

# Waste Regulation Management System

## Quarterly Waste Activity Reporting

This quick reference guide provides instructions for the quarterly reporting of waste activities for licensed facilities via the ACT Government's Waste Regulation Management System (WRMS).

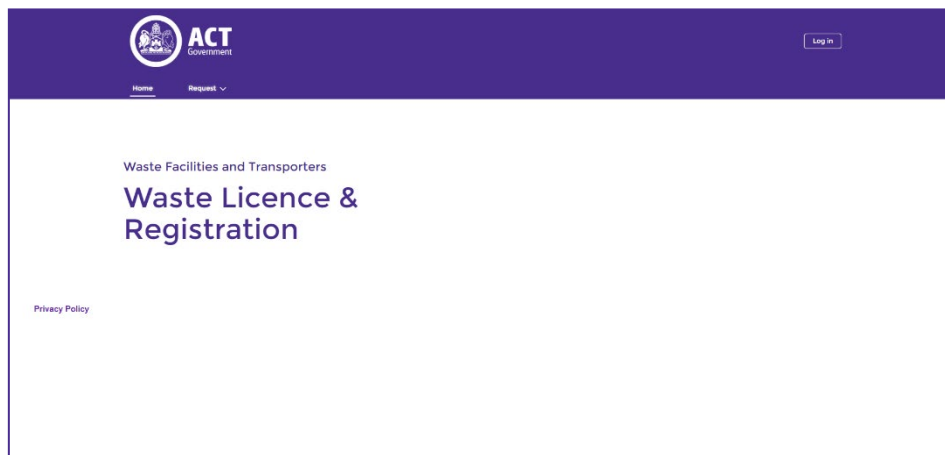
**Note:** Waste transporters are currently exempt from providing quarterly waste activity reporting.

### Steps

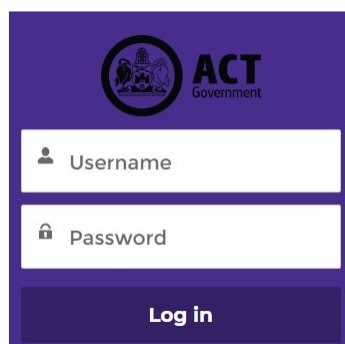
1. Visit the [Waste transporters and facilities](#) page.
2. Select the **Apply for a waste licence or registration** button.

**Apply for a waste licence or registration**

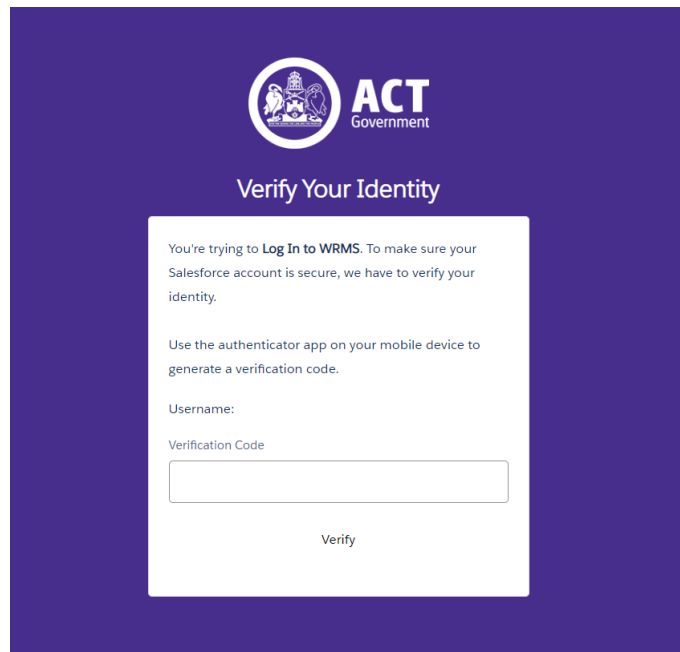
3. The **WRMS Waste Facilities and Transporters portal** will display.



