Operational Environment Management Plan

Glendenning Liquid Waste Facility

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JJ's Waste & Recycling

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1. Scope

This Operational Environment Management Plan ('OEMP') forms the basis for the strategic management of environmental risks associated with the activities carried out at the Glendenning Liquid Waste Facility ('the Facility').

The objective of the OEMP is to summarise the policies, procedures and documents from the JJ's Waste & Recycling ('JJ's') Integrated Management System ('IMS') used to ensure compliance with legislative requirements.

The OEMP has been developed under the supervision of the Environment department of JJ's Corporate Governance Team. A summary of qualifications and experience is provided in **Attachment 1**.

2. OEMP Context

2.1 Facility Location

The Facility is located at 14 Rayben Street, Glendenning NSW and described as Lot 123 DP 870988 (formerly Lots 1-3 DP802117) Parish of Rooty Hill, County of Cumberland. The Glendenning site has an area of 7,214 m^2.

2.2 Adjoining Land Uses

Land to the north of the Facility (across the drainage reserve) is industrial and warehousing. The lot to the immediate west of the Facility is a transport and warehousing complex, whilst the lot to the south-west of the Facility across the Rayben Street cul-de-sac is used for the storage of scaffolding.

JJ's also own and operate a maintenance workshop, truck holding yard and ancillary offices opposite the Facility at 5-11 Rayben Street. Cleanaway operate a waste management facility to the immediate east of the Facility, whilst JJ's occupy the lot further to the east for storage and offices. Warehousing and industrial activities are undertaken to the southeast on the opposite side of Rayben Street.

The closest housing is approximately 420 metres to the north. There is also a buffer of some 900 metres to the closest housing to the east and west of the Facility.

2.3 Operations

The Facility:

- Stores and treats grease trap waste that is liquid waste (K110 type waste) as defined in the *Protection of the Environment Operation Act 1997 (NSW)* ('the POEO Act'). This treatment generally involves separating liquids from solids and discharging treated liquids as trade waste to Sydney Water's sewer system. The resultant solids or sludge are then transported for beneficial reuse in the cultivation of feed crops for cattle on farms under the JJ Richards Glendenning and Hume Treated Grease Trap Waste Order & Exemption February 2025 (**Attachment 2**) under Part 9, Clauses 91 and 92 of the *Protection of the Environment Operations (Waste) Regulation 2014* ('the Regulation').

- Stores food waste that is liquid waste (K120 type waste) as defined in the POEO Act for aggregation and processing via a KDS machine which separates the solids and water. The water known as 'filtrate' is transported for beneficial reuse in the cultivation of feed crops for cattle on farms under the Liquid Food Waste Exemption 2014 Resource Recovery Exemption under Part 9, Clauses 91 and 92 of the Regulation. The solid food waste component is transported to an appropriately licensed facility for composting (i.e. an EPL licenced facility).

- Stores used oil for resource recovery, aggregation and transport to re-refining and other appropriately licensed facilities for treatment.

- Stores and treats industrial oily water (J120 type waste - waste oil / hydrocarbons mixtures / emulsions in water). At this time, industrial oily water is received and aggregated only, however, in future, the treatment will involve separating used oils, hydrocarbons and solids and discharging treated liquids as trade waste to Sydney Water's sewer system. The resultant used oil would be stored for resource recovery, aggregation and transport to re-refining and other appropriately licensed facilities for treatment.

- Liquid waste received at the site is collected in tankers from premises throughout the Sydney region and transported to the Facility for storage, resource recovery, aggregation and treatment.

- Equipment for unloading, treatment, storing and loading of liquid grease trap and food waste is located within the organic waste building. The bunded tank farm within this building is provided with spill protection for the following equipment:
  - Solids strainer / filter box;
  - Pumps;
  - Tanks;
  - Carbon filters;
  - KDS and associated skip;
  - Dissolved Air Flotation (DAF) unit and enclosure; and
  - Associated pipework and valves.

- Equipment for unloading, treatment, storing and loading of used oil and industrial oily water, is located within the hydrocarbon tank farm. The bunded hydrocarbon tank farm is provided with spill protection for the following equipment:
  - Strainer;
  - Pumps;
  - Tanks; and
  - Associated pipework and valves.

  In addition to the equipment within the main hydrocarbon tank farm bund, a self-bunded Transtank is located next to the main bund for the purpose of storing non-compliant loads (i.e. waste oil which is contaminated with a flammable substance).

  A DAF may be installed in future for the purpose of treat oily water received, prior to compliant trade waste being discharged to Sydney Water's sewer system.

3. Relevant Statutory Requirements and Approvals

3.1 Legislation

The following legislation is relevant to the OEMP, and the conditions associated with the Facility's regulatory approvals:

- Protection of the Environment Operations Act 1997 (NSW);
- Environmental Planning and Assessment Act 1979 (NSW);
- Contaminated Land Management Act 1997 (NSW);
- Protection of the Environment Operation (Waste) Regulation 2014 (NSW);
- Protection of the Environment Operations (Clean Air) Regulation 2022 (NSW);
- Protection of the Environment Operations (Noise Control) Regulation 2017 (NSW);
- Protection of the Environment Operations (General) Regulation 2022 (NSW);
- Contaminated Land Management Regulation 2022 (NSW); and
- Dangerous Goods (Road and Rail Transport) Regulation 2022 (NSW).

JJ's Environment are responsible for identifying legislative requirements relevant to the environmental activities conducted at the Facility and implementing associated procedures to ensure compliance.

3.2 Approvals

The Facility holds the following regulatory approvals:

- Development Consent SSD 6767 issued by the Department of Planning, Housing and Infrastructure ('the Department);
- Environment Protection Licence No.21053 issued by the NSW Environment Protection Agency ('the EPA'); and
- Trade Waste Discharge Consent No.39115 issued by Sydney Water.

The renewal and management of the Development Consent and the Environment Protection Licence (EPL) is the responsibility of JJ's Environment. The approvals are managed via a licence management document which prescribes the expiration dates and associated renewal notes. The site operational team manage the Trade Waste Discharge Consent.

The *FM-71 Licence Compliance Checklist* (**Attachment 35)** has been developed for the Facility which outlines the relevant conditions and current methods of compliance for each of the approvals. The relevant managers / supervisors of the Facility are required to review the checklist annually and confirm via a declaration that they have read, understood and agree to comply with the conditions and associated methods of compliance as required by JJ's.

4. Integrated Management System (IMS)

JJ's operates an Integrated Management System ('IMS') which links all aspects of the Company's operations including quality, health, safety and environmental management.

The inextricable links between these issues and the need to establish a base for the consistent application of standards to meet operational and legislative requirements, have made this an important step towards maintaining 'due diligence' throughout the organisation.

On a day-to-day basis, the IMS is implemented via a Site Based Management Plan, which provides guidelines on how an individual site can achieve compliance with the IMS and forms the basis of this OEMP. Copies of documentation referred to in the JJ's OEMP are available in the accompanying attachments.

5. Roles and Responsibilities

Table 1 provides the roles and responsibilities of the Facility management and corporate departments associated with management and compliance of the Facility.

Table 1: *Roles & Responsibilities*

Roles	Responsibilities
Regional/Site Leadership	▪ Provide safe work environment; ▪ Ensure equipment at the facility is safe and fit for purpose; ▪ Provide adequate facilities for the welfare of workers; ▪ Ensure insurance policy conditions are met; ▪ Maintain health, safety and compliance records; ▪ Comply with the requirements of the Facility Operating Manual; ▪ Ensuring day to day compliance with all conditions of the regulatory approval's issues for the Facility, including associated documents: o Pollution Incident Response Management Plan ('PIRMP'); o OEMP; and o Odour Management Plan ('OMP').
Corporate Governance (Environment & HSEQ)	▪ Define the legal standards and implement an effective system for monitoring compliance; ▪ Advise senior management of the state of health and safety in the workplace; ▪ Establish appropriate health, safety and environmental educational programs; ▪ Assist with investigations and recording of all serious bodily injuries, work caused illnesses, and dangerous events; ▪ Where required, report all work related injuries, illnesses or dangerous events; ▪ Provide specific advice on health, safety and environmental matters; ▪ Generate and maintain an active interest in health, safety and the environment at the workplace; ▪ Annual review of the OEMP during the high-risk facility review; ▪ Auditing compliance with the regulatory approvals issued to the Facility; ▪ Reviewing and updating training modules associated with waste types / environmental activities which occur at the Facility to ensure all relevant employees are appropriately aware of the requirements; ▪ Arranging three (3) yearly independent audits; and ▪ Liaising with the Facility and completing an annual report for submission to the Department.

6. Corporate Policies

JJ's has a range of Company policies including a policy relating to the Environment (**Attachment 3**). This policy states that JJ's acknowledge that our operations impact on the environment and we are committed to minimising our 'environmental footprint'.

All employees are trained in the content of these policies and copies of these document are accessible to all employees via the JJ's intranet page.

7. Consultation and Communication

JJ's has implemented a series of measures, procedures and policies that are incorporated into the daily operations of the business to ensure efficient and effective consultation and internal communication occurs.

7.1 Team Briefs

Team Briefs provide for a system and opportunity for Managers and Supervisors to discuss quality, safety, environmental and operational issues with employees. Team Briefs are conducted in accordance with ***Section***

***7.2** Team Briefs* of the *Facilities Manual*, which set the minimum standards and topics to be communicated.

Through this process employees are actively encouraged to provide feedback and ask questions in relation to the issues discussed and the operations at the Facility. Employees are required to sign off on each brief to acknowledge attendance and that they have understood what has been discussed. **Attachment 4** provides *FM-17 Team Briefing Notes*.

7.2 Management Reviews

Management Review Meetings ('MRM') are held quarterly to review and assess Facility compliance with the IMS and identify performance areas that require improvement action as required by ***Section 7.4** Management Review Meetings* of the *Facilities Manual*. Minutes from each MRM must be recorded using *FM-16 Management Review Minutes* (**Attachment 5**).

7.3 Workplace Alerts

Corporate Governance release regular messages about key operational and regularity issues through Workplace Briefings for the purpose of:

- immediate notification to the business of serious or high potential incidents;
- to communicate health and safety / environmental information; and
- general communications to the business.

Depending on the nature of the alert, management and supervisory employees are generally required to communicate certain information to relevant personnel and/or implement preventative action within the specified timeframes. Management representatives acknowledge implementation via electronic means. Implementation is monitored corporately, and follow-up undertaken when required.

8. Induction, Competency and Training

JJ's has a comprehensive induction, training and competency programs for employees.

8.1 Inductions

All employees and sub-contractors must be inducted into the site utilising *FM-24 Site Orientation* (**Attachment 6**). *FM-24 Site Orientation* includes information which must be provided at each site, however, also includes a section for site specific details to be included.

8.2 Training – Learning Management Systems

A Learning Management System ('LMS') is utilised to deliver training, administer training needs and record completion of training. A combination of training methods (video, PowerPoint, face to face and on the job) are used to deliver training programs. Training requirements and renewal timeframes are managed via the LMS. Training programs are continually added as our operations require. Where internal programs do not address a particular requirement or there is a requirement for accredited training, external registered training organisations are utilised.

The following training and competency documentation is provided in **Attachment 7**:

- *PM-06 Training Record;*
- *PM-07 Training Attendance List;*
- *SBMP-07.02.06 Authorisation to Use Equipment Training Checklist;*
- *PM-08 Driver Competency Assessment;* and
- *Learning Management System (LMS) Standard*.

8.3 Training Needs Analysis and Re-training

The LMS functions as an automated needs analysis and re-training tool, by identifying employees who require re-training and providing access to relevant training programs. Records of training are maintained in hard copy and electronic form (via LMS).

8.4 Statutory Licences

Operators will hold relevant plant and vehicle licences where required. Licences and qualifications are tracked via the LMS with a mandatory six (6) monthly check in place to ensure validity of statutory licences.

9. Supplier, Contractor and Subcontractor Management

All suppliers, contractors and subcontractors who provide products or conduct services for, or on behalf of, JJ's, must complete the registration and approval process to ensure that they are credible, reliable, appropriately qualified, licensed, insured and comply with their legislative obligations. JJ's utilises the Supplier Management Application in DoneSafe to add all suppliers and subcontractors. DoneSafe requires the upload and provision of relevant licences, certificates of insurances and qualifications for citation by the contracting site.

In addition, contractors and sub-contractors working on behalf of JJ's are required to undergo relevant induction training for their role. Subcontractor performance is reviewed during the Management Review process.

The supplier, contractor and sub-contractor management process is provided in ***Section 3*** *Supplier, Contractor and Sub-Contractor Management* of the *Facilities Manual*.

10. Hazard Management

Hazards are managed within the Hazard Reporting Application within DoneSafe.

Workplace inspections are undertaken regularly as part of the company's site-based management plan. Referred to as the Monthly and 6 Monthly General Hazard Inspection (GHI), the inspections cover health, safety and environmental hazards and are broken into two components:

- Industrial/Operations; and
- Administration.

The minimum inspection/s for the site include:

- Daily: perform a walkthrough of the site to ensure work areas are clean, tidy and in order; and
- Monthly/six-monthly: complete GHI for industrial and office areas (i.e. Workshop, MRF, Operational and General Areas).

These inspections are completed in DoneSafe, and non-compliant items must be raised as a corrective action within the respective inspection in DoneSafe.

FM-05 HSE Hazard Log Book is also readily accessible to all employees to alert management of hazards requiring rectification (**Attachment 8**). All employees are trained in hazard identification and reporting as part of induction and refresher training.

11. Performance Monitoring – Auditing

11.1 Site Level

Performance is assessed and discussed as part of the MRM as identified in **Section 7.2** of this OEMP, while regular inspections of the facility are conducted by site management as identified in **Section 10** of this OEMP.

At any time, Managers may also utilise the HSEQ Self-Audit Tool to perform a review of their site/operation's compliance to the IMS and determine any improvement actions required.

11.2 Corporate Audit/Review

Scheduled internal audit and review activities are conducted to track performance at each relevant site. ***Section 30*** *Audit and Review* of the *Facilities Manual* provides information regarding scheduling of the audits which include:

- Full HSEQ audit;
- Electrical inspections;
- AS1940 audit;
- Environmental site reviews;
- NHVAS – mass management (external/internal);
- NHVAS – maintenance management (external/internal);
- NHVAS – BFM (external/internal); and
- External ISO certification.

11.3 External Audits

External audits are conducted in line with certification requirements by external certification bodies:

- Quality (ISO9001), Occupational Health & Safety (ISO45001) & Environment (ISO14001) (Sustainable Certification) (**Attachment 9**); and
- National Heavy Vehicle Accreditation Scheme (NHVAS).

Any non-conformances raised both internally or externally are raised as corrective actions or opportunities for improvement as per *CG-23 Corrective Action Direction – Action Plan* **(Attachment 10)**, to ensure that they are addressed and closed out in a timely manner.

12. Corrective Action System

Corrective actions for non-compliance/s found during audits, GHI's, risk assessments and hazard identification shall be raised and managed within DoneSafe.

The DoneSafe database is managed through a central company-wide register which sets strict completion times based on the level of risk.

13. Documentation and Records Management

Corporate documentation is managed by Corporate Governance.

Where individual sites require new forms or documentation for their operation, the suitability of existing corporate documentation is assessed prior to the development of new site/region specific documents. Where a site-specific document is required, the Facilities Manager is responsible for the approval, review and control processes utilising FM-03 Depot Specific Document Control Register **(Attachment 11)**.

Where a change to an existing JJ's corporate document is required or a new document needs to be created, FM-43 Document Management Request **(Attachment 11)** must be submitted to HSEQ who will liaise with relevant persons to evaluate the request and determine how to proceed. This ensures that corporate documents are uniform, controlled and accessible to all.

Appendix 1 of the *Facilities Manual* provides a general overview of the types of records that must be maintained and their associated retention periods. Each site may have additional retention records FM-18 Retention, Archive and Destruction register **(Attachment 11)** can be used to monitor when records are due to be destroyed.

14. Risk Management

JJ's has implemented a number of systems to identify, address and control the risks associated with the activities performed as outlined in ***Section 1*** *Risk Management* of the *Facilities Manual*.

Each site is required to conduct the following in order to manage the site safely:

1. Identify the plant, activities, tasks and processes being performed at the site;
2. Assess the risks associated with these and how they interact;
3. Control the risks by implementing measures to ensure these tasks can be performed safely; and
4. Review the effectiveness of control measures through audit and review.

Each site, heavy vehicle, high risk plant/equipment, hazardous substance and hazardous workplace activity, must be assessed for risk.

The following documents are utilised at a site level to manage the HSE risks associated with work activities conducted (**Attachment 12**):

- *RA-01 Risk Assessment Template;*
- *SRA-007 Site Emergencies;*
- *SRA-001 Site-Depot Risk Assessment;*
- *SRA-006 First Aid Risk Assessment;*
- *RA-03 Plant Risk Assessment;*
- *SRA-005 Traffic Management Risk Assessment;* and
- *SBMP-06.01.07 JSEA*.

Additionally, general Risk Assessments and JSEA's created for various commonly used plant/equipment and routine tasks are available for use and/or amendment where required.

Risk Assessments and JSEA's for operations and activities conducted at the Facility are maintained onsite.

15. Work Permits

The utilisation of work permits provides site managers, JJ's employees and external contractors a clear description of the nature, date, duration and extent of the work, the hazards involved, the controls in place to manage risks and responsible personnel for the shift that the activity will be performed.

***Table 5** Work Permits* of the *Facilities Manual* provides the various work permits and when they are required which includes **(Attachment 13**):

- FM-20 Hot Work Permit*;*
- FM-21 Confined Space Entry Permit*;*
- FM-22 High Risk Work Permit*;* and
- FM-23 Fire Protection System Impairment Permit.

16. Hazardous Substances

***Section 18** Managing Hazardous Chemicals on Site* of the *Facilities Manual* outlines the minimum requirements for the management of hazardous substances. This includes:

- Registers and Safety Data Sheets (SDS');
- Labelling;
- Risk assessment;
- Storage and segregation;
- Placarding and manifest quantities;
- Health monitoring and surveillance; and
- Emergency preparedness.

JJ's utilises a chemical management program (ChemWatch) to manage inventories and obtain access to SDS'.

As a general rule, hazardous substances are substituted for those of a non-hazardous type (where possible).

17. Plant and Equipment Maintenance and Repair

JJ's has implemented appropriate procedures to ensure that in-situ plant, mobile plant, equipment and vehicles requiring ongoing inspection and maintenance are identified and then assigned an appropriate preventative maintenance regime in accordance with legislative requirements, manufacturer requirements and good industry practice. The following documentation relating to plant maintenance and repair is provided in **Attachment 14**:

- *FM-28 Daily Pre-Trip and End of Day Driver Inspection Checklist;* and
- *FM-29 Mobile Plant and Combustion Equipment Pre-Start Checks.*

In addition to the above, the following documents provide overview and maintenance of equipment specific to the tank farms at the Facility (**Attachment 15**):

- *Hydrocarbon Aggregation Standard;*
- *HC-07 Hydrocarbon Aggregation Weekly Site Checklist;*
- *FRM-NSW-ACT-117 Site Checklist;*
- *FRM-NSW-ACT-134 Glendenning Treatment Plant Monthly Maintenance Checklist;*
- *FRM-NSW-ACT-135 Glendenning Used Oil Plant Monthly Maintenance Checklist;*
- *FRM-NSW-ACT-137 Glendenning (Seven Hills) Plant Monthly Maintenance Checklist; and*
- *FRM-NSW-ACT-142 Liquid Food Waste Weekly Site Checklist.*

17.1 Inspections and Servicing

All vehicles and plant undergo pre and end of day inspection for the purpose of identifying defects. In addition, all vehicles and plant are subject to a random spot check program where various aspects of the vehicle and plant are assessed.

In accordance with *WP-GEN-201-00 Servicing* (**Attachment 16**), JJ's has implemented procedures to ensure that all types of plant and equipment are maintained in accordance with legislative requirements in the absence of such, the manufacturer's requirements are followed.

17.2 Defect Reporting and Repair

JJ's utilises a defect reporting process in accordance with ***Section 13** Plant and Equipment* of the *Facilities Manual* which includes utilising *FRM-GEN-209-01 Equipment Defect Notice* (**Attachment 17** – *now able to be completed via Gatekeeper On Road*) to ensure that defects are recorded, assessed, scheduled and repaired.

Alternatively, any issues can be documented under *FM-05 HSE Hazard Log Book* (**Attachment 17**). The procedure for breakdowns, addressing defects and making repairs is contained in *WP-GEN-202 Breakdowns, Defects and Repairs* (**Attachment 17**).

17.3 Equipment Modification

Engineering modification to JJ's owned plant and equipment is governed by JJ's Engineering in accordance with *WP-GEN-207-00 Engineering Changes* (**Attachment 18**). Approval from JJ's Engineering must be sought using *FRM-GEN-207-01 Engineering Change Request* (**Attachment 18**) prior to making any change to ensure that changes are not made which will result in a greater risk to health and safety of employees or the environment.

18. Emergency Planning and Management

18.1 Preparedness and Response

The Facility is required to undertake emergency planning in accordance ***Section 26*** *Emergency Management* of the *Facilities Manual*. To ensure employees are equipped with the knowledge and the tools to respond to an emergency incident, all employees are trained utilising an internal fire and emergency training module (**Attachment 20**) which is tailored to either site-based activities or the operation of waste transport vehicles:

- *TRN-14.01-01 Fire and Emergency Training (Truck);* and
- *TRN-14.01-02 Fire and Emergency Training (Site).*

A copy of *FM-33 Emergency Action* relevant to the Facility is provided in **Attachment 21**.

The JJ's documentation forms the basis of the Pollution Incident Response Management Plan ('PIRMP') which is implemented at the Facility as required by EPL No.21053 and the *POEO Act*. A copy of the PIRMP is readily available in both hard and electronic copy at the Facility and will be activated in the event of a pollution incident at the Facility.

18.2 Identification and Analysis

The site is required to undertake Emergency Identification and Analysis for the purpose of identifying internal and external emergency which may affect the workplace. The site utilises *SRA-007 Site Emergencies* to carry out this assessment (**Attachment 12**).

18.3 Establishing an Emergency Team

The site Emergency Team is responsible for:

- Establishing and maintaining emergency planning and response procedures;
- Ensuring the training and management of the Emergency Team (Wardens);
- Arranging for the coordination of evacuation exercises; and
- Reviewing the effectiveness of the evacuation exercises and documentation.

The Emergency Team is provided with training and instruction in their responsibilities associated with the emergency plan and response procedures including the following documentation in **Attachment 22**:

- *TRN-14.02.01 Emergency Team – Warden Training;*
- *SBMP-14.01-12 Emergency Roll Call;*
- *EM-01 Emergency Response Team Responsibilities Chief Warden*
- *EM-02 Emergency Response Team Responsibilities Warden*; and
- *EM-03 Emergency Response Team Responsibilities Communication Officer.*

18.4 Emergency Equipment

JJ's has implemented procedures to ensure that workplace systems and particular pieces of equipment designed primarily for securing safety of workers and/or the environment are identified, installed and then maintained in accordance with relevant legislative requirements or in the absence of such, the manufacturer's requirements.

The *FM-25 Fire Fighting Equipment Register* (**Attachment 19)** is utilised to identify all emergency equipment at the Facility and is provided to contractors responsible for undertaking the fire and safety checks to ensure all equipment is maintained. ***Section 26.3*** *Emergency Equipment* of the *Facilities Manual*, provides the intervals which fire protection systems must be inspected and tested.

18.5 Testing and Emergency Reaction Debriefing

Testing of the Emergency Plan and PIRMP for the Facility is carried out annually at a minimum and at a time in which the majority of employees at the Facility are present to ensure it is an effective simulation evacuating persons from all areas.

The Chief Warden must arrange a session immediately following the test to debrief the Emergency Team and implement a "Lessons Learned" system to improve upon the existing emergency response procedures utilising *FM-32 Emergency Reaction Debriefing* (**Attachment 23**).

18.6 Occupant Considerations

JJ's induction program ensures that all occupants are provided with training in the emergency response procedures for their workplace. Where an occupant may require assistance in an emergency situation, a specific plan is developed in consultation with the emergency team utilising *FM-38 Personal Emergency Evacuation Plan* (**Attachment 24**). Evacuation diagrams are displayed throughout the Facility.

19. Incident Management

***Section 25** Incident Management* of the *Facilities Manual* provides an overview of the incident management process where an incident occurs at a Facility.

***Section 18** Vehicle Incident Management* of the *Transport Manual* provides an overview of the incident management process relating to vehicle incidents.

Environmental incidents are managed in accordance with ***Section 25.6** Environmental Incidents* of the *Facilities Manual*. Environmental incidents include:

- Spills involving regulated waste, biosecurity waste, hazardous chemicals or dangerous goods. Spills or releases from vehicles themselves (i.e. hydraulic oil or waste) that result in the material reaching drains, waterways or unsealed surfaces;
- Fire at the Facility;
- Receipt of an environmental complaint – dust, odour or noise;
- Breach of condition of Environmental Approval on compliance;
- Receipt of a load of waste with a flash point of waste with a flash point <60.5°C, where the receival facility does not have appropriately designed flammable liquid storage tanks;
- Receipt of Regulatory Notice; and
- Unannounced site inspection/audit from a regulatory body.

When an incident occurs, the priorities must always be:

1. To ensure the safety of people;
2. Protection of the environment; and
3. Protection of plant, equipment and business operations.

Employees must follow the relevant Emergency Procedure Guides ('EPGs') for dealing with environmental incidents and notify their manager/supervisor as soon as practicable.

19.1 Internal Reporting

All environmental incidents must be reported to JJ's Environment either by phone: (07) 3488 9600 or email: hseq@jjswaste.com.au within 24 hours of the incident occurring or the manager/supervisor becoming aware of the incident.

***Table 22** Information Required for Environmental Incidents* of the *Facilities Manual* includes the information which must be provided to JJ's Environment dependent upon the incident, however generally includes:

- Type of Incident (e.g. regulated waste spill, breach of licence conditions);
- Details of Incident including date, time and location;
- If a spill occurred, did the material reach drains, waterways or unsealed ground; and
- Immediate corrective actions taken.

19.2 External Reporting

Notification to external authorities (i.e. EPA and WorkSafe) is the responsibility of JJ's Environment and HSEQ. Depending on contractual requirements, specific customers may require JJ's to provide notification of incidents

which occur while completing work for that customer.

19.3 Investigation

The level of investigation required for an incident is dependent on the nature and severity of the incident. Investigations are to be conducted in accordance with ***Section 25.3*** *Incident Investigation and Analysis* of the *Facilities Manual*.

JJ's Environment will advise what steps should be taken in order to appropriately investigate an environmental incident upon being notified of the incident.

20. Complaints Management

The JJ's website provides the telephone number for members of the community to utilise for any complaints or feedback relating to the Facility. *FM-09 General Feedback Form* (**Attachment 25**) provides the procedure for the recording of any feedback, complaint or enquiry received which relates to our operations. Information regarding a complaint received is recorded on *FM-09 General Feedback Form* (**Attachment 25**).

Where the complaint is from a regulatory body or in relation to an activity covered by an Environmental Approval, the Facility must adhere to the procedure set out in ***Section 25.6*** *Environmental Incidents* of the *Facilities Manual* as further action and notification is required to ensure the complaint is adequately investigated and any required preventative actions are implemented.

Should a complaint relate to odour, Land & Environment are responsible for ensuring that the processes in the *Odour Management Plan* ('OMP') are completed (see **Attachment 26**).

21. Air Management

21.1 Odour

All activities at the Facility are undertaken in accordance with the OMP (**Attachment 26**). The OMP outlines the odour management procedures that will be implemented to control odorous emissions from the Facility and ensure that the risk of adverse odour at nearby sensitive receptors is minimised as far as possible. To ensure this is achieved, for waste receival, unloading, treatment and loading operations the OMP outlines:

- Key Performance Indicators.
- Control measures;
- Monitoring methods; and
- Response mechanisms.

All unloading and loading of waste will be undertaken in strict compliance with the procedures set out within the IMS. All drivers and Facility personnel are required to complete an odour assessment during each loading/unloading operation. The operators are responsible for completing regular checks in the form of a *Daily Odour Checklist* in Appendix A of the OMP (**Attachment 26**). Should an exceedance be identified within the *Daily Odour Checklist* or any other aspect of the OMP, the Reporting and Complaints Management process outlined in above sections will be enacted.

In order to ensure that the carbon filters are effective at all times, replacement activated carbon is stored at the Facility should it be required.

21.2 Dust

The Facility is completely sealed and there are no unsealed areas within the immediate vicinity of the Facility, however, where relevant, a street sweeper will be retained to minimise the emission of dust from the premises.

22. Noise Management

JJ's has a responsibility to ensure that noise emissions do not create a nuisance beyond the boundaries of the Facility. Possible sources of unacceptable noise emissions from the Facility include:

- Vehicle and plant movements;
- Unloading / loading of waste transport vehicles; and
- Processing of liquid wastes.

To mitigate the potential risks, JJ's has implemented measures to ensure that:

- Trafficked areas of the site are sealed;
- The Facility is located with appropriate buffers / separation distances to sensitive receptors;
- The existing industrial buildings are roofed and walled to reduce noise emissions;
- The organics building is enclosed;
- All site equipment is appropriately maintained; and
- The receival and dispatch of waste will only occur during normal operating hours (Monday-Saturday 4 am to 9 pm).

FM-11 Nuisance Noise Management (**Attachment 27**) is utilised to address management of noise generated at the Facility to prevent nuisance beyond the boundaries of the Facility. Any complaint received regarding nuisance noise beyond the boundaries of the Facility will be recorded via *FM-09 General Feedback Form* and managed in accordance with ***Section 25.6*** *Environmental Incidents* of the *Facilities Manual*. To address a noise complaint, employees are required to complete *FM-11 Nuisance Noise Assessment* (**Attachment 27**) which:

- Identifies the affected stakeholders;
- Examines whether the noise can be reduced through engineering controls at the source;
- Examines whether the noise can be minimised through engineering the noise transmissions path;
- Where engineering is not possible, what administrative controls measures can be implemented; and
- Tracks the implementation of temporary and long-term control measures implemented to address the noise complaint.

Noise and noise complaints are managed in accordance with Noise Management (**Section 23** and **Attachment 27**) and Complaints Management (**Section 21** and **Attachment 25**). Noise monitoring to this end shall be undertaken in response to valid complaints or at the request of the Secretary, pursuant to Condition B21 of the Development Consent.

Noise criteria for operations are per Condition B20 of the Development Consent, reproduced as follows:

Noise Criteria

B20. The Applicant shall ensure noise from the operation does not exceed the limits in Table 2 below.

Table 2: *Operational Noise Limits*

Receiver/location	***Day/Evening/Night*** $L_{Aeq(15\ minutes)}$	***Sleep disturbance*** L_{AMax}
*Receptor groups 1 and 2**	*36*	*46*

**Refer to the plan In Appendix 4 for the location of residential receivers.*

APPENDIX 4 - NOISE RECEIVER LOCATIONS *(extract from Development Consent)*

23. Spill Management

***Section 27.4** Spills* of the *Facilities Manual* provides guidance on the location and contents of spill kits at the Facility. The instructions in *EPG-Spills* or where relevant, *EPG-Flammable Liquids* must be followed in the event a spill/leak at the Facility.

23.1 Control Measures

Unloading and loading activities of liquid waste are undertaken in the designated loading and unloading bays, which are roofed and have a bunded concrete floor which drains to blind sumps. Any liquids from the in-ground sumps are transferred to the process tanks for treatment and disposal.

All treatment equipment and chemicals / additives are located within the within bunded areas. The bunds drain to a blind sump and any liquids from the in-ground sumps are transferred to the process tanks for treatment and lawful disposal where appropriate.

23.2 Assessment of Spill Kit Requirements (Site)

Spill kits are placed as close as possible to an area where the risk of an uncontained spill exists or where a spill may occur and requires containment and clean up.

23.3 Maintaining Spill Kits

***Section 27.4** Spills* of the *Facilities Manual* requires spill kits to be reviewed at least quarterly with additional stocks available in order to replenish.

For vehicles the following maintenance procedures (**Attachment 14**) are in place:

- Daily check by the Driver using *FM-28 Daily Driver/Operator Checks*;
- Quarterly Check by Management using Vehicle and Plant Spot Checklist (refer to DoneSafe inspection module).

JJ's conducts a monthly and 6 (six) monthly check utilising the Monthly and 6 Monthly GHI Inspection template to ensure the Facility is appropriately maintained (refer to DoneSafe inspection module).

23.4 Training

Upon induction, all employees are trained in the use of spill kits. Refresher training is delivered on a three (3) yearly basis. Spill kit training is contained within *TRN-14.01-02 Fire and Emergency Training (Site)* (**Attachment 20**) and within the JJ's Spill Response Training Module (within LMS).

23.5 Emergency Procedure Guides

EPGs must be present at the Facility and in vehicle cabins at all times. EPGs relevant to the Facility and/or vehicles (**Attachment 28**) are outlined below:

- *EPG-Asbestos;*
- *EPG-Contact with Live Wires;*
- *EPG-Spills;*
- *EPG-Flammable Liquids;*
- *EPG-Hydrocarbon Aggregation Facility Fire;*
- *EPG-Vehicle Fire – All Other Vehicles;*
- *EPG-Vehicle Fire – Front, Rear, SOLO*; and
- *EPG-Vehicle Fire – RORO, Merrell.*

23.6 Disposal of Absorbent

Absorbents that are unable to be disposed of as general waste and must be removed by an appropriately licensed transporter for disposal/treatment at a licensed receival facility as required by **Section 27.4** *Spills* of the *Facilities Manual*.

24. Stormwater Management

The Facility is fully developed and impervious (all buildings and concrete pavement, except for perimeter landscaping). All activities are undertaken within the existing buildings and within bunded areas. Through the implementation of adequate spill control mechanisms, no process water is discharged from the Facility other than the water from the grease trap waste processing to sewer as approved by the Trade Waste Agreement.

Facility Design

The Facility has been designed to separate the low-risk contamination areas from those with a higher risk.

General Trafficable Areas

The general trafficable areas are considered low risk areas as vehicles do not unload or load waste within this area. Vehicles will be parked for short periods of time; however, they will be secure during this period.

Hydrocarbon Tank Farm Area

The hydrocarbon tank farm area is considered a low-risk area as all piping is steel with flanged solid connections. The tank farm is appropriately bunded, with no direct discharge to the stormwater system. As such there is little likelihood of spillage, in addition this area will be cleaned on a regular basis.

Hydrocarbon Tank Farm Pump & Valve Bay

The hydrocarbon tank farm pump and valve bay area are considered a medium risk. This bay includes pumps, filters, flexible hoses and cam lock couplings. The hydrocarbon tank farm pump and valve bay area are appropriately bunded, with no direct discharge to the stormwater system. As such there is little likelihood of spillage, in addition this area will be cleaned on a regular basis.

Hydrocarbon Tank Farm Loading/Unloading Area

The hydrocarbon tank farm loading/unloading area is considered a medium risk and can be divided into the following:

- Hydrocarbon receiving - vehicle is driven into position and connected to the unloading pump via a hose rated to AS2683 and cam lock couples rated to AS3664. Vehicle is fitted with an interlock system that prevents the vehicle from being moved when the unload hose is being connected. The pump is a positive displacement type so that the hoses can be sucked empty, and each tank is fitted with a non-return valve at its inlet to prevent a possible backflow.
- Hydrocarbon dispatch - similar to receiving, the vehicle is driven into position and connected to the pump via a rated hose and couplings. The vehicle end of the hose has a “dry break” valve fitted that will allow no more than 4ml of liquid to be spilled if the hose should not be emptied prior to disconnection. The bulk tanker is also fitted with an interlock system that prevents it from being moved while connected to the loading hose.
- The loading / unloading area has a drive over/into bund and is graded to a grated inlet pit which drains to a sump within the existing tank farm.

