



WASTE ACCEPTANCE MANUAL

ALLAWUNA FARM LANDFILL

March 2015

Table of Contents

1. INTRODUCTION	1
1.1 Use of the waste acceptance manual	1
2. EMERGENCIES	1
2.1 Emergency Procedures Guide	1
2.2 Emergency Information Sheets	1
3. OPERATOR CHECKLIST	2
3.1 At the commencement of your shift	2
5. RADIO, PHONE & TELEVISION OPERATION	5
5.1 Radios	5
5.2 Phones	6
5.3 Camera Monitor	6
6. LANDFILL ISSUES	7
6.1 Vehicles Entering the Landfill	7
6.2 Visitors	7
6.3 Personal Protective Equipment (PPE) Requirements	7
6.4 Mud on Access Road	8
7. COMPUTERS / MANDALAY / REPORTING / BACKUP	8
7.1 SITA computer system	8
7.2 Logging onto the Mandalay system	8
7.3 Monthly Reporting Requirements	9
7.3.1 End of Month Extract	9
7.4 Weekly Reporting Requirements	11
7.5 Daily Reporting Requirements	12
Daily/Monthly Tonnage Report	12
7.6 System backup	12
7.7 Manual Dockets	13
7.8 Removing a Truck with No Tare Weight (showing on the OUT screen)	14
8. SECURITY SYSTEM	14
9. COMPLAINTS	14
10. CASH / CHEQUE HANDLING	15
10.1 Cash handling	15
10.2 Cheque handling	15
11. CUSTOMER ACCOUNT APPLICATIONS	16
12. CASUAL EMPLOYEE TIMESHEETS	17

13. SITA POLICIES AND PROCEDURES	17
14 WASTE ACCEPTANCE	18
14.1 Acceptable Waste Streams	18
14.1 Acceptable Waste Streams cont.	19
14.2 TYPES OF WASTE	20
Acceptance of Tyres	21
Burial of Tyres.....	21
Table 1: Class II Solid Waste Contaminant Acceptance Criteria.....	25
<u>AUSTRALIAN STANDARD LEACHING PROCEDURE (ASLP)</u>	26
14.2.9 Sampling and Analysis (Bulk Waste Stockpiles)	26
14.2.10 Sampling and Analysis (Packaged Wastes)	27
14.3 Unacceptable Waste Streams	30
14.3 Illegally Discharged/Tipped Loads	31
14.4 Pricing	31
14.5 Waste Acceptance Procedures prior to Arrival at the Landfill	31
14.5.1 Commercial/Industrial/Municipal waste	31
14.5.2 Hazardous Waste.....	32
14.5.3 Deep Burials, Security at the Face, Asbestos and Dusty Loads	32
14.6 Waste reception procedures on arrival	33
14.6.1 Commercial/ Industrial/Municipal	33
14.6.2 Hazardous waste.....	34
14.6.3 Deep Burial.....	34
14.6.4 Security Disposal at the Face.....	35
14.6.5 Waste Category Codes and Descriptions	36
15. REFERENCES	37
Appendix i - Application for Commercial Credit Account	38
Appendix ii - Terms and Conditions	39
Appendix iii – Waste Approval Form	40
Appendix iv – Waste Rejection Form	41
Appendix v - Security Deep Burial Certificate	42
Appendix vi - Security at Face Disposal Certificate	43
Appendix vii - Acid Sulfate Soil Checklist	44
Appendix viii -	45
Random Sampling Record Sheet	46

1. INTRODUCTION

1.1 Use of the waste acceptance manual

This manual should be read carefully by all SITA Australia employees involved in the operations and acceptance of waste at the Allawuna Farm Landfill weighbridge office.

The intention of this manual is for it to be used as a reference for the day to day operations concerning waste acceptance.

2. EMERGENCIES

2.1 Emergency Procedures Guide

A copy of the Emergency Procedures Guide (Guide 001) is located in the Weighbridge Office.

2.2 Emergency Information Sheets

1. Emergency Reporting Sheets are kept by the Weighbridge desk for ease of access in case of an emergency.
2. A list of First Aiders and Fire Wardens is posted on the Safety Notice Board.
3. A List of Emergency Contact Phone Numbers is displayed on the walls adjacent to each desk in the Weighbridge Office.

3. OPERATOR CHECKLIST

3.1 At the commencement of your shift

Please ensure the following: –

Waste acceptance	The site must be staffed at all times when open for the receipt of waste.
Security system	Turned off, OK, no alarms.
Computer	Turned on OK, no problems. Refer Section 7 .
Radios (Handheld & Base Station)	Refer to Section 5 - Radio Operation. Base Station - Turned on and operating correctly – please say good morning to the operators to make sure (Channel XX). Check handheld radios once every week (Channel XX).
Road / entry drive	Inspect the entrance road for damage, litter and mud on the way in. If there are any issues that need addressing, phone the Landfill Contractor.

Of an evening, please remember to:-

Weighmaster reports Allawuna Farm Landfill	Print the: Transfer Station Client Deliveries 1 per page and fax to Transfer Station 9356 9311. Product Delivery Category by Summary report to calculate daily tonnage. View Client – Product Usage – Summary for clients and complete Daily form to be emailed to Landfill Manager. This form is located in blue folder on shelf in behind weighbridge desk.
Daily tonnage sheet – Allawuna Farm Landfill	Complete form, ensure formulas and entries are correct. Enter tonnage on form to be faxed to Landfill Manager. Complete Allawuna Farm Landfill Tonnage Report
Complete back up of SITA computer & Weighbridge Computer – Allawuna Farm Landfill	Refer to Section 7.6 - System Back up. Complete Landfill Daily Checklist.
Check All Doors & Windows are locked	
Arm the security system	Refer to Section 8 - Security System.

4. CONTACT PHONE NUMBERS

TITLE	CONTACT	RELEVANT ISSUES
ALLAWUNA FARM LANDFILL - SITA		
Landfill Manager	TBA	<ul style="list-style-type: none"> Any site issues. Site emergencies. Service supply problems.
Landfill Operations General Manager	TBA	<ul style="list-style-type: none"> Managerial issues when Landfill Operations Manager unavailable.
Site Supervisor	TBA	<ul style="list-style-type: none"> Site issues in the absence of Landfill Operations General Manager.
State EQS Manager	TBA	<ul style="list-style-type: none"> Environmental & OH&S issues.
ALLAWUNA FARM LANDFILL – LANDFILL CONTRACTOR (AVON WASTE)		
Landfill Contractor Site Supervisor	TBA	<ul style="list-style-type: none"> Waste Placement.
Landfill Contractor Leading Hand	TBA	<ul style="list-style-type: none"> Waste issues when Supervisor unavailable.
WELSHPOOLTRANSFER STATION		
Weighbridge	TBA	<ul style="list-style-type: none"> Transfer Station Queries.
General Manager	TBA	<ul style="list-style-type: none"> Managerial issues.
State EQS Manager	TBA	<ul style="list-style-type: none"> Environmental & OH&S issues.
SITE SERVICES		
Cleaning		
Electrical		
Weighbridge		

5. RADIO, PHONE & TELEVISION OPERATION

5.1 Radios

UHF radios are utilised on site. SITA personnel and landfill subcontractors either carry handheld radios or have built in radios in plant & machinery items. The weighbridge radio should remain on the UHF channel XX.

To operate radio:-

Turn on / off	Turn volume knob on right side of panel.
Change channels	Use large knob on left hand side.
To speak to someone	Lift the speaker, hold the side button and speak in to the microphone. Release the button to hear a response.

The Weighbridge Radio



5.2 Phones

To operate the phones:-

To answer a call	<ul style="list-style-type: none">• Pick up the receiver, incoming line will automatically come through.• Appropriate response = something like "West Australian Landfill Services (state your name) speaking. How may I help you?"
To place a call on hold	<ul style="list-style-type: none">• Press the 'Hold' button. The line on hold will flash.
To pick up a call that is on hold	<ul style="list-style-type: none">• Press the flashing line button.
To transfer a call	<ul style="list-style-type: none">• Press the centre bottom button marked with a tick and dial the extension required. Advise person you are transferring to who is calling and replace your receiver.
To dial a speed dial number	<ul style="list-style-type: none">• Press speed dial then the number that corresponds with the person you are trying to call.
To dial a number not on speed dial	<ul style="list-style-type: none">• Press the right hand button beside line 1, 2 or 3• On hearing the dialling tone, dial the number required.

5.3 Camera Monitor

To turn Camera Monitor on:-

- Press the switch on the bottom right hand side of screen.

To view different screens:-

- Use the black box located on the Weighbridge Operators desk:
 - Press display on the bottom row of the camera player to display all 4 cameras on one screen,
 - Button 4 gives view of Vehicle Registration Number once on the weighbridge,
 - Button 3 gives view of the load,
 - Button 2 gives view of the approach road,
 - Button 1 gives view of the carpark,

6 LANDFILL ISSUES

6.1 Vehicles Entering the Landfill

- Vehicles entering the Landfill must comply with the SITA Australia 'Driver & Visitor Site Safety Rules'.
- All vehicles must have a UHF radio and use channel XX whilst on site (Portable Handsets available at Weighbridge).
- Appropriate PPE must be worn by all drivers and visitors.

6.2 Visitors

- All visitors to site must report to the Weighbridge Office.
- The weighbridge operator must:
 1. Determine the purpose of the visit,
 2. Ensure visitor is parked in the correct car park,
 3. Inform the Site contact the visitor is on site,
 4. Ensure visitor signs in the visitors book and issue visitor pass,
 5. If visitor is going on site unaccompanied they must have completed an induction. Ensure they have appropriate PPE, visitor's badge & roof mountable yellow flashing light (if required),

Note: Contractors must be inducted and if necessary supervised while performing work. It is the responsibility of the staff member who organised the contractor to ensure this is done. Therefore, the organising staff member must be contacted by weighbridge staff prior to the commencement of works.

