

Resource Recovery Facility Site Management Plan Form

This form may be used by the operator of a Resource Recovery Facility to create a Site Management Plan.

The Site Management Plan is a tool to help ensure facility operators are meeting their obligations as efficiently as possible and provides a record of the agreed recording and reporting process. It should contain all the relevant information to describe the process, including:

- o How waste is moved into, out of and around the facility.
- How and where movement records are made.
- How records are kept.
- Who is responsible for recording and storing information.

It is recommended that operators refer to the <u>Data Recording and Reporting for Resource Recovery</u> Facilities Guideline.

Please complete all fields of the form and submit the entire document to NRE Tasmania.

Email this document to: WasteLevy@nre.tas.gov.au

Further Information

Further information is available from: Waste and Resource Recovery Business Unit GPO Box 44, Hobart, Tasmania, 7001

Email: WasteLevy@nre.tas.gov.au

Website: www.nre.tas.gov.au/environmental-management



Resource Recovery Facility Site Management Plan Form

Facility Details:

Facility Name		
Facility Region	South / North / North-west / West	
Facility Co-ordinates (Latitude / Longitude)	Lat Long	
Facility address		
Contact Person for Resource Recovery Facility		
Position		
Phone		
Mobile		
Email		
Contact Person preparing the Monthly Returns (if different from above)		
Position		
Phone		
Mobile		
Email		
If known, what approximate annual tonnage of		
material is received at your facility for resource		
recovery? *		
Only facilities receiving more than 1,000 tonnes per year of material for resource recovery, are required to record and report waste movement data. * This may include waste material that is generated on-site and received in an area for the purposes of resource recovery,		

Site Operator Details

Site operators name	
ACN/ABN	
Office address	
Postal address (if different from above)	
Office main phone	
Office main email (if applicable)	
What is your preference for receiving notifications from NRE Tas?	Email / Post

Resource Recovery Facility Information

Please describe all resource recovery activities that occur at your facility (e.g. sorting metals, composting organics, shredding green waste, stockpiling materials etc).	
Is resource recovery the main activity undertaken at your facility?	
Do your resource recovery activities produce any residual (unusable) wastes? If yes, please describe the residual waste type, and provide an estimate of the annual tonnage of residual disposed to landfill.	

Do you produce any wastes that go to resource recovery at another facility? If so, what is the approximate annual tonnage?	
How will you quantify (measure) material entering and leaving your facility? e.g. Approved Waste Estimation Method #I (AWEM #I), alternative estimation method, weighbridge/scales, alternative methods). If using AWEM#I – please provide a detailed explanation of how it will be implemented at your facility. (e.g. using paper records, spreadsheet, commercial software). This must include but is not	
 limited to recording and reporting. If an alternative estimation method is to be used – please provide a detailed explanation of the estimation method including details of how weight is estimated. How the estimation method was developed. Any other methods or systems on which it has been based. Any standards used. Whether the method has been tested and proven. How it will be implemented. How you will be recording and reporting tonnages. What system will be used to record the movement of materials. Include the name of any proprietary software if known? 	
 Please attach a site plan showing: How materials move into, out of and around the site, including any stockpiles or storage. Location of resource recovery activities and processes*. Points at which material weights are measured or estimated. * if resource recovery is not the main activity of your facility, please specify exactly where the resource recovery activity occurs within the facility. 	Site plan provided

Further information Please provide any further information that may be relevant. List any additional supporting documents attached to your email. Authorising Officer

	For office use only				
	NRE Contact Officer				
	Position				
	Date				
	Signature				

Position
Date
Signature