

Authorised by: Business Unit Manager	Purpose	Refer Section 1
	Scope	Refer Section 2
	Responsibility	Refer Section 3

1. Purpose

- 1.1 The purpose of this procedure is to provide guidance on the systems to control and minimise waste within the Darwin Business Unit sites.

2. Scope

- 2.1 This procedure applies to all Toll Energy employees, contractors and tenants located on Toll Energy Darwin sites.
- 2.2 This procedure shall be read in conjunction with *TE OPS P789* Controlled Waste Management.

3. Responsibilities

- 3.1 Toll Energy is the Licensee and is to ensure that employees and contractors are made aware of the conditions of the Environment Protection Licence.
- 3.2 The Yard Supervisors/ Leading Hands are responsible for monitoring yard waste, ensuring that waste is properly contained to prevent discharge to the environment, organising additional recovery services as required and complying with NT EPA obligations.
- 3.3 The HSEQS Coordinator is responsible for monitoring the recycling program, maintaining all records required under the conditions of the EPL, populating the Darwin Business Unit Environmental Register and completing the NT EPA Listed Waste template each year for reporting purposes.
- 3.4 All employees are responsible for participating in recycling initiatives.

4. References

- 4.1 Northern Territory
- Environmental Assessment Act 1982
 - Environmental Assessment Administrative Procedures
 - Environmental Offences and Penalties Act
 - National Environment Protection Council (Northern Territory) Act
 - Waste Management and Pollution Act
 - Waste Management and Pollution Control (Administration) Regulations
 - Water Act
- 4.2 Federal
- Environmental Protection and Biodiversity Conservation Act
 - National Environmental Protection Measures (Implementation) Act 1998

5. Definitions

- 5.1 **Dry Waste:** All materials of industrial, general dry, kitchen, or secure documents that require management of disposal or present an environmental or quarantine risk.
- 5.2 **EPL:** Environment Protection Licence.
- 5.3 **Licensee:** Toll Energy – 12 Muramats Road Berrimah NT.
- 5.4 **Environmental Harm:** any impact on the environment as a result of human activity that has the effect of degrading the environment, whether temporarily or permanently.

- 5.5 **Environmental Nuisance:** Means environmental nuisance not authorised to be done or omitted to be done under any of the following—
- (a) an environmental protection policy;
 - (b) an environmental management program;
 - (c) an environmental protection order;
 - (d) an environmental authority;
 - (e) a development condition of a development approval.
 - (f) an emergency direction.
- 5.6 **Environmental Incident:** An unexpected occurrence, failure or loss, with the potential for harming the ecosystem or natural resources.
- 5.7 **Listed (Controlled) Waste:** Waste defined by the Waste Management and Pollution Control Regulations.
- 5.8 **NT EPA:** Northern Territory Environment Protection Authority (NT EPA)
- 5.9 **Oils and Contaminants:** All petroleum products, oils and lubricants or containers of these products.
- 5.10 **Pollution Incident:** An incident or set of circumstances during or as a consequence of which there is or is likely to be a leak, spill or other escape or deposit of a substance, as a result of which pollution has occurred, is occurring or is likely to occur. It includes an incident or set of circumstances in which a substance has been placed or disposed of on premises, but it does not include an incident or set of circumstances involving only the emission of any noise.
- 5.11 **Recycling:** The re use or recycle of materials to allow re use/reclamation.
- 5.12 **Sanitation Facilities:** On site toilets, bathrooms and hygiene equipment.
- 5.13 **Waste Water:** All run off from wash down point drains and water flows.

6. Toll Energy Registration and Obligations

- 6.1 Toll Energy Darwin is licenced with the NT EPA as a storage facility for customer waste. All three Darwin Business Unit sites are covered under this licence; Licence Number: EPL80.
- 6.2 Obligations of the Licensee:
- Ensure waste is properly contained on premises to prevent discharge into the environment.
 - Ensure a NT EPA licenced waste contractor is engaged to remove the wastes from site.
 - Manifest all waste to be collected by the waste contractor and include quantity and type of product.
 - Ensure a docket is obtained from the waste contractor prior to the waste being transported from the premises. Dockets shall be kept for a period of five (5) years).
 - Ensure the waste is suitably contained/ packaged for the purpose of transport.
 - Display signage at all sites detailing: access restrictions, days and hours of operation, accepted wastes, EPL number and name and emergency contact number of facility operator.