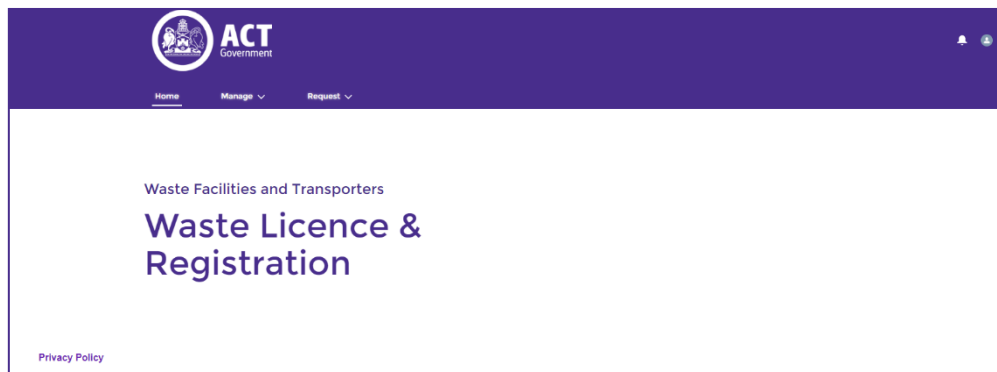
4. Select the **Log in** button.
5. From the **WRMS portal log in screen**, enter your username and password, then select the **Log in** button.

A screenshot of the log in screen for the WRMS portal. It features a dark blue header with the ACT Government logo. Below the header, there are two input fields: 'Username' with a person icon and 'Password' with a lock icon. At the bottom, there is a dark blue button labeled 'Log in'.

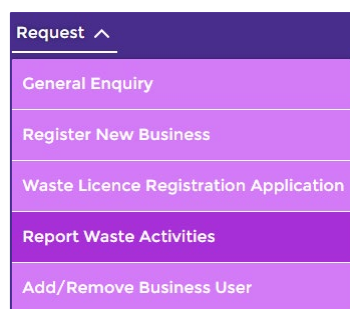
6. The **Verify Your Identity** screen will display.



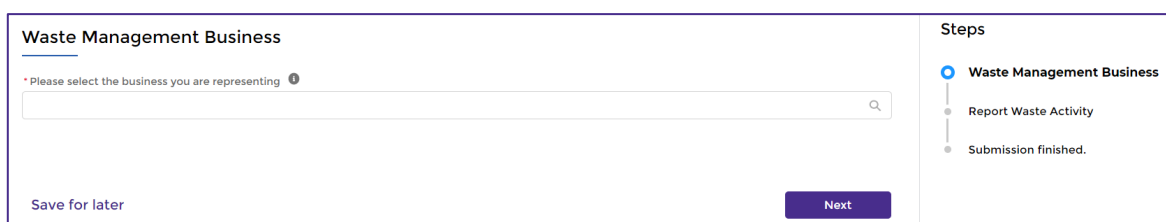
7. Enter the verification code from the **Salesforce Authenticator** app in the **Verification Code** field. For information on how to do this, see the **WRMS Registering a New Business quick reference guide**.
8. You will be logged in to the **WRMS Waste Facilities and Transporters portal**.

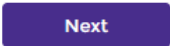


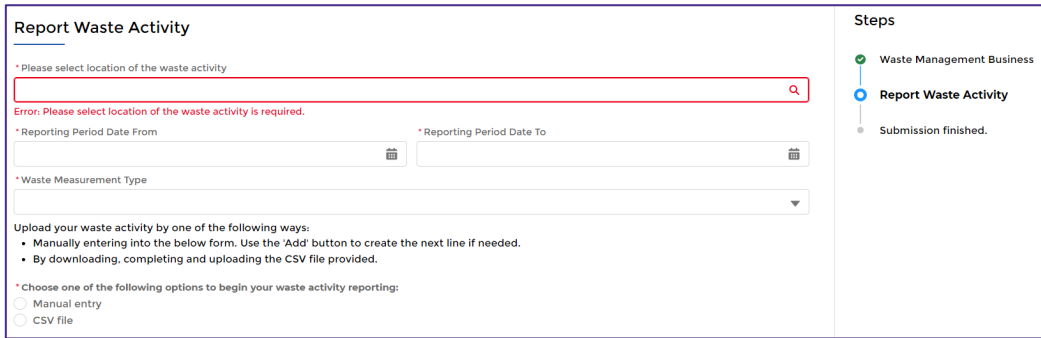
9. From the **Request** menu, select **Report Waste Activities**.



10. From the **Please select the business you are representing** field, select the name of the business.



11. Select the **Next**  button.
12. Complete the fields on the **Report Waste Activity** screen. All questions with a red asterisk are mandatory.



