

Centurion

Transporting Controlled Waste
Plan

Revision

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1 Introduction

1.1 Fitness for Work Scope

The purpose of this document is to:

- Outline the requirements that **must be** followed as part of Centurion's ThinkSafe Act Safe system when transporting controlled waste.
- Provide Managers, Supervisors, Employees and Third Party personnel with the "What To Do" information to enable them to safely and efficiently manage their areas of responsibility.
- Define standards that are to be adopted and maintained to minimise risk to personnel and the environment.

1.2 Scope

All relevant Centurion employees, sub-contractors and contracted services employees undertaking work as directed by Centurion.

1.3 Definitions

According to the Aug 2014 overview of amendments to Environmental Protection (Controlled waste) Regulation 2004:

Controlled waste means any matter that is:

- (a) Within the definition of 'waste' in the NEPM for the Movement of Controlled Waste between States and Territories (See definition below); and
- (b) Listed in Appendix 4

'Waste' means any:

- (a) Discarded, rejected unwanted, surplus or abandoned matter; or
- (b) Otherwise discarded, rejected, unwanted, surplus or abandoned matter intended for:
 - Recycling, reprocessing, recovery, reuse, or purification by a separate operation from which produces the matter or
 - Sale.

Whether of any value or not.

Controlled waste tracking form (CWTF) means an approved form:

- (a) That has been issued by the Department in paper or electronic form to track the transportation of a type of controlled waste and
- (b) That has not ceased to be valid (under Regulation 36)

Packaged controlled waste:

Controlled waste that is transported other than a tank. Controlled waste transported in properly designed containers or drums; and sealed containers.

Waste Holder (previous term Waste Generator)

Customer premises registered on the controlled waste tracking system (CWTS).

Waste Facility (Previous term was disposal site) under Regulation 2 of the Act

- (a) Prescribed premises in respect of which a licence has been issued (under Part V) of the Act to store, treat, reuse or dispose of a controlled waste; or

- (b) A facility licenced, registered or otherwise approved to store, treat, reuse or dispose of a controlled waste under a corresponding law; or
- (c) A facility at which a controlled waste may be lawfully unloaded for transportation to another State or a Territory or overseas; or
- (d) A dangerous goods site licenced under the Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007 Part 4 or
- (e) A sewer of a licensee under the Water Services Act 2012 or
- (f) Premises registered under the Environmental Protection Regulations 1987 Reg. 5B to store, treat, reuse or dispose of a controlled waste; or
- (g) A site approved by the CEO as a waste facility; or
- (h) A facility at which a controlled waste may be lawfully unloaded, stored, treated, reused or disposed of otherwise than as provided in another paragraph of this definition.

2 Categories of Controlled Waste

2.1 Overview

Centurion Transport is a licensed carrier for “package controlled waste” on public roads in WA. Our Controlled Waste Carrier license number is T119.

The criteria for transportation of packaged controlled waste are:

- It must be transported in properly designed containers or drums; and
- Containers must be sealable to prevent escape of odours and be leak proof.

If it does not meet the criteria for transportation, the driver must not transport the controlled waste.

NOTE: Centurion cannot transport **bulk** controlled waste i.e. in enclosed tanks.

Centurion can only transport **Dangerous Goods Class 6.2** Infectious Substances for Kalgoorlie Hospital.

A controlled waste tracking form (CWTF) is required when transporting a volume of 200 kg / litres or more than 200 kg / litres of packaged controlled waste.

A CWTF is not required for transporting a volume of less than 200 litres or kilograms. However, the carrier needs to be licensed to transport the controlled waste.

This Plan is periodically reviewed and updated to maintain compliance with legislative and client requirements by the HSEQ Department.

2.2 Categories of Controlled Waste

Old Controlled Waste Category List	New Controlled Waste Category List
1. Biological wastes – animal, grease, sewage wasters	K. Putrescible and Organic Waste
2. Solid or sludge waste requiring special handling	N. Soils and Sludge E. Reactive Chemicals
3. Clinical and Pharmaceutical wastes	R. Clinical and Pharmaceutical wastes
4. Pesticide Wastes	H. Organochlorine pesticides.
5. Paints and Resins	F. Paints, Resins and Organic Sludge
6. Oil and Emulsions	J. Oils
7. Solvents	G. Organic Solvents
8. Other Organic Chemicals – engine coolants, ethers, highly odorous chemicals	M. Organic Chemicals; G. Organic Solvents D. Inorganic Chemicals (Phosphorous compounds)
9. Acids	B. Acids
10. Alkalis	C. Alkalis
11. Chromium	D. Inorganic Chemicals
12. Cyanide	A. Plating and Heat Treatment; M. Organic Chemicals
13. Inorganic Chemicals – antimony, arsenic,	D. Inorganic Chemicals including used lead acid batteries

Old Controlled Waste Category List	New Controlled Waste Category List
barium, beryllium etc.	T. Miscellaneous
14. Low Strength Waste Water	L. Industrial Wash Water N. Soils and Sludge
15. Miscellaneous- e.g. Waste tyres	N. Soils and Sludge H. Pesticides T. Miscellaneous – waste tyres A. Plating and Heat Treatment J. Oils E. Reactive Chemicals M. Organic Chemicals

Refer to the current Controlled waste category list in Appendix 4 and the conversion chart (as at June 2016) available at

<https://www.der.wa.gov.au/our-work/controlled-waste/138-forms-and-materials>

3 Management Plan

The following lists the steps in the process of Controlled Waste for transport:

A detailed Controlled Waste Process Map has been developed and is available here:

[Controlled Waste Process Map](#)

A One page SIPOC Controlled Waste Process overview is available in Appendix 6

3.1 [Customer Request for movement](#)

- (a) The customer generating the waste makes a request for the waste to be collected and transported for treatment or disposal. *Refer to the internal CTC request form in Appendix 2*
- (b) Centurion Transport requires 48hrs notice as a minimum to transport Controlled Waste. If the request is for a shorter time frame it must be explained that the process takes time and the timing is to be amended accordingly.
- (c) A Con Note Number (required to apply the CW Fee)

3.2 [Pricing](#)

- (a) We are charged a tracking form fee by the Department of Environment, regardless of if the form is used or not.
- (b) A processing fee must be added to any pricing for the customer.
- (c) This is to be shown separately as a sundry charge on the consignment note.
- (d) The nominal fee is \$200 but the contract rate should be determined.

3.3 [Request for Transport](#)

- (a) The Branch Manager or department staff, who takes the original request, must obtain the relevant details of the controlled waste: generator details, category of waste, and volume of waste and disposal or treatment site.
- (b) If the total quantity of controlled waste on a single trailer is 200kg/ litres or more, a controlled waste tracking form is required.
- (c) A tracking form is required for each trailer if more than one trailer is used to transport controlled waste
- (d) If the waste is under 200 kg/ litres, no tracking form is required. However the driver must be given as much information as possible to transport the waste.

3.4 [Authorised Person to raise controlled waste tracking forms \(CWTF\):](#)

- (a) Branch Depot Manager
- (b) The CW Administrator
- (c) Mining Co-ordinator

Please contact the CW Administrator if you require more details or information.

3.5 [Creating an electronic controlled waste tracking form \(CWTF\):](#)

An "Authorised Person" (as listed at point 3.4 of this document) – will log onto the Department of Environment Regulation (DER) Controlled waste Tracking system (CWTS) and activate an electronic tracking form. The website: is <https://cwts.der.wa.gov.au>

The following information must be entered:

- The Customer/ Waste holder details;
NB. Waste holders not in the system can be created within the online system (these are specific to Centurion and cannot be seen by other carriers.)
- Driver, (Check if the driver is registered on the CWTS);
- Vehicle/ trailer. (Check if vehicle is registered on the CWTS);
- Category Group: category of waste; volume/ total quantity of waste; and
- Intended Waste facility.

Copy(s) CWTF to be given to the relevant driver: When transporting controlled waste that is more than 200 litres or 200 kg, a printed copy of the Controlled waste tracking form must be given to the driver. It is recommend that two copies are printed to give one to the waste holder and the other to remain with the driver.

The Authorised person who raises the CWTF must send an email to advice:

- Customer (Waste Holder) and
- Line haul, the relevant branch and Return Freight to enable management to arrange for a driver to pick up the controlled waste.

The relevant Depot manager/ staff are to reply to Return Freight confirming when the controlled waste is transported. Information to be provided includes:

- Controlled waste tracking form (CWTF) number,
- trailer number and
- The estimated time of arrival at Centurion Perth branch.

3.6 [Interstate Movements](#)

The process for interstate movement (where the waste facility is located in another State) is slightly different. The transfer is identified on the form as 'interstate' and the waste holder must provide an authority approval from the receiving State. Contact the CW Administrator for advice.

3.7 [Validity of CWTF](#)

Validity of a CWTF is 21 days for packaged controlled waste or ends on the day any part of the controlled waste is unloaded at a waste facility.

3.8 [Controlled waste driver responsibilities:](#)

- (a) A driver must have a valid and active tracking form to transport controlled waste that is 200 litres/ kg and more than 200 litres or kg and a copy of the spill control procedure CEN-SWP-110 Spill Management – Controlled Waste
- (b) At the waste holder premises: When collecting the controlled waste at the waste holder premises, the driver must check the following details carefully and ensure they match the following:
 - a. The type of waste
 - b. The amount of waste
 - c. The details of the consignor
 - d. The delivery point

- (c) The driver must check the freight and ensure the packaging is in good condition, airtight with no leaks – to meet the criteria for transportation.
- (d) If the waste does not match the paperwork in any respect or the freight is damaged, not airtight or leaks, then the person organising the freight must be contacted immediately.
- (e) If the waste is correct in all respects, the waste holder provides the driver with a consignment note for the waste and transports controlled waste.
- (f) The driver must check and sign his/ her name and the date on the tracking form under Waste Pickups section on the Controlled waste tracking form. A copy of the form should be given to the waste holder (either copied onsite or using a second printed copy of the form.)
- (g) All drivers returning to Centurion Perth must ensure that the controlled waste tracking form is handed in to the Linehaul or Return Freight office.

3.9 Branch Depot Manager/ Branch Staff Responsibilities:

The Branch Manager is normally the “Authorised Person” who will liaise with the customer and perform the following.