6.3 Personal Protective Equipment (PPE) Requirements

All persons entering the landfill operational area must wear the following:

- Steel capped safety boots.
- Safety vest. Spare vests are available in the weighbridge for loan and must be returned. A minimum of 6 safety vests should be available in the weighbridge for this purpose.
- Have a UHF radio set to Channel XX in their vehicles.
- If contractors work requires periods away from their vehicle they must have a hand held radio in their possession. Hand held radios are available from the weighbridge.
- Portable roof mounted flashing lights are available for loan from the weighbridge office. The loan must be recorded in the book in weighbridge office desk stating who has borrowed light, date and time and when returned.

6.4 Mud on Access Road

Periodically check road conditions. If there is mud on the access road, particularly near Great Southern Highway, please phone the Site Supervisor who will arrange for sweeping or washing of roads or weighbridge if required.

7. COMPUTERS / MANDALAY / REPORTING / BACKUP

7.1 SITA computer system

Problems with SITA computers:

- When the Landfill Manager or the Weighbridge Administrator are on site, run the problem past them first.
- If they are not on site, phone SITA IT Help Desk direct 02 8754 0188.

Problems with the Mandalay Computer System:-

- If unable to be resolved by the Landfill Manager or Weighbridge Administrator ring Mandalay Technical Department by phoning (07) 3010 7900.

The procedure for logging onto the SITA Network Computer is as follows:

1. Switch the computer on.
2. Log in screen appears.
3. Press Ctrl, Alt, Del.
4. Enter Password.

7.2 Logging onto the Mandalay system

Before logging on to the Mandalay System the Main SITA Network Computer must be logged in.

To log onto the Mandalay system:

1. Switch the Senior Weighbridge Computer on.
2. Log in screen appears.
3. Press Ctrl, Alt, Del.
4. Enter Password.
5. Double click on "TICKETING" Icon on the desktop.
6. Enter your "User Name".
7. Enter your "Password" and click "ENTER".
8. Click "X" located on the top right of the screen of the ticketing and select "Minimise".
9. Double click on "ADMINISTRATION" Icon on the desktop.
10. Enter your "User Name".
11. Enter your "Password".
12. You can now switch between the two screens using "ALT" and "TAB".

13. Remember to log off when ending your shift.
14. When you close ticketing down, it will ask you if you wish to end the 'Till Shift'. Click 'YES' if no one is taking over from your shift or NO if someone is taking over.

7.3 Monthly Reporting Requirements

End of Month Reports for Month End – to be run end of day on the last day of the month

At the end of each month, the following reports must be run and extracted to the Month End Dump File:

- Click on Windows Explorer.
- My Computer.
- Double Click on (P) Drive.
- Double Click on SIT\XX Reports.
- Double Click on Month End Dumps for current year.
- Right Click for drop down menu.
- Left click on New.
- Scroll to Folder.
- Right Click on New Folder and scroll to rename.
- Type New Folder Name in the following format – December, 2013, Dump.

After you have run the month end procedure the following reports will be in this file:

- Client Delivery by Product Category Summary.
- Cancelled Tickets Reason by Cancellation Date.
- Product Delivery Summary by Category.
- Client Delivery details by Product Category.
- Client History.
- The Extract File (See **Section 7.3.1**).

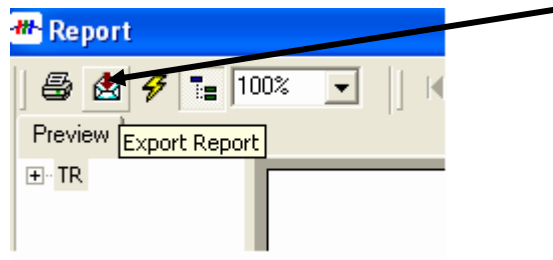
7.3.1 End of Month Extract

1. Go to Desktop.
2. Double Click on the Mandalay Icon MTEXTRACT.
3. Select a date range and click on Extract Range.
4. When it asks you 'Do you want to extract data that has already been extracted?' select "Yes".
5. Once extract complete click "Quit".
6. Extracted File should go to the Month End Dump file.
7. Click on extract file and drag to the Current Month End Dump File (e.g. December, 2013, Dump).

To Extract the Month End Reports:

1. Access the Mandalay computer and click on "REPORTING".
2. Enter your username and password.
3. Select Client.
4. Click on 'Client Delivery by Product Category Summary.
5. Select correct dates (i.e. last month/this month/Range).

6. Select "preview" and check report.
7. Once you have previewed the report you need to save it as a MS Excel Spreadsheet. To save this report in the P:/ drive click the envelope at the top left hand side on the screen.



8. Bring down the drop box under the Format and change it as a MS Excel 97-2000 file.
9. Destination File should be a disc file.
10. It will bring up a box titled Excel Format Options.
11. Select Options required. (e.g.: whole report, Export Page Header & Page Footer, Select pages to print). Click OK.
12. Now you need to save this in the P:\SITA\XX Month End Dumps \December, 2013, Dump.

Follow the above procedure for remaining reports listed above by selecting the appropriate category (e.g.: Client, Tickets, Product).

The above reports are then emailed to:

- The State Accountant Post Collections.
- The State Administration Manager.
- Landfill Operations General Manager.
- Landfill Manager.

The Monthly Tonnage Report that is prepared daily in Excel and located at P:\SITA\XX Reports\XX Monthly Tonnage Reports, is also emailed to the following recipients:

- State General Manager
- State Accountant Post Collections
- State Administration Manager
- Landfill Operations General Manager
- Landfill Manager
- Asset Accountant (Sydney based)

A hard copy of the Cancelled Tickets Reason by Cancellation Date is printed for authorisation by the Landfill Manager. Once authorised this report is sent to the State Accountant Post Collections.

To print reports:

1. Access the Mandalay computer and click on "REPORTING".
2. Enter your username and password as you do for TICKETING".
3. Select the type of report under the report types.
4. Select correct dates (i.e. last month/this month).
5. Select "preview" and check report.
6. Select Konica Minolta Bizhub C10 printer and Print.

7.3.2 Customer Reporting Requirements

The following clients require a monthly report of deliveries. The Weighbridge Operator on duty at the beginning of each month is responsible for running and emailing or faxing these reports. The report used is the Client Deliveries 1 per page.

Sometimes clients ring up and request summaries or loads of what has been brought in on their account for a certain period. These reports are called 'Client Deliveries'. Clients should request this information in writing via email or via fax on their headed paper.

7.4 Weekly Reporting Requirements

At the close of business on Saturday run the following reports covering the period Monday to Saturday:

1. Email to Landfill Services Manager:
 - Weekly Client Delivery by Product Category Summary.
 - Weekly Product Delivery Summary by Category.
 - Weekly Client History Reports for the following clients:
 1. TBA.
2. Email to MediCollect:
 - Weekly Client Deliveries 1 per page (MediCollect).
3. Fax to Water Corporation Weekly Client Deliveries 1 per page Monday to Saturday. Fax templates can be located at P:\WALS\ Administration\Fax Sheets:
 - Beenyup.
 - Subiaco.
 - Woodman Point.

7.5 Daily Reporting Requirements

At the end of each day the following reports must be run:

1. Client Deliveries 1 per page – Welshpool Resource Recovery and Treatment Facility. Fax to the Resource Recovery and Treatment Facility on (08) 9356 9311.
2. Product Delivery Summary by Category:
 - Subtract any cover material or road building materials (brick, concrete, limestone) tonnes brought to site from total to give chargeable tonnes.
 - Deduct tonnage from SITA sources to give tonnage brought in by other clients.
 - If any Contaminated Soil that can be used for cover material or Cover Material Levy Charge has been received, the total amount of these categories must be deducted from the daily total of waste to be moved by the Landfill Contractor. The net total for the day is added to the Landfill Contractor Cumulative Total.
3. Print a Client Delivery by Product Category Summary:
 - Check the Totals match the total on the Product Delivery Summary by Category.

Daily Tonnage Summary Sheet

- Enter the daily totals of chargeable waste.
- Enter quantity of leachate removed from site.
- Email to Landfill Services General Manager.

Daily/Monthly Tonnage Report

If using the admin computer to complete this report:

1. Click on 'my computer'.
2. Open "Monthly Tonnage report (year e.g.: 2015)" spreadsheet (found on the P:\SITA\Operations\Tonnage Report\XX Monthly Tonnage report\year) Tonnage Reports\month).
3. Key in totals from waste summary report for:
 - SITA total.
 - Other total.
 - The cumulative total will calculate.
 - Add the net total for the day to the Landfill Contractor Cumulative Total less contaminated soils or Cover Material Levy Charge.

If using the Weighbridge computer to complete this report, the Monthly Tonnage Report folder can also be found as a desktop shortcut.

7.6 System backup

At the end of each day both the Mandalay System and the Admin computer need to be backed up as follows:

1. Mandalay – Weighbridge Computer:

- After completion of all reports back up the Mandalay system.
- Insert USB Memory Stick into USB hub.
- Click on 'Perform Backup'.
- On completion Open USB Drive and check for that days date on USB Stick.
- Go to Safely Remove Hardware.
- Remove USB Memory Stick and take home with you.

2. Main Server Computer which is located on the Admin Desk needs to be backed up:

- Close down all open programmes (word etc) and Lotus Notes.
- Switch on the external hard drive 'E' Drive.
- Go to desk top page and click on todays back up day.
- When back up is complete, Open the 500USB E Drive. Click on the days backup and check a file that you have worked on that day has been backed up correctly. If back up has not completed properly re-run. When all correct close E drive. Click on safely remove hardware and switch off E drive.

3. Main Server Computer:

- Run disk defragment from the shortcut on the desktop.

7.7 Manual Dockets

Allawuna Farm Landfill does not use Manual Dockets. In the event of a printer failure or computer failure write down relevant information on the Duplicate tickets located in the centre cupboard behind the weighbridge in order that information can be entered to the Weighbridge System & tickets can be printed at a later date.

Information required as under:

- Date.
- Time.
- Registration Number.
- Waste Type.
- Customer.
- Gross Weight recorded on Weighbridge Scales.
- If the computer is operational write down the tare weight of trucks that have a stored tare.
- Tare weight (for vehicles that return to the weighbridge to tare out on each visit.