**Report Waste Activity**

\* Please select location of the waste activity

Error: Please select location of the waste activity is required.

\* Reporting Period Date From  \* Reporting Period Date To

\* Waste Measurement Type

Upload your waste activity by one of the following ways:

- Manually entering into the below form. Use the 'Add' button to create the next line if needed.
- By downloading, completing and uploading the CSV file provided.

\* Choose one of the following options to begin your waste activity reporting:

Manual entry

CSV file

**Steps**

- Waste Management Business
- Report Waste Activity**
- Submission finished.

**Note:** The waste activity reporting periods must be entered manually via the **Reporting Period Date From** and **Reporting Period Date To** fields. Waste activity reporting periods are **quarterly**.

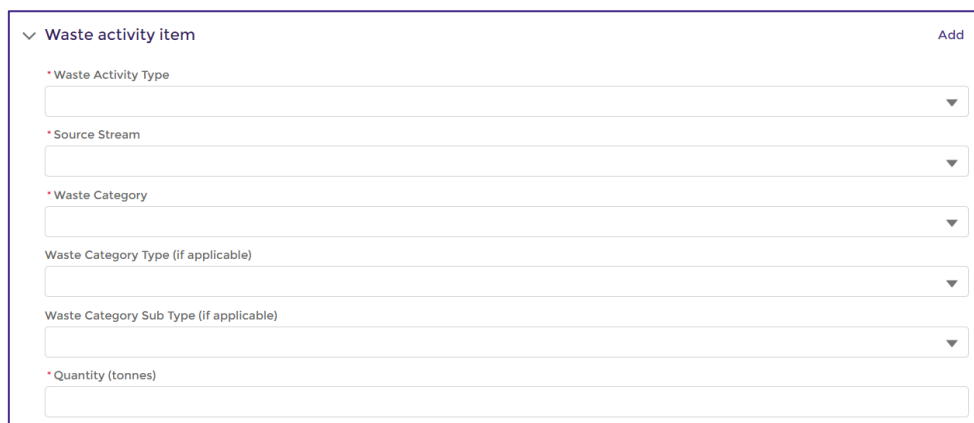
The quarterly reporting periods are:

- 1 January to 31 March
- 1 April to 30 June
- 1 July to 30 September
- 1 October to 31 December.

13. From the **Choose one of the following options to begin your waste activity reporting** field, select the **Manual entry** or **CSV file** option.

### Manual entry option

1. To add your waste activity data, complete the fields in the **Waste activity item** section of the screen. All questions with a red asterisk are mandatory.



Waste activity item Add

\* Waste Activity Type

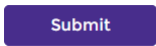
\* Source Stream

\* Waste Category

Waste Category Type (if applicable)

Waste Category Sub Type (if applicable)

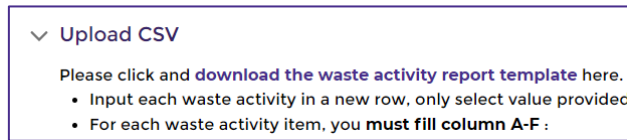
\* Quantity (tonnes)

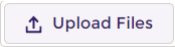

2. To add further waste items and data, select the **Add** link at the top-right of the section. Another set of fields will display. The amount of waste items and data will depend on the type of waste activities your business conducts.
3. When you have completed adding waste items and data, select the **Submit**  button.
4. The report will be submitted. A WRMS Officer will contact you if necessary.

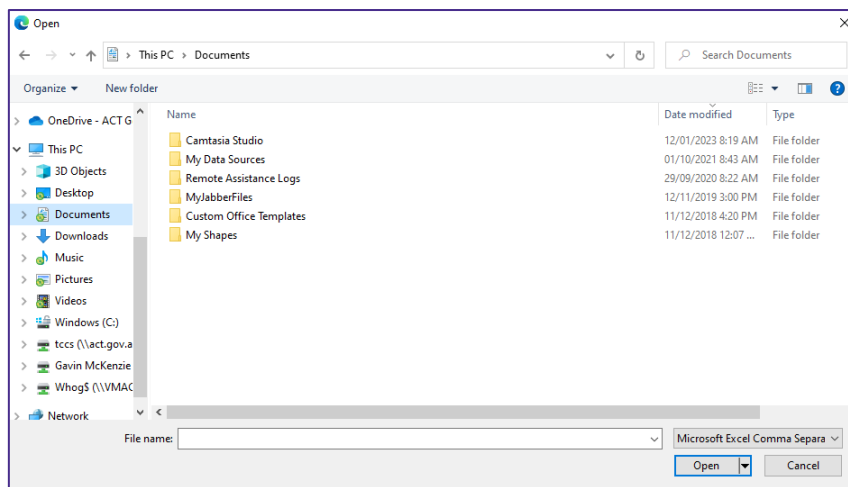
## CSV file option

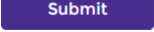
**Note:** The comma separated value (csv) option is useful if there are many activities to be uploaded.