- a) Ensure compliance to all aspects of the CW Plan (this document.)
- b) Request and receive the Controlled Waste Tracking Form Request Form detailing the customer requirements.
- c) Assess requirements and create the Controlled Waste Tracking Form (CWTF) when required
- d) Ensure CW administration/documentation and maintenance of records.
- e) Assigning a registered Driver and Trailer
- f) Perform CWTF updates for transfers at the branch.
- g) Schedule the job.
- h) Liaising with Linehaul/Return Freight in Perth for transfer in Perth if required.
- i) Reconciling and Closing the CWTF.
- j) Adding a Permit Fee to the relevant Con Note.

3.10 Line haul department responsibilities:

- (a) To contact and ensure that the CWTF document is provided to the relevant Perth Operations area – Metro or Return Freight Supervisor to enable them to arrange for transportation to transport to the relevant waste facility.
- (b) Trailers with controlled waste are not to be left unattended at the truck drop off sites such as Wubin. Trailers must be brought back to a Centurion site

3.11 Metro or Return Freight Supervisors responsibilities:

- (a) To liaise with Branches and CW Administrator
- (b) To provide the local drivers with 2 copies of the CWTF (received from Linehaul) to transport to the relevant waste facility.
- (c) Ensure that driver checks and sign his/ her name acknowledgment of picking up the freight to drop off to waste site/ to the final delivery point.

3.12 Controlled Waste Administrator responsibilities:

- a) To oversee the integrity of the CW program as per this document and associated processes.
- b) To ensure CWTF are completed when requested in a timely manner with notification to both the customer and other involved Centurion staff.
- c) To ensure that the nominated persons update and close the electronic CWTF after it has been accepted by the disposal site.
- d) To ensure file copies of the proof of delivery (POD) together with the relevant CWTF for auditing purposes are maintained.
- e) Verify reconciliation and close out of the open CWTF's in the DER system. Liaise/provide POD to Waste Facilities when required.
- f) Ensuring the permit fee is charged on each con note.
- g) Updating information in the DER system including registration/delisting of drivers and trailers when required.
- h) Monitor KPI's for the CWTF program.

3.13 Transit Facility

A transit facility is a register facility where waste can be unloaded and stored for short periods. Only the Karratha Branch is a registered transit facility. For all other locations the freight must remain on the trailer or be transferred directly from one trailer to another.

3.14 Waste Facility – Final delivery point

- (a) A driver going to the waste facility is to be given a printed copy of the CWTF.
- (b) At the Waste facility, the driver gives the Tracking Form to the waste facility e.g. Tox Free, and obtains proof of delivery. This consists of a signed CWTF and the Centurion manifest.
- (c) Ensure proof of delivery is signed by the receiver at the waste facility.
- (d) A driver must only unload controlled waste at a waste facility that can lawfully receive that type of controlled waste.
- (e) The waste facility will check the waste against the documentation.
- (f) The waste facility then logs on to the Tracking System and enters the load details provided by the driver and "accepts the waste."

3.15 Proof of delivery. – Copy to be kept on file.

- (a) Drivers who transport controlled waste to the treatment/waste facility must ensure that signed copy of the proof of delivery is returned to the Branch personnel or the Customer Service Manager (if in Perth).

3.16 Obligations to keep records

Centurion is required keep a record of the CWTF information for a period of at least three years from the day the controlled waste is loaded onto a vehicle.

- (a) The records of the completed CWTF and relevant information will be maintained by the nominated persons. The CW Administrator will periodically check that the file will be available for auditing purposes.

- (b) The CWTF records have previously been stored in hardcopy but it is recommended we move to an electronic system. Do NOT store records on your own PC drive, ensure the documents including electronic copies of both the Form Request and CWTF are stored on the server at the following location:

T:\HSE\Volume V - Working Information\Controlled Waste\CWTF

This should include

- a) CWTF 5XXXXXX – a copy of each controlled waste tracking form (also available online <https://cwts.der.wa.gov.au/#ListCarrierTrackForm;searchType:open>)
- b) CWTF 5XXXXXX Request CN Number **sundry** – a copy of customer request form (and email) referencing the relevant consignment note. The original request file name is renamed/append with '**sundry**' to identify that the CW permit fee has been added to the customer consignment note. (i.e. if no '**sundry**' in the text then the fee has not yet been added.)
- c) CWTF POD documents <DIR> – scan or file copies of the final CWTF and documentation with proof of delivery.
- d) DER Fact Sheets & Forms <DIR> - driver or trailer registration forms and fact sheets (also available on the DER website <https://cwts.der.wa.gov.au/>)
- e) Request for Controlled Waste Tracking Form <DIR> - blank CWTF request form
- f) *Note: Hardcopies of previous CWTF forms, POD's and registration applications are filed in document folders within the Customer Service department.*

3.17 [CWTF Monitoring](#)

It is recommended that key performance indicators are used to monitor the integrity of the system.

Suggested KPI's.

KPI	Frequency
Number of CWTF for the period	Monthly
Number of Overdue CWTF	Monthly
Number of CWTF with no permit fee	Monthly
Number of CWTF with no POD	Monthly
Number of non-compliant movements (Driver/Trailer not registered)	Monthly

3.18 [Controlled Waste Training](#)

A Controlled Waste Awareness presentation is available in <DIR> T:\HSE\Volume V - Working Information\Controlled Waste\CW Training

[Controlled Waste Awareness presentation](#)

Further DER training and guidelines are available online or in <DIR> T:\HSE\Volume V - Working Information\Controlled Waste\CW Training.

[DER Site](#)

4 Applicable References

Full list of applicable references and links to documentation can be viewed in the Legal and Other Obligations Register (CEN-HSE-REG-003).

4.1 [Acts and Regulations](#)

- Occupational Safety and Health Act [2012] and Occupational Safety and Health Regulations [2013]
- Environmental Protection Act [2013] and Environmental Protection Regulations [2013]
- Environmental Protection (Controlled Waste) Regulations (2004)

5 Controlled Waste Spill Management

All Centurion employees, Centurion contractors and contracted service employees who transport controlled waste must be familiar with the emergency response procedures and adhere to the requirements whenever a controlled waste spill occurs.

5.1 [PPE Requirements](#)

Standard PPE requirements are safety footwear, safety glasses and hi-vis, protective clothing. Additional PPE may be required depending on the type of controlled waste spill. Please check Safety Data Sheet or (SDS) or contact HSEQ Department for advice.

5.2 [Spill Kit Requirements](#)

It is a requirement that each vehicle transporting controlled waste carry a spill response kit, (that is equipment that will be used to contain and manage a spill.)

5.3 [Understand Your Load](#)

Guidelines or steps:

1. Identify what controlled waste you are transporting and ensure a Safety Data Sheet or (SDS) is provided for each waste product.
2. Ensure that you are carrying a current controlled waste tracking form (CWTF) if carrying 200L/kg or more of controlled waste.
3. Review the route the controlled waste is to be transported and identify potential spill risks.
4. Environmental impacts—what are the likely environmental impacts of a spill?

5.4 [Spill Response](#)

Guidelines or steps should a spill occur:

1. Check the Controlled Waste paperwork for information on the product.
2. Assess the situation. Do not put yourself at risk.
3. Use the appropriate PPE.
4. Set up the appropriate exclusion zone: block off the area to control and contain the spill.
5. Keep away all ignition sources.
6. Avoid breathing vapour, use respirator as required.
7. **Control:** isolate source, control the leak: close valves, turn taps of IBCs off and shut down machinery.
8. **Contain:** prevent the spread of the contaminant and prevent it entering drains— use the absorbent products (poly boom) provided in the spill kit or construct a temporary earth bund.
9. **Report:** Contact Centurion transport Line haul Manager or Coordinator and the nearest Centurion Depot Manager to report the incident. (Refer to the attached contact phone numbers).
10. **Clean up:** remove contaminated material used. Always use the gloves provided. Dispose contaminated products like booms, absorbent pads in waste bags to be disposed at an approved disposal site.

Hazards associated with job step:

- Personal contact with hazardous controlled waste
- Environmental impact by spilt waste
- Traffic and other road users
- Fire or explosion

Control measures:

- Check controlled waste SDS and/or HB76 Dangerous Goods Initial Emergency Response Guide for advice on correct PPE to be worn when handling the controlled waste
- Spill kits must be on board all vehicles carrying controlled waste
- Use of hazard lights, and hazard warning triangles/cones to alert others
- Do not smoke while managing a controlled waste spill and keep any ignition source away from the area

5.5 Large Uncontrollable Spills

Guidelines or steps:

1. Call Emergency services: Ambulance/ Fire Brigade / Police on “000”;
2. Stop all vehicle movements in and near the spill;
3. Assess the situation, do not put yourself at risk.
4. Keep away all ignition sources;
5. Avoid breathing vapour, use respirator as required;
6. Ensure no ignition source is permitted in area until declared vapour free by EMERGENCY SERVICES;
7. If required, a suitably qualified clean-up service provider will be contacted by the HSEQ department to remove and treat any environmentally hazardous material.

Hazards associated with job step:

- Personal contact with hazardous controlled waste
- Environmental impact by spilt waste
- Traffic and other road users
- Fire or explosion

Control measures:

- Check controlled waste safety data sheet (SDS) and/or HB76 Dangerous Goods Initial Emergency Response Guide for advice on correct PPE to be worn when handling the controlled waste.
- Spill kits must be on board all vehicles carrying controlled waste.
- Use of hazard lights, and hazard warning triangles/cones to alert others.
- Do not smoke while managing a controlled waste spill and keep any ignition source away from the area.