7. Complaints

- 7.1 Any complaint received by Toll alleging an incident has occurred as a consequence of the activity causing an environmental nuisance or environmental harm shall be entered into RAMS in accordance with *TE QA P003 Non Conformance, Corrective and Preventive Action*.
- 7.2 The Corrective Action Report shall contain but not be limited to:
- Date and time of the complaint
 - The method in which the complaint was made

- The name and contact details of the complainant which were provided by the complainant or, if no such details were provided, a note to that effect
- Nature of complaint (eg: odours, water pollution, aesthetic)
- Any action taken by the licensee in relation to the complaint, including all follow-up contact with the complainant; and
- If no action taken by the licensee, the reason why no action was taken

8. Incidents

- 8.1 Any incident involving waste shall be entered into RISC in accordance with *TE HSE P663 Incident and Injury Reporting and Control*.
- 8.2 The Incident Report shall contain but not be limited to:
- The date, time and circumstance in which the incident became known to the licensee, or an employee or agent of the licensee
 - The known or estimated dates and times the incident commenced and ended
 - Name and contact details of the person initially reporting the incident
 - Nature of the incident
 - All directions issued by the NT EPA in response to notifications given of incident
 - The action taken by or on behalf of Toll (the Licensee) in relation to the incident
 - If no action taken by the licensee the reason why no action was taken.

9. Reporting

- 9.1 Toll shall report all pollution incidents strictly in accordance with section 14 of the Act by contacting the Pollution Response Line 1800 064 567 and in accordance with *TE HSE P663 Injury and Incident Reporting and Control*
- 9.2 Toll shall notify NT EPA within 48 hours of becoming aware of any failure, either by Toll or any other person, to comply with the conditions of the licence by emailing ntepa@nt.gov.au
- 9.3 Toll shall abide by all the directions issued by the NT EPA in response to notifications given of non-compliance with the conditions of the licence.
- 9.4 Toll shall complete the NT EPA Listed Waste Report annually from information populated in the Environmental Register, refer to Appendix TE DWOP 020.2 for a snapshot of the Register.

10. Waste Management

- 10.1 Dry Waste
- 10.1.1 Internal generated dry waste shall be placed in yard bins and general refuse bins by employees or contracted cleaning services as part of normal operations.
- Note: A waste contractor collects the yard skip bins for disposal on a scheduled basis.
- Internal waste generated by Toll Energy on all Toll Energy Sites does not require reporting under the Environment Protection Licence.
- 10.1.2 Wherever possible, recyclables shall be separated from general waste and placed in bins marked recycle only for collection
- 10.1.3 On an as required basis but at least weekly, the small waste bins within Darwin Business Unit sites shall be emptied by yard personnel into the 3 mtr general waste bins as part of housekeeping procedures.
- 10.1.4 Items covered include, but are not limited to:
- Scrap metal and disused components
 - Scrap cardboard, timber and other packing materials

