Guidelines for the Management of Hazardous Waste

Module 1: Identification and record-keeping

Introduction

This 1st Module of the Guidelines for the Management of Hazardous Waste focusses on the identification of hazardous waste, and proposes a system for record-keeping of hazardous waste management. The purpose of this module is to develop consistent language in hazardous waste identification, and to apply this consistent language to a standardised record-keeping system.

The information gathered during record-keeping will be useful for the following reasons:

- Hazardous waste generators and transporters will be able to provide evidence that hazardous wastes are transported, treated, and disposed at recognised facilities
- Treatment and disposal facilities will benefit by knowing the source of hazardous wastes entering their site, and can adjust their treatment processes accordingly
- Generators and operators of treatment and disposal facilities can use the record-keeping information to develop waste minimisation initiatives for hazardous waste
- Local Government will be able to request information from handlers of hazardous waste in order to monitor risks to human health and the environment
- Central Government will have access to national statistics on hazardous waste generation and management to help guide policy decisions

At this stage, the information gathered during record-keeping will not be fed into a central database. However, councils can ask in confidence for access to the information from hazardous waste handlers. As record-keeping becomes a more commonplace and accepted practice, centralised systems for collecting information and generating summary statistics will be developed by central and local government.

1. How to identify hazardous waste

Identifying a material as a hazardous waste requires a certain degree of professional knowledge about the processes that generate hazardous waste, and the chemical and physical characteristics of the waste. Most handlers of hazardous waste will have the knowledge and experience needed to identify hazardous waste correctly. However, in some instances it is uncertain whether a material is a hazardous waste or not. It is important that a consistent process is followed when determining whether a waste is hazardous. We have put together a Hazardous Waste Identification Flowchart for you to follow when determining whether a waste is hazardous. Information on how to apply the criteria outlined in the flowchart can be found in the following sections of these Guidelines.

2. How to interpret the Draft Definition of Hazardous Waste

According to the Draft Definition of Hazardous Waste, hazardous waste is any waste that:

- Contains hazardous substances at sufficient concentrations to exceed the minimum degrees of hazard specified by Hazardous Substances (Minimum Degrees of Hazard) Regulations 2000 under the Hazardous Substances and New Organism Act 1996, or
- Meets the definition for infectious substances included in the Land Transport Rule: Dangerous Goods 1999 and NZ Standard 5433: 1999 – Transport of Dangerous Goods on Land, or
- Meets the definition for radioactive material included in the Radiation Protection Act 1965 and Regulations 1982.

Minimum Degrees of Hazard

Once a material has been defined as a waste (see How to tell if a material is a waste), there must be technical criteria to determine if it is a hazardous waste. The hazardous characteristics that form the basis for these criteria are:

- Explosiveness
- Flammability
- Capacity to oxidise
- Toxicity
- Corrosiveness
- Eco-toxicity
- Infectiousness
- Radioactivity

A waste is not defined as hazardous unless it contains hazardous substances at sufficient concentrations to exceed thresholds for at least 1 of the hazardous characteristics listed above. In addition, a waste is hazardous if, upon contact with air or water, it generates a substance (e.g. leachate, gas) that exhibits any of the hazardous characteristics.

Detailed information on the thresholds for each hazard characteristic (not including infectiousness and radioactivity), and acceptable testing methods can be found in the User Guide to the HSNO Thresholds and Classification (2001). Information on the infectious and radioactive characteristics is outlined below.

Infectious Characteristics

Infectious wastes are wastes that meet the definition for "infectious substance" in the Land Transport Rule: Dangerous Goods 1999 and New Zealand Standard 5433: 1999 – Transport of Dangerous Goods on Land:

> "Substances known, or reasonably expected, to contain pathogens, including bacteria, viruses, rickettsia, parasites, fungi or recombinant micro-organisms (hybrid or mutant) that are known, or reasonably expected, to cause infectious disease in humans and animals that are exposed to them."

