

Dealing With Asbestos Contamination in Works and Waste

A Council's Perspective

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Operations Manager – Central

JUNE 2017

Background

Following discovery of asbestos contamination in a series of mounds used to deter illegal roadside dumping during 2015, a review was commissioned to assess how this occurred and to assess sourcing of soil or fill for other Council projects to minimise this risk.

The review, undertaken by the Independent Audit Bureau (IAB), made numerous recommendations to improve Council's systems and processes surrounding waste classification and transportation.

2015 Media Coverage



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Wollongong council dumps asbestos along Old Princes Highway

KATE McILWAIN
12 May 2015, 10 p.m.

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Wollongong City Council's efforts to stop illegal roadside dumping have gone horribly wrong, with the organisation forced to admit it has unwittingly dumped piles of asbestos along the Old Princes Highway.

The council has targeted illegal dumpers by creating construction waste mounds along Illawarra roads for the past three years, and recently started placing piles of soil and other work-site waste along the dumping hot spot between Bulli Tops and Waterfall.

Less than a week after congratulating itself for the success of its dumping deferment scheme when questioned by the Mercury, the council called an embarrassing press conference on Tuesday to reveal the bungle.

"We have found small fragments of bonded asbestos in the fill material that was used, and we'll take any actions required to make that area safe in the future," director of planning Andrew Carfield said.

"The fill material was considered to be clean and suitable for this use, but clearly some safeguards there have failed and we'll need to take actions in the future to prevent this occurring again."



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Progress to date

- Council has undertaken an extensive review of procedures and policy.
- Since this review Council has trained over 400 staff in a range of new procedures including waste classification and transportation procedures
- The changes implemented over the past 12+ months also applies to Council contractors
- Council engaged ASBG to review success of new procedures and policies

What is waste ?

The Protection of the Environment Operations Act 1997 defines waste as **“any discarded, rejected, unwanted, surplus or abandoned substance.”**

- Does not therefore exclude substances that may be beneficially input into another process

and/or

- Material which is “clean” or safe for re-use

If it is surplus it is considered to be “waste”.

Why does council classify waste?

- Generators and waste facilities must classify waste in accordance with the procedures in the guidelines set out by NSW EPA.
- Waste can only be taken to, and accepted at, a waste facility which is lawfully authorised to receive, re-use and/or dispose of that classification or type of waste.

Different types of waste faced by Council

- Asbestos Waste
- Liquid Waste
- Hazardous Waste
- General Solid Waste (putrescible)
- General Solid Waste (non-putrescible)
- Building and Demolition Waste
- Garden Waste
- Virgin Excavated Natural Material
- Acid Sulphate Soils (ASS)

- Excavated Natural Material (for recycling and re-use only)
- Excavated Public Road Material (for recycling and re-use only)
- Reclaimed Asphalt Pavement (for recycling and re-use only)
- Compost
- Tyres
- Raw Mulch

CHALLENGE !

**NOT ALL LICENCED NSW WASTE DISPOSAL FACILITIES
USE NSW EPA WASTE CLASSIFICATION TERMINOLOGY**

Resource Recovery Orders and Exemptions

Where it can be demonstrated that a specific type of waste can safely be used for another purpose, rather than being disposed of in accordance with the waste regulations, the NSW Environment Protection Authority (EPA) may grant permission for that waste to be used for the specified purpose, through Resource Recovery Orders (RRO) and Resource Recovery Exemptions (RRE).

Source: NSW EPA

Resource Recovery Orders (RRO's)

RROs include conditions which generators and processors of waste must meet to supply the waste for land application

Resource Recovery Exemptions (RRE's)

RREs contain the conditions which consumers must meet to apply waste to land. They may include requirements on how to re-use or apply the waste, record-keeping (which is addressed through Council's Waste Classification system), reporting and other requirements.

Source: NSW EPA

The implementation of RRO's and RRE's have provided cost savings to Council and with further experience and staff education, significant savings can be made into the future

Waste classification related training provided to staff

- EPA Regulations
- Classification of waste (Docket system)
- RRO's and RRE's
- Erosion and sediment control
- Unexpected finds protocol
- Identification of contaminants (Asbestos focus)
- Removal of <math><10\text{m}^2</math> of bonded asbestos
- Contract management

CHANGE MANAGEMENT PROGRAM

Waste Classification Procedures



WCT Procedure



WCD Staff



**Waste
Classification Guide**



WCD Contractor



SOP Asbestos

Council Staff – Classification

- Council staff and contractors must fill in the classification docket for each load
- Classification is one of checking rather than initial assessment
- Asbestos awareness training and asbestos in waste training is a key part of the process
- Example training slide picture showing typical asbestos contamination



What happens to Waste Classification Dockets?

- Waste classification dockets are handed over at waste station weighbridge
- Duplicates are kept in waste classification book (for staff and contractors)
- Council's contract supervisor may request waste classification dockets throughout project or at time of invoicing
- All waste classification dockets are filed to an asset or project
- Any dockets recording asbestos finds more than 10m² on land managed by Council is referred to Environment Planning and Strategy Division for inclusion on Contaminated Lands Register

Questions ?

Or

Email: jbrown2@wollongong.nsw.gov.au

Description of Work:

Collection & Removal of Bonded Asbestos Containing Material (ACM) under 10Sq Mtrs – includes soil & fill:

This procedure applies where soil or fill has been found to be contaminated with small amounts of asbestos cement sheet or other **bonded** Asbestos Containing Material, which may have been disposed of incorrectly (illegally) or through inappropriate demolition of Asbestos Containing structures in the past.

