

## INTRODUCTION

**Purpose** To ensure that work activities that generate waste are managed according to the SGSPAA Group business requirements.

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**Scope**

**In scope**

- Applies to all work activities within SGSPAA Group Australia.

**Out of scope**

- All other businesses work activities.
- Waste containing asbestos materials.
- Management of PCB's.
- Radioactive waste.

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**Objectives** To ensure the SGSPAA Group business meets its legal obligations and minimises the generation of waste and disposes of wastes appropriately.

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**Responsibilities** The responsibilities for implementing this procedure are:

- The appropriate Asset or Project Manager shall ensure that all asset planning and project activities comply with this procedure;
- The responsible manager from Service Delivery when undertaking any work on the asset shall ensure that all works comply with this procedure;
- Site Supervisors will ensure all personnel including contractors comply with this procedure. Responsible for notifying HSE Business Partner (BP) or Environmental Advisor of any incidents.
- The HSE BP or Environmental Advisor will provide the necessary assurance and advice as required.

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## WASTE MANAGEMENT HIEARCHY

### Apply the waste management hierarchy

SGSPAA Group must apply the waste management hierarchy to reduce Environmental footprint and cost.

The waste management hierarchy, in order of preference includes:

1. **Avoid** the generation of the waste in the first place.
  2. **Reduce** the quantity of wastes produced, whether by selecting products and goods with less packaging wastes where possible or accurately ordering materials
  3. **Reuse** materials where possible thereby reducing the materials required to be purchased as well as the packaging that requires recycling or disposal.
  4. **Recycle**, segregate, and dispose of the wastes for recycling or energy recovery.
  5. **Landfill** is the last resort of disposal of waste at licenced facilities.
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## MANAGE THE DISPOSAL OF WASTE

### Site waste bin requirements

Workplaces and project sites must set-up waste bins:

- That are protected from the weather.
- That prevent wildlife and vermin from entering.
- That are easily accessible to Workers.
- That allow separation of different waste streams and are clearly labelled.

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### Transport waste

Wastes must be transported in suitable vehicles.

The waste must be covered or secured to ensure it does not fall or spill onto the road.

Before transporting waste, you must:

- Confirm the waste is classified and separated correctly.
- Engage a licensed waste transporter.
- Ensure any tracking requirements are met.



**NOTE:** For more details on waste streams and waste contractors, refer to Appendix A – Waste Streams and Contractor list.

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### Disposal of waste

When disposing of waste, you must confirm the waste is disposed of at a licenced facility.

Waste must not be left on site or buried, unless permission in writing has been received from the State Environmental Regulator.

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### Waste disposals register requirements

The appropriate Asset Manager and/ or Project Manager must maintain a waste disposal register.

The register must record volumes of following wastes:

- General.
  - Recyclable; and
  - Controlled.
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## SPECIFIC REQUIREMENTS FOR CONTROLLED WASTE

### What is controlled waste

Controlled waste items are defined in the National Environment Protection Measure legislation.

Controlled waste is the most hazardous category of waste. They are classified based on:

- The ability to bio-accumulate.
- Toxicity.
- Reactivity.
- Persistence in the environment.



**NOTE:** For more details on controlled waste and contractors, refer to Appendix B – Controlled Waste Categories and Contractor list.

### State or Territory specific requirements

Each State or Territory has specific requirements on:

- Handling.
- Storage.
- Treatment.
- Transport; and
- Disposal.

Each State or Territory may have different names for controlled waste, as seen below:

Jurisdiction	Terminology
ACT	Regulated Waste
NSW	Hazardous waste
NT	Listed Waste
QLD	Regulated Waste
SA	Listed Waste
TAS	Controlled Waste
VIC	Reportable Priority Waste

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### Controlled waste tracking requirements

Controlled waste must be tracked and reported.

To track controlled waste, you must:

- Engage an approved licensed waste transporter.
- Obtain and complete the relevant sections of a Waste Transport Certificate (WTC), or equivalent.
- Keep all relevant documentation for a minimum of 5 years.

