NSW CONTAINER DEPOSIT SCHEME  
**Stock-on-hand assessment form**

|  |  |
| --- | --- |
| Facility name |  |
| MRF operator name |  |
| MRF operator ABN |  |
| Facility street address |  |
| Contact name |  |
| Contact number |  |
| Contact email |  |

**PUrpose of this form**

Recyclable material received, processed and/or stockpiled at a Material Recovery Facility (MRF) prior to 1 December 2017 must not be included in a processing refund claim. The purpose of this form is to provide the Environment Protection Authority and the Scheme Coordinator with the information required to determine a baseline for your facility.

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| --- | --- |
|  | *You cannot claim on material that was already at your MRF prior to 1 December 2017.* |

**Approved methods**

All MRF operators must complete a stock on hand assessment on **30 November 2017** using one of the approved methods detailed below:

|  |  |
| --- | --- |
| Method | Details |
| Volumetric survey | Engage a surveyor to measure the volume of material stored/stockpiled at the facility.  The estimated tonnes of material must then be calculated by reasonable means, which may include: (a) taking samples of each stockpile and weighing them using scales or a weighbridge (b) applying appropriate density to the volume of material. |
| Weighing by parcels | Count the number of discrete parcels of material at the facility (such as bins, bales, containers, pallets) (‘parcels’).  The estimated tonnes of material must then be determined by calculating the weight of a sample of like parcels and applying it to all the parcels of the same material. The sample weight may be measured using scales or a weighbridge. |
| Business records | Use the facility’s business records (note: this method is only available to be used if the business records include records of weight, in tonnes, of all materials received and removed from the site).  ‘Business records’ include, but are not limited to, invoices, receipts, orders for the payment of money, bills of exchange, cheques, promissory notes, vouchers and documents of prime entry. |
| Other method approved in writing | If you wish to use an alternative method, you must detail the proposed method and submit it to the EPA for approval. |

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|  | ***As part of your stock on hand assessment, you should take photos of all material stored at your facility on 30 November 2017. These photos should be saved and stored as part of your business records.*** |

**Stock on hand assessment**

Once you have completed your stock on hand assessment using one of the approved methods listed above, please complete the table below:

|  |  |  |
| --- | --- | --- |
| Material type | Amount of stock on hand (tonnes) | Method used |
| Aluminium |  |  |
| PET (if applicable) |  |  |
| HDPE (if applicable) |  |  |
| Mixed plastic |  |  |
| Glass |  |  |
| Paper |  |  |
| Other |  |  |

**Submission and approval**

You must attach a copy of all supporting information used to determine the amount of stock on hand. This may include, but may not be limited to:

* Detailed calculations
* Density factors
* Weighbridge records
* Third party records

**Submission and approval**

This form must be signed and approved by a person with authority to act on behalf of the MRF operator and must be submitted by email to [MRF.Protocol@epa.nsw.gov.au](mailto:MRF.Protocol@epa.nsw.gov.au).

|  |  |
| --- | --- |
|  | *It is an offence to provide false or misleading information* |

Approved by:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Signature |  |  | Date |  |