1. Select the **download the waste activity report template** link. The waste activity report template is a Microsoft Excel file.



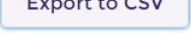
2. Follow the instructions on the screen and complete the waste activity report template.
3. Save the template as a **.csv** file.
4. To upload the waste activity report template, select the **Upload Files**  button.
5. Select the file, then select the **Open**  button.

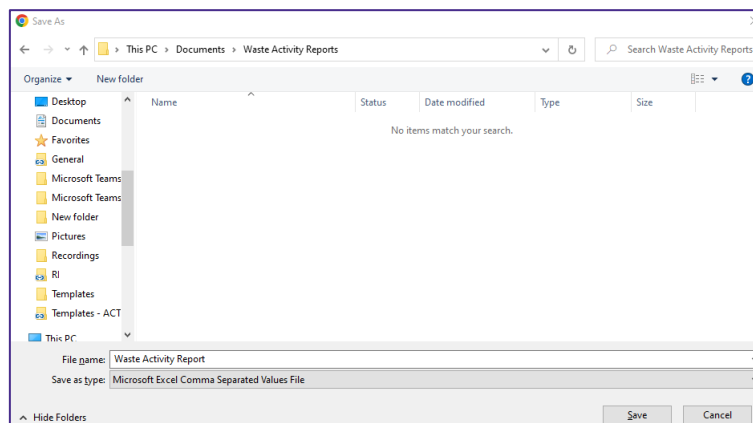


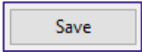
6. Select the **Submit**  button.
7. The report will be submitted. A WRMS Officer will contact you if necessary.

## Using a previous report as a template

If you have previously uploaded a report in .csv format and only the amounts being reported have changed (i.e., the waste categories, types and sub-types have not changed), you can use a report from a previous reporting period as the basis of a current period report.

1. From the **Report Waste Activity** screen, select the **Export to CSV**  button.
2. The **Save As** window will display.



3. Select the report and rename it as required.
4. Ensure the file type is **Microsoft Excel Comma Separated Values**.
5. Select the **Save**  button.
6. Open the file.
7. If only the quantity or amount varies and the waste categories, types and sub-types are unchanged, update the amounts in the **Quantity** column of the report.
8. Save the file.
9. Follow the instructions from **Step 4** of the **CSV file option** section above.
10. For help or more information, contact [TCCS.WasteRegulation@act.gov.au](mailto:TCCS.WasteRegulation@act.gov.au)

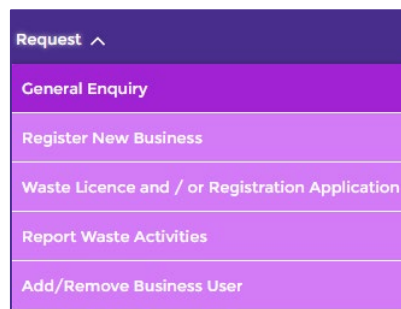
See the [Waste Categories, types and sub-types](#) section of this guide for information about **waste categories, types and sub-types** as related to **quarterly waste reporting**, including information about **mixed material loads**.