This procedure **is not applicable** in the case of extensive contamination of an area >10m², has more than 10% Asbestos in a given area or which is contaminated with friable Asbestos. In this instance, it is appropriate to engage a licenced contractor, under the direction of an Asbestos Consultant (Assessor), to remove contaminated topsoil to a depth where there is no visible contamination or asbestos debris. As a guide - approx. 10cm Refer to WorkCover "Managing Asbestos in Soil in or on Soil" 2014



Photo: WorkCover NSW

Main Hazards:

- Exposure to Asbestos
- Contamination of land/drains
- Exposure to Public

PPE REQUIRED



Asbestos kit contents available from South/Central/North Stores

Disposable plastic bag (200 microns in thickness) X 2 (1large & 1 small)
P2 half mask Respirator* P2 mask may not be suitable for employees with beards – recommended they do not undertake this activity
PVC or similar disposable Gloves - optional
Safety Glasses (dust/objects) - optional
Water spray container with adjustable nozzle for mist/fine spray - soils
PVA or Soapy Water container for water spray – for buildings
Grabbers to pick up material - optional
Hazard Tape
Duct Tape
Coveralls – optional (Dust/dirt on clothing)

SAFETY RULES

Ensure workers have been trained/instructed in asbestos awareness and this procedure
All PPE to be checked and in good condition
P2 mask on first & off last – if employee has a beard or facial hair, may not be suitable
Where possible isolate area from workers/public
Spray the affected area with water/PVA solution to minimise dust and fragmentation of material (RA to determine if this is required)
All Asbestos to be placed in approved small plastic bag then used PPE into the 2nd large bag (200 mu) and sealed and placed in approved container (Depots)
Each bag to be double "Goose Neck" and tied off using duct tape

Standard Operating Procedure

Collection & Removal of Bonded asbestos material under 10Sq Mtrs – includes soil & fill:

Authorised by: Tom Tyrpenou
Division: Human Resources

Issue Date: 14/12/15

Review Date: 30/6/18

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Permits: (associated with task)

- Nil

Checklists: (associated with task)

- Drop off record

Team Training / Skills Required:

- Asbestos Awareness training
- Waste Classification
- Instruction on the safe collection & removal of bonded asbestos
- Instruction on the type and fitting of PPE
- Instruction on the removal of PPE & bagging of material
- Instruction on disposal of ACM

References:

- WHS Regulations 2011 (Chapter 8)
- COP How to Safely Remove Asbestos
- COP How to Manage & Control asbestos in the workplace
- Asbestos & Hazardous Materials Guidelines
- WHS Asbestos Management Procedure
- Managing Asbestos in or on Soil (WorkCover) 2014

Relevant Documentation:

- Waste Classification Guidelines
- Waste Classification docket
- SOP Unexpected Finds
- SOP Collection of Bonded ACM <10sq metres
- Record of collection and drop off to depots

1. PRE-Operation (must include environmental controls where required)

▪ Prepare work area

- Site has been assessed by responsible person and determined that trained council personnel can collect & dispose of **bonded** Asbestos
- Conduct assessment of the area to determine extent of contamination must be <10sq metres or less than 10% of given area)
- Determine the Asbestos is bonded – look for broken pieces of fibro that are intact this is bonded, if loose fibres can be clearly seen treat as friable & cease work
- Conduct site induction (if required) depends on amount of Asbestos & numer of personnel – basically who does what & ensure appropriate PPE & Hazbags available
- If required erect hazard tape around the work area (if minor contamination may not be required) quantity & time to remove will determine need for taping area.
- Keep Public away from immediate work area and asbestos removal kit
- Based on the assessment ensure all PPE is available and in good condition, check that the plastic bags are the right type (200 microns)

2. Operation

- For bonded Asbestos laying on the ground and not embedded in soil

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- Put on PPE (mask & gloves – optional for gloves) pick up by hand or grabbers
- Place Asbestos in approved plastic bag and tie off using double Goose Neck process
- Place used PPE in the 2nd bag along with 1st bag containing Asbestos & tie off – double Goose neck
- For Asbestos in soil or partially embedded –
 - Don't work in very dry top soil or fill – spray with water to dampen material
 - Dampen soil area with low pressure water spray or hose and keep moist .
 - Dig carefully and hand remove all visible pieces of Asbestos debris individually, so that the risk of Asbestos fibre inhalation is effectively eliminated – option to use grippers
 - Option is to use a rake over the soil
 - Excavate down to approx 10cm to ensure all material has been collected
 - Place & seal all Asbestos debris into labelled 200 micron asbestos waste bag
 - Remove PPE and place in 2nd bag - disposable respirators and gloves can then be removed and placed in the asbestos waste bag, **P2 mask is last to be removed**
 - Place the sealed bag with Asbestos into the 2nd bag then seal and tie off with duct tape – use Goose Neck method to tie off
 - Take the bag to approved drop off location/bin – one of the Depots (Nth/Central/Sth)

3. POST-Operation

- Dispose of all other waste, as asbestos waste – maybe minor soil deposits
- Wash hands and other body parts exposed
- Visually inspect the area to ensure it has been properly cleared of all visible Asbestos debris.
- Record details in daily work diary
- Depending on extent of contamination may need to advise Environment & Strategy Planning (ESP) - Contaminated Land. The Coordinator/Supervisor to consult with ESP and will advise if required