Organics Treatment Building including Loading/ Unloading Area

The organics treatment building including the loading/unloading area is considered a low-risk area as the building is roofed, graded and bunded with no external stormwater ingress.

24.1 Management of Onsite Waters

There are three (3) water streams that are generated at the Facility. These streams are:

- Stormwater - generated from rainfall that lands in non-bunded areas. These areas are continually maintained to be non-contaminated. Stormwater is removed from the Facility through the stormwater system.
- Contaminated stormwater and wash waters - generated from rainfall which lands in bunded areas and from wash down of these same bunded areas (tank farm, loading-unloading bay, pump house and warehouse). These areas are considered contaminated and as such, do not enter the stormwater system. Further, caustic based degreasers are used to wash these areas.
- Oily water - generated when processing waste oil, this water is separated out of oil and is contaminated with hydrocarbons and glycols (amongst other contaminants). This water is generated at the unloading gantry directly from oil tankers and from bulk storage tanks at both the unloading gantry and the tank farm. Oily water is temporarily stored and sent to an appropriately licensed facility for recycling or disposal.

24.2 Stormwater System Maintenance

The Facility has a Water Sensitive Urban Design (‘WSUD’) system installed to appropriately manage stormwater onsite. The WSUD includes a number of assets which must be maintained on a scheduled basis as required by Blacktown City Council (‘the Council’).

Table 3 provides the maintenance requirements of each WSUD asset and the date the relevant report must be sent to the Council for their records.

***Table 3** - WSUD Maintenance & Reporting*

Asset Type	Model	Quantity	Requirement	Due Date
Filter cartridge	SPELFilter	4	Inspect in line with Council's WSUD inspection and maintenance guidelines.	1st March annually 1st September annually
			Replace filter cartridges in line with Council's WSUD developer handbook.	17th December 2026
			Complete flow test in line with Council's WSUD developer handbook.	17th December 2026
Pit insert	StormSack	1	Inspect in line with Council's WSUD inspection and maintenance guidelines.	1st March annually 1st June annually 1st September annually 1st December annually
Above ground on-site stormwater detection	N/A	1	Inspect in line with Council's WSUD inspection and maintenance guidelines.	1st March annually 1st September annually
Above ground rainwater tank	N/A	4	Inspect in line with Council's WSUD inspection and maintenance guidelines.	1st March annually 1st September annually
			Report non-potable water use in line with WSUD developer handbook.	1st September annually

25. Site Security

The following control measures are implemented to prevent the unauthorised receival and removal of waste:

- Only waste as described in the waste acceptance criteria in the EPL Licence will be accepted;
- Authorised waste will be accepted during the nominated opening hours as per the Development Consent;
- The Facility is fully fenced with lockable gates;
- The Facility is fitted with surveillance cameras;
- No public access to the facility;
- Facility gates are to be kept locked outside of the nominated opening hours; and
- At all times whilst the Facility is in operation a responsible manager will be on site.

26. Traffic Management

All drivers must adhere to the *Drivers Code of Conduct* required by Condition B33 of the Development Consent which is encompassed within the site induction (**Attachment 29**).

All drivers must adhere to Condition B32 of the Development Consent and the *Heavy Vehicle Parking Protocol* (**Attachment 30)**, including the following which is encompassed within the site induction:

- All vehicles are required to enter and leave the Facility in a forward direction to ensure that there is no circumstance where a vehicle is required to reverse onto Rayben Street;
- The Facilities Manager is responsible for appropriate scheduling of waste deliveries to ensure that at all times there is no queuing traffic waiting to enter the Facility; and
- At no time are heavy vehicles instructed to park or queue on Rayben Street.

Drivers complete a *TRN-GEN-100-01 Professional Driver Practices* module as part of their induction. This online training video provides drivers with an overview of their responsibilities and duties as a professional driver. It includes how we present and drive our vehicles, vehicle sympathy and customer service.

Heavy vehicles do not leave the site via a right turn movement onto Power Street.

Heavy vehicles, with a gross vehicle mass of 5 tonnes or more, access and egress the site between the hours of 4 am and 9 pm only.

27. Waste Monitoring Program

27.1 Objective

JJ's has implemented a Waste Monitoring Program to monitor the:

- quantity, type and source of the waste received on site; and
- quantity, type and quality of the outputs produced on site.

27.2 Training

All employees responsible for handling waste at the Facility are trained in the requirements of this monitoring program.

27.3 Waste Acceptance Criteria

The site is approved to accept the following wastes:

- Waste Mineral Oils (J100);
- Oil / Hydrocarbons Mixtures / Emulsions in Water (J120);
- Grease Trap Waste (K110); and
- Liquid Food Waste (K120).

27.4 Waste Volume Restrictions

JJ's must not receive or process on site more than 62,000 tonnes of liquid waste per calendar year comprising of K100, K110, J100 and J120 wastes. Further to this, the Facility must not have more than 1385 kilolitres of waste onsite at any one (1) time – the current bulk storage tanks onsite limit the volume to ~1,300kl.

27.5 Waste Receival

Waste Oil

Each load of waste oil received at the Facility is recorded on *FRM-NSW-ACT-116 Daily Waste Oil Receival Form* (**Attachment 31**). This form records:

- Transporter Company Name – JJ's or third-party waste transporters;
- Transporter Company Address – JJ's or third-party waste transporters;
- Vehicle Rego/Fleet No. – Registration number of the vehicle used to transport the waste to the site or JJ's internal fleet number;
- Driver Name – The name of the driver in control of the vehicle delivering the waste to the site;
- Oil Volume (L) – The volume of waste oil within the load;
- Water Volume (L) – The volume of water within the load;
- FP – Whether flash point of the load is >60°C after conducting a test;
- PCB Risk – Have you asked all questions in section 3? (Y/N);
- PCB Risk – Were any answers to the questions in section 3 Yes? (if so, immediately stop and advise relevant supervisor/manager);
- Tank No. – The identification number of the receival tank;
- Sample No. – The identification number of the sample taken from the load;
- Operator Initial – Confirmation by the operator that the information provided on the form is true and correct; and
- Manager Name and Signature – Requires the responsible site manager to review and sign off on the daily record.

Oily Water

Each load of oily water received at the Facility is recorded on *FRM-NSW-ACT-112 Daily Oily Water Receival Form* (**Attachment 31**). This form records:

- Transporter – JJ's or the name of the third party waste transport company;
- Vehicle Rego – Registration number of the vehicle used to transport the waste to the site;

- Volume – The volume of waste oil within the load;
- FP – Whether flash point of the load is >60°C after conducting a test;
- PCB Risk – Whether the load presents a PCB risk;
- Tank No. – The identification number of the receival tank;
- Running Volume – The cumulative volume of waste oil received at the site on the designated date;
- Operator Initial – Confirmation by the operator that the information provided on the form is true and correct; and
- Manager Name and Signature – Requires the responsible site manager to review and sign off on the daily record.

Organic Waste (Grease Trap and Liquid Food Waste)

Each load of grease trap waste or liquid food waste at the Facility is recorded on *FRM-NSW-ACT-113 Daily Organic Waste Receival Form* (**Attachment 31**). This form records:

- Transporter Name – JJR or the name of the third party waste transport company;
- Transporter EPA Licence No. - The EPA Licence number held by the waste transport company.
- Vehicle Rego – Registration number of the vehicle used to transport the waste to the site;
- Waste Type – The organic waste type received i.e. liquid food waste or grease trap waste;
- No. of Sites Collected – The number of sites that the waste has been collected from;
- Volume – The volume of waste oil within the load;
- Tank No. – The identification number of the receival tank;
- Operator Initial – Confirmation by the operator that the information provided on the form is true and correct; and
- Manager Name and Signature – Requires the responsible site manager to review and sign off on the daily record.

27.6 Waste Dispatch

Processed Oil

All processed oil dispatched from the Facility is recorded on *FRM-NSW-ACT-115 Waste Oil Dispatch Form* (**Attachment 31**). This form records:

- Transporter Name – JJ's or the name of the third party waste transport company;
- Transporter Address – The address of the waste transport company;
- Transporter EPA Licence No. - The EPA Licence number held by the waste transport company (where relevant);
- Vehicle Rego or Fleet No.– Registration number(s) of the vehicle used to transport the waste to the site or JJ's fleet number;
- Driver Name - The name of the driver in control of the vehicle delivering the waste to the site;
- Volume (L) – The volume of waste oil within the load;
- Tank No. – The identification number of the dispatch tank;
- Pre-Dispatch Test Ref No. – The reference number of the pre-dispatch test conducted;
- Load No. – The identification number of the dispatch load;
- TC No. – The Transport Certificate number utilised to track the load from the site (where relevant);
- Operator Initial – Confirmation by the operator that the information provided on the form is true and correct; and
- Manager Name and Signature – Requires the responsible site manager to review and sign off on the daily record.

Pre-Dispatch Testing

Processed oil from the Facility is delivered to Southern Oil Refinery ('SOR') in Wagga Wagga NSW (EPA Licence 11408), Northern Oil Refinery ('NOR') in Yarwun QLD (EPPR01737013) and other appropriately licensed receival facilities.

Prior to dispatch, JJ's requires a sample of each batch (tank) to be taken and sent for analysis of PCB content, flash point and water content. The batch is not dispatched until the test results have returned identifying the following:

- Flashpoint is above 60.5°C;

- PCB content is less than 2ppm; and
- Water content is 10% or less.

A copy of the pre-dispatch test is retained with the Processed Oil Dispatch Form.

Oily Water

No treatment of the oily water currently occurs, it is stored and aggregated only. Currently, Oily water generated onsite is sent offsite to an EPL Licenced Premise.

The Facility has approval for a DAF which may in the future be installed and oily water thereby treated and processed via an appropriate trade waste agreement with Sydney Water.

Treated Grease Trap Waste

Treated sludge component is sampled and tested in accordance the JJ Richards Glendenning and Hume Treated Grease Trap Waste Order & Exemption February 2025 under the provisions of the *Protection of the Environment Operations (Waste) Regulation 2014* – Resource Recovery Order under Part 9, Clause 93 ('the TGTW Order').

A copy of the *Sampling Plan* relevant to the Facility is provided in **Attachment 32**. Treated Grease Trap Waste ('TGTW') is not dispatched until the report from an appropriate laboratory has been received which indicates that the material complies with the TGTW Order and is suitable for land application.

All TGTW sludge dispatched from the facility is recorded on *FRM-NSW-ACT-114 Treated Grease Trap Sludge Dispatch Form* (**Attachment 31**). This form is used to record:

- Transporter Name – JJ's or the name of the third party waste transport company;
- Transporter Address – The address of the waste transport company;
- Transporter EPA Licence No. - The EPA Licence number held by the waste transport company (if applicable);
- Vehicle Rego(s) – Registration number(s) of the vehicle used to transport the waste to the site;
- Volume – The volume of treated grease trap waste within the load;
- Tank No. – The identification number of the dispatch tank;
- SESL Test Results Obtained – Confirmation that the results from SESL been received and the applicable reference number;
- Receiving Facility – The name and location of the facility where the waste is being dispatched;
- Operator Initial – Confirmation by the operator that the information provided on the form is true and correct; and
- Manager Name and Signature – Requires the responsible site manager to review and sign off on the daily record.

The wastewater produced as part of the processing is disposed to sewer in accordance with the conditions of the trade waste permit issued by Sydney Water. Sampling and testing is conducted in accordance with the permit issued.

Liquid Food Waste

Liquid Food Waste ('LFW') received at the Facility is dispatched to a facility which will be operating under a Liquid Food Waste Resource Recovery Exemption or a facility which holds an EPL Licence (i.e. a composting facility for the solid component). All liquid filtrate dispatched from the Facility will be recorded on *FRM-NSW-ACT-111 Daily Liquid Food Waste Dispatch* (**Attachment 31**). This form is used to record:

- Transporter Company – JJ's or the name of the third-party waste transport company;
- Transporter Address – The address of the waste transport company;
- Transporter EPA Licence No. - The EPA Licence number held by the waste transport company (if applicable);
- Vehicle Rego(s) – Registration number(s) of the vehicle used to transport the waste to the site;
- Volume – The volume of treated grease trap waste within the load;
- Batch Tank No. – The identification number of the dispatch tank(s);
- Receiving Facility – The name and location of the facility where the waste is being dispatched;
- Operator Initial – Confirmation by the operator that the information provided on the form is true and correct; and
- Manager Name and Signature – Requires the responsible site manager to review and sign off on the daily record.

27.7 Waste Tracking Requirements

Part 4, Schedule 1 of the Regulation lists “trackable wastes” (i.e. those waste types where waste tracking is required). This includes the below waste types at the Glendenning Premise:

Waste Stream	Classified as a Hazardous Waste	Trackable when transported into or out of NSW	Trackable when transported within NSW
Waste Oil	Yes	Yes	No*
Oily Water	Yes	Yes	Yes
Grease Trap Waste	Yes	Yes	No
Liquid Food Waste	No	No	No

*The EPA granted a Notice of Exemption 2006-E-4 under Clause 51 of the Regulation (‘the Exemption’) exempting consignors, transporters and receivers of non-hazardous waste hydrocarbon oil from waste tracking requirements if the waste is to be transported for the purpose of recycling, reprocessing or reusing the waste and to a place that can lawfully be used as a waste facility for that waste.

A receiver is exempt under this notice only if the receiver retains a copy of the record required to be generated by the waste transport which includes the following information:

- The name and address of the transporter;
- The transporters environment protection licence number;
- The registration number of the vehicle used to transport the waste;
- The type, quantity of waste transported;
- The date in which the waste is delivered to the receiver;
- The name and address of the receiver; and
- The date on which the record waste made.

A copy of this record must be retained for not less than four (4) years after the time the record waste made and must be available for inspection by an authorized officer on request.

The exemption does not apply to the interstate movement of waste.

The Waste Monitoring Forms implemented by JJ’s meet the abovementioned requirements.

27.8 Waste Tracking Guide NSW

JJ’s utilises a *NSW Waste Tracking Guide* to provide employees with instruction and guidance in relation to the completion and submission of waste tracking documentation.

27.9 Hazardous Waste and Waste Tracking Training

JJ’s utilise an internal hazardous waste and waste tracking training module. The training package addresses the following key areas:

- Hazardous waste transport requirements;
- Hazardous waste transport permit requirements and obligations;
- Types of hazardous waste;
- Waste tracking responsibilities;
- Completion of waste tracking certificates;
    - Paper WTCs
    - Electronic WTCs
- Distribution of WTCs; and
- Items that must be kept in a Hazardous Waste Vehicle.

JJ’s has established a mandatory requirement for all employees involved in the handling of hazardous waste or the creation, completion or submission of WTCs to complete this training module. This training module is required to recompleted by relevant employees on a three (3) yearly basis, or sooner where necessary.

28. Operational Procedures

28.1 Waste Acceptance Procedure

The following procedures have been implemented to ensure waste received at the Facility is authorised for receival and appropriately handled.

Quotation Stage

Sales and customer service personnel are responsible for evaluating all waste prior to waste entering the Facility. This evaluation is to ensure that the waste meets waste acceptance criteria. Sales and customer service personnel will ensure potential customers are made aware of their responsibilities in the terms and conditions of the sale.

Receival and Processing

All documentation must be cross checked at the time of receival at the Facility with the initial quotation and sale documentation.

If in the event an abnormality arises, the Facilities Manager and if relevant, the generator or client must be notified immediately. This abnormality can be in the form of:

- a variation in volume;
- a particular waste or vessel is omitted from tracking documentation (if applicable) and load manifest; or
- the waste is outside the licensed acceptance criteria for the site (i.e. waste type, volume).

If the waste does not comply with the licence acceptance criteria, the waste is not to be accepted and must be returned to the client or to an appropriately licensed facility.

A trackable waste load can be rejected upon arrival at the site or within 21 days of arriving. Where a trackable waste load is rejected i.e. contaminated with an unauthorised material, as a receiver, we are required to inform the transporter of another waste facility that can lawfully receive the waste (except where the load is non-hazardous waste oil destined for reuse).

The operator must immediately inform the site manager of the reason for rejection and the site manager must identify a lawful place the waste can be received at. Prior to advising of the new facility, the licence must be checked to ensure they are authorised to receive the waste type.

Note: as non-hazardous waste oil destined for reuse is exempt from the trackable waste provisions, we are not required to supply an alternate receival facility for use.

Odorous Loads

If an odorous load is received, work procedures are in place to minimise any potential impact as follows:

- shutting any open doors;
- dousing the load with an odour neutraliser; and
- identifying the waste source and investigating.

In addition, the hydrocarbon tank farm has a scrubber hose which can be connected to the vehicle to appropriately vent any odours.

If required, all future loads from this source must be either pre-treated (at the source) or diverted to another lawful waste facility.

Prohibited Waste

In the event the Facilities Manager becomes aware of prohibited waste being present in any waste consignment which is not in accordance with the Facility's waste acceptance criteria, they must:

- Cease the receiving of such waste;
- Remove the prohibited waste and store in a proper and efficient manner;
- Notify the person who sent the prohibited waste to the Facility of the detection;
- As soon as practicable, arrange for a person who can lawfully transport such waste to collect; and
- Arrange for the person transporting the prohibited waste to transport to a facility that can lawfully accept.

This procedure is outlined in S*WI-NSW-ACT-118 Non-Compliant Load (Isolation and Management)* (**Attachment 33**).

28.2 Waste Oil Handling Procedures

Acceptance Criteria

Waste acceptance criteria for the used oil resource recovery and aggregation facility includes waste lubricating oil, oil / water emulsions and oily water. Used oil containing polychlorinated biphenyls (PCBs) and radioactive materials will not be accepted. Used oil with a flash point <60.5°C will also not be accepted as an authorised waste type, however incidental loads can be appropriately managed via the non-compliant Transtank at the Facility which is appropriate to store dangerous goods.

As per the above, sales and customer service personnel are responsible for evaluating all waste prior to entering the Facility.

Delivery and Unloading

Used oil is delivered in collection tankers. Used oil delivery and unloading operations are described below:

- Drivers make a preliminary assessment of the oil prior to loading at customer site (e.g. uncharacteristic odour, colour, viscosity etc);
- If uncertain, the driver must notify their manager / supervisor and await directions;
- Upon arrival at the Facility, collection vehicles drive into the bunded loading and unloading bay of the hydrocarbon tank farm;
- A representative sample of used oil is taken from the collection vehicle;
- If used oil meets acceptance criteria (by a flash test), commence the unloading process;
- If used oil does not meet acceptance criteria, notify the Facilities Manager for directions;
- The directions provided by the Facilities Manager are likely to be - unload the load into in the 20kL flammables tank to the north of the hydrocarbons tank farm;
- Vehicles and equipment undergo a series of pre-start checks, including tanks, valves, filters and flexible pipework;
- Used oil is pumped into a receival tank and water allowed to separate (by gravity);
- All details of unloading are recorded via the waste monitoring form; and
- Following unloading, vehicles drive out of the loading and unloading bay.

If the waste does not comply with the licence acceptance criteria, the waste must not be accepted and must be returned to the client or sent to an appropriately licensed facility.

If an odorous load is received, work procedures are in place to minimise any potential impact as identified above.

Aggregation and Transfer

Used oil is stored as follows:

Material	Class / Package Group	No of Containers/ Packages	Quantity of Containers/Packages	Amount	Location/Safety Measures
Waste Oil	C1	2	120,000 L	240,000 L	Vertical s/steel tanks to AS1692 and AS1940
Waste Oil	C1	7	60,000 L	420,000 L	Vertical steel tank to AS1692 and AS1940
Oily Water	C1	2	60,000 L	120,000 L	Vertical steel tanks to AS1692 and AS1940

Used oil aggregation and transfer operations are described below:

- Following an appropriate flash test, water is removed from the tanker during unload and the receival tank to an oily water tank (within the same bunded compound);
- The tanks are inter-connected by a network of pipes and valves to enable them to be used individually or in banks of two (2) or more tanks as determined from time to time by the liquid type and the chosen destination;

- Used oil from the receival tank is transferred to a storage tank. During this process, a sample from the tank is taken to conduct pre-dispatch testing;
- Used oil from storage tanks are reloaded into larger vehicles for transport to appropriately licensed facilities;
- Oily water is also reloaded into larger vehicles for transport to appropriately licensed facilities for treatment;
- Upon arrival at the Facility, linehaul vehicles drive into the loading and unloading bay (which is bunded) within the hydrocarbon tank farm;
- Linehaul vehicles and equipment undergo a series of pre-start and completion checks, including tanks, valves, filters and flexible pipework; and
- Following loading, vehicles drive out of the unloading bay.

If the waste does not comply with the licence acceptance criteria, the waste is not to be accepted and must be returned to the client or sent to an appropriately licensed facility.

If an odorous load is received, work procedures are in place to minimise any potential impact as identified above.

Disposal

Used oil is transported to SOR, NOR or another lawful receival facility. Decanted water is transported to an appropriately licensed facility for further treatment.

28.3 Oily Water Receival Procedure

Acceptance Criteria

Waste acceptance criteria for industrial oily water includes wash-down water and contaminated stormwater from commercial enterprises, vehicle wash-down waters and other dirty waters. Industrial water containing polychlorinated biphenyls (PCBs) and radioactive materials are not accepted.

As per above, sales and customer service personnel are responsible for evaluating all waste prior to waste entering the Facility to ensure it meets the waste acceptance criteria.

Delivery and Unloading

Industrial oily water is delivered in collection tankers. Industrial oily water delivery and unloading operations are described below:

- Drivers make a preliminary assessment of industrial oily water prior to loading at customer site (e.g. uncharacteristic odour, colour, viscosity etc.);
- If uncertain, the driver must notify their manager / supervisor for directions;
- Upon arrival at the Facility, collection vehicles drive into the bunded loading and unloading bay within the hydrocarbon tank farm;
- Vehicles and equipment undergo a series of pre-start checks, including tanks, valves, filters and flexible pipework;
- Industrial oily water is pumped into the oily water tank and oil allowed to separate (by gravity);
- Vehicles and equipment undergo a series of completion checks, including tanks, valves, filters and flexible pipework;
- All details of unloading are recorded via the relevant waste monitoring form; and
- Following unloading vehicles drive out of the loading and unloading bay.

Aggregation and Transfer

Industrial oily water is stored in two (2) 60kL tanks are prescribed in the above table. Industrial oily water aggregation and transfer operations are described below:

- Industrial oily water is allowed to settle and oil is removed from the oily water tank to an oil storage tank;
- Stored used oil is reloaded into tanker vehicles for transport to an appropriately licensed facility; and
- Stored oily water is reloaded into a vehicle for transport to an appropriately licensed facility.

If the waste does not comply with the licence acceptance criteria, the waste is not to be accepted and must be returned to the client or sent to an appropriately licensed facility.

If an odorous load is received, work procedures are in place to minimise any potential impact as per above.

28.4 Grease Trap Waste Handling

Acceptance Criteria

Waste acceptance criteria includes wastes as defined in the POEO Act including grease trap waste which is a liquid waste.

As per above, sales and customer service personnel are responsible for evaluating all waste prior to waste entering the Site to ensure it meets the waste acceptance criteria.

Delivery and Unloading

Waste is delivered in collection tankers, initially, collection vehicles will drive into the unloading bay (which is bunded) within the organics building:

- The roller doors are opened to allow the entry of the vehicle and immediately closed once the vehicle is fully situated within the unloading bay;
- Vehicles and equipment undergo a series of pre-start and completion checks;
- They then discharge by pressure through a static strainer into a receival tank;
- Expressed air passes through an activated carbon filter prior to discharge into the atmosphere; and
- Following unloading, the roller door will be opened to allow the vehicle to drive out of the unloading bay and is immediately shut once they have exited.

Treatment

Grease trap waste handling operations are described below:

- After settling for at least four (4) hours, the aqueous phase is transferred (by pumps) to the water balance tank, where a coagulant is added to facilitate the separation of liquids;
- Sludge from the water balance tank is transferred by pumps to one of the sludge tanks;
- The treated water component from the water balance tank is pumped into the DAF;
- The chemical mix tank / reaction chamber of the DAF will incorporate pH correction, whilst the floatation / dissolved air chamber will further remove solids and sludges;
- All tanks are vented to an appropriately sized carbon filter;
- Expressed air passes through an activated carbon filter prior to discharge into the atmosphere;
- The DAF unit is fully enclosed and vents to the carbon filter; and
- Sludge from sludge tanks is removed for disposal.

If the waste does not comply with the licence acceptance criteria, the waste must not be accepted, and it must be returned to the client or sent to an appropriately licensed facility.

If an odorous load is received, work procedures are in place to minimise any potential impact. These include:

- Shutting any open doors;
- Dousing the load with an odour neutraliser; and
- Identifying the waste source and investigating.

If required, all future loads from this source would be either pre-treated (at the source) or diverted to another waste facility.

Disposal – Liquid

Trade waste discharges result from the treatment of grease trap wastes. The discharges are monitored as required by the permit to ensure they meet the quality limits as determined by Sydney Water.

Disposal – Sludges

Sludges are removed in tankers and beneficially reused for the cultivation of feed crops for cattle on farms. The Resource Recovery Exemption under Part 9, Sections 91 and 92 of the Regulation (the JJ Richards Glendenning and Hume Treated Grease Trap Waste Order & Exemption February 2025) exempts a consumer of TGTW of certain requirements under the POEO Act and the Regulation in relation to the application of that waste to land, provided the consumer complies with the conditions of this exemption.

28.5 Liquid Food Waste

Acceptance Criteria

Waste acceptance criteria includes wastes as defined in the POEO Act including food waste which is a liquid waste.

As per above, sales and customer service personnel are responsible for evaluating all waste prior to waste entering the Facility to ensure it meets the waste acceptance criteria.

Delivery and Unloading

- The roller doors are opened to allow the entry of the vehicle and immediately closed once the vehicle is fully situated within the unloading bay;
- Waste is delivered in collection tankers. Initially, collection vehicles will drive into the bunded loading bay within the organics building;
- Vehicles and equipment undergo a series of pre-start and completion checks;
- They then discharge by pressure into the LFW tanks; and
- Expressed air passes through an activated carbon filter prior to discharge into the atmosphere.

If the waste does not comply with the licence acceptance criteria, the waste must not be accepted and must be returned to the client or sent to an appropriately licensed facility.

If an odorous load is received, work procedures are in place to minimise any potential impact. These include:

- Shutting any open doors;
- Dousing the load with an odour neutraliser; and
- Identifying the waste source and investigating.

If required, all future loads from this source would be either pre-treated (at the source) or diverted to another waste facility.

Aggregation and Transfer

Liquid food waste handling operations are described below:

- Liquid waste is transferred (by mono pumps) to the LFW receival tank;
- All tanks are vented to an appropriately sized carbon filter;
- Expressed air passes through an activated carbon filter prior to discharge into the atmosphere;
- At various times during the day, the receival tank is transferred to the KDS;
- The water from the KDS drains off and is pumped into the filtrate tank where caustic may be added to adjust the pH of the liquid; and
- The solids from the KDS are stored within the sealed skip within the KDS room.

If an odorous load is received, work procedures are in place to minimise any potential impact. These include shutting any open doors; dousing the load with an odour neutraliser; identifying the waste source and investigating.

Disposal

Filtrate is removed in tankers and beneficially reused for the cultivation of feed crops on farms. The Resource Recovery Exemption under Part 9, Sections 91 and 92 of Regulation (the Liquid Food Waste Exemption 2014) exempts a consumer of LFW from certain requirements under the POEO Act and the Regulation in relation to the application of that waste to land, provided the consumer complies with the conditions of this exemption.

The solid food waste is removed via the sealed skip to an appropriately licensed facility for use (i.e. composting).

28.6 Non-Compliance Load Procedure

Should an operator identify a potentially non-compliant load delivered by a vehicle to the Facility, the procedure outlined in *Non- Compliant Load Procedure (Glendenning*) must be followed (**Attachment 33**).

28.7 Daily Site Checklist

The Facilities Manager is responsible for ensuring *HC-07 Hydrocarbon Aggregation Weekly Site Checklist*, *FRM-NSW-ACT-117 Daily Site Checklist* (**Attachment 34**) and *FRM-NSW-ACT-142 Weekly Site Checklist – Liquid Food Waste Processing* (**Attachment 34)** is completed appropriately.

29. Monitoring and Review

The Facility has several monitoring requirements as required by the Development Consent and EPL provided below.

29.1 Meteorological Monitoring

A meteorological station is situated at the Facility that complies with the requirements of the Approved Methods for Sampling of Air Pollutants in New South Wales as of 2018. It will be operated at the Facility for the life of the Development.

29.2 Noise Monitoring

Noise monitoring must be undertaken in response to valid complaints or at the request of the Secretary. Noise generated by the Development is to be measured in accordance with the relevant requirements and exemptions (including certain meteorological conditions) of the latest version of the NSW Industrial Noise Policy [Consent Condition B21]. Refer to Condition B20 for Noise Criteria.

29.3 Odour Monitoring

Air Noise and Environment Pty Ltd ('ANE') completed a post-commissioning odour audit in accordance with Condition B14 of our Development Consent and Condition E4 of our Environmental Authorisation. The odour audit report produced by ANE was submitted to the relevant authorities on the 2nd October 2018.

The Facility conduct odour monitoring as per the OMP and record the results via the odour checklist.

Further external odour monitoring is conducted as part of the independent environmental audit.

29.4 Independent Environmental Audit

Within one (1) year of the date of this consent, and every three (3) years thereafter JJ's is required to commission an independent environmental audit of the development in accordance with Condition C9.

Within three (3) months of commissioning this audit, JJ's must submit a copy of the audit report to the Secretary, together with its response to any recommendations contained within the audit.

JJ's Environment is responsible for commissioning the abovementioned audit within the nominated timeframe and reporting the findings to the Secretary.

29.5 Annual Review of the Environmental Performance

JJ's must conduct an annual review of the environmental performance of the Site. The review must include all items within Condition C11 and be submitted to the Department by the 11 January annually.

JJ's Environment is responsible for completing the Annual Review of Environmental Performance in consultation with the Facility.

Details of this review are made available to the public via JJ's website.

29.6 OEMP Review

Within three (3) months of the submission of an:

(a) Independent Environmental Audit;
(b) Annual Review of Environmental Performance;
(c) Incident Report; or
(d) Any modification to this consent,

JJ's must review, and if necessary, revise this OEMP noting that any alteration or amendment proposed to this OEMP must be approved by the Secretary.

JJ's Environment is responsible for completing this review and seeking necessary approvals from the Secretary for any amendments to the OEMP.

Attachment 1 – CV Group Manager – Land, Environment & Hazardous Facilities

J.J. Richards & Sons Pty Ltd
3 Grant Street
Cleveland Qld 4163

Phone: (07) 3488 9600
Fax: (07) 3488 9681
www.jjrichards.com.au

[redacted]

Attachment 2 – JJ Richards Glendenning and Hume Treated Grease Trap Waste Order & Exemption

Resource Recovery Order under Section 286A of the Protection of the Environment Operations Act 1997

The JJ Richards Glendenning and Hume treated grease trap waste order February 2025

Introduction

This order, issued by the Environment Protection Authority (EPA) under section 286A of the *Protection of the Environment Operations Act 1997* (POEO Act), imposes the requirements that must be met by J.J Richards & Sons Pty Ltd as the supplier of treated grease trap waste to which 'The JJ Richards Glendenning and Hume treated grease trap waste exemption February 2025' applies. The requirements in this order apply in relation to the supply of treated grease trap waste for application to land as a soil amendment.

1. Waste to which this order applies

1.1. This order applies to treated grease trap waste. In this order, treated grease trap waste means grease trap waste that has undergone treatment according to the following:

- screening to remove physical contaminants; and
- leaving the grease trap waste to settle by operation of gravity for at least four hours, so that the floating fats and oils, the aqueous liquid waste and the settleable portions of the grease trap waste separate; and
- the floating layer must either be removed or be incorporated into the bottom settled layer following saponification by the addition of lime.

2. Persons to whom this order applies

2.1. The requirements in this order apply, as relevant, to J.J. Richards & Sons Pty Ltd (JJ Richards) (ACN 000 805 425) operating from two sites: 14 Rayben Street Glendenning NSW 2761, Environment Protection Licence Number 21053; and 31–37 Sawmill Circuit Hume ACT 2620, Environmental Authority Number 1064 and Waste Facility Licence Number L0001.

2.2. This order does not apply to the supply of treated grease trap waste to a consumer for land application at a premises for which the consumer holds a licence under the POEO Act that authorises the carrying out of the scheduled activities on the premises under clause 39 'waste disposal (application to land)' or clause 40 'waste disposal (thermal treatment)' of Schedule 1 of the POEO Act.

3. Duration

3.1. This order commences on 21 February 2025 and is valid until 21 February 2027 or until revoked by the EPA by notice in writing at an earlier date.

4. Processor requirements

The EPA imposes the following requirements on JJ Richards who supplies treated grease trap waste.

Sampling requirements

4.1. On or before supplying treated grease trap waste, the processor must:

4.1.1. Prepare a written sampling plan which includes a description of sample preparation and storage procedures for the treated grease trap waste.

4.1.2. Undertake sampling and testing of the treated grease trap waste as required under clause 4.2 below.

4.2. The processor must undertake the following sampling:

4.2.1. Routine sampling in accordance with Column 1 of Table 1 and testing each sample for the chemical and other attributes listed in Column 1 of Table 2. Each individual sample must be taken from a batch, tank, truckload or stockpile that has not been previously sampled, or

4.2.2. Where the volume of treated grease trap waste processed at the premises is insufficient to satisfy the requirements of routine sampling, or where batch sampling is preferred, the processor may undertake one-off sampling of one (1) out of every three (3) batches of treated grease trap waste to be supplied under this order in accordance with Column 2 of Table 1. Each composite sample from 1 out of every 3 batches must be obtained from a single day's treatment and must be tested for the chemicals and other attributes listed in Column 1 of Table 2. The test results for each composite sample must be validated as compliant with the maximum average concentration or other value listed in Column 2 of Table 2 and the absolute maximum concentration or other value listed in Column 3 of Table 2 prior to the supply of treated grease trap waste.

4.2.3. Where batch 1 meets the requirements of clause 4.2.2, batch 2 and 3 can be released following treatment in accordance with clause 1 without sampling and testing.

4.2.4. Where batch 1 does not meet the requirements of clause 4.2.2, batches 2 and 3 must be sampled and tested for the chemicals and other attributes listed in Column 1 of Table 2.

Table 1

Column 1	Column 2
Routine sampling frequency	**One-off/ batch sampling frequency**
• 1 individual sample per day for 1 week (5 samples) to produce a composite sample. Repeat each week (i.e. equates to 4 composite samples per month), and • 5 individual samples per month selected at random to produce a composite sample (i.e. 1 composite sample per month).	• 1 composite sample taken from one 1 batch for every three 3 batches produced.

Chemical and other material requirements

4.3. The processor must not supply treated grease trap waste from batch 1 to 3 to any person if, the composite sample from batch 1, in relation to any of the chemical and other attributes of the treated grease trap waste:

4.3.1. The concentration or other value of that attribute of any sample collected and tested as part of the routine or one-off sampling of the treated grease trap waste exceeds the absolute maximum concentration or other value listed in Column 3 of Table 2, or

4.3.2. The average concentration or other value of that attribute from the routine sampling of the treated grease trap waste (based on the arithmetic mean) exceeds the maximum average concentration or other value listed in Column 2 of Table 2.

4.4. The absolute maximum concentration or other value of that attribute in any treated grease trap waste supplied under this order must not exceed the absolute maximum concentration or other value listed in Column 3 of Table 2.

