



# **Waste*TRACK***

**The New Zealand Waste Tracking System**

## **Information and Tutorial**

Updated by Liquid Systems (2009) Ltd.

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# **1. WasteTRACK Information**

## **1.1 Why track waste?**

Waste needs to be tracked to:

- protect the environment
- protect human health and safety
- ensure good management of wastes
- provide data for policy development
- provide an even and competitive system for companies in the broader waste management industry.

## **1.2 What wastes should be tracked?**

WasteTRACK is used to track all waste transported by the liquid and hazardous waste contracting industry.

## **1.3 What is WasteTRACK?**

WasteTRACK is an internet based database which consolidates manifest, facility, and transporter data through a Waste Tracking Form. The data is then available to generators of waste, transporters of waste, treaters and disposers of waste and central and local government.

*NOTE: WasteTRACK is based on the Controlled Waste Tracking System, developed and operated by the Department of Environment, Western Australia. The New Zealand Trade and Industrial Waters Forum (NZTIWF) operate WasteTRACK in New Zealand.*

## **1.4 Requirements to use WasteTRACK**

To use WasteTRACK the following are required

- Computer with internet access
- Adobe Acrobat reader – can be downloaded from <http://get.adobe.com/reader/>
- Username
- Password

## **1.5 What is a Tracking Form?**

A Tracking Form displays the Tracking Form Number (each form has an individual number), which will appear across the top of the Tracking Form, details of the carrier, category of waste, vehicle, driver and a section listing events associated with this form.

## **1.6 Definitions and information (generator, carrier, treatment plant)**

- Generator – a person/company/organisation that generates waste which needs to be collected
- Carrier – a company that transports waste from the generator to a treatment plant
- Treatment Plant/Disposal Site – a company/place where waste is treated, disposed of or stored
- Transit Site (***not used in NZ***) – a company/place that stores waste prior to disposal or treatment most likely to consolidate many small loads into larger ones

## **1.7 Carrier information forms**

To register as a Carrier on WasteTRACK information is required about the carrier company. This information is required to be entered into WasteTRACK by the Administrator. Information is required about your company, your vehicles and tanks, and your drivers, managers and administration staff. The forms used for carrier information can be found in Appendix 1.

## **1.8 Treatment Plant/Disposal Site information forms**

To register as a Treatment Plant/Disposal Site on WasteTRACK information is required about the company. This information is required to be entered into WasteTRACK by the Administrator. Information is required about the site, staff and the types of waste that can be treated or disposed of and the methods of treatment or disposal. The forms used for carrier information can be found in Appendix 3.

## **1.9 Access Levels**

There are several different levels of access available to WasteTRACK depending on the role of individuals within the company. Managers are able to perform more tasks and see more information than a Driver or Data Entry Person.

## **1.10 Waste Categories and Descriptions**

There are 16 categories of identified waste currently being used in WasteTRACK. A full list of these waste categories can be found in Appendix 2. It is important to correctly identify the waste you are transporting. Please ensure that you are using the right category for your waste. If you are unsure about a waste category please contact the Administrator.

*NOTE: WasteTRACK is not designed to make the operation of your business more difficult or restrict your operation in anyway. If you have any questions about WasteTRACK at any stage please contact the WasteTRACK Administrator.*

## 2. Tutorial

### 2.1 How do I log on?

Open your web browser (e.g. Google Chrome) and enter the following address <http://www1.wastetrack.co.nz/cwts/cwps.cfm>; you must be connected to the internet to do this. Once you have done this the following will load into your browser.



To log in click the button indicated by the arrow.

This will open the “System Logon” dialogue box as shown below

**System Logon**

Please enter your Username and password:

Username:

Password:

- Enter your “Username” (This will have been issued to you by the WasteTRACK Administrator)
- Enter your “Password” (This will have been issued to you by the WasteTRACK Administrator)
- Click “Login” to access WasteTRACK

*Note: The Username is derived from the first letter of your first name followed by your surname all in lower case. For example Mark Smith would be msmith. You can change your password the first time you log on. To do this follow the steps on page 22.*

This will then take you to your main page (as seen below)

Your individual information will appear under the Carrier, User and Role headings.

### Current User Information

| Carrier           | User               | Role                      |
|-------------------|--------------------|---------------------------|
| MfE - TV Takeback | D Palmer (dpalmer) | Carrier Company (Manager) |

### Carrier Menu

#### Carrier Operations

- ▶ [View Carrier Details](#)
- ▶ [Add Waste Generator](#)
- ▶ [List Managers](#)
- ▶ [List Data Entry People](#)
- ▶ [List Drivers](#)
- ▶ [List Vehicles and Tanks](#)
- ▶ [Reports](#)

#### Tracking Form Operations

- ▶ [New Tracking Form](#)
- ▶ [List Open Tracking Forms](#)
- ▶ [List Overdue Tracking Forms](#)

#### Other

- ▶ [View Your Details](#)
- ▶ [Change Password](#)

From this page you are able to complete all the functions available to a **Carrier**. These functions are;

1. View Carrier Details – this allows you view your company name, your contact details, address and carrier ID number.
2. Add Waste Generator – this allows you to add waste generators.
3. List Managers – this allows you to view the people in your company who have manager privileges.
4. List Data Entry People – this allows you to view the people in your company who have data entry privileges.
5. List Drivers – this allows you to view the people in your company who are registered drivers.
6. List Vehicles and Tanks – this allows you to view the vehicles and tanks in your company who are registered within WasteTRACK.
7. Reports – this allows you to produce a series of reports on your company's activities using WasteTRACK. These are discussed in more detail later in this tutorial.

8. View Your Details – this allows you to view your own details such as user name, personal details and address.
9. Change Password – this allows you to change your password for logging on to WasteTRACK. This is discussed in more detail later in this tutorial. **You should do this the first time you log on.**
10. New Tracking Form – this is where you go when you wish to open anew tracking form. This is discussed in more detail later in this tutorial.
11. List Open Tracking Forms – this provides you with a list of tracking forms for your company that have been opened but not yet closed off.
12. List Overdue Tracking Forms – this provides you with a list of tracking forms which have been opened and not yet closed but have expired and are now overdue.

## 2.2 How do I open a New Tracking Form?

To open a tracking form click on the line on your main page indicated by the arrow

### Current User Information

| Carrier | User | Role |
|---------|------|------|
|         |      |      |

### Carrier Menu

|                                           |                                               |
|-------------------------------------------|-----------------------------------------------|
| <b>Carrier Operations</b>                 | <b>Tracking Form Operations</b>               |
| ▶ <a href="#">View Carrier Details</a>    | ▶ <a href="#">New Tracking Form</a>           |
| ▶ <a href="#">Add Waste Generator</a>     | ▶ <a href="#">List Open Tracking Forms</a>    |
| ▶ <a href="#">List Managers</a>           | ▶ <a href="#">List Overdue Tracking Forms</a> |
| ▶ <a href="#">List Data Entry People</a>  |                                               |
| ▶ <a href="#">List Drivers</a>            |                                               |
| ▶ <a href="#">List Vehicles and Tanks</a> |                                               |
| ▶ <a href="#">Reports</a>                 |                                               |
| <b>Other</b>                              |                                               |
| ▶ <a href="#">View Your Details</a>       |                                               |
| ▶ <a href="#">Change Password</a>         |                                               |

Once you have clicked this line you will then need to complete the form as seen below.



### New Tracking Form - Enter Details

The screenshot shows a web form titled "New Tracking Form - Enter Details". The form has several sections with green headers: "Carrier", "Type", "Paper Permit", "Vehicle/Tank", "Driver", "Category Group", and "Amount". The "Type" section has three radio buttons: "Bulk", "Bulk Septic", and "Packaged". The "Paper Permit" section has a text input field with "No". The "Vehicle/Tank" section has a dropdown menu "Select: --- Select Vehicle/Tank ---" and a text input field "Registration:". The "Driver" section has a dropdown menu "Select: --- Select Driver ---" and a text input field "Driver Login:". The "Category Group" section has a dropdown menu "Select: --- Select Category ---". The "Amount" section has a text input field "Create 1" and the text "new Tracking Form(s)". Below the form is a red circle around an information icon and the text "Adding new tracking forms will incur fees." At the bottom are two buttons: "Cancel" and "Next >>". Red arrows point to the "Type", "Vehicle/Tank", "Driver", "Category Group", and "Next >>" buttons. A red circle highlights the information message.

