



Environment Protection Authority

Asbestos and Waste Tyres Guidelines

Version 2



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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**).

EPA: the New South Wales Environment Protection Authority.

EPA Fixed Plate: a fully functioning fixed plate approved by the EPA with a unique QR2id code and alphanumeric number for a particular premises to track Asbestos Waste.

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

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

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

Integrated Waste Tracking Solution: the online tool developed under contract for the EPA, the purpose of which is to report on the location and movement of hazardous waste throughout NSW, including Waste Tyres. The Integrated Waste Tracking Solution replaces the WasteLocate system for tracking intrastate movements of Waste Tyres from 19 September 2023.

WasteLocate: the online tool developed for the EPA for reporting on the location and movement of Asbestos Waste.

2. Introduction

These Guidelines contain legal requirements that consignors, transporters and receivers of Asbestos Waste and Waste Tyres must meet in addition to their obligations under the POEO Waste Regulation.

The Guidelines include general and specific user requirements for:

- (a) the Integrated Waste Tracking Solution to report on the location and movement of Waste Tyres; and
- (b) WasteLocate to report on the location and movement of Asbestos Waste.

These Guidelines, and the relevant clause(s) of the POEO Waste Regulation under which they are being 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 2) take effect on 19 September 2023.

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 relations to the location and movement of Waste Tyres (clause 76)

For any transportation of tyres that commences before 19 September 2023, all consignors, transporters and receivers of Waste Tyre must give information required under clause 76 of the POEO Waste Regulation using WasteLocate in accordance with 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 that commences 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 following the instructions at <https://kpmgorigins.com/iwts> before the transport of any Waste Tyres; and
- b) provide 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 at <https://kpmgorigins.com/iwts>.

A transporter of Waste Tyres 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 delivery of their first load of Waste Tyres; and
- b) provide 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 at <https://kpmgorigins.com/iwts>.

Note: Consignors and transporters 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 relations to the location and movement of Asbestos Waste (clause 79)

A transporter of Asbestos Waste must:

- a) register as a transporter of Asbestos Waste on WasteLocate following the instructions at wastelocate.epa.nsw.gov.au before any transport of Asbestos Waste; and
- b) provide the information it is required to give or cause to give under clause 79 of the POEO Waste Regulation and these Guidelines, on WasteLocate following the instructions at wastelocate.epa.nsw.gov.au.

A receiver of Asbestos Waste must display an EPA Fixed Plate at its premises on and from delivery of the first load of Asbestos Waste to its premises. This enables the receiver of Asbestos Waste to give information to the EPA under clause 79 of the POEO Waste Regulation.

A transporter of a load of Asbestos Waste must scan the receiver's EPA Fixed Plate through their mobile device upon delivery of each load. Scanning of the EPA Fixed Plate by the transporter for a load enables the receiver to meet its obligations under clause 79(6) of the POEO Waste Regulation for that load.

Note: Consignors, transporters and receivers of Asbestos Waste should refer to the information on how to register and use WasteLocate available at www.epa.nsw.gov.au/wasteregulation/transport-asbestos-tyres.htm.

2.2. Guideline 2: Waste Tyres consignor requirements

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

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

The consignor of Waste Tyres must provide the following information 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); and
- d) postal address of the consignor, if different from consignor's address.

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

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

2.3. Guideline 3: Waste Tyres transporter requirements

See clause 76(6)(b) of the POEO Waste Regulation.

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

The transporter of Waste Tyres must cause the following additional information to be entered into the Integrated Waste Tracking Solution (following registration on that platform):

- a) the drivers licence number 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; and
- 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 provide to the EPA, in addition to 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 of the Waste Tyres (**Untracked Movement**), the receiver must, where possible, provide the EPA the following information in relation to the load:

- a) the date and time of delivery of the load of Waste Tyres;
- b) the type and quantity of Waste Tyres delivered;
- c) the name and telephone number of the transporter;
- d) the name of the driver;
- e) the vehicle registration number of the vehicle driven by or on behalf of the transporter for the specific consignment; and
- f) the pick-up address of the Waste Tyres.

The receiver must provide the abovementioned information to the EPA:

- a) in writing using the form in Appendix 1 of these Guidelines, or a form that is substantively the same or via other methods approved by the EPA;
- b) within 7 calendar days after the end of the month in which the load was received; and
- c) via email to compliance.services@epa.nsw.gov.au, unless otherwise authorised by an EPA officer.

2.5. Guideline 5: Asbestos Waste transporter requirements

See clauses 79(3)(f) of the POEO Waste Regulation.

This guideline sets out what information a transporter of Asbestos Waste must provide to the EPA, in addition to the other information listed in clause 79(3) of the POEO Waste Regulation.

The transporter of Asbestos Waste must provide the following information to the EPA following registration on WasteLocate no later than on delivery of its first load of Asbestos Waste:

- a) name and address of the transporter
- b) mobile telephone number of the transporter's registered driver*
- c) email address of the transporter
- d) trading name or agency name of the transporter
- e) drivers licence number of the transporter's registered driver*
- f) postal address of the transporter, if different from transporter's address
- g) primary telephone number of transporter
- h) the ABN of the transporting company (if any); and
- i) WorkCover licence number of the transporter, if held.

**A transporter of Asbestos Waste can only select one driver per registration on WasteLocate.*

The transporter of a load of Asbestos Waste must provide the following information to the EPA using WasteLocate before the transportation of any load of Asbestos Waste commences:

- a) the type of Asbestos Waste in the load; and
- b) vehicle registration number of the vehicle driven by the transporter's registered driver for the specific consignment.

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 provide to the EPA, in addition to the other information listed in clause 79(6) of the POEO Waste Regulation.

If the receiver's EPA Fixed Plate is not scanned by the transporter when a load of Asbestos Waste is delivered to the receiver (**Unscanned Asbestos Load**), the receiver must provide the EPA the following information in relation to the load:

- a) the date and time of delivery of the load of Asbestos Waste; and
- b) the vehicle registration number of the vehicle driven by or on behalf of the transporter for the specific consignment.

The receiver must provide this information to the EPA:

- a) in writing using the form in Appendix 2 of these Guidelines
- b) within seven (7) calendar days after the end of the month in which the load was received; and
- c) via email to compliance.services@epa.nsw.gov.au, unless authorised otherwise by an EPA authorised officer.

Appendix A: Record of Untracked Movement – Waste Tyres

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	Quantity of Waste Tyres	Vehicle Registration Number	Transporter Name	Transporter Telephone No.	Driver Name	Pick Up Address

Submitted by:

Name	Position	Signature	Date

Appendix B: Record of Unscanned Loads – Asbestos Waste

Details of receiver

Company name	
Contact name	
Address of premises	
Environment Protection Licence Number	
Australian Business Number (ABN)	
Phone number	
Email address	
Fixed Plate Number or Numbers (if more than one on premises)	

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

Date of delivery	Time of delivery	Type of Asbestos Waste	Vehicle Registration Number

Submitted by:

Name	Position	Signature	Date