4. Drop off at Depots

- Transport sealed bags to depot (one of the above depots)
- Ensure bag is in secure part of vehicle (will not be dislodged)
- Deposit asbestos bag by using access code to open combination lock to asbestos bin.
- The Waste Collection Docket is to be completed by person depositing material in the Asbestos Bin. The form is to be signed off and placed in the blue file tray located at each of the depots.
- Record to be scanned and placed in relevant TRIM file to the depot Hazardous Work Processes – completed forms [North Depot – IW-925.06.024] [Central Depot – IW-925.06.027] [South Depot – IW-925.06.028]
- Copy of record to be sent to Tony Miskiewicz TMiskiewicz@wollongong.nsw.gov.au
Land Use Planning

Administrative procedure for depositing and recording information when bagged bonded asbestos is transported to a depot for disposal in approved asbestos bin.

When Bonded Asbestos material (under 10sqmtrs) has been identified, collected and bagged as per the Collection & Disposal of Bonded Asbestos procedure, the bagged material is to be transported to one of the depot locations (North/Central/South) depending on the location where the asbestos was collected and bagged for depositing into an approved asbestos bin.

Attached to this procedure is a record that must be completed by the responsible person collecting or depositing the material in the asbestos bin.

The completed record is then placed in the blue tray located in the administration office (marked asbestos records) and is to be scanned into the Depot TRIM 925 Container.

[North Depot – IW-925.06.024]

[Central Depot – IW-925.06.027]

[South Depot – IW-925.06.028]

Details of deposits into Asbestos Bin must be included within Asbestos Bin Deposit Register Z16/182283.

Process for depositing asbestos material during normal and after operational hours:-

Normal hours Monday - Friday

- Employee dropping off material takes asbestos material to the asbestos bin at one of the depots.
- Employee uses access code to unlock the lid to the asbestos bin and bag is placed into the bin, if no access to code employee to contact Administration Officer or Technical Officer to open
- The Waste Collection Docket is completed by the person collecting/depositing the asbestos material in the bin and is placed in the blue tray in the administration office.

After Hours:

Asbestos material can be dropped off at Central Depot, access to depot via swipe card. Access to asbestos bin by the combination lock.

If no access to Central depot, store the bag in a secure area and the next working day drop off at one of the Depots, record of collection to be completed and taken to depot where material is to be deposited into the marked blue tray in office.

Controller of Premises at Depots responsible for managing including monitoring and emptying of asbestos bin and associated administrative requirements.

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Collection & Removal of Bonded asbestos material under 10Sq Mtrs – includes soil & fill:


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Record of Collection of Bonded Asbestos Material & Deposit in Asbestos Bin

