

# WASTE MANAGEMENT PROCEDURE

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## 1 Purpose

This Procedure details management of waste within Mid West Ports Authority (**MWPA**) controlled land.

## 2 Scope

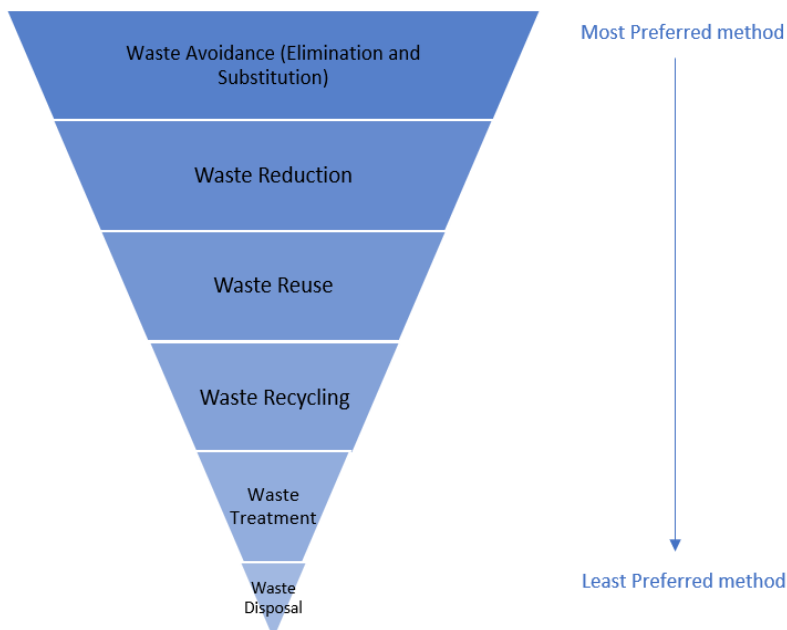
The scope of this Procedure is limited to waste generated by MWPA employees, contractors, visiting vessels (commercial harbour) and members of the public accessing MWPA controlled land.

Management of waste generated by individual leaseholders is not within the scope of this Procedure. Leaseholders are expected to manage their own waste streams in accordance with all relevant laws and regulations. In some cases, MWPA has given permission to leaseholders to discard their waste into waste reception facilities (including waste oil receptacles and skip bins) located in common use areas of the Port. MWPA manages the waste from the point at which it is entered into these receptacles.

MWPA holds a current determination as a first point of entry port, which requires the *Biosecurity Act and Regulations* to be enforced. The Port must have procedures and facilities in place for managing biosecurity risks associated with waste subject to biosecurity control, refer to Section 7.

## 3 Waste Management Hierarchy

MWPA supports the following principles of waste management (from the most preferred to the least preferred method) as shown below.



**Figure 1 – Waste Management Hierarchy**

## 4 Waste Receptacles – Colour Code

MWPA has designated standard colours for bin use as outlined below.

- Green – General waste disposal; Refer to Section 5.
- Blue – Recycling; Refer to Section 6.
  - Plastic bottle recycling (Plastic Type 1 and 2) (1100L bin); Refer to Section 6.2.
  - Paper / Secure Document Destruction (office-based 240 L wheelie bins); Refer to Section 6.3.
  - Cardboard (blue sticker on dedicated skip bin); Refer to Section 6.1.
- Grey - Scrap Metal recycling skip bin; Refer to Section 6.4.
- Yellow – Biosecurity waste disposal; Refer to Section 7.
- Red – Biosecurity incident response kit; Refer to Section 7.
- Pale Blue – Concentrate contaminated PPE disposal; Refer to Section 9.2.
- Burgundy – Oily rags and other hydrocarbon contaminated material disposal; Refer to Section 11.2.
- Orange – Oil spill response kit; Refer to Section 11.2.

In some instances, 'Berth Operators' may be utilising additional bins for specific product waste disposal purposes (for example, spilled product disposal bins to be returned to product owner). MWPA must utilise these bins as directed by the Berth Operator.

## 5 General Waste

General rubbish from offices and amenity buildings is removed by cleaning contractors every two days and placed into skip bins positioned around the site (refer Figures 2 and 4).

MWPA Wharf Supervisors inspect skip bins around the site daily and contact the licensed waste removal contractor to empty the bins once skip bins are full, or if the content of the waste bin has an offensive odour. Waste Removal Order Form is used for this purpose.

A number of MWPA lessees are given access to skip bins, which are located in common use areas of Fishing Boat Harbour and regularly inspected and emptied. Waste streams can include bait boxes, fishing waste (including dead fish), household rubbish from fishing vessels and kitchen waste from fishing vessels.