According to section 2.17 of NZS 5433: 1999, infectious wastes shall be identified by inclusion of the word “waste” in the Proper Shipping Name of the substance e.g. waste infectious substances, affecting humans (UN No 2814).

Radioactive Characteristics

According to the Radiation Protection Act 1965, radioactive material means any article containing a radioactive substance giving it a specific radioactivity exceeding 100 kilobecquerels per kilogram and a total radioactivity exceeding 3 kilobecquerels. Radioactive substance means a radionuclide or mixture of radionuclides, either alone or in chemical combination with other elements.

Guidance on identifying radioactive wastes can be found in documents published by the National Radiation Laboratory, specifically *Radioactive Waste Disposal – Policies and Practices in New Zealand (1996).*

3. How to use the New Zealand Waste List

The New Zealand Waste List (L-Code) provides guidance on wastes that are generated by various industry sectors and municipal wastes. The L-Code contains a wide range of wastes including those that are regarded as hazardous.

The L-Code was adopted from the European Waste Code (EWC), a list of wastes used by European authorities to identify and classify wastes (European Council Directive Decision 2000/532/EC). In order to ensure that the EWC was relevant to New Zealand waste management, the Hazardous Waste team at the Ministry for the Environment consulted on the L-Code with representatives from industry and local government. The consultation was completed with 50 businesses in early 2001. The L-Code has also been used as the primary classification in a hazardous waste survey with 1300 businesses in the Waikato and Bay of Plenty regions, and in an industry waste programme in the Marlborough region for the past 18 months. The results of these consultation rounds showed that the EWC was useful and covered most wastes produced by New Zealand industry with some minor changes.

NOTE: The L-Code is subject to change, based on feedback from users. The most recent version of the L-Code is available online at www.mfe.govt.nz/wasteline, or by contacting Jonathan Coakley.

To categorise a waste according to the New Zealand Waste List, follow these steps:

1. Identify the source generating the waste in categories 01 to 12 or 17 to 20 and identify the appropriate six-digit code of the waste (excluding codes ending with 99 of these categories). Alternatively, perform a search on the online New Zealand Waste List (www.mfe.govt.nz/wasteline) and select the appropriate source of the waste.

Note that a specific production unit, business or industry may need to classify its activities in several categories. For instance, a car manufacturer may find its wastes listed in categories 12 (wastes from shaping and surface treatment of metals), 11 (inorganic wastes containing metals from metal treatment and the coating of metals) and 08 (wastes from the use of coatings), depending on the different process steps.

2. If no appropriate waste code can be found in categories 01 to 12 or 17 to 20 then categories 13, 14, and 15 must be examined to identify the waste.
3. If none of these waste codes in categories 13, 14, or 15 apply, then identify the waste according to category 16.
4. If the waste is not in category 16, the 99 code (wastes not otherwise specified) must be used in the section of the list corresponding to the category identified in step 1.
5. Any waste on the list marked with an asterisk (*) is regarded as a hazardous waste according to the Draft Definition of Hazardous Waste. However, the waste is unequivocally hazardous only if the concentrations of

hazardous substances in the waste (i.e. percentage by weight) are such that the waste exceeds any of the thresholds specified in the Draft Definition of Hazardous Waste.

6. For the purpose of the New Zealand Waste List, "hazardous substance" means any substance that has been or will be classified as hazardous under the Hazardous Substances and New Organisms Act (1996) and the Hazardous Substances (Minimum Degrees of Hazard) Regulations 2001; "heavy metal" means any compound of antimony, arsenic, cadmium, chromium (VI), copper, lead, mercury, nickel, selenium, tellurium, thallium and tin, including these metals in metallic form, as far as these are classified as hazardous substances.

