility any waste received from off-site for the purpose of roads or other construction works of a kind specified in these Guidelines.

The other kinds of construction works which an operator may apply for approval to use are: application of materials to land as foundational supports (e.g. hardstands, building foundations and infrastructure support).

Materials that are to be used for the purpose of roads or other construction works at the facility must meet the specifications contained in Table 1.

The occupier may then claim a deduction from the waste levy for any waste the occupier uses in accordance with the approval granted by the EPA in accordance with clause 15(4)–(6) of the Waste Regulation for the Operational Purpose.

Table 1 Specifications

Operational purpose	Specifications
Roads	<ol style="list-style-type: none">1. Natural materials excavated from a quarry, which do not contain any sulfidic ores or soils; OR2. Recycled road base (base course and sub-base road making materials) that meet all specifications defined in IPWEA, 2010* for Road Base Class R1 or R2 and which has been supplied consistent with all requirements for the supply of 'recovered aggregate' under the Recovered Aggregate Order** <p>These materials may only be used for roads which have a wearing surface.</p>
Construction works	<ol style="list-style-type: none">1. Natural materials excavated from a quarry, which do not contain any sulfidic ores or soils, or2. Materials used for construction works that meet all the specifications defined in IPWEA, 2010* for Select Fill Class S or Road Base Class R1 or R2 and which has been supplied consistent with all requirements for the supply of 'recovered aggregate' under the Recovered Aggregate Order**

* Institute of the Public Works Engineering Australia (NSW) (IPWEA) *Specification for Supply of Recycled Material for Pavements, Earthworks and Drainage 2010*, Department of Environment Climate Change and Water NSW, April 2010

** The Recovered Aggregate Order means the *Recovered Aggregate Order 2014* (as in force from time to time) issued by the EPA. The current version of the Recovered Aggregate Order is published on the EPA's website at <http://www.epa.nsw.gov.au/wasteregulation/orders-exemptions.htm>

1.2. Materials used for bedding layers

See Item 10 in the Table in clause 15(1) of the Waste Regulation.

An occupier of a scheduled waste facility may apply to the EPA for approval to use at the facility any waste received from off-site for the purpose of bedding layers to protect landfill lining systems if the layers are of a kind specified in these Guidelines.

Materials that are to be used for the purpose of bedding layers at the facility must meet the specifications contained in Table 2.

The occupier may then claim a deduction from the waste levy for any waste the occupier uses in accordance with the approval granted by the EPA in accordance with clause 15(4)–(6) of the Waste Regulation for the Operational Purpose.

Table 2 Specifications

Operational purpose	Specifications
Bedding Layers	The material must, at the time it is received at the facility: <ol style="list-style-type: none"><li data-bbox="598 562 1442 685">1. Be fine particulate matter (being sand or such other material expressly authorised in the environment protection licence held by the occupier to be used for the operational purpose of a bedding layer) having a thickness not greater than 150 mm;<li data-bbox="598 692 1442 757">2. Have adequate thickness, particle size distribution, permeability, internal shear strength and interface friction with adjacent layers;<li data-bbox="598 763 1442 824">3. Protect the geonet drainage geocomposite by providing an overlying padding or protection layer.

2. Waste Levy Guideline 2: Records

See clauses 32, 33(a), 34 and 36(3)(g) of the Waste Regulation.

This Guideline sets out how an occupier of a facility must record, keep and provide to the EPA (where relevant) information required to be recorded under Part 3 of the Waste Regulation.

2.1. General requirements

Each occupier of a scheduled waste facility must ensure for all information required to be recorded under Part 3 of the Waste Regulation that:

- the original records of the information (such as paper documents) are retained and are accessible by the EPA in their original form
- all record-keeping systems are designed so that details of any adjustments to records are recorded against the adjusted record, including that the record has been amended and the extent of the change
- all electronic records are backed up weekly and the back-up records are stored in a secure location
- quantity of waste is recorded to two decimal places (e.g. 14.22 tonnes)
- all electronic records are able to be downloaded by the EPA in an .xls, .xlsx, .csv or .dbf format at any time.

2.2. Records for transactions

For each vehicle entry (transaction) into a scheduled waste facility, records must be kept in a manner that is exportable, copyable and accessible by the EPA in spreadsheet form. Records must display all information required to be recorded under clauses 27–30 and 32 of the Waste Regulation for each transaction. Each field for a transaction (e.g. date, weight, vehicle registration number) must be displayed as a heading in the first row and the content required for that field set out below that heading.

