Under the National Environment Protection (Movement of Controlled Waste between states and territories) Measure (NEPM), a Waste Transport Certificate must accompany all transport of controlled waste between states and territories. Transporting controlled waste across a state or territory border without a Waste Transport Certificate is unlawful.

This guide is designed to help ensure that the custodians of controlled waste (waste producers, waste transporters and waste facilities) understand how to complete a Waste Transport Certificate. It explains which Waste Transport Certificate dockets must be kept, and which dockets must be passed on. The guide supplements a more general guide to the responsibilities of controlled waste custodians under the NEPM.

**COMPLETING A WASTE TRANSPORT CERTIFICATE**

The Waste Transport Certificate is made up of an original (white) docket and four identical, colour-coded carbon copies (yellow, blue, pink and green). Each docket, except for the pink one, also has a tear-off section at the bottom. The certificate is divided into various parts. One part must be completed by the custodian of the waste consignment at each stage of its movement, from the waste producer, through the waste transporter, to the waste facility.

It is the responsibility of the waste producer to obtain a Waste Transport Certificate. Certificates are available from the environment agency in the state or territory in which the waste is produced. A list of environment agencies responsible for providing certificates is included at Attachment A. Once a certificate has been obtained, the procedure for its completion is as follows:

**IF YOU ARE THE WASTE PRODUCER**

> The waste producer must complete Part 1 of the Waste Transport Certificate, and the relevant part of the tear-off section. The waste producer must include the consignment authorisation number granted by the regulatory authority in the state or territory of waste destination. If the consignment authorisation is for multiple loads, the producer must also include the consecutive number of the load being transported (e.g. 0001, 0002, 0003, etc) in the space provided next to the consignment authorisation.

> The waste producer gives the white, yellow and blue Waste Transport Certificate dockets and tear-off sections to the waste transporter.

> The waste producer sends the pink Waste Transport Certificate docket, with Parts 1 and 2 completed, to the regulatory authority in the state or territory of waste origin (see Attachment A).

> The waste producer sends the green tear-off section of the Waste Transport Certificate docket to the regulatory authority in the state or territory of waste destination (see Attachment A).

> The waste producer must keep the green Waste Transport Certificate docket for a period of at least 12 months.

**IF YOU ARE THE WASTE TRANSPORTER**

> The waste transporter must complete Part 2 of the Waste Transport Certificate, and the relevant part of the tear-off section, upon collection of the waste consignment.

> The waste transporter keeps the white, yellow and blue Waste Transport Certificate dockets and tear-off sections intact with the waste consignment, for acceptance by the waste facility.

> If applicable, the waste transporter sends the blue tear-off section of the Waste Transport Certificate docket to the regulatory authority in any transit State or territory through which the waste consignment has passed on its way to the waste facility in the destination state or territory (see Attachment A).

> The waste transporter must keep the blue Waste Transport Certificate docket, with Part 3 completed by the waste facility, for a period of at least 12 months.
RESPONSIBILITIES OF CONTROLLED WASTE PRODUCERS IN THE ACT

IF YOU ARE THE WASTE FACILITY

> The waste facility must complete Part 3 of the Waste Transport Certificate, and the appropriate part
> of the tear-off section, upon receipt of the waste consignment.
> The waste facility gives the blue Waste Transport Certificate docket to the waste transporter. The waste transporter
must keep this docket for a period of at least 12 months.
> The waste facility sends the yellow tear-off section of the Waste Transport Certificate docket to the regulatory authority
in the state or territory of waste origin (see Attachment A).
> The waste facility sends the white Waste Transport Certificate docket to the regulatory authority in the state or territory
of waste destination (see Attachment A).
> The waste facility sends the white tear-off section of the Waste Transport Certificate docket to the waste producer
within 14 days of receiving the waste, to confirm the transaction.
> The waste facility must keep the yellow Waste Transport Certificate docket for a period of at least 12 months.

At this point, the waste transaction is complete.

