Waste tracking form

EPA 416/07: This guideline provides information to help waste producers, transporters and depot owners to comply with environmental legislation covering the transport of waste in South Australia.

Introduction
Waste tracking provides the Environment Protection Authority (EPA) with comprehensive information on the movement of certain waste around South Australia. The information helps to minimise the adverse effects on human health and the environment by ensuring wastes are properly identified, transported, and reach appropriate depots for treatment, recycling, storage and/or disposal.

Waste tracking forms and waste transport certificates
Waste transport certificates are used to track the majority of listed (hazardous) wastes. These certificates are issued to the producer of the waste and require the completion of detailed information about the type of waste being transported.

The waste tracking form is a simplified document that has been developed to track the movement of the following types of waste:

- water based paints
- waste oil
- oil/water mixtures
- wool scouring waste
- grease trap waste
- intermediate landfill cover (contaminated soil)
- waste tyres.

In general, waste tracking forms are supplied directly to the waste transporter.

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1 Updates to ‘Further information’ only
2 A separate EPA Guideline, Waste Transport Certificate, can be obtained from the EPA.
**Interstate movement**

If any controlled wastes are being transported interstate, a waste transport certificate must be used.

**Waste tracking form**

The waste tracking form consists of four coloured copies which must be retained by each of the following:

- waste producer (*green*)
- waste transporter (*blue*)
- waste depot (*yellow*)
- EPA (*white*).

The waste tracking form is divided into three sections:

- **Part A**—to be completed by the waste producer
- **Part B**—to be completed by the waste transporter
- **Part C**—to be completed by the waste depot.

Legible entries printed in block letters assist the EPA to collect quality data on waste movements. Waste boxes should be ticked or crossed and an amount of liquid waste or soil clearly printed in the ‘Total amount’ box. The number of tyres being transported should be written in the box provided next to each tyre type.

**Waste tracking form requirements**

<table>
<thead>
<tr>
<th>Waste Producer</th>
<th>Waste Transporter</th>
<th>Waste Depot</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete Part A</td>
<td>Check Part A has been completed</td>
<td>Check Parts A and B have been completed</td>
</tr>
<tr>
<td>If the producer of the waste is not present during waste collections, the transporter may complete Part A on behalf of the site owner (waste producer).</td>
<td>Complete Part B</td>
<td>Complete Part C</td>
</tr>
<tr>
<td>Retain the green copy for 12 months</td>
<td>Retain the blue copy for 12 months</td>
<td>Retain the yellow copy for 12 months.</td>
</tr>
<tr>
<td>Give the blue, yellow and white copies to the waste transporter</td>
<td>Give the green copy to the waste producer and forward white and yellow to the waste depot</td>
<td>Mail all white copies within seven days of receipt to the EPA</td>
</tr>
</tbody>
</table>

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1 Further information on interstate movements of controlled waste can be obtained from the EPA
Instructions for completing waste tracking forms (refer to Page 5)

**Waste producer**
1. Indicate name of waste producer
2. Indicate site address where the waste is collected
   Part A requires a site address to be provided. The waste producer or the person filling out the form on their behalf must insert the address at which the waste was produced (the location from which the transporter collects the waste). For contaminated soils, the site address is the location from which the soil has been removed, not a contact address for the person filling out the form.
3. Tick one type of waste
4. Enter the amount of waste in litres or tonnes
5. Provide general description of other waste
6. Tick the type of tyres and enter the amount of tyres on the corresponding line
7. Person completing the form to sign and print name, and enter the dispatch date.

**Waste transporter**
8. Indicate name of licensed waste transporter
9. Indicate waste transport EPA licence number
10. Fill in vehicle registration number
11. Transporter completing the form to sign and print name, and enter the date waste is collected.

**Waste depot**
12. Indicate name of licensed waste depot
13. Indicate waste depot EPA licence number
14. Depot person completing the form to sign and print name, and enter the date waste is received at the depot.

For further information regarding either obtaining or completing waste tracking forms please contact the EPA.

**Currency of these guidelines**
These guidelines offer advice to assist with compliance with the general environmental duty and specific environmental policies. They are subject to amendment and persons relying on the information should check with the EPA to ensure that it is current at any given time.
FURTHER INFORMATION

Legislation
Legislation may be viewed on the internet at: <www.legislation.sa.gov.au>
Copies of legislation are available for purchase from:

Service SA Government Legislation
Outlet
101 Grenfell Street
Adelaide SA 5000
Telephone: 13 23 24
Fax: (08) 8204 1909
Internet: <shop.service.sa.gov.au>

For general information please contact:

Environment Protection Authority
GPO Box 2607
Adelaide SA 5001
Telephone: (08) 8204 2004
Facsimile: (08) 8124 4670
Freecall (country): 1800 623 445
Internet: <www.epa.sa.gov.au>
E-mail: <epainfo@epa.sa.gov.au>
# ENVIRONMENT PROTECTION AUTHORITY
G.P.O. BOX 2607, ADELAIDE, S.A. 5001

## WASTE TRACKING FORM

### A

This Section to be completed by the Producer of the Waste or his/her authorised Agent.

1. **PLEASE USE BLOCK LETTERS**
2. **NAME OF PRODUCER**
3. **ADDRESS OF PRODUCER**
4. **TYPE OF WASTE** (Mark box next to Waste)
   - [ ] WATER / OIL MIXTURES
   - [ ] GREASE / TRAP / VEGETABLE WASTES
   - [ ] INERT SLUDGES / WOOL SCOURING SLUDGE
   - [ ] WATER-BASED PAINT SLUDGES
   - [ ] WASTE OIL
   - [ ] OTHER LIQUID WASTES
     (Specify)

5. **AMOUNT OF WASTE (LITRES)**

6. [ ] CAR TYRES (HOW MANY)
7. [ ] TRUCK TYRES (HOW MANY)
8. [ ] LIGHT TRUCK (HOW MANY)
9. [ ] OTHER TYPES (HOW MANY)

I hereby declare that the above consignment is accurately described and is in proper condition for transport.

Signature __________________________ Name __________________________ Date __________________________

### B

To be completed by the transporter of the waste.

8. **NAME OF LICENSEE**
9. **EPA AUTHORISATION No:**
10. **VEHICLE REGISTRATION No:**

I hereby acknowledge receipt of the above mentioned waste for transport.

Signature __________________________ Name __________________________ Date __________________________

### C

To be completed by the Depot receiving the waste.

12. **NAME OF DEPOT**
13. **EPA AUTHORISATION No:**

I hereby declare I have received the above waste.

Signature __________________________ Name __________________________ Date __________________________

Complete the Section of this Notice that applies to you.

The copies are distributed as follows:

- Green - Kept by the waste producer
- Yellow - Kept by Depot
- White - Returned to EPA by the depot within 7 Days of receipt
- Blue - Kept by Transporter

The information contained on this form is confidential and may only be released with the permission of the Environment Protection Authority.

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