

A yellow waste management truck is parked on an airfield. The truck has the number '17' and a logo on its side. In the background, the tail of a large white aircraft is visible. The sky is overcast with grey clouds. A semi-transparent dark grey box is overlaid on the upper half of the image, containing white text.

Airside Waste Management

Operational Safety Policy

AFO-AS-POL-00-0004

Version 4

October 2024

MELBOURNE AIRPORT

Foreword

This **Operational Safety Policy** has been prepared by Melbourne Airport to meet the applicable requirements of the *Melbourne Airport Manual*, the *APAC Safety Management Standard* and also the *Part 139 (Aerodromes) Manual of Standards 2019*, made under division 139.C.4 of the *Civil Aviation Safety Regulations (CASR) 1998*.

Any external references made to regulations, standards and documents should be read in conjunction with this document. As these external references are in force from time to time and may be subject to change, the latest issues/amendments should be checked prior to using this document.

APAM will review this document regularly to ensure as far as possible that the information contained within is current, accurate and suitable for the intended purpose. Should any changes be found necessary, or where compliance with this **Operational Safety Policy** becomes impractical or impossible, the Head of Airfield is to be advised immediately.

Head of Airfield
Aviation
Australian Pacific Airports Melbourne

Document Number	AFO-AS-POL-00-0004		
Version Number	Version 4		
Originator	Airfield Operations Manager, APAM	Date	24 October 2024
Approver	Airfield Standards Manager, APAM	Date	24 October 2024

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Definitions

Please refer to the [Aeronautical Information Package](#) and the [CASA Website](#) for commonly used Aviation terms and abbreviations.

For additional definitions specific to Melbourne Airport, please visit www.melbourneairport.com.au/glossary.

Change Summary

Version	Date	Change Description
3	29 March 2022	<ul style="list-style-type: none"> • QA review/editorial • Costs associated with waste management clarified • Plastic wrap ban on barrows • Environmental enforcement
4	24 October 2024	<ul style="list-style-type: none"> • Minor administrative changes

1. Introduction

1.1. Background

The purpose of this policy document is to outline the Melbourne Airport policy for airside waste disposal and in particular the temporary storage of waste airside. The policy is a part of, and should be read in conjunction with, the Melbourne Airport Airside Conditions of Use and the Melbourne Airport Environmental Management Plan.

The policy applies to all aircraft operators, handling agents, refuelling companies, engineers and all other airside users, tenants and their staff involved on the airside at Melbourne Airport.

Airside waste management procedures outlined in this document are to be followed in conjunction with each individual organisation's procedures and requirements.

1.2. Rationale

1.2.1. Aim

This Airside Waste Management policy has been produced in the interests of safety and security at Melbourne Airport. It details the waste management rules for operators on the airside.

This policy aims to provide a safe, clean environment for all airside staff, passengers and aircraft and to ensure that the requirements documented in this policy are relevant and capable of practical implementation by all staff.

1.2.2. Authority

This Airside Waste Management policy has been prepared by Australia Pacific Airports (Melbourne) Pty Limited, hereafter referred to as Melbourne Airport.

1.2.3. Scope

This document applies to Airside Waste Management which all operators and their staff shall follow to ensure a safe working environment on the airside at Melbourne Airport.

1.2.4. Alteration

Melbourne Airport may alter or vary this Airside Waste Management policy at any time. A reference to the Airside Waste Management policy shall be a reference to this policy as distributed, published or otherwise declared to be in force by Melbourne Airport from time to time.

1.2.5. No Derogation

Nothing in the Airside Waste Management policy shall derogate from any responsibility otherwise imposed by law, agreement or other policy, procedure or rule imposed by Melbourne Airport with respect to the same or similar subject matter as this policy.

2. General Responsibilities

2.1. Melbourne Airport

Melbourne Airport is responsible for maintaining current airside waste management policies and ensuring all operators and airside personnel are aware of their obligations regarding airside waste management.

Melbourne Airport is responsible for ensuring regular patrols of the apron and movement areas are conducted and for enforcing and encouraging responsible airside waste management practices.

2.2. Operators

Operators are responsible for ensuring that their leased areas (including surrounding fences) are clean, tidy and free from Foreign Object Debris (FOD). Operator responsibility extends to covering the costs associated with the disposal of waste. Should Melbourne Airport require to take action and remove waste, the Operator will have the cost based on to them.