5.6 Report Spill

Guidelines or steps:

1. Report all spills to your Area Manager and nearest Centurion Depot Manager by:
 - Phone as soon as possible so that immediate action can be taken;

- Complete an Incident Report in 'myosh' when you return to the nearest Centurion Depot or Perth Office.
- 2. Centurion Management must be notified as soon as possible by phone. *The relevant Area Manager or the nearest Depot Manager are to inform the HSEQ Manager and the General Manager.*
- 3. HSEQ department will notify the Department of Environmental Regulation (DER) immediately of reportable CW incidents on:
08 6467 5299 (Mon – Fri: 8.00 am – 4.30 pm) and after hours: 1300 784 782
Website
<https://www.der.wa.gov.au/>

5.7 [Appendix 1 – Summary of Centurion’s Controlled Waste Process](#)

- (a) Customer (internal or external) request for transportation of Controlled waste (CW)
 - a. Centurion Request for transporting Controlled waste tracking Form – completed by customer and sent to Mining Services Contractors Co-ordinator (Mining Services)
- (b) Controlled Waste Tracking Form (CWTF) is raised electronically on the Controlled waste tracking system (CWTS) by the Branch Manager who responds via email:
 - a. Copy of the CWTF to the relevant internal customers
 - b. Copy to the Return Freight to inform them if CW is returned to Perth.
 - c. The date, correct trailer number and name of Driver who will be transporting the CW back to Perth.
 - d. Ensure driver is given a copy of the CWTF and the Spill management procedure to be provided to the driver or on the vehicle.
- (c) Linehaul Operations Supervisor to ensure that when linehaul drivers arrive in Perth the CW documentation is handed to the relevant Return Freight or Metro Fleet Controllers.
- (d) Return freight/ Metro Fleet Co-ordinators arranging delivery to the CW disposal site are to:
 - a. Check that CWTF is with the manifest for delivery and inform Mining Services of the name of the metro/ local driver, trailer number and the date when the CW is going to delivered to the disposal site.
 - b. Arrange for metro delivery driver to be given 2 copies of the CWTF and relevant documentation. Ensure a copy of the Spill management is provided to the driver (or on the vehicle) together with the CWTF.
- (e) Delivery drivers to Disposal Site are to:
 - a. Provide to a copy of the CWTF to the disposal site representative
 - b. Obtain proof of delivery of the CW by bringing back a signed copy the CWTF/ relevant documentation from the site personnel who accept the CW and give to the Return Freight Supervisor/ Fleet Controller.
- (f) Return freight / Fleet Co-ordinator to give signed CWTF documentation to Mining Services.
- (g) The Branch Manager will update the information and close out the CWTF on tracking system.


5.8 [Appendix 2 – Customer Request Form: CEN-HSE-FRM-201 Request for transporting CWTF](#)

REQUEST FOR TRANSPORTING CONTROLLED WASTE FORM	
Nominated Waste Facility for delivery *	
Drivers Name	
Vehicle Registration	
Waste containment type *	
Waste generators name *	
Street address	
Suburb	
Collection date *	
Waste Category *	
Connote number *	
Amount *	
Litres, kilograms *	
No. of packages *	

*** Denotes Mandatory fields**

Is CWTF required?: _____
 Authorised Person's Name: _____
 Date: _____

(Attachment form shown – same format)

		CONTROLLED WASTE ATTACHMENT FORM <small>GREEN COPY Carrier to return to Department of Environment Regulation within 14 days of unloading YELLOW COPY retained by Carrier for 3 years WHITE COPY retained by Waste facility for 3 years</small>		TRACKING FORM NUMBER:						
Carrier's name:		Driver's name:		Vehicle/tank registration:						
Carrier's licence number:		Driver's licence number:		Vehicle/tank capacity:						
Containment type (please circle) <input type="checkbox"/> Bulk <input type="checkbox"/> Packaged		Driver's signature:		Attachments (please circle) Yes No						
Nominated waste facility										
WASTE COLLECTION DETAIL										
IS										
Waste holder's business/entity name	Street number and name	Suburb	Waste holder's signature and name <small>(NOT for J130, K130, K130, K210, T140 and category R) I confirm that this consignment is accurately described and is in proper condition for transport</small>	Collection date	Waste code	Physical state <small>solid(s), liquid(l), gas(g)</small>	Amount	L kg m ³	No. packages <small>(if read)</small>	pH
1.										
2.										
3.										
4.										
5.										
6.										
TRANSIT FACILITY										
<small>A transit facility is when the controlled waste is unloaded from a vehicle at a premise for temporary storage before later being loaded onto another vehicle</small>										
Transit unloading	Transit facility	Gatehouse attendant's name	Attendant's signature	Unloading date	Amount	(circle)	L kg	m ³		
Transit collection	To: Carrier's licence number	To: Driver's name	To: Driver's signature	Collection date	To: Vehicle registration					
TRUCK TO TRUCK TRANSFER										
<small>A truck to truck transfer is when the controlled waste is transferred from one vehicle and loaded onto another vehicle</small>										
To: Carrier's licence no.	To: Driver's name	To: Driver's signature	Date	Amount	(circle)	L kg	m ³	Transfer location		

UNLOADING DETAILS To be completed by occupier of waste facility, if the waste facility is unattended, the carrier or driver must enter the unloading date and provide the occupier of the waste facility with a copy of the form within seven days of unloading.

Waste facility name		Waste facility address			
Type of disposal, treatment or handling by facility					
Gatehouse attendant	Attendant's signature	Unloading date	Waste code	Physical state solid(s), liquid(s), gas(es)	Amount
					(circle)
					L kg m ³
					Discrepancy (+/-)

Controlled waste category list: Conversion guide

In July 2014, the Department of Environment Regulation released a new controlled waste category list which uses a categorisation system based on the *National Environment Protection (Movement of Controlled Waste between States and Territories) Measure*. This category conversion guide has been developed to assist industry in transitioning from the old waste categories to the new waste codes by providing the equivalent new code for each previous waste category.

OLD CONTROLLED WASTE CATEGORY LIST		NEW CONTROLLED WASTE CATEGORY LIST	
Category Group and Waste Code	Waste Description	Category Group and Waste Code	Waste Description
1 Biological		K Putrescible and Organic Wastes	
1.01	Animal waste	K100	Animal effluent and residues
		K190	Wool scouring wastes
		K140	Tannery wastes not containing chromium
1.02	Septage waste	K210	Septage wastes
1.03	Grease waste	K110	Waste from grease traps
1.04	Vegetable oils and derivatives and other wastes	K200	Food and beverage processing wastes
1.05	Sewage waste	K130	Sewage waste from reticulated sewerage system
2 Solid/Sludge Waste Requiring Special Handling		N Soils and Sludge	
2.01	Asbestos	N220	Asbestos
2.02	Contaminated soil	N120	Soils contaminated with a controlled waste
2.03	Fly ash	N150	Fly ash excluding fly ash generated from Australian coal fired power stations

2.04	Filter cake	N190	Filter cake containing controlled waste
2.05	Containers or drums contaminated with residues	N100	Containers or drums contaminated with residues of controlled waste

OLD CONTROLLED WASTE CATEGORY LIST		NEW CONTROLLED WASTE CATEGORY LIST	
Category Group and Waste Code	Waste Description	Category Group and Waste Code	Waste Description
2.06	Encapsulated, chemically fixed, solidified or polymerised wastes	N160	Encapsulated, chemically fixed, solidified or polymerised controlled wastes
2.07	Waste of an explosive nature	E Reactive Chemicals	
		E120	Waste of an explosive nature not subject to other legislation
2.08	Industrial waste treatment plant sludge and residue	N Soils and Sludge	
		N205	Industrial waste treatment plant residues
3 Clinical and Pharmaceutical Wastes		R Clinical and Pharmaceutical	
3.05	Clinical and related wastes	R100	Clinical and related wastes
		R120	Waste pharmaceuticals, drugs and medicines
		R130	Cytotoxic waste
		R140	Waste from production or preparation of pharmaceutical products
4 Pesticide Wastes		H Pesticides	

4.01	Concentrates	H100	Waste from production, formulation or use of biocides & phytopharmaceuticals
		H110	Organic phosphorous compounds
		H170	Waste wood preserving chemicals
4.02	Solutions	H100	Waste from production, formulation or use of biocides & phytopharmaceuticals
		H110	Organic phosphorous compounds
		H170	Waste wood preserving chemicals
4.03	Organochlorine pesticides	H130	Organochlorine pesticides

OLD CONTROLLED WASTE CATEGORY LIST		NEW CONTROLLED WASTE CATEGORY LIST	
Category Group and Waste Code	Waste Description	Category Group and Waste Code	Waste Description
5 Paint and Resin		F Paints, Resins, Inks and Organic Sludge	
5.01	Wastes from production, formulation or use of inks, dyes, resins, adhesives, glues, latex or plasticisers	F110	Aqueous based waste from the production, formulation and use of resins, latex, plasticisers, glues and adhesives
		F130	Solvent based waste from the production, formulation and use of resins, latex, plasticisers, glues and adhesives
5.02	Oil based paints	F120	Solvent based waste from the production, formulation and use of inks, dyes, pigments, paints, lacquers and varnish
5.03	Water based paints	F100	Aqueous based waste from the production, formulation and use of inks, dyes, pigments, paints, lacquers and varnish

6 Oils and Emulsions		J Oils	
6.01	Oil Interceptor wastes	J130	Oil interceptor waste
6.02	Oil/water mix	J120	Waste oil and water mixtures or emulsions and hydrocarbon and water mixtures or emulsions
6.03	Oil sludge	J180	Oil sludge
6.04	Waste oils unfit for their purpose	J100	Waste oils unfit for their intended purpose
		J170	Used oil filters
7 Solvents		G Organic Solvents	
7.01	Halogenated aliphatics	G130	Dry cleaning waste containing perchloroethylene
		G150	Halogenated organic solvents not otherwise specified
		G160	Waste from production, use and formulation of organic solvents not otherwise specified

OLD CONTROLLED WASTE CATEGORY LIST		NEW CONTROLLED WASTE CATEGORY LIST	
Category Group and Waste Code	Waste Description	Category Group and Waste Code	Waste Description
7.02	Non halogenated aliphatics	G110	Non halogenated organic solvents
		G160	Waste from production, use and formulation of organic solvents not otherwise specified
7.03	Halogenated aromatics	G160	Waste from production, use and formulation of organic solvents not otherwise specified
		G150	Halogenated organic solvents

7.04	Non halogenated aromatics	G110	Non halogenated organic solvents
		G160	Waste from production, use and formulation of organic solvents not otherwise specified
8 Other Organic Chemicals		M Organic Chemicals	
8.01	Engine coolants	M130	Non halogenated organic chemicals
8.02	Ethers	G Organic Solvents	
		G100	Ethers and highly flammable hydrocarbons
8.03	Highly odorous organic chemicals	M Organic Chemicals	
		M260	Highly odorous chemicals including mercaptans and acrylates
8.04	Isocyanate compounds	M220	Isocyanate compounds
8.05	Organohalogen compounds	M160	Organohalogen compounds not otherwise listed
8.06	PBB (polybrominated biphenyls)	M105	Waste containing PBB, PCN, PCT
8.07	PCB (polychlorinated biphenyls)	M100	Waste substances containing PCBs
8.08	PCN (polychlorinated naphthalenes)	M105	Waste containing PBB, PCN, PCT
8.09	PCT (polychlorinated terphenyls)	M105	Waste containing PBB, PCN, PCT

OLD CONTROLLED WASTE CATEGORY LIST		NEW CONTROLLED WASTE CATEGORY LIST	
Category Group and Waste Code	Waste Description	Category Group and Waste Code	Waste Description

8.10	Phenols and phenol compounds including halogenated phenols	M150	Phenols
8.11	Phosphorous	D Inorganic Chemicals	
		D360	Phosphorous compounds
8.12	Detergents	M Organic Chemicals	
		M250	Surfactants and detergents
8.13	Wetting agents	M250	Surfactants and detergents
8.14	Emulsifiers	M250	Surfactants and detergents
9 Acids		B Acids	
		B100	Acidic solutions or acids in solid form
10 Alkalis		C Alkalis	
		C100	Basic solution or bases in solid form
11 Chromium		D Inorganic Chemicals	
		D140	Chromium compounds
		D141	Tannery wastes containing chromium
12 Cyanide		A Plating and Heat Treatment	
12.01	Inorganic cyanide	A130	Inorganic cyanide
		A110	Waste from heat treatment and tempering processes which use cyanide
12.02	Organic cyanide	M Organic Chemicals	
		M210	Cyanides and nitriles
13 Inorganic Chemicals		D Inorganic Chemicals	
13.01	Antimony	D170	Antimony and antimony compounds
13.02	Arsenic	D130	Arsenic and arsenic compounds
13.03	Barium	D290	Barium and barium compounds
13.04	Beryllium	D160	Beryllium and beryllium compounds

OLD CONTROLLED WASTE CATEGORY LIST	NEW CONTROLLED WASTE CATEGORY LIST
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Category Group and Waste Code	Waste Description	Category Group and Waste Code	Waste Description
13.05	Boron	D310	Boron compounds
13.06	Cadmium	D150	Cadmium and cadmium compounds
		D151	Used nickel cadmium batteries
13.07	Chlorates	D350	Chlorates
13.08	Cobalt	D200	Cobalt compounds
13.09	Copper	D190	Copper compounds
13.10	Fluorine	D110	Inorganic fluorine compounds (excluding calcium fluoride)
13.11	Lead	D220	Lead and lead compounds
		D221	Used lead acid batteries
13.12	Mercury	D120	Mercury and mercury compounds
13.13	Metal carbonyls	D100	Metal carbonyls
13.14	Nickel	D210	Nickel compounds
		D211	Used nickel metal hydride batteries
13.15	Non Toxic salts	D300	Non toxic salts
13.16	Perchlorates	D340	Perchlorates
13.17	Phosphorous	D360	Phosphorous
13.18	Photographic waste	T Miscellaneous	
		T120	Waste from production or formulation of photographic chemicals or processing materials
13.19	Selenium	D Inorganic Chemicals	
		D240	Selenium and selenium compounds

13.20	Sulphides	D330	Inorganic sulphides
13.21	Tellurium	D250	Tellurium and tellurium compounds
13.22	Thallium	D180	Thallium and thallium compounds
13.23	Vanadium	D270	Vanadium compounds
13.24	Zinc	D230	Zinc compounds

OLD CONTROLLED WASTE CATEGORY LIST			NEW CONTROLLED WASTE CATEGORY LIST	
Category Group and Waste Code	Waste Description	Category Group and Waste Code	Waste Description	
14 Low Strength Waste Water			L Industrial Wash Water	
14.01	Industrial wash waters	L150	Industrial wash water contaminated with a controlled waste	
		L100	Car and truck wash waters	
14.02	Storm water		Storm water contaminated with a controlled waste should be categorised under the most appropriate waste category number based upon its contaminant/s and origin. Storm water not contaminated with a controlled waste is not considered a controlled waste	
14.03	Pond water		Pond water contaminated with a controlled waste should be categorised under the most appropriate waste category number based upon its contaminant/s and origin. Pond water not contaminated with a controlled waste is not considered a controlled waste	
14.04	Fire debris and wash water	N Soils and Sludge		
		N140	Fire debris and wash water	
15 Miscellaneous			T Miscellaneous	
15.01	Residues from industrial waste treatment or disposal operations	N Soils and Sludge		
		N205	Industrial waste treatment plant residues	


15.02	Waste from manufacture, formulation and use of wood preserving chemicals	H Pesticides	
		H 170	Waste wood preserving chemicals
15.03	Waste chemical substances arising from research and development or teaching activities	T Miscellaneous	
		T100	Waste chemical substances arising from research and development or teaching activities
15.04	Waste resulting from surface treatment of metals and plastics	A Plating and Heat Treatment	
		A100	Waste resulting from surface treatment of metals and plastics

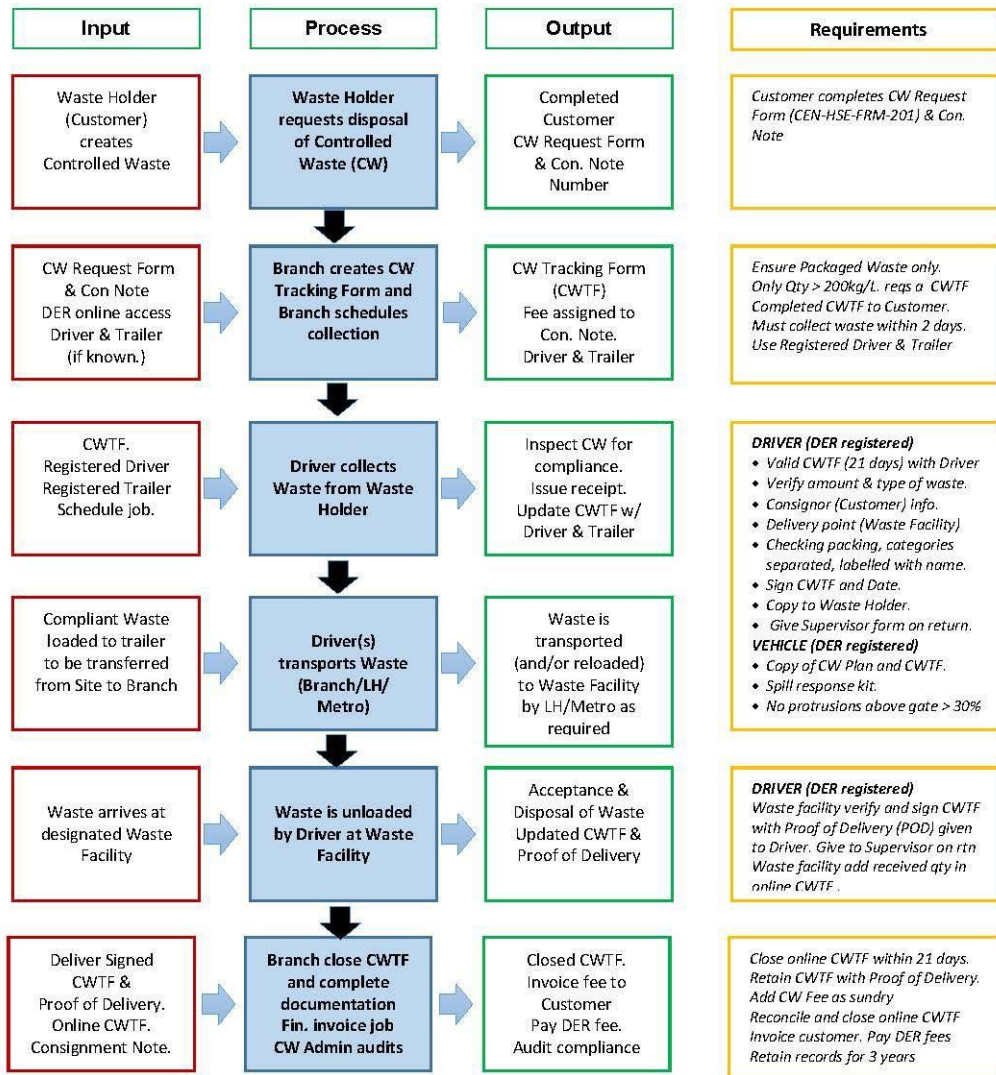
OLD CONTROLLED WASTE CATEGORY LIST		NEW CONTROLLED WASTE CATEGORY LIST	
Category Group and Waste Code	Waste Description	Category Group and Waste Code	Waste Description
15.05	Waste tarry residue from refining, distillation or pyrolytic treatment	J Oils	
		J160	Waste tarry residues arising from refining, distillation or pyrolytic treatment
15.06	Waste tyres	T Miscellaneous	
		T140	Waste tyres
		E Reactive Chemicals	
		E100	Waste containing peroxides excluding hydrogen peroxide
		E130	Highly reactive chemicals nos
		M Organic Chemicals	
		M170	Polychlorinated dibenzo-furan
		M180	Polychlorinated dibenzo-p-dioxin
		M230	Triethylamine catalysts

		N Soils and Sludge	
		N230	Ceramic based fibres similar to asbestos

5.11 [Appendix 5 – DER Contact Numbers](#)

<p>Department of Environmental Regulation</p> <p>Head office: Opening hours 9am-5pm The Atrium, Level 4 168 St Georges Terrace PERTH WA 6000 P: +61 8 6467 5000 F: +61 8 6467 5562 E: info@der.wa.gov.au</p> <p>Postal address: Locked Bag 33 Cloisters Square PERTH WA 6850 Australia</p>	
Contaminated sites	P: 1300 762 982 <i>(9am to 5pm Monday to Friday)</i>
Controlled Waste	P: +61 8 6467 5299 E: cwts@der.wa.gov.au <i>(9am to 5pm Monday to Friday)</i>
Pollution Watch Hotline	P: 1300 784 782 (24 hours) E: pollutionwatch@der.wa.gov.au
Worksafe WA	P: 1300 307 877

 CENTURION	Controlled Waste Process - SIPOC	Document No:	CEN-HSE-FRM-204
		Department:	HSE
		Revision Date:	25/01/2017
		Revision:	2
		Approved by:	A. Tait
		Reviewer:	G. Unsworth
		Author:	G. Unsworth



*Transporting Controlled Waste Plan
Controlled Waste Process (Full)*

For further info see: Requirements of Packaged Controlled Waste Drivers
<https://www.der.wa.gov.au/images/documents/our-work/controlled-waste/cw-ts-packaged-cw-driver.pdf>
 or contact the HSE Dept.

