



INDUSTRIAL WASTE RESOURCE GUIDELINES

WASTE TRANSPORT CERTIFICATES

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INTRODUCTION

Waste transport certificates are required under the Regulations to track the movement of prescribed industrial waste (PIW) from 'cradle to grave'.

It is the responsibility of the waste producer, transporter and receiver to ensure that an accurately completed waste transport certificate accompanies each load of PIW unless the following applies:

- The load is destined for a site that is exempt from the transport permit and tracking system.
- The net load is less than 50 kilograms or litres and the transporter receives no fee or reward.

PIW being transported from one state to another requires the following:

- An interstate waste transport certificate from the environment protection agency in the state from which the waste originated.
- A consignment authorisation number from the environment protection agency in the receiving state.
- Non-liquid waste being transported out of Victoria also requires approval from EPA Victoria before any movement can take place. Refer to the IWRG *Movement of prescribed industrial waste from Victoria* for more information.

For waste destined for disposal to landfill, the waste producer must specify the hazard category on the transport certificate as either Category B or Category C. Category A waste is prohibited from disposal to landfill. Refer to the IWRG *Waste categorisation* section for further information.

A waste transport certificate has three sections that must be **completed accurately and in full** by the appropriate parties.

There are two ways you can complete waste transport certificates:

- electronic lodgement via the EPA Interaction Portal
- hard-copy lodgement using paper certificates.

EPA INTERACTION PORTAL

Who can register?

- Waste producers.
- Accredited agents.
- Waste receivers.

How do I register?

The EPA Interaction Portal is available at <https://portal.epa.vic.gov.au>

Each Portal user in an organisation should have a separate account. New accounts can be requested by clicking on the 'Create account' link on the Portal home page.

Once you have submitted a registration request, EPA will confirm your request with the key contact at your organisation. This may take up to three business days. An email will be sent to the registered email address (which will be your user name) when the account has been approved.

How do I purchase electronic certificates?

It is the responsibility of the waste producer or accredited agent to purchase electronic waste transport certificates from EPA. They cost 50 cents each and are sold in multiples of 10.

Certificates can be purchased by calling EPA on 1300 EPA VIC or 1300 372 842 (24 hours).

What are the benefits of this system?

By using the EPA Interaction Portal:

- registered users can view the progress of their waste consignment at any time
- completing certificates is made easier, with most data available through dropdown lists
- you can set up waste streams to store information about frequently used waste types and save time completing certificates
- electronic certificates are cheaper to purchase than paper certificates.

This guidance forms part of the Industrial Waste Resource Guidelines, which offer guidance for wastes and resources regulated under the Environment Protection (Industrial Waste Resource) Regulations 2009.
Publication IWRG821.2 – March 2013.



Completing electronic certificates

Prior to the transport of waste, Part A and B must be completed by the waste producer or the accredited agent.

Part C must be completed within seven days of receiving the waste by the waste receiver.

Login details

Each user will receive a user name and password to the EPA Interaction Portal. The user name cannot be changed, but the password can be reset to something memorable.

Training

EPA provides free training materials for submitting electronic certificates. For more information visit the [Portal help section](#).

PAPER WASTE TRANSPORT CERTIFICATES

The paper certificates are produced in booklet form with each 'certificate' consisting of the original and four carbon copies (each with their own colour coding). Booklets of 50 certificates can be purchased from EPA for \$250.

All three sections of the **certificate must be completed accurately and in full** by the appropriate parties.

How do I complete Part A?

Prior to the transport of the waste, Part A must be completed by the waste producer or the accredited agent.

Sections 1-4 must be completed in full.

Section 5 requires specific codes that can be found in the IWRG *Waste codes* section. Complete the codes as follows:

Waste code number

Write the appropriate waste form code from List 1 in the first box.

Write the four-character waste type code from List 1 in the second box.

Hazard category

If the waste is destined for landfill, write the appropriate hazard category from List 2.

Contaminants

Write the code/s from List 3 for the main contaminant/s. You can include codes for up to four contaminants.

Waste origin

Write the four-digit waste origin code from List 4.

UN number

Write the four-digit UN number code from List 1.

Class

If applicable, write the class code from List 1.

Packing group

If applicable, write the packing group number from List 1.



PART A

ENVIRONMENT PROTECTION AUTHORITY WASTE TRANSPORT CERTIFICATE	
PART A To be completed by the Producer of the Waste.	1. Name of Waste Producer <input style="width: 100%;" type="text"/> Address of Site of Waste Source <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/> Postcode <input style="width: 50px;" type="text"/> Name of Emergency Contact <input style="width: 100%;" type="text"/> Phone <input style="width: 100px;" type="text"/>
	2. Proposed Disposal/Treatment/Storage Site <input style="width: 100%;" type="text"/> State <input style="width: 50px;" type="text"/>
	3. Intended Disposal Route – Recycling <input type="checkbox"/> Landfill <input type="checkbox"/> Energy Recovery <input type="checkbox"/> Chem/Phys Treatment <input type="checkbox"/> Storage <input type="checkbox"/> Incineration <input type="checkbox"/> Immobilisation <input type="checkbox"/> Biodegradation <input type="checkbox"/> Other <input type="checkbox"/>
	4. Description of Waste <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>
	5. Waste Code No. (List 1) <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> Hazard Category (List 2) <input style="width: 30px;" type="text"/> U.N. Number <input style="width: 50px;" type="text"/> Class <input style="width: 30px;" type="text"/> Packing Group <input style="width: 50px;" type="text"/> Waste Origin (List 4) <input style="width: 50px;" type="text"/> Amount of Waste <input style="width: 50px;" type="text"/> kilograms or <input style="width: 50px;" type="text"/> cubic metres or <input style="width: 50px;" type="text"/> litres Bulk/No. of Packages <input style="width: 50px;" type="text"/> I declare that to the best of my knowledge and belief the above information is true and correct. Name and Position <input style="width: 100%;" type="text"/> Signature Date <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/>

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PLEASE USE BLOCK LETTERS

How do I complete Part B?

Prior to the transport of the waste, Part B must be completed by the waste transporter.

If vehicles are being used in combination, the permit and registration numbers for each vehicle must be entered. Where a B-double is used, enter the permit and registration details for each trailer only.

PART B

PART B To be completed by the Waste Transporter.	6. Name of Transporter <input style="width: 100%;" type="text"/> Address <input style="width: 100%;" type="text"/> Vehicle No. 1 Registration <input style="width: 100px;" type="text"/> Transport Permit No. <input style="width: 100px;" type="text"/> Vehicle No. 2 Registration <input style="width: 100px;" type="text"/> Transport Permit No. <input style="width: 100px;" type="text"/> I acknowledge receipt of the waste described in part A. Name (in block letters) <input style="width: 100%;" type="text"/> Signature Date <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/>
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PLEASE USE BLOCK LETTERS

How do I complete Part C?

Part C must be completed by the waste receiver.

Refer to List 5 in IWRG Waste codes for the type of treatment code.