Note: In the event of a printer failure only you can print a Client Delivery 1 per page report and pass to driver as this gives all the information that would appear on the weighbridge docket.

7.8 Removing a Truck with No Tare Weight (showing on the OUT screen)

1. Click on the truck registration that you need to remove from the OUT screen.
2. You will need to click the section with the bridge to enter the weight manually.
3. Enter the Tare weight 20 kg less than the Gross weight is (e.g.: If the truck weighed 17,020 kg Gross then enter the Tare as 17,000kg on the OUT weight). This should show the Net weight as 20 kg.
4. Print the Ticket.
5. Now Cancel the Ticket.

8. SECURITY SYSTEM

To activate the security system as you lock the building:

1. Press your 4 DIGIT code.
2. Press #Away.
3. Exit the building and lock the door.

To turn alarm **off** when entering the building:

1. Press your 4 DIGIT code.
2. Press *Stay.

The Security System is serviced by TBA - Ph: [TBA]. For after hours access or if you are working late phone XXXX XXXX and give access code number XXXX.

9. COMPLAINTS

If someone phones with a complaint, the following details must be recorded.

While speaking to the person, note the following details. These details will then need to be entered on the Integrum System.

Date: _____ Time: _____
Name: _____ Address: _____
Phone #: _____ Date & Time of the incident: _____
Description/Likely cause: _____
Approximate wind direction: _____
Action Taken: _____
Your name: _____
After the conversation is over, contact:

Landfill Manager	TBA
------------------	-----

10. CASH / CHEQUE HANDLING

10.1 Cash handling

1. Cash is not accepted at the Allawuna Farm Landfill Site.
2. Credit cards are not accepted at the Allawuna Farm Landfill Site.

10.2 Cheque handling

1. Ensure cheques are made out to 'SITA Australia'. A stamp is kept in the top drawer of the Weighbridge desk.
2. Record the following payee details on the back of the cheque:
 - Name.
 - Address.
 - Contact phone number.
 - If the driver is the person writing the cheque ask if they are willing to give you their Drivers license number (also view drivers licence).
 - Customer Account Number (Customers paying by cheque are not always a cash sale customer).
3. Print 2 extra docket. One docket is attached to the cheque, the other is filed in the COD & Cheque Customers file located in central cupboard behind Weighbridge desk.
4. Enter these details into the cheque Receipt book, located in the rack on the weighbridge desk including bank, cheque no. and details as written on the back of the cheque including the customer account number.
5. Cheques may only be left 'open' for multiple loads if authorised by the Landfill Manager or Landfill Services General Manager, record the following additional details on the back of the cheque;
 - Load docket number.
 - Load price.
6. When loads are complete, the customer asks for the cheque to be closed or at the end of each month, total the charges and write this amount on the front of the cheque.
7. At the end of each fortnight and at least at the end of the month draw a red line after the last cheque received, photocopy the page and send the book plus the cheques to Welshpool for banking.

11. CUSTOMER ACCOUNT APPLICATIONS

To set up a credit account:

1. Give the prospective clients the following documents for completion and information:
 - Application for Commercial Credit Account.
 - Summary of Waste Acceptance Criteria and Special Wastes Information.
 - Current Tariffs.
 - Ask customer to return completed Application for Credit Account form to the Weighbridge Administrator at Allawuna Farm Landfill by email, fax or mail to PO Box 249, Welshpool, WA 6986.
 - The above documents can be found under P:\SITA\Customer Correspondence\Credit Account Applications\Credit Account Application Pack.
2. On receipt of completed form check the prospective customers ABN from internet (ABN look up) and print off details.
3. If customer is not a limited company or the company is requesting credit in excess of \$10,000 per month then a Directors Guarantee has to be completed by the applicant. Blank Directors Guarantee can be found on the computer at P:\SITA\Customer Correspondence\Credit Account Applications\Credit Account Application Pack.
4. On receipt of Directors Guarantee (if applicable) email with credit application to Credit Control in Sydney. .
5. Credit Control will advise if and when the account may be opened.
6. Weighbridge Administrator then:
 - Allocates the next number to the account and opens the account in the Weighmaster system. To find the next number to be allocated go to P:\SITA\Customer Correspondence\Client Lists\Customer List updated 2010_10_27.
 - Sends letter to customer advising the account has been opened and the account number enclosing Driver Site Safety Rules for Welshpool Resource Recovery and Treatment Facility and the Allawuna Farm Landfill. Request customer to sign the acknowledgement page of each of these documents and return to the Weighbridge Administrator at the Allawuna Farm Landfill by mail to PO Box 249, Welshpool, WA 6986 or fax to 08 XXXX XXXX.
 - Email details of the new Customer Account to the Customer Service Officer at Welshpool, Accounts Receivable Officer and Welshpool Resource Recovery and Treatment Facility Supervisor.
 - Update Customer Account List updated 2010_10_27, Client Mailing List, Landfill site LIVE Customer List, and customer labels list.

12. CASUAL EMPLOYEE TIMESHEETS

Casual employee timesheets are used to record the number of labour hours a casual worker has been employed by SITA Australia. The procedure below is followed:

1. The casual brings in a completed and authorised timesheet.
2. At the end of each week the Landfill Manager, the Site Supervisor or the Weighbridge Administrator approves these sheets .
3. Fax the approved time sheet to the appropriate labour hire company.
4. File completed sheets in the "Timesheets" folder (Located in the central cupboard).
5. When the account comes in, ensure the invoice equates to the corresponding time sheet and correct, sign off.

Please note this procedure is done by the Work Supervisor.

13. SITA POLICIES AND PROCEDURES

Weighbridge operators are required to be familiar with the SITA policies and procedures, as listed in the Training Needs Matrix and available in the EQ&S database.

In addition, operators shall be familiar with the following local documents:

- Driver & Visitor Site Safety Rules (FORM014).
- Conduct Warning Policy (POL013) - Weighbridge operators are authorised to complete conduct warning forms.

When handling inquiries, customers should be advised that they must abide by these policies if they wish to dispose of their waste on site.

14 WASTE ACCEPTANCE

14.1 Acceptable Waste Streams

The following waste streams are acceptable for disposal at the Allawuna Farm Landfill.

Waste Permitted at the Allawuna Farm Landfill.	Examples	Waste codes on computer system
Non Hazardous Waste	<ul style="list-style-type: none"> Inert Waste Putrescible (household) garbage Commercial & Industrial Waste Plastics Oil Filters Light Weight Bulk Items (to incur additional handling charge) Wood (to incur additional handling charge) Steel (to incur additional handling charge) 	Either <ul style="list-style-type: none"> Domestic Mixed Glass Wood
Low Hazardous Waste	<ul style="list-style-type: none"> Odorous, Chemical, Special Requirements Animal Carcasses Grits & Screenings Biosolids 	<ul style="list-style-type: none"> Mixed Burial Grits & Screenings Biosolids
Special Waste (Type 1 & 2)	<ul style="list-style-type: none"> Treated Hospital Waste Asbestos (packaged and transported in accordance with the Environmental Protection (Controlled Waste) guidelines 2004) 	<ul style="list-style-type: none"> Clinical & Pharmaceutical Waste is buried and GPS Location recorded in Waste Location Folder – Clinical Waste Disposal Register Asbestos Waste is buried and GPS location recorded in Waste Location Folder – Asbestos Disposal Register
Handling Charge	<ul style="list-style-type: none"> Where large loads need special movement on tip face e.g., wood or metal, particularly wire, Asbestos 	<ul style="list-style-type: none"> Handling Charge
Cleanfill	<ul style="list-style-type: none"> Clean material to be used as cover Road Building material 	<ul style="list-style-type: none"> Cover Material (Daily) up to 8% of total waste Cover Material (Final) Cover Material (Levy Charge) Cover Material (Purchased) Bricks Concrete Limestone
Security/Deep burial loads – by prior arrangement only	<ul style="list-style-type: none"> Loads to be buried immediately and under supervision. Dusty loads e.g., Chubb Fire Powder from Need a Bin See Asbestos, Animal Carcasses & Clinical Waste Excess product from retailers 	<ul style="list-style-type: none"> Mixed Burial
Contaminated Soil	<ul style="list-style-type: none"> Soils that are contaminated up to Class II 	<ul style="list-style-type: none"> Contaminated Soil Class I (If able to use as cover) Contaminated Soil (Full Charge – same rate as Mixed Waste)

14.1 Acceptable Waste Streams cont.

Outlined below are definitions¹ of accepted waste types at Allawuna Farm Landfill in accordance “Landfill Waste Classification and Waste Definitions 1996 (As amended)”:

1. **Clean Fill:** material that will have no harmful effects on the environment and which consists of rocks or soil arising from the excavation of undisturbed (virgin) material;
2. **Type 1 Inert Waste:** wastes that are largely non-biodegradable, non-flammable and not chemically reactive. Examples include, building and demolition waste, asphalt waste, casting sand, blasting sand or garnet and biosolids categorised for unrestricted use;
3. **Type 2 Inert Waste:** wastes consisting of non-biodegradable organic materials such as tyres and plastics, which are potentially flammable and require special management to reduce the potential for fires;
4. **Type 1 and Type 2 Special Wastes:** includes asbestos wastes and certain types of biomedical wastes that are regarded as hazardous but which, with special management techniques, may be disposed of safely within specified classes of landfill.
 - Type 1:** Asbestos Wastes
 - Type 2:** Biomedical Wastes
5. **Putrescible Waste:** wastes that contain organic materials such as food wastes or wastes of animal or vegetable origin, which readily bio-degrade within the environment of a landfill. Examples include, municipal waste, food waste, paper and plastic office waste and sewage treatment plant grit and screenings;
6. **Contaminated Solid Waste that comply with Class II Criteria,** typically includes contaminated soils and process solid waste which must undergo chemical analysis for determination of appropriate disposal option;

¹ Definitions taken from “Landfill Waste Classifications and Waste Definitions 1996 (As amended 1 July 2005)
Waste Acceptance Manual – Allawuna Farm Landfill MAN002 Issue Date: March 2015 Page 19 of 45

14.2 TYPES OF WASTE

14.2.1 Clean Fill

Clean Fill is defined as “material that will have no harmful effects on the environment and which consists of rocks or soil arising from the excavation of undisturbed (virgin) material.”

