

## Appendix 5

# Major trade waste application guideline

### 1. What is covered in this guideline?

This guideline has been developed to help both new and existing Trade Waste customers with completing Westernport Water's (WPW's) 'Major Trade Waste Application Form'. It will briefly explain why Trade Waste is needed and then work through the application process and provide examples where applicable.

### 2. How do I know if my business discharges Trade Waste and why do I need an agreement or consent?

If your business discharges liquid waste to sewer, other than domestic sewage as part of its daily operation, chances are that you are a Trade Waste discharger. Water corporations like WPW are obliged under legislation to manage all Trade Waste dischargers within their region in accordance with the *Water Act 1989* and *Water (Trade Waste) Regulations 2014*.

It is a legal requirement for all Trade Waste generating businesses to have a valid Trade Waste agreement or consent, and comply with the terms of that agreement or consent. Discharging Trade Waste to sewer without a valid Trade Waste agreement or consent is illegal and could lead to prosecution under the *Water Act 1989*. This could mean significant financial penalties and the possibility of disconnection from the sewer.

If you are unsure of your businesses Trade Waste status or need advice on which Trade Waste Application Form you need to complete, **please contact a member of our team on (03) 5956 4188 or via [email tradewaste@westernportwater.com.au](mailto:tradewaste@westernportwater.com.au)**

### 3. Why do water corporations manage Trade Waste?

Trade Waste management is not unique to WPW. It occurs across Australia and throughout the world. No individual or business is being singled out or unfairly disadvantaged; Trade Waste is simply a requirement that applies to all businesses operating within your industry.

Trade Waste is different in volume, strength and/or composition to domestic sewage. Depending on the type of business and industry generating the Trade Waste, the risks associated with the discharge can range from relatively low to extreme in nature.

There are six key objectives that drive Trade Waste management. These are:

1. protecting the health and safety of sewer workers and the general public
2. protecting expensive sewage infrastructure from damage, and keeping repair and maintenance costs down
3. protecting the function of Waste Water Treatment Plants (WWTP), to ensure compliant treatment occurs
4. protecting the quality of the recycled water used by WPW's residential and commercial customers
5. protecting the quality of biosolids to ensure it can be used in an environmentally beneficial manner
6. protecting the environment, ensuring that only the best quality water is discharged to the ocean outfall.

## 4. Section 1 – Reason for application

There is always a trigger that results in the need to complete an Major Trade Waste Application. The Major Trade Waste Application is very different from WPWs Greasy or Commercial Trade Waste Application process due to the high degree of variability.

For all new and temporary Trade Waste customers it is recommended that you engage with a WPW Trade Waste Representative well prior to commencing the application process. Early engagement with WPW can help to streamline the application process, avoid common delays, and most importantly avoid a situation where a project progresses only to find out late in the process that WPW is unable to accept the Trade Waste discharge to sewer.

Please be aware that submission of an Major Trade Waste Application does not guarantee that the proposed Trade Waste discharge will be accepted. The application form is just one part of a technical assessment that is used to assess the potential for WPW to accept a specific Trade Waste discharge.

1. Reason for application			
<input checked="" type="checkbox"/> New discharger	Commencement date	14 / 10 / 2019	
<input type="checkbox"/> Change of occupier or operator	Change over date	/ /	
<input type="checkbox"/> Change of the nature or volume of existing discharge			
<input type="checkbox"/> Agreement revision required			
<input type="checkbox"/> Temporary discharge	Start date	/ /	End date / /

## 5. Sections 2 & 3 – Discharge and postal address

Trade waste agreements and consents are legal documents, and therefore it is important to get the relevant property address correct. Please ensure that the address you provide in section 2 is the address where the actual Trade Waste discharge will occur. If you want any Trade Waste correspondence sent to a separate address (i.e.: company registration or postal address) please specify this in section 3.

