

**Expression of Interest – Household Hazardous Waste Program Permanent Facility**

Expressions of Interest are sought from Local Governments or Regional Councils interested in becoming part of the Household Hazardous Waste (HHW) Program, by having a HHW permanent facility.

The Household Hazardous Waste Program is funded by the Waste Authority through the Waste Avoidance and Resource Recovery Account and is administered by WALGA. The HHW Program currently has 13 permanent facilities in Western Australia and is looking to expand the collection network by having new facilities come on board in the coming years.

Permanent HHW facilities provide an appropriate storage building at waste sites for HHW which is dropped off by the public (at no cost to the public).These materials are then sorted by site staff and correctly stored in the covered storage building. Once the facility is close to a safe storage capacity, the waste contractor is contacted to organise a HHW collection of all materials. If there are any containers that are dropped off without labels (unknown chemicals), ChemCentre are scheduled prior to the waste contractor’s collection, to identify the materials, so they can be transported safely. The HHW Program funds the testing of unknown chemicals and the collection, recycling/treatment/disposal of the materials collected. The Local Government or Regional Council funds the costs associated with staffing the facility.

WALGA is seeking interest in bringing new HHW permanent facilities on board within the current 2019/20 financial year, however we are also taking expressions for 2020/21 through to 2022/23 financial years also. The HHW Program may have some funds to help with the initial build and setup of new facilities, however this will need to be assessed through a funding proposal to the Waste Authority, so is not guaranteed. With this in mind, applicants that can cover or contribute to the build cost are strongly encouraged.

To be considered for becoming part of the HHW Program, your Local Government/Regional Council will need to:

* Have a suitable location at your waste facility where a HHW storage facility can be built.
* Have a suitable area where HHW can be dropped off by public under the supervision of staff during open times (HHW acceptance area).
* Be able to allocate staff time to accepting, sorting and storing the HHW collected on a day to day basis (level of time commitment will vary depending on facility).
* Be 10km or more away from any existing permanent facility.

HHW materials accepted at permanent HHW facilities must be from households only and will be restricted to a limit of 20kg or Litres per material type. The materials that are covered under the HHW Program are separated into Priority 1 and 2 materials. Priority 1 materials are covered by the HHW Program due to the higher toxicity or hazardous nature of the material. Priority 2 materials are low hazard or unlikely to be hazardous materials and although are covered by the HHW Program, the Waste Authority has flagged that these materials may not be covered in the future.

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| **PRIORITY 1** | | |
| Acids (excludes hydrofluoric acid) | Fire extinguishers - non halon | Mercury - elemental |
| Acids - hydrofluoric | Flammable liquids - hydrocarbons and fuels | Organic peroxides |
| Aerosols - CFC based | Flammable solids | Paint - metal based |
| Aerosols, flammable - paint and lacquers | Flares | Paint - other including isocyanates and amines |
| Aerosols, flammable - pesticide | Gas cylinders - other | Paint - solvent based, including resins and adhesives |
| Alkali | Gas cylinders - propane | PCB materials |
| Arsenic based products | General household chemical e.g. cleaners | Pesticides - non Schedule X |
| Batteries - household | Heavy metal compounds | Pesticides - Schedule X |
| Cyanides | Inorganic oxidising agents e.g. pool chlorine | Solvents - halogenated |
| Engine coolants and glycols | Low level radioactive substances e.g. smoke detectors | Toxics |
| **PRIORITY 2** | | |
| Fluorescent tubes and light fittings | Paint - recyclable | Paint - water based |

In order to become a new HHW permanent facility, the successful Local Government/Regional Council must commit to the following:

**Facility Construction**

* Build a suitable HHW storage facility (please see Guidelines for the Design and Operation of Facilities for the Acceptance and Storage of Household Hazardous Waste for a detailed look at the requirements).
* Have your site licenced (either through a new licence application or amending existing licence) to ensure storage of HHW materials.
* Invest in infrastructure and equipment to ensure sites are set up to meet any legislative requirements and any relevant design and operational guidance for the storage and handling of HHW.

