



Controlled waste fact sheet

Controlled waste tracking

Controlled waste tracking

Under the Environmental Protection (Controlled Waste) Regulations 2004 (the Regulations) all loads of bulk controlled waste, and all loads of packaged controlled waste equal to or greater than 200 kilograms or litres, are to be accompanied by a controlled waste tracking form (CWTF) from the point of generation to unloading at an approved waste facility. Regulation 28(2) provides:

In proceedings against a carrier for a breach of subregulation (1) it is a defence for the carrier to prove that the controlled waste was a packaged controlled waste and the total weight or volume of packaged controlled waste being transported on the vehicle of the carrier at any one time was less than 200 kilograms or 200 litres.

The tracking of controlled waste:

- ensures the safe transport of waste to an approved location
- minimises the risk of unauthorised discharge into the environment
- collects information regarding controlled waste to assist in identifying priority waste management issues in Western Australia
- provides an even and competitive system for companies in the waste management industry.

Controlled waste transported on roads

is tracked through the completion of CWTFs by waste holders, carriers and waste facilities.

CWTFs are issued by the Department of Water and Environmental Regulation (the department) to licensed carriers either electronically via the Controlled Waste Tracking System (CWTS) or in a booklet of paper forms.

Both the licensed carrier who transports a controlled waste and the waste facility receiving that controlled waste are required to send a copy of the CWTF to the department.

The Controlled Waste Tracking System (CWTS)

The CWTS is a web-based database that enables users to electronically record waste-tracking information.

Waste holders, carriers, and waste facilities can enter waste-tracking information from computers with internet access, manage their CWTFs, and produce reports from the CWTS detailing their waste-tracking activity.

Using the CWTS can highlight potentially non-compliant activity to the carrier and waste facility to allow proactive corrective action to be undertaken.

The CWTS provides the department and industry with a streamlined collection process for information relating to the transportation of controlled waste. This information, specified under Schedule 2 of the



Regulations includes details about:

- the waste type, physical state, amount and containment
- the waste holder's name and address
- the date the controlled waste was loaded and unloaded
- transport particulars about the carrier, driver, vehicle and tank
- end of life controlled waste treatment method
- the name and address of the receiving waste facility.

How do I get access to the CWTS?

To gain access to the CWTS, it is necessary to complete [Form CW11—Controlled Waste Tracking System Access Form – Industry](#). [Controlled waste forms](#) are available on the department website.

On receipt of a completed form, the department will arrange access to the CWTS and send a user name and password to the nominated email address.

For [guidelines and materials](#) on how to use the CWTS, please refer to the department website.

Controlled waste tracking forms (CWTF) and numbers

Under the Regulations:

controlled waste tracking form means an approved form —

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

controlled waste tracking number means the unique number recorded on a controlled waste tracking form under regulation 38 ...

Each CWTF contains a unique identifying number and information about the controlled waste that it accompanies, including:

- waste type, physical state, and amount
- waste holder name and address
- carrier, vehicle and driver details.

Information to be recorded on the CWTF also includes when the controlled waste was picked up from the waste holder, any transfer of the waste to another vehicle or tank, temporary storage of the waste at a transit facility and final unloading of the waste at a waste facility.

Part 3 Division 1, 2, 3 and 4 of the Regulations sets out information relating to the use of CWTFs. A CWTF is a record of the transportation and disposal of a load of controlled waste. A copy of the CWTF must be retained by the carrier and occupier of the



waste facility for at least three (3) years.

The use of CWTFs enables the department to track controlled waste transported to approved and appropriate waste facilities. It provides vital information about the waste in the event of a spill, or if the vehicle used in the transport of the controlled waste is involved in an accident.

Tracking of CWTFs enables the department to identify controlled waste trends and monitor the compliance of waste facilities with Part V licences under Environmental Protection Regulations 1987.

When do I need to use a CWTF?

A CWTF must be completed for all loads of bulk controlled waste and loads of packaged controlled waste over 200 kilograms or litres.

If less than 200 kilograms or litres of packaged controlled waste are being transported in one load, it is a defence not to have a CWTF; however, controlled waste must always be transported by a licensed carrier.

Under the Regulations:

bulk controlled waste means a controlled waste that is transported in a tank ...

tank means an enclosed space that is on, attached to or part of a vehicle and used, or designed to be used, for the transportation of a liquid or gas in bulk ...

packaged controlled waste means a controlled waste that is transported otherwise than as a bulk controlled waste ...

Packaged waste may include waste transported in drums, skip bins, intermediate bulk containers (IBCs) or solid wastes such as tyres and contaminated soils.

For more information on [controlled waste](#) or on becoming a controlled waste carrier, please refer to the department website or contact the department on 08 6364 7000.

What information needs to be on the CWTF?

Information that must be recorded on a CWTF by the carrier is detailed in Schedule 2, Division 3 of the Regulations, and is:

- waste holder's name or identification number
- waste holder's address
- name and address of waste facility
- type of controlled waste
- date loaded onto or into the vehicle or tank
- amount of controlled waste
- type and amount of controlled waste unloaded at waste facility without the occupier



- being present and date of unloading (if applicable)
- type and amount of controlled waste loaded onto or into, or unloaded from, vehicle or tank at transit facility, and date of loading or unloading (if applicable)
 - containment type (bulk or packaged)
 - driver's name
 - driver's licence number (if a licence is required under the Regulations)
 - vehicle registration number
 - tank licence number (if a licence is required under the Regulations)
 - carrier's name
 - carrier's licence number
 - vehicle or tank capacity.

