

Checklist for operators

This checklist is designed to assist you in meeting your environmental due diligence. You should be aware that this document is only a guideline for compliance with 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 conditions of the Development Approval.	
	A copy of the Development Approval is on-site and readily accessible.	
	A complaints register is kept at the premises to document any complaints received about the activity. The complaints register includes: <ul style="list-style-type: none"> time, date and nature of the complaint how the complaint was made details of the complainant response and investigation into the complaints and action taken details of the person who investigated the complaint. 	
	An incidents register is also kept at the premises which records: <ul style="list-style-type: none"> time, date and details of the incident how the incident occurred response and investigation into the incident action taken to remedy the incident. 	
	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 Department of Environment and Heritage Protection for the Notifiable Activity as per Schedule 3 of the Act, for Petroleum Product – Storing Petroleum Products or Oil or a Service Station.	
Site management – general		
Aspect	Requirement	✓
Lighting of the 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.	
Visual amenity	The facility is maintained in a clean and tidy state at all times.	
	*** Visual amenity blends suitably with the surrounding environment.	
Air/odour	All dust, odour and particulate emissions are controlled so that nuisance is not caused to surrounding premises.	
Stormwater	Stormwater is prevented from entering contaminated work areas.	

For more information, contact your local Council

Site management – specific		
Aspect	Requirement	✓
Procedures	Documented operating procedures are developed and maintained in accordance with equipment manufacturer's instructions	
	Documented emergency procedures, that make provisions for dealing with likely environmental emergencies, are developed and maintained.	
	A documented inventory control system is developed and maintained to monitor integrity of petroleum product storage systems.	
	Procedures are established to maintain wastewater treatment systems.	
Integrity testing	<p>*** Ensure that documented maintenance and testing procedures are developed and maintained for all petroleum product storage and handling equipment at the installation. Leak detection and integrity testing records must include:</p> <ul style="list-style-type: none"> • equipment identification number • location of the test • date of the test • results of the test • test method used • certification by testing company or individual • details of testing company or individual. 	
Storage of potential contaminants		
Aspect	Requirement	✓
General	Potential solid and liquid contaminants are stored within an adequately bunded and covered area, away from through traffic areas.	
	Spill clean-up equipment is available.	
	Procedures are in place for containment and disposal of spilt contaminants.	
	All containers with decanting taps are fitted with spill trays to contain drips from taps.	
	All bunds are constructed of compounds that are impervious to the materials stored within.	
Chemical storage – site specific		
Aspect	Requirement	✓
Structure	All chemical storage areas (including oil or waste oil, paint, lacquers, thinners, adhesives, and cleaning solvents) are adequately sealed and bunded with impervious materials to contain any potential spills.	
Procedures	Adequate procedures and measures are in place for the monitoring of storage volumes within chemical containers and tanks to prevent overflow and detect leaks.	
	Adequate procedures are in place for the containment and disposal of spilt chemicals that prevent the contamination of surface or ground waters or land.	
Air	Procedures are established for the storage and handling of volatile chemicals, such as hydrocarbon solvents (e.g. petroleum, turpentine, methylated spirits etc.). Storage is to be in sealed containers and fitted with electrical and static electricity earthing cables/devices.	
Maintenance requirements		
Aspect	Requirement	✓
Procedures	Adequate procedures are in place for the inspection and maintenance of environmental control measures (e.g. bunding, wastewater containment devices, interceptors, acoustic enclosures).	

	Procedures are established for cleaning and maintaining the work areas of the premises to prevent release of contaminants to air, stormwater, groundwater or land.	
Structural requirements – site specific		
Aspect	Requirement	✓
Structure	All driveway areas are adequately sealed and maintained so as to prevent dust nuisance.	
	All aboveground tanks are bunded with materials impervious to the products stored within.	
	All bunded compounds have a drainage tap, with manual shut off valve and are appropriately signed to be closed and locked.	
	All contaminated areas are constructed of sealed impervious materials and are adequately bunded and roofed.	
	All contaminated areas are bunded, roofed and drained so that wastewater drains to a Council approved treatment system to the sewer or removal by a regulated waste transporter.	
	*** All fuel delivery vehicles are fitted with the appropriate vapour recovery equipment and are operated in an efficient manner when transferring product to the underground storage system.	
Waste management - general		
Aspect	Requirement	✓
General Waste	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).	
Wastewater	Wastewater is disposed of to sewer under a trade waste approval or removed by a licensed waste transporter.	
	*** Wastewater is treated on-site and re-used.	
Regulated Wastes	All regulated wastes are removed from the premises by a licensed regulated waste transporter. Records are available for inspection of the following: <ul style="list-style-type: none"> • Hazardous waste disposal facility dockets (when applicable). • Licensed waste transport vehicles (when applicable). • Register of time, date, quantity, type and destination of waste removed or disposed of. 	
Recycling	*** The following solid wastes are recycleable: <ul style="list-style-type: none"> • Clean cardboard. • Aluminium cans and drink bottles. • Plastics. • Steel products (drums, drained steel cans). • Rags. 	
	***Waste materials are treated and re-used on-site where possible.	
Waste management – site specific		
Aspect	Requirement	✓
Chemicals	All waste chemicals, such as paint, thinners and solvents, are collected in covered containers for recycling or for disposal by a licensed waste contractor to an approved waste disposal facility.	

Your name: _____ Date: _____