Many areas of the Port are open to the public. Littering and unauthorised dumping can occur within these areas. Strong winds prevalent in the Geraldton region can also blow litter onto MWPA land from offsite. Material is cleaned up by MWPA mooring and/or maintenance employees as required.



**Figure 2 – General Waste Bin**

## 6 Recyclables

Materials are to be recycled where such a service is available. Geraldton has limited recycling facilities and services available to deal with commercial waste. As improved services become available within the region, MWPA will investigate further options to increase the recycling of waste streams. MWPA currently recycles cardboard, plastics (Type 1 and 2), paper and scrap metal. Other recycling initiatives are conducted ad-hoc.

### 6.1 CARDBOARD

Cardboard recycling skip bins (refer Figure 4) are available across the Port. This service is currently provided by Waste Contractor – Veolia.

### 6.2 PLASTIC

Plastic bottle (Plastic Type 1 and Type 2) recycling is available across site. 1100L blue wheelie bins (refer Figure 4) are provided in various Port locations. These bins are only to be utilised for plastic milk, juice, water and soft drink bottles without lids (rinse before disposal). This service is provided by Waste Contractor – Veolia.

### 6.3 PAPER AND DOCUMENT DESTRUCTION

Paper recycling service provided by Rip-It Security Shredding and Recycling. Wheelie bins (refer Figure 3) are located in offices across the Port. These bins are primarily for Corporate Record destruction, however, these documents must already exist in Objective prior to being placed in paper recycling bins. Personnel can contact the MWPA Records Management Officer if they are unsure if the documents are able to be disposed. For security reasons these bins are padlocked. If a large volume of paper / documents is to be disposed, a key can be obtained from the MWPA Records Management Officer. Any other paper items, for example, scrap paper, timesheets, printed forms and the like, can be placed into these paper recycling bins as well.



**Figure 3 – Dedicated Blue Wheelie Bin for Paper and Document Destruction**

### 6.4 SCRAP METAL

Excess metal, such as copper, aluminium, or stainless steel is to be recycled as scrap metal. Bins for scrap metal collection (refer Figure 4) are located at Lease 36, Lease 51 and MWPA Maintenance Workshop. These are picked up by a local scrap metal recycling company for recycling.





**Dedicated Skip Bin for General Waste**



**Dedicated Skip Bin for Type 1 and 2 Plastics Only**



**Dedicated Skip Bin for Paper / Cardboard Waste**



**Dedicated Skip Bin for Scrap Metal Waste**

**Figure 4 – Waste Receptacles**

## 7 Biosecurity Waste

Geraldton Port has obligations under the International Convention for the Prevention of Pollution from Ships (**MARPOL Convention**) to provide waste reception facilities for vessels. Waste received from marine vessels is considered a biosecurity risk.

All international vessels and goods that enter Australian territory are subject to biosecurity control. MWPA holds a current determination as a first point of entry port under *Biosecurity (First Point of Entry – Port of Geraldton) Determination 2019* Under Section 229 of the *Biosecurity Act 2015* and *Biosecurity Regulations 2016*. A first point of entry port must have appropriate procedures in place for managing the level of biosecurity risk, including waste management, associated with the Port operations.

Biosecurity bins are 240 litre wheelie bins that are yellow in colour (Refer Figure 5) and are secured onto pallets designed to be moved by forklift. Mooring crews place the pallets near the gangway of each vessel as it arrives. There are occasions when large quantities of biosecurity waste are expected (such as a vessel has been at anchor for a long period of time); in this case a yellow covered skip bin is provided. After the vessel leaves, the biosecurity bins are padlocked shut and moved to a secure storage area, prior to removal by an approved biosecurity waste management collector.

The process of placing and removing biosecurity waste bins at the vessel and ordering pick up by the licensed biosecurity waste contractor is managed by Wharf Supervisors.

A Biosecurity Spill Kit (refer Figure 5) is available outside the Wharf Supervisors office. This kit has been established to assist in any biosecurity incidents that may occur on Port. Contents of the Biosecurity Spill Kit are listed in Appendix A of the Wildlife Management and Pest Control Guideline. All contained waste and waste generated during a biosecurity incident must be disposed of into the designated biosecurity bins and collected by the licensed biosecurity waste contractor. Safe handling of biosecurity waste and reporting waste incident is detailed in MWPA Vessel Quarantine Rubbish Disposal Procedure.