- Kitchen scraps
 - General yard, office and warehouse waste
 - Empty 205ltr drums.
- 10.1.5 Dry Waste received from customers shall be tracked from receipt to disposal using *TE DWF 019 Request for Waste Disposal*. The process to be followed is outlined in Appendix TE DWOP 020.1.
- 10.2 Tyres
- 10.2.1 Waste tyres shall be placed in a designated area for reuse in load outs as cushioning. Excess waste tyres shall be placed in an area for disposal and an appropriate bin shall be ordered. No other items or type of waste other than rubber belt or conveyer belt is to be mixed in this skip.
- 10.2.2 Tyres are controlled waste and shall be managed in accordance with *TE OPS P789 Controlled Waste Management*.
- 10.2.3 The quantity of tyres stored shall not exceed 100 and they shall be stored away from flammable and combustible materials.
- 10.2.4 Waste Tyres received from customers shall be treated as controlled waste and shall be tracked from receipt to disposal, recycle or reuse.
- 10.3 Waste Water
- 10.3.1 Waste water from runoff due to washing is captured by dirty water tanks and waste water separators at designated wash points. The waste separation units shall be inspected, as a minimum, monthly during site HSE Inspection and maintained/ serviced at 100 hour intervals by competent 3rd party (Express Plumbing).
- 10.3.2 No degreasers or solvents shall be used in wash down bays or applied or poured into drains or used in external wash down processes.
- 10.3.3 Waste water shall be contained in the wash down tank for pumping and disposal by waste contractor.
- 10.3.4 Storm water drains are connected to the local authority storm water services. Controls shall be implemented to insure that waste does not go down stormwater drains, refer to *TE HSE F642 Integrated HSEC Risk Register*.
- Note: For further guidance on waste water management refer to *TE DWOP 001 Management of Wash down Area*
- 10.4 Oils and Contaminants
- 10.4.1 Waste oils generated locally or received by customers shall be managed as controlled waste and a potential DG hazard, until cleared from site.
- 10.4.2 Waste oil drums shall be clearly identified by product and hazard type and stored accordingly in a banded hard stand area.
- 10.4.3 All drums with content shall be sealed and marked with the contents and banded for transport on a pallet. Normal spill controls apply. Any transfers shall take place in a banded area.
- 10.4.4 Waste oils shall be managed in accordance with *TE OPS P789 Controlled Waste Management*.
- 10.4.5 Oils and contaminants received from customers shall be treated as controlled waste and shall be tracked from receipt to disposal using *TE DWF 019 Request for Waste Disposal Form*.
- 10.4.6 Where a client has specific requirements for the tracking of waste oil, that are not met by the use of *TE DWF 019 Request for Waste Disposal Form*, a monthly report shall be issued by the HSEQS Coordinator from the NRETAS Waste Control Reporting Register.
- 10.5 Empty Drums
- 10.5.1 All empty drums shall be loose sealed and marked empty for transport.

- 10.5.2 Waste oil drums are controlled waste and shall only be disposed of at an approved waste facility, on an as required basis. Refer to *TE OPS P789*, Controlled Waste Management.
- 10.5.3 Empty drums, which have not contained controlled waste, shall be marked for recycling.
- 10.6 Sanitation Facilities
- 10.6.1 Onsite sanitation facilities include toilets, hand washing towels, showers and female hygiene equipment.
- 10.6.2 Contract service providers service these facilities on a weekly basis.
- 10.6.3 All kitchen and hygiene waste shall be placed into bags before placing into bins for disposal.
- 10.7 Batteries
- 10.7.1 All batteries for disposal shall be collected on a banded pallet in an appropriate area and removed by a waste contractor for recycling. They shall not be permitted to accumulate past 1 pallet before disposal.
- 10.7.2 Steel merchants accept vehicle batteries for recycle.
- 10.7.3 Batteries received from customers shall be treated as controlled waste and shall be tracked from receipt to disposal using *TE DWF 019 Request for Waste Disposal Form*.
- 10.8 Listed Waste
- 10.8.1 All ship/ customer waste is to be accompanied by a manifest in accordance with normal customer movement procedures, as they apply.
- 10.8.2 Where a manifest identifies waste as controlled, further clarification shall be sought from the Consignor as to the nature of the consignment by the Business Unit Manager.
- 10.8.3 The Business Unit Manager shall ensure appropriate hazard controls are utilised.
- 10.8.4 Where Toll Energy Darwin does not have the experience, skills or equipment to handle the material, a licensed waste contractor shall be engaged and the waste shall not enter Toll Darwin sites
- 10.8.5 Where that waste is a liquid dangerous good, the goods shall be held in a suitable area on discharge at the wharf and DGM shall be contacted for removal, the waste shall not enter Toll Darwin sites.
- 10.8.6 Listed waste received from customers shall be tracked from receipt to disposal using *TE DWF 019 Request for Waste Disposal Form*. The process to be followed is outlined in Appendix TE DWOP 020.1.
- 10.9 Recycling
- 10.9.1 The HSEQS Coordinator shall be responsible for the collection of data to allow all waste to be measured and waste management/ minimisation programs implemented to achieve continual reductions/ best practice based on recycling facilities available.
- 10.9.2 Recycling is encouraged wherever possible:
- Paper
Paper recycling is conducted by Cleanaway on behalf of Toll.
 - Drums
20 ltr, 60 ltr, 200 ltr steel and plastic drums shall be recycled. This is currently done through NTRS who is the agent for Drum Master in the Northern Territory.
 - Oil Filters
Oil filters shall be recycled, this is currently done by NTRS.
 - Fluorescent Lights
Flourescent light globes shall be recycled, this is currently done by NTRS.
 - Plastics
Light plastics shall be recycled, this is currently done by NTRS.