**NOTE: Adding a new tracking form will incur a \$5.00 plus GST fee.**

Select the Type of Waste to be transported (bulk septic for septic tank waste)

Then using the drop down menus select the:

- vehicle or tank you will be using
  - driver of the vehicle used
  - category of waste that will be transported
- Once you have completed the form

click "Next>>"

Once you have clicked next you will see a screen like the one below

## Tracking Form Start

### New Tracking Form - Select Treatment Plant

|                 |                                        |
|-----------------|----------------------------------------|
| Carrier         | LSL Demo                               |
| Type            | Bulk Septic                            |
| Paper Permit    | No                                     |
| Vehicle/Tank    | www124 Hino FF2HPKA                    |
| Driver          | Joe Driver                             |
| Category Group  | Category 1 - Biological Wastes         |
| Treatment Plant | Select : LSL Treatment Demo ▼          |
| Amount          | 1 new tracking form(s) will be created |

 Adding new tracking forms will incur fees.

Show All

- Check the entered data is correct, click "<<Back" if not correct (Note: all fields will be filled in with your data).
- Next select a treatment plant from the drop down menu (Note: you will see only those treatment plants in the region that are able to accept that category of waste).
- If you can't see the treatment plant you are taking the waste to click the "Show All" button to display all treatment plants that are registered in WasteTRACK.
- Then click "Add Tracking Form(s)" button.

**NOTE: Adding a new tracking form will incur a \$5.00 plus GST fee**

## 2.3 Example Waste Tracking Form

### TRACKING FORM No. 5258529

Tracking Form No. 5258529

Tracking Form Details

|                 |                                |         |            |
|-----------------|--------------------------------|---------|------------|
| Carrier         | LSL Demo                       |         |            |
| Status          | Open                           |         |            |
| Commenced       | 03/03/2014                     | Expired | 10/03/2014 |
| Type            | Bulk Septic                    | Paper   | No         |
| Category Group  | Category 1 - Biological Wastes |         |            |
| Treatment Plant | LSL Treatment Demo             |         |            |
| Total Quantity  |                                |         |            |

Tracking Form Events

| Date/Time | Action | Description                                                                                |                      |
|-----------|--------|--------------------------------------------------------------------------------------------|----------------------|
|           | Pickup | Vehicle/Tank<br>www124 Hino FF2HPKA<br>Driver<br>Joe Driver (AB000000)<br>Capacity: 6000 L | <a href="#">Edit</a> |

Add Waste Generator By ID

Enter IDs

Add IDs

Organisation Waste Generator Selection

Organisation Search

List All Organisations

People Waste Generator Selection

Person Search

List All People

Add Tracking Form Action

Vehicle / Driver Change

Transit Site Drop Off

Done

Print

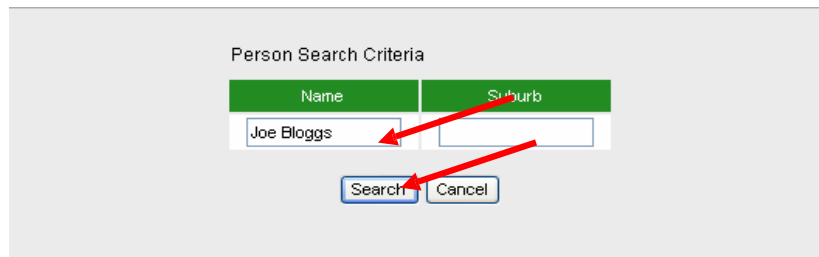
This is an example of a tracking form and is displayed when you open a New Tracking Form or when you access an open Tracking Form. The Tracking Form displays the Tracking Number, details of the form, and a section listing the events associated with this Tracking Form, at this stage this is the Vehicle and Driver making the pick-up. “Add tracking Form Action” allows for the updating of the form when

- The waste is transferred to a different vehicle or the driver is changed
- The waste is transported to a Transit Site (**NOTE:** Not currently used in NZ)

The next step once you have created the Tracking Form is to enter the Waste Generator information into the Tracking Form.

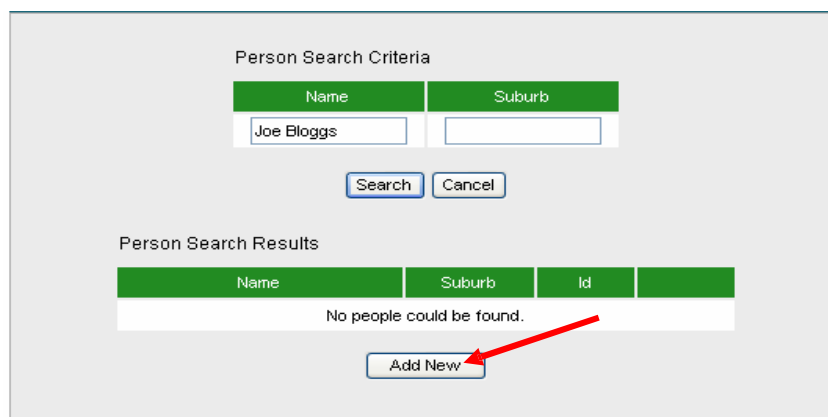
## 2.4 How do I add a Waste Generator to WasteTRACK?

Before a generator can be added to a Tracking Form they must be registered onto WasteTRACK. There are 2 ways to do this. The first is to use the Add Waste Generator button on the main carrier menu. The second way is to click on either the Organisation Search or Person Search (as shown on the Example Tracking Form above). Then enter the name of the person or organisation into the dialog box and click Search. When adding a waste generator make sure businesses are added as organisations, while individuals are added as people.



The image shows a 'Person Search Criteria' dialog box. It has two input fields: 'Name' with the text 'Joe Bloggs' and 'Suburb' which is empty. Below these fields are two buttons: 'Search' and 'Cancel'. A red arrow points from the 'Search' button to the 'Suburb' field, and another red arrow points from the 'Suburb' field to the 'Search' button.

If the Waste Generator is not registered on the Tracking System there will be no record of them. To add a new Waste Generator click the “Add New” button.



The image shows a 'Person Search Results' dialog box. It has the same 'Name' and 'Suburb' input fields as the previous dialog, with 'Joe Bloggs' in the 'Name' field. Below these fields are 'Search' and 'Cancel' buttons. Underneath is a section titled 'Person Search Results' with a table header: 'Name', 'Suburb', 'Id', and an empty column. The table body contains the text 'No people could be found.' Below the table is an 'Add New' button. A red arrow points from the 'Add New' button to the 'Suburb' field.

The following form will then be displayed which will allow you to enter all the data associated with that Waste Generator. When you have entered all data click the “Save” button.

**NOTE: The Postal address details are not required to be entered into WasteTRACK.**

Person Name Details

Name

Contact Details

Contact Number  \*\* Fax Number

Mobile Number  \*\* E-mail

\*\* - Must include either Contact Number or Mobile Number

Physical Address

Building Name:  Sub:  Level:

Street No.:  \*\* Rapid:  \*\* Name:  \* Type:  \*

Town/Suburb  Postcode

City  \* Country  New Zealand \*

District/Region

\* - Mandatory information \*\* - Must include either Street Number or Rapid Number

Postal Address

Building Name:  Sub:  Level:

Street No.:  \*\* Rapid:  \*\* Name:  Type:

Postal Addr.  e.g. PO Box 1234

Town/Suburb  Postcode

City  \* Country  New Zealand \*

District/Region

\* - Mandatory information \*\* - If no Postal address then must include either Street Number or Rapid Number

Once you have added a Waste Generator to WasteTRACK you will be able to add them to a Tracking Form.

## 2.5 How do I add a Waste Generator to a Tracking Form?

You can add a Waste Generator to a Tracking Form by entering the Waste Generator ID or by doing a People or Organisation Search. It possible to have a list of all waste generators serviced by your company displayed. To add multiple waste generators enter the generator ID for the required generators and separate by a semi-colon (;).

**Note: You can only view Waste Generators added by your Company, you CANNOT view another Company's generators.**

Tracking Form Details

|                 |                                |         |            |
|-----------------|--------------------------------|---------|------------|
| Carrier         |                                |         |            |
| Status          | Open                           |         |            |
| Commenced       | 06/04/2005                     | Expired | 13/04/2005 |
| Type            | Bulk Septic                    | Paper   | No         |
| Category Group  | Category 1 - Biological Wastes |         |            |
| Treatment Plant | Te Puia                        |         |            |
| Total Quantity  |                                |         |            |

Tracking Form Events

|  | Date/Time | Action | Description                                                                                     |                      |
|--|-----------|--------|-------------------------------------------------------------------------------------------------|----------------------|
|  |           | Pickup | Vehicle/Tank<br>ISUCK2 Hino FF2HPKA<br>Driver<br>Richard Worsnop (BF760719)<br>Capacity: 6000 L | <a href="#">Edit</a> |

Add Waste Generator By ID

Enter IDs
Add IDs

Organisation Waste Generator Selection

Organisation Search
List All Organisations

People Waste Generator Selection

Person Search
List All People

Add Tracking Form Action

Vehicle / Driver Change
Transit Site Drop Off

Done
Print

Once you have added a Waste Generator to your Tracking Form you will now see the Waste Generator added to the form.

Tracking Form Details

|                 |                                |         |            |
|-----------------|--------------------------------|---------|------------|
| Carrier         | Bay Waste Services             |         |            |
| Status          | Open                           |         |            |
| Commenced       | 06/04/2005                     | Expired | 13/04/2005 |
| Type            | Bulk Septic                    | Paper   | No         |
| Category Group  | Category 1 - Biological Wastes |         |            |
| Treatment Plant | Te Puia                        |         |            |
| Total Quantity  |                                |         |            |

Tracking Form Events

| Date/Time | Action | Description                                                                                     |                      |
|-----------|--------|-------------------------------------------------------------------------------------------------|----------------------|
|           | Pickup | Vehicle/Tank<br>ISUCK2 Hino FF2HPKA<br>Driver<br>Richard Worsnop (BF760719)<br>Capacity: 6000 L | <a href="#">Edit</a> |

| Date/Time                | Action  | Category         | Volume | No. Pkgs | pH |                      |
|--------------------------|---------|------------------|--------|----------|----|----------------------|
| Charles Willmot (3475)   |         |                  |        |          |    |                      |
| <input type="checkbox"/> | Waiting | Waste Collection |        |          |    | <a href="#">Edit</a> |

[Remove Selected Event](#)

Add Waste Generator By ID

[Add IDs](#)

Organisation Waste Generator Selection

[Organisation Search](#) [List All Organisations](#)

People Waste Generator Selection

[Person Search](#) [List All People](#)

Add Tracking Form Action

[Vehicle / Driver Change](#) [Transit Site Drop Off](#)

[Done](#) [Print](#)

*Note: you are able to add more than one Waste Generator as long as the wastes can be mixed and the collected volume does not exceed the volume of the vehicle.*

If a paper copy of the tracking form is required the Tracking Form can then be printed off (by clicking the Print button) and given to the Driver to carry in the cab while doing the job.

## 2.6 How do I close a Tracking Form?

A Tracking Form can only be closed:

- After a Treatment Plant has accepted the waste and;
- After the Treatment Plant has actioned the Tracking Form to indicate the quantity of waste accepted;
- And only by the Carrier that opened the Tracking Form.

To close a Tracking Form go to the Carrier Main Menu and select “List Open Tracking Forms”. This will give a list of all the current open tracking forms opened by the Carrier. Select this correct Tracking Form Number from the list and click “View”.

The familiar Tracking Form will be displayed; however a new button will have been added. The “Close Form” button only appears after the Treatment Plant has actioned the Tracking Form to indicate that the waste has been accepted. The tracking forms that need to be closed off will be in bold.

Alternatively Tracking Forms that require closing can be accessed by Overdue Tracking Forms, or if you know the tracking number this can be entered in the box at the bottom of the main carrier menu.

Tracking Form Details

|                 |                                |         |            |
|-----------------|--------------------------------|---------|------------|
| Carrier         | Bay Waste Services             |         |            |
| Status          | Open                           |         |            |
| Commenced       | 06/04/2005                     | Expired | 13/04/2005 |
| Type            | Bulk Septic                    | Paper   | No         |
| Category Group  | Category 1 - Biological Wastes |         |            |
| Treatment Plant | Te Puia                        |         |            |
| Total Quantity  | 5000 Litres                    |         |            |

Tracking Form Events

| Date/Time | Action | Description                                                                                     |                      |
|-----------|--------|-------------------------------------------------------------------------------------------------|----------------------|
|           | Pickup | Vehicle/Tank<br>ISUCK2 Hino FF2HPKA<br>Driver<br>Richard Worsnop (BF760719)<br>Capacity: 6000 L | <a href="#">Edit</a> |

| Date/Time                                 | Action           | Category | Volume   | No. Pkgs | pH |                      |
|-------------------------------------------|------------------|----------|----------|----------|----|----------------------|
| Charles Willmot (3475)                    |                  |          |          |          |    |                      |
| <input type="checkbox"/> 11/04/2005 10:00 | Waste Collection | 1.02     | 5000.0 L |          |    | <a href="#">Edit</a> |

| Date/Time        | Action   | Description                |  |
|------------------|----------|----------------------------|--|
| 11/04/2005 15:00 | Disposal | Treatment Plant<br>Te Puia |  |

[Remove Selected Event](#)

Add Waste Generator By ID

[Enter IDs](#)  [Add IDs](#)

Organisation Waste Generator Selection

[Organisation Search](#) [List All Organisations](#)

People Waste Generator Selection

[Person Search](#) [List All People](#)

Add Tracking Form Action

[Vehicle / Driver Change](#) [Transit Site Drop Off](#) [Close Form](#)

[Done](#) [Print](#)

Click the “Close Form” button to close the Tracking Form; this will then display the following confirmation screen.



Carrier Information

|         |                    |              |    |
|---------|--------------------|--------------|----|
| Carrier | Bay Waste Services |              |    |
| Status  | Open               |              |    |
| Type    | Bulk               | Paper Permit | No |

Tracking Form Events

| Date/Time        | Action | Description                                                            |
|------------------|--------|------------------------------------------------------------------------|
| 11/04/2005 10:00 | Pickup | Vehicle<br>ISUCK2 Hino FF2HPKA<br>Driver<br>Richard Worsnop (BF760719) |

| Date/Time              | Action           | Category | Volume   | pH |
|------------------------|------------------|----------|----------|----|
| Charles Willmot (3475) |                  |          |          |    |
| 11/04/2005 10:00       | Waste Collection | 1.02     | 5000.0 L |    |

| Date/Time        | Action   | Description             |
|------------------|----------|-------------------------|
| 11/04/2005 15:00 | Disposal | Transit Site<br>Te Puia |

Finally click the “Confirm Close” button, the Tracking Form is now closed and completed.

## 2.7 How do I enter Treatment Plant/Disposal Site disposal information?

To enter information on a disposal follow these steps:

1. Go to <http://www1.wastetrack.co.nz/cwts/cwps.cfm>
2. Log in; if you are a carrier and treatment plant/disposal site choose to operate under your treatment plant profile rather than your carrier profile.
3. Once you have done this you will see the treatment plant main menu.

### Current User Information

| Treatment Plant | User               | Role                      |
|-----------------|--------------------|---------------------------|
| MfE TV Recycler | D Palmer (dpalmer) | Treatment Plant (Manager) |

### Treatment Plant Menu

| Treatment Plant Operations                                                                                                     | Tracking Form Operations                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
|  <a href="#">View Treatment Plant Details</a> |  <a href="#">Handle Waste Disposal</a> |
|  <a href="#">List Managers</a>                |  <a href="#">List Open Disposals</a>   |
|  <a href="#">List Data Entry People</a>     |                                                                                                                         |
|  <a href="#">Reports</a>                    |                                                                                                                         |
| Other                                                                                                                          |                                                                                                                         |
|  <a href="#">View Your Details</a>          |                                                                                                                         |
|  <a href="#">Change Password</a>            |                                                                                                                         |

4. Then click on “Handle Waste Disposal”. Clicking on “Handle Waste Disposal” will bring up a form like this.

### New Waste Disposal

Select Waste Tracking Forms

No tracking forms have been added.

|                                          |                                                                                                                                          |
|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| Disposal Date/Time                       | <input type="text"/> / <input type="text"/> / <input type="text"/> <input type="text"/> : <input type="text"/> : <input type="text"/> ** |
| **For current time and date, leave blank |                                                                                                                                          |
| Add Tracking Form IDs                    | <input type="text"/> <input type="button" value="Add"/>                                                                                  |

Enter Waste Received Information

|   |                   |                                                       |                   |
|---|-------------------|-------------------------------------------------------|-------------------|
| 1 | Method            | <input type="text"/>                                  |                   |
|   | Waste Category(s) | Single : <input type="text"/> or <input type="text"/> | (eg. 1.1,1.2,1.4) |
|   | Volume            | <input type="text"/> <input type="text"/>             |                   |
|   | Notes             | <input type="text"/>                                  |                   |

5. Enter the disposal date, disposal time and Tracking Form ID Number for the waste in the boxes and click "Add".
6. The form will now change and look like this, with the Tracking Form details and time and date of disposal added.