2.3. Electronic data capture system

For facilities with data capture software connected to a verified weighbridge ('electronic data capture system'), all of the information required to be recorded under clauses 27–30 of the Waste Regulation must be recorded into the electronic data capture system unless:

- the weighbridge is out of operation, or
- the electronic data capture system malfunctions whilst the weighbridge continues to operate.

In these circumstances, the information required to be recorded for a transaction must be manually recorded, and entered into the electronic data capture system as soon as the system resumes operation (with details confirming that the original recording was manual).

2.4. Recording and reporting of trackable liquid waste

Scheduled waste facilities receiving or consigning trackable liquid waste must use the EPA's electronic waste tracking system (or an alternative system approved by the EPA in writing) to record and provide the information required under Part 3 of the Waste Regulation for trackable liquid waste. Scheduled waste facilities receiving trackable liquid waste must also maintain original records of the information required under Part 3 of the Waste Regulation for:

- trackable liquid waste and other material received at the facility
- trackable liquid waste and other material stored at the facility

- trackable liquid waste transported from the facility
- waste and material other than trackable liquid waste transported from the facility.

Sections 2.2 and 2.3 of this Waste Levy Guideline 2 do not apply to scheduled waste facilities which only have levy liability in relation to trackable liquid waste.

3. Waste Levy Guideline 3: Waste streams and waste types

See clauses 22(2)(b), 26(1)–(2), 27(a), 28(a), 30(a) and 31(1)–(2) of the Waste Regulation.

The Waste Regulation requires that occupiers of scheduled waste facilities keep records, and report on waste streams and waste types received at, stockpiled on or sent from their facility in certain circumstances. This guideline sets out what information must be recorded and reported.

3.1. Waste streams

Under clause 27(a) and 28(a) the occupier of a scheduled waste facility must record waste as one of the following three waste streams:

Municipal waste consists of one or more of the following waste types: domestic waste, other domestic waste, council waste, or garden organics (as those terms are defined in 3.1.1 below).

Commercial and industrial waste includes waste generated by businesses (including shopping centres), industries, schools, hospitals, other institutions, or government offices.

Construction and demolition waste is generated from construction or demolition works, and includes asphalt waste or excavated natural material.

Other if it is not possible to identify whether the waste is municipal waste, commercial and industrial waste or construction and demolition waste.

3.1.1. Municipal waste

Where municipal waste is recorded as the waste stream, the occupier must also record the municipal waste sub-stream, whether the waste is:

- domestic waste – household waste (other than garden organics) collected by or on behalf of a council as part of a routine kerbside service carried out at least once per fortnight
- other domestic waste – household waste (other than garden organics or domestic waste) collected by or on behalf of a council or taken directly to the waste facility by or on behalf of the householder
- council waste – waste (other than garden organics) collected by or on behalf of a council from parks or gardens, council street bins, the sweeping of streets by or on behalf of the council, council waste drop-off centres and major public events
- Garden organics – waste consisting of plants or parts of plants, including compost or mulch.

3.2. Waste types

Table 3 lists waste types, including the corresponding Code for the purposes of the record-keeping requirements under clauses 27(a), 28(a), 31(1)–(2) and the Waste Contributions Monthly Report (clause 22(2)(b)).

Table 3 Waste types

Description of waste	Code
Aggregate, road base or ballast	AGG
Aluminium (non-ferrous)	AL
Asbestos (N220)	ASB

Description of waste	Code
Asbestos contaminated soil	ASBSOIL
Ashes	ASH
Asphalt	ASPH
Batteries	BATT
Bricks or concrete	BC
Biosolids or manures	BIO
Ceramics, tiles, pottery	CER
Commingled recyclables	COMM
Composts or mulches	COMP
Contaminated soil	CONT
Dredging spoil	DSP
E-waste	EWASTE
Ferrous (iron or steel)	FE
Food or kitchen	FOOD
Glass	GLASS
Mattresses	MATT
Mixed waste*	MIX
Mixed waste organic outputs	MWOO
Non-ferrous (metals, not iron steel or aluminium)	NFE
Oil	OIL
Paper or cardboard	PAPER
Plasterboard	PB
Pharmacy or clinical	PHARM
Plastic	PL
Potential acid sulphate soils	PASS
Problem waste	PROB
Residues or rejects	RES
Shredder floc	FLOC
Soil (not contaminated or VENM)	SOIL
Textiles, rags	TEXT
Tyres	TYRE
Vegetation or garden	VEG
Virgin excavated natural material	VENM
Veterinary waste	VET
Wood, trees or timber	WOOD

* For loads which contain more than one waste type, the 'description of waste' and 'Code' should be mixed waste and MIX respectively.