 <p>wollongong city of innovation</p>	<p>WASTE CLASSIFICATION DOCKET Number:</p> <p>DATE: WORK ORDER NO:</p> <p>PURCHASE ORDER NO: CREW CODE:</p> <p>PROJECT NAME:</p> <p>Person classifying the Waste: Name Signature</p> <p>Waste Source: (Street or Council asset / facility)</p> <p>Destination: (Street or Council asset / facility or waste facility name)</p> <p>Approximate Volume of Waste (Tonnage or cubic metres for Raw Mulch):</p> <p>Registration Number of Transport Vehicle:</p> <p>Inspection of Waste(✓) NB if any item with * is ticked, contact Supervisor immediately except where an unexpected find of bonded asbestos is less than 10 mt²</p> <p>Were the contaminants identified during the Visual Inspection? Coal tar, asbestos, oils in soils or other chemicals with obvious colours <input type="checkbox"/> YES* <input type="checkbox"/> NO</p> <p>Does the material emit a strong/foul odour or gas? Coal tar, oils in soils or other chemicals with obvious odours or emission <input type="checkbox"/> YES* <input type="checkbox"/> NO</p> <p>Waste Classification for Land-filling (✓): <input type="checkbox"/> Asbestos Waste more than 10 mt²*</p> <p><input type="checkbox"/> Bonded Asbestos Waste - less than 10 mt²* Go to part D <input type="checkbox"/> Liquid Waste* <input type="checkbox"/> Hazardous Waste*</p> <p><input type="checkbox"/> Acid Sulphate Soils* <input type="checkbox"/> Unable to classify* <input type="checkbox"/> Tyres <input type="checkbox"/> General Solid Waste (putrescible)</p> <p><input type="checkbox"/> General Solid Waste (non- putrescible) <input type="checkbox"/> Garden Waste <input type="checkbox"/> Virgin Excavated Natural Material</p> <p><input type="checkbox"/> Building and Demolition waste <input type="checkbox"/> Wood Waste</p> <p>Recyclable Waste: <input type="checkbox"/> Concrete <input type="checkbox"/> Reclaimed Asphalt Pavement <input type="checkbox"/> Steel / Metal <input type="checkbox"/> Tyres</p> <p>Reusable Waste: <input type="checkbox"/> Raw Mulch (mulch source free of contamination including weed species)</p> <p><input type="checkbox"/> Excavated Public Road Material (if reusing in road)</p> <p>Removal and disposal of less than 10 mt² Bonded Asbestos using the unexpected finds procedure. NB parts A,B and C must also be completed Name and signature of the person depositing the bonded asbestos into the Depot Asbestos Bin Name:..... Signature..... Description of unexpected find (e.g. small fibro pieces approximately 5cm² or one sheet of asbestos sheeting (15cm x 15cm) Names of WCC staff onsite at time of find:..... For removal and disposal by WCC Disposal Date :and time..... (Waste entered the bin) or For removal and disposal by Licenced contractor Date:& time removed from site , Coordinator to coordinate removal by contractor: Notes :.....</p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">PART A</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">PART B</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">PART C</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">PART D</p>
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Responsibility	Action	Documents
<div data-bbox="186 517 427 568" style="border: 1px solid black; padding: 5px;">External / Division</div>	<div data-bbox="443 465 1117 638" style="border: 1px solid black; border-radius: 50%; padding: 10px; text-align: center;"> Identification of non friable bonded Asbestos Contained Materials under 10sqm (External / Internal) [*1 & 2] </div> <div data-bbox="766 638 790 728" style="text-align: center;">↓</div> <div data-bbox="587 745 1007 797" style="border: 1px solid black; border-radius: 10px; padding: 5px; text-align: center;">Pre-Operational preparation of work area [*3]</div> <div data-bbox="587 819 1007 909" style="border: 1px solid black; border-radius: 10px; padding: 5px; text-align: center;">Dampen soil – low pressure water spray or hose and keep moist</div> <div data-bbox="587 931 1007 1021" style="border: 1px solid black; border-radius: 10px; padding: 5px; text-align: center;">Dig carefully and hand remove visible pieces of ACM debris individually</div> <div data-bbox="587 1043 1007 1095" style="border: 1px solid black; border-radius: 10px; padding: 5px; text-align: center;">Excavate down approx. 10cm [*4]</div> <div data-bbox="587 1117 1007 1240" style="border: 1px solid black; border-radius: 10px; padding: 5px; text-align: center;">Using tongs/ gloves place and seal all ACM debris (including respirator) into asbestos waste container or labelled 200 micron asbestos waste bag</div> <div data-bbox="587 1263 1007 1314" style="border: 1px solid black; border-radius: 10px; padding: 5px; text-align: center;">Wash hands and other body parts exposed</div> <div data-bbox="587 1337 1007 1426" style="border: 1px solid black; border-radius: 10px; padding: 5px; text-align: center;">Visual inspection of area to ensure properly cleared of all visible ACM debris</div> <div data-bbox="587 1449 1007 1538" style="border: 1px solid black; border-radius: 10px; padding: 5px; text-align: center;">Transport bagged ACM debris to Council Depot and place in Asbestos disposal bin</div> <div data-bbox="587 1561 1007 1632" style="border: 1px solid black; border-radius: 10px; padding: 5px; text-align: center;">Complete Waste Classification Docket</div> <div data-bbox="587 1655 1007 1706" style="border: 1px solid black; border-radius: 10px; padding: 5px; text-align: center;">Confirm completed disposal to Supervisor</div> <div data-bbox="587 1729 1007 1874" style="border: 1px solid black; border-radius: 10px; padding: 5px; text-align: center;">Waste Classification Docket (Record of collection of Bonded Asbestos Material and Deposit in Asbestos Bin) saved to TRIM in relevant Depot TRIM file</div> <div data-bbox="766 1874 790 1964" style="text-align: center;">↓</div> <div data-bbox="459 1986 1086 2067" style="border: 1px solid black; border-radius: 50%; padding: 10px; text-align: center;"> Waste Classification Docket saved to TRIM in relevant Depot TRIM file </div>	<div data-bbox="1134 477 1401 589" style="border: 1px solid black; border-radius: 10px; padding: 5px;">KANA Request Generated (if appropriate)</div> <div data-bbox="1134 1644 1401 1733" style="border: 1px solid black; border-radius: 10px; padding: 5px;">Waste Classification Docket</div> <div data-bbox="1134 1756 1401 1845" style="border: 1px solid black; border-radius: 10px; padding: 5px;">Record of removal in Works Supervisor Diary</div> <div data-bbox="1134 1868 1401 1957" style="border: 1px solid black; border-radius: 10px; padding: 5px;">KANA Request updated (If applicable)</div>
<div data-bbox="186 1980 427 2054" style="border: 1px solid black; padding: 5px;">City Maintenance / Supervisor</div>		

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Notes:

1. Determination of under 10sqm to be undertaken by trained person / supervisor – depends on amount, extent, type (Bonded/Friable). If over 10sqm must be accredited Asbestos Removalist that undertakes the removal. If there is uncertainty about the quantity of asbestos material, a licensed removalist must be engaged.
2. PPE (Asbestos Kit) available through Stores. Only trained staff can use kits
3. Depends on location, exposure, condition and how long material is to be left on site, if picking up pieces of bonded ACM it is recommended that material be sprayed with water/mist to reduce risk of small pieces flaking off. Again this will depend on assessment of site and what controls need to be implemented.
4. Excavate down approx. 10cm will depend on extent of contamination. Ie. if spread over wide area may need to do so, if just a few pieces here and there may not be required. Assessment and determination to be made by Supervisor (if unsure, request assistance).

Waste Classification Guide

Waste - Any discarded, rejected, unwanted, surplus or abandoned substance

Does not therefore exclude substances that may be beneficially input into another process.

If a material is "clean" or safe to use, if it is surplus it is considered to be "waste".

