

NSW CONTAINER DEPOSIT SCHEME

STOCK-ON-HAND ASSESSMENT FORM

PURPOSE OF THIS FORM

This form must be submitted to seek approval of a methodology the MRF operator has developed and proposes to use to measure the estimated weight of materials held on the MRF site ("stock on hand") each month (MRF Protocol 5.3.6.). This information will inform a baseline measure for your facility. Once the method is approved, the MRF operator must use that method to measure stock on hand at each facility they operate.

The Scheme Coordinator will consider the following when deciding if the method is approved:

- the operational capacity of the MRF operator
- how the measured stock is estimated to a reasonable degree of accuracy

Recyclable material received, processed and/or stockpiled at a MRF prior to 1 December 2017 must not be included in a processing refund claim.

This form must include a declaration signed by an Approved Person certifying that, in the opinion of the Approved Person, the claimant has correctly applied the processing refund protocol in determining the amount of the claim.

An approved person for the purpose of cl. 19 of the Waste Avoidance and Resource Recovery (Container Deposit Scheme) Regulation 2017 (Regulation) is:

- a director of the MRF operator or the ultimate parent entity of the MRF operator
- the chief executive officer of the MRF operator or the ultimate parent entity of the MRF operator
- the chief financial officer of the MRF operator or the ultimate parent entity of the MRF operator
- the company secretary of the MRF operator or the ultimate parent entity of the MRF operator
- any designated person to whom the above persons have delegated their authority in writing.



You cannot claim on material that was already at your MRF prior to 1 December 2017.

MATERIAL RECOVERY FACILITY DETAILS

Facility name	
MRF operator name	
MRF operator ABN	
MRF operator contact name	
MRF operator contact no.	
MRF operator contact email	
Facility street address	
Contact name	
Contact number	
Contact email	

APPROVED METHODS

All MRF operators must complete a stock on hand assessment using one of the approved methods detailed below:

Method	Details
Volumetric survey	Engage a surveyor to measure the volume of material stored/stockpiled at the facility. The estimated tonnes of material must then be calculated by reasonable means, which may include: (a) taking samples of each stockpile and weighing them using scales or a weighbridge (b) applying appropriate density to the volume of material.
Weighing by parcels	Count the number of discrete parcels of material at the facility (such as bins, bales, containers, pallets). The estimated tonnes of material must then be determined by calculating the weight of a sample of like parcels and applying it to all the parcels of the same material. The sample weight may be measured using scales or a weighbridge.
Business records	Use the facility's business records (note: this method is only available to be used if the business records include records of weight, in tonnes, of all materials received and removed from the site). 'Business records' include, but are not limited to, weighbridge records, receipt advice, delivery dockets, machine count, invoices, receipts, orders for the payment of money, bills of exchange, cheques, promissory notes, vouchers and documents of prime entry.
Other method approved in writing	If you wish to use an alternative method, you must detail the proposed method and submit it to the Scheme Coordinator for approval.
i As part of your stock on hand assessment, you should take photos of all material stored at your facility. These photos should be saved and stored as part of your business records.	

STOCK ON HAND METHODOLOGY

Please indicate the Stock on Hand method used for each material type in the table below:

Material type	Method used	If you selected 'Other', please describe the method used to be approved by the Scheme Coordinator
Aluminium		
PET (if applicable)		
HDPE (if applicable)		
Mixed plastic		
Glass		
Paper		
Steel (not currently claimable)		
LPB (not currently claimable)		
Other		

OPERATIONAL CAPACITY OF EACH FACILITY

The Scheme Coordinator will consider the operational capacity when deciding if the method is approved. Please provide details of the (e.g., tonnes per day) of this facility.

SUBMISSION AND APPROVAL

You must attach a copy of all supporting information used to determine the amount of stock on hand, as applicable. This may include, but may not be limited to:

- detailed calculations
- density factors
- weighbridge records
- third party records.

This form must be signed and approved by a person with authority to act on behalf of the MRF operator and must be submitted by email to the Scheme Coordinator.

DATA CONSENT AND CERTIFICATION

I consent to the EPA and its contractors using the data provided in this form, the data required to be provided under the Container Deposit Scheme Material Recovery Facility Processing Refund Protocol (the Protocol) and the data submitted to the EPA's Waste and Resource Reporting Portal (WARRP) for the purposes of the administration of the Container Deposit Scheme.

I certify that all information provided in this form is true and correct and has been completed by an Approved Person.

By submitting this form, I consent that all information that I have provided is true and accurate.

APPROVED PERSON CERTIFICATION



It is an offence to provide false or misleading information

Approved by:

Signature:

Date:
