www.ni-environment.gov.uk Northern Ireland Environment Agency

Management Toolkit for Small and Medium Sized Businesses

What is it?

A pack of information, with **helpful simple templates**, specifically aimed to assist small and medium sized businesses in Northern Ireland manage their operations to **reduce the risk of harming the environment**. To work well it requires someone in the business to take overall responsibility for environmental management at the site. The tasks corresponding to the different sections of this toolkit can then be assigned to the appropriate staff.

This management toolkit complements the more extensive guidance on environmental management provided by the Northern Ireland Environment Agency (NIEA), listed in *Section 7* of this toolkit. It is not intended to meet all the requirements of an environmental management system (EMS) However, it can be used to form part of an EMS. It is primarily focussed on small and medium sized businesses regulated by the Northern Ireland Environment Agency. However, the templates and principles can also be used by non-regulated businesses, and will benefit them in many of the ways listed below.

Why use it?

Most businesses have the potential to cause pollution. This management toolkit will help you consider:

- *Is there a less risky alternative to the way we do things?*
- *Is my equipment fit for purpose, inspected and maintained?*
- *Are my procedures and training adequate?*
- *In the event of something going wrong, am I prepared to deal with it?*

As well as addressing these questions, this toolkit will also help you identify and manage your typical impacts on the environment, examples of which are listed on the next page.

As a result, benefits to a well managed site include:

- improved **resource efficiency** and **productivity** and help build a **sustainable** business
- reduce **risks and loss**
- reduced operating **costs,** including costs associated with environmental regulation
- more likely to **obtain business** from others that require their business partners to manage their environmental impacts effectively
- improved **reputation** amongst staff, customers and the public
- increased chance of **funding** for your business by demonstrating responsible environmental management
- improved **legal compliance,** avoid **prosecution,** receive fewer visits from environmental regulators

MANAGEMENT TOOLKIT FOR SMALL AND MEDIUM SIZED BUSINESSES

Version for General Use by SMEs in Northern Ireland

This tool will help you identify and manage typical impacts on the environment:

- **air emissions**, (e.g. dust from the storage, treatment and movement of waste)
- **land contamination**, (e.g. accidental spills of solvents and oils)
- **noise and odour pollution**, (e.g. vehicle movement, waste handling, storing, transporting)
- **energy usage,** (e.g. poorly maintained machinery, inefficient procedures and motors)
- **waste disposal**, (e.g. such as solid and liquid wastes – these need correct disposal)
- **water discharges**, (e.g. run-off from waste storage or spills from sewage tankers)

Storage tanks inside a concrete bund.

Example: Tank bunds

A bunded tank will contain a spill should an accidental leak or rupture occur. The bund will have prevented contamination of the groundwater which is commonly used for drinking water, or surface water which may be used for fishing.

It is important that your bunds are regularly inspected, maintained and collected rainwater regularly removed and disposed of properly.

A stream contaminated with surface run-off.

Example: Site drainage

A blocked drain could mean that rainwater containing sediment and other contaminants enters surface water courses. This can damage plants and wildlife and leave you open to prosecution.

Making sure your site drainage is free from blockages will reduce the chances of you polluting surface water courses. Know where the drain flows to and, if contamination needs to be contained in the event of a spillage, seal the drainage off and have a plan to handle the contained spillage in a responsible way.

How should it to be used?

The tools and templates within the toolkit are listed in the contents table on the next page. The intention is for the site responsible person to take the template versions in this toolkit and;

- amend them, if required, to make them specific for their site activity
- have the appropriate person in your business take responsibility for completing them
- keep the tools and templates together in a file, or as an electronic document, for quick reference by site employees, customers and for the regulator during their visits
- track progress in preparing your toolkit by completing the last two columns in the contents table when it has been completed. It is suggested that you start with item 1 in the toolkit contents.
- If you require further help then speak to your regulator and/or use the references in *Section 7* of this pack

In summary, with regard to environmental regulation, these simple tools will help you:

- show that activities that could harm the environment are under control
- to develop an environmental management system for your site activities
- to be less likely to breach any permit, authorisation or licence
- to avoid causing pollution and, therefore, avoid enforcement action
- avoid having to pay the costs resulting from non-compliance

Pack Contents	Have you completed the template for your site and has it been filed?	Signed by: Date:
1. **Environmental Impacts Plan and Controls**		
2. **Accident / Pollution Incident Management Plan,** including; A – Site Plan B – Key Site and Emergency Contacts C – List of Substances and Storage Facilities D – Preventing Accidents… and what to do if they happen		
3. **Maintenance Checklist** and maintenance record		
4. **Training Checklist / Record** for your staff		
5. **Complaints Form** for recording complaints about your site from members of the public.		
6. **Accident (and incident) recording form**		
7. **Further Help**		
8. **Posters** for own use and display at facility		

1. Environmental Impacts Plan and Controls

Table 1

Site Activity:

The key pieces of environmental legislation affecting this sector are:
(Add as many as apply to your site activities)

For guidance see
Northern Ireland legislation pages on NetRegs:
http://www.netregs.gov.uk/netregs/legislation/current/63546.aspx

Clean Air (Northern Ireland) Order 1981
Pollution Prevention and Control Regulations (Northern Ireland) 2003
Controlled Waste Regulations (Northern Ireland) 2002
Controlled Waste (Duty of Care) Regulations (Northern Ireland) 2002
Water (Northern Ireland) Order 1999
Groundwater Regulations (Northern Ireland) 2009

Processes / Activities / Equipment at your site:
(insert H or M or L where applies)

List all the processes / activities / equipment at your site in these columns.

Then put an (H) high impact, or (M) medium impact, or (L) low impact in the box next to the process / activity / equipment if it can result in an environmental impact listed below under normal or abnormal operation.

- Emissions to Air (including dust) - **A**
- Emissions to Water - **W**
- Energy Usage (e.g. electricity, gas, oil) - **E**
- Waste Disposal - **D**
- Land Contamination - **L**
- Nuisance (i.e. noise or odour) **- N**
- Resource Consumption (e.g. water, chemicals, not energy) - **R**

Process / Activity/Equipment	A	W	E	D	L	N	R	Process / Activity/Equipment	A	W	E	D	L	N	R
e.g. Oil / water separator – operation	L	H	-	H	L	-	-								
Fuel Delivery and offloading															
Chemicals storage															
Surface water drainage															
Sorting															
e.g. Boilers for raising steam	H	-	H	-	-	M	M								
Others: (specify)															

1. Environmental Impacts Plan and Controls

For each Process / Activity / Equipment identified in the Table 1 above complete the following tables if there is an environmental impact [at least High (H) or Medium (M)] under normal or abnormal operation *(the examples included are guidance only)*

Table 2A. Emissions to Air [A]

Process / Activity / Equipment on Site	Potential Impact	Is impact controlled by equipment?	Is equipment included on maintenance checklist?	Is impact controlled by a procedure ?	Person using the procedure received training?	Comments
e.g. Flue Gas Emissions from boilers raising steam – Gas / Oil Fired	Flue Gas emissions include CO2 a greenhouse gas contributing towards global warming; NOx contributes to acidification, potential for local air quality issues with dust	Yes – boiler operation	Yes - Boilers on list	Yes – Boiler operation	Yes	Boilers gas fired – operator trained and burners and dampers regularly maintained.
e.g. Dust from site activity A *(state specific activity)*	Potential for local air quality issues from dust. Also, a cause for complaints					
e.g. Dust from site activity B *(state specific activity)*	Potential for local air quality issues from dust. Also, a cause for complaints					
Add any other that apply						

Table 2B. Energy Usage [E]						
Process / Activity / Equipment on Site	**Potential Impact**	**Is impact controlled by equipment ?**	**Is equipment included on maintenance checklist?**	**Is impact controlled by a procedure ?**	**Person using the procedure received training?**	**Comments**
e.g. Electricity usage for large machine / activity A *(state specific machine / activity)*	The impacts associated with electricity production are well documented (e.g. Air emissions) There is scope to reduce these impacts by using electricity efficiently on site.					
e.g. Electricity usage for large machine / activity B *(state specific machine / activity)*	The impacts associated with electricity production are well documented (e.g. Air emissions) There is scope to reduce these impacts by using electricity efficiently on site.					
Add any other that apply						