Table 2

Column 1	Column 2	Column 3
Chemicals and other attributes	**Maximum average concentration for routine testing** (mg/kg 'dry weight' unless otherwise specified)	**Absolute maximum concentration** (mg/kg 'dry weight' unless otherwise specified)
1. Mercury	0.5	1
2. Cadmium	0.5	1
3. Lead	50	100
4. Arsenic	10	20
5. Chromium (total)	50	100
6. Copper	150	250
7. Nickel	30	60
8. Selenium	2.5	5
9. Zinc	200	350
10. Boron	30	60
11. Electrical Conductivity[1]	NA	NA
12. pH[1]	NA	NA
13. Oil and grease[1]	NA	NA
14. Nitrogen (total) [1]	NA	NA
15. Moisture content[1]	NA	NA

1. Note that while limits are not included for electrical conductivity, pH, oil and grease, nitrogen, and moisture content, these must be tested in each sample and records kept of results.

Test methods

4.5. The processor must ensure that any testing of samples required by this order is undertaken by analytical laboratories accredited by the National Association of Testing Authorities (NATA), or equivalent.

4.6. The processor must ensure that the chemicals and other attributes (listed in Column 1 of Table 2) in the treated grease trap waste it supplies are tested in accordance with the test methods specified below or other equivalent analytical methods. Where an equivalent analytical method is used the detection limit must be equal to or less than that nominated for the given method below.

4.6.1. Test method for measuring the mercury concentration:

4.6.1.1. Analysis using USEPA SW-846 Method 7471B Mercury in solid or semisolid waste (manual cold vapour technique), or an equivalent analytical method with a detection limit < 20% of the stated maximum average concentration in Table 1, Column 2 (i.e. < 0.1 mg/kg dry weight).

4.6.1.2. Report as mg/kg dry weight.

4.6.2. Test methods for measuring chemicals 2 - 9:

4.6.2.1. Sample preparation by digesting using USEPA SW-846 Method 3051A Microwave assisted acid digestion of sediments, sludges, soils, and oils.

4.6.2.2. Analysis using USEPA SW-846 Method 6010C Inductively coupled plasma - atomic emission spectrometry, or an equivalent analytical method with a detection limit < 10% of stated maximum concentration in Table 1, Column 2 (e.g. 1 mg/kg dry weight for lead).

4.6.2.3. Report as mg/kg dry weight.

4.6.3. Test method for measuring the boron concentration:

4.6.3.1. Water soluble boron using a calcium chloride extractable method. Rayment, G.E. and Higginson, F.R. 1992. Method 12C1 or 12C2. In Australian laboratory handbook of soil and water chemical methods, Inkata Press, Australia (or an equivalent analytical method with a detection limit for hot water soluble boron or calcium chloride extractable boron < 10% of stated total concentration).

4.6.3.2. Report as mg/kg dry weight

4.6.4. Test methods for measuring the electrical conductivity and pH:

4.6.4.1. Sample preparation by mixing 1 part treated grease trap waste with 5 parts distilled water.

4.6.4.2. Analysis using Method 103 (pH) and 104 (Electrical Conductivity) in Schedule B (3): Guideline on Laboratory Analysis of Potentially Contaminated Soils, National Environment Protection (Assessment of Site Contamination) Measure 1999 (or an equivalent analytical method).

4.6.4.3. Report electrical conductivity in deciSiemens per metre (dS/m).

4.6.5. Test method for measuring the oil and grease content:

4.6.5.1. USEPA SW-846 Method 9071B n-Hexane Extractable Material (HEM) for Sludge, Sediment, and Solid Samples (or an equivalent analytical method). Note that the Soxhlet extraction may need to be repeated for samples containing large quantities of oil and grease.

4.6.5.2. Report oil and grease in mg/kg dry weight.

4.6.6. Test method for measuring nitrogen:

4.6.6.1. Total nitrogen – semimicro Kjeldahl. Rayment, G.E. and Higginson, F.R. 1992. Method 7A1 or 7A2. In Australian laboratory handbook of soil and water chemical methods, Inkata Press, Australia (or an equivalent analytical method).

4.6.6.2. Report nitrogen in % dry weight.

4.6.7. Test method for measuring the moisture content:

4.6.7.1. USEPA SW-846 Method 9001 Determination of water in waste materials by quantitative calcium hydride reaction (or an equivalent analytical method).

4.6.7.2. Report moisture content in % w/w.

Notification

4.7. On or before each transaction, the processor must provide the following to each person to whom the processor supplies the treated grease trap waste:

- a written statement of compliance certifying that all the requirements set out in this order have been met;
- a copy of 'The JJ Richards Glendenning and Hume treated grease trap waste exemption February 2025', or a link to the JJ's website where the treated grease trap waste exemption can be found; and
- a copy of 'The JJ Richards Glendenning and Hume treated grease trap waste

order February 2025', or a link to the JJ's website where the treated grease trap waste order can be found.

Record keeping and reporting

4.8. The processor must keep a written record of the following for a period of six years:

- the sampling plan required to be prepared under clause 4.1.1;
- all routine and/or one-off sampling results in relation to the treated grease trap waste supplied;
- the quantity of the treated grease trap waste supplied; and
- the name and address of each person to whom the processor supplied the treated grease trap waste.

4.9. The processor must provide, on request, the most recent sampling (whether routine or one-off or both) results for treated grease trap waste supplied to any consumer of the treated grease trap waste.

4.10. The processor must notify the EPA within seven days of becoming aware that it has not complied with any requirement in clause 4.1 to 4.6. Notifications must be made by email to info@epa.nsw.gov.au.

5. Definitions

In this order:

application or apply to land means applying to land by:

- spraying, spreading or depositing on the land; or
- ploughing, injecting or mixing into the land; or
- filling, raising, reclaiming or contouring the land.

batch means 1 treated grease trap waste tank.

composite sample means a sample from 1 batch that combines five discrete sub-samples of equal size into a single sample for the purpose of analysis.

consumer means a person who applies, or intends to apply, treated grease trap waste to land.

grease trap waste means any grease, oils, solids, water or other matter resulting only from the preparation or manufacturing of food that is collected in a grease trap in the usual course of the operation of the grease trap. This definition includes dissolved air flotation (DAF) units used to treat grease trap waste, but does not include grease trap waste collected from grease traps in hospitals and shopping centres other than those solely from the preparation of food.

processor means a person who processes grease trap waste to produce treated grease trap waste for supply to a consumer. The processor in the order as JJ Richards

transaction means:

- in the case of a one-off supply, the supply of a batch, truckload or stockpile of treated grease trap waste that is not repeated.
- in the case where the supplier has an arrangement with the recipient for more than one supply of treated grease trap waste the first supply of treated grease trap waste as required under the arrangement.

21/02/2025

Karen Marler
Director - Technical (Chemicals, Land and Radiation)
Regulatory Practice & Services Division

Notes

The EPA may amend or revoke this order at any time. It is the responsibility of JJ Richards to ensure it complies with all relevant requirements of the most current order.

In gazetting or otherwise issuing this order, the EPA is not in any way endorsing the supply or use of this substance or guaranteeing that the substance will confer benefit.

The conditions set out in this order are designed to minimise the risk of potential harm to the environment, human health or agriculture, although neither this order nor the accompanying exemption guarantee that the environment, human health or agriculture will not be harmed.

JJ Richards who supplies treated grease trap waste should assess whether the material is fit for the purpose the material is proposed to be used for, and whether this use may cause harm. The supplier, JJ Richards, may need to seek expert engineering or technical advice.

Regardless of any exemption or order provided by the EPA, the person who causes or permits the application of the substance to land must ensure that the action is lawful and consistent with any other legislative requirements including, if applicable, any development consent(s) for managing operations on the site(s).

The supply of treated grease trap waste remains subject to other relevant environmental regulations in the POEO Act and Waste Regulation. For example, a person who pollutes land (s. 142A) or water (s. 120), or causes air pollution through the emission of odours (s. 126), or does not meet the special requirements for asbestos waste (s. 144AAB), regardless of this order, is guilty of an offence and subject to prosecution.

This order does not alter the requirements of any other relevant legislation that must be met in supplying this material, including for example, the need to prepare a Safety Data Sheet. Failure to comply with the conditions of this order constitutes an offence under clause 93 of the Waste Regulation.

Resource Recovery Exemption under Part 9, Clauses 91 and 92 of the Protection of the Environment Operations (Waste) Regulation 2014

The JJ Richards Glendenning and Hume treated grease trap waste exemption February 2025

Introduction

This exemption:

- is issued by the Environment Protection Authority (EPA) under clauses 91 and 92 of the Protection of the Environment Operations (Waste) Regulation 2014 (Waste Regulation); and
- exempts a consumer of treated grease trap waste from certain requirements under the *Protection of the Environment Operations Act 1997* (POEO Act) and the Waste Regulation in relation to the application of that waste to land, provided the consumer complies with the conditions of this exemption.

This exemption should be read in conjunction with 'The JJ Richards Glendenning and Hume treated grease trap waste order February 2025'.

1. Waste to which this exemption applies

1.1. This exemption applies to treated grease trap waste that is, or is intended to be, applied to land as a soil amendment.

1.2. Treated grease trap waste means grease trap waste that has undergone treatment according to the following:

- screening to remove physical contaminants; and
- leaving the grease trap waste to settle by operation of gravity for at least four hours, so that the floating fats and oils, the aqueous liquid waste and the settleable portions of the grease trap waste separate; and
- the floating layer must either be removed or be incorporated into the bottom settled layer following saponification by the addition of lime.

2. Persons to whom this exemption applies

2.1. This exemption applies to any person who applies, or intends to apply, treated grease trap waste to land as set out in 1.1.

3. Duration

3.1. This exemption commences on 21 February 2025 and is valid until 21 February 2027 or until revoked by the EPA by notice in writing at an earlier date.

4. Premises to which this exemption applies

4.1. This exemption applies to the premises at which the consumer's actual or intended application to land of treated grease trap waste is carried out.

5. Exemption

5.1. Subject to the conditions of this exemption, the EPA exempts each consumer from the following provisions of the POEO Act and the Waste Regulation in relation to the consumer's actual or intended application of treated grease trap waste to land as a soil amendment at the premises:

- section 48 of the POEO Act in respect of the scheduled activities described in clauses 39 and 42 of Schedule 1 of the POEO Act;
- Part 4 of the Waste Regulation;
- section 88 of the POEO Act; and
- clause 109 and 110 of the Waste Regulation.

5.2. The exemption does not apply in circumstances where treated grease trap waste is received at the premises for which the consumer holds a licence under the POEO Act that authorises the carrying out of the scheduled activities on the premises under clause 39 'waste disposal (application to land)' or clause 40 'waste disposal (thermal treatment)' of Schedule 1 of the POEO Act.

6. Conditions of exemption

The exemption is subject to the following conditions:

6.1. At the time the treated grease trap waste is received at the premises, the material must meet all chemical and other material requirements for treated grease trap waste which are required on or before the supply of treated grease trap waste under 'The JJ Richards Glendenning and Hume treated grease trap waste order February 2025'.

6.2. The treated grease trap waste can only be applied to land as a soil amendment.

6.3. Where the oil and grease content of the treated grease trap waste is 50% or greater the consumer must ensure that the application rate does not exceed 100 t/ha (wet weight) at any location. Where the oil and grease content of the treated grease trap waste is measured at less than the values listed in Column 1 of Table 1 the consumer may apply the material at a rate up to the corresponding rate in Column 2 of Table 1.

Table 1

Column 1	**Column 2**
Oil and grease content (%)	**Maximum application rate (wet t/ha)**
<50	120
<40	150
<30	200
<20	300
<10	600

6.4. The consumer must ensure that at the time of application the treated grease trap waste is injected into the soil at a depth of between 10cm and 30cm below the soil surface.

6.5. The consumer must ensure that the treated grease trap waste does not flow across the surface of the land.

6.6. The consumer must ensure that treated grease trap waste is not applied to land in areas where the site characteristics specified in Column 1 of Table 2 do not comply with the requirements listed in Column 2 of Table 2.

Table 2

Column 1	**Column 2**
Site Characteristic	**Requirement**
Slope	< 10%
Drainage	No application of wastes permitted in: - Waterlogged soil; and/or - Slow or highly permeable soil
Depth to bedrock	> 60 cm
Surface rock outcrop	< 10%

6.7. The consumer must ensure that treated grease trap waste is not applied to land within the buffer zones for protected areas specified in Table 3.

Table 3

Column 1	**Column 2**	**Column 3**	**Column 4**
Protected Area	**Minimum width of Buffer Zones (m)**		
	Flat (< 3% or 2° slope)	**Downslope (> 3% or 2° slope)**	**Upslope**
Surface waters	50	100	5
Farm dams	20	30	5
Drinking water bores	250	250	250
Other bores	50	50	50
Farm driveways and fence lines	5	5	5
Native forests and other significant vegetation types	10	10	5
Animal enclosures	25	50	25
Occupied dwelling	50	100	50
Residential zone	250	500	250

6.8. The consumer must ensure that livestock are withheld from all land which has had treated grease trap waste applied for a period of 30 days following application.

6.9. The consumer must keep a written record of the following for a period of six years:

- the quantity of any treated grease trap waste received; and
- the name and address of the supplier of the treated grease trap waste received.

6.10. The consumer must make any records required to be kept under this exemption available to authorised officers of the EPA on request.

6.11. The consumer must ensure that any application of treated grease trap waste to land must occur within a reasonable period of time after its receipt.

7. Definitions

In this exemption:

application or apply to land means applying to land by:

- spraying, spreading or depositing on the land; or
- ploughing, injecting or mixing into the land; or
- filling, raising, reclaiming or contouring the land.

consumer means a person who applies, or intends to apply, treated grease trap waste to land.

grease trap waste means any grease, oils, solids, water or other matter resulting only from the preparation or manufacturing of food that is collected in a grease trap in the usual course of the operation of the grease trap. This definition includes dissolved air flotation (DAF) units used to treat grease trap waste, but does not include grease trap waste collected from grease traps in hospitals and shopping centres other than those solely from the preparation of food.

21/02/2025

Karen Marler

Director - Technical (Chemicals, Land and Radiation)

Regulatory Practice & Services Division

Notes

The EPA may amend or revoke this exemption at any time. It is the responsibility of the consumer to ensure they comply with all relevant requirements of the most current exemption. The current version of this exemption will be available on www.epa.nsw.gov.au

In gazetting or otherwise issuing this exemption, the EPA is not in any way endorsing the use of this substance or guaranteeing that the substance will confer benefit.

The conditions set out in this exemption are designed to minimise the risk of potential harm to the environment, human health or agriculture, although neither this exemption nor the accompanying order guarantee that the environment, human health or agriculture will not be harmed.

The consumer should assess whether or not the treated grease trap waste is fit for the purpose the material is proposed to be used for, and whether this use will cause harm. The consumer may need to seek expert engineering or technical advice.

Regardless of any exemption provided by the EPA, the person who causes or permits the application of the substance to land must ensure that the action is lawful and consistent with any other legislative requirements including, if applicable, any development consent(s) for managing operations on the site(s).

The receipt of treated grease trap waste remains subject to other relevant environmental regulations in the POEO Act and the Waste Regulation. For example, a person who pollutes land (s. 142A) or water (s. 120), or causes air pollution through the emission of odours (s. 126), or does not meet the special requirements for asbestos waste (s. 144AAB), regardless of having an exemption, is guilty of an offence and subject to prosecution.

This exemption does not alter the requirements of any other relevant legislation that must be met in utilising this material, including for example, the need to prepare a Safety Data Sheet (SDS).

Failure to comply with the conditions of this exemption constitutes an offence under clause 91 of the Waste Regulation.

Attachment 3 – Environmental Policy

Access LINK – Environment Policy

Attachment 4 – Team Briefing

Access LINK – FM-17

Attachment 5 – Management Review

Access LINK – FM-16

Attachment 6 – Site Orientation

Access LINK – FM-24

Attachment 7 - Training

Access LINK – PM-06

Access LINK – PM-07

Access LINK – PM-08

Access LINK – SBMP-07.02-06

Access LINK – LMS Standard

Attachment 8 – Hazard Reporting

Access LINK – Monthly and 6 Monthly GHIs (DoneSafe)

Access LINK – FM-05

Attachment 9 - Certifications

Access LINK – Certificate of Approval (QMS ISO Certification)
Access LINK – Certificate of Approval (OHS ISO Certification)
Access LINK – Certificate of Approval (ENV ISO Certification)

Attachment 10 – Corrective Action Requests

ACTION: CAD raised by Issuer

ACTION: CAD Recipient
- GM and Issuer to approve plan for critical items

ACTION: CAD Recipient
- GM and Issuer to approve plan for temporary measures

ACTION: CAD Recipient
- GM and Issuer to approve plan for permanent solutions

ACTION: CAD Recipient

ACTION: CAD Recipient

ACTION: CAD Recipient

ACTION: CAD Recipient

ACTION: CAD Recipient
GM to sign and approve, or revert with comment

ACTION: Issuer
Sign and Approve, or revert with comments
HSEQ to issue CAD Closure

CORPORATE GOVERNANCE

CG-24 Corrective Action Direction - Action Plan

Instruction 1 Address Critical Items first	**Guidance**
• Any plant or equipment associated with a Critical CAD item must be locked/ tagged out in accordance with the relevant procedures. • Temporary "make safe" solutions must be developed and implemented for each Critical CAD item (see below #2). **No work can continue until the CAD issuer and the responsible General Manager (GM) authorises it.**	Critical items must be addressed first. Refer to 'Action Plan' tab
Instruction 2 Temporary Measures	
• Where a temporary measure is required, evidence of the implementation or steps taken to implement the make safe solution must be supplied for approval within **24 hours** to the issuer and GM.	Refer to 'Action Plan' tab
Instruction 3 Plan for actions to be taken	
• A Plan to complete the Permanent Solution for each non-conformance must be supplied for approval to the issuer and GM within **five (5) business days** of the CAD being issued. • The Plan must include all relevant details of actions required (e.g. including any details of contractors and dates for completion of required works as relevant). • Once the GM and the issuer have approved the Plan, the "Actions Taken" column of the Action Plan must be kept up to date, including details of all phone calls/ Emails/ Meetings/ Quotes from JJR employees or contractors. • All evidence (e.g. emails, quotes and photos) are to be filed under the relevant item number within the folder titled "Evidence".	Refer to 'Action Plan' tab - specifically the 'actions taken' column All supporting evidence must be saved in chronological order using the following format – 1.0 <Description of Document>-<Date Recieved>-<Initials of individual saving document>. *Example "1.0 Quote from GJ Consultant to affect construction works 8022019kw".*
Instruction 4 Reporting progress	
• The recipient must report to the GM on their progress on a weekly basis ("Weekly Review").	Refer to 'Action Plan' tab The text entered into the Action Plan should appear "red" until the Weekly Review has occurred and thereafter convert that text back to black text. This allows all everyone to see what has changed since the Weekly Review on a continuing basis.
Instruction 5 Completing and verifying actions	
• All sections of the Action Plan are updated and complete. • Where relevant, the "photo identification" tab of the action plan is complete. • Any material that supports the closure of the action item (Verification Material) is stored in the Evidence folder.	Refer to 'Action Plan' tab Refer to 'Photo Verification' tab
Instruction 6 Seeking extension to CAD due date(s)	
• Where the Recipient is not able to complete the CAD items in the specified time, a request for extension must be made. • Only in exceptional circumstances will the timeframe to comply with a CAD be extended. Extensions can only be requested by the General Manager of the recipient. • Extensions requests can only be granted by approved persons: *Critical: Director* *Major: Extended by head of department of the issuer (or appointed delegate)* • Extension requests should include relevant persons, including HSEQ@jjswaste.com.au, the GM and the issuer. • HSEQ will then issue the CAD Extension	CAD Extension requests should generally include: - The specific items that are being requested for an extension (e.g. Item #2, Item #6) - Commentary on any progress of those items and the reason for the extension - Proposed date(s) for the new due date for each item
Instruction 7 Approving the CAD	
• Once all action items have been completed, the recipient is to complete the "close out" tab which contains the 'Verification of CAD' sheet : Print, sign • and scan this document. Send all relevant documents to the GM for review and approval: - CAD Action Plan - signed/ scanned 'Verification of CAD' sheet - any/ all relevant supporting documents (or links to folders containing the evidence) • The GM must approve closure of the CAD Action Plan by completing and signing the 'Verification of CAD' sheet and returning to the recipient. • The recipient must then forward the completed action plan, including the completed "close out" tab of the action plan to the issuer copying HSEQ@jjswaste.com.au and the GM.	Refer to 'Close Out' tab Complete the Close Out tab - print, sign and scan Send all relevant documents to GM and seek approval
Instruction 8 Closing the CAD	
• Where the issuer is not satisfied that the actions have been completed adequately, he or she is to advise the recipient and the GM, providing guidance on what further actions should be taken to rectify the remaining non-conformances. This must be in writing . • Once the issuer is satisfied that the CAD Action Plan can be closed, the issuer is to confirm this by completing and signing the 'Verification of CAD' and advise HSEQ@jjswaste.com.au (with a cc to the recipient and the GM). • HSEQ will then issue the CAD Closure	

CORPORATE MANUAL

E2-01	Corrective Action Direction - Action Plan			Grading Assessment		Completion Recommendation:
Depot:		Audit Date:	Issue Date:	Critical	CL	Stop Work
Audit No:		CAD No.:		Major	MJ	

CRITICAL (CL) items are shown here

This is the details of the CAD, line by line with each item listed separately

Any Temporary Measures required are to be captured here

The Permanent Solution actions are required to be captured here

Details of Findings							Temporary Measure (Immediate "Make Safe" Solution)				Permanent Solution						Summary
Item	Grading	Reason	Location	Identified Non Conformance	Direction (including temporary 'make safe' solution where relevant)	Due Date SORT	Action Taken	Responsible Person	Date Completed	Initial	Description	Actions Taken	Responsible Person	Date Completed	Initial	Status	Details of Final Actions undertaken to close out item (Include Photo Evidence on "Photo Verification" tab).
Example	CL	HSE Risk/Hazard	Eastern End C8 & C9	Access to low conveyors and machinery	To be enclosed or in fenced/ interlocked "No Access Area".	11/02/2019	Erected temporary fencing around location and signage stipulating "No Access Area". "No Access Area" identified to staff at team brief on the 12/02/2019. Site plan has been updated to identify "No Access Area". Contractor management system has been updated to identify "No Access Area" to contractors .	Joe Employee (JE)	12/02/2019	JE sent updated action plan to GM and Issuer at 5pm on 11/02/2019. GM Approved 7pm on the 11/02/2019. Issuer approved 9pm 11/02/2019. JE implemented action	Guards, as a minimum, must be made of an appropriately fine mesh and have a sufficient stand-off distance from the danger (See AS4024.3610 Appendix C).	On the 13/02/2019 contacted XContractor to attend site to provide quote to construct and instll a permanent guard - Xcontractor to attend site on the 14/02/2019. XContractor did not attend site on the 14/02/2019, re-scheduled to the 15/02/2019. XContractor attended site on the 15/02/2019 and will provide quote by 4pm on the 17/02/2019. Quote received on the 16/02/2019. PS Plan sent to the issuer and GM at 6pm on the 16/02/2019. PS Plan approved by GM and Issuer on the 17/02/2019. Quote accpted on the 17/02/2019, capex raised. Works scheduled to commence on the 19/02/2019. ContractorX attended site on the 19 to 24 February 2019, works completed 24/02/2019. Photo verification inserted into the "Photo Verification" Tab of the Action Plan and notification of update to this item send to GM at 8am on the 25/2019. GM approved actions taken opn the 26/02/2019. Verification Material sent to issuer for close out on the 26/02/2019.	Jo Employee (JE)	25/02/2019	JE	Completed	Issuer: Attended site on the 3/03/2019, verified the action was adequate and in place. Action item can be closed 6/03/2019.

RISK METHODOLOGY

CONSEQUENCES (C)		Injury	Environment	Property/Vehicle/Plant Damage	Business & Reputation	Compliance
5	Catastrophic	• Fatality. • Permanent impairment, disability, or illness	• Serious environmental harm causing significant damage requiring ongoing remediation.	• Long term site closure.	• Long term loss of operation/production. • Repeated adverse publicity or media	• Prosecution and conviction. • Significant fines.
4	Major	• Serious, largely reversible bodily injury or illness, and/or • Loss time of >1 week	• Offsite release – remediation required with no long-term effects. • Breach of licence condition	• Damage greater than $100,000. • Vehicle/plant rollover. • Vehicle/plant write off. • Hitting/pulling power lines. • Failure of steering or brakes.	• Loss of operation/production for >1 day. • Adverse publicity or media attention • Breach of contract • Potential for numerous complaints.	• Major breach of legislative requirement • Possible prosecution or fines by regulator. • Obligation to report incident or breach to regulator. • Investigation by regulator.
3	Moderate	• Reversible injury or illness requiring medical treatment, and/or • Loss time of ≤1 week, and/or • Restricted duties for >2 weeks.	• Release contained to JJR site which requires remediation but no long term effects.	• Damage within $50,000 - $100,000. • Vehicle has to be towed.	• Loss of operation/production for <1 day. • Adverse publicity or media attention likely. • Potential breach of contract. • External complaints.	• Breach of legislative requirement • Little potential for regulatory fines. • Potential for investigation by regulator.
2	Minor	• Reversible injury or illness requiring medical treatment, and/or • Immediate return to work, and/or • Restricted duties for ≤2 weeks.	• Small release contained and managed with little risk of environmental harm.	• Damage up to $50,000. • Any damage that requires insurance assessment.	• Loss of operation/production for <½ day. • Low risk of adverse publicity or media. • Breach of contract unlikely. • Possibility of complaints.	• Minor breach of legislative requirement. • Possibility of regulatory fine unlikely.
1	Report Only	• Self treatment of injury • First aid. • No injury.	• No or minimal risk of environmental harm.	• Superficial damage.	• No or minimal impact to business. • No or minimal risk of complaints.	• No or minimal risk of breach of legislative requirement.

LIKELIHOOD (L)		Likelihood Description	Frequency
A	Almost Certain	Will occur in almost all circumstances	Once a week
B	Likely	Will probably occur	Once a month
C	Possible	Might occur at some time	Once in 6 months
D	Unlikely	Slight possibility of occurrence at some time	Once in 12 months
E	Rare	May occur in exceptional circumstances	Once in 5 years

RISK TABLE

R = C x L	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A Almost certain	Medium	High	Critical	Critical	Critical
B Likely	Medium	Medium	High	Critical	Critical
C Possible	Low	Medium	High	High	Critical
D Unlikely	Low	Low	Medium	Medium	High
E Rare	Low	Low	Low	Medium	Medium

Risk Exposure & Management Response		
	Critical	**Do not proceed with activity.** Critical risk exposure. Introduce further high-level controls to lower the risk level and reassess.
	High	High risk exposure. Manage closely. Consider strengthening reliability of controls or introduce further high-level controls to lower the risk level and reassess. Where the risk cannot be reduced, senior management is to authorise activity to commence. Interim risk controls are to be considered, with controls being actively monitored. Review if there is a change to the activity, conditions, process, or if injury or illness occurs.
	Medium	Medium risk exposure. Maintain monitoring of controls. Review if there is a change to the activity, conditions, process, or if injury or illness occurs.
	Low	Low risk exposure. Acknowledge and maintain monitoring of controls where required. Review if there is a change to the activity, conditions, process, or if injury or illness occurs.

CORPORATE MANUAL

E2-01	Corrective Action Direction - Action Plan			Grading Assessment		Completion Recommendation:
Depot:	Audit Date:		Issue Date:	Critical	CL	Stop Work
Audit No:	CAD No.:			Major	MJ	
Issuer:	Issued to:					
People to be CC'd in email:						
Director:	Recipients Manager:		Regional Manager (as required):			
General Manager:	HSEQ Partner:		Other (as required):			

CAD Issuer to complete these fields

HSEQ to complete these coloured fields

Details of Findings							Temporary Measure (Immediate "Make Safe" Solution)				Permanent Solution						Summary
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Findings				Temporary Measure			Permanent Solution		
Item	Location	Photograph	Non Conformance	Action Taken	Photo Evidence of Action Taken	Date of Photo Evidence	Action Taken	Photo Evidence of Action Taken	Date of Photo Evidence
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Verification of CAD

Recipient to complete

I confirm that all actions have been completed as detailed within the Action Plan and in the CAD action plan file.

Yes ☐ No ☐

GM to Complete: Having regard to the information supplied within the Action Plan, I am satsified with the actions taken to address the non-confirmances identified.

Yes ☐ No ☐

Name of Recipent: _____ Signature _____ Date _____

General Manager _____ Signature _____ Date _____

Close off – Issuer to complete

I confirm, from the material supplied within this Action Plan, that the CAD can be closed:

Yes ☐ No ☐

Yes ☐ No ☐

Name of Issuer: _____ Signature _____ Date _____

Attachment 11 – Document and Record Management

FACILITIES MANUAL

FM-03 Depot Specific Document Control Register

Issue: 4 Issue Date: 27.10.20

Document Type	Document Number	Title	Version Number	Current Issue (Date)	Previous Issue (Date)	Next Review Due (Date)	Current Status	Reviewer	Comments
						31/12/1901			
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FACILITIES MANUAL

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FM-03 Depot Specific Document Control Register

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FM-43	Document Management Request	JJ's Waste & Recycling

Date: _____

Impact (please mark ✓):

☐ Companywide	☐ Specific Department	☐ Multiple businesses	☐ Other

Details of Changes or New Document Requested:

Reason for Change:

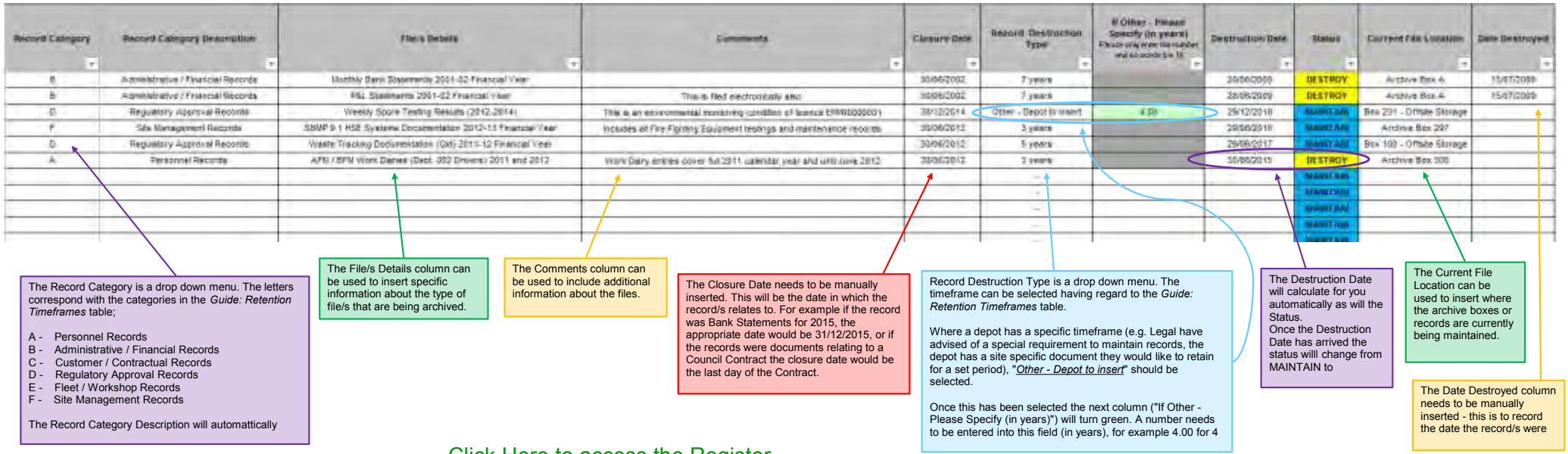
References/Supporting Documents/Further Comments:

Requested by: _____ Sign: _____ Date: _____

This form is to be completed and forwarded to HSEQ@jjswaste.com.au.

Refer to the Facility Operating Manual for further information.

Guide - Use of the Register



Record Category	Record Category Description	Files Details	Comments	Closure Date	Record Destruction Type	If Other - Please Specify (in years) Please only enter the number and so on for 10	Destruction Date	Status	Current File Location	Date Destroyed
B	Administrative / Financial Records	Monthly Bank Statements 2001-02 Financial Year		30/06/2002	7 years		30/06/2009	DESTROY	Archive Box A	15/07/2009
B	Administrative / Financial Records	P&L Statements 2001-02 Financial Year	This is filed electronically also	30/06/2002	7 years		30/06/2009	DESTROY	Archive Box A	15/07/2009
D	Regulatory Approval Records	Weekly Spore Testing Results (2012-2014)	This is an environmental monitoring condition of licence EPR8000001	30/12/2014	Other - Depot to insert	4.00	25/12/2018	MAINTAIN	Box 231 - Offsite Storage	
F	Site Management Records	SWMP & H&S Systems Documentation 2012-13 Financial Year	Includes all Fire Fighting Equipment testings and maintenance records	30/06/2013	5 years		29/06/2018	MAINTAIN	Archive Box 297	
D	Regulatory Approval Records	Waste Tracking Documentation (Qld) 2011-12 Financial Year		30/06/2012	5 years		29/06/2017	MAINTAIN	Box 109 - Offsite Storage	
A	Personnel Records	AFM / EPM Work Diaries (Dept. 302 Drivers) 2011 and 2012	Work Diary entries cover full 2011 calendar year and until June 2012	30/06/2012	3 years		30/06/2015	DESTROY	Archive Box 300	
								MAINTAIN		
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The Record Category is a drop down menu. The letters correspond with the categories in the *Guide: Retention Timeframes* table;

A - Personnel Records
B - Administrative / Financial Records
C - Customer / Contractual Records
D - Regulatory Approval Records
E - Fleet / Workshop Records
F - Site Management Records

The Record Category Description will automattically

The File/s Details column can be used to insert specific information about the type of file/s that are being archived.

The Comments column can be used to include additional information about the files.

The Closure Date needs to be manually inserted. This will be the date in which the record/s relates to. For example if the record was Bank Statements for 2015, the appropriate date would be 31/12/2015, or if the records were documents relating to a Council Contract the closure date would be the last day of the Contract.

Record Destruction Type is a drop down menu. The timeframe can be selected having regard to the *Guide: Retention Timeframes* table.

Where a depot has a specific timeframe (e.g. Legal have advised of a special requirement to maintain records, the depot has a site specific document they would like to retain for a set period), "*Other - Depot to insert*" should be selected.

Once this has been selected the next column ("If Other - Please Specify (in years)") will turn green. A number needs to be entered into this field (in years), for example 4.00 for 4

The Destruction Date will calculate for you automatically as will the Status.
Once the Destruction Date has arrived the status will change from MAINTAIN to

The Current File Location can be used to insert where the archive boxes or records are currently being maintained.

The Date Destroyed column needs to be manually inserted - this is to record the date the record/s were

Click Here to access the Register

Guide - General Record Retention Timeframes

Please select the category buttons below to view the relevant record retention timeframes

A - Personnel Records

B - Administrative / Financial Records

C - Customer / Contractual Records

D - Regulatory Approval Records

E - Fleet / Workshop Records

F - Site Management Records

A. PERSONNEL RECORDS

Type of Record	Examples of Records that would be kept	Specific Filing Requirements	Record Retention Timeframe
Recruitment Records - Unsuccessful Candidates	▪ Selection Criteria ▪ Candidate Interview Sheets ▪ Application Forms ▪ JJR Medicals	Recruitment Files to be maintained in a secured/locked filling cabinet and/or electronically.	18 months after appointment of successful candidate
Employment Files	▪ Candidate Interview Sheets ▪ Application forms ▪ JJR Medicals ▪ Leave Application Forms ▪ Payroll Forms ▪ Employment Agreement ▪ Counselling and Infringement Records / Performance Reviews ▪ Grievances	Employee Personal File to be maintained in a secured/locked filling cabinet and/or electronically.	6 years after Termination.
Health Monitoring Records (only relevant to employee's exposed to Hazardous Chemicals or substances)	▪ Physical examinations ▪ Records of personal exposure ▪ Demographic, medical and occupational history		30 Years from Termination.
Employee Training Records	▪ General Induction Handbook ▪ Licence Checks ▪ Regulated Waste Training ▪ Vehicle Training Records ▪ Work Permits, RA/JSEA's and Training Record ▪ High Risk Work Licence and associated training documentation	Employee Training File and/or through the LMS (electronically).	6 Years after Termination
Driver Fatigue Records	▪ Work Diaries (AFM and BFM)		3 years from creation date.