In accordance with Schedule 2, Division 4 of the Regulations, the waste facility must record on the CWTF:

- name and address of waste facility
- date of receipt of waste at the waste facility
- type of controlled waste received
- amount of controlled waste received
- type of disposal, treatment or handling of controlled waste at the waste facility
- discrepancies.

How long are CWTFs valid?

CWTFs are valid for seven (7) days, for bulk controlled waste and 21 days for packaged controlled waste, commencing from the day the first waste-load listed on the CWTF was loaded onto the vehicle, trailer or into

the tank specified on the CWTF.

A CWTF ceases to be valid as soon as any part of the waste is unloaded, except at an approved transit facility or during a truck-to-truck transfer, regardless of whether the seven or 21-day period has elapsed.

What happens to the CWTF during a truck to truck transfer or at a transit facility?

The CWTF must stay with the waste-load even if the waste is transferred to another vehicle or unloaded at a transit facility for temporary storage.

For more information on [transit facility requirements](#) please refer to the department website, or contact the department on 08 6364 7000.

If I am transporting waste interstate or from interstate into WA, do I need to use a CWTF?

Yes, CWTFs are required when transporting controlled waste interstate or from interstate into WA.

For information on [transporting controlled waste](#) into Western Australia, or for information on transporting controlled waste out of Western Australia, please refer to the department website, or contact the department on 08 6364 7000.

Using a CWTF

How do I use an electronic CWTF?

Prior to transporting bulk controlled waste or packaged controlled waste over 200 kilograms or litres, a carrier must open a CWTF in the CWTS for the load.

After opening the CWTF, the carrier prints the CWTF for the driver, who takes the CWTF in the vehicle when



transporting the load of controlled waste, and records and provides the relevant information as required.

The driver returns the CWTF to the carrier at the completion of the job. The carrier then records the information in the CWTS and, once the waste facility has entered its data, submits the information electronically to the department by closing off the CWTF in the CWTS.

How do I use a paper CWTF?

Carriers with limited access to the internet and who are unable to use the CWTS may request a book of paper CWTFs from the department.

Each book contains 20 paper CWTFs in triplicate, with each of the three copies being a different colour.

Each CWTF in the book contains a unique CWTF number, which is allocated by the department for use against the requesting carrier.

When transporting controlled waste the driver takes the CWTF book in the vehicle that is transporting the controlled waste and completes a CWTF for each load of bulk controlled waste, and packaged waste over 200 kilograms or 200 litres.

The driver provides the white copy of the CWTF to the waste facility when the waste is unloaded. On completion of the job the driver returns the yellow and green copies of the CWTF to the carrier.

The carrier is required to retain the yellow copy for their records and submit the green copy to the department within 14 days of unloading at the waste facility.

The department records the form's

tracking information in the CWTS.

Where can I get help using CWTF?

Information on using [CWTFs](#) is available on the department website, or by contacting the department on 08 6364 7000.

Controlled waste fees

A fee applies to each CWTF, for licensing of drivers, carriers, and vehicles and tanks.

For information on the department's [controlled waste fees](#) refer to Schedule 3 of the Regulations or the Schedule of controlled waste fees on the department website.

The department issues fortnightly invoices to carriers for the electronic CWTFs opened in the CWTS during the preceding 14-day period.

A fee for a book of 20 paper CWTFs is paid by the carrier prior to issue of the book.

Retaining CWTF Information

Part 3 Divisions 1, 2, 3 and 4 of the Regulations set out information relating to retaining CWTF information and is summarised here:

- Waste holders must keep the receipt issued by the carrier's driver for at least three (3) years from the day on which the waste was loaded onto or into the carrier's vehicle or tank.
- Carriers must keep CWTFs or a record of CWTF information as detailed in Schedule 2 Division 3 of the Regulations, for at least three (3) years.
- Waste facilities must keep a copy of CWTFs or the CWTF



number and the information detailed in Schedule 2 Division 4 of the Regulations for at least three (3) years.

Penalties for not using CWTFs

Under the Regulations it is an offence to transport bulk controlled waste or packaged controlled waste over 200 kilograms or 200 litres without a valid CWTF.

Breaches of the Regulations may attract on-the-spot fines of \$250 or \$500, or a penalty of up to \$5,000. Pursuant to s 40(5) of the *Sentencing Act 1995*, offences committed by corporations may attract a fine of up to \$25,000 as determined by a court.

More information

For advice on compliance with the Regulations or any other controlled waste matter, please contact the department on 08 6364 7000, or email controlled.waste@dwer.wa.gov.au.

This document is available in alternative formats and other languages on request.

Related documents

Additional [publications about controlled waste](#) and related [controlled waste fact sheets](#) are available on the department website, or by contacting the department on 08 6364 7000.

Legislation

This document is provided for guidance only. It should not be relied upon to address every aspect of the relevant legislation.

Please refer to the Regulations and the *Environmental Protection Act 1986* available from the Parliamentary Counsel's Office. Free electronic copies are available from the [Parliamentary Counsel's Office website](#)



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Legal advice

The information provided to you by the department in relation to this matter does not constitute legal advice. Due to the range of legal issues potentially involved in this matter, the department recommends that you obtain independent legal advice.