Asbestos Waste means any waste that contains asbestos

Liquid Waste means any waste (other than special waste) that:

- has an angle of repose of less than 5 degrees above horizontal
- becomes free-flowing at or below 60 degrees Celsius or when it is transported
- is generally not capable of being picked up by a spade or shovel

Hazardous Waste means wastes which requires to be treated and includes:

- Dangerous Goods classified waste and containers Classes 1, 3, 4, 5, 6.1 or 8 (exempt if cleaned properly)
- Contains > 1% coal tar
- Lead-acid or nickel-cadmium batteries
- Lead paint waste
- Any mixtures of the above
- Exceeds the chemical tests for landfill acceptance
- All hazardous wastes must be treated before disposal

General Solid Waste (putrescible) includes food waste, litter from street bins, waste from litter bins collected by or on behalf of local councils, disposable nappies and manure.

General Solid Waste (non-putrescible) includes:

- glass, plastic, rubber, plasterboard, ceramics, bricks, concrete or metal paper or cardboard
- household waste from municipal clean-up that does not contain food waste, waste collected by, or on behalf of, local councils from street sweepings
- grit, sediment, litter and gross pollutants collected in, and removed from, stormwater
- treatment devices and/or stormwater management systems, that has been dewatered
- grit and screenings from potable water and water reticulation plants that has been dewatered
- garden and wood waste

Building and Demolition Waste means material that results from the construction, replacement, repair or alteration of infrastructure development such as roads, tunnels, sewage, water, electricity, telecommunications and airports. It may include bricks, concrete, paper, plastics, glass and metal timber, including unsegregated timber, that may contain treated timber.

Garden Waste means waste that consists of branches, grass, leaves, plants, loppings, tree trunks, tree stumps and similar materials.

Wood Waste means sawdust, timber offcuts, wooden crates, wooden packaging, wooden pallets, wood shavings and similar materials, and includes any mixture of those materials, but does not include wood treated with chemicals.

Virgin Excavated Natural Material means natural material (such as clay, gravel, sand, soil or rock fines):

- that has been excavated or quarried from areas that are not contaminated with manufactured chemicals, or with process residues, as a result of industrial, commercial, mining or agricultural activities
- that does not contain sulfidic ores or soils, or any other waste

Acid Sulfate Soils (ASS) are those naturally occurring sediments and soils which contain sulfides, mainly iron sulfide and iron disulfide or their precursors.

Excavated Natural Material (For recycling and re-use only) means naturally occurring rock and soil including materials (such as sandstone, shale, clay and soil) that have:

- been excavated from the ground, and
- contains at least 98% (by weight) natural material, and
- does not meet the definition of Virgin Excavated Natural Material.

Excavated Public Road Material (For recycling and re-use only) means materials:

- being rock, soil, sand, bitumen, reclaimed asphalt pavement, gravel, slag from iron and steel manufacturing, fly and bottom ash, concrete, brick, ceramics and materials that hold a resource recovery order for use in road making activities; and
- that have been excavated during the construction and maintenance of council and RMS public roads and public road infrastructure facilities. **Reclaimed Asphalt Pavement (For recycling and re-use only)** means an asphalt matrix which was previously used as an engineering material and which must not contain a detectable quantity of coal tar or asbestos.

Compost means any combination of raw mulch, garden organics, food waste, manure and paunch that has undergone composting.

Raw Mulch means plant material that by virtue of the nature and source of the material poses minimal risk of the presence of plant propagules, pathogens and other contaminants. Such materials may be shredded and/or screened to a preferred particle size grading for particular applications. Raw mulch only includes:

- horticultural barks, leaf mulch and wood chip mulch produced from forestry and sawmill residues, and urban wood residues; and
- branches, tree stumps and bark that are absent of leaves, flowers, fruit and plant propagules.

Tyres means used, rejected or unwanted tyres, including casings, seconds, shredded tyres or tyre pieces that contain at least 98% tyre material.

CONTRACTOR WASTE CLASSIFICATION DOCKET

(This waste contractor classification docket cannot be used for payment or invoicing purposes)

Number: CON.....**3001**.....

PART A
PART B
PART C

CONTRACTOR NAME:

Person classifying the Waste:
Name Signature

Waste Source:.....
(Street or Council asset / facility)

Approximate Volume of Waste (Tonnage or cubic metres for Raw Mulch):

To be used for multiple loads of the same waste from the same project. Excludes contaminated waste.

Disposal Date	Approx Volume	Receiving Facility

Inspection of Waste(✓)

NB if any item with * is ticked, contact Council's Contract Supervisor / contact immediately

Were the contaminants identified during the Visual Inspection?

Coal tar, asbestos, oils in soils or other chemicals with obvious colours YES* NO

Does the material emit a strong/foul odour or gas?

Coal tar, oils in soils or other chemicals with obvious odours or emission YES* NO

Waste Classification for Land-filling (✓):

- Liquid Waste*
 Hazardous Waste*
 Acid Sulphate Soils*
 Unable to classify*
 Tyres
 General Solid Waste (putrescible)
 General Solid Waste (non- putrescible)
 Garden Waste
 Virgin Excavated Natural Material
 Building and Demolition waste
 Wood Waste

Recyclable Waste:

- Concrete
 Reclaimed Asphalt Pavement
 Steel / Metal
 Tyres
 Other (specify).....

Reusable Waste:

- Raw Mulch (mulch source free of contamination including weed species)
 Excavated Public Road Material (if re-using in road reserve)
 Other (specify).....

Receiving facility waste docket may be audited by council at any time.

Completed waste docket books must be returned to Council's Bulli, North Wollongong or Unanderra depot.

