



# 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:

- 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 [Data Recording and Reporting for Resource Recovery 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](mailto: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](mailto:WasteLevy@nre.tas.gov.au)

Website: [www.nre.tas.gov.au/environmental-management](http://www.nre.tas.gov.au/environmental-management)



<p>Do you produce any wastes that go to resource recovery at another facility? If so, what is the approximate annual tonnage?</p>	
<p>How will you quantify (measure) material entering and leaving your facility? e.g. Approved Waste Estimation Method #1 (AWEM #1), alternative estimation method, weighbridge/scales, alternative methods).</p>	
<p>If using AWEM#1 – 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.</p>	
<p>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.</p> <ul style="list-style-type: none"> <li>• How the estimation method was developed.</li> <li>• Any other methods or systems on which it has been based.</li> <li>• Any standards used.</li> <li>• Whether the method has been tested and proven.</li> <li>• How it will be implemented.</li> <li>• How you will be recording and reporting tonnages.</li> </ul>	
<p>What system will be used to record the movement of materials. Include the name of any proprietary software if known?</p>	
<p>Please attach a site plan showing:</p> <ul style="list-style-type: none"> <li>• How materials move into, out of and around the site, including any stockpiles or storage.</li> <li>• Location of resource recovery activities and processes*.</li> <li>• Points at which material weights are measured or estimated.</li> </ul> <p>* if resource recovery is not the main activity of your facility, please specify exactly where the resource recovery activity occurs within the facility.</p>	<p><input type="checkbox"/> Site plan provided</p>

**Further information**

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

Authorising Officer	
Position	
Date	
Signature	

*For office use only*

<i>NRE Contact Officer</i>	
<i>Position</i>	
<i>Date</i>	
<i>Signature</i>	