2. Trade waste discharge address			
Shop/Factory/Unit/Street No.	123	Street Name	Somewhere Street
Suburb	Beer Town	Postcode	3996
3. Postal address, (if different from discharge address)			
<input checked="" type="checkbox"/> Same as discharge address			
Shop/Factory/Unit/Street No.		Street Name	N/A.
Suburb		Postcode	

## 6. Section 4 – Occupier or operator, agreement or consent holder details

The entity listed in this section will be the party to the Trade Waste Agreement or holder of the consent. Sole traders need to enter their own details including their ABN, trading name and other relevant information. For companies, please ensure that you nominate an appropriate individual (such as a company director or senior manager) who will act as the key Trade Waste Representative for the company.

4. Who is the occupier or operator of the trade waste discharge site (agreement or consent holder)			
Business trading name	Awesome Brewing Company		
Company name	ABC Pty Ltd		
Australian Business Number (ABN)	15 545 678 991		
Australian Company Number (ACN)	156 651 425		
Business owners full name (Mr/Mrs/Miss/Ms)	Mr Brew Daily		
Position	Director	Email	beernow@abc.com.au
Phone	(03) 9752 3556	Mobile	0419 123 654

## 7. Sections 5 & 6 – Operational hours vs discharge hours

In section 5 please list the hours when staff are onsite, and the facility is manned and operational. Sometimes certain businesses and industries will discharge Trade Waste to sewer outside of their facilities' operational hours. If you plan to discharge Trade Waste to sewer outside of normal operational hours (i.e.: overnight) when the site isn't manned, please clearly list the times in section 6. Additionally, if you plan to discharge Trade Waste only at specific times during operation, please list these times in section 6.

5. Operational hours					
<input checked="" type="checkbox"/> Monday	Between	6:00 am	and	6:00 pm	(or) <input type="checkbox"/> 24hr
<input checked="" type="checkbox"/> Tuesday	Between	6:00 am	and	6:00 pm	(or) <input type="checkbox"/> 24hr
<input checked="" type="checkbox"/> Wednesday	Between	6:00 am	and	6:00 pm	(or) <input type="checkbox"/> 24hr
<input checked="" type="checkbox"/> Thursday	Between	6:00 am	and	6:00 pm	(or) <input type="checkbox"/> 24hr
<input checked="" type="checkbox"/> Friday	Between	6:00 am	and	3:30 pm	(or) <input type="checkbox"/> 24hr
<input type="checkbox"/> Saturday	Between	8:30 am	and	12:30 pm	(or) <input type="checkbox"/> 24hr
<input type="checkbox"/> Sunday	Between	-	and	-	(or) <input type="checkbox"/> 24hr

6. Trade waste discharge hours					
<input type="checkbox"/> Monday	Between	6:00 am	and	6:00 pm	(or) <input type="checkbox"/> 24hr
<input checked="" type="checkbox"/> Tuesday	Between	-	and	-	(or) <input type="checkbox"/> 24hr
<input type="checkbox"/> Wednesday	Between	-	and	-	(or) <input type="checkbox"/> 24hr
<input checked="" type="checkbox"/> Thursday	Between	6:00 am	and	6:00 pm	(or) <input type="checkbox"/> 24hr
<input type="checkbox"/> Friday	Between	-	and	-	(or) <input type="checkbox"/> 24hr
<input checked="" type="checkbox"/> Saturday	Between	8:30 am	and	12:30 pm	(or) <input type="checkbox"/> 24hr
<input type="checkbox"/> Sunday	Between	-	and	-	(or) <input type="checkbox"/> 24hr

## 8. Sections 7 – Stormwater management

Stormwater is not permitted to be discharged to sewer. Any unroofed areas greater than 20m<sup>2</sup> that are connected to sewer must be fitted with a first flush stormwater management system. If your site has significant contamination issues that restrict stormwater from being discharged to the environment, please clearly nominate your stormwater as a Trade Waste source and supply your management plan.

7. Are there any unroofed areas that collect stormwater connected to sewer?	
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If YES please specify the size of the area and how stormwater will be managed?	
N/A.	

## 9. Sections 8 & 9 – Business type and Trade Waste generating activities

Unlike commercial Trade Waste, the volume and nature of industrial or major Trade Waste can be highly varied. In sections 8 & 9 please try to describe your specific industry and the activities your business performs that generate non-domestic wastewater. For the purpose of your Trade Waste Application, domestic sewage is generally defined as the sewage generated by toilets, showers and staff kitchen facilities. If you are uncertain about how to classify any activities in your business, contact WPW Trade Waste Team and seek some assistance.