The waste types that are required to be recorded under clause 30 for wastes that are used for an operational purpose at a scheduled waste facility are listed in the table in clause 15(1) under the column 'Kind of waste'.

The EPA will advise when the operational purpose deduction is granted:

- if the waste type is required to be reported in the Waste Contributions Monthly Report (WCMR), and
- the appropriate Code (if any) for recording and reporting in the WCMR.

4. Waste Levy Guideline 4: Weight conversion factors

See clauses 5(b), 36(3)(d)(ii), 36(4) and 38 of the Waste Regulation.

An occupier of a scheduled waste facility is required to measure the quantity of waste that is transported into or out of the facility. This Guideline sets out when conversion factors can be used to measure the quantity of waste.

4.1. Vehicle conversion factors

Vehicle conversion factors may only be used by the occupier of a scheduled waste facility who is required under the Waste Regulation to install a weighbridge if:

- the verified weighbridge at a scheduled waste facility is out of operation; or
- the EPA has specifically exempted or deferred the occupier from the requirement to install a verified weighbridge under the Waste Regulation, and if an alternative measuring system has not been prescribed in the notice of exemption or deferral.

In these circumstances operators must use the conversion factors listed in Table 4 to measure the quantity of a load of waste or other material transported into or out of the waste facility, for the specified type of vehicle or bin in which the waste is transported.

Table 4 Vehicle and bin weight conversion factors

	Sources		
	Municipal, Commercial and Industrial waste Deemed tonnage (or t/m ³ if stated) of load	Construction and Demolition waste Deemed tonnage (or t/m ³ if stated) of load	Sand, soil or soil like material including clay, rock, stone or similar quarried materials Deemed tonnage (or t/m ³ if stated) of load
Open truck			
Single rear axle with two rear wheels or four small rear wheels	0.62	0.98	2.47
Single rear axle with four normal size wheels	1.16	2.76	5.58
Tandem rear axle (bogie drive)	3.74	7.14	10.97
Twin steer with twin rear axles	5.57	7.61	10.97
Tipping semi-trailer	5.79	15	15
Skip bin			
	0.8 (t/m ³)*	Mixed waste: 0.7 (t/m ³) Segregated concrete or brick: 1.2 (t/m ³) Crushed concrete and brick base material: 1.5 (t/m ³)	1.5 (t/m ³)*

	Crushed aggregate: 1.3 (t/m ³)
	All other waste: 1.1 (t/m ³)*
Enclosed trucks, compactors, trucks and dogs, B-doubles	All sources
	Deemed tonnage
Single steer with single rear axle	2.72
Single steer with tandem rear axle	6.38
Tandem rear axle (bogie drive) with trailer (truck and dog)	29.1
Twin steer with tandem rear axle	7.96
Waste transfer truck (Walking floor)	19.89
B-double	39.3
Small vehicles and mobile garbage bins (all sizes)	
Car/station wagon	0.06
Van/ute/trailer	0.3
Mobile garbage bin (as used for normal domestic kerbside collections: all sizes)	0.06 per bin**

* The total deemed weight of a load in a skip bin is to be determined based on bin size, not amount of waste or material in the bin.

** If more than six mobile garbage bins are delivered in a ute or trailer, the maximum deemed weight is 0.3 tonnes: that is the standard conversion factor applying to utes and trailers.

NOTE: The above conversion factors for specified vehicles apply to each load of waste or material in the vehicle, regardless of how full.

4.2. Liquid waste conversion of volume to weight

For the purposes of clause 5(b) of the Waste Regulation, one kilolitre of liquid waste that is measured by volume is taken to weigh one tonne.

5. Waste Levy Guideline 5: Volumetric and topographical surveys for scheduled waste facilities

See clauses 23(1)–(2), 24(1)(b) and 33 of the Waste Regulation.

An occupier of a scheduled waste facility is required to provide results of a topographical or volumetric survey in an approved form and manner specified by the Waste Levy Guidelines. This Guideline sets out how the results must be provided.

Landfill facilities

Sections 5.1–5.4 apply to any scheduled waste disposal facility that is a landfill site.