Figure 5

Left – Dedicated Skip / Wheelie Bin for Biosecurity Waste (Yellow); Right – Biosecurity Spill Kit (Red)



## 8 Bulk Handling Facility

During handling of bulk cargoes, waste product is generated as a result of dust emissions and/or product spillages. Waste product is collected by a number of means including washdown into sumps and kibbles, dry vacuum, street sweepers, dust extraction systems (refer Figure 6) and manual sweeping and shovelling of dry product into collection bins.

In most instances, waste product washed off the plant / equipment or collected by street sweepers is transferred into kibbles around the berth and returned to the product owner's shed (except where the product has been contaminated with another product).

Waste product generated during washdown may also be temporarily stored in washdown sumps. Wastewater in sumps may be left to evaporate off (provided there is no risk of overtopping during storm events) or removed using a vacuum truck.

Apart from heavy metal concentrate contaminants, where a product becomes contaminated with another product and cannot be returned to the owner's shed, the following process applies.

1. Solid material is transferred to the labelled contaminated material storage Bunker 1 on the Berth 7 northern reclaim area (refer Figure 7). At no stage should material be dumped anywhere other than Bunker 1 and should not be dumped directly into the 'duck pond'.
2. Bunker 2 is used for decanting water from vacuum trucks into the settlement sump behind Bunkers 1 and 2 (refer Figure 7). This settlement sump is the dedicated area for settling any carry over of solids before the water is evaporated.
3. Once a bunker becomes full, the MWPA Environmental Advisor should be contacted to arrange samples to be collected and analysed to determine the level of contamination and correct disposal method in accordance with the Department of Water and Environmental Regulation (**DWER**) '*Landfill Waste Classification and Waste Definitions 1996 (as amended 2019)*'.
4. Once the stockpile has been closed off for sampling, it is critical that no further material is added to the stockpile. Signage must be placed to clearly indicate when a stockpile has been sampled and analysis is pending (refer Figure 7).
5. Once the soil has been characterised in accordance with *Landfill Waste Classification and Waste Definitions 1996*, the Environmental Advisor will confirm the correct method of disposal offsite.

Further detail on operational waste disposal is provided in the Contaminated Soil and Operational Waste Management Procedure.


**Kibble**

**Dust Extraction System**

**Washdown Sump**
**Figure 6 – Waste Collection Facilities (BHF)**

**Bunkers 1 and 2**

**Stockpiled Soil**

**Sump Behind Bunkers 1 and 2**
**Figure 7 – Berth 7 Northern Reclaim Area**

## 9 Concentrate Waste

Waste containing metal concentrate products is considered a controlled waste and is to be disposed of accordingly. Refer to the following MWPA procedures for further information regarding management of Metal Concentrate product and associated waste.

- Loading Metal Concentrates Procedure (Berth 4 BHF)
- Loading Packaged Bulk Minerals Procedure



## 9.1 BERTH 4 METAL CONCENTRATES

### 9.1.1 Berth 4 Washdown Water

Waste washdown water from the cleaning infrastructure post shipments of metal concentrate products is transported to the 29Metals Golden Grove mine site. All wastewater is to be transported by licenced contractors under the *Environmental Protection (Controlled Waste) Regulations 2004*.

The bulk handling facility operator is responsible for the management of waste washdown water removal from the loading and washdown process. The product owner, or their delegated representative, is responsible for the management of wastewater removal from individual leaseholder's operations (such as washdown bays, sumps, and tanks).

## 9.2 METAL CONCENTRATE CONTAMINATED PPE DISPOSAL

Pale blue 240 litre wheelie bins (refer Figure 8) are designated for disposal of PPE used for handling metal concentrate products, such as disposable coveralls, P2 dust masks, gloves and other items which become contaminated while handling hazardous cargoes. These bins are located at various locations around the metal concentrate loading areas such as Berth 4, Berth 6, amenities buildings and offices used by employees involved in concentrates loading operations.

When the wheelie bins are full, they are emptied into purpose supplied pale blue skip bins marked as Concentrates Contaminated PPE. These bins are currently located at Berth 3, Berth 5 amenities and Berth 6. These bins are checked regularly by MWPA Wharf Supervisors and once full are requested for disposal using Waste Removal Order Form.



**Figure 8 – Dedicated Wheelie / Skip Bin for Disposal of Concentrates PPEs**

## 10 Other Operational Waste

### 10.1 WASTE PRODUCT

Waste product can occur on the berth, roadways or other areas during loading or unloading operations for a variety of reasons. It is the responsibility of the berth operator to ensure that prior arrangements are in place to contain and remove any waste material that may arise during operations. This extends to clean-up of any material that may move off the immediate site onto other areas, including the roadway. Any waste product recovered from the berth should be returned to the product owner.