For example, a timber processing plant may generate the following wastes:

1. *Bark and cork from sawing timber before treatment*
   - *03 Wastes from wood processing and the production of panels and furniture, pulp, paper and cardboard*
   - *03 01 Wastes from wood processing and the production of panels and furniture*
   - *03 01 01 waste bark and cork*

   This waste is not marked with an asterisk; therefore it is not a hazardous waste

2. *Waste CCA timber treatment chemicals*
   - *03 Wastes from wood processing and the production of panels and furniture, pulp, paper and cardboard*
   - *03 02 Wastes from wood preservation*
   - *03 02 03* organometallic wood preservatives*

   This waste is marked with an asterisk; therefore it is a hazardous waste

3. *Contaminated lubricating oil from machinery*
   - *13 Oil wastes and wastes of liquid fuels (except edible oils, 05 and 12)*
   - *13 02 Waste engine, gear and lubricating oils*
   - *13 02 05* mineral-based non-chlorinated engine, gear and lubricating oils transmission oils*

   This waste is marked with an asterisk; therefore it is a hazardous waste

Note that not all wastes in the example industry above are included in the same L-Code category (e.g. wastes are found in the 03 and 13 categories). It is important that when you identify a waste using the L-Code, the instructions above are followed consistently to ensure you select the appropriate waste code.

4. How to use the Record-keeping forms

Keeping records of hazardous waste generation, storage, transportation, treatment, and disposal is important to ensure hazardous waste is properly managed. Businesses benefit by having a clear "audit trail" that can be presented to regulatory authorities, and also by having access to information to help pinpoint waste generation practices. Transporters and treatment and disposal facilities usually keep records on the materials they accept (often through invoices or manifest systems). However, these records are often not to a consistent standard. Standardised record-keeping forms can be used to ensure common understanding in hazardous waste management. Record-keeping information can also feed into regional and national waste minimisation and management programmes and waste statistics.

Under existing legislation, handlers of hazardous substances are often required to maintain consistent records. For example, the Hazardous Substances and New Organisms Act (HSNO) 1996 requires tracking of highly hazardous substances from cradle to grave. The definition of "hazardous substances" in the HSNO Act does not generally include hazardous waste – this is particularly true if the hazardous waste is mixed or of unknown composition.

The Land Transport Rule: Dangerous Goods 1999 requires documentation to be held during transport of dangerous goods specified in NZ Standard 5433:1999 Transport of Dangerous Goods on Land. Similar to the HSNO tracking requirements, this record-keeping system does not require documentation to be kept on hazardous waste transport in most cases; therefore a separate system is required to effectively implement hazardous waste record-keeping.

In this section, we propose a standard record-keeping form to be used by generators, transporters, and treatment and disposal operators dealing with hazardous waste. The form is intended to be a guide to consistent record-keeping, and may be modified to fit within existing invoicing and manifest systems. The required information needed to ensure consistency is indicated and explained below.

Using the forms if you are a generator of hazardous waste

If you are a generator of hazardous waste, you are responsible for ensuring the environmentally sound management of hazardous waste while it is in your possession. You can ensure that you have appropriate records on hazardous waste management by using the Hazardous Waste Transfer Form. To use this form, follow these instructions:

1. Copy the Hazardous Waste Transfer Form (or incorporate the indicated required fields into your existing record-keeping system)
2. Assign a unique serial number to the waste. It is up to you how you assign this serial number. However, it is important that you put a unique identifier in the code. For example, you can use the invoice number from the waste transporter. Or, simply use the short form of the date preceded by your

company name e.g. Go Metals 2002-06-17. If you have multiple shipments in a day, add a number to the end e.g. Go Metals 2002-06-17 1. The purpose of this information is to ensure that each form has a unique identifier if you wish to pull out this information at a later date.