Clean fill materials accepted at Allawuna Farm Landfill include:

- Clay.
- Sand.
- Top Soil.
- Gravel.
- Rock.

Clean fill can also include virgin material mixed with waste that has been excavated from areas that are not contaminated or do not contain sulfidic ores or soils. Contamination can result from industrial, commercial, mining or agricultural activities or by use of manufactured chemicals.

If determined not to be clean fill refer standard procedure for contaminated soil assessment.

14.2.2 Type 1 Inert Waste – Drum Disposal

The following criteria must be achieved and demonstrated for drum acceptance and disposal at Allawuna Farm Landfill:

- The previous contents of the drums must be advised.
- Drums must be emptied and cleaned using an approved method.
- Drums must be open-headed or have the bungs removed.
- Drums must either be crushed flat or perforated.

Please Note:

- The cleaning method should be as good or better than the triple-rinsing method developed by AVCARE. The Landfill Manager must approve the cleaning method.
- Perforations must be 20 mm by 20 mm and there must be a minimum of 4 perforations per drum. Two (2) perforations are to be within 100 mm of the drum base and two others located at different heights from the base on opposite sides of the drum.

14.2.3 Type 2 Inert Waste - Tyres

SITA acknowledges that recycling is the preferred option over disposal for tyres.

All tyre disposal enquires should first be referred to a tyre recycler.

Although Allawuna Farm Landfill is licensed to accept small quantities of tyres we advise customers that we cannot accept tyres as they should be recycled.

A maximum stockpile of up to 100 tyres can be maintained on site for recycling with Management Approval only.

Acceptance of Tyres

- Tyres are a controlled waste under the *Environmental Protection (Controlled Waste) Regulations 2004*.
- An exemption from the regulations applies for loads less than 20 tyres.
- Loads in excess of 20 tyres must be transported to site by a Controlled Waste Licensed Carrier and driver must have a Controlled Waste Tracking Form.

Burial of Tyres

- Shredded or whole tyres can be accepted for burial. Batches of tyres for burial cannot exceed 40 cubic metres.
- Prior arrangement is to be made with the Landfill Manager to ensure that a suitable location in the active cell is available (24 hours notice is required).
- Tyres cannot be buried within 5 metres of the edge of the landfill and where possible should be land filled in the centre of the active cell.
- Tyres must be covered with a minimum of 1 metre of putrescible waste as soon as practicable after waste placement.
- A GPS reading is to be recorded for each tyre burial and recorded on the Landfill Locations Spreadsheet.

14.2.4 Putrescible Waste

Putrescible waste is the component of the waste stream likely to become putrid including wastes that contain organic materials such as food wastes or wastes of animal or vegetable origin, which readily biodegrade within the environment of the landfill.

Allawuna Farm Landfill is licensed to accept all putrescible wastes as long as they are not mixed with other wastes, which fall outside of our acceptance criteria.

Please note: Allawuna Farm Landfill does not accept wastes delivered directly by householders.

Examples of putrescible wastes include:

- Municipal waste, such as:
 - Household kerb-side collection waste,
 - Other domestic wastes such as furniture, domestic cleanups, residential garden Waste or grass sods,
 - Local council waste such as street sweeping, litter bins and parks, and
 - Commercial waste from food preparation premises or supermarkets.

- Food waste,
- Biosolids other than those categorised for unrestricted use,
- Sewage treatment plant grits and screenings,
- Animal manures and carcasses,
- Office and packaging wastes that are not mixed with any other type of waste (e.g. paper, cardboard, plastics, wood),
- Cleaned pesticide, biocide, herbicide or fungicide containers (refer to Type 1 Inert Wastes – Drum Disposal for acceptance conditions),
- Drained and mechanically crushed oil filters, rags and oil absorbent materials (not containing free liquids) from automotive workshops,
- Disposable nappies, incontinence pads and sanitary napkins (not otherwise classified as biomedical wastes due to the presence of infectious material),
- Vegetative waste generated from commercial, public and residential sources, agriculture or horticulture, and
- Non-chemical waste generated from manufacturing and services (including timber, paper, plastics, thermosets and composites).

14.2.5 Type 1 Special Waste – Asbestos

The acceptance of asbestos waste on site shall be undertaken in accordance with *SOP029: Asbestos Waste – Transport, Receipt and Disposal*.

14.2.6 Type 2 Special Waste – Clinical and related Waste

The *Code of Practice for the Management of Clinical and Related Wastes 1999*, determines two types of clinical wastes as suitable for disposal to landfill:

1. Clinical Waste for Supervised Landfill.
2. Waste Suitable for General Landfill Disposal.

Clinical Waste for Supervised Landfill

The supervised burial waste stream may include waste materials such as:

- Lightly to moderately contaminated dressings (no saturated dressings),
- Intravenous bags and related equipment (with sharps removed),
- Emptied saline bags,

- Colostomy bags,
- Used drug containers (emptied and washed vials, bottles, etc), and
- Sterilised diagnostic specimens, including cultures from pathology laboratories. In activation of pathology samples must be carried out using an autoclaving, shredding and microwaving process, approved by the DER.

Note: Bulk body fluids (e.g.: Fluids in disposable suction canisters) are not to be accepted for disposal, unless treated with a solidifying or disinfecting agent and approved by the DER, which effectively renders the material unrecognisable as a body fluid produced in a medical procedure.

Clinical wastes, described above, when evenly distributed through a waste load is acceptable as general mixed waste as long as it does not exceed 10% of the total load and there are no pockets of clinical waste in the load. If there are concentrated pockets in the load, the whole load is then considered to be a clinical waste.

Wastes from operating theatres, delivery rooms and emergency or severe trauma treatment areas cannot be disposed to landfill due to the high probability of heavy contamination. This material must be incinerated.

Any wastes containing patient identity must be maintained by supervised burial.

Waste Suitable for General Landfill Disposal

Kitchen waste or general putrescible waste that is uncontaminated with clinical waste may be disposed as general mixed waste.

Very low (less than 10% at generation point) concentrations of contamination of the following wastes:

- Contaminated dressings,
- Intravenous bags and equipment (with sharps removed),
- Saline bags, and
- Colostomy bags.

Note: Not including treated pathology samples, unless they have been effectively sterilised and denatured to render them unrecognisable as clinical waste.

Incontinence pads and disposable nappies are acceptable as a general mixed waste.

Disposal Procedure

The following procedure shall be followed for the disposal of clinical waste:

- 24 hours notice is required for a clinical waste burial to allow preparation and ensure equipment availability.

- Deliveries require GPS reading of the burial location. This is recorded on the Clinical Waste Disposal Register and site plan.
- Loads of clinical waste must be immediately covered to be at a minimum depth of one metre of soil or solid waste.
- A SITA employee must be present at each clinical waste burial and sign the Clinical Waste Disposal Register to attest that it has been carried out in accordance with the licence conditions.

14.2.7 Contaminated Solid Waste & Contaminated Soil that comply with Class II Criteria

The following flowchart illustrates the process used in determining acceptance of contaminated solid wastes and contaminated soils at Allawuna Farm Landfill.