Select Waste Tracking Forms

|                                     |   |              |                           |
|-------------------------------------|---|--------------|---------------------------|
| <input checked="" type="checkbox"/> | 7 | Carrier      | Bay Waste Services        |
|                                     |   | Type         | Bulk                      |
|                                     |   | Categories   | No waste category details |
|                                     |   | Vehicle/Tank | ISUCK2 Hino FF2HPKA       |

Remove Selected

Disposal Date/Time: 15/03/2005 10:46

Add Tracking Form IDs:

#### New Waste Disposal

Select Waste Tracking Forms

|                                     |    |              |                           |
|-------------------------------------|----|--------------|---------------------------|
| <input checked="" type="checkbox"/> | 14 | Carrier      | Bay Waste Services        |
|                                     |    | Type         | Bulk                      |
|                                     |    | Categories   | No waste category details |
|                                     |    | Vehicle/Tank | ISUCK2 Hino FF2HPKA       |

Remove Selected

Disposal Date/Time: / /  : :  \*\*

\*\*For current time and date, leave blank

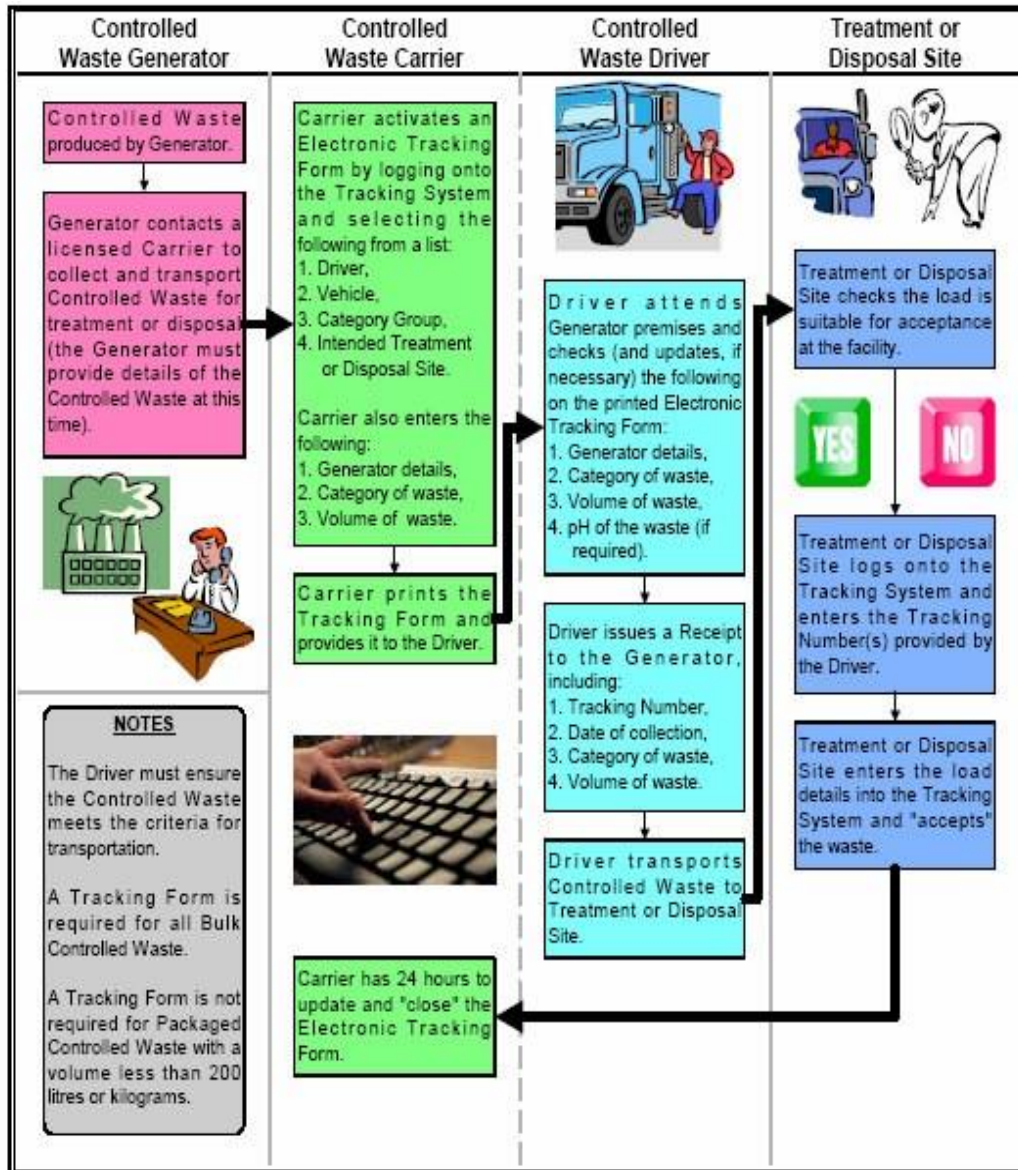
Add Tracking Form IDs:

Enter Waste Received Information

|   |                   |                                                  |  |
|---|-------------------|--------------------------------------------------|--|
| 1 | Method            | <input type="text"/>                             |  |
|   | Waste Category(s) | Single: <input type="text"/> or                  |  |
|   | Volume            | Multiple: <input type="text"/> (eg. 1,1,1,2,1,4) |  |
|   | Notes             | <input type="text"/>                             |  |

7. Now enter waste received information
8. Select method of waste disposal from the drop down menu
9. Select waste category if a single load from the drop down menu, OR if a mixed load enter the waste categories separated by a comma in the Multiple box.
10. Click "Add Disposal"

## 2.8 The WasteTRACK Process



*Based on Controlled Waste Tracking System used by the Department of Environment Regulation, Western Australia.*

## 2.9 How do I run a Report?

### Current User Information

| Carrier | User | Role |
|---------|------|------|
|         |      |      |

### Carrier Menu

| Carrier Operations                                                                                                                                                                          | Tracking Form Operations                                                                                                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
|  <a href="#">View Carrier Details</a>                                                                      |  <a href="#">New Tracking Form</a>           |
|  <a href="#">Add Waste Generator</a>                                                                       |  <a href="#">List Open Tracking Forms</a>    |
|  <a href="#">List Managers</a>                                                                             |  <a href="#">List Overdue Tracking Forms</a> |
|  <a href="#">List Data Entry People</a>                                                                    |                                                                                                                               |
|  <a href="#">List Drivers</a>                                                                              |                                                                                                                               |
|  <a href="#">List Vehicles and Tanks</a>                                                                   |                                                                                                                               |
|  <a href="#">Reports</a>  |                                                                                                                               |
| Other                                                                                                                                                                                       |                                                                                                                               |
|  <a href="#">View Your Details</a>                                                                         |                                                                                                                               |
|  <a href="#">Change Password</a>                                                                           |                                                                                                                               |

Enter Tracking Form Id

Open

### Carrier Details

|               |            |
|---------------|------------|
| Report Format |            |
| PDF           | Run Report |

### Treatment Plants Used

|                     |                   |               |            |
|---------------------|-------------------|---------------|------------|
| Delivery Date Start | Delivery Date End | Report Format | Run Report |
|                     |                   | PDF           |            |

### Tracking Forms Report

|                                                                                                                                                                  |                       |                                                                                                     |                                                                          |            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|------------|
| Commencement Date Start                                                                                                                                          | Commencement Date End | Status                                                                                              | Report Format                                                            | Run Report |
| 01/01/2005                                                                                                                                                       | 31/03/2005            | <div> <div>---</div> <div>All</div> <div>Allocated</div> <div>Closed</div> <div>Exempt</div> </div> | <div> <div>---</div> <div>PDF</div> <div>CSV</div> <div>XLS</div> </div> |            |
| Waste Generator Industry Code                                                                                                                                    |                       |                                                                                                     |                                                                          |            |
| <div> <div>---</div> <div>All Industries</div> <div>0100 Agriculture</div> <div>0110 Horticulture and Fruit Growing</div> <div>0111 Plant Nurseries</div> </div> |                       |                                                                                                     |                                                                          |            |

1.