Operators are also responsible for ensuring staff and contractors remove all waste they produce from the apron and dispose of this correctly (this includes pallets, shrink wrap, headsets and equipment parts). Operators shall ensure all staff are aware of their obligations when airside and are sufficiently supervised.

2.3. All Airside Personnel

All airside personnel involved in waste disposal operations are to ensure all containers are within their designated areas and are not overflowing. Waste must always be disposed of correctly and not left next to containers or on the apron and movement areas, including bays and light poles.

Note: priority waste such as oil cans, oily rags or filters must not be disposed of in the FOD bins, penalties will apply for individuals caught doing this.

Airside staff/ operators positioning their containers outside their designated area or incorrectly disposing of waste may also incur a Penalty Infringement Notice (PIN).

All airside personnel are expected to stop and pick up any FOD found on the apron and movement areas. It is expected that all personnel will also immediately remove FOD that could potentially create a hazardous situation or cause damage.

Airside staff/ operators that fail to stop and pick up FOD or who drop rubbish on the apron may also be issued a Penalty Infringement Notice (PIN).

All airside personnel must manage waste in accordance with Section 4.1 of the Melbourne Airport Environmental Management Plan (EMP). Non-compliance with the requirements of the Melbourne Airport EMP may also incur a PIN.

3. Standard Requirements for Containers

All operators are responsible for the safe containment and disposal of any waste their operation generates. All operators must ensure they have adequate waste disposal facilities for their operation and that the waste is contained at all times.

3.1. Waste Container Appearance and Cleanliness

- Containers shall be maintained in a serviceable condition.
- Containers to be enclosed to reduce wildlife/bird and pest activity.
- Containers are to be maintained in a neat and tidy condition with external surfaces kept corrosion free.
- All containers are to clearly display the waste collection company details.
- All containers are to clearly display a label with the name and contact number of the operator responsible for the container. This must be updated following any changes to the contact details.
- Containers are to be periodically removed from the airport, cleansed, disinfected and returned to the waste collection point at a frequency suitable to ensure their acceptability as above.
- Container cleansing shall not be carried out on airport grounds.
- Containers shall be fitted with suitable reflective markings appropriate to their location, to maximise visibility after dark.

3.2. Site Cleanliness

- All litter in the vicinity of a waste collection container, generated as a result of the presence of the container shall be cleaned up immediately by the (person/agent/contractor) responsible for placement and maintenance of the container.
- Any waste not removed to the satisfaction of the Melbourne Airport will be removed by Melbourne Airport at the Operator's cost.
- Container storage areas must be swept clean where possible and not hosed down.
- Where possible, one large container should take the place of several small containers.

3.3. Container Location

The location of all containers positioned on the airside is to be approved by Melbourne Airport. Containers are to be placed to ensure they:

- Are not exposed to jet blast or prop wash;
- Do not impact on the airside road system;
- Are not positioned on or near safety areas;
- Are not within equipment staging or storage areas;
- Do not obstruct signs;
- Do not obstruct pedestrian footpaths or crossings;
- Do not obstruct sight distance for vehicles or pedestrians;
- Cannot damage any facilities or infrastructure;
- Do not impede access for collection purposes;
- Are not positioned on or near storm water drains;
- Do not obstruct emergency exits; and
- Are secure (e.g. do not move around if on wheels).

3.4. Waste Collection

Waste collection is to be carefully planned to ensure that the containers are not overflowing to the point that a wildlife or FOD hazard exists.

Any waste not removed to the satisfaction of the Melbourne Airport will be removed by Melbourne Airport at the Operator's cost.

4. Container Specifications and Markings

Airside container selection will depend on the type of waste being deposited and the business being undertaken by the operator. A sufficient number of containers are to be provided to ensure effective waste management. For container types not listed below, it is highly recommended operators follow State guidelines on both the colour and presentation of containers.

- **FOD – Red Container:** Red wheelie containers are to be used for clean waste that poses a FOD hazard and are to be clearly marked **FOD BIN**.
- **Putrescible Waste:** Putrescible waste generated on the airport must be placed in secure rubbish containers – watertight, animal proof and covered. Compactors are recommended to be used for large operations particularly those involving putrescible waste.
- **Priority Waste – Orange Container:** Priority waste generated on the airport must be placed in secure rubbish containers – watertight, covered and lined to prevent leaks. They must also be constructed to prevent the build-up of fumes inside the container. Orange wheelie containers are to be used for priority waste and are to be clearly marked with the words **Priority Waste Only**.
- **Clean Waste:** Clean general waste that is generated on the airport must be placed in secure rubbish containers watertight and covered.