## Errors in waste activity reporting

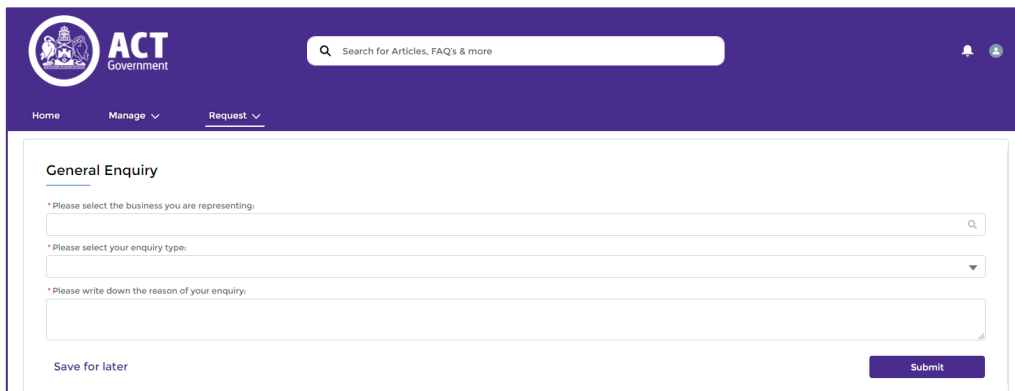
To amend a previously submitted report, **do not create another report. The earlier submission will not be over-written.**

Follow these steps to resubmit a report.

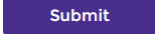
1. Select the **General Enquiry** menu.

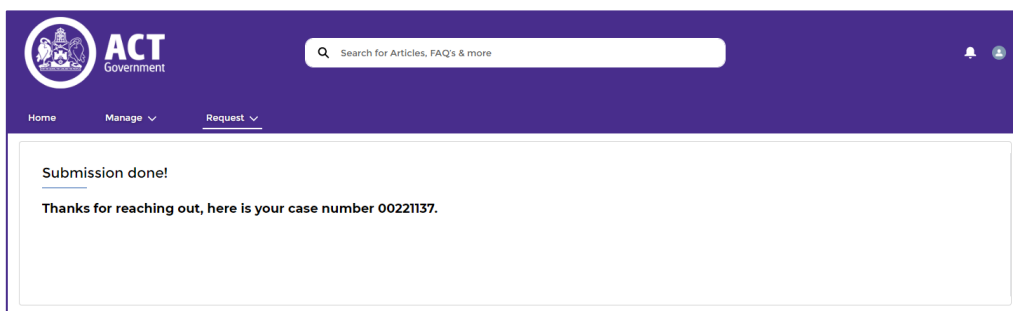


2. The **General Enquiry** screen will display.



3. In the **Please select the business you are representing** field, enter the name of your business.
4. In the **Please select your enquiry type** field, select the **Notification** option.
5. In the **Please write down the reason of your enquiry** field, enter as much detail as possible about the report resubmission, such as incoming waste, material transported from site, waste source streams, waste category/type/sub-type, and the amount of material in tonnes.

6. Select the **Submit**  button.
7. WRMS will provide you with a case number after submission. Take note of this case number, as you might need to refer to it in the future.



**Note:** If the error or revision contains more than a few items, or if you require further assistance, use the **General Enquiry (Request for Service option)** form to request contact with a member of the Regulatory Reporting team.

## Waste categories, types and sub-types

The materials reported via quarterly reporting are broken down by **waste category**, **type** and **sub-type**. These categories, types and sub-types adhere to the federal Department of Climate Change, Energy, the Environment and Water's [Australian standard for waste and resource recovery data and reporting](#) (PDF document, 828.9Kb).

For example:

- **Metal** is a **waste category**;
- **Non-ferrous metals** is a **type** within the **Metal** waste category; and
- **Copper** is a **sub-type** of the **Non-ferrous metals type**.

### Mixed material loads

The **Other product types** category contains types and sub-types relating to mixed material loads. If your business receives or stockpiles mixed material loads, use the **Other product types** category and relevant types and sub-types when reporting on these materials.

### Waste categories, types and sub-types breakdown

Refer to the following table for all categories, types and sub-types applicable to your business.

Category	Type			
<b>Building and Demolition Materials</b>	Bricks, concrete and pavers	Brick rubble		
		Whole bricks		
			Concrete	
			Pavers	
	Ceramics, tiles and pottery		Ceramics	
			Tiles	
			Pottery	
	Plasterboard and cement sheeting		Plasterboard	
			Cement sheeting	
	Soil, sand and rock not contaminated above any threshold requiring classification as contaminated soils (N120)		Virgin excavated natural material	
			Other soil	
			Foundry sand	
			Other sand	
			Rock or stone	
			Dredging spoil	
			Drilling mud, other than hazardous other soils/ sludges	
		Rubble		Rubble comprising <10% soil
				Rubble comprising >10% soil