B. ADMINISTRATIVE / FINANCIAL RECORDS

Type of Record	Examples of Records that would be kept	Specific Filing Requirements	Record Retention Timeframe
Records of Transactions	▪ Tax Invoices ▪ Accounts Payable Records ▪ Accounts Receivable Records ▪ Direct Debit Requests		7 years after the financial year in which the transaction relates.
Council Vouchers			7 years from date of voucher

C. CUSTOMER / CONTRACTUAL RECORDS

Type of Record	Examples of Records that would be kept	Specific Filing Requirements	Record Retention Timeframe
Commercial Contracts: Contractual Arrangement Records	▪ Service Agreements ▪ Service Cancellation Forms ▪ Service Suspension Forms	To be maintained in a secured/locked and fireproof area and/or electronically.	6 years from the termination of an Agreement or otherwise as prescribed by the Contract itself (whichever is the later).
Domestic Contracts: Charge Related Records	▪ Customer Dockets ▪ Bin Order Forms ▪ Correspondence with Council relating to charges/claims	To be maintained in a secured/locked and fireproof area and/or electronically.	Life of the contract plus 1 year.
Service Related Documents	▪ Domestic Run Review Reports (DRRR) ▪ Run Review Reports (RRR)		3 years from the end of contract.
Run Sheets	▪ Front page of commercial runsheet		3 years from date of creation.
Supplier Management Records	▪ Public Liability Insurance ▪ Workers Compensation Insurance ▪ Professional Indemnity Insurance ▪ Mechanical/Owner Driver/Transport Contractors Declarations	Documents retained in SUPMAN.	6 years from expiration of the document.

D. REGULATORY APPROVAL RECORDS

Type of Record	Examples of Records that would be kept	Specific Filing Requirements	Record Retention Timeframe
Waste Tracking Documents	▪ Waste Tracking Documentation ▪ Interstate Waste Tracking Documentation ▪ Manifests Customer ▪ Service Lists		5 years from WTC date (Qld) 2 years from WTC date (Vic) 4 years from WTC date (NSW) 1 year from WTC date (SA) 3 years from WTC date (WA) 1 year from WTC date (ACT) 1 year from WTC date (NT) 1 year from WTC date (TAS)
Agent Agreements (AA)	▪ Agent Agreements (NSW, Vic and Qld)		5 years expiry/termination of AA (Qld) 2 years expiry/termination of AA (Vic) 4 years expiry/termination of AA (NSW)
Site Specific Licences/ Activities	▪ Maintenance records associated with Registrable Plant ▪ Test results of discharge to sewer under a Trade Waste Approval ▪ Records required under an Environmental Authority ▪ Autoclave Records		As determined by the relevant licencing conditions / local council approvals / applicable legislation ***Please Note:*** *Legal can advise on any conditions applicable to your specific site based licences.*
Biosecurity Transport Documentation	▪ Record of Accredited Persons ▪ Biosecurity Transport Logsheets ▪ Biosecurity Cleaning & Disinfecting Records		2 years

Declared Pest Management Documentation	▪ Fire Ant Risk Management Plans ▪ Fire Ant Surveillance Records		7 years
Special Weed Transport Documentation	▪ Weed Hygiene Declarations ▪ Noxious Weed Notifications		5 years

E. FLEET/WORKSHOP RECORDS

Type of Record	Examples of Records that would be kept	Specific Filing Requirements	Record Retention Timeframe
Maintenance and Plant/ Vehicle Records	▪ Equipment Defect Notices ▪ Servicing and Maintenance Sheets ▪ Calibration Records		6 years from the decommissioning of the plant/vehicle.
Workshop and Fleet Records	▪ Fleet Spot Checks ▪ Files that contain multiple unit details ▪ Workshop checklists		6 years from the decommissioning of the plant / vehicle.

F. SITE MANAGEMENT RECORDS

Record Reference	Examples of Records that would be kept	Specific Filing Requirements	Record Retention Timeframe
Meeting Minutes	▪ Sales Meetings ▪ Management Meetings	SBMP-01.06-01 Filing Tabs should be used for the filing of site records – to allow for easy reference as required.	3 years
Team Briefs	▪ Team Briefing Notes		30 years
Site Health Monitoring	▪ Noise Assessment		30 Years
Health and Safety Systems	▪ Evacuation Alarm Tests ▪ Emergency Lighting and Exits Tests ▪ Fire Equipment Test and Tag ▪ Fire Hydrant Test and Tag ▪ Air Conditioning Servicing / Cleaning of Filter ▪ Electrical Equipment Test and Tag (if a logbook or record is issued by contractor) ▪ Pest and Vegetation Reports		3 years
Risk Management	▪ Site Risk Assessments ▪ General Hazard Inspections ▪ Hazard Log Book ▪ Maintenance Checklists (SBMP-09.02-01a, SBMP-09.02-01b, WP-GEN-228-03 Spray Paint Booth Monthly Checklist, etc.) ▪ PPE Register ▪ Hot Work Permits ▪ High Risk Work Permits		3 years from creation or whenever the document is superseded, whichever date is later.
Emergency Management	▪ Emergency Reaction Briefing		2 years from date of evacuation (drill or real)
Plant Maintenance and Repair	▪ Chains/Ropes/Slings ▪ Truck Spot Checks ▪ Scrapped Industrial Bin Report		3 years

Record Category	Record Category Description	File/s Details	Comments	Closure Date	Record Destruction Type	If Other - Please Specify (in years) Please only enter the number and no words (i.e. 11)	Destruction Date	Status	Current File Location	Date Destroyed
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Reference Sheet - Site Specific Retention Timeframes

Record Category	Record Category Description	Depot Specific File / Record / Requirement	Advice Provided By (e.g. Tendering, Legal, IMS)	Retention Period
D	*Regulatory Approval Records*	*Example Only - "Monthly pH tests - Condition of Licence EP12345"*	*Legal*	*5 years from date of record*

Attachment 12 – Risk Assessment

Access LINK – Site Risk Assessment

Access LINK – Site Emergency Identification and Analysis

Access LINK – First Aid Risk Assessment

Access LINK – Plant Risk Assessment

Access LINK – Traffic Management Risk Assessment

Access LINK – JSEA / SWMS

Attachment 13 – Work Permits

Access LINK – FM-20

Access LINK – FM-21

Access LINK – FM-22

Access LINK – FM-23

Attachment 14 – Plant and Equipment Maintenance and Repair

Access LINK – Weekly and Monthly Maintenance Checklist/s (DoneSafe)

Access LINK – Driver / Operator Checks

Access LINK – FM-15

Access LINK – FM-29

Attachment 15 – Tank Farm Specific Equipment Maintenance

Access LINK – Hydrocarbon Aggregation Standard

Access LINK – Organics Facility Standard

Attachment 16 – Servicing

Access LINK – WP-GEN-201-00

Attachment 17 – Defects

Access LINK – FRM-GEN-209-01 (EDN Form)

Access LINK – FM-05 (Hazard Log)

Access LINK – WP-GEN-202-00

Attachment 18 – Engineering Changes

Access LINK – WP-GEN-207-00

Access LINK – FRM-GEN-207-01

Attachment 19 – HSE Systems

Access LINK – FM-25

Attachment 20 – Emergency Training

Access LINK – Fire and Emergency (Site)
Access LINK – Fire and Emergency (Truck)

Attachment 21 – Emergency Action

Emergency Action

1 Internal Contacts

Depot/Site Details	
Depot/Site	Glendenning Liquid Facility
Address	14 Rayben St Glendenning
Phone Number	02 9832 4022

Property Owner Address & Contact Details			
☒ Owner - JJ Richards		☐ Owner – Other (List Name Address and Contact Details)	
J.J. Richards & Sons Pty Ltd 3 Grant St, Cleveland Qld 4163 Ph: 07 3488 9600			
Hours of Operation:	0400 - 1800	**No. of Employees** *(including those working off site)*:	8

JJR Emergency Contacts	Contact Name	Contact Number
[redacted]	[redacted]	[redacted]

First Aid Officers	
David Ridden	

First Aid Kit Locations		
Office Lunch Room above sink	Laboratory	Next to female admin toilet
Defibrillator Onsite?	☒ Yes Location: Laboratory	☐ No

Chemical Manifest & SDS Location/s		
Laboratory - Office	Next to swipe on machine	

Emergency Alarms	
Stand-by Alarm	☐ No standby (Evac only) / ☐ Electronic (Beep Beep) / ☐ Other:
Evacuation Alarm	☐ Manual Siren or Air horn / ☒ Electronic (Whoop, Whoop) / ☐ Other:

Emergency Team (ET)	
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
ET Appointment Date (Date training last completed):	12/10/2023
Note: Members of the ET can be contacted via the phone number listed in the Depot/Site Details table.	

2 External Contacts

Emergency Type	Service Provider/Name	Contact Numbers	Notes, Address, Fax (whichever relevant)
General Assistance and Bomb Threat	Police	000 Aus 24 Hr	
Fire, Explosion, Rescue	Fire Services	000 Aus 24 Hr	
Hazardous Substance Spill	Fire Services Haz Mat Response Unit	000 Aus 24 Hr	
Gas Emergency	Fire Services	000 Aus 24 Hr	
Medical Transportation	Ambulance	000 Aus 24 Hr	
Poisoning	Poisons Information Centre	13 11 26 Aus 24 Hr	
Medical Treatment	Local Hospital	02 9881 8000	18 Blacktown Rd Blacktown
Medical Treatment	Local Doctor	02 8042 0485	1/9 Hollinsworth Rd Marsden Park
Trauma Counselling	Corporate Governance Arranges (Jodie Hind)	3488 9600	0419 034 854
Electrical Failure/Incident	BSE	[redacted]	[redacted]
Electrical Repairs	BSE	[redacted]	[redacted]
Storm Damage/Flooding	Local SES	132 500	
Burst Water Main	Council	02 9839 6000	Blacktown City Council
Neighbours	Cleanaway	02 9839 1522	
	PERI	02 8805 2300	
Tenants/ Other Site Occupants			
List Reviewed	**Date** 12/10/23	**By** M Bachtis	**Review date: Annually** 12/10/23

3 Bomb Threat Checklist

Consider the following points if a bomb threat is received by phone:

CALL TAKEN

Date Time am/pm / Duration of Call / Number called

QUESTIONS TO ASK

When will it explode/ Where did you place the bomb / When did you put it there / What does the bomb look like / What kind of bomb is it / What will make the bomb explode / Did you place the bomb / Why did you place the bomb / What is your name / Where are you now / What is your address

CALLER'S VOICE

Male / Female / Estimated Age / Accent Impediment / Volume (loud/soft) / Speech (fast/slow) / Diction (clear / muffled) / Manner (calm / emotional) / Did you recognise the voice / Was the caller familiar with the Area / Well Spoken / Incoherent / Irrational / Taped / Message read by caller / Abusive

BACKGROUND NOISES

Street Noises / House Noises / Aircraft / Voices / Local Call / Music / Machinery / STD Call

Attachment 22 – Emergency Team Training

Access LINK – Emergency Team / Warden Training

Access LINK – Emergency Roll Call

Access LINK – EM-01

Access LINK – EM-02

Access LINK – EM-03

Attachment 23 – Emergency Reaction Debriefing

Access LINK – FM-32

Attachment 24 – Personal Emergency Evacuation Plan

Access LINK – FM-38

Attachment 25 – General Feedback Form

Access LINK – FM-09

Attachment 26 – Odour Management Plan

Odour Management Plan

Glendenning Liquid Waste Facility

VERSION AND ISSUE:

Version 5 – 29 January 2026

JJ's Waste & Recycling

TABLE OF CONTENTS

1. Introduction

1.1 Purpose of the Management Plan

The following document outlines the odour management procedures that are in place to control odorous emissions from the JJ Richards & Sons Pty Ltd t/a JJ's Waste & Recycling ('JJ's') Liquid Waste Management Facility at 14 Rayben Street, Glendenning NSW ('the Facility').

The purpose of the Odour Management Plan ('OMP') is to ensure that the risk of adverse odour at nearby sensitive receptors is minimised as far as possible.

The OMP has been in operation since the commencement of the Facility in May 2018. Since commencement of the Facility, no changes have been deemed necessary in relation to the odour controls implemented as no complaints have been received nor issues identified during both internal and external audits.

The OMP will be reviewed annually as part of the environment facility review conducted by JJ's Environment Team.

1.2 Responsibility of the Management Plan

The Facility Manager has day to day responsibility for implementation and compliance with this OMP. The Facility Manager is also responsible for disseminating information about the OMP to all employees, contractors and visitors to the Facility.

JJ's Environment Team are responsible for the annual review of the OMP to ensure all controls implemented are mitigating / preventing adverse odour at the Facility and where necessary, introducing additional controls.

1.3 Structure of the Document

The OMP is structured as follows:

- **Sections 2 to 6** –
  - Outlines the relevant legislation and standards, operational activities, potential impacts and implementation procedures for the OMP and management procedures in the event of a complaint.
- **Appendix A** –
  - Routine Odour Survey Checklist.
- **Appendix B to D** –
  - Additional site information, including odour control system.

2. Site Operations

2.1 Facility Location

The Facility is located at 14 Rayben Street, Glendenning NSW and described as Lot 123 DP 870988 (formerly Lots 1-3 DP802117) Parish of Rooty Hill County of Cumberland. The Glendenning site has an area of 7,214 m2.

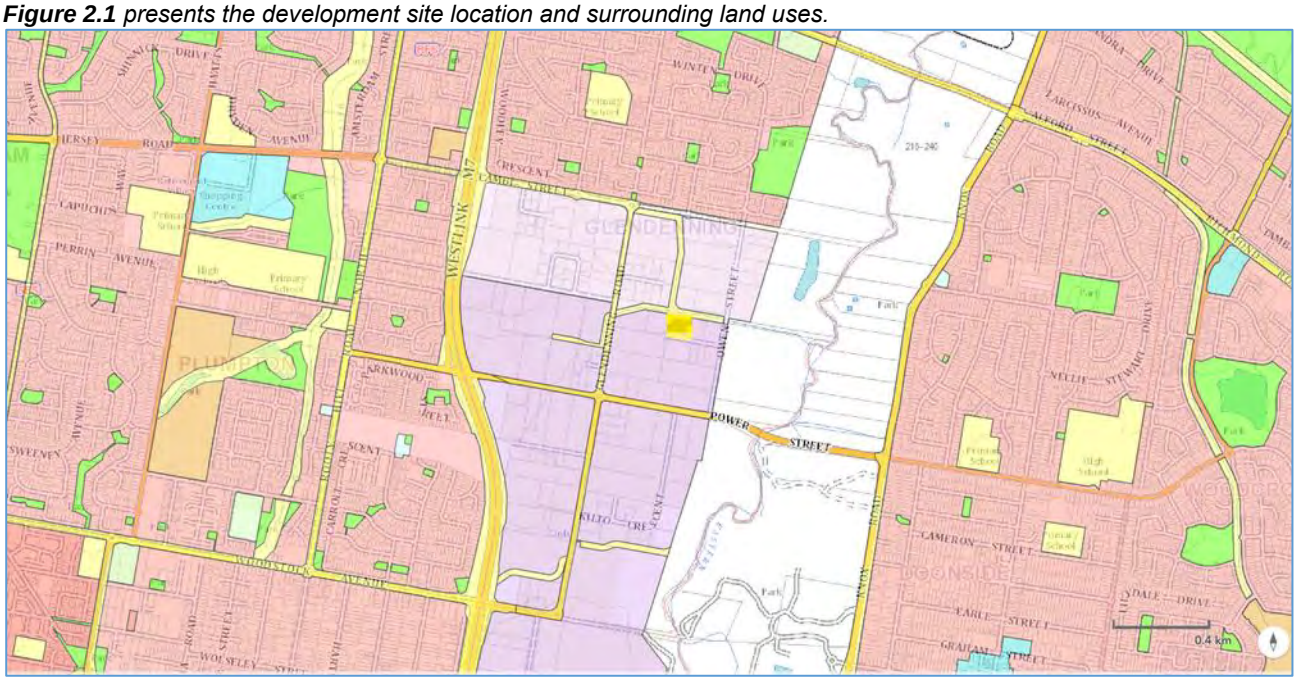
2.2 Adjoining Land Uses

Land to the north of the Facility (across the drainage reserve) is industrial and warehousing. The lot to the immediate west of the Facility is a transport and warehousing complex, whilst the lot to the south-west of the Facility across the Rayben Street cul-de-sac is used for the storage of scaffolding.

JJ's also own and operate a maintenance workshop, truck holding yard and ancillary offices opposite the Facility at 7-11 Rayben Street. Cleanaway operate a waste management facility to the immediate east of the Facility, whilst JJ's occupy the lot further to the east for storage and offices. Warehousing and industrial activities are undertaken to the southeast on the opposite side of Rayben Street.

The closest housing is approximately 420 metres to the north. There is also a buffer of some 900 metres to the closest housing to the east and west of the Facility.

Figure 2.1 *presents the development site location and surrounding land uses.*



2.3 Operations

The Facility:

- Stores and treats grease trap waste that is liquid waste (K110 type waste) as defined in the *Protection of the Environment Operation Act 1997 (NSW)* ('the POEO Act'). This treatment generally involves separating liquids from solids and discharging treated liquids as trade waste to Sydney Water's sewer system. The resultant solids or sludge are then transported for beneficial reuse in the cultivation of feed crops for cattle on farms under the JJ Richards Glendenning and Hume Treated Grease Trap Waste Order & Exemption 2022 under Part 9, Clauses 91 and 92 of the *Protection of the Environment Operations (Waste) Regulation 2014* ('the Regulation').

- Stores food waste that is liquid waste (K120 type waste) as defined in the POEO Act for aggregation and processing via a KDS machine which separates the solids and water. The water known as 'filtrate' is transported for beneficial reuse in the cultivation of feed crops for cattle on farms under the Liquid Food Waste Exemption 2014 Resource Recovery Exemption under Part 9, Clauses 91 and 92 of the Regulation. The solid food waste component is transported to an appropriately licensed facility for composting.

- Stores used oil for resource recovery, aggregation and transport to re-refining and other appropriately licensed facilities for treatment.

- Stores and treats industrial oily water (J120 type waste - waste oil / hydrocarbons mixtures / emulsions in water). At this time, industrial oily water is received and aggregated only, however, in future, the treatment will involve separating used oils, hydrocarbons and solids and discharging treated liquids as trade waste to Sydney Water's sewer system. The resultant used oil would be stored for resource recovery, aggregation and transport to re-refining and other appropriately licensed facilities for treatment.

- Liquid waste received at the site is collected in tankers from premises throughout the Sydney region and transported to the Facility for storage, resource recovery, aggregation and treatment.

- Equipment for unloading, treatment, storing and loading of liquid grease trap and food waste is located within the organic waste building. The bunded tank farm within this building is provided with spill protection for the following equipment:
  - Solids strainer;
  - Pumps;
  - Tanks;
  - Carbon filters;
  - KDS and associated skip;
  - Dissolved Air Flotation (DAF) unit and enclosure; and
  - Associated pipework and valves.

- Equipment for unloading, treatment, storing and loading of used oil and industrial oily water, is located within the hydrocarbon tank farm. The bunded hydrocarbon tank farm is provided with spill protection for the following equipment:
  - Strainer;
  - Pumps;
  - Tanks; and
  - Associated pipework and valves.

  In addition to the equipment within the main hydrocarbon tank farm bund, a self-bunded Transtank is located next to the main bund for the purpose of storing non-compliant loads (i.e. waste oil which is contaminated with a flammable substance).

  A DAF may be installed in future for the purpose of treating oily water.

2.4 Potential Odour Emissions

Odour is considered to be the main air quality indicator for the Facility. Potential sources of odour are identified as follows:

- Organics Building:
  - tank venting (during unloading or natural breathing of tanks) via an activated carbon system (connected to liquid waste tanks);
  - venting from the DAF unit via the activated carbon filter system described above;
  - venting from the KDS room via the activated carbon filter system described above;
  - spills / leaks; and
  - fugitive emissions during unloading or loading of trucks.

- Hydrocarbon Tank Farm:
  - tank venting direct to atmosphere (during tanker unloading and natural tank breathing); and
  - fugitive emissions during unloading or loading of trucks.

Odour emissions from the Organics Building treatment tanks, KDS room and DAF unit are vented via an outlet within the building and through the same activated carbon system. The odour emissions are expected to vary throughout the day depending on the activities taking place. For example, while the receival tanks are being filled, odour in the head space would be forced out, increasing the potential for odour emissions. While natural

venting is occurring, the flow rate of air from the tanks would be relatively low and the associated odour emission rate is expected to be lower.

A detailed air quality assessment and subsequent addendum reports were completed during the development approval phase of the project.[1][2][3] The results of the air quality assessment demonstrated predicted compliance with the relevant odour goals defined by the NSW EPA during operation of the proposed Facility. Compliance with odour control mechanisms is further demonstrated via the post-commissioning odour audit conducted by Air Noise Environment and the three (3) yearly Independent Odour Audits conducted by suitable contractors.

3. Legislation and Criteria

3.1 POEO Act 1997, Development Consent SSD 6767 & EPL 21053

The objectives of the air quality and odour management strategy are to comply with the air quality and nuisance provisions in the *Protection of the Environment and Operations Act 1997*, Development Consent (SSD 6767) and the Environmental Protection Licence (EPL 21053) for the facility.

In relation to odour, Section 129 of the POEO Act states the following:

> *129 Emission of odours from premises licensed for scheduled activities*
>
> *(1) The occupier of any premises at which scheduled activities are carried on under the authority conferred by a licence must not cause or permit the emission of any offensive odour from the premises to which the licence applies.*
>
> *The Act defines offensive odour as odour:*
>
> > *(a) that, by reason of its strength, nature, duration, character or quality, or the time at which it is emitted, or any other circumstances:*
> >
> > > *i. is harmful to (or is likely to be harmful to) a person who is outside the premises from which it is emitted, or*
> > >
> > > *ii. interferes unreasonably with (or is likely to interfere unreasonably with) the comfort or repose of a person who is outside the premises from which it is emitted, or that is of a strength, nature, duration, character or quality prescribed by the regulations or that is emitted at a time; or*
> >
> > *(b) that is of a strength, nature, duration, character or quality prescribed by the regulations that is emitted at a time, or in other circumstances, prescribed by the regulations.*

The Development Consent and EPL for the site provide several approval conditions to ensure that JJ's implements suitable odour management strategies on site. Condition B12 of the Development Consent requires the submission of an OMP and forms the basis for the development of this document.

Full copies of the Development Consent and EPL are publicly accessible on the NSW Planning Department website and the NSW EPA website respectively.

3.2 Odour Limits

The EPL does not include any specific odour criteria which must be met, however as per Condition M2, odour monitoring was required as a post-commissioning odour audit. As identified above, the post-commissioning odour audit was conducted by Air Noise Environment with no issues identified.

A relevant environmental odour criterion is presented in the guideline *Assessment and management of odour*

---

[1] Air and Noise Assessment – Proposed Liquid Waste Facility, Glendenning – FINAL, Air Noise Environment, 12 February 2016, Ref: 4022.1report02.odt.
[2] Report letter from Samuel Wong (Air Noise Environment) to Ray Duggan (Duggan and Hede), Re: Response to Submissions and NSW Planning and Environment Comments – Air and Noise Matters, Glendenning Liquid Waste Facility, 15 June 2016, Ref: 4022.1replet01.pdf
[3] Report letter from Samuel Wong (Air Noise Environment) to Ray Duggan (Duggan and Hede), Re: Response to NSW EPA comments - Air Quality Matters, Glendenning Liquid Waste Facility, 12 July 2016, Ref: 4022.1-NSWEPA-replet02.pdf.

from stationary sources in NSW (NSW OEH, November 2006). **Table 3.1** presents odour criteria for various population sizes.

Table 3.1: NSW EPA Odour Criteria

Population of Affected Community	Odour Assessment Criteria (OU)
Rural single residence (≤)	7.0
~ 10	6.0
~ 30	5.0
~ 125	4.0
~ 500	3.0
Urban area (≥ a 2000) and/or schools and hospitals	2.0

The nearest sensitive receptors are residential zones in urban areas, therefore, the 2.0 OU applies for this receptor group.

4. Management and Control

4.1 Overview

The following sections identify odour management measures for key odour emission sources at the facility (**Section 4.2**).

Details of the odour control system (**Section 4.3**) and odour sampling procedures (**Section 4.4**) are also presented.

4.2 Odour Management Measures

Odour emission sources identified in the following sections include:

- Waste receival and unloading;
- General treatment operations;
- Waste loading (sludge and used oil/oily water); and
- Spill management.

For each odour source, performance indicators and monitoring methods are identified, in addition to the odour management measures.

Table 4.1: Odour Management – Receival, Unloading & Treatment Operations

Receival, Unloading & Treatment Operations			
Key Performance Indicators (KPIs)	**Odour Control Measures**	**Monitoring Methods and Timing**	**Response Mechanisms and Contingency Measures**
No valid complaints relating to odour emissions from the activity. For the purposes of this management plan, a valid complaint refers to a complaint resulting from odorous emissions from the Facility when determined through an investigation undertaken by the Regulator (EPA) or an independent person engaged on behalf of JJ's.	All organic waste handling, treatment and storage is undertaken within the Organics Building. All discharge from organics tanks are vented through an odour control system. The Organics Building is roofed and walled to prevent the ingress of rain and generation of additional trade waste and egress of odours and unacceptable air emissions All doors and openings in the building remain closed except where required for entry/egress. All organics tanks, the KDS room and the DAF are located within a bunded tank farm of approximate volume of 218m3 and vented through an appropriately sized carbon filter/s. All treatment equipment and chemicals / additives are located within buildings. Such also drain to a blind sump and any liquids from the inground sumps are transferred to the process tanks for treatment. Electrically operated rotovents/exhaust fans on the roof will operate during the Facility's operating hours. These will create a negative pressure within the building which will exhaust air through the 8 roof fans.	Undertake qualitative odour survey of emissions from the site. Where unusually high odour emissions (compared with typical operations at the site) are identified the source should be identified and investigated. The qualitative odour survey is to include a walk around of the entire site including site boundary followed by key operational equipment (e.g. Receival pit, processing plant and storage tanks). **(Timing: Daily using form in Appendix A).** Odour sampling of Odour Control System vent (see **Section 4.4**). See **Section 4.4** for odour sampling requirements and timing.	Where high odour emissions are detected from the operations, the following steps must be taken: ▪ Ensure all doors to the treatment facility are closed (**Timing: immediately**) ▪ Investigate the source of the odour to determine if resulting from equipment failure or malfunction (**Timing: immediately**) ▪ Utilise odour neutraliser **(Timing: immediately)** ▪ Correct any equipment failures or malfunctions as soon as practicable. Until rectified, all doors must remain closed and/or waste treatment shall cease **(Timing: as soon as practicable)** ▪ Where the unusual odour results from the type of waste received at the site, review the on-going acceptance of the waste stream and notify the customer **(Timing: as soon as practicable)** Where the Odour Control System is not performing at a suitable efficiency (as identified through sampling as per **Section 4.4**), any equipment failures or malfunctions shall be rectified as soon

Receival, Unloading & Treatment Operations			
Key Performance Indicators (KPIs)	**Odour Control Measures**	**Monitoring Methods and Timing**	**Response Mechanisms and Contingency Measures**
	Odour neutraliser sprays are maintained within the loading and unloading bays and used as required. Regular maintenance of on-site equipment and vehicles.		as practicable. Re-testing shall be undertaken to confirm issues have been rectified.

Table 4:2: Odour Management – Loading Operations

Loading Operations			
Key Performance Indicators	**Odour Control Measures**	**Monitoring Methods and Timing**	**Response Mechanisms and Contingency Measures**
No valid complaints relating to odour emissions from the activity. For the purposes of this management plan, a valid complaint refers to a complaint resulting from odorous emissions from the Facility when determined through an investigation undertaken by the Regulator (EPA) or an independent person engaged on behalf of JJ's.	Loading activities of waste are undertaken in the designated loading bay and have a bunded concrete floor which drains to blind sumps. Odour management measures for the sumps include: ▪ weekly inspection and cleaning of sumps if required (due to collection of waste or significant odours being present); ▪ transfer of sump liquids to liquid tanks as required (time of transfer expected to be less than half an hour); and ▪ use of spill kits and odour neutralisers as required. Odour neutraliser sprays are maintained within the loading and unloading bays. Regular maintenance of on-site equipment and vehicles. Vapour recovery hose attached to the tanker within the hydrocarbon tank farm prior to each load out.	Undertake qualitative odour survey of emissions from the site. Where unusually high odour emissions (compared with typical operations at the site) are identified the source must be identified and investigated. The qualitative odour survey must include a walk around of the entire site including site boundary followed by key operational equipment (e.g. Processing plant and storage tanks). **(Timing: Daily using Appendix A, timed to coincide with sludge loading where possible)**	Where high odour emissions are detected from loadout, the following steps must be taken: ▪ Utilise odour neutraliser **(Timing: immediately)** ▪ Investigate the source of the odour to determine if resulting from equipment failure or malfunction **(Timing: immediately)** ▪ Correct any equipment failures or malfunctions as soon as practicable. Until rectified, all doors must remain closed and/or waste treatment shall cease **(Timing: As soon as practicable)**

Table 4.3: Odour management – Spill Management

Spill Management			
Key Performance Indicators	**Odour Control Measures**	**Monitoring Methods and Timing**	**Response Mechanisms and Contingency Measures**
No valid complaints relating to odour or dust emissions from the activity. For the purposes of this management plan, a valid complaint refers to a complaint resulting from odorous emissions from the Facility when determined through an investigation undertaken by the Regulator (EPA) or an independent person engaged on behalf of JJ's.	Spill kits must be maintained in collection vehicles and within the loading and unloading bays. Trafficked areas must be kept clean. Odour neutraliser sprays must be maintained within the loading and unloading bays. In the unlikely event of spillages, EPG's are available onsite to minimise any potential impact (see Response Mechanisms). Regular maintenance of on-site equipment and vehicles.	Regular audit of the site grounds to identify spills or leaks in processing equipment **(Timing: Daily)**	Where a spill is identified **(timing: immediately)**: ▪ douse the spillage with an odour neutraliser; ▪ if outside the bunded areas, clean-up the spilt material using a spill kit; ▪ if inside the bunded area, wash down ensuring the wash down water is collected in the in-ground sumps and are transferred to the process tanks for treatment); and ▪ investigate the cause of the spill and where appropriate preventative actions implemented. If the spill is related to any equipment failures or malfunctions, these must be rectified as soon as practicable. Until rectified, all doors must remain closed and/or waste treatment must cease. **(Timing: As soon as practicable)**

4.3 Odour Control Systems

4.3.1 Overview

The Odour Control Systems implemented for the Organic Waste Building is an activated carbon system (supplied by OdourPro). The system utilises a FiltaCarb FCA510 GAC filter housed in a P300 High Density Polyethylene ('HDPE') unit.

4.3.2 Detecting Activated Carbon Breakthrough

Breakthrough occurs when a filter has reached capacity or is saturated with odorous compounds resulting in potential emissions passing across the filter without adsorbing to the activated carbon.

Air Noise Environment ('ANE') conducted a post commissioning odour audit on 22 August 2018. A further Independent Odour Audit has been conducted every 3 years as per the requirements of the DA. During the audits, no issues were identified with the current odour management systems implemented at the Facility.

The following procedure is be implemented on site to identify breakthrough:

- Conduct daily observations for odour:
  - on delivery of waste tanker;
  - during treatment;
  - during loading of a tanker; and
  - along the Facility boundary.
- In addition to the above, an odour observation is conducted at the outlet of the carbon filters and rated in accordance with **Table 4.4**:
  - If odour intensity is less than strong, no further odour checks are required until the following week.
  - If odour intensity is strong, very strong, or unbearably strong, three (3) further daily checks must be conducted during the week.
  - If the odour intensity is not reducing, the carbon filter must be immediately changed.
- Replacement activated carbon is maintained on site at all times to allow for immediate replacement where the breakthrough testing indicates that the odour control system requires maintenance.
- Implement procedures for the changeover of the carbon filter as per supplier specifications (see **Appendix B**).

The above procedure will be followed in order to identify a typical timeframe after which breakthrough is likely to occur. Odour sampling will then be undertaken in accordance with indicative timeframe gathered through the above procedure to avoid excessive numbers of discrete odour samples being taken.

Table 4.4 – Odour Intensity Scale

Odour Intensity Level	Description of Odour Intensity
0	Imperceptible
1	Barely Perceptible
2	Weak
3	Distinct
4	Strong
5	Very Strong
6	Unbearably Strong

4.3.3 Design/System Failure

The primary means of system failure is the occurrence of breakthrough, which has been addressed in **Section 4.3.2**. The other means by which system failure could occur is a breakdown of the exhaust fan. Where the fans cease to function, odorous emissions may be released via alternative pathways within the Organic Waste Building, instead of passing through the Odour Control System and outlet point.

Where the fan ceases to function (or another form of system failure occurs), all works on site must cease and

doors closed to ensure the release of fugitive odour emissions is minimised. Equipment shall be inspected to identify the source/s of the failure, and no delivery or treatment operations should occur until the problem has been rectified.

Where deemed necessary, upgrades to the Odour Control System must be investigated. Circumstances where this may be required include regular breakthrough in relatively short periods of time or occurrence of frequent odour complaints. For specificity, the following circumstances require investigation of upgrades:

- at least one (1) odour complaint for four (4) consecutive months; and
- where carbon breakthrough occurs every week for four (4) consecutive weeks (this indicates that odour concentrations are too high for the odour control system to operate efficiently).

4.4 Odour Sampling

4.4.1 Overview

Odour monitoring must be undertaken in accordance with the requirements of the Development Consent and the EPL for the Facility, and where a detailed investigation is required in the event of a complaint. The following sections summarise the odour sampling methodology to be adopted on site.

4.4.2 Odour Sources

Table 4.5 presents a summary of the sampling to be undertaken at the Facility.

Table 4.5: Odour Sources to be Sampled

Reason for Sampling	Compounds	Source to Be Sampled
Post-Commissioning of Odour Control System (EPL Condition U1)	Odour	Before and after the Odour Control System vent. This was completed on 22 May 2018 by Air Noise Environment with no breakthrough or odours identified as a concern.
Post-Commissioning to Validate Predictions (Development Consent Condition B14)	Odour	**Odour Control System vent** (sampling shall be undertaken during highest emissions - i.e. during unloading of material). **Breathing vents from waste oil and oily water tanks** (sufficient number of samples shall be collected to represent potential variation odour from the various tanks). This was completed on 22 May 2018 by Air Noise Environment with no breakthrough or odour identified as a concern.
In the event of a complaint	Odour	Sampling in the event of a complaint may be required. Where initial response measures do not resolve the matter or as requested by the administering authority, a detailed investigation must be commissioned which would require sampling of one or more odour sources. See **Section 5.1** for further discussion.

4.4.3 Sampling Methodology

Table 4.6 presents a summary of the sampling methodologies to be adopted. Monitoring of temperature, velocity and volumetric flow rate shall also be undertaken. Development Consent Condition B5 requires an on-site meteorological station for the life of the site operations, which would be used to investigate odour complaints.