**Facility Operation**

* Fund the operation and maintenance of the permanent HHW facility, including ensuring staff attend HHW training and develop onsite safety processes, procedures and address feedback from HHW auditors.
* Sort, store and aggregate HHW at the permanent HHW facilities in a safe and efficient manner that enhances opportunities for reducing transport and disposal costs. This will include working with the Program’s waste contractor to ensure the sorting and storage methods assist them to efficiently collect HHW.
* Permit public to drop off accepted HHW materials for free (including non-residents of the LG/RC area).
* Manage the acceptance of HHW materials to only include materials accepted through the HHW Program (i.e. refusing business waste, or more than 20kg/L per material type. Any materials that your site accepts outside of the accepted materials will not be paid for by the HHW Program and must be paid for by your LG/RC. This includes ensuring materials from within your own organisation (i.e. chemicals from your Parks and Gardens department) are not accepted.
* Allow the HHW waste contractor, ChemCentre and auditors to access the site when required.

**Product Stewardship**

* Become a Paintback collection site (for public and business painters) and ensure your Local Government/Regional Council takes all practical steps, such as participating in other product stewardship schemes, to reduce costs to the HHW Program.

**Record, Report and Verify**

* Maintain records of all contributions to the HHW Program, including in-kind contributions. These records will be provided to WALGA at the end of each financial year (30 June), or on request, for input to HHW Program reports.
* Record and report to WALGA the percentage of time in each year that staff with HHW training were working at the HHW permanent facility.
* Complete the Department of Water and Environmental Regulation’s Annual Census of Local Government Waste and Recycling Services in order to access the HHW Program funding.
* Ensure if there are any HHW related emergency events, WALGA is notified within 24 hours of the incident.
* Verify HHW collection invoices from your facility monthly.

**Contribution**

* Attend and provide input to the HHW Operator meetings.
* From time to time collect survey information as requested by WALGA (e.g. number of people dropping off HHW, or information on materials that are dropped off).

**Promotion**

* Participate in promotional campaigns for the HHW Program.
* Ensure any promotional activities undertaken by your Local Government/Regional Council for the HHW Program follow the Waste Authority's Acknowledgement Guidelines.

**Memorandum of Understanding**

* Sign a Memorandum of Understanding with WALGA which states each parties responsibilities for involvement with the HHW Program (please see HHW MoU New Facilities).

For HHW Program permanent facilities, WALGA agrees to:

* Collect and collate the records of all Local Government/Regional Council contributions to the HHW Program, including in-kind contributions for input to HHW Program reports in aggregated form (not on an individual Local Government/Regional Council basis).
* Liaise with the HHW Program waste contractor and Local Governments/Regional Councils to establish safe and efficient systems for sorting and storing HHW at the permanent HHW facilities in a manner that enhances opportunities for reuse/recycling of the material, and reduces transport and disposal costs.
* Organise meetings with the HHW operators to discuss and resolve operational issues.
* Organise training for permanent facility staff to learn the safe acceptance, handling and storage of HHW materials.

For HHW Program permanent facilities, the HHW Program will fund:

* The hiring of any bulk storage containers (e.g. battery drums, gas cylinder cages, fluoro or paint stillages) required on site for transport/storage of bulk HHW.
* The collection and transport of accepted HHW materials from the permanent facility by the Program contractor.
* The recycling/disposal of the HHW collected from the permanent HHW facility.
* HHW training to permanent facility staff.
* HHW permanent facility audits.

**Submitting an Expression of Interest**

Please submit your completed Expression of Interest to Tazra Hawkins, HHW Program Coordinator by email [thawkins@walga.asn.au](mailto:thawkins@walga.asn.au)by **COB Friday, 22 November 2019**.

**Expression of Interest – Household Hazardous Waste Program Permanent Facility**

**LG/RC Main Contact Person:**

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| --- | --- |
| Name |  |
| Position |  |
| Local Government |  |
| Phone number |  |
| Email |  |

Has your Chief Executive Officer approved the submission of this Expression of Interest?

* Yes
* No

**Household Hazardous Waste Permanent Facility Details:**

What proposed location do you have available where a new HHW permanent facility could be built? Please advise the proposed location for the HHW storage facility and acceptance area.

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Are you able to licence your site to include the acceptance and temporary storage of Household Hazardous Waste materials? What is the estimated time for licence amendment?

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Please detail the funding you would be able to contribute to the building of a new HHW permanent Storage Facility and the financial year the funding may be available. (Note: The HHW Program may have some funds to help build and equip new facilities, however this will need to be assessed through a funding proposal to the Waste Authority and is not guaranteed).

Funding available 2019/20: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Funding available 2020/21: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Funding available 2021/22: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Funding available 2022/23: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have any additional comments or requests?

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