5.1. Submitting survey results to EPA

Any results from a survey required must be submitted to EPA by completing the:

- Landfill Survey Checklist set out in section 5.2,
- Landfill Facility Information Certificate set out in section 5.3, and
- Stockpile Information and Schedule of Material Movements Form set out in section 5.4.

The completed documents must be submitted together with the survey plan of the facility in electronic format (e.g. .dwg, .xls, .xlsx, .pdf) to:

wastelevy.compliance@epa.nsw.gov.au

<mailto:OR>

by mail to the following address:

Waste Levy Compliance Unit

Environment Protection Authority

Locked Bag 5022

PARRAMATTA NSW 2124

Note: Guidance as to the meaning of key terms used in sections 5.2 to 5.4 can be found on the EPA website at [Volumetric Survey Definitions](#). These definitions should be referred to when completing these documents.

5.2. Landfill Volumetric Survey Checklist (LVSC)

Facility:	
Licence number:	
Survey period:	
Date of survey:	

Survey item	Yes
Survey to be carried out by a qualified surveyor as defined in Clause 7 of the Protection of the Environment Operations (Waste) Regulation 2014.	
Survey results are presented in the form of a survey plan. The survey plan shows survey results to the licensed boundaries of the facility at the time of the survey.	
Terrain levels are represented on the survey plan by contours at not more than one metre intervals.	
All levels are related to Australian Height Datum and the origin of levels noted on the survey plan.	
Spot levels are taken at sufficient frequency to allow interpolation of levels from the survey plan to ± 0.2 metres at the 90% confidence level.	
Boundaries of the site, date of survey, adjoining title information, scale bar, buildings, roads, fences, ponds, landfill cell extraction areas, weighbridges, settlement, subsidence and any other significant details that will likely impact on the volume usage are noted on the survey plan.	
The boundaries of all active cells which received waste during the survey period are noted on the survey plan by use of the Map Grid of Australia 1994 (MGA94).	
The boundaries of all cells which are currently being excavated, mined or quarried for any purpose are noted on the survey plan by use of the Map Grid of Australia 1994 (MGA94).	
All changes in the volume in the active cells and any other area on the facility during the survey period are noted on the survey plan and listed in the Landfill Facility Information Certificate (Form 5.3).	
Stockpile locations are clearly noted on the survey plan and provided with an identification number that correlates with the Landfill Facility Information Certificate (Form 5.3) and Landfill Stockpile Information Form (Form 5.4).	

Signed: _____

Date: _____

Name (surveyor): _____

Organisation: _____

5.3. Landfill Facility Information Certificate (LFIC)

Licence no:			
Survey period:			
Date of survey:			
Facility name:			
Facility address:			
Occupiers name:			
Site area (hectares):			
Title details:			
Lot:		D.P	

Note: The MGA94 coordinates of licensed boundaries, all active cells, all excavated areas and all subsidence areas must be shown on the survey plan.

Total licensed area (hectares)

Date of survey

Total landfill design capacity (m³)

Tool tip – Total landfill design capacity is the total planned landfill volume that has been approved by the consenting authority for the entire site. This space may not actually exist at present and may be dependent upon planned construction of future landfill cells for waste disposal.

Total void space remaining in the active cell(s) (m³) at the date of this survey*

Tool tip – An active cell is one that either received waste for landfilling and/or was mined or quarried during the survey period. This figure is different from the "total landfill design capacity remaining" unless your facility has only one cell.

Total void space consumed in the active cell(s) during the 6-month survey period (m³)

Tool tip – This is the total volume consumed (m³) during the 6-month survey period by the burial of waste (which includes daily cover) in the cell(s) that were active during the survey period.

Total landfill design capacity remaining (m³) at the date of this survey

Tool tip – This is the total landfill design capacity less total void space consumed since the landfill started operating. This is different from the "total void space remaining in the active cell" unless your facility has only one cell.

Average estimated compaction rate during the 6-month survey period (tonnes/m³)

Tool tip – Total amount of waste landfilled onsite (refer to Schedule of Material Movements) divided by total void space consumed in the active cell(s) during the 6-month survey period.

* If more than one active cell during survey period, provide individual volumes (m³) on survey plan using a text box.

Stockpile details

Stockpile identification	Volume (m ³)

If space is insufficient, please attach a separate schedule or insert rows in the Microsoft Excel version of this form. The surveyor should sign the Schedule (see next page).