Table 4.6: Sampling Methodologies

Parameter	Sampling Method
Odour	NSW Approved Method OM-7 *AS 4323.3:2001 Stationary source emissions - Determination of odour concentration by dynamic olfactometry*

Temperature/Velocity and Volumetric Flow Rate	NSW Approved Method TM-2 USEPA (2000) Method 2 or 2C or USEPA (1999) Method 2F or 2G or 2H (as appropriate).
Meteorological Parameters	NSW Approved Method AM-2 and AM-4 *AS 2923-1987 Ambient air - Guide for measurement of horizontal wind for air quality applications* *USEPA (2000) EPA 454/R-99-005 Meteorological Monitoring Guidance for Regulatory Modeling Applications*

5. Reporting

5.1 Complaints Handling

The JJ's website provides the telephone number for members of the community to utilise for any complaints or feedback relating to the Facility. *FM-09 General Feedback Form* provides the procedure for the recording of any feedback, complaint or enquiry received which relates to our operations. Information regarding a complaint received is recorded on *FM-09 General Feedback Form* and the form will need to be completed in full for each complaint, detailing at least the following:

1. Time, date and nature of complaint;
2. Type of communication;
3. Name and contact details of complainant;
4. Response and investigation undertaken as a result of the complaint;
5. Name of the person responsible for investigating the complaint;
6. Action taken as a result of the complaint investigation;
7. Signature of the responsible person.

Where the complaint is from a regulatory body or in relation to an activity covered by an Environmental Approval, the Facility must adhere to the procedure set out in ***Section 25.6*** *Environmental Incidents* of the *Facilities Manual* as further action and notification is required to ensure the complaint is adequately investigated and any required preventative actions are implemented.

The complaint records must be kept on file for a period of not less than four (4) years.

In the event of a complaint, sampling must be undertaken under the following circumstances:

- as requested by the administering authority;
- where confirmation that a complaint is a valid complaint is required (often such a circumstance would involve the administering authority, who would requested odour sampling for this purpose); and
- where initial response mechanisms have not resolved the issue and the nuisance odour source cannot be identified (odour sampling would quantify source contributions and provide a basis fo identifying major emission sources).

5.2 Identifying Exceedances

5.2.1 Overview

Condition B12 requires a protocol to determine the occurrence of an exceedance of the relevant odour criteria. This may be required by the administering authority in the event of a complaint or detailed odour investigation.

In accordance with the POEO Act 1997, the development should not cause or permit the emission of offensive odours.

The following procedures (see **Section 5.2.2**) must be undertaken by a suitably qualified air quality consultant, experienced in odour sampling, modelling and assessment.

5.2.2 Exceedance of the Environmental Odour Criteria

The environmental odour criteria for the site is 2.0 OU, which is relevant at the nearest sensitive receivers (e.g. residential house) – not at the point of discharge from the Odour Control System. The following steps must be taken to identify whether an exceedance of the NSW odour criteria has potentially occurred:

- Data collection:
    - Collate a database of site operations for the relevant period (e.g. times of delivery, waste types received, down-times).
    - Download meteorological data for the relevant period.
    - Undertake odour sampling if deemed necessary (see procedures in **Section 4.4**). A sufficient data base of odour data may be available for previous monitoring on site. However, at the request of the administering authority or discretion of the air quality consultant undertaking the investigation, additional odour sampling may be necessary.
    - Review the completed Odour Checklist/s (**Appendix A**) for the period under investigation.
- Derive a profile of odour emission rates based on the odour data and site operations for the period of interest.
- Predict odour concentrations based on the measured meteorological data and adopted odour emission data. The modelling must be undertaken in accordance with the NSW Approved Methods for the Modelling and Assessment of Air Pollutants in New South Wales.
- Compare the results of the modelling to the NSW EPA odour criteria to identify the potential occurrence of an exceedance.

5.2.3 Exceedance of the Odour Emission Limit

The EPL does not specify an odour concentration limit for Discharge Point 1 (Odour Control System vent for the Organic Waste Building).

The odour concentration must be measured using the methods identified in **Section 4.4** and compared to the relevant emission concentration limit identified in **Section 3.2** of this OMP.

5.3 Odorous Loads

The Facility Manager shall keep a record of odourous loads and associated response mechanisms and corrective actions.

Section 27 and **Section 28** of the OEMP presents a summary of the waste acceptance procedures and a template for recording odorous load details.

5.4 Reporting to the Regulatory Authorities

In the event of an environmental incident, the instructions as contained within ***Section 25.6*** *Environmental Incidents* of the *Facilities Manual* must be followed.

JJ's Environment Team will report incidents to the relevant regulator as required.

5.5 Remedial Action

Where the incident confirms that odour nuisance may have occurred and the cause was related to normal operations as opposed to specific incidents or failure of the odour control system, an investigation must be completed to determine additional odour control methods to be adopted at the site to prevent recurrence. The investigation must consider, as a minimum:

- the suitability of the existing odour control systems on site for effective management of odour emissions, based on the site records and monitoring data;
- whether operational changes have occurred that change the potential for odours to occur, or result in different types of odours where alternate management techniques or controls would be more effective;

- consider the available best practice odour control techniques at the time of completing the investigation; and
- identify whether the risk of impacts occurring externally has changed due to potentially sensitive receptors being located in closer proximity to the plant than for the original development application.

On the basis of the investigation, appropriate remedial solutions for management of potential odour impacts will be developed and agreed in conjunction with the regulatory authorities. Where the incident related to abnormal conditions or operations, the cause and actions to be taken to prevent recurrence must be documents and communicated to all relevant site personnel. JJ's Environment will liaise with the Facility as part of the investigation and provide any reports to regulatory bodies as required.

6. Implementation and Document Control

6.1 Implementation

All personnel, contractors and visitors must comply with the requirements of the OMP, and it is the responsibility of the Facility Manager to make all relevant persons or organisations aware of their environmental responsibilities and the requirements of this OMP.

6.2 Updating the Management Plan

The OMP is reviewed annually as part of the environmental facility review conducted by Land & Environment and amendments made as required.

Interim reviews should also be undertaken in response to incidents that occur or significant changes that take place at the site. Matters that may result in the necessity for an interim review of the OMP include the following:

- Receipt of a valid complaint that results in the need for procedural changes;
- Changes to on-site activities with a potential to change odour emissions (e.g. installation of new equipment); and
- At the request of the administering authority.

Appendix A – Routine Odour Survey Checklist

FRM-NSW-ACT-118 Daily Odour Checklist – Glendenning

Date: _____/_____/_____ Employee: _____

Has an odourous load been detected?							
Item	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**	**Sun**
On delivery							
Time							
If yes, state action taken[a]							
If yes, identify waste source[b]							
During treatment							
Time							
If yes, state action taken							
Loading							
Time							
If yes, state action taken							
Along the site boundary							
Time							
If yes, identify boundary[c]							
If yes, identify weather conditions[d]							

[a] Actions to control odour: 1. Declining acceptance of load 2. Closing all treatment facility doors 3. Odour neutralising spray

[b] Waste source can be identified by relevant project details (e.g. project or client number, time of delivery).

[c] North, East, South or West boundary – provide any further details about specific locations if relevant

[d] Weather conditions including wind direction/speed, dry/rainfall.

Carbon Filter Outlet Odour Check							
Item	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**	**Sun**
Time							
Identify odour intensity level[e]							

[e]Odour intensity to be advised in accordance with the following: 0 – Imperceptible; 1 – Barely Perceptible; 2 – Weak; 3 – Distinct; 4 – Strong; 5 – Very Strong; 6 – Unbearably Strong

If odour intensity is <u>less than strong</u> – no further odour checks are required until the following week.

If odour intensity is <u>strong, very strong or unbearably strong</u> – three (3) further daily checks must be conducted during the week.

- Carbon filter must be immediately changed if the odour intensity is not reducing.

General Notes (Including other tasks performed)

Appendix B – Odour Control System Specifications

ACTIVATED CARBON
TECHNOLOGIES PTY LTD
A.B.N. 671 0371 3622

PO Box 50, Eltham 3095 Victoria, AUSTRALIA
Phone: + 61 3 9437 2600 Fax: + 61 3 9437 2611
www.activatedcarbon.com.au

ACTICARB EA1000

Description:
Micro & Meso porous Pelletised Activated Carbon

Application:
For the treatment of liquids & air streams containing organic pollutants.

Advantages:

- High adsorption capacity with a high rate of removal
- High hardness and therefore reduced production of fines
- High density therefore high mass adsorption capacity

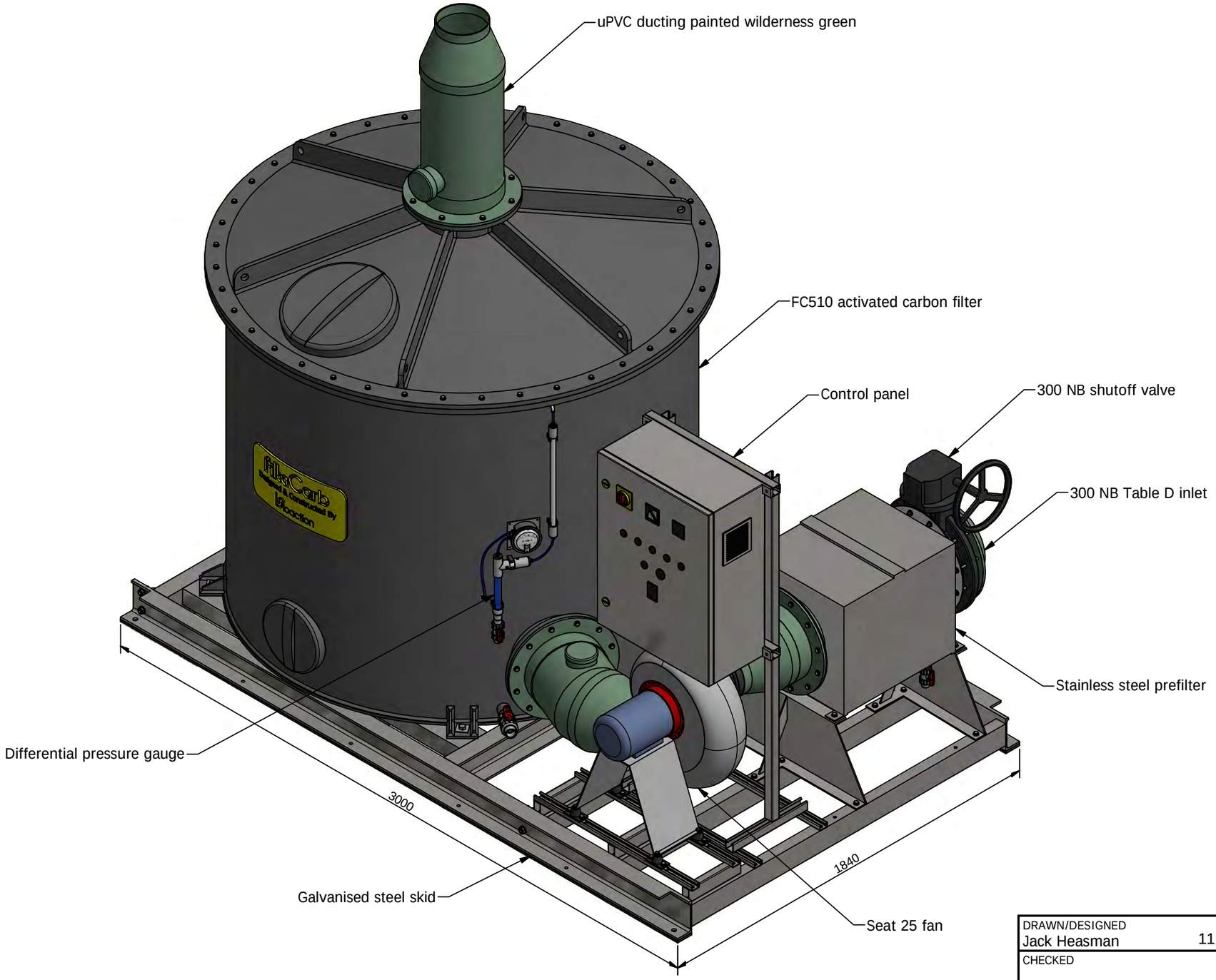
Typical Analysis:

Apparent Density (g/mL)	0.45-0.50
Moisture as packed (% max.)	2
Ash Content (% max.)	8
Iodine Number (mg/g min.)	1000
Surface Area (m2/g min.)	1000
CTC (% min)	65
Hardness Index (% min.)	95

Particle Sizes Available: **1.5mm**
3.0mm
4.0mm
Other particle sizes up to 9.0mm available on request

Packaging:
Ex-stock in 25kg multi wall paper bags.
Other packaging available on request.

REVISION HISTORY			
REV	DESCRIPTION	DATE	APPROVED
A	First issue	11/09/2015	J.Heasman



DRAWN/DESIGNED	Jack Heasman	DATE 11/09/2015
CHECKED		DATE
COMPANY		

OdourPro
Odour Control Systems & Services
Tel: (02) 4957 2886
Web: www.odours.com.au

TITLE
FiltaCarb - FC510 - Positive
General Assembly

SIZE	DWG No.	REV
A3	FC510 - POS - 1 - A	A

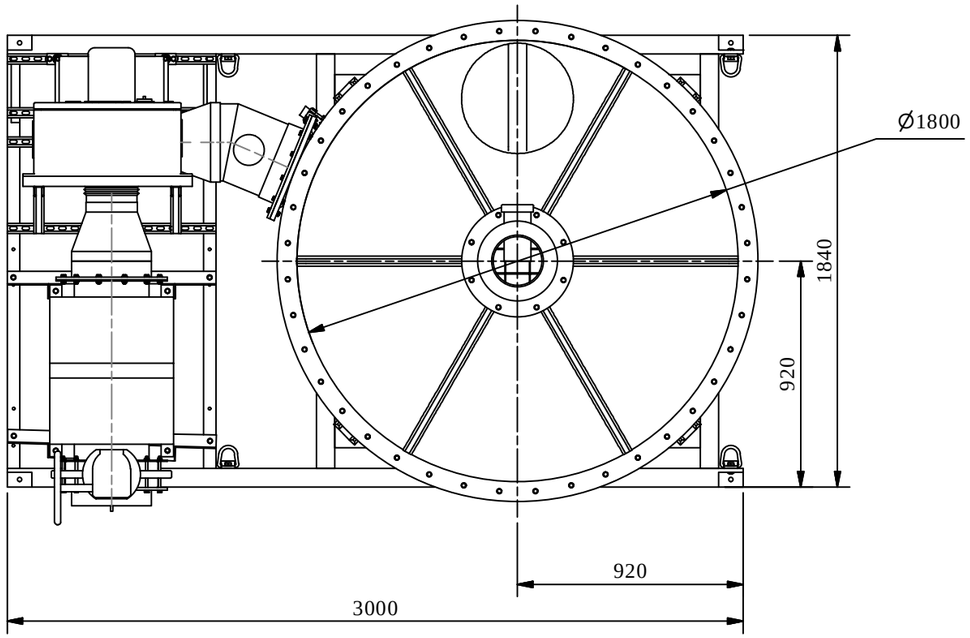
SCALE NTS

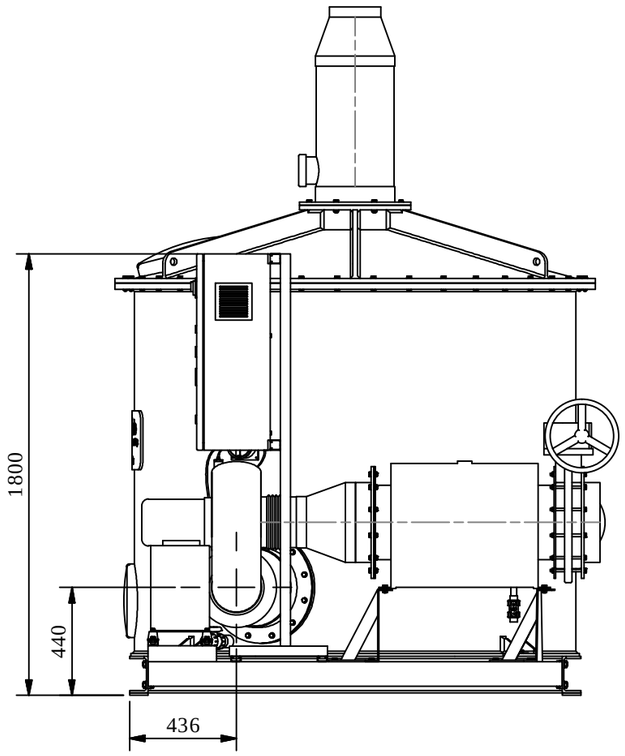
SHEET 1 OF 3

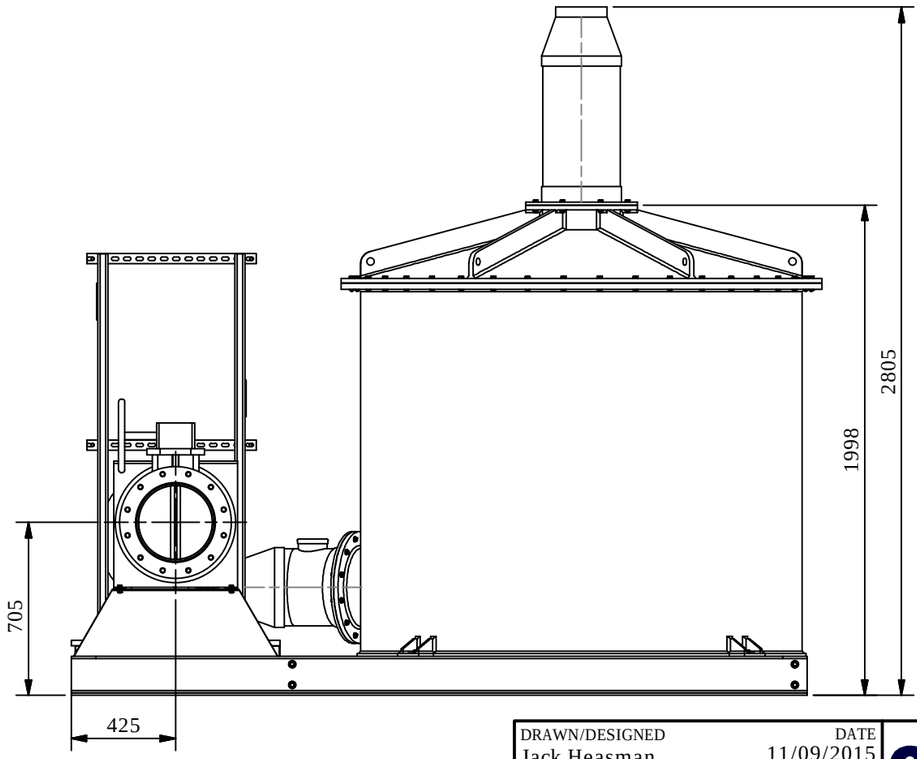
APPROVED FOR CONSTRUCTION	
CLIENT: SIGNED	DATE ..../..../.....
BIOACTION ENGINEER: SIGNED	DATE ..../..../.....

Additional Details:
All dimensions in mm unless otherwise stated

Concept







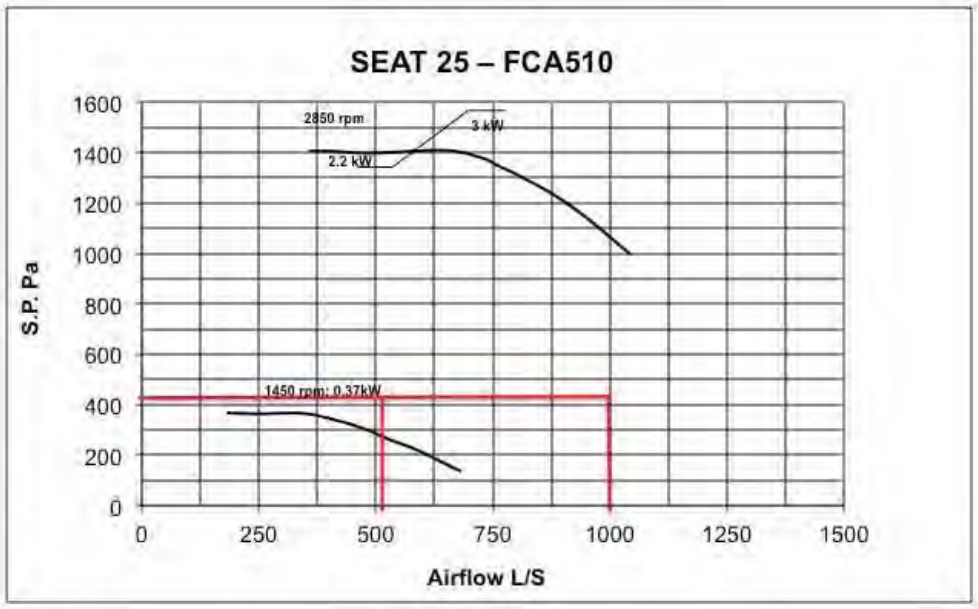
Concept

DRAWN/DESIGNED Jack Heasman	DATE 11/09/2015	OdourPro — Odour Control Systems & Services, Tel: (02) 4957 2886, Web: www.odours.com.au
CHECKED	DATE	
COMPANY		TITLE: FiltaCarb - FC510 - Positive General Arrangement
APPROVED FOR CONSTRUCTION		SIZE A3 / DWG No. FC510 - POS - 2 - A / REV A
CLIENT: SIGNED ..... DATE ..../..../.....	Additional Details: All dimensions in mm unless otherwise stated	SCALE 1:25 / SHEET 2 OF 3
BIOACTION ENGINEER: SIGNED ..... DATE ..../..../.....		

FiltaCarb FCA510 GAC Filter Specifications

Function	Description	Measurement
FILTER TYPE	FiltaCarb FCA510 GAC Filter	
REQUIREMENTS	Maximum Flow	510 LPS
		1836 m^3/h
FUNCTIONAL DESCRIPTION	The system is a single-stage treatment system using carbon adsorption technology. Hazardous gases are extracted from the source using an extraction/blower fan that then vents the untreated gases through the filter media. The untreated gases accumulate in the lower plenum of the filter before being evenly diffused through the media of the filter bed where contaminates are physically adsorbed. A specific activated carbon media is used to treat the target gases to achieve >99% removal of source gases.	
ABSORPTIVE MEDIA	EcoSorb® CX is an activated carbon that is specifically manufactured from a sustainable raw material for the removal of gaseous pollutants. The product has a high activation level resulting in the development of excellent adsorption characteristics. EcoSorb® CX is ideally suited to the removal of low molecular weight compounds present in low to medium concentrations.	
	SPECIFICATIONS	
	Media Volume	1.87 m^3
	Media Mass	1026.6 kg
	Empty Bed Residence Time (EBRT)	3.66 sec
	Pressure Drop	418.30 Pa
	CTC adsorption (min.)	60%
	Total ash content (max.)	4%
	Moisture content (max. as packed)	5%
	Hardness (min.)	97%
	Particle size tolerance (max.)	5%
	TYPICAL PROPERTIES	
	Surface Area	1050m^2/g
	Butane adsorption (base)	23%
	Apparent Density (tapped)	440-500 kg/m^3
	Filling Density (loose packed)	375-425 kg/m^3
FILTER VESSEL	FiltaCarb FCA510 Activated Carbon Filter is designed to reduce logistic and installation costs. The system is preloaded with media and is factory tested prior to installation. The filter vessel, fan and control panel are mounted on a galvanised skid arrangement	
	DIMENSIONS	
	Diameter (overall) – 1800 mm	
	Height (Filter Vessel) – 2130 mm	
	Overall Footprint including Skid – 3.99 m2	
	CONSTRUCTION	
	Filter vessels are constructed from P300 High Density Polyethylene (HDPE) material, which is made from UV-impregnated resins that are resistant and UV stabilized throughout the material. They have a high chemical-resistance to provide significant design life expectation and are suitable for all climatic conditions. Construction follows DVS technical codes on plastic jointing DVS 2202 / 2210. Jointing construction is butt-welded and extrusion welded. The vessel is constructed on a galvanised skid arrangement for ease of transport, lifting and installation.	
	MATERIAL SPECIFICATION	
	Specific Gravity	0.95 g/m^2
	Max Continuous Operating Temp.	80°C
	Max Short Term Operating Temp	100 °C
	Tensile Strength	22 MPa
	Hardness	63 Rockwell M
	Co-efficient of thermal expansion	150-230 m/(m.k) x 10≈6
	Dielectric Strength	45 KV/mm
	Surface Sensitivity	$>10^{14}$ OHMS
	Relative Abrasion Loss by Sand Slurry	500
	PENETRATIONS	
	All duct and pipe penetrations - HDPE	
	Screw inspection hatches - HDPE	
	Irrigation pipe – Schedule 80 uPVC	
	VESSEL AND LID CONNECTION	
	Double bell arrangement to secure both sides of the vessel wall of the lower vessel. Polyurethane seal inside the bell structure. Located with pre-drilled bolts (stainless steel) through three wall thicknesses	
DUCT AND PIPE SIZE	Minimum Duct @ 8 m/s – 285	
	Minimum Duct @ 10 m/s – 255	
	Waste Line – 100mm	
CONTROL PANEL	Electrical Control Panel is mounted to the control skid for local control. It has a manual ON/OFF/AUTO switch operation. Indicator lights show operational status.	
	Control Panel – Powder Coated Steel IP65 Rated	
	Power Requirements – 440VAC 15A	

	Variable Speed Control – Schneider Direct 1.5kw
	2 x Circuit Breakers
	1 x Local Relay
	1 x Client Relay (remote operation)
	ON/OFF/REMOTE Switch
	Switch Indicator Light
	Hour run meter
	Isolation switch
	E-Stop
	Ammeter
	Ventilation fan
	Optional – PLC Duty/Standby Fan Operation
FAN	Fan/s are mounted on the control skid and can operate in positive or negative pressure. The standard fan provided is corrosion and spark-proof.
	Fan Type – Seat 25
	Specified Flow – 510 LPS
	Maximum Flow – 1000 LPS @ 418.30 Pa
	Specified Pressure Drop – 418.30 Pa
	Inlet Size – 200mm
	Outlet Size – 200mm
	Fan Support – Stainless Steel
	Fan Mount – Vibration Mounts to Galvanised Steel Strut
	Motor Brand - TECO
	Motor Size – 2.2kw
	Power – 415VAC
	Rating – IP66
	Protection – Ex 'n'
	Cable – Shielded Cable to Control Panel
	Duct Connection – Flexible Coupling with Stainless Steel Clamps
OVERALL WEIGHT	1283.6 kg
INSTRUMENTS	Pressure Differential Gauge – Dwyer Magnehelic
INSTALLATION REQUIREMENTS	Concrete Slab Engineered to System Loading (Layout and Dimensions Provided)
	Power - 440VAC 15A with Individual Circuit Protection
OPTIONAL ITEMS	Standby Fan with PLC Upgrade
	Stainless Steel fans
	Duct Noise Attenuator
	Vandal-proof Security Structure



ACTIVATED CARBON TECHNOLOGIES PTY LTD
ABN 67 103 713 622
PO Box 1120, Research 3095, Victoria, AUSTRALIA
Phone: 03 9437 2600 Fax: 03 9437 2611
www.activatedcarbon.com.au

MATERIAL SAFETY DATA SHEET

1. IDENTIFICATION OF THE MATERIAL AND SUPPLIER

Product Name: Activated Carbon

Other Names: Activated charcoal
Char
Steam activated carbon

Manufacturer's Product Code: Acticarb EA1000K

Use: Filtering air and liquid to remove organic micropollutants

Company Name: Activated Carbon Technologies Pty Ltd
ABN: 67 103 713 622
Address: PO Box 1120
RESEARCH VIC 3095
Telephone: (03) 9437-2600
Emergency Telephone: (0418) 396 449 (Available 24 hourly)
Facsimile: (03) 9437-2611
e-mail: pcullum@activatedcarbon.com.au

2. HAZARDS IDENTIFICATION

Classified as non- hazardous in accordance with the NOHSC *Approved Criteria for Classifying Hazardous Substances* [NOHSC: 1008] and is not specified in the NOHSC *List of Designated Hazardous Substances* [NOHSC:10005].

3. COMPOSITION/INFORMATION ON INGREDIENTS

Chemical Name	CAS Number	Proportion
Activated carbon	7440-44-0	>90%
Potassium Hydroxide	1310-58-3	<10%

4. FIRST AID MEASURES

Potential Health Effects
Medical conditions aggravated by exposure: None documented

Routes of exposure

Swallowed: No known deleterious effects however may cause irritation to the mouth and throat due to abrasive nature.

Eyes: Non corrosive however dust may have an abrasive effect causing moderate eye irritation.

Skin:	Non corrosive however may cause irritation due to abrasive nature.
Inhaled:	Repeated or prolonged inhalation of dust may cause moderate irritation to the respiratory system.
Chronic Effects:	Repeated or prolonged exposure may cause irritation to the respiratory system, skin and eyes.

First Aid

Swallowed:	Rinse mouth with water. Do not induce vomiting since it is important that no amount of the material should enter the lungs (aspiration). Keep at rest and get prompt medical attention.
Eye:	Irrigate eyes with copious quantities of water for at least 15 minutes. Hold eyelids open. In all cases of eye contamination it is sensible to seek medical attention.
Skin:	Flush with large amounts of water. Use soap if available. Remove severely contaminated clothing (including shoes) and clean thoroughly before reusing. Seek medical advice if symptoms develop.
Inhaled:	In emergency situations, use proper respiratory protection to immediately remove the affected victim from exposure. Administer artificial respiration if breathing has stopped. Allow patient to assume most comfortable position, keep warm and at rest. Seek Medical Advice.
First Aid Facilities:	Eyewash station and normal wash room facilities.
Advice to Doctor:	Treat symptomatically.

5. FIRE FIGHTING MEASURES

Fire/Explosion Hazard

Flashpoint:	**Not applicable**
Non-Flammable	
Not Self Heating	
Flammability Limits in Air:	**Not applicable**

General Hazard:
Activated Carbon is difficult to ignite and tends to burn slowly (smolder) without producing smoke or flame. Toxic gases may form on combustion.

Extinguishing Media:	Use foam, dry chemical, water fog or spray.
Special Exposure Hazards in Case of Fire:	Avoid using water in a closed space.
Hazardous Combustion Products:	May release CO and CO_2 in a fire.
Special Fire Fighting Procedures:	Fire-Fighters to wear self contained breathing apparatus if inhalation risks exist.

6. ACCIDENTAL RELEASE MEASURES

Spills and Disposal

Land spills: Keep public away. Eliminate all sources of ignition. Prevent additional discharge of material if it is possible to do so without hazard. Prevent material from entering sewers or watercourse. Avoid generation of airborne dust. Scoop up solid for recovery or disposal. Those involved in the clean-up process need protection against skin and eye contact, and inhalation of dust.

Water spills: Prevent additional discharge of material if it is possible to do so without hazard. Try to contain any floating material and remove material be skimming or with suitable absorbent.

Disposal: Dispose of material in accordance with the Local, State and Federal Waste Management Authority.

7. HANDLING AND STORAGE

Storage and Transport: Store in a closed container in a clean, dry well-ventilated area away from strong oxidizing agents, sources of ignition, combustible materials and heat. Follow good handling and house keeping procedures; avoid spills, accumulation of dusts, and generation of airborne dusts.

8. EXPOSURE CONTROLS/ PERSONAL PROTECTION

Exposure Standards: No value assigned by the National Occupational Health and Safety Commission (Worksafe Australia). However, the Worksafe Australia exposure standard for nuisance dusts should be observed: 8 hour TWA : 10 mg/m3 air, inspirable dust.

Engineering Controls: In confined spaces, provide mechanical ventilation using explosion proof equipment. Local exhaust ventilation is recommended where there is a need to remove dust from the workers breathing zone. Ventilation requirements will depend on the process and should be adequate to avoid exceeding the recommended exposure standard.

Personal Protection: The selection of personal protective equipment will vary depending upon site safety regulations and the actual conditions of use. Avoid prolonged or repeated contact with skin and eyes. Where skin and eye contact is unlikely, but may occur as a result of short and / or periodic exposure, wear long sleeves, chemical resistant gloves, safety glasses. If inhalation risks exist wear an approved dust mask meeting the requirements of AS1716 and AS1715. Wash thoroughly after handling. Workers should not enter confined spaces which contain activated carbon without self-contained breathing apparatus.

Flammability: Dusts may be ignited by heat, sparks or flames.

9. PHYSICAL AND CHEMICAL PROPERTIES

Physical Description/Properties

Appearance: Black extrudates. Odourless

Boiling Point:	4,000°C
Melting Point:	3,500°C
Vapour Pressure:	Not applicable
Apparent Density:	0.45 – 0.55 g/cc
Flashpoint:	Not applicable
Flammability Limits:	Not applicable
Solubility in Water:	Insoluble

Other Properties

Reactivity with air/water:	Material is normally stable in air and water.
Relative vapour density:	Not applicable
pH (of aqueous suspension):	9 to 12
Percent Volatiles:	Not applicable
Vapour Pressure:	Not applicable
Surface area:	> 600 m^2/g
Molecular weight:	12.01 g

10. STABILITY AND REACTIVITY

Reactivity

Stability:	Material is normally stable in air and water.
Polymerisation:	Not expected to occur.
Incompatibilities:	High temperatures, ignition sources and oxidising agents.
Hazardous decomposition:	CO and CO_2 emanations.
Conditions to avoid:	Handle and open containers with care. Minimise generation of dust. Never enter a confined space containing activated carbon since it will absorb oxygen and asphyxiation may result.

11. TOXICOLOGICAL INFORMATION

Animal Toxicity:	No effects for chronic exposure are known. LD50 oral (rat) > 5 g/kg - Practically non-toxic.
Genotoxicity:	Activated carbon is not absorbed from gastrointestinal tract and is not expected to produce a problem during pregnancy.

Dust may irritate eyes and respiratory tract. Although dust accumulates in the lungs, prolonged exposure does not result in any significant effects on the respiratory system.

12. ECOLOGICAL INFORMATION

Ecotoxicity: No specific effects on the environment. Insoluble in aqueous environment, the product is separable by filtration or sedimentation. Not expected to be hazardous.

13. DISPOSAL CONSIDERATIONS

Disposal: Dispose of material in accordance with the Local, State and Federal Waste Management Authority.

14. TRANSPORT INFORMATION

Proper Shipping Name: Activated Carbon

UN Number: Not Applicable

Dangerous Goods Class and Subsidiary Risk: Not Applicable

Hazchem Code: Not Applicable

Poisons Schedule Number: Not Allocated

15. REGULATORY INFORMATION

None

16. OTHER INFORMATION

This Material Safety Data Sheet (MSDS) has been supplied for the purpose of protecting the health and safety of industrial and commercial users who are deemed capable of understanding and acting on the information provided.

Please ensure this MSDS is passed along to the appropriate person(s) in your company, who are capable of acting on the information.

Last Revision: 4 June 2014:Addition of non-flammable, not self heating and flammability limits

CONTACT POINT:

Peter Cullum
Managing Director
Activated Carbon Technologies Pty Ltd
Telephone: (03) 9437-2600
Emergency Telephone: (0418) 396 449
Facsimile: (03) 9437-2611
e-mail: pcullum@activatedcarbon.com.au

End of MSDS

Odour Control Systems - Activated Carbon Projects list

OdourPro
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FiltaCarb Project list

Customer	Project	Date Completed	Value	Contact	Phone number
Eurobodalla Shire Council	Supply and install FiltaCarb FCA600 Casey's beach	Jun-15	$ 69,962	[redacted]	[redacted]
Fulton Hogan Mulgrave	Supply install Custom 316 SS FiltaCarb FCA155	Apr-15	$ 72,407	[redacted]	[redacted]
Gosford City Council	FCA510 unit installed to site	Jan-15	$ 45,427	[redacted]	[redacted]
Veolia Water	FCA510 unit to Hazeldenes Victoria	Jan-15	$ 60,575	[redacted]	[redacted]
Lion Foods	Supply and commission FCA350 unit in SA	Dec-14	$ 50,463	[redacted]	[redacted]
Netco Pumps	West Ulverston - 2 x FCA350 passive	Oct-14	$ 56,753	[redacted]	[redacted]
MAK industrial Water solutions	2 x FCA75 x 2 units for PNG project	Sep-14	$ 29,539	[redacted]	[redacted]
Lion Foods	FCA75x2 unit	Jul-14	$ 12,003	[redacted]	[redacted]
Hunter Water Corporation	Activated carbon units - multiple sites - Morisset and Beresfield	Jul-14	$ 69,000	[redacted]	[redacted]
Haldatec	Supply and install a FiltaCarb FCA225	Jul-14	$ 22,600	[redacted]	[redacted]
SWC (Priority Sewage Program)	Supply and install an FCA510 unit	Jun-14	$ 125,000	[redacted]	[redacted]
Cairns Regional Council	FCA350 AC unit - DC1	May-14	$ 40,678	[redacted]	[redacted]
Fulton Hogan	FCA510 - supply to site	Feb-14	$ 25,760	[redacted]	[redacted]
Tas Water	Supply and install FiltaCarb FCA900	Feb-14	$ 106,000	[redacted]	[redacted]

Appendix C – Site Layout and Plans

ACTIVATED CARBON
TECHNOLOGIES PTY LTD
A.B.N. 671 0371 3622

PO Box 50, Eltham 3095 Victoria, AUSTRALIA
Phone: + 61 3 9437 2600 Fax: + 61 3 9437 2611
www.activatedcarbon.com.au

ACTICARB EA1000

Description:
Micro & Meso porous Pelletised Activated Carbon

Application:
For the treatment of liquids & air streams containing organic pollutants.