Table 2C. Emissions to Water [W]						
Process / Activity / Equipment on Site	**Potential Impact**	**Is impact controlled by equipment ?**	**Is equipment included on maintenance checklist?**	**Is impact controlled by a procedure ?**	**Person using the procedure received training?**	**Comments**
e.g. Oil/Water separator	Oil passes through the separator into a watercourse potentially causing harm to environment					
e.g. Surface water run-off from buildings, car parks and concrete hard standing	Under normal conditions surface water run-off should be uncontaminated. However, if contamination occurs by accident, it has the potential to cause water pollution to local watercourse if there is a site drain failure					e.g. The accidental contamination case is considered in our Accident / Incident Management Plan
Add any other that apply						

Table 2D. Waste Disposal [D]						
Process / Activity / Equipment on Site	**Potential Impact**	**Is impact controlled by equipment ?**	**Is equipment included on maintenance checklist?**	**Is impact controlled by a procedure ?**	**Person using the procedure received training?**	**Comments**
e.g. Hazardous Waste from activity A *(state specific machine / activity)*	e.g. Chemicals, ink jet cartridges, fluorescent tubes, waste oils, all must be handled in accordance with Hazardous Waste Legislation					
e.g. General unsorted waste	Most general unsorted waste is landfilled and this has associated impacts e.g. ecotoxicity, global warming and nuisance e.g. odour. General waste volumes can be reduced if sorting systems are used. Need to meet legal Duty of Care requirements.					
Add any other that apply						

Table 2E. Nuisance (e.g. Noise, Odour) [N]						
Process / Activity / Equipment on Site	**Potential Impact**	**Is impact controlled by equipment ?**	**Is equipment included on maintenance checklist?**	**Is impact controlled by a procedure ?**	**Person using the procedure received training?**	**Comments**
e.g. Noise from site activities *(state specific activity, e.g. Crushing)*	May be an offence under the Pollution Control & Local Government (NI) Order 1978					
e.g. Noise from transport movement on site	May be an offence under the Pollution Control & Local Government (NI) Order 1978					
e.g. Odour from site activities *(state specific activity)*	General nuisance or loss of amenity					May be controlled by your PPC permit
Add any other that apply						

Table 2F. Resource Consumption (not energy) [R]						
Process / Activity / Equipment on Site	**Potential Impact**	**Is impact controlled by equipment ?**	**Is equipment included on maintenance checklist?**	**Is impact controlled by a procedure ?**	**Person using the procedure received training?**	**Comments**
e.g. use of chemicals for activity A *(state specific activity)*	Harm to human health or escape to the local environment. Management of hazardous substances according to COSHH and Hazardous Waste Regulations					
e.g. use of hydraulic oil for machine A *(state specific machine)*	Harm to human health or escape to the local environment. Management of hazardous substances according to COSHH and Hazardous Waste Regulations					
e.g. use of water	Inefficient use results in natural resource depletion					
Add any other that apply						

Table 2G. Land Contamination (e.g. storage of hazardous substances) [L]						
Process / Activity / Equipment on Site	**Potential Impact**	**Is impact controlled by equipment ?**	**Is equipment included on maintenance checklist?**	**Is impact controlled by a procedure ?**	**Person using the procedure received training?**	**Comments**
e.g. Storage of substance A *(specify specific substance)*	Substance A can cause harm to the ecotoxicity of the soil, and could leak into groundwater.					
Add any other that apply						

Table 3. General Waste Management					
Waste Produced at Site *(with EWC, if known)*	**Where does the waste go?**	**Can it go to recovery / recycling?**	**Is it being stored correctly on site?**	**Are Duty of Care requirements being met?**	**Comments**