SUMMARY

Distribution of Waste Transport Certificate Dockets

<table>
<thead>
<tr>
<th>Type of docket</th>
<th>From:</th>
<th>To:</th>
<th>Retained By:</th>
</tr>
</thead>
<tbody>
<tr>
<td>White</td>
<td>Waste facility</td>
<td>Regulatory Authority: State of destination</td>
<td>Waste facility</td>
</tr>
<tr>
<td>Pink</td>
<td>Waste producer</td>
<td>Regulatory Authority: State of origin</td>
<td>Waste producer</td>
</tr>
<tr>
<td>Green</td>
<td>Waste producer</td>
<td></td>
<td>Waste producer</td>
</tr>
<tr>
<td>Blue</td>
<td>Waste transporter</td>
<td></td>
<td>Waste transporter</td>
</tr>
<tr>
<td>Yellow</td>
<td>Waste facility</td>
<td></td>
<td>Waste facility</td>
</tr>
<tr>
<td>White tear-off</td>
<td>Waste facility</td>
<td>Waste producer</td>
<td></td>
</tr>
<tr>
<td>Green tear-off</td>
<td>Waste producer</td>
<td>Regulatory Authority: State of destination</td>
<td></td>
</tr>
<tr>
<td>Blue tear-off</td>
<td>Waste transporter</td>
<td>Regulatory Authority: State of transit (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Yellow tear-off</td>
<td>Waste facility</td>
<td>Regulatory Authority: State of origin</td>
<td></td>
</tr>
</tbody>
</table>

At the end of a waste transaction, each party should have the following Waste Transport Certificate docket:

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Dockets to be retained</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waste producer</td>
<td>Green; White tear-off</td>
</tr>
<tr>
<td>Waste transporter</td>
<td>Blue</td>
</tr>
<tr>
<td>Waste facility</td>
<td>Yellow</td>
</tr>
<tr>
<td>Regulatory Authority: State of origin</td>
<td>Pink; Yellow tear-off</td>
</tr>
<tr>
<td>Regulatory Authority: State of destination</td>
<td>White; Green tear-off</td>
</tr>
<tr>
<td>Regulatory Authority State of transit (if applicable)</td>
<td>Blue tear-off</td>
</tr>
</tbody>
</table>
# RESPONSIBILITIES OF CONTROLLED WASTE PRODUCERS IN THE ACT

<table>
<thead>
<tr>
<th>State/territory</th>
<th>Agency issuing consignment authorisations</th>
<th>Contact</th>
</tr>
</thead>
</table>
| Australian Capital Territory | Environment Protection Authority  
Environmental Standards  
GPO Box 158, Canberra ACT 2601 | Ph: 13 22 81  
Fax: 02 6207 6084  
Email: environmental.standards@act.gov.au |
| New South Wales     | New South Wales Environment Protection Authority  
Hazardous Waste Regulation  
PO Box A290, Sydney South NSW 1232 | Ph: 02 9995 5000  
Fax: 02 9995 5999  
Email: hazardouswaste@environment.nsw.gov.au |
| Victoria            | Environment Protection Authority  
Technical Support Unit  
GPO Box 4395, Melbourne VIC 3001 | Ph: 03 9695 2662  
Fax: 03 9695 2692  
Email: wasteissues@epa.vic.gov.au |
| Queensland          | Department of Environment and Heritage Protection  
Trackable Waste Regulation and Support Unit  
GPO Box 2454, Brisbane QLD 4001 | Ph: 07 3330 5677  
Fax: 07 3330 5634  
Email: waste.track@ehp.qld.gov.au |
| South Australia     | Environment Protection Authority  
Licensing and Operations Services  
GPO Box 2607, Adelaide SA 5001 | Ph: 08 8204 2039  
Fax: 08 8124 4672  
Email: epainfo@epa.sa.gov.au |
| Western Australia   | Department of Environment & Regulation  
Controlled Waste  
Locked Bag 33, Cloisters Square WA 6850 | Ph: 08 6467 5000  
Fax: 08 6467 5520  
Email: cvts@der.wa.gov.au |
| Tasmania            | Environment Protection Authority  
Waste Management Section  
134 Macquarie Street, Hobart TAS 7000 | Ph: 03 6165 4594  
Fax: 03 6233 3800  
Email: environmentenquiries@environment.tas.gov.au |
| Northern Territory  | Northern Territory Environment Protection Authority  
Environmental Operations  
GPO Box 3675, Darwin NT 0801 | Ph: 08 8924 4218  
Fax: 08 8924 4053  
Email: environmenttops@nt.gov.au |

## FOR MORE INFORMATION

Contact the EPA by calling 13 22 81 or email environmental.standards@act.gov.au

Go to [www.accesscanberra.act.gov.au](http://www.accesscanberra.act.gov.au) for more information relating to movement of controlled waste

> Application for Consignment Authorisation
> Responsibilities of interstate controlled waste producers seeking to transport their waste into the ACT
> Responsibilities of controlled waste transporters in the ACT
> Guide to using a Waste Transport Certificate


Note: This guidance material has been prepared using the best information available to Access Canberra. Any information about legislative obligations or responsibilities included in this material is only applicable to the circumstances described in the material. You should always check the legislation referred to in this material and make your own judgement about what action you may need to take to ensure you have complied with the law. Accordingly, Access Canberra extends no warranties as to the suitability of the information for your specific situation.