

Mass balance report – summary of record keeping requirements

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EPA 1124/24: This information sheet offers advice to assist compliance with the Environment Protection Regulations 2023 in relation to record keeping requirements for mass balance reporting.

1 Introduction

The following table provides a summary of record-keeping requirements in relation to mass balance reporting, in accordance with Division 4 of the [Environment Protection Regulations 2023](#) (regulations 85 to 89) and the accompanying [Waste reporting, record keeping and measurement standard](#).

- **Section 2** relates to records which must be kept by waste depots required to submit a monthly mass balance report.
- **Section 3** relates to records which must be kept by waste disposal depots (ie landfills) required to submit a monthly return for waste levy purposes.

These record keeping requirements are effective from 1 July 2021.

In accordance with regulation 91, all records must be **kept for at least five years** and be **available for inspection** and copying by an authorised officer on request.

Records must be kept in the manner and form required under the [Waste reporting, record keeping and measurement standard](#) or as otherwise approved by the EPA in notice in writing.

This information is offered as general guidance only as a reference for licensees to assist them in understanding their obligations under the [Environment Protection Act 1993](#). The information provided does not constitute legal or professional advice and should not be relied on as a replacement for consulting the laws directly to understand how they may apply to you. Please obtain appropriate advice relevant to your particular circumstances.

2 Records to be kept by mass balance reporters

Record type	Waste received	Waste disposed	Waste transported from depot
Waste stream	✓	–	N/A
Material type(s) ¹	✓	–	✓
Mass (tonnes)	✓	✓	✓
Date and time	✓	✓	✓
Vehicle registration (if licensed waste transporter)	✓	–	✓
Vehicle weight	✓	–	✓
Name and address of waste depot transported from (if applicable)	✓	–	N/A
Name and address of waste depot transported to (if applicable)	N/A	–	✓
Source (metro or non-metro)	✓	–	N/A
Amount of biological outbreak or natural disaster waste	✓	–	✓
Conversion factor used (if applicable)	✓	✓	✓
Source of conversion factor (if applicable)	✓	✓	✓
If weighbridge used to determine mass:			
Vehicle registration	✓	✓	✓

¹ If there is more than one material type, a record must be kept of the amount and description of any other material contained in the load.

Record type	Waste received	Waste disposed	Waste transported from depot
Business name of transporter (if applicable)	✓	✓	✓
Levy rate applied (if applicable)	✓	✓	N/A
Weighbridge operator name	✓	✓	✓

Material used for operational purpose at the depot
Material type
Mass (tonnes)
Date of use
Details of conversion factor used (if applicable)
Location of use within the depot
Details of any EPA approval related to the use
If weighbridge used to determine weight: <ul style="list-style-type: none"> • date and time weighed • vehicle registration • weighbridge operator name.

3 Records to be kept for waste levy monthly returns

Weighbridge used	Conversion factors used
Date and time	Date
Mass (tonnes)	Mass (tonnes)
Vehicle registration	Conversion factor used
Business name of transporter (if applicable)	Source of conversion factor (eg EPA standard)
Levy rate applied	
Weighbridge operator name	

Further information

Legislation

[Online legislation](#) is freely available.

General information

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