- **Recyclable Waste:** Cages with a self-closing lid are recommended where applicable for clean cardboard recycling and must be clearly marked with the words Collapsed Cardboard Only. For smaller volumes of cardboard or where paper is being recycled wheeling containers with a dark green or black body and blue lid are recommended. These receptacles are to be clearly marked with the words Paper and Collapsed Cardboard Only.
- **Spill Response Kit – Yellow Container:** Yellow wheelie containers are to be used for the storage of diatomaceous earth for spill response and are to be clearly marked with the words Spill Response Kit. Containers should also have a semi-secured lid to prevent personnel using them as general rubbish bins. Personnel must be instructed to ensure they do not utilise these bins to dispose of other waste. Used spill kit materials must be swept up, contained and placed within a priority waste bin for appropriate disposal.
- **Quarantine (or Biosecurity) Waste:** Receptacles for the collection of quarantine waste are to be clearly marked Quarantine Waste. These receptacles are not to be moved or in any way interfered with except by a Department of Agriculture, Fisheries and Forestry (DAFF) officer or a company representative approved by DAFF to handle, transport, treat or dispose of quarantine waste. Items must not be removed from quarantine waste receptacles.

5. Container Approval and Licensing

Prior to the positioning of a container on the airside, an operator must first seek the approval of Melbourne Airport. Contractors are to ensure that temporary containers meet all the requirements contained in this document.

A submission must be made outlining:

- Company name;
- Local company representative contact details;
- Type of container;
- Colour of container;
- Dimensions of container;
- Contractor details responsible for collecting the waste;
- Method and frequency of collection (day of week, time and location);
- Access method to the container location (escort or other);
- **Type of cover for the container to contain any FOD;**
- Justification as to why the container has to be located airside; and
- Proposed container location (a plan may be useful).

6. Toilet Dump Facility

The toilet dump facilities located at the end of Echo and Charlie Concourse is a shared facility for the dumping of effluent transferred from aircraft. All operators utilising this facility must ensure it is left in a reasonable condition and is cleaned after every use.

Users must ensure they:

- Flush the waste;
- Keep the grate clear;
- Wash down the area with the hose provided (if needed);
- Remove all rubbish (including gloves) and dispose of it appropriately (not in FOD bins);
- Do not dump waste when passenger operations are occurring on Bay Echo 9;
- Incorrect dumping of effluent must be reported to the Senior Airside Safety Officer on 0418 335 985; and
- Any damage or fault within the facility must be reported to the Integrated Operations Centre (Faults) on (613) 9297 1001 for terminal and (613) 9297 1002 for airside related faults.

7. Improper Airside Waste Management Practices

Incorrectly placed or overflowing containers and any other hazards or incidents can be reported to the Senior Airside Safety Officer on 0418 335 985. Operators will be held liable for any incident resulting from improperly managed waste.

All airside personnel must manage all waste in accordance with Section 4.1 of the Melbourne Airport Environmental Management Plan (EMP). Non-compliance with the requirements of the Melbourne Airport EMP may incur a PIN.

8. Plastic Wrap

Melbourne Airport has identified that plastic wrap used on barrows presents a FOD risk to aviation operations and damages Ground Service Equipment (GSE). Melbourne Airport is working towards removing all single use plastic from our terminal and airside areas and as part of this initiative, **Melbourne Airport** has mandated the elimination of plastic wrap from barrows.

Melbourne Airport will work with all operators to ensure suitable alternatives to plastic wrap on barrows is implemented.

Melbourne Airport will request assistance from operators who have found suitable alternative to ensure robust policy documentation is developed to support this initiative.

Plastic wrap use on barrows is a breach of the Airside Vehicle Control **Handbook** and will be subject to a PIN.

9. Further Information

For further information with regard to this **Operational Safety Policy**, please contact:

Airfield Support

airfieldsupport@melair.com.au

To obtain copies of the Melbourne Airport Environment Management Plan please see the Melbourne Airport website ([Environment | Melbourne Airport](#)).

10. Important Contacts

Senior Airside Safety Officer

Phone: 0418 335 985

Integrated Operations Centre

Phone: (613) 9297 1624

Faults – Terminal: (613) 9297 1001

Faults – Airside: (613) 9297 1002

Aviation Rescue and Fire Fighting (ARFF) Service

Phone: (613) 9286 3110

11. Emergencies

In case of emergency contact the Integrated Operations Centre on (613) 9297 1601 or by pressing the Apron Emergency Call Point button.



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