2.

3.

4.

5.

6.

To run a report, follow these steps

1. Choose the type of report you wish to run e.g. Tracking Forms Report
2. Select the time period you wish the report to cover by selecting the start date and end date
3. Select status e.g. closed (if applicable)
4. For Waste Generator Industry Code leave at All Industries
5. Select the format you would like the report in e.g. PDF (Adobe Acrobat), [CSV currently not available] or XLS (Microsoft Excel)
6. Click Run Report

Once you click Run Report the report you have requested will be run and produced in the format you requested (Note: you must have the appropriate program installed on your computer to open the requested report format). In most situations PDF is the best format for reporting. The program will start automatically and produce your report in a new browser window as shown below.

**NOTE:** If there are problem with running PDF reports, check that your system allows popups to run from <http://www1.wastetrack.co.nz/cwts/cwps.cfm>

**WasteTRACK** New Zealand Waste Tracking System

Printed as at: 11/04/2005

**All Controlled Waste Tracking Forms**

**Selection Criteria:**

| Selection Criteria      | Value      |
|-------------------------|------------|
| Commencement Date Start | 01/01/2005 |
| Commencement Date End   | 11/04/2005 |
| Industry Code           | %          |
| Status                  | %          |

**Title:** All Controlled Waste Tracking Forms

List of all Tracking Forms commenced between given dates.

Data Date: 11/04/2005  
Data Time: 10:44 am

**Closed Tracking Forms**

| CWTF No. | Issue Date | Expiry Date | Paper Permit | Bulk | Revoked | Waste Transporter          |
|----------|------------|-------------|--------------|------|---------|----------------------------|
| 13       | 06/04/2005 | 13/04/2005  | No           | Yes  | No      | Bay Waste Services - (359) |

**Open Tracking Forms**

| CWTF No. | Issue Date | Expiry Date | Paper Permit | Bulk | Revoked | Waste Transporter          |
|----------|------------|-------------|--------------|------|---------|----------------------------|
| 1        | 04/03/2005 | 11/03/2005  | No           | Yes  | No      | Bay Waste Services - (359) |
| 2        | 04/03/2005 | 11/03/2005  | No           | Yes  | No      | Bay Waste Services - (359) |
| 3        | 04/03/2005 | 11/03/2005  | No           | Yes  | No      | Bay Waste Services - (359) |

The report shows

- the title of the report
- a description of the information given
- the selection criteria used
- the date the report was actioned

## 2.10 How do I change my password?

When you are registered on WasteTRACK you will be given a password. It is important that the first time you log on you change this password to something that you will be able to remember easily. Should you lose or forget your password it can be reset for you by the administrator.

**NOTE: THE ADMINISTRATOR CANNOT SEE YOUR PASSWORD. WHEN YOUR PASSWORD IS RESET YOUR USERNAME WILL ALSO BE RESET.**

### Current User Information

| Carrier | User | Role |
|---------|------|------|
|         |      |      |

### Carrier Menu

| Carrier Operations                        | Tracking Form Operations                      |
|-------------------------------------------|-----------------------------------------------|
| <a href="#">▶ View Carrier Details</a>    | <a href="#">▶ New Tracking Form</a>           |
| <a href="#">▶ Add Waste Generator</a>     | <a href="#">▶ List Open Tracking Forms</a>    |
| <a href="#">▶ List Managers</a>           | <a href="#">▶ List Overdue Tracking Forms</a> |
| <a href="#">▶ List Data Entry People</a>  |                                               |
| <a href="#">▶ List Drivers</a>            |                                               |
| <a href="#">▶ List Vehicles and Tanks</a> |                                               |
| <a href="#">▶ Reports</a>                 |                                               |
| Other                                     |                                               |
| <a href="#">▶ View Your Details</a>       |                                               |
| <a href="#">▶ Change Password</a>         |                                               |

To change your password click on the change password line, and then enter your new password, enter it again to confirm and then press change. Your password is now changed.

(NOTE: You should change your password regularly to maintain complete security of information)



## 2.11 How do I add a new driver to WasteTRACK?

### Current User Information

| Carrier | User | Role |
|---------|------|------|
|         |      |      |

### Carrier Menu

**Carrier Operations**

- ▶ [View Carrier Details](#)
- ▶ [Add Waste Generator](#)
- ▶ [List Managers](#)
- ▶ [List Data Entry People](#)
- ▶ [List Drivers](#)
- ▶ [List Vehicles and Tanks](#)
- ▶ [Reports](#)

**Tracking Form Operations**

- ▶ [New Tracking Form](#)
- ▶ [List Open Tracking Forms](#)
- ▶ [List Overdue Tracking Forms](#)

**Other**

- ▶ [View Your Details](#)
- ▶ [Change Password](#)

1. Click on “List Drivers”
2. This will then bring up a screen showing the Carrier Company (Truck Driver) list

### Carrier Company (Truck Driver) List

| Name                                              | Active |
|---------------------------------------------------|--------|
| No Carrier Company (Truck Driver) could be found. |        |

3. Next click the “New Carrier Company (Truck Driver) Application” button

### Enter Carrier Company (Truck Driver) Details

| Person Details                                                                                                |                                       |    |                             |                             |                              |
|---------------------------------------------------------------------------------------------------------------|---------------------------------------|----|-----------------------------|-----------------------------|------------------------------|
| First Name                                                                                                    | <input type="text"/>                  | *  | Surname                     | <input type="text"/>        | *                            |
| Salutation                                                                                                    | <input type="text"/>                  |    | Date of Birth               | <input type="text"/>        |                              |
| Gender                                                                                                        | <input type="text"/>                  | ▼  | E-mail                      | <input type="text"/>        |                              |
| Contact Number                                                                                                | <input type="text"/>                  | ** | Mobile Number               | <input type="text"/>        | **                           |
| * - Mandatory information    ** - Must include either Contact Number or Mobile Number                         |                                       |    |                             |                             |                              |
| Physical Address                                                                                              |                                       |    |                             |                             |                              |
| Building                                                                                                      | Name: <input type="text"/>            |    | Sub: <input type="text"/>   | Level: <input type="text"/> |                              |
| Street                                                                                                        | No.: <input type="text"/>             | ** | Rapid: <input type="text"/> | Name: <input type="text"/>  | * Type: <input type="text"/> |
| Town/Suburb                                                                                                   | <input type="text"/>                  |    | Postcode                    | <input type="text"/>        |                              |
| City                                                                                                          | <input type="text"/>                  | *  | Country                     | New Zealand                 | *                            |
| District/Region                                                                                               | <input type="text"/>                  |    |                             |                             |                              |
| * - Mandatory information    ** - Must include either Street Number or Rapid Number                           |                                       |    |                             |                             |                              |
| Postal Address                                                                                                |                                       |    |                             |                             |                              |
| Building                                                                                                      | Name: <input type="text"/>            |    | Sub: <input type="text"/>   | Level: <input type="text"/> |                              |
| Street                                                                                                        | No.: <input type="text"/>             | ** | Rapid: <input type="text"/> | Name: <input type="text"/>  | Type: <input type="text"/>   |
| Postal Addr.                                                                                                  | <input type="text"/> e.g. PO Box 1234 |    |                             |                             |                              |
| Town/Suburb                                                                                                   | <input type="text"/>                  |    | Postcode                    | <input type="text"/>        |                              |
| City                                                                                                          | <input type="text"/>                  |    | Country                     | New Zealand                 |                              |
| District/Region                                                                                               | <input type="text"/>                  |    |                             |                             |                              |
| * - Mandatory information    ** - If no Postal address then must include either Street Number or Rapid Number |                                       |    |                             |                             |                              |

4. To register a new Driver, complete this form and click the “Register” button. (Note: certain information is mandatory for a registration to be successful)

The information will then be submitted to the Administrator for approval before the driver will be available to be used on Tracking Form.