Adoption Date	03/06/2016	Version	2
Document Owner	Manager City Works & Services	Issue & Currency Date	03/06/2016
TRIM Record Number	Z16/182962	Review Date	03/06/2019

1 PURPOSE

To provide a documented process to guide staff classifying and transporting waste using the Waste Classification Docket system.

2 SCOPE

All workers who are under the direct control of Wollongong City Council.

This procedure **does not** apply to the following:

- Waste collected by mechanical brooms or waste collected from waste receptacles.
- Waste collected by Wollongong City Council contractors.

3 RESPONSIBILITIES

Manager Human Resources – shall ensure the review of this procedure and the education, training and instruction of all identified workers in accordance with the Systems of Work Procedure or in accordance with changes in legislation.

Divisional Manager – is responsible and accountable to ensure that this procedure is implemented in their areas of responsibility.

Middle Management/Coordinator/Supervisor – shall ensure that this procedure is implemented and communicated to workers who generate, manage and/or transport waste

Workers – shall take reasonable care for their own safety and not adversely affect the health and safety of others. Workers shall comply with established systems of work and ensure that the requirements of this procedure are followed. Workers shall be involved in the consultation process regarding the implementation of this procedure.

4 DEFINITIONS

Waste - The Protection of the Environment Operations Act 1997 defines waste as “any discarded, rejected, unwanted, surplus or abandoned substance.”

- Does not therefore exclude substances that may be beneficially input into another process
- If a material is “clean” or safe to use, if it is surplus it is considered to be “waste”.

Asbestos Waste means any waste that contains asbestos.

Liquid Waste means any waste (other than special waste) that:

- has an angle of repose of less than 5 degrees above horizontal
- becomes free-flowing at or below 60 degrees Celsius or when it is transported
- is generally not capable of being picked up by a spade or shovel.

Hazardous Waste means waste which requires to be treated and includes:

- Dangerous Goods classified waste and containers Classes 1, 3, 4, 5, 6.1 or 8 (exempt if cleaned properly)
- Contains > 1% coal tar
- Lead-acid or nickel-cadmium batteries
- Lead paint waste
- Any mixtures of the above

- Exceeds the chemical tests for landfill acceptance
- All hazardous wastes must be treated before disposal

General Solid Waste (putrescible) includes food waste, litter from street bins, waste from litter bins collected by or on behalf of local councils, disposable nappies and manure.

General Solid Waste (non-putrescible) includes:

- glass, plastic, rubber, plasterboard, ceramics, bricks, concrete or metal paper or cardboard
- household waste from municipal clean-up that does not contain food waste, waste collected by, or on behalf of, local councils from street sweepings
- grit, sediment, litter and gross pollutants collected in, and removed from, stormwater
- treatment devices and/or stormwater management systems, that has been dewatered
- grit and screenings from potable water and water reticulation plants that has been dewatered
- garden and wood waste.

Building and Demolition Waste means:

- bricks, concrete, paper, plastics, glass and metal
- timber, including unsegregated timber, that may contain treated timber.

Garden Waste means waste that consists of branches, grass, leaves, plants, loppings, tree trunks, tree stumps and similar materials.

Wood Waste means sawdust, timber offcuts, wooden crates, wooden packaging, wooden pallets, wood shavings and similar materials, and includes any mixture of those materials, but does not include wood treated with chemicals.

Virgin Excavated Natural Material means natural material (such as clay, gravel, sand, soil or rock fines):

- that has been excavated or quarried from areas that are not contaminated with manufactured chemicals, or with process residues, as a result of industrial, commercial, mining or agricultural activities
- that does not contain sulfidic ores or soils, or any other waste.

Acid Sulfate Soils (ASS) are those naturally occurring sediments and soils which contain sulfides, mainly iron sulfide and iron disulfide or their precursors.

Excavated Natural Material (for recycling and re-use only) means naturally occurring rock and soil including materials (such as sandstone, shale, clay and soil) that have:

- been excavated from the ground, and
- contains at least 98% (by weight) natural material, and
- does not meet the definition of Virgin Excavated Natural Material.

Excavated Public Road Material (for recycling and re-use only) means materials:

- being rock, soil, sand, bitumen, reclaimed asphalt pavement, gravel, slag from iron and steel manufacturing, fly and bottom ash, concrete, brick, ceramics and materials that hold a resource recovery order for use in road making activities; and
- that have been excavated during the construction and maintenance of council and Roads & Maritime Services (RMS) public roads and public road infrastructure facilities.

Reclaimed Asphalt Pavement (for recycling and re-use only) means an asphalt matrix which was previously used as an engineering material and which must not contain a detectable quantity of coal tar or asbestos.

Compost means any combination of raw mulch, garden organics, food waste, manure and paunch that has undergone composting.

Raw Mulch means plant material that by virtue of the nature and source of the material poses minimal risk of the presence of plant propagules, pathogens and other contaminants. Such materials may be shredded and/or screened to a preferred particle size grading for particular applications. Raw mulch only includes:

- horticultural barks, leaf mulch and wood chip mulch produced from forestry and sawmill residues, and urban wood residues; and
- branches, tree stumps and bark that are absent of leaves, flowers, fruit and plant propagules.

Tyres means used, rejected or unwanted tyres, including casings, seconds, shredded tyres or tyre pieces that contain at least 98% tyre material.

5 PROCEDURE

5.1. Classification of Waste

Once it has been determined that waste has been generated (see definition) Complete Parts A, B and C of the Waste Classification Docket.