- Tyres
Tyres shall be recycled, this is currently done by Top End Tyre Recycling Pty Ltd or reused by Toll.
- Printer cartridges
Printer cartridges shall be recycled, this can be done through Australia Post.

10.9.3 Recyclables received from customers shall be tracked from receipt to disposal using *TE DWF 019 Request for Waste Disposal Form*.

11. Records

11.1 The following records shall be retained in accordance with *TE QA P004 Documents, Data and Records Control*:

Record	By Whom	Retention Period
Request for Waste Disposal Form	HSEQS Coordinator	5 Years
Waste Contractor dockets		
Waste Control Reporting Register		
Any other record required to be kept by conditions of the EPL		

11.2 The Business Unit Manager shall ensure records are kept on the handling of listed waste including but not limited to:

- Origin
- Transport
- Date of collection
- Description of waste
- Quantity of waste
- Method of storage
- Destination of waste.

Revision Status Record

Date	Description of Status or Revision
23/04/2003	Created
08/05/2003	Amendment to 2.1, 2.4, and addition of Flowchart 2.5
23/05/2003	Amendment to 1.2 for reference to Spill Clean up Procedure DWOP19
06/11/2003	Added the use of Form DF 19 into 2.2 and flowchart 2.5
27/07/2004	Amend 2.1 include Toll Energy waste disposal
06/05/2005	Amended Collex to Wastemaster
27/05/2005	Reviewed no change
11/12/2006	Changed Wastemaster -> Cleanaway. Expanded controlled waste management.
17/04/2007	Changed Cleanaway to Disposal company changed DF19 added Append I & 2
17/09/2008	Added 1.3 current contractors; added spill hazwaste to 2.1 ;amended fax request in
15/02/2010	2.2; Updated flow chart and renumbered appendix 1, 2 and 3
08/09/2010	Revised and reviewed – Updated list
22/10/2010	Revised and reviewed – Updated list
13/09/2011	Reformatted, added licence requirements and restrictions
20/02/2013	Amended wording to reflect licence in paragraphs 7, 8 and 9
10/10/2013	Reviewed. Changed 9.4 from form to procedure. Changed Senior Operations Manager to BU Manager, changed regulatory agency from NRETAS to NT EPA
Approved by:	Gerard Smallbane
Date:	10 October 2013

