

# Metal recovery

## Checklist for operators

This checklist is designed to assist you in complying with the conditions of your approval. You should be aware that this document is only a guideline for compliance with your conditions and your general obligations under the *Environmental Protection Act 1994*. It does not limit your legal responsibilities and obligations under the *Environmental Protection Act 1994* or any other relevant legislation.

\*\*\* signifies "best practice"

Compliance details		
Aspect	Requirement	✓
General	*** An environmental management system (EMS) is developed specifically for your business.	
	All staff are trained in the environmental management of the business.	
	Your business complies with the conditions of the Development Approval and Environmental Authority.	
	A copy of the Development Approval and Environmental Authority is on-site and readily accessible.	
	A complaints register is kept on the premises to document any complaints received about the activity. The complaints register includes: <ul style="list-style-type: none"> <li>time, date and nature of the complaint</li> <li>how the complaint was made</li> <li>details of the complainant</li> <li>investigation into the complaint and action taken</li> <li>details of the person who investigated the complaint</li> <li>*** response to complainant.</li> </ul>	
	An incidents register is kept at the premises which records: <ul style="list-style-type: none"> <li>time, date and details of the incident</li> <li>how the incident occurred</li> <li>action taken to remedy the incident</li> <li>investigation into the incident</li> <li>recommendations from investigation.</li> </ul>	
	Your business complies with the requirements of the Transitional Environmental Program (TEP) and the Environmental Protection Order (EPO) (where applicable).	
	Quantities of flammable and/or combustible liquids are stored in compliance with the requirements of the <i>Work Health and Safety Act 2011</i> .	
	Notification has been made to the Queensland Government's Department of Environment and Heritage Protection for the Notifiable Activity as per Schedule 3 of the Act - 33 Scrap Yards.	
Site management - general		
Aspect	Requirement	✓
Lighting of premises	Lighting of the premises for security or any other reason is controlled so that annoyance is not caused to the occupants of neighbouring areas.	
Noise	Noise generating equipment and processes (e.g. compressors, sanders) are controlled so that noise nuisance is not caused to surrounding premises.	
Maintenance	The facility is maintained in a clean and tidy state at all times.	
	*** Visual amenity blends with the environment.	
Air/odour	Dust, odour and particulate emissions are controlled so that nuisance is not caused to surrounding premises.	

For more information, contact your local Council

<b>Stormwater</b>	Stormwater is prevented from entering contaminated work areas.	
<b>Vehicle arrival and dismantling operations</b>		
<b>Aspect</b>	<b>Requirement</b>	✓
<b>Air</b>	All persons undertaking air conditioning decommissioning have completed an ozone awareness course through Queensland TAFE.	
	Cylinders are provided for air conditioning recovery (brown). Cylinders must be within 10 years of manufacture.	
	*** Refrigerant gas recycling machine is provided.	
<b>Water</b>	All vehicles are inspected upon arrival for any leaks or exposed greasy/oily parts. Leaks are sealed, exposed parts appropriately covered, or vehicle moved into controlled area immediately.	
	Spill kit is located within receivable area.	
	Dismantling area covered and contained, and stormwater excluded from work area. Drip trays are used under vehicles.	
	*** All vehicles are received, stored and dismantled in a controlled area.	
<b>Noise</b>	All noise generating equipment and processes (e.g. compressors, power tools) are located so that noise nuisance is not caused to surrounding premises.	
<b>Metal cutting, shredding and wire recovery</b>		
<b>Aspect</b>	<b>Requirement</b>	✓
<b>Air</b>	Metals and non-metals are separated prior to shredding/fragmenting operations.	
	Particle filters or water scrubbers are used to control impurities released from shredding/fragmenting equipment.	
	No burning is conducted on the premises. Plastic coated wire is recovered by mechanical stripping or in an approved incinerator with appropriate air pollution control equipment fitted.	
	*** Oxy-acetylene is used only for cutting parts that either shear or that a cut-off saw will not reach.	
<b>Water</b>	Cutting and shredding area is covered and contained, and stormwater excluded from work area.	
	Liquid sludge, released in the shredders/fragmentisers, is appropriately controlled and collected.	
	*** Wet/dry vacuums are used rather than hosing.	
<b>Noise</b>	All noise generating equipment and processes (e.g. motors, compressors) are located so that noise nuisance is not caused to surrounding premises.	
<b>Parts storage and cleaning</b>		
<b>Aspect</b>	<b>Requirement</b>	✓
<b>Air</b>	Volatile solvents and paints are stored within sealed drums or containers.	
<b>Water</b>	Parts washer is located in an area where a spill will not result in a release to the environment.	
	*** Only water-based cleaning agents (e.g. alkaline degreasers/detergents) or water pressure cleaning systems are used.	
	Spill clean-up equipment is available.	
	All parts, with the potential to release contaminants, must be stored within a covered area. Stormwater is excluded from storage area.	
	Liquid products are stored in an area where a spill will not result in a release to the environment.	

Waste management – general		
Aspect	Requirement	✓
<b>Waste</b>	Undercover storage area is provided and maintained in a clean and tidy condition.	
	Waste containers are clearly labelled and located in conveniently accessible areas.	
	Waste is minimised on-site; only solid inert waste is disposed of to landfill.	
	No incineration of waste on-site.	
	Floor waste is captured and disposed of appropriately (e.g. sweep and bag, vacuum).	
<b>Wastewater</b>	Wastewater is disposed to sewer under a trade waste approval or removed by licensed waste transporter	
	*** Wastewater is treated on-site and re-used.	
<b>Regulated wastes</b>	<p>All regulated wastes are removed from the premises by a licensed regulated waste transporter. Records are available for inspection of the following:</p> <ul style="list-style-type: none"> <li>• Hazardous waste disposal facility docket (when applicable).</li> <li>• Licensed waste transport vehicle docket (when applicable).</li> <li>• Register of time, date, quantity, type and destination of waste removed or disposed of.</li> </ul>	
<b>Recycling</b>	<p>*** The following solid wastes are recyclable:</p> <ul style="list-style-type: none"> <li>• untreated timber off cuts and sawdust</li> <li>• clean cardboard</li> <li>• aluminum cans and drink bottles</li> <li>• plastics</li> <li>• steel products (drums, drained steel cans)</li> <li>• rags.</li> </ul>	
	*** Waste materials are treated and re-used on-site.	
Waste management – site specific		
Aspect	Requirement	✓
<b>Waste oil</b>	Waste oil is stored in an area where a spill will not result in a release to the environment	
<b>Waste glycol</b>	Waste glycol is stored in an area where a spill will not result in a release to the environment.	
	*** On-site recycling unit or recycled off site.	
<b>Brake fluid</b>	Brake fluid is stored in an area where a spill will not result in a release to the environment.	
<b>Metal scrap</b>	*** All scrap metal is separated and recycled; records are kept.	
<b>Solvents</b>	*** Solvent is recycled on-site and used in gun wash stations.	
<b>Batteries</b>	Storage area is covered and stormwater excluded from area.	
<b>Oil filters</b>	Oil filters are drained prior to disposal.	
	Storage area is covered and stormwater directed away from area.	

Your name: \_\_\_\_\_ Date: \_\_\_\_\_