

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 is complying with the conditions of the Development Approval.	
	A copy of the Development Approval 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"> time, date and nature of the complaint how the complaint was made details of the complainant investigation into the complaint and action taken details of the person who investigated the complaint *** response to complainant. 	
	An incidents register is kept at the premises which records: <ul style="list-style-type: none"> time, date and details of the incident how the incident occurred action taken to remedy the incident investigation into the incident recommendations from investigation. 	
	Your business is complying 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> .	
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. motors) 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 suitably with the surrounding environment.	
Air/odour	All dust, odour and particulate emission 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

Cremation processes		
Aspect	Requirement	✓
Air	No odour nuisance is caused from the process.	
	Records are maintained demonstrating adequate residence time and temperature inside incinerator for efficient combustion and full incineration.	
	*** Burning of plastics, foams and paints is avoided (coffin construction and accessories).	
	Emission monitoring is undertaken on monthly/quarterly basis and recorded.	
	*** Continuous monitoring of the combustion process and emissions occurs.	
	*** Water-based adhesives are used instead of petroleum-based products.	
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 the 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.	
Waste management - general		
Aspect	Requirement	✓
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	Disposal 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 an approved regulated waste transporter. Records are available for inspection of the following: <ul style="list-style-type: none"> • Hazardous waste disposal facility docket (when applicable). • Licensed waste transport vehicle details (when applicable). • Register of time, date, quantity, type and destination of waste removed or disposed of. 	
Recycling	*** Waste, as below, is segregated for recycling and re-used on-site where possible: <ul style="list-style-type: none"> • Clean cardboard. • Aluminium cans and drink bottles. • Plastics. • Steel products (drums, drained steel cans). • Rags. 	
Waste management – site specific		
Aspect	Requirement	✓
Special burial waste	Storage area is provided and maintained in an appropriate manner.	

Your name: _____ Date: _____