6 DER Online Controlled Waste Tracking System

6.1 [How to Log on to the Controlled Waste Tracking System](#)

Initial Login

- 1.1 From your web browser (eg Internet Explorer, Firefox, Google Chrome, Safari) enter the following address on the address bar and hit enter (you must have internet connection)

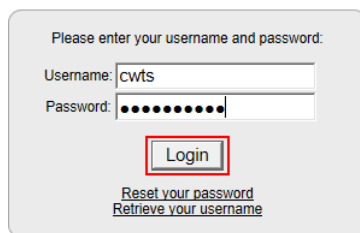
<https://cwts.der.wa.gov.au/>

- 1.2 Select **Log in** from the main page



- 1.3 Log in using your **username** and **password** (issued automatically by the CWTS and sent to your email address once your application has been processed)

System Logon



Please enter your username and password:

Username:

Password:

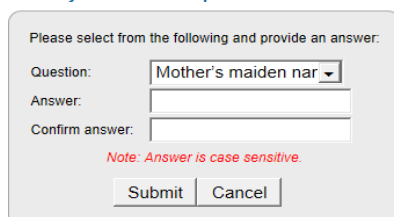
[Reset your password](#)
[Retrieve your username](#)

- 1.4 Once you've logged into the system you can change your password from the menu screen (see **How to Change your Password**)
 - i. Enter **Username** (all lowercase)
 - ii. Enter **Password** (highlight the password that has been sent to you, copy it and paste it into the password box. This alleviates the need to manually type it out, potentially locking your account)
 - iii. Select **Login**

- 1.5 When logging into CWTS for the first time, you are required to define your security question before proceeding to the main menu. The security setup can be completed by following the steps below:

- i. Select an appropriate **Question**
- ii. Enter **Answer**
- iii. Confirm **Answer**
- iv. Select **Submit**

Security Question Setup



Please select from the following and provide an answer:

Question:

Answer:

Confirm answer:

Note: Answer is case sensitive.

- 1.6 Proceed to **How to Change your Password** to change the temporary password to a nominated password.

Resetting your Password

Passwords are set to expire after 5 or more successive incorrect login attempts. You may reset your password from the login page; provided you have defined your security question, answered correctly and the email address recorded in CWTS is current.

2.1 Select **Reset your password**

System Logon

Please enter your username and password:

Username:

Password:

[Reset your password](#)
[Retrieve your username](#)

2.2 Enter your **username** (*all lower case*) and select **Submit**

2.3 Enter the **Answer** and select **Submit**

2.4 Check that the email address is current then click the link **Reset and send it to pre-registered email address**. If no email listed, please contact DER

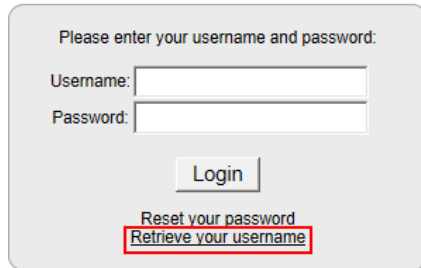
- You will receive an automated email from the CWTS administrator identifying your username and new password. Once you have used these details to login, you can change your password to something more memorable
- Passwords are set to expire after 3 months as a security measure. A message will display 14 days prior to the expiry of your password. You may change your password at any point in those 14 days by using the **Change Password** option. After the 14 day warning period, you will be restricted from logging in until you alter your password

Retrieving your Username

Your username can be retrieved if your date of birth is recorded in CWTS.

3.1 Select **Retrieve your username**

System Logon



Please enter your username and password:

Username:

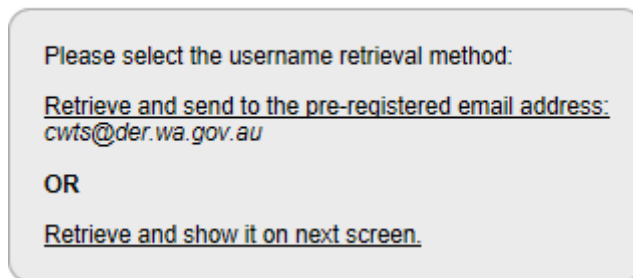
Password:

[Reset your password](#)
[Retrieve your username](#)

3.2 Enter your **First Name**, **Surname** and **Date of Birth** and select **Submit**

3.3 Select either: **Reset and send to the pre-registered email address** or **Retrieve and show it on next screen**

Username Recovery Assistance



Please select the username retrieval method:

[Retrieve and send to the pre-registered email address:](#)
cwts@der.wa.gov.au

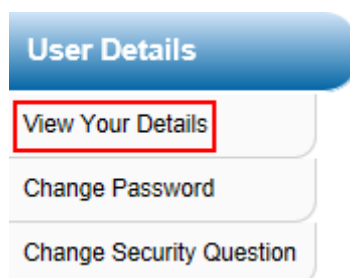
OR

[Retrieve and show it on next screen.](#)

Changing your Details

Once logged into the CWTS users are able to view their details and change their password and security question.

4.1 Select **User Details**, then **View Your Details**



User Details

[View Your Details](#)

[Change Password](#)

[Change Security Question](#)

4.2 Review your details including: name, address, telephone, email address and date of birth. Please contact DER to advise any changes

4.3 Select **Done** to return to the Carrier menu

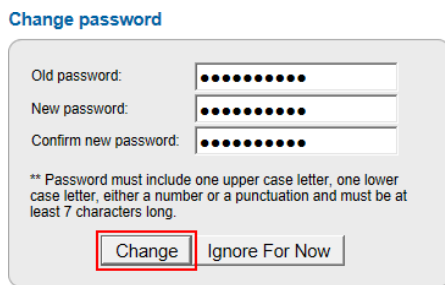
How to Change your Password

5.1 Select User Details, then Change Password



A vertical menu with a blue header labeled "User Details". Below the header are three buttons: "View Your Details", "Change Password" (highlighted with a red box), and "Change Security Question".

5.2 Enter your old password, then your new password and your new password again to confirm it



Change password

Old password:

New password:

Confirm new password:

** Password must include one upper case letter, one lower case letter, either a number or a punctuation and must be at least 7 characters long.

5.3 Click Change

For further assistance please contact the Controlled Waste Business Systems Officer:

e: cwts@der.wa.gov.au

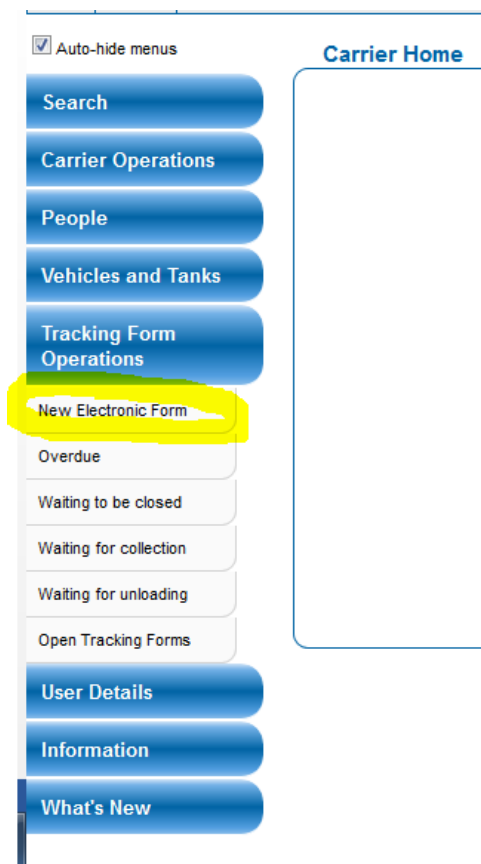
w: <https://cwts.der.wa.gov.au/>

p: (08) 6467 5281

f: (08) 6467 5520

6.2 [Creating online Controlled Waste tracking Forms in the DER system \(Centurion Specific\)](#)


1. Site emails controlled waste tracking Request for [Controlled Waste Tracking Form](#) CEN-HSE-FRM-201. Make sure the request has all the relevant information filled in, importantly the Con Note number as this will be used to charge the form fee back to the customer.
2. Open [Controlled Waste Tracking System](#) online. You need to be registered and a Login can be obtained via Customer Service Manager.
- 3 Log in the system.
4. Click on the New Electronic Form.



5. Click on Edit Details on the top part of the form.
6. Fill in the details as per the tracking form request. If the driver or trailer is not on the drop down list or not yet known, choose any trailer/driver and request the site to change the name/trailer when you return completed form to them. Note the name/trailer number and pass it on to Customer Service Manager so it can be added to the system (all drivers and trailer need to be registered with DER to transport waste.) A separate form is required for each trailer.

New Electronic Tracking Form - Enter Details

Carrier	Centurion Transport Co. Pty Ltd
Type	Bulk <input type="radio"/> Bulk Septic <input type="radio"/> Packaged <input checked="" type="radio"/>
Paper Permit	No
Vehicle/Tank	Select : 9RA 512 Lucar Trailer or Registration : <input type="text"/>
Driver	Select : Atkins Bruce James or Driver Login : <input type="text"/>
Category Group	<ul style="list-style-type: none"> K - Putrescible and organic wastes L - Industrial Wash water M - Organic Chemicals N - Soils and Sludge R - Clinical and Pharmaceutical Select : T - Miscellaneous <small>Hold Ctrl then click to select multiple</small>
Amount	Create <input type="text" value="1"/> new Tracking Form(s)
Print Forms	<input checked="" type="checkbox"/> Print all forms after they have been created

 Adding new tracking forms will incur fees.