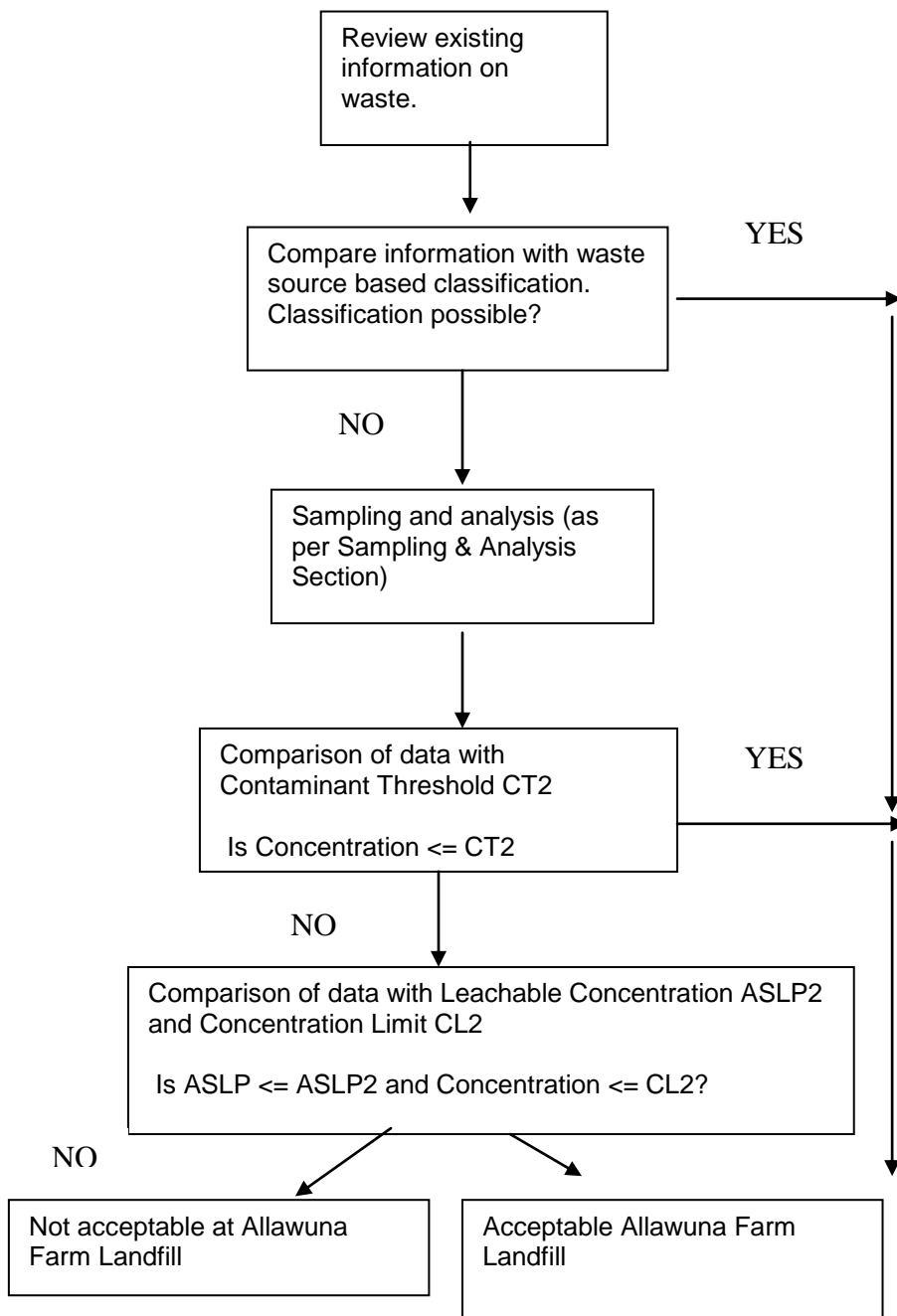


Table 1: Class II Solid Waste Contaminant Acceptance Criteria²

CONTAMINANT	Total Concentration CT2 (mg/kg)	Leachable Concentration ASLP2 (mg/L)	Concentration Limit CL2 (mg/kg)
Arsenic	14	0.5	500
Beryllium	2	.1	100
Cadmium	0.4	0.1	100
Chromium (hexavalent)	10	0.5	500
Lead	2	0.5	1500
Mercury	0.2	0.01	75
Molybdenum	10	0.5	1000
Nickel	4	0.2	3000
Selenium	2	0.5	50
Silver	20	1	180
Aluminium, barium, boron, cobalt, copper, manganese, vanadium, zinc	5% by weight	N/A	5% by weight
Cyanide (amenable)	7	0.35	1250
Cyanide (total)	16	0.8	2500
Fluoride	300	15	10000
Benzene	0.2	0.01	18
Cresols (total)	400	20	7200
2,4-D	0.02	0.3	360
Ethylbenzene	60	3	1080
Petroleum Hydrocarbons	N/A	N/A	
C6-C9	N/A	N/A	2800
C16-C35 (aromatic)	N/A	N/A	450
C16-C35 (aliphatic)	N/A	N/A	28000
Phenol (total, non-halogenated)	28.8	1.44	42500
Total Polycyclic aromatic hydrocarbons	N/A	N/A	100
Styrene (vinyl benzene)	6	0.3	108
Toluene	160	8	158
Xylenes (total)	120	6	100
Aldrin + dieldrin	N/A	0.003	50
Chlordane	N/A	0.01	250
DDT + DDD + DDE	N/A	0.2	1000
Heptachlor	N/A	0.003	50
OCP scheduled wastes	N/A	N/A	50
Other solvents	N/A	N/A	50
Polychlorinated biphenyls	N/A	N/A	50

14.2.8 Sampling and Analysis Overview

The DER “*Landfill Waste Classification and Waste Definitions 1996 (As amended) December 2009*” require sampling and analysis of waste material where classification of the waste is not possible using accepted waste categories described within this document.

- The number of samples taken from a waste material for analysis shall be determined in accordance to the guidelines for sampling solid waste to ensure compliance with contaminant criterion values.

- The full suite of contaminants listed in Table 1 (refer to Table 1 for contaminant analysis list and Class II CT values to determine whether ASLP leachate analysis is required) shall be tested for where no adequate demonstrable knowledge is known of the type of contaminants likely to be present within the waste material.

All laboratory testing must be undertaken by a NATA registered laboratory to ensure the laboratory has the appropriate quality assurance.

DRY WEIGHT CONCENTRATIONS (mg/kg)

Dry weight concentrations provide a quantified weight of contaminant (expressed as milligrams) per kilogram of solid waste material.

AUSTRALIAN STANDARD LEACHING PROCEDURE (ASLP)

The ASLP provides a quantified weight of contaminant (expressed as milligrams) per litre of leachate solution from the solid waste material at the completion of the laboratory ASLP technique.

Two typical categories of waste material are defined by the Guidelines that entail sampling and analysis. These are *Packaged Wastes* and *Bulk Waste Stockpiles*.

14.2.9 Sampling and Analysis (Bulk Waste Stockpiles)

The primary approach to assess contaminated soil acceptance to Landfill has been to categorise stockpiles based on quantities using the following classifications:

1. Minor quantities – less than 100 m³,
2. Medium quantities – more than 100 m³ and less than 5,000 m³, and
3. Large quantities – more than 5,000 m³.

1. Minor Quantities (<100 m³)

If reliable and representative information is available from process data then only one confirmatory sample may be required. Typically this will apply to contaminated solid waste generated from a known fixed process. Otherwise, three samples are required for preliminary dry weight analysis (mg/kg) for the suite of contaminants indicated in **Table 1**.

If one or more of the results are above the relevant CT value for a contaminant, but the value of the mean plus one standard deviation of the test results is below the relevant Class II CT criterion, then the material is acceptable for Allawuna Farm Landfill. HOWEVER, if the results do not satisfy this classification, ASLP leachate analysis must be conducted on relevant contaminants for comparison with Class II ALSP criteria.

The assessment process to determine the acceptance of material into Allawuna Farm Landfill shall be conducted in consultation with the Landfill Manager to ensure compliance with DEC waste acceptance guidelines.

2. Medium Quantities (100 m³ to 5,000 m³)

² Taken from "Landfill Waste Classification and Waste Definitions 1996 (As Amended), July 2005 Waste Acceptance Manual – Allawuna Farm Landfill MAN002 Issue Date: March 2015

If reliable and representative information is available from process data then six confirmatory samples are required, regardless of the volume. Otherwise the number of samples required for preliminary dry weight analysis (mg/kg) for the suite of contaminants indicated in **Table 1** depends on the volume of waste according to the following:

Volume (m³)	Number of Samples
100 to 200	4
200 to 500	6
500 to 1,000	8
1,000 to 2,000	11
2,000 to 3,000	15
3,000 to 4,000	18
4,000 to 5,000	20

If one or more of the results are above the relevant CT value for a contaminant, but the value of the mean plus one standard deviation of the test results is below the relevant Class II CT criterion, then the material is acceptable for Allawuna Farm Landfill. HOWEVER, if the results do not satisfy this classification, ASLP leachate analysis must be conducted on relevant contaminants for comparison with Class II ALSP criteria.

The assessment process to determine the acceptance of material into Allawuna Farm Landfill shall be conducted in consultation with the Landfill Manager to ensure compliance with DER waste acceptance guidelines.

3. Large Quantities (>5,000 m³)

The assessment of large quantities of contaminated solid waste should be undertaken using statistical techniques. The procedure used depends on whether or not there is adequate existing information on contaminant concentrations.

Volume (m³)	Number of Samples
5,000 to 10,000	24
> 10,000	24 plus 4 for each additional 10,000 m ³

Delivery Procedure

Upon confirmation of contaminated solid waste acceptance, the customer is notified and the delivery is then booked in advance to ensure that all resources required for waste acceptance and disposal at the Landfill are available at the time of delivery and that required documentation has been received prior to arrival at the landfill.

14.2.10 Sampling and Analysis (Packaged Wastes)

Typically packaged waste is contained in 205 L drums and containers up to 5 m³ in capacity. The following details the minimum sampling requirements for packaged wastes and relevant comparisons to be made with corresponding waste acceptance criteria.

Situation 1

If neither the source nor the composition of a packaged waste is known, at least the following sampling frequency is required:

Number of Containers	Sampling Requirements	Value to be compared with waste criteria
1 to 3	Three per container One top third, one middle third, and one bottom third from each container	Mean of sample analysis
More than 3	Three containers selected randomly and sampled as for 1 to 3 above One sample from each other container, at a random depth	Mean of analysis plus one standard deviation

Situation 2

Source known, likely composition known, no analytical data on packaged waste

Number of Containers	Sampling Requirements	Value to be compared with waste criteria
1 to 3	One per container. Randomly selected sample depth.	All analysis to be below criteria.
4 to 6	Four containers selected randomly and one sample taken from each at a random depth.	Mean of analysis
> 6	Three containers selected at random and one sample taken from each at a random depth. One sample for each three remaining containers, with depth and container selected randomly.	Mean of analysis

Situation 3

Source known, analytical data available on process.

This category addresses situations where there is a high level of knowledge of the waste producing process such that the sampling program shall be determined by reviewing process data.

The level of sampling will be determined by:

- The type and expected level of contaminants,
- Number of containers,
- Reliability and technical control on the process,
- Level of management and technical control on the process, and
- Toxicity of contaminants involved.

In these situations, the analytical data can be compared with the Class II landfill criteria to determine acceptance into Allawuna Farm Landfill.

14.2.11 Acid Sulphate Soils

Acid Sulfate Soils are naturally occurring waterlogged soils that contain pyrite or other iron sulfide minerals. These soils are found in low-lying coastal areas, especially next to estuaries. Pyrite also occurs in material dredged from some estuaries. Acid Sulfate soils are also often found adjacent to some wetlands elsewhere on the Swan Coastal Plain, and near salt lakes or seasonally waterlogged land in inland areas of the state.³

Acid Sulfate Soils can only be accepted if they have been treated to neutralise acid-forming potential in accordance with the Department of Environment document *Treatment and Management of Acid Sulfate Soils* prior to disposal.

Neutralised Acid Sulfate Soils can be used to aid soil structure in the topsoil component of the final capping.

The procedure outlined below must be followed upon receipt of Acid Sulfate Soils:

1. Complete the Acid Sulphate Checklist.
2. Ensure there are:
 - No sulphur odours (rotten egg smell).
 - No signs of milky leachate from the soil.
 - No iron stains on the surface (red in colour).
 - No signs of pale yellow mineral deposits in pores and fissures in material.
3. Test the soil for pH:
 - A pH of less than 4 (pH <4) is not acceptable.
 - Visual and odour signs described above.

If there is any doubt the soil should be sent for a laboratory test before accepted to landfill.