3. Fill in the "Hazardous Waste Generator Details" section with information on your operations, including contact details. The ANZSIC Code is a universal standard that classifies your industry and type of business. It is made up of two parts, (1) a four-digit Business ANZSIC Code, eg. 8432, and (2) a Business Description, eg. Technical and Further Education. All codes and descriptions are listed on the Australian Bureau of Statistics (ABS) website. To find your ANZSIC code and business description:
    a. Select the Division that best describes your industry, eg. Division N - Education
    b. Select the four-digit code and description that best describes your type of business, eg. 8432 Technical and Further Education
4. Fill in the "Hazardous Waste Details" section with information on the hazardous waste you are managing. If you are incorporating standardised record-keeping into your existing record-keeping systems, required information is indicated below.
    a. Waste Description – describe the waste that is produced (e.g. solvent sludges from machinery degreasing)
    b. Quantity ***(required information)*** – indicate the amount of the waste in the appropriate units. If you know the mass of waste, report the amount in tonnes. Otherwise, report the volume of waste in cubic metres. If it is not possible to measure the waste mass or volume, make an estimate of the amount of waste.
    c. Form of contained hazardous waste ***(required information)*** – indicate the form of the waste by checking the appropriate box
    d. Dangerous Good? – is the waste a Dangerous Good as classified under the repealed Dangerous Goods Act 1974, or the Hazardous Substances and New Organisms Act 1996 (HSNO)? Do you require a dangerous goods license or HSNO approval to have the waste material on-site?
    e. Container Type – indicate the type of container the material is in (e.g. IBCs, drums, pails, boxes)
    f. No containers – indicate the number of containers that are used to contain the waste
    g. L-Code ***(required information)*** – determine the appropriate 6-digit L-Code from the New Zealand Waste List (see How to use the New Zealand Waste List). The New Zealand Waste List is attached as an appendix, or can be accessed online at www.mfe.govt.nz/wasteline
    h. W-Code – determine the appropriate W-Code entry i.e. the reason why the material is a "waste". For information on how to apply the W-Code see How to tell if a material is a waste.
    i. D/R-Code – determine the appropriate D-Code (disposal operation) or R Code (recovery and recycling operation) for the waste. This code should indicate the ultimate fate of the waste e.g. a waste that is stored, transported, and then treated before disposal to landfill should be assigned D1 - Deposit into or onto land. For information

on how to apply the D/R-Codes see How to tell if a material is a waste.

5. Fill in the "Hazardous Waste Transporter Details" section with information on the waste transporter. You may ask the waste transporter to fill in this section of the form to ensure accuracy. If you are disposing the waste on-site, via sewer, or by another method that does not involve a transporter, indicate this on the form.
6. Fill in the "Hazardous Waste Recipient Details" section with information on the organisation that will ultimately take the waste for storage, treatment, and/or disposal. This may be a hazardous waste treatment facility or landfill, depending on the level of treatment required and access to disposal facilities. If you do not know this information, you can ask the waste transporter to fill in this section.
7. Sign and date the form. If you are passing on the hazardous waste to a transporter, ensure that the transporter signs the form before leaving your site. Retain a copy of the form for your records, and give one copy to the transporter to accompany the hazardous waste shipment. If you are transporting the waste yourself, pass on a copy of the completed form the waste treatment or disposal facility that is taking the waste. If you are storing, treating, or disposing of the waste on-site, keep the form on your records for future reference.

Click here to see an example of a completed record-keeping form for a timber processing plant sending waste timber treatment chemicals to a hazardous waste treatment facility, then disposal to landfill.

Using the forms if you are a transporter of hazardous waste

If you are a transporter of hazardous waste, you are also responsible for ensuring the environmentally sound management of hazardous waste while it is in your possession. You can ensure that you have appropriate records on hazardous waste management by ensuring generators completely fill out the Hazardous Waste Transfer form (see above - Using the forms if you are a generator of hazardous waste), and by using the Hazardous Waste Receipt Form. To use these forms, follow these instructions:

1. Obtain a copy of the completed and signed Hazardous Waste Transfer Form from the hazardous waste generator when you go to pick up the hazardous waste. Sign the form yourself, and keep a copy with the waste shipment.
2. When you transfer the waste shipment to the final recipient (e.g. treatment facility or landfill), get them to sign and date the form to confirm their acceptance of the hazardous waste. Keep a copy of the completed, signed form for your records and give a copy to the waste recipient. For mixed shipments with multiple different wastes, pass all the completed individual waste transfer forms to the recipient.