The Asset Manager and/ or Project Manager must ensure that controlled waste records are entered into the [Jemena Controlled Waste Register](#).

Records must include:

- Date of disposal.
- Classification of waste.
- Waste transport certificate identification.
- Transportation company.
- Receiving facility; and
- Disposal quantity.

The State or Territories that require online tracking are listed below:

Jurisdiction	Access
NSW	<a href="#">Link</a>
QLD	<a href="#">Link</a>
SA	<a href="#">Link</a>
VIC	<a href="#">Link</a>

Some exemptions may apply to waste tracking. Consult the HSE BP or Environmental Advisor for further guidance.



**NOTE:** For more guidance, refer to Appendix C – Controlled Waste Tracking Guidelines.

### Requirements for transporting across state borders

To transport controlled waste across state borders, you must:

- Complete an application for the Movement of Controlled Waste between States and Territories from the state-relevant environmental agency.
- Obtain a valid Consignment Authorisation number issued by the equivalent environmental agency interstate, or by an authorised facility.

Consult your relevant HSE BP or Environmental Advisor for assistance with transport of controlled wastes between states.

## DOCUMENT CONTROLS

Approval

Title	Name
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History

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## APPENDIX A – WASTE STREAMS AND CONTRACTOR LIST

Waste Stream	Waste Category	Contractor / Provider	Further Details
Batteries (Lead acid, Gel filled, Ni-Cd, Li)	Recyclable Materials	1. National Waste Contractor (SUEZ) – Jemena. 2. Licensed waste contractor.	Note: Classified as Hazardous Waste if not recycled.
Batteries (Electronic Goods)	Recyclable Materials	1. National Waste Contractor (SUEZ) – Jemena Offices. 2. Other waste contractor (smaller sites).	Must be Recycled.
Chemical containers/bags	Re-usable / Recyclable Materials	1. National Waste Contractor (SUEZ). 2. Other waste contractor (smaller sites).	Dispose of containers by: <ul style="list-style-type: none"> <li>• Returning to vendor where possible;</li> <li>• Returning the container through an industry disposal program such as drumMUSTER;</li> <li>• Neutralising, crushing and disposing as recyclable or general waste.</li> <li>• To neutralise, triple rinse all containers and drums that have been used for storing agricultural chemicals (pesticides). Rinsings from the containers are not to be poured into drains or waterways, but used as part of the chemical application. Empty waste containers can be disposed of to recycling if triple rinsing is undertaken.</li> </ul>
Construction Wastes Asphalt Bricks Concrete Plasterboard Oversized materials	Recyclable Materials	1. Waste contractor	Recycling of these wastes must receive priority (sending to landfill only to be conducted if quantities are small / not feasible due to remote location). NSW - Refer to General Resource Recovery exemptions (POEO (Waste) Reg 2005 – General Exemption Under Part 6, Clause 51 and 51A). List found <a href="#">here</a> . To be recycled at a facility able to receive industrial waste. QLD – Recycling Activity under the Waste Reduction and Recycling Act 2011 (refer to Dictionary). For large quantities of other building materials, Beneficial Re-use can be applied for under the Waste Reduction and Recycling Act 2011. <a href="#">Standard Beneficial Re-use General Approvals</a> can be used.
Electricity Poles ( <u>not</u> treated with Copper, Chrome, Arsenic, Creosote)	Recyclable Materials	National Waste Contractor (SUEZ).	
ewaste (computers, laptops, screens and all peripherals)	Recyclable Materials	Jemena	Contact Service Desk Ph: 1300 550 501 Email: ISServiceDesk@jemena.com.au