**NOTE:** to complete the new driver’s details in WasteTRACK the driver’s licence number and dangerous goods endorsement expiry date must be forwarded to the Administrator.

**NOTE:** Currently a carrier company cannot add a vehicle or tank in WasteTRACK. The information needs to be forwarded to the WasteTRACK Administer for them to add.

### 3. Frequently Asked Questions Waste Tracking Forms

#### 3.1 How do I log onto WasteTRACK?

First you must access WasteTRACK from

<http://www1.wastetrack.co.nz/cwts/cwps.cfm>

Click the tab in the top left hand corner of the screen called 'Log in'. You can now enter your username and the password that has been given to you.

The username is derived from the first letter of your first name, followed by your surname, all in lower case. For example Mark Smith would be msmith. The password is automatically generated by WasteTRACK and sent to a nominated email address.

Users can now access the system and change their password.

#### 3.2 How do I 'Close' a waste tracking form?

Once a carrier has completed all the relevant details on their open tracking form and the waste has been disposed of, the nominated treatment/disposal site must log on to say they have accepted the waste ('handle waste disposal'). The carrier then has 24 hours in which to 'close' the form. Once the 'close form' (bottom right hand side) tab has been pressed, the carrier will then be required to 'confirm close'. This acts as a final check for details.

#### 3.3 Do I have to go to the selected treatment plant/disposal site I have nominated once I have activated an electronic tracking form?

**No.** It is recognised that carriers may need to go to different disposal sites than the one nominated. In this case, the disposal site will log on as normal with that electronic tracking number and 'handle the waste disposal'. This will then appear on the electronic form under disposal. It can then be closed.

#### 3.4 Can the driver or vehicle details be updated on an open tracking form?

**Yes.** These details can be updated by pressing on the edit tab in the 'tracking form events' section or by pressing the 'change driver/vehicle' button. The tracking form can then be closed as normal. These details can be edited both before and after the waste has been disposed of. They cannot be edited by the carrier company once the tracking form is closed.

#### 3.5 What happens if I get called to another job while on the road?

An electronic tracking form can be activated and then the waste tracking number can be called through by radio or phone from the office. The driver can then place this number on an attachment form. The waste pick-ups can be written on the attachment form and entered electronically later.

If a vehicle already has a load on board, it is not necessary to activate a new electronic tracking form. **THIS CAN ONLY OCCUR IF THE WASTE IS OF THE SAME CATEGORY. INCOMPATABLE CATEGORIES MUST NOT BE MIXED**

If the waste to be picked up while out on the road is a different category than that already carried by the vehicle and cannot be mixed, **THE LOAD ON BOARD MUST BE DISPOSED OF AND A NEW TRACKING FORM ACTIVATED.**

### **3.6 What happens if I accidentally open an electronic tracking form but no longer require it for that job?**

Once an electronic tracking form has been activated, it can be still used for another job so long as the waste category is the same type.

### **3.7 How do I add a Waste Generator's details for septic tanks?**

If you are going to empty a septic tank at a private household, you need to select the option of Bulk Septic for the Waste Type. When adding a waste generator you would then click on the '**person**' search tab, **not organisation search**. From here you can add the relevant details.

### **3.8 Can I delete or update a Waste Generator's details?**

**No.** Updating Waste Generator details can only be done by the WasteTRACK Administrator and therefore as much information as possible should be included when adding a Waste Generator for the first time.

**Waste Generators cannot be deleted from WasteTRACK.**

### **3.9 What if I need to add a new driver or one ceases employment with our company?**

Drivers and other employees such as managers and data entry staff are all different profiles with different access levels and privileges. They can be added into WasteTRACK by making an application. This can be done by clicking on **list drivers**.

Once you have forwarded the new driver's license number and Dangerous Goods endorsement expiry date to the WasteTRACK Administrator the application will be approved. You must notify WasteTRACK Administrator in writing (email) if an employee ceases employment with your company.

### **3.10 Can I add a vehicle to WasteTRACK?**

Sorry No. This function is currently unavailable in WasteTRACK. The new vehicle information needs to be sent to the Administrator and they will add it.

### **3.11 What does the 'Done' tab mean on an electronic tracking form?**

This tab should be selected when the carrier has entered all the relevant '**tracking form events**' and wants to save the information. It is now time for the treatment plant/disposal site to log onto WasteTRACK and 'handle the waste disposal'. Once this has been done, the electronic tracking form can then be closed by the carrier.

## **4. Contact Details for WasteTRACK**

### WasteTRACK Administrator

Jennifer Leadley

Liquid Systems (2009) Limited

Phone 027 287 0123

Email [jennifer@liquidsystems.co.nz](mailto:jennifer@liquidsystems.co.nz)

## 5. Appendix 1 – Carrier Information

### Carrier Company Details Required to Register on WasteTRACK

| Organisation Details                                              |  |
|-------------------------------------------------------------------|--|
| Company Name **                                                   |  |
| Trading Name **                                                   |  |
| ** Must include <b>either</b> Company Name <b>or</b> Trading Name |  |

| Organisation Contact Details                                         |  |            |  |
|----------------------------------------------------------------------|--|------------|--|
| Contact Number **                                                    |  | Fax Number |  |
| Mobile Number **                                                     |  | Email      |  |
| ** Must include <b>either</b> Contact Number <b>or</b> Mobile Number |  |            |  |

| Physical Address Details                                           |  |                          |  |
|--------------------------------------------------------------------|--|--------------------------|--|
| Street Number **                                                   |  | Rapid Number **          |  |
| Street Name *                                                      |  | Type e.g. street, road * |  |
| Town/Suburb                                                        |  | Postcode                 |  |
| City                                                               |  |                          |  |
| District/Region e.g. Ashburton/Canterbury                          |  |                          |  |
| * Mandatory information                                            |  |                          |  |
| ** Must include <b>either</b> Street Number <b>or</b> Rapid Number |  |                          |  |

| Postal Address Details                                             |  |                         |  |
|--------------------------------------------------------------------|--|-------------------------|--|
| Street Number **                                                   |  | Rapid Number **         |  |
| Street Name *                                                      |  | Type e.g. street, road* |  |
| Town/Suburb                                                        |  | Postcode                |  |
| Postal Address e.g. PO Box 1234                                    |  |                         |  |
| City                                                               |  | Country                 |  |
| District/Region e.g. Ashburton/Canterbury                          |  |                         |  |
| * Mandatory information                                            |  |                         |  |
| ** Must include <b>either</b> Street Number <b>or</b> Rapid Number |  |                         |  |

| Manager Details                                                      |  |                  |  |
|----------------------------------------------------------------------|--|------------------|--|
| First Name *                                                         |  | Surname *        |  |
| Gender                                                               |  | Email            |  |
| Contact Number **                                                    |  | Mobile Number ** |  |
| ** Must include <b>either</b> Contact Number <b>or</b> Mobile Number |  |                  |  |

### Driver Details Required to Register on WasteTRACK

| Person Details                                                       |  |                               |  |
|----------------------------------------------------------------------|--|-------------------------------|--|
| First Name *                                                         |  | Surname *                     |  |
| Salutation                                                           |  | Date of Birth e.g. dd/mm/yyyy |  |
| Gender                                                               |  | Email                         |  |
| Contact Number **                                                    |  | Mobile Number **              |  |
| Driver Licence Number *                                              |  | DG Endorsement Issue Date     |  |
| DG Endorsement Expiry Date                                           |  |                               |  |
| * Mandatory information                                              |  |                               |  |
| ** Must include <b>either</b> Contact Number <b>or</b> Mobile Number |  |                               |  |

| Physical Address Details                                           |  |                         |  |
|--------------------------------------------------------------------|--|-------------------------|--|
| Street Number **                                                   |  | Rapid Number **         |  |
| Street Name *                                                      |  | Type e.g. street, road* |  |
| Town/Suburb                                                        |  | Postcode                |  |
| City                                                               |  | Country                 |  |
| District/Region e.g. Ashburton/Canterbury                          |  |                         |  |
| * Mandatory information                                            |  |                         |  |
| ** Must include <b>either</b> Street Number <b>or</b> Rapid Number |  |                         |  |