### 8. Business Type

What is the nature of the business?

Brewery  
Production only, no retail or food on site.

### 9. Please describe the onsite activities and processes that generate trade waste?

1.) Batch vessel cleaning  
2.) bottle wash and sanitation  
3.) floor area washing  
4.) Equipment washing  
5.) Boiler blowdown  
6.) Quality control, product and process testing

## 10. Sections 10 & 11 – Known Trade Waste contaminants and material safety data sheets

For industrial customers, WPW will supply a list of Trade Waste acceptance criteria outlining the specific Trade Waste quality you must achieve. Part of the Major Trade Waste Application assessment is the characterisation of the Trade Waste discharged by your business to determine compliance with WPW's acceptance criteria.

If you have already completed some Trade Waste sampling and characterisation, please supply the results and flag any substances of concern. If you haven't completed any Trade Waste characterisation sampling, reviewing the chemicals used within your business can provide WPW with an insight into what key contaminants might be present in your Trade Waste.

Depending on the specific nature of your business, WPW may require that you engage a National Association of Testing Authorities, Australia (NATA) accredited laboratory to perform sampling and analysis. Not every industrial customer needs to complete sampling and analysis. After your application has been submitted a WPW Trade Waste representative will be able to provide you with guidance regarding any requirements for Trade Waste sampling.

### 10. What known contaminants will be present in your trade waste discharge, even in trace elements?

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Heavy Metals  | <input checked="" type="checkbox"/> Total Dissolved Solids (salts) | <input type="checkbox"/> Cyanide                  |
| <input type="checkbox"/> Ammonia       | <input type="checkbox"/> Dyes/Inks/Colour                          | <input checked="" type="checkbox"/> Surfactants   |
| <input type="checkbox"/> Sulphide      | <input type="checkbox"/> Hydrocarbons (fuel/oils)                  | <input type="checkbox"/> PFOS/PFOA                |
| <input type="checkbox"/> Pesticides    | <input checked="" type="checkbox"/> Acids/alkalis                  | <input type="checkbox"/> PCB's                    |
| <input type="checkbox"/> Herbicides    | <input type="checkbox"/> Solvents                                  | <input checked="" type="checkbox"/> Disinfectants |
| <input type="checkbox"/> Medical Waste | <input type="checkbox"/> Radioactive material                      | <input type="checkbox"/> Fats/Oils                |
| <input type="checkbox"/> Other.....    | <input type="checkbox"/> Other.....                                | <input type="checkbox"/> Other.....               |
| <input type="checkbox"/> Other.....    | <input type="checkbox"/> Other.....                                | <input type="checkbox"/> Other.....               |

### 11. Please supply Material Safety Data Sheets (MSDS) for any chemicals or raw materials that may enter the sewer, even in trace amounts.