Table 4. List of Procedures *(list procedures identified in Table 2A to 2G above, and any other procedures you have in addition)*					
Procedure Name	**What process / activity / equipment does it relate to?**	**Where is the procedure kept?**	**Version Number**	**When was the procedure last reviewed?**	**Comments**

2. Accident / Pollution Incident Management Plan

Further help is available from PPG21: Pollution incident response planning (See section 7)

Created by:_____**Date:**_____

Review Date:_____ **Version:**_____

Accident / Pollution Incident Management Plan Contents

A – Site Plan

Insert site plan showing location of the following items:

- **Site entrances and exits** available to the emergency services
- **Buildings**; the buildings and other main constructions
- **Drainage**; including
  - foul drainage (marked in red),
  - surface water drainage (marked in blue)

showing

  - the direction of flow and
  - the discharge points to the sewer, watercourse or soakaway.
  - The location of manhole covers and drains,
  - The location of stop and diverter valves and interceptors
- **Service mains**; the routes of
  - water supply, gas, electricity)
  - mains water stop tap, and gas and electrical supply isolating valves / switch.
- **Storage of hazardous materials**; eg oil and fuel tanks, chemical stores, raw materials, waste materials etc.
- **Process lines**; location and direction of main process lines/pipes.
- **Accident and emergency response items**; such as fire extinguishers, fire hydrants, fire water tanks / ponds, spill kits, sand bags, alarms, first aid kit etc.
- **Vulnerable receptors;** on site or adjacent receptors that could be affected by the site operations, such as porous / unmade ground, watercourses, springs, boreholes, ecologically sensitive sites, residential properties, schools, offices, hospitals etc.
- **Pollution control points**; such as inspection or monitoring points, bunds,.
- **Treatment**; location of any on site trade effluent or sewage effluent treatment plant.

B – Key Site and Emergency Contacts

This table contains information and contacts you may need in an emergency
(amend, as required, to suit your site).

SITE DETAILS		
Location:		
Postcode:		
Site Access Grid Reference:		
SITE CONTACTS	Office Hours (specify)	Out of hours
Owner:		
General Manager:		
Site Manager:		
Site Supervisor:		
Security Contact:		
Landowner / Agent:		
EMERGENCY SERVICES	Office Hours	Out of hours
Emergency	999	999
Medical:		
Police:		
Fire:		
REGULATORS	Office Hours	Out of hours
Health and Safety Executive for Northern Ireland (HSENI)		
Local Council:		
NIEA(Local)		
NIEA (24 hour water pollution emergency hotline)	0800 80 70 60	
UTILITY AND KEY SERVICES	Office Hours	Out of hours
Water undertaker:		
Sewerage undertaker:		
Gas supplier:		
Electricity supplier:		
Oil supplier:		
Fuel supplier:		
Chemical supplier:		
Oil spill contractor:		
Maintenance contractor:		
Electrician:		
Plumber:		
Locksmith:		
Joiner:		
OTHER KEY CONTACTS	Office Hours	Out of hours
Head Office:		
Adjacent landowners:		
Neighbours:		
Specialist advisors:		

C - List of Substances and Storage Facilities

The following is a list of liquids, powders etc that are stored on site and could be harmful to the environment if they escape.

Use as many of these forms as required

Material	Maximum Quantity	Type and size of storage	Type and size of Secondary Containment
eg Heating oil	*2,400 litres*	*Above ground 2,500 litre single skin steel tank*	*Rendered brick bund with 3,500 litre capacity*
Make these entries specific for your site.			

D - Preventing Accidents / Incidents ….. and what to do if they happen

The following table is a list of the things that could go wrong and harm the environment. The list covers many of the things that could go wrong for a site such as yours but you should look and see if you can see anything else specific to your site that could cause a problem. If you can then add it to the list.

The table describes what you should be doing to reduce the chances of each possibility happening. It also describes what should be done if the worst actually happens.

