



## Application form annex

### Activity checklist (Better practice organics recycling)

Part V Division 3, *Environmental Protection Act 1986*, Environmental Protection Regulations 1987

#### INSTRUCTIONS

- Completion of this form is a statutory requirement for relevant applications; under s.54(1)(a) of the *Environmental Protection Act 1986* (WA) (EP Act) for works approval applications; s.57(1)(a) for licence and licence renewal applications; s.59B(1)(a) for applications for an amendment; using the [Guideline: Better practice organics recycling](#) (organics recycling guideline).
- This form summarises the information requirements for applications under Part V (Pt V) Division 3 of the EP Act for an organics recycling facility. You must complete this form if your application is for an organics recycling facility (refer to section 2 *Scope* of the organics recycling guideline).
- A reference to 'you'/'your' in these instructions is a reference to the applicant.
- The purpose of this form is to help you demonstrate how all the relevant environmental performance objectives (EPOs) can be achieved at your organics recycling facility (refer to section 6 *Achieving better practice* of the organics recycling guideline).
- This form must be completed and submitted as part of your application under Pt V of the EP Act. Supporting information must be set out based on the [Report Template: Better practice organics recycling](#) (report template) that provides further guidance.
  - Supporting information requirements include where you are to describe, demonstrate, attach, or otherwise provide supporting information.
- You must complete your application using the organics recycling guideline and provide sufficient supporting information to demonstrate that you can achieve all the relevant EPOs.
- The information requirements set out in this form are not exhaustive.
- If this form and supporting information is submitted and is incomplete or materially incorrect, the Chief Executive Officer of Department of Water and Environmental Regulation (the department) will decline to deal with the application and advise the applicant accordingly.
- Please contact the department Industry Regulation Waste Industries Branch via phone (6364 7000) or email ([info@dwer.wa.gov.au](mailto:info@dwer.wa.gov.au)) if you are unsure about the instructions or requirements of this form.

#### Part 1 Achieving better practice

##### Instructions

- This form is provided to help you demonstrate that the relevant EPOs, as set out in table 2 of the organics recycling guideline, can be achieved at your facility.
  - All applications must demonstrate that all relevant EPOs can be achieved.
- If you select 'yes', you are to demonstrate in your supporting information how all relevant EPOs can be achieved at your facility.
- If you select 'no', you are still required to address how you will comply with your obligations under the EP Act. If you select 'no' or are unsure, you may contact the department for additional guidance.

Can you achieve, and/or do you commit to achieving, all relevant EPOs in operating your organics recycling facility?

Yes

No

Part 2 Scope of organics recycling activities	
<b>Instructions</b>	
<ul style="list-style-type: none"> <li>The organics recycling guideline applies to facilities that process or compost organic material (including wastes) to produce recycled organic products. These premises are prescribed under categories 61A and/or 67A in Schedule 1 of the <i>Environmental Protection Regulations 1987</i> (EP Regulations). Further information is provided in section 2 <i>Scope</i> of the organics recycling guideline.</li> <li>Complete template table 1 in the report template and provide sufficient supporting information to describe the scope and types of organics recycling activities undertaken and/or proposed at your facility.</li> </ul>	
<b>2.1 Prescribed premises categories (select all applicable activities to your facility)</b>	
61A: Solid waste facility <input type="checkbox"/>	67A: Compost manufacturing <input checked="" type="checkbox"/> Other category/categories <input type="checkbox"/>
<b>2.2 Prescribed premises and activity maps/plans</b>	
Does your supporting information include maps and plans that effectively address the scope of your organics recycling activities and the requirements of this form?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Part 3 Environmental siting	
<b>Instructions</b>	
<ul style="list-style-type: none"> <li>You must complete an environmental siting assessment using template table 2 in the report template; further guidance is provided in section 3 of the report template and section 7 <i>Environmental siting</i> of the organics recycling guideline.</li> </ul>	
Have you completed template table 2 of the report template, addressing all identified environmental siting criteria?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Have you provided maps in your supporting information to demonstrate the accuracy of the responses given in template table 2 of the report template?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Have you identified if your premises is located in a metropolitan, regional or remote location and considered where this influences the selection and use of any benchmark or alternative controls?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Part 4 Feedstocks and waste acceptance	
<b>Instructions</b>	
<ul style="list-style-type: none"> <li>This section must be completed in conjunction with the organics recycling guideline section 8.1 <i>Feedstocks</i>. The feedstock waste types that you propose to accept influences the types of controls needed to achieve all other EPOs set out in the organics recycling guideline.</li> <li>All standard feedstock and waste types must be classified, categorised and risk rated in accordance with the approach set out in table 4 of the organics recycling guideline.</li> <li>All non-standard feedstocks and waste types must be demonstrated to have a beneficial outcome for product quality.</li> <li>Complete template table 3 in the report template and provide sufficient supporting information.</li> </ul>	
Have you completed template table 3 of the report template, listing all feedstocks or wastes proposed to be accepted for organics recycling?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are non-standard feedstocks proposed to be accepted for organics recycling?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Have you included additional information for all non-standard feedstocks, including characterisation and ongoing analysis and conformance assessment details?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A
Have you included information on how the benchmark controls under section 8.1 <i>Feedstocks</i> of the organics recycling guideline will be applied, are not relevant, or how suitable alternative controls will be applied?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Part 5 Infrastructure and equipment		Part 6 Operations	
<b>Instructions</b>			
<ul style="list-style-type: none"> <li>This section must be completed in conjunction with the organics recycling guideline sections 8.2 – 8.9. Determine if and detail, with sufficient supporting information, how the benchmark controls will be applied at your facility, how they are not relevant to your facility, or how alternative controls will be applied to achieve the EPOs.</li> </ul>			
<b>Emissions to land and water (leachate containment system)</b>			
Have you included information on infrastructure and equipment controls?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	Have you included information on operational controls?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A
Have you included information on planning controls (design of the leachate containment system capacity and construction quality assurance benchmarks)?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A
<b>Odour control</b>			
Have you included information on infrastructure and equipment controls?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	Have you included information on operational controls?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A
<b>Point source emissions to air (anaerobic digestion facilities)</b>			
Have you included information on infrastructure and equipment controls?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	Have you included information on operational controls?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A
<b>Dust control</b>			
Have you included information on infrastructure and equipment controls?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	Have you included information on operational controls?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A
<b>Noise control</b>			
Have you included information on infrastructure and equipment controls?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	Have you included information on operational controls?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A
<b>Emissions of litter and debris</b>			
Have you included information on infrastructure and equipment controls?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	Have you included information on operational controls?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A
<b>Fire prevention and management</b>			
Have you included information on infrastructure and equipment controls?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	Have you included information on operational controls?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A
Have you included information on planning controls (fire and emergency management plan benchmarks)?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A
<b>Vectors</b>			
Have you included information on infrastructure and equipment controls?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	Have you included information on operational controls?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A