Waste Stream	Waste Category	Contractor / Provider	Further Details
ewaste (mobile phones)	Recyclable Materials	1. Mobile Muster collection in Offices. 2. Dropped off to Phone recycling providers (Telstra, Optus, Vodaphone shops etc).	
ewaste (from field equipment)	Recyclable Materials	National Waste Contractor (SUEZ)	
Fluorescent lighting	Recyclable Materials / Controlled Waste	1. National Waste Contractor (SUEZ). 2. Other waste contractor (smaller sites).	
Gas Meters	Recyclable Materials	1. National Metals Contractor (SIMS Metals). 2. Other metal recyclers.	Meters to be brought back to depots with metals skip.
General waste	General Waste (Landfill)	1. National Waste Contractor (SUEZ). 2. Other waste contractor (smaller sites).	Eg. Litter, Lunch waste, Putrescibles waste, other clean landfill wastes). Small quantities of construction waste (recycling of these wastes is to receive priority, refer to Appendix B for details).
Glass containers (Commingled)	Recyclable Materials	1. National Waste Contractor (SUEZ). 2. Other waste contractor (smaller sites).	
Grease	General waste	1. National Waste Contractor (SUEZ). 2. Other waste contractor (smaller sites).	Can be put into General Waste.
Metal Containers (Commingled)	Recyclable Materials	1. National Waste Contractor (SUEZ). 2. Other waste contractor (smaller sites).	Eg. Steel cans, aluminium cans, aluminium trays, alfoil.
Metal (Scrap) Drums Signs Poles	Recyclable Materials	1. National Metals Contractor (SIMS Metal). 2. Other waste contractor (smaller sites)	
Oil (used)	Recyclable Materials	1. National Waste Contractor (SUEZ). 2. Other waste contractor (smaller sites).	Note: Classified as Controlled Waste if not recycled.



Waste Stream	Waste Category	Contractor / Provider	Further Details
Oil Filters	Recyclable Materials	1. National Waste Contractor (SUEZ). 2. Other waste contractor (smaller sites).	Note: Mandated in Victoria that Oil Filters will be recycled.
Pallets Plastic Timber	Re-usable / Recyclable Materials / Other Waste		1 <sup>st</sup> preference – Send back to suppliers or used within warehouse operations. 2 <sup>nd</sup> preference - Put into Timber skips (if present). 3 <sup>rd</sup> Preference - General Waste if pallets are broken. Note: Timber pallets must not be burnt as some pallets may be treated with Arsenic as a preservative.
Paper and Cardboard (Commingled or Separate Collection)	Recyclable Materials	1. National Waste Contractor (SUEZ). 2. Other waste contractor (smaller sites).	
Paper (Confidential)	Recyclable Materials	1. National Waste Contractor (SUEZ). 2. Other waste contractor (smaller sites).	
Paperboard (Commingled)	Recyclable Materials	1. National Waste Contractor (SUEZ). 2. Other waste contractor (smaller sites).	Eg. Cardboard lined milk, soy milk and juice cartons.
Plastic Containers (Commingled)	Recyclable Materials	1. National Waste Contractor (SUEZ). 2. Other waste contractor (smaller sites).	Egs. Plastic containers. Refer to the <a href="#">Plastic Identification Code</a> for more information. In general, polystyrene (Code 6) cannot be recycled as part of Commingled Collection schemes.
Plastic Pipes Nylon Pipe Polyethylene (PE) Pipe	Recyclable Materials	1. National Waste Contractor (SUEZ). 2. Other waste contractor (smaller sites).	Recycling of these wastes must receive priority (sending to landfill only to be conducted if quantities are small / not feasible due to remote location).
Plastic Safety Hats / Plastic Gas Caps	Recyclable Materials	1. National Waste Contractor (SUEZ). 2. Other waste contractor (smaller sites).	Remove plastic inner lining of safety hats before recycling.
Plastic wrapping around Pallets	Recyclable Materials	1. National Waste Contractor (SUEZ). 2. Other waste contractor (smaller sites).	Recycling of these wastes must receive priority (sending to landfill only to be conducted if quantities are small / not feasible due to remote location).

Waste Stream	Waste Category	Contractor / Provider	Further Details
Spoil (uncontaminated fill material)	Re-useable / Recyclable Materials	Soil / Waste contractor	<p>To be taken to licensed landfill/soil processor for re-use. It is generally cheaper to classify the soil for re-use then sending to landfill.</p> <p>Spoil classification required, refer to General Resource Recovery Exemptions (POEO (Waste) Reg 2005 – General Exemption Under Part 6, Clause 51 and 51A. Specific waste streams are:</p> <p><u>ACT</u>: Must be classified as inert, solid, hazardous or industrial as per <a href="#">ACT's Environmental Standards: Assessment &amp; Classification of Liquid &amp; Non-liquid Wastes</a>. Also refer to <a href="#">Environmental Protection Guidelines for Construction and Land Development in the ACT</a>, specifically Spoil Management.</p> <p><u>NSW</u>: Virgin Excavated Natural Materials (VENM) <a href="#">DECCW 2009 Waste Classification Guidelines. Part 1 Classifying Waste</a>; <a href="#">Excavated Natural Materials (ENM) Order 2014</a>; <a href="#">Excavated Public Road Materials Order 2014</a>.</p> <p><u>QLD</u>: AS 4482.1-2005: Guide to the investigation and sampling of sites with potentially contaminated soil - Non-volatile and semi-volatile compounds; AS 4482.2-1999: Guide to the sampling and investigation of potentially contaminated soil – Volatile substances.</p> <p><u>VIC</u>: <a href="#">EPA Guideline IWRG 621 Soil Hazard Categorisation and Management</a>.</p> <p>Dispose of at landfill if no re-use options available.</p>
Toner Cartridges	Recyclable Materials	<ol style="list-style-type: none"> <li>Planet Ark.</li> <li>Individual providers or through drop off locations.</li> </ol>	
Turbid Water	Re-use/Waste	Liquid waste contractor.	<p>Re-use for dust suppression.</p> <p>Can be discharged to grassed area where runoff will not enter stormwater.</p> <p>Can be treated to remove sediment and discharged in accordance with JEM HSE PR 0017 – Waste Water Discharge Procedure.</p> <p>Disposal as a Hazardous Waste through licensed liquid waste transporter, if no alternative is viable.</p>
Tyres	Recyclable Materials / Controlled Waste	<ol style="list-style-type: none"> <li>National Waste Contractor (SUEZ).</li> <li>Other waste provider (smaller sites).</li> </ol>	<p>If transported interstate, classified as Controlled Waste.</p> <p>Not to be used for erosion control works.</p>
Vegetation (Electricity)	Recyclable Materials	1. Vegetation management contractors.	<p>Work sites must be left clear of mulch, chips, timber and leaves.</p> <p>Vegetation is treated as green waste and re-used as mulch.</p>

Waste Stream	Waste Category	Contractor / Provider	Further Details
Vegetation (Gas)	Other Waste / Recyclable Materials	1. Vegetation management contractors.	<p>Vegetation wastes resulting from poisoning or manual clearing of sucker regrowth are to be left on easements to decompose naturally (with the exception of urban areas).</p> <p>Weed control vegetative waste is to remain on the easement to decompose in order to avoid potential for spreading weeds outside already affected areas (unless required to be removed under the jurisdictions weed management strategy). Refer to JEM HSE PR 0014 - Noxious Weed Management.</p> <p>Large trees may be cleared from around pipeline facilities and mulched to wood chip where appropriate. Wastes resulting from clearing on a large scale or clearing of large vegetation such as trees can be mulched and removed off site for reuse by landscape contractors or, in forested areas, possibly replaced on site as fauna habitat and to discourage easement access. Consult with landowners and relevant authorities as to the preferred option. Specific requirements may also be detailed in Asset OEMPs.</p>

## APPENDIX B – CONTROLLED WASTE CATEGORIES & CONTRACTOR LIST

Waste Stream	Contractor / Provider	Further Details
Abrasive Blasting Material (pipelines): Fusion Bonded Epoxy (FEB) Tri-laminate Coating System (TCS) Coal Tar Enamel (CTE) Asphaltic Mastic Adhesive (AMA) underneath the Yellow Jacket (YJ).	Licensed waste contractor	Safety requirements: Modal Abrasive Blasting Code of Practice, October 2012; How to Safely Remove Asbestos Code of Practice, December 2011.
Acid Sulfate Soils	Licensed waste contractor	Refer to <a href="#">JAA HSE PR 0015 Managing Acid Sulfate Soils</a>
Asbestos	<ol style="list-style-type: none"> <li>1. National Waste Contractor (SUEZ).</li> <li>2. Other licensed waste contractor.</li> </ol>	<p>If transported interstate, classified as Controlled Waste.</p> <p>Asbestos “regulated” within states. Refer to Asbestos pages on Environment Authority websites (EPA – NSW and VIC; DEHP – Qld) for specific waste disposal information.</p> <p><a href="#">JEM HSE GU 0018 Asbestos Management Plan</a></p>
Chemical containers/bags that contained Controlled Waste	<ol style="list-style-type: none"> <li>1. National Waste Contractor (SUEZ).</li> <li>2. Other licensed waste contractor.</li> </ol>	<p>Containers with residue from controlled waste requires waste tracking i.e. must be considered as hazardous waste.</p> <p>From 1 July 2007 VIC legislation requires rigid steel and plastic containers contaminated with prescribed industrial wastes with an original volume greater than or equal to 200 litres to be reused or recycled.</p>
Contaminated Soil/Spoil	<ol style="list-style-type: none"> <li>1. National Waste Contractor (SUEZ).</li> <li>2. Other licensed waste contractor.</li> </ol>	<p><a href="#">JAA HSE PR 0010 Managing Contaminated Soil</a> Small quantities may be placed in a suitable storage container (a 205 L controlled waste drum) labelled accordingly. Full containers to be removed by a licensed contractor to licensed landfill. Larger quantities will require removal by licensed vehicles with appropriate documentation. Note that a landfill will require laboratory analysis of material before acceptance.</p>
Electricity Poles (Copper, Chrome, Arsenic, Creosote)	National Waste Contractor (SUEZ).	<a href="#">JAA HSE GU 0008 Managing Treated Timber Poles</a>
Filter Cartridges (Pipeline/Network)	<ol style="list-style-type: none"> <li>1. National Waste Contractor (SUEZ).</li> <li>2. Other waste contractor (smaller sites).</li> </ol>	To be treated as per <a href="#">JEM HSE PR 0016 WI 03 Disposal of Mains Dust</a> .
Fluorescent Lighting (Offices/Depots)	<ol style="list-style-type: none"> <li>1. National Waste Contractor (SUEZ).</li> <li>2. Lighting contractor (sent to other waste contractor).</li> </ol>	

Waste Stream	Contractor / Provider	Further Details
Hazardous Liquid Wastes: Condensate. Diesel (left over/contaminated). Fire water. Left over kerosene (left over/contaminated). Laboratory/ testing wastes. Odorant (Mercaptan). Solvents. Piggings wastes. Oily water. Water contaminated with any of the above (or other residues).	<ol style="list-style-type: none"> <li>1. National Liquid Waste Contractor (Cleanaway).</li> <li>2. National Waste Contractor (SUEZ) – Piggings wastes.</li> <li>3. Other waste contractor (smaller sites).</li> </ol>	Liquids must be put into labelled drums (within bunds) and collected. Refer to Australian Standards 1940, 2507 and 3780 concerning storage requirements.
Lead (inorganic)	<ol style="list-style-type: none"> <li>1. National Waste Contractor (SUEZ).</li> <li>2. Other waste contractor (smaller sites).</li> </ol>	From: Cambric cables. Gas meter connections. Lead flashing. Lead paint on buildings. Seals (electricity meters). Underground cables. Zone substation battery terminals.
Mains Dust (Pipeline / Network)	<ol style="list-style-type: none"> <li>1. National Waste Contractor (SUEZ).</li> <li>2. Other waste contractor (smaller sites).</li> </ol>	<a href="#">JEM HSE PR 0016 WI 03 Disposal of Mains Dust</a>
Paint	<ol style="list-style-type: none"> <li>1. National Waste Contractor (SUEZ).</li> <li>2. Other waste contractor (smaller sites).</li> </ol>	Paint products are now part of the Product Stewardship Federal Scheme. Further details of what products are covered are with <a href="#">Paintback</a> .
Oil rags, spent absorbent material and soil contaminated after chemical spills	<ol style="list-style-type: none"> <li>1. National Waste Contractor (SUEZ).</li> <li>2. Other waste contractor (smaller sites).</li> </ol>	
Public Lighting Equipment (Fluorescent, Mercury, Sodium, Metal Halide)	<ol style="list-style-type: none"> <li>1. National Waste Contractor (SUEZ).</li> <li>2. Other waste contractor (smaller sites).</li> </ol>	Includes ballast boxes (that may contain PCBs). <a href="#">ELE HSE 0061 WI 01 Disposal of Public Lighting Equipment</a> .
Polychlorinated Biphenyl s (PCBs) contaminated oil from Transformers	<ol style="list-style-type: none"> <li>1. National Waste Contractor (SUEZ)</li> <li>2. Other waste contractor (smaller sites).</li> </ol>	<a href="#">JAM PR 0060 WI 13 Management of PCB (Storage, Handling, Repair, Retro Filling, Transport and Disposal)</a> .
Sewage Portable Toilets	1. Licensed waste contractor.	
SF6 Gas	<ol style="list-style-type: none"> <li>1. National Waste Contractor (SUEZ).</li> <li>2. Other waste contractor (smaller sites).</li> </ol>	<a href="#">JAA HSE GU 0010 Managing SF6 Gas</a>
Tyres	<ol style="list-style-type: none"> <li>1. National Waste Contractor (SUEZ).</li> <li>2. Other waste contractor (smaller sites).</li> </ol>	If transported interstate, classified as Controlled Waste. Not to be used for erosion control works.

## APPENDIX C – CONTROLLED WASTE TRACKING GUIDELINES

Jurisdiction	Tracking Requirements	Additional Guidelines
ACT	<a href="#">Controlled waste - Responsibilities of controlled waste transporters</a>	<a href="#">Responsibilities of controlled waste producers in the ACT</a> <a href="#">Responsibilities of interstate controlled waste producers seeking to transport their waste into the ACT</a> <a href="#">Guide to using a waste transport certificate</a>
NSW	<a href="#">EPA (NSW) Publication: Hazardous Waste - Tracking</a>	<a href="#">Waste Tracking Exemptions</a> <a href="#">EPA (NSW) Publication: Waste Classification Guidelines Part 1: Classifying Waste</a> <a href="#">EPA (NSW) Publication: Hazardous Waste - Tracking</a>
NT	<a href="#">Waste tracking   NTEPA</a>	<a href="https://ntepa.nt.gov.au/_data/assets/excel_doc/0006/285720/listed-waste-company-summary.xlsx">https://ntepa.nt.gov.au/_data/assets/excel_doc/0006/285720/listed-waste-company-summary.xlsx</a>
QLD	<a href="#">Transporting Regulated Waste Interstate Waste Tracking Obligations</a>	<a href="#">DES Publication: Waste Tracking Guideline - Overview of Managing Waste Tracking in Queensland</a> <a href="#">DES Publication: Regulated Waste Transport Waste Transporter Tracking Obligations.</a>
SA	<a href="#">WasteTracker - tracking &amp; transporting waste   EPA</a>	<a href="#">Waste that must be tracked   EPA</a>
TAS	<a href="#">Required Approvals &amp; Authorisations for Controlled Waste Management - EPA Tasmania</a>	<a href="#">Registration of Controlled Waste Transporters - EPA Tasmania</a>
VIC	<a href="#">Reportable priority waste</a>	<a href="#">How to start using Waste Tracker   Environment Protection Authority Victoria (epa.vic.gov.au)</a>