

Waste Levy Benchmark Requirements

Output reporting for each transaction at levy paying facilities

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ISBN 978 1 922260 41 3
EPA 2019P1518
March 2019

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Output reporting for each transaction at levy paying facilities

The NSW Environment Protection Authority (EPA) requires reliable information to explain the nature of each vehicle visit (whether or not carrying waste) at all waste facilities which have a waste levy liability.

Background

This document provides a benchmark for data outputs from your software system. The EPA recommends the records for each 'transaction' at your facility contain the fields and information set out in Table 1. The recommended 'fields' and 'information' should appear exactly as specified below. A separate 'transaction' occurs for each vehicle visit to a waste facility. If a vehicle arrives carrying waste and leaves carrying other material (including recyclables), this will constitute two separate 'transactions'.

The EPA recommends facilities provide this information to their weighbridge software providers, to ensure their weighbridge and software data meets the benchmark. The EPA can provide programmers with further information as to how the information can be generated.

These benchmark requirements do not apply to facilities which only receive trackable liquid waste.

Please note that the fields set out in Table 1 below are not all mandatory but provide a benchmark for good recording and reporting practices. The software or electronic reporting method used should report this information to adequately measure the waste transported in or out of a facility.

Mandatory requirements for record keeping such as quantity of waste, weight, waste type, date and time of delivery and vehicle registration number are set out in clauses 27 to 30 and 32 of the Protection of the Environment (Waste) Regulation 2014 (Waste Regulation) and Waste Levy Guidelines. In accordance with clause 33(b) of the Waste Regulation, records must be retained for six years. If you require further information please contact the EPA at wasteauditunit@epa.nsw.gov.au.

Table 1: Recommended 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

Field	Information required
Vehicle type	<p>Either:</p> <ul style="list-style-type: none"> • use Waste Levy Guideline 4 descriptors if conversion factors are used • 'N/A' if vehicle uses the weighbridge
Customer name	<p>Either:</p> <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	<p>Either:</p> <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	<p>Either:</p> <ul style="list-style-type: none"> • the full ABN of customer • 'N/A' if customer does not have an ABN
Purpose of entry	<p>Either:</p> <ul style="list-style-type: none"> • 'Waste Delivery' (if vehicle is delivering waste) or '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	<p>Either:</p> <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	<p>Either:</p> <ul style="list-style-type: none"> • if weighbridge is used: to two decimal places in tonnes • if weighbridge is not used: '0' (zero) <p>Note: Gross weight is the weight of the vehicle and its load</p>
Tare	<p>Either:</p> <ul style="list-style-type: none"> • if weighbridge is used: to two decimal places in tonnes • if weighbridge is not used: '0' (zero) <p>Note: Tare weight is the weight of the vehicle when empty</p>
Net	<p>The net weight of the load to two decimal places in tonnes (only one net weight per transaction)</p> <p>Counted items (such as mattress, tyres) must not be included in net weight fields</p> <p>Note: Net is the gross weight minus the tare weight</p>
Stored tare	<p>Either:</p> <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	<p>Either:</p> <ul style="list-style-type: none"> • last date (in DDMMYYYY format) and time (in HH:MM format) the stored tare for this vehicle was adjusted • 'N/A' if there is no stored tare
Product description	<p>Either:</p>

Field	Information required
	<ul style="list-style-type: none"> description of type of waste or other material delivered to or transported from the facility, including details of any recycling, mixing, blending or processing of any waste in the load (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 '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 material is 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 lawfully transported, including the code or number of any environment protection licence for that place, if applicable
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
OWL EPL number	<p>Either:</p> <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	<p>Either:</p> <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	<p>Either:</p> <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	<p>Either:</p> <ul style="list-style-type: none"> • the approval number issued by the EPA for an 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	<p>Either:</p> <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	<p>Either:</p> <ul style="list-style-type: none"> • the applicable levy rate in \$ per tonne for the transaction • '\$0' if no applicable levy rate
Transaction completed	<p>Either:</p> <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	<p>Any information which may further explain a transaction such as:</p> <ul style="list-style-type: none"> • when the transaction is cancelled and no waste disposed • when a transaction is cancelled and replaced with another transaction • the weighbridge operator needs to make a note about a particular transaction (e.g. when a manual transaction has been used or when a transaction is edited)