## Data Entry Person Details Required to Register on WasteTRACK

| Person Details                                                       |  |                  |  |
|----------------------------------------------------------------------|--|------------------|--|
| First Name *                                                         |  | Surname *        |  |
| Gender                                                               |  | Email            |  |
| Contact Number **                                                    |  | Mobile Number ** |  |
| * Mandatory information                                              |  |                  |  |
| ** Must include <i>either</i> Contact Number <i>or</i> Mobile Number |  |                  |  |

| Physical Address Details                                           |  |                         |  |
|--------------------------------------------------------------------|--|-------------------------|--|
| Street Number **                                                   |  | Rapid Number **         |  |
| Street Name *                                                      |  | Type e.g. street, road* |  |
| Town/Suburb                                                        |  | Postcode                |  |
| City                                                               |  | Country                 |  |
| District/Region e.g. Ashburton/Canterbury                          |  |                         |  |
| * Mandatory information                                            |  |                         |  |
| ** Must include <i>either</i> Street Number <i>or</i> Rapid Number |  |                         |  |

## Manager Details Required to Register on WasteTRACK

| Person Details                                                       |  |                  |  |
|----------------------------------------------------------------------|--|------------------|--|
| First Name *                                                         |  | Surname *        |  |
| Gender                                                               |  | Email            |  |
| Contact Number **                                                    |  | Mobile Number ** |  |
| * Mandatory Information                                              |  |                  |  |
| ** Must include <i>either</i> Contact Number <i>or</i> Mobile Number |  |                  |  |

| Physical Address Details                                           |  |                         |  |
|--------------------------------------------------------------------|--|-------------------------|--|
| Street Number **                                                   |  | Rapid Number **         |  |
| Street Name *                                                      |  | Type e.g. street, road* |  |
| Town/Suburb                                                        |  | Postcode                |  |
| City                                                               |  | Country                 |  |
| District/Region e.g. Ashburton/Canterbury                          |  |                         |  |
| * Mandatory information                                            |  |                         |  |
| ** Must include <i>either</i> Street Number <i>or</i> Rapid Number |  |                         |  |

| Postal Address Details                                             |         |                         |  |
|--------------------------------------------------------------------|---------|-------------------------|--|
| Street Number **                                                   |         | Rapid Number **         |  |
| Street Name *                                                      |         | Type e.g. street, road* |  |
| Town/Suburb                                                        |         | Postcode                |  |
| Postal Address e.g. PO Box 1234                                    |         |                         |  |
| City                                                               | Country |                         |  |
| District/Region e.g. Ashburton/Canterbury                          |         |                         |  |
| * Mandatory information                                            |         |                         |  |
| ** Must include <i>either</i> Street Number <i>or</i> Rapid Number |         |                         |  |

### Vehicle/Tank Details Required to Register on WasteTRACK

| Vehicle/ Tank Details                                                               |  |                                   |  |
|-------------------------------------------------------------------------------------|--|-----------------------------------|--|
| Registration *                                                                      |  | Fleet Number *                    |  |
| Make*                                                                               |  | Model *                           |  |
| Year *                                                                              |  | Type e.g. vehicle/tank *          |  |
| Bulk* e.g. y/n                                                                      |  | Bulk Type e.g. liquid/flat-deck * |  |
| Chassis Number *                                                                    |  | Capacity e.g. kg/l *              |  |
| Types of wastes certified to carry **                                               |  |                                   |  |
| <b>Notes</b>                                                                        |  |                                   |  |
| * Mandatory Information                                                             |  |                                   |  |
| ** Please refer to the attached waste categories sheet.                             |  |                                   |  |
| Be careful to allocate ONLY those wastes that you normally carry with each vehicle. |  |                                   |  |

| Vehicle/Tank Home Address                                          |  |                         |  |
|--------------------------------------------------------------------|--|-------------------------|--|
| Street Number **                                                   |  | Rapid Number **         |  |
| Street Name *                                                      |  | Type e.g. street, road* |  |
| Town/Suburb                                                        |  | Postcode                |  |
| City                                                               |  | Country                 |  |
| District/Region e.g. Ashburton/Canterbury                          |  |                         |  |
| * Mandatory information                                            |  |                         |  |
| ** Must include <b>either</b> Street Number <b>or</b> Rapid Number |  |                         |  |

## 6. Appendix 2 – Waste Categories

| Category | Description                                                                                                                                                |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.01     | Animal wastes - smallgoods; tallow, and animals slaughtered for quarantine purposes                                                                        |
| 1.02     | Septage wastes - wastes from apparatus for the treatment of sewage excluding Category 1.05                                                                 |
| 1.03     | Grease wastes - wastes resulting from food preparation processes                                                                                           |
| 1.04     | Vegetable oils and derivatives and other biological wastes excluding wastes referred to in categories 1.01, 1.02, 1.03 and 1.05                            |
| 1.05     | Sewage waste - from reticulated sewage system                                                                                                              |
| 1.06     | Portable Toilet Waste                                                                                                                                      |
| 1.07     | Waste Water Treatment Plant Screenings                                                                                                                     |
| 1.08     | Winery wastes                                                                                                                                              |
| 1.09     | Waste from molasses production process                                                                                                                     |
| 1.10     | Dairy Industry Wastes - Milk, Cheese brine etc.                                                                                                            |
| 1.11     | Blood                                                                                                                                                      |
| 1.12     | Animal Wastes - stock truck wash                                                                                                                           |
| 1.13     | Animal Wastes - Dairy, pig & chicken farm effluent                                                                                                         |
| 1.14     | Fish / Seafood Processing Waste                                                                                                                            |
| 1.15     | Grain (Quarantine)                                                                                                                                         |
| 1.20     | Dewatering Plant sludges                                                                                                                                   |
| 1.21     | Dewatering operation liquids                                                                                                                               |
| 2.01     | Asbestos                                                                                                                                                   |
| 2.03     | Fly ash & Boiler ash                                                                                                                                       |
| 2.04     | Filter cake                                                                                                                                                |
| 2.05     | Containers or drums contaminated with residues of waste                                                                                                    |
| 2.06     | Encapsulated, chemically-fixed, solidified or polymerised wastes                                                                                           |
| 2.07     | Waste of an explosive nature not subject to other legislation                                                                                              |
| 2.08     | Industrial waste treatment plant sludges and residues                                                                                                      |
| 2.09     | Sand Blasting Materials                                                                                                                                    |
| 2.10     | Contaminated soils (hydrocarbons)                                                                                                                          |
| 2.11     | Contaminated soils (heavy metals)                                                                                                                          |
| 2.12     | Carbon Filter Material                                                                                                                                     |
| 2.13     | Packaging - including cardboard, plastic wrap and strapping                                                                                                |
| 2.14     | Scrap Metal                                                                                                                                                |
| 2.16     | Drilling Mud / Bentonite                                                                                                                                   |
| 2.17     | Separated materials - Glass                                                                                                                                |
| 2.18     | Contaminated (Hydrocarbons) Solid Wastes e.g concrete                                                                                                      |
| 3.01     | Clinical and related wastes (biomedical)                                                                                                                   |
| 3.02     | Pathogenic substances                                                                                                                                      |
| 3.03     | Cytotoxic substances                                                                                                                                       |
| 3.04     | Waste from the production or use of pharmaceutical products                                                                                                |
| 3.05     | Clinical and related waste - biomedical waste, pathogenic substances, cytotoxic substances and waste from the production or use of pharmaceutical products |
| 4.01     | Pesticide Concentrates                                                                                                                                     |
| 4.02     | Pesticide Solutions                                                                                                                                        |
| 4.03     | Organochlorine pesticides                                                                                                                                  |
| 5.01     | Wastes from the production formulation or use of inks, dyes, resins, adhesives, glues, latex or plasticisers                                               |
| 5.02     | Oil based paints (all options)                                                                                                                             |
| 5.03     | Water based and acrylic paints (all options)                                                                                                               |
| 6.01     | Oil interceptor waste                                                                                                                                      |
| 6.02     | Oil/water mixtures                                                                                                                                         |
| 6.03     | Oil sludges i.e plate separators                                                                                                                           |
| 6.04     | Waste mineral oils unfit for their originally intended use                                                                                                 |