- **Read each line and see if they are right for your site. Some may not be applicable. You may need some different ones.**
- **Make sure you are committed to doing the things it says as you will be held to them.**
- **If it refers to using equipment such as spill-kits, make sure you have these available.**
- **Finally make sure that all your staff know about the plan, where to find it, and what it contains. It is important that they know how to prevent accidents and what to do.**

Once your plan is completed , test it regularly and make a record of this. You can design exercises to be discussion based, table top or live. You can set them up to test the whole plan or critical elements within it such as:
• contacts lists;
• the activation process;
• equipment;

If possible, include external parties as this helps validate your plan.

Frequency of testing should be related to the environmental risk your site poses, staff turnover, the introduction of new processes or materials and conclusions from any previous exercises or incidents.

You should review your plan, as a minimum, every 3 to 4 years. You may need to review this plan following an incident, accident, complaint or if the Northern Ireland Environment Agency asks you to do so.

Possible Accident / Incident	What would the harm be?	How do we reduce the chances of it happening?	What to do if it happens
Spillages			
Spillage during transfer, sorting, crushing and compaction of wastes.	Contamination of land, drains, groundwater and watercourses.	Inspect and validate all in-coming wastes. Remove hazardous liquids from wastes prior to processing. Train the staff	Follow the spill response procedure. It describes what to do in the event of a spill and where the kit is kept.
Spillage during delivery of oil or fuel.		Supervise fuel deliveries. Use drip trays and spill materials.	
Spillages during refuelling of plant and equipment.		Plant and equipment will be refuelled in designated areas with impervious surface and will use drip trays and spill materials.	
Slow seepage of liquids from imported contaminated materials. Slow seepage can be less noticeable than 'spills'.		Incoming materials that are contaminated e.g cutting oil or tramp fluid on swarf, will only be stored on impervious surfaces that are drained to an oil interceptor	
Overfilling			
Overfilling of oil / fuel tanks during delivery.	Contamination of land, drains, groundwater and watercourses.	Stock level control checks, supervised delivery and high level alarms.	Spill response procedure as described above.
Failure of Plant or Equipment			
Leakages; due to faulty pipe work, valves, over-pressure, blockages, corrosion, severe weather, ground movement etc.		Daily visual inspection and completion of weekly inspection checklist record. Preventative maintenance regime. Any underground pipes	

Possible Accident / Incident	What would the harm be?	How do we reduce the chances of it happening?	What to do if it happens
	Contamination of land, drains, groundwater and watercourses..	and tanks will be tested for integrity. Insulation and protection of pipe work.	Spill response procedure as described above.
Puncture; of vessels and tanks etc due to impact – such as fork lift trucks.		Tanks and vessels generally located within / on secondary containment facilities. Storage locations of drums and non-permanent vessels protected by use of barriers or fencing. Movement of drums and containers using safe techniques.	
Fire			
Fire	Smoke and pollution, Firewater causes contamination of land, groundwater and watercourses.	Separation of incompatible materials and of combustible materials and ignition sources. Incorporation of fire breaks into site layout and containment of fire water. No smoking policy. Maintain tidy site and minimize stockpile of combustible materials. Fire training and emergency drills.	Fire procedure describing what to do in the event of a fire, including details about fire alarms, exit routes and muster points, responsible personnel such as a fire warden and the location and use of emergency fire equipment such as extinguishers, hoses, sand bags and drain covers.
Cross contamination			
Due to transfer and mixing of incompatible materials, drainage cross connections etc.	Explosion, smoke and pollution of air, Contamination of land, drains, groundwater and watercourses.	Maintenance of up to date drainage plan. Maintenance of inventory of substances with material property details. Procedure for contractors to work on site including induction training and permit to work. Fail-safe filling systems.	Fire procedure as described above.