5.2. **Waste Source** is the address at which the waste was generated:

- Where waste was generated at a Council asset the name of the asset is required, eg Botanic Garden.
- Where waste was generated in a road reserve, only the street name is required.
- Where waste was generated across two or more asset locations, all of the asset locations or streets are to be listed.

5.3. Where a tree crew prune multiple trees in numerous streets and generate raw mulch, the street names (the streets being the asset location) is required for the entire load. eg Smith St, Corrimal St and Burelli St. For park crews picking up litter at various sites, all the parks or sites where the waste has been generated are to be listed. These sites can be listed on one docket if all the waste has the same classification.

5.4. **Destination** is the address to which the waste is being transported. Where the waste is being transported to an authorised waste facility, the name of the waste facility is required eg SCE. Where the waste is being recycled or re-used at a council asset the council asset name is required. For some operations this will sometimes but not always occur within a road reserve. In such circumstances the destination is to be recorded as the destination street name. Where raw mulch is being transported to a council asset/facility, the asset/facility name is required as the destination.eg Pioneer Park.

5.5. Complete the **Inspection of Waste** section of the Waste Classification Docket by undertaking a sensory test (visual and odour) of the waste material. The purpose of this test is to determine the likelihood of contaminants in the waste. This includes a visual inspection for asbestos, (undertaken by staff that have completed asbestos awareness training) oils, unusual colouring or the smell of strong coal tar odour resembling creosote or any other strong pungent unusual smell.

5.6. After inspecting the waste (sensory test), place a tick in the corresponding “yes” or “no” tick box to indicate if the waste material is contaminated or not. If you tick yes because the waste is contaminated with **less than** 10m2 of bonded asbestos, proceed to remove the waste in accordance with Standard Operating Procedure - *Collection & Removal of Bonded Asbestos Containing Material (ACM) under 10Sq Mtrs – includes soil & fill* or contact your Supervisor. If removing less than 10m2 of bonded asbestos, **you must complete Part D of the Waste Classification Docket.**

ONCE THE LESS THAN 10M2 OF BONDED ASBESTOS HAS BEEN REMOVED THE REMAINING WASTE CAN BE RECLASSIFIED AND MANAGED IN ACCORDANCE WITH THE CLASSIFICATION.

For bonded asbestos contamination more than 10m2 and all other contamination, contact your Supervisor immediately.

If there is no contamination tick “No” and complete Part C of Waste Classification Docket.

5.7. If the waste material is not contaminated refer to the definitions at the rear of the Waste Classification Docket (attached to this procedure) to classify the waste material for **landfilling**. Once a classification has been determined, place a tick in the corresponding tick box.

5.8. Should the waste be classified as one of the following waste classifications or unable to be classified, contact your supervisor immediately:

- Asbestos waste
- Liquid waste
- Hazardous waste
- Acid sulphate soils

Depending on the waste classification, your Supervisor may coordinate a waste consultant to confirm the waste classification and develop a strategy to manage its safe removal.

- 5.9. Where the waste material is **recyclable**, places a tick in the corresponding tick box or specifies the type of waste to be **recycled** in Part C of the Waste Classification Docket.
- 5.10. Where the waste material is **reusable**, place a tick in the corresponding tick box or specify the type of waste to be **reused** in Part C of the Waste Classification Docket.
- 5.11. Where additional or relevant information may assist the classification and transport of waste, notes can be made at the bottom of the Waste Classification Docket next to "Notes".

5.12. **Transportation of Waste to Waste Facility for Disposal or Recycling**

After the waste classification process is complete, complete the following steps:

- Duplicate of Waste Classification Docket is to be provided to transporting truck driver. Truck driver is not to transport waste without this docket.
- When transporting the waste to a waste facility, the Waste Classification Docket is to be presented to the waste facility. When exiting the waste facility, the transport driver will be provided with a weighbridge ticket with the net weight of the disposed waste and its classification.
- The truck driver is to confirm the waste classification determined by the waste facility is the same as that determined by Council's waste classifier.
- If the waste classifications are different, the driver is to report the matter to their Supervisor as soon as practical.
- The driver is to check that the Waste Classification Docket number is to be recorded on the waste facilities receipt docket.

5.13. **Transportation of waste to a Council facility or asset for reuse**

Duplicate of Waste Classification Docket is to be provided to transporting truck driver.

5.14. **Records Management**

- 5.15. After non-asbestos waste has been transported to a waste facility and the waste classification of the waste facility is the same as Council's waste classifier, Council's Waste Classification Docket can be disposed of. A copy of the waste docket remains within the Waste Classification Docket book.
- 5.16. Where less than 10m² of bonded asbestos waste has been collected and Part D of the Waste Classification Docket book has been completed, a copy of the waste docket is to be left in the blue Asbestos Disposal Records Tray at each depot on the day of disposal or next business day.
- 5.17. When all pages of the Waste Classification Docket book have been used, the dockets are to be transported to the depot and scanned in accordance with the following:
 - Projects – Scanned to project file
 - Maintenance and all other works – Scanned to the crew file
- 5.18. After waste has been transported to a reuse destination (Council facility or asset) the driver can dispose of the Waste Classification Docket.
- 5.19. **Management of Contaminated Material Placed in Truck or Delivered to a Site**
- 5.20. Where contaminated material is inadvertently loaded into a Council truck wet down and cover the load. Do not operate the truck until instructed by your Supervisor.
- 5.21. Where contaminated material is inadvertently delivered to a site, including a waste station, inform your Supervisor immediately.