#### 10.1.1 Fertilisers

Fertiliser hoppers are to be cleaned using high pressure water to minimise the volume of waste washdown water generated. A launder is to be installed to the base of the hopper so that all washdown water can be captured and returned to the product owner for disposal off Port. It is the responsibility of the product owner to ensure that waste is managed in accordance with biosecurity and controlled waste requirements.

#### 10.1.2 Solvents

Waste solvents are generated from activities such as spray painting. Waste solvents are stored in a drum and disposed of to a licensed waste disposal facility once full. Any clean solvents present at the top of the barrel after solids have settled, are syphoned off the top of the barrel and reused.

### 10.2 WASTE SOIL

Waste soil generated from maintenance, engineering / projects and other operational activities is transferred to the designated area as agreed with environmental advisor for further analysis to identify the level of contamination and agree disposal location. Refer to MWPA Contaminated Soil and Operational Waste Management Procedure for more information on managing soil waste from various activities on MWPA land.

### 10.3 SEWAGE

Toilets in MWPA buildings and facilities, except for the TT501 facility, are connected to a vacuum pump sewage system. This discharges to Water Corporation's sewage system for removal and treatment offsite.

MWPA has disconnected or decommissioned most septic tanks and connected to the sewage system. A small number of septic tanks remain in current use on leaseholders' properties. However, most leaseholders have connected to MWPA vacuum pump sewage system. Management of septic tanks on leaseholder properties is the responsibility of the lessee.

### 10.4 ABRASIVE BLASTING WASTE

Waste management requirements for abrasive blasting waste are addressed in the Abrasive Blasting Procedure.

### 10.5 SF6 GAS

Electrical switchgears (Ring Main Units) insulated with SF6 gas (Greenhouse Gas). SF6 is a scheduled substance under the *Ozone Protection and Synthetic Greenhouse Gas Management Act 1989*. Change out / disposal of the RMU units must be done by appropriately licenced contractor to prevent any SF6 gas leakage and the end disposal point / method must be ascertained. Any leakage must be reported in the SF6 register (maintained by electrical team) and report as an incident in CAMMS.

## 11 Hydrocarbon and Oil

Hydrocarbon includes petrol, diesel, kerosene, gas oil and bitumen products.

### 11.1 WASTE OIL

MWPA provides several bunded waste oil receptacles (refer Figure 9) around the Fishing Boat Harbour (**FBH**) area for the use of these Port users. The waste oil stations are contained within enclosed sheds to prevent rainwater contamination. Waste oil is a controlled waste under the *Environmental Protection (Controlled Waste) Regulations 2004*. Arrangements are in place for a licensed contractor to remove waste oil on a regular basis. MWPA Wharf Supervisors inspect waste oil receptacles several times per week and arrange for removal by a licensed controlled waste contractor if required.

### 11.2 HYDROCARBON CONTAMINATED WASTE

Typically, hydrocarbon and oil contaminated material likely to be found in the workplace could include the following.

- Oily rags used in maintenance activities.
- Absorbent material (such as kitty litter, floor sweeps and the like) used to contain and clean-up minor hydrocarbon and oil spills.
- Absorbent oil spill booms and pads used to contain and clean-up significant land-based and marine-based oil spills.
- MWPA provides a number of bunded waste oil receptacles around the FBH area for port users.

A loose oil absorbent, used for the clean-up of oil spills, is available in oil spill response kits (orange bins – refer Figure 9) and at the MWPA Warehouse. Oil absorbent has been leachate tested, is biodegradable and is acceptable for general waste disposal. Oil spills cleaned up in this way should be disposed of through the general waste stream (green bins). Disposal of small amounts of hydrocarbon contaminated material is initially into the Burgundy coloured 240 litre wheelie bins (refer Figure 9). These bins are located in the MWPA Maintenance Workshop, the Lease 51 Workshop and near the MWPA Train Unloader. Bins are clearly labelled 'for use for oily contaminated material only'. There are spare burgundy wheelie bins located in the oil spill response compound inside the MWPA Maintenance Workshop.





**Left – Bunded Waste Oil Receptacles (Fishing Boat Harbour)**

**Right – Dedicated Wheelie Bin for Disposal of Oil Contaminated Rags and Material**



**Left – Dedicated Skip Bin for Disposal of Hydrocarbon Waste**

**Right – Dedicated Storage Bin for Oil Spill Equipment**

**Figure 9 – Hydrocarbon and Oil Waste Receptacles**

Once the wheelie bins are full, they are to be transported over to a dedicated hydrocarbon contaminated waste skip bin located at Berth 2 and disposed of into this skip (refer Figure 9). This skip bin is leak proof and compliant with contaminated waste storage and disposal requirements.