Advantages:

- High adsorption capacity with a high rate of removal
- High hardness and therefore reduced production of fines
- High density therefore high mass adsorption capacity

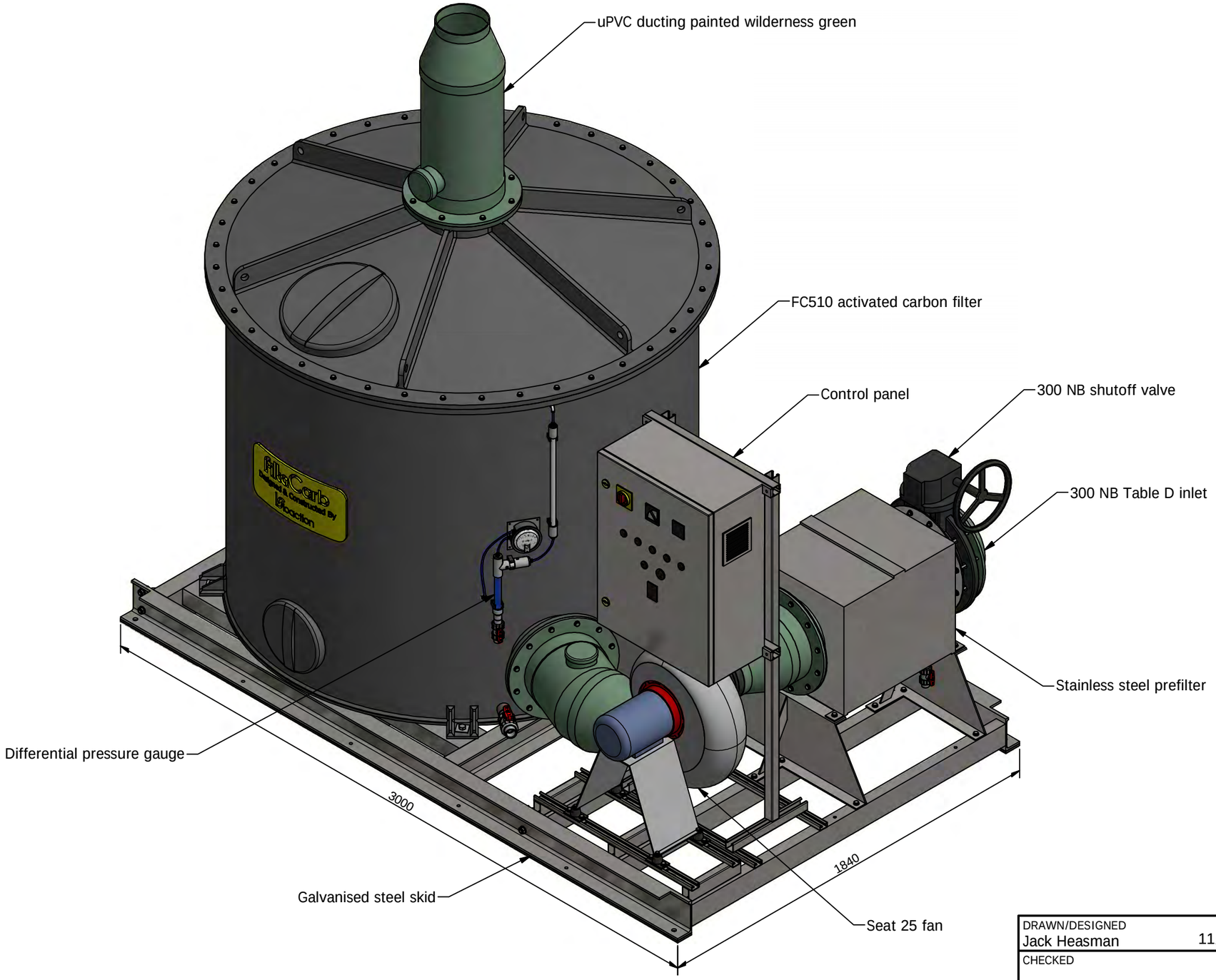
Typical Analysis:

Apparent Density (g/mL)	0.45-0.50
Moisture as packed (% max.)	2
Ash Content (% max.)	8
Iodine Number (mg/g min.)	1000
Surface Area (m2/g min.)	1000
CTC (% min)	65
Hardness Index (% min.)	95

Particle Sizes Available: **1.5mm**
3.0mm
4.0mm
Other particle sizes up to 9.0mm available on request

Packaging:
Ex-stock in 25kg multi wall paper bags.
Other packaging available on request.

REVISION HISTORY			
REV	DESCRIPTION	DATE	APPROVED
A	First issue	11/09/2015	J.Heasman



DRAWN/DESIGNED	Jack Heasman	DATE 11/09/2015
CHECKED		DATE
COMPANY		

OdourPro
Odour Control Systems & Services
Tel: (02) 4957 2886
Web: www.odours.com.au

TITLE
FiltaCarb - FC510 - Positive
General Assembly

SIZE	DWG No.	REV
A3	FC510 - POS - 1 - A	A

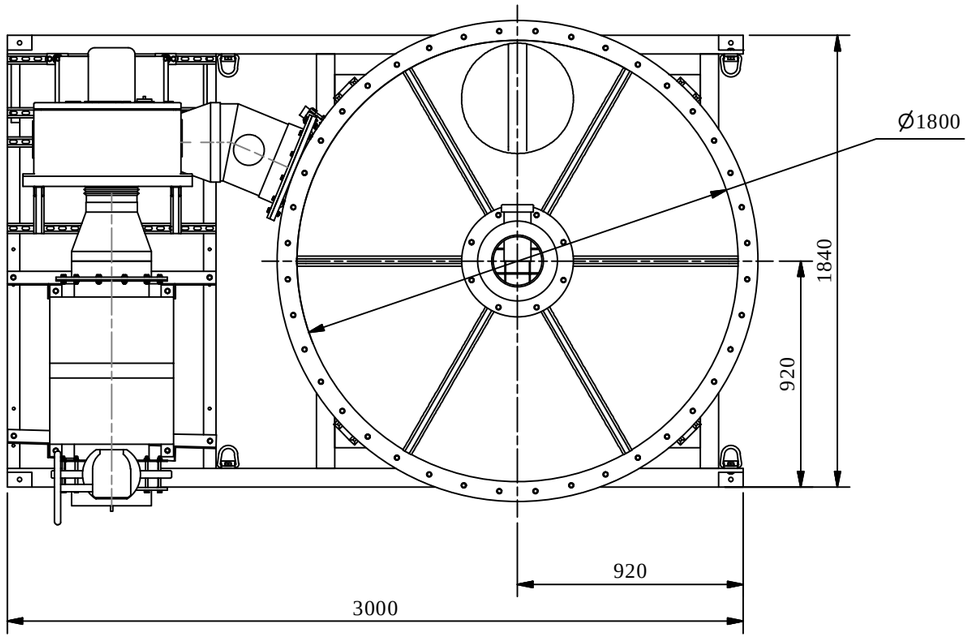
SCALE NTS

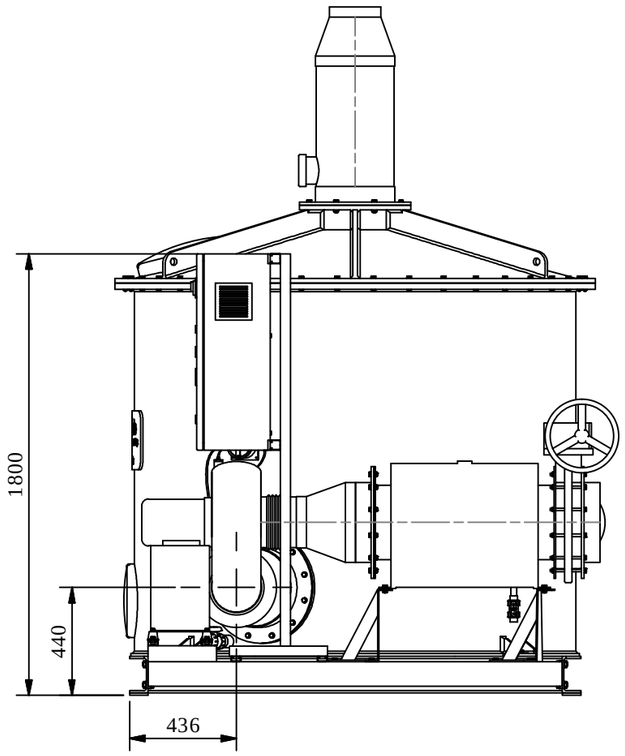
SHEET 1 OF 3

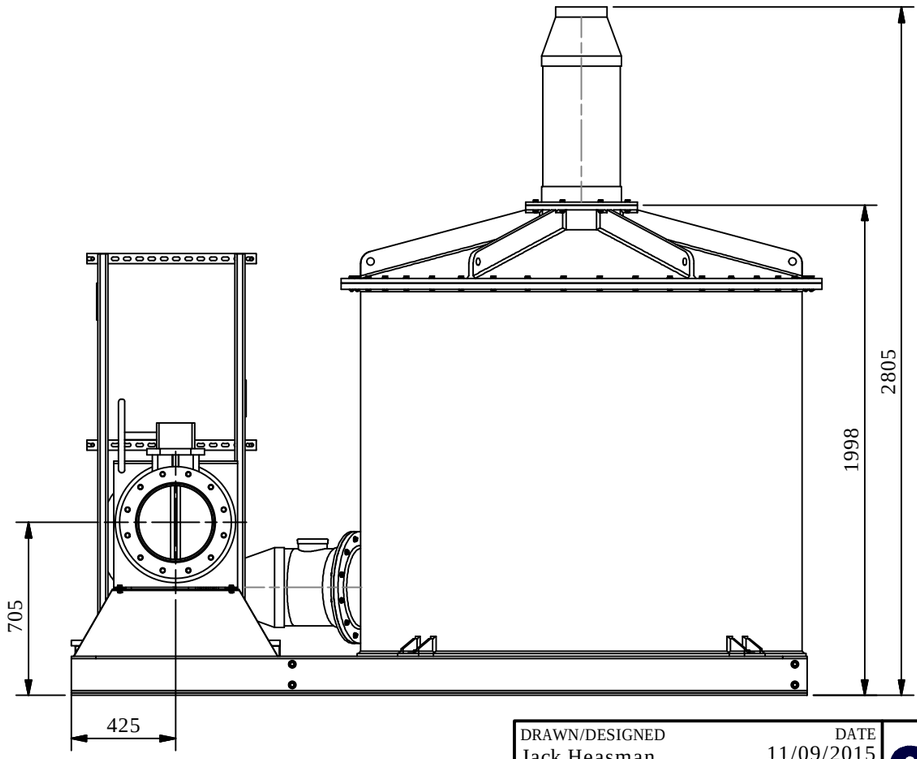
APPROVED FOR CONSTRUCTION	
CLIENT: SIGNED	DATE ..../..../.....
BIOACTION ENGINEER: SIGNED	DATE ..../..../.....

Additional Details:
All dimensions in mm unless otherwise stated

Concept







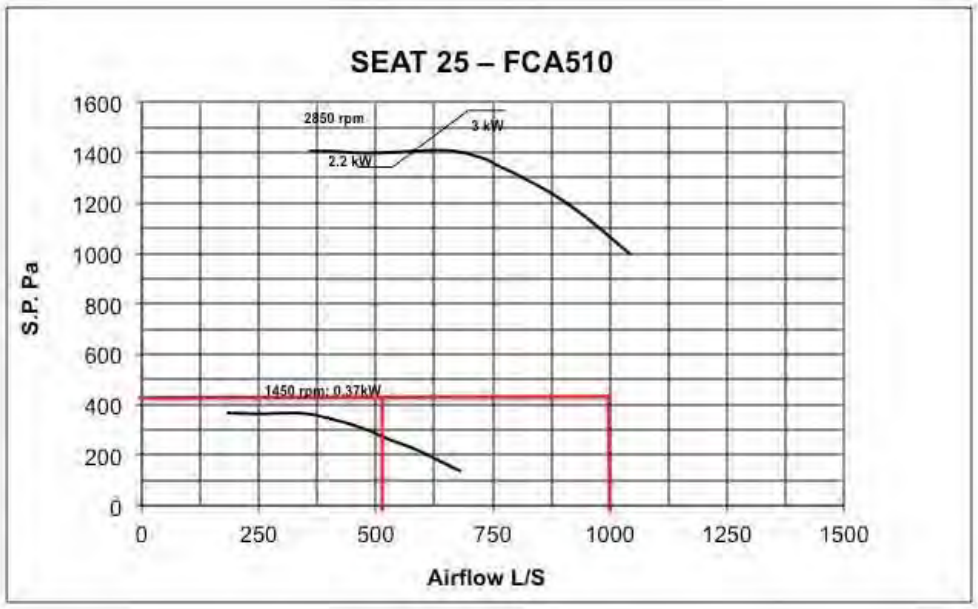
Concept

DRAWN/DESIGNED Jack Heasman	DATE 11/09/2015	OdourPro — Odour Control Systems & Services, Tel: (02) 4957 2886, Web: www.odours.com.au
CHECKED	DATE	
COMPANY		TITLE: FiltaCarb - FC510 - Positive General Arrangement
APPROVED FOR CONSTRUCTION		SIZE A3 / DWG No. FC510 - POS - 2 - A / REV A
CLIENT: SIGNED ..... DATE ..../..../.....	Additional Details: All dimensions in mm unless otherwise stated	SCALE 1:25 / SHEET 2 OF 3
BIOACTION ENGINEER: SIGNED ..... DATE ..../..../.....		

FiltaCarb FCA510 GAC Filter Specifications

Function	Description	Measurement
FILTER TYPE	FiltaCarb FCA510 GAC Filter	
REQUIREMENTS	Maximum Flow	510 LPS
		1836 m^3/h
FUNCTIONAL DESCRIPTION	The system is a single-stage treatment system using carbon adsorption technology. Hazardous gases are extracted from the source using an extraction/blower fan that then vents the untreated gases through the filter media. The untreated gases accumulate in the lower plenum of the filter before being evenly diffused through the media of the filter bed where contaminates are physically adsorbed. A specific activated carbon media is used to treat the target gases to achieve >99% removal of source gases.	
ABSORPTIVE MEDIA	EcoSorb® CX is an activated carbon that is specifically manufactured from a sustainable raw material for the removal of gaseous pollutants. The product has a high activation level resulting in the development of excellent adsorption characteristics. EcoSorb® CX is ideally suited to the removal of low molecular weight compounds present in low to medium concentrations.	
	SPECIFICATIONS	
	Media Volume	1.87 m^3
	Media Mass	1026.6 kg
	Empty Bed Residence Time (EBRT)	3.66 sec
	Pressure Drop	418.30 Pa
	CTC adsorption (min.)	60%
	Total ash content (max.)	4%
	Moisture content (max. as packed)	5%
	Hardness (min.)	97%
	Particle size tolerance (max.)	5%
	TYPICAL PROPERTIES	
	Surface Area	1050m^2/g
	Butane adsorption (base)	23%
	Apparent Density (tapped)	440-500 kg/m^3
	Filling Density (loose packed)	375-425 kg/m^3
FILTER VESSEL	FiltaCarb FCA510 Activated Carbon Filter is designed to reduce logistic and installation costs. The system is preloaded with media and is factory tested prior to installation. The filter vessel, fan and control panel are mounted on a galvanised skid arrangement	
	DIMENSIONS	
	Diameter (overall) – 1800 mm	
	Height (Filter Vessel) – 2130 mm	
	Overall Footprint including Skid – 3.99 m2	
	CONSTRUCTION	
	Filter vessels are constructed from P300 High Density Polyethylene (HDPE) material, which is made from UV-impregnated resins that are resistant and UV stabilized throughout the material. They have a high chemical-resistance to provide significant design life expectation and are suitable for all climatic conditions. Construction follows DVS technical codes on plastic jointing DVS 2202 / 2210. Jointing construction is butt-welded and extrusion welded. The vessel is constructed on a galvanised skid arrangement for ease of transport, lifting and installation.	
	MATERIAL SPECIFICATION	
	Specific Gravity	0.95 g/m^2
	Max Continuous Operating Temp.	80°C
	Max Short Term Operating Temp	100 °C
	Tensile Strength	22 MPa
	Hardness	63 Rockwell M
	Co-efficient of thermal expansion	150-230 m/(m.k) x 10≈6
	Dielectric Strength	45 KV/mm
	Surface Sensitivity	$>10^{14}$ OHMS
	Relative Abrasion Loss by Sand Slurry	500
	PENETRATIONS	
	All duct and pipe penetrations - HDPE	
	Screw inspection hatches - HDPE	
	Irrigation pipe – Schedule 80 uPVC	
	VESSEL AND LID CONNECTION	
	Double bell arrangement to secure both sides of the vessel wall of the lower vessel. Polyurethane seal inside the bell structure. Located with pre-drilled bolts (stainless steel) through three wall thicknesses	
DUCT AND PIPE SIZE	Minimum Duct @ 8 m/s – 285	
	Minimum Duct @ 10 m/s – 255	
	Waste Line – 100mm	
CONTROL PANEL	Electrical Control Panel is mounted to the control skid for local control. It has a manual ON/OFF/AUTO switch operation. Indicator lights show operational status.	
	Control Panel – Powder Coated Steel IP65 Rated	
	Power Requirements – 440VAC 15A	

	Variable Speed Control – Schneider Direct 1.5kw
	2 x Circuit Breakers
	1 x Local Relay
	1 x Client Relay (remote operation)
	ON/OFF/REMOTE Switch
	Switch Indicator Light
	Hour run meter
	Isolation switch
	E-Stop
	Ammeter
	Ventilation fan
	Optional – PLC Duty/Standby Fan Operation
FAN	Fan/s are mounted on the control skid and can operate in positive or negative pressure. The standard fan provided is corrosion and spark-proof.
	Fan Type – Seat 25
	Specified Flow – 510 LPS
	Maximum Flow – 1000 LPS @ 418.30 Pa
	Specified Pressure Drop – 418.30 Pa
	Inlet Size – 200mm
	Outlet Size – 200mm
	Fan Support – Stainless Steel
	Fan Mount – Vibration Mounts to Galvanised Steel Strut
	Motor Brand - TECO
	Motor Size – 2.2kw
	Power – 415VAC
	Rating – IP66
	Protection – Ex 'n'
	Cable – Shielded Cable to Control Panel
	Duct Connection – Flexible Coupling with Stainless Steel Clamps
OVERALL WEIGHT	1283.6 kg
INSTRUMENTS	Pressure Differential Gauge – Dwyer Magnehelic
INSTALLATION REQUIREMENTS	Concrete Slab Engineered to System Loading (Layout and Dimensions Provided)
	Power - 440VAC 15A with Individual Circuit Protection
OPTIONAL ITEMS	Standby Fan with PLC Upgrade
	Stainless Steel fans
	Duct Noise Attenuator
	Vandal-proof Security Structure



ACTIVATED CARBON TECHNOLOGIES PTY LTD
ABN 67 103 713 622
PO Box 1120, Research 3095, Victoria, AUSTRALIA
Phone: 03 9437 2600 Fax: 03 9437 2611
www.activatedcarbon.com.au

MATERIAL SAFETY DATA SHEET

1. IDENTIFICATION OF THE MATERIAL AND SUPPLIER

Product Name: Activated Carbon

Other Names: Activated charcoal
Char
Steam activated carbon

Manufacturer's Product Code: Acticarb EA1000K

Use: Filtering air and liquid to remove organic micropollutants

Company Name: Activated Carbon Technologies Pty Ltd
ABN: 67 103 713 622
Address: PO Box 1120
RESEARCH VIC 3095
Telephone: (03) 9437-2600
Emergency Telephone: (0418) 396 449 (Available 24 hourly)
Facsimile: (03) 9437-2611
e-mail: pcullum@activatedcarbon.com.au

2. HAZARDS IDENTIFICATION

Classified as non- hazardous in accordance with the NOHSC *Approved Criteria for Classifying Hazardous Substances* [NOHSC: 1008] and is not specified in the NOHSC *List of Designated Hazardous Substances* [NOHSC:10005].

3. COMPOSITION/INFORMATION ON INGREDIENTS

Chemical Name	CAS Number	Proportion
Activated carbon	7440-44-0	>90%
Potassium Hydroxide	1310-58-3	<10%

4. FIRST AID MEASURES

Potential Health Effects
Medical conditions aggravated by exposure: None documented

Routes of exposure

Swallowed: No known deleterious effects however may cause irritation to the mouth and throat due to abrasive nature.

Eyes: Non corrosive however dust may have an abrasive effect causing moderate eye irritation.

Skin:	Non corrosive however may cause irritation due to abrasive nature.
Inhaled:	Repeated or prolonged inhalation of dust may cause moderate irritation to the respiratory system.
Chronic Effects:	Repeated or prolonged exposure may cause irritation to the respiratory system, skin and eyes.

First Aid

Swallowed:	Rinse mouth with water. Do not induce vomiting since it is important that no amount of the material should enter the lungs (aspiration). Keep at rest and get prompt medical attention.
Eye:	Irrigate eyes with copious quantities of water for at least 15 minutes. Hold eyelids open. In all cases of eye contamination it is sensible to seek medical attention.
Skin:	Flush with large amounts of water. Use soap if available. Remove severely contaminated clothing (including shoes) and clean thoroughly before reusing. Seek medical advice if symptoms develop.
Inhaled:	In emergency situations, use proper respiratory protection to immediately remove the affected victim from exposure. Administer artificial respiration if breathing has stopped. Allow patient to assume most comfortable position, keep warm and at rest. Seek Medical Advice.
First Aid Facilities:	Eyewash station and normal wash room facilities.
Advice to Doctor:	Treat symptomatically.

5. FIRE FIGHTING MEASURES

Fire/Explosion Hazard

Flashpoint:	**Not applicable**
Non-Flammable	
Not Self Heating	
Flammability Limits in Air:	**Not applicable**

General Hazard:
Activated Carbon is difficult to ignite and tends to burn slowly (smolder) without producing smoke or flame. Toxic gases may form on combustion.

Extinguishing Media:	Use foam, dry chemical, water fog or spray.
Special Exposure Hazards in Case of Fire:	Avoid using water in a closed space.
Hazardous Combustion Products:	May release CO and CO_2 in a fire.
Special Fire Fighting Procedures:	Fire-Fighters to wear self contained breathing apparatus if inhalation risks exist.

6. ACCIDENTAL RELEASE MEASURES

Spills and Disposal

Land spills: Keep public away. Eliminate all sources of ignition. Prevent additional discharge of material if it is possible to do so without hazard. Prevent material from entering sewers or watercourse. Avoid generation of airborne dust. Scoop up solid for recovery or disposal. Those involved in the clean-up process need protection against skin and eye contact, and inhalation of dust.

Water spills: Prevent additional discharge of material if it is possible to do so without hazard. Try to contain any floating material and remove material be skimming or with suitable absorbent.

Disposal: Dispose of material in accordance with the Local, State and Federal Waste Management Authority.

7. HANDLING AND STORAGE

Storage and Transport: Store in a closed container in a clean, dry well-ventilated area away from strong oxidizing agents, sources of ignition, combustible materials and heat. Follow good handling and house keeping procedures; avoid spills, accumulation of dusts, and generation of airborne dusts.

8. EXPOSURE CONTROLS/ PERSONAL PROTECTION

Exposure Standards: No value assigned by the National Occupational Health and Safety Commission (Worksafe Australia). However, the Worksafe Australia exposure standard for nuisance dusts should be observed: 8 hour TWA : 10 mg/m3 air, inspirable dust.

Engineering Controls: In confined spaces, provide mechanical ventilation using explosion proof equipment. Local exhaust ventilation is recommended where there is a need to remove dust from the workers breathing zone. Ventilation requirements will depend on the process and should be adequate to avoid exceeding the recommended exposure standard.

Personal Protection: The selection of personal protective equipment will vary depending upon site safety regulations and the actual conditions of use. Avoid prolonged or repeated contact with skin and eyes. Where skin and eye contact is unlikely, but may occur as a result of short and / or periodic exposure, wear long sleeves, chemical resistant gloves, safety glasses. If inhalation risks exist wear an approved dust mask meeting the requirements of AS1716 and AS1715. Wash thoroughly after handling. Workers should not enter confined spaces which contain activated carbon without self-contained breathing apparatus.

Flammability: Dusts may be ignited by heat, sparks or flames.

9. PHYSICAL AND CHEMICAL PROPERTIES

Physical Description/Properties

Appearance: Black extrudates. Odourless

Boiling Point:	4,000°C
Melting Point:	3,500°C
Vapour Pressure:	Not applicable
Apparent Density:	0.45 – 0.55 g/cc
Flashpoint:	Not applicable
Flammability Limits:	Not applicable
Solubility in Water:	Insoluble

Other Properties

Reactivity with air/water:	Material is normally stable in air and water.
Relative vapour density:	Not applicable
pH (of aqueous suspension):	9 to 12
Percent Volatiles:	Not applicable
Vapour Pressure:	Not applicable
Surface area:	> 600 m^2/g
Molecular weight:	12.01 g

10. STABILITY AND REACTIVITY

Reactivity

Stability:	Material is normally stable in air and water.
Polymerisation:	Not expected to occur.
Incompatibilities:	High temperatures, ignition sources and oxidising agents.
Hazardous decomposition:	CO and CO_2 emanations.
Conditions to avoid:	Handle and open containers with care. Minimise generation of dust. Never enter a confined space containing activated carbon since it will absorb oxygen and asphyxiation may result.

11. TOXICOLOGICAL INFORMATION

Animal Toxicity:	No effects for chronic exposure are known. LD50 oral (rat) > 5 g/kg - Practically non-toxic.
Genotoxicity:	Activated carbon is not absorbed from gastrointestinal tract and is not expected to produce a problem during pregnancy.

Dust may irritate eyes and respiratory tract. Although dust accumulates in the lungs, prolonged exposure does not result in any significant effects on the respiratory system.

12. ECOLOGICAL INFORMATION

Ecotoxicity: No specific effects on the environment. Insoluble in aqueous environment, the product is separable by filtration or sedimentation. Not expected to be hazardous.

13. DISPOSAL CONSIDERATIONS

Disposal: Dispose of material in accordance with the Local, State and Federal Waste Management Authority.

14. TRANSPORT INFORMATION

Proper Shipping Name: Activated Carbon

UN Number: Not Applicable

Dangerous Goods Class and Subsidiary Risk: Not Applicable

Hazchem Code: Not Applicable

Poisons Schedule Number: Not Allocated

15. REGULATORY INFORMATION

None

16. OTHER INFORMATION

This Material Safety Data Sheet (MSDS) has been supplied for the purpose of protecting the health and safety of industrial and commercial users who are deemed capable of understanding and acting on the information provided.

Please ensure this MSDS is passed along to the appropriate person(s) in your company, who are capable of acting on the information.

Last Revision: 4 June 2014:Addition of non-flammable, not self heating and flammability limits

CONTACT POINT:

Peter Cullum
Managing Director
Activated Carbon Technologies Pty Ltd
Telephone: (03) 9437-2600
Emergency Telephone: (0418) 396 449
Facsimile: (03) 9437-2611
e-mail: pcullum@activatedcarbon.com.au

End of MSDS

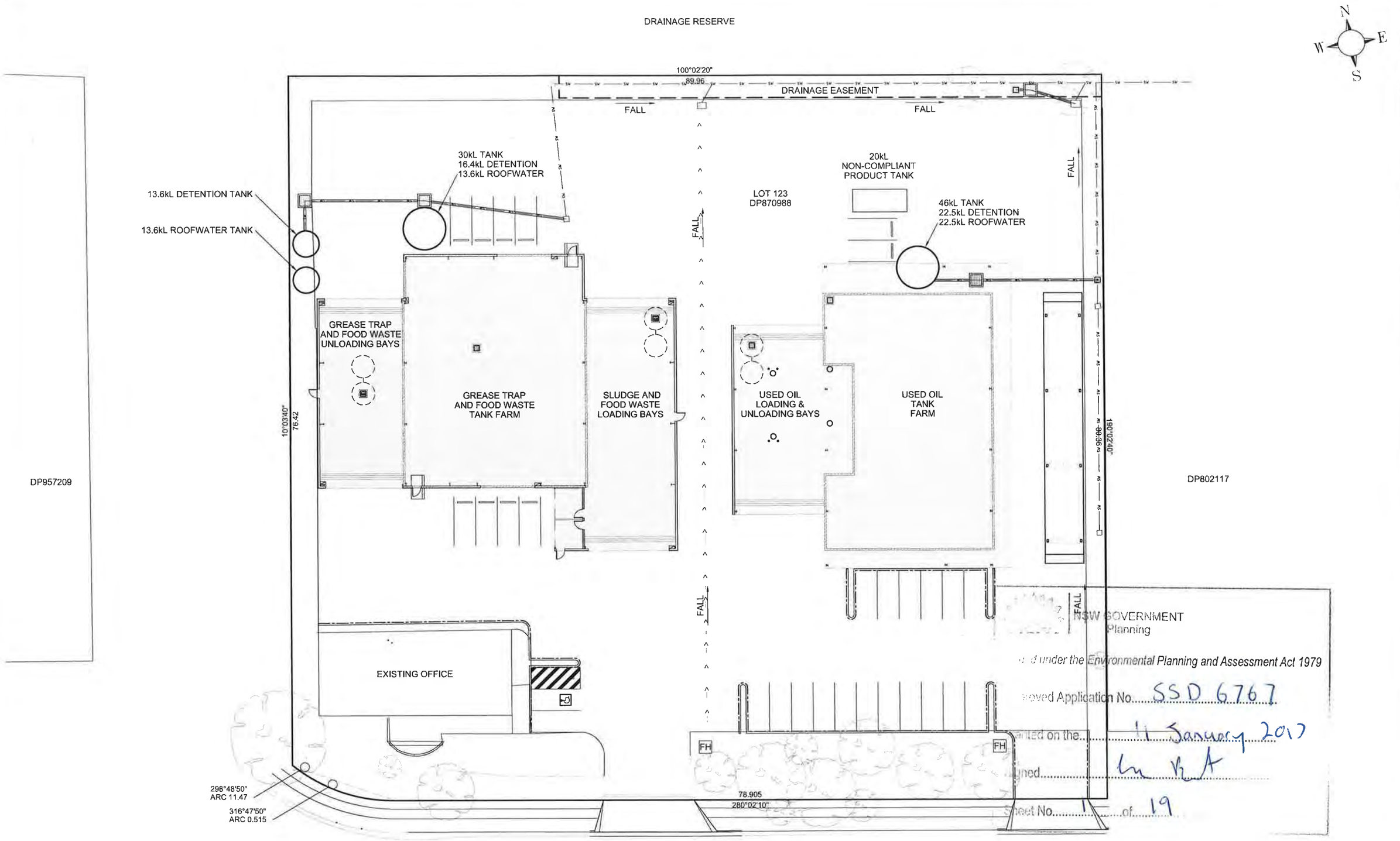
Odour Control Systems - Activated Carbon Projects list

OdourPro
bulbeck enviro | www.odours.com.au

FiltaCarb Project list

Customer	Project	Date Completed	Value	Contact	Phone number
Eurobodalla Shire Council	Supply and install FiltaCarb FCA600 Casey's beach	Jun-15	$ 69,962	Mark Blewitt	(0400) 541 810
Fulton Hogan Mulgrave	Supply install Custom 316 SS FiltaCarb FCA155	Apr-15	$ 72,407	Tim Caldwell	(0419) 966 153
Gosford City Council	FCA510 unit installed to site	Jan-15	$ 45,427	Chris McDonald	(0427) 892 411
Veolia Water	FCA510 unit to Hazeldenes Victoria	Jan-15	$ 60,575	Clement Grech	(0400) 868 097
Lion Foods	Supply and commission FCA350 unit in SA	Dec-14	$ 50,463	Mike Kinder	(0400) 700 932
Netco Pumps	West Ulverston - 2 x FCA350 passive	Oct-14	$ 56,753	Nathan Cruickshank	(0488) 036 033
MAK industrial Water solutions	2 x FCA75 x 2 units for PNG project	Sep-14	$ 29,539	Nathan Johnson	(08) 9247 663
Lion Foods	FCA75x2 unit	Jul-14	$ 12,003	Milinda Siriwardhana	(0433) 289 287
Hunter Water Corporation	Activated carbon units - multiple sites - Morisset and Beresfield	Jul-14	$ 69,000	Charles Blades	(0401) 493 403
Haldatec	Supply and install a FiltaCarb FCA225	Jul-14	$ 22,600	David Dobbs	(03) 9872 5822
SWC (Priority Sewage Program)	Supply and install an FCA510 unit	Jun-14	$ 125,000	Kumar Ranganathasamy	(0400) 829 709
Cairns Regional Council	FCA350 AC unit - DC1	May-14	$ 40,678	John Bishop	(0427) 245 509
Fulton Hogan	FCA510 - supply to site	Feb-14	$ 25,760	David Ferranota	(0448) 808986
Tas Water	Supply and install FiltaCarb FCA900	Feb-14	$ 106,000	Peter Williamson	(0418) 146 833

Appendix C – Site Layout and Plans



NSW GOVERNMENT
Planning

...d under the Environmental Planning and Assessment Act 1979

...roved Application No. SSD 6767

...nted on the 11 January 2017

...gned

Sheet No. 1 of 19

NOTE:
THIS PLAN IS TO BE READ IN CONJUNCTION WITH STRUCTURAL AND ARCHITECTURAL PLANS PREPARED BY OTHERS.

SCALE 2 0 2 4 6 8 10m 1:400(A3)

REVISIONS					PLOT FILE	RI456-D0-Base.dwg	DATE
					DESIGN	R.D.	11/15
					DRAWN	S.M.	11/15
A	S.M.	11/2016	TANK MODIFICATIONS		DES. CHK.		
No.	BY	DATE	DESCRIPTION		DWG. CHK.		

