

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	✓
<b>General</b>	*** 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"> <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 the 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> .	
Where commercial printing is being carried out, notification has been made to the Queensland Government's Department of Environment and Heritage Protection for the Notifiable Activity 31 as per Schedule 3 of the Act, Printing of: <ul style="list-style-type: none"> <li>Type metal alloys.</li> <li>Printing inks or pigments or etching solutions containing metal.</li> <li>Cast lead drum plates.</li> <li>A linotype machine with a gas-fired lead melting pot attached.</li> <li>More than 500L of halogenated or non-halogenated hydrocarbon solvents.</li> </ul>		
Site management - general		
Aspect	Requirement	✓
<b>Lighting of the premises</b>	Lighting of the premises for security or any other reason is controlled so that annoyance is not caused to the occupants of neighbouring areas.	
<b>Noise</b>	Noise generating equipment and processes (e.g. compressors, printing machines, binding machines) are controlled so that noise nuisance is not caused to surrounding premises.	

For more information, contact your local Council

<b>Visual amenity</b>	The facility is maintained in a clean and tidy state at all times.	
	*** Visual amenity blends suitably with the surrounding environment.	
<b>Air/odour</b>	Dust, odour and particulate emissions are controlled so that nuisance is not caused to surrounding premises.	
<b>Stormwater</b>	Stormwater is prevented from entering contaminated work areas.	
<b>Site management - specific</b>		
<b>General</b>	Film, plate processors and their ancillary chemical recycling systems are regularly cleaned and maintained.	
	*** Hazardous chemicals and films (silver halide films, mercury or cyanide based intensifiers and reducers) are replaced with non-hazardous substitutes.	
	All waste containers are cleaned of product before placing in the industrial bin.	
	Printing presses are installed on catchment trays or bunded with drainage channels.	
	Adequate ventilation is provided in the press room.	
	Solvent vapours and dusts, produced by drying equipment, binding and finishing operations, are ducted and treated with extraction systems.	
	Waste ink and sludge are placed in a secure sealed container for removal.	
<b>Storage of potential contaminants</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 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.	
<b>Waste management</b>		
<b>Aspect</b>	<b>Requirement</b>	<b>✓</b>
<b>General 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 a 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 docket (when applicable).</li> <li>• Licensed waste transport vehicles (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 recycleable:</p> <ul style="list-style-type: none"> <li>• Clean cardboard.</li> <li>• Aluminium cans and drink bottles.</li> <li>• Plastics.</li> <li>• Steel products (drums, drained steel cans).</li> <li>• Rags (can be laundered and re-used).</li> </ul>	
	<p>***Waste materials are treated and re-used on-site where possible.</p>	

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