7. Select waste category and nominated waste facility as per the site's request. Multiple categories can be added onto the same form.

Leave the rest of the fields as per the default. Save the changes. If the waste facility is not on the list, you cannot proceed with the form. In this case contact the site informing them that their nominated facility is not certified to accept controlled waste.

Tracking Form No. 5216067

Edit Tracking Form Details

Type	Packaged
Category Group	<ul style="list-style-type: none"> D - Inorganic Chemicals E - Reactive Chemicals F - Paints, resins, inks and organic sludges G - Organic Solvents H - Pesticides <li style="background-color: #0070C0; color: white;">J - Oils <p style="text-align: center; font-size: small;">Hold Ctrl then click to select multiple</p>
Nominated Waste Facility	Karratha Liquid Waste Treatment Plant and Waste Transfer Station (Toxfree)
Unloaded	No
Interstate	No

8. To add collection site, click on List All Organisations. And select the site from the list.

Add Waste Holder By ID

Organisation Waste Holder Selection

People Waste Holder Selection

9. This will create an "Event". Click to edit, fill in as per the tracking form request and save the information. Complete list of waste categories is available here:

http://www.der.wa.gov.au/images/documents/our-work/controlled-waste/Controlled_Waste_Category_list_conversion_guide.pdf

Capacity: 26000 kg

Date	Action	Category	Previous Category	Volume	No. Pkgs	Phys. State	pH
Pannawonica - Pannawonica (8119129)							
<input type="checkbox"/>	Waiting	Waste Collection					<input type="button" value="Edit"/>

Edit Waste Collection

Waste Holder	Pannawonica
Address	Mesa J Pannawonica 1 Mine Rd Pannawonica WA Australia
Date	08 / 12 / 2014 dd/mm/yyyy
Category	J170 Used oil filters
Waste Volume	750.0 <input type="radio"/> L <input checked="" type="radio"/> kg <input type="radio"/> m3
No. of Packages	1
Physical State	Solid
pH	

6.3 CWTF Administration

1. The CWTF records have previously been stored in hardcopy but it is recommended we move to an electronic system. Do NOT store records on your own PC drive, ensure the documents including electronic copies of both the Form Request and CWTF are stored on the server at the following location:

T:\HSE\Volume V - Working Information\Controlled Waste\CWTF

This should include

- a) CWTF 5XXXXXX – a copy of each controlled waste tracking form (also available online <https://cwts.der.wa.gov.au/#ListCarrierTrackForm;searchType:open>)
- b) Request CWTF 5XXXXXX CN Number **sundry** – a copy of customer request form (and email) referencing the relevant consignment note. The original request file name is renamed/ appended with '**sundry**' to identify that the CW permit fee has been added to the customer consignment note. (i.e. if no '**sundry**' in the text then the fee has not yet been added.)
- c) CWTF POD documents <DIR> – scan or file copies of the final CWTF and documentation with proof of delivery.

- d) DER Fact Sheets & Forms <DIR> - driver or trailer registration forms and fact sheets (also available on the DER website <https://cwts.der.wa.gov.au/>)
- e) Request for Controlled Waste Tracking Form <DIR> - blank CWTF request form
- f) *Note: Hardcopies of previous CWTF forms, POD's and registration applications are filed in document folders within the Customer Service department.*

6.4 Charging the CWTF Fee

The CWTF fee is added to the Con Note (from the Request Form) using a sundry charge.

Method 1 – Using D3

(To charge the permit fee for this consignment, login to D3.

Select 3 – 1 – Password: edit – enter connote number – check if details correct and enter Y – 1 – 14 – 2 – PER – 200.00 – End – End – N – N

Mark on the tracking form when the connote has been charged)

Method 2 - Using CTC Data Entry

Enter the CTC app

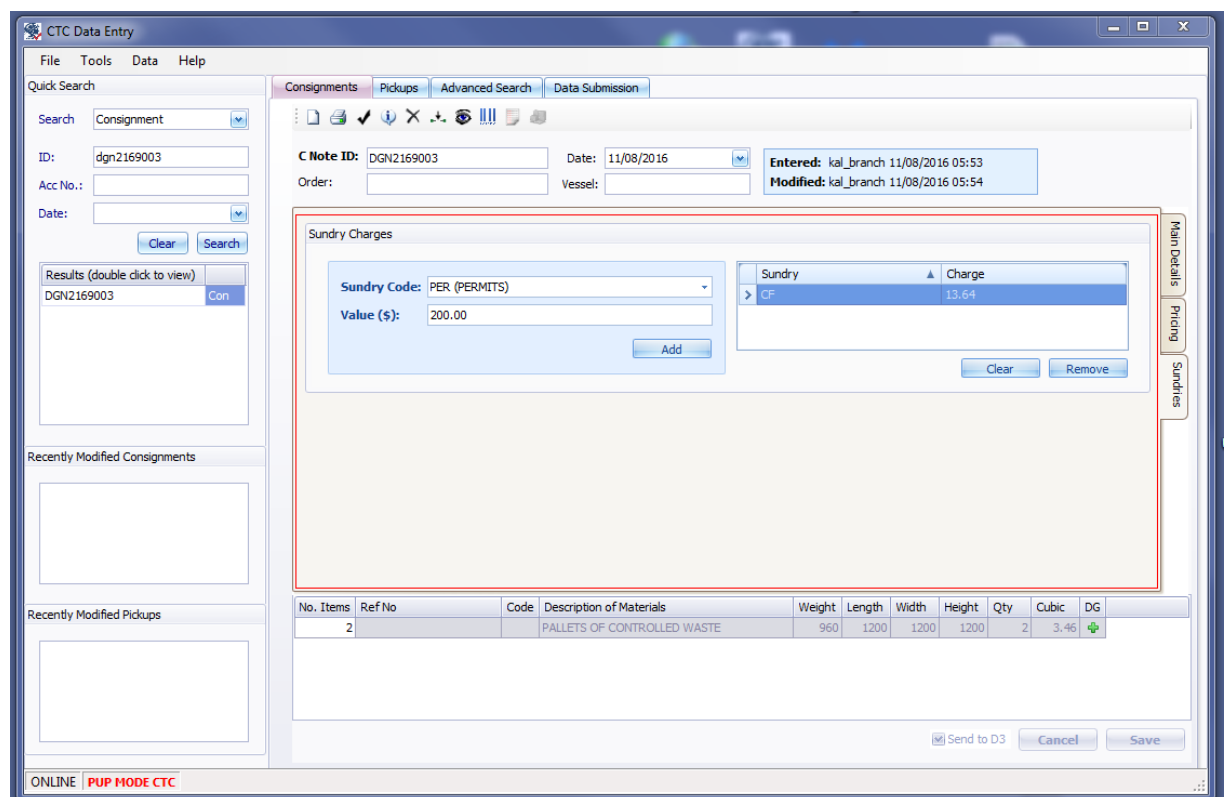
In the left hand column Enter ID: Con Note number

Click Search, CN will appear in Results, double click on note number. CN detail will populate.

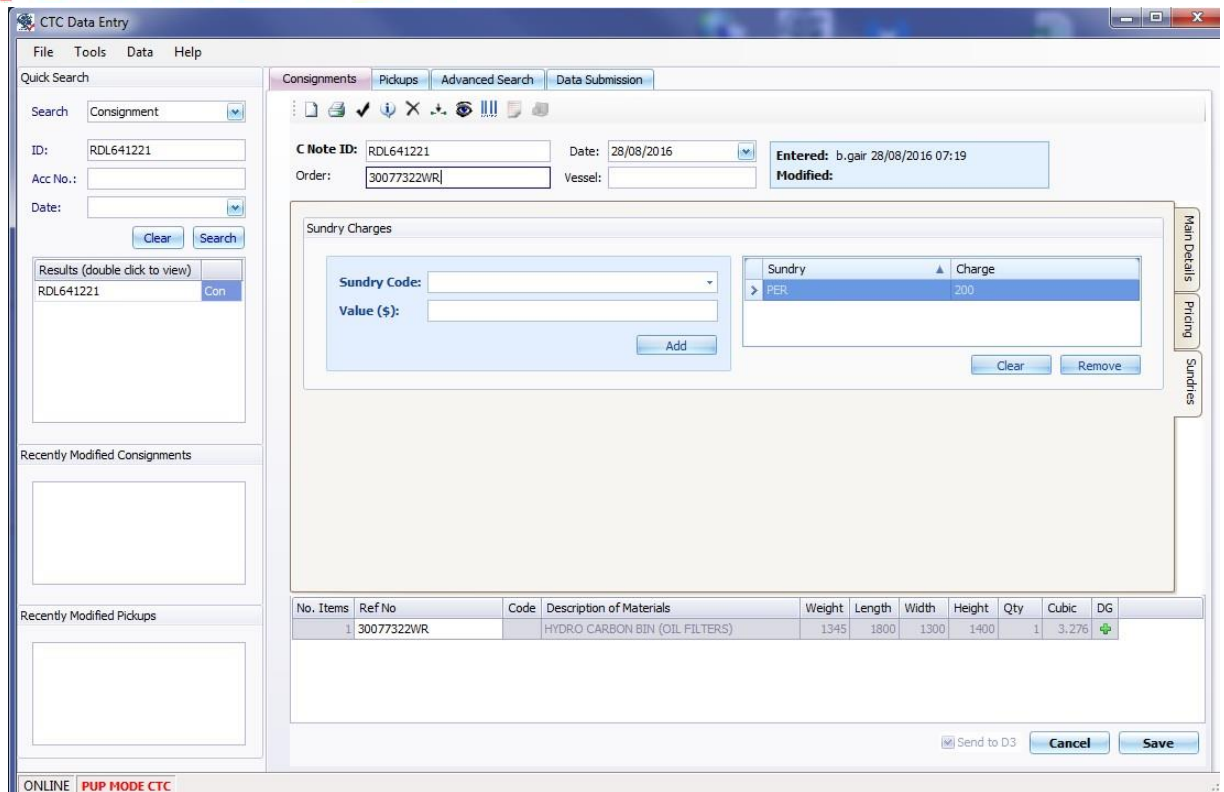
Click in the Sundries tab

Select Sundry Code PER (Permits) and enter \$200, then press Add.