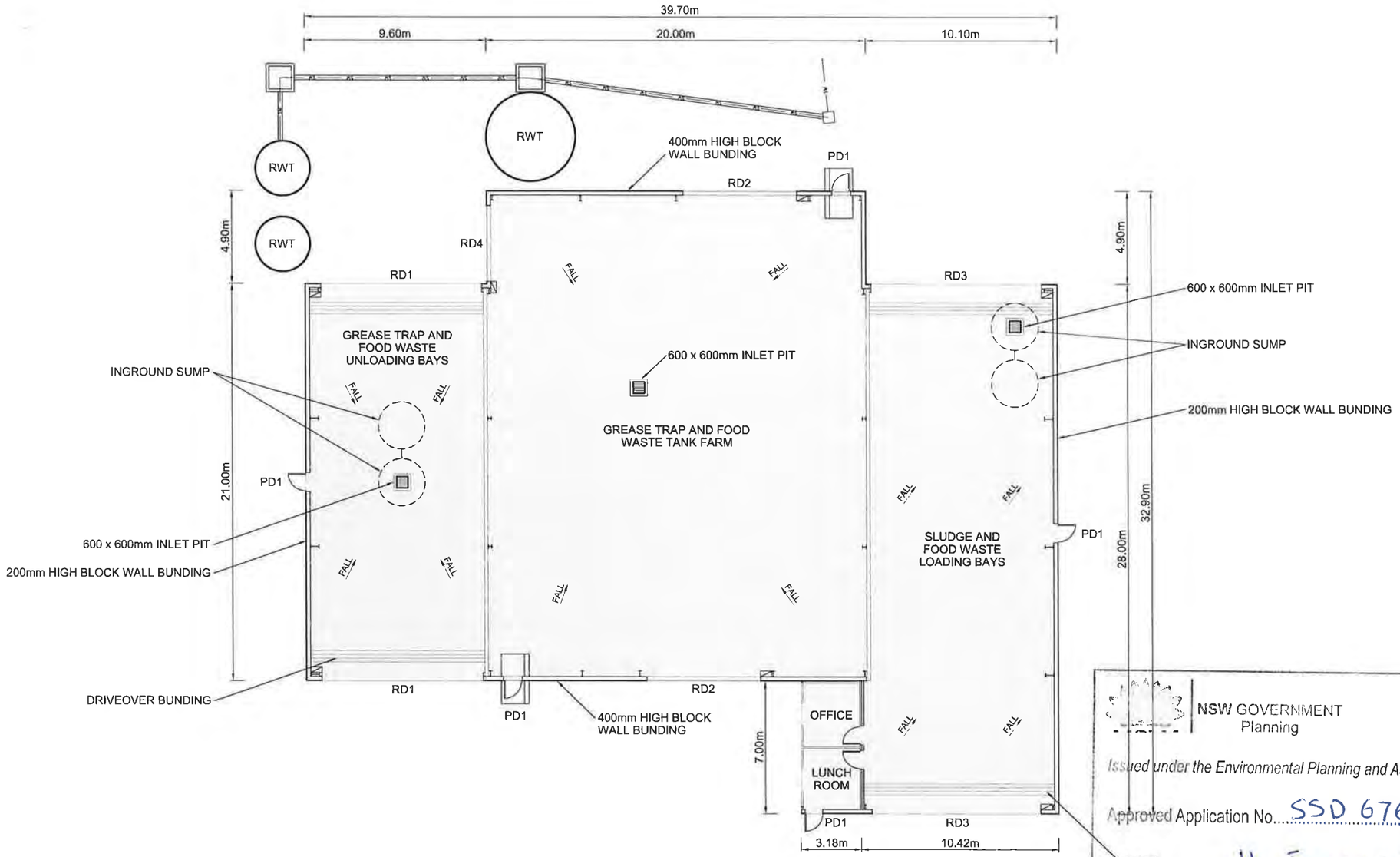
TECHNICALLY APPROVED:

DUGGAN & HEDE PTY LTD
ACN 077 618 663
Professional Engineers, Planners and Environmental Consultants
PO Box 496 Clayfield Qld 4011
Telephone (07) 3357 3666
Facsimile (07) 3857 6233
e_mail dh@dhenv.com.au

JJ RICHARDS & SONS PTY LTD

LIQUID WASTE FACILITY & DEPOT
14 RAYBEN ST, GLENDENNING
PROPOSED SITE LAYOUT

SCALE	AS SHOWN
SHEET	01 of
DRG No.	REVISION A
	RI456-D0-02



NSW GOVERNMENT
Planning

Issued under the Environmental Planning and Assessment Act 1979

Approved Application No. SSD 6767

granted on the 11 January 2017

Signed. ~~DRIVEOVER BUNDING~~

Sheet No. 2 of 19

NOTE:
THIS PLAN IS TO BE READ IN CONJUNCTION WITH STRUCTURAL AND ARCHITECTURAL PLANS PREPARED BY OTHERS.

RD1	8.5mW x 5mH ROLLER SHUTTER
RD2	6mW x 8mH ROLLER SHUTTER
RD3	9mW x 5mH ROLLER SHUTTER
RD4	4mW x 5mH ROLLER SHUTTER
PD1	920W x 2040H PERSONNEL DOOR

SCALE 1:25 0 2.5 5m 1:250(A3)

REVISIONS					PLOT FILE	RI456-DO-Base.dwg	DATE
					DESIGN	R.D.	11/15
					DRAWN	S.M.	11/15
A	S.M.	11/2016	TANK MODIFICATIONS		DES. CHK.		
No.	BY	DATE	DESCRIPTION		DWG. CHK.		

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JJ RICHARDS & SONS PTY LTD

LIQUID WASTE FACILITY & DEPOT
14 RAYBEN ST, GLENDENNING
ORGANICS BUILDING - PLAN

SCALE	AS SHOWN
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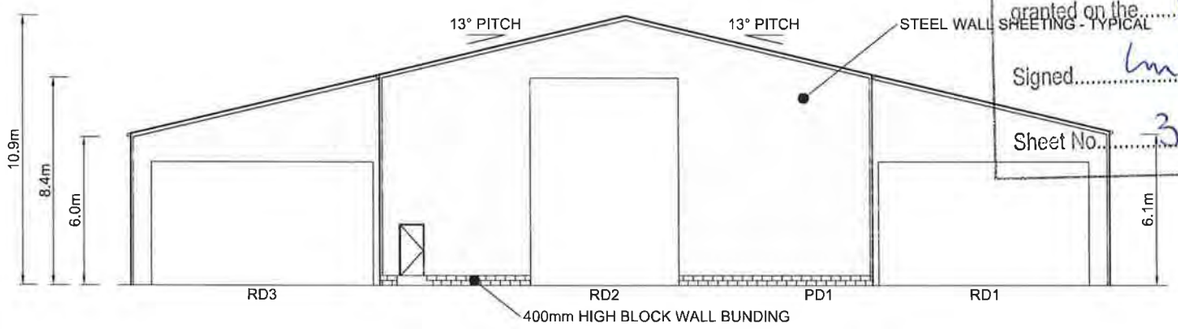
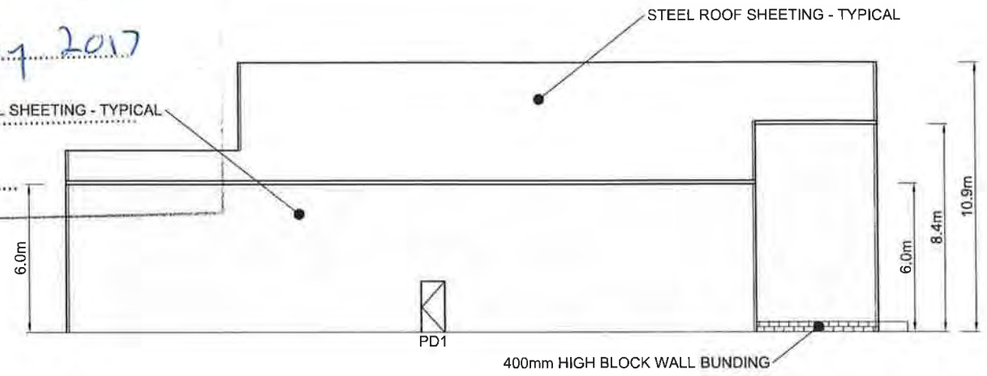
DRG No.	REVISION A RI456-D0-11



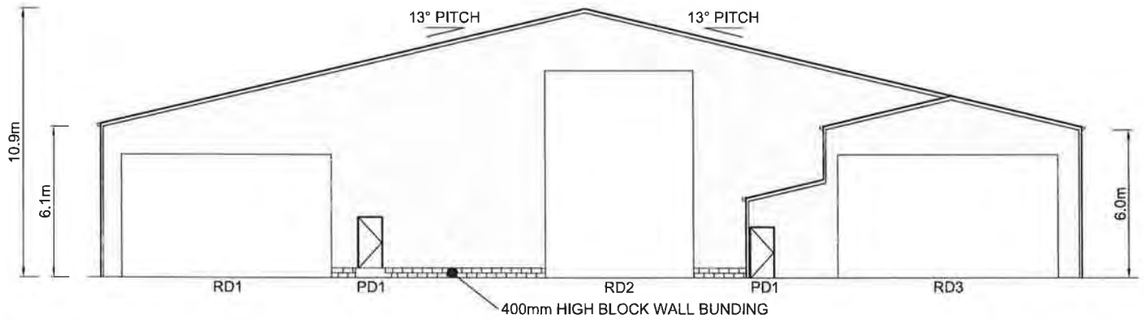
NORTH ELEVATION

SCALE 1:250



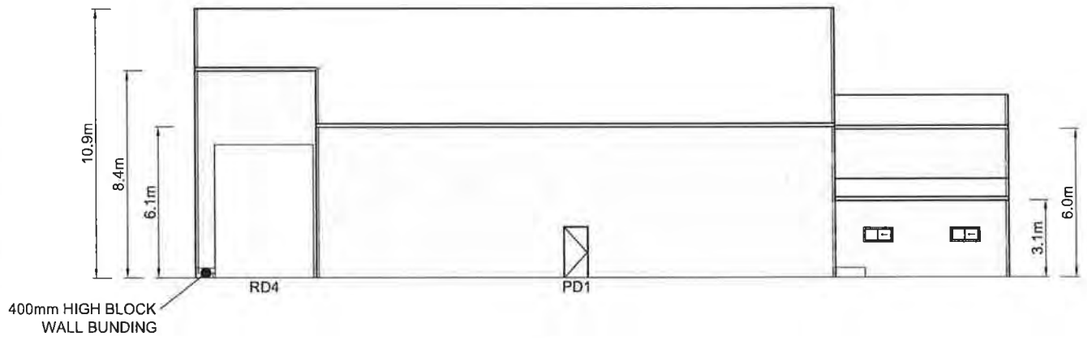
EAST ELEVATION

SCALE 1:250



SOUTH ELEVATION

SCALE 1:250



WEST ELEVATION

SCALE 1:250

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RD1	8.5mW x 5mH ROLLER SHUTTER
RD2	6mW x 8mH ROLLER SHUTTER
RD3	9mW x 5mH ROLLER SHUTTER
RD4	4mW x 5mH ROLLER SHUTTER
PD1	920W x 2040H PERSONNEL DOOR

SCALE 1:25 0 2.5 5m 1:250(A3)

REVISIONS							
				PLOT FILE	RI456-D0-Elevs.dwg	DATE	TECHNICALLY APPROVED:
				DESIGN	R.D.	11/15	
				DRAWN	S.M.	11/15	
A	S.M.	11/2016	TANK MODIFICATIONS	DES. CHK.			
No.	BY	DATE	DESCRIPTION	DWG. CHK.			

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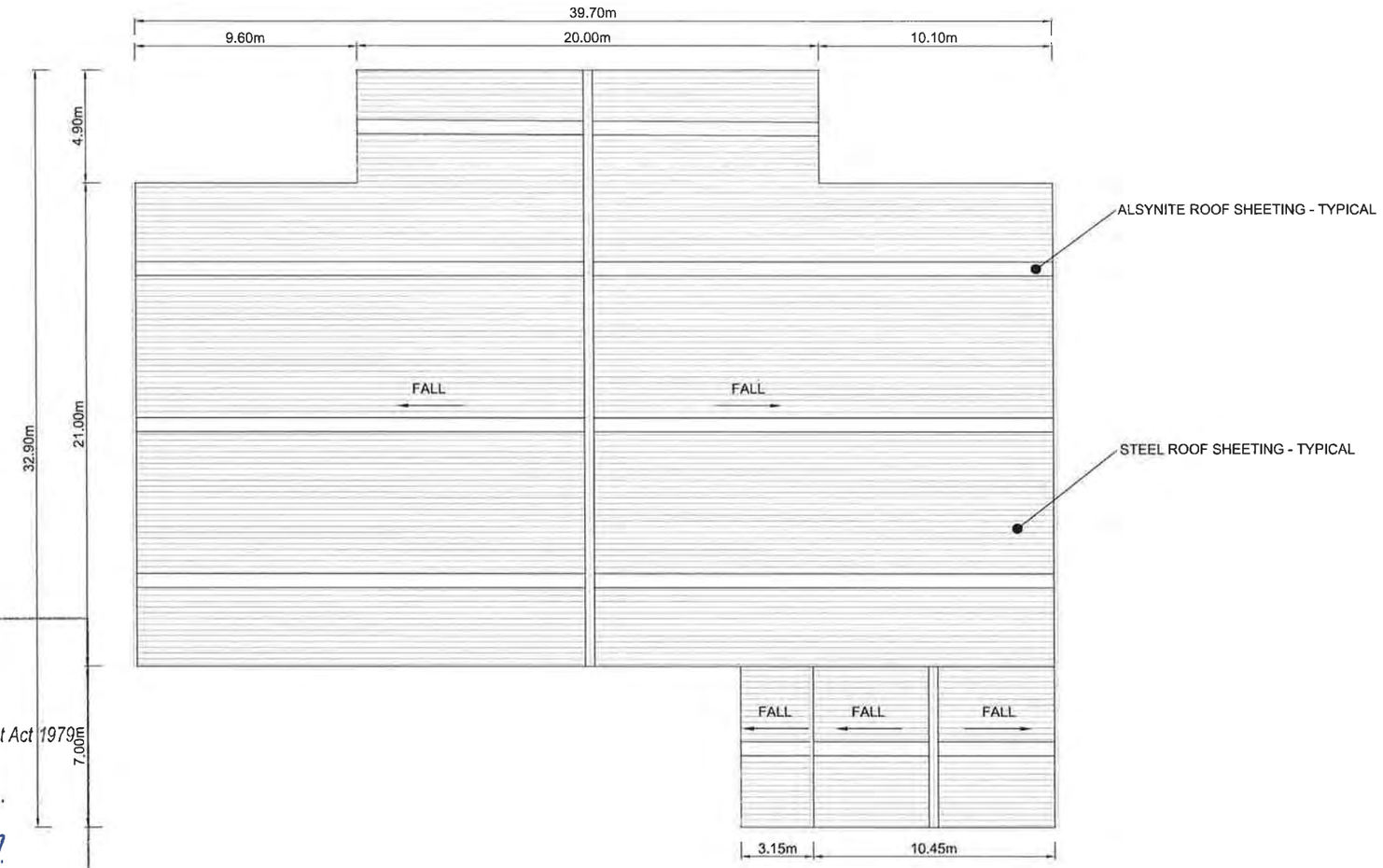
LIQUID WASTE FACILITY & DEPOT
14 RAYBEN ST, GLENDENNING
ORGANICS BUILDING - ELEVATIONS

SCALE	AS SHOWN
SHEET	01 of
DRG No.	REVISION A RI456-D0-12



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NSW GOVERNMENT
Planning

...ved under the Environmental Planning and Assessment Act 1979

...roved Application No. SSD 6767

...ranted on the 11 January 2017

Signed.....

Sheet No. 4 of 19

NOTE:
THIS PLAN IS TO BE READ IN CONJUNCTION WITH STRUCTURAL AND ARCHITECTURAL PLANS PREPARED BY OTHERS.

SCALE 1:250(A3)

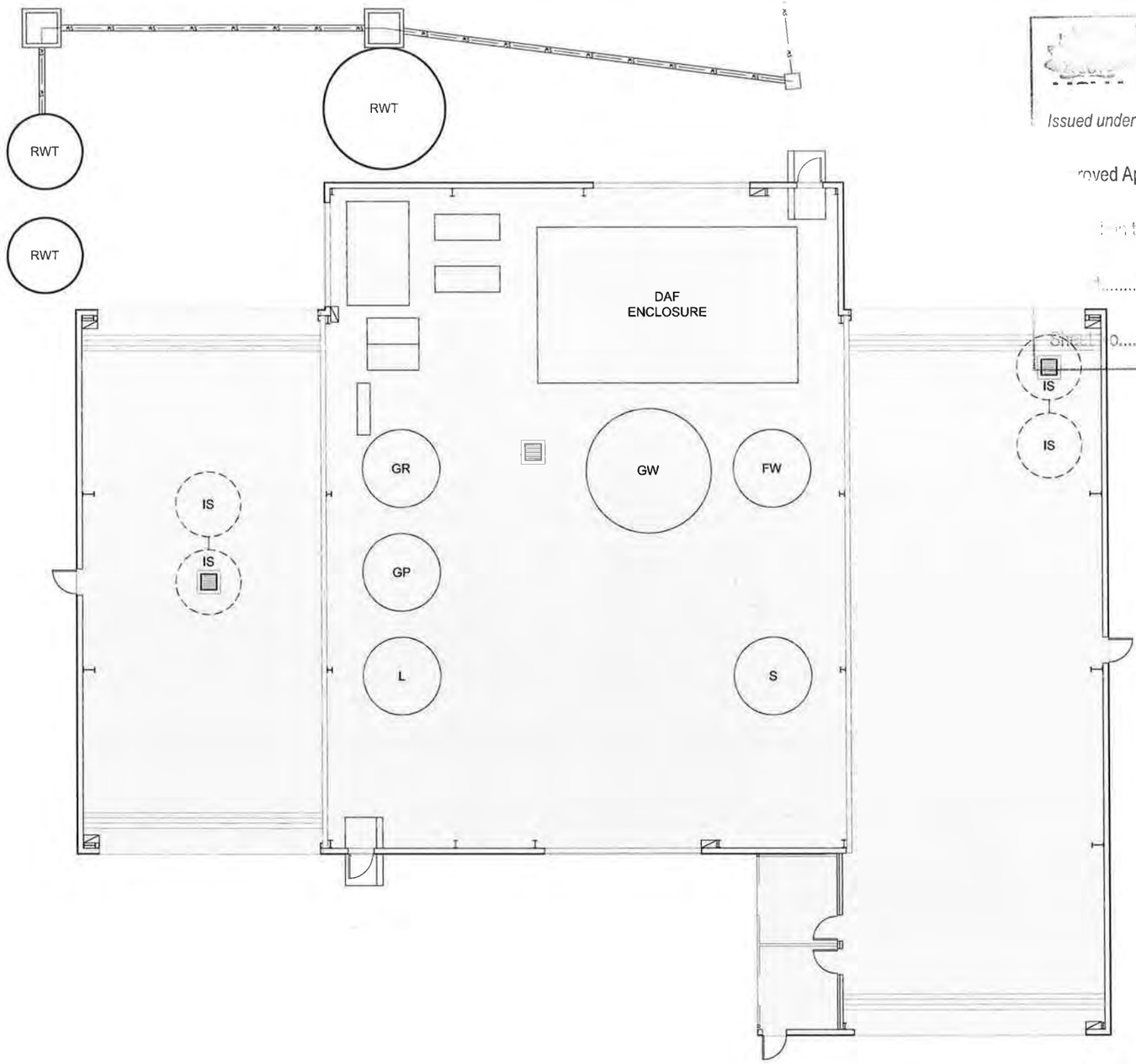
REVISIONS								
					PLOT FILE	RI456-D0-Base.dwg	DATE	TECHNICALLY APPROVED:
					DESIGN	R.D.	11/15	
					DRAWN	S.M.	11/15	
	A	S.M.	11/2016	TANK MODIFICATIONS	DES. CHK.			
	No.	BY	DATE	DESCRIPTION	DWG. CHK.			

DUGGAN & HEDE PTY LTD
ACN 077 618 663
Professional Engineers, Planners and Environmental Consultants
PO Box 496 Clayfield Qld 4011
Telephone (07) 3357 3666
Facsimile (07) 3857 6233
e_mail dh@dhenv.com.au

JJ RICHARDS & SONS PTY LTD

LIQUID WASTE FACILITY & DEPOT
14 RAYBEN ST, GLENDENNING
ORGANICS BUILDING - ROOF PLAN

SCALE	AS SHOWN
SHEET	01 of
DRG No.	REVISION A RI456-D0-13



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...roved Application No. SSD 6767

...n the 11 January 2017

Sheet No. 5 of 19

LEGEND

RWT	RAIN WATER TANK
IS	INGROUND SUMP
IOW	INDUSTRIAL OILY WATER TANK
OR	USED OIL RECEIVAL TANK
OS	USED OIL STORAGE TANK
OW	OILY WATER TANK
DAF	DISSOLVED AIR FLOTATION UNIT
GR	GREASE TRAP RECEIVAL TANK
GP	GREASE TRAP PROCESS TANK
GW	GREASE TRAP PROCESS WATER TANK
L	LIME TANK
S	SLUDGE TANK
FW	FOOD WASTE TANK

NOTE:
TANK SIZE & LAYOUT SUBJECT TO FINAL DESIGN

SCALE 1 0 1 2 3 4 5m 1:200(A3)

REVISIONS

No.	BY	DATE	DESCRIPTION
A	S.M.	11/2016	CHANGES TO TANK LAYOUTS

PLOT FILE	RI456-DO-Base.dwg	DATE
DESIGN	R.D.	11/15
DRAWN	S.M.	11/15
DES. CHK.		
DWG. CHK.		

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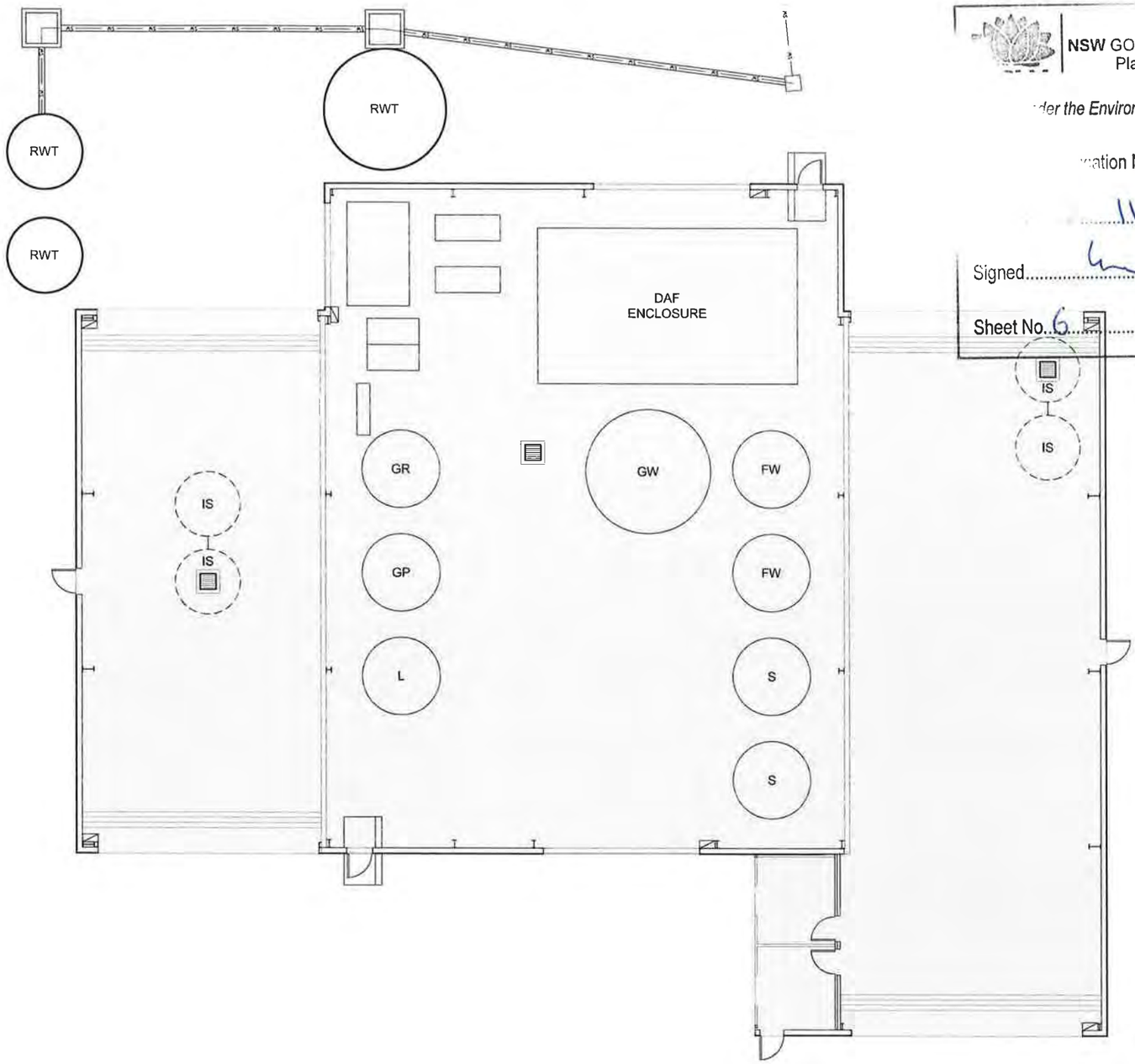
LIQUID WASTE FACILITY & DEPOT
14 RAYBEN ST, GLENDENNING
ORGANICS TANK FARM - INITIAL

SCALE	AS SHOWN
SHEET	01 of
DRG No.	REVISION A RI456-D0-14



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Planning

...der the Environmental Planning and Assessment ...

...ation No. SSD 6767

11 January 2017

Signed.....

Sheet No. 6 of 19

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LEGEND

RWT	RAIN WATER TANK
IS	INGROUND SUMP
IOW	INDUSTRIAL OILY WATER TANK
OR	USED OIL RECEIVAL TANK
OS	USED OIL STORAGE TANK
OW	OILY WATER TANK
DAF	DISSOLVED AIR FLOTATION UNIT
GR	GREASE TRAP RECEIVAL TANK
GP	GREASE TRAP PROCESS TANK
GW	GREASE TRAP PROCESS WATER TANK
L	LIME TANK
S	SLUDGE TANK
FW	FOOD WASTE TANK

NOTE:
TANK SIZE & LAYOUT SUBJECT TO FINAL DESIGN

SCALE 1 0 1 2 3 4 5m 1:200(A3)

REVISIONS					PLOT FILE	RI456-D0-Base dwg	DATE
					DESIGN	R.D.	11/15
					DRAWN	S.M.	11/15
A	S.M.	11/2016	CHANGES TO TANK LAYOUTS		DES. CHK.		
No.	BY	DATE	DESCRIPTION		DWG. CHK.		

TECHNICALLY APPROVED:

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JJ RICHARDS & SONS PTY LTD		SCALE	AS SHOWN
LIQUID WASTE FACILITY & DEPOT 14 RAYBEN ST, GLENDENNING ORGANICS TANK FARM - FINAL		SHEET	01 of
		DRG No.	REVISION A RI456-D0-15

NSW GOVERNMENT
Planning

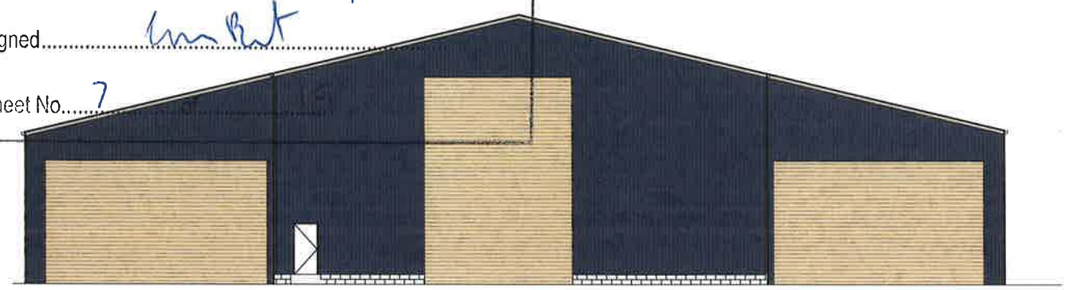
Issued under the Environmental Planning and Assessment Act 1979

Approved Application No. SSD 6767

granted on the 11 January 2017

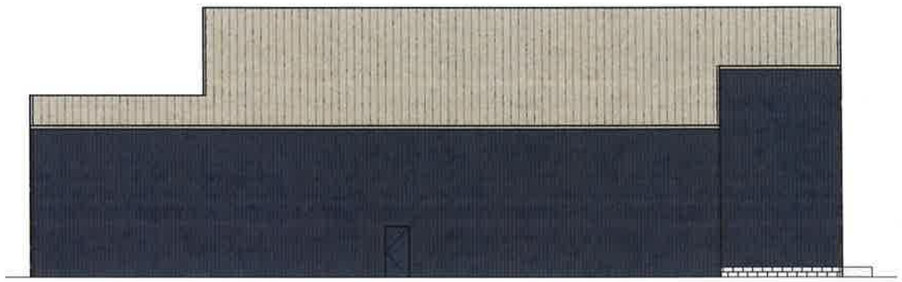
Signed

Sheet No. 7



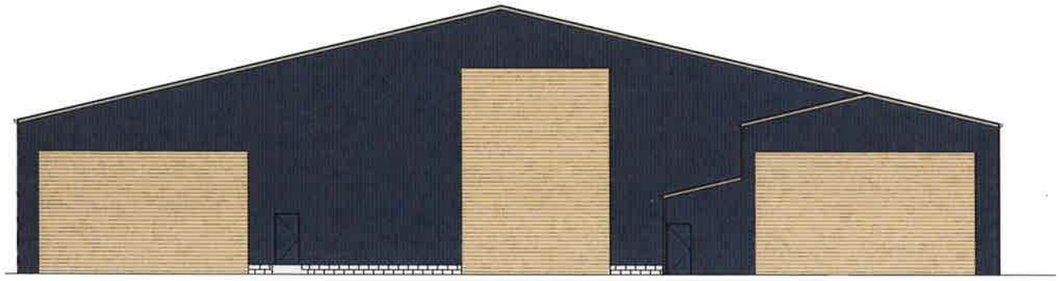
NORTH ELEVATION

SCALE 1:250



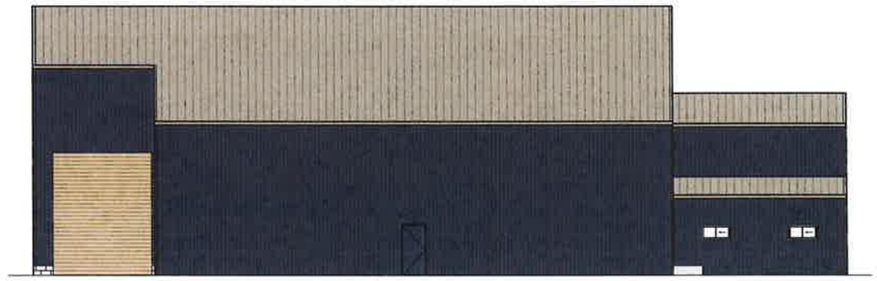
EAST ELEVATION

SCALE 1:250



SOUTH ELEVATION

SCALE 1:250



WEST ELEVATION

SCALE 1:250

LEGEND - ORGANICS BUILDING

DESCRIPTION	COLOUR	FINISH
ROOF	COLORBOND DUNE	TRIMDEK
GUTTERS	COLORBOND DUNE	FLAT
WALLS	COLORBOND IRONSTONE	TRIMDEK
ROLLER SHUTTERS	COLORBOND PAPERBARK	RIBBED
TANKS	JJ RICHARDS GREEN	FLAT

SCALE 1:25 0 2.5 5m 1:250(A3)

REVISIONS							
					PLOT FILE	RI456-DO-Base.dwg	DATE
					DESIGN	R.D.	11/15
					DRAWN	S.M.	11/15
A	S.M.	11/2016	TANK MODIFICATIONS		DES. CHK.		
No.	BY	DATE	DESCRIPTION		DWG. CHK.		

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LIQUID WASTE FACILITY & DEPOT
14 RAYBEN ST, GLENDENNING
ORGANICS BUILDING - COLOURS & EXTERNAL VIEWS

SCALE	AS SHOWN
SHEET	01 of
DRG No.	REVISION A
	RI456-D0-16

Appendix D – Odour Control System Operating

OdourPro®	STANDARD OPERATING PROCEDURE **INDUSTRIAL**	**Issue N°: 1.1** **Original Issue:** 29 May 2015 **Approved By:** John Murphy **Position:** WHS&Q Manager

SOP 075 – Replacement of Spent Activated Filter Carbon

PREAMBLE

Activated carbon is used in a filter units of varying designs. This carbon loses its filtering ability after prolonged use and requires replacement to be effective.

This SOP covers the generic steps that need to be followed when removing and/or replacing the spent carbon.

Smaller units can usually be done by hand whereas larger units may require a vacuum truck to remove the carbon.

SWMS/JSA should be obtained from any contractors used.

PRIOR TO COMMENCING TASK

ENSURE THAT YOU :

- REFER TO:
  - JSA 001- Working In/On Offsite Premises
  - JSA 002 - Working Outdoors
  - JSA OD 019 - Replacement of Spent Activated Filter Carbon
  - This SOP
- Review the appropriate current SDS for the particular carbon type.
- Carry out a Take-5/Risk Assessment for the task.
- Put on your PPE (gloves, eye protection)
- Arrange location for disposal of old carbon and have relevant paperwork at hand.

EQUIPMENT REQUIRED

Safety

- Safety Footwear
- Eye / Face protection
- Hi-visibility protective clothing – long sleeved shirt, long pants
- Respiratory Filter Mask for Carbon
- Hat
- Sunscreen
- Anti-bacterial soap and clean water or waterless anti-bacterial sanitiser
- Disposable Overalls over work clothes
- Chemical-resistant gloves

General

- Mobile phone
- Contact numbers 000 or 112 Emergency
- Vehicle to transport carbon
- Site approval
- Completed Disposal Approval Pass (*as applicable*)
- Containers for disposed carbon
- Water Hose
- Ladders to suit

Date Last Reviewed	Date Next Review
July 2016	July 2017

SOP 075 – Replacement of Spent Activated Filter Carbon

PREPARATION

1. Carry out a Risk Assessment using the F-02 Risk Assessment Form.
2. Isolate electrical supply to filter unit. This must be done by an approved person from the site owner.
3. Personnel carrying out the replacement must place their personal locks or "Danger" tags on the main isolating switch.
4. Isolate the gas flows to the filter by closing appropriate valves.
5. Personnel carrying out the replacement must place their personal locks or "Danger" tags on the relevant valves.
6. Prepare all equipment for the task to work site.
7. Ensure that correct Personal Protective Equipment is worn correctly.
8. Ensure that correct manual handling techniques are used.

CARBON REMOVAL

1. Unclip fan section and tilt open (*this may require two (2) people*).
2. Ensure that the fan section cannot inadvertently fall closed – secure if necessary.
3. Transfer spent carbon from inside unit to other sealable, transportable containers.
4. Ensure that correct manual handling processes are employed.
5. If it is necessary to get inside the unit, a ladder should be used for both the inside and outside.
6. Continue to remove carbon (*this may require two (2) people*).
7. Remove all transportation containers from the immediate vicinity.
8. Ensure that all containers are correctly sealed ready for transportation
9. Ensure that correct manual handling techniques are used.

CARBON REPLACEMENT

1. Position new carbon packages adjacent to the filter unit.
2. Progressively fill the unit with the new carbon carefully.
3. Ensure that the carbon is to correct level and top is smoothed out.
4. Transfer spent carbon from inside unit to other sealable, transportable containers.
5. Prepare the carbon for use as per manufacturer's instructions *(if required)*

FINISHING UP

1. Carefully close the fan section (*this may require two (2) people*).
2. Ensure that the clips are correctly secured.
3. Remove all equipment and materials from the filter site.
4. Ensure that there is no spilt carbon left around.
5. Remove personal locks and/or "Danger" tags from electrical and gas isolation points.
6. Have an authorised person de-isolate the electrical supply.
7. De-isolate the gas system.
8. Test run the unit.
9. Re-check that all equipment has been removed and that the area is clean.
10. Dispose of the spent carbon in an appropriate manner as per arrangements and disposal site conditions.