Possible Accident / Incident	What would the harm be?	How do we reduce the chances of it happening?	What to do if it happens
Flood			
Due to ingress of watercourse floodwater, blocked drains, burst water main, use of fire water.	Contamination of raw materials, buildings, land, drainage system, groundwater and watercourses with fire and flood water.	Maintenance of drains. Fitting of flap / non return valves on drains. Safe location for storage of hazardous materials.	Flood procedure describing what to do in the event of a flood warning such as installation of barge boards, use of sand bags, movement or protection of sensitive materials.
Failure of Services			
Due to failure of supply; water, electricity, gas supply and of sewerage system. Due to utility supply being struck and broken / cut.	Flooding, explosion with subsequent contamination of land, drains, groundwater and watercourses.	Provision of standby facilities. Maintenance of up to date plans showing location of utility services. Procedure for contractors to work on site including induction training and permit to work.	Utility supply failure procedure describing what to in the event of services supply failure such as manual shut down of process valves, start up of emergency generator, use of standby materials etc. Flood and fire procedure as described above.
Failure of Containment			
Failure of containment facilities due to land movement, impact, corrosion etc.	Contamination of land, drains, groundwater and watercourses.	Provision of secondary containment for hazardous liquids. Inspection of primary and secondary containment facilities. Integrity testing of tanks and bunds & pressure loss alarms.	Spill response procedure as described above.

Possible Accident / Incident	What would the harm be?	How do we reduce the chances of it happening?	What to do if it happens
Vandalism			
Unauthorised entry and tampering or malicious damage to property, plant and equipment.	Contamination of land, drains, groundwater and watercourses.	Secure gate and perimeter fence. Site locked when un-manned, tanks and valves locked when not in use out of hours. Plant and equipment locked in secure storage out of hours. Security system installed including camera and recording facilities.	Spill response procedure as described above.

3. Maintenance Checklist

() ***Use as many forms as required (the examples may or may not be applicable for your site – amend as appropriate)***

Item requiring maintenance	How often? (tick the appropriate box)						Where are maintenance instructions?	Who is responsible?
	Day	Week	Month	Year	2 years	5 years		
Check the oil interceptor		✔					Cabin wall	
Check drains and drainage channels for blockages.		✔						
Clean up spills on surfaced areas or tank bunds	✔							
Check state of fences and gates – (to avoid vandals or children getting in and, for example, letting liquids out of a tank).		✔						
Visually check the un-surfaced areas to ensure that there are no spills. Clean up if necessary.		✔						
Check bunds are not filling with rainwater – pump out if necessary (via the oil interceptor).			✔					
Check the de-pollution area concrete for cracks or excessive oil.				✔				
Inspect the bunds for potential leaks, cracks, holes etc.				✔				
Add appropriate maintenance and routine inspection items for your site								

3. Maintenance Checklist

() ***Use as many forms as required (the examples may or may not be applicable for your site – amend as appropriate)***

Item requiring maintenance	How often? (tick the appropriate box)						Where are maintenance instructions?	Who is responsible?
	Day	Week	Month	Year	2 years	5 years		
Add appropriate items for your site		✔						

3. Maintenance Record

You then need to keep a record that you have actually done these checks when they were supposed to be done. You could do this in a 5 year diary (easiest).

If you do them you should enter:

- The check or maintenance job done (e.g. *Checked interceptor)*
- Who did it (e.g. *Fred Smith)*
- The result (e.g. *40cm of oil was emptied)*

Alternatively you could use these forms. You will have to keep a good supply of them, for each line on your inspection checklist.

Item: inspect fences		**Due: weekly**
Completed on	***Completed by***	***Comments***
e.g. 27-02-09	*e.g. S. Jones*	*e.g. fence wire broken (rusted) behind cabin. Repaired and re-tensioned.*

4. Training Checklist

() *Use as many of these forms as required*

(the examples included may or may not be applicable for your site – amend as appropriate)

JOB	TRAINING REQUIRED (tick boxes to show who needs which training)																		COMMENTS
	Environmental awareness							Maintenance/operations						Accidents and emergency					
	Certificate of Technical Competence	Supervision of waste management sites	Environmental and permit awareness	Waste receipt inc Duty of Care	Waste separation and storage			Maintenance of mechanical grab	Maintenance of separation conveyor	add skills appropriate to your site				Fire procedure	Spill response procedure	Flood procedure (where ap[plicable)	Failure of services		
Site Manager																			
Site Supervisor	√	√		√										√	√	√	√		
Site operator A			√		√			√											
Site operator B																			
Contractor 1																			

Other jobs e.g. Operator A (Grab), Operator B (Separator), Operator C (Trainee), Contractor 1(Maintenance).