Surveyor’s certification

I, _____ (full name)
a qualified
surveyor, of*

*(must provide company name and include relevant ABN or ACN)

certify that the above information is correct and that the survey and computations represented in the attached survey plans have been conducted in accordance with the approved form and manner requirements of the Protection of the Environment Operations (Waste) Regulation 2014.

Signature

Date

5.4. Landfill Stockpile Information and Schedule of Material Movements Form

Facility:	
Licence number:	
Survey period:	
Date of survey:	

Stockpile ID on volumetric survey ¹	Stockpile information					
	Material type (using WCMR ² codes)	Volume in m ³	Density value in t/m ³	Weight in tonnes	Stockpile won on site – Yes/No	Applicable financial year for levy rate

¹ Please ensure that the Stockpile ID order is the same as that given in Form 5.3

² WCMR = Waste contribution monthly report

Schedule of material movements

Total amount of material landfilled on site during the 6-month survey period (tonnes)

Tool tip – This is the total amount of waste that has been disposed of or buried in the active cell(s) during the 6-month survey period. This includes the amount of waste used for daily cover.

Total amount of material won on site during the 6-month survey period (tonnes)

Tool tip – Total amount of material during the 6-month survey period that has been excavated from on-site and has either been stockpiled for reuse on-site or transported offsite for disposal, resource recovery or reuse.

Total amount of material received for an operational purpose during the 6-month survey period (tonnes).

Tool tip – This is the total amount of waste received during the 6-month survey period that has been received at the facility for an operational purpose, whether or not the use is subject to an EPA approval (DIN) or retrospective claim (do not include 'record and not report' items).

Signature

Date

**Name
(position)**

**Of
(licensee)**

Resource recovery facilities

Sections 5.5–5.7 below apply to any scheduled waste facility other than a scheduled waste disposal facility that is a landfill site.

5.5. Submitting survey results to EPA

Any results from a survey required must be submitted to EPA by completing the:

- Resource Recovery Survey Checklist set out in section 5.7,
- Resource Recovery Facility Information Certificate set out in section 5.8.

The completed documents must be submitted together with the survey plan of the facility in electronic format (e.g. .dwg, .xls, .xlsx, .pdf) to:

wastelevy.compliance@epa.nsw.gov.au

OR

by mail to the following address:

Waste Levy Compliance Unit

Environment Protection Authority

Locked Bag 5022

PARRAMATTA NSW 2124

Note: Guidance as to the meaning of key terms used in sections 5.7 and 5.8 can be found on the EPA website at [Volumetric Survey Definitions](#). These definitions should be referred to when completing these documents.

5.6. Resource Recovery Survey Checklist

Facility:	
Facility address:	
Occupier's name:	
Licence number (if applicable):	
Survey period:	
Date of survey:	

Survey item	Yes
Survey to be carried out by a qualified surveyor as defined in Clause 7 of the Protection of the Environment Operations (Waste) Regulation 2014.	
Survey results must be presented in the form of a topographical plan. The survey plan must show survey results to the licensed boundaries of the Facility. In the case of an unlicensed facility, the survey plan must show survey results to the legal boundaries of the Facility.	
Terrain levels must be represented on the survey plan by contours at not more than one metre intervals.	
All levels must be related to Australian Height Datum and the origin of levels noted on the survey plan.	
Spot levels must be taken at sufficient frequency to allow interpolation of levels from the survey plan to ± 0.2 metres at the 90% confidence level.	
Boundaries of the site, date of survey, adjoining title information, scale bar, buildings, roads, fences, ponds, and weighbridges must be noted on the survey plan.	
Stockpile locations must be clearly noted on the survey plan and provided with an identification number that correlates with the Facility Information Certificate below.	

Signed: _____

Date: _____

Name (surveyor): _____

Organisation: _____

5.7. Resource Recovery Facility Information Certificate

Facility name:			
Facility address:			
Occupier's name:			
Licence number (if applicable):			
Survey period:			
Date of survey:			
Site area (hectares):			
Title details:			
Lot:		D.P	
Map Grid Australia (MGA) coordinates of licensed or legal boundaries (show on plan)			

Stockpile volumes and tonnages (if also being calculated as part of the topographical survey)

Stockpile identification	Volume (m ³)	Density value (t/m ³)	Derived tonnage(s)

If space is insufficient, attach a separate schedule or insert rows in the Microsoft Excel version of this form. The surveyor should sign the schedule (see next page).