Date Last Reviewed	Date Next Review
July 2016	July 2017

SOP 075 – Replacement of Spent Activated Filter Carbon

IMPORTANT NOTES/COMMENTS

1. Ensure that WHS paperwork is completed.
2. Use correct manual handling techniques for lifting carbon containers.
3. Ensure suitable disposal of spent carbon.
4. Ensure that records are completed and handed in to the appropriate people.
5. WORK SAFELY.

Date Last Reviewed	Date Next Review
July 2016	July 2017

OdourPro®	STANDARD OPERATING PROCEDURE **INDUSTRIAL**	**Issue N°: 1.1** **Original Issue:** 09 August 2015 **Approved By:** John Murphy **Position:** WHS&Q Manager

SOP 076 – Safe Handling of Activated Carbon

PREAMBLE

Activated carbon is used in a filter units of varying designs. Operations with activated carbon generally involve the initial filling of filter units and the subsequent replacement of the spent carbon.

This SOP covers the generic steps that need to be followed when handling the activated carbon.

The Safety Data Sheet for the respective product should be consulted.

PRIOR TO COMMENCING TASK

ENSURE THAT YOU :

- REFER TO:
  - JSA 001- Working In/On Offsite Premises
  - JSA 002 - Working Outdoors
  - JSA OD 019 - Replacement of Spent Activated Filter Carbon
  - This SOP
- Review the appropriate current SDS for the particular carbon type.
- Carry out a Take-5/Risk Assessment for the task.
- Put on your PPE (gloves, eye protection)

EQUIPMENT REQUIRED

Safety

- Safety Footwear
- Eye / Face protection
- Hi-visibility protective clothing – long sleeved shirt, long pants
- Respiratory Filter Mask for Carbon
- Hat
- Sunscreen
- Anti-bacterial soap and clean water or waterless anti-bacterial sanitiser
- Disposable Overalls over work clothes
- Chemical-resistant gloves

General

- Mobile phone
- Contact numbers 000 or 112 Emergency

Date Last Reviewed	Date Next Review
July 2016	July 2017

SOP 076 – Safe Handling of Activated Carbon

1. CHEMICAL AND STEAM ACTIVATED CARBON

The production processes of activated carbon may be divided into chemical and thermal processes both of which require the use of elevated temperatures.

- **Chemical activation** is achieved by degradation or dehydration of the raw material structure, which is usually sawdust (wood-based). **Activated carbons** produced by activation with chemical agents such as phosphoric acid (P_2O_5), from various raw materials are products with a **low-density skeleton**. They can be defined as "a porous, amorphous, high surface area adsorbent material composed of largely elemental carbon, with a *low skeletal density*."
- **Steam activation** can be used to activate almost all raw materials (coal-based, coconut shell-based, wood-based etc.). A variety of methods have been developed but all of these share the same basic principle of carbonisation and initial oxidation followed by an activation step with steam. **Activated carbons** produced of various raw materials are products with a **high-density skeleton**. They can be defined as "A porous, amorphous, high surface area adsorbent material composed of largely elemental carbon, *with a high skeletal density***.**

Both manufacturing processes lead to activated carbon products with different physical-chemical characteristics of which the substances are defined by their **different skeleton densities**.

2. PRECAUTIONS

- CAUSES EYE IRRITATION
- MAY CAUSE RESPIRATORY IRRITATION
- AVOID BREATHING DUST
- WASH THOROUGHLY AFTER HANDLING
- USE IN WELL-VENTALATED AREA
- WEAR PROTECTIVE GLOVES, CLOTHING, SAFETY GLASSES AND FACE MASK

2.1 FIRST AID MEASURES

1. Inhalation - Remove person to fresh air. If not breathing, administer CPR or artificial respiration. Get immediate medical attention.
2. Skin Contact – If skin reddening or irritation develops, seek medical attention.
3. Eye Contact – Immediately flush eyes with plenty of water for at least 15 minutes. If irritation persists, get medical attention.
4. Ingestion – If the material is swallowed, get immediate medical attention or advice. DO NOT induce vomiting unless directed to do so by medical personnel.

Symptoms/injuries after the following:

1. Inhalation – May cause respiratory irritation
2. Skin contact – May cause skin irritation
3. Eye contact – Causes serious eye damage
4. Ingestion - May be harmful if swallowed.

Date Last Reviewed	Date Next Review
July 2016	July 2017

2.2 FIRE

Contact with strong oxidizers such as ozone, liquid oxygen, chlorine, etc. may result in fire.
If carbon becomes involved with fire, flood with plenty of water to extinguish.
Firefighters should wear full protective gear when extinguishing fire.

2.3 HANDLING, HAZARDS AND STORAGE

Precautions for safe handling:

- Avoid contact with eyes, skin and mouth by using the correct PPE.

Hazards include:

- Wet activated carbon preferentially **removes oxygen from air**. In closed or partially closed containers and vessels, oxygen depletion may reach hazardous levels. If workers are to enter a vessel containing activated carbon, appropriate sampling and work procedures including local requirements for potentially low-oxygen spaces should be followed.

Storage conditions

- Protect containers from physical damage. Store in dry, cool, well-ventilated area.

2.4 EXPOSURE CONTROLS

Appropriate engineering controls	Local exhaust and general ventilation must be adequate to meet exposure standards
Eye Protection	Safety glasses
Skin and body protection	Wear suitable working clothes
Respiratory protection	If airborne concentrations are above the applicable exposure limits, use approved respiratory protection

2.5 PHYSICAL AND CHEMICAL PROPERTIES

Information on basic physical and chemical properties:

Physical State – Solid
Appearance - Particulate
Colour - Black

IMPORTANT NOTES/COMMENTS

1. Ensure that you are aware of these properties and hazards and take the necessary precautions

Date Last Reviewed	Date Next Review
July 2016	July 2017

Attachment 27 – Noise Management

Access LINK – FM-11

Attachment 28 – Emergency Procedure Guides

Access LINK – EPG (Asbestos)

Access LINK – EPG (Contact with Overhead Wires)

Access LINK – EPG (Spills)

Access LINK – EPG (Vehicle Fire (All Other Vehicles))

Access LINK – EPG (Vehicle Fire (Rear/Front/SOLO))

Access LINK – EPG (Vehicle Fire (RORO / Merrell)

Access LINK – EPG (Hydrocarbon Aggregation Facility Fire)

Access LINK – EPG (Flammable Liquids - Sites)

Attachment 29 – Drivers Code of Conduct

Drivers Code of Conduct

Development Consent SSD 6767 Condition:

***B33**. Prior to the commencement of operation, the Applicant shall prepare a driver code of conduct that details traffic management measures to be implemented during operation to:*

a) minimise the impacts of the development on the local and regional road network;

b) minimise conflicts with other road users; and

c) ensure truck drivers use the specified routes.

These matters are in addition to and supplement the following:

- SBMP No. 07.01-02 Induction Checklist – Driver
- PM-08 Driver Competency Assessment

Drivers must complete a ***Professional Driver Practices*** module as part of their induction.	This online training video provides drivers with an overview of what it takes to be a professional driver. It includes how we present and drive our vehicles, vehicle sympathy and customer service.
All drivers are to adhere to the following requirements:	a) Prior to arrival, Drivers must contact the Site Manager for scheduling of waste deliveries - to ensure that no queuing traffic occurs waiting to enter the facility;
	b) Drivers must ensure no heavy vehicle parking or queuing occurs on the public road network;
	c) Drivers must ensure all heavy vehicles are wholly contained on site before being required to stop vehicles;
	d) Drivers must ensure all vehicles enter and leave the site in a forward direction. Under no circumstance shall a vehicle be required to reverse onto Rayben Street.
	e) Heavy vehicles, with a gross vehicle mass of 5 tonnes or more, are permitted to access and egress the site between the hours of **4 am** and **9 pm** only, unless otherwise agreed to by the Site Manager.
	f) All drivers and site personnel are required to complete an odour assessment during

Drivers Code of Conduct	
	each loading/ unloading operation.
	g) All drivers are required to complete daily checks using ***FM-28 Daily Pre-trip & End of Day Driver Inspection Checklist***
	h) All drivers are to adhere to the ***Heavy Vehicle Parking Protocol*** when parking heavy vehicles overnight
All drivers shall use the specified routes	Heavy vehicles shall not leave the site via a right turn movement onto Power Street.

Attachment 30 – Heavy Vehicle Parking Protocol

PARKING PROTOCOL

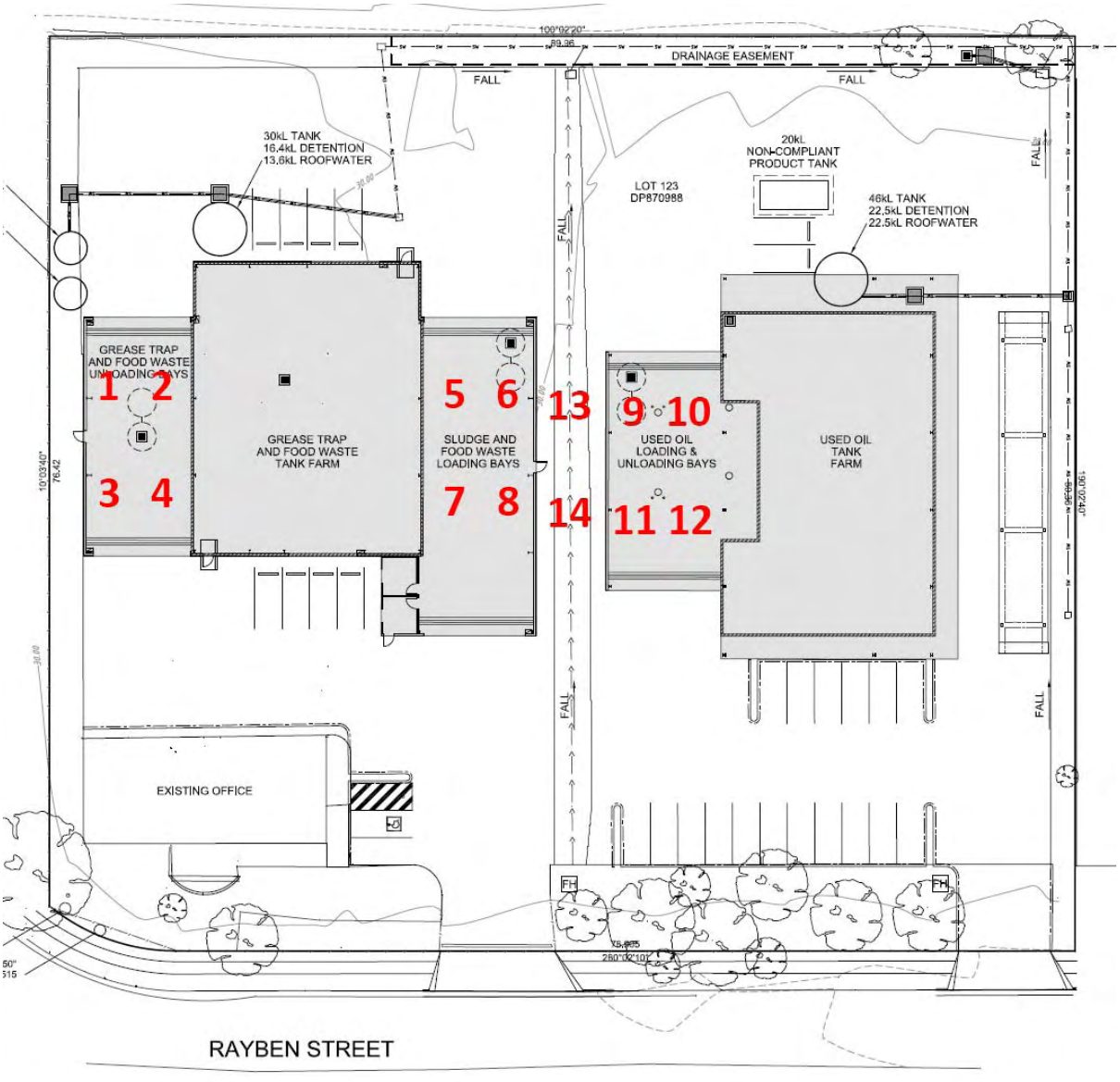
Development Consent SSD 6767 Condition [reference C3 e)]:

Management of out of hours heavy vehicle parking

These matters are in addition to and supplement the following:

- SBMP No. 7.01-01 Site Orientation
- PM-08 Driver Competency Assessment

a) Fourteen (14) commercial vehicle bays (truck bays) are to be maintained and made available on site for overnight heavy vehicle parking, as indicated in the truck parking diagram below:



Attachment 31 – Waste Handling Records

FRM-NSW-ACT-116 Daily Waste Oil Receival

Date:_____

Transporter Company Name	Transporter Company Address	Transporter EPA Licence No.	Vehicle Rego/Fleet No.	Driver Name	WTC No. (where applicable)	Oil Volume (L)	Water Volume (L)	FP (Y/N)	Have you asked all questions in section 3? (Y/N)	Were any answers to the questions in section 3 Yes?	Tank No.	Sample No.	Operator Initial
				TOTAL									

Manager Name:_____ Manager Signature:_____

Section 1 Waste Acceptance Criteria	The site is **approved to accept** the following wastes: ▪ **Waste Mineral Oils** (**J100**); ▪ **Oil/ hydrocarbons mixtures/ emulsions in water** (**J120**); ▪ **Grease Trap Waste** (**K110**); and ▪ **Liquid Food Waste** (**K120**). If the waste presented is outside this criteria cease unloading the vehicle and immediately notify the Site Manager and await further instruction.
Section 2 Non-Compliant Load	In the event of the Site Manager becomes aware of prohibited waste being present in any waste consignment and that is not in accordance with the Site's waste acceptance criteria: ▪ Cease the receiving of such waste; ▪ Remove the prohibited waste and store in a proper and efficient manner; ▪ Notify the person who sent the prohibited waste to the facility of the detection of prohibited waste in the waste received; ▪ As soon as practicable arrange for a person who can lawfully transport the waste to collect the waste; and ▪ Arrange for the person transporting the prohibited waste to transport to a facility that can lawfully accept the waste. Further instructions in *SWI-NSW-ACT-118 Non-Compliant Load (Isolation and Management)*.
Section 3 PCB Risk Assessment	▪ For all Waste Oil deliveries, **prior to unloading**, the operator **must** ask the driver of the waste transport vehicle the following questions: – Is there any Transformer oil in this load? – Was any oil picked up from a transformer workshop? – Was any oil picked up from a demolition site where an electrical sub-station or transformer was on site? ▪ If the operator has asked the driver all of the questions above, the operator must write 'Y' or 'Yes' under the '*Have you asked all questions in section 3? (Y/N)*' section on the form. ▪ If the driver says **No to all** of the above questions, the operator should write 'N' or 'No' under the '*Were any answers to the questions in section 3 Yes? (Y/N)*' section of the form. ▪ If the driver says **Yes to any** of the questions above, the operator should write 'Y' or 'Yes' under the *'Were any answers to the questions in section 3 Yes?*' section on the form and immediately inform their supervisor for further instruction.
Section 4 Sampling and Testing of the Load	▪ A composite sample of the load is to be drawn by taking a column sample from each compartment of the truck and consolidated. This sample is to be analysed for flashpoint. ▪ If testing shows the load **is not flammable** the operator is to put an **'N' or 'No'** in the FP (Y/N) section. ▪ If testing shows the load **is flammable**, the operator is to put a **'Y' or 'Yes'** in the FP (Y/N) section and inform their supervisor for further instruction.
Section 5 De Water Tanker and Determine Volume	▪ The oil tanker must be de-watered, one compartment at a time. The vehicle driver should ensure ventilation while the operator is to determine when a compartment has been sufficiently dewatered and then change compartments. ▪ Once the de-watering operation is complete, the driver is to dip the tanker to determine the volume remaining in the load. ▪ This volume is to be recorded in the Oil Volume section of the form. The difference between the Oil Volume and the volume total load volume is to be recorded in the Water Volume section.
Section 6 Load Details	▪ The operator is to enter the following details for each load into the form: 1. **Transporter Company** – JJR or third party waste transporters; 2. **Transport Address** – JJR or third party transport company address; 3. **Vehicle Rego** – Registration number of the vehicle used to transport the waste to the site; 4. **Driver Name** – The name of the driver in control of the vehicle delivering the waste to the site;

	5. **Oil Volume** – The volume of waste oil within the load; 6. **Water Volume** – The volume of water within the load; 7. **FP** – Whether flash point of the load is >60° C after conducting a test; 8. **PCB Risk** – Have you asked all questions in section 3? (Y/N) 9. **PCB Risk** - Were any answers to the questions in section 3 Yes? (if so, immediately stop and advise relevant supervisor/manager) 10. **Tank No.** – The identification number of the receival tank; 11. **Sample No.** – The identification number of the sample taken from the load; and 12. **Operator Initial** – Confirmation by the operator that the information provided on the form is true and correct.

↓

Section 7 Acknowledgment Signatures	▪ Once all sections are complete the operator is to sign/initial the form to indicate that the information entered is true and correct. ▪ At the completion of all the steps above, the unloading operation can begin. ▪ The responsible site manager must review and sign off on the daily record.

FRM-NSW-ACT-113 Daily Organic Waste Receival

Date:_____

Transporter Company	Transporter EPA Licence No.	Vehicle Rego/Fleet No.	Driver Name	WTC No. (where applicable)	Volume (L)	Waste Type (Grease Trap/Food Waste)	No. of Sites Collected	Tank No.	Operator Initial
		TOTAL							

Manager Name:_____ Signature:_____

Waste Acceptance Criteria	The site is approved to accept the following wastes: ▪ Waste Mineral Oils (J100); ▪ Oil/ hydrocarbons mixtures/ emulsions in water (J120); ▪ Grease Trap Waste (K110); and ▪ Liquid Food Waste (K120). If the waste presented is outside this criteria cease unloading the vehicle and immediately notify the Site Manager and await further instruction.
Non-Compliant Load	In the event of the Site Manager becomes aware of prohibited waste being present in any waste consignment and that is not in accordance with the Site's waste acceptance criteria: ▪ Cease the receiving of such waste; ▪ Remove the prohibited waste and store in a proper and efficient manner; ▪ Notify the person who sent the prohibited waste to the facility of the detection of prohibited waste in the waste received; ▪ As soon as practicable arrange for a person who can lawfully transport such waste to collect such waste; and ▪ Arrange for the person transporting the prohibited waste to transport such waste to a facility that can lawfully accept such waste. Further instructions in SWI-NSW-ACT-118 Non-Compliant Load (Isolation and Management).
Odorous Load	If an odorous load is received, work procedures will be in place to minimise any potential impact as follows: ▪ shutting any open doors; ▪ dousing the load with an odour neutraliser; ▪ identify the waste source and investigating. If required, all future loads from this source would be either pre-treated (at the source) or diverted to another lawful waste facility.
Load Details	The operator is to enter the following load details into the form: ▪ Transporter Name– JJ's or the name of the third party waste transport company; ▪ Transporter EPA Licence No. - The EPA Licence number held by the waste transport company. ▪ Vehicle Rego – Registration number of the vehicle used to transport the waste to the site; ▪ Driver Name – The name of the vehicle driver; ▪ Volume – The volume of organic within the load; ▪ WTC No. – The unique number of the Waste Transport Certificate accompanying the load; ▪ Driver Name – The name of the vehicle driver; ▪ Waste Type – The organic waste received i.e. grease trap or liquid food waste; ▪ No. of Sites Collected – The number of sites where the waste has been collected from; and ▪ Tank No. – The identification number of the receival tank; ▪ Operator Initial – Confirmation by the operator that the information provided on the form is true and correct.
Acknowledgment Signatures	▪ Once all sections are complete the operator is to sign/initial the form to indicate that the information entered is true and correct. ▪ At the completion of all the steps above, the unloading operation can begin. ▪ The responsible Site Manager must review and sign off on the daily record.

FRM-NSW-ACT-111 Daily Liquid Food Waste Dispatch

Date:_____

Transporter Company	Transporter EPA Licence No. (if applicable)	Vehicle Rego/Fleet No	Volume (L)		Receiving Facility	Statement of Compliance (Y/N)	Operator Initial
		TOTAL					

Manager Name:_____ Signature:_____

Daily Liquid Food Waste Dispatch

Statement of Compliance	The Statement of Compliance confirms that the load dispatched meets the compliance requirements of the relevant order. Each load of Treated Grease Trap Waste dispatched from the Glendenning or Hume site must be accompanied by a signed Statement of Compliance.
Load Details	The operator is to enter the following load details into the form: ▪ Transporter Company– JJ's or the name of the third party waste transport company; ▪ Transporter Address – The address of the waste transport company; ▪ Transporter EPA Licence No. - The EPA Licence number held by the waste transport company (if applicable). ▪ Vehicle Rego(s) – Registration number(s) and/or unit number(s) of the vehicle(s) used to transport the waste to the site; ▪ Volume – The volume of liquid food waste within the load; ▪ Receiving Facility – The name and location of the facility where the waste is being dispatched. ▪ Statement of Compliance Provided – Confirmation that the operator has seen and provided the driver with the signed Statement of Compliance for the load. ▪ Operator Initial – Confirmation by the operator that the information provided on the form is true and correct.
Acknowledgment Signatures	▪ Once all sections are complete the operator is to sign/initial the form to indicate that the information entered is true and correct. ▪ At the completion of all the steps above, the loading operation can begin. ▪ The responsible Site Manager must review and sign off on the daily record.

FRM-NSW-ACT-115 Daily Oil Farm Dispatch

Date:_____

Transporter Company Name	Transporter Company Address	Transporter EPA Licence No.	Vehicle Rego/Fleet No.	Driver Name	Waste Type	Volume (L)	Tank No.	Pre-Dispatch Test Ref No.	Load No.	TC No.	Operator Initial
				TOTAL							

Manager Name:_____ Signature:_____

Pre Dispatch Results	▪ A sample of every load to be dispatched from the facility must be sent for analysis of PCB content and flash point. ▪ Materials from the oil farm **must not** be dispatched prior to receipt and review of the sample results to confirm the load is appropriate for dispatch. ▪ The acceptable limits for dispatch are: – Flash point: Above 60.5°C; – PCB: Less than 2ppm; and – Water content: 10% or less. ▪ Where the results do not meet the above criteria, advise the Site Manager immediately. ▪ A copy of each analysis must be filed with this form.

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Load Details	▪ The operator must to record the following details: o Transporter Name– JJR or the name of the third party waste transport company; o Transporter Address – The address of the waste transport company; o Transporter EPA Licence No. - The EPA Licence number held by the waste transport company; o Vehicle Rego(s) – Registration number(s) of the vehicle used to transport the waste to the site; o Waste Type – The type of waste leaving the facility i.e. oil, oily water; o Volume – The volume of waste within the load; o Tank No. – The identification number of the dispatch tank; o Pre Dispatch Test Ref No. – The Reference Number provided on the pre-dispatch test results; o Load No. – The load identifier number; o TC No. – The Transport Certificate number used when dispatching any waste interstate or oily water to facilities within NSW; and o Operator Initial – Confirmation by the operator that the information provided on the form is true and correct.

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Acknowledgment Signatures	▪ Once all sections are complete the operator is to sign/initial the form to indicate that the information entered is true and correct. ▪ The responsible site manager must review and sign off on the daily record.

FRM-NSW-ACT-114 Daily Treated Grease Trap Waste Dispatch

Date:_____

Transporter Company	Transporter Address	Transporter EPA Licence No. (if applicable)	Vehicle Rego(s)	Driver Name	Volume (L)	Tank No.	SESL Test Results Batch No.	Statement of Compliance (Y/N)	Receiving Facility	Operator Initial

Manager Name:_____ Signature:_____

SESL Test Results	Treated Grease Trap Waste from batch 1 to 3 must not be dispatched from the Site until a report from SESL has been received for batch 1which indicates that the material complies with The JJ Richards Glendenning and Hume treated grease trap waste order 2022 and is suitable for land application. Where batch 1 does not comply with The JJ Richards Glendenning and Hume treated grease trap waste order 2022, batches 2 and 3 must then undergo sampling and testing. Batches 2 and 3 must not be dispatched from the Site until a report from SESL has been received which indicates that the batches comply with The JJ Richards Glendenning and Hume treated grease trap waste order 2022 and is suitable for land application. The vehicle must not be loaded and/or dispatched prior to receipt of results confirming compliance with the applicable order as per above.
Statement of Compliance	The Statement of Compliance confirms that the load dispatched meets the compliance requirements of the relevant order. Each load of Treated Grease Trap Waste dispatched from the Glendenning or Hume site must be accompanied by a signed Statement of Compliance.
Load Details	The operator is to enter the following load details into the form: ▪ Transporter Name– JJ's or the name of the third party waste transport company; ▪ Transporter Address – The address of the waste transport company; ▪ Transporter EPA Licence No. - The EPA Licence number held by the waste transport company (if applicable). ▪ Vehicle Rego(s) – Registration number(s) of the vehicle used to transport the waste to the site; ▪ Driver Name – Name of the driver transporting the waste; ▪ Volume – The volume of treated grease trap waste within the load; ▪ Tank No. – The identification number of the dispatch tank; ▪ SESL Test Results Batch No. – Confirmation that the results from SESL been received and the applicable reference number. ▪ Statement of Compliance – Confirmation that the operate has seen and provided the driver with a completed and signed Statement of Compliance for the load. ▪ Receiving Facility – The name and location of the facility where the waste is being dispatched. ▪ Operator Initial – Confirmation by the operator that the information provided on the form is true and correct.
Acknowledgment Signatures	▪ Once all sections are complete the operator is to sign/initial the form to indicate that the information entered is true and correct. ▪ At the completion of all the steps above, the unloading operation can begin. The responsible Site Manager must review and sign off on the daily record.

Attachment 32 – Grease Trap Treatment Sampling Plan

Sampling Plan - Glendenning

The following sampling plan has been created in accordance with the JJ Richards Glendenning & Hume Treated Grease Trap Waste Order February 2025 ('the RRO') and relates to the site located at 14 Rayben Street, Glendenning ('the Site').

Grease trap waste is received from various providers into the Site and treated in accordance with section 1.1 of the RRO. Once treated, the grease trap waste is considered 'Treated Grease Trap Waste' ('TGTW') and transferred into a designated TGTW tank. The sampling plan is based upon the collection of batch samples from tanks containing the TGTW in order to validate them as compliant with the RRO. A batch is considered to be a single treated grease trap waste tank.

A composite sample is to be obtained from one (1) out of every three (3) batches. Where batch 1 meets the requirements of clause 5.3 in the RRO, batch 2 and 3 can be released following treatment in accordance with clause 1 of the RRO without sampling and testing. Where batch 1 does not meet the requirements of clause 5.3 in the RRO, batches 2 and 3 must be sampled and tested for the chemicals and other attributes listed in Column 1 of Table 2 of the RRO.

One (1) composite sample will be collected from one (1) out of every three (3) batches of TGTW by JJ's. Each batch must only contain a single day's treated production. The composite sample will be collected from the final treated material and provided to a NATA accredited laboratory for analysis against Table 2 of the RRO.

Five (5) sub-samples are collected from various points within the batch to represent potential variability. This would include samples from each tank if multiple tanks are to be included in the batch. The five (5) sub-samples are combined to create one (1) composite sample for testing.

1.0 Sampling procedure

1. Once a batch of TGTW has been treated and ready for dispatch, five x 1L samples are taken from three points on the sight tube of the relevant TGTW tank to create five (5) discrete sub-samples ('the Tube').

   Prior to taking a sample, the Tube is drained entirely, and valves closed to ensure no further liquid enters the sight tube. Once the Tube is clear and all valves closed, the sampling can commence as per below:

   Sub-sample 1: Once the Tube is clear and all valves are closed open valve 1 and allow enough liquid into the tube for a 1 litre sample. Close valve 1.

   Now using the Tube's drain point, drain the liquid out until you have collected a 1 litre sample. If any liquid remains in the tube drain this liquid into a separate bucket.

   Sub-sample 2: Once the Tube is clear again and all valves are closed open valve 2 and allow enough liquid into the tube for a 1 litre sample. Close valve 2.

   Now using the Tube's drain point, drain the liquid out until you have collected a 1 litre sample. If any liquid remains in the tube drain this liquid into a separate bucket.

   Sub-sample 3: Once the Tube is clear again and all valves are closed open valve 3 and allow enough liquid into the tube for a 1 litre sample. Close valve 3.

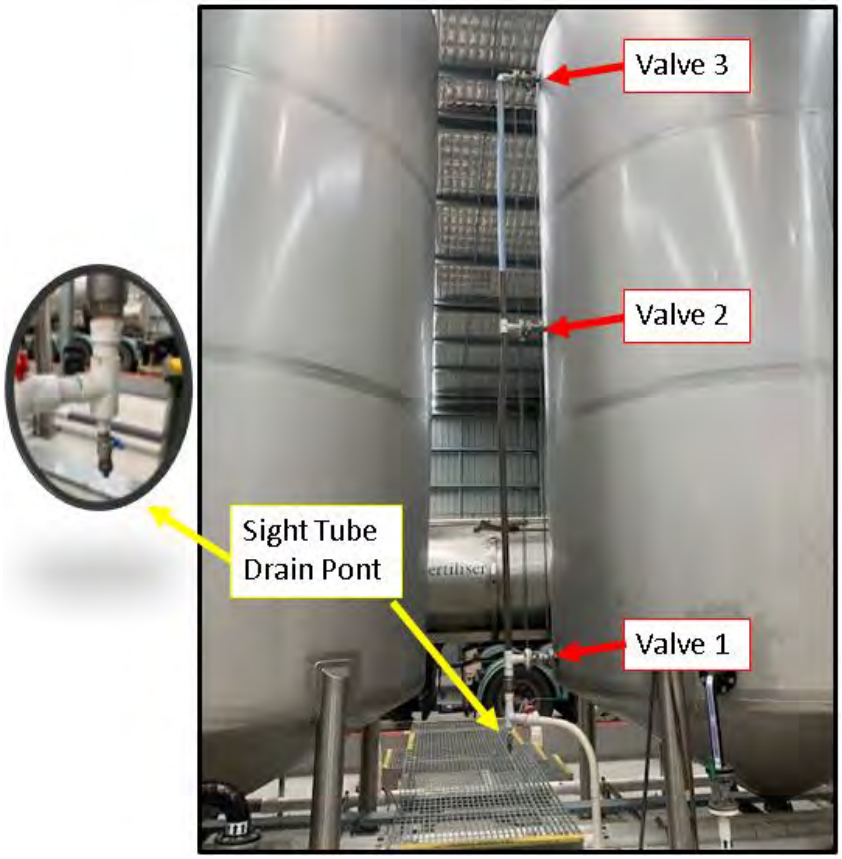
   Now using the Tube's drain point drain the liquid out until you have collected a 1 litre sample. If any liquid remains in the tube drain this liquid into a separate bucket.

   Sub-sample 4: Once the Tube is clear again and all valves are closed open valve 2 and allow enough liquid into the tube for a 1 litre sample. Close valve 2.

   Now using the Tube's drain point, drain the liquid out until you have collected a 1 litre sample. If any liquid remains in the tube drain this liquid into a separate bucket.

   Sub-sample 5: Once the Tube is clear again and all valves are closed open valve 1 and allow enough liquid into the tube for a 1 litre sample. Close valve 1.

Now using the Tube's drain point, drain the liquid out until you have collected a 1 litre sample. If any liquid remains in the tube drain this liquid into a separate bucket.



2. Each sample is emptied into a clean bucket and mixed.

3. A clean bottle is used to collect a 500mL composite sample from the bucket containing the five (5) sub-samples.

4. The date, tank number and contents i.e. TGTW, is written on the lid of the composite sample.

2.0 Post-Sampling

Samples are to be transferred as soon as practicable to the NATA accredited laboratory for analysis.

Each composite sample is collected by a courier and accompanied by the Chain of Custody which includes:

- The sample name;
- Testing required; and
- The required due date for analysis.

3.0 Analysis

The NATA accredited laboratory is aware of the requirements of the RRO and in particular, the analysis requirements of 5.2.2 being:

Each composite sample from 1 out of every 3 batches must be obtained from a single day's treatment and must be tested for the chemicals and other attributes listed in Column 1 of Table 2. The test results for each composite sample must be validated as compliant with the maximum average concentration or other value listed in Column 2 of Table 2 and the absolute maximum concentration or other value listed in Column 3 of Table 2 prior to the supply of treated grease trap waste.

Each composite sample will be tested in accordance with the test methods as prescribed by section 5.6 of the RRO. The test method is also referenced in the result reports.

4.0 Post-Analysis

The laboratory will provide JJ's with an analysis report which includes:

- the results for each substance analysed as required by Table 2 of the RRO; and
- the test method for each substance as per section 5.6 of the RRO.

The batch will not be provided for land application where the composite sample exceeds the absolute maximum concentration for any substance as listed in Column 3 of Table 2 of the RRO.

Where the composite sample has not exceeded the maximum concentration threshold for any substance, the batch will be authorised for land application under the RRO.

5.0 Records

All records associated with the sampling plan will be maintained for a period of at least six (6) years.

6.0 Acknowledgement

I acknowledge that I have read and understood the above TGTW Sampling Plan for use at Glendenning and agree to conduct TGTW sampling in accordance with this Sampling Plan. Should I become aware of a potential non-compliance with the Sampling Plan, I understand that I must notify HSEQ immediately via phone on (07) 3488 9600.

Name	Position	Date	Signature

Attachment 33 – Non-Compliant Load Procedure

Access LINK – Non-Compliant Load Response Plan (Glendenning)

Attachment 34 – Site Checklist/s

FRM-NSW-ACT-117 Site Checklist – Glendenning

J.J.Richards & Sons Pty Ltd

Date: _____/_____/_____ Employee: _____

Site Checklist Tasks		
Task	Requirement	Sign Off
Ensure all Tank Farm and transfer pump valves are closed at the end of working day.	Daily	
Ensure storm water accumulated in Tank Farm and Pump House bunds have been drained.	Daily	
Inspect all valves, pipework and pumps in the Tank Farm and Pump House for leaks.	Daily	
Confirm there are no offensive odours present.	Daily	
Confirm there is not an unacceptable level of noise being emitted beyond the property boundary.	Daily	
Inspect Tank Farm and Pump House bunds for integrity.	Daily	
Remove litter and debris from Tank Farm and Pump House areas.	Daily	
Ensure spill kit bins are present and fully stocked.	Daily	
Completed the Daily Odour Checklist	Daily	
Daily receival and dispatch paperwork is completed and submitted to office	Daily	
Test eyebath and emergency showers	Weekly	
Floor areas are cleaned with degreaser and disinfectant	Daily	
Grease trap filter boxes are checked and clean	Daily	
Polymer powder in holding tank is stocked	Daily	
Lime and Caustic is reordered if required	Daily	
DAF operation is normal, no leaks	Daily	

Flow meter start of day value		Time started daily discharge	
Flow meter end of day value		Time finished daily discharge	
Total Day Discharge		Total Time Discharging	

General Notes (Including other tasks performed)

FRM-NSW-ACT-142	Weekly Site Checklist – Liquid Food Waste Processing	JJ's Waste & Recycling

Start of week DATE:	
End of week DATE:	
Site operator NAME(S):	

Site Checklist Tasks	Sign Off				
Task	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
Start of Day Checks					
Inspect all valves, pipework and pumps in the plant for leaks					
Inspect plant bunds for integrity					
Ensure spill kit bins are present and fully stocked					
Flexible hoses in good condition					
During Operation Checks					
Confirm there are no offensive odours present					
Confirm there is not an unacceptable level of noise being emitted beyond the property boundary					
End of Day Checks					
Ensure all plant pump valves are closed at the end of working day					
Floor pits drained					
Daily receival and dispatch paperwork is completed and submitted to office					
Floor areas are cleaned with degreaser and disinfectant					
KDS cleaned					
KDS rollers and plates checked for damage					
Any hazards reported to supervisor and recorded in the hazard logbook					

General Notes (Including other tasks performed)	
Site Manager NAME:	Site Manager SIGN:

Attachment 35 – Licence Compliance Checklist

Access LINK – FM-71