Press Save to send to D3



The system will prompt for the order number – use the reference number at the bottom of the page and paste this into the Order: field.




6.5 Closing Controlled Waste Tracking Forms

1. Log in to Controlled Waste tracking system. The following window will show. Click on the “Tracking forms waiting to be closed”. This represents CWTF for which the waste has been unloaded at the disposal facility and the facility has entered that volume into the CWTF system. Only the disposal facility can enter the unloaded volume, which then allows the form to be closed.

Current User

Org. ID	Carrier	User	Role
812916	Centurion Transport Co. Pty Ltd	Liva Ulmane-Strautina (lulmane-strautina)	Carrier Company (Manager)

Action Required



3 Tracking forms waiting to be closed. [VIEW](#)

205 Tracking forms waiting for acknowledgement from waste facility. **199 Overdue** [VIEW](#)

2 Tracking forms waiting to be collected. [VIEW](#)

Search

Enter Tracking Form Id

Open

2. You can reference the online form to the saved copy in the in the CWTF directory here.

<T:\HSE\Volume V - Working Information\Controlled Waste\CWTF>

Tracking Forms Awaiting Closure

Click table header to change sorting preference

<input type="checkbox"/>	Tracking Form	First Collection Date	<input type="checkbox"/> Expiry Date	Unloading Date	Closed Date	Collection Status	Unloading Status	Closure Status	Discrepancy Amount	Discrepancy %	Paper Permit	Bulk	Dropped Off		
<input type="checkbox"/>	5683940	20/01/2015	10/02/2015	22/01/2015		Collected	Unloaded	Awaiting Closure	0	0.00	N	N	N	View	Print
<input type="checkbox"/>	5684535	22/01/2015	12/02/2015	23/01/2015		Collected	Unloaded	Awaiting Closure	0	0.00	N	N	N	View	Print
<input type="checkbox"/>	5684702	22/01/2015	12/02/2015	28/01/2015		Collected	Unloaded	Awaiting Closure	5,880	24.50	N	N	N	View	Print

1-3 of 3

3. If there is no discrepancy, proceed with Point 4. If there is a discrepancy in volumes between what was collected (the amount on the CWTF) and the amount disposed then edit the “Collected” volumes to match the “Unloaded” volume. Discrepancies are normally due to the site referencing the container volume not the waste quantity, the waste disposal facility more accurately measuring the volume of waste or the disposal facility reallocating/adjusting the categories of waste after analysis. Any change should be recorded on the POD. Any significant or unexplained change should be followed up with the disposal facility.

Summary

First Collection	22/01/2015	Unloaded	28/01/2015	Closed	
Collection Sts	Collected	Unload Sts	Unloaded	Closed Sts	Awaiting Closure
Collected:	0 L	24000 kg	0 m3	24000 Total	
Unloaded:	0 L	18120 kg	0 m3	18120 Total	
Discrepancy:	0 L	5880 kg	0 m3	5880 Total	
Discrepancy %:	0.00 %	24.50 %	0.00 %	24.50 %	

Capacity: 26000 kg

Date	Action	Category	Previous Category	Volume	No. Pkgs	Phys. State	pH
Broome Tyrepower & Exhaust - Broome (28201362)							
22/01/2015	Waste Collection	T140		18120.0 kg	1	Solid	<input type="button" value="Edit"/>



4. Click on “Close Form”, then “Confirm Close” and Print the closed form.

5. Follow up with Waste Facilities maybe required if no unloaded volumes are entered on to the form. The facility may request the original POD as evidence of receipt and processing. This should be monitored on a regular basis.

6.6 [Waste Facility User Guide - Enter Unloading Information on a Controlled Waste Tracking Form](#)

For reference only this action is completed by the Waste Facility.

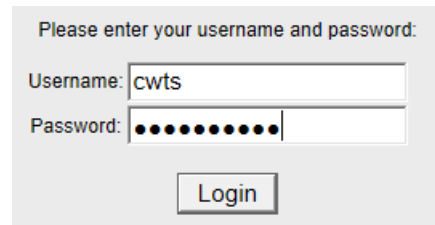
Step 1 - Login

1.1 From the Guest Menu

1.2 Enter your **username** and **password**, then click **Login**

(Optional step) Click **Use** next to the correct **profile**

(You may have more than one profile depending on your roles within and between organisations).



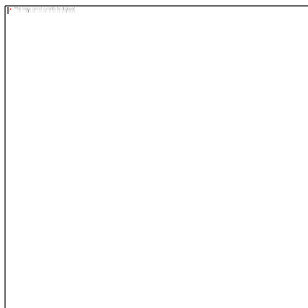
Please enter your username and password:

Username:

Password:

Step 2 - Accepting a Controlled Waste Load

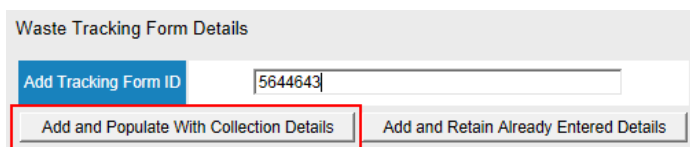
2.1 From the Side Menu bar click **Handle Waste Unloading** under **Tracking Form Operations**



Option 1 (preferred)

2.2 Enter the tracking form number received from the carrier in the **Add Tracking Form ID** field

2.3 Select **Add and Populate With Collection Details**. This will populate with the collection details entered by the carrier (if the fields remain blank, the carrier has not entered the details and you must complete the information required)



Waste Tracking Form Details

2.4 Enter the **Date** the waste was unloaded. This is the date the waste was physically unloaded at the waste facility and is not the date you are entering the unloading details on the CWTS. Dates should be entered in the formula DD/MM/YYYY

2.5 Select the unloading **Method**

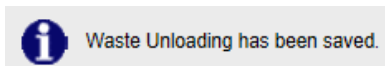
2.6 The **Waste Category**, **Volume**, **Number of Packages** (if applicable) and **Physical State** will automatically appear when the **Add and Populate With Collection Details** option is selected

2.7 Confirm the details are correct, or make changes as required

Unloading Date		13 / 10 / 2014	
Enter Waste Category Information			
1	Method	Storage (General)	
	Waste Category	J100 Waste mineral oils unfit for their inte	
	Volume	1000	No. of Pkgs 0
		<input checked="" type="radio"/> L <input type="radio"/> kg <input type="radio"/> m3 *	
	Physical State	Liquid	
	Discrepancy Amount	0	Discrepancy Percentage 0.00 %
	Notes		
Add new waste category		Remove selected waste category	
Add Unloading		Cancel	

2.8 Select **Add Unloading**

You will see the following message when the unloading has been saved:



Option 2 (alternative)

3.1 Enter the **Unloading Date**

3.2 Select the **Method** from the drop down list

3.3 Select the **Waste Category** from the drop down list

3.4 Enter the **Volume** (*Remember: liquids in litres [L] and solids in kilograms[kg]*)

3.5 Enter the **No. of Packages** (*packaged waste only and if applicable*)

3.6 Select the **Physical State** from the drop down list

3.7 Enter the tracking form number in the **Add Tracking Form ID** field

3.8 Click **Add and Retain Already Entered Details**. This will link the Tracking Form ID you have entered with the appropriate tracking form.

You must complete this step before you **Add Unloading**

3.9 Click **Add Unloading**

Note: Do not click **Add and Populate With Collection Details**. This will override the information that you have manually entered.

Note: the following messages may appear:

- i. **Delays with providing unloading information in the CWTS**


Confirmation Required ✕

A potential problem has been detected, please review the errors below and confirm whether the details are correct

- You have submitted statutory information outside of the 14 day statutory period. This is an offence against Regulation 41(7)

- This means that you have entered the unloading details too late. Unloading details need to be entered within 14 days of the unloading occurring at the waste facility. DER monitors this information and may contact you to verify the details of the unloading
- Click **Save Unloading** to continue with the entry, or click **Return to Unloading** to amend any information.

ii. **Volume warning**

 **Waste Unloading has been saved.**
Warning, disposal volume (1000 Litres) is less than 20% of the vehicle capacity.

- This message is a warning to ascertain whether you have entered the correct volume of controlled waste. **Confirm Volume** will save the unloading, or click **Update Volume** to amend the information.

Additional Functions

Deleting an Unloading

Deleting unloadings can only occur if the information is incorrect and the tracking form has not been closed by the carrier.

- 4.1 Type the tracking form number in the **Enter the Tracking Form ID** field and click **Unloading Details** (or hit enter on your keyboard)

Search

Enter Tracking Form Id

OR

- 4.2 Select **Open Unloadings** from the Side Menu bar on your profile

Tracking Form Operations

- Handle Waste Unloading
- Open Unloadings**
- Pending Unloadings

4.3 Click **View** to open a tracking form

Open Disposed Tracking Forms

Click table header to change sorting preference

<input type="checkbox"/>	Tracking Form	Unloading Date	Unloading ID	Unloading Status	Volume Picked Up	Volume Disposed	Discrepancy Amount	Discrepancy %	Expiry Date	Closure Status	
<input type="checkbox"/>	5604375	01/01/2015	794112	Unloaded	1,500	1,500	0	0.00	28/02/2014	Awaiting Closure	View Print
<input type="checkbox"/>	5610347	01/01/2015	794113	Unloaded	4,200	4,200	0	0.00	27/03/2014	Not Ready	View Print

1-2 of 2

[Print Selected](#) [Done](#)

4.4 Select **Delete Entire Unloading**

Edit Waste Unloading 794112

Waste Tracking Form Details

5604375	Carrier	Controlled Waste	
	Type	Bulk	
	Categories	K110	
	Vehicle/Tank	GENERIC BULK GENERIC BULK	

[Change Tracking Form](#)

Unloading Date: 01/01/2015 [Update Date](#)

Enter Waste Category Information

Method	Septage Pond		
Waste Category	K110 Waste from grease traps		
Volume	1500.0	No. of Pkgs	0
Physical State	Liquid		
Discrepancy Amount	0	Discrepancy Percentage	0.00 %
Notes			

[Add new waste category](#) [Remove selected waste category](#)

* Changes above will not be saved until 'Update Unloading' is selected

[Update Unloading](#) [Delete Entire Unloading](#) [Cancel](#)

4.5 The following message will be displayed once the unloading has been deleted



Unloading 794114 unlinked from tracking form

NOTE: if the tracking form is closed, you must contact DER to reopen it

Pending Unloadings

Pending unloadings are only eligible to view if the carrier has selected the **Unloaded** option on the tracking form. Once the waste has been unloaded from the carrier, they are required to log back into the CWTS and update the **Unloaded** option to **Yes**. This will display the tracking forms and allow you to enter the unloading details.