Category	Type	Sub-type
<b>Metals</b>	Iron and steel	
	Aluminium	
	Non-ferrous metals (excl. aluminium)	Copper
		Non-ferrous metals (excl. Aluminium and copper)
	Mixed metals	
<b>Organics</b>	Food organics	
	Garden organics	
	Timber	Packaging and pallets
		Other
	Sawdust	
	Biosolids (non-contaminated)	
	Other organics	
	Mixed organics	
	<b>Paper and cardboard</b>	Cardboard
		Not waxed
		Aseptic
		Gable top
		Hot cup and cold cup
		Other
Newsprint and magazines		Newsprint
		Magazines
Office paper		
Mixed paper and cardboard		
<b>Plastics</b>		Polyethylene terephthalate (PET) (1)
	High density polyethylene (HDPE) (2)	
	Polyvinyl chloride (PVC) (3)	
	Low density polyethylene (LDPE) (4)	
	Polypropylene (PP) (5)	
	Polystyrene (PS) (6)	
	Other plastics (7)	
	Certified compostable plastics	
	Mixed plastics	
<b>Glass</b>	Glass from food and beverage containers	Amber glass packaging
		Flint glass packaging
		Green glass packaging
		Glass fines
		Other and mixed glass packaging
	Other glass	Window glass



Category	Type	Sub-type	
		Glass fibre insulation	
<b>Textiles, leather and rubber (excluding tyres)</b>	Textiles	Wearable clothing	
		Unwearable clothing	
		Carpet	
		Other and mixed textiles	
	Leather and rubber (excluding tyres)	Leather	
		Rubber (excluding tyres)	
		Foam and latex	
<b>Ash</b>	Ash	Fly ash from coal-fired power stations	
		Bottom ash from coal-fired power stations	
		Bottom ash from thermal waste processing	
<b>Hazardous wastes</b>	Plating and heat treatment (A)		
	Acids (B)		
	Alkalis (C)		
	Inorganic chemicals (D)		
	Reactive chemicals (E)		
	Paints, resins, inks, organic sludges (F)		
	Organic solvents (G)		
	Pesticides (H)		
	Oils (J)		
	Food-derived haz. wastes (K100, K110)		
	Other haz. organic wastes (K140, K190)		
	Organic chemicals (M)		
	Contaminated soils (N120)		
	Asbestos (N220)		
	Other soil/sludges (other N)		
	Clinical and pharmaceutical (R)		Anatomical
			Biosecurity (quarantine)
			Cytotoxic
			Sharps
			Veterinary waste
	Tyres (T140)		
	Other miscellaneous (other T)		
<b>Unclassified materials</b>	N/A	N/A	

Category	Type	Sub-type	
<b>Other product types</b>	Carbon fibre goods		
	End-of-life vehicles		
	E-waste	Televisions and computers	
		Mobile phones	
		White goods and other large appliances	
		Batteries other than used lead acid batteries	
		Cables	
		Solar and photovoltaic panels	
		Leaded glass	
		Other E-waste	
		Fibreglass goods	
		Fluorescent light globes/tubes	
		Mattresses	
		Mixed material loads - MSW	Domestic commingled recyclables (no Container Deposit Scheme (CDS) materials, glass included)
			Domestic commingled recyclables (no Container Deposit Scheme (CDS) materials, glass separate)
			Domestic commingled recyclables (Container Deposit Scheme (CDS) materials, glass included)
			Domestic commingled recyclables (Container Deposit Scheme (CDS) materials, glass separate)
			Mixed domestic MSW kerbside residuals (organics service)
			Mixed domestic MSW kerbside residuals (no organics service)
			Garden organics
		Food and garden organics	
		Mixed domestic hard waste	
		Street litter bins	
		Street cleaning waste	

Category	Type	Sub-type
		Residuals from materials recovery facilities
		Residuals from mechanical biological treatment
	Mixed Material Loads - CI	C&I commingled recyclables
		Mixed C&I waste residuals
		Residuals from C&I sorting operations
		Quarantine waste
	Mixed Material Loads - DC	Mixed building and demolition wastes for recycling
		Mixed building and demolition residuals
		Residuals from C&D recycling facilities
		Disaster waste, where not readily reportable by material type or classified as hazardous
	Nappies	
	Paint (includes paints not captured under Schedule A of the National Environment Protection Measures (NEPM))	
	Used lead acid batteries	