Using the forms if you are a recipient of hazardous waste

If you are a recipient of hazardous waste, you are also responsible for ensuring the environmentally sound management of hazardous waste while it is in your possession. You can ensure that transporters adequately declare information

on the hazardous waste they are passing on to you. By asking the waste transporter for a completed copy of the Hazardous Waste Transfer Form, you will have a clear idea of the waste source. This information will enable hazardous waste treatment facilities to to tailor treatment operations to suit the waste. Landfill operators will also have valuable information on the waste source to check against their acceptance criteria for disposal. If you plan to accept the hazardous waste shipment from the transporter, sign the completed Hazardous Waste Transfer form and keep a copy for your records. If the tranporter is bringing a combined shipment to your facility (i.e. mixed waste), ensure that the sum of the individual waste quantities (specified in individual transfer forms) match the total amount of the shipment.

Generating summary reports

A key benefit of record-keeping is being able to generate summary reports on waste generation and management for a specified time period. For a generator of waste, this information can be used in environmental, or triple bottom line reporting. In addition, good information on waste generation and management is critical for the establishment of waste minimisation programmes within industry. Transporters and treatment and disposal operators will also be able to monitor their core business and adjust their processes accordingly.

To complete summary reports, it is important that accurate records are kept for hazardous waste. By using the forms specified above, you can ensure consistency in the identification of hazardous waste types and quantities. This information can be summarised in the Hazardous Waste Summary Report Form. This form also includes a section for you to indicate waste minimisation efforts during the period.

Summary data for different types of hazardous waste should be collated into the Hazardous Waste Summary Report Form. The amounts of hazardous waste going to different management processes (e.g. stored/treated on site, recycled, transported) can be calculated from the Hazardous Waste Transfer Form (or similar internal records) and recorded in the appropriate section of the Hazardous Waste Summary Report Form.

It is recommended that you fill in the Hazardous Waste Summary Report Form at regular intervals, depending on the amount of hazardous waste generated or managed (e.g. monthly for large total quantities, yearly for smaller total quantities). The L-Code of the waste should be clearly indicated, along with the W-Code and D/R-Codes if applicable. Page 2 of the Summary Report Form can be copied to allow for more waste types.

5. How to tell if a material is a waste

This information has been prepared by the Ministry for the Environment to provide guidance to industry and organisations involved in managing hazardous or other wastes. The information in this paper is based upon documents produced by the Environment Australia (EA), and the Organisation for Economic Cooperation and Development (OECD). The following section outlines a procedure to follow when determining whether a particular material is a waste. The reasons for this procedure is to give handlers of hazardous waste clear direction on what materials will be subject to upcoming waste controls (e.g. record-keeping) or other instruments as part of the New Zealand Waste Strategy (2002).

Definition of Waste

It is not always obvious whether a material is a waste or not and this section seeks to identify common factors which can be evaluated to indicate whether or not a material may be regarded as a waste. These factors should only be used as a guide to identifying wastes, and will not be applicable in every instance.

Waste is defined in the New Zealand Waste Strategy (2002) as any material, whether it is liquid, solid or gas, that is unwanted and unvalued and discarded or discharged by its holder.

In the context of defining waste, 3 codes are used to describe what's "unwanted and unvalued" and "discharged or discharged". The W-Code gives examples of materials that are "unwanted and unvalued" and should be considered when determining the status of a material as a waste.