5.1 Select **Pending Unloadings** from the Side Menu bar on your profile



5.2 Select **Handle**

Undisposed Tracking Forms

Click table header to change sorting preference

	Tracking Form	Unloading Date	Unloading ID	Unloading Status	Volume Picked Up	Volume Disposed	Discrepancy Amount	Discrepancy %	Expiry Date	Closure Status	
<input type="checkbox"/>	5604823			Pending	750	0	750	100.00	04/03/2014	Not Ready	Handle Print
<input type="checkbox"/>	5634821			Pending	4,800	0	4,800	100.00	07/07/2014	Not Ready	Handle Print

1-2 of 2

[Print Selected](#) [Done](#)

5.3 Add the **Unloading Date** and confirm the details are correct, or make changes as required

Waste Tracking Form Details

5604823	Carrier	Controlled Waste
	Type	Bulk
	Categories	K110
	Vehicle/Tank	GENERIC BULK GENERIC BULK

[Change Tracking Form](#)

Unloading Date

Enter Waste Category Information

1	Method	<input type="text" value="Septage Pond"/>		
	Waste Category	<input type="text" value="K110 Waste from grease traps"/>		
	Volume	<input type="text" value="750"/> <input checked="" type="radio"/> L <input type="radio"/> kg <input type="radio"/> m3 *	No. of Pkgs	<input type="text" value="0"/>
	Physical State	<input type="text" value="Liquid"/>		
	Discrepancy Amount	<input type="text" value="0"/>	Discrepancy Percentage	<input type="text" value="0.00 %"/>
	Notes	<input type="text"/>		

[Add new waste category](#) [Remove selected waste category](#)

5.4 Select **Add Unloading** to save the details

Amending the unloading details

At times you may need to edit the unloading details on a tracking form. This option will display the tracking forms that are awaiting closure by the carrier (this can only be done if the carrier has not closed the form). Once the carrier has closed the tracking forms they **will not** appear in this table.

4.6 Select **Open Unloadings** from the Side Menu bar on your profile

Tracking Form Operations

Handle Waste Unloading

Open Unloadings

Pending Unloadings

4.7 Click **View** to open a tracking form (Optional step: you can print the tracking form from this screen)

Click table header to change sorting preference

<input type="checkbox"/>	Tracking Form	Unloading Date	Unloading ID	Unloading Status	Volume Picked Up	Volume Disposed	Discrepancy Amount	Discrepancy %	Expiry Date	Closure Status	View	Print
<input type="checkbox"/>	5604375	01/01/2015	794112	Unloaded	1,500	1,500	0	0.00	28/02/2014	Awaiting Closure	View	Print
<input type="checkbox"/>	5610347	01/01/2015	794113	Unloaded	4,200	4,200	0	0.00	27/03/2014	Not Ready	View	Print

1-2 of 2

4.8 Amend any details as necessary:

- i. Unloading date
- ii. Waste category
- iii. Volume
- iv. Number of packages
- v. Physical state
- vi. Notes

4.9 (Optional step) Add a new waste category will allow you enter multiple waste category information

4.10 Update Unloading will save the changes and bring you back to the home screen

Edit Waste Unloading 794112

Waste Tracking Form Details

5604375	Carrier	Controlled Waste
	Type	Bulk
	Categories	K110
	Vehicle/Tank	GENERIC BULK GENERIC BULK

Unloading Date: 01/01/2015 / /

Enter Waste Category Information

1	Method	Septage Pond		
	Waste Category	K110 Waste from grease traps		
	Volume	1500.0	No. of Pkgs	0
			<input checked="" type="radio"/> L <input type="radio"/> kg <input type="radio"/> m3 *	
	Physical State	Liquid		
	Discrepancy Amount	0	Discrepancy Percentage	0.00 %
Notes				

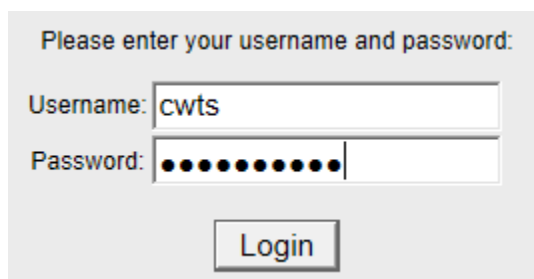
* Changes above will not be saved until 'Update Unloading' is selected

Update Unloading

Step 1 - Login

1.3 From the Guest Menu

1.4 Enter your **username** and **password**, then click **Login**



Please enter your username and password:

Username:

Password:

(Optional step) Click **Use** next to the correct **profile**

(You may have more than one profile depending on your roles within and between organisations).

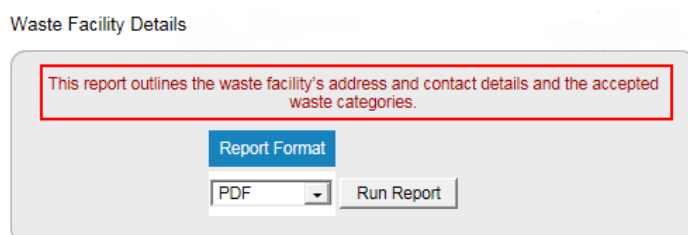
Step 2 - Run Reports

The ability to run and view reports is only available to users with Manager access (Data Entry users do not have access to this functionality).

2.1 Under **Waste Facility Operations** on the Side Menu bar select **Reports**



2.2 Hover your mouse over the grey boxes to view a brief explanation of each report



2.3 Select **PDF** or **XLS** (Excel spreadsheet) from the drop-down menu and click **Run Report**

2.4 (Optional step) You can specify date ranges for **Tracking Forms Received** and **Waste Processed Reports**. Use the format DD/MM/YYYY in the blank fields

Waste Processed Report

This report outlines the amount of each waste category received during the selected date range. Specifics include the tracking form number and delivery date.

Received Date Start	Received Date End	Report Format	Run Report
<input type="text" value="01/01/2014"/>	<input type="text" value="30/06/2014"/>	<input type="text" value="PDF"/>	

Available Reports

Waste Facility Details

Report Format
PDF <input type="button" value="Run Report"/>

Carriers Report

Report Format
PDF <input type="button" value="Run Report"/>

Tracking Forms Received Report

Received Date Start	Received Date End	Status	Report Format
<input type="text"/>	<input type="text"/>	<ul style="list-style-type: none"> --- All --- Allocated Closed Exempt 	PDF <input type="button" value="Run Report"/>

Waste Processed Report

Received Date Start	Received Date End	Report Format
<input type="text"/>	<input type="text"/>	PDF <input type="button" value="Run Report"/>

Disposal Methods Report

Report Format
PDF <input type="button" value="Run Report"/>

Waste Categories Report

Report Format
PDF <input type="button" value="Run Report"/>

Note: If exporting to Excel, you can search for specific information by using the find function (**Ctrl F**)

Summary of Reports

Waste Facility Details

- Outlines basic details about the Waste facility including company names/ identification, contact numbers, addresses and each waste category the facility is listed to accept

Carriers Report

- The list of the carriers who have unloaded a controlled waste using a tracking form at your waste facility
- Each carrier's address and contact numbers are listed

Tracking Forms Received Report

- Displays all tracking forms received by the Waste facility (i.e. unloaded) within a particular date range
- Specify dates by using the format DD/MM/YYYY in the **Received Date Start** and **Received Date End** fields
- Blank fields produce a report with every tracking form ever received by the Waste facility
- Specify the **Status** of the tracking forms in the report or set to default (**---All---**). The report will display the tracking form number, issue and expiry dates, electronic or paper form, bulk or packaged and the carrier

Status

Closed:

- Tracking forms that have been closed by the carrier, after the Waste facility has entered the unloading details
- Information cannot be amended on closed tracking forms. Contact DER for assistance

Open:

- Open tracking forms generated by the carrier and assigned to the Waste facility
- The tracking forms may be waiting for the Waste facility to enter the unloading details or the carrier to close them

Paid:

- Paid by the carrier where the Waste facility has been nominated as the Waste facility
- The report is sectioned into open and closed tracking forms

Waste Processed Report

Provides a summary of the volumes of each category of waste unloaded at the waste facility over a specified period.

Disposal Methods Report

Displays the methods of unloading which the waste facility uses for handling controlled waste.

Waste Categories Report

Lists all waste categories that can be accepted by the waste facility

Other CWTS Functions

Waste Facility Operations

The following are additional functions you can access by clicking **Waste Facility Operations** from the Side Menu bar

View Waste Facility Details

Displays information of the Waste facility: Id, company name details, ABN, contact and address details. Contact DER to amend any of these details

List Managers

Lists the active managers of the Waste facility. Click **View** to see the contact details of the user. Contact DER to amend any of these details

List Data Entry People

Lists the data entry users of the Waste facility. Click **View** to see the contact details of the user. Contact DER to amend any of these details

The **New Waste Facility (Manager/Data Entry) Application** function enables users to apply for a new user login. Although the functionality is still operational, we request all new users to apply for a login by filling in the CW11 (CWTS) Access Form and submit to DER

New Waste Facility (Manager) Application

Done

Information

Application forms and materials

Most relevant to Waste facilities are:

- Controlled Waste Category List
- Form CW11: Controlled Waste Tracking System (CWTS) Access Form – Industry
- Form CW14: Application to list a waste facility or transit facility in the Controlled Waste Tracking System
- Form CW19: Notification of a non-conforming load

Facts Sheets

General information and summarise parts of the *Environmental Protection (Controlled Waste) Regulations 2004*. Most relevant to Waste facilities are:

- What is controlled waste?
- Controlled waste – waste facilities
- Controlled waste – transit facilities

What's New

Latest News

DER will communicate news, such as changes to the CWTS

What's New

Latest news