

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/Code of Practice.	
	A copy of the Development Approval/Code of Practice 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>response and investigation into the complaints and action taken</li> <li>details of the person who investigated the complaint.</li> </ul>	
	An incidents register is also 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>response and investigation into the incident</li> <li>action taken to remedy the incident.</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> .	
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.	
Stormwater	Stormwater is prevented from entering contaminated work areas.	

For more information, contact your local Council

Vehicle surface preparation		
Aspect	Requirement	✓
Air	There is no release of particulates to the environment from activities conducted (e.g. sanding, grinding, dry rub).	
	Particulate matter is collected and disposed of appropriately (use of drop sheets etc.).	
	Volatile solvents and paints are stored within sealed drums or containers.	
	*** Dust collection equipment is provided to all dry rub-down equipment and fitted to equipment.	
	Process water (e.g. from wet rub-down of vehicles) is controlled appropriately (e.g. by drop sheets or trays).	
	Equipment is cleaned appropriately.	
	Vehicle wash-down water is collected and drained to holding tanks.	
Spray painting		
Aspect	Requirement	✓
Air	Only minor touch-up spray painting is conducted.	
	Spray equipment (high volume/low pressure spray guns and airless spray guns) used outside of a spray booth has a minimum transfer efficiency of >65%.	
	*** Vehicles are fully-enclosed (sides and top) or fully-screened (sides only to a height of 2m above vehicle) with appropriate screening materials while being sprayed.	
Water	Equipment is cleaned appropriately.	
	Ground area beneath items is always controlled (e.g. drop sheets). Paint residues are collected and disposed of appropriately.	
Noise	All noise generating equipment and processes (e.g. motors, compressors) are appropriately located and not causing nuisance.	
Air-conditioning servicing		
Aspect	Requirement	✓
Air	All persons, undertaking air-conditioning decommissioning, have completed an ozone awareness course through Queensland TAFE.	
	Mechanism is provided to weigh and measure amount of refrigerant (weighing mechanism or dialler charge unit).	
	Two types of manifold are provided - R12 (shutoff valve in red hose) and R134a (coupling at end of hose).	
	Cylinders are provided for recovery (brown) and supply gas (blue). Ensure cylinders are within 10 years of manufacture	
	Thermometer and electronic leak detector are provided.	
	Correct labelling - must state date of service, refrigerant, when receiver dye due, tracer dye and details of service outlet.	
	*** Refrigerant gas recycling machine is provided.	
Mechanical repairs		
Aspect	Requirement	✓
Air	No release of particulates to the environment.	
Water	Work area is controlled using drop sheets or drip trays.	
	Parts washer is located in vehicle so that a spill will not result in a release to the environment.	
	Liquid products are mixed so that a spill will not result in a release to the environment.	
	*** Water used to flush radiators is filtered and re-used. Heavy metal residues are recycled.	

<b>Noise</b>	All noise generating equipment and processes (e.g. compressors, engine tuning, power, air tools) are located so that noise nuisance is not caused to surrounding premises.	
<b>Storage of potential contaminants</b>		
<b>Aspect</b>	<b>Requirement</b>	✓
<b>General</b>	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.	
<b>Waste management – general</b>		
<b>Aspect</b>	<b>Requirement</b>	✓
<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>	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"> <li>• Hazardous waste disposal facility dockets (when applicable).</li> <li>• Licensed waste transport vehicle dockets (when applicable).</li> <li>• Register of time, date, quantity, type and destination of waste removed or disposed of.</li> </ul>	
<b>Recycling</b>	*** The following solid wastes are recyclable: <ul style="list-style-type: none"> <li>• Untreated timber off cuts and sawdust.</li> <li>• Clean cardboard.</li> <li>• Aluminium 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 when possible.	
<b>Waste management – site specific</b>		
<b>Aspect</b>	<b>Requirement</b>	✓
<b>All solid and liquid waste</b>	Secured within vehicle while being transported.	
<b>Waste glycol (coolant)</b>	*** Waste glycol is collected and taken to recycler.	
<b>Dangerous goods labelled</b>	Appropriate dangerous goods labels are provided when transporting any dangerous goods (e.g. flammable liquids, toxics).	
<b>Scrap metal</b>	Where provided, storage area for oily and greasy parts is covered and stormwater directed away from area.	
	*** All scrap metal is separated and recycled; records are kept.	
<b>Batteries</b>	Where provided, storage area is covered and stormwater directed away from area.	

<b>Tyres</b>	Tyres are removed, covered or punctured to avoid mosquitoes breeding in trapped water.	
<b>Oil filters</b>	Oil filters are drained prior to disposal.	
	Where provided, storage area is covered and stormwater excluded from area.	
<b>Solvent</b>	*** Solvent is recycled and used in gun wash stations.	

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