W-Code: Categories of materials that are unwanted or unvalued

This list is taken from Table 1 of OECD Decision C(88)90(Final).	
W1	Production residues not otherwise specified below
W2	Off-specification products
W3	Products whose date for appropriate use has expired
W4	Materials spilled, lost or having undergone other mishap including any materials, equipment etc. contaminated as a result of the mishap
W5	Materials contaminated or soiled as a result of planned actions (e.g. residues from cleaning operations, packing materials, containers, etc.)
W6	Unusable parts (e.g. reject batteries, exhausted catalysts, etc.)
W7	Substances which no longer perform satisfactorily (e.g. contaminated acid, contaminated solvents, exhausted tempering salts, etc.)
W8	Residues of industrial processes (e.g. slags, still bottoms, etc.)
W9	Residues from pollution abatement processes (e.g. scrubber sludges, baghouse dusts, spent filters, etc.)
W10	Machining/finishing residues (e.g. lathe turnings, mill scales, etc.)
W11	Residues from raw materials processing (e.g. mining residues, oil field slops, etc.)
W12	Adulterated materials (e.g. oils contaminated with PCBs, etc.)

W13	Any materials, substances or products whose use has been banned by law in the country of exportation
W14	Products for which there is no further use (e.g. agriculture, household, office, commercial and shop discards, etc.)
W15	Materials, substances or products resulting from remedial actions with respect to contaminated land
W16	Any materials, substances or products which the generator or exporter declares to be wastes and which are not contained in the above categories

In the context of defining waste, “discarded or discharged” relates to a variety of waste management processes. These waste management processes vary from landfill disposal for solid wastes, to recovery operations for solvents for example. The D/R-Codes specify waste management processes, and provide clarification for the term “discarded or discharged” in the Strategy definition of waste. The D-Code illustrates processes by which materials, which are no longer fit for their originally intended purpose, are subjected to final disposal (e.g. landfill, tradewaste, and treatment before disposal). Similarly, the R-Code illustrates processes by which materials, which are no longer fit for their originally intended purpose, are transformed into a usable state or by which materials are extracted in usable form.

If a material is “unwanted or unvalued” according to the W-Code and is destined for a waste management process listed in the D/R-Codes then it is a waste.

D-Code: Disposal Operations which do not lead to the possibility of Resource Recovery, Recycling, Reclamation, Direct Re-use or Alternative Uses

This table is meant to encompass all disposal operations which occur in practice, whether or not they are adequate from the point of view of environmental protection. It is taken from Annex IVA of the Basel Convention, or Table 2A of OECD Decision C(88)90(Final).	
D1	Deposit into or onto land (e.g. landfill, etc.)
D2	Land treatment (e.g. biodegradation of liquid or sludgy discards in soils, etc.)
D3	Deep injection (e.g. injection of pumpable discards into wells, salt domes or naturally occurring repositories, etc.)
D4	Surface impoundment (e.g. placement of liquid or sludge discards into pits, ponds or lagoons, etc.)
D5	Specially engineered landfill (e.g. placement into lined discrete cells which are capped and isolated from one another and the environment, etc.)
D6	Release into a water body except seas/oceans
D7	Release into seas/oceans including sea-bed insertion
D8	Biological treatment not specified elsewhere in this table or the R-Code which results in final compounds or mixtures which are discarded by means of any of the operations in this table
D9	Physico-chemical treatment not specified elsewhere in this table or the

	R-Code which results in final compounds or mixtures which are discarded by any of the operations in this table
D10	Incineration on land
D11	Incineration at sea
D12	Permanent storage (e.g. emplacement of containers in a mine, etc.)
D13	Blending or mixing prior to submission to any of the operations in this table
D14	Repackaging prior to submission to any of the operations in this table
D15	Storage pending any of the operations in this table

R-Code: Disposal Operations which may lead to Resource Recovery, Recycling, Reclamation, Direct Re-Use or Alternative Uses