6 TRAINING

Waste Classification and Awareness training and refresher training provided to identified workers.

7 REFERENCES *(includes legislative, Codes of Practices / Standards / Guidelines / NAT criteria)*

- NSW EPA Waste Classification Guidelines
- NSW Work Cover Managing Asbestos in or on soils (March 2014)
- Protection of the Environment Operations Act 1997

8 RELATED DOCUMENTATION

- Asbestos & Hazardous Materials Management Procedure
- Standard Operating Procedure Unexpected Finds Procedure – Council Owned LandWorksites
- Standard Operating Procedure - Collection & Removal of Bonded Asbestos Containing Material (ACM) under 10Sq Mtrs – includes soil & fill
- Waste Classification Docket


9 ATTACHMENTS

Waste Classification Docket (completed example).

WHERE TO GET HELP

For assistance in carrying out this procedure contact your Operations Manager, the WHS Team on 4227 7067 or email “WHS”.

ATTACHMENT ONE – WASTE CLASSIFICATION DOCKET (completed example)



wollongong
city of innovation

WASTE CLASSIFICATION DOCKET Number: **18151**

DATE: 20.4.16 WORK ORDER NO: 1323671

PURCHASE ORDER NO: _____ CREW CODE: CP02

PROJECT NAME: Maintenance

Person classifying the Waste: W. Bennett [Signature]
Name Signature

Waste Source: CAD
(Street or Council asset / facility)

Destination: Winter Gully
(Street or Council asset / facility or waste facility name)

Approximate Volume of Waste (Tonnage or cubic metres for Raw Mulch): _____

Registration Number of Transport Vehicle: BU 18 QT

PART A

Inspection of Waste **Were the contaminants identified during the Visual Inspection?**

NB if any item with * is ticked, contact Supervisor immediately except where an unexpected find of bonded asbestos is less than 10 mt²

Coal tar, asbestos, oils in soils or other chemicals with obvious colours YES* NO

Does the material emit a strong/foul odour or gas? YES* NO

Coal tar, oils in soils or other chemicals with obvious odours or emission

Waste Classification for Land-filling Asbestos Waste more than 10 mt²*

Bonded Asbestos Waste - less than 10 mt²* Go to part D Liquid Waste* Hazardous Waste*

Acid Sulphate Soils* Unable to classify* Tyres General Solid Waste (putrescible)

General Solid Waste (non- putrescible) Garden Waste Virgin Excavated Natural Material

Building and Demolition waste Wood Waste

Recyclable Waste: Concrete Reclaimed Asphalt Pavement Steel / Metal Tyres

Other [specify].....

Reusable Waste: Raw Mulch (mulch source free of contamination including weed species)

Excavated Public Road Material (if re-using in road reserve)

Other [specify].....

PART B

PART C

Removal and disposal of less than 10 mt² Bonded Asbestos using the unexpected finds procedure.

NB parts A,B and C must also be completed

Name and signature of the person depositing the bonded asbestos into the Depot Asbestos Bin

Name:..... Signature.....

Description of unexpected find (e.g. small fibro pieces approximately 5cm² or one sheet of asbestos sheeting (15cm x 15cm)

Names of WCC staff onsite at time of find:.....

For removal and disposal by WCC Disposal Date : and time..... [Waste entered the bin]

PART D

WO: 1416123 – Feb 2016



WASTE CLASSIFICATION DOCKET

Number: **18759**

PART A

DATE: WORK ORDER NO:

PURCHASE ORDER NO: CREW CODE:

PROJECT NAME:

Person classifying the Waste:
Name Signature

Waste Source:
(Street or Council asset / facility)

Destination:
(Street or Council asset / facility or waste facility name)

Approximate Volume of Waste (Tonnage or cubic metres for Raw Mulch):

Registration Number of Transport Vehicle:

Inspection of Waste(✓)

NB if any item with * is ticked, contact Supervisor immediately
except where an unexpected find of bonded asbestos is less than 10 mt²

Were the contaminants identified during the Visual Inspection?

Coal tar, asbestos, oils in soils or other chemicals with obvious colours YES* NO

Does the material emit a strong/foul odour or gas?

Coal tar, oils in soils or other chemicals with obvious odours or emission YES* NO

Waste Classification for Land-filling (✓): Asbestos Waste more than 10 mt²*

Bonded Asbestos Waste - less than 10 mt²* Go to part D Liquid Waste* Hazardous Waste*

Acid Sulphate Soils* Unable to classify* Tyres General Solid Waste (putrescible)

General Solid Waste (non- putrescible) Garden Waste Virgin Excavated Natural Material

Building and Demolition waste Wood Waste

Recyclable Waste: Concrete Reclaimed Asphalt Pavement Steel / Metal Tyres

Other (specify).....

Reusable Waste: Raw Mulch (mulch source free of contamination including weed species)

Excavated Public Road Material (if re-using in road reserve)

Other (specify).....

Removal and disposal of less than 10 mt² Bonded Asbestos using the unexpected finds procedure.

NB parts A,B and C must also be completed

Name and signature of the person depositing the bonded asbestos into the Depot Asbestos Bin

Name:..... Signature.....

Description of unexpected find (e.g. small fibro pieces approximately 5cm² or one sheet of asbestos sheeting (15cm x 15cm)

.....

Names of WCC staff onsite at time of find:.....

.....

For removal and disposal by WCC Disposal Date :and time..... (Waste entered the bin)

PART B

PART C

PART D