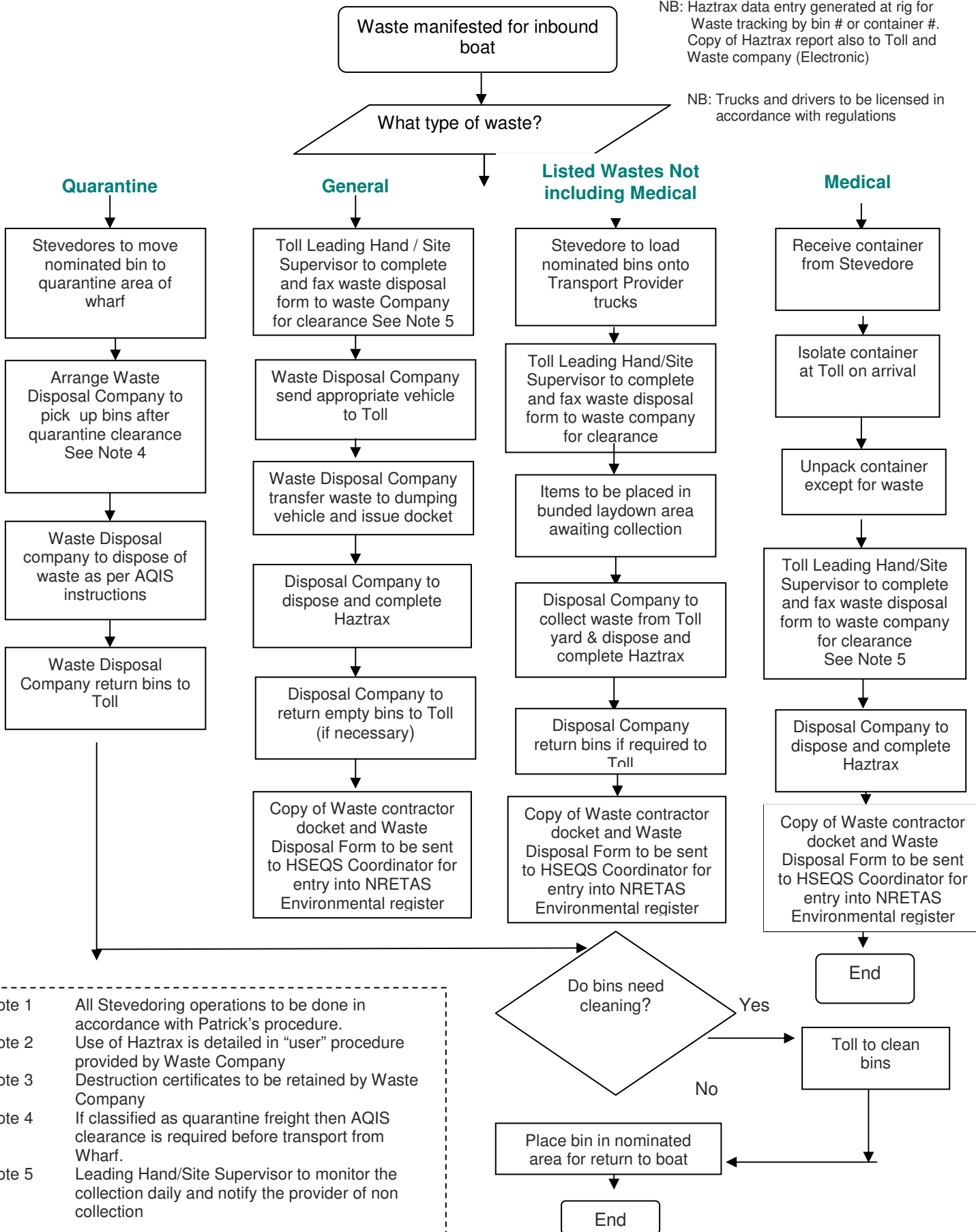
Appendix TE DWOP 020.1

Copy of manifest to Waste Company & Toll with bin # or container # and type of waste.

NB: Haztrax data entry generated at rig for Waste tracking by bin # or container #. Copy of Haztrax report also to Toll and Waste company (Electronic)

NB: Trucks and drivers to be licensed in accordance with regulations

Request for Waste Disposal Process



- Note 1 All Stevedoring operations to be done in accordance with Patrick's procedure.
- Note 2 Use of Haztrax is detailed in "user" procedure provided by Waste Company
- Note 3 Destruction certificates to be retained by Waste Company
- Note 4 If classified as quarantine freight then AQIS clearance is required before transport from Wharf.
- Note 5 Leading Hand/Site Supervisor to monitor the collection daily and notify the provider of non collection

Example of Environmental Register

Reporting	Date	Owner	Carrier	Primary Source	Vessel	Vehicle Rego	Collection Point	Destination
Listed	14/09/2011	CoP	NT Hauliers	Boat	Lady Melinda		East Arm Wharf	O'Sullivan Crt
Recycle	15/10/2011	Stena	Al Logistics	Linehaul		123-456	Interstate	O'Sullivan Crt
General	20/03/2011	Eni	Rex Matthews	Yard Waste		789-123	Muramats Rd	Hamaura Rd

Desc 1	Desc 2	Qty	Size	Container	Storage	Qty	T	Rec Total	T
Inks, Dyes, Pigments, Paints Lacquers, Varnish	Paint	3	240 LT	Drum	Bunded Pallet	5	LT	15	LT
Plastic		2	3 M	Bin	Recycle	3	M	6	M
General Waste		3	12 M	Bin	General	12	M	36	M
								0	0

Date	Carrier	Toll Po#	Docket #	Carrier Ref #
	Veolia	DW123		
1/10/2011	Cleanaway		456789	Bob
6/08/2011	Rex Matthews			