|       |                                                                                                                                                                           |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6.05  | Waste oil - National collection                                                                                                                                           |
| 6.06  | Waste Fuels                                                                                                                                                               |
| 6.07  | Oil Spill Kits and Oil Filters                                                                                                                                            |
| 7.01  | Halogenated aliphatics                                                                                                                                                    |
| 7.02  | Non-halogenated aliphatics                                                                                                                                                |
| 7.03  | Halogenated aromatics                                                                                                                                                     |
| 7.04  | Non-halogenated aromatics                                                                                                                                                 |
| 8.01  | Engine coolants                                                                                                                                                           |
| 8.02  | Ethers                                                                                                                                                                    |
| 8.03  | Highly odorous organic chemicals (including mercaptans and acrylates)                                                                                                     |
| 8.04  | Isocyanate compounds                                                                                                                                                      |
| 8.05  | Organohalogen compounds other than substances referred to elsewhere in this schedule                                                                                      |
| 8.06  | PBBs (polybrominated biphenyls)                                                                                                                                           |
| 8.07  | PCBs (polychlorinated biphenyls - scheduled PCB's only from the PCB management plan - other PCB's refer to the PCB management plan and landfill acceptability guidelines) |
| 8.08  | PCNs (polychlorinated naphthalenes)                                                                                                                                       |
| 8.09  | PCTs (polychlorinated terphenyls)                                                                                                                                         |
| 8.10  | Phenols and phenol compounds including chlorophenols                                                                                                                      |
| 8.11  | Phosphorous compounds                                                                                                                                                     |
| 8.12  | Surface acting agent (surfactants) - Detergents                                                                                                                           |
| 8.13  | Surface acting agent (surfactants) - Wetting Agents                                                                                                                       |
| 8.14  | Surface acting agent (surfactants) - Emulsifiers                                                                                                                          |
| 9     | Acids                                                                                                                                                                     |
| 10    | Alkalis                                                                                                                                                                   |
| 11    | Chromium                                                                                                                                                                  |
| 12.01 | Inorganic Cyanide                                                                                                                                                         |
| 12.02 | Organic Cyanide                                                                                                                                                           |
| 13.01 | Antimony or antimony compounds                                                                                                                                            |
| 13.02 | Arsenic or arsenic compounds                                                                                                                                              |
| 13.03 | Barium compounds (excluding barium sulphate)                                                                                                                              |
| 13.04 | Beryllium; beryllium compounds                                                                                                                                            |
| 13.05 | Boron                                                                                                                                                                     |
| 13.06 | Cadmium or cadmium compounds                                                                                                                                              |
| 13.07 | Chlorates                                                                                                                                                                 |
| 13.08 | Cobalt compounds                                                                                                                                                          |
| 13.09 | Copper compounds                                                                                                                                                          |
| 13.10 | Fluorine compounds (excluding calcium fluoride)                                                                                                                           |
| 13.11 | Lead; lead compounds                                                                                                                                                      |
| 13.12 | Mercury                                                                                                                                                                   |
| 13.13 | Metal carbonyls                                                                                                                                                           |
| 13.14 | Nickel compounds                                                                                                                                                          |
| 13.15 | Nontoxic salts                                                                                                                                                            |
| 13.16 | Perchlorates                                                                                                                                                              |
| 13.17 | Phosphorous compounds                                                                                                                                                     |
| 13.18 | Photographic waste                                                                                                                                                        |
| 13.19 | Selenium; selenium compounds                                                                                                                                              |
| 13.20 | Sulphides                                                                                                                                                                 |
| 13.21 | Tellurium                                                                                                                                                                 |
| 13.22 | Thallium                                                                                                                                                                  |
| 13.23 | Vanadium compounds                                                                                                                                                        |
| 13.24 | Zinc compounds                                                                                                                                                            |
| 14.01 | Industrial washwaters                                                                                                                                                     |
| 14.02 | Stormwater                                                                                                                                                                |

|               |                                                                                                                                                                                                           |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 14.03         | Pond water                                                                                                                                                                                                |
| 14.04         | Fire debris and wash water (may vary)                                                                                                                                                                     |
| 14.05         | Road, car park and yard sweepings                                                                                                                                                                         |
| 14.06         | Hydro Excavation Wastes (slurries and muds etc.)                                                                                                                                                          |
| 15.01         | Residues from industrial waste treatment or disposal operations                                                                                                                                           |
| 15.02         | Waste from the manufacture, formulation and use of wood-preserving chemicals                                                                                                                              |
| 15.03         | Waste chemical substances arising from research and development or teaching activities including those which are not identified or new, or the effects on environment or human health are not known, etc. |
| 15.04         | Waste resulting from surface treatment of metals and plastics (potentially various categories)                                                                                                            |
| 15.05         | Waste tarry residue arising from refining, distillation or pyrolytic treatment                                                                                                                            |
| 15.06         | N/A                                                                                                                                                                                                       |
| 15.07         | Leachate from Landfills                                                                                                                                                                                   |
| 16.01 – 16.33 | Not In Use                                                                                                                                                                                                |
| 17.01         | Oil Based Mud (OBM)                                                                                                                                                                                       |
| 17.02         | Water Based Mud (WBM)                                                                                                                                                                                     |
| 17.03         | Fracking Fluids (FF)                                                                                                                                                                                      |
| 17.04         | Other - oil & gas wastes                                                                                                                                                                                  |
| 17.12 – 17.14 | Not In Use                                                                                                                                                                                                |

## 7. Appendix 3 – Treatment Plant Information

### Treatment Plant Details Required to Register on *WasteTRACK*

| Organisation Details                                              |  |
|-------------------------------------------------------------------|--|
| Company Name **                                                   |  |
| Trading Name **                                                   |  |
| ** Must include <i>either</i> Company Name <i>or</i> Trading Name |  |

| Organisation Contact Details                                         |  |            |  |
|----------------------------------------------------------------------|--|------------|--|
| Contact Number **                                                    |  | Fax Number |  |
| Mobile Number **                                                     |  | Email      |  |
| ** Must include <i>either</i> Contact Number <i>or</i> mobile Number |  |            |  |

| Physical Address Details                                           |  |                          |  |
|--------------------------------------------------------------------|--|--------------------------|--|
| Street Number **                                                   |  | Rapid Number **          |  |
| Street Name *                                                      |  | Type e.g. street, road * |  |
| Town/Suburb                                                        |  | Postcode                 |  |
| City                                                               |  |                          |  |
| District/Region e.g. Ashburton/Canterbury                          |  |                          |  |
| * Mandatory information                                            |  |                          |  |
| ** Must include <i>either</i> Street Number <i>or</i> Rapid Number |  |                          |  |

| Postal Address Details                                             |  |                         |  |
|--------------------------------------------------------------------|--|-------------------------|--|
| Street Number **                                                   |  | Rapid Number **         |  |
| Street Name *                                                      |  | Type e.g. street, road* |  |
| Town/Suburb                                                        |  | Postcode                |  |
| Postal Address e.g. PO Box 1234                                    |  |                         |  |
| City                                                               |  | Country                 |  |
| District/Region e.g. Ashburton/Canterbury                          |  |                         |  |
| * Mandatory information                                            |  |                         |  |
| ** Must include <i>either</i> Street Number <i>or</i> Rapid Number |  |                         |  |

| Manager Details                                                      |  |                  |  |
|----------------------------------------------------------------------|--|------------------|--|
| First Name *                                                         |  | Surname *        |  |
| Gender                                                               |  | Email            |  |
| Contact Number **                                                    |  | Mobile Number ** |  |
| ** Must include <i>either</i> Contact Number <i>or</i> Mobile Number |  |                  |  |

| Waste Treatment Information                                                 |  |                                                                                 |  |
|-----------------------------------------------------------------------------|--|---------------------------------------------------------------------------------|--|
| Types of Waste Certified to Treat *                                         |  | Methods of Disposal for Waste *                                                 |  |
| (refer to attached list and list <b>ONLY</b> those wastes that are treated) |  | (refer to attached list and list <b>ONLY</b> those methods that are used there) |  |
| * Mandatory information                                                     |  |                                                                                 |  |