This table is meant to encompass all operations with respect to materials considered to be wastes and which otherwise would have been destined for disposal operations included in Table 1. It is taken from Annex IVB of the Basel Convention, or Table 2B of OECD Decision C(88)90(Final).	
R1	Use as a fuel (other than in direct incineration i.e. disposal operations D10 and D11) or other means to generate energy
R2	Solvent reclamation/regeneration
R3	Recycling/reclamation of organic substances which are not used as solvents
R4	Recycling/reclamation of metals and metal compounds
R5	Recycling/reclamation of other inorganic materials
R6	Regeneration of acids or bases
R7	Recovery of components used for pollution abatement
R8	Recovery of components from catalysts
R9	Used oil re-refining or other reuses of previously used oil
R10	Land treatment resulting in benefit to agriculture or ecological improvement
R11	Uses of residual materials obtained from any of the operations numbered R1-R10
R12	Exchange of wastes for submission to any of the operations numbered R1-R11
R13	Accumulation of material intended for any operation listed above

Hazardous Waste Transfer Form

SERIAL NUMBER

HAZARDOUS WASTE GENERATOR DETAILS			
NAME OF ORGANISATION		ANZSIC CODE	
POSTAL ADDRESS		SUBURB/CITY	
STREET ADDRESS		SUBURB/CITY	
CONTACT NAME	PHONE NUMBER	FAX NUMBER	E-MAIL ADDRESS

HAZARDOUS WASTE DETAILS		
WASTE DESCRIPTION	QUANTITY (m^3/TONNES)	
FORM OF CONTAINED HAZARDOUS WASTE ☐ SOLID ☐ SOIL LIKE ☐ LIQUID ☐ GAS ☐ POWDER ☐ PASTE		
DANGEROUS GOOD? ☐ YES ☐ NO	CONTAINER TYPE	NUMBER OF CONTAINERS
L-CODE	W-CODE W	D/R CODE D or R

HAZARDOUS WASTE TRANSPORTER DETAILS			
NAME OF ORGANISATION		VEHICLE REGISTRATION NUMBER	
POSTAL ADDRESS		SUBURB/CITY	
STREET ADDRESS		SUBURB/CITY	
CONTACT NAME	PHONE NUMBER	FAX NUMBER	E-MAIL ADDRESS

HAZARDOUS WASTE RECIPIENT DETAILS			
NAME OF ORGANISATION			
POSTAL ADDRESS		SUBURB/CITY	
STREET ADDRESS		SUBURB/CITY	
CONTACT NAME	PHONE NUMBER	FAX NUMBER	E-MAIL ADDRESS

SIGNATURES		
WASTE GENERATOR	WASTE TRANSPORTER	WASTE RECIPIENT
DATE	DATE	DATE
SIGNATURE	SIGNATURE	SIGNATURE

Hazardous Waste Summary Report Form

SERIAL NUMBER

WASTE GENERATOR DETAILS		
NAME OF ORGANISATION		
TYPE OF INDUSTRY/FACILITY		ANSIC CODE
POSTAL ADDRESS		SUBURB/CITY
STREET ADDRESS		SUBURB/CITY
CONTACT NAME		TITLE
PHONE NUMBER	FAX NUMBER	E-MAIL ADDRESS
REPORTING PERIOD to		

SIGNATURE		
I confirm that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to ensure that qualified personnel properly gather and evaluate the information submitted.		
NAME (PRINT)	SIGNATURE	DATE

INFORMATION ON WASTE MINIMISATION EFFORTS DURING REPORTING PERIOD

HAZARDOUS WASTE SUMMARY REPORT FORM (cont'd)

