

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 the 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 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. 	
	*** There is access to data-logging, weather-monitoring equipment in order to manage potential off-site odour impacts from production operations.	
	Your business complies with the requirements of the Transitional Environmental Program (TEP) and 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 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	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

Manufacturing processing areas		
Aspect	Requirement	✓
Air	There is no release of particulates to environment from activities conducted (e.g. bag filling stations).	
	All particulate waste generated is collected and disposed of appropriately.	
	*** Dust extraction systems are used for activities with a high dust generating potential (e.g. bag filling stations).	
	Odorous production processes are provided with adequate ventilation and mechanical extraction equipment (e.g. bio-filtration system) to collect and treat odours and vapours.	
	Odour ventilation and extraction equipment is maintained as per the manufacturer's instructions; records are kept of maintenance schedule.	
	Meat and fish products are refrigerated, frozen or treated if not processed within 12 hours of killing.	
	Spilt materials, raw product containers and transport vehicles are cleaned at appropriate intervals to prevent odour nuisance.	
	Odour emissions are regularly monitored, recorded and a register kept on-site. *** Install monitoring ports on all stacks and other air emission discharge points.	
	*** Odour monitoring program is developed and carried out as part of the environmental management system.	
Water	Chemicals are mixed within an area where a spill will not result in a release to the environment.	
	Stockpiled grains, seeds and other ingredients are stored in a covered and contained area; stormwater is unable to enter storage area.	
	Equipment is cleaned appropriately.	
	Process water (e.g. from wash down areas) is discharged to an approved trade waste system.	
	*** Process water is recycled.	
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 with respect to 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	✓
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 wastes on-site.	
	Floor waste is captured and disposed of appropriately (e.g. sweep and bag, vacuum).	
Wastewater	Wastewater is disposed to sewer under a trade waste approval or removed by a licensed waste transporter.	
	*** Wastewater is treated on-site and re-used.	

Regulated wastes	<p>All regulated wastes are removed from the premises by an approved regulated waste transporter. Records are available for inspection of the following:</p> <ul style="list-style-type: none"> • Hazardous waste disposal facility dockets (when applicable). • Licensed waste transport vehicle details (when applicable). • Register of time, date, quantity, type and destination of waste removed or disposed of. 	
Recycling	<p>*** Waste, as below, is segregated for recycling and re-used on-site where possible:</p> <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	✓
Wastewater	Disposed to sewer under a trade waste permit or removed by a licensed waste transporter.	
Food processing waste	Solid waste products are stored in covered area.	
	*** Animal meat and other organic wastes, not used in the manufacturing process, are sent to rendering plants, composting facilities or similar for re-use.	
Floors	*** Floors are cleaned using wet/dry vacuums.	

Your name: _____ Date: _____