³Definition taken from Department of Environment "Is My House Built On Acid Sulfate Soils?"
Waste Acceptance Manual – Allawuna Farm Landfill MAN002 Issue Date: March 2015

14.3 Unacceptable Waste Streams

If a customer enquires about any of the following wastes, please explain that we are not licensed to accept them and, if applicable, offer the alternative noted.

If a person arrives at the weighbridge with any of these wastes:

1. Do not let them into the landfill.
2. Explain that we cannot accept the waste.
3. Notify the Client that the load is not acceptable for disposal, including rationale explaining why the load was rejected.

Unacceptable wastes	Appropriate action / customer contact
<ul style="list-style-type: none"> • Any liquid waste 	<ul style="list-style-type: none"> • Advise customer to contact a company that deals in liquid waste – e.g.: Veolia, Toxfree • Reject load
<ul style="list-style-type: none"> • Sealed Drums 	<ul style="list-style-type: none"> • Reject load
<ul style="list-style-type: none"> • Tyres 	<ul style="list-style-type: none"> • Reject load
<ul style="list-style-type: none"> • Radioactive Wastes 	<ul style="list-style-type: none"> • Follow SOP030 • Reject load, notify Site Supervisor, Landfill Manager, Landfill Services General Manager. Landfill Manager to Contact Radiation Health Department (WA) on 08 9346 2260
<ul style="list-style-type: none"> • Asbestos waste that is not packaged according to the Environmental Protection (Controlled Waste) guidelines 2004 	<ul style="list-style-type: none"> • Reject load
<ul style="list-style-type: none"> • Any waste in excess of Class II Putrescible waste 	<ul style="list-style-type: none"> • Reject load

14.3 Illegally Discharged/Tipped Loads

If an unacceptable load is tipped at the face:-

Action	By whom
1. Do not push the load. If possible, place it to one side. 2. Contact the Site Supervisor or weighbridge operator via radio.	Operator at face.
3. Inspect the load. Is the situation dangerous? (Evacuation may be necessary) 4. If a regular load contains prescribed waste, ascertain as much information about the source of the waste as possible.	Landfill Manager/Site Supervisor (If not on site, Landfill Contractor Site Supervisor).
5. Advise customer that load is unacceptable	Weighbridge operator/ Landfill Manager/ Site Supervisor
6. Have the load removed by customer	Landfill Manager/Site Supervisor

14.4 Pricing

Refer to the Allawuna Farm Landfill - Waste disposal rates for:

- Non Hazardous Waste.
- Low Hazardous Waste.
- Special Waste (Type 1 & 2).
- Contaminated Soil Class I & II.
- Handling Charge.

14.5 Waste Acceptance Procedures prior to Arrival at the Landfill

14.5.1 Commercial/Industrial/Municipal waste

New Customers must be forwarded the following documentation:

- A copy of our Waste Acceptance Criteria.
- Driver & Visitor Site Safety Rules.

14.5.2 Hazardous Waste

1. Inform customers that it is their responsibility to classify their waste (i.e. determine if it is Hazardous).
2. If waste is hazardous then an independent laboratory report showing the level of contaminants must be submitted to SITA prior to agreement to accept waste being given to client.
3. Landfill Manager to check whether the waste is acceptable in accordance with the Allawuna Farm Landfill Waste Acceptance Manual and the completed Waste Approval Form. The Waste Approval Form includes the following information:
 - Customer Account/Name.
 - Order Number.
 - Name of Transporter.
 - Waste Original Location.
 - Waste Classification Description.
 - Waste Code.
 - Registration number of Transport Vehicle.
 - Analytical test results.
 - Description of waste.
 - Estimated quantity & schedule of delivery.
 - Disposal charge.
 - Special Delivery Instructions.
 - Signature of person approving acceptance of waste.

14.5.3 Deep Burials, Security at the Face, Asbestos and Dusty Loads

1. Deep Burials, including Security Burial, Asbestos and Dusty Waste loads all need to be booked at least 24 hours prior to delivery.

Note: Deep Burial Loads may not be accepted after 3.30pm without prior arrangement.
2. Inform customers wishing to dispose of asbestos or dusty wastes of the relevant handling procedures (refer to SOP019 and SOP029).
3. Write the details on the whiteboard in the weighbridge. Note on the calendar and in the daily hand over notes.
4. Advise staff at the tip face that the load is due.
5. On arrival of the load, Weighbridge staff are to advise the appropriate Landfill Contractor staff that the load is here.
6. A member of SITA staff should be present to observe the burial and where appropriate record the GPS reading of the burial for entry into the Waste Locations Register and also to issue a certificate of Security at the Face Disposal or a Security Deep Burial Certificate.

14.5.4 Transfer Trailer Large Loads

1. Occasionally there are large objects delivered to the Welshpool Resource Recovery and Treatment Facility. When these are loaded into a transfer trailer, the loader driver is to inform the transfer vehicle driver and the transfer station weighbridge operator about the large object in the load.
2. The transfer station weighbridge operator is to immediately phone the landfill weighbridge operator and advise of the large object and identify which trailer it is in.
3. The landfill weighbridge operator is to immediately announce over the radio that a particular transfer trailer is carrying a large object.
4. On arrival at the landfill tipping face, the trailer driver is to advise the landfill staff that there is a large object in the load.
5. The landfill staff are to take due care and manage the large object appropriately.

14.6 Waste reception procedures on arrival

14.6.1 Commercial/ Industrial/Municipal

1. Open "Ticketing"
2. Click on "IN" and Enter vehicle registration into the Mandalay system in the License plates box.
3. Check with the driver that the automatic customer details and waste type are correct.
4. If a truck has to tare off on each visit, click "Store". Check the truck registration shows in the "OUT" box and ask the driver to return to the weighbridge to tare off after tipping.
5. If not, print docket and give to the customer.
6. When the truck returns to tare off, click "OUT", select registration and wait for the system to transfer weight details.
7. Print as above.
8. If a truck that has stored tare weight is due for re-tare when you enter the registration number in the "IN" box you will see a screen that states re-tare is required and you will be asked if you want to re-tare using the current weight. Click "NO" and tick the "Store" icon on the bottom right hand side of the screen. Check the truck registration is in the "OUT". Advise the driver that you need to re-tare him and ask him to come back on to the weighbridge after tipping.

9. When the truck returns empty go to the "OUT" box and select the truck registration number. You will be asked if you want to store the Tare using the current weights. Click "YES".
10. You will then see a screen that says "Update Tare" to xxx tonnes. Click "YES".
11. You will then see a screen that says "Tare" has been updated to xxx tonnes.
12. Return to the "OUT" screen. Select registration and proceed with transaction.

14.6.2 Hazardous waste

1. Request the Controlled Waste Transport Certificate from the driver ensuring it has been completed in accordance with the *Environment Protection (Prescribed Waste) Regulations 1998*. Attach to the Waste Disposal Certificate.
2. Check that a Waste Disposal Certificate has been completed:
 - If a Waste Approval Form has not been issued, check with Landfill Manager regarding the acceptability of the waste.
 - If analytical results are required for the waste to be approved, the load must be rejected unless test results can be produced at the time of arrival for approval.
 - Record the rejected load.
3. If load is acceptable Click on "In" and enter registration into the License box.
4. Select the correct 'Waste Type' (e.g.: Asbestos, Clinical & Pharmaceutical, and Contaminated Soil etc).
5. Click the 'Carrier' button and find the transporter.
6. Enter the description of the waste in the 'Comments' section.
7. Print docket if vehicle has a stored tare weight.
8. If the vehicle has no tare weight stored in the system you must store the vehicle and tare the vehicle off as usual.
9. Advise staff at the tip face of arrival of the load via UHF radio.
10. Ensure GPS Locations are taken to record location of waste on the appropriate Waste Acceptance Locations Register (clinical and asbestos waste only).
11. If a load is rejected:
 - Record the details on a Waste Rejection Form.
 - Retain in the "Rejected Loads Register" (site specific).

14.6.3 Deep Burial

1. Ensure load has been booked at least 24 hours prior to arrival.
2. If so:
 - Select "In" and enter registration into the Licence box.
 - Select "Waste Type" – insert "Mixed Burial".
 - Print ticket.
3. Notify staff at the tip face of the arrival of the deep burial load.

14.6.4 Security Disposal at the Face

1. Check if the load has been booked at least 24 hours prior to arrival but at noted this is required.
2. If so:
 - Select "In" and enter registration into the License box.
 - Select "Waste Type" – insert "Security Burial".
 - If an order number is given Select Order Number and enter.
 - If required to tare off, select "save".
 - If not, print off two (2) dockets.
 - Give one to the driver and retain one for our records.
3. Inform staff at the tipping face and a SITA representative, who must witness the disposal of the load.
4. Upon customer return:
 - Select "Out", type in registration and wait for the system to transfer weight details.
 - Once completed print as above.
5. Weighbridge staff will complete a 'Security at the Face Certificate', get it signed off by the person who witnessed the load being destroyed and photocopy the certificate with the original to be sent to the customer and a photocopy kept in the Security Disposal certificate folder.

14.6.5 Waste Category Codes and Descriptions

0	Mixed
1	Paper / Cardboard
2	Food / Kitchen
3.0	Garden
4.1	Wood
4.2	TREES > 150mm Diameter
5	Tyres
6	Glass
7	Plastic
8	Ferrous Metals
9.1	Special Other
9.2	Special Sewage Sludge
9.3	Special Dusty Waste
9.4	Putrescible / Organic (K)
9.5	Asbestos (N220)
9.6	Clinical & Pharm (R)
9.7	Household Hazardous
9.8	Waste Oils
10	Clean Fill (Mixed)
10.1	Bricks
10.2	Concrete
10.3	Carpet
10.4	Plaster Board
10.5	Non – Ferrous Aluminium
10.6	Non – Ferrous Other
10.7	Ceramics
10.8	Clean Excavated Material
10.9	Textile / Rags
11	Other Segregated
12	Cover Material
13	Mulch (Out)
14	Limestone
15	Metal Dust
16	Contaminated Soil

15. REFERENCES

- DEC *“Landfill Waste Classification and Waste Definitions 1996 (As amended) December 2009”*.
- Environment Protection (Controlled Waste) Guidelines 2004.