HAZARDOUS WASTE SUMMARY INFORMATION		
WASTE DESCRIPTION		
L-CODE	W-CODE W	D/R CODE D or R
QUANTITY GENERATED (m^3/TONNES)		
QUANTITY STORED ON-SITE (list maximum quantity stored at any time during year) (m^3/TONNES)		
QUANTITY TREATED ON-SITE (m^3/TONNES)		
QUANTITY DISPOSED OF ON-SITE (m^3/TONNES)		
QUANTITY RECYCLED/REUSED/RECOVERED ON-SITE (m^3/TONNES)		
QUANTITY TRANSPORTED OFF-SITE BY VEHICLE (m^3/TONNES)		
QUANTITY DISCHARGED TO A PUBLIC SEWAGE TREATMENT PLANT VIA THE SEWERAGE SYSTEM (m^3)		

HAZARDOUS WASTE SUMMARY INFORMATION		
WASTE DESCRIPTION		
L-CODE	W-CODE W	D/R CODE D or R
QUANTITY GENERATED (m^3/TONNES)		
QUANTITY STORED ON-SITE (list maximum quantity stored at any time during year) (m^3/TONNES)		
QUANTITY TREATED ON-SITE (m^3/TONNES)		
QUANTITY DISPOSED OF ON-SITE (m^3/TONNES)		
QUANTITY RECYCLED/REUSED/RECOVERED ON-SITE (m^3/TONNES)		
QUANTITY TRANSPORTED OFF-SITE BY VEHICLE (m^3/TONNES)		
QUANTITY DISCHARGED TO A PUBLIC SEWAGE TREATMENT PLANT VIA THE SEWERAGE SYSTEM (m^3)		

Example Hazardous Waste Transfer Form

SERIAL NUMBER Jonny 101

HAZARDOUS WASTE GENERATOR DETAILS			
NAME OF ORGANISATION Jonny's Timber Treatment and Sawmilling		ANZSIC CODE 2311	
POSTAL ADDRESS PO Box 8		SUBURB/CITY Auckland	
STREET ADDRESS 57 Mount Pleasant Street		SUBURB/CITY Auckland	
CONTACT NAME Jonny Dangerously	PHONE NUMBER (09) 525 2525	FAX NUMBER (09) 252 2525	E-MAIL ADDRESS jonny@timber.co.nz
HAZARDOUS WASTE DETAILS			
WASTE DESCRIPTION Sludge containing timber treatment chemicals		QUANTITY (m^3/TONNES) 0.5 m^3	
FORM OF CONTAINED HAZARDOUS WASTE ☐ SOLID ☒ SOIL LIKE ☐ LIQUID ☐ GAS ☐ POWDER ☐ PASTE			
DANGEROUS GOOD? ☒ YES ☐ NO	CONTAINER TYPE Barrel	NO CONTAINERS 1	
L-CODE 03 02 03*	W-CODE W12	D/R CODE D9	
HAZARDOUS WASTE TRANSPORTER DETAILS			
NAME OF ORGANISATION Glenn's Hazardous Waste Services		VEHICLE REGISTRATION NUMBER TC6012	
POSTAL ADDRESS PO Box 25		SUBURB/CITY Auckland	
STREET ADDRESS 1 Quay Street		SUBURB/CITY Auckland	
CONTACT NAME Glenn Purchas	PHONE NUMBER (09) 456 4563	FAX NUMBER (09) 432 5434	E-MAIL ADDRESS glenn@waste.co.nz
HAZARDOUS WASTE RECIPIENT DETAILS			
NAME OF ORGANISATION Environmental Treatment Services			
POSTAL ADDRESS PO Box 52		SUBURB/CITY Auckland	
STREET ADDRESS 12 Westhaven Drive		SUBURB/CITY Auckland	
CONTACT NAME Paddy O'Reilly	PHONE NUMBER (09) 837 7373	FAX NUMBER (09) 987 6543	E-MAIL ADDRESS paddy@enviro.co.nz
SIGNATURES			
WASTE GENERATOR	WASTE TRANSPORTER	WASTE RECIPIENT	
DATE	DATE	DATE	
SIGNATURE	SIGNATURE	SIGNATURE	

Hazardous Waste Identification Flowchart