Disposal of larger amounts of oily waste is also placed into this skip bin. Material used for oil spill response can be placed directly into the bin (for example, absorbent oil spill boom can be taken directly from the water and placed directly into the skip bin and be ready for disposal in an approved way).

Once there is contaminated material in the skip bin ready for disposal, Wharf Supervisors must contact the waste removal contractor to arrange approved disposal.

## 12 Sharps Disposal

There are occasions when sharps are found on MWPA property. Sharps are any objects or devices with sharp points, protuberances or cutting edges that are capable of cutting or piercing the skin. Sharps have the potential to cause injury and are likely to be contaminated, posing a risk of infection or illness if they penetrate the skin. Therefore, it is essential to follow safe procedures when using and disposing of sharps. Sharps waste should be stored in designated sharps waste containers.

For safe storage and disposal of sharps MWPA has deployed sharps disposal containers at various locations around the Port area. Some of these locations include the public toilets at the Fishing Boat Harbour, berth amenities building, administration building and MWPA Workshop. Wharf Supervisors are responsible for arranging the correct removal of sharps containers for disposal at an approval facility. Needle stick injuries are wounds caused by needles that accidentally puncture the skin. Injection of blood borne viruses is the major hazard of needle stick injuries. The correct method to dispose of a needle and syringe is as follows.



**Figure 10 – Sharps Disposal Container Available Across Various Locations of MWPA**

- Get a sharps container (if not readily available, an empty rigid plastic container with a lid is a suitable alternative – avoid using glass or an aluminium can).
- Place the container on the ground near the needle and syringe.
- While wearing gloves pick up the needle and syringe by the blunt end, away from the point, or use a mechanical device if available. Do not touch the sharp point.
- Do not try to put the plastic protective cover back on a needle if it has fallen off.
- Put the needle and syringe, point first, into the container.
- Make sure the container is tightly sealed and arrange disposal via the duty Wharf Supervisor.

If you injure yourself with a discarded needle:

- Report the incident immediately to your Supervisor, who will arrange immediate medical advice.
- Wash the area gently with soap and water as soon as possible.
- Apply antiseptic if available and a clean dressing.
- Supervisor will record incident into MWPA Incident Management System – CAMMS.

## 13 Audit and Inspections

Audits of this Waste Management Procedure will be conducted as a part of the MWPA Internal Audit Program.

Routine inspections will be conducted by MWPA Internal Auditor to ensure compliance with latest biosecurity regulations to address any biosecurity risks associated with hygiene and housekeeping practices while removing waste from the vessels.

## 14 Recordkeeping and Data Management

MWPA has a requirement to record all waste generated as a result of Port activities for tracking and reporting purposes.

Recyclable waste (for example, concrete), waste soil generated from any project specific activities or Port activities, soil movements to the landfill site or reuse on the site must be reported to Environmental Advisor for external reporting purposes. Similarly, data from Veolia’s online Ecologic portal is captured by the Environmental Advisor for recording waste generated from the Port facilities. Current soil stockpiles on the site and historical stockpile information can be obtained from SPLASH- Environment and Sustainability section.

Any waste collected from clean-up events (including FBH) must be reported to Environmental Advisor for recordkeeping and data management purposes.

## 15 Associated Documents

Abrasive Blasting Procedure
Contaminated Soil and Operational Waste Management Procedure
Loading Metal Concentrates Procedure
Loading Packaged Bulk Minerals Procedure
Vessel Quarantine Rubbish Disposal Procedure
Waste Removal Order Form

**Location** – Mid West Ports Intranet – [Document Centre](#)

## 16 References

Act or Reg (Description)
<i>Environmental Protection Act 1986</i>
Landfill Waste Classification and Waste Definitions 1996 (as amended 2019)
<i>Environmental Protection (Controlled Waste) Regulations 2004</i>
<i>Biosecurity Act 2015</i>
<i>Biosecurity Regulation 2016</i>
<i>Littering Act 1979</i>



Biosecurity (First Point of Entry – Port of Geraldton) Determination 2019
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<i>Ozone Protection and Synthetic Greenhouse Gas Management Act 1989</i>
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Location: **Western Australian** – <https://www.legislation.wa.gov.au/>

**Australian** – <https://www.legislation.gov.au/>

## 17 Monitoring, Evaluation and Review

This document is required to be reviewed every two years from the last scheduled review date.

Minor updates made within this two year period, will not be taken as a *full review*.

The Document Custodian is responsible for conducting the review in accordance with Controlled Documents Review and Approval Process.

## 18 Administration

Document Custodian:	Environment & Sustainability Manager
Document Approver:	General Manager - Sustainability Culture and People
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