Part 7 Product quality					
<b>Instructions</b>					
<ul style="list-style-type: none"> <li>This section must be completed in conjunction with the organics recycling guideline section 8.10 <i>Product quality</i>.</li> <li>Complete template table 4 in the report template and provide sufficient supporting information. Provide supporting information on the feedstocks, process, pasteurisation, sampling and testing requirements for each product type.</li> </ul>					
Have you completed template table 4 of the report template addressing all product types proposed to be produced at your organics recycling facility?					<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Category A products		Category B products		Liquid products	
Will category A products be produced?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Will category B products be produced?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Will liquid products be produced?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Have you addressed how the benchmark controls for category A products are applied?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	Have you addressed how the benchmark controls for category B products are applied?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	Have you addressed controls for the production of fit-for-purpose liquid products?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A
Have you included information on how the controls for sampling and testing of all product types will be applied?					<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Have you included information on how the controls for product quality record keeping of all product types will be applied?					<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Part 8 Monitoring, record keeping and reporting					
<b>Instructions</b>					
<ul style="list-style-type: none"> <li>This section must be completed in conjunction with the organics recycling guideline section 9 <i>Recordkeeping and reporting</i>; additional monitoring, record keeping and reporting benchmark controls are addressed under specific EPOs in the organics recycling guideline (for example sections 8.1 <i>Feedstocks</i>, 8.2 <i>Emissions to land and water</i>, 8.4 <i>Point source emissions to air</i>, and 8.10 <i>Product quality</i>).</li> </ul>					
8.1 Monitoring					
Have you included information on monitoring of the volume of inputs (waste and feedstocks) and outputs (products and wastes)?					<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Have you included information on monitoring of the quality of feedstocks/waste accepted?					<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Have you included information on monitoring of relevant infrastructure and equipment?					<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Have you included information on monitoring of relevant operational parameters, including any monitoring of pasteurisation processes?					<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Have you included information on monitoring of ambient environmental conditions, including any monitoring of groundwater?					<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Have you included information on monitoring of product quality?					<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
8.2 Record keeping and reporting					
Have you included information on the record keeping and reporting for the items listed in section 9 of the organics recycling guideline?					<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Part 9 Additional approvals	
<p><b>Instructions</b></p> <ul style="list-style-type: none"> <li>• Operators may require additional approvals outside the requirements of Pt V Division 3 of the EP Act that may include matters relevant to the assessment process. For example, to demonstrate other relevant approvals are in place and/or avoid potential regulatory duplication.</li> <li>• In your supporting information, complete template table 7 in the report template and advise whether the approval has been obtained, is required and yet to be obtained, or if the approval is not relevant for your facility. Where an approval is relevant to your premises/ organics recycling facility: <ul style="list-style-type: none"> <li>○ you must provide the reference number for EP Act and department-related approvals</li> <li>○ you must provide a copy of that approval for all relevant other approvals in your supporting information.</li> </ul> </li> <li>• Supporting information must establish the status of any relevant approvals, including any limitations on the operations of your organic recycling facility.</li> </ul>	
<b>9.1 EP Act and department-related approvals</b>	
Are any additional EP Act and department-related approvals obtained or required? (Including approvals under Part IV of the EP Act, clearing approval, licence to take water and controlled waste transport)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>9.2 Other approvals</b>	
Are any additional approvals obtained or required? (Including Department of Health for acceptance of human waste and Department of Energy, Mines, Industry Regulation and Safety for storage of dangerous goods)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No