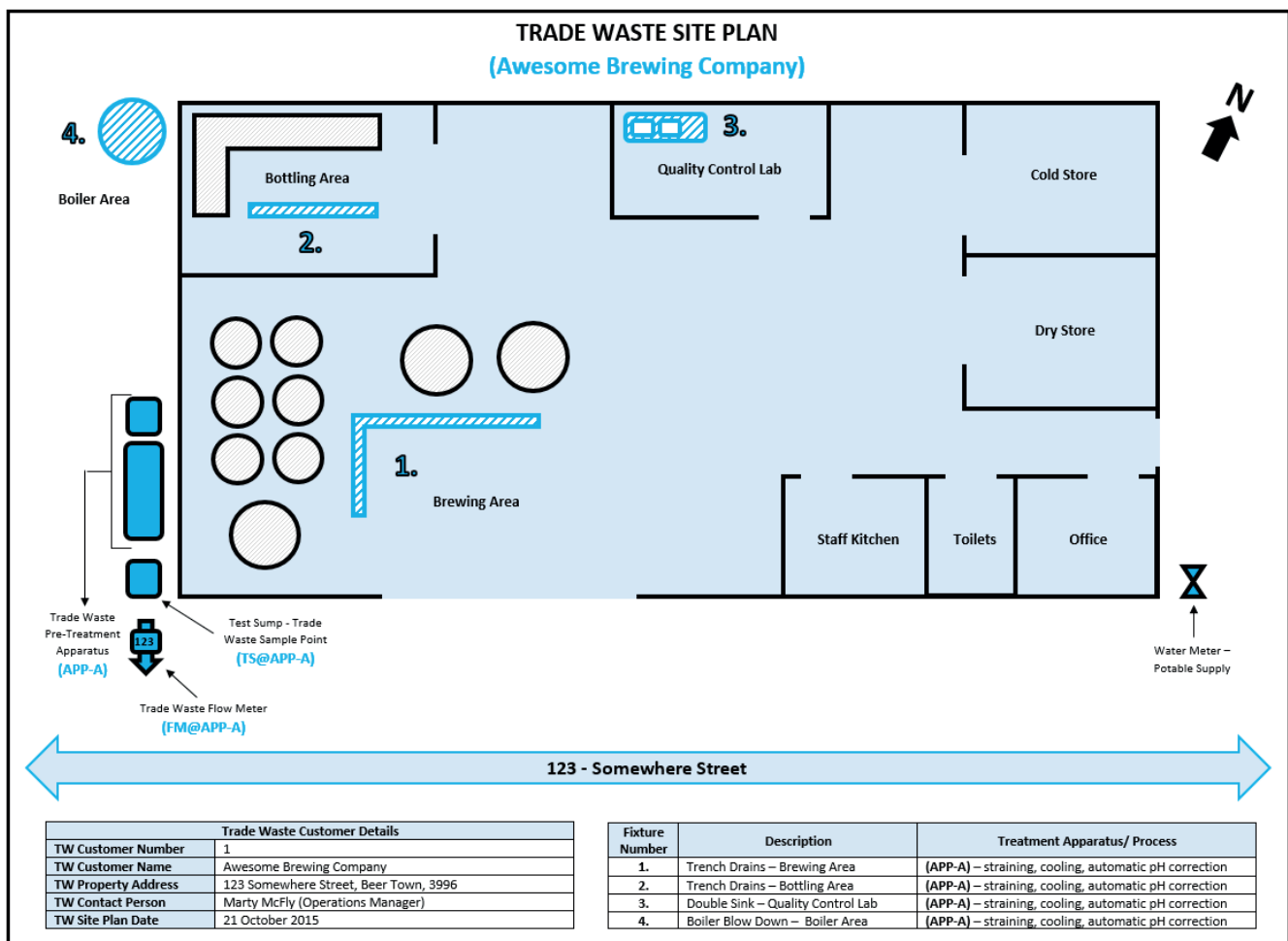
- MSDS Register attached
- pH neutralisation using hydrochloric acid.
  - Clean Ya Bastard (caustic cleaner for vessel and equipment washing)
  - Flipping good floors - (bleach based floor cleaner)

## 11. Section 12 – Trade waste site plan

Below is an example of a typical Trade Waste site plan. The site plan must clearly show the location and type of all Trade Waste generating fixtures and the Trade Waste-pre-treatment apparatus. If you need assistance in developing a Trade Waste site plan, please contact WPW and our Trade Waste Representative can assist you.

12. Please attach a site plan that complies with the specifications outlined in WPW's application guideline.

Site plan attached  
See attached



## 12. Section 13 – Trade waste apparatus drawing

Below is an example of a Trade Waste pre-treatment apparatus drawing. The Trade Waste pre-treatment apparatus drawing must clearly explain the proposed pre-treatment technology, process and capacity. Any monitoring and telemetry equipment should be included in the drawing. If you need assistance in developing a Trade Waste pre-treatment apparatus drawing, please contact WPW and our Trade Waste Representative can assist you.

13. Please attach a trade waste pre-treatment apparatus drawing that complies with the specifications outlined in WPW's application guideline.

Pre-treatment apparatus drawing attached  
see attached