Training Record

Employee Name	Job Title

Training Required	Date due	Date done	Passed as competent? yes/no	Reviewers Signature	Date for Refresher	Comments

5. Complaints Record

Who made the complaint? Name:	
Address	
 Phone No	
Date and time they made the complaint	
What happened, what was it about?	
Was anyone else aware of this – other neighbours or your staff? If so who?	
Did the complaint relate to your site? If so, what happened? What went wrong?	
What have you done to make sure that it does not happen again?	
Was there any significant pollution – for example: dust, odour or noise outside the site or spillage of polluting liquids onto the ground, into a drain or a watercourse?	
If there was then you must notify the Northern Ireland Environment Agency on 0800 807060 ASAP. Have you done so?	Yes/No At what time did you phone?
You must also write or send an email to confirm this to the local office (see your accident management plan for the address) Have you done so?	Yes/No What date did you contact?
Please print your name and sign:	

Continue overleaf or on a separate sheet if you do not have enough room.
Keep the completed form in the file to discuss with NIEA when they visit.

6. Accident (and Incident) Record

Record of accidents, other incidents or near misses

This form could apply equally to health and safety, we are particularly interested in things that could impact on the environment, for example: dust, odour or noise outside the site or spillage of polluting liquids onto the ground, into a drain or a watercourse.

“Other incidents” covers impacts on the environment that are not accidents, such as failing to empty the oil interceptor causing oil to get into the drains, or vandals causing an oil spill.

It is good practice to record near misses in order to avoid future incidents – eg the vandals opened the valve on the tank but the bund caught everything and no harm was done. You do not have to inform us of this sort of thing.

Date and time of the incident	
What happened, what was it about?	
Was anyone else aware of this – other witnesses? If so who?	
What caused it?	
What have you done to make sure that it does not happen again?	
Was there any significant pollution – for example: dust, odour or noise outside the site or spillage of polluting liquids onto the ground, into a drain or a watercourse? If so what.?	
If there was then you must notify theNIEA on 0800 807060 ASAP. Have you done so?	Yes/No At what time did you phone?
You must also write or send an email to confirm this to the local office (see your accident management plan for the address) Have you done so?	Yes/No What date did you contact?
Please print your name and sign	

Continue overleaf or on a separate sheet if you do not have enough room.
Keep the completed form in the file to discuss with the Environment Agency when they visit.

7. Further Help

Pollution Prevention Guides (PPGs) on NetRegs

http://www.netregs.gov.uk/netregs/links/63875.aspx

There is a range of PPGs including:

PPG1: General Guide to the Prevention of Pollution

PPG2: Above ground oil storage tanks

PPG3: Use and design of oil separators in surface water drainage systems

PPG4: Disposal of sewage where no mains drainage is available

PPG8: Safe storage and disposal of used oils

PPG13: The use of high pressure water and steam cleaners

PPG18: Managing fire water and major spillages

PPG21: Pollution incident response planning

NIEA Public Registers

Find your nearest waste site for a range of materials

http://www.ni-environment.gov.uk/waste/public_reg.htm

NetRegs – NetRegs provides **free environmental guidance** for small and medium-sized businesses in the UK (http://www.netregs.gov.uk/)

The **Oil Storage Regulations (Northern Ireland)** will come into force in September 2010. For details visit the NetRegs website:

www.netregs.gov.uk

Contact NIEA

General enquiries: 0845 302 0008

NIEA
Klondyke Building
Cromac Avenue
Gasworks Business Park
Lower Ormeau Road
Belfast
BT7 2JA

8. Posters

Protecting the Environment

This site's main potential **pollution sources** are:

[e.g. Storage of waste oils in drums]
[e.g. Fibrous asbestos storage]
[e.g. Potential for dust creation if site roads are not damped down]

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Sensitive **environmental receptors** at or near the site are:

[e.g. Underground aquifer used for supplying drinking water]
[e.g. Houses and gardens to the south of the site]
[Site of Special Scientific interest next to building B3]

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