

Mass balance report – Summary of record keeping requirements

Issued June 2021

EPA 1124/21: This information sheet offers advice to assist compliance with the Environment Protection Regulations 2009 in relation to record keeping requirements for mass balance reporting.

1 Introduction

The following table provides a summary of record keeping requirements in relation to mass balance reporting, in accordance with Division 4 of the [Environment Protection Regulations 2009](#) (regulations 75A to 75F) and the accompanying [Waste reporting, record keeping and measurement standard](#).

- **Section 2** relates to records which must be kept by waste depots required to submit a monthly mass balance report.
- **Section 3** relates to records which must be kept by waste disposal depots (ie landfills) required to submit a monthly return for waste levy purposes.

These record keeping requirements are effective from 1 July 2021.

In accordance with regulation 75G, all records must be **kept for at least 5 years** and be **available for inspection** and copying by an authorised officer on request.

Records must be kept in the manner and form required under the [Waste reporting, record keeping and measurement standard](#) or as otherwise approved by the EPA in notice in writing.

This information is offered as general guidance only as a reference for licensees to assist them in understanding their obligations under the [Environment Protection Act 1993](#). The information provided does not constitute legal or professional advice and should not be relied on as a replacement for consulting the laws directly to understand how they may apply to you. Please obtain appropriate advice relevant to your particular circumstances.

2 Records to be kept by mass balance reporters

Record type	Waste received	Waste disposed	Waste transported from depot	Material used for operational purpose at the depot
Waste stream	✓	–	N/A	Material type
Material type(s) ¹	✓	–	✓	Mass (tonnes)
Mass (tonnes)	✓	✓	✓	Date of use
Date and time	✓	✓	✓	Details of conversion factor used (if applicable)
Vehicle registration (if licensed waste transporter)	✓	–	✓	Location of use within depot
Vehicle weight	✓	–	✓	Details of any EPA approval related to the use
Name and address of waste depot transported from (if applicable)	✓	–	N/A	If weighbridge used to determine weight:
Name and address of waste depot transported to (if applicable)	N/A	–	✓	Date and time weighed
Source (metro or non-metro)	✓	–	N/A	Vehicle registration
Amount of biological outbreak or natural disaster waste	✓	–	✓	Weighbridge operator name
Conversion factor used (if applicable)	✓	✓	✓	
Source of conversation factor (if applicable)	✓	✓	✓	
If weighbridge used to determine mass:				
Vehicle registration	✓	✓	✓	
Business name of transporter (if applicable)	✓	✓	✓	
Levy rate applied (if applicable)	✓	✓	N/A	
Weighbridge operator name	✓	✓	✓	

¹ If there is more than one material type, a record must be kept of the amount and description of any other material contained in the load.

3 Records to be kept for waste levy monthly returns

Weighbridge used	Conversion factors used
Date and time	Date
Mass (tonnes)	Mass (tonnes)
Vehicle registration	Conversion factor used
Business name of transporter (if applicable)	Source of conversion factor (eg EPA standard)
Levy rate applied	
Weighbridge operator name	

Further information

Legislation

[Online legislation](#) is freely available. Copies of legislation are available for purchase from:

Service SA Government Legislation Outlet
Adelaide Service SA Centre
108 North Terrace
Adelaide SA 5000

Telephone: 13 23 24
Facsimile: (08) 8204 1909
Website: shop.service.sa.gov.au
Email: ServiceSAcustomerservice@sa.gov.au

General information

Environment Protection Authority
GPO Box 2607
Adelaide SA 5001

Telephone: (08) 8204 2004
Facsimile: (08) 8124 4670
Freecall: 1800 623 445 (country)
Website: <https://www.epa.sa.gov.au>
Email: epainfo@sa.gov.au