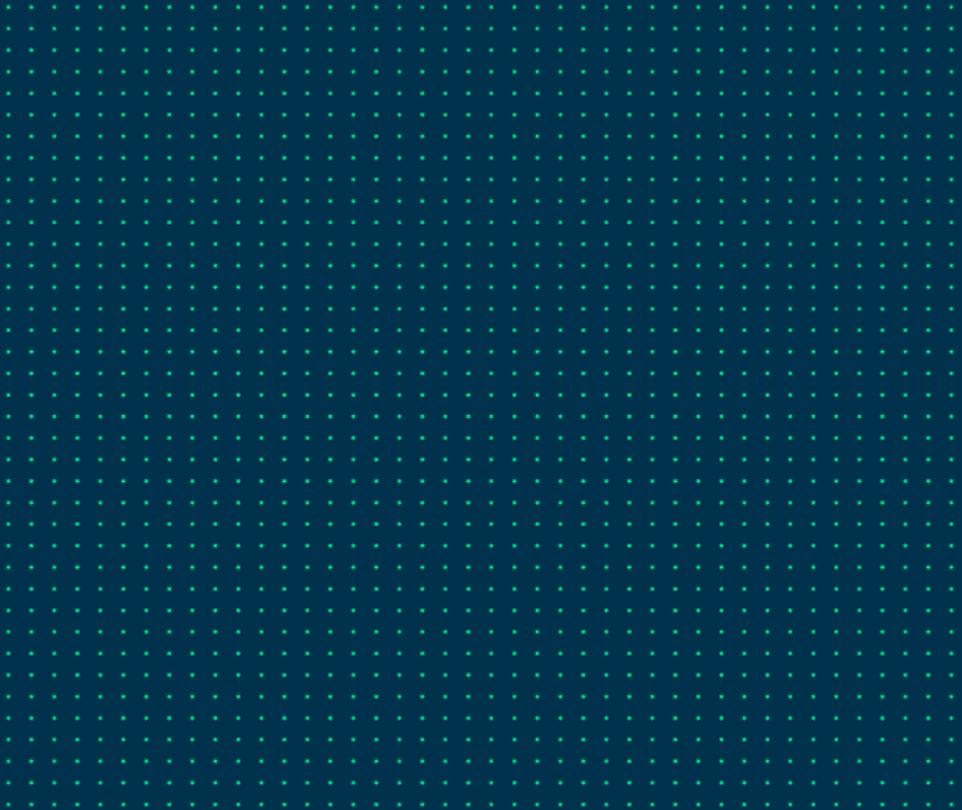




Environment Protection Authority

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