Surveyor's certification

I, _____ (full name)

**a qualified
surveyor, of***

*(must provide company name and include relevant ABN or ACN)

certify that the above information is correct and that the survey and computations represented in the attached survey plans have been conducted in accordance with the approved form and manner requirements of the Protection of the Environment Operations (Waste) Regulation 2014.

Signature

Date

6. Waste Guideline 6: Waste and Environment (Liquid Waste) Levy: Technical Guidelines

See clause 17(b) of the Waste Regulation.

The occupier of a scheduled waste facility who is required to pay the waste levy may deduct from the levy payable an amount in respect of trackable liquid waste received at the facility which is transported from the facility as a substance other than trackable liquid waste to a place for lawful recycling, re-use or processing, but only if any requirements of the Waste Levy Guidelines have been satisfied.

For the purpose of clause 17(b), the requirements in each row of Column 3 of Table 5 apply in relation to the type of substance described in Column 1 that is transported to a place for the purpose in Column 2.

Table 5 Requirements

Column 1 Substance	Column 2 Purpose	Column 3 Requirements
The liquid component of processed, treated or recycled trackable liquid waste.	Lawful recycling, re-use or processing as industrial water in a commercial or industrial process.	The liquid component must comply with relevant industrial specifications, standards and guidelines for the particular commercial or industrial process. Where a specification is not available or applicable, a risk management plan must be undertaken (and made available to the EPA) consistent with the principles outlined in the National Guidelines for Water Recycling: Managing Health and Environmental Risks (2006) ¹
The aqueous liquid component of processed, treated or recycled trackable liquid waste.	Lawful ² recycling, re-use or processing in the irrigation of agricultural land or public parks or other recreational facilities.	The aqueous fraction of treated or processed liquid waste must be of a quality appropriate for irrigation on agricultural land or application to land without causing harm to the environment or human health. The water quality of the aqueous fraction must not exceed the trigger values for the

¹ Environment Protection and Heritage Council, Natural Resource Management Ministerial Council, Australian Health Ministers' Conference 2006, *National Water Quality Management Strategy: Australian Guidelines for Water Recycling: Managing Health and Environmental Risks (Phase 1)*, EPHC, NRMCC, AHMC.

² Any application of the substance to land must comply with any applicable resource recovery order and exemption. The current versions of orders and exemptions are published on the EPA's website at <http://www.epa.nsw.gov.au/wasteregulation/orders-exemptions.htm>. Where no resource recovery order or resource recovery exemption is currently available for the intended use of a waste material, an application can be made to the EPA: see <https://www.epa.nsw.gov.au/your-environment/recycling-and-reuse/resource-recovery-framework/apply-for-an-order-and-exemption>.

Column 1 Substance	Column 2 Purpose	Column 3 Requirements
<p>The solid or liquid component of processed, treated or recycled trackable liquid waste which has been recovered into its original substance (e.g. solvent, chemical, fuel or oil) (Original Form)</p>	<p>Lawful recycling, re-use or processing (other than application to land) in the substance's Original Form</p>	<p>specific physical, chemical and biological parameters outlined in:</p> <ol style="list-style-type: none"> 1. The Australian and New Zealand Guidelines for Fresh and Marine Water Quality (2000), Chapter 4: Primary Industries, Sections 4.2.1–4.2.9 Water Quality for Irrigation (the ANZECC Guidelines).³ 2. The 'health' guideline values in the Australian Drinking Water Guidelines (2011),⁴ Chapter 10: Monitoring for Specific Characteristics in Drinking Water.⁵ <p>The solid or liquid component must be sent off-site for re-use in its Original Form and must comply with relevant legislation, specifications, standards and guidelines for the proposed re-use.</p>

³ Australia and New Zealand Environment and Conservation Council, Agriculture and Resource Management Council of Australia and New Zealand 2000, *Australian and New Zealand Guidelines for Fresh and Marine Water Quality*, ANZECC, ARMCANZ.

⁴ National Health and Medical Research Council, Natural Resource Management Ministerial Council 2011, *National Water Quality Management Strategy: Australian Drinking Water Guidelines 6 2011*, NHMRC, NRM.

⁵ Where no appropriate guideline values are available for identified chemicals or where the waste contains greater than trace amounts of substances, such as heavy metals, solvents, chlorinated organic compounds, agricultural chemical residues or petrochemicals, the waste in question is generally not suitable for application to land for irrigation purposes.