SITA Forms and Standard Documents

- PROC008 Corrective and Preventive Action Procedure.
- FORM003 Corrective and Preventive Action Form.
- SOP019 Receipt and Handling of Dusty Waste Streams.
- SOP029 Receipt and Safe Handling of Asbestos Waste.
- SOP030 Radioactive Waste.
- SOP039 Waste Handling and Disposal.
- SOP040 Waste Acceptance and Receipt.
- POL013 Conduct Warning Policy.
- GUIDE001 Emergency Procedures Guide.
- FORM014 Driver and Visitor Site Safety Rules.
- Waste Locations Register (site specific).
- Rejected Loads Register (site specific).

Appendix i - Application for Commercial Credit Account



116 KURNALL ROAD
 WELSHPOOL W. A. 6106
 P.O. BOX 249 WELSHPOOL W. A. 6986
 TELEPHONE (08) 9350 7134

APPLICATION FOR COMMERCIAL CREDIT ACCOUNT

REGISTERED COMPANY NAME:A.B.N.....

TRADING NAME:

ADDRESS:

.....

TELEPHONE NUMBER:FAX NUMBER:

NATURE OF BUSINESS:NO. OF YEARS TRADING:

FULL NAMES OF HOME ADDRESSES OF PROPRIETORS OR DIRECTORS	Date of Birth	Drivers Lic. No.
1.		
2.		
3.		

BANK: BRANCH:

APPROXIMATE MONTHLY CREDIT REQUIRED:

TRADE REFERENCES: Please provide name and no's of main suppliers to whom references can be made.

NAME: TELEPHONE:

NAME: TELEPHONE:

NAME: TELEPHONE:

CREDIT TERMS

1. Payment of the account is to be made by the end of the following month, or 30 days from date of invoice.
2. Credit facilities may be withdrawn on overdue accounts and or accounts exceeding credit facilities.
3. The company reserves the right to use the services of a credit reporting service and mercantile agent.
4. I/We acknowledge that West Australian Landfill Services has informed me/us in accordance with s.18E(8)(c) of the Privacy Act 1988, as amended that certain items of personal information about me/us contained in this application and permitted to be kept on a credit information file might be disclosed to a credit reporting agency.

I/We undertake to adhere to the credit terms.

Applicant Signature: Name:

Position: Date of Application:

OFFICE USE ONLY

Approved by: Date Approved:

Sita Australia Pty. Limited. ABN 70 002 902 650

Appendix ii - Terms and Conditions

1. Definitions

"Customer" means the customer named in the Disposal Service Agreement;
"Claims" means any claim, proceedings, loss, cost, expense, penalty or other liability;
"Disposal Facility" means any premises nominated by SITA Australia Pty Ltd ("SITA") at which SITA has agreed to accept Waste from Customer for disposal;
"Excluded Waste" has the meaning ascribed to it in clause 9.1;
"Forms" means SITA's Waste Profile Forms, Analytical Summary Sheets and such other forms required by SITA to be completed by Customer for the Waste;
"Services" means the acceptance by SITA from Customer of Waste for disposal;
"Specified" means specified in this form of agreement, as varied with SITA approval from time to time;
"Tax" includes but is not limited to any GST, sales tax, duties, levies and charges;
"Waste" means all waste which complies with the warranty in clause 9.1.

2. Agreement for Provision of Services

SITA will accept at the Disposal Facility Customer's Waste provided it is notified and delivered in accordance with this agreement. Customer will have access to the Disposal Facility, and the Services will be performed, on the days, and during the hours of operation, published by SITA at the Disposal Facility (or as otherwise Specified). SITA reserves the right to vary the hours of operation of the Disposal Facility without notice.

3. Customer Obligations

- 3.1 Customer must complete all Forms and await SITA's acceptance prior to delivering any Waste to the Disposal Facility. The Forms are deemed to form part of this agreement
- 3.2 Customer will deliver Customer's Waste to the Disposal Facility together with completed Forms, shipping papers or manifests in the form and number required for lawful transport and delivery to the Disposal Facility of Customer's Waste in accordance with applicable laws and regulations.
- 3.3 Customer must unload Customer's Waste at the locations and in the manner directed by authorised representatives of SITA. Customer will ensure that its servants, agents and contractors comply with the directions and instructions of authorised representatives of SITA.
- 3.4 Customer will ensure that its servants, agents and contractors adopt safe systems of work at the Disposal Facility and comply with all occupational health and safety requirements of SITA at the Disposal Facility.

4. Price and Price Variation

- 4.1 Customer will pay:
 - (a) the Specified prices, as varied in accordance with this agreement, for the Services; and
 - (b) any disposal levy or other impost with respect to the disposal of Waste.
- 4.2 All amounts payable by the Customer to SITA under this agreement are exclusive of any Tax.
- 4.3 SITA may charge to and recover from Customer an amount (Additional Amount) equal to any purported Tax in relation to this agreement or performance of the Services that is imposed or purported to be imposed upon SITA (in each case ignoring tax credits available to SITA), by increasing the amounts payable by Customer or including an Additional Amount as a separate item in an invoice. Additional Amounts are not refundable in any circumstances. A separate Additional Amount applies to each supply of Services.
- 4.4 SITA may increase the Specified prices immediately upon a change in its costs of providing or performing the Services (including as a result of increased Taxes, fuel, contractor, labour or other operational costs) and/or in proportion to increases in the Consumer Price Index ABS Cat No 6401.0 Table 3 All Groups.
- 4.5 SITA may otherwise increase the Specified prices by giving 30 days prior written notice to Customer for whatever reason.

5. Service Variation

- 5.1 If there is any change in the Services, or the manner in which they are required to be performed (including by reason of a change in the law or the requirements of regulatory authorities) then SITA may increase the Specified prices immediately by giving written notice to Customer;
- 5.2 If Customer requires the Services to be performed during hours or on days other than those referred to in clause 2 or on public holidays, then SITA may increase the Specified prices.

6. Invoicing

SITA's invoices will be calculated on the basis of the Specified prices, as varied in accordance with this agreement, and will include other amounts payable by Customer under this agreement. Invoices will be paid by Customer within 30 days of the issue date.

7. Default

- 7.1 If payment of SITA's invoices is not made when due or Customer is otherwise in breach of this agreement, SITA may:
 - (a) immediately terminate this agreement on delivery of written notice to Customer and recover any moneys owing to it by Customer;
 - (b) charge Customer for all legal costs incurred by SITA on a solicitor/own client basis;
 - (c) charge Customer interest on any sum due at the prevailing rate pursuant to the Penalty Interest Rates Act (Vic) 1983 plus 4 per cent for the period from the due date until the date of payment in full; and
 - (d) cease or suspend provision of any further Services prior (and without prejudice) to its rights of termination.
- 7.2 Clause 7.1 (d) may also be relied upon, at the option of SITA if Customer becomes bankrupt or enters into any scheme of arrangement or any assignment or composition with or for the benefit of its creditors or any class of its creditors generally, or has a liquidator, provisional liquidator, administrator, receiver or receiver and manager appointed, or any action is taken for, or with the view to, the liquidation (including provisional liquidation), winding up or dissolution without winding up of Customer.
- 7.3 If SITA terminates this agreement or if Customer does not pay SITA's invoices when due:
 - (a) title to Customer's Waste will remain with or revert to Customer, as the case may be, and Customer shall be responsible for the costs of excavation, transport and removal of the Waste from the Disposal Facility; and
 - (b) Customer will accept return (at Customer's expense) of Customer's Waste at any premises owned or occupied by Customer.

8. Inspection and Acceptance

- 8.1 SITA shall have the right, but not the obligation, to inspect, sample, analyse or test any waste materials delivered by or on behalf of Customer to the Disposal Facility before accepting the same. SITA is not obliged to accept any Excluded Waste, waste materials not delivered in accordance with this agreement or waste materials to which SITA has been denied access on delivery.

- 8.2 If waste materials delivered to the Disposal Facility by or on behalf of Customer comprise or include Excluded Waste, then SITA may reject such wastes.
- 8.3 SITA may revoke its acceptance of any waste materials delivered by or on behalf of Customer that comprise or include Excluded Waste or which are otherwise discovered not to conform with the requirements of this agreement.

9. Waste Material and Title

- 9.1 Customer warrants that it has unencumbered title to the Waste delivered to SITA at the Disposal Facility and that the Waste (unless otherwise Specified) will not contain:
 - (a) liquid (as determined by the paint filter test or direct observation), radioactive, volatile, flammable, explosive, biomedical, toxic or hazardous substances, or any substance the handling, transport, storage or disposal of which is controlled by any law or any EPA Licence of SITA's or which is otherwise excluded by SITA by notice in writing to Customer;
 - (b) waste which is or may presently be prohibited from disposal at the Disposal Facility by applicable law or regulation, ("Excluded Waste")
- 9.2 Customer warrants that the waste materials delivered to SITA at the Disposal Facility will consist entirely of Waste (unless otherwise Specified) and will have the components and characteristics meeting the description notified by Customer to SITA in the Forms.
- 9.3 Subject to compliance with this Agreement by Customer, title to all Waste other than Excluded Waste (except where Specified) shall vest in SITA upon acceptance by SITA at the Disposal Facility and unloading in accordance with clause 3. Customer's Waste will be disposed of by SITA lawfully at a licensed disposal facility.
- 9.4 Title to and liability for all Excluded Waste (except where Specified) shall remain with Customer. Customer shall be responsible for the costs of excavation, transport and removal of Excluded Waste from the Disposal Facility and any rectification works at the Disposal Facility and Customer will accept return (at Customer's expense) of Excluded Waste at any premises owned or occupied by Customer.

10. Other Waste Material

Customer warrants to SITA that should Customer require SITA to accept and dispose of any liquid (as determined by the paint filter test or direct observation), radioactive, volatile, flammable, explosive, biomedical, toxic or hazardous substances, or any substance the handling, transport, storage or disposal of which is controlled by any law or any EPA Licence, it will first so inform SITA in advance of its requirements. Such advice to SITA will be warranted by Customer to be a complete, true and accurate analysis of such waste materials and the following additional terms and conditions shall apply to such waste materials:

- (a) Customer warrants that the waste materials delivered to SITA at the Disposal Facility will have the components and characteristics meeting the description notified by Customer to SITA in the Forms;
- (b) if the waste materials delivered to SITA are later determined not to have components and characteristics meeting the description notified by Customer to SITA or if the Disposal Facility ceases operations or is later prohibited from receiving such waste materials, then the portion of this agreement or any collateral or other agreement pertaining to such waste materials may be terminated immediately by SITA upon notice to Customer;
- (c) Customer agrees to comply with the precautions, conditions and limitations contained in SITA's written notice of approval of such waste materials;
- (d) if documents, shipping papers or manifests are required by law or regulation to accompany the waste materials to the Disposal Facility, Customer is responsible for preparing all manifests or papers in the form and number required by law.

11. Indemnity

- Customer will indemnify SITA and its servants, agents and contractors from and against all Claims arising out of:
- (a) breach by Customer of any warranty or other provision of this agreement;
 - (b) violation of any law or regulation committed, caused or contributed to by Customer;
 - (c) injury or death to persons, loss or damage to property or contamination of or adverse effect upon the environment or the Disposal Facility caused by or in connection with delivery or unloading of the Waste or Excluded Waste at the Disposal Facility by Customer or its servants, agents or contractors;
 - (d) negligent or willful acts or omissions of Customer or its servants, agents or contractors.

12. Limitation

- 12.1 To the extent permitted by law, any term, condition or warranty in respect of the Services, whether implied by statute, trade usage, common law, custom or otherwise, is excluded.
- 12.2 Except to the extent set out in clause 12.3, nothing in this agreement excludes, restricts or modifies application of Division V Trade Practices Act 1974.
- 12.3 The liability of SITA in relation to provision or performance of the Services is limited to the supplying of the Services again or payment of the cost of having the Services supplied again.
- 12.4 To the extent permitted by law, Customer agrees to release SITA and its servants, agents and contractors from all Claims (including with respect to injury or death to persons or loss or damage to property) arising out of the:
 - (a) presence of Customer or its servants, agents or contractors on the Disposal Facility; and
 - (b) use by Customer or its servants, agents or contractors of the Disposal Facility.
- 12.5 Customer acknowledges and agrees that SITA will not be liable for any:
 - (a) indirect or consequential losses or expenses suffered by Customer or its servants, agents or contractors including loss of profits or any liability to a third party;
 - (b) loss or damage suffered by Customer or its servants, agents or contractors where SITA terminates or suspends the Services.

13. Miscellaneous

- 13.1 Customer may not assign any of its rights or obligations under this agreement without SITA approval.
- 13.2 This agreement sets out the whole of the agreement for the provision of Services. No other terms or conditions shall be binding upon SITA, unless accepted in writing.
- 13.3 If SITA is unable to provide the Services due to circumstances beyond its reasonable control then SITA may suspend the Services by written notice to Customer. Time is not of the essence in relation to performance of the Services.
- 13.4 Performance of all or part of the Services may be subcontracted. Any subcontractor is entitled to the benefit of these conditions.
- 13.5 Customer warrants that it has made due and careful enquiry concerning the waste materials to be disposed of under this agreement at the Disposal Facility (including the source and components and characteristics of the same) and has provided the warranties and assumed the obligations set out in this agreement on an informed basis.

Appendix iii – Waste Approval Form



WASTE APPROVAL FORM

ABN 70 002 902 650

This form is to be used by authorised SITA staff to advise customers of approval of a waste for disposal at the Allawuna Farm Landfill.

WASTE PRODUCER & DESCRIPTION

WASTE PRODUCER NAME	CUSTOMER TO BE BILLED.	
WASTE DESCRIPTION	EXPECTED DATE/TIME OF ARRIVAL	
HAZARD CATEGORY	QUANTITY (tonnes/m3: state)	ACCOUNT No.

WASTE INFORMATION HELD BY SITA AUSTRALIA

THE FOLLOWING DOCUMENTS OR INFORMATION ABOUT THE WASTE IS HELD BY SITA (TICK APPROPRIATE BOXES)

- DISPOSAL SERVICE AGREEMENT
- WASTE ACCEPTANCE REQUIREMENTS
- NATA-STAMPED ANALYTICAL RESULTS – Received
- SITE/SAMPLING MAP
- OTHER INFORMATION: (LIST):

SPECIAL CONDITIONS

--

WEST AUSTRALIAN LANDFILL SERVICES CERTIFICATION

WALS will accept the waste described above and in any relevant documents provided by the Customer about the waste, subject to the Terms and Conditions of the Disposal Service Agreement or on this form.

NAME	TITLE	
SIGNATURE		DATE

THIS PAGE MUST BE COMPLETED AND SIGNED BY AN AUTHORISED REPRESENTATIVE OF SITA AUSTRALIA

Appendix iv – Waste Rejection Form



WASTE REJECTION FORM

ABN 70 002 902 650

This form is to be used by SITA staff to advise customers and the DER of rejection of a waste for disposal at the Allawuna Farm Landfill.

WASTE PRODUCER & DESCRIPTION

WASTE PRODUCER NAME	CUSTOMER TO BE BILLED.	
WASTE DESCRIPTION	TIME/DATE OF ARRIVAL AT LANDFILL:	
WASTE BATCH/REFERENCE No.	QUANTITY (tonnes/m3:state) T/m3	ACCOUNT No.

WASTE REJECTION REASONS

<p>THE WASTE HAS BEEN REJECTED BY SITA FOR THE FOLLOWING REASON OR REASONS (TICK BOXES)</p> <p><input type="checkbox"/> PROHIBITED WASTESTREAM</p> <p><input type="checkbox"/> DISPOSAL SERVICE AGREEMENT NOT COMPLETED</p> <p><input type="checkbox"/> INSUFFICIENT/INCORRECT NATA ANALYSIS CONDUCTED OR NATA RESULTS NOT RECEIVED</p> <p><input type="checkbox"/> OTHER (STATE):</p>	
<input type="checkbox"/> WASTE REJECTED PRIOR TO DELIVERY	<input type="checkbox"/> WASTE REJECTED UPON ARRIVAL AT LANDFILL

SITA AUSTRALIA CERTIFICATION

SITA **will not accept** the waste for the reason or reasons outlined above.

NAME	TITLE	
SIGNATURE		DATE

THIS PAGE MUST BE COMPLETED AND SIGNED BY AN AUTHORISED REPRESENTATIVE OF SITA AUSTRALIA

Appendix v - Security Deep Burial Certificate

Security Disposal Certificate



ABN 70 002 902 650

This certificate is to be used by authorised SITA staff to advise customers of security product disposal at the Allawuna Farm Landfill

WASTE PRODUCER & DESCRIPTION

CUSTOMER:	ACCOUNT No.	WASTE PRODUCER:	
WASTE DESCRIPTION:		PRODUCT BATCH/REF. No.	VEHICLE REG. No.
		QUANTITY (tonnes/m ³ : state)	DATE & TIME OF DISPOSAL:

Photograph(s) of product(s) being disposed by security deep burial

SITA AUSTRALIA CERTIFICATION

I certify that the above-mentioned product(s) was/were disposed using the security deep burial method at the Allawuna Farm Landfill. The photograph(s) contained herein was/were taken during the deep burial and attests to the disposal.

NAME:	TITLE:	
SIGNATURE		DATE:

THIS CERTIFICATE MUST BE COMPLETED AND SIGNED BY AN AUTHORISED REPRESENTATIVE OF SITA

Appendix vi - Security at Face Disposal Certificate



Security Disposal Certificate

ABN 70 002 902 650

This certificate is to be used by authorised SITA staff to advise customers of security product disposal at the Allawuna Farm Landfill

CUSTOMER DETAILS

CUSTOMER:	CUSTOMER CONTACT PERSON:
CUSTOMER ADDRESS DETAILS:	CUSTOMER FAX NUMBER:
	CUSTOMER ACCOUNT NUMBER:
TRANSPORTER:	VEHICLE REG. NO.:

WASTE PRODUCER & DESCRIPTION

WASTE PRODUCER:	PRODUCT BATCH/REF. No.	
WASTE DESCRIPTION:	QUANTITY (tonnes/m ³ : state)	DATE & TIME OF DISPOSAL:

SITA AUSTRALIA CERTIFICATION

I certify that the above-mentioned product(s) presented for disposal was/were disposed using the security at the face method at the Allawuna Farm Landfill. SITA is unable to search vehicle cabins.

NAME:	TITLE:	
SIGNATURE:	DATE:	

THIS CERTIFICATE MUST BE COMPLETED AND SIGNED BY AN AUTHORISED REPRESENTATIVE OF SITA AUSTRALIA

The Landfill offers a range of security features, including a 1.8 metre high perimeter security fence.

Members of the general public are not allowed access to the tipping area at the site as it is restricted to commercial operators.

The sites operate under Department of Environment Regulation licence LXXXX/XXXX/X.

If you require further information, please do not hesitate to contact the Site Manager –

Landfill Manager
Ph: XXXX XXX XXX

Weighbridge Office
Ph: 08 XXXX XXXX

Appendix vii - Acid Sulfate Soil Checklist



Allawuna Farm Landfill Receipt of Acid Sulfate Soils Daily Summary Sheet

Day:	Date:
Source of soil:	Staff on duty: Landfill Manager: Site Supervisor: Weighbridge Operator:
ASS test data available? (circle) Yes No	Is the soil also contaminated? (circle) Yes No
Total number trucks:	Location where soil placed:
Total estimated volume:	

Material Testing and Inspection

Minimum 1 test per batch or 1 test per 1000m³, whichever is smaller.

	Test #1	Test #2	Test #3	Test #4
Time of test				
Location				
Material description				
Observations				
Milky leachate	Yes / No	Yes / No	Yes / No	Yes / No
Iron Staining	Yes / No	Yes / No	Yes / No	Yes / No
Pale yellow mineral deposit	Yes / No	Yes / No	Yes / No	Yes / No
